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## ***APPENDIX I***

**COMMUNITY ECONOMIC DEVELOPMENT**

**PROJECT CONTACT**

**GREER A. PEACOCK**

# **CED PROJECT CONTRACT**

## **BACKGROUND**

The city of Wilmington is known as the corporate capital of the world, with over half of the Fortune 500 companies calling the downtown business districts home. The downtown business district has a stable and growing economic base; job growth, and absorption of office rental space. While the City's business district fluoresces with economic growth, the surrounding neighborhoods are underdeveloped and distressed. These communities suffer from low incomes, high unemployment and underemployment. And the majority of their residents are living below the poverty level. They also suffer from physical blight, deterioration, and high crime.

The City's Department of Planning and Development has divided the city into thirteen (13) analysis areas (neighborhoods). Approximately six of these neighborhoods, have been designated, a Federal Enterprise Community (E-C). E-C has an average poverty rate of 31.3 percent and an average unemployment rate of 14.4 percent. In addition to the E-C zone, the city has been designated, a federal Weed and Seed Area. The Weed and Seed area is composed of four (4) of the city's analysis areas. The City received its Weed and Seed designation in 1992. This area was chosen because it historically they have been the city's most crime and drug-infested neighborhoods. One of city's neighborhoods is located in both the E-C and the Weed and Seed areas. These distressed communities are in dire need of strong economic and community development policies, concepts and plans to reduce the overwhelming problems and to improve their quality of life.

In 1981 Wilmington's City Council passed an ordinance authorizing the creation of Neighborhood Planning Advisory Committees. The purpose of the committees was to provide advisory information and suggestions regarding housing, traffic volume, and patterns, zoning and land use planning to the Planning Department, the Planning Commission and to the Commission on Minority affairs, as well as, to the Mayor and City Council. In 1984, the City of Wilmington elected a new Mayor. Under this administration the Neighborhood Planning Advisory Committees were not a priority and allowed the ordinance to lapse.

Mayor James H. Sills, Jr. was elected the City's first black Mayor in 1992 and was reelected in 1996. One of the Mayor's goals and visions is for the City's neighborhoods to become empowered and to help plan, develop and implement programs and initiatives that will revitalizes their communities in conjunction with city government. With this vision in mind, the Mayor established the Neighborhood Planning Councils(NPCs) as a community-based initiative with the City of Wilmington's Planning Department. The Mayor's charge to the NPCs was to provide leadership, in concert with the City's administration in initiating a community-wide planning process to address the physical, social, and economic



needs of their community. Once their neighborhood plans are completed, the NPCs will work with the City's administration to promote the goals of the plan. In August of this year, through the urging of the NPC leadership, City Council passed another ordinance amending the original 1981 ordinance. This new ordinance called for the creation of the NPCs whose functions are the same as the advisory committee.

## **PROBLEM STATEMENT**

*If no solution is found then . . . by the year 2001, the City of Wilmington's community-based planning process will not exist and 100% of the city's residents will not be able to have input into city government*

## **GOAL STATEMENT**

To develop a strong action plan that would allow for the sustainment of the City of Wilmington's Neighborhood Planning Councils beyond this administration. This plan would include the community, Mayor, City Council, all city department heads, and employees.

The City of Wilmington has developed a positive working relationship with its neighborhoods. Through this relationship, the city accepts the advice and responds to information from the residents with respect to policies for land use, zoning, community development, welfare, public safety, and other areas as it relates to the future growth of the city. This relationship is rooted in the NPCs, and without their sustainment this relationship ends.

## **Project Product**

This project would research other cities, which have neighborhood-based planning initiatives, review and evaluate how other cities with similar initiatives have been able to sustain them from one administration to another. A review committee will be established to review the different studies and develop an implementation plan for Wilmington. The committee will consist of staff, city council members and NPC members. If the project is successful, it will establish a mechanism by which the NPC will have perpetual life.

## **OUTPUTS**

1. Collect data on other cities that have similar initiatives and how they have obtained sustainment
2. Identify and recruit members for the development committee
3. Initiate a strategy to implement a sustainment plan
4. Identify others whose commitment and buy-in is necessary for the plan to be successful

## **INPUTS**

1. Information gathering on sustainment of community-based planning
2. People to serve on the development committee to work to development of a sustainment plan
3. Participation and involvement of the city's administration, the Mayor, City Council, and the community
4. Legal Advisors

## **IMPLEMENTATION PLAN**

<b>DATE</b>	<b>TASKS</b>	<b>ASSIGNEE</b>
Jan -Feb. 1999	Identify data collection on other cities with similar initiatives and how they have sustained them	CED Person
March-April 1999	Hold committee meetings -review of material -draft plan	CED Person and Committee Members
May-June 1999	Prepare Plan Present Plan to the Mayor	CED Person and Committee Members
August 1999	Present Plan to NPCS	CED Person and Other Staff Members
September 1999	Present Plan to NPCS	CED Person, Other Staff
October 1999	Start Implementation Plan -draft legislation -draft any additional documents	CED Person, Other Staff and Committee
Nov.-Dec. 1999	Present any needed legislation to the Mayor and City Council for vote	CED and Committee
Jan 2000	Completion of implementation plan	CED Person and Other Staff

