



TUALATIN CITY COUNCIL

OFFICIAL MEETING MINUTES
FOR DECEMBER 09, 2024

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

Call to Order

Mayor Bubenik called the meeting to order at 7:07 p.m.

Pledge of Allegiance

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 Brooks, Councilor Reyes, Councilor Hillier, Councilor Sacco, Councilor Gonzalez

MOTION PASSED

1. Consideration of Approval of the Work Session and Regular Meeting Minutes of November 25, 2024
2. Consideration of **Resolution No. 5821-24** Authorizing the City Manager to Apply for and Accept Community Development Block Grant Funds to Complete Facilities Enhancements at the Juanita Pohl Center
3. Consideration of **Resolution No. 5822-24** authorizing the City Manager to Accept the 2025 Ready to Read Grant from the State Library of Oregon
4. Consideration of **Resolution No. 5825-24** Accepting the System Development Charge Annual Reports for Fiscal Year 2023-24
5. Consideration of **Resolution No. 5827-24** Canvassing Results of the General Election Held in the City of Tualatin, Washington and Clackamas counties, Oregon on November 5, 2024

Special Reports

1. Inclusion, Diversity, Equity, and Access (IDEA) Advisory Committee Annual Report

The Inclusion, Diversity, Equity, and Access (IDEA) Committee co-chairs BJ Park and Chris Paul presented their annual report to the Council. Chair Paul highlighted that the committee held its first meeting in December 2023 and outlined its roles, including advising the Council, measuring

progress, identifying and reducing barriers to public participation, empowering community involvement, and making recommendations on IDEA-related issues. He reviewed the committee's 2024 accomplishments, which included establishing their mission, vision, and agreements, as well as bringing three proclamations to the Council. He also shared the committee's 2025 action plan, which will focus on topics such as food carts, a native land acknowledgment, and other emerging issues that reflect community diversity.

Co-chair Park emphasized the civil and respectful tone maintained during the committee's discussions, even when addressing potentially sensitive or controversial topics. He expressed a commitment to ensuring the committee remains inclusive, fostering an environment that avoids divisive rhetoric or the demonization of any groups. Chair Park highlighted the importance of creating a space where all voices are heard and valued, aligning with the committee's mission of promoting belonging and equity within the community.

Councilors expressed their appreciation for the committee's work and outreach efforts.

Councilor Brooks asked what had been most inspiring during the past year and what the committee hoped to achieve in the future. Chair Paul noted that the first year was focused on building the committee's framework and expressed excitement about working on projects that showcase and celebrate the community's diversity in the coming year.

Councilor Gonzales acknowledged the encouraging nature and focus of the committee and advised them to engage with additional community groups like the Chamber of Commerce and CIOs.

2. Outside Agency Grant Awardee- The Foundation for Tigard Tualatin Schools

The Foundation for Tigard-Tualatin Schools Board President Kate Manelis and Executive Director Margie Greene presented an overview of their organization and its contributions to the community. President Manelis explained that the foundation partners with all 17 schools in the Tigard-Tualatin School District (TTSD) to provide funding for educational opportunities not covered by the state budget. Director Greene detailed the foundation's programs, including school grants, Art in the Burbs grants, post-secondary scholarships, innovative teaching grants, IB travel grants, and Packed with Pride.

President Manelis outlined the foundation's funding sources, which include private donations, an annual fund drive, a gala, golf tournaments, community programs, company matches, and grants. Director Greene shared that since 2006, the foundation has awarded over \$602,000 in grants to Tualatin schools and provided examples of specific support for local schools.

Councilor Brooks asked if the AmeriCorps position at the high school, which had a high success rate, could be reinstated. Director Greene explained that funding for such a program would be at the discretion of the school principal.

Councilor Hillier inquired about the foundation's volunteer base and hours of service. President Manelis responded that they currently have seven board members.

Councilor Reyes expressed her appreciation for the foundation's support of after-school programs.

Public Hearings - Quasi-Judicial

1. Consideration of Ordinance No. 1496-24, a Plan Map Amendment (PMA) to rezone an 8.3-acre site located at 23370 SW Boones Ferry Road from Institutional (IN) to the Medium Low Density Residential (RML) Planning District.

