CITY OF West Linn

Memorandum

Date: July 31, 2014

To: John Kovash, Mayor
Members, City Council

From: Kirsten Wyatt, Assistant City Manager *KW*

Subject: Hidden Springs NA and Rosemont Summit NA Request to Merger

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Purpose
The Hidden Springs Neighborhood Association (HSNA) passed a resolution to pursue a merger with the Rosemont Summit NA (RSNA). A subsequent joint meeting of the HSNA and RSNA was held to further discuss the process for merging the Neighborhood Associations (NA).

Question(s) for Council:
Should the HSNA and RSNA merge to form one, new NA?

Public Hearing Required:
No.

Background & Discussion:
In 2012, the RSNA became an "inactive" Neighborhood Association (NA) and no longer meetsbecause there were no volunteers to replace Dean Suhr when his term as RSNA president ended. In 2013, despite the best efforts of then-HSNA president Alex Kachirisky, the HSNA had low participation and was unable to make quorum at four separate meetings.

In late 2013, Suhr and Kachirisky began discussing the possibility of merging the RSNA and HSNA to attain greater efficiencies and to broaden the scope and network of the boundary sharing NAs. The HSNA passed their resolution to pursue the merger at their January 2014 meeting.

In April 2014, City staff met with the new HSNA officers who articulated their interest in pursuing the boundary change as voted upon by the membership. Their reason for wanting to move ahead with this change in Spring 2014 was simple: they wanted to have enough time this summer to host a picnic to bring together the HSNA and RSNA into one combined NA.

In April 2014, the City Council provided direction that the HSNA and RSNA should meet one more time at a joint meeting to ensure that residents in each NA had the chance to articulate their support or concern about NA merger. That meeting occurred in late June, and again, the NAs expressed their interest in merging.

The City of West Linn has an administrative policy related to NA boundary changes, but it was more generally written to accommodate subdivision or street-sized boundary changes, not a wholesale

consolidation of two NAs. The policy specifically states that it is "not to be used for the creation of new Neighborhood Associations."

The policy also assumes that both NAs (the one gaining and the one losing territory) are both active, and that each will continue with changes to the boundaries. However, that is not the case with the proposed merger, making the the policy inapplicable to the request from the RSNA and HSNA. The Boundary Change policy is attached for your review.

The HSNA and RSNA request Council action so they can move ahead with creating a new NA, generally using the following steps (as described by Dean Suhr in his attached email):

1. City Council approves Resolution 2014-12 to merge HSNA and RSNA.
2. Dean Suhr & Erik Van de Water facilitate merger process:
    a. Use HSNA bylaws as the starting point for new NA bylaws.
    b. Convene meeting(s) to adopt bylaws, new name, and new leadership.

Budget Impact:
$0 – It is anticipated that the funds previously allotted to two NAs will be combined into one allocation.

Council Options:
1. Approve Resolution 2014-12 to authorize the merger of the HSNA and RSNA.
2. Do not approve the resolution; direct the NAs to remain separate entities.

Staff Recommendation:
Staff recommends the approval of Resolution 2014-12.

Potential Motion:
Motion: Move to approve Resolution 2014-12 to merge the Hidden Springs and Rosemont Summit Neighborhood Associations into a new Neighborhood Association."

Attachments:
1. Resolution 2014-12
2. Exhibit A, Map of new NA boundaries if Resolution 2014-12 is approved
3. Memo from Dean Suhr summarizing recent NA merger discussion
4. Map of new, merged NA if Resolution 2014-12 is approved
5. Population estimates of all NAs if Resolution 2014-12 is approved
6. NA Boundary Change policy

RESOLUTION NO. 2014 – 12

A RESOLUTION TO MERGE THE ROSEMONT SUMMIT NEIGHBORHOOD ASSOCIATION AND THE HIDDEN SPRINGS NEIGHBORHOOD ASSOCIATION INTO A NEW NEIGHBORHOOD ASSOCIATION.

