



TUALATIN CITY COUNCIL MEETING

Monday, November 25, 2024

TUALATIN CITY SERVICES
10699 SW HERMAN ROAD
TUALATIN, OR 97062

Mayor Frank Bubenik
Council President Valerie Pratt
Councilor Maria Reyes Councilor Bridget Brooks
Councilor Christen Sacco Councilor Cyndy Hillier
Councilor Octavio Gonzalez

To the extent possible, the public is encouraged to watch the meeting live on local cable channel 28, or on the City's website.

For those wishing to provide comment during the meeting, there is one opportunity on the agenda: Public Comment. Written statements may be sent in advance of the meeting to Deputy City Recorder Nicole Morris up until 4:30 pm on Tuesday, November 25. These statements will be included in the official meeting record, but not read during the meeting.

For those who would prefer to make verbal comment, there are two ways to do so: either by speaking in person or entering the meeting using the zoom link and writing your name in chat. As always, public comment is limited to three minutes per person.

Phone: +1 669 900 6833

Meeting ID: 861 2129 3664

Password: 18880

Link: <https://us02web.zoom.us/j/86121293664?pwd=SS9XZUZyT3FnMk5rbDVKN2pWbnZ6UT09>

Work Session

- 1. 5:00 p.m. (15 min) – Record Council Holiday Greeting.** Tualatin Valley Community Television (TVCTV) staff will record a Tualatin Council festive holiday greeting that will air on channel 28 during the holiday season.
- 2. 5:15 p.m. (30 min) – Grant Application, Acceptance, and Management Policy Discussion.** Staff will present an overview of a proposed Grant Application, Acceptance, and Management Policy to be included as part of the City's Financial Policies.
- 3. 5:45 p.m. (45 min) – Planning 401: Development Review Process Overview.** Staff will give a recap of the Planning Education Series and then discuss the development review process including the types of procedures, the typical intake and review process, as well as public comment, and decision-making

4. **6:30 p.m. (30 min) – Council Meeting Agenda Review, Communications & Roundtable.** Council will review the agenda for the November 25th City Council meeting and brief the Council on issues of mutual interest.
-

7:00 P.M. CITY COUNCIL MEETING

Call to Order

Pledge of Allegiance

Public Comment

This section of the agenda allows anyone to address the Council regarding any issue not on the agenda, or to request to have an item removed from the consent agenda. The duration for each individual speaking is limited to 3 minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.

Consent Agenda

The Consent Agenda will be enacted with one vote. The Mayor will ask Councilors if there is anyone who wishes to remove any item from the Consent Agenda for discussion and consideration. If you wish to request an item to be removed from the consent agenda you should do so during the Citizen Comment section of the agenda.

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

General Business

If you wish to speak on a general business item please fill out a Speaker Request Form and you will be called forward during the appropriate item. The duration for each individual speaking is limited to 3 minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.

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

Items Removed from Consent Agenda

Items removed from the Consent Agenda will be discussed individually at this time. The Mayor may impose a time limit on speakers addressing these issues.

Council Communications

Adjournment

Meeting materials, including agendas, packets, public hearing and public comment guidelines, and Mayor and Councilor bios are available at www.tualatinoregon.gov/citycouncil.

Tualatin City Council meets are broadcast live, and recorded, by Tualatin Valley Community Television (TVCTV) Government Access Programming. For more information, contact TVCTV at 503.629.8534 or visit www.tvctv.org/tualatin.

In compliance with the Americans with Disabilities Act, this meeting location is accessible to persons with disabilities. To request accommodations, please contact the City Manager's Office at 503.691.3011 36 hours in advance of the meeting.



CITY OF TUALATIN

Staff Report

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Matt Warner, Assistant Finance Director
Don Hudson, Assistant City Manager/Finance Director

DATE: November 25, 2024

SUBJECT:
Presentation on a proposed Grant Application, Acceptance and Management Policy

EXECUTIVE SUMMARY:

Staff will present an overview of a proposed Grant Application, Acceptance and Management Policy to be included as part of the City's Financial Policies. The purpose of the policy is to establish uniform guidelines and procedures for City Staff in the development, submission, and management of grant awards.

ATTACHMENTS:

- PowerPoint presentation of policy highlights.

A photograph of a park scene. In the foreground, there is a stone wall and a small stream. In the background, there are green trees and a bird in flight. A yellow semi-transparent box is overlaid on the center of the image, containing text.

PLANNING 401: Development Review Process Overview

**Council Conversation
November 25, 2024**



Tonight's Agenda

- Recap of Planning Series
- Development Review Process
- Overview of Procedure Types
- Typical Intake Process
- Typical Review Process
- Public Comment Process
- Project Website
- Decisions
- Questions





Planning Series Recap - 101

Why do we plan? Broad history:

- US Constitution establishes property rights, due process, and state rights
- Oregon establishes rules for:
 - Citizen Involvement
 - Growth (*housing + employment*) inside Urban Growth Boundaries
 - Preservation of farm, forest, and resource lands





Planning Series Recap - 101

Why do we plan? Local land use history:

- Suburban growth accelerated in the postwar era
- Oregon adopted a statewide program for land use planning in 1973
- Tualatin adopted its Comprehensive Plan & Development Code in 1982
- Development trends are changing—state mandates for mixed uses and increased densities





Planning Series Recap - 201

How does a Comprehensive Plan work?

