

NDA Orientation and Training

June 5, 2024 (6 – 8 PM)



- **Introductions**
 - **Ice breaker:** What's your favorite thing about the place where you live?
 - What are you hoping to learn tonight? Any specific topics that you want to make sure we cover?
- **NDA History and Purpose**
- **NDA Administration**
- **NDA Marketing and Communication**
- **Milwaukie Neighborhood Enhancement Program (MNEP) – Formerly known as the Neighborhood Grant Program**
- **Land Use Basics**
- **Other Community Engagement Efforts**
- **Additional Questions**
- **Adjourn – Thanks for coming!**

Being a Public Official

- **Congratulations!** Because your neighbors elected you, you are a public official as defined in Oregon Revised Statute (ORS) 244.020(14)
- You get to lead the conversation and facilitate the decision-making process
- Act ethically, conduct yourself in a civil, honest, friendly manner, show-up, adhere to the bylaws
- All NDA officers are asked to sign a Code of Conduct similar to what all of the city's board, commission, and committee members sign
- Guide for Public Officials available at www.oregon.gov/ogec/Pages/Guide-for-Public-Officials.aspx

OREGON GOVERNMENT ETHICS LAW

A GUIDE FOR PUBLIC OFFICIALS



Oregon Government Ethics Commission
3218 Pringle Rd. SE, Suite 220
Salem, OR 97302-1544
Telephone: 503-378-5105
Fax: 503-373-1456
Web address: www.oregon.gov/ogec

NDA History and Purpose

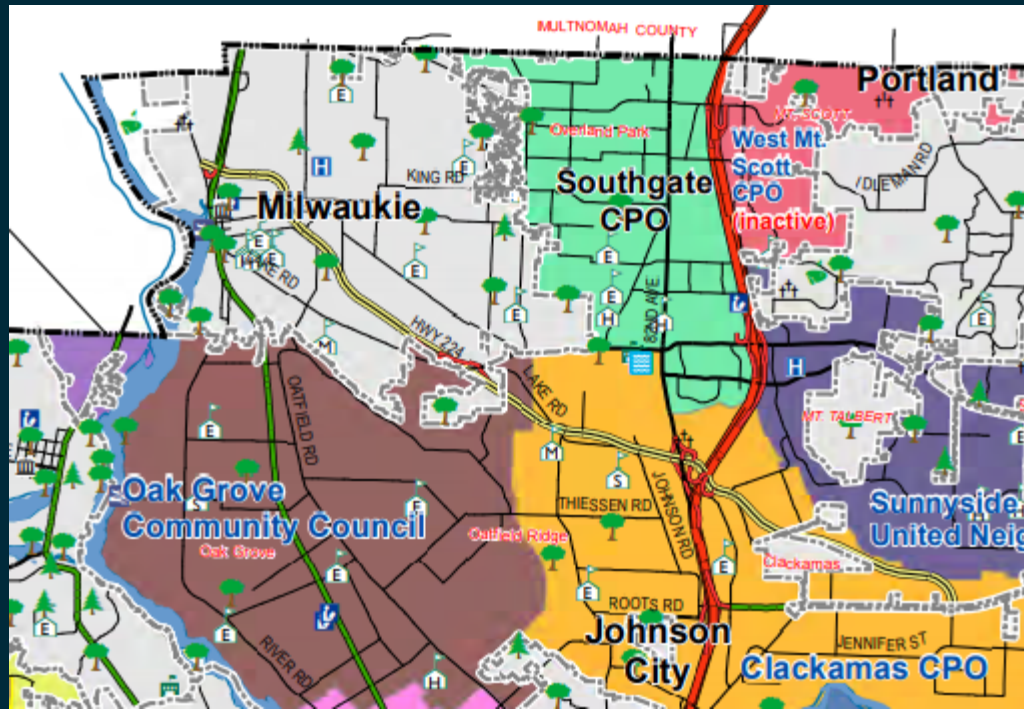
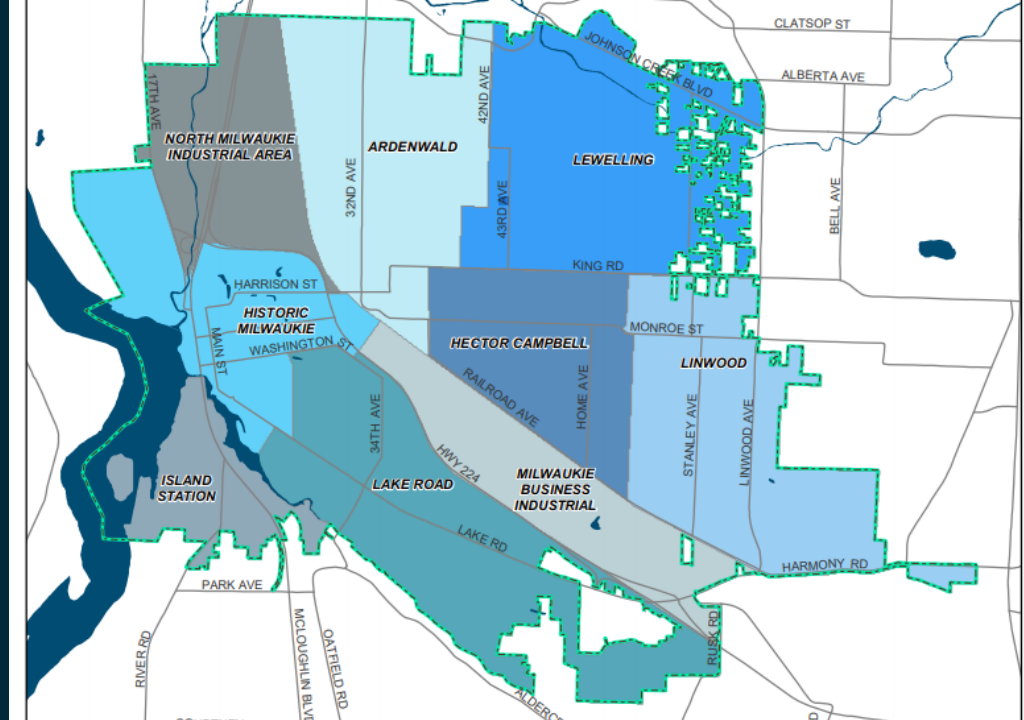
- Oregon Planning (Department of Land Conservation and Development)
 - **Goal 1: Citizen Involvement (Adopted in 1974)**
 - Cities required to have Citizen Involvement Program that describes how public can participate in Comprehensive Plans
- What is an NDA?
 - One of the city's officially recognized channels for community participation
 - **Open to anyone who lives, owns property or a business, or represents a non-profit organization**
- How are NDAs institutionalized in Milwaukie?
 - **Comprehensive Plan**
 - **Section 1: Community Engagement Goals & Policies**
 - **Goal 1.4 – Uphold NDAs**
 - Some other areas mentioned in Municipal Code include:
 - Public Art Murals – NDA Chair provided notice
 - Permit for Major Pruning or Removal of Street Trees – NDA Chair provided notice

CITY OF MILWAUKIE COMPREHENSIVE PLAN



NDA History and Purpose

- History of NDA Boundary Establishment
 - Boundaries established in 1994 by Resolution based on school district catchment zones.
 - After boundaries were created the city requested that NDAs determine founding officers and apply for official recognition. Each filed separately between 1994-1996.
- Clackamas County Community Planning Organizations (CPOs)
 - Community involvement program for Clackamas County on land use matters



Standard Bylaws and Officer Roles

- **NDA Standard Bylaws**
 - All seven NDAs operate with essentially identical bylaws adopted by City Council in June of 1994
 - **All NDA officers should be aware of bylaws so please spend some time reading through them!**
- **Officer and Land Use Committee Roles** – Article IV of the NDA Standard Bylaws Outline Roles and Responsibilities
 - **Chair** – Plans and runs meetings, including agenda creation. Is primary point of contact for NDA.
 - **Vice-Chair** – Fills in and supports chair as needed.
 - **Treasurer** – Manages the finances and completes annual NDA Grant Report.
 - **Secretary** – Takes the minutes to tell the NDA's story.
 - **Land Use Committee Chair/Members** – Receives land use information from city and coordinates conversations about land use.
 - **Other officers** – To keep people active within the NDA, NDAs can create other officer positions if desired. Topics might include: Communication, parks, transportation, art, etc.

