



TUALATIN DEVELOPMENT COMMISSION

OFFICIAL MEETING MINUTES
MONDAY, DECEMBER 08, 2025

PRESENT: Chair Frank Bubenik, Commissioner Bridget Brooks, Commissioner Maria Reyes, Commissioner Valerie Pratt, Commissioner Cyndy Hillier, Commissioner Christen Sacco, Commissioner Octavio Gonzalez

Call to Order

Chair Bubenik called the meeting to order at 5:00 p.m.

Public Comment

None.

Consent Agenda

Motion to adopt the consent agenda made by Commissioner Pratt, Seconded by Commissioner Sacco.

Voting Yea: Chair Bubenik, Commissioner Brooks, Commissioner Reyes, Commissioner Pratt, Commissioner Hillier, Commissioner Sacco, Commissioner Gonzalez

MOTION PASSED

1. Consideration of Approval of the Tualatin Development Commission Meeting Minutes of November 24, 2025

General Business

1. Consideration of **Resolution No. 643-25** Authorizing the Purchase of Real Property Located at 18925 SW 84th Ave. ("Matthias property") and Execution of a Deed to Acquire the Matthias Property for Inclusion as Part of the CORA Plan's 18970 Catalyst Project; and, if Approved, Adopt **Resolution No. 644-25** Authorizing an Interfund Loan from the Southwest Urban Renewal District to the Core Opportunity and Reinvestment Area

Economic Development Manager Sid Sin and Finance Director Don Hudson presented information regarding the proposed acquisition of the Matthias property and an interfund loan from the Southwest Urban Renewal District (SWURD) to the Core Opportunity and Reinvestment Area (CORA). Manager Sin provided background on the CORA Plan vision, noting that it aims to improve property values, eliminate existing and future blight, and create an active civic core that supports the community's social, cultural, and economic vitality. He stated that the 18970 Catalyst Project, a mixed-use redevelopment concept including attainable housing and commercial retail, is one of the identified projects within the plan. Manager Sin noted that at the previous meeting, the Commission approved a minor amendment to add three parcels near the Catalyst Project area for potential future acquisition and to add clarifying text to the 18970 Catalyst Project description indicating that the Commission may consider purchasing those parcels if they become available.

He reported that one of those parcels, the Matthias property, has recently come onto the market. The property consists of two parcels: a northern parcel currently used as a parking lot with adjacent lawn area, and a southern parcel containing an existing single-family residence previously used as a dental office. Manager Sin stated the property is listed for sale at an asking price of \$600,000. He explained that resolution would authorize staff to acquire the Matthias property. Manager Sid explained that if approved, it would authorize an interfund loan from SWURD to CORA in the amount of \$600,000 to fund the purchase. He noted that the SWURD and CORA boundaries adjoin, allowing for the proposed interfund loan.

Motion to adopt Resolution No. 643-25 authorizing the purchase of real property located at 18925 SW 84th Ave. ("Matthias property") and execution of a deed to acquire the Matthias Property for Inclusion as part of the CORA Plan's 18970 Catalyst Project made by Commissioner Pratt, Seconded by Commissioner Sacco.

Voting Yea: Chair Bubenik, Commissioner Brooks, Commissioner Reyes, Commissioner Pratt, Commissioner Hillier, Commissioner Sacco, Commissioner Gonzalez

MOTION PASSED

Director Don Hudson stated that there have not yet been sufficient tax increment collections in the CORA fund to support the Matthias property purchase; however, collections in the SWURD are significantly ahead of projections. He explained that when CORA was adopted, staff anticipated a delay before the district generated enough increment to fund acquisitions. A large development in the SWURD area was completed sooner than expected and was placed on the tax rolls earlier than forecast, resulting in substantially higher and earlier-than-anticipated tax increment revenues. Director Hudson stated that state law allows an interfund loan between urban renewal districts for a capital purchase, with a maximum repayment term of ten years. He noted that the proposed loan from SWURD to CORA would carry an interest rate aligned with the Local Government Investment Pool rate to ensure SWURD remains financially whole during the loan period. He stated the loan may be repaid incrementally or in full at any time without penalty.

Councilor Brooks asked what it meant for SWURD to be "ahead in collections." Director Hudson responded that the earlier-than-projected completion and assessment of a major development in the district resulted in more than a million dollars of increment, far exceeding initial estimates of only a few hundred thousand dollars.

Motion to adopt Resolution No. 644-25 authorizing an interfund loan from the Southwest Urban Renewal District to the Core Opportunity and Reinvestment Area made by Commissioner Pratt, Seconded by Commissioner Sacco.

