

RESOLUTION NO. 02-26

A RESOLUTION RECOGNIZING THE
BARRINGTON HEIGHTS NEIGHBORHOOD ASSOCIATION

WHEREAS, the Barrington Heights Neighborhood Association, after well-publicized general neighborhood meetings, has voted to establish a neighborhood association with boundaries as shown on the attached map, has elected officers and adopted by-laws; and

WHEREAS, the Barrington Heights Neighborhood Association has submitted its by-laws for review and approval of the West Linn City Council, together with a request for official recognition pursuant to Chapter 2.150 of the West Linn Municipal Code; and

WHEREAS, the West Linn City Council finds that application of the Barrington Heights Neighborhood Association to be complete and in conformance with the requirements of Chapter 2.150 of the West Linn Municipal Code;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF WEST LINN,

That the Barrington Heights Neighborhood Association is recognized as the official voice of the Barrington Heights neighborhood subject to the provisions of City policy regarding the recognition, function and operation of neighborhood organizations and the by-laws are approved, on condition that the by-laws are amended to state that land-use appeals are subject to provisions of Section 2.175 of the West Linn Municipal Code.

This Resolution shall be effective upon adoption.

Adopted this 7th day of August 2002.


David Dodds, Mayor

Attest:


Nancy Davis
Administrative Assistant

(Rev.)

R-02-26
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Revised

0-1-02

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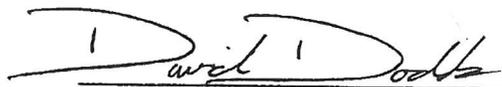
WHEREAS, the West Linn City Council finds that application of the Barrington Heights Neighborhood Association to be complete and in conformance with the requirements of Chapter 2.150 of the West Linn Municipal Code;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF WEST LINN:

That the by-laws of the Barrington Heights Neighborhood Association are approved and the Barrington Heights Neighborhood Association is recognized as the official voice of the Barrington Heights neighborhood subject to the provision of City policy regarding the recognition, function and operation of neighborhood organizations.

This Resolution shall be effective upon adoption.

Adopted this 7th day of August 2002.


David Dodds, Mayor

Attest:


Nancy Davis
Administrative Assistant

Barrington Heights Neighborhood Association By-Laws West Linn, Oregon

Article 1: Name of Organization

The name of the organization shall be the Barrington Heights Neighborhood Association (BHNA).

Article II: Statement of Purpose

BHNA's purpose is to maintain and improve the quality of life of residents of our neighborhood. The members of BHNA have gathered together to form and support this association because they recognize that they may more effectively and positively influence activities that affect their quality of life by action collectively rather than individually. The BHNA seeks to serve the neighborhood with individuals and families of diverse needs, interests and backgrounds, and believes in and will strive to respect that diversity.

Article III: Membership, Meetings and Voting

Section 1: Boundaries.

BHNA's boundaries are established as per attached map.

Section 2: Membership.

- a) Membership in BHNA is open to any person residing within the BHNA boundaries of voting age, any owner of property within the BHNA boundaries, and any group including business licensee, non-profit organization or government maintaining an office within the boundaries so long as the group's office location complies with all applicable government regulations, including but not limited to regulations governing land use, zoning and licensing.
- b) BHNA does not limit the right of any person or group to participate directly in the decision-making process of the City Council or City departments through normal channels open to any resident.
- c) Any eligible person may become a member by signing the meeting attendance register at a general or special meeting. An eligible person or group, through a duly designated representative, may also become a member at any time by submitting to the secretary a written statement of intent to join BHNA. Once a person or group is registered as a member, they remain a member until eligibility requirements are no longer satisfied or a resignation, in writing, is submitted to the secretary.

Section 3: Voting.

- a) Residents and property owners who are members and are otherwise eligible to vote under these by-laws shall have one vote each to be cast during attendance at any general or special meeting. One representative from each group that is a member shall have the same privilege as residents and property owners mentioned above.
- b) Voting must be done in person at the meetings, and no voting by proxy is allowed. Voting shall be in the manner determined by the presiding officer. The secretary records votes in the minutes.