- Expresses Council's interpretation of "public interest"
- Establishes goals and policies for land development
- High-level document that is carried out by the development code

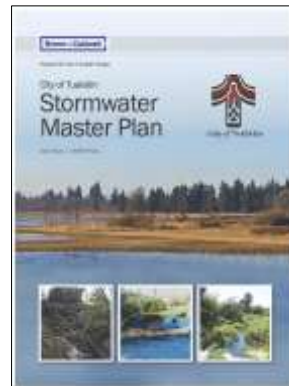
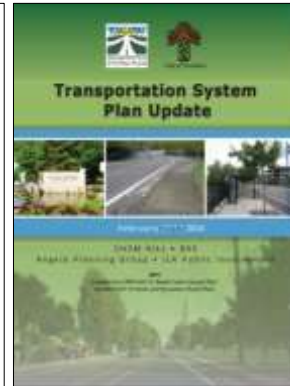
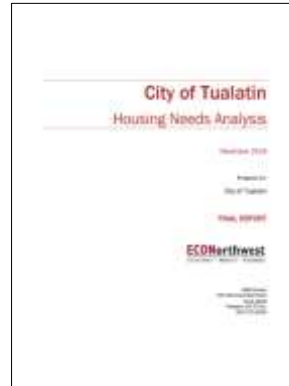




Planning Series Recap - 201

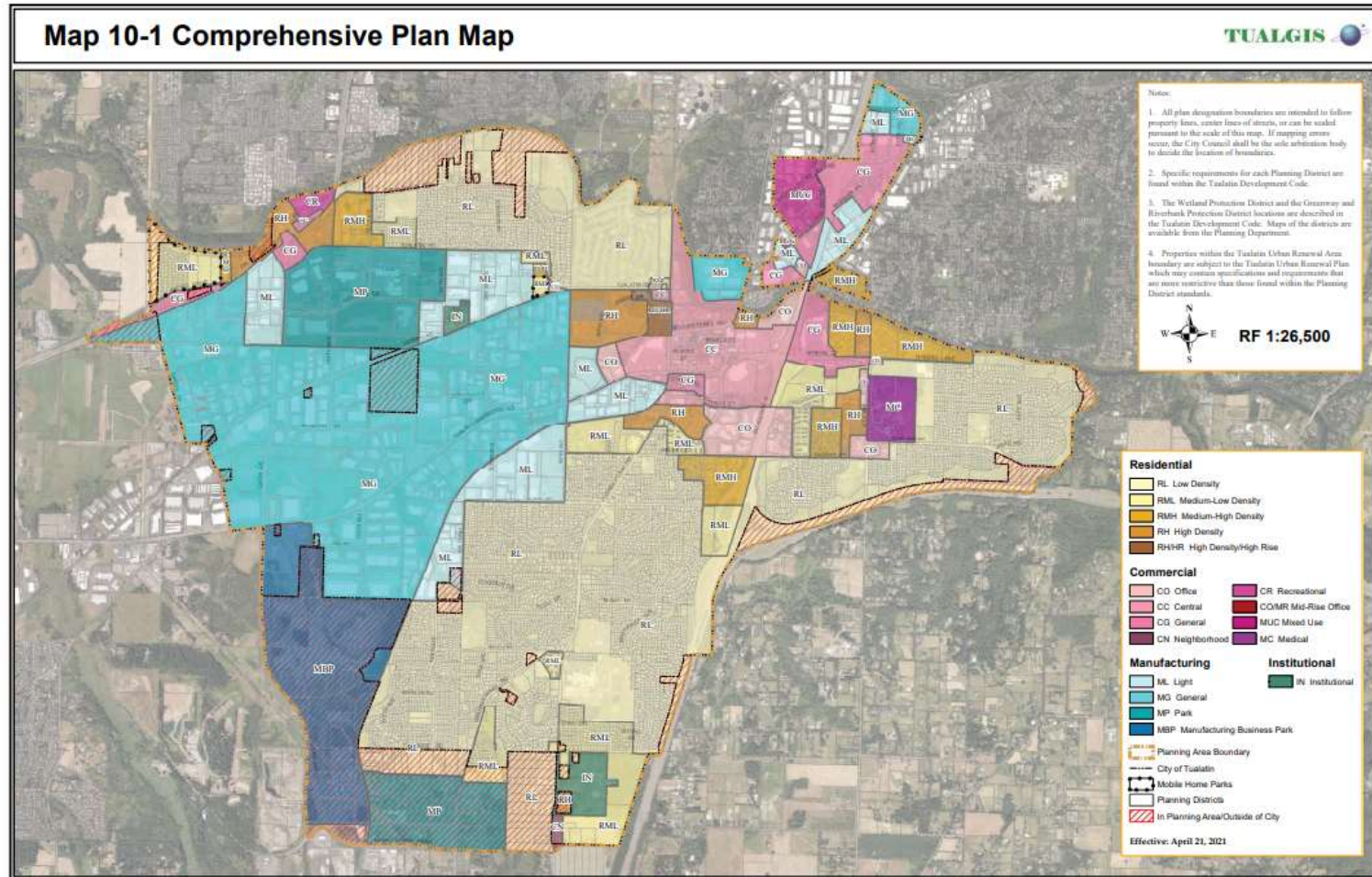
What supporting documents are in the Plan?