CITY OF MILWAUKIE NEIGHBORHOODS



get connected. get involved.

Milwaukie has seven Neighborhood District Associations (NDAs) that meet monthly to hold vibrant discussions and carry out community building projects and events.

If you live, own property or a business, or represent a nonprofit in one of them, you are already a member! Participation is free and funding is available to accomplish neighborhood goals.

Learn more about your neighborhood today to make a difference tomorrow!

To find out which neighborhood you live in, check the map on the other side of this flier. For more information, visit milwaukieoregon.gov, or contact Jason Wachs, community engagement coordinator, at 503.786.7568 or wachs@milwaukieoregon.gov.

For the latest news and updates, follow the City of Milwaukie on Facebook, Twitter & Instagram!



milwaukieoregon.gov | 503.786.7555



Insurance and Code of Conduct

- **Insurance**

- City purchases commercial general liability insurance for each NDA annually
 - Offers protection against third party insurance claims
 - Quotes are written for policies based upon expected meetings, events, and projects for the coming year
 - Certificates are provided to entities where meetings and events take place such as NCSD, NCPRD, etc.
 - **Need exact dates, times, locations, etc.** for all meetings, events, and other activities to be covered!
 - **Exclusions are important to take note of** (Ex: Bouncy houses, climbing walls, and others)

- **Code of Conduct**

- **All officers are asked to read, agree to, and sign the agreement.** Began in August 2021.
- All members of the city's boards, committees, and commissions also sign a code of conduct




Representatives, Elections, & Leadership Meetings

- **NDA Representatives on other city committees:**
 - Public Safety Advisory Committee (PSAC)
 - Transportation System Plan Advisory Committee (TSPAC)
 - Other temporary committees as needed requiring participation from all NDAs
- **Annual Elections**
 - Article V of the NDA Standard Bylaws – Elections of officers and non-appointed committee positions shall be held yearly during the month of May.
 - City and each NDA coordinates to publicize elections.
 - **Special elections can be held throughout the year to fill vacant positions as needed.**
- **NDA Leadership Meetings**
 - Held throughout the year to share ideas, host guest speakers, and discuss common issues and concerns
 - All NDA officers are invited and encouraged to attend



Agendas

LINWOOD NEIGHBORHOOD DISTRICT ASSOCIATION (NDA)	
Insert date and time Insert location	
AGENDA	
7:00 – 7:05	Welcome and Introductions
7:05 – 7:10	Review of Agenda
7:10 – 7:20	Milwaukie Police Department Report
7:20 – 7:25	Review and Approval of Previous Month's Minutes
7:25 – 7:30	Highlights from NDA Friday Update
7:30 – 8:15	New Business
8:15 – 8:30	Old Business
8:30	Adjourn – Thanks for coming! See you at the next meeting on (Insert date and time)
Linwood NDA www.milwaukieoregon.gov/citymanager/linwood-nda City Calendar (Meetings, events, and other opportunities!) www.milwaukieoregon.gov/calendar	Chair – Insert name Insert email Insert telephone number
Current and past Linwood NDA meeting agendas and minutes can be found online at www.milwaukieoregon.gov/meetings . Just search by neighborhood and click "APPLY."	

- **The agenda is the way to efficient meetings for all!**
 - The topics listed set the tone,
 - Suggests where (and how far) the conversation will go,
 - Provides structure for how the NDA will conduct itself, and
 - Should be consistent – same order, time, place.
- **Must be posted publicly BEFORE the meeting.**
 - Ideally 7-days before
 - Publicly in 2024 means included on the city website
 - Notice when agenda is published is emailed by city staff to the subscribed to your NDA on the city website
 - www.milwaukieoregon.gov/subscribe
- **Other recommendations:**
 - Include start and ending times for each agenda item
 - Review the agenda at the beginning and ask if anyone has anything else they would like to cover. Refer to group to ask if item should be added or saved for next meeting.
 - Provide opportunity for open discussion at each meeting. Anyone going off topic during meeting can be asked to wait until open comment.
- **Agenda templates for all NDAs available in Word, but you aren't required to use them. I do think that they look nice though!**

Minutes

- **The minutes tell your NDA's story!**
 - Ideally, in a super readable efficient way. They should be written by an NDA member.
- **There are some basic parts to include, but not everything needs to be included**
 - Who/what/where/when
 - Name of the NDA and type of meeting (Lewelling NDA Regular Meeting)
 - Date & Place
 - Members of the NDA present, city staff present, and other guests
 - Include titles
 - Pronouns – City has moved to gender neutral in minutes. Guide available.
 - Standing agenda items (Review and approval of minutes, police report, new business, old business, etc.)
 - Motions – Any formal action taken by the NDA requiring a vote.
 - Who made motion, who seconded, what is the motion, and what the results of the vote were.
- **Minutes are NOT VERBATIM, PERSONAL, or CUMBERSOME transcripts.**
 - Don't include things that didn't happen, detailed discussion, or personal remarks.
- **For more, check out the city's Board and Committee Minutes Guide.**

- **A public record includes any writing containing information relating to the conduct of the public's business that is prepared, owned, used, or retained by a public body regardless of physical form or characteristics.**
 - Public records can be in many formats, including a document, book, paper, photograph, file, or sound recording.
- **State law determines how long public records are kept and in what form and applies to all "public" bodies (like an NDA).**
 - **City keeps NDA agendas and minutes permanently**
 - **NDA should keep records for at least the past three years, especially financial reporting for future Treasurers.**
- **At the same time, don't be afraid to document NDA business.**

Public Meetings Law

- A public meeting is the convening of any governing body (in person, via email, via telephone, via online chat) for which a quorum (majority) is required in order to make a decision or to deliberate toward a decision on any matter. **Reasonable notice** must be provided to inform the public and all interested parties about the time, place, and agenda of public meetings.
- **Quorum: Don't discuss NDA business, with a majority of the NDA board, unless you're at a noticed meeting or event.**
- This includes digital spaces (email, text, social media)
- For more reading check out the Oregon AG's Public Records and Meetings Manual!
 - www.doj.state.or.us/oregon-department-of-justice/public-records/attorney-generals-public-records-and-meetings-manual/

Elections Information and Reminders

- Your NDA can choose whether or not to use NDA meetings to hold candidate and ballot measure discussions
- **NDA officers and NDAs shouldn't take positions on specific candidates or ballot measures.** This ensures that NDA meetings are welcoming and inclusive. You are there to facilitate community conversations as public officials.
 - You can take positions on candidates and ballot measures as individuals. Just don't do so as an NDA officer or on behalf of the NDA.
- **Should your NDA decide to invite candidates or hold ballot measure discussions, you must be sure to invite all candidates and any organized parties that are on the other side of the issue for ballot measures.**
 - Everyone doesn't need to attend to host candidates or ballot measures. You just need to be sure that everyone was invited.

