

Article 2.18

COMMISSIONS, COMMITTEES AND TASK FORCES – COUNCIL CREATED ADVISORY BODIES

Sections:

- 2.18.000** [Philosophy.](#)
- 2.18.010** [Creation of Council Advisory Bodies Generally.](#)
- 2.18.020** [Structure of Advisory Bodies.](#)
- 2.18.030** [Appointment and Removal of Advisory Body Member, Participation and Attendance, and Residency Requirements.](#)
- 2.18.040** [Suspension or Dissolution.](#)
- 2.18.050** [Term of Membership, Term Limits and Vacancies.](#)
- 2.18.060** [Officers; Terms of Office.](#)
- 2.18.070** [Council and Staff Support.](#)
- 2.18.080** [Purpose; Meetings; Reporting; and Other Responsibilities.](#)

2.18.000 Philosophy.

The council recognizes the importance of the public deliberative process and the contributions citizens may offer through a structured citizen involvement process. As the recipients of government services, citizens may best be able to identify where efficiencies and improvements may benefit the city. To that end, council has created a system of advisory bodies designed to foster the relationship between the city and its citizens and ensure that the city considers and appropriately weighs the needs and interests of all Gresham citizens.

(Ord. No. 1651, Enacted, 03/20/2008)

2.18.010 Creation of Council Advisory Bodies Generally.

(1) Commissions, committees, task forces, and other advisory bodies, including those of a temporary nature or created for a specific purpose, shall be established by ordinance or by direction of the council. Council may establish and maintain, as part of the adopted Council Rules, separate and additional operating policies, rules and guidelines pertaining to advisory bodies.

Unless expressly stated to the contrary, all commissions, committees, task forces and other advisory bodies created under this provision shall be subject to the provisions of this article and the adopted policies, rules and guidelines. Changes to the adopted operating policies, rules and guidelines shall require formal council action.

(2) For the purpose of this article, a standing advisory body shall be defined as any commission, committee, or subcommittee that is expressly created by the legislative action of the council as part of the Gresham Revised Code.

(3) The manager may establish such commissions, committees, task forces, or other advisory bodies, to investigate, evaluate and recommend to the manager, such areas of administration and operations as is of interest to the manager. Other than this section, nothing in this article shall apply to committees, commissions, task forces or other advisory bodies created or established under the authority of the city manager.

(Ord. No. 1778, Amended, 11/02/2017; Ord. No. 1750, Amended, 05/07/2015; Ord. No. 1651, Amended, 03/20/2008; Ord. No. 1539, Amended, 01/10/2002; Ord. No. 1355, Enacted, 05/04/1995)

2.18.020 Structure of Advisory Bodies.

(1) Every commission, committee, task force or other advisory body created under GRC 2.18.010(1) shall have a specific statement of purpose, powers and duties that identify the general mission, charge and responsibility by which its activities are to be governed. All advisory bodies created under GRC 2.18.010(1) are subject to the provisions of GRC Article 2.18 as well as the relevant enabling legislation. The structure and purpose of advisory bodies will be reexamined periodically by the council to determine need and effectiveness.

(2) Every commission, committee, task force or other advisory body member appointed under the authority of GRC 2.18.030(1) shall be subject to the Code of Ethics adopted by and applicable to members of the council.

(3) Council may establish Council Citizen Advisory Committees and Commissions

(CCACs) by council legislative action to address functional areas of policy as is of interest to the council.

(4) Council may establish standing citizen advisory subcommittees (CA subcommittees) to work under a specific CCAC. These CA subcommittees are created by council legislative action and shall have a specific statement of purpose.

(5) Council may establish, by resolution, such task forces or other advisory bodies to investigate, evaluate, and recommend to council, such areas of policy as is of interest to council.

(6) CCACs may recommend task forces or other advisory bodies as needed to complete the work plan of the CCAC or otherwise advise and assist the CCAC or council. Any such advisory body recommended by a CCAC, including its membership, must be approved by council, shall serve for a specific purpose and targeted time frame, and be dissolved upon completion of the stated project or purpose.

(a) A CCAC must appoint a liaison to each advisory body established and operating under its jurisdiction.

(b) The total number of advisory bodies established and operating at any one time under a CCAC may not exceed the number of members on the CCAC.