- Housing Needs Analysis
- Economic Opportunities Analysis
- Transportation System Plan
- Water Master Plan
- Sanitary Sewer Master Plan
- Stormwater Master Plan
- Parks Master Plan





Planning Series Recap - 201





Planning Series Recap - 301

How does a Development Code work?

- Implements the Comprehensive Plan – *“how” goals and policies happen*
- Includes zoning (where uses are allowed) and development standards (setbacks, height, utilities, and design)
- Applied to land use applications

Table 40-2
Housing Types in the RL Zone

HOUSING TYPE	STATUS
Single-Family Dwelling	P/L
Accessory Dwelling Unit	P
Duplex	P
Townhouse	P
Triplex	P
Quadplex	P



Planning Series Recap - 301

When does the Development Code apply?

- Exterior modifications to private property;
- Remodeling that changes the exterior appearance of a building;
- Any site alteration to the topography, appearance, or function of the site;
- New or modified uses explicitly requiring land use – Conditional Use Permit, Subdivision of Property





Overview of Procedure Types

What are the different Procedure Types?

- Described in Tualatin Development Code Chapter 32



Type I

- No public notice
- Clear & Objective
- No local appeal
- *Ex: Sign application*



Type II

- Public notice
- No or limited discretion
- Appeal to Council
- *Ex: Subdivision or medium size industrial building*



Type III

- Public notice
- Public hearing
- Some discretion
- Appeal to Council
- *Ex: Large industrial building or conditional use permit*



Type IV

- Public notice
- Public hearing
- Most discretion
- Appeal to LUBA
- *Ex: Annexation or map/text amendment*



Overview of Decision Types

What are the different Decision Types?

Clear & Objective

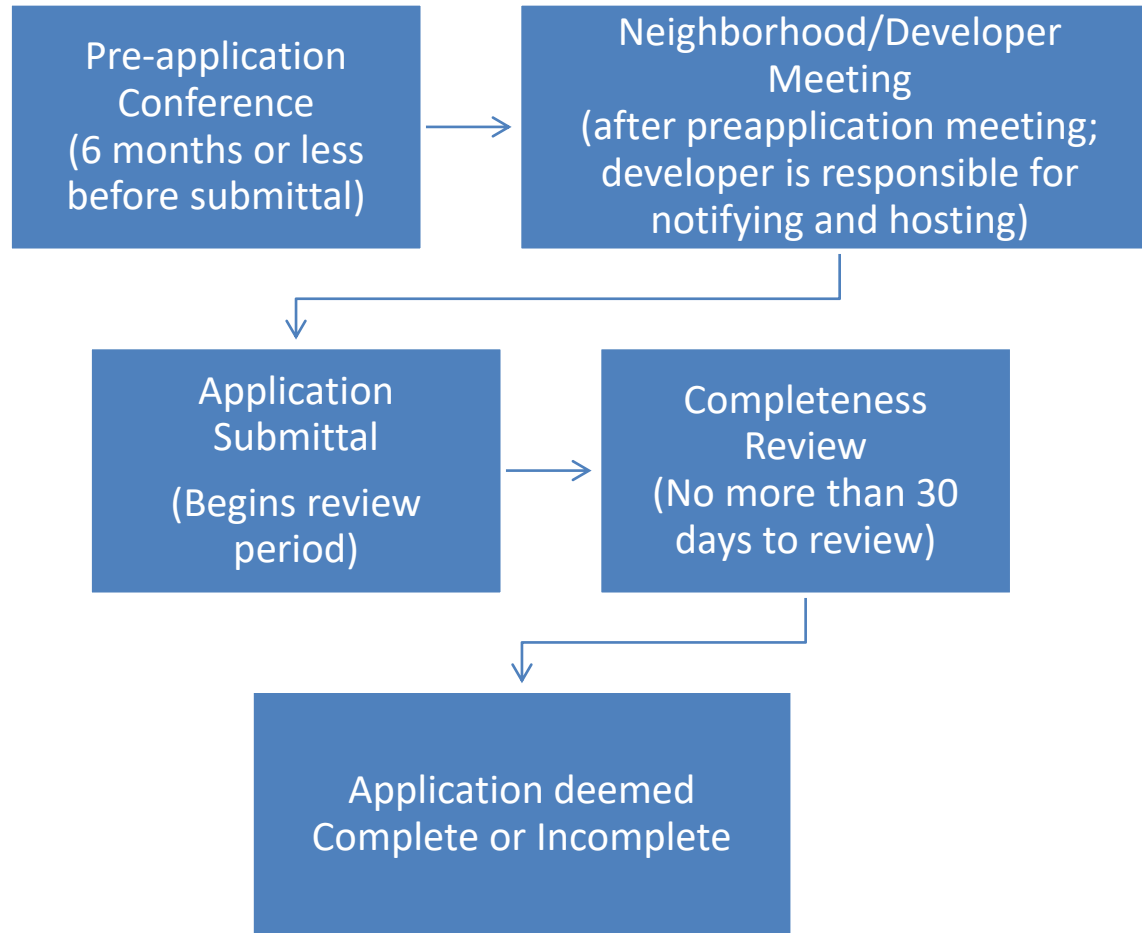
- Decided by staff
- Based on facts and logic
- Governed by approval criteria
- More certainty for developers
- Type I / II Procedures

