

NDA Orientation and Training

June 15, 2023 (6 – 8 PM)



- **Introductions**
 - What are you most excited about this summer?
 - Any specific topic you want to make sure we cover?
- **NDA History and Purpose**
- **NDA Administration**
- **NDA Marketing and Communication**
- **NDA 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

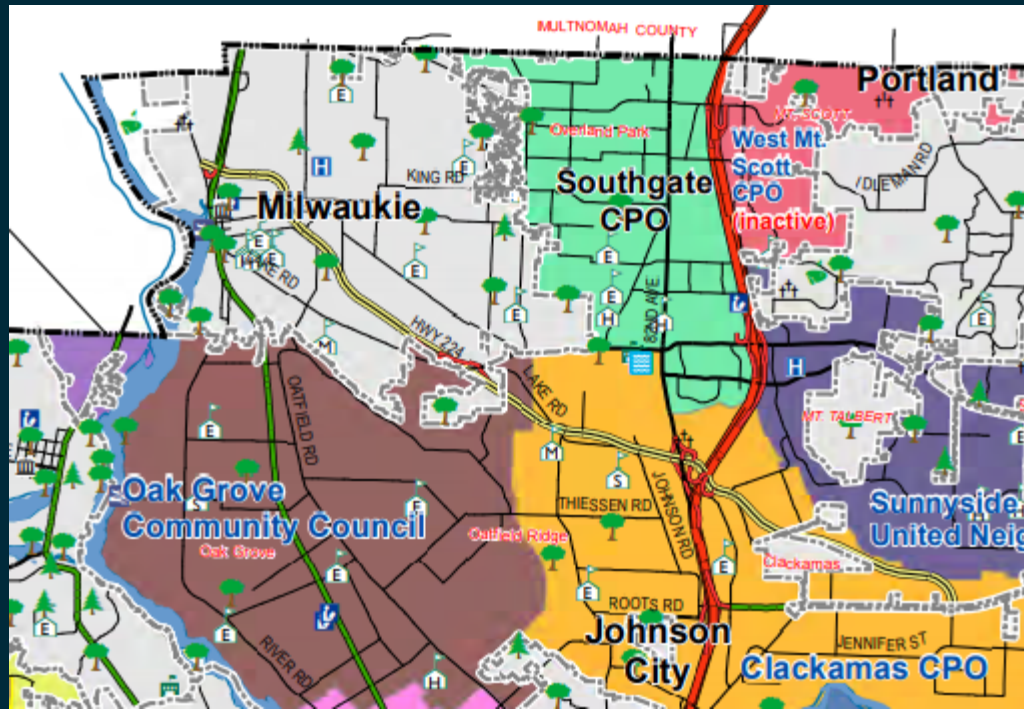
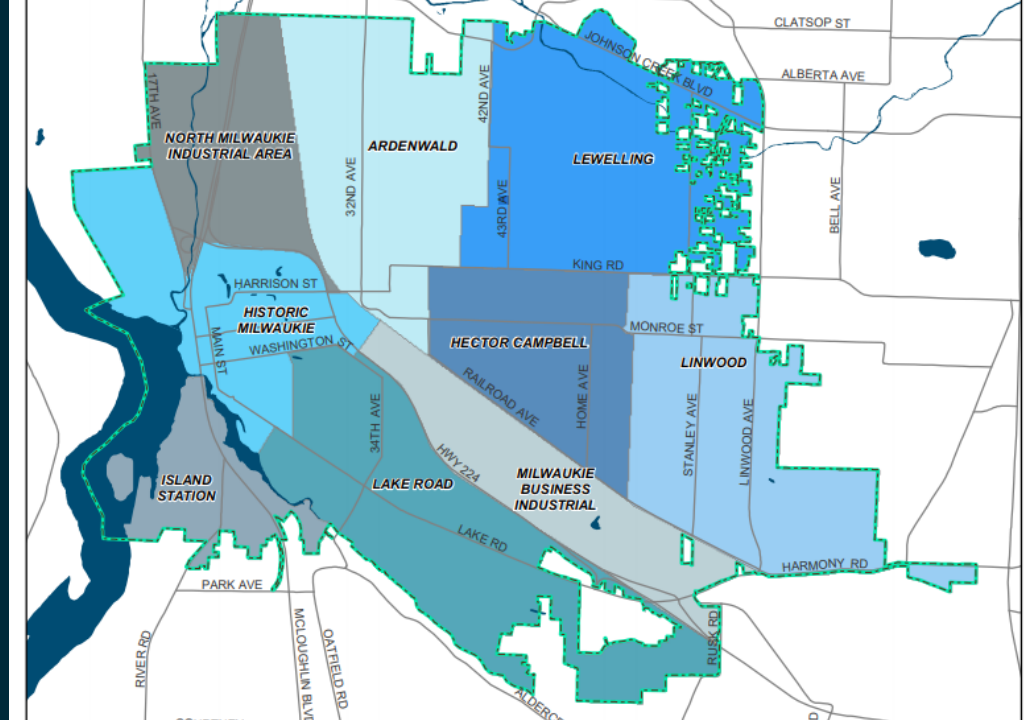
- Oregon Planning (Department of Land Conservation and Development)
 - Goal 1: Citizen Involvement (Adopted in 1974)
 - Cities required to have Citizen Involvement Program that describes how public can participate in Comprehensive Plans
- What is an NDA?
 - One of the city's officially recognized channels 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.
 - **Change for 2023-24 policies – Need exact dates** for all meetings, events, and other activities to be covered!