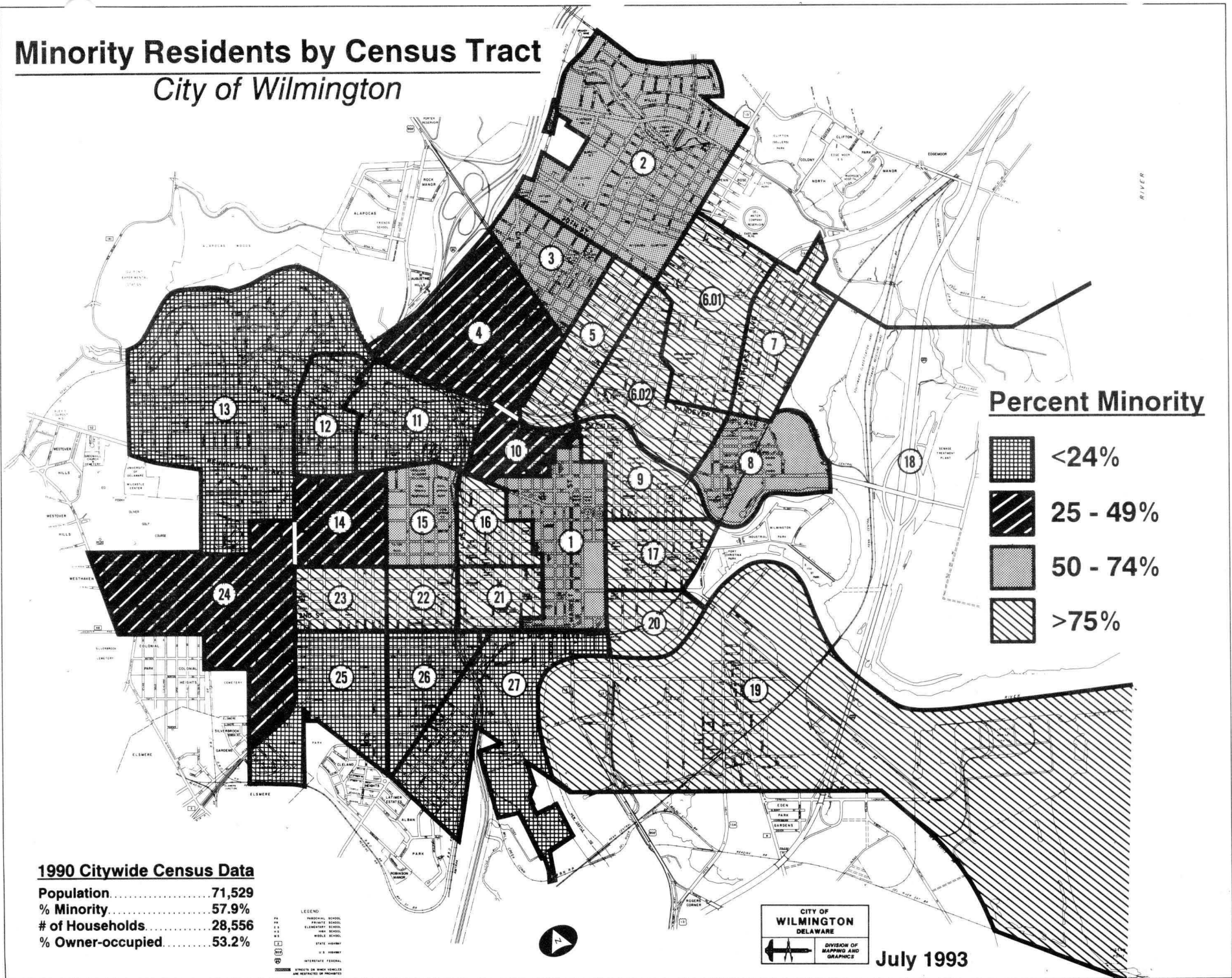
## **MINIMUM OBJECTIVES**

By December 1999, the project should have completed all research and review of data from other cities with long-term neighborhood-based planning programs. The CED Person and the development committee should be drafting any necessary legislation or other documents needed to implement the plan.

