



## **TUALATIN CITY COUNCIL**

### **OFFICIAL WORK SESSION MEETING MINUTES**

### **FOR MARCH 24, 2025**

**PRESENT:** Mayor Frank Bubenik, Council President Valerie Pratt, Councilor Bridget Brooks, Councilor Christen Sacco

**ABSENT:** Councilor Maria Reyes, Councilor Cyndy Hillier, Councilor Octavio Gonzalez

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Mayor Bubenik called the meeting to order at 5:30 p.m.

#### **1. *Land Use Notifications.***

Interim Community Development Director Steve Koper and Senior Planner Erin Engman presented information on land use notifications. Planner Engman explained that land use notices are important because they allow community members to contribute local insight, which supports more balanced decisions and helps the public understand the development process and how it shapes their community. She shared state requirements for notification, including mailing notices to property owners within 100 feet of a project site, using the most recent tax assessment roll, and including specific information such as the length of the comment period, the decision-making process, approval criteria, and how to obtain application materials. Planner Engman contrasted these with Tualatin Development Code (TDC) requirements, which are more extensive. She stated Tualatin requires notices be sent to property owners within 1,000 feet of the project site and to all properties within the same platted residential subdivision.

Planner Engman detailed the methods Tualatin uses to provide notice, including physical posting at the project site, first-class mailings, email notifications to government agencies and Community Involvement Organizations (CIOs), updates on the city website, and newspaper postings for public hearings. She presented possible enhancements, such as mailing notices to both property owners and occupants at an address, using larger and more visible signs at project sites, and creating a web-based subscription list to keep interested parties informed.

Director Koper provided examples of recent notices sent for the LAM Research and Norwood projects and shared cost comparisons between current practices and enhanced options. He noted that enhanced mailings would double the city's annual mailing budget. Benefits of this approach include reaching tenants in addition to property owners and increasing awareness among a broader audience. Drawbacks include difficulty identifying individual tenants, duplication of notices, recipients ignoring generic mail, higher costs, and increased staff time potentially delaying notice timelines.

Director Koper discussed the city's current signage practice and presented an enhanced signage option that could include a sign up to 32 square feet in size—larger, sturdier, and more noticeable. He stated benefits include greater visibility and inclusivity of perspectives from those who pass by the site. However, he also noted challenges, such as difficulty reading signs from a moving vehicle and relying on applicants to post them correctly.

Director Koper spoke to a website subscription system that would allow anyone to stay informed regardless of where they live and would reduce costs compared to mailing. However, he acknowledged that it requires people to already be aware of the system and actively check their emails, which may be blocked by spam filters or firewalls.

Director Koper asked whether the Council was interested in pursuing any of the proposed enhancements.

Councilor Sacco asked how many applications the city processes annually that require noticing. Director Koper stated there are approximately 20 such applications per year and that enhanced mailings would double the current budget.

Mayor Bubenik asked how many times a given application must be noticed. Director Koper explained that typically it is once, but if a hearing date is changed, the city must reissue the notice.

Councilor Sacco asked if staff could identify key groups that may fall outside the required noticing radius and still ensure they are informed. She also suggested using social media to increase public awareness. Director Koper responded that Tualatin already has one of the broadest noticing ranges in the region. He added that while he is not aware of other cities reviewing each notice on a case-by-case basis, incorporating subjective standards could be problematic. City Attorney Kevin McConnell agreed and advised against subjective standards to avoid any appearance of bias.

Councilor Brooks asked how notices are sent to apartment buildings. Director Koper explained that tenants are not currently included in the city's mailings.

Councilor Brooks asked whether the city's main website could provide a direct link to public notices. Director Koper stated that the upcoming website redesign will allow notices to appear in a newsfeed on the homepage.

Councilor Brooks also asked why land use notices matter and how the public benefits. Director Koper stated that land use decisions can significantly impact people's neighborhoods, and notices allow them to weigh in on developments that affect their quality of life.

Council President Pratt expressed support for increasing notice visibility.