- **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 2023 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.

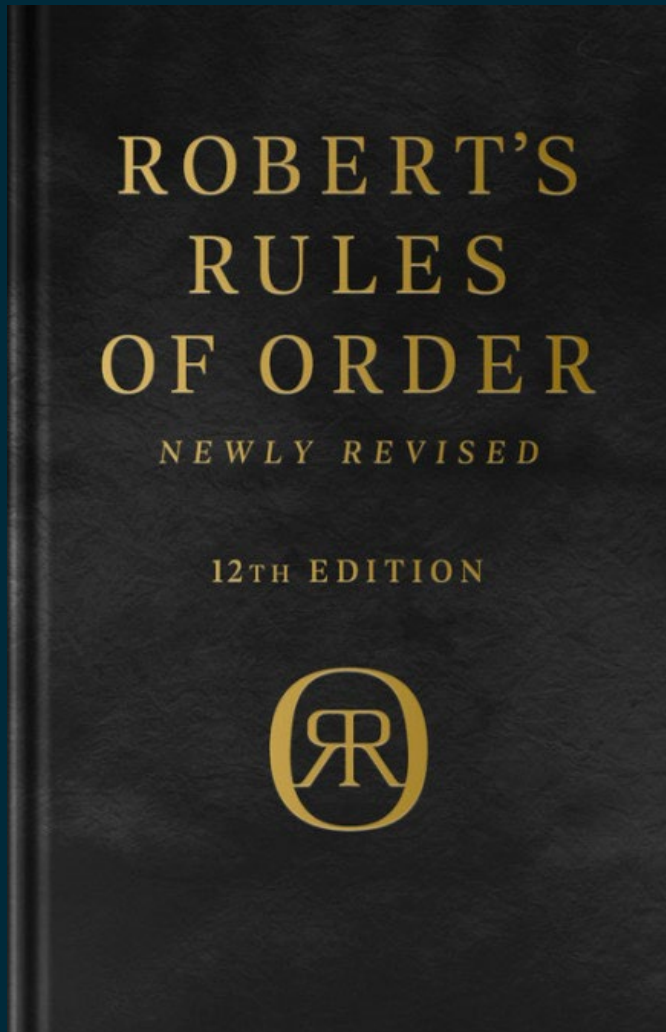
Questions about Public Meetings/Records Law, Being a Public Official, and Elections

