



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL WORK SESSION MEETING FOR APRIL 12, 2021

Present: Mayor Frank Bubenik, Council President Nancy Grimes, Councilor Bridget Brooks, Councilor Maria Reyes, Councilor Valerie Pratt, Councilor Cyndy Hillier, Councilor Christen Sacco

Mayor Bubenik called the meeting to order at 5:01 p.m.

1. Tualatin 2040 | Middle Housing Code Development Update.

Assistant Community Development Director Steve Koper, Assistant Planner Tabitha Boschetti, Associate Planner Erin Engman, and MIG Project Manager Jon Pheanis presented an update on the Middle Housing Code development updates. Manager Pheanis presented the middle housing need and code audit for Tualatin. He stated some existing development standards for multi-family structures present barriers to the development of middle housing including off-street parking requirements. Manager Pheanis stated potential code changes are generalized into four categories: procedures, zoning districts, siting/design standards, and other. He discussed each code categories.

Councilor Pratt asked if updating parking ratios to meet new standards means more or less parking. Manager Pheanis stated parking is based on the type of housing. Director Koper stated he believes the requirements are less than what is currently required and they are work to mitigate that.

Council President Grimes mentioned parking is a concern because of not having well-developed transit. She mentioned the importance of talking to the community about neighborhood redevelopment and the effects of problems with property values and lifestyle of neighborhoods. She would like more community input on the subject.

Councilor Reyes mentioned it was brought up at the Diversity Task Force meeting about issues with exterior standards for townhomes and condos without HOAs and asked if the City could require an HOA. Planner Boschetti mentioned there are ordinances that address some aspects of property maintenance which allows enforcement. Director Koper stated more information could be provided later in regard to maintenance if there is no HOA.

Councilor Hillier also asked about amenities around the development and enforcement. She would like to have future conversation about the space of underrepresented communities being treated with respect.

Councilor Brooks stated she is interested in mitigating parking and environmental impacts with green spaces and pollution. She mentioned HOAs can be barriers to buyers in regard to affordability. Councilor Brooks stated infrastructure and safety are also concerns for her.

Council President Grimes wants to make sure senior housing availability with single level and low or no maintenance developments are included in the conversation. Director Koper mentioned those are part of production strategies from HB 2003 work, and he said they will highlight that and get back with her on the work being done there.

Mayor Bubenik stated he is also concerned about parking. He noted the community doesn't want to see blocks and blocks of cars with parking. Mayor Bubenik would like to see more conversations about ADU parking and reducing subjectivity in the code for developers. Director Koper stated the updated code addresses extra parking space for an ADU. He stated with the items introduced to HB2001 they are trying to base the code around the needs of Tualatin while finding creative ways to make sure parking doesn't become an issue.

Councilor Reyes asked if allowing land/work units is part of the Tualatin 2040 plan. Manager Phineas stated they are looking at Tualatin 2040 as well as the state legislation as the live/work mixed-use housing single-family zoning are not part of that. Director Koper stated they are allowed in mixed-use commercial zone and are looking at expanding areas where that may be appropriate.

2. Parks Utility Fee.

Parks and Recreation Director Ross Hoover and Manager Rich Mueller presented to replacing and repair assets in the parks system. Director Hoover stated there is no dedicated funding now for maintenance. He stated they are looking for direction from Council to set a rate for the Park Utility Fee that was approved in December 2020. The Park Utility Fee would allow the city to leverage funds for state grants as a match and to contribute to larger capital items. Director Hoover stated most cities look to utility fees, levies, and bonds for this type of funding. He shared other park utility fees from municipalities in the state ranging from \$0.375-\$16/month. He add those fees resulted in \$195,000-\$1,935,000 annually for those cities. Director Hoover stated a \$2-\$5/month per household would create \$270,575-\$676,440 in revenue annually for the city. He asked for Council direction on a fee that would be brought back at a future meeting for approval via a resolution.

Councilor Hillier asked the current rate is for the Tigard-Tualatin Aquatic District. Director Hoover stated there revenue comes from property taxes. Finance Director Don Hudson stated he believes there rate is \$.09 per \$1,000 of assessed value.

Councilor Sacco stated she is in favor of a \$3/month rate. She stated it is a good starting point especially for the lower income families. She noted she could see raising it to \$6/month to match the City of Tigard as the pandemic draws to a close.

Councilor Brooks stated she is in favor of a Park Utility Fee of \$4.50/month to be comparable to the surrounding area. She noted those struggling during the pandemic will be able to have relief through the American Rescue Plan funding for utilities.

Councilor Pratt stated she is in favor of a \$5/month rate to help mitigate the deferred maintenance in the city.

Councilor Reyes stated she is in favor of \$3/month fee as she would like to see a bond passed instead.

Council President Grimes stated she has concern with a utility fee as it is essentially a tax without a public vote. She stated the fee sounds like a good start but is nothing compared to what is really needed for repairs. Council President Grimes would like to discuss a bond or levy to go with the utility fee moving forward.

Councilor Pratt stated a fee is not a total solution but will help get things to a better state while the city works to repair in the future.