Mayor Bubenik stated that CIOs should direct their communities to the city's website to stay informed and recommended that notices also be shared via the city's social media platforms.

Mayor Bubenik asked whether the LAM Research development was unique in its impact on apartments. Director Koper replied that most development occurs in industrial zones and rarely affects residential buildings.

Mayor Bubenik observed consensus among the Council in favor of including apartment occupants in noticing efforts.

Mayor Bubenik stated that while enhanced signage can be an eyesore, he supports continuing with the current signage model so long as signs are properly placed.

Councilor Brooks asked what enhanced signage might look like. Planner Engman replied that staff had not yet explored specific designs.

Council President Pratt stated she would like the signs to be larger and more noticeable, a sentiment echoed by Councilor Sacco.

Director Koper addressed the idea of posting notices on social media, noting that public noticing is not typically done this way because social media is intended for interactive content. City Attorney McConnell added that comments made on social media do not count as formal testimony in land use cases, which must be submitted in person or through official channels.

## **2. Proclamation Requests.**

The Council considered the proclamation for Vietnamese American Remembrance Day. The Council approved the request.

The Council considered the proclamation for Parkinson's Awareness Month. The Council approved the request.

## **3. Council Meeting Agenda Review, Communications & Roundtable.**

Councilor Sacco stated she attended the Chamber of Commerce Excellence in Business Awards, and the IDEA Committee meeting.

Councilor Brooks stated she attended the National League of Cities Congressional Cities Conference, the Arts Advisory Committee meeting, and the Policy Advisory Board meeting.

Council President Pratt stated she attended the Chamber of Commerce Excellence in Business Awards, the Communities that Care Key Leaders meeting, the National League of Cities Congressional Cities Conference, the ribbon cutting and Floor and Décor, and the C4 Metro meeting.

Mayor Bubenik stated he attended the Chamber of Commerce Excellence in Business Awards, the Rotary meeting, the National League of Cities Congressional Cities Conference, the public meetings law training, and the Meet the Mayors event hosted by the Metro Mayors Consortium.

## **Adjournment**

Mayor Bubenik adjourned the meeting at 6:49 p.m.

Sherilyn Lombos, City Manager



/ Nicole Morris, Recording Secretary



/ Frank Bubenik, Mayor










# CC WS Minutes 3-24-25

Final Audit Report

2025-04-16

Created:	2025-04-15
By:	Nicole Morris (nmorris@tualatin.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAKoOS9V63HwQbFmeKFxxM2igBacJNS1h4

## "CC WS Minutes 3-24-25" History

-  Document created by Nicole Morris (nmorris@tualatin.gov)  
2025-04-15 - 5:02:34 PM GMT
-  Document emailed to fbubenik@tualatin.gov for signature  
2025-04-15 - 5:02:38 PM GMT
-  Document emailed to Nicole Morris (nmorris@tualatin.gov) for signature  
2025-04-15 - 5:02:38 PM GMT
-  Email viewed by Nicole Morris (nmorris@tualatin.gov)  
2025-04-15 - 5:04:51 PM GMT
-  Document e-signed by Nicole Morris (nmorris@tualatin.gov)  
Signature Date: 2025-04-15 - 5:05:04 PM GMT - Time Source: server
-  Email viewed by fbubenik@tualatin.gov  
2025-04-16 - 1:19:57 PM GMT
-  Signer fbubenik@tualatin.gov entered name at signing as Frank Bubenik  
2025-04-16 - 1:20:15 PM GMT
-  Document e-signed by Frank Bubenik (fbubenik@tualatin.gov)  
Signature Date: 2025-04-16 - 1:20:17 PM GMT - Time Source: server
-  Agreement completed.  
2025-04-16 - 1:20:17 PM GMT





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**ABSENT:** Councilor Maria Reyes, Councilor Cyndy Hillier, Councilor Octavio Gonzalez

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### **Call to Order**

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

### **Pledge of Allegiance**

### **Announcements**

#### **1. Arbor Month Presentation, Proclamation and Youth Recognition**

Tualatin Parks Advisory Committee (TPARK) Chair Emma Gray and Student Member Cosimah Slider presented information and activities for Arbor Month. Member Slider spoke to Tualatin's Tree City USA designation.