Mayor Bubenik opened the hearing in accordance with state law.

STAFF PRESENTATION

Assistant Community Development Director and Assistant Planner Madeline Nelson presented the Norwood Project, Plan Map Amendment (PMA) 24-004, to rezone an 8.3-acre property located at 23370 SW Boones Ferry Road from Institutional (IN) to Medium Low Density Residential (RML). Planner Nelson explained that the request was submitted by Westlake Consultants, Inc., on behalf of Norwood Horizon Holdings and property owner Horizon Community Church.

Planner Nelson provided an overview of the proposal, noting that the rezoning would allow for the development of townhomes and cottage clusters—housing types identified in the Housing Needs Analysis as community needs. The applicant stated that the amendment would address moderate-income housing needs outlined in the Housing Production Strategy and facilitate efficient site design, resulting in diverse housing options for households across various income levels.

Planner Nelson highlighted that the amendment conforms to the Tualatin Community Plan and aligns with Oregon Statewide Planning Goals and Administrative Rules. She emphasized that the proposal takes into account land development trends, health and safety considerations, and natural resources.

The Planning Commission unanimously recommended approval of the PMA. Planning Commission Chair Bill Beers shared that the commission had all their questions answered by the applicant and supported the proposed amendment.

APPLICANT PRESENTATION

Westly Engineers Director of Land Use Planning, Ken Sandblast, presented testimony on behalf of the applicant, detailing extensive community engagement over the past year. He stated they have met monthly with residents to address questions and concerns related to the project.

Property Developer Ken Allen introduced the proposal, providing a map of the project site and outlining his sustainable development approach. He emphasized collaboration with the community, noting six hosted meetings where they gathered valuable input from neighbors and stakeholders. Developer Allen highlighted plans to preserve the existing tree grove on the site.

Arborist Todd Prager supported the development's approach to tree preservation, specifically recommending the preservation of the grove along Norwood Road.

Architect Anna Thompson outlined planned community amenities, including active play areas, BBQ and picnic areas, walking trails, and community gardens. She described the pedestrian-friendly design featuring common green spaces and landscaped open areas. Architect Thompson stated the development would consist of small-lot residential units and presented architectural

examples representative of the planned community. She shared a site concept plan, emphasizing the goal of creating a multigenerational living community.

Director Sandblast explained the request to rezone the 8.3-acre property at 23370 SW Boones Ferry Road from Institutional (IN) to Medium Low Density Residential (RML). He shared findings from a transportation analysis, noting that under reasonable worst-case development scenarios, the proposed zoning would generate fewer trips during peak hours and average weekdays compared to the existing zoning. He stated that the city's transportation system can accommodate the proposed zone change and confirmed that the applicable Transportation Planning Rule (TPR) criteria are met. He also noted that a separate traffic study would be conducted at the time of the development application.

The applicant respectfully requested approval of the proposal.

PUBLIC COMMENT

Beth Yaucey, a board member of Horizon Community Church, expressed support for the application, emphasizing the need for diverse housing options in the area.

Stan Russell, Lead Pastor of Horizon Community Church, also spoke in favor of the proposal. He commended the developer for actively listening to community feedback and incorporating their input into the project, stating that the church supports the application.

COUNCIL QUESTIONS

Councilor Gonzalez inquired about the plans for resource conservation on the site. He also emphasized the importance of ensuring that the right trees are planted in the community to avoid negative long-term impacts.

Councilor Brooks expressed gratitude to the applicant for engaging with and listening to the community. She asked if the proposed zoning change would impact the designation of Boones Ferry Road. Applicant Traffic Engineer Jennifer Danzinger confirmed that the road is currently classified as an arterial and will maintain that designation.

Councilor Brooks also highlighted the importance of tree preservation, referencing prior challenges with trees during developments and noting strong community interest in protecting existing tree groves. The applicant team reaffirmed their commitment to preserving as many trees as possible, explaining that they would adhere to city and county regulations and employ careful design to avoid damaging tree roots.