Discretionary

- Decided by hearing body
- Based on judgment and reason
- Flexibility to apply conditions of approval (*in addition to those required by code*) to protect City's best interests
- Less certainty for developers
- Type III/IV Procedures



What Happens Before Application?





Preapplication Conference

- Intended to familiarize applicants with application procedure, code requirements / approval criteria, and to discuss project details with staff.

Architectural Review

Type II Land Use Decision – See Tualatin Development Code Chapter [32.220](#)

- Decided by City Staff (Administrative Review)
- Completeness Review: 30 Days
 - **NOTE:** [TDC 32.160](#). (2) Considerations. Determination of completeness will be based upon receipt of the information required under TDC 32.140 and will not be based on opinions as to quality or accuracy. Applications that do not respond to relevant code requirements or standards can be deemed incomplete. A determination that an application is complete indicates only that the application is ready for review on its merits, not that the City will make a favorable decision on the application.
- Staff issues Notice of Application after application is deemed complete:
 - 14 Day Comment Period
 - Those who comment gain standing for potential appeal
- Decision shared with applicant and property owner within 60 days of a complete application
 - Appeal Period: 14 Days
- Application Packet: <https://www.tualatinoregon.gov/planning/architectural-review-ar-instructions>
 - Architectural Review fees can be found in the [Fee Schedule](#)
- Examples of recent Architectural Review applications are found on the Projects Page: [https://www.tualatinoregon.gov/projects?term=node tid depth=All&field project status value=All&field project type tid=101&keys=AR21-0018 Walgraeve Industrial Park](https://www.tualatinoregon.gov/projects?term=node%20tid%20depth%3DAll&field_project_status%3Dvalue%3DAll&field_project_type%3Dtid%3D101&keys=AR21-0018%20Walgraeve%20Industrial%20Park) (more complex but involved floodplain and wetlands).

Criteria to address in the Architectural Review narrative submittal include:

Tualatin Development Code

[TDC 32: Procedures](#)

[TDC 33.020: Architectural Review](#)

[TDC 33.110: Tree Removal](#)

[TDC 39: Use Categories](#)

[TDC 61: General Manufacturing \(MG\) zone](#)

[TDC 63: Industrial Uses and Utilities and Manufacturing Zones—Environmental Regulations](#)

[TDC 70: Floodplain District \(FP\)](#)

[TDC 71: Wetlands Protection District](#)

[TDC 72: Natural Resource Protection Overlay District](#)

[TDC 73A: Site Design, 73B: Landscaping Standards, 73C: Parking Standards, and 73D: Waste and Recyclables Management Standards](#)

[TDC 74: Public Improvement Requirements](#)

[TDC 75: Access Management](#)



Neighborhood/Developer Mtg.

- Mandatory meeting that provides a forum for the applicant to discuss the proposal with surrounding property owners.

NEIGHBORHOOD / DEVELOPER MEETINGS

This meeting provides an opportunity for the developer (applicant) to discuss the development proposal with surrounding property owners, in order to identify topics of interest/consideration prior to the land use application submittal. A Neighborhood/Developer Meeting is required for all Type II, II, and IV-A applications

MEETING REQUIREMENTS

The full requirements are codified in the Tualatin Development Code (TDC) Chapter 32.120.

1. **Meeting Sequence.** The Neighborhood/Developer Meeting must be held after a pre-application meeting with City staff, but before submittal of a land use application.
2. **Meeting Time and Location.** The Neighborhood/Developer Meeting must be held at a location within the City of Tualatin. Weekday meetings are encouraged and shall begin no earlier than 6:00 pm.
3. **Notice Requirements.** The applicant must provide notice to neighboring property owners (within 1,000 feet), designated Citizen Involvement Organization (CIO) representatives, and the Tualatin Community Development Department. The City is able to provide the applicant with a complete Mailing Area List for a fee. Requests for Mailing Area Lists can be made by contacting planning@tualatin.gov

Notices must be sent first class, no less than 14 and no more than 28 calendar days before the meeting date and shall include the date, time, and location of the meeting, as well as a brief description of the development proposal and property location— Refer to the attached example.