Arbor Month poster and photo contest winners were announced and presented with their prizes.

Councilor Sacco read the proclamation declaring April 2025 as Arbor Month in the City of Tualatin.

#### **2. Proclamation Declaring March 31, 2025 as Transgender Day of Visibility in the City of Tualatin**

Councilor Sacco read the proclamation declaring March 31, 2025 as Transgender Day of Visibility in the City of Tualatin.

#### **3. Proclamation Declaring April 6-12, 2025, as National Library Week in the City of Tualatin**

Library Director Jerianne Thompson presented information on National Library Week.

Council President Pratt read the proclamation declaring April 6-12, 2025, as National Library Week in the City of Tualatin.

#### **4. Welcome Home Community Conversation Event Announcement**

Interim Community Development Director Steve Koper announced the Welcome Home Community Conversations event to be held on March 27, 5-7 p.m., at the Tualatin Library. He encouraged members of the public to attend.

#### **5. Proclamation Declaring April 21-25, 2025 as National Community Development Week in the City of Tualatin**

Councilor Brooks read the proclamation declaring April 21-25, 2025 as National Community Development Week in the City of Tualatin.

#### 6. State of the City Announcement

Mayor Bubenik announced the State of the City event to be held on April 23, 7:30 a.m., at the Grand Hotel at Bridgeport. He encouraged residents to attend.

#### Public Comment

Patricia Parsons addressed the Council regarding land use notifications, referencing discussions from the work session. She urged the Council to consider expanding notifications to include all occupants, not just property owners, and to use larger format signs. Ms. Parsons emphasized that the benefits of these changes would outweigh the costs.

Danny O'Neil, CIO Land Use Officer, raised concerns about speed and sidewalk conditions along Norwood Road. He stressed the need for improvements to enhance safety in the area.

Michelle Palma advocated for improved ADA transportation services for dialysis patients in Tualatin. She highlighted the impact of the discontinuation of Ride Connection services previously provided by Washington County.

#### 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 Sacco

#### MOTION PASSED

1. Consideration of Approval of the Work Session and Regular Meeting Minutes of February 24, 2025
2. Consideration of Resolution No. 5868-25 Awarding a Contract for Cured In Place Plastic (CIPP) Pipe Relining Services to Insituform Technologies, LLC.
3. Consideration of Resolution No. 5871-25 Amending the City of Tualatin Fee Schedule and Rescinding Resolution No. 5784-24
4. Consideration of Approval of Late Liquor License Renewal for 2025

#### Special Reports

1. Outside Agency Grant Awardee- Family Promise of Tualatin Valley

Family Promise of Tualatin Valley Director of Programs Mayra Mendoza presented an overview of the organization's work. She stated they provide shelter, case management, food, and housing navigation services for individuals experiencing homelessness. In 2024, the organization provided 58,775 bed nights of shelter, and 258 individuals received financial assistance to remain housed. Ms. Mendoza expressed gratitude for the Council's continued support through the Outside Agency Grant program.

Councilor Brooks thanked Family Promise for their vital contributions to the community.

## 2. Tualatin Library Advisory Committee Annual Report

Tualatin Library Advisory Committee (TLAC) Chair Dana Paulino and Vice-Chair Ashley Payne presented the committee's annual report. Vice-Chair Payne stated that over the past year, the committee engaged in updates related to the Washington County Cooperative Library Services public library evaluation project, reviewed library service policies and best practices, provided recommendations on the Makerspaces Use Policy, and received reports from various library committees. Chair Paulino highlighted strategic accomplishments, including record program attendance, the initiation of an assessment of the library volunteer program, and a user survey. Vice-Chair Payne shared the library's newly designed mascot, which will be implemented in the coming year. She outlined the committee's 2025 action plan, which includes remaining actively involved, supporting the implementation of the library's marketing plan, and advancing the City Council's vision to promote equity and inclusion in library programs and services.