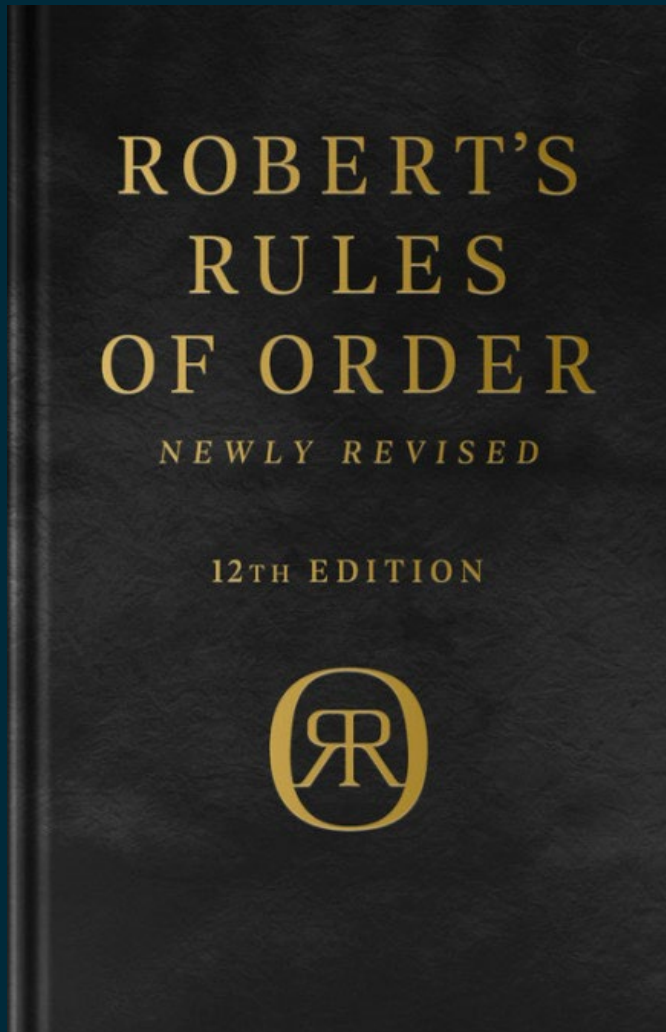
Questions about Public Meetings/Records Law, Being a Public Official, and Elections

- When in doubt ask Jason
- The City Recorder's Office can help too!
 - www.milwaukieoregon.gov/cityrecorder
 - General email inquires – ocr@milwaukieoregon.gov
 - Scott Stauffer, City Recorder
 - 503-786-7502
 - stauffers@milwaukieoregon.gov
 - Nicole Madigan, Deputy City Recorder
 - 503-786-7551
 - madigann@milwaukieoregon.gov

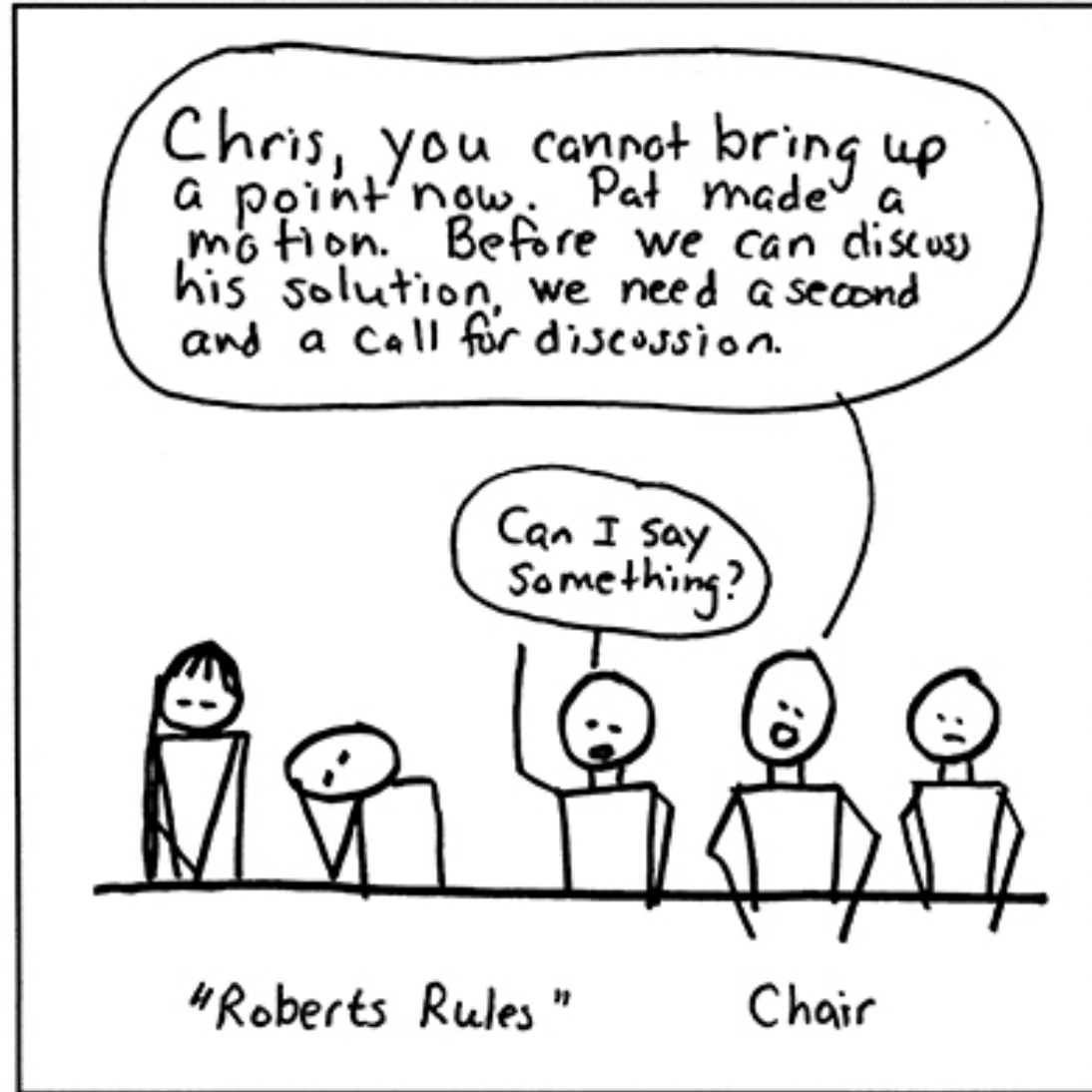


Robert's Rules of Order – Traditionally Used

- **Basic Robert's Rules of Order**
 - **Methods of Voting**
 - Voice vote: “Aye and No” – for majority vote
 - Show of hands: “Affirmative and Negative” for small groups
 - Roll call – check attendance as well as vote
 - Ballot – assures each voter's secrecy
 - **Basic rules for small groups (12 or less).** One person moves to:
 - Introduce (a motion); or
 - Change a Motion (amend); or
 - Adopt (accept without discussion); or
 - Adjourn (end the meeting)
- Another person seconds that motion before the meeting chair calls for a vote.



