



TUALATIN CITY COUNCIL

OFFICIAL WORK SESSION MEETING MINUTES FOR NOVEMBER 25, 2024

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. Grant Application, Acceptance, and Management Policy Discussion.

Assistant City Manager/Finance Director Don Hudson and Assistant Finance Director Matt Warner presented a proposed policy for grant application, acceptance, and management. Director Hudson explained that the policy aims to address the current decentralized system for accepting grant awards. Director Warner outlined the purpose of the policy, which is to establish uniform guidelines and procedures for city staff in developing, submitting, managing grants, and receiving restricted donated funds. He stated the policy's goals are to align grants with the city's mission and priorities, ensure compliance with grant terms to maintain eligibility for future funding, and evaluate fiscal and operational implications. Director Warner reviewed key sections of the policy, including definitions, responsibilities, procedures, and general guidelines. He also provided examples of past and current federal, state, and county grants that would fall under the policy's scope.

Councilor Hillier inquired whether the policy would include a requirement for staff involvement if a grant exceeds a certain amount. Director Hudson clarified that while the policy does not explicitly include such a provision, the need for staff support would be evaluated during the operational analysis conducted for each grant. He emphasized that this would be addressed on a case-by-case basis, depending on the operational capacity and requirements at the time.

Councilor Hillier inquired about the length of the analysis and whether a policy for indirect costs exists. Director Hudson explained there is no established process for analysis or indirect costs, but staff can explore creating such a policy. Councilor Hillier encouraged staff to consider this. She also asked how the policy would improve efficiency and reduce silos.

Councilor Brooks expressed concerns about the potential for added bureaucracy, fearing it could delay grant submissions. She emphasized the importance of incorporating grant planning into the city's strategic planning phase and asked if a draft policy was available. Director Hudson stated the draft would be presented at a future meeting.

Council President Pratt supported the policy and encouraged staff to seek grant funding. She asked how the proposed changes would alter current procedures. Director Hudson explained that

the policy would centralize processes, provide a checklist to ensure steps are not missed, and add resources for staff without significantly changing the overall process.

Councilor Reyes voiced support for establishing a policy and requested a draft for review and feedback.

Councilor Gonzalez also supported the policy and is happy to see it moving forward.

Mayor Bubenik endorsed the concept, highlighting the need to address federal grant reporting requirements and ensure the city has adequate capacity for compliance. Director Hudson agreed, noting that the policy would require a review of administrative requirements before applying for grants to ensure understanding and preparedness.

3. *Planning 401: Development Review Process Overview.*

Assistant Community Development Director Steve Koper and Senior Planner Erin Engman continued the planning education series, focusing on the development review process. Planner Engman began by recapping previous sessions covering land use history, comprehensive planning, and the development code.

Planner Engman explained that the development review process is governed by state law, which sets requirements for procedures, steps, and timelines to ensure the public can review applications and participate in decision-making. She provided an overview of the procedural types (Type I-IV), as outlined in Tualatin Development Code Chapter 32, and described the two decision types: clear and objective decisions and discretionary decisions. Planner Engman outlined the typical process for development review, including intake, staff review, public comment and noticing, and final decision-making, emphasizing the structured yet participatory nature of the process.

Director Koper added that while the land use process is highly technical and detailed, staff make a concerted effort to engage with the public and applicants, answering questions and addressing concerns. He emphasized that staff dedicate significant time to listening and responding to public input, ensuring a human approach to the process, despite its technical nature. Director Koper emphasized the high threshold required to deny an application, noting that unless there is no viable way to meet the development code criteria, including through mitigations like traffic signals or lane adjustments, applications are generally approvable. He stated that denials must be supported by substantial factual evidence. Koper also reiterated that the criteria in place on the date the application is submitted govern the decision-making process, regardless of how long the review takes. He cautioned against incorporating external evidence or criteria not established in the code, even if they seem relevant or appropriate.

Councilor Brooks shared how her understanding of property rights has deepened through her experiences. She acknowledged the importance of property rights as a foundational principle in the country and expressed appreciation for the staff's efforts in providing personal responses to public inquiries. Councilor Brooks noted the numerous emails she receives and praised the staff for their expertise and ability to navigate what can often be a complicated process for the public.

