



TUALATIN CITY COUNCIL

OFFICIAL MEETING MINUTES
FOR FEBRUARY 10, 2025

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

ABSENT: Councilor Bridget Brooks

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

1. *Climate Friendly Equitable Communities (CFEC) Rules Regarding Walkable Communities.*

Assistant Community Development Director Steve Koper and Senior Planner Erin Engman, along with MIG Consultants Kate Rogers, Jon Pheanis, and Keegan Gulick, presented an update on the Climate-Friendly and Equitable Communities (CFEC) Walkable Design Standards. Consultant Rogers explained that CFEC is a state-mandated initiative aimed at reducing greenhouse gas emissions from transportation by implementing walkable design standards. She stated the requirements apply to the eight metropolitan regions in Oregon and include designated climate-friendly areas, parking reform, and updates to the Transportation System Plan (TSP). Consultant Rogers noted that the city has already adopted parking updates and is currently working on the TSP updates.

Consultant Rogers outlined the benefits of walkable design standards, explaining that pedestrian-oriented development prioritizes pedestrian movement, reducing reliance on driving and lowering transportation-related pollution. She stated that connectivity and access are improved by integrating multiple transportation modes into an efficient network, which reduces travel times and encourages walking, bicycling, and transit use. Additionally, compact development concentrates density, shortening distances between homes, workplaces, shops, and services, making them more accessible. She noted that the city must adopt walkable design standards before making major updates to the TSP and stated that an extension for this project will be requested through the Department of Land Conservation and Development (DLCD), with anticipated adoption after June 2025.

Consultant Rogers explained that these standards will apply to both new and redevelopment projects across all commercial and residential zoning districts. She described several key code concepts under consideration, including block length and perimeter requirements that promote better walkability and connectivity. Consultant Rogers shared that maximum setback and building entrance standards are being considered to ensure buildings are located closer to the street, creating a welcoming and pedestrian-friendly environment. She stated parking lot locations are another important factor, as properly designed parking can enhance safety and support a cohesive, enjoyable pedestrian experience. Additionally, for auto-oriented uses, walk-up service areas will need to be separated from drive-through lanes to support pedestrian safety.

Consultant Rogers also shared feedback from stakeholder focus groups held in December, which included members of the TSP Community Advisory Committee and real estate and development professionals who work in Tualatin. She stated key takeaways from those discussions included

strong support for shorter block lengths and improved connectivity, interest in midblock pedestrian access, and support for reducing front setbacks. Stakeholders also expressed a preference for residential entry orientation on lower-traffic streets and supported parking location standards for new development.

Consultant Rogers outlined the next steps in the process, stating that draft code refinements will be made, with updated proposals expected to come forward for further review in April.

Councilor Sacco expressed support for the proposed code concepts and emphasized the importance of incorporating safety measures, including ensuring that areas are well-lit and that there are barriers between different modes of transportation to enhance pedestrian safety.

Council President Pratt sought clarification on the regulations related to drive-thrus, specifically regarding stackable lanes and their placement in relation to intersections. Consultant Rogers explained that a stacking lane refers to the designated line of cars waiting to reach the service window, designed to prevent vehicles from blocking sidewalks or parking lots.

Council President Pratt also inquired about residential lot coverage requirements. Consultant Rogers explained that this refers to the portion of a lot that can be developed as buildable space. Council President Pratt stressed the importance of ensuring that enough space remains for residents to comfortably enjoy their living environments.

Councilor Hillier stated that she is generally in support of the proposed code changes but asked whether they could be applied retroactively. Consultant Rogers explained that it would be up to the council to determine where the rules apply and whether existing developments would need to conform to the new standards.

Councilor Hillier also emphasized the importance of ensuring sufficient parking for visitors who do not live in the designated walkable areas but still want to access them.

Mayor Bubenik inquired whether there would be separate standards for residential and mixed-use developments. Director Koper confirmed that distinct standards would be established for each.

Mayor Bubenik also expressed concerns about backloaded parking lots, noting that those already in the city have posed challenges for business owners. He stressed the importance of maintaining flexibility in standards while ensuring they are applied consistently to all developments.

2. 65th/Borland/Sagert Project Update.

City Engineer Mike McCarthy and Engineering Associate Abby McFetridge presented an update on the 65th/Borland/Sagert conceptual design. Associate McFetridge provided the project background, noting that city staff received complaints regarding congestion in the area, which were visually confirmed during peak hours. She stated that staff have been conducting a traffic analysis, which included measuring traffic volumes and delays, modeling traffic operations, evaluating walking and cycling conditions, and performing a safety evaluation. Associate McFetridge noted that staff have worked closely with Washington and Clackamas County representatives, reaching a consensus recommendation among all three agencies.