Completeness (or Incompleteness)

- Receipt of application information required by code. A determination of completeness indicates that the application is ready for review on its merits.

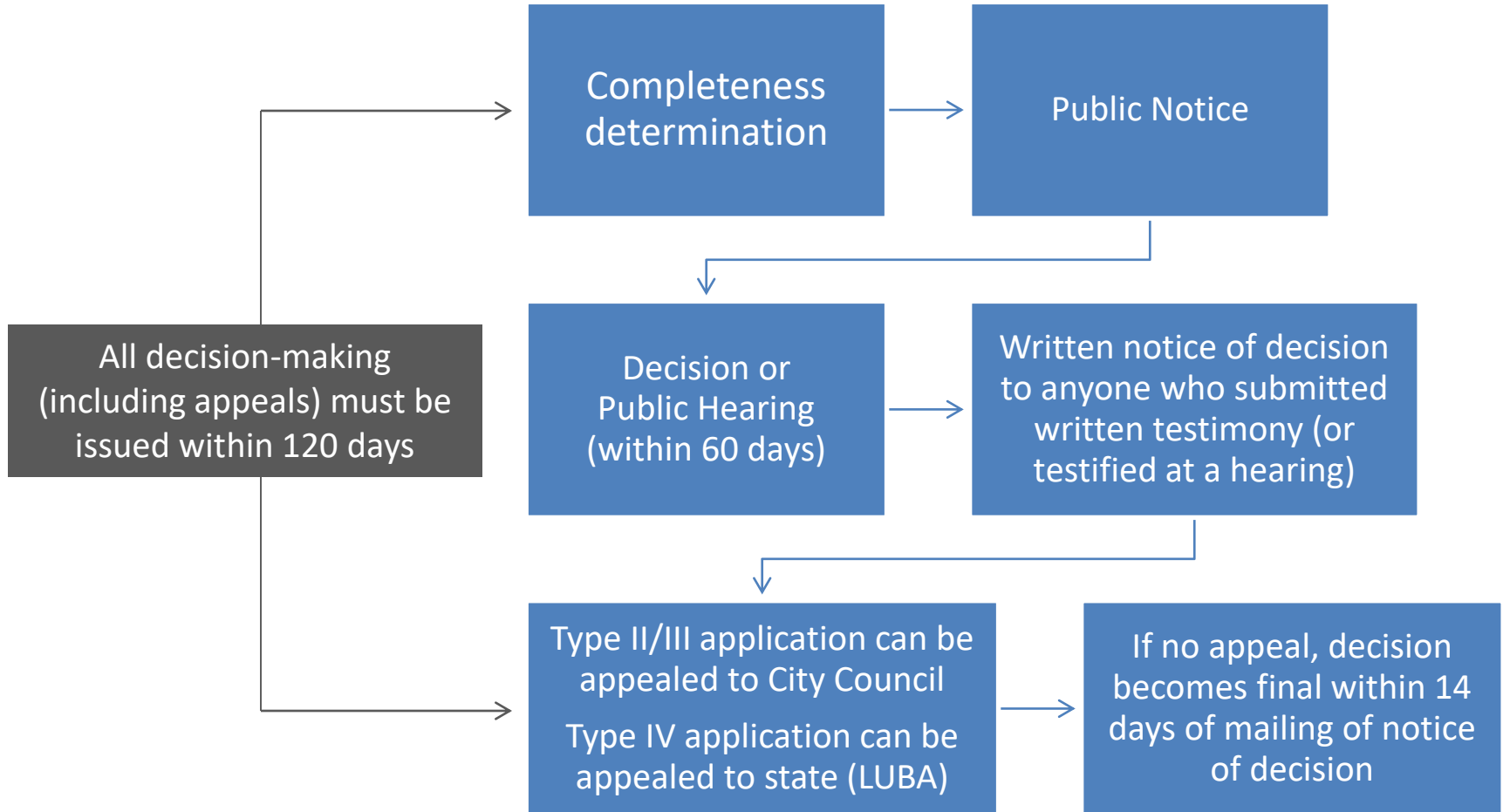
Thank you for submitting an Architectural Review (AR) application on July 9, 2024 for construction of the proposed building and associated improvements located at 19225 SW Teton Avenue (Tax ID: 2S123CB00401). The local file number assigned to your project is AR24-0004. Please be advised that this land use application has been **deemed incomplete** in accordance with the Tualatin Development Code (TDC) Subsection [32.160](#) and Oregon Revised Statutes (ORS) 227.178. The time period in which the City must take final action is suspended pending resolution of the items listed below.