- 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

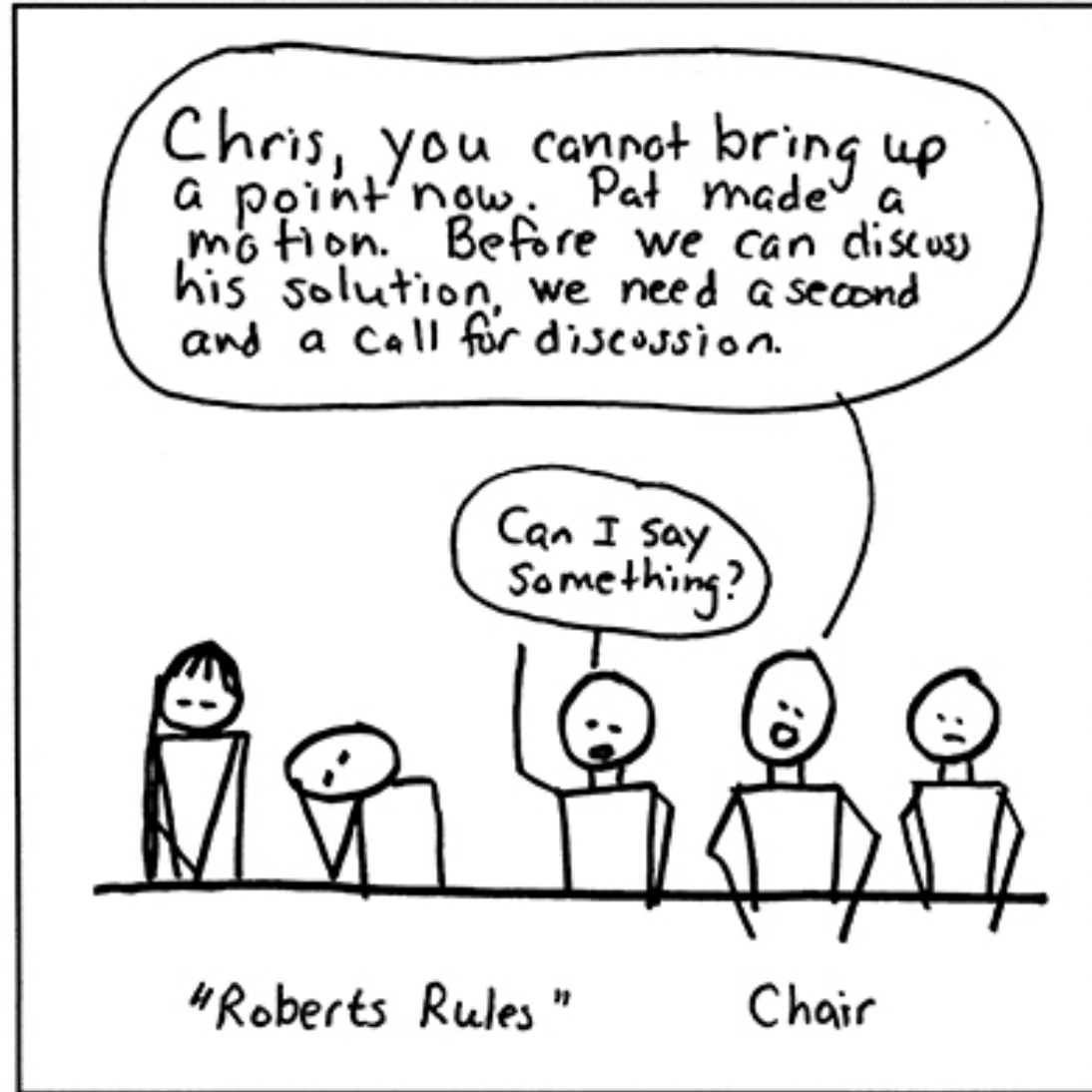


Robert's Rules of Order – Traditionally Used

- **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

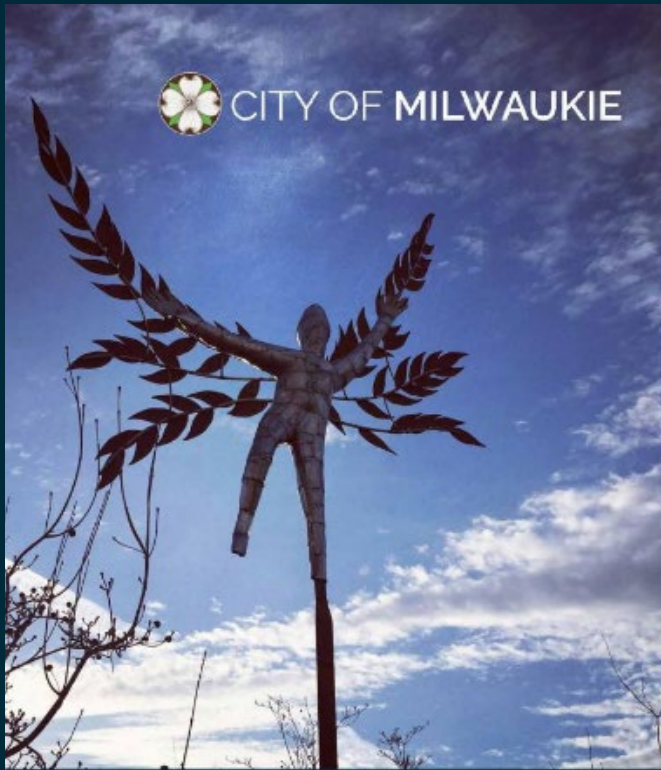
- Originally created in the 1970s for low-income housing coops
- **Key Elements**
 - **Agenda** – Created by Chairperson and shared in advance with attendees
 - Time limits for each item / Clear end times
 - **Proposals** – Shared by NDA members or others in advance so everyone can absorb content
 - 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
 - **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 2024:
 - 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** – 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

The image shows two screenshots. The top screenshot is from the Ardenwald - Johnson Creek Neighborhood Association website. The header features the organization's name and a logo. The navigation menu includes Home, About AIC, Board, Committees, Meetings, Events, and Resources. A news article titled "No Regular Neighborhood Meeting in July 2021" is displayed, dated July 9, 2021. The article text states: "There is no regular neighborhood association meeting in July. The agenda for the June 28, 2021 regular neighborhood meeting erroneously noted in the adjournment item the next meeting is July 28. No regular neighborhood meetings ...". A "Read More" button is visible. The bottom screenshot is from the Hector Campbell Neighborhood Association Facebook page. The profile picture is a circular logo with a pink flower and the text "HECTOR CAMPBELL NEIGHBORHOOD ASSOC MILWAUKIE, OREGON". The page name is "Hector Campbell Neighborhood Association" with the handle "@HectorCampbellNDA" and "Community" listed below. The navigation bar includes Home, Reviews, Videos, Photos, and More.

Historic Milwaukie Neighborhood



The Historic Milwaukie Neighborhood District Association (NDA) is an officially recognized NDA in the City of Milwaukie.

