

Citizen Advisory Group (CAG) website descriptions

Albany Arts Commission

This Commission implements the [City Hall Arts Master Plan](#) and advises the City Council on issues related to public art. Their projects include raising funds for the purchase of City Hall art, overseeing rotating and temporary exhibits of art, developing a community strategy for public art, and selecting or rejecting art offered for donation. Established by [City Council policy](#).

Airport Advisory Commission

The Airport Advisory Commission shall make recommendations to the City Council and staff concerning the long-term, facility and operational needs of the Albany Municipal Airport. They shall consider and make recommendations concerning the capital improvement projects applicable to the airport and the priorities which they believe will best serve airport needs. ([AMC 2.26.30, 2015](#))

Bicycle and Pedestrian Advisory Commission

This Commission advises the City Council on major issues related to bicycle and pedestrian transportation and safety. Their projects include assistance with the transportation master plan, bicycle and pedestrian safety education in the grade schools, and identifying appropriate bicycle routes and hazards within the city. They also encourage local businesses to install bicycle parking facilities, and instigate the installation of appropriate bicycle-related signs along roadways. Established by [City Council policy](#).

Budget Committee

The Budget Committee is a fourteen-member advisory group created by Oregon law to take public comment and testimony on the proposed budget and to recommend approval with any changes of the proposed budget to the City Council. The city uses a biennial budget, and the budget committee's level of activity and discussion of topics depend on the budget cycle and Oregon budget law. The Committee reviews each department's proposed budget and citywide budget policies. The Budget Committee is comprised of the seven City Council members and seven citizen members. All citizen nominees must be formally appointed by the full City Council, and Budget Committee members must be electors of the city of Albany. One person is nominated by each Councilor; and one representative at-large is appointed by the Mayor.

Building Board of Appeals

The Building Board of Appeals provides guidance to the Building Division in interpreting state and local building codes. The Board meets on an as-needed basis when there are conflicts over the applicability of the building code or to discuss the suitability of particular building materials.

Created by [AMC 18.14.030](#), members consist of citizens who are qualified by experience and training to pass on matters pertaining to building construction and who are not City employees. Members are appointed by the City Council at-large.

Central Albany Revitalization Area Advisory Board

The City Council serves on the CARA Advisory Board, and each member appoints a counterpart member on the CARA Advisory Board. Advisory Board members generally live or own property or businesses in the Central Albany area.

City Tree Commission

The City Tree Commission advises the City Council about matters involving trees in the community, especially trees in public spaces and in the City right-of-way. The Commission has completed the City Tree Master Plan. The Commission also oversees the City's Heritage Tree program; recommends policies for the planting, removal, and care of public trees; and oversees the community's Arbor Week celebration.

Community Development Commission

The Community Development Commission is established to review and recommend housing, neighborhood revitalization, and community development policies, actions, and programs to the City Council that could be supported with funding primarily with Community Development Block Grant (CDBG) funding provided by HUD.

Human Relations Commission

The Human Relations Commission was established by the Albany City Council in 2007 to foster a city that is stable, safe, and just. The Commission was established to strengthen and celebrate every resident of Albany by being committed to the philosophy of acceptance, inclusion, equal opportunity accessibility, dignity, and fair treatment for all.

The Commission will have the duty to make recommendations to the City Council and the City Manager as outlined in [AMC 2.25.010](#). In formulating its recommendations, the Human Relations Commission will strive for actions that lead to positive and respectful relations committing to diversity, equity, and inclusion in the city. It is created to recommend and promote activities, programs, ordinances, expenditures, and other appropriate governmental activities that will serve to maintain respectful interactions within Albany.

The Human Relations Commission will work to ensure that historically marginalized and underrepresented people and communities in Albany have equal access to city programs and services, and representation in City decision making. The Human Relations Commission will address concerns and complaints about discrimination through education and available community resources.

Landmarks Commission

The Landmarks Commission was established by the City Council in 1979 and is described in Albany Municipal Code, Chapter 2.76.

The commission was established to “safeguard the city’s historic and cultural heritage; foster civic pride in the beauty and noble accomplishments of the past; protect and enhance the city’s attractions; strengthen the economy of the city and property values; and promote the use of historic districts and landmarks for the education, pleasure and welfare of the people of the city.”

Before beginning any exterior renovation project that would change the appearance, material, or character of a historic structure, please contact Community Development to discuss your project and schedule site visits using the [City's historic preservation program page](#).

Library Board

The Library Board advises the City Council on all matters pertaining to the operation, maintenance, activities, and facilities of both libraries. The Board also recommends to the City Council policies on Library services. The Board is responsible for resolving questions dealing with intellectual freedom challenges and administers special trusts established for the Library.

Parks & Recreation Commission

The Parks & Recreation Commission provides advice to the City Council about major programs, activities, and policies related to parks and recreational activities in the community. In addition, the Commission oversees the implementation of the Parks Master Plan and recommends development of facilities in the City's parks system.

Planning Commission

The Planning Commission oversees implementation of the City's Development Code and Comprehensive Plan. The Planning Commission reviews and approves or denies applications for various types of land uses. In addition, the Planning Commission is currently overseeing the update of the City's Comprehensive Plan as part of the state-mandated Periodic Review process.

