

**A RESOLUTION PROVIDING FOR FORMAL RECOGNITION OF THE _____
NEIGHBORHOOD ASSOCIATION AND APPROVING AN AGREEMENT FOR THE
NEIGHBORHOOD ASSOCIATION'S FORMATION, OPERATION AND CONTINUATION,
THEREBY FOSTERING A PARTNERSHIP OF OPEN COMMUNICATION BETWEEN THE
CITY AND THE NEIGHBORHOOD ASSOCIATION**

Resolution No. _____
Effective Date: _____
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**CITY OF OREGON CITY
and
_____ NEIGHBORHOOD ASSOCIATION
AGREEMENT**

AN AGREEMENT PROVIDING FOR FORMAL RECOGNITION OF THE _____ NEIGHBORHOOD ASSOCIATION AND PROVIDING A FOUNDATION FOR OPEN COMMUNICATION BETWEEN THE CITY AND NEIGHBORHOOD ASSOCIATION.

Section 1. Purpose. The purpose of this agreement is for the City of Oregon City to formally recognize the _____ Neighborhood Association as an independent entity in the City of Oregon City. It is through this agreement that the City hopes to insure a maximum of opportunity for involvement by the residents of the _____ Neighborhood in the processes of government as well as other activities concerning neighborhood and community livability.

Although a major function of neighborhood associations is to augment the citizen involvement process in land use related matters, such as planning and zoning activities, as is required by applicable law, it is the intent of the City Commission to encourage of a wide range of activities that promote the general health and welfare of the community and a spirit of harmony and pride for all citizens of Oregon City.

Nothing in this agreement will limit the right of any person, group of persons or organization from exercising their lawful rights. Membership in the _____ Neighborhood Association confers no extraordinary rights, standing or legal capacity solely on the basis of membership, nor is the association itself given any special status by this agreement. The _____ Neighborhood Association is an independent entity that is separate from the City and not an agency of the City and does not have the obligations of a City agency and is not covered by the City's insurance. It is not the intent of the City to delegate any portion of its authority to the _____ Neighborhood Association but to enter into an agreement with it.

Section 2. Principles and Functions.

A. The City shall treat the _____ Neighborhood Association as a primary means of communication between the City and neighborhood residents, and the _____ Neighborhood Association shall provide a forum for exchange of concerns and ideas, promote and facilitate open communication; and

B. The _____ Neighborhood Association shall strive to keep neighborhood residents informed about all aspects of government by serving as an information resource to the members of the neighborhood association by conducting studies, sponsoring informational meetings and conducting public forums and educational programs; and

C. The _____ Neighborhood Association intends to participate in the development of long range comprehensive plans by independently reviewing, providing input and making recommendations concerning particular actions, policies, plans, programs, projects and other matters occurring citywide, including the City's annual budget, all of which may affect the quality of life within the neighborhood; and

D. The _____ Neighborhood Association intends to communicate that input to various offices, departments, commissions, boards, committees and the City Commission to the extent the _____ Neighborhood Association believes it will benefit the residents of the _____ Neighborhood; and

E. The _____ Neighborhood Association shall work for physical and social improvement of the character of the neighborhood, including issues affecting area livability; and

F. The _____ Neighborhood Association shall independently work for adoption of improved city ordinances which will benefit the neighborhood and the City; and

G. The _____ Neighborhood Association shall serve as an independent voice for the neighborhood residents by presenting views and testimony before public bodies, including, but not limited to, the City Commission on issues and concerns having both neighborhood and citywide impacts; and

H. The _____ Neighborhood Association shall promote continuous and effective citizen involvement in governmental processes, thereby insuring maximum contribution to those persons or agencies which are required to make decisions affecting a neighborhood or the community; and

I. The _____ Neighborhood Association shall provide better channels of communication and flows of accurate and timely information between the government of the City and its citizens; and

J. The _____ Neighborhood Association shall promote neighborhood and City identity and community spirit; and

K. The _____ Neighborhood Association shall encourage the neighborhood residents to engage in their choice of neighborhood activities to promote such things as neighborliness, safety, cultural opportunities and the general livability of the community.

Section 3. Standards for Formal Recognition. The City Commission hereby establishes the standards whereby it formally recognizes the _____ Neighborhood Association within the corporate limits of the City of Oregon City. The City Commission encourages and endorses the formation, operation and continuation of this neighborhood association, pursuant to the standards set forth below, to provide maximum citizen involvement in the community.

The _____ Neighborhood Association certifies that it meets these standards, and, as a condition of continued recognition by the City, agrees to continue to meet such standards on an ongoing basis. The _____ Neighborhood Association further agrees that the City Commission may amend or alter such standards as it deems necessary to meet the changing needs of the City and the _____ Neighborhood Association will determine whether it wishes to continue as a recognized neighborhood association.

A neighborhood association that seeks formal recognition by the City Commission shall meet and continue to maintain conformity with the following minimum standards for formal recognition:

A. Membership.

1. Any resident, property owner, business licensee or representative of a nonprofit organization, or any others who show cause for interest within the boundaries of a neighborhood shall be entitled to membership.
2. Any member who is at least eighteen (18) years of age shall have one vote on any matter to be decided by the association.
3. Membership or participation shall not be conditioned in any way upon the requirement of the payment of dues or fees. However, an association may accumulate resources of income to carry out its purposes through other means, including voluntary contributions, projects, grants, and contracts.

