

**CITY OF NEWPORT**

**RESOLUTION NO. 3827**

**CREATING A NEIGHBORHOOD ASSOCIATION RECOGNITION POLICY**

**WHEREAS**, local government has a responsibility for encouraging public participation in the planning processes both for the betterment of local decision-making and to facilitate the objectives of Statewide Planning Goal 1: "To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process; and

**WHEREAS**, the Newport Comprehensive Plan embraces this goal, establishing goals, policies and implementation strategies for citizen involvement, including that the City may promote or assist neighborhood associations to assist in decision making; and

**WHEREAS**, public participation through neighborhood associations can produce benefits promoting the general civic health, welfare and safety of the community.

**THE CITY OF NEWPORT RESOLVES AS FOLLOWS:**

**Section 1.** The city encourages the formation of neighborhood associations and their involvement in the decision-making process of local government.

**Section 2.** The city adopts the Neighborhood Association Recognition Policy in order to establish criteria for the recognition of neighborhood associations and define the relationship between the city and recognized neighborhood associations.

**Section 3.** The following articles are adopted as policy statements and are to be used to affirm and govern the relationship between the city and recognized neighborhood associations as they participate in the decision-making process of the city.

**ARTICLE I CRITERIA FOR RECOGNITION OF NEIGHBORHOOD ASSOCIATIONS**

- A. A neighborhood association governing document, which meets the listed criteria, may be submitted to the city with a request for recognition of the neighborhood association by official action of the City Council. At the time a neighborhood association governing document [eg. charter or bylaws] is submitted to the city for recognition, evidence shall be submitted showing that the document was widely circulated within the neighborhood before its adoption by the group.
- B. All meetings of the neighborhood association shall be well publicized in advance to encourage the fullest participation as is reasonably possible.
- C. The neighborhood association shall be open to the total area and diversity of interests present in the neighborhood. Participation shall be open to any resident, property

owner, and tenant within the neighborhood. Criteria for the regulation of voting shall be determined by each neighborhood association and shall not unlawfully discriminate. The procedures and mechanism for voting shall be included and specifically described in the governing document.

- D. The neighborhood association structure shall provide for coordination among neighborhood residents, property owners and tenants, and between the city, its elected and appointed officials.
- E. The neighborhood boundaries shall be specifically defined to include an area of appropriate geographic size and population for effective planning. The boundaries shall take into account natural boundaries, commercial patterns, community organizations, and historical factors.
- F. The neighborhood association shall assume the responsibility of maintaining the Association Bylaws in compliance with the criteria for recognition. The Bylaws shall provide a mechanism, procedure and venue, which address allegations of violations of the recognition criteria. Thereafter, unsettled disputes, which concern adherence to provision of this policy or violations of Association Bylaws, may be considered before the City Council, which will take action it considers appropriate, including withdrawal of recognition.
- G. A neighborhood association will continue to be recognized so long as the neighborhood association remains organized and actively involved with current issues and adheres to the recognition criteria

## **ARTICLE II FUNCTION AND RESPONSIBILITY OF NEIGHBORHOOD ASSOCIATIONS**

- A. Neighborhood associations will be advisory to the City Council, Planning Commission, and officials on matters affecting their neighborhoods. With the assistance of city staff, subject to availability and fiscal limitations, the neighborhood associations may develop neighborhood proposals with respect to land use, zoning, parks, open space, recreation, and other activities and services that affect their neighborhoods.
- B. Neighborhood associations may address themselves to any matter, not in conflict with neighbor relations and recognition criteria, which affects the neighborhood.
- C. Neighborhood associations shall inform themselves of the neighborhood needs and desires, and maintain communication with their neighborhood regarding plans, proposals and activities affecting their neighborhood areas.
- D. Neighborhood associations may submit to the city, its elected and appointed officials, proposals and requests for projects or activities needed in their neighborhood areas.

- E. Neighborhood associations shall maintain records of their meetings and official actions and shall provide copies of minutes to the Newport City Recorder, and other records upon request by city staff and members of the public.

### **ARTICLE III FUNCTIONS AND RESPONSIBILITIES OF THE CITY OF NEWPORT**

- A. The city may provide, subject to staff availability and fiscal limitations, recognized neighborhood association with limited staff assistance to aid in their activities.
- B. The city, at the request of recognized neighborhood associations, shall provide an orientation session annually to acquaint neighborhood association officers and members with city functions and programs, and City/Neighborhood relationships and responsibilities.
- C. Neighborhood associations shall be notified of land use actions involving property within their recognized boundaries. Such notice shall be provided to neighborhood associations in the same manner as it is provided to other parties entitled to notice.
- D. Neighborhood associations shall be notified of proposed changes in City projects, services and activities having a significant effect on their neighborhood (e.g., land use, transportation and traffic, parks and recreation, and housing as promptly as possible in order to allow participation in the decision-making process.

### **ARTICLE IV PROCEDURE FOR RECOGNITION OF NEIGHBOR ASSOCIATIONS BY THE CITY**

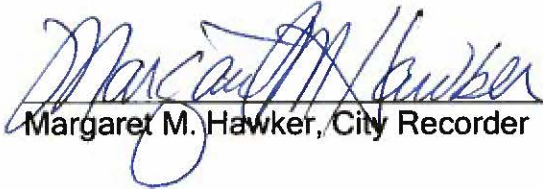
- A. When sufficient interest has been expressed by a substantial number of persons interested in the formation of a neighborhood association, a request shall be submitted to the City Manager for staff assistance.
- B. After informal meetings between city staff and interested persons, a neighborhood-wide meeting or meetings shall be held for the purpose of information, organization, adoption of a neighborhood association governing document, and election of officers.
- C. After a governing document has been adopted by the neighborhood association, it may be submitted to the City Manager for consideration by the City Council.
- D. The City Council, upon approval of the governing document of the neighborhood association, shall accept the governing document by resolution. Such resolution shall state the neighbor association is recognized and that the neighborhood association is acknowledged as the official voice of that neighborhood.
- E. Neighborhood associations shall be acknowledged as having standing to appeal, at no cost, the City's initial decision on land use actions involving property within their recognized boundaries.

**Section 4.** This resolution is effective upon adoption.

Adopted by the City Council of the City of Newport, Oregon on October 1, 2018.

  
Sandra N. Roumagoux, Mayor

ATTEST:

  
Margaret M. Hawker, City Recorder