Incomplete Items: The following items can be submitted by email or other electronic means.

1. [TDC 32.140\(1\)\(d\)](#) requires the application fee to be paid.
2. [TDC 32.140\(1\)\(a\)\(ii\)](#) Address of Lot – Please verify that the lot that is proposed for development is 19452 SW Teton Avenue and not what we have on file as 19225 SW Teton Avenue.
3. Narrative responses noted as being for TDC [73A.010](#) is actual from TDC [73A.500](#) Industrial Design Standards. Please correct the section heading in the narrative.
4. Narrative responses to TDC [32.120](#), [32.140](#) and [32.150](#)
5. Narrative responses to TDC [Chapter 63](#)
6. Narrative responses to TDC [Chapter 72](#)
7. TVF&R Service Provider Letter



Typical Application Review Timeline





Public Involvement

How does Tualatin satisfy State Goal 1 requirements for Citizen Involvement?

Architectural Review Board

- Decides Type III Architectural Review applications
- Seven members: City Council, Architect, Landscape Architect, Engineer, Lay Members (3 must reside in Tualatin)

Planning Commission

- Decides other Type III applications (CUP, IMP, VAR)
- Makes recommendations on growth and development to City Council (Type IV)
- Serves as commission for citizen involvement
- Seven members (5 must reside in Tualatin)



Public Notice

- City mails notice to property owners
 - *State law requires notification to properties within 100 feet 14 days before a decision is issued*
 - Tualatin requires notification to properties within 1,000 feet (plus residential subdivisions if part touches the 1,000-foot radius) and 14 days for Type II and 20 days for Type III/IV
 - In practice, land use decisions are issued or a public hearing is scheduled about 60 days after a completeness determination
- Additional notice elements:
 - City posts detailed information at www.tualatinoregon.gov/projects
 - City emails all CIOs notice at the same time as property owners
 - The applicant is given instructions for putting notification signs on the site and must submit an affidavit verifying placement



Public Comments

- In writing (*emailed or mailed*) in response to a notice received, though one does not need to receive a notice to comment.
- In person at a hearing, but only if the application includes a hearing (*most do not*).
- The burden is on the commenter to submit evidence.
- Staff role is to weigh evidence submitted by all parties and make a decision or a recommendation on the application.
- *Effective comments:*
 - Identify applicable criteria of the development code that apply to the proposal
 - Explain how the criteria is met; or not met, and why
 - Are specific
- *Comments should not:*
 - Ask questions of the applicant or city staff
 - Request that the applicant or city staff demonstrate that a project does or doesn't address something



Project Webpage

AR23-0014 - Horizon Community Church Expansion

Project ID: AR23-0014

Applicant Information:

AKS Engineering & Forestry, LLC - Glen Southerland

Reviewing Staff:

Madeleine Nelson, mnelson@tualatin.gov

Project Staff Contact:

Madeleine Nelson, mnelson@tualatin.gov

Project Type:

Land Use
Architectural Review (AR)

Project Status: Approved

Date Received:

Wednesday, November 22, 2023

Location:

23370 SW Boones Ferry Road
Tualatin, OR 97062

See map: [Google Maps](#)

Tax Map/Lot:

25135D000106

AKS Engineering & Forestry, LLC, on behalf of Horizon Community Church, requests approval to construct a new church sanctuary at the current facility located at 23370 SW Boones Ferry Road (Tax Lot: 25135D000106). The proposal includes a 19,300 sf sanctuary building, baseball field replacement, stormwater improvements, and associated landscaping. The proposed 800 seat sanctuary would replace the existing 660 seats for services currently held in the high school gymnasium. Services would no longer be held in the school facilities. The 29-acre site is zoned Institutional (IN) and has access to Boones Ferry Road and Norwood Road.



Files:

- AR23-0014 Decision (1 MB)
- Exhibit A1 - Application & Narrative (1 MB)
- Exhibit A2 - Preliminary Site & Architectural Plans (30 MB)
- Exhibit A3 - Supporting Documents (23 MB)
- Exhibit B - Public Notice (4 MB)
- Exhibit C - Service Provider Letters (3 MB)





Decisions

Decisions must be based on approval criteria and include:

- Conditions of Approval. Must be roughly proportional to the impact of the proposed development.
 - *Dolan v. City of Tigard*: Constitutional limits set by the Fifth Amendment's takings clause
- Staff Findings and Analysis. Assessment of how the proposal does or does not address applicable development code criteria based on the materials submitted by the applicant.
- Exhibits. Record of evidence used to evaluate compliance with application procedures and code criteria.
 - Noticing requirements
 - Public testimony
 - Special agency comments
 - Required submittal materials