## ***APPENDIX II***

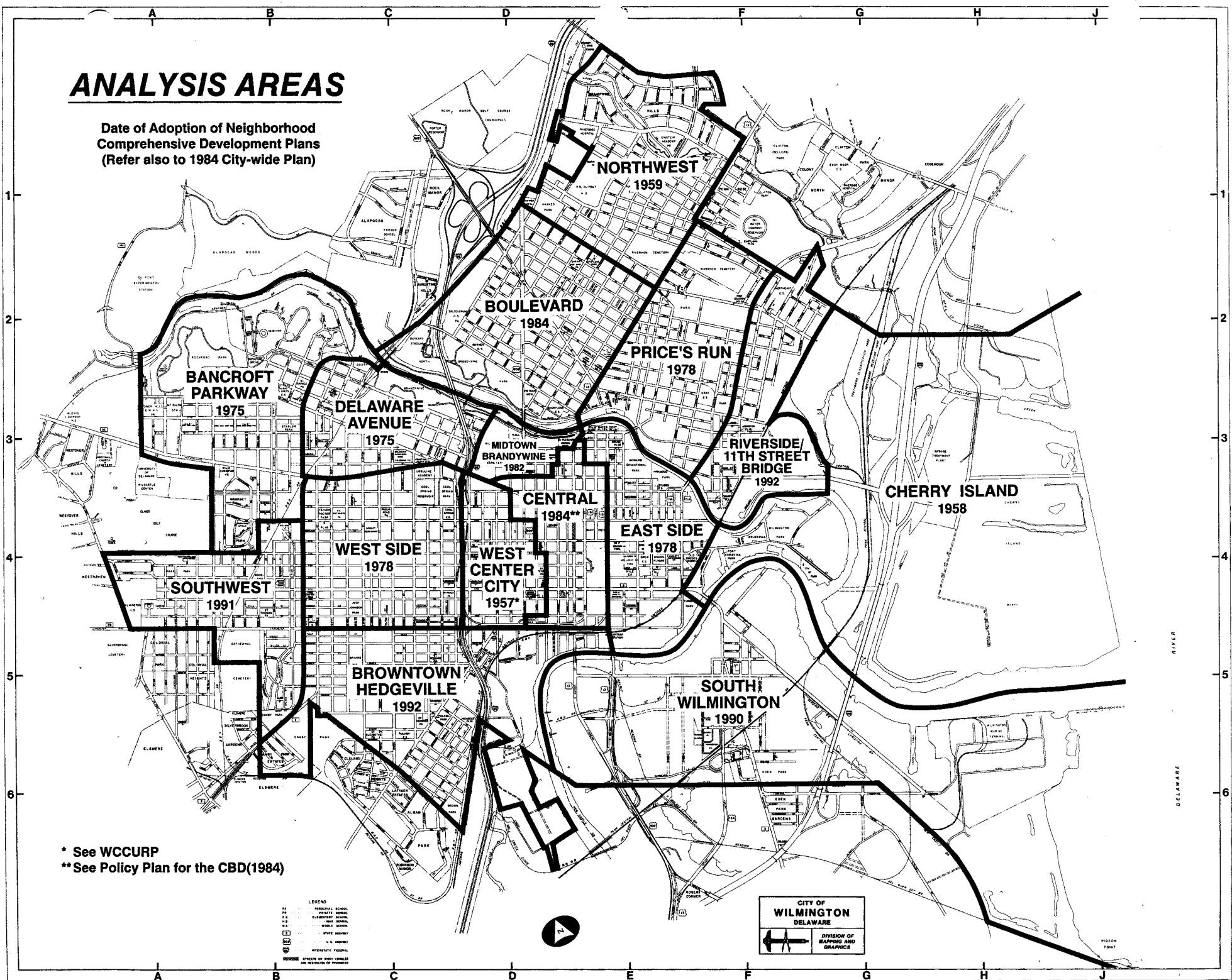
## Minority Residents by Census Tract

### *City of Wilmington*



# ANALYSIS AREAS

Date of Adoption of Neighborhood  
Comprehensive Development Plans  
(Refer also to 1984 City-wide Plan)



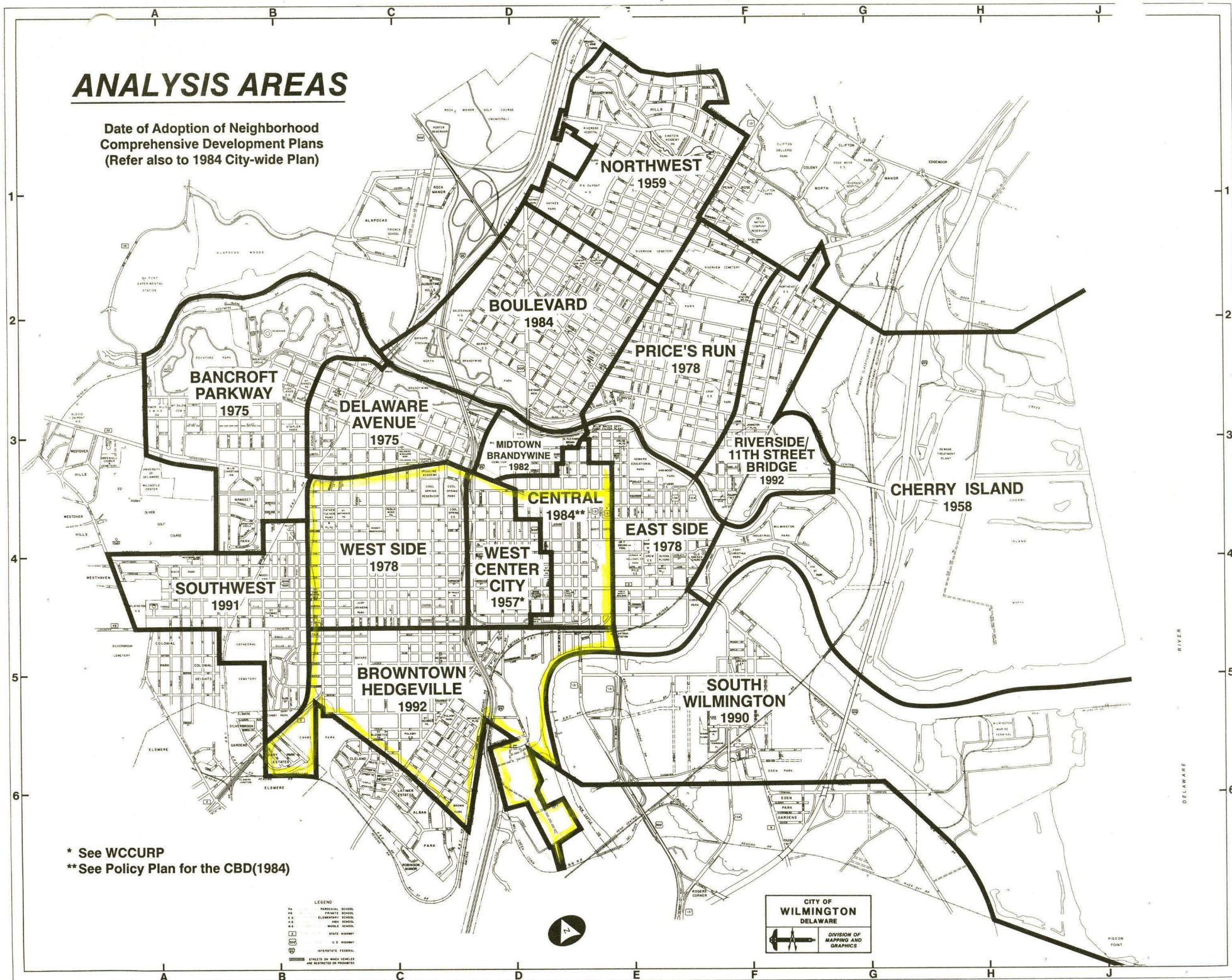
\* See WCCURP

\*\* See Policy Plan for the CBD(1984)



# ANALYSIS AREAS

Date of Adoption of Neighborhood  
Comprehensive Development Plans  
(Refer also to 1984 City-wide Plan)