Stay up to date with the latest neighborhood news by visiting this page often. You can follow the neighborhood on their Instagram Page@ (historicmilwaukienda) and Facebook@. The neighborhood also has a column each month in the city's Pilot newsletter.

A few of the most recent programs and events in the Historic Milwaukie Neighborhood primarily funded by Milwaukie's Neighborhood Grant

Program include:

- Sponsorship of NCPRD's Movies in the Park @annually. Movies were canceled for 2020. Check back in 2021.
- The Neighborhood is proud of it's history and numerous landmarks. Check the Historic Milwaukie Walking Tour brochure here.
- The neighborhood annually holds a Neighborhood Picnic. No picnic occurred in 2020 due to the Covid-19 pandemic. Check back in 2021.

Current Volunteer Opportunities (Attend the next meeting and ask how you can get more involved!)

- Do you have a specific topic that you are especially interested in that could benefit the neighborhood? Some ideas could include communications, art, outreach and marketing, safety, fundraising, etc. The ideas are limitless.
- Learn about all of the various ways you can get involved in the Historic Milwaukie Neighborhood.
- Learn about all of the city's volunteer opportunities at www.milwaukieoregon.gov/volunteering.

Meeting Agendas & Minutes: Meeting agendas and minutes can be found under the Agendas/Minutes/Video tab here (search by NDA name and date): www.milwaukieoregon.gov/meetings

Contact/Meeting Information:

<p>Historic Milwaukie</p> <p>Richard Recker recker.richard@gmail.com 503-807-1653</p>	<p>6:30 p.m. - Second Monday of most months</p> <p>Libbie's Restaurant - 11056 SE Main St@.</p> <p>ATTENTION: Next meeting is Mon., Aug. 9, 2021 at 6:30 p.m. Check the calendar event to learn more.</p>
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- What is a Neighborhood Association?
- Meetings & Contact
- Ardenwald-Johnson
- Hector Campbell N
- Historic Milwaukie
- Island Station NDA
- Lake Road NDA
- Lewelling NDA
- Linwood NDA
- Neighborhood Gran
- NDA Leadership Gu
- Milwaukie's Neighb
- You!