(c) The provisions of this subsection do not apply to any subcommittee that a CCAC may appoint made up entirely of its own members.

(7) Each CCAC with subcommittees shall have a Coordinating Committee comprised of the CCAC chair, CA subcommittee chair(s), together with the council liaison(s) and staff liaison(s). The Coordinating Committee shall meet at the call of either the CCAC Chair, council liaison, staff liaison, or two members of the Coordinating Committee. The Coordinating Committee shall assist in the development of the annual CCAC work plan; coordinate the work of the CCAC, CA subcommittees, and any task force or other advisory body operating under its umbrella;

monitor project milestones; and provide input regarding the annual Council Work Plan.

(8) The chairs and vice-chairs of all advisory bodies, together with the council liaison(s) and staff liaison(s) shall hold a joint meeting at the call of the Mayor, Council President, or manager. The purpose of a joint meeting is to review and coordinate work plans and projects to avoid duplication of effort and discuss the proper assignment of resources, explore cross functional interests and activities, and provide input regarding the annual Council Work Plan.

(Ord. No. 1778, Amended, 11/02/2017; Ord. No. 1750, Amended, 05/07/2015; Ord. No. 1656, Amended, 09/01/2008; Ord. No. 1651, Amended, 03/20/2008; Ord. No. 1539, Amended, 01/10/2002; Ord. No. 1355, Enacted, 05/04/1995)

2.18.030 Appointment and Removal of Advisory Body Members, Participation and Attendance, and Residency Requirements.

(1) Members of all commissions, committees, task forces, and other advisory bodies created under GRC 2.18.010(1) shall be appointed by the mayor with the consent of the council. Members of all commissions, committees, task forces and other advisory bodies serve as volunteers and shall not be monetarily compensated for their participation.

(2) Members shall be recruited and selected by an open, well publicized public process.

(3) Except as may be required by law or written agreement, individual or representative members appointed to any commission, committee, task force or other advisory body may be removed by a consensus of the council for any reason and at any time during the member's term of appointment.

(4) Participation and Attendance.

(a) Unless expressly stated to the contrary elsewhere in the Gresham Revised Code or Oregon law, failure of any commission, committee, task force or other advisory body member to attend three consecutive meetings of the commission,

committee, task force or other advisory body to which he/she has been appointed will result in automatic termination of the member's appointment if recommended by the council liaison and staff liaison; provided, however, that council may waive automatic termination if warranted by individual circumstances.

(5) Residency Requirements.

(a) Unless otherwise approved by council or required by state law, all members of the Council Citizen Advisory Committees created under GRC 2.18.010(1) must reside within the Gresham city limits or urban growth area identified for annexation.

(b) Unless otherwise provided in this article or approved by council, members of any standing CA subcommittee established by the council, task force and other advisory body members, may reside outside the Gresham city limits. In making subcommittee appointments, the mayor may give preference to Gresham residents.

(Ord. No. 1778, Amended, 11/02/2017; Ord. No. 1750, Amended, 05/07/2015; Ord. No. 1651, Amended, 03/20/2008; Ord. No. 1602, Amended, 04/01/2005; Ord. No. 1539, Amended, 01/10/2002; Ord. No. 1355, Enacted, 05/04/1995)

2.18.040 Suspension or Dissolution.

The mayor and council may suspend or dissolve any commission, committee, task force or other advisory body created under GRC 2.18.010(1), except those required by state law.

(Ord. No. 1778, Amended, 11/02/2017; Ord. No. 1750, Amended, 05/07/2015; Ord. No. 1539, Amended, 01/10/2002; Ord. No. 1355, Enacted, 05/04/1995)

2.18.050 Term of Membership, Term Limits and Vacancies.

(1) Unless otherwise expressly provided or required by state law, the term of appointment to any standing commission, committee, or subcommittee created under GRC 2.18.010(1), shall be for a period of three years or until the appointment of the successor by the mayor with consent of the council, whichever is later. Council may shorten this period if necessary for transition of committee membership.

(a) In the event it is necessary to shorten an appointment term for the purpose of membership transition, every effort will be made to avoid multiple term expirations in any single year.

(2) The term of appointment to a task force or other advisory body created under the provisions of this article shall run until the work of the task force or other advisory body has been completed or a period of two years, whichever is shorter, unless a longer term is expressly approved by council.