Section 4: Quorum and Resolutions.

A quorum constitutes 10 percent of those eligible to vote. Resolution is adopted by a simple majority of those voting.

Section 5: Meetings.

- a) Meetings shall be general or special.
- b) General meetings shall be open to members and will be held not less than once a year.
- c) Special meetings may be called, but not more than twice a month and are open to all members. Any members may request that a special meeting be called. Special meetings are held at times other than a general meeting time for the purpose of informing members of any activity or to expedite activities of the BHNA.
- d) Special meetings may be called by any board member or by a quorum of the members eligible for voting. In order for the members to call a meeting, a quorum of the members eligible for voting must each sign a petition requesting a special meeting and submit that petition to a board member. The special meeting shall be called to order no more than two weeks from the date that the petition is submitted to a board member.
- e) Any meeting, whether general or special, shall be at a place and time set by and called to order by the president or another officer acting on his or her behalf.
- f) There shall be at least one week's notice provided to the membership of a general or special meeting, although shorter notice may be provided in case of any emergency.
- g) When the BHNA meets to act in an advisory capacity, whether at the City's request or the BHNA's initiative:
 - 1. Meetings shall be conducted in conformance with the public meeting laws.
 - 2. Written minutes shall be taken as required by the open meetings law.
 - 3. Copies of approved minutes and an attendance register shall be provided to the City for public review.

h) BHNA is authorized to appeal a land-use decision to the Planning Commission and/or City Council with approval of a resolution to appeal. Where possible, the matter will be assigned to the BHNA Land Development Committee for review, and a report will be submitted to the membership prior to voting on the resolution.

Article IV: By-Laws

Section 1: Adoption of By-Laws

These by-laws shall be adopted at an organizational meeting. The organizational meeting may be called by any person eligible for membership in BHNA, the by-laws will become effective upon approval by a majority of those voting at the organizational meeting who are eligible for membership in BHNA.

Section 2: By-Laws Amendments.

These by-laws may be amended by a majority vote at a general or special meeting provided the amendment is in writing and has been discussed and reviewed by the By-Laws Committee.

Section 3: Communications with the City. BHNA shall provide the City with:

- a) Any updates or amendments to the by-laws.
- b) A current map of the BHNA boundaries.
- c) A current list of BHNA's officers and their addresses.
- d) Any other information that may be required by City ordinance or code to obtain or retain recognition from the City as a neighborhood association.

Article V: Officers

Section 1: Board of Directors (Board).

The Board of Directors consists of the President, Vice President, Secretary and Treasurer. Board positions will be held for one-year terms. Board vacancies will be filled by a majority vote of the membership and will serve for the unexpired portion of the one-year term. Board members and committee chairpersons may meet at their discretion and, as allowed by law, to plan meetings and make committee appointments.

Section 2: Officer's Duties and responsibilities.

- a) President.
 - 1. Calls, prepares agenda for, and presides at all meetings.

2. Sees that all committee recommendations and reports are submitted to the City and other neighborhood associations.
3. Sees that other officers, committee chairpersons and committees act consistent with the authority delegated by the membership.

b) Vice President.

1. Assists the President with all duties of his/her office.
2. Presides at meetings in the President's absence.
3. Serves as Chairperson of Neighborhood Liaison Committee.
4. Sees that all committee chairpersons have basic materials to perform their functions.
5. Exercises the duty of President when so delegated by the President or when the President is unable or unavailable to exercise those duties.

c) Secretary.

1. Maintains the membership roster.
2. Keeps permanent record of minutes of all meetings, correspondence, and BHNA records, property and archives.
3. Provides and coordinates meeting notices and other activity notices of BBNA.
4. Maintains a current list of officers and committee chairpersons and exercises the duties of the President, when so delegated by the President, or when the President and Vice President are unable or unavailable to exercise those duties.

d) Treasurer.

