City of Durham
CITY COUNCIL MEETING MINUTES
July 28, 2026

A. **OPEN REGULAR COUNCIL MEETING.**

Mayor Joshua Drake opened the regular council meeting at 7:32 PM at Durham City Hall.

B. **ROLL CALL OF COUNCIL MEMBERS.**

Councilors present: Mayor Joshua Drake, Council President Leslie Gifford, Councilors Gary Paul, David Streicher, and Sean Lee

Councilors absent: None

Staff present: City Administrator Jordan Parente & Administrative Assistant Wyatt Bean

C. **COUNCIL MINUTES.**

Council considered adoption of June 23, 2026, City Council meeting minutes. Councilor Streicher moved to approve the minutes as presented. Councilor Paul seconded the motion. The motion passed unanimously (5-0).

MO 072826-01

D. **CALENDAR OF MEETINGS & EVENTS.**

Mayor Drake reviewed the upcoming calendar, including the August 11, 2026, Planning Commission meeting; the September 7, 2026, City Hall closure in observance of Labor Day; the September 8, 2026, Planning Commission meeting; and the September 22, 2026, City Council work session and regular meeting.

E. **PUBLIC FORUM.**

Mayor Drake opened the public forum. No members of the public were present in person or remotely, and no testimony was received.

F. **PLANNING COMMISSION MINUTES FROM JUNE 9th, 2026, & July 14th, 2026.**

City Administrator Parente stated that the June 9 minutes were included again because a page had been omitted from the prior Council packet. He reported that Planning Commission activity has been limited following adoption of the new tree code. The Commission's principal action in July was approval of a sign permit for Impact West. Commissioners also held general discussions regarding possible upcoming Development Code amendments and community engagement activities.

G. **RESOLUTION 706-26; A RESOLUTION OF THE DURHAM CITY COUNCIL AUTHORIZING THE MAYOR TO SIGN AN INTERGOVERNMENTAL AGREEMENT WITH WASHINGTON COUNTY FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.**

City Administrator Parente explained that Durham has participated for many years in Washington County's Community Development Block Grant consortium, through which the County receives federal funding from the U.S. Department of Housing and Urban Development. Durham has not traditionally applied for the funds, but its participation supports the County's eligibility. The new agreement replaces the amended 2014 agreement, updates federal requirements, limits automatic renewal, and allows staff to serve on the advisory board.

In response to Council questions, City Administrator Parente stated that Durham could potentially seek funding for qualifying projects but has not previously had the capacity or a suitable project for which to apply. He also noted that continued participation benefits the broader county program.

Council President Gifford moved to adopt Resolution 706-26 authorizing the Mayor to execute the intergovernmental agreement with Washington County. Councilor Lee seconded the motion. The motion passed unanimously (5-0).

MO 072826-02

H. **RESOLUTION 707-26; A RESOLUTION OF THE DURHAM CITY COUNCIL AUTHORIZING THE CITY ADMINISTRATOR TO SIGN AN INTERGOVERNMENTAL AGREEMENT WITH THE MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS FOR SERVICES.**

City Administrator Parente described the Mid-Willamette Valley Council of Governments as an intergovernmental organization that provides professional services to smaller jurisdictions. Durham could join as an affiliate for $500 annually and obtain accounting, planning, project management, grant administration, legal, human resources, and other services on a as needed basis at specific rates.

Councilor Streicher asked whether the City should prioritize local professionals over providers based near Salem. City Administrator Parente stated that remote services are increasingly common and qualified governmental planners and accountants are difficult to find. He proposed using the Council of Governments for development review and accounting oversight while potentially retaining another planner for the Development Code update and broader internal planning work. This would provide greater institutional capacity and reduce reliance on individual providers whose departure could create service gaps, which have historically occurred .

City Administrator Parente anticipated using the organization for account reconciliations and future financial reports. He stated that accounting services would be substantially less expensive than the current arrangement, planning rates were comparable. Specific accounting practices will be discussed before beginning work with the organization.

Council discussed the flexibility to request services such as grant administration, technical document preparation, project management, and temporary specialized assistance. Councilor Lee supported the options the agreement would provide, and Councilor Paul noted that the one-year membership offered a low-cost opportunity to evaluate the services.

Council President Gifford moved to adopt Resolution 707-26 authorizing the City Administrator to execute the intergovernmental agreement with the Mid-Willamette Valley Council of Governments. Councilor Lee seconded the motion. The motion passed unanimously (5-0).

MO 072826-03

I. **NUISANCE ABATEMENT STAFF DIRECTION 7664 SW TAYLOR LANE.**

City Administrator Parente reported that Emerald Homes NW constructed retaining walls along SW Cambridge Lane within the public utility easement adjacent to 7664 SW Taylor Lane at the Durham Estates development without approval and contrary to the development's approved site and design plans. He explained that the easement preserves space near the roadway for utilities and is treated similarly to right-of-way under the Durham's ordinance.