(3) Unless otherwise approved by council, no individual shall serve on the same CCAC for more than two consecutive membership terms. A member seeking to serve on a CCAC beyond a second consecutive term shall be subject to the recruitment process set out by any applicable city rule, policy or guideline.

(4) No individual shall serve on more than one CCAC created under GRC 2.18.010(1) at a time unless expressly authorized and approved by the council. This provision shall not apply to CA subcommittees, task forces, or other advisory bodies operating under the umbrella of a CCAC or other advisory bodies that are created by council for a specific purpose or that are of a temporary nature.

(5) Vacancies created due to the mid-term resignation or removal of a member shall be filled in accordance with the process set forth in the operating rules, policies and guidelines adopted by council, including appointment by the mayor and the consent of the council, and shall be for the remainder of the vacant term. Appointment to a vacancy mid-term shall not be considered in calculating maximum membership term limits unless the term of appointment exceeds two years, in which case appointment to the vacancy may be considered in calculating maximum membership terms.

(Ord. No. 1803, Amended, 02/20/2020; Ord. No. 1778, Amended, 11/02/2017; Ord. No. 1750, Amended, 05/07/2015; Ord. No. 1656, Amended, 09/01/2008; Ord. No. 1651, Amended, 03/20/2008; Ord. No. 1548, Amended, 06/06/2002; Ord. No. 1539, Enacted, 01/10/2002)

2.18.060 Officers; Terms of Office.

(1) Unless otherwise directed by council, in July of each year, every commission, committee, task force or other advisory body created under GRC 2.18.010(1), for which the term of chair or vice-chair is expired, shall elect a new chair or vice-chair each of whom shall hold a term of office of two years or until the successor is elected or appointment. The terms of the chair and vice-chair shall be staggered with the chair to be elected every even numbered year and the vice-chair elected every odd numbered year. In the event a vacant officer position is not filled within a reasonable time, the Mayor may appoint an individual to fill the vacancy subject to the consent of the council.

(2) Unless otherwise approved by council, no member may serve more than two terms in any one office. Election to a vacant term of office as set forth in GRC 2.18.060(3), shall not be considered in calculating office term limits.

(3) Vacancies in office due to the mid-term resignation, election to another office or removal of the officer shall be filled by election of the membership and shall be for the remainder of the vacant term of office.

(Ord. No. 1803, Amended, 02/20/2020; Ord. No. 1778, Amended, 11/02/2017; Ord. No. 1750, Amended, 05/07/2015; Ord. No. 1651, Amended, 03/20/2008; Ord. No. 1647, Amended, 09/20/2007; Ord. No. 1548 Amended, 06/06/2002; Ord. No. 1539, Enacted, 01/10/2002)

2.18.070 Council and Staff Support.

(1) Council Liaison. At least one member of the council will be appointed by the mayor as a liaison to each Council Citizen Advisory Committee or Commission (CCAC), and each Citizen Advisory Subcommittee. The mayor may appoint one or more members of the council as a liaison to a task force, or other advisory body.

(a) Council liaisons will facilitate the work of the advisory body, communicate council direction to the advisory body, receive advisory body reports and provide insight to the advisory body through the CCAC Coordinating Committee in an effort to maintain alignment with council goals, work plans and specific project objectives. Liaisons

will review the Council Work Plan with the advisory body to which they have been appointed liaison, and inform the committee of Council meeting agenda items and of Council decisions that may be of interest to the committee. Liaisons will also encourage committee members to attend Council meetings to keep abreast of Council action, policy matters and the activities of the city organization.

(b) A council liaison may express opinions to the advisory body but shall not attempt to direct debate, lobby, or otherwise influence the direction or decisions of any advisory body.

(2) City Staff Support. In consultation with each CCAC coordinating committee and council, the manager shall assign staff persons to provide technical information, guidance and clerical support for each CCAC as well as any CA subcommittee, task force or other advisory body created under the provisions of GRC 2.18.010(1). The primary staff person(s) assigned to an advisory body will be designated as the staff liaison(s) and will be responsible to ensure compliance with public meeting laws. Staff liaisons may actively participate in discussions of an advisory body where appropriate and/or necessary or when requested by the advisory body.