Voting Yea: Chair Bubenik, Commissioner Brooks, Commissioner Reyes, Commissioner Pratt, Commissioner Hillier, Commissioner Sacco, Commissioner Gonzalez

MOTION PASSED

Public Hearings - Legislative or Other

1. Consideration of **Resolution No. 645-25** Authorizing Changes to the FY 2025-2026 Adopted Budget

Mayor Bubenik opened the hearing in accordance with state law.

Finance Director Don Hudson presented proposed changes to the adopted Fiscal Year 2025–2026 budget. He stated that Oregon local budget law allows changes to the adopted budget in limited circumstances, including transfers of appropriations within a fund when authorized by resolution, adjustments required when an occurrence or condition was not known at the time the original budget was prepared and necessitates a change in financial planning, and the creation of a new fund. Director Hudson explained that the interfund loan approved for the Matthias property requires appropriating \$600,000 from the SWURD reserve fund into the CORA project fund. He noted that the loan also necessitates the creation of a new fund, the Core Opportunity and Reinvestment Area Project Fund, which will be used to record capital project expenditures for CORA.

Director Hudson stated that additional CORA expenses require appropriations for staff time. He stated all personnel services for the Development Commission are budgeted in the TDC Administration Fund, funds must be transferred from CORA reserves into the TDC Administration Fund to cover personnel costs associated with CORA-related work. He added that the adjustments also reflect the addition of staffing within the Development Commission, noting that this is the first biennium in which two staff members are working across both districts.

Commissioner Pratt asked for examples of materials and services. Director Hudson responded that these include expenditures that are neither personnel nor capital costs.

Commissioner Brooks asked where personnel services appear in the budget. Director Hudson stated that all personnel costs are budgeted in the TDC Administration Fund and that funds are transferred from the district in which the work is performed. He clarified that all funds remain within the Development Commission.

PUBLIC COMMENT

None.

COUNCIL QUESTIONS

None.

Mayor Bubenik closed the hearing.

Motion to adopt Resolution No. 645-25 authorizing changes to the FY 2025-2026 adopted budget made by Commissioner Pratt, Seconded by Commissioner Brooks.

Voting Yea: Chair Bubenik, Commissioner Brooks, Commissioner Reyes, Commissioner Pratt, Commissioner Hillier, Commissioner Sacco, Commissioner Gonzalez

MOTION PASSED

Special Reports

1. Downtown Revitalization Community Identity Final Report

Urban Renewal and Economic Development Manager Sid Sin and Civilis Consultants Michele Reeves presented the identity findings and recommended actions from the Downtown Revitalization Community Identity Report. Consultant Reeves began by outlining the first area of focus: characterization. She shared the identity findings related to how the downtown area is

currently perceived. The strongest theme from community input was that the area “does not look like a downtown.” She explained that the district consists of strong bordering streets, but most circulation occurs through parking-lot laneways, which does not create a cohesive downtown experience. The area is dominated by surface parking, with more than half of the land area consisting of parking lots or vacant parcels. Consultant Reeves noted that this creates a suburban parking pattern rather than a walkable downtown environment.

Consultant Reeves then asked what words the community would like to describe the downtown in the future. She stated that many of the aspirational terms were focused on “feeling,” which can be challenging to translate into design. She emphasized that addressing parking, density, and overall form will be critical. There is currently almost no movement or activity connecting the city’s parks to downtown, and improving connections to the greenway would help generate activity and cohesion between the areas.

Consultant Reeves spoke about opportunities for increased density. She stated the downtown area lies within the floodplain, and explained that active uses can be elevated, and additional height can be used strategically to create visibility and support walkability. Consultant Reeves noted that successful downtowns typically include buildings on both sides of streets to frame public space, and she highlighted several areas where this could be introduced. She also reviewed opportunities for intensifying underdeveloped sites and shared examples of how parking lots could be converted into more vibrant, active land uses.

Consultant Reeves stated the second focus area addressed the downtown objective and the type of experience the area should offer. She explained that the community wants activity and vibrancy, places where people naturally gather and where daily life is observable. Consultant Reeves stated that identity actions may include showcasing existing active uses, installing a food cart pod, adding temporary retail spaces, and incentivizing or directly developing ground-floor commercial spaces that support pedestrian activity.

Consultant Reeves stated the next focus area was relationships, examining who downtown serves and how people connect with it. She stated that identity findings showed a desire for a downtown that feels local and community-oriented, with an emphasis on food, gathering spaces, and shared experiences.