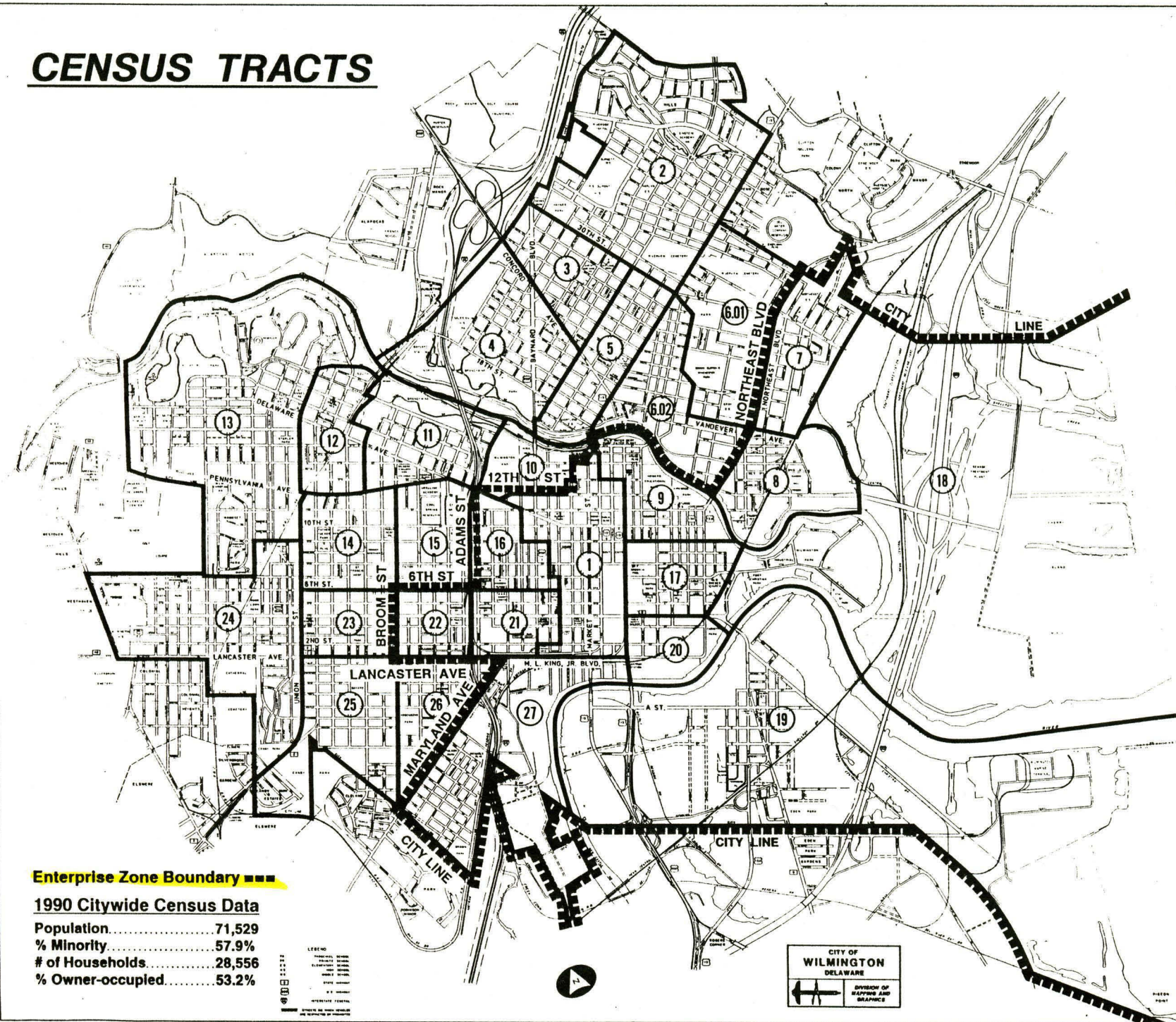


\* See WCCURP

\*\* See Policy Plan for the CBD(1984)