WHEREAS, in 2012, the Rosemont Summit Neighborhood Association ("RSNA") became inactive because of an inability to obtain candidates or reach a quorum to elect a neighborhood association president after the past president's term expired; and

WHEREAS, in 2013, the Hidden Springs Neighborhood Association ("HSNA") had difficulty reaching quorum at its meetings; and

WHEREAS, the RSNA and HSNA began discussing the potential benefits and efficiencies that a merged Neighborhood Association ("NA") might offer to residents; and

WHEREAS, in January 2014, the HSNA voted in favor of merging with the RSNA; and

WHEREAS, at the direction of the City Council, in June 2014, the HSNA and RSNA held a joint meeting at which merging the NAs was favorably received.

NOW, THEREFORE, THE CITY OF WEST LINN RESOLVES AS FOLLOWS:

SECTION 1. The Rosemont Summit Neighborhood Association and Hidden Springs Neighborhood Association shall be merged to form a new Neighborhood Association with a combined area of 748 acres as depicted on Exhibit A, which is incorporated by this reference.

SECTION 2. The officers of the former Rosemont Summit Neighborhood Association and Hidden Springs Neighborhood Association are directed to facilitate a process to determine bylaws, officers, and a name for the new Neighborhood Association.

This resolution was PASSED and ADOPTED this 11th day of August, 2014, and takes effect upon passage.

_____
JOHN KOVASH, MAYOR

ATTEST:

