

NEIGHBORHOOD PROGRAM

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Newly Annexed Areas

NEIGHBORHOOD PROGRAM

64.250. PURPOSE OF NEIGHBORHOOD PROGRAM. The purpose of the Neighborhood Organization Program is:

(a) To involve citizens in local government planning and decision-making as it affects the development of their neighborhood. It is the intent of this chapter to provide an effective mechanism whereby the citizens of the city sharing common neighborhood identity, goals, and concerns, may form organizations and become officially recognized as advisory bodies to the council and to all boards and commissions engaged in community planning and development; and

(b) To provide a mechanism for citizens, through their neighborhood organization, to provide input to council on livability and quality of life issues affecting their neighborhood.
(Ord No. 118-77; Ord No. 56-2000)

64.260. NEIGHBORHOOD ORGANIZATION RESPONSIBILITIES. Responsibilities of an officially recognized neighborhood organization include:

(a) Development of an organization which will maintain itself and further the intent and purpose set forth in SRC 64.250.

- (b) Representation of neighborhood opinion and concerns before public bodies and agencies.
- (c) Identification of neighborhood resources.
- (d) Gathering of general data concerning the neighborhood.
- (e) Identification of neighborhood problems and needs.
- (f) Holding of neighborhood meetings to disseminate information and determine opinions of area residents and property owners.
- (g) Development of recommendations to appropriate governmental agencies.
- (h) Preparation of a neighborhood plan.
- (i) Assistance in implementing the adopted neighborhood plan.
- (j) Consideration of involvement in community service activities that could benefit the neighborhood or the city in general.
- (k) Coordination with Watershed Councils whose boundaries overlap the neighborhood organization's boundaries. (Ord No. 118-77; Ord No. 56-2000)

64.270. CITY RESPONSIBILITIES. Once a neighborhood organization is officially recognized, it shall be accorded the following services and consideration by the city, subject to availability of resources as determined by the city manager:

- (a) A city representative to act as liaison with other city departments and agencies; to conduct research, and provide information; and to assist the neighborhood in organizational development and maintenance and implementation of the projects.
- (b) Mailing, printing, clerical, and graphic services to assist the neighborhood organization.
- (c) Assistance of neighborhood planning team in order to prepare and update a neighborhood plan.
- (d) Timely notice to the neighborhood organization of any proposals affecting the neighborhood that are to come before advisory boards and council.
- (e) Solicitation of the neighborhood organization's position and reasoning on any issue especially affecting that neighborhood. (Ord No. 118-77; Ord No. 56-2000)

64.280. STANDARDS FOR RECOGNITION OF NEIGHBORHOOD ORGANIZATIONS. A neighborhood organization shall meet and continue to maintain conformity with the following minimum standards for official recognition:

- (a) That one or more well publicized general neighborhood meetings have been held for the purpose of information and approval of boundaries, organizational objectives, and bylaws.
- (b) That bylaws provide for the following:
 - (1) A decision-making process for the organization.
 - (2) Minutes of all official board and general meetings to be taken and filed with the department of community services.
 - (3) Participation open to any resident, property owner, or business in the neighborhood.
- (c) That the organization's structure is capable of providing necessary communication between the neighborhood residents and elected and appointed city officials.
- (d) That the neighborhood organization has an awareness of its duties and responsibilities with respect to the neighborhood organization program;

(e) That the contiguous geographical boundaries of the neighborhood organization should be the centerlines, when an arterial street is used as a boundary, or at some other clearly defined and relatively permanent natural or man-made feature.

(f) That the territory of the neighborhood is logical, represents a community of interest and identity as a neighborhood, and supports the city's intent that all areas within the city be represented by a neighborhood organization and that no area be represented by more than one neighborhood organization.

