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A BILL

ORDINANCE NO.  
2024- 875

FOR

AN ORDINANCE

RELATING TO THE RECOGNITION OF NEIGHBORHOOD  
ASSOCIATIONS; REPEAL OF ORDINANCE NO. 93-257

The City of Keizer ordains as follows:

Section 1. PURPOSE. This Ordinance is intended to recognize that neighborhood associations are an important part of the involvement and volunteerism of the residents of the community in Keizer city government. Active neighborhood associations enhance the City’s resident involvement program and provide an important two way channel for information relative to the activities of the City. This Ordinance is intended to provide a framework for establishment and recognition of neighborhood associations and to acknowledge such associations as legitimate representatives of the residents and issues within their boundaries.

Section 2. NEIGHBORHOOD ASSOCIATIONS. A neighborhood association is any group of people organized within a geographical area for the purpose of studying and acting on issues affecting neighborhood and city-wide livability and government operations, and that also actively solicits broad involvement by all residents within the association’s boundary. A recognized neighborhood association is one that has been found by the City Council to satisfy the standards of this Ordinance.

1           Section 3. RECOGNITION. The City Council may officially recognize a  
2 neighborhood association as described in Section 4 and 5 below. For a recognized  
3 neighborhood association the City will do the following, at a minimum:

4           (a)    Email the association requests for comments and public hearing notices for  
5 all planning, zoning, and subdivision activities within its boundaries, unless specifically  
6 required by law to mail.

7           (b)    Email the association notices of other City issues that may result in action  
8 being taken impacting property or the residents within the association boundary, unless  
9 specifically required by law to mail.

10          (c)    Email the association agendas for all City commissions, boards, and City  
11 Council meetings.

12          (d)    Solicit the input of the association at early stages of major decision  
13 making, such as annual budget preparation and amendments to the Comprehensive Plan.

14          (e)    Recognize the association as having standing in land use cases within its  
15 boundaries or within adjacent areas where there is a direct impact when input from the  
16 affected neighborhood association is received by the City ahead of or during any de  
17 novo hearing on the matter.

18          (f)    Provide assistance in publicizing the activities of the association through  
19 press releases, city publications, and other media as resources allow.

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1 (g) If a neighborhood association applies for and obtains the least costly local  
2 post office box option, the City will reimburse them for that cost out of the amount  
3 budgeted for the neighborhood association.

4 (h) If budgeted funds are available, a neighborhood association can seek  
5 reimbursement from the City funds dedicated to them in accordance with the  
6 neighborhood association reimbursement policy established by the Council and provided  
7 by the finance department.

8 Section 4. PROCESS FOR RECOGNITION. A neighborhood association may  
9 petition the City Council for official recognition. If the Council finds that the standards  
10 outlined below are met, the association may be recognized by resolution.

11 Section 5. STANDARDS FOR RECOGNITION. The following standards must  
12 be met by a neighborhood association seeking and maintaining recognition:

13 (a) Bylaws. The association shall adopt bylaws that contain the following  
14 provisions at a minimum:

15 1. Any person who resides, operates a business, or owns property  
16 within the boundary shall be a member with the right to participate and vote.

17 2. Membership or participation shall not be limited based on any  
18 protected class under Oregon or federal law.

19 3. There shall be no dues, but voluntary contributions may be  
20 solicited.

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1           4.     The association shall hold an annual general meeting, with the time,  
2           date, and place of the meeting widely publicized throughout the neighborhood  
3           prior to the meeting. Other general meetings may be held as desired.

4           5.     Regular meetings of the association board shall be held at a  
5           publicized date, time, and place. All association board meetings shall be open to  
6           the public. All members present may vote on issues with the results recorded  
7           separately from votes of the association board.

8           6.     Minutes shall be taken of all board and general meetings, with the  
9           minutes made available to any person so requesting. A copy of the minutes shall  
10          be filed with the City Recorder.

11          7.     The association shall have a Board of Directors with a president,  
12          vice-president, and secretary who shall be elected annually by those present at the  
13          annual meeting. The association may establish additional elected positions on the  
14          board. The board roster including names, addresses, and email addresses shall be  
15          filed with the City Recorder. The association shall provide an address to the City  
16          for mailing purposes. The Board of Directors shall fill any officer position  
17          vacancies by the third meeting following the vacancy to meet the required three  
18          board positions. For additional vacancies, the bylaws must address what is  
19          considered timely in filling additional board positions above the minimum three  
20          officers.