Contact

503.786.7518
10722 SE Main St
Milwaukie, OR 97222

Edit Contact Details

STAFF DIRECTORY

Upcoming Events

NDA Leadership Orientat
07/29/2021 - 6:00pm
Farmers Market
08/01/2021 - 9:30am

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. Used primary by staff to let people know when NDA agenda is available.

Email Subscription

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

Public Meetings

Citizens Utility Advisory Board Packet

Design and Landmarks Committee Packet

Public Safety Advisory Committee Packets

City Council

Planning Co

News & Updates

Central Milwaukie Updates

Ledding Library Newsletter

Milwaukie Poetry Series

Tree Board Updates

City Hall Blu

Comprehen

Library's Lat

South Down

Neighborhoods

Ardenwald/Johnson Creek Neiahborhood

Hector Cam



City Makes Progress With Equity and Inclusion Efforts, Community Engagement Increases

Image: The community gathers on June 19, 2021 to celebrate Juneteenth in Milwaukie Bay Park. Photo by Hamid Shibata Bennett.

◆◆ 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 get feedback about traffic safety in the neighborhood and help prioritize speed counters along local streets. More children and

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
 CHAIR: Vince Alvarez • lakeroadnda@yahoo.com

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 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 are great
 - 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 Matching Grant Program (1998-2010)

- Resolution 9-1998 established program, which expanded the resources available to the NDAs to build community.
- Categories of projects available for funding included the following, which still applies today:
 - Neighborhood Organizing/Organizational Development
 - Neighborhood Physical Improvements
 - Neighborhood Preservation
 - Neighborhood Cultural, Social, or Recreational Initiatives
- Application process required for each grant including a matching contribution of equal or greater value than the amount requested. Match could come from:
 - Volunteer Labor (At least 25%)
 - Cash
 - Cash value of donated supplies, equipment, space, or professional services



NDA Grant Program (2010-present)

- Program revised for two reasons:
 - Reduce amount of staff time to administer
 - Allow NDAs easier access to funds
- NDAs now given a lump sum of \$4,000 annually after completion of an Annual NDA Grant Report.
- **Key points about current version:**
 - Categories of projects eligible same as original
 - NDA Grants Policy updated annually
 - NDAs develop, approve, and use the funding for their own projects
- Community partners can apply directly to NDAs for funding
 - **NDAs review and approve, approve with conditions, or deny all grant applications from community partners.**
- Funding is kept in individual NDA bank accounts. The city does not have access to accounts.



Use of NDA Grant Funding – What is Funded?

- Refer to NDA Grants Policy (2022-23)
- Activities, events, or projects that conform with intended purpose of Resolution-1998.
 - Neighborhood Organizing/Organization Development
 - Neighborhood Physical Improvements
 - Neighborhood Preservation
 - Neighborhood Cultural, Social and Recreational Initiatives
- NDA Grants 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 NDA Grant Funding – What is Not Funded

- **Grant funds shall not be used for:**
 - Project not open to the public;
 - Personal use or benefit;
 - Alcoholic beverages, marijuana, 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 and sponsored by the NDA.);
 - Debt reduction or legal settlements;

Use of NDA Grant Funding – What is Not Funded (Continued)

- **Grant funds shall not be used for:**
 - Cash withdrawals or “cash back” using debit cards;
 - Purchase of land or buildings for NDA ownership;
 - Private travel expenses, lodging, or hotel expenses;
 - Private transportation expenses including mileage, gas, insurance, car rentals, etc.;
 - Projects that do not have property owner permission for proposed improvements. This includes private property and public owned property such as parks;
 - Service or activity contrary to federal, state, or local statute, ordinance, or regulations.

Use of NDA Grant Funding – Other Considerations

- At any time, the city can request, and NDAs must provide, the latest NDA account bank statement, actual receipts for any transactions, and/or online bank account access.
- Any equipment, materials, or services purchased shall remain the property of the NDA and shall not be converted to personal use or benefit.
- The NDA shall provide the city with an annual report on the use of the grant funds every April/May and an update on the NDA's goals.
 - The grant reporting forms are sent each year to the Chair and Treasurer detailing what is required before the annual allocation of funding is provided in July.
 - Any “carryover” grant amounts (amounts from the prior fiscal year(s)) exceeding one year's worth of grant funding (currently \$4,000) needs to be accounted for and explained in detail, including goals and long-term plans for how the funding will be used.