1. Keeps financial records of BHNA.
2. Prepares and files any financial reports required by government authorities.
3. Is Chair of the Finance Committee and exercises the duties of the President, when so delegated by the President, or when the President, Vice President and Secretary are unable or unavailable to exercise those duties.

Section 3: Elections of Officers.

- a) An initial election of officers shall be held after these by-laws are adopted by a majority of the membership present.
- b) Any member can nominate any other member, including himself or herself for an elected office.
- c) Officers must be members eligible to vote and must be elected by a majority of those voting.
- d) If no nominee receives a majority of votes in a contested election, there shall be a runoff election between the two nominees receiving the most votes.

Article VI: Committees

Committees will provide BHNA with policies, recommendations or reports for approval by the membership of BHNA. Unless otherwise noted, the Board appoints chairpersons for standing and special committees and committee members. The Board may elect not to fill certain committees and may delegate the appointment of committee members to committee chairpersons.

Section 1: Standing Committees. The following are standing committees of BHNA.

a) By-Laws: Reviews and makes recommendations regarding by-laws and proposed amendments to by-laws.

b) Membership:

1. Obtains support from neighborhood residents.
2. Encourages eligible individuals to become members and is responsible for liaison with other community organizations, such as the West Linn Chamber of Commerce, or Welcome Wagon.

c) Nominations:

1. Responsible for canvassing the membership for possible nominees to BHNA positions.
2. Contacts persons suggested for nomination to ensure their willingness to serve in the offices if elected.

d) Finance:

1. Responsible for financial arrangements and financial records of BHNA.
2. Reviews the proposed City budget and makes recommendations.
3. The Treasurer is chair and may appoint members to the committee as appropriate.

e) City Liaison:

1. Responsible for monitoring or attending City Council, Planning Commission or other meetings of City government.
2. Prepares reports to be shared with the Board of Directors and the membership at BHNA meetings.
3. Makes presentations approved by the membership to the City on behalf of BHNA.

f) Neighborhood Liaison: Attends and reports on other city neighborhood association activities and provides information to other neighborhood groups information regarding BHNA.

g) Publications:

1. Prepares and distributes BHNA newsletters to inform all members of business that transpired at BHNA meetings and activities of BHNA.
2. Prepares and distributes notices of BHNA meetings.
3. The Secretary shall be on the committee and shall appoint a chair and committee members. The Secretary may appoint himself or herself as chair.

h) Social: Responsible for planning and coordinating BHNA social functions.

Section 2: Special Committees

Special committees will assist BHNA and the City in developing and reviewing issues and problems of mutual concern. Special committees may be used to broaden the participation of BHNA in advisory roles to the City relating to policy matters and decisions that may come before the City Council, administration or City boards and commissions.

- a) Safety: Make recommendations to increase the safety of homes and businesses of BHNA.
- b) Parks and Recreation: Promote and make recommendations relating to the location of parks and recreation facilities.
- c) Public Works: Make recommendations relating to traffic management, street maintenance, storm and sewer facilities, sidewalks and bicycle paths.
- d) Land Development:
 1. Recommend land uses for housing, businesses, streets and other facilities requiring construction or alteration of the existing landscape.
 2. Review planning goals and guidelines.
- e) Schools and Education: Make recommendations on public school activities, educational needs, school board issues, and related concerns.

Section 3: Ad Hoc Committees

The President, Board of Directors and/or membership may establish ad hoc committees to provide recommendations on specific issues, concerns, events or activities.

Adopted: May 22, 2002

Attest:

Sue Jones
President, BHNA

NEIGHBORHOOD ASSOCIATIONS

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

2.155 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 2.165.

2.160 Neighborhood District.

A neighborhood district incorporates a group of neighborhood associations within established boundaries. Neighborhood districts may be formed by the city to enhance communication between neighborhood associations and the city, but shall not preclude a neighborhood association from meeting its responsibilities under section 2.165.

