



City of Durham

17160 SW Upper Boones Ferry Rd.
Durham, Oregon, 97224

Jordan Parente - City Administrator

phone: 503.639.6851

e-mail: cityofdurham@comcast.net

website: www.durham-oregon.us

Wyatt Bean - Administrative Assistant

PLANNING COMMISSION AGENDA

City Hall, Tuesday, July 14th, 2026, at 7:00 p.m.

A. CALL TO ORDER

B. ROLL CALL

(Chair Susan Deeming, Vice Chair Winkler, Commissioners: Pat Saab, Krista Bailey, Cheri Frazell, & Andrew Mast)

C. APPROVAL OF MEETING MINUTES

The Planning Commission will consider adopting meeting minutes from June 9, 2026 (pages 1-3)

Motion required

D. PUBLIC FORUM

For matters not appearing elsewhere on the agenda. Matters requiring further investigation or detailed answers will be referred to City Staff for follow-up at a future meeting. Please limit comments to less than three minutes.

E. SIGN PERMIT REQUEST #481-26 FOR 245-17400 SW UPPER BOONES FERRY ROAD IMPACT WEST (pages 4-7)

Motion required

F. COMMISSIONER COMMENTS / REPORTS / STAFF UPDATES

G. NEXT REGULARLY SCHEDULED MEETING OF THE PLANNING COMMISSION

➤ Tuesday, September 8, 2026, Regular Meeting of the Planning Commission at 7:00 p.m. (Durham City Hall)

H. ADJOURN



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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 SCHEUDLED 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



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Wyatt Bean - Administrative Assistant

MEMORANDUM

DATE: July 2nd, 2026
TO: Planning Commission
FROM: Jordan Parente, City Administrator
RE: Wall Sign for Impact West, Sign Permit file # 481-26

On July 1st, 2026, GISI applied for a sign on behalf of *Impact West*, located at #245 17400 SW Upper Boones Ferry Road. The sign is for a new business and had already been installed. The application was assigned Sign Permit #481-26.

The submitted sign dimension are 1.7" x 9'9 1/4" for a total of 15.47 square feet. The sign includes a logo and business name "impactwest" in red and black lettering. The sign is made of 1/2" acrylic and displayed above the business doorway.

Section 6 of the Durham Development Code is titled "Sign Regulation" and includes all signs visible from the public right-of-way, for all zoning districts. Signage is a subordinate use of property.

When considering a sign permit, the Planning Commission may wish to focus their decision on:

§6.2 Prohibited Sign Features. In all zoning districts, no sign shall:

§6.2.1 Use internal illumination, a flashing or intermittent device to display a message, or rotate, revolve or move;

§6.2.2 Use of external illumination that generates glare that disrupts the vision of motorists on adjacent right of way or that exceeds 1 foot-candle as measured at any boundary of the property on which the sign is located;

§6.2.3 Project above the highest point of any building to which the sign is attached;

§6.6 Signs Requiring Permit – Other Districts, (OP, IP and BPO Districts):

§6.6.3 One wall sign for each individual person or entity or person that occupies a structure, identifying the location and entry door of the entity or person, not exceeding 30 square feet in area, not extending more than 15 feet horizontally in either direction from the centerline of the entry and with dimensions proportional to the building façade on which the sign is placed.

The proposed sign is stationery, does not extend above the highest point of the building, is not more than 15 feet horizontally in either direction from the centerline of the entry. No illumination is proposed. The 1.7" x 9'9 1/4" dimensions, equals 15.47 square feet, which is less than 30 square feet.

The proposed sign substantially complies with §6.2 and §6.6 of the DDC. Staff recommend the Planning Commission approve sign permit #481-26, as proposed.