Chair Paulino stated that the committee has two recommendations: to protect the Tualatin Library's open hours and to maintain the current level of library materials, programs, and services. She affirmed the committee's dedication to identifying solutions for adequately funding the library.

Council President Pratt asked whether the committee had explored alternative funding sources. Library Director Jerianne Thompson stated that the committee plans to meet with the Finance Director to discuss funding options in the future.

Councilor Brooks inquired about the intended use of the new mascot. Director Thompson explained that its role is still being developed as part of the library's marketing plan, with an official launch planned for the summer.

Councilor Sacco asked whether the mascot had been named. Director Thompson stated that it does not yet have a name.

Mayor Bubenik expressed his support for the library and emphasized the importance of minimizing disruptions to its operations.

## 3. Tualatin Park Advisory Committee Annual Report

Tualatin Parks Advisory Committee (TPARK) Chair Emma Gray and Vice-Chair Beth Dittman presented the committee's annual report. Chair Gray stated that in 2024, the committee held 29 meetings, attended 17 activities, and contributed a total of 371 volunteer hours. Vice-Chair Dittman explained that the committee meets regularly, represents the Parks and Recreation system to the Council, attends events to promote community participation, and serves as the Bee City Facilitation Committee and the Tree City USA Board. She highlighted accomplishments from the past year, including supporting the completion of the facilities inventory, aligning parks operations with the Climate Action Plan, promoting pollinator education, engaging youth through collaboration with the Youth Advisory Committee, and participating in the selection of the new Parks Director. She also noted the committee's work as the ad hoc oversight group for the Parks Bond and Utility Fee projects. Chair Gray stated that the committee's 2025 goals focus on strengthening collaboration with city departments, deepening their understanding of parks funding, exploring sustainability initiatives, and continuing oversight of funded projects such as trail construction, river access improvements, and park facility upgrades.

Council President Pratt thanked the committee for incorporating the Council's goals into their work.

Councilor Brooks expressed appreciation for the committee's strong partnership within the community.

### **General Business**

#### **1. Consideration of Recommendations from the Council Committee on Advisory Appointments**

Council President Pratt and Councilor Sacco presented the committee's recommendation.

Motion to adopt the recommendation made by Councilor Sacco, Seconded by Council President Pratt.

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

MOTION PASSED

### **Council Communications**

Councilor Brooks acknowledged the spring equinox and recognized the celebrations observed by various religions.

### **Adjournment**

Mayor Bubenik adjourned the meeting at 8:15 p.m.

Sherilyn Lombos, City Manager

 / Nicole Morris, Recording Secretary

 / Frank Bubenik, Mayor












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## "CC Minutes 3-24-25" History

-  Document created by Nicole Morris (nmorris@tualatin.gov)  
2025-04-15 - 5:03:20 PM GMT
-  Document emailed to fbubenik@tualatin.gov for signature  
2025-04-15 - 5:03:31 PM GMT
-  Document emailed to Nicole Morris (nmorris@tualatin.gov) for signature  
2025-04-15 - 5:03:31 PM GMT
-  Email viewed by Nicole Morris (nmorris@tualatin.gov)  
2025-04-15 - 5:05:15 PM GMT
-  Document e-signed by Nicole Morris (nmorris@tualatin.gov)  
Signature Date: 2025-04-15 - 5:05:27 PM GMT - Time Source: server
-  Email viewed by fbubenik@tualatin.gov  
2025-04-16 - 1:19:30 PM GMT
-  Signer fbubenik@tualatin.gov entered name at signing as Frank Bubenik  
2025-04-16 - 1:19:48 PM GMT
-  Document e-signed by Frank Bubenik (fbubenik@tualatin.gov)  
Signature Date: 2025-04-16 - 1:19:50 PM GMT - Time Source: server
-  Agreement completed.  
2025-04-16 - 1:19:50 PM GMT