Neighborhood district boundaries shall be logical, contiguous and follow identifiable physical features such as streets, property ownership boundaries, topographic features, boundaries of political jurisdiction, or city rights-of-way, and shall be mutually agreeable to the affected associations.

2.165 Standards.

In order to be recognized by the city, neighborhood associations must satisfy the standards 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 one exists. The city council is authorized to make adjustments to boundaries 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 bi-annually;

(b) That meetings be conducted in conformance with public meetings law when the association meets to act in an advisory capacity to 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 votes are taken and recorded, and the action necessary to file an appeal.

2.170 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.

2.175 Appeals.

(1) Formally recognized neighborhood associations may appeal land use decisions made by the planning director or planning commission to the appropriate bodies without cost if the planning director finds:

(a) Community Development Code Appeal Procedures, Section 99.140 and 99.240 through 99.300 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.

(2) 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 West Linn Comprehensive Plan or the West Linn Community Development Code.

UTILITY ADVISORY BOARD

2.180 Establishment. There is hereby established a Utility Advisory Board. [Section 2.180 added by Ordinance No. 1398 enacted 08-26-96.]

2.182 Membership. The mayor shall appoint, with the approval of the council, a Utility Advisory Board consisting of seven (7) members. The Council shall consider nominations made by neighborhood associations as well as applications submitted independently by interested candidates. [Section 2.182 added by Ordinance No. 1398 adopted 08-26-96; amended by Ordinance No. 1427 adopted 12-14-98.]

2.186 Officers.

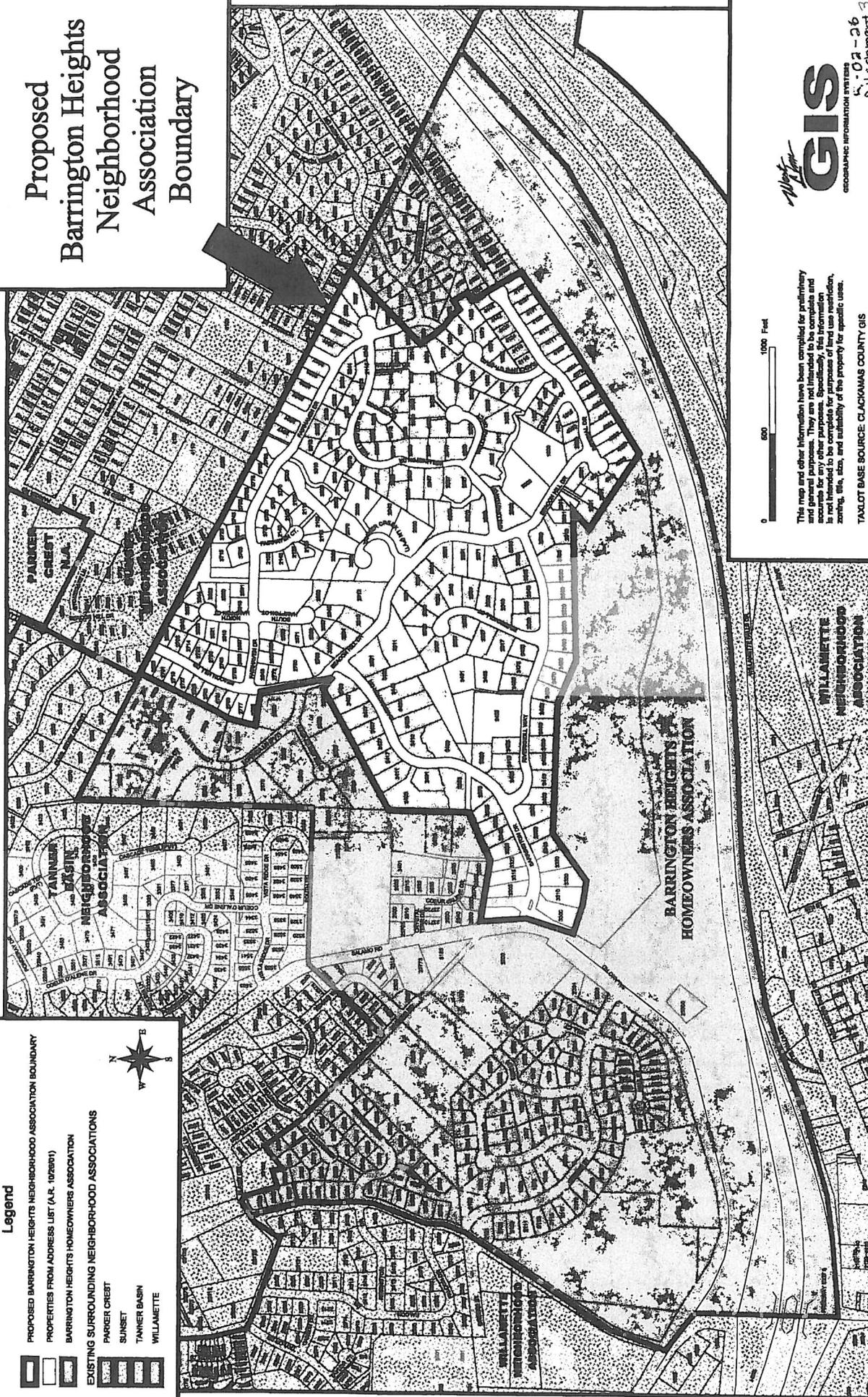
At its first meeting following adoption of the ordinance codified in this chapter, and at its first meeting in January each year thereafter, the Board shall elect a chairperson and vice chairperson to serve one-year terms. If a vacancy of the chair occurs, an election shall be held at the next regular meeting to fill that position. In the absence of both the chairperson and vice chairperson, the members present shall appoint an acting chairperson for the purposes of conducting business during that meeting. [Section 2.186 added by Ordinance No. 1398 adopted 08-26-96.]