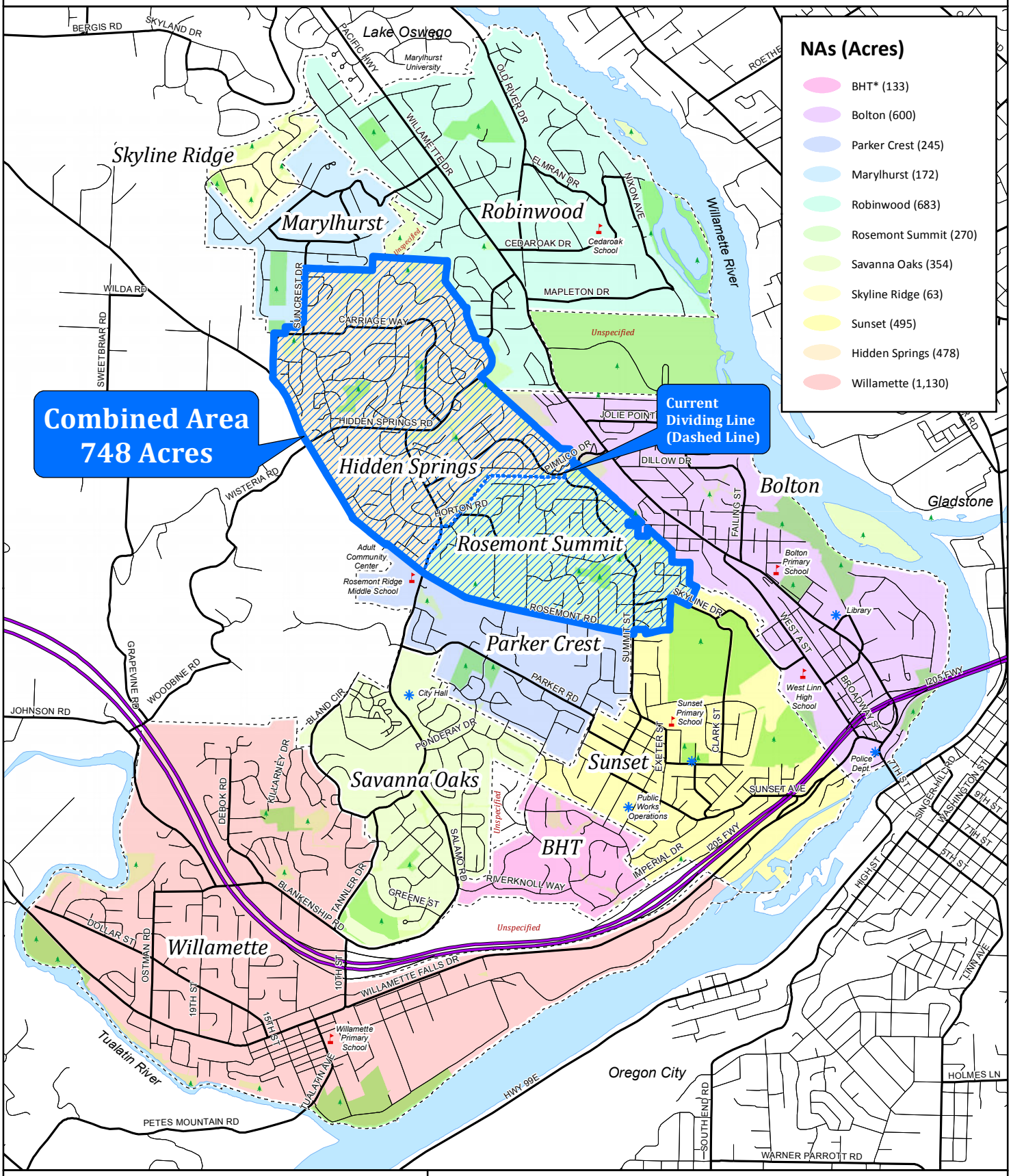
_____
KATHY MOLLUSKY, CITY RECORDER

APPROVED AS TO FORM:

_____
CITY ATTORNEY

Hidden Springs & Rosemont Summit Neighborhood Associations

MAY 2014
Exhibit A



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NEIGHBORHOOD2 / COMBINE_HS_RS_201405_WHOLE_CITY / KAHA / 5/12/2014

0 0.25 0.5 1 Miles

0 0.25 0.5 1 1.5 2 Kilometers

*Barrington Heights, Hidden Creek Estates, Tanner Creek (BHT)

West Linn GIS GEOGRAPHIC INFORMATION SYSTEMS

Wyatt, Kirsten

From: Dean Suhr <deansuhr@deansuhr.us>
Sent: Thursday, July 03, 2014 10:54 AM
To: Hidden Springs Neighborhood Association
Cc: Wyatt, Kirsten
Subject: Re: Summary from last night?

Hi Kirsten,

I concur with Erik's summary with some additions.

1st - we want to reserve the RSNA funds from both 2014 and 2015 for any potential merger. We are thinking that a combined neighborhood gathering with food and "stuff" to attract residents might be a good time to accomplish a few things. (This would be after we get council guidance on the process they want us to use.)
1) Inform, discuss, and answer questions about the proposed combination
2) Bring residents together to better understand what we have in common
3) Have residents contribute to a list of potential goals for the new NA
4) Propose a new NA name
5) Orchestrate a vote to disband the existing NAs and form a new one
6) Nominate new leaders ... to be voted on at a more formal meeting a month or so later.

2nd - As far as the Council's guidance and considerations ... several issues came up at this week's meeting:
1) The HSNA folks are very attached to their Bylaws. I haven't seen them recently but they were revised after the NA was mismanaged previously. A new NA would have to have Bylaws. I do not think the RSNA is wed to their Bylaws so we could propose the HSNA bylaws as the starting point for the new NA Bylaws.
2) It's not clear to the residents what the purpose and goal of a NA is. Frankly, the city charter is vague on this (with the exception of development issues). I suspect the new NA will want to come in with a strong sense of its purpose and "help" the city council respond, over time, to this. Some acknowledgement from the city council will likely be asked for when they accept the new NA that the goals of the new NA are broader than the code specifies.
3) The new NA will have a new name and new leadership.