Photographs and site plans showed the walls' proximity to the sidewalk and location within the easement. City Administrator Parente reported that the City Engineer raised serious concerns about public safety, the manner of construction, the stability of the retaining wall, and lack of engineering documentation. Their opinion is that the structure poses a liability to the City and should be removed from obstructing the utility easement.

The developer proposed vacating the easement and relocating it beneath private driveways. Staff opposed this because it would undermine the easement's purpose, potentially require future excavation of private roads, and inconvenience residents. Councilor Paul said that in 30 years of working on construction projects no structures were built in a public utility easement, and this is general industry knowledge.

City Administrator Parente stated the City Attorney recommended nuisance abatement as an enforcement option. The process would provide notice and an opportunity for voluntary correction, followed by a quasi-judicial hearing, if necessary. If the City ultimately abated the nuisance the City would incur legal and construction expenses and assess appropriate costs against the property.

Council expressed concern about the public-safety risks resulting from the unpermitted work. Council President Gifford moved to direct staff to proceed with nuisance abatement for the unpermitted retaining wall adjacent to 7664 SW Taylor Lane. Councilor Streicher seconded the motion. The motion passed unanimously (5-0).

MO 072826-04

City Administrator Parente also reported complaints about tall grass at Durham Estates. His repeated requests to abate the issue have not produced an adequate response and he plans to issue written notice under the nuisance ordinance provisions.

J. **FINANCIAL REPORTS.**

Council considered the June 2026 financial reports and approval of vendor checks 17957 through 17972 totaling $15,972.44 and EFTs and payroll totaling $19,896.76. Council President Gifford moved to approve the vendor checks, EFTs, and payroll as presented. Councilor Paul seconded the motion. The motion passed unanimously (5-0).

MO 072826-05

K. **ADMINISTRATOR'S REPORT.**

City Administrator Parente reported that SW Upper Boones Ferry Road would be closed at the railroad crossing from approximately August 10 through August 14 for track repairs, preventing through traffic in both directions. Signs have been installed. The City posted notice online and plan to inform businesses.

He confirmed that Auditor Roy Rogers' letter had been forwarded to Council and Resolution 693-26 restored to the City website. Bark chips had also been installed around the treed lot and path. A small dead wild cherry tree near SW Rivendell Drive and SW Upper Boones Ferry Road was identified for possible removal, and Council agreed that staff should follow the established public-notice process before returning the matter for consideration.

City Administrator Parente reported that individuals previously removed from an encampment in Durham Park only relocated about 100'. A fence installed to keep people away from the rail line had been cut near the encampment. Staff asked Tualatin Police to repost the notice to vacate the area and address the unlawful overnight camping. Council agreed that police involvement was appropriate.

Staff also received a complaint about a camper repeatedly parking overnight on a residential street. City Administrator Parente reviewed the ordinance prohibiting certain campers, motor homes, and heavy vehicles from parking on residential streets between 9:00 p.m. and 7:00 a.m. Council discussed consistent enforcement while distinguishing recurring overnight occupancy from temporary neighborhood use by residents. Tualatin Police contacted the camper owner, who said it will be moved.

City Administrator Parente reported the City is preparing an application for up to $100,000 from the Tualatin Soil and Water Conservation District. The project could include invasive-species removal, native planting, treatment or removal of ash trees threatened by emerald ash borers, erosion control, fencing, and streambank restoration in Durham Park and the treed lot. He estimated the application would take four to eight hours, and the City may be eligible for grant-administration costs. Council supported seeking the maximum justified amount.

Approximately 60 people attended Durham's July 4 celebration, which included a display of Durham memorabilia, music, food, and activities. The City obtained the required temporary restaurant license and the event remained under budget.

City Administrator Parente also reported that the City Hall landlord remained interested in having the City stay and raised the possibility of an installment purchase. Council discussed longer-term seller financing, funds already reserved, purchasing the entire property, potential rental income, and future renovation costs. No formal proposal has been received.

Staff stated that additional changes would be needed to align Durham's building fees with Tualatin's final fee schedule and that the State would need to be notified again.

City Administrator Parente discussed renewal of a Peters Road home-occupation business license that had previously generated traffic complaints. Since the applicant certified compliance in their most recent renewal application, staff planned to renew the license while providing written notice of the updated business-license ordinance and the requirement to comply with all applicable laws. Councilor Streicher suggested confirming whether municipal court penalties could apply to future violations.

City Administrator Parente advised Council that he would be on vacation during the second week of August. Administrative Assistant Bean reported that the audit would begin the following week and distributed annual audit questionnaires. Staff also reported that Tualatin's Council had approved the policing intergovernmental agreement, although final signed copies have not yet been received.

L. **COUNCIL COMMENTS & MISCELLANEOUS INFORMATIONAL ITEMS.**

Mayor Drake stated that his questions regarding the City Hall lease had been addressed during the Administrator's Report and complimented the July 4 celebration. No additional Council comments were offered.

M. **ADJOURN.**

Mayor Drake adjourned the meeting at 8:52 PM.

Approved:

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Joshua Drake, MAYOR

Attest:

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Jordan Parente, CITY ADMINISTRATOR/RECORDER