Alternatives to Roberts Rules



Martha's Rules of Order – Might Be A Simpler Alternative

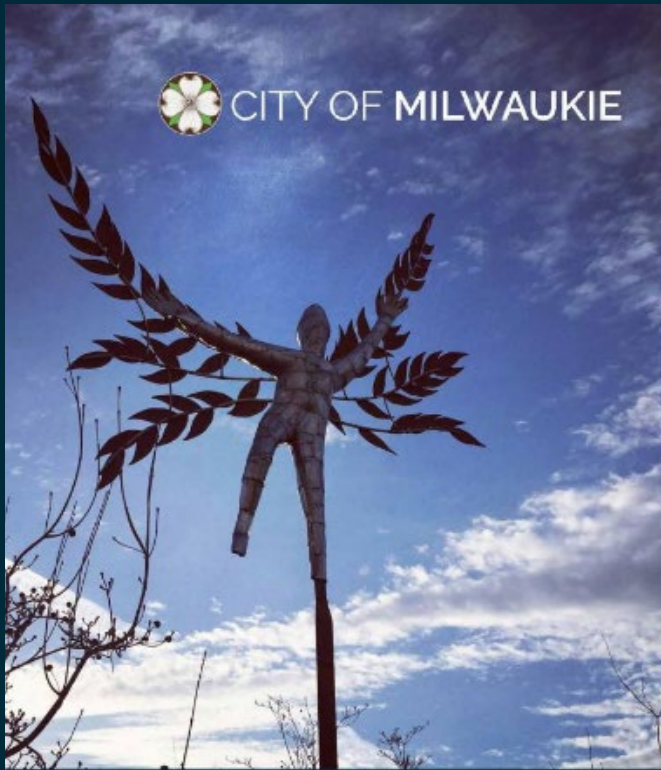
- Originally created in the 1970s for low-income housing coops
- **Key Elements**
 - **Agenda** – Created by Chairperson and shared in advance with attendees
 - Time limits for each item / Clear end times
 - **Proposals** – Shared by NDA members or others in advance so everyone can absorb content
 - Ideally includes summary, full text, background info, relevant data, pros and cons, and possible alternatives
 - **Member/Participant Responsibility** – NDA members responsible for coming to meeting fully prepared, having read proposals before the meeting
 - **Proposal Sponsor** – Anyone sponsoring proposal is responsible for it. This could be an NDA member with an idea or a guest that is asking the NDA for something.
 - **Straw Poll or Sense Vote – After sponsor presents proposal, a pre-vote is taken prior to ANY discussion**
 - “Who likes (or supports) the proposal?” (represented as a **thumbs up**)
 - “Who can live with the proposal?” (represented as a **sideways thumb**) – Those who vote this way are agreeing to support the proposal, even if not 100% thrilled with every aspect of it.
 - “Who is uncomfortable with the proposal?” (represented as a **thumbs down**)
 - **Results of Straw Poll/Sense Vote**
 - If all of the group likes/supports or can live with the proposal, it is moved to the next stage, a formal vote, with no discussion.
 - If most of the group is uncomfortable, it is postponed for further rework by the sponsor.
 - If some members are uncomfortable, they can state their objections and the clock for a brief (10 minute) discussion begins. At the conclusion of the timer, the meeting facilitator calls for a vote on the following question: “Should we implement this decision over the stated objections of the minority, when a majority of the group feels it is workable?” A “yes” vote would lead to a majority rule, and a no vote would postpone the decision for future rework by the sponsor.



Martha's Rules of Order – Continued

- **Use the polling strategy for less formal meetings**
 - “Who supports this proposal 100%?” – Thumbs Up
 - “Who can live with and will support this proposal even if it’s not their first choice?” – Sideways Thumb
 - “Who is uncomfortable with the proposal and is willing to discuss questions or concerns?” – Thumbs Down
- **The meeting chairperson can designate a set amount of time for discussion on the topic and then call for a second poll. This can prevent long circular discussions and ensure that you know how everyone in the room feels, not just the opinions of those with the loudest voices.**
- Maybe give this a try at your next meeting!

Building Consensus and Creating Ground Rules



Neighborhood District Association (NDA)
Leadership Guide

get connected. get involved.

Last updated January 2021

- Refer to **NDA Leadership Guide** for tips on consensus building and active listening techniques
- **Creating Ground Rules**
 - Sample list of Ground Rules available in NDA Leadership Guide. Here are some examples that you can use to get started on creating your own:
 - Treat everyone with courtesy and respect.
 - Listen actively – respect others when they are talking.
 - Listen to others with an open mind.
 - One person speaks at a time.
 - Respectfully challenge an idea, not a person.
 - Speak to the topic at hand.
 - Respect the groups’ time and keep comments brief and to the point.
 - Share your own experiences and opinions with “I” statements, rather than generalizing with “We” or “They.”

Developing an Annual Work Plan

- **Work Plans allow NDAs to:**
 - Review past successes
 - Develop a shared set of values
 - Plan activities for the upcoming year
 - Discuss ways to improve challenges faced
 - Outline expectations and objectives
 - **Most importantly of all!** – Creating a work plan is the most effective tool you have in recruiting and keeping volunteers who are active in the NDA!
- **Start with discussing general interests of both new and long-time officers:**
 - Why did you become an NDA officer?
 - What have been the NDA's biggest successes? What have been the biggest challenges?
 - What could be done to improve the NDA to overcome challenges?

Developing an Annual Work Plan



Then discuss your overall mission:

- What is the NDA's purpose, role, and obligation to the neighborhood?
- What are the core projects and activities the association would like to pursue this year? **Keep it simple!**
- For each project or activity, answer the following questions:
 - What is the purpose of this activity?
 - Is there a need in the community?
 - What are the tasks involved?
 - How much time is needed to plan and accomplish the task?
 - Is money required?
 - What resources are available to help the NDA accomplish the task?
 - Are enough volunteers available and willing to do the work?

Sample Work Plan Topics

- NDA Goals for 2025:
 - Hold one neighborhood social event
 - Hold one work party or clean up event
 - Make lawn signs for placement in the neighborhood a week before meetings

Recruiting and Retaining Members

- **NDA meetings can be rigid and boring, but we can make them more appealing with some simple steps!**
 - **Provide refreshments!** Grant program funding can be used. Just be sure to discuss and approve it in advance and follow the NDA guidelines. You can also try potlucks or getting donations!
 - **Provide signage** at the meeting site
 - **Have a greeter**
 - **Provide an NDA Program flier** to new attendees (The current flier is pictured!)
 - **Do introductions** at meetings
 - **Be considerate of new members** – Go over the agenda and allow time for questions
 - **Allow for social time**
 - **Follow up with new members** – What did they think about the meeting? Did they have any questions that they didn't bring up?
 - **Relocate meetings, but not too often** – Can help invigorate new energy. Just don't do it too often since confusion can occur and it is difficult to get the word out about changes.
 - **Make all meetings accessible** – Must comply with Oregon Public Meeting Law
 - **Meeting facilitation** – Staying on time and on task is vital. Include times for each item on the agenda and stick to it.
 - **Room setup** – Set up the room in a circle or semi-circle if possible. A lecture format is less inviting.