Councilor Sacco inquired about the public notice process, specifically asking where notices are mailed and whether renters are included. She questioned why notices are sent to property owners rather than renters. Director Koper explained that notices are based on information from tax records and are sent to property owners in compliance with state law.

Councilor Sacco followed up by asking how renters can be notified about impacts in their area to ensure they are included in the conversation.

Councilor Reyes asked about the methods used for public notification, inquiring whether it solely involves mailings, emails, and social media, or if applicants are required to hold neighborhood meetings to engage the community directly. Director Koper explained that for neighborhood meetings held by developers before submitting their applications, the notification process mirrors the city's, involving traditional mailings. He stated these mailings are sent to properties within a specific radius, typically 300 feet, and also to any relevant Community Organizations (CIOs). Director Koper noted notifications are not limited to just the immediate area but extend to include surrounding areas, allowing CIOs to help communicate concerns from the broader community.

Councilor Reyes asked if a City Councilor could attend a neighborhood meeting. City Attorney Kevin McConnell advised against Councilors attending such meetings, explaining that it could be considered ex-parte contact and might create potential bias in future matters.

Councilor Brooks suggested considering a more targeted approach to notifying renters in apartment buildings, rather than mailing notices to every individual tenant. She proposed sending notices to the property managers of apartment buildings, who could then post the notices in common areas like lobbies. This would ensure that renters are informed without needing to send individual notices to each resident, which she felt might be more efficient given the number of apartment buildings in the city. Director Koper stated when they have asked for apartment managers to post notices they were not amenable. He stated when they sent to every mailing address in the complex the mailing costs exceeded the annual budget for mailings.

Councilor Gonzalez inquired if the responsibility for notifying renters lies with the city, property owners, or CIOs. Director Koper stated it is a policy decision for the Council to determine.

Council President Pratt emphasized the importance of engaging property managers to assist in distributing communications. Director Koper noted challenges in maintaining contact due to high turnover among property management staff.

City Manager Lombos suggested revisiting the topic in early 2025, allowing staff time to research renter notification strategies further.

Mayor Bubenik asked about the current practice of using conditions of approval and whether they remain effective. Director Koper explained the trend has shifted toward clear and objective conditions, moving away from discretionary practices. City Manager Lombos added that conditional use approvals, previously outside the Planning Commission's purview, are now handled by the commission, reducing the need for Council involvement.

4. Council Meeting Agenda Review, Communications & Roundtable.

Moved to the regular meeting.

Adjournment

Mayor Bubenik adjourned the meeting at 6:55 p.m.

Sherilyn Lombos, City Manager

Nicole Morris / Nicole Morris, Recording Secretary

Frank Bubenik / Frank Bubenik, Mayor










CC WS Minutes 11-25-24

Final Audit Report

2024-12-11

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OFFICIAL MEETING MINUTES
FOR NOVEMBER 25, 2024

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 7:05 p.m.

Pledge of Allegiance

Public Comment

None.

Consent Agenda

Motion to adopt the consent agenda 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 12, 2024

Special Reports

1. Outside Agency Grant Awardee- Community Partners for Affordable Housing

Community Partners for Affordable Housing (CPAH) Executive Director Rachel Duke and Director of Programs Katherine Moore provided an update on services at Plambeck Gardens. Director Duke shared that Plambeck Gardens features 116 apartments, with move-ins beginning in January 2025. She expressed gratitude to the City for supporting the project, particularly through the recent Outside Agency Grant funds, which will assist CPAH in providing move-in essentials for new residents.

Director Duke outlined the property details and development timeline, noting that all units are designated for individuals earning 60% or less of the Area Median Income (AMI). Director Moore detailed the range of services available at the site, including housing stability and eviction prevention, workforce development, health services, and youth programs. She highlighted that 16 of the units will provide permanent supportive housing with wrap-around case management through a partnership with Community Action. Other service partners include Lifeworks, Centro Cultural, Neighborhood Health Center, and others.

Councilor Reyes suggested partnering with local organizations, such as Borland Free Clinic and Caring Closet, to support residents. Director Moore noted that resource mapping will be conducted by Community Managers to identify and utilize such services.

