



TUALATIN CITY COUNCIL

OFFICIAL WORK SESSION MEETING MINUTES

FOR NOVEMBER 24, 2025

PRESENT: Mayor Frank Bubenik, Council President Valerie Pratt, Councilor Bridget Brooks, Councilor Maria Reyes, Councilor Cyndy Hillier, Councilor Christen Sacco, Councilor Octavio Gonzalez

Mayor Bubenik called the meeting to order at 5:00 p.m.

1. *Record Council Holiday Greeting.*

The Council recorded the holiday greeting.

2. *Development Code Update – Clear & Objective Standards for Housing.*

Associate Planner Madeleine Nelson presented proposed clear and objective development code updates related to residential housing. She stated the purpose of the project is to update the Tualatin Development Code (TDC) to create an adoptable code that complies with Oregon Revised Statute. Planner Nelson explained that state law requires local governments to regulate housing using clear and objective standards and prohibits discretionary or subjective criteria for certain types of residential applications.

Planner Nelson stated that staff and a consultant team are currently conducting a full audit of the residential sections of the TDC to identify where discretionary language appears. She noted the audit is expected to be completed in January 2026, followed by staff and legal review, public engagement, and then a formal adoption process through the Planning Commission and City Council. She stated staff will return in January with a more complete overview of findings and the anticipated schedule for code amendments.

Councilor Hillier asked whether the audit will also identify opportunities to push back on standards that may need updating. Planner Nelson stated the scope of the project is specifically focused on housing requirements.

Councilor Brooks asked what percentage of the code will ultimately need to change. Planner Nelson stated they will have a clearer understanding once the audit is completed in January.

Councilor Brooks asked whether environmental code updates would be included. Planner Nelson stated the scope is limited to housing-related standards.

Council President Pratt asked whether the effort is intended to make the process easier for building housing or simply to meet the CFEC requirements. Planner Nelson stated the updates should make it easier to implement housing in the city.

Mayor Bubenik asked whether the consultant would conduct both the audit and the code updates. Planner Nelson confirmed that the consultant will complete the audit and provide draft code language.

Mayor Bubenik asked how the city will achieve clear and objective standards. Planner Nelson stated they will be seeking policy direction from the Council to guide those decisions.

Mayor Bubenik asked whether the Architectural Review Board will have an opportunity to provide feedback. Planner Nelson stated the ARB is not currently included in the project scope, but she can request that they be added.

3. *Update on the Tualatin Tourism Program.*

Deputy City Manager Megan George and City Manager's Office Intern Jill Coleman presented information on the Tourism Program. Manager George stated the program was adopted five years ago and that it was an appropriate time to conduct a review. Intern Coleman provided an overview of the Transient Lodging Tax (TLT), explaining that it is a tax imposed by a local government on the sale, service, or furnishing of transient lodging and is paid by visitors. She stated that Tualatin receives 2.5 percent of Washington County's TLT, which is unrestricted revenue. She also stated that the City's 2.5 percent local TLT is comprised of 30 percent unrestricted funds and 70 percent restricted funds that must be used for "tourism promotion" and "tourism-related facilities."

Intern Coleman stated the Tourism Program Plan was adopted in March 2019, and that its goal is to encourage visitor attraction supported by five key focus areas. She shared examples of how TLT revenue has been used in past years and noted that the Tualatin Chamber of Commerce receives five percent of the 70 percent restricted portion of the tax each quarter for tourism-related work.

Intern Coleman outlined the plan's five focus areas. The first is Capital Development, which includes planning and investing in priority tourism infrastructure projects to expand Tualatin's capacity to attract visitors. The second is Events, which focuses on supporting a mix of demand-generating events throughout the year. The third area is Placemaking, which includes design standards and activities that enhance public spaces and contribute to Tualatin's identity as a place to visit. The fourth area is Visitor Services, which includes developing programs that enhance visitor satisfaction and promote local amenities. The fifth area is Marketing, which focuses on developing a unique identity for Tualatin and generating consumer awareness.

Manager George stated that potential next step would be to work with a consultant to develop a Tourism Strategic Plan that includes measurable targets, timelines, and both short-term and long-term priorities. She noted that many focus areas identified in the 2019 plan are now complete or nearing completion because the plan is five years old.