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NDA Marketing and Communication

- **NDA Maintained Email Lists**

- Each NDA maintains own email list
- Some tips for using email for your NDA:
 - Set up an account separate from personal email account
 - Don't send more than one email weekly. Exceptions for emergencies or last-minute items.
 - Send email in summary format when possible.
 - Subject lines matter! Could be difference between opening or not!
 - Keep general emails professional and courteous
 - Use BCC when sending to entire list. That way everyone's emails aren't shared and the email's length is shortened.



NDA Marketing and Communication

- **NDA Maintained Websites**
 - Websites take a significant amount of time and cost money, but can be very useful. Only Ardenwald-JC currently has its own website.
- **NDA Maintained Social Media Channels**
 - Ardenwald-JC – Facebook and Twitter
 - Hector Campbell - Facebook
 - Historic Milwaukie – Facebook and Instagram
 - Island Station - Facebook
 - Lake Road - Facebook
 - Lewelling - Facebook
 - Linwood – Facebook
- **NDA Newsletters**
 - Ardenwald-JC started one in May 2024

ARDENWALD - JOHNSON CREEK
NEIGHBORHOOD ASSOCIATION

Home About AJC Board Committees Meetings Events Resources

Minthorn Clean-up and Celebration – Saturday, June 8
May 31, 2024

Come to Minthorn Springs for our final work party before the summer break! Celebrating 5 years of work with the Milwaukie Parks Foundation, we will host a lunch following the work party. During the work ...

Read More

Habitat Enhancement at Tideman Johnson Park – Saturday, June 1 (CANCELLED)
May 28, 2024

THIS EVENT HAS BEEN CANCELLED DUE TO ILLNESS. Come to the final habitat enhancement work party before the summer break! Join your neighbors, the Friends of Tideman Johnson Park, and the Johnson Creek Watershed Council ...

Read More

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Hector Campbell Neighborhood Association

143 likes • 186 followers



Lewelling Neighborhood



The Lewelling Neighborhood District Association (NDA) is an off-recognized NDA in the City of Milwaukie and you are invited to get involved. The NDA is currently meeting online using Zoom so please see below for more information on how to join.

Stay up to date with the latest neighborhood news by visiting the website often or following the NDA on their Facebook page. The Lewelling neighborhood also has a column each month in the city's Pilot newsletter.

Lewelling receives funding through **Milwaukie's Neighborhood Grant Program**, which includes events like:

- **Concerts at Ball Michel Park** - Each Wednesday in August beginning at 6:30 p.m.
- **Milwaukie's Adopt-a-Road Program** - Next cleanup event has not been scheduled. Volunteers typically meet at Ball-Michel Park. Gloves, grabbers, and buckets provided. Refreshments are served including donuts and coffee!
- **Winter Solstice and Christmas Ships Event - Sat., December 21, 2024** - Lewelling holds its annual fundraiser during the event in partnership with the city.
 - Volunteers are needed at the event to help with setup, operating the concessions, and cleanup. Check back in 2024.

Lewelling Traffic Safety Survey 2021 - Final Survey Results - The results were reviewed and approved by the NDA at its **Nov. 10, 2021 meeting**. Thanks to everyone who helped with and participated in the survey!

- **What's next?** The NDA's Transportation Committee will continue to engage Lewelling neighbors, on...

Email Subscription

Select the newsletter(s) to which you want to subscribe or unsubscribe.

Public Meetings	
<input checked="" type="checkbox"/> Citizens Utility Advisory Board Packet	<input checked="" type="checkbox"/> City Council
<input checked="" type="checkbox"/> Design and Landmarks Committee Packet	<input checked="" type="checkbox"/> Planning Co
<input checked="" type="checkbox"/> Public Safety Advisory Committee Packets	

News & Updates	
<input checked="" type="checkbox"/> Central Milwaukie Updates	<input checked="" type="checkbox"/> City Hall Blu
<input checked="" type="checkbox"/> Ledding Library Newsletter	<input checked="" type="checkbox"/> Comprehen
<input checked="" type="checkbox"/> Milwaukie Poetry Series	<input checked="" type="checkbox"/> Library's Lat
<input checked="" type="checkbox"/> Tree Board Updates	<input checked="" type="checkbox"/> South Down

Neighborhoods	
<input checked="" type="checkbox"/> Ardenwald/Johnson Creek Neiahborhood	<input checked="" type="checkbox"/> Hector Cam

NDA Marketing and Communication

- **NDA Friday Email Updates**
 - Email sent weekly to all NDA officers by Community Engagement Coordinator
 - Great place for NDAs to share information with one another
- **City Website**
 - NDA Webpages
 - Maintained by city staff, but fresh content is always welcome
 - Email Subscriptions
 - Community members sign up on own



Help Elect Your Neighborhood Leaders This Month

◆◆ **NEIGHBORHOOD NEWS** ◆◆

HECTOR CAMPBELL

As coronavirus restrictions ease, the Hector Campbell Neighborhood District Association (NDA) is looking forward to planning more neighborhood activities and would love feedback from neighbors about the kinds of events they want to see. Want to be part of a neighborhood yard sale? A puzzle and plant swap? A garden party at the community garden? Email ideas to the neighborhood chair at corinn@chapeltheatremilwaukie.com. The NDA also has a new Facebook page at www.facebook.com/HectorCampbellNDA to learn about the latest news or share ideas for potential neighborhood projects.

NEXT MEETING CHECK CITY WEBSITE
 ZOOM • WWW.MILWAUKIEOREGON.GOV
 CHAIR: Corinn DeTorres • corinn@chapeltheatremilwaukie.com

LEWELLING

It's been lovely seeing the physically-distanced community building happening across the Lewelling neighborhood this spring. Thanks to everyone who volunteered in April for the neighborhood clean-up, as well as those who hosted and/or supported Porchfest performances during May!

The Lewelling Neighborhood District Association (NDA) is taking a break over July and August, but there are still opportunities to get involved! The NDA is launching a survey to

ARDENWALD-JOHNSON CREEK

Due to the continuing pandemic, the Ardenwald-Johnson Creek Neighborhood District Association (NDA) must cancel the annual summer concert series in Ardenwald Park because of the uncertainty about crowd sizes. The NDA is looking forward to hosting this event again in 2022. In the meantime, the neighborhood is offering \$50 block party grants to support neighbors connecting with their community in smaller groups outdoors to enjoy the summertime! Grant money can be used for items such as food supplies or activities—burgers and buns, bubbles and bean bags are just a few examples! Visit www.ardenwald.org for more details and a grant application.

NEXT MEETING MON, SEP 27 • 6:30 PM
 ZOOM • WWW.MILWAUKIEOREGON.GOV
 CHAIR: Matt Rinker • mattrinker@hotmail.com

LAKE ROAD

The Lake Road Neighborhood District Association (NDA) is on summer hiatus for July and August. Please contact the NDA at the email address below with any questions or concerns.