(3) Council liaisons and staff liaisons shall not be eligible to vote.

(Ord. No. 1778, Amended, 11/02/2017; Ord. No. 1707, Amended, 11/17/2011; Ord. No. 1651, Amended, 03/20/2008; Ord. No. 1539; Enacted, 01/10/2002)

2.18.080 Purpose; Meetings; Reporting; Other Responsibilities.

(1) Unless otherwise required by law or written agreement, every commission, committee, task force or other advisory body created under GRC 2.18.010(1) shall have a specific statement of purpose, powers, and duties that identify the general mission, charge and responsibilities by which its activities are to be governed. Projects or activities beyond these statements or annual work plan must be approved in advance by the coordinating committee and council.

(2) Unless otherwise expressly provided or required by law, meeting schedules shall be established by the relevant coordinating committee as needed to address the relevant annual work plan and conduct the business of the commission, committee, task force or other advisory body.

(3) Quorum.

(a) A majority of voting members will constitute a quorum.

(b) Vacant positions will not be counted in determining the existence of a quorum; provided, however, in no event shall a quorum be established and/or official business be conducted by a commission, committee, task force or other advisory body created under GRC 2.18.010(1) that has vacant positions:

(i) with less than three voting members present, one of whom must be the chair or vice-chair, for standing committees with membership codified at seven members or less; and

(ii) with less than five voting members present, one of whom must be the chair or vice-chair, for standing committees with membership codified at more than seven members.

(4) Meetings of all advisory bodies shall be conducted as provided by the Oregon Public Meeting Law.

(5) Within the first year of appointment as a member to any commission, committee, task force, or other advisory body created under GRC 2.18.010(1), all members shall participate in a program of city law training for volunteers or otherwise demonstrate knowledge and familiarity with state and local laws and rules governing the conduct of public officials.

(Ord. No. 1778, Amended, 11/02/2017; Ord. No. 1750, Amended, 05/07/2015; Ord. No. 1681, Amended, 11/19/2009; Ord. No. 1651, Amended, 03/20/2008; Ord. No. 1539; Enacted, 01/10/2002)

Article 2.20

PLANNING COMMISSION

Sections:

- 2.20.010 [Planning Commission.](#)
- 2.20.020 [Term of Appointment.](#)
- 2.20.030 [Officers.](#)
- 2.20.040 [Purpose, Powers and Duties.](#)
- 2.20.050 [Meetings.](#)
- 2.20.060 [Staff Assistance.](#)
- 2.20.070 [Citizen Advisory Subcommittees.](#)

2.20.010 Planning Commission.

The City Planning Commission shall consist of nine members. The Planning Commission is established pursuant to GRC 2.18.010(1) and ORS 227.010 et. seq.

The commission shall represent a broad range of professions, and contain no more than two members who are engaged in the same kind of occupation, business, trade, or profession. At least one member, but no more than two, may be engaged principally in buying, selling, or developing real estate. In making appointments to the planning commission, the council shall encourage, but not require, geographic distribution of members from throughout the city.

(Ord. No. 1651, Amended, 03/20/2008; Ord. No. 1539, Amended, 01/10/2002; Ord. No. 1479, Amended, 09/07/1999)

2.20.020 Term of Appointment.

Notwithstanding GRC 2.18.050, each member of the commission is appointed to serve a four-year term.

(Ord. No. 1651, Amended, 03/20/2008; Ord. No. 1539, Amended, 01/10/2002)

2.20.030 Officers.

The chair and vice-chair of the Planning Commission shall be elected or appointed as provided in GRC 2.18.060.

(Ord. No. 1651, Amended, 03/20/2008; Ord. No. 1647, Amended, 09/20/2007; Ord. No. 1539, Amended, 01/10/2002; Ord. No. 1316, Amended, 07/07/1994)

2.20.040 Purpose, Powers and Duties.

(1) Purpose. The Planning Commission is the primary advisory body to the council on long range, comprehensive planning for the city. Thinking comprehensively, it serves as the steward of the Gresham Community Development Plan (“Plan”), and recommends amendments and new policies when needed. It will also conduct hearings as needed on broad planning issues and projects. The Planning Commission also serves an important role in the community by engaging citizens in discussions related to the future of Gresham and the role of planning in achieving these goals. The Planning Commission will help ensure that the city meets all state land use goals while helping the community to balance values such as enhanced livability, economic development and protection of the environment.