Citywide Annual Grant Report



Ardenwald-Johnson Creek's Concerts in the Park at Ardenwald Park



NCPRD's Movie in the Park Sponsored by NDA

- 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

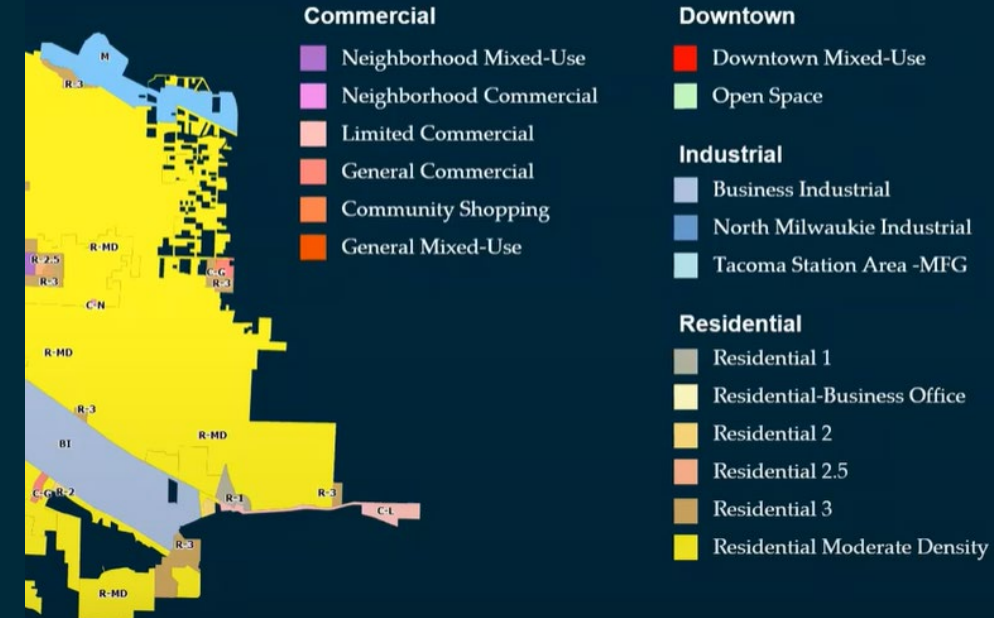
- **City of Milwaukie Temporary Event Permit Applications**
 - Generally events held on public property, within the public right-of-way, or the use of a city owned park
 - www.milwaukieoregon.gov/events/temporareventpermit
- **City of Milwaukie Block Party Permit Applications**
 - For small scale block 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
4121 SE Johnson Creek Blvd
Milwaukie, OR 97266
503-756-7630
planning@milwaukieoregon.gov

Application for Land Use Action
Master File #: _____
Review type*: I II III IV V

CHOOSE APPLICATION TYPE(S):

Use separate application forms for:

- Rezoning and/or Subdivision Change
- Compensation for Reduction in Property Value (Measure 20)
- Utility Display Sign
- Appeal

RESPONSIBLE PARTIES:

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

Mailing address: _____ State/Cp: _____
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/Cp: _____
Phone(s): _____ Email: _____

SITE INFORMATION:

Address: _____ Map & Tax Lot(s): _____
Comprehensive Plan Designation: --- Zoning: --- Size of property: ---

PROPOSAL (describe briefly):

SIGNATURE:

ATTEST: I am the property owner or I am eligible to initiate this application per Milwaukie Municipal Code (MMC) 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.

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

Welcome 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!

[Register to join the conversation!](#)

Active Projects

Comprehensive Plan Implementation - Housing, Trees, and Parking

Review the draft language and let us know what you think.

[Participate](#)



Plan de Implementación Comprensivo de Milwaukie: la casa abierta virtual...

Bienvenido a la casa abierta virtual para la Fase 1 del Proyecto de Plan de Implementación Compre...

[Participate](#)



Lake Road Improvements

Learn more, ask questions



Home Avenue Improvements

Learn more and ask



City of Milwaukie

@CityofMilwaukie · Government Organization

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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!