NEXT MEETING WED, SEP 8 • 6:30 PM
 ZOOM • WWW.MILWAUKIEOREGON.GOV

NDA Marketing and Communication

- **Pilot Newsletter**
 - City has published a monthly newsletter (except for Jan.) for over twenty years
 - Each NDA is provided space to submit a short article
 - Due date is sent by Communication Program Manager, Jordan Imlah, each month
 - Articles typically written by Chair, but it can be any officer

- **Tips for articles:**
 - Keep to 250 words or less
 - Write in third-person, active voice
 - Submit articles as Word documents
 - Submit photos as separate attachments. Don't imbed them.
 - Can't include fliers, but photos can be if there is space
 - Keep the topics relevant to your neighborhood – What type of information could be useful to everyone in your neighborhood and inspire them to get more involved with the NDA?
 - Not meant to be used as an editorial, stick to relevant facts about the NDA's work

NDA Grant Program (2010- June 2024)

- NDAs currently provided with a lump sum of \$4,000 annually after completion of an **Annual NDA Grant Report**
- **Categories of projects available for funding:**
 - Neighborhood Organizing/Organizational Development
 - Neighborhood Physical Improvements
 - Neighborhood Preservation
 - Neighborhood Cultural, Social, or Recreational Initiatives
- NDAs develop their own goals and use funding to accomplish them
- Community organizations and non-profits can apply to receive funding from each NDA through an application process
- **NDA Grant Program Administrative Policy** guides what can and cannot be funded and is updated over time
- milwaukieoregon.gov/citymanager/neighborhood-grant-program



Milwaukie Neighborhood Enhancement Program (MNEP)

Begins July 2024 – Key Revisions

- **NOTE:** Adoption of MNEP is on the June 18, 2024 City Council consent agenda.
- **Key revisions:**
 - New name: **Milwaukie Neighborhood Enhancement Program (MNEP)**
 - Revise the process and name of the small grants that the NDAs provide to non-profit organizations and other community groups. Those revisions include:
 - Naming the small grants **Community Connection Grants**.
 - **Capping requests at \$500 or less.**
 - Developing a **new application** form that is clearer about the process.
 - **Requiring all recipients of small grants to report back to the NDA** at the conclusion of the projects to finalize the connections to the NDA.
 - Asking applicants in the application to **illustrate how the request has direct public benefit within the NDA's boundaries**. This is currently contained in the NDA Grant Program, but there is no mechanism to review or measure it.

MNEP - Begins July 2024 – Key Revisions (Continued)

- **Revised categories include:**

1. **Neighborhood Capacity Building Initiatives:** Activities, services, and materials that create, diversify, and increase participation in the NDA and support and educate leadership toward the NDA's development and continued operation.
2. **Neighborhood Cultural, Social and Recreational Initiatives:** Activities, services and materials that bring people together, build community, and promote diversity, equity, and inclusion within the neighborhood.
3. **Neighborhood Physical Improvements:** Materials and services to be used toward minor physical improvements approved by the city (or other appropriate public entity) on publicly owned land.
4. **Neighborhood Sustainability, Resilience, and Safety:** Activities, materials and services that support the neighborhood's ecological health and vitality and/or ability to prevent, withstand and recover from the harmful impacts of natural hazards.

MNEP - Begins July 2024 – Key Revisions (Continued)

- **Projects designated by an NDA to receive funding for a particular purpose (i.e. earmarked, set aside, allocated to, etc.) must be achieved in two years or less.** If an earmarked project isn't completed in two years, the NDA must then consider that funding to be available for other projects within the neighborhood.
- **NDA's with gross bank account balances exceeding \$15,000 at the end of the fiscal year will not be eligible to receive the next allotment of funding until the gross balance falls below \$15,000** as demonstrated to the city's satisfaction on a bank statement.

Use of MNEP Funds – What is Funded?

- Refer to administrative policy available in July 2024
- Activities, events, or projects that conform with intended purpose of new resolution:
 - Neighborhood Capacity Building Initiatives
 - Neighborhood Cultural, Social, and Recreational Initiatives
 - Neighborhood Physical Improvements
 - Neighborhood Sustainability, Resilience, and Safety
- Administrative policy includes a list for each category of the activities, events, or projects receiving grants that have been permitted in the past. If your NDA's idea for using the funding is not listed contact the city to discuss. **[When in doubt please call!](#)**

Use of MNEP Funds – What is Funded (Continued)

- **MNEP funds shall be used for:**
 - Projects that are free and open to all members of the public.
 - Projects within Milwaukie city limits.
 - Projects that provide a direct public benefit within the NDA's boundaries.
 - Any equipment, materials, or services purchased shall remain the property of the NDA and shall not be converted to personal use or benefit.

Use of MNEP Funds – What is Not Funded

- **MNEP funds shall not be used for:**
 - Projects that conflict with existing city policy;
 - Capital or operating costs for private businesses or facilities;
 - Projects that have fees for participation or is not open to all members of the public (NDA may ask for donations to participate in a project to offset costs, but fees should not be required for participation);
 - Anything that is for personal use or benefit;
 - Alcoholic beverages, marijuana, e-cigarette/vaping products, or tobacco products;
 - Political donations or advocacy, election campaign activities, or any related items;
 - Religious organizations, activities or services (This does not apply to the rental of space for public meetings, events, or other activities open to the general public.);

Use of MNEP Funds – What is Not Funded (Continued)

- **MNEP funds shall not be used for:**

- Any type of legal fees and the costs associated with the use of professional legal services, including attorneys, paralegals, and other professionals involved in the legal process;
- Fines or monetary punishments;
- Debt reduction or settlement and any fees associated with debt;
- Cash withdrawals or “cash back” using debit cards;
- Purchase of land or buildings;
- Private travel expenses, lodging, or hotel expenses;
- Private transportation expenses including mileage, gas, insurance, car rentals, etc.;
- Projects that don't have property owner permission for proposed improvements. This includes publicly owned property such as parks;
- Service or activity contrary to federal, state, or local statute, ordinance, or regulations.

MNEP Funding – Reporting NDA Led Projects

- **Annual report is due in May and will include:**
 - Neighborhood Enhancement Program Reporting Form
 - Plans and goals for “carryover” MNEP funds – This includes earmarked funds for specific projects.
 - A copy of the NDA’s most recent bank statement.
 - Each authorized signer on the NDA’s bank account must sign a Bank Account Access Contract.
 - Materials that illustrate the success of the NDA over the past year such as photos, testimonials, cards, thank you letters/emails, etc.
 - Copies of Community Connection Grant Reporting Forms that have been provided to the NDA.

MNEP Funding – Community Connection Grants



- All applicants that receive funding must complete a final report at the conclusion of each project and report back the results to the NDA using city provided Reporting Forms.
- Grant recipients are not eligible for future grants until they have closed the loop with the NDA and provided a final report to the NDA.

MNEP Funding – Improper Use

- Any NDA, non-profit or community group that is determined by the City Manager to be in violation of this policy will not be eligible for future funding until the city has adequately determined that the NDA, non-profit or community group has both come into compliance with this policy and has demonstrated the ability to manage the funding properly moving forward.
- It is the city's sole discretion whether or not an NDA, non-profit, or community group continues to receive MNEP funding after a violation has occurred.
- Any NDA, non-profit, or community group designee(s) found to be using MNEP funding in violation of this policy will be subject to investigation and will forfeit their right to access the funds.
- The city reserves its right to pursue any and all available remedies, including legal action, to secure the return of improperly used funds.