# CENSUS TRACTS





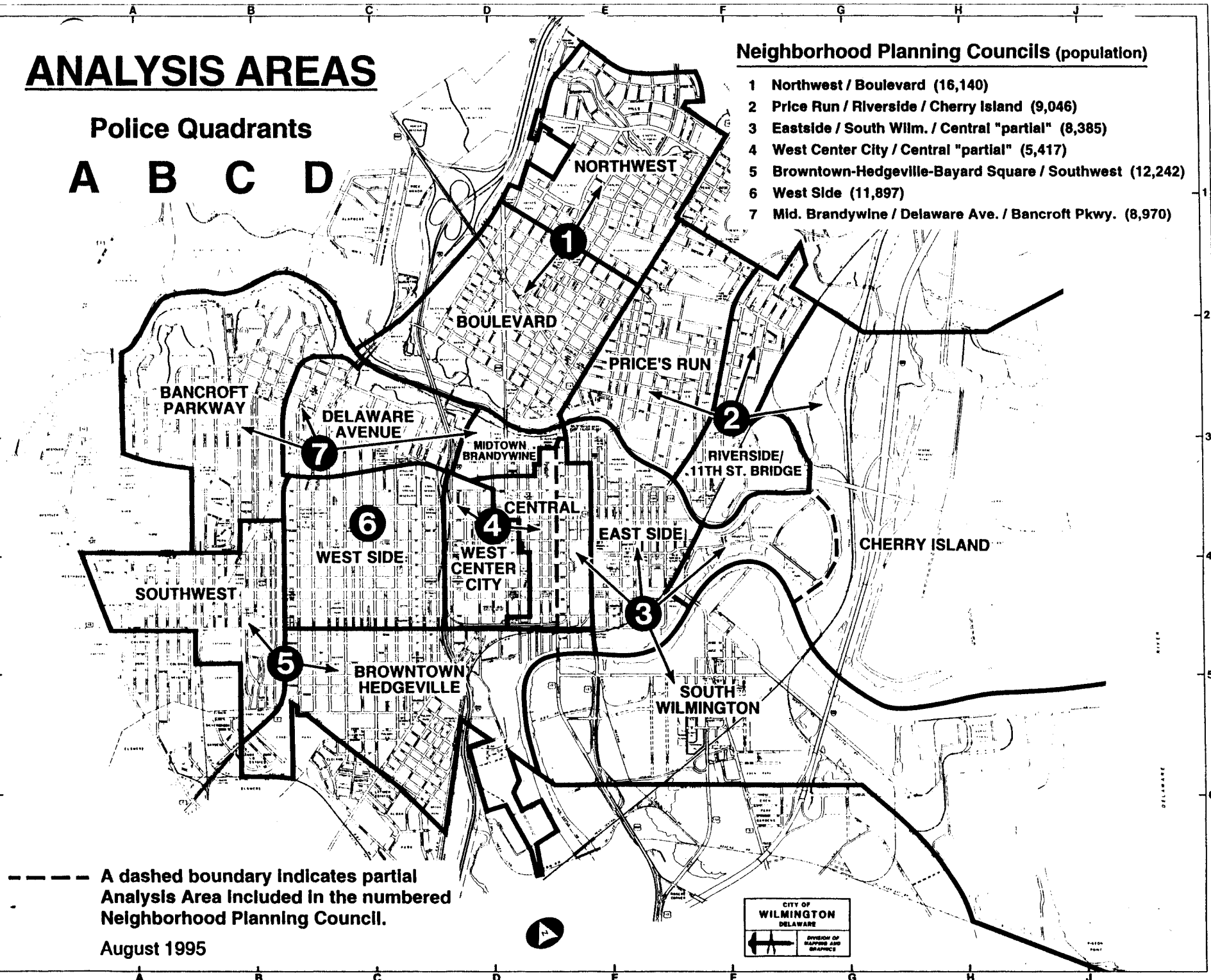
# ANALYSIS AREAS

## Police Quadrants

A B C D

## Neighborhood Planning Councils (population)

- 1 Northwest / Boulevard (16,140)
- 2 Price Run / Riverside / Cherry Island (9,046)
- 3 Eastside / South Wilm. / Central "partial" (8,385)
- 4 West Center City / Central "partial" (5,417)
- 5 Browntown-Hedgeville-Bayard Square / Southwest (12,242)
- 6 West Side (11,897)
- 7 Mid. Brandywine / Delaware Ave. / Bancroft Pkwy. (8,970)