City of Durham

17160 SW Upper Boones Ferry Rd.
Durham, Oregon 97224

COMMERCIAL SIGN PERMIT APPLICATION

Website: www.durham-oregon.us
e-mail: cityofdurham@comcast.net
503.639.6851

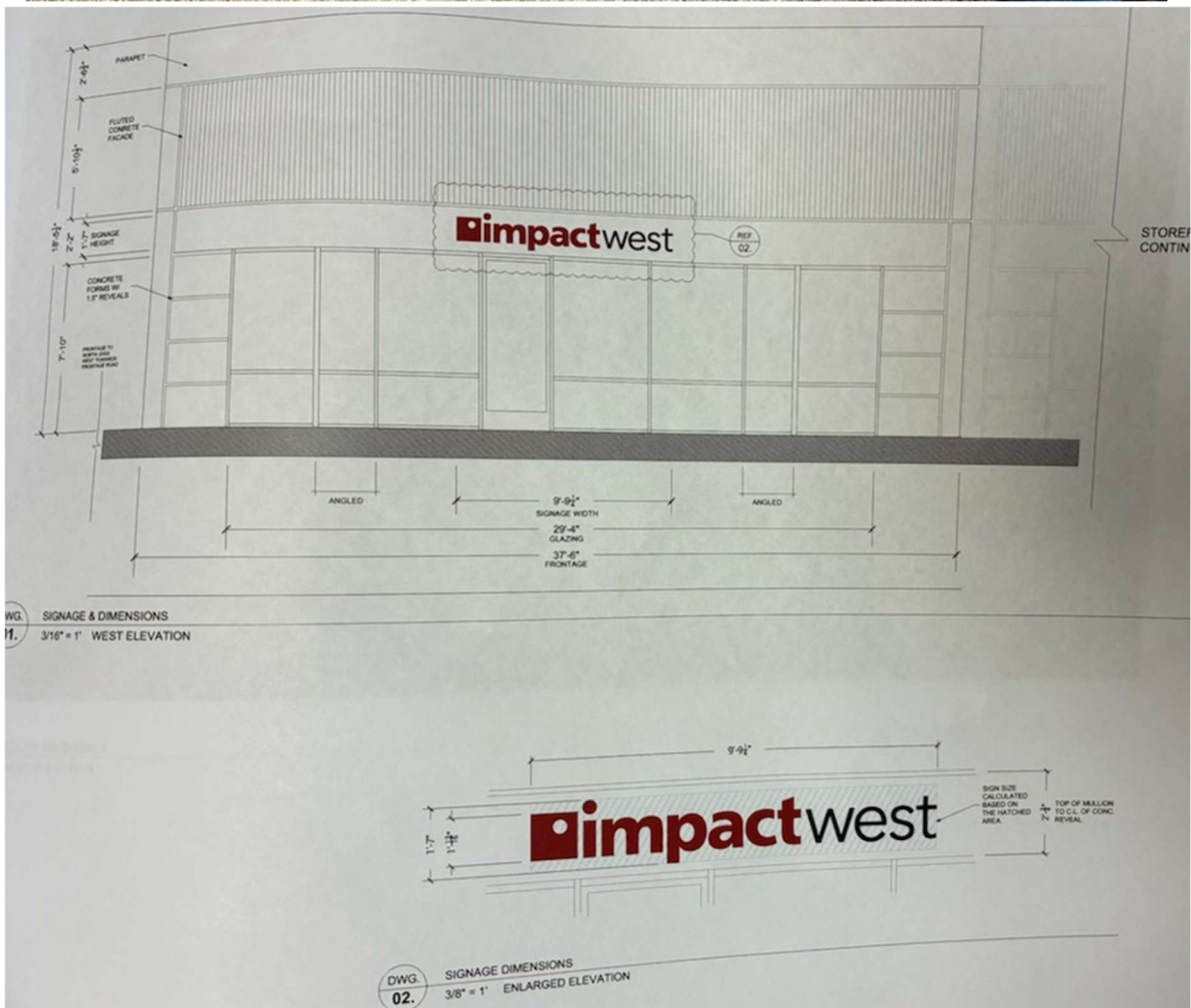
Permit No: 481-26

Business Applicant:		Sign Company <u>GISI Marketing Group</u>	
Name:	<u>Impact West</u>	Name:	<u>Chris Babbitt</u>
Company:	<u>Eric Pitassi</u>	Company:	<u>GISI Marketing Group</u>
Address:	<u>17400 SW Upper Boones Ferry Rd #245</u>	Address:	<u>17400 SW Upper Boones Ferry Rd #210</u>
City, State, Zip:	<u>Durham, OR 97224</u>	City, State, Zip:	<u>Durham, OR 97224</u>
Phone:		Phone:	
Email:		Email:	
Business License:	<u>01913461-5</u>	Business License:	<u>2279-10</u>
I hereby certify that this application contains no misrepresentations or falsifications and that the information given is true and complete to the best of my knowledge and belief. I agree to erect this sign in accordance with the attached description and approved plans, and in accordance with the Sign Ordinance of the City of Durham (Durham Development Code, Chapter 6) and Durham Planning Commission Orders. I understand that a separate building permit may be required to erect the sign.			
Business Owner:		Sign Company:	
Date: <u>6/2/26</u>		Date: <u>5/14/26</u>	
Permit Issuance is contingent upon compliance with the current City sign regulations and conditions originally imposed on the individual development by the Design Review Board and Planning Commission. The Planning Commission will consider this sign application at the first regular meeting after the application is deemed complete. Applicants are requested to attend the meeting. Additional planning fees may be applied if deemed necessary to determine compliance with city regulations and final Planning Commission conditions.			
Sign Information			
Site Address:	<u>17400 SW Upper Boones Ferry Road #245</u>		Current Zoning: <u>Commercial</u>
Application for:	New Sign ☐	Replacement ☒	Face Change ☐
Check all that apply:	FREE STANDING Monument ☐ Directory ☐ Plot Plan is required.		ATTACHED Business Identification ☒ Directory ☐ Elevation Drawing is required.
PROPOSED SIGN Total Height: <u>1'7"</u> Total Width: <u>9'9 1/4"</u> Size (H x W): <u>15.47</u> sq. ft. Adjacent Wall Area: <u>301.56</u> sqft Sign Thickness: <u>1/2"</u> inches Letter Size: <u>15"</u> Letter Style: Letter Color: <u>RED & BLACK</u> Materials: <u>1/2" CLEAR COATED SOLID ACRYLIC</u> Property frontage: <u>37'6"</u> ft. on (street) <u>SW UPPER BOONES FERRY RD.</u>			Attach two color renderings of the proposed sign, showing its correct dimensions, colors, materials, script, and graphics. A site plan and/or building elevation drawn to scale that includes vision clearance is required. If requested, supply material samples representing the sign's color and texture.