(g) That the neighborhood organization has met with city staff and formally requested recognition by the planning commission and council. (Ord No. 118-77; Ord No. 21-95; Ord No. 56-2000; Ord No. 35-2001)

64.290. PROCEDURE FOR INITIAL RECOGNITION OF A NEIGHBORHOOD ORGANIZATION. When interest has been expressed by a number of residents, a request shall be made to the department of community services for city staff assistance. After informal meetings with city staff and interested residents, businesses, and property owners, one or more neighborhood-wide meeting shall be held to increase awareness of the program and formally request recognition as an official neighborhood organization. The request will be considered by the planning commission and forwarded with its recommendation to the council. Once the group has been recognized by council resolution, the council and planning commission will look to the association as the official citizen organization for that area of the city. (Ord No. 118-77; Ord No. 56-2000)

64.300. RECOGNITION OF EXISTING NEIGHBORHOOD ORGANIZATIONS. A neighborhood organization which was officially recognized by resolution of the common council on or before the effective date of this ordinance shall be deemed recognized for purposes of this chapter without further proceedings. (Ord No. 118-77)

64.310. PROCEDURES FOR ANNUAL REVIEW OF NEIGHBORHOOD ORGANIZATION STATUS. (a) Within 60 days following an annual general meeting for electing board members, the neighborhood organization will provide the Salem Planning Commission with evidence of compliance with the standards set forth in SRC 64.280.

(b) The report will be reviewed by the planning commission and city council. If the report indicates noncompliance, the organization will be asked to take corrective action. If corrective action is found necessary by the city council and such action is not taken within 60 days following council notifying the neighborhood organization of noncompliance, recognition of the neighborhood organization will be suspended. (Ord No. 118-77)

64.320. NOTICE OF INITIAL RECOGNITION. Upon formal recognition by the city, the mayor shall cause a letter to be sent in his or her name to all property owners, residents, and businesses within the neighborhood. The mayor's letter shall include the following:

(a) A statement encouraging all property owners, residents, and businesses within the newly recognized neighborhood to participate in meetings, preparation of neighborhood plans, and other activities leading to proposals and recommendations to city government.

(b) A description of neighborhood boundaries.

(c) The names, addresses, and telephone numbers of all officers of the neighborhood organization.

(d) A list of all standing committees and a description of each.

(e) The names of persons and departments within city government who will be serving as primary contacts with the neighborhood organization. (Ord No. 118-77; Ord No. 56-2000)

64.330. NOTIFICATION OF NEIGHBORHOOD ACTION; CITY POLICY.

(a) It is the policy of the City of Salem that pursuant to the requirements of this chapter, all affected property owners, residents, and businesses be reasonably notified of meetings, studies, and other activities of recognized neighborhood organizations.

(b) Where the city assists with the distribution of announcements of organizational meetings prior to official recognition of the neighborhood organization, such notices shall be distributed to all property owners, residents, and businesses in the area of the proposed neighborhood organization. (Ord No. 118-77; Ord No. 114-81; Ord No. 119-82)

64.340. NOTIFICATION PROCEDURE. (a) The notice of the annual general neighborhood meeting shall be distributed to all property owners, residents, and businesses in the designated neighborhood; except that any notice to a property owner not occupying the property within the neighborhood may be distributed by delivery to the address of the property owned in the neighborhood.

In lieu of delivery to the address of property owned in the neighborhood, a property owner not occupying said property may request through the city that any neighborhood meeting notices or newsletters be mailed to an address designated by said owner.

(b) When neighborhood organizations send other mailings that are funded by the city to property owners, residences and businesses it shall be as provided in neighborhood communications policy approved by the council.

(c) All official neighborhood organization board and general meetings shall be listed in a calendar of neighborhood meetings published weekly through a local newspaper of general circulation. (Ord No. 118-77; Ord No. 114-81; Ord No. 119-82; Ord No. 15-85; Ord No. 56-2000)

64.350. NEWLY ANNEXED AREAS. Whenever an area that is not within the boundaries of an existing neighborhood organization is annexed to the city, the planning commission shall, within 30 days of the effective date of the annexation, solicit the input of affected neighborhood associations and recommend to the council one of the following alternatives:

(a) That the area be added to the territory of an existing neighborhood organization;

(b) That the area be recognized as the nucleus of a new neighborhood organization and its citizens encouraged immediately to seek recognition as a new neighborhood organization;
or

(c) That the area be recognized as the nucleus of a new neighborhood organization, but because it is yet undeveloped, or is of too small a size, it should be temporarily represented by another neighborhood organization. In such an event the temporary representative organization shall function in all respects as though the area were within its boundaries except

that it shall not develop any neighborhood plan for the newly annexed area. (Ord No. 118-77;
Ord No. 56-2000)