



City of Durham
PLANNING COMMISSION MINUTES
June 09, 2026

A. CALL TO ORDER.

Planning Chair Susan Deeming opened the meeting at 7:02 PM at Durham City Hall.

B. ROLL CALL.

Commissioners present: Planning Chair Susan Deeming, Vice Chair Matt Winkler, Commissioners Patricia Saab, Cheri Frazell, and Krista Bailey.

Commissioners absent: Commissioner Andrew Mast.

Staff present: City Administrator Jordan Parente.

C. APPROVAL OF MEETING MINUTES.

The Commission considered approval of the April 14, 2026, meeting minutes. With no corrections offered, Commissioner Bailey moved to approve the minutes as presented, and Commissioner Saab seconded the motion. The minutes were approved unanimously (5-0).

MO 060926-01

D. PUBLIC FORUM.

Chair Deeming opened the public forum. No members of the public were present, and no testimony was received. Chair Deeming closed the public forum.

E. CITY PLANNER & DEVELOPMENT CODE UPDATE.

City Administrator Parente reported that contract planner Alice Cannon is reducing her practice and expects to conclude her work with the City during the summer. He stated that Ms. Cannon will continue assisting with current development matters during the transition. He identified the Mid-Willamette Valley Council of Governments and Laura LaRoque as potential replacements for planning services.

City Administrator Parente explained that the Development Code update is expected to be a significant project and may not begin in earnest until fall due to the planner transition. He said a blended approach may be useful, with one planning resource assisting with development review and another focusing more directly on Development Code updates. Commissioner Frazell suggested that he connect with her neighbor who is a planner with the City of Tualatin, as a potential resource. City Administrator Parente welcomed the suggestion and stated that he would be open to additional information and references.

F. JULY 4TH CELEBRATION.

City Administrator Parente updated the Commission on the City's planned July 4th celebration. He said Council had provided a budget and staff had explored food options. Because a temporary health permit for serving hot dogs would cost about \$300, he stated that the City may instead provide packaged food items. He noted that cotton candy may be exempt from permit requirements.

The event is expected to include a tent, music, Durham artifacts, and recognition of the north loop park area donated by local families. Commissioners also discussed a member of the public's request to install a garbage can at the dog off-leash area of Durham Park. City Administrator Parente expressed concern about maintenance and noted that existing garbage cans already serve park users.

Commissioners discussed event outreach and activities. Commissioner Saab suggested neighborhood signs and offered to place one in her yard. City Administrator Parente said the event had been included



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in the newsletter. Commissioners also discussed lawn games such as cornhole, and City Administrator Parente encouraged participation in the event.

G. COMMISSIONER COMMENTS / REPORTS / STAFF UPDATES.

Chair Deeming raised concerns about several fences that appear to exceed the Development Code's six-foot height limit for residential setbacks and reviewed the applicable code provisions. The Commission discussed whether the fences posed safety, visibility, or neighborhood impacts and whether property owners should be asked to provide measurements and specifications. City Administrator Parente explained that the code does not provide a process for approving taller fences. He noted potential structural concerns and said the variance process is costly and may not apply in this case. Commissioners discussed the importance of enforcing the code, the possibility that the fences were constructed without knowledge of the requirements, and whether the issue should be addressed through future code updates. The Commission ultimately agreed to table the matter for further review of the Development Code, variance provisions, and possible options before notifying property owners.

City Administrator Parente reported that there is currently a Planning Commission vacancy following Forrest Boleyn's resignation and noted that, with six members, the Commission still requires four members for a quorum. Chair Deeming expressed a preference for keeping the position open and advertising the vacancy until an interested applicant comes forward. Commissioner Frazell agreed that advertising the opening could encourage community involvement. City Administrator Parente said he would move forward with advertising the position. He also reported that 2026 is a City Council election year, with two Council positions scheduled for the November 3, 2026, election. Election materials must be submitted to the City by August 25, 2026, with incumbents required to file one week earlier. Candidates must circulate a petition and obtain at least 10 eligible voter signatures, though he recommended collecting additional signatures in case any are deemed invalid.

City Administrator Parente stated that Impact West, a newer business located near City Hall, had submitted a sign application after installing a replacement sign for the space formerly occupied by California Closets. The application was not received in time for this meeting and will be presented at the July Planning Commission meeting.

He also provided an update on the City's new tree permit process under the municipal tree code, explaining that the City has transitioned to a digital form process that allows applicants to attach photos and submit information more easily. While implementation has been somewhat clunky, he said the process is improving, and the City will continue working with Sav-A-Tree as its arborist while evaluating the program before pursuing a formal request for proposals. He further noted that the City's engineering firm had been acquired and that engineering services may need to be revisited, and that the City's accountant had advised the City it would no longer provide services after the fiscal year. City Administrator Parente also reported on a recent arborist review of trees in City Park, stating that ribbons used to mark certain trees were removed and that, after he switched to marking paint, someone peeled or scratched bark from marked trees.

Commissioner Saab asked for an update on the status of the Durham Heights development. In response, City Administrator Parente reported that Durham Heights is nearly complete, with only a few homes remaining unsold. He also reported that Durham Estates has an approved site design plan and that the City is working with the developer on required improvements, as well as some improvements



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that were not required. Commissioners briefly discussed the project name, unit design, and market conditions for townhomes and multi-unit residences.

Commissioner Frazell joked her family had expected to see Mayor Josh Drake in the Rose Festival parade of mayors. City Administrator Parente said when the City receives such information, he generally forwards it, but our invitation must have been lost in the mail.

H. NEXT REGULARLY SCHEDULED MEETING OF THE PLANNING COMMISSION.

The next regular meeting of the Planning Commission was announced for July 14, 2026, at 7:00 p.m.

I. ADJOURN.

Chair Deeming adjourned the meeting at 8:31 PM.

Approved:

Susan Deeming, Chair

Attest:

Jordan Parente, City Administrator/Recorder