

**ORDINANCE NO. 1109**

**AN ORDINANCE AMENDING TITLE 2 OF THE CANBY MUNICIPAL CODE BY  
ADDING A NEW CHAPTER , 2.70, NEIGHBORHOOD ASSOCIATIONS; AND  
DECLARING AN EMERGENCY.**

**WHEREAS**, the City of Canby finds neighborhood associations encourage a maximum of opportunity for involvement by the citizens of Canby in the processes of government as well as other activities concerning neighborhood and community livability, and

**WHEREAS**, the City of Canby finds it would be beneficial to the City to provide a procedure to formally recognize neighborhood associations formed within the Canby city limits, and to provide certain criteria for the formation, operation and continuation of neighborhood associations;

**NOW, THEREFORE, THE CANBY CITY COUNCIL ORDAINS AS FOLLOWS:**

Section 1. Title 2 of the Canby Municipal Code is amended by adding a new Chapter, 2.70, entitled "Neighborhood Associations" to read as follows:

**2.70.010 Purpose.** The purpose of these sections is to establish a means for formally recognizing neighborhood associations and to provide for neighborhood association communication with the City. This is an additional form of communication, and is not intended to inhibit other citizens or groups from communication with the City.

**2.70.020 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 section 270.030.

**2.70.030 Standards.**

In order to be recognized by the city, neighborhood associations must satisfy the standards as listed herein. The City Council 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, nonprofit organization's representative or property owner who resides, owns property or maintains a business within the recognized boundary of a neighborhood association shall be entitled to membership.
- (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 necessary to avoid creation of an area that is excluded from neighborhood association representation.

- (3) **Bylaws.** In order to be considered for recognition by the city, a neighborhood association must first adopt written bylaws that provide for the following:
- (a) That the officers be elected on a regular schedule, at least every two years;
  - (b) That meetings be conducted in conformance with public meetings law when the association meets to act in an advisory capacity of the city. Advisory capacity exists when the city requests or the association on its own accord seeks to act in an advisory capacity to the city. That written minutes as required by open meetings law also be required to show minority opinions and a list of all those voting, and that copies of approved minutes and sign-in lists be available to the city for public review.
  - (c) That a current map of the association boundaries and a current list of the association officers and their addresses be provided to the city annually;
  - (d) That a minimum of one general neighborhood association meeting be held each calendar year, and the time, place and purpose be well publicized throughout the neighborhood prior to the meeting;
  - (e) That the association provide for representatives to its neighborhood district if one exists;
  - (f) That the city be informed of any updates or amendments to the neighborhood association's bylaws; and
  - (g) That procedures are developed describing the number of members required for a quorum, how notes are taken and recorded, and the action necessary to file an appeal.

**270.040 Responsibility of City.**

The city shall provide recognized neighborhood associations with the following:

- (1) Timely notification of meetings of the council, and the planning commission, and upon request, any council advisory board or commission whose decisions may affect the neighborhood;
- (2) General information regarding city services and activities.

**2.70.050 Appeals.**

Formally recognized neighborhood associations may appeal a land use decision made by the planning director or planning commission to the appropriate bodies without cost if the planning director finds:

- (a) Canby Planning and Development Code Appeal Procedures Section 16.89.030 through 16.89.050 are followed;
- (b) The association submits a copy of the membership minutes and vote taken supporting the appeal;
- (c) The neighborhood association appeal is related to the property within the association's recognized boundaries.


In addition, an association may appeal without cost on behalf of an individual or group

with standing who is not represented by a recognized association if (a) and (b) above are met and the neighborhood association finds the issue(s) are of city-wide concern related to the Canby Comprehensive Plan or the Canby Planning and Development Code.

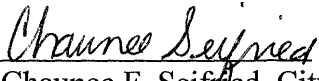
**SUBMITTED** to the Council and read the first time at a regular meeting thereof on November 6, 2002, ordered posted in three (3) public and conspicuous places in the City for a period of five (5) days, as authorized by the Canby City Charter; and to come up for final reading and action by the Canby City Council at a regular meeting thereof on November 20, 2002, commencing after the hour of 7:30 p.m., at the Council's regular meeting chambers at the Canby City Hall in Canby, Oregon.

**ENACTED** on the second and final reading by the Canby City Council at a regular meeting thereof on November 20, 2002 by the following vote:

YEAS 5                      NAYS 0

  
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Terry L. Prince, Mayor

ATTEST:

  
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Chaunee F. Seiffert, City Recorder Pro Tem