We're hoping to have council guidance in the next 30-45 days, a combined neighborhood gathering in early September, and be an operating new combined NA in the fall.

I heard through the grapevine that at least one of the adjacent NAs is feeling squeezed financially because of their size. We may ask them if they want to to join the merger. Personally, I feel that neighborhood gatherings are good things, but there is a broader role for NAs in engagement and responsibility.

Dean

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Dean Suhr
21345 Miles Drive
West Linn, OR 97068
503-656-4808

What is MLD?: http://mldfoundation.org/awareness-video.html

On Jul 3, 2014, at 9:53, <hiddenspringsna@westlinnoregon.gov> <hiddenspringsna@westlinnoregon.gov> wrote:

Hi Kirsten,

From my understanding, after we had the meeting discussing the possibility of creating a new NA from the two, Dean Suhr and I would go to a council work session to relay the people's opinion on the idea, the council would then draft some legislation to be passed later in the fall, after we relayed the new legislation to the HSNA membership and made some sort of motion to accept it. Hopefully we can attend a work session shortly.
Thanks,
Erik Van de Water

From: Wyatt, Kirsten [mailto:kwyatt@westlinnoregon.gov]
Sent: Wednesday, July 02, 2014 8:07 AM
To: Hidden Springs Neighborhood Association
Subject: RE: Summary from last night?

Hi Erik –

Can you please confirm that you do not need the Council to take action until this fall? Or were you expecting Council action this month? (I was a bit confused on the timing you outline in the notes – do you want to have that meeting later this summer BEFORE the Council merges the NAs, or after?).

Thanks,

Kirsten

<image001.gif>

Hidden Springs Neighborhood Association
kwyatt@westlinnoregon.gov
P: (503) 657-0331
Web: http://westlinnoregon.gov/hiddensprings

West Linn Sustainability Please consider the impact on the environment before printing a paper copy of this email.

Public Records Law Disclosure This e-mail is subject to the State Retention Schedule and may be made available to the public.

From: Erik Van de Water [mailto:erikvdw@comcast.net] **On Behalf Of** hiddenspringsna@westlinnoregon.gov
Sent: Wednesday, July 02, 2014 12:02 AM
To: Wyatt, Kirsten
Subject: RE: Summary from last night?

Hi Kirsten,

The minutes are attached. We didn't encounter any friction to the new NA idea, which was very good. Looking forward to a workshop with the city.

Thanks,
Erik

From: Wyatt, Kirsten [mailto:kwyatt@westlinnoregon.gov]
Sent: Tuesday, July 01, 2014 4:25 PM
To: Erik Van de Water; Hidden Springs Neighborhood Association
Subject: Summary from last night?

Hi Erik –

I am putting the agenda packet together for the NA merger for our discussion on Monday the 7th and potential Council action on Monday the 14th.

Can you either email me a summary of what happened last night, or call me on Wednesday to chat some about it?

Thanks, and I hope you are doing well!