2.188 Terms of Office. Terms of office shall be for a period of two (2) years. [Section 2.188 added by Ordinance No. 1398 adopted 08-26-96; amended by Ordinance No. 1427 adopted 12-14-98.]

2.190 Vacancies and Removal.

Appointments to fill vacancies shall be for the remainder of the unexpired term. A member may be removed by the City Council after hearing, for misconduct, misfeasance, malfeasance, or non-performance of duty. A member who is absent from three consecutive meetings of more than one-half of the scheduled meetings during a one-year period without an excuse approved by the chairperson is rebuttably presumed to be in non-performance of duty and the City

Proposed Barrington Heights Neighborhood Association Boundary



Legend

- PROPOSED BARRINGTON HEIGHTS NEIGHBORHOOD ASSOCIATION BOUNDARY
- PROPERTIES FROM ADDRESS LIST (A.L. 10/20/01)
- BARRINGTON HEIGHTS HOMEOWNERS ASSOCIATION
- EXISTING SURROUNDING NEIGHBORHOOD ASSOCIATIONS
- PARKER CREST
- SUNSET
- TANNER BASIN
- WILLAMETTE

GIS
GEOGRAPHIC INFORMATION SYSTEMS

4-02-26
Attachment 3
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0 500 1000 Feet

This map and other information have been compiled for preliminary and general purposes. They are not intended to be complete and are not intended to be used for purposes of law, litigation, zoning, title, size, and suitability of the property for specific uses.

TAXLOT BASE SOURCE: CLACKAMAS COUNTY GIS

NEIGHBORHOOD / NEIGHBORHOOD / PROPOSED CHANGE 11-6-01 / AHA / 11-5-01, reprint only 7-17-02 (NOTE: THIS MAP IS PRINTED ON OLD NON-COBO TAXLOT BASE)