Associate McFetridge presented the proposed design concept and explained the new traffic movements through the intersection at 65th Avenue and Borland Road. Engineer McCarthy

highlighted that the addition of a northbound right-turn lane would provide the greatest benefit for alleviating congestion in the area. Associate McFetridge added that the planned improvements at the Borland intersection are expected to significantly reduce queue times on Sagert Street. She stated that the next steps in the project include engaging with adjacent property owners and conducting public outreach.

Councilor Hillier asked how dependent the improvements are on the signals being synchronized. Associate McFetridge stated that the signal timing and coordination will be reviewed and synchronized as part of the project.

Councilor Hillier inquired about the impact on bike and pedestrian movements. Associate McFetridge stated that buffered bike lanes will be added to enhance safety and accessibility.

Councilor Sacco asked about potential changes in traffic patterns near nearby businesses and how much traffic would be diverted to access them. Associate McFetridge shared data from the traffic analysis, noting that the number of vehicles entering business during peak times was very low.

Councilor Reyes asked if similar traffic designs exist elsewhere in the city. Engineer McCarthy provided examples of other locations where similar traffic controls have been implemented.

Councilor Reyes also asked about commuter time savings. Associate McFetridge stated that their evaluation is based on the number of cars queued rather than direct time savings.

Council President Pratt asked about traffic flow for the affected properties. Associate McFetridge explained that traffic will continue to flow from all directions to and from the businesses.

Councilor Hillier raised concerns about ingress to eastbound businesses on Borland Road and associated safety issues. Associate McFetridge stated that changes to those business accesses would require negotiations, which were not well received during previous outreach efforts.

Mayor Bubenik asked how far down 65th Avenue the design changes extend. Associate McFetridge presented a map detailing the project's start and end points.

Mayor Bubenik also asked if the project is considered "shovel-ready" for federal funding purposes. Engineer McCarthy responded that the project is still in the early design phase, but the design concepts could be incorporated into future funding applications.

Council President Pratt inquired if funds from a potential road ownership transfer could be used for this project. Engineer McCarthy stated that it is a possibility.

Councilor Sacco asked if the new trail in the area will connect to the sidewalks included in this project. Engineer McCarthy clarified that the trail is located north of the project area.

3. Residential Parking Permit Zones.

Police Chief Greg Pickering and DKS Consultant Jenna Barnett presented an update on the residential parking permit zones. Chief Pickering provided a brief history of the city's residential parking zones, noting that there are currently ten designated locations. He explained that the existing process involves community members submitting a request to the City Council, conducting a resident survey, and council consideration of the requested zone. Based on feedback from staff, the City Council, and the community, an evaluation of the process was deemed

necessary. To assist with this evaluation, the Police Department engaged DKS Associates to review the current Residential Parking Permit Program and neighborhood parking issues around Tualatin High School.

Consultant Barnett discussed the Tualatin Parking Study survey, focusing on the area surrounding the high school. Her findings for off-campus parking revealed that no students parked in the nearby church lots, most students parked along Boones Ferry Road and Iowa Street, and some streets were designated as permit-only zones. She stated an on-campus parking analysis showed that 65–75% of stalls in the north and south lots were occupied during the day. Field observations conducted before and after school indicated significant queuing, with wait times exceeding four minutes for entering and exiting the lots.

Consultant Barnett identified key issues, including traffic congestion on Boones Ferry Road and challenges in finding gaps to exit the parking lots. She noted that many numbered parking stalls on campus remained unoccupied during the school day. To address these issues, she proposed short-term solutions such as revisiting the high school parking permit process, introducing carpool incentives, staging student release times, and adjusting school hours. Mid- to long-term solutions included installing a traffic signal at the south parking lot entrance and connecting the north and south lots to improve circulation.

Consultant Barnett reviewed processes used in other cities, including systems with permits and fees, permits without fees, and no permits. She recommended implementing a detailed residential parking zone request process requiring a resident vote, paid permits, and vehicle registration. This more robust system would shift responsibility to residents while generating a small income to offset administrative costs.

Chief Pickering outlined the next steps, which include gathering feedback from the City Council, collaborating with the Tualatin-Tigard School District (TTSD) administration, and initiating internal staff discussions to restructure the current residential parking permit process.

Councilor Sacco expressed concerns about neighborhoods proposing residential parking zones, noting that implementing a zone in one area could push parking issues into surrounding neighborhoods without truly resolving the problem.

Councilor Hillier inquired about the data collection methods, specifically asking if students were consulted. Consultant Barnett responded that some students were spoken to casually during the survey process.

Councilor Hillier also asked about the school zone times for the elementary and high schools and how they affect area traffic. Consultant Barnett stated that school zones create distinct peak traffic periods.

Councilor Hillier commented that altering school times would be beyond the City Council's authority and stated she would not support such a change. She added that the study did not present a comprehensive picture of the broader community impact and expressed concern that the code changes could affect more than just the school area.