Council President Pratt stated that she agrees it is an appropriate time to re-evaluate the tourism program, particularly given the timing of the downtown revitalization effort. She stated she would like the Council to review priorities moving forward.

Councilor Brooks asked whether there had been any discussion about establishing a visitor center connected to the Ice Age Trail. She also asked how diversification across departments works when implementing the tourism plan. Deputy City Manager Megan George stated that when the tourism plan was originally adopted, the Ice Age Trail was included as a key element. She explained that a cross-departmental team had met to evaluate the current plan and that this internal coordination will likely continue as the plan is updated.

Councilor Reyes asked for clarification regarding the amount of transient lodging tax revenue the city receives. Finance Director Don Hudson stated that the city receives approximately \$330,000 annually from Washington County and an additional \$330,000 annually from the local tax.

Councilor Reyes asked for additional details regarding the intergovernmental agreement governing the tourism funds. Intern Coleman stated that the existing IGA outlines how the county-collected portion of the tax is distributed and the eligible uses for those funds.

Councilor Reyes asked how funds are distributed to the Chamber of Commerce. Manager George stated that the Chamber receives a quarterly payment from the city under the terms of a professional services agreement.

Council President Pratt stated she would like to see development of a broader community events calendar to ensure activities are well-coordinated and accessible to residents and visitors.

Mayor Bubenik stated he believes that aligning the tourism work with the CORA project will be important. He stated he looks forward to a larger discussion during the upcoming Council Advance regarding future priorities for tourism and promotion.

4. Council Meeting Agenda Review, Communications & Roundtable.

Assistant City Manager Don Hudson presented the Manager's Report. He shared the new Tualatin River Water Trail map and the new City of Tualatin calendar. He stated the Tualatin Lights Parade will be held on December 5, 6, and 7. He reported that the InPipe project is planned for completion by the end of December. Assistant City Manager Hudson also announced that a Housing Forum and Resource Fair will be held on December 17th, which will include community conversations with residents seeking housing resources.

Councilor Brooks stated she attended the Regional Water Providers Consortium Board meeting and the Tualatin Arts Advisory Committee meeting.

Councilor Sacco stated she attended the Inclusion, Diversity, Equity, and Access Committee meeting.

Councilor Reyes stated she attended the Midwest Citizens Involvement Organization meeting.

Council President Pratt stated she attended the Riverpark Citizens Involvement Organization meeting and the Lam Research ribbon cutting ceremony.

Mayor Bubenik stated he attended the Metro Mayors Consortium meeting, the Greater Portland Inc Small Cities Consortium meeting, the Riverpark Citizens Involvement Organization meeting, the Tualatin Chamber of Commerce Board meeting, the Washington County Coordinating Committee meeting, the Joint Policy Advisory Committee on Transportation meeting, the Greater Portland Economic Development District meeting, and the Lam Research ribbon cutting ceremony.

Adjournment

Mayor Bubenik adjourned the meeting at 6:30 p.m.

Sherilyn Lombos, City Manager

Nicole Morris / Nicole Morris, Recording Secretary

Frank Bubenik / Frank Bubenik, Mayor










CC WS Minutes 11-24-24

Final Audit Report

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FOR NOVEMBER 24, 2025

PRESENT: Mayor Frank Bubenik, Council President Valerie Pratt, Councilor Bridget Brooks, Councilor Maria Reyes, Councilor Cyndy Hillier, Councilor Christen Sacco, Councilor Octavio Gonzalez

Call to Order

Mayor Bubenik called the meeting to order at 7:00 p.m.

Pledge of Allegiance

None.

Consent Agenda

Motion to adopt the consent made by Council President Pratt, Seconded by Councilor Brooks.
Voting Yea: Mayor Bubenik, Council President Pratt, Councilor Brooks, Councilor Reyes, Councilor Hillier, Councilor Sacco, Councilor Gonzalez

MOTION PASSED

1. Consideration of Approval of the Work Session and Regular Meeting Minutes of November 10, 2025
2. Consideration Resolution No. 5927-25 Approval of a Land Lease Agreement with New Cingular Wireless PCS, LLC (AT&T) for Wireless Communications Equipment at 8930 SW Norwood Road, Tualatin, Oregon
3. Consideration of Resolution No. 5929-25 Authorizing the City Manager to Execute A Facility Use Agreement With Horizon Community Church For Temporary Use Of School Property
4. Consideration of Resolution No. 5932-25 Authorizing Change Order No. 2 for the InPipe Micro-Hydro Turbine Project