-Kirsten

<image001.gif>

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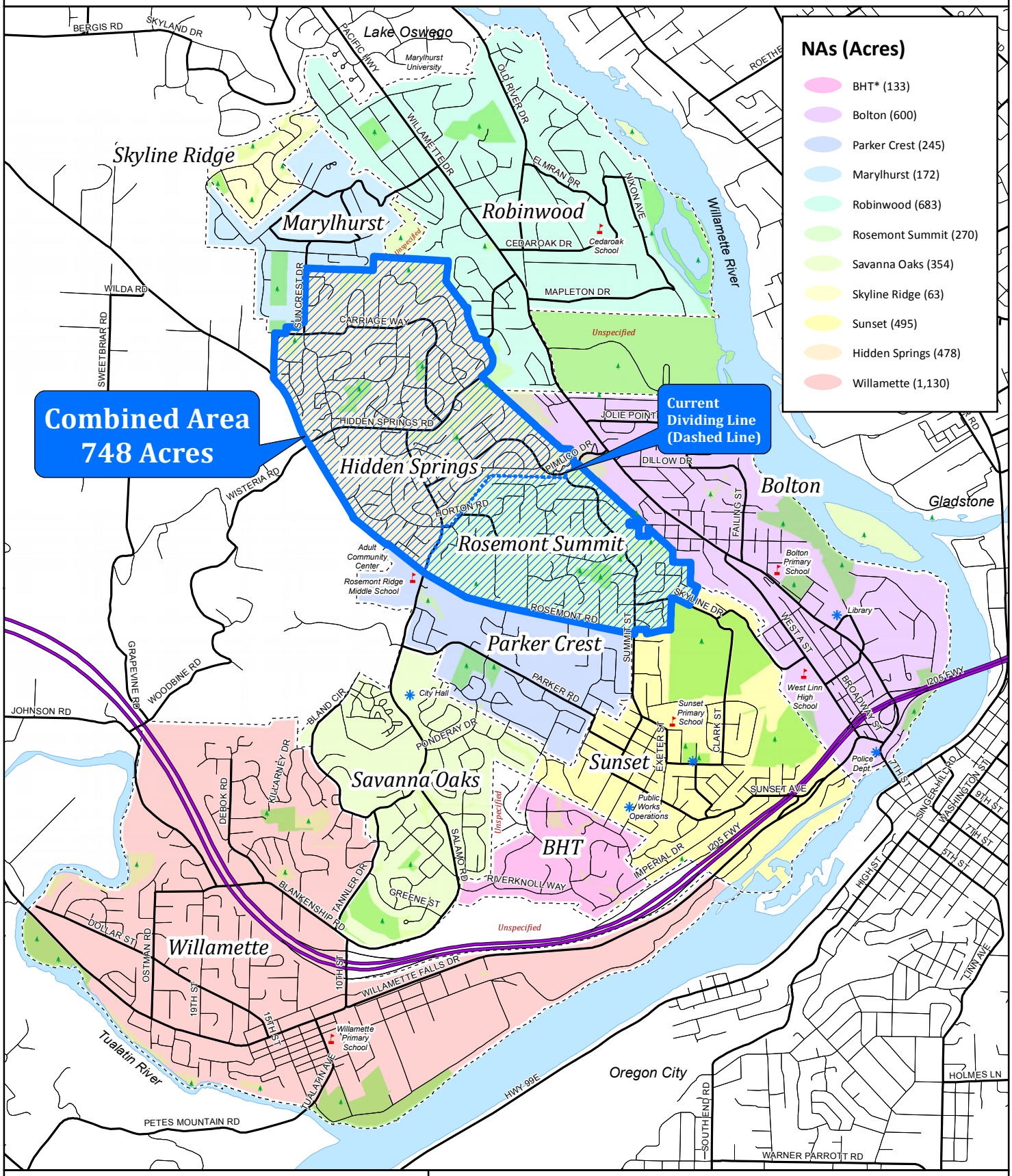
Hidden Springs & Rosemont Summit Neighborhood Associations