Councilor Sacco thanked the developer for their thoughtful approach, particularly regarding tree preservation. She also expressed appreciation to the community for their involvement and to the Planning Commission for their thorough review of the request.

Councilor Hillier inquired about how the preservation of the tree grove depends on the council and staff's efforts to establish and enforce conditions of approval. Developer Allen emphasized that ensuring tree preservation will require collaboration and commitment from staff to implement the necessary code and conditions effectively.

Councilor Hillier expressed concerns about future development plans on the horizon and the potential transportation impacts. She asked when the traffic studies were completed. Traffic Engineer Danzinger clarified that in this case, they did not use trip counts but instead utilized other methodologies for traffic analysis.

Councilor Reyes expressed her appreciation to the applicant for engaging with the community and addressing their concerns.

Council President Pratt inquired about the traffic study, specifically regarding trip counts and peak hours. Applicant Traffic Engineer Jennifer Danzinger detailed the methodology used to conduct the study, explaining how trip counts were measured and compared to the Transportation System Plan.

Council President Pratt also asked if there were any assurances regarding the commitments made during the meeting. Developer Allen responded by emphasizing their authenticity and dedication to building trust with the community, reaffirming their intention to follow through on their plans.

Council President Pratt highlighted the importance of considering the needs of the aging population during development, noting it will likely be the most needed type of housing in the future. Developer Allen acknowledged this and stated they are still exploring various development scenarios.

Council President Pratt inquired if the Planning Commission had considered the possibility of the land being used for a future community center. Chair Beers confirmed that this concern was discussed and weighed against the pressing need for housing.

Mayor Bubenik asked if the utilities for the development would be placed underground. Developer Allen responded that they plan to work with Portland General Electric (PGE) to determine the placement of underground utilities, ensuring that the design prioritizes the protection of the tree grove.

Mayor Bubenik asked about the traffic analysis and how it was applied to the proposed zoning options, as well as the projected traffic for the area. Chair Bill Beers responded, explaining that the planning commission had reviewed the traffic analysis thoroughly, considering both the existing and proposed zoning impacts. He noted that the analysis indicated that the proposed zoning would generate fewer trips compared to the existing zoning, which could accommodate the projected growth without significant issues to the surrounding transportation infrastructure.

Mayor Bubenik closed the hearing.

COUNCIL DELIBERATIONS

Council President Pratt expressed concerns regarding the preservation of the tree grove and the potential increase in traffic in the area. She posed the question of whether the Council should prioritize housing development over other considerations.

Councilor Brooks emphasized the importance of advocating for stronger tree protection measures from the county.

Councilor Reyes stated that she appreciates the compromises made, the transparency of the process, and the engagement with local residents. She expressed her support for moving the zoning change forward.

Councilor Gonzalez acknowledged the trees' maturity and emphasized the importance of preserving them where possible. However, he noted that it might also be time to replant and renew the area. He voiced his support for the proposal, citing the need for increased housing availability.

Councilor Sacco expressed her belief that the proposal aligns with the best interests of the community. She commended the developer as a strong partner in the process and supported moving the project forward.

Mayor Bubenik expressed support for the rezoning proposal, acknowledging that this marks just the initial step in the development process.

Motion for first reading by title only made by Council President Pratt, Seconded by Councilor Reyes.

Voting Yea: Mayor Bubenik, Council President Pratt, Councilor Brooks, 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 Reyes.

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

MOTION PASSED

Motion to adopt Ordinance No. 1496-24 a Plan Map Amendment (PMA) to rezone an 8.3-acre site located at 23370 SW Boones Ferry Road from Institutional (IN) to the Medium Low Density Residential (RML) Planning District made by Council President Pratt, Seconded by Councilor Brooks.