August 1995

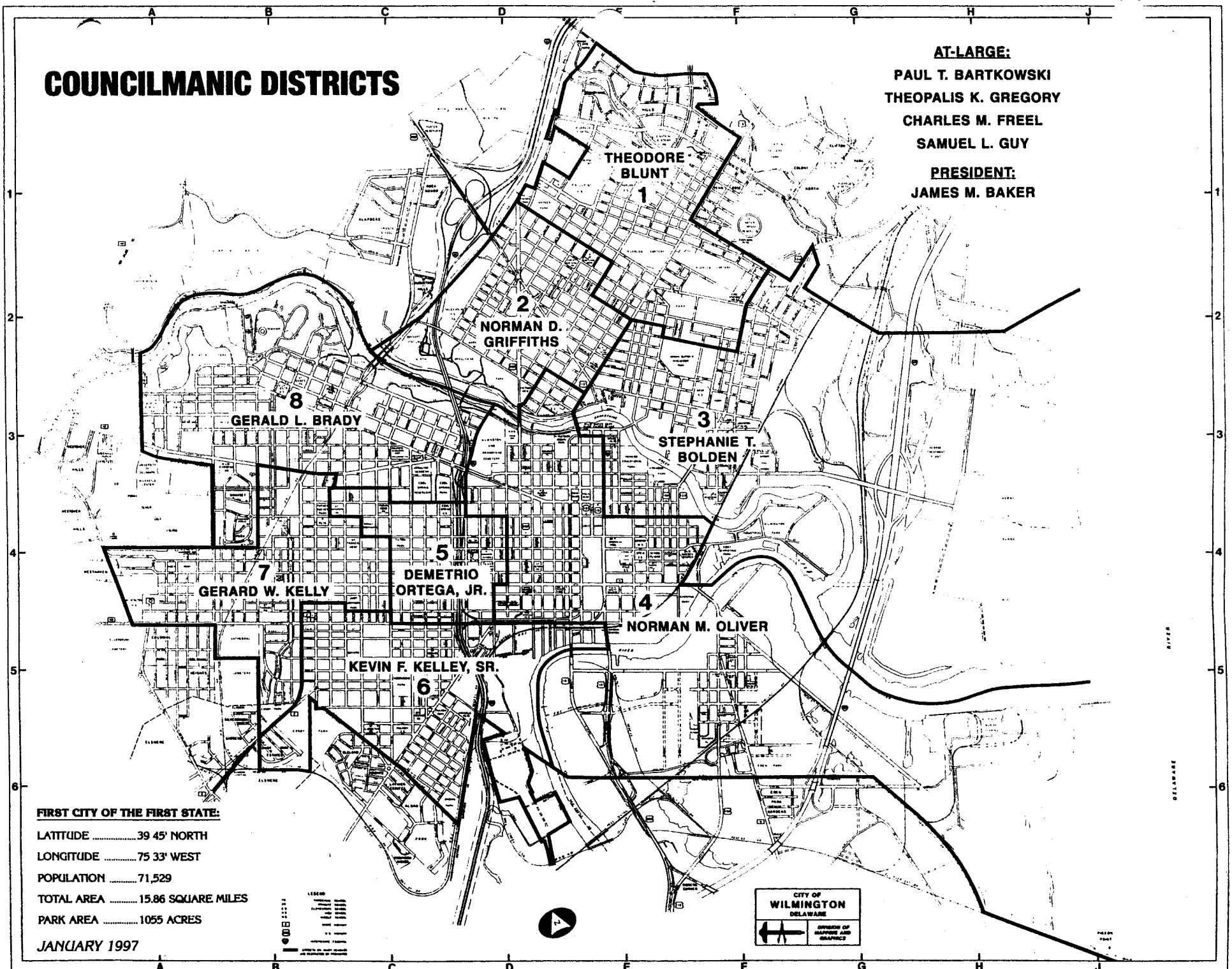
# COUNCILMANIC DISTRICTS

## AT-LARGE:

PAUL T. BARTKOWSKI  
THEOPALIS K. GREGORY  
CHARLES M. FREEL  
SAMUEL L. GUY

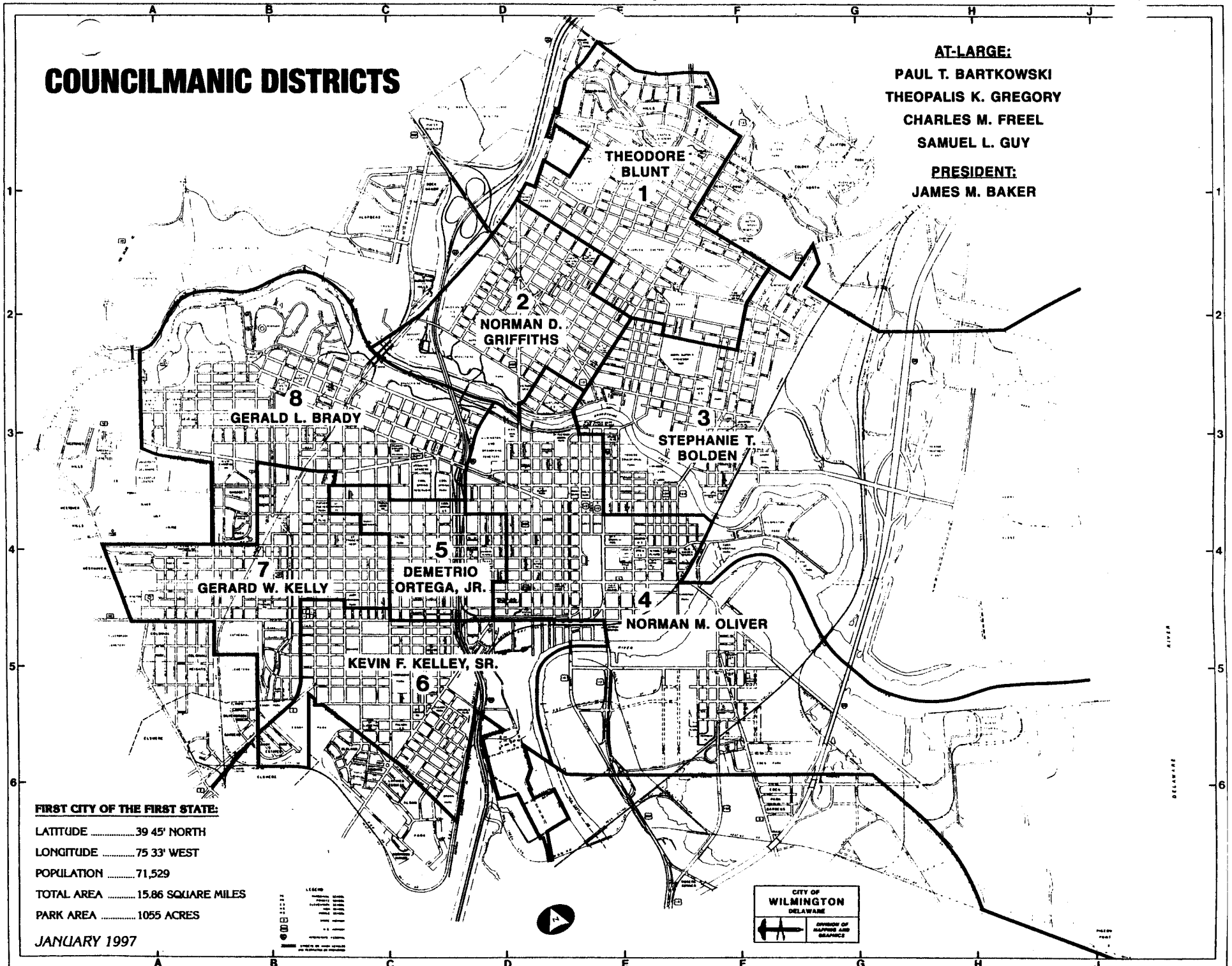
## PRESIDENT:

JAMES M. BAKER



# COUNCILMANIC DISTRICTS

**AT-LARGE:**  
**PAUL T. BARTKOWSKI**  
**THEOPALIS K. GREGORY**  
**CHARLES M. FREEL**  
**SAMUEL L. GUY**  
**PRESIDENT:**  
**JAMES M. BAKER**





#5590  
Councilman  
Baker

AN ORDINANCE TO AMEND SECTION 50-2(a)  
OF THE CITY CODE TO AUTHORIZE NEIGH-  
BORHOOD PLANNING ADVISORY COMMITTEES.

WHEREAS, it is important for the City of Wilmington to have a positive attitude toward the various neighborhoods in the City and to elicit advice and information which residents of the various neighborhoods may have with respect to policies for land use, zoning and future growth of the City; and

WHEREAS, the Council deems it necessary and proper for the aforesaid purposes to amend Section 50-2(a) of the City Code to authorize the Planning Department to work with Advisory Committees of Neighborhoods.

THE COUNCIL OF THE CITY OF WILMINGTON HEREBY ORDAINS:

SECTION 1. Section 50-2(a) of the City Code is hereby amended by adding to said section the following underlined language:

Sec. 50-2. Functions Generally.

The Planning Department shall have the power and its duties shall be to perform the following functions:

(a) Community Liaison. The department shall act as the principal contact between the City Administration and the community and neighborhood organizations in the City. It shall be responsible for assisting in the identification of community needs, determination of governmental priorities and design of governmental programs. The neighborhoods of the City as designated by the Planning Department's "Analysis Areas" by census tracts may select citizens of their respective neighborhoods to provide advisory information to the Planning Department. The Planning Department shall meet with the members of such neighborhood advisory committees at least once every six months. The neighborhood advisory committees may provide advisory information and suggestions regarding housing, traffic volume and patterns, zoning and land use planning to the Planning Department, the Planning Commission, the Community Development Advisory Commission and to the Commission on Minority Affairs, as well as to the Mayor and City Council.

...

SECTION 2. This Ordinance shall become effective upon its passage by Council and approval by the Mayor.

First Reading . . . September 17, 1981  
Second Reading. . . September 17, 1981  
Third Reading . . . October 1, 1981

Passed by City Council, October 1, 1981

*Frank D. Davis*  
President of City Council

ATTEST: *L. F. Marshall*  
City Clerk

Approved as to form  
September 15, 1981

*John R. Davis*  
Assistant City Solicitor

Approved: \_\_\_\_\_

*W. D. McLaughlin*  
Mayor

SYNOPSIS: This Ordinance amends Section 50-2(a) of the City Code by adding language to the Planning Department's present duties regarding community liaison by authorizing neighborhood planning advisory committees, organized consistently with the Planning Department's "Analysis Areas" by census tracts to provide the Planning Department with advisory information and suggestions which residents of the neighborhoods may have and which would be helpful to the Planning Department.