Councilor Brooks inquired about prioritizing Tualatin residents for housing and services. Director Duke explained that while prioritization is not allowed, some outreach and marketing efforts have focused on the local area.

Councilor Gonzalez offered assistance in connecting residents to local job and trade opportunities.

Council President Pratt asked about the process for families whose income exceeds the AMI threshold. Director Duke outlined CPAH's approach to supporting those families in transitioning to other housing options.

Mayor Bubenik expressed gratitude for CPAH's dedication to the project.

General Business

1. Consideration of a Policy for Proclamations and Agenda Item Additions

City Manager Sherilyn Lombos presented a proposed policy for proclamations and agenda item additions, aimed at ensuring such items receive majority Council support before being added to an agenda. She stated the policy seeks to establish clear processes for proclamation requests and presentations, provide flexibility, and preserve the significance of proclamations. Manager Lombos introduced four tiers for categorizing items, with examples provided for each, and detailed guidelines for agenda placement, including a limit of three proclamations per agenda, sponsorship requests at work sessions, and an application process for public proclamation requests. Manager Lombos sought direction on outstanding questions including the categorization of certain items and whether previously approved proclamations require annual re-approval.

Mayor Bubenik asked about the timeline for requesting proclamations. City Manager Lombos confirming a minimum of one month is needed. Mayor Bubenik suggested adding this timeline to the policy for tiers three and four.

Councilor Brooks proposed an annual review of proclamations to schedule them for the year ahead and expressed satisfaction with the current policy.

Councilor Reyes supported the annual approval process, emphasizing the importance of limiting proclamations to avoid diminishing their significance.

Councilor Sacco agreed with the annual review and raised concerns about tier two items, particularly proclamations tied to other branches of government, and their alignment with the Council's vision. Manager Lombos clarified that tier two items typically involve special presentations rather than proclamations.

Councilor Hillier supported a yearly calendar review for proclamations.

Council President Pratt asked if exceptions could be made for urgent items. Manager Lombos assured flexibility for such situations.

Councilor Brooks also suggested discussing the distinctions between proclamations and resolutions.

Motion to adopt the policy for proclamations and agenda item additions with requested changes related to timelines made by Councilor Brooks, Seconded by Councilor Sacco.

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

MOTION PASSED

2. Consideration of **Ordinance No. 1495-24** Amending Tualatin Municipal Code 8-1-252 to Add an Additional Street (SW 96th Drive)

Motion to adopt Ordinance No. 1495-24 amending Tualatin Municipal Code 8-1-252 to add an additional street (SW 96th Drive) made by Council President Pratt, Seconded by Councilor Reyes.

DISCUSSION ON MOTION

Councilor Hillier stated that after further research, she would be changing her vote, noting that the ordinance is in the best interest of the city at this time.

Councilor Reyes expressed support for the ordinance, emphasizing that it would only apply during school hours.

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

Voting Nay: Councilor Sacco

MOTION PASSED

Council Communications

Councilor Brooks stated she attended the National League of Cities Conference, the Washington County Department of Housing Services Annual Forum, and the Tualatin Arts Advisory Committee meeting.

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

Councilor Hillier brought attention to recent vandalism at the Byrom Elementary School garden, expressing concern about the impact of such destructive actions on the community's children.

Council President Pratt stated she attended the Clackamas County Business City Managers Forum, the newly elected officials gathering hosted by the Washington County Chamber, the Riverpark CIO meeting, and the C4 Metro meeting.

Councilor Gonzalez expressed interest in helping to restore the gardens damaged at Byrom Elementary School.

Mayor Bubenik asked Councilors to review their committee assignments for discussion in December. He stated he attended the Washington County Coordinating Committee meeting, the Washington

County Mayors meeting, the Riverpark CIO meeting, a meeting with Metro President Peterson, and the Greater Portland Inc. Small Cities Consortium meeting.

Adjournment

Mayor Bubenik adjourned the meeting at 8:20 p.m.

Sherilyn Lombos, City Manager

Nicole Morris / Nicole Morris, Recording Secretary

Frank Bubenik / Frank Bubenik, Mayor










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