(2) Powers and Duties. The commission is subject to ORS 227.010 et. seq., and shall have the following responsibilities:

(a) Maintain the Plan adopted by the council as an official guide to public and private uses of land. In performance of this duty the commission may, among other things, monitor the development of the city in relation to the Plan. Where the commission sees an issue not anticipated by the Plan, the commission may notify the council and, at the direction of the council, study the issue. If an amendment, refinement or clarification of the Plan appears advisable the commission shall recommend amendment of the Plan to the council.

(b) Review, and prepare at council direction, legislation designed to implement the purposes of the Plan. Conduct hearings, prepare findings of fact, and take such actions concerning such legislation as may be required by state and city law.

(c) Review the capital improvement programs each year for consistency with the Plan.

(d) Recommend plans and policies to the council for orderly and coordinated

development, growth management and enhancement of the city.

(e) Monitor Metro's plan and code and recommend city Plan amendments to implement Metro changes as required.

(f) Work on planning issues related to an adequate supply of affordable housing.

(g) Recommend plans to the council and other public authorities for promotion, development and regulation of industrial, commercial and other economic activities in the city.

(h) Recommend and make suggestions to the council and to other public authorities regarding the regulation of future growth, development, transportation and other public facilities and services, establishment of zones or districts, design and other land use issues.

(i) Study and propose land use measures for the promotion of the public interest, health, safety, convenience and welfare of the city, adjacent communities and the urban growth areas identified for annexation into the city.

(j) Conduct quasi-judicial hearings, prepare findings of fact, and take such actions concerning specific land development proposals as may be required by state and city law as provided for in the Gresham Community Development Code.

(k) Advance relationships with other planning entities to encourage the coordination of public and private planning and development activities affecting the city and its environs.

(l) Consider the proposals of council advisory committees and other council created bodies related to land use issues, priorities, decisions, and Plan amendments, and make recommendations to the council on these proposals.

(m) Act as the coordinating entity for all council committees, and commissions in so

far as the work of these bodies relates to land use.

(n) Receive regular reports from staff regarding Metro activities and the plans and actions of other regional partners relating to land use.

(o) Receive regular reports regarding the cases, matters and decisions under consideration by the city land use hearings officer(s).

(p) May appoint a subcommittee of the commission itself to study or act upon such matters as the commission feels suited to consideration by a smaller group, or as council may delegate through ordinance, resolution or other direction.

(q) Monitor avenues of citizen involvement in land use planning and advise council on such matters to ensure effective citizen involvement relating to land use matters.

(r) Encourage and facilitate expanded public participation in all aspects of the land use planning process by designing a user-friendly process to educate and inform the public about the engagement opportunities in the land use arena.

(Ord. No. 1778, Amended, 11/02/2017; Ord. No. 1656, Amended, 09/01/2008; Ord. No. 1651, Amended, 03/20/2008; Ord. No. 1647, Amended, 09/20/2007; Ord. No. 1539, Amended, 01/10/2002; Ord. No. 1479, Amended, 09/07/1999; Ord. No. 1355, Amended, 05/04/1995)

2.20.050 Meetings.

The commission holds regular meetings at least once each month at City Hall. A majority of the members of the commission constitutes a quorum. The quorum provisions of GRC 2.18.080(3) apply to the operation of the planning commission.

(Ord. No. 1651, Amended, 03/20/2008; Ord. No. 1479, Amended, 09/07/1999)

2.20.060 Staff Assistance.

Staff assistance to and participation in the work of the planning commission is governed by GRC 2.18.070(2).

(Ord. No. 1651, Amended, 03/20/2008; Ord. No. 1539, Amended, 01/10/2002)

2.20.070 Citizen Advisory Subcommittees.

The following standing CA Subcommittees are created under the umbrella of the Planning Commission.

(1) Design Commission.

(a) Membership. The Design Commission shall consist of seven members and is established pursuant to GRC 2.18.010. The Design Commission shall include a minimum of five members who are design professionals (e.g. architects, landscape architects, urban designers) or who work with the built environment (e.g. planners, civil or structural engineers, land developers, building constructors) with no more than two in the same discipline.