Councilor Sacco agreed both a utility fee and a bond are necessary.

Council President Grimes mentioned having the higher \$5 utility fee would only allow one project to on the list to be completed. She stated the bond is needed in order to put a dent in the \$9,000,000 of projects.

Councilor Reyes stated she does not support a \$5 utility fee if a bond or levy is part of the discussion. She reminded the Council or the survey that was conducted and the opinions of the constituents.

Councilor Brooks stated a strategy needs to be put in place that will utilize grant funding. She stated for a bond to pass a very clear and defined plan will need to be put in place.

Councilor Reyes would like to see a survey done again with more defined questions. She feels there was confusion on the last survey, and the public did not know what the council was asking of them.

Mayor Bubenik agreed to a \$4 or \$5 utility fee. He suggested bringing back a bond discussion after COVID has less of an impact on the economy. Mayor Bubenik stated looking at survey results and recommendations will help to bring back a better package proposals to the community. He stated he is in favor of directing Staff to implement a fee in September, as there will be a better picture of how the economy is doing.

The council reach consensus to have staff draft a resolution will a utility fee rate of \$5/month.

Manager Lombos mentioned reconvening discussion about the bond and using Barney and Worth to help with the process and determine next steps.

3. Council Meeting Agenda Review, Communications & Roundtable.

Councilor Sacco stated she attended the Urban Renewal Task Force meeting. She announced the Dia de Los Ninos event on May 1 at 2:00 p.m. Councilor Sacco proposed the Council prepare a statement condemning racism and taking a stand against violence against the Asian community. Mayor Bubenik voiced support and suggested she work with Manager Lombos for wording for the April 26th meeting.

Councilor Hillier stated she attend the WACC meeting and a presentation on the Washington County Community Health Improvement Plan. She stated she had a meaningful discussion with the native wellness director, Jillene Joseph, which she hopes to share with community members working on our land acknowledgement statement.

Councilor Pratt stated she attended the American League of Cities conference call and the Clackamas County Coordinating Committee meeting.

Councilor Brooks attended the following meetings and events: check-in with Chair Harrington regarding the climate action plan, LOC meeting regarding forming a women's caucus, LOC meeting regarding retail changes, NLC Unpacking the American Rescue Plan forum, participated in conversations with EPA Administrator Michael Regan, attended the Policy Advisory Board meeting, and volunteered at a vaccine clinic.

Councilor Reyes stated she attended the WCCCA meeting.

Council President Grimes stated they were not able to procure additional funding for the Science and Technology Scholarships.

Mayor Bubenik stated he attended the following meetings and events: the Greater Portland Inc. Small Cities Consortium, the Metro Mayors Consortium transportation subcommittee, a meeting with Representative Bonamici held with Metro regarding certain earmarks for funding for transit projects in Washington County, the Washing County Mayor's Lunch, and the Washington County Coordinating Committee.

Mayor Bubenik adjourned the meeting at 6:58 p.m.

Sherilyn Lombos, City Manager

Teresa Wegscheid / Teresa Wegscheid, Recording Secretary

Frank Bubenik / Frank Bubenik, Mayor

Signature: 
Email: twegscheid@tualatin.gov

Signature: 
Email: fbubenik@tualatin.gov









CC WS Minutes 4-12-21

Final Audit Report

2021-05-20

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Present: Mayor Frank Bubenik, Council President Nancy Grimes, Councilor Bridget Brooks, Councilor Maria Reyes, Councilor Valerie Pratt, Councilor Cyndy Hillier, Councilor Christen Sacco

Call to Order

Mayor Bubenik called the meeting to order at 7:01 p.m.

Pledge of Allegiance

Moment of silence for those who have lost their lives to COVID-19

Announcements

1. Proclamation Declaring the Week of April 18 – April 24, 2021 as Volunteer Appreciation Week in the City of Tualatin

Mayor Bubenik presented information regarding Tualatin Volunteers noting nearly 500 volunteers severed 8,400 volunteer hours in the past year.

Councilor Pratt read the proclamation declaring April 18-24, 2021 as Volunteer Appreciation Week in the City of Tualatin.

Mayor Bubenik presented the Outstanding Volunteer Awards. The nomination process included City employees nominating volunteers based on a list of criteria. Winners were announced for each category:

Outstanding Youth Volunteers - Parker Johnson, Katherine Kang, Joaquin Santos, and Monica Gibson

Outstanding Adult Volunteer - Hitomi Tamura, Don and Linda Gertz, Kay Kendall, Don and Dee Sitko, and Efren and Citlalli Mexicano

Outstanding Volunteer Groups - Tualatin Historical Society, Friends of the Library, and the Community Emergency Response Team

Public Comment

Kat Maloney requested an appeal to amend an ordinance to allow pet dwarf goats. Mayor Bubenik recommended she work with city staff to have them bring an amendment to the ordinance back to Council.

Ben (no last name provided) asked when the abandoned RV park greenway trail will be finished. Assistant Director Koper stated the greenway trail is going to be built by the apartment complex after the apartments are built. He noted no start date is available.