401 Recap

- Development review process applies to site alterations on private property
- Pre-application conference and neighborhood developer meetings happen before an application is submitted
 - Developers get a lot of feedback on how to change their project to meet the code. This is reiterated through the completeness review
 - Submitted projects are filtered and vetted; projects that don't meet the code don't move forward
- Effective public comments provide understanding of applicable code criteria and supporting evidence
- Most projects have some opportunity for appeal... *However:*
 - Applications that demonstrates compliance with code criteria must be approved.
 - An appeal *does not* give the decision-maker discretion to disagree with the criteria or apply un-adopted criteria.
 - Denials must include detailed findings addressing why the proposal does not comply with code criteria. *May be subject to legal meditation.*



Future Discussion

Planning 501: Post-land use reviews and building construction

- Engineering
- Building
- Planning
- Occupancy







CITY OF TUALATIN

Staff Report

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Nicole Morris, Deputy City Recorder

DATE: November 25, 2024

SUBJECT:
Consideration of Approval of the Work Session and Regular Meeting Minutes of November 12, 2024

RECOMMENDATION:
Staff respectfully recommends the Council adopt the attached minutes.

ATTACHMENTS:

- City Council Work Session Meeting Minutes of November 12, 2024
- City Council Regular Meeting Minutes of November 12, 2024



TUALATIN CITY COUNCIL

OFFICIAL MEETING MINUTES
FOR NOVEMBER 12, 2024

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

ABSENT: Councilor Bridget Brooks

Call to Order

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

Pledge of Allegiance

Announcements

1. Proclamation Declaring November 30, 2024 as Small Business Saturday in the City of Tualatin

Chamber of Commerce CEO Anneleah Jaxen and Board President Susan Noack spoke to their Celebrate Local campaign. They spoke in support of all local businesses and encouraged everyone to shop small.

Councilor Gonzalez read the proclamation declaring November 30, 2024 as Small Business Saturday in the City of Tualatin.

2. American Public Works Association (APWA) Oregon Project of the Year Award – Tualatin Moving Forward Program

City Engineer Mike McCarthy announced the Tualatin Moving Forward Program received the American Public Works Association (APWA) Oregon Project of the Year award.

Public Comment

Danny O'Neal addressed traffic safety and requested that the city adopt a comprehensive traffic safety program.

Roy Clark expressed interest in having a Veteran's Day celebration held in the city next year on Veteran's Day.

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 Reyes, Councilor Hillier, Councilor Sacco, Councilor Gonzalez

MOTION PASSED

1. Consideration of Approval of the Work Session and Regular Meeting Minutes of October 28, 2024

2. Consideration of **Resolution No. 5819-24** Awarding and Authorizing The City Manager to Execute a Professional Services Agreement with Jensen Hughes for Plan Review and Inspection Services
3. Consideration of **Resolution No. 5820-24** Authorizing the City Manager to Execute a Collective Bargaining Agreement with Tualatin Police Officers Association – Sergeants

Special Reports

1. Tualatin Arts Advisory Committee Community Enhancement Award

The Tualatin Arts Advisory Committee members presented the Community Enhancement Award to MITCH Charter School for the inclusion of students in the creation of permanent and temporary art installations, and the integration of art into core curriculum areas.

MITCH Charter School Board President Sara Parker accepted the award.

General Business

1. Republic Services 2023 Annual Report

Republic Services Municipal Contract Administrator Travis Comfort and Municipal Relationship Manager Cindy Rogers presented the 2023 Annual Report. Administrator Comfort reported that 5,904 homes were serviced monthly in Tualatin, with 443,211 tons of materials being hauled. He highlighted the successful launch of the Recycle+ program in Tualatin this year. Administrator Comfort discussed commercial food waste, noting that county enforcement on commercial generators in Tualatin is increasing and that Republic Services will assist businesses with compliance processes. He mentioned that residential yard debris collection, including food waste, is expected to grow. Administrator Comfort provided an overview of garbage, recycling, and food waste statistics for residential, commercial, and industrial sectors.

Manager Rogers spoke about the Stoneridge Neighborhood Clean-Up events, during which nearly eight tons of waste were collected. She also noted the annual Bulky Waste Day event was a success, where 25 tons of materials were collected. Manager Rogers highlighted other community events, such as Toys for Tots, birthday party drive-by celebrations, and participation in parades.

Manager Rogers shared Republic Services' financial statements, noting that the company will not be seeking a rate adjustment in 2025. She also mentioned their collaboration with city staff to meet the requirements of the Recycling Modernization Act and waste reduction programs.

Councilor Gonzalez thanked Republic Services for their active participation in the community.

Council President Pratt asked if the yard debris carts are being utilized more with the change. Administrator Comfort stated they are anticipating an increase for the 2024 numbers.

Councilor Sacco thanked them for their work in the Las Casitas area.

Mayor Bubenik asked if there are any changes in the commodity process and pricing. Administrator Comfort stated they have not seen a change as of yet but those changes are coming in the next couple of months.

Councilor Reyes asked about the Recycle+ program and would like to see more information about it in the community. Manager Rogers stated they will be showcasing the program more at community events.

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

Motion for first reading by title only 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 THE MOTION

Councilor Sacco expressed concern that this action might shift the problem to another area of the city. She stated that if the Council wishes to proceed, she would prefer applying the enforcement to only one side of the street.