Special Reports

1. Outside Agency Grant Awardee- Family Promise

Family Promise Executive Director Elise Laubach presented information on the organization and provided an overview of child and youth homelessness in Washington County. She shared that rising housing costs continue to strain families, noting that approximately 70% of households earning less than \$70,000 per year are rent-burdened. Director Laubach stated that Family Promise is a national organization focused on ending the cycle of homelessness for families and that the Tualatin program is currently housing 86 families. She reported that in 2025 they served 469 individuals, including 240 children, and provided 6,660 breakfasts and 8,791 dinners. She added that the organization prevented 164 evictions over the past year.

Director Laubach shared that families stay at the shelter for an average of four months, with some remaining for more than a year. She shared the enrichment programs offered to families, including educational support, employment services, and financial coaching. She noted that the shelter recently completed a full remodel.

Director Laubach stated that the service landscape is shifting, with fewer eviction-prevention dollars available, shelter systems operating at capacity, federal and state housing vouchers nearly fully allocated, and Metro Housing Bond funds now fully committed. She emphasized the need for agile, short-term interventions such as assistance with utility payments, short-term hotel stays, storage expenses, and moving support to help stabilize families before they become homeless.

Councilor Brooks thanked Director Laubach for the organization's dedication and asked how the Council could advocate effectively for eviction-prevention funding. Director Laubach stated that expanded case management resources are critical to helping families overcome barriers to stable housing and encouraged the Council to advocate for a balanced approach to funding upstream homelessness prevention.

Council President Pratt asked what typically happens after families complete the four-month stay at the shelter. Director Laubach stated that while four months is the average, families transition into housing when units become available, and case management continues after they are rehoused.

Mayor Bubenik thanked Director Laubach for the organization's work and its impact on the community.

Public Hearings - Legislative or Other

1. Consideration of **Ordinance 1454-25** Adoption of a City-Initiated Code Amendment to Comply with State-Mandated Rulemaking Known as Climate Friendly and Equitable Communities (CFEC) Walkable Design Standards Under PTA 25-0002

Mayor Bubenik opened the hearing in accordance with state law.

Community Development Director Aquilla Hurd-Ravich and Senior Planner Erin Engman presented proposed amendments to the Tualatin Comprehensive Plan and the Tualatin Development Code related to Climate-Friendly and Equitable Communities (CFEC) Walkable Design Standards. Planner Engman stated that CFEC standards are state-mandated rules intended to reduce greenhouse gas emissions from transportation by improving land use design. She stated that the amendments before the Council focus on promoting walkable and bike-friendly development patterns in new residential, commercial, and mixed-use areas.

Planner Engman outlined the four major components of the CFEC rules: neighborhood connectivity, commercial and mixed-use districts, residential neighborhoods, and auto-oriented uses. Planner Engman spoke to neighborhood connectivity, stating the rules apply to land divisions and the creation of new streets, requiring a connected network of streets, paths, and accessways that support pedestrian and bicycle travel. She stated the proposed amendments would reduce the maximum block length from 530 feet to 400 feet, introduce new block perimeter standards, and expand mid-block accessway requirements to improve comfort and safety.

Planner Engman spoke to commercial and mixed-use districts, stating the goal is to provide compact development, ensure the ability to walk or use mobility devices easily, and support direct access to pedestrian, bicycle, and transit facilities. The proposed amendments address building orientation, setback standards, parking placement, and requirements that primary entrances face the street to reinforce pedestrian-supportive design.

Planner Engman spoke to residential neighborhoods, stating the rules apply to new residential construction and aim to promote slow-speed neighborhood streets and sociable, efficient development patterns. The proposed amendments address changes to front setbacks, street frontage requirements, on-site walkway standards, and driveway lengths to ensure clearer pedestrian paths and reduce conflicts between vehicles and pedestrians.

Planner Engman spoke to auto-oriented uses, stating the rules apply to drive-through facilities and other motor-vehicle-related uses. The proposed amendments would require new drive-through facilities to include walk-up service windows, require driveway access to be provided from local streets when feasible, prohibit drive-through use in pedestrian-oriented zones, and require elevation changes or differentiated surface materials where pedestrian walkways cross vehicular areas.