MAY 2014



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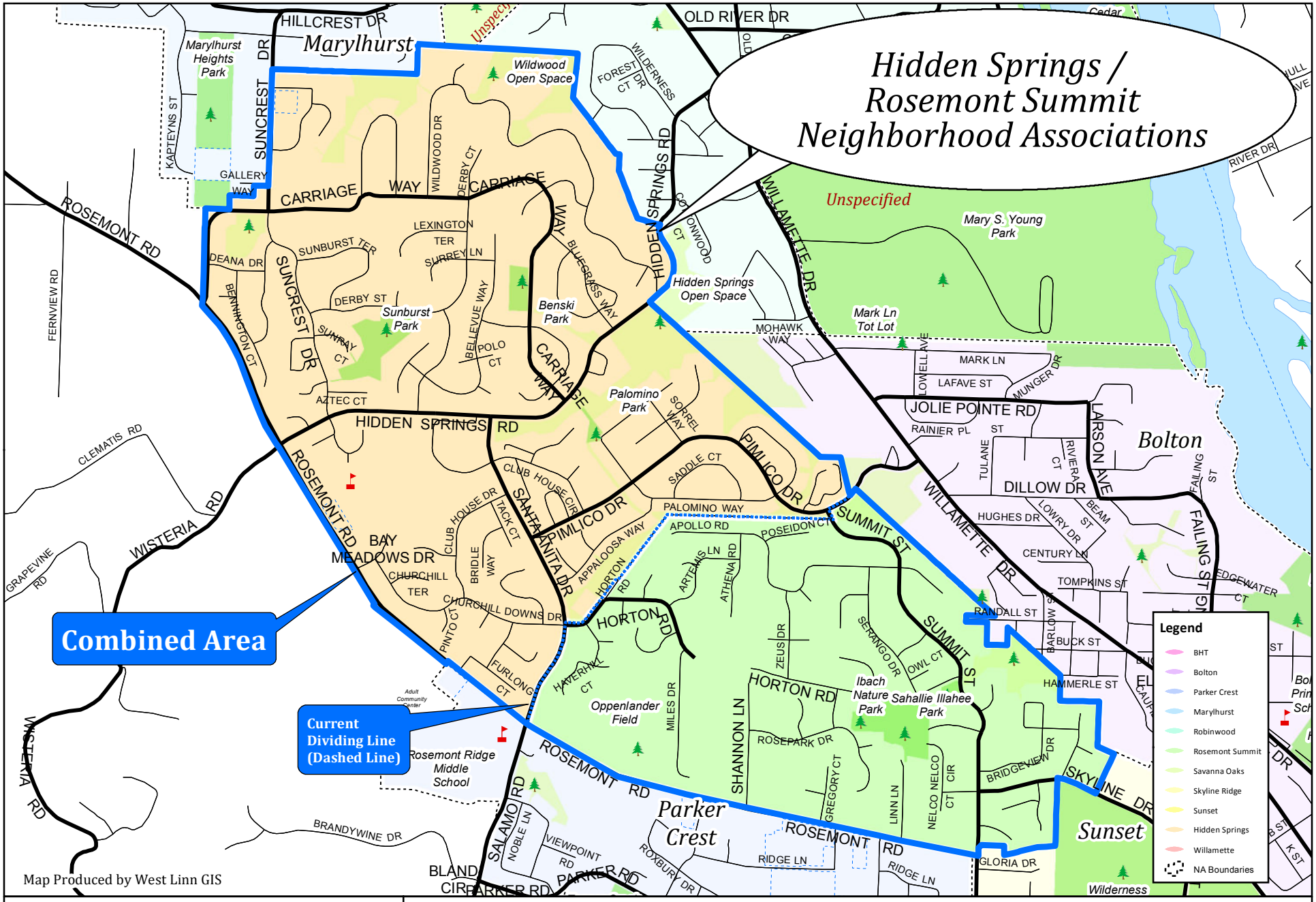
Hidden Springs / Rosemont Summit Neighborhood Associations
Combined Area
Current Dividing Line (Dashed Line)
Marylhurst
Unspecified
Bolton
Parker Crest
Sunset
Legend
BHT
Bolton
Parker Crest
Marylhurst
Robinwood
Rosemont Summit
Savanna Oaks
Skyline Ridge
Sunset
Hidden Springs
Willamette
NA Boundaries
Map Produced by West Linn GIS
This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.
MAY 2014
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NEIGHBORHOOD2 / COMBINE_HS_RS_201405_DETAILED / KAHA / 5/12/2014
West Linn GIS
GEOGRAPHIC INFORMATION SYSTEMS