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1           8.     A copy of the bylaws shall be reviewed by the City Council upon  
2           initial adoption and any amendments made by the neighborhood association. The  
3           Council shall have the final determination of a neighborhood association's  
4           bylaws and any amendments thereto.

5           9.     A copy of the bylaws shall be filed with the City recorder and  
6           maintained and updated to reflect amendments by the neighborhood association.

7           (b)    Boundary. The association shall adopt by motion a fixed geographic  
8           boundary meeting the following general guidelines:

9           1.     The neighborhood should generally encompass at least 300  
10          dwelling units or smaller clearly defined areas.

11          2.     The neighborhood should generally encompass a logical geographic  
12          and social area with generally rectangular boundaries and without any  
13          gerrymandering.

14          3.     The neighborhood should generally focus on a single elementary  
15          school attendance area.

16          4.     Neighborhood boundaries should generally follow natural or  
17          manmade barriers such as creeks and arterial streets. When a boundary must  
18          follow a local street, it should follow rear property lines rather than divide the  
19          neighborhood between houses facing each other.

20          5.     The boundary should encompass adjacent vacant or  
21          underdeveloped land.

- 1           6.     The boundary should extend to the city limits.
- 2           7.     The boundary should leave no isolated areas or pockets not  
3 included in another neighborhood association’s boundary.
- 4           8.     The Council shall have the final determination of a neighborhood’s  
5 boundary and is not necessarily bound to the above guidelines. This  
6 determination shall be reflected in the resolution of recognition.
- 7           c.     Responsibilities. The following responsibilities must be assumed and  
8 carried out by a neighborhood association:
- 9           1.     The association must strive to accurately represent the best interest  
10 of its members when expressing neighborhood opinion, recommendations, and  
11 concerns before any public body.
- 12          2.     The association solicits the participation or input of all members  
13 through newsletters, media coverage, personal contact, flyer distribution, and  
14 social media. Associations must maintain an active and up-to-date online  
15 presence that adheres to City Council social media standards. All official  
16 webpages shall maintain at least three administrators having access to the site and  
17 its contents.
- 18          3.     The association must actively engage with City government  
19 through participation, input, and recommendations on issues brought to it by the  
20 City, or initiated by the neighborhood itself.
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1           4.     The association must hold regular board and general meetings, with  
2           timely, appropriate notification to members. The association must maintain at  
3           least a minimum attendance of three members at regular, general meetings.

4           5.     The association must strive to improve the livability of the  
5           neighborhood and of the community as a whole through education, activities,  
6           projects, and participation.

7           6.     The association must attend an annual joint session with the City  
8           Council on a date set by the City.

9           Section 6. MAINTAINING RECOGNITION – ANNUAL REPORT. A  
10          recognized neighborhood association shall make an annual report to the City Council at  
11          a Council meeting between March 1 and April 30 each year. This report may be in  
12          writing or presented orally. The report shall include at least the following elements:

13          (a)    A record of all meetings with attendance noted.

14          (b)    A summary of all issues dealt with by the association.

15          (c)    A summary of special association activities outside regular meetings.

16          (d)    A report of all efforts to solicit the participation and input of all members  
17          of the association.

18          (e)    An analysis of the association's success in meeting its responsibilities as  
19          outlined above.

20          (f)    An affirmation that they are in compliance with the neighborhood's  
21          bylaws at the time of the annual report.

1 Section 7. MAINTAINING RECOGNITION – COUNCIL ACTION. If the  
2 Council finds the association has continued to meet the requirements for recognition as  
3 outlined in Section 5, it can, by motion, extend recognition for an additional year.

4 Section 8. TERMINATING RECOGNITION. At any time, the Council may  
5 consider an association’s alleged failure to meet the requirements for recognition. If the  
6 Council finds the association has not continued to meet the requirements for recognition  
7 as outlined in Section 5, the Council may, by resolution, revoke recognition.

8 Section 9. REPEAL OF ORDINANCE NO. 93-257. Ordinance No. 93-257  
9 (Relating to the Recognition of Neighborhood Associations) is hereby repealed in its  
10 entirety.

11 Section 10. EFFECTIVE DATE. This Ordinance shall take effect thirty (30)  
12 days after its passage.

13 PASSED this 20th day of May, 2024.

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15 SIGNED this 20th day of May, 2024.

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Mayor *ll*  
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*Christina...*  
City Recorder