



TUALATIN CITY COUNCIL

OFFICIAL WORK SESSION MEETING MINUTES

FOR MAY 27, 2025

PRESENT: Mayor Frank Bubenik, Council President Valerie Pratt, Councilor Bridget Brooks (joined at 5:11 p.m.), Councilor Maria Reyes (joined at 5:08 p.m.), Councilor Cyndy Hillier, Councilor Christen Sacco, Councilor Octavio Gonzalez

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

1. *Website Redesign Update.*

Deputy City Manager Megan George and Creative Communications and Marketing Manager Heidi Stanley presented an update on the City's website redesign project. Deputy City Manager George recapped the six project phases and noted that the team is currently in the design phase. She emphasized that the City's website remains its most-used communication tool, with most users accessing it through mobile devices.

Manager Stanley stated that the new site design was significantly influenced by user input, staff feedback, and a desire to improve accessibility and engagement. She shared a demonstration of the site's new features, highlighting its modern design, increased visual appeal, and functionality. Deputy City Manager George added that the redesigned layout will allow for more flexible content organization and easier navigation.

Council President Pratt stated that she liked the rotating banner at the top of the current site and asked whether something similar would be included. Deputy City Manager George explained that the new layout will place a static image higher up the page for accessibility reasons, with a rotating banner appearing lower on the homepage.

Council President Pratt asked whether the new site will improve content searchability. Deputy City Manager George confirmed that the updated search functions will offer several filtering tools and allow for improved results, making content easier to find.

Councilor Brooks asked about enhancements to the Projects page. Deputy City Manager George stated that the Projects section is being redesigned to include a map-based interface and additional visual elements. She noted the Communications team is also working on developing more press content to link directly to specific project pages and help residents stay informed.

Councilor Sacco asked how the site's search engine will operate and whether it will index more than just titles. Manager Stanley explained that the new platform uses a more robust search engine capable of indexing keywords, tags, and metadata to produce more relevant results.

Councilor Sacco also inquired whether the City's broader branding standards would be reflected in the new design. Manager Stanley stated that while certain design elements are unique to departments such as the library, the Communications team is expanding consistent branding

citywide. Deputy City Manager George added that the City's consultants will deliver a formal style guide to help maintain cohesive design standards across departments.

Councilor Reyes asked whether the new website will integrate social media content. Manager Stanley stated that while the website will not directly replicate social media feeds, it will include embedded content and links to the City's website for improved engagement.

Mayor Bubenik inquired about multilingual accessibility. Deputy City Manager George stated that the development team is still evaluating language translation tools, and a final decision will be made during the upcoming development phase.

Mayor Bubenik also asked whether staff or consultants would be responsible for ongoing website maintenance. Deputy City Manager George stated that staff will manage the website once it launches. Manager Stanley added that the chosen platform was selected in part because it allows staff to update and navigate the site easily.

Mayor Bubenik asked about permit tracking capabilities. Deputy City Manager George explained that future integrations may include permit information, but that functionality would be explored in the next phase.

Deputy City Manager George stated the new website is expected to launch in the fall.

2. *Climate Friendly and Equitable Communities | Code Amendments for Walkable Communities*

Assistant Community Development Director Steve Koper, Senior Planner Erin Engman, and MIG Consultant Kate Rogers presented proposed code amendments related to the Climate Friendly and Equitable Communities (CFEC) initiative. Consultant Rogers explained that this effort stems from a state mandate to reduce greenhouse gas emissions from transportation. She stated the walkable design standards are part of the broader Transportation System Plan update and aim to support more walkable, bike-friendly neighborhoods through development code changes.

Consultant Rogers reviewed the project timeline and stated the proposed code amendments are based on findings from a previous code audit, public and Council input, and staff and stakeholder feedback. She stated key topic areas included neighborhood connectivity, residential development standards, commercial and mixed-use districts, and auto-oriented uses.

Consultant Rogers outlined the proposed code amendments, beginning with changes aimed at improving neighborhood connectivity. She stated the maximum block length would be reduced from 530 feet to 400 feet and a new block perimeter standard would be introduced. In addition, cul-de-sacs located near existing pedestrian facilities would be required to include pedestrian or bicycle connections. These standards could be met through features such as mid-block accessways or alleys.

Consultant Rogers spoke to changes *in* residential development, noting the amendments are intended to encourage efficient and sociable development patterns. She stated that while there are no changes proposed to lot size or lot coverage standards, the amendments would establish minimum and maximum front setbacks to enhance walkability and allow for greater design flexibility. Consultant Rogers stated a new orientation standard would apply to multifamily

buildings on local streets, requiring that main entrances face the street or open onto a porch or courtyard oriented to the street.