City of West Linn

HSNA/RSNA Merger

Effects on Neighborhood Association Size

	CURRENT			WITH MERGER		
Neighborhood Association	**Build-Out Population Estimate**	**Build-Out Population Estimate %**	**Build-Out Population Estimate Rank**	**Build-Out Population Estimate**	**Build-Out Population Estimate %**	**Build-Out Population Estimate Rank**
Willamette	7,037	23%	1	7,037	23%	1
Hidden Springs/Rosemont Summit	-	-		5,492	18%	2
Robinwood	3,993	13%	2	3,993	13%	3
Bolton	3,580	12%	3	3,580	12%	4
Hidden Springs	3,481	11%	4	-	-	
Savanna Oaks	3,066	10%	5	3,066	10%	5
Sunset	2,890	9%	6	2,890	9%	6
Parker Crest	2,211	7%	7	2,211	7%	7
Rosemont Summit	2,011	7%	8	-	-	
Marylhurst	872	3%	9	872	3%	8
BHT	850	3%	10	850	3%	9
Skyline Ridge	379	1%	11	379	1%	10
Unspecified	67	0%		67	0%	
TOTALS	**30,437**	**100%**		**30,437**	**100%**	

Attachment A

Neighborhood Association Boundary Change Policy & Procedures

This policy is designed to empower individuals and Neighborhood Associations (NA) in the boundary change process. The goal is to enable boundary changes based on feedback from the affected residents and other affected NAs. This policy tasks the City Council with the review of information as submitted by residents and the NAs. By ensuring that both individual residents and NAs weigh in on proposed boundary changes, the interest of both the larger organization and the individual homeowner carry equal importance. This policy is not to be used for the creation of new Neighborhood Associations. Upon City Council adoption of a Neighborhood Association boundary change, staff will begin to integrate the new Neighborhood Association boundaries into all City documents and correspondence.

Step 1a
Individual Interest in Boundary Change
Individuals that wish to change NA boundaries must attend and be on the agenda at a meeting of each involved NA (that which they wish to leave, and that which they wish to join) and solicit the NA's approval or denial. Receipt of written documentation indicating approval or denial for each request is required prior to moving to Step 2 in this process. Meetings at which boundary changes will be discussed shall be noticed at least one month in advance (e.g. the NA shall place the item on the agenda, and provide notice of the meeting via email, internet, etc.).

Step 1b
NA Interest in Boundary Change
NAs that wish to change NA boundaries must contact all involved residents and the other impacted NA (the residents that would be added to the NA and the NA that would be losing residents) and solicit their approval or denial. Receipt of written documentation indicating approval or denial from each resident and the other impacted NA is required prior to moving to Step 2 in this process. Meetings at which boundary changes will be discussed shall be noticed at least one month in advance (e.g. the NA shall place the item on the agenda, and provide notice of the meeting via email, internet, etc.).

Step 1c
City Interest in Boundary Change
If the City wishes to change NA boundaries, the City must contact all involved residents and both impacted NAs (the residents that would be affected by a boundary change, and the NAs that would be gaining or losing residents) and solicit their approval or denial. Receipt of written documentation indicating approval or denial from each resident and the other impacted NA is required prior to moving to Step 2 in this process. Meetings at which boundary changes will be discussed shall be noticed at least one month in advance (e.g. the NA shall place the item on the agenda, and provide notice of the meeting topic via email, internet, etc.).

Step 2
Take Information to City Council
The interested organization (individuals, NA, or City) will present the information gathered in Step 1 to the City Council as a formal agenda item. Relevant information that is important to share includes the approval or denial of interested parties; the map of proposed boundary change; and the reasons for proposed boundary change. Impacted individuals and NAs are encouraged to participate in the process and share their opinions on the matter.

Step 3
City Council Decision
The City Council shall decide on the changing of boundaries.

Step 5
Staff Integration of New Boundaries
Once adopted by the City Council, City staff shall begin the integration of new boundaries into City work processes, documents, and correspondence.