(b) Purpose. The Design Commission is the primary advising subcommittee to council on design excellence for the built environment of the city. As such, it will assist in the development and application of design standards and guidelines, and will conduct hearings as necessary to ensure that proposed public and private projects achieve these standards. The Design Commission serves an important role in the community by engaging citizens in discussions related to the built environment while being ambassadors for design excellence. The Design Commission will also advise the Planning Commission on design issues, when requested.

(c) Powers and Duties. The Design Commission shall have such powers and have such duties as described in this article, this code, other ordinances and resolutions of the city, and state law. The Commission powers and duties include:

(i) Recommending the establishment, amendment, or removal of a design district to the council;

(ii) Recommending design principles, standards and guidelines for adoption by council for design districts;

(iii) Carrying out assigned duties regarding reviewing major developments within design districts and other land use requests as provided for in the Gresham Community Development Code.

(iv) Providing advice on design matters to the manager, hearings officer, Planning Commission and city council as requested.

(d) Meetings. The Design Commission holds regular meetings at the call of the chair, council liaison, staff liaison, or two members of the Design Commission at City Hall. A majority of the members of the Design Commission constitutes a quorum. The quorum provisions of GRC 2.18.080(3) apply to the operation of the Design Commission.

(2) Community Development and Housing Citizen Advisory Subcommittee (CDHC).

(a) Membership. The Community Development and Housing Citizen Advisory Subcommittee (CDHC) shall consist of a minimum of seven to a maximum of 11 members and is established pursuant to GRC 2.18.010. Members shall have an interest in the development of the community and housing to meet the needs of the low and moderate income population of Gresham. Members shall be selected from groups that are representative of a broad spectrum of the population. These groups may include, but are not limited to, low and moderate income residents, residents of prequalified areas, minorities, persons associated with neighborhood organizations, agencies, churches, and persons affiliated with the industrial, real estate or financial sectors.

(b) Purpose. The general purpose/mission of the CDHC is to advise the council on community development and housing goals, objectives, policies, programs, projects and budgets to assist low and moderate income persons. The CDHC will gather citizen comments, make recommendations to the council, and provide leadership in promoting public education and

understanding on matters pertaining to community development and housing for low and moderate income persons.

(c) To carry out its purpose, the CDHC will:

(i) Furnish citizens with information concerning amount of funds available, eligible uses of funds, and recommended programs and projects.

(ii) Review applications for potential funding, conduct meetings and hearings, and make recommendations to the council regarding the use of available funds.

(iii) Prepare updates, make recommendations to the council and publish proposed community development and housing policies and objectives for the benefit of low and moderate income persons. The CDHC is responsible for recommending the Community Development Plan and the Comprehensive Housing Affordability Strategy, or their successors, to the Planning Commission or council as appropriate.

(iv) Coordinate its activities as they relate to the general purpose/mission with other council advisory committees, and countywide and regional bodies.

(v) Assist in preparation, review and recommendation to the council, countywide and regional policies related to community development and housing activities for low and moderate income persons in the city.

(d) The CDHC shall meet at the call of the chair, council liaison, staff liaison, or two members of the CDHC at a time and place designated by the CDHC.

(3) Council Transportation Advisory Subcommittee (CTAS).

(a) Membership. The Council Transportation Advisory Subcommittee shall consist of nine members and is established pursuant to GRC 2.18.010(1). In recruiting and appointing members, concerted efforts will be made to secure representation on behalf of the disabled community and persons who represent the interests of the cycling/pedestrian community. The quorum provisions of GRC 2.18.080(3) apply to the operation of CTAS.

(b) Purpose. The purpose and function of the CTAS is to advise council in the on-going development of a comprehensive transportation network that will improve the safety and livability of Gresham. CTAS shall also serve as the city's Traffic Safety Commission. The responsibilities of CTAS may include:

(i) Providing advice to council on transportation and traffic issues, federal, state and local policies, standards, plans, and capital programs.

(ii) Reporting to council on issues relating to transportation planning work and public involvement in transportation programs.

(iii) Researching and evaluating ways to continually improve the transportation system, expand the bicycle and pedestrian network, and improve bicycle and pedestrian safety and accessibility throughout the city.

(iv) Reviewing and recommending annual "Gresham Transportation Action Plans" and make recommendations regarding modal objectives, capital priorities, funding opportunities and objectives, and a transportation work plan based on adopted local, regional, and state plans.