Citywide MNEP Report

Linwood:

Linwood held a Neighborhood Block Party at Furnberg Park in September 2022, which was their largest expenditure of the year (\$986). The event was very successful and the NDA plans to hold the block party annually moving forward. Funds were used for portable restrooms (\$250), food (\$536), and a DJ for music (\$200). The NDA raised some funds during the block party using a donation bowl and received a total of \$74, which will be used for the 2023 Block Party.

The NDA sponsored a 2022 Candidates Forum on Wed., Oct. 19, 2022 and donated \$250 to Willamette Falls Studios to film the event so that people could watch it afterwards on Comcast Channel 30 or the Milwaukie Heritage YouTube Channel. The forum included candidates running for Mayor and City Council positions 1, 2, and 4.

Other expenditures for the year included refreshments for meetings (\$354), room rental fees for meetings (\$277), and refreshments for Adopt-A-Road Cleanup events along Linwood Ave. (\$52).

Linwood approved several grants to other organizations during the fiscal year including:

Organization	Purpose	Amount
Milwaukie High School	Senior Graduation party	\$250
Milwaukie Museum and Historical Society	Membership	\$100
Total		\$350



- Annual Report created to provide more information to the community about this wonderful public resource
- Highlight its availability and value to get more people involved in your NDA
- The goal is to keep each NDA to one page so that is succinct and easily read

Event Support and Permits

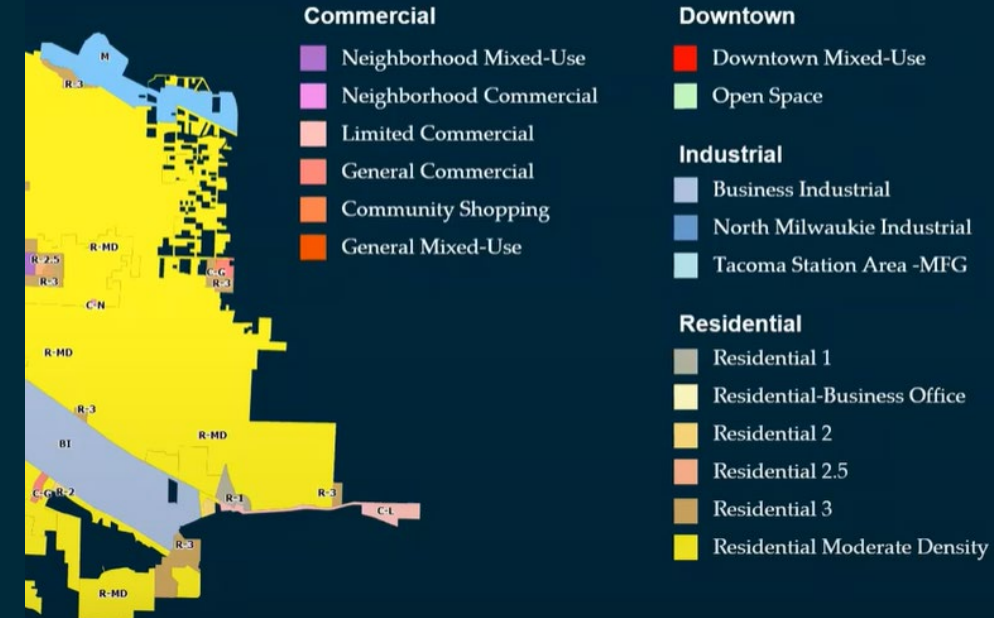
- **City of Milwaukie Temporary Event Permit Applications**
 - Generally events held on public property, within the public right-of-way, or the use of a city owned park
 - www.milwaukieoregon.gov/events/temporareventpermit
- **City of Milwaukie Block Party Permit Applications**
 - For small scale block parties only
 - Providing insurance for block parties using NDA insurance
 - www.milwaukieoregon.gov/citymanager/block-party-permit-application
- **North Clackamas Parks & Recreation District (NCPRD) Special Use Permits**
 - Parks managed by NCPRD. If city owned park then a City of Milwaukie Temporary Event Permit is also required.
 - <https://ncprd.com/special-use-permits>
- **Event Supply Trailer**
 - Contains tables, chairs, canopies, garbage cans/recycling bins, and other items
 - Can be used for NDA events through reservation process and completion of form



Land Use Basics

- Planning 101 Virtual Class from April 6, 2022 available on city's YouTube channel led by city planning staff
 - www.youtube.com/channel/UCRFbfqe3OnDWLQKSB_m9cAw
- What is land use planning?
 - Decision-making process for how we use land
 - Guided by the Comprehensive Plan
- Land Use Planning in Oregon
 - 19 Statewide Goals. First of which is Citizen Involvement.
 - Goals achieved through local Comprehensive Planning. Reviewed and approved by Department of Land Conservation and Development for consistency with goals.
- Be sure to review the **“So You Received a Land Use or Development Review Notice – Not What”** information in the NDA Leadership Guide!
 - Help to guide what to do and how to submit relevant comment

ZONING IN MILWAUKIE



Goal 1: Citizen Involvement

OREGON PLANNING

Oregon's Statewide Land Use Planning Goals

History of Land Use Planning

Get Involved in Local Planning

Required City and County Reporting

Climate Change

Comprehensive Plan Updates

Farm and Forest

Measure 49

Natural Hazards

Public involvement is a required part of land use planning in Oregon. This requirement is one of the things that make Oregon's land use planning program unique. The requirement for public participation is written in the first goal of nineteen in the statewide land use planning system.

Goal 1 calls for "the opportunity for citizens to be involved in all phases of the planning process." It requires each city and county to have a citizen involvement program that addresses:

1. Opportunities for widespread public involvement
2. Effective two-way communication with the public
3. The ability for the public to be involved in all phases of the planning process
4. Making technical information easy to understand
5. Feedback mechanisms for policy-makers to respond to public input, and
6. Adequate financial support for public involvement efforts

The goal also calls for local governments to have a committee for citizen involvement (CCI) to monitor and encourage public participation in planning.

DLCD provides a staff liaison to the Citizen Involvement Advisory Committee



Land Use Basics

- Milwaukie's Obligations Under Oregon Law
 - 120-day clock
 - City must make decision in this time or the project is approved
 - Public involvement
 - #1 State Planning Goal
 - Criteria
 - Decision must apply adopted criteria
 - Public Hearings Laws
 - Hearings must be carried out according to strict rules to ensure fairness and disclosure
 - Conditions
 - If a proposal can be "conditioned" to meet criteria, it must be
 - Land use decisions
 - Must be based on criteria and standards
 - Identify relevant approval criteria and make findings of fact
 - May include Conditions of Approval
 - Are all subject to appeal



Land Use Basics

- **NDA Land Use Referrals**


- Part of the NDA's role is to advise the city regarding land-use decisions within or impacting the neighborhood.

- There are various levels of land use decisions, and an NDA's opportunity to respond varies accordingly.

- All land use decisions are made based on the criteria outlined in the City Code and Comprehensive Plan.

- **Milwaukie's Land Use Referral Process**

- Building Permits – No NDA referral or public notice
- Type I (Low level administrative decisions): No NDA referral or public notice
- Type II (Administrative review with public notice): Referral of the application materials and of the public notice to the NDA Chair and NDA Land Use Committee.