Councilor Hillier voiced her concern about moving forward without feedback from the consultant on the ordinance.

Councilor Reyes stated the parking zone should cover the entire area, not just one side of the street, and expressed support for advancing the ordinance as presented.

Council President Pratt agreed with Councilor Reyes and commented that the school should be addressing the issue more effectively.

Councilor Gonzalez indicated that he would prefer to see the consultant's report before proceeding. He asked if tickets are currently being issued for illegal parking. Chief Pickering responded that they coordinate with the School Resource Officer when students park illegally and have the ability to issue city parking tickets if necessary.

Councilor Sacco inquired about the estimated cost to the city for placing signs in the designated zone. City Manager Lombos explained that the cost would be in the hundreds of dollars.

Councilor Hillier asked about the timeline for the consultant's report and what the process would be for repealing the ordinance if necessary. Chief Pickering stated that the report is expected around the beginning of the year. He noted that similar programs are implemented in other areas of the city, not just related to school parking.

Councilor Sacco noted that the street is a public street and expressed concern about targeting one group, specifically students. She emphasized the need to address related issues, including garbage and illegal parking.

Councilor Reyes stressed the importance of ensuring that emergency vehicles can access the area quickly when needed.

VOTING

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

MOTION PASSED

Motion for second reading by title only 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.

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

MOTION PASSED

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 Reyes spoke in support of the ordinance and emphasized the need for the hours to be seasonal.

Councilor Hillier pointed out that not everyone parking in the area disrespects the laws.

VOTING

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

Voting Nay: Councilor Hillier, Councilor Sacco

MOTION FAILED for lack of unanimity

Council Communications

None.

Adjournment

Mayor Bubenik adjourned the meeting at 8:23 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Frank Bubenik, Mayor



CITY OF TUALATIN

Staff Report

TO: Honorable Mayor and Members of the City Council

FROM: Sherilyn Lombos, City Manager

DATE: November 25, 2024

SUBJECT:
Consideration of a Policy for Proclamations and Agenda Item Additions

RECOMMENDATION:
Staff recommends the City Council approve the Policy for Proclamations and Agenda Item Additions

EXECUTIVE SUMMARY:
At the August 12, 2024 City Council work session, the City Council discussed the process for adding proclamations to the City Council's agenda and whether there should be guidelines developed. The Council's direction was to bring forward a policy guiding the process for proclamations.

The attached policy establishes a purpose, four tiers, or types of proclamations along with their approval requirements, and guidelines for advancing a proclamation to a Council agenda.

FINANCIAL IMPLICATIONS:
There are no fiscal implications associated with approving the Policy.

ATTACHMENTS:

- Policy for Proclamations & Agenda Item Additions

Policy for Proclamations & Agenda Item Additions

Purpose:

1. Ensure proclamations and agenda items have majority Council support prior to being placed on the agenda
2. Ensure there is a process for community members and organizations who desire to have a proclamation read or to make a presentation
3. Ensure sufficient flexibility so that not every proclamation or agenda item addition needs Council approval
4. Ensure an atmosphere where proclamations are special and valued

Established Tiers:

1. *Subject matters having to do with the City of Tualatin organization, including programs sponsored by the City of Tualatin.* Example: Employee of the Year, Arbor Week, Volunteer Appreciation Week, National Library Week, National Parks & Recreation Month, Public Works Week.
 - **Tier One subjects do not need prior Council approval to be placed on the agenda**
2. *A branch of government or an organization that the City of Tualatin is funding.* Example: the County, TriMet, Metro, TVF&R, Clean Water Services, WCCCA, WCCLS, Community Action, Tualatin School House Food Pantry.
 - **Tier Two subjects do not need prior Council approval to be placed on the agenda**
3. *Community partners.* Example: Ride Connection, Metro West (ambulance service), Chamber of Commerce
 - **Tier Three subjects must receive prior approval.**
4. *Other.* Example: Red Ribbon Week, Future Business Leaders of America Week, Human Rights Week, Ad Hoc Groups (Aging Task Force)
 - **Tier Four subjects must receive prior approval**

Process / Guidelines:

- No more than 3 proclamations should be on any one Council agenda.
- The City Manager always has the discretion to ask for Council approval before processing a proclamation or putting an item on the agenda.
- If a City Councilor is the sponsor of a Tier 3 or 4 subject, the Councilor should make the request under Council Communications at either a work session or a business meeting. Four affirmative votes are required in order to place an item on a future agenda.
- Requests can be made for Tier 3 or 4 subjects by:
 - Filling out the Application to Request a Proclamation or Agenda Presentation,
 - Appearing before the Council under Citizen Comments at a Council Business Meeting and requesting Council approval to agendize the item,
 - Getting a Council Sponsor to raise the item
- Tier 3 and 4 subjects are requested to submit a draft of their one-page proclamation along with their Application.