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

MOTION PASSED

General Business

1. Consideration of **Ordinance No. 1497-24** Relating to Public Contracts; Increasing Certain Procurement Thresholds; and Amending TMC Chapter 12

City Attorney Kevin McConnell and Contracts and Procurement Analyst Richard Contreras presented an ordinance proposing updates to public contract thresholds. Analyst Contreras reviewed the city's current purchasing thresholds, which were last updated in 2009, and outlined the three procurement methods:

1. Direct Appointment: For purchases up to \$5,000
2. Intermediate Procurement: For purchases between \$5,001 and \$150,000

3. Formal Procurement: For purchases exceeding \$150,000

He explained that the city manager's contract authority is currently capped at \$150,000. Analyst Contreras then highlighted the proposed changes:

- Increasing Direct Appointment thresholds to \$25,000 and under
- Adjusting Intermediate Procurement thresholds to \$25,001-\$250,000
- Raising the Formal Procurement threshold to over \$250,000
- Expanding the city manager's contract authority to \$250,000

He emphasized that these changes would align the city's thresholds with current state contracting rules and account for inflation since the last update. Additionally, he referenced discussions from a previous work session regarding the professional services qualified pool.

Councilor Brooks asked for clarification on the types of contracts that would qualify for formal procurement under the proposed changes. Analyst Contreras explained that formal procurement applies to ordinary goods and services, citing the street sweeping contract as an example.

Councilor Brooks expressed concerns about ensuring transparency in the procurement process, particularly as thresholds are increased.

Council President Pratt voiced her initial concerns about potential transparency issues with the proposed changes but expressed confidence in the city's financial and procurement procedures. She requested mechanisms for the council to receive updates on major contract changes or hires, believing this information is essential for maintaining continuous community engagement.

Councilor Sacco acknowledged the efficiency benefits the changes could bring and emphasized the importance of trusting city staff to implement the policies effectively.

Mayor Bubenik shared his perspective on the proposed updates, emphasizing the council's role in setting policy while trusting staff to implement those policies efficiently.

Councilor Gonzalez supported the changes, appreciating the potential for increased efficiency and fewer agenda items, while emphasizing his trust in the current processes and staff's ability to maintain accountability.

Motion for first reading by title only made by Council President Pratt, Seconded by Councilor Sacco.

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

MOTION PASSED

Motion to adopt Ordinance No. 1497-24 relating to public contracts; increasing certain procurement thresholds; and amending TMC Chapter 12 made by Council President Pratt, Seconded by Councilor Sacco.

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

MOTION PASSED

2. Consideration of **Resolution No. 5823-24** Adopting the Updated City of Tualatin Financial Policies Manual

Finance Director Don Hudson presented the updated financial policies manual, highlighting the various areas it covers, such as revenue, operating budget, expenditures, capital improvement plans, investments, contingency and reserves, capital asset management, auditing, financial reporting, and debt. He stated a key change in the update was increasing the threshold for capitalizing assets from \$5,000 to \$10,000 to align with Government Finance Officers Association standards. Director Hudson stated that these policies form a strategic, long-term approach to financial management, aiming to maintain a stable and positive financial position for the city while safeguarding financial integrity.

Director Hudson outlined seven key goals of the policies, including enhancing the city's credit rating, providing stability during economic downturns, adapting to changes in services, and responding to shifts affecting residents and businesses. He stated the policies were reviewed to reflect current best practices and ensure financial operations remain effective and transparent. Director Hudson also noted recent updates to the contingency and reserve policy (adopted in August 2023) and the investment policy (reviewed and adopted annually, with the most recent adoption in October 2024). He stated those changes will be incorporated into the updated financial policies manual.

Motion to adopt Resolution No. 5823-24 adopting the updated City of Tualatin financial policies manual made by Council President Pratt, Seconded by Councilor Brooks.

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

MOTION PASSED

Council Communications

Councilor Sacco stated she attended the Council Committee on Advisory Appointments meeting and the Leadership Bootcamp for Newly Elected Officials.

Councilor Reyes stated she attended the Council Committee on Advisory Appointments meeting.

Councilor Brooks stated she attended the Chamber Breakfast and met with Metro Councilor Rosenthal.

Council President Pratt stated she attended the Council Committee on Advisory Appointments meeting, the Leadership Bootcamp for Newly Elected Officials, the R1 ACT meeting, and the Holiday Lights Parade.

Mayor Bubenik stated he attended the Metro Supportive Housing Services meeting and he provided an update of the funding proposal.

Adjournment

Mayor Bubenik adjourned the meeting at 10:34 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Frank Bubenik, Mayor