MILWAUKIE PLANNING
10501 SE Main St.
Milwaukie OR 97222
503-786-7630
planning@milwaukieoregon.gov

Application for Land Use Action

Primary File #: _____

Review type*: I II III IV V

CHECK ALL APPLICATION TYPES THAT APPLY:

<input type="checkbox"/> Amendment to Maps and/or Comprehensive Plan Map Amendment	<input type="checkbox"/> Land Division: Final Plat	<input type="checkbox"/> Planned Development Residential Dwelling
<input type="checkbox"/> Zoning Text Amendment	<input type="checkbox"/> Lot Consolidation	<input type="checkbox"/> Manufactured Dwelling Park
<input type="checkbox"/> Zoning Map Amendment	<input type="checkbox"/> Partition	<input type="checkbox"/> Manufactured Dwelling
<input type="checkbox"/> Code Interpretation	<input type="checkbox"/> Property Line Adjustment	<input type="checkbox"/> Temporary Dwelling Unit
<input type="checkbox"/> Community Service Use	<input type="checkbox"/> Replat	<input type="checkbox"/> Transportation Facilities Review**
<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Subdivision	<input type="checkbox"/> Variance
<input type="checkbox"/> Development Review	<input type="checkbox"/> Mixed Use Overlay Review	<input type="checkbox"/> Use Exception
<input type="checkbox"/> Director Determination	<input type="checkbox"/> Modification to Existing Approval	<input type="checkbox"/> Variance
<input type="checkbox"/> Downtown Design Review	<input type="checkbox"/> Natural Resource Review**	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Extension to Existing Approval	<input type="checkbox"/> Nonconforming Use Alteration	<input type="checkbox"/> Willamette Greenway Review
<input type="checkbox"/> Historic Resource: Alteration	<input type="checkbox"/> Parking: Quantity Determination	Use separate application forms for:
<input type="checkbox"/> Demolition	<input type="checkbox"/> Quantity Modification	• Annexation and/or Boundary Change
<input type="checkbox"/> Status Designation	<input type="checkbox"/> Shared Parking	• Compensation for Reduction in Property Value (Measure 37)
<input type="checkbox"/> Status Deletion	<input type="checkbox"/> Structured Parking	• Daily Display Sign
		• Appeal

RESPONSIBLE PARTIES:

APPLICANT (owner or other eligible applicant—see reverse):

Mailing address: _____ State/Zip: _____

Phone(s): _____ Email: _____

Please note: The information submitted in this application may be subject to public records law.

APPLICANT'S REPRESENTATIVE (if different than above):

Mailing address: _____ State/Zip: _____

Phone(s): _____ Email: _____

SITE INFORMATION:

Address: _____ Map & Tax Lot(s): _____

Comprehensive Plan Designation: _____ Zoning: _____ Size of property: _____

PROPOSAL (describe briefly):

SIGNATURE: I attest that I am the property owner or I am eligible to initiate this application per Milwaukie Municipal Code Subsection 19.1001.6.A. If required, I have attached written authorization to submit this application. To the best of my knowledge, the information provided within this application package is complete and accurate.

Submitted by: _____ Date: _____

IMPORTANT INFORMATION ON REVERSE SIDE

*For multiple applications, this is based on the highest required review type. See MMC Subsection 19.1001.6.B.1.
** Natural Resource and Transportation Review applications **may require a refundable deposit.**

Land Use Basics

- **Milwaukie's Land Use Referral Process** (Continued)
 - **Type III** (Planning Commission review) and **Type IV** (Changes to the zoning and/or Comprehensive Plan map, heard by Planning Commission and City Council)
 - Referral of the application materials and of the public notice to the NDA Chair and NDA LUC.
 - **Legislative Applications** (Changes to the text of the Comprehensive Plan and/or zoning, sign, or land division code)
 - Legislative proposals do not have prescribed procedures for NDA involvement, but do require that the public, including NDAs, have a meaningful opportunity to review and comment.

- **Providing Testimony at Land Use Hearings**

- Make it clear that you are speaking as an individual or as a representative of the NDA. If you plan to represent the NDA be sure to follow these steps prior:
 - **Put issue on NDA's agenda and distribute it widely** at least five business days prior to the meeting. Be sure that it has been provided to city and posted to the city website.
 - Sometimes this requires that a special meeting be scheduled given that land use decisions have to abide by the 120-day clock and sometimes NDA's will only have two weeks to review and respond.
 - **Discuss the land use topic at the NDA meeting**
 - **Take a formal vote** at the NDA meeting.
 - **Have NDA members sign a formal letter** describing the NDA's views and **appoint an officer to speak at the hearing** on the NDA's behalf.
 - If possible, send in your written testimony before the hearing, which is generally about 10 days prior to the hearing. That way the Planning Commissioners have it in their packets for the hearing and can review it prior.
 - **NOTE:** If you are speaking on behalf of the NDA, the NDA will only have standing to appeal if you declare that you are representing the NDA in the initial hearing.

Land Use Basics

- **Keep the applicant and staff for the project in the loop.**
 - Asking “what if we asked for...?” beforehand gives applicant a chance to scope a compromise and helps the NDA craft counter-arguments to their counter-arguments.
- **Make sure your information is accurate** to the best of your knowledge. Don't invent or exaggerate.
- **Concede points when needed** and quickly correct any mistakes you make.
- **Prepare to make your points concise.** You will likely have a set amount of time to speak.
- **You will need to state your name and address before you start.**
 - You can also add some other context, for instance, you could add “I live in the _____ neighborhood” or “I am _____ blocks from this proposal.”
- **Cut to the chase.** Don't waste time on generalities. If you are speaking for the NDA name it and say you are authorized to do so. Then quickly move on to your testimony about the topic being reviewed.
- **Remind the decision maker if you sent in written testimony beforehand.** They may want to find it while you are speaking.
- **At the end, offer to answer any questions,** and/or remain seated until City Council/Planning Commission indicates there are none.

Engage Milwaukie

to Engage Milwaukie, the City of Milwaukie's online engagement platform. We know better decisions are made when community participates, and we want to make that easy. Contribute your ideas and ask questions about projects, at times that work best for you. We're excited to hear from you!

ido a Engage Milwaukie, la plataforma de participación en línea de la ciudad de Milwaukie. Sabemos que las mejores decisiones se toman cuando en ellas participan los miembros de nuestra comunidad, y queremos que esto sea fácil. Aporte ideas y formule preguntas sobre proyectos cuando le resulte más conveniente. ¡Queremos conocer su opinión!

Register to join the conversation! / inscribirse para unirse a la conversación!

Opening Now



Transportation System Plan: 2023-25
Update

Learn more!

Participate



Plan del Sistema de Transporte:
Actualización 2023-25

Participate



Other Engagement Efforts Led by City

- **Engage Milwaukie** – engage.milwaukieoregon.gov
- **City's official social media channels**
 - Facebook – facebook.com/CityofMilwaukie
 - Instagram – Instagram/cityofmilwaukie/
 - Twitter - [@CityofMilwaukie](https://twitter.com/CityofMilwaukie)
- **Farmers Market Community Booth**
 - 2nd and 4th Sundays (May through October)

Additional Questions?

Thanks for coming!