(v) As the Traffic Safety Commission, assist and advise council in the research, development, and implementation of traffic safety programs, the education of the public on traffic safety, and reduction of traffic accidents, injuries, and deaths in the public right-of-way. With the approval of its council liaisons and the assistance of staff, the Traffic Safety Commission will review and recommend to council proposed safety projects eligible for grant funding and seek grant monies for implementation of such projects.

(vi) When authorized by the council liaison(s), and in coordination with city staff, advocate for transit improvements throughout East Multnomah County. This includes both service and capital improvements that will encourage greater transit use.

(c) Meetings. The CTAS shall meet at the call of either the chair, council liaison, staff liaison, or two members of the CTAS at a time and place designated by the committee. The quorum provisions of GRC 2.18.080(3) apply to the operation of CTAS.

(4) Historic Resources Subcommittee.

(a) Membership. The Historic Resources Subcommittee shall consist of seven members. The members shall have a demonstrated interest, knowledge or competence in historic preservation. Before a prospective member is confirmed, the city shall give the State Historic Preservation Office an opportunity to review the individual's qualifications. The city will make an effort to include preservation professionals on the subcommittee, such as historians, restoration specialists and archeologists.

(b) Purpose. The purpose of the Historic Resources Subcommittee is to advise council and the Planning Commission on matters relating to the city's inventory of historic landmarks and the preservation of historic and cultural resources within the city.

(c) Duties and responsibilities include making recommendations regarding:

(i) Designation and preservation of historic or cultural landmark properties that meet criteria set forth in the Gresham Community Development Code, and inclusion of designated property in the city's list of classified landmarks.

(ii) Removal of a landmark property from the city's list of classified landmarks, or a change in the status of a landmark classification under the Gresham Community Development Code.

(iii) The need to audit and/or update the historic and cultural property inventory.

(iv) The review of proposed nominations to the National Register of Historic Resources and directly transmitting the subcommittee recommendations to the State Historic Preservation Office regarding whether a proposal meets the applicable federal criteria for listing.

(v) How to maintain the city's status as a Certified Local Government.

(d) The subcommittee may also:

(i) Assist in the regulation and protection of Class 1 and Class 2 landmarks by reviewing proposed landmark alterations or demolition in accordance with applicable criteria.

(ii) Develop a program of public education relating to cultural and historic properties including technical and economic information relating to specific properties and the general value of the community's historic and cultural resources and landmarks.

(e) Meetings. The Historic Resources Subcommittee shall meet at the call of either

the chair, council liaison, staff liaison, or two members of the Historic Resources Subcommittee at a time and place designated by the committee. The quorum provisions of GRC 2.18.080(3) shall apply to the operation of the Historic Resources Subcommittee.

(5) Urban Forestry Subcommittee (UFS).

(a) Membership. The Urban Forestry Subcommittee shall consist of seven members. The subcommittee is established pursuant to GRC 2.18.010(1). Five of the Subcommittee members shall have expertise associated with trees. This includes, but is not limited to, professional arborists, nursery operators, foresters, and landscape architects.

(b) Purpose. The Urban Forestry Subcommittee is the advising subcommittee to the Planning Commission on Urban Forestry issues. As such, it will advise on all activities related to the health, protection and extent of the city's urban tree canopy. In addition, the UFS will advise and make recommendations to the council, the Planning Commission, Hearings Officer and the manager regarding preservation, protection and restoration of trees. The Subcommittee is also responsible for recommending the designation of significant trees and the maintenance and updating of the significant tree list. Through various displays and publications, the subcommittee may also engage in public education. The subcommittee will also advise on all activities related to obtaining and maintaining Tree City USA status.

(c) Meetings. The Urban Forestry Subcommittee shall meet at the call of either the chair, council liaison, staff liaison, or two members of the subcommittee at a time and place designated by the subcommittee.

(Ord. No. 1778, Amended, 11/02/2017; Ord. No. 1750, Amended, 05/07/2015; Ord. No. 1697, Amended, 01/06/2011; Ord. No. 1656, Amended, 09/01/2008; Ord. No. 1651, Amended, 03/20/2008; Ord. No. 1539, Amended, 01/10/2002)