Consultant Rogers shared proposed changes in commercial and mixed-use areas that would promote compact development and support pedestrian access. She described adjustments to maximum setbacks, requirements for building orientation toward public sidewalks, and the location of parking areas to ensure convenient access for pedestrians, cyclists, and transit users.

Consultant Rogers shared an overview of standards for auto-oriented uses, such as drive-throughs and fueling stations. She stated these uses would be subject to updated design rules intended to ensure compatibility with walkable environments. Consultant Rogers noted that the new rules *require* cities to adopt standards that reduce the impact of auto-oriented development on pedestrian areas.

Consultant Rogers posed a key policy question to Council regarding drive-throughs in the Mixed-Use Commercial (MUC) zone. She presented two options: Option 1 that would prohibit new drive-through facilities; and Option 2 that would allow them with stricter design standards. She noted that drive-throughs are already restricted in the Central Tualatin Overlay Zone.

Councilor Brooks asked how alleys would function in the proposed standards. She also raised concerns about lighting and its impact on wildlife and supported incorporating dark sky principles into the code. Director Koper noted staff are working to balance adequate lighting with dark sky goals.

Councilor Brooks also asked about building height and design. Consultant Rogers responded that building height changes were not the focus of this code package, but setbacks and orientation standards were being updated to improve street engagement.

Councilor Brooks asked about stacking lanes for drive-throughs and how they may impact traffic. Consultant Rogers clarified that the standards would regulate onsite queuing only. Director Koper added that while on-street backups are a concern, they are not addressed by these standards.

Councilor Brooks supported restricting drive-throughs in the MUC zone.

Council President Pratt expressed appreciation for the flexibility in the proposed standards. She asked whether if these proposals would apply to drive-throughs for oil change or similar services. Consultant Rogers confirmed that the proposed restriction would apply to all new drive-through facilities.

Councilor Gonzalez asked if a parking structure had been considered for the area. Director Koper stated that topic would be addressed through the urban renewal and CORA planning process.

Councilor Sacco asked if alleys would be publicly or privately maintained. Director Koper stated this would be a policy choice but noted that city-owned alleys would be built with concrete to minimize maintenance needs.

Councilor Hillier asked about how rear parking requirements might impact the CORA plan. Director Koper explained that the city is under a state-mandated timeline and cannot defer implementation until after the CORA planning is complete. He added that rear parking requirements are mandated by the state.

Councilor Hillier stated she supports option one to prohibit new drive-throughs.

Councilor Reyes stated she prefers to maintain flexibility and does not want to restrict future opportunities.

Councilor Brooks raised concerns about shorter block lengths affecting pedestrian visibility. Consultant Rogers responded that the block length standards apply only to new development and are intended to improve pedestrian connectivity.

Mayor Bubenik asked what density would be permitted under the shorter block requirements. Director Koper stated the standards would still allow low- to medium-density development but could result in slightly fewer units than currently allowed.

Mayor Bubenik expressed support for option one and asked Council for their positions.

Councilor Reyes and Councilor Sacco reiterated support for retaining flexibility regarding drive-throughs in the MUC zone. Councilor Brooks and Mayor Bubenik expressed continued support for prohibiting new drive-throughs. Councilor Sacco stated she did not want to close the door on future innovations in drive-through services that might be more compatible with walkable urban areas.

3. *Climate Action Plan | Implementation Funding*

Moved to regular meeting due to a lack of time.

4. *Council Meeting Agenda Review, Communications & Roundtable*

Councilor Sacco stated she attended the CORA Community Advisory Committee meeting.

Councilor Gonzalez stated he participated in the Tualatin Valley Fire and Rescue Community Academy and attended the ribbon cutting at the Veteran's Plaza.

Councilor Brooks stated she attend the Columbia River Estuary Conference, the National League of Cities Race, Equity, and Leadership meeting, the Clackamas Cities Association dinner, a meeting with Metro Councilor Rosenthal, Market Day at the Winona Grange, and the Veteran's Plaza Ribbon Cutting. She noted that June is Pollinator Month and offered to share related resources.

Council President Pratt stated she attended the C4 Metro meeting, the CORA Community Advisory Committee meeting, the Tualatin Together Key Leader Breakfast, the Clackamas Cities Association dinner, the Grange Gathering Market, and the Veteran's Plaza Ribbon Cutting.

Mayor Bubenik stated he attended the Greater Portland Inc. Board meeting, the Mayor

Consortium meeting, the GPI Small Cities Consortium meeting, the Washington County Mayors meeting, and the ribbon cutting at the Veteran's Plaza.