. Neighborhood Association Boundaries. In order to implement the City Commission's stated purpose of ensuring maximum opportunity for citizen involvement, the _____ Neighborhood Association shall confine its boundaries to those identified in the map adopted by the City Commission. The City Commission shall make the final determination of whether boundaries used by the _____ Neighborhood Association conform to the boundaries set by the City Commission. The Commission shall look to the following factors in adopting neighborhood boundaries, to the extent the factors may be applicable to the particular situation:

1. Boundaries should be contiguous and mutually exclusive to those of other formally recognized neighborhood associations.
2. Boundaries should follow readily identifiable physical features, such as property lines, major arterial or collector streets, or be set at some other clearly defined and relatively permanent natural or manmade features.
3. Boundaries describing the territory should be logical and the City Commission may consider other features such as:
 - (a) a community of interest, common identity and social communication,
 - (b) existing commercial patterns,
 - (c) existing boundaries of other agencies, such as a school district boundary,
 - (d) the views and desires of citizens seeking association recognition.

Such boundaries may be amended by the City Commission either at its initiative or after being proposed by the neighborhood association and reviewed and approved by the City Commission. Amendments will not be considered within the first year following the establishment of the boundaries.

The boundaries of the _____ Neighborhood Association shall be as shown on the attached map and as described below:

C. Organization and By-Laws. Following determination of the boundary for the _____ Neighborhood Association, the persons seeking formal recognition shall:

1. Hold at least one public organizational meeting that has been well publicized in the neighborhood and adopt written bylaws which provide at a minimum for the following:
 - (a) election of officers,
 - (b) meetings to be conducted in conformance with the requirements of the public meetings law in those situations where the association meets for the purpose of deliberating toward, making recommendations concerning, or acting in an advisory capacity on any issue, on which the City may make a decision through its governing body, its boards and commissions or in an administrative capacity. This provision shall apply to meetings of the association regardless of the size of its membership and notwithstanding the absence of a required quorum provision in its bylaws,
 - (c) written minutes required by the public meeting law also record minority opinions and copies of the minutes be forwarded with a reasonable time to the City's Community Involvement Coordinator,
 - (d) a current list of names and addresses of the officers of the association be kept on file with the City's Community Involvement Coordinator,
 - (e) a minimum of two (2) general membership meetings to be held each year, at least sixty (60) days apart with the time, place and purpose being well publicized throughout the neighborhood at least seven (7) days in advance of the meeting
2. Following adoption, a copy of the bylaws shall be filed with the City's Community Involvement Coordinator and maintained and updated to reflect amendments by the association.
3. Bylaws of the association shall be adopted for the conduct of business which provide for full participation, democratic decision-making and open meetings. Robert's Rules of Order Revised, latest revision, shall govern the procedures of the association when procedure is not otherwise covered by the bylaws.

D. Formal Recognition. The _____ Neighborhood Association, having met the standards set forth in subsections A, B and C of this section, is formally recognized when the City Commission has approved this agreement by resolution and the Mayor has signed it on behalf of the City Commission,

Section 4. Termination of Recognition and Grievances. The formal recognition of the neighborhood association may be terminated by the City Commission for any reason, including failure to abide by the bylaws or the provisions of this agreement. However, prior to termination by the City Commission, upon request, the City Commission may, but is not required to, hold a

hearing to determine the validity of any charges and allow representatives of the neighborhood association to be heard. If the City Commission terminates recognition, it shall advise the membership of the association of the appropriate procedures and means to regain recognition through letters by the Mayor to the principal officers of the neighborhood association, as well as to the general membership by sending the letter to the address of record of the neighborhood association, and by other notice as deemed appropriate by the City Commission under the circumstances.

Section 5. City Support of Associations. The City, through the City Manager's office and subject to his/her judgment concerning the availability of resources or budgetary limitations, shall provide support and assistance to the recognized _____ Neighborhood Association. The City shall develop administrative procedures, as deemed appropriate, to provide the neighborhood association the support and encouragement to allow the successful operation of the association. Such support shall include at a minimum, as practical under the circumstances, the following:

- A. Materials and supplies to aid an association in the formation, recognition and operation;
- B. Reprographic services;
- C. Distribution costs for the mailing of the neighborhood association newsletter or meeting notices prior to each general membership meeting;
- D. Staff assistance as available;
- E. Use of City facilities and equipment as available;
- F. Mail notifications of meetings, hearings, pending decisions, elections and other citizen participation events; and
- G. Other economic assistance and support as available.

Section 6. Statutory Requirements. Oregon Revised Statutes (ORS) provide for specific activities and actions related to formally recognized neighborhood associations, as follows:

ORS 197.763(2)(b): Notice of land use hearing shall be provided to any "neighborhood or community organization recognized by the governing body [the city] and whose boundaries include the site [of the applicant]."

ORS 227.175(10)(b): The fee charged for an appeal to an administrative decision or for requesting a hearing on an administrative decision is waived for a "neighborhood or community organization recognized by the governing body [the city] and whose boundaries include the site [of the applicant]."

Although not a statutory requirement, the City will also waive the fee charged for an appeal on a Planning Commission decision to the City Commission.

Section 7. City Commission and Association Review. Periodically, the City Commission or the neighborhood association may seek review of the Association, this agreement, the boundaries of the Association or the standards for formal recognition set forth herein. The City Commission may subsequently amend, modify or change any decision made pursuant to the standards for formal recognition or any other provision of this agreement.

Adopted, signed and approved this ____ day of _____, 2013.

Mayor _____ t
City of Oregon City

Officer _____
_____ Neighborhood Association