Each Councilor has one counterpart and must make nomination from their own ward. The Mayor has three nominations who are at large. Members must live within the Albany city limits; no more than four members shall be from any single city ward. There are limits on the number of members engaged in the same form of employment.

Required by [ORS 227.020](#) and duties described by [AMC 2.16](#)

Planning Commission Hearings Board

The Hearings Board is a smaller decision-making group that conducts land use public hearings. This group is convened when a public hearing is required by our Code, but public interest is low.

Three [Planning Commissioners](#) sit on this Board, plus another serves as an official alternate. All other Planning Commission members may serve as alternates in case of conflict of interest for one of the primary members. A quorum of this group is two people.

Public Safety Commission

The Public Safety Commission advises the City Council on matters pertaining to funding, operation, maintenance, facilities and other aspects of the Albany Fire and Police departments. Its mission is to help those departments maintain high standards and deliver the highest quality emergency safety services to the residents of Albany.

Traffic Safety Commission

The Traffic Safety Commission provides guidance to the City Council on all traffic safety issues. They consider items referred to them by the Council and issues from the public including excessive speeds, speed zones, new stop signs, traffic control devices, striping changes, and parking restrictions.

Required by [AMC 2.32](#)

Transient Lodging Tax Advisory Committee

The TLT Advisory Committee reviews actual transient lodging tax revenues and any implications to the allocation methodology described in [Policy #F-12-11-002, Transient Lodging Tax Policy](#) and may recommend changes to the allocation methodology or this policy to the City Council. Established by [City Council policy](#).

Albany-Millersburg Joint Water / Wastewater Management Committee

Subcommittee to oversee the City of Millersburg/City of Albany Joint Water/Wastewater Project.

Council periodically reviews the purpose of each citizen advisory group in order to ensure that groups:

- Align with Council's goals and objectives
- Meet required state mandates
- Are an effective use time for community members and staff

Types of citizen advisory groups:

**Required by
state law**

**necessary for a
compelling
business reason**

**special ad hoc
(or working
groups) for a
specific purpose
or assignment**

Current Citizen Advisory Groups

	Establishment	Created	Staffing	Meeting frequency
Airport Advisory Commission	Ordinance (AMC 2.26)	2010	PW x2	monthly
Albany Arts Commission	Resolution 3740	1997	P&R x2	monthly
Bicycle and Pedestrian Advisory Commission	Council motion; amended by resolutions	1991	PW x 2	monthly
Budget Committee	ORS 294.414	unknown	City Clerk x 2	as needed
Building Board of Appeals	Ordinance (AMC 18.14.030)	2006	Building Official	as needed
CARA Advisory Board	Resolution 2002-2	2001	ED x 2	monthly
City Tree Commission	Ordinance (AMC 2.23)	1993	PR x2	monthly
Community Development Commission	Ordinance (AMC 2.27)	2013	CD x2	monthly
Human Relations Commission	Ordinance (AMC 2.25)	2007	Parks x 1, CMO x 1	monthly
Landmarks Commission	Ordinance (AMC 2.76)	1974	CD x2	monthly
Library Board	ORS 357.465	1955	Library x2	monthly
Parks & Recreation Commission	Ordinance (AMC 2.20)	1958	P&R x2	From monthly to 8 times
Planning Commission	ORS 227.020	1973	CD x2	monthly
Public Safety Commission	Resolution 4960	2004	Chiefs, dept AA	Bi-monthly
Traffic Safety Commission	Ordinance (AMC 2.32)	1956	PW x 2	as needed
Transient Lodging Tax Advisory Committee	Resolution 6593	2017	ED x 2	annual; as needed
Albany-Millersburg Joint Water/Wastewater Management Committee	Intergovernmental agreement	2002	PW	as needed

With all state or otherwise required groups removed:

	Establishment	Created	Staffing	Meeting frequency
Airport Advisory Commission	Ordinance (AMC 2.26)	2010	PW x2	monthly
Albany Arts Commission	Resolution 3740	1997	P&R x2	monthly
Bicycle and Pedestrian Advisory Commission	Council motion; amended by resolutions	1991	PW x 2	monthly
City Tree Commission	Ordinance (AMC 2.23)	1993	PR x2	monthly
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Human Relations Commission	Ordinance (AMC 2.25)	2007	Parks x 1, CMO x 1	monthly
Parks & Recreation Commission	Ordinance (AMC 2.20)	1958	P&R x2	monthly
Public Safety Commission	Resolution 4960	2004	Chiefs, dept AA	monthly
Traffic Safety Commission	Ordinance (AMC 2.32)	1956	PW x 2	as needed
Transient Lodging Tax Advisory Committee	Resolution 6593	2017	ED x 2	annual; as needed

Purpose? • Resources? • Recruitment?

Some options:

**Create a
Transportation
Commission
Traffic Safety,
Bicycle and
Pedestrian,
and Airport**

**Consolidate
Parks &
Recreation
and
City Tree**

**Create an Economic
Development
Advisory
Commission
Transition Transient
Lodging Tax into
new Economic
Development**