Rev 7/2025

ADJACENT WALL AREA
CALCULATED BY FLUTED CONCRETE
1 2'2" CONCRETE HEADER X FRONTAGE

Paid: 07/01/2026 WB Fee: \$700.00 Receipt #332608





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NOTICE OF LAND USE ACTIONS

Website: www.durham-oregon.us
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Phone: 503.639.6851

CITY OF DURHAM PUBLIC NOTICE

NOTICE IS HERE GIVEN THAT a sign permit application will be heard by the Durham Planning Commission at Durham City Hall at, or shortly after, 7:00 P.M. on July 14, 2026, to consider the following request:

Request: Permission to install 15-square-foot business identification sign displaying Impact West logo and business name above business entrance.

Property Location: #245 - 17400 SW Upper Boones Ferry Road, Durham, OR

Applicable Criteria: The review and approval criteria for the proposal are provided in Durham Development Code (DDC) under Chapter 6 Sign Regulation; DDC Chapter 9 Procedures, Section 9.6 Type 2 Process & Criteria; Sign Ordinance 208-01 as amended by Ordinance 232-06; and the Durham Comprehensive Land Use Plan as revised 6.23.95.

The Planning Commission meeting on this matter will be conducted pursuant to rules of procedure adopted by the City Council. Oral and written testimony in favor of or in opposition to the request will be received during the meeting. Written testimony may also be submitted in advance of the meeting to the City Administrator no later than July 13th, 2026, by 4:00 P.M.

Failure to raise an issue in person or by letter, or failure to provide sufficient specificity to afford the decision-makers an opportunity to respond to the issue precludes appeal on said issue to the State Land Use Board of Appeals, or to seek damages in circuit court due to a condition of approval.

The applications and pertinent documents are available for inspection at no cost (copies provided at reasonable cost) at Durham City Hall, 17160 S.W. Upper Boones Ferry Road, Durham, OR, during normal business hours. Contact Jordan Parente, City Administrator, at (503) 639-6851 if you would like a virtual link to attend the meeting remotely, or additional information. All interested parties are invited to submit written testimony and attend the meeting.

The decision will be posted on the City website (www.durham-oregon.us) in the "Notice of Land Use Actions" section.

CITY OF DURHAM

By: Jordan Parente
City Administrator