



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR SEPTEMBER 25, 2023

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 7:00 p.m.

Pledge of Allegiance

Announcements

1. Proclamation Declaring October 1-7, 2023 Banned Books Week in the City of Tualatin

Councilor Sacco read the proclamation declaring October 1-7, 2023 Banned Books Week in the City of Tualatin.

2. New Employee Introduction – Nora Ames, Court Clerk

Court Administrator Cortney Kammerer introduced Court Clerk Nora Ames. The Council welcomed her.

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 Reyes, Councilor Hillier, Councilor Sacco, Councilor Gonzalez

MOTION PASSED

1. Consideration of Approval of the Work Session and Regular Meeting Minutes of September 11, 2023
2. Consideration of **Resolution No. 5726-23** Awarding a Contract for Street Sweeping Operations to Great Western Sweeping and Authorizing the City Manager to Execute a Contract
3. Consideration of **Resolution No. 5727-23** Authorizing the City Manager to Apply for and Accept Community Development Block Grant Funds to Complete the Juanita Pohl Center Siding Replacement Project

4. Consideration of **Resolution No. 5728-23** Authorizing the City Manager to Apply for and Accept Community Development Block Grant Funds to Complete Sagert Street and Las Casitas/Stoneridge Neighborhood Pedestrian Safety Enhancements

General Business

1. Consideration of **Ordinance No.1481-23** Amending the Municipal Code Regarding Service of Summons for Civil Infractions, Standards Applicable to Building, Grading Permits, and Stop Work Orders

Building Official Suzanne Tyler introduced the ordinance amending the municipal code with Oregon mechanical specialty code updates. She recapped items covered in the ordinance including service of summons, the standards applicable to building, and the addition of stop work orders.

Councilor Gonzalez asked why flag poles are limited to 25 feet. Official Tyler stated anything larger has loading issues in windy conditions.

Councilor Gonzalez asked when fence heights were increased to 7 feet without a permit. Official Tyler stated that was changed several cycles ago.

Motion for first reading by title only 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

Motion for second reading by title only 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

Motion to adopt Ordinance No.1481-23 amending the municipal code regarding service of summons for civil infractions, standards applicable to building, grading permits, and stop work orders 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

2. Consideration of Recommendations from the Council Committee on Advisory Appointments

Councilor Reyes stated the committee interviewed nine candidates. She encouraged citizens to continue to apply for vacancies on committees.

Councilor Sacco stated their are open positions on the Architectural Review Board, the Library Committee, the Budget Committee, and the Core Area Parking District Board.

Council President Pratt read the names of the recommended candidates.

Motion to approve the recommendations from the Council Committee on Advisory Appointments made by Councilor Sacco, Seconded by Council President Pratt.

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

MOTION PASSED

3. Prioritization of Planning Division Work | Development of a Long-Range Planning Work Plan

Assistant Community Development Director Steve Koper presented the planning division's work plan. He introduced the department, which includes three planners and an office coordinator. Director Koper explained the department is responsible for various aspects of planning, including current planning, long-range planning, housing policy, and public outreach through citizen committees. He stated in fiscal year 2022/2023, the department processed 219 applications, received 1,076 calls, and handled 2,947 emails. Director Koper shared the typical land use process and timeline for their department, emphasizing their work is aligned with the Council's priorities and aimed at helping the Council achieve its goals.

Director Koper outlined the department's long-range project list, categorizing them into four groups: legally required projects, council priorities, community or development-driven projects, and projects identified in a Tualatin adopted plan. He discussed ongoing long-range projects such as updates to the Transportation System Plan, implementation of the Housing Production Strategy, and support for the Climate Action Plan, including its implementation. He also listed legally required projects, including parking code updates, development code updates, stormwater master plan adoption, Basalt Creek Area Parks Master Plan adoption, and an updated housing needs analysis. Council-identified long-range projects included food cart regulations, urban forestry, downtown core area development code updates, and comprehensive plan updates. Additionally, other long-range projects encompassed industrial use updates, zoning changes, development code modifications, permitting pickleball as an allowed use, and regulations for cannabis house of operations.

Director Koper provided sample timelines and discussed the appropriate staffing levels required to complete a project. He addressed project prioritization within the department and discussed the creation of a draft work plan. He also shared how other cities prioritize their planning projects. Director Koper then presented Tualatin's draft work plan for the next three years, emphasizing considerations such as how many years it should encompass, how it should be prioritized, how often it should be updated, and how to account for needs that are not initially included in the work plan.

Councilor Sacco expressed a preference for a longer-term plan with the flexibility to reprioritize annually. She suggested using a rubric scoring method to prioritize projects and emphasized the importance of being able to add new projects as they arise.

Councilor Gonzalez inquired about the cost comparison between consultants and hiring a full-time equivalent (FTE) staff member. Director Koper explained that consultants are often a more fiscally prudent approach, especially given the city's staff size, and they allow for access to specialized talent when needed.

Councilor Gonzalez also asked about staffing levels in comparison to other cities. Director Koper discussed the planning efforts of other cities and the level of staff involvement in those projects. He expressed confidence in the current staff size for the city.

Councilor Hillier thanked the planning staff and suggested the plan should look ahead 2-3 years, with legally required projects given higher priority. She recommended considering which projects have the greatest community impact.

Councilor Reyes supported a 2-3 year plan that prioritizes projects based on staff recommendations aligned with council priorities. She also suggested the department consider adding additional support staff.

Council President Pratt emphasized the importance of updating the comprehensive plan to establish priorities and goals. She advocated for a 5-year work plan with annual reviews and added flexibility for addressing emergencies.

Councilor Sacco asked if a value assessment had been conducted to determine the need for another FTE or if there were positions that had not been backfilled. She expressed interest in learning more about adding a long-range planning manager.

Councilor Reyes asked for further information on staff comparisons with other cities. Director Koper provided examples of the types of projects staff in other cities are working on.

Mayor Bubenik expressed a preference for a 2-3 year plan with annual reviews and supported using the rubric scoring method for prioritization. He emphasized the need for strategic zoning to ensure cohesiveness rather than one-off zoning decisions.

Council Communications

Councilor Sacco stated she attended the Chambers Key Leaders Breakfast.

Councilor Hillier stated she attended the Winona Grange AM Networking event. She stated Tualatin Together will be hosting a Screenager Film Viewing Event on October 5th, 6pm, at Hazelbrook Middle School, that will address growing up in the digital age.

Councilor Reyes invited citizens to attend the Borland Free Clinic Gala on October 6th at 6pm, more information is on their website.

Council President Pratt stated she attended the Clackamas County Addictions Summit, the C4 Metro meeting, the C4 Tolling Strategy meeting, the Greater Portland Inc. meeting, and the Tualatin Chambers Key Leaders Breakfast.

Mayor Bubenik stated he toured the Community Warehouse, attended the RTAC meeting, the Washington County Coordinating Committee meeting, the Greater Portland Inc. Summit, the Clackamas County Chair and Mayors meeting, and the Chambers Key Leaders Breakfast.

Adjournment

Mayor Bubenik adjourned the meeting at 9:07 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Frank Bubenik, Mayor