

GUIDELINES FOR OBTAINING THE STATUS OF A
RECOGNIZED NEIGHBORHOOD ASSOCIATION

1. **Definitions.** The following words, terms and phrases, when used in this article will have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

Neighborhood Association means an organized group of people or other legal entities who own or occupy real property within a specified subarea of the city.

Recognized Neighborhood Association means a neighborhood association that meets the criteria described in Section 2-554

2. **Criteria for recognition of neighborhood associations.** A neighborhood association will be designated a recognized neighborhood association by the Neighborhood Revitalization Commission. Recognized neighborhood associations may receive preference by the City and Neighborhood Revitalization Commission regarding funding, policy decisions, allocation of resources, etc. A neighborhood association will be deemed a recognized neighborhood association when and so long as all the following criteria are found to be met:

- (A) The association will file with the Planning and Development Department a current copy of their bylaws. The bylaws will include the following provisions:
 - (1) **Geographic Boundaries.** The geographic boundaries of the neighborhood association will be reasonable; ideal neighborhood size is less than one square mile, so that it is walkable. The boundaries of any neighborhood association in existence on the effective date of this ordinance shall be accepted; however the Neighborhood Revitalization Commission may encourage more reasonable boundaries in the future. At no time shall boundaries of neighborhood associations overlap.
 - (2) **Membership.** The association shall make full membership open to all persons residing within its boundaries and to all persons and legal entities owning property or having a place of business within its boundaries.
 - (3) **Meetings.** The association will hold at least four meetings per year for which it makes a reasonable attempt to give notice to the households and businesses within the association's boundaries. No election shall be held at a meeting of an association unless the meeting is so noticed.
- (B) All neighborhood boundary changes must be approved by the Neighborhood Revitalization Commission. The Commission will look to the associations to resolve boundary issues that may arise. Written agreements or majority petitions for changes will be considered by the Commission in proposed boundary changes.

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- (C) The Neighborhood Revitalization Commission will be furnished (and updated with changes) with names, addresses and available phone numbers of current neighborhood association officers and/or board members.
- (D) Evidence of an annual general membership meeting, adequately advertised and open to all those residing or owning property within its boundaries, will be sent to the Neighborhood Revitalization Commission.
- (E) The association will file an adopted Neighborhood Action Plan with the Neighborhood Revitalization Commission. Updates to the Action Plan shall be made on an annual basis and be submitted to the Neighborhood Revitalization Commission in order to maintain status as a recognized neighborhood association. A Neighborhood Action Plan must include, but is not limited to, a vision statement, map of the neighborhood depicting its geographic boundaries, demographics of the neighborhood, and goals, objectives and policies for the neighborhood, that include who is responsible for implementation and an anticipated timeline for completion.
- (F) The Planning and Development Department will notify any neighborhood associations not meeting the above listed criteria. A recognized neighborhood association will then have 90 days to meet the criteria; if it does not, the association will be removed from the list of recognized neighborhood associations.

3. ***Responsibilities of the City to recognized neighborhoods.***

- (A) The Neighborhood Revitalization Commission shall:
 - (1) Notify all known neighborhood associations and prospective associations of the requirements for recognition, and advise such groups on how to meet the requirements;
 - (2) Review its files on neighborhood associations at least annually to verify if each association has met the requirements for recognition with current information;
 - (3) At least annually notify each known neighborhood association of its current recognition status; other City boards, commissions, and department shall also be advised of associations' status;
 - (4) Encourage individuals to cooperate with their existing neighborhood association;
 - (5) Work with City officials and recognized neighborhood associations to develop appropriate processes for neighborhood review and comment on city plans and policies;
 - (6) Supply to all recognized neighborhood associations a current list of all city government agencies, their department heads, and corresponding phone numbers;
 - (7) Advise recognized neighborhood associations of self-help projects which could enhance the quality of life within their neighborhoods;
 - (8) Along with the area's Council Member(s), serve when appropriate as a liaison between a recognized neighborhood association and city agencies;

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- (9) Provide for the sharing of information with recognized neighborhood associations by furnishing, upon request, available pertinent information;
- (10) Provide to neighborhood associations, workshops on appropriate topics, including city procedures and actions, effective operation of neighborhood associations, neighborhood revitalization;
- (11) Recommend developers notify and/or present to specific neighborhood associations regarding proposed developments.

4. **The Neighborhood Revitalization Commission (depending on funding and resources) may also:**

- (A) Assist each neighborhood association with one (1) mass printing per year designed to increase membership. All mass mailing requests are subject to availability of funds, reasonable quantities and required approvals. Due to cost and manpower constraints, each association's mass-mailing will be limited to one (2) page document (i.e., one 8-1/2"x 11" printed front and back). Every effort will be made to expedite requests; however, due to varying workloads, a firm guarantee on completion date may not always be possible. The average turnaround time from production to delivery is four weeks.
- (B) Assist neighborhood associations in developing their Neighborhood Action Plan and making annual updates. This includes data collection and analysis, visioning, goal setting, and issue identification. All requests for assistance in developing an action plan are subject to availability of resources and staff time.