Adjournment

Mayor Bubenik adjourned the meeting at 7:01 p.m.

Sherilyn Lombos, City Manager

Nicole Morris / Nicole Morris, Recording Secretary

Frank Bubenik / Frank Bubenik, Mayor










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Final Audit Report

2025-06-11

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Call to Order

Mayor Bubenik called the meeting to order at 7:07 p.m.

Pledge of Allegiance

Announcements

1. Proclamation Declaring June 2025 as Pride Month in the City of Tualatin

Councilor Sacco stated a Pride Concert will be happening on August 8th, more details to come.

Councilor Sacco read the proclamation declaring June 2025 as Pride Month in the City of Tualatin.

2. Proclamation Declaring June 2025 as Gun Violence Awareness Month in the City of Tualatin

Marie Pat Hensel, Mom's Demand Action representative, shared appreciation for the proclamation and shared information on Wear Orange events.

Councilor Reyes read the proclamation declaring June 2025 as Gun Violence Awareness Month in the City of Tualatin.

Public Comment

None.

Consent Agenda

Motion to adopt the consent agenda 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

1. Consideration of Approval of the Regular Meeting Minutes of May 12, 2025

Council Communications

Climate Action Plan | Implementation Funding

City Manager Sherilyn Lombos presented follow-up information related to implementation funding for the Climate Action Plan. She shared estimated monthly impacts to residential customers of

Portland General Electric (PGE), NW Natural, and Republic Services based on a proposed franchise fee increases of 0.3% and 0.5%. Manager Lombos also provided historical data on building permit revenues over the past five years, noting the relative stability of these revenues. She stated that Tualatin's building fees remain among the lowest in the region and presented comparisons with other jurisdictions. She shared examples of building permit costs with a proposed 5% surcharge.

Councilor Gonzalez shared his support for the Share the Pennies program and asked whether American Rescue Plan Act (ARPA) funds could be used to support the program initially instead of the other fees. Finance Director Don Hudson clarified that all ARPA funds have been allocated and that unappropriated funds may only be used in future budget years. Councilor Gonzalez asked to explore ways to use these future funds as the Share the Pennies program is implemented.

Council President Pratt expressed support for a three-pronged funding strategy that includes a \$0.99 Share the Pennies utility billing option, a 5% surcharge on building permit fees, and a 0.3% franchise fee increase on electric utilities.

Councilor Brooks spoke in support of a multi-source approach and agreed with the recommendations outlined by Council President Pratt.

Councilor Hillier stated she favors a braided funding approach and cautioned against relying on one-time funds. She expressed support for the three-part proposal as discussed.

Councilor Sacco also supported the diversified funding strategy and emphasized the need for stable, ongoing revenue sources.

Councilor Reyes supported the proposed structure and encouraged staff to pursue grant funding opportunities to further supplement the program.

Mayor Bubenik recommended that NW Natural be included in the franchise fee adjustments, noting its contribution to carbon emissions.

The Council reached consensus to proceed with a funding strategy consisting of a \$0.99 Share the Pennies opt-up fee, a 5% building permit surcharge, and a 0.3% electric franchise fee increase.

Council Communications

Council President Pratt expressed concerns regarding transparency from Clean Water Services and recommended that the agency provide an annual presentation to the Council, including any proposed rate increases.

Mayor Bubenik stated he would like to see Clean Water Services assume direct billing responsibilities so that the City no longer needs to administer those charges.

Councilor Reyes announced a community blood drive hosted by Bloodworks NW on June 10 and encouraged residents to participate.

City Manager Sherilyn Lombos delivered her Manager's Report. She noted continued discussions regarding governance and funding for the library. Manager Lombos shared the City received a grant to conduct a recruitment and retention audit for the Police Department. She highlighted several recent and upcoming events: Hazelbrook Middle School's Day of Service was a success; the City held its first Big Truck Day as part of Public Works Week; the Summer Reading Kick-Off will take place

this weekend; the Splash Pad is now open; the Blender Dash is scheduled for June 7; and the Click-It or Ticket traffic safety campaign is underway.

Mayor Bubenik announced that the Tualatin Historical Society is collecting stories from local veterans and encouraged those interested to contact the organization.

Councilor Hillier shared that the Market at the Grange will now be held twice a month, with the next event scheduled for June 8.

Adjournment

Mayor Bubenik adjourned the meeting at 8:03 p.m.

Sherilyn Lombos, City Manager

Nicole Morris / Nicole Morris, Recording Secretary

Frank Bubenik / Frank Bubenik, Mayor










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