

**MEMORANDUM**

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**DATE:** August 23, 2021

**TO:** Gresham Planning Commission

**FROM:** Kevin R. McConnell, City Attorney

**RE:** Coordinating Committee Overview

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I. Background

- The Coordinating Committee requirement was implemented as an integral part of the Council's substantial code revisions to Article 2.18 in 2008. The intent was to increase the effectiveness and efficiency of the Council Citizen Advisory Committees (CCAC's) and foster more public participation in City government.
- Originally, the Coordinating Committee was to act as a coordinating team responsible for determining Council work plan and special issue assignments for each CCAC. The five CCAC's (1-Planning Commission; 2-Natural Resources and Sustainability Committee; 3-Finance Committee; 4-Public Safety Committee; 5-Citizen Involvement Committee) represented the priority functional areas of City governance (also referred to as committee clusters).
- It was envisioned that each CCAC would have Citizen Advisory Subcommittees (CAS's) under their umbrella to tackle the complex issues that arose in each committee cluster.
- Currently, only the Planning Commission has CAS's under its umbrella (1-Design Commission; 2-Community Development and Housing Citizen Advisory Subcommittee (CDHC); 3-Council Transportation Advisory Subcommittee (CTAS); 4-Historic Resources Subcommittee (HRS); 5-Urban Forestry Subcommittee (UFS)). As explained below, the GRC requires that the Planning Commission have a Coordinating Committee.

II. GRC Requirements

- 2.18.020(7) requires that the Planning Commission have a Coordinating Committee.
- The Coordinating Committee will consist of the Planning Commission chair and the chair of each of its CAS's –together with the Council liaisons and staff liaisons.
- Per GRC 2.18.070(3), Council liaisons and staff liaisons shall not be eligible to vote, and per GRC 2.18.080(3)(a) shall not be counted for purposes of a quorum.

- The Coordinating Committee goals are to assist in the development of the annual Planning Commission work plan; coordinate the work of the Planning Commission and its CAS's and any task force or other advisory body operating under the Planning Commission's umbrella, as well as monitor project milestones and provide input regarding the annual Council Work Plan.

### III. Implementation and Benefits of a Coordinating Committee

- Upon establishment of the Planning Commission's Coordinating Committee, the City should realize positive results.
- The Coordinating Committee will work to:
  - Facilitate communication between the Planning Commission, its CAS's, City staff and the Council regarding impediments to progress or completion of the Planning Commission/CAS's work; and
  - Ensure effective use of resources and timely progress toward Council and Planning Commission work plan goals.
- The Planning Commission work plan will establish the key priorities and objectives of the Planning Commission and its CAS's, which will be subject to Council approval.
- Ultimately, the aligned Council and Planning Commission work plans will together advance the identified interests of the City.
- With the successful implementation of the Coordinating Committee, the Planning Commission and its CAS's will know what their mission is and that their ideas and concerns will be heard by the Council.
- Council liaisons, although not voting members of the Coordinating Committee, will serve an important purpose; namely providing insight to the Planning Commission through the Coordinating Committee in an effort to maintain alignment with Council goals, work plan and specific project objectives.