Council President Pratt questioned whether students would be more inclined to park in the school lots if traffic flow improved. She also echoed Councilor Hillier's concerns regarding the potential

impacts of residential parking zone changes on neighborhoods beyond the immediate school vicinity.

Councilor Sacco stated that parking concerns will increase as areas become more densely developed and emphasized the importance of ensuring that any adopted rules are applied equitably to all residents.

Councilor Reyes expressed interest in creating incentives for students to utilize the available parking spaces at the school.

Mayor Bubenik noted that even if the school parking lots were full, it would not resolve the broader traffic issues in the area that discourage people from using the lots. He added that if the lots reach capacity, he supports incentivizing students to park in the designated church lots.

Council President Pratt expressed support for implementing an annual fee for parking permits.

4. Council Meeting Agenda Review, Communications & Roundtable.

Councilor Sacco stated she attended the Council Committee on Advisory Appointments meeting and the Regional Water Consortium.

Councilor Reyes stated she attended the Council Committee on Advisory Appointments meeting.

Council President Pratt stated she attended the Council Committee on Advisory Appointments meeting, the Clackamas County Business Association meeting, the Clackamas County Coordinating Committee (C4) meeting, and the League of Oregon Cities meeting.

Mayor Bubenik stated he attended the R1ACT meeting, the League of Oregon Cities update on legislative bills, and the Washington County Coordinating Committee.

Adjournment

Mayor Bubenik adjourned the meeting at 6:46 p.m.

Sherilyn Lombos, City Manager

Nicole Morris / Nicole Morris, Recording Secretary

Frank Bubenik / Frank Bubenik, Mayor










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Final Audit Report

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ABSENT: Councilor Bridget Brooks

Call to Order

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

Pledge of Allegiance

Announcements

1. Employee of the Year Presentation and Proclamation

City Manager Sherilyn Lombos announced Contracts and Procurement Analyst Richard Contreras as the Employee of the Year.

The Council congratulated him and presented a proclamation in his honor.

2. New Employee Introduction- Parks Maintenance/Public Works Helper Richard Ormsby

Parks Maintenance Manager Tom Steiger introduced Parks Maintenance/Public Works Helper Richard Ormsby.

The Council welcomed him.

3. Welcome Home Community Conversation Event Announcement

Assistant Community Development Director Steve Koper announced the Welcome Home Community Conversation event scheduled for February 13th from 5:00 to 7:00 PM at the Tualatin Public Library. He stated that the Welcome Home Coalition is hosting the event to discuss the root causes of homelessness and potential solutions to the region's housing shortage. He encouraged members of the public to attend.

Public Comment

None.

Consent Agenda

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

MOTION PASSED

1. Consideration of Approval of the Regular Meeting Minutes of January 27, 2025
2. Consideration of **Resolution No. 5876-25** Authorizing the City Manager to Execute a Funding Agreement with Portland General Electric (PGE) Accepting up to a \$250,000 Renewable Development Fund (RDF) Award

Special Reports

1. Outside Agency Grant Awardee- SMART Reading

SMART Reading Program Senior Development Officer Sharon Benson and Volunteer Site Coordinator Becky Bard presented information on their program. Ms. Benson stated that SMART Reading is Oregon's largest volunteer children's literacy nonprofit, with a vision that all Oregon kids can realize their full potential through reading. She shared statistics from the Tualatin Elementary School SMART Program, noting that they are assisting 61 kindergarteners in their weekly reading program.

Ms. Bard highlighted that students have the opportunity to take new books home and build their own personal library, averaging 14 new books per student.

Councilor Reyes asked if the program affiliates with libraries. Ms. Benson stated that they work primarily with public schools.

Council members expressed their thanks and appreciation for the program.

2. Washington County Sheriff's Department Annual Update

Washington County Sheriff Caprice Massey and Undersheriff John Cook presented the department's annual report. Sheriff Massey stated that the department manages the county's only jail and provides countywide services to over 616,000 community members. She highlighted that Washington County remains the safest major urban county in Oregon. She shared the department's mission, strategic goals, and statutory duties.

Sheriff Massey spoke about the county jail, stating that it has 572 beds, but only 388 are currently available due to staffing shortages. In 2023, the facility processed 14,093 bookings. She noted that infrastructure improvements are underway, and once completed, they anticipate making all beds available.

Undersheriff Cook provided an overview of the department's interagency teams that contribute to countywide safety. He described the roles of the Mental Health Response Team (MHRT), Westside Interagency Narcotics (WIN), Tactical Negotiations Team (TNT), Crisis Negotiation Unit (CNU), Remote Operated Vehicle Team (ROVT), and the Incident Management Team (IMT).

