

ORDINANCE NO. 99-552-O

AN ORDINANCE RELATING TO NEIGHBORHOOD ASSOCIATIONS
WITHIN THE CITY OF COLUMBIA CITY, OREGON.

The City of Columbia City ordains as follows:

Section 1. Purpose. The purpose of this ordinance is to establish a means for formally recognizing neighborhood associations, and to provide for neighborhood associations' communication with the City. This is an additional form of communication, and is not intended to inhibit other citizens or groups from communicating with the City.

Section 2. Neighborhood Association. A neighborhood association means any group of people organized within a geographical area for the purpose of acting on issues affecting neighborhood and community livability. A recognized neighborhood association is one that satisfies the standards of these sections and administrative procedures which may be established by the City Administrator/Recorder.

Section 3. Neighborhood District. A neighborhood district incorporates a group of neighborhood associations within established boundaries. Neighborhood districts may be formed by the City to enhance communication between neighborhood associations and the City, but shall not preclude a neighborhood association from meeting its responsibilities under Section 5. Neighborhood district boundaries shall be logical, contiguous, and follow identifiable physical features such as streets, property ownership boundaries, topographic features, or City rights-of-way, and shall be mutually agreeable to the affected associations.

Section 4. Standards. In order to be recognized by the City, neighborhood associations must satisfy the standards listed below, as well as administrative procedures which may be established by the City Administrator/Recorder. The City Administrator/Recorder is authorized to determine when an association has met these standards.

(1) Membership. The membership of a neighborhood association shall not be limited by race, creed, color, sex, age, heritage, national origin, or income. Any resident, business owner or owner's representative, non-profit organization or property owner within the recognized boundary of a neighborhood association shall be entitled to membership. Contributions shall be collected only on a volunteer basis.

(2) Boundaries. The boundaries of a neighborhood association shall be drawn by the association membership. These boundaries must be mutually exclusive of other formally recognized associations and must

remain within or coincide with the boundaries of a single neighborhood district, if one exists.

(3) Structure. The neighborhood association must adopt written by-laws that provide for the following:

- (a) That officers be elected annually;
- (b) That meetings be conducted in conformance with public meetings law when the association meets to act in an advisory capacity to the City Council, its boards and commissions, or the City Administrator/Recorder;
- (c) That written minutes required by the public meetings law also record minority opinions and that copies of minutes be made available to the public upon request;
- (d) That a current map of the boundaries and a current list of the names and addresses of the officers be kept on file with the City;
- (e) That a minimum of one general neighborhood association meeting be held each year, and the time, place, and purpose be well publicized throughout the neighborhood prior to the meeting;
- (f) That the association elect representatives to its neighborhood district; and
- (g) That a copy of the neighborhood association's by-laws be kept on file with the City and maintained and updated to reflect amendments by the neighborhood association.

Section 5. Responsibility of Neighborhood Associations. Any neighborhood association meeting the standards of Section 4 shall be eligible to make recommendations to the City Council, its boards or commissions, and the City Administrator/Recorder on any matter affecting livability of the neighborhood, including but not limited to, land use, community facilities, traffic and transportation, and police and fire service. When making a recommendation a neighborhood association shall provide a record of meetings held, including a record of attendance and results of any vote. Recognition of a neighborhood association by the City does not make the association an advisory body to the City or an agent or subsidiary of the City. Neighborhood associations shall not have authority to act or speak on behalf of the City unless they have received specific authority from the City to do so.

Section 6. Responsibility of City. Upon request, the City shall make reasonable efforts to provide recognized neighborhood associations with the following:

- (1) Timely notification of meetings of the Council, the Planning Commission, and any Council advisory board or commission whose decisions may affect the neighborhood;

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- (2) General information regarding City services and activities as requested;
- (3) Assistance in educational efforts related to citizen participation in City affairs;
- (4) Information to each association about the activities of other associations; and
- (5) Other resources as determined by the City Administrator/Recorder.

Section 7. Termination of Recognition. The formal recognition of an association may be terminated by the City Council if the association fails to abide by the standards in Section 4. Before the Council terminates recognition, it must hold a public hearing to determine the standards violated and allow representatives of the association to be heard.

Passed by the council December 2, 1999 and approved by the mayor December 3, 1999.