Consent Agenda

Motion to adopt the consent agenda made by Councilor Brooks, Seconded by Council President Grimes.

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

MOTION PASSED

1. Consideration of Approval of the City Council Work Session and Regular Meeting Minutes of March 22, 2021
2. Consideration of Approval of a New Liquor License Application for Dave's Hot Chicken
3. Consideration of **Resolution No. 5536-21** Authorizing the City Manager to Sign an Agreement with Tigard-Tualatin School District, Washington County, and the City of Tigard Related to Youth Library Services

Special Reports

1. Complete Streets Design Update

Principal Transportation Planner for Washington County Erin Wardell and County Engineer Stacy Shetler shared a presentation on street design standards that reflect area types and community needs. They stated the County is updating their road and construction standards to consolidate, simplify, and clarify design options for bicycle treatments by adopting road design and construction standards. Design detail will vary by area type including bicycle facility options, sidewalk width, design/target speeds, on-street parking options, and lane widths. The proposed updates are to have more protection for bicyclists and pedestrians, on-street parking options, a lower design target speed, and narrower vehicle lanes and medians. They discussed design options for urban, rural, and other arterials such as a buffered lane with paint, plastic tough curbs with flexi posts, landscape strips with the bike lane closer to the sidewalk, and an elevation of the cycle track up to the sidewalk level.

Councilor Pratt asked if there are concerns with narrowing the lanes to eleven feet for buses. Planner Wardell responded it is something that is being considered, and they reached out to the freight community, school district transportation provider, and TriMet for feedback. She noted speeds are slower in the designated eleven foot areas so they are easier to navigate.

Councilor Pratt asked if the bike lane could be right next to the sidewalk to keep cars from crossing over the bike lane to park in the three lane design. Planner Wardell responded it could be implemented the other way so the parking protects the bike lane. She stated they are considering it in their standard drawings. Planner Wardell noted the challenge with the design is people are not used to seeing it and sometimes park in the bike lane.

Mayor Bubenik stated the city has a senior population with disabilities who would consider six feet too tight for a sidewalk. He asked how the new standards would apply to Tualatin-Sherwood Road from I-5 to 90th since the City of Tualatin is considering an urban renewal zone in downtown Tualatin. Planner Wardell stated if approved they would work closely with city partners and would defer to the city's design standards during construction.

Mayor Bubenik mentioned expansion of Tualatin-Sherwood Road and asked how close it is to this design standard. County Engineer Shelton stated it is different in the sense that the bike lane goes next to the sidewalk and then comes back into the travel lane to go through the intersections.

Mayor Bubenik asked when construction is slated to start on the Tualatin-Sherwood Road project. Engineer Shelton responded the final design is wrapping up and will go out to bid shortly. He stated he will let Council know when a start date has been set for construction.

Councilor Hillier mentioned she would like to see added education for bicyclists and drivers.

Councilor Brooks stated design standards should consider safety for bicyclists.

Mayor Bubenik mentioned the importance of keeping bike lanes clear.

2. Annual Report of the Tualatin Library Advisory Committee

Library Director Jerianne Thompson introduced Tualatin Library Advisory Committee Vice-Chair Nicholas Schiller to present the 2020 Annual Report. Mr. Schiller stated the role of the committee is to provide input representing the diverse community to library management. The committee consults with the Library Manager on all matters affecting library operational policies and provides recommendations on policies regarding child safety and the children's and teen rooms. Mr. Schiller stated the committee supported the WCCLS overdue fine-free proposal, restoring access to approximately 850 people and made the recommendation to construct the makerspace inside the Library. He stated the committee hears and considers complaints and compliments about policies or materials. Mr. Schiller stated the committee received presentations from partners and recommended activities to strengthen the partnerships including the Teen Library Committee, the Parks and Recreation Department, the Tualatin Library Foundation, and Friends of the Tualatin Library.

3. Hamlet Community Vision Plan

Stafford-Hamlet Group Vice-Chair Rich Fiala and Chair Bill Markt presented the Community Vision Plan update. Their goals are to safeguard clean air and groundwater, maintain and secure a serene environment, minimize additional traffic and infrastructure impacts, educate regional committees and Hamlet members, and expand small farm possibilities. They are asking Tualatin, Lake Oswego, and West Linn to adopt an amendment to a three-city IGA supporting and embracing the Stafford Hamlet 2021 community plan.

Council Communications

Councilor Pratt mentioned there are now appropriations for business-related meals being 100% deductible instead of 50% for 2021-22. She noted more information can be found on the IRS website.

Councilor Brooks gave a reminder of the annual celebration of Earth Day on April 22.

Mayor Bubenik mentioned former Mayor Axelrod's public comment supporting the Stafford Hamlet Community Vision plan and urged the Council to incorporate the vision plan into the three-city Intergovernmental Agreement.

Adjournment

Bubenik adjourned the meeting at 8:38 p.m.

Sherilyn Lombos, City Manager

Teresa Wegscheid / Teresa Wegscheid, Recording Secretary

Frank Bubenik / Frank Bubenik, Mayor

Signature: 

Email: twegscheid@tualatin.gov

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