Sheriff Massey outlined upcoming projects, including a jail capacity study, facility updates, and a public safety levy.

Councilor Hillier asked why the courthouse is being moved internally and inquired about the well-being of displaced employees. Sheriff Massey stated that establishing another courthouse at that location is part of the department's strategic long-term plan and that their facilities team is working on accommodations for displaced staff.

Councilor Hillier also asked about the future of Drug Take Back events and expressed interest in participating in discussions. Undersheriff Cook stated that the events were discontinued due to costs but noted that they are open to exploring future options.

Councilor Sacco inquired about the impact of bed shortages on the community. Sheriff Massey explained that they are working on a more robust pretrial release program, which would allow the purchase of electronic monitoring equipment to mitigate risks associated with limited jail space.

Councilor Sacco asked if expanding the MHRT could help reduce risk factors for those in jail. Undersheriff Cook stated that increasing the team's size would provide greater coverage and allow them to serve more individuals in need.

Council President Pratt asked what the jail is doing to reduce recidivism. Sheriff Massey stated that they offer a comprehensive set of programs to assist inmates in successfully reintegrating into the community upon release.

Mayor Bubenik asked if the facility study would explore expanding or relocating the jail. Sheriff Massey confirmed that all options are being considered.

Mayor Bubenik also asked whether the MHRT is federally funded and if the funding is at risk. Undersheriff Cook stated that the funding is locally sourced.

General Business

1. Consideration of Resolution No. 5865-25 Adopting the Grant Application, Acceptance, and Management Policy

Finance Director Don Hudson and Assistant Finance Director Matt Warner presented the grant application, acceptance, and management policy. Assistant Warner explained that having a grants policy provides a resource for employees, streamlines the application and management process, ensures compliance with grant requirements, and is viewed favorably by granting agencies. He emphasized that establishing a policy is an industry best practice.

Assistant Warner stated the purpose of the policy is to create uniform guidelines and procedures for City staff in developing, submitting, and managing grants, as well as receiving restricted funds. He stated that a grants policy ensures each grant program aligns with the City's mission and priorities, has been properly evaluated for any fiscal, legal, or operational impacts, and is managed effectively to maintain compliance with grant terms and eligibility for future funding. Assistant Warner reviewed key sections of the policy, including definitions, responsibilities, and guidelines, and shared a flowchart outlining the proposed process.

Council President Pratt asked who determines if a grant aligns with the City's mission. Assistant Warner stated that all evaluations are conducted at the department level.

Councilor Reyes inquired whether the amount of a grant impacts the process. Director Hudson clarified that the acceptance process remains the same regardless of the grant's size.

Motion to adopt Resolution No. 5865-25 adopting the grant application, acceptance, and management policy made by Council President Pratt, Seconded by Councilor Sacco.

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

Sacco, Councilor Gonzalez
MOTION PASSED

2. Consideration of Resolution No. 5866-25 Declaring Support for the Preservation of the Federal Tax Exemption of Municipal Bonds

Assistant City Manager/Finance Director Don Hudson presented information on the tax-exempt municipal bond process. He explained that the city currently has two outstanding general obligation bonds: the 2018 Transportation Bond and the 2023 Parks Bond. By utilizing the tax-exempt bond market, the city has been able to secure lower borrowing costs, which translates to a lower tax levy rate and annual savings for taxpayers. Director Hudson stated favorable rates have allowed the City to complete more projects while keeping tax burdens manageable for the community.

Director Hudson noted that as part of the proposed federal tax plan, the House Ways and Means Committee has identified the elimination of the federal tax exemption for municipal bonds as a potential revenue source. He emphasized that removing this exemption would have a significant financial impact on local governments and taxpayers. Director Hudson stated the City Council adopted its Federal Legislative Agenda in January, which includes a priority to "Protect Local Government's Ability to Offer Tax-Exempt Municipal Bonds." He stated the National League of Cities has urged municipalities to pass resolutions supporting the preservation of this exemption and to send copies to Oregon's congressional delegation.

Council President Pratt asked about the multiplier effect of tax-exempt bonds. Director Hudson explained the mechanics behind this effect and elaborated on the tax savings associated with maintaining the exemption.

Motion to adopt Resolution No. 5866-25 declaring support for the preservation of the federal tax exemption of municipal bonds made by Council President Pratt, Seconded by Councilor Sacco.
Voting Yea: Mayor Bubenik, Council President Pratt, Councilor Reyes, Councilor Hillier, Councilor Sacco, Councilor Gonzalez
MOTION PASSED

Council Communications

None.

Adjournment

Mayor Bubenik adjourned the meeting at 8:31 p.m.

Sherilyn Lombos, City Manager

Nicole Morris / Nicole Morris, Recording Secretary

Frank Bubenik / Frank Bubenik, Mayor










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