Planner Engman described the public engagement process, including stakeholder meetings, Council work sessions, and public comment periods. She addressed public comments regarding driveway approach standards, noting that the amendments preserve the City's existing Driveway Approach Permit process, which evaluates sight distance, spacing, safety, and circulation on a case-by-case basis.

Planner Engman stated that the Planning Commission unanimously recommended releasing the amendments for public review with two caveats: first, that members of the two stakeholder focus groups be included in notification for the public hearing; and second, that the proposed change to the title and purpose of TDC Chapter 44 be tabled for further discussion.

PUBLIC COMMENT

None

COUNCIL QUESTIONS

Councilor Brooks asked if the smaller block sizes would allow cars to park too close to intersections, creating unsafe conditions for bicyclists and pedestrians, and asked how that concern would be addressed. Planner Engman stated that the block size standards apply only to residential areas and do not apply in the downtown core or other high-traffic commercial areas. She noted that on-street parking management, curb extensions, and intersection design elements are addressed through separate standards.

Councilor Reyes asked for clarification regarding the proposed drive-through regulations. Planner Engman stated that the intent of the new standards is to reduce auto-oriented design in walkable areas by limiting where drive-throughs may be located and requiring them to be oriented away from pedestrian-focused streets. She stated the regulations are structured to ensure that drive-through facilities do not undermine the pedestrian connectivity goals of the walkable community rules.

Councilor Hillier asked how minimum lot size requirements interact with the new block size standards and whether this would create development constraints. Planner Engman stated that because Tualatin already has relatively small lot sizes in many areas, staff anticipates reviewing these standards comprehensively as part of a future project to ensure alignment between the block size requirements, subdivision regulations, and existing neighborhood patterns.

Council President Pratt asked about the proposed commercial parking requirements and the standard requiring street-facing entrances. Planner Engman stated that these standards are intended to promote a more active and pedestrian-oriented streetscape, particularly in the downtown area. She noted that the entrance-orientation requirement supports the Council's long-standing goals of strengthening the downtown identity and creating a more cohesive, walkable commercial district.

Motion for first reading by title only made by Council President Pratt, Seconded by Councilor Sacco.

Voting Yea: Mayor Bubenik, Council President Pratt, Councilor Brooks, Councilor Reyes, Councilor Hillier, Councilor Sacco, Councilor Gonzalez

MOTION PASSED

Motion for second reading by title only made by Council President Pratt, Seconded by Councilor Sacco.

Voting Yea: Mayor Bubenik, Council President Pratt, Councilor Brooks, Councilor Reyes, Councilor Hillier, Councilor Sacco, Councilor Gonzalez

MOTION PASSED

Motion to adopt Ordinance 1454-25 a city-initiated code amendment to comply with state-mandated rulemaking known as Climate Friendly and Equitable Communities (CFEC) Walkable Design Standards under PTA 25-0002 made by Council President Pratt, Seconded by Councilor Sacco.

Voting Yea: Mayor Bubenik, Council President Pratt, Councilor Brooks, Councilor Reyes, Councilor Hillier, Councilor Sacco, Councilor Gonzalez

MOTION PASSED

Council Communications

Councilor Bridget Brooks reported a disturbing incident she witnessed at Las Casitas Park. She shared the emotional and community impact of the incident and expressed concern for residents who may now feel unsafe in the park.

Mayor Frank Bubenik stated that the ACLU and Centro Cultural will host a Regional Day of Impact training in Beaverton. He explained that Beaverton plans to livestream the training and that the partnering organizations requested that Tualatin also host a viewing location for community members. Mayor Bubenik sought Council consensus to proceed with hosting the event. Council consensus was reached to participate in the event.

Councilor Reyes encouraged residents to contact federal representatives, including Representatives Salinas and Bonamici, to express concerns related to immigration policies and enforcement actions.

Councilor Gonzalez stated that immigration issues are complex and urged caution in communicating with the community so as not to create unrealistic expectations or false hope. He wants to ensure there is clarity in messaging.

Adjournment

Mayor Bubenik adjourned the meeting at 7:58 p.m.

Sherilyn Lombos, City Manager

Nicole Morris / Nicole Morris, Recording Secretary

Frank Bubenik / Frank Bubenik, Mayor










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