R/ #2  
#L 3

**Sponsors:**

**Council  
President  
Baker**

**Council  
Member  
Blunt**

**SUBSTITUTE NO. 2 TO ORDINANCE NO. 98-073**

**AN ORDINANCE TO AMEND SECTION 2-327(1) OF THE CITY CODE  
TO AUTHORIZE NEIGHBORHOOD PLANNING COUNCILS.**

**WHEREAS**, it is important for the City of Wilmington to have a positive working relationship with various neighborhoods in the City and to accept advice and to respond to information which residents may have with respect to policies for land use, zoning, community development, welfare, public safety, and other areas with respect to the future growth of the City; and

**WHEREAS**, the Council deems it necessary and proper for the aforesaid purposes to amend Section 2-327(1) of the City Code to authorize the establishment of a Neighborhood Development Outreach Division in the Planning Department, and

**WHEREAS**, the Council deems it necessary and proper for the aforesaid purposes to amend Section 2-327(1) of the City Code to authorize the Planning Department, through its Neighborhood Development Outreach Division, to work with Neighborhood Advisory Committees (hereinafter called Neighborhood Planning Councils) throughout the City of Wilmington.

**THE COUNCIL OF THE CITY OF WILMINGTON HEREBY ORDAINS:**

**SECTION 1.** Section 2-327(1) of the City Code is hereby amended by deleting the language within brackets and by adding the underlined language to read as follows:

**Sec. 2-327. Functions Generally.**

The planning department shall have the power and its duties shall be to perform the following functions:

- (1) *Community liaison.* [Act] The planning department shall create a neighborhood development outreach division and, through this division, act as the principal contact between the city administration and the community and neighborhood organizations in the city. It shall be responsible for assisting in the identification of community needs, determination of governmental priorities and design of governmental programs. [The neighborhoods of the city as designated by the planning department's analysis areas by census tracts may select citizens of their respective neighborhoods to provide advisory information to the planning department. The planning department shall meet with the members of such neighborhood advisory committees at least once every six months. The neighborhood advisory committees may provide advisory information and suggestions regarding housing, traffic volume and patterns, zoning and land use planning to the planning department, the planning commission, the community development advisory commission and to the commission on minority affairs, as well as to the mayor and city council.]

Neighborhoods of the City of Wilmington shall be designated by the planning department's analysis areas by census tracts. Citizens of their respective neighborhoods may join together to establish neighborhood planning councils ("NPC's"), the boundaries of which shall be formally identical to the boundaries of City Council districts. The neighborhood planning councils shall be permitted to cooperate and plan across neighborhood planning council boundaries. The neighborhood planning councils shall provide advisory information to various departments in the city, the mayor and city council in the areas of housing, licenses and inspections, public works, public safety, social and community development, cultural and economic development, zoning, land use planning, and other areas. The neighborhood planning councils shall not take the place of local neighborhood associations. Instead, they shall act as planning and coordination organizations. The designated NPC's shall ensure that each NPC has no less than eleven (11) members and no more than twenty-five (25) members.

The neighborhood development outreach division of the planning department shall assist the designated NPC's in preparing comprehensive and special purpose plans and strategies for the growth, improvement and development of their respective neighborhoods.



The neighborhood development outreach division shall meet with each NPC at least once every month to consider the needs of their neighborhoods and to assist in the review and approval of upcoming or pending city projects and plans.

The neighborhood development outreach division shall act as the liaison between and among the city administration, the City Council and the NPC's, working to strengthen the lines of communication and dialogue between city government and the community. The neighborhood development outreach division shall provide training and technical assistance to the NPC's, and in carrying out other responsibilities that may occur from time to time.

The NPC's shall hold annual elections of its own officers; adopt by-laws and make them available for reasonable public inspection; and maintain a record of its activities and transactions, including meeting minutes. They shall work cooperatively with the neighborhood associations and the District Councilmember in their respective areas to adopt effective neighborhood plans.

The neighborhood development outreach division shall also work with the NPC's to assist them in preparing an annual report to the mayor, the city council and the general public, particularly residents in their neighborhood. This report should consist of an analysis of community needs with recommendations and a suggested plan for addressing these needs.

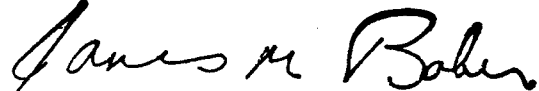
The neighborhood development outreach division shall also work with the NPC's in establishing an annual operating budget to be funded by the City and which shall be submitted to the City Council's Finance Committee for its review and to the City Council for its approval. Funds will be used for clerical support, postage and mailing, duplication, publication of materials, and other expenditures necessary to carry out the duties specified in this section.

**SECTION 2.** This Ordinance shall become effective immediately upon its date of passage by the City Council and approval by the Mayor.

First Reading . . . June 11, 1998  
Second Reading . . June 11, 1998  
Third Reading . . . **AUG 0 6 1998**

Passed by City Council

**AUG 0 6 1998**



President of City Council

ATTEST:   
City Clerk

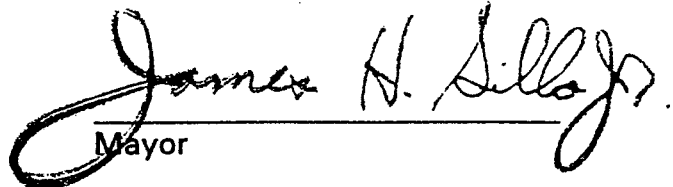
Approved as to form this

5<sup>th</sup> day of August, 1998

  
Assistant City Solicitor

Approved this \_\_\_\_ day of

**AUG 10** <sup>1998</sup>, 1998

  
Mayor

**SYNOPSIS:** This Substitute Ordinance amends Chapter 2 of the City Code to revise the provisions about Neighborhood Planning Councils, to be organized along Councilmanic District boundary lines, and to create a neighborhood development outreach division within the Planning Department.