Consultant Reeves stated the next focus area was environmental, which examined how Tualatin is perceived physically and aesthetically. She stated that the district is often viewed as a suburban job center rather than an urban core. The lake dominates the downtown context and significantly shapes how the area functions. She noted that people either love or dislike the lake, in part because it does not incorporate the sound or movement of water and creates dead ends and limited street connections. Consultant Reeves presented potential actions to improve environmental cohesion, including creating seamless movement between parks, trails, downtown areas, suburban retail, and other amenities. She suggested exploring major options for the lake, such as converting it to a flood-mitigation wetland, modifying its shape, restoring water circulation, or activating and greening the edges. She emphasized that the area contains too much hardscape and encouraged the Commission to be bold in considering transformative ideas.

Councilor Brooks asked how potential floodplain improvements might affect insurance rates. Consultant Reeves stated that additional study would be needed.

Councilor Brooks asked about the original vision of the lake when it was created. City Manager Sherilyn Lombos stated that staff could research history and report back.

Consultant Reeves explained that the identity study reflects community values and provides a framework of ideas for future action. She emphasized that the document is intended to be dynamic and adaptable. Consultant Reeves encouraged the Commission to be bold and not afraid of making mistakes, noting that tax increment financing can support both short and long-term projects.

Commissioner Pratt asked whether the parking analysis correlated with land coverage. Consultant Reeves confirmed that the comparisons were based on land coverage.

Commissioner Brooks asked whether establishing a central cluster of uses would be an opportunity to explore. Consultant Reeves stated the community appears to have an appetite for a downtown that expresses interconnection, architectural interest, and a stronger sense of place.

Commissioner Gonzalez stated that he agrees the lake currently lacks a clear purpose and that he was intrigued by the idea of creating environments that connect the parks to the downtown core. He stated that the area is rich with opportunity.

Mayor Bubenik stated that he looks forward to combining this information with the University of Oregon's work and using both to guide the next steps in moving the downtown revitalization effort forward.

Commissioner Communications

Commissioner Gonzalez stated he attended a community meeting focused on immigration issues. He noted that the discussion was encouraging, particularly the support expressed for outreach to neighbors and efforts by cities and counties to develop resources for impacted residents, while recognizing the limits on local action.

Commissioner Brooks stated she attended the League of Oregon Cities Women's Caucus. She forwarded the Regional Water Consortium budget report to the Council.

Commissioner Sacco stated she attended the Council Committee on Advisory Appointments meeting.

Commissioner Reyes stated she attended the immigration-focused community meeting with Commissioner Gonzalez and also participated in the Council Committee on Advisory Appointments meeting.

City Manager Sherilyn Lombos presented the Manager's Report. She stated that the Holiday Lights Parade was held over the weekend and was the largest to date, with strong participation by residents, City vehicles, and community partners. She noted that the first Board and Committee Summit is scheduled for this week. City Manager Lombos stated that she and Library Director Jerianne Thompson are working with Washington County on an intergovernmental agreement for the new library levy cycle that begins after the current levy expires in June 2026. She reported that members of the IDEA Committee will be traveling to Grand Rhonde to discuss relationship development and explore ways to strengthen the City's connection with the Tribe. She noted that work at Riverfront Park is moving forward. City Manager Lombos reported that Las Casitas Park has reached substantial completion and that fencing will be removed so the community can begin using

the park. She stated that the City's new Climate Action Program Manager will begin work next week. City Manager Lombos stated this is the last meeting of the year and reviewed upcoming City holiday closures.

Commissioner Pratt stated she attended the R1ACT Committee meeting, the Council Committee on Advisory Appointments meeting, the finalist presentation on multimodal concepts for the downtown area by University of Oregon students, the League of Oregon Cities Women's Caucus meeting, and the Clackamas County Coordinating Committee (C4) gathering.

Chair Bubenik stated he attended the finalist presentation on multimodal concepts for the downtown area by University of Oregon students, the R1ACT Committee meeting, the Tualatin Chamber of Commerce annual meeting, the Greater Portland Inc. meeting, the Chamber of Commerce After Hours event, the Holiday Lights Parade, the Tualatin Historical Society Old Fashion Christmas event, and the Aging Task Force meeting.

Chair Bubenik reminded the community about the virtual Day of Impact training event being held the following evening in partnership with Centro Cultural and the ACLU.

Adjournment

Chair Bubenik adjourned the meeting at 6:42 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Frank Bubenik, Mayor