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*enhancing the quality  
of neighborhoods  
through  
community participation*

MEMO

March 27, 2003

TO: Neighborhood Association Chairs  
Interested stakeholders  
FR: Brian Hoop, Office of Neighborhood Involvement  
RE: Update on Guidelines review effort

Enclosed are minutes from the GREAT (Guidelines Review Empowerment and Assessment Team) meetings from December through February as well as the working draft of the first section on neighborhood associations.

**SUMMARY/HIGHLIGHTS OF ISSUES DISCUSSED THIS WINTER**

- Committee has now completed draft revisions to City Code Chapter 3.96 dealing with Office of Neighborhood Involvement.
- Committee now focused on review of the ONI Guidelines starting with section on Neighborhood Associations.
- Completed basic requirements for being recognized as a neighborhood association; membership, boundaries, non-discrimination, bylaws, etc.
- Motion passed to create minimum size criteria for NA's of 100 acres and 200 households.
- Boundaries language cleaned up and clarified.
- Motion passed to expand membership to include anyone who holds a business license within the neighborhood association.
- Motion passed articulating types of notices neighborhood associations should receive from City bureaus relating to "planning efforts, policy matters, and decision affecting the livability, safety, and/or economic vitality of a neighborhood."
- Sub-committee is working on new language to simplify public meetings requirements for neighborhood associations.
- Sub-committee has begun working on new language on grievance processes for neighborhood associations.
- Will start working on Role and Responsibility of District Coalition March 25.

**Information & Referral  
Center**  
503-823-4000

**Crime Prevention  
Center**  
503-823-4519

**Neighborhood Mediation  
Center**  
503-823-3152

**Metropolitan Human  
Rights Center**  
503-823-5136

**Civic Involvement  
Center**  
503-823-4519

**PURPOSE OF COMMITTEE:**

The City of Portland Office of Neighborhood Involvement Guidelines, last adopted by City Council in January 1998, are to be reviewed and updated every four years. The Guidelines set forth the roles and responsibilities for recognized and acknowledged organizations in Portland's neighborhood association system. A Taskforce of neighborhood leaders - the Guidelines, Review, Empowerment, and Assessment Taskforce (GREAT) - have begun a yearlong process of reviewing the Guidelines as required by City Code. In addition, the Taskforce has chosen to analyze and update Chapter 3.96 of City Code that defines the functions of the Office of Neighborhood Involvement. Chapter 3.96 has not been updated since 1987.

The Guidelines apply to Neighborhood Associations, District Coalitions, Business District Associations, Communities Beyond Neighborhood Boundaries, Alternative Service Delivery Structures (i.e. the North and East Portland Neighborhood Offices) and the Office of Neighborhood Involvement. Taskforce participants are charged with recommending to the Commissioner-in-charge suggested changes, revisions, additions, and/or deletions to the Guidelines. Final recommendations for Guidelines changes are submitted to City Council for final approval.