NDDO.ord

#1173

Sponsor:

Council  
Member  
Kelley

**AN ORDINANCE TO AMEND SUBSTITUTE NO. 1 TO ORDINANCE NO. 99-036, AN ORDINANCE ADOPTING THE ANNUAL OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING ON JULY 1, 1999 AND ENDING JUNE 30, 2000, SAID AMENDMENTS AUTHORIZING TRANSFER OF FUNDS FROM THE BUDGET RESERVE ACCOUNT TO THE POLICE DEPARTMENT.**

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**WHEREAS**, City Council has enacted S. 1 to Ord. No. 99-036, which is the ordinance adopting the Annual Operating Budget for the Fiscal Year 2000, and Council deems it necessary and proper to amend the said Annual Operating Budget Ordinance for Fiscal Year 2000, as set forth herein.

**THE COUNCIL OF THE CITY OF WILMINGTON HEREBY ORDAINS:**

**SECTION 1.** Section 2 of S. 1 to Ord. No. 99-036 is hereby amended by authorizing the transfer of two hundred thousand dollars (\$200,000.00) from the Budget Reserve Account to the Police Department line item on page 7 of said substitute ordinance, the said additional \$200,000.00 of funds to be used exclusively for police overtime, more specifically for police overtime projects identified by the eight (8) neighborhood planning councils, funds for each of which shall be allocated so that the Police Department shall use \$25,000.00 of Police overtime funds in each of the said neighborhood planning council areas.

**SECTION 2.** This ordinance shall become effective immediately upon its date of passage by the City Council and approval by the Mayor.

First Reading . . . . November 4, 1999  
Second Reading . . November 4, 1999  
Third Reading . . . . .

Passed by City Council

\_\_\_\_\_  
President of City Council

ATTEST:

\_\_\_\_\_  
City Clerk

Approved as to form this  
4<sup>th</sup> day of November, 1999

  
First Assistant City Solicitor

Approved this \_\_\_\_ day of  
\_\_\_\_\_, 1999

\_\_\_\_\_  
Mayor

**SYNOPSIS:** This ordinance amends the Fiscal Year 2000 Annual Operating Budget by authorizing transfer of \$200,000.00 from the Budget Reserve Account to the Police Department for use in Police overtime projects in each of the eight neighborhood planning council areas.

Rev. #1  
172

Sponsor:

Council  
Member  
Bolden

**AN ORDINANCE TO AMEND CHAPTER 8 OF THE CITY CODE REGARDING NEIGHBORHOOD PLANNING COUNCIL REVIEW OF MAJOR CITY-FINANCED AND CITY-SUBSIDIZED CONSTRUCTION PROJECTS.**

**WHEREAS**, the City Council proposes that the Neighborhood Planning Councils in the City be authorized to review major (\$250,000 or more) City-financed and City-subsidized construction projects at the construction document and specification stages prior to issuance of City building permits, with additional review thereafter for significant changes in scale, function or design, as needed.

**THE COUNCIL OF THE CITY WILMINGTON HEREBY ORDAINS:**

**SECTION 1.** Chapter 8 of the City Code is hereby amended by adding thereto the following section:

Sec. 8-. Neighborhood Planning Council review of major City-financed and City-subsidized construction projects. The Neighborhood Planning Councils are hereby authorized to review at the construction document and specification stages prior to issuance of City building permits, major City-financed and City-subsidized construction projects as set forth herein:

- (a) Applicability: the provisions of this Section shall be applicable to all construction projects with costs of more than Two Hundred Fifty Thousand Dollars (\$250,000.00) that involve City funding, whether to be built by the City, or for which City subsidies or City financial assistance have been or will be provided in cash, discounts or other in-kind materials, services or equipment.
- (b) Scope of review: A period of time of not more than (14) days duration shall be provided for the Neighborhood Planning Council, for the area within which the subject construction project is located to examine and comment forthwith to the developer and to the Commissioner of Licenses and Inspections, or his designee, about final construction plans and specifications, either as the same have been submitted by the building permit applicant, or as modified by the Department of Licenses and Inspections, prior to issuance of such building permit.

Following the expiration of the said fourteen (14) day period such building permit may be issued.

- (c) Review of modifications: there shall be a similar period of time for review of not more than fourteen (14) days to that provided in subsection (b) above, for the Neighborhood Planning Council for the area within which the subject construction project is located to examine and comment about, prior to the Department of Licenses and Inspections' approval of, any modification, substantially affecting the height, bulk, floor area, foot-print, siting, designing or function or the intensity of use earlier reviewed. Following the expiration of the said fourteen (14) day period, the modification may be approved.

**SECTION 2.** This Ordinance shall become effective thirty (30) days following its date of passage by the City Council and approval by the Mayor.

First Reading ..... November 4, 1999  
Second Reading ..... November 4, 1999  
Third Reading .....

Passed by City Council,

\_\_\_\_\_  
President of City Council

ATTEST: \_\_\_\_\_  
City Clerk

Approved as to form this 4th  
day of November, 1999

  
First Assistant City Solicitor

Approved this \_\_\_\_\_ day of  
\_\_\_\_\_, 1999

\_\_\_\_\_  
Mayor

**SYNOPSIS:** This Ordinance amends Chapter 8 of the City Code to add provisions authorizing Neighborhood Planning Council review of major construction projects with costs of more than \$250,000.00 that are City-financed, or City-Subsidized, construction projects.

esmith\ord\consproj.ord





**BY-LAWS**

**Of**

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**NEIGHBORHOOD PLANNING COUNCIL**

**WILMINGTON, DELAWARE**

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## **Article VII     Officers of the Neighborhood Planning Council**

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2.     Election and Terms
3.     Disqualification
4.     Vacancies

## **Article VIII     Duties of the Officers of the Neighborhood Planning Council**

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**Article XI**

**Amendments**

**Article XII**

**Effective Date of By-Laws**

*The By-Laws for the Neighborhood Planning Council shall conform to all the Wilmington City Code ("Code ")provisions that pertain to it. Nothing in these By-Laws shall be construed was to change, modif, or amend the Code. In case of conflict between the provision s of the Code and these fly-Laws, the provisions of the Code shall govern.*

## **ARTICLE I**

### **Name**

The name of this organization shall be \_\_\_\_\_ Neighborhood Planning Council.

## **ARTICLE II**

### **Boundaries**

The boundaries of the Neighborhood Planning Council shall be