



TUALATIN CITY COUNCIL

OFFICIAL WORK SESSION MEETING MINUTES

FOR NOVEMBER 24, 2025

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. *Development Code Update – Clear & Objective Standards for Housing.*

Associate Planner Madeleine Nelson presented proposed clear and objective development code updates related to residential housing. She stated the purpose of the project is to update the Tualatin Development Code (TDC) to create an adoptable code that complies with Oregon Revised Statute. Planner Nelson explained that state law requires local governments to regulate housing using clear and objective standards and prohibits discretionary or subjective criteria for certain types of residential applications.

Planner Nelson stated that staff and a consultant team are currently conducting a full audit of the residential sections of the TDC to identify where discretionary language appears. She noted the audit is expected to be completed in January 2026, followed by staff and legal review, public engagement, and then a formal adoption process through the Planning Commission and City Council. She stated staff will return in January with a more complete overview of findings and the anticipated schedule for code amendments.

Councilor Hillier asked whether the audit will also identify opportunities to push back on standards that may need updating. Planner Nelson stated the scope of the project is specifically focused on housing requirements.

Councilor Brooks asked what percentage of the code will ultimately need to change. Planner Nelson stated they will have a clearer understanding once the audit is completed in January.

Councilor Brooks asked whether environmental code updates would be included. Planner Nelson stated the scope is limited to housing-related standards.

Council President Pratt asked whether the effort is intended to make the process easier for building housing or simply to meet the CFEC requirements. Planner Nelson stated the updates should make it easier to implement housing in the city.

Mayor Bubenik asked whether the consultant would conduct both the audit and the code updates. Planner Nelson confirmed that the consultant will complete the audit and provide draft code language.

Mayor Bubenik asked how the city will achieve clear and objective standards. Planner Nelson stated they will be seeking policy direction from the Council to guide those decisions.

Mayor Bubenik asked whether the Architectural Review Board will have an opportunity to provide feedback. Planner Nelson stated the ARB is not currently included in the project scope, but she can request that they be added.

3. *Update on the Tualatin Tourism Program.*

Deputy City Manager Megan George and City Manager's Office Intern Jill Coleman presented information on the Tourism Program. Manager George stated the program was adopted five years ago and that it was an appropriate time to conduct a review. Intern Coleman provided an overview of the Transient Lodging Tax (TLT), explaining that it is a tax imposed by a local government on the sale, service, or furnishing of transient lodging and is paid by visitors. She stated that Tualatin receives 2.5 percent of Washington County's TLT, which is unrestricted revenue. She also stated that the City's 2.5 percent local TLT is comprised of 30 percent unrestricted funds and 70 percent restricted funds that must be used for "tourism promotion" and "tourism-related facilities."

Intern Coleman stated the Tourism Program Plan was adopted in March 2019, and that its goal is to encourage visitor attraction supported by five key focus areas. She shared examples of how TLT revenue has been used in past years and noted that the Tualatin Chamber of Commerce receives five percent of the 70 percent restricted portion of the tax each quarter for tourism-related work.

Intern Coleman outlined the plan's five focus areas. The first is Capital Development, which includes planning and investing in priority tourism infrastructure projects to expand Tualatin's capacity to attract visitors. The second is Events, which focuses on supporting a mix of demand-generating events throughout the year. The third area is Placemaking, which includes design standards and activities that enhance public spaces and contribute to Tualatin's identity as a place to visit. The fourth area is Visitor Services, which includes developing programs that enhance visitor satisfaction and promote local amenities. The fifth area is Marketing, which focuses on developing a unique identity for Tualatin and generating consumer awareness.

Manager George stated that potential next step would be to work with a consultant to develop a Tourism Strategic Plan that includes measurable targets, timelines, and both short-term and long-term priorities. She noted that many focus areas identified in the 2019 plan are now complete or nearing completion because the plan is five years old.

Council President Pratt stated that she agrees it is an appropriate time to re-evaluate the tourism program, particularly given the timing of the downtown revitalization effort. She stated she would like the Council to review priorities moving forward.

Councilor Brooks asked whether there had been any discussion about establishing a visitor center connected to the Ice Age Trail. She also asked how diversification across departments works when implementing the tourism plan. Deputy City Manager Megan George stated that when the tourism plan was originally adopted, the Ice Age Trail was included as a key element. She explained that a cross-departmental team had met to evaluate the current plan and that this internal coordination will likely continue as the plan is updated.

Councilor Reyes asked for clarification regarding the amount of transient lodging tax revenue the city receives. Finance Director Don Hudson stated that the city receives approximately \$330,000 annually from Washington County and an additional \$330,000 annually from the local tax.

Councilor Reyes asked for additional details regarding the intergovernmental agreement governing the tourism funds. Intern Coleman stated that the existing IGA outlines how the county-collected portion of the tax is distributed and the eligible uses for those funds.

Councilor Reyes asked how funds are distributed to the Chamber of Commerce. Manager George stated that the Chamber receives a quarterly payment from the city under the terms of a professional services agreement.

Council President Pratt stated she would like to see development of a broader community events calendar to ensure activities are well-coordinated and accessible to residents and visitors.

Mayor Bubenik stated he believes that aligning the tourism work with the CORA project will be important. He stated he looks forward to a larger discussion during the upcoming Council Advance regarding future priorities for tourism and promotion.

4. Council Meeting Agenda Review, Communications & Roundtable.

Assistant City Manager Don Hudson presented the Manager's Report. He shared the new Tualatin River Water Trail map and the new City of Tualatin calendar. He stated the Tualatin Lights Parade will be held on December 5, 6, and 7. He reported that the InPipe project is planned for completion by the end of December. Assistant City Manager Hudson also announced that a Housing Forum and Resource Fair will be held on December 17th, which will include community conversations with residents seeking housing resources.

Councilor Brooks stated she attended the Regional Water Providers Consortium Board meeting and the Tualatin Arts Advisory Committee meeting.

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

Councilor Reyes stated she attended the Midwest Citizens Involvement Organization meeting.

Council President Pratt stated she attended the Riverpark Citizens Involvement Organization meeting and the Lam Research ribbon cutting ceremony.

Mayor Bubenik stated he attended the Metro Mayors Consortium meeting, the Greater Portland Inc Small Cities Consortium meeting, the Riverpark Citizens Involvement Organization meeting, the Tualatin Chamber of Commerce Board meeting, the Washington County Coordinating Committee meeting, the Joint Policy Advisory Committee on Transportation meeting, the Greater Portland Economic Development District meeting, and the Lam Research ribbon cutting ceremony.

Adjournment

Mayor Bubenik adjourned the meeting at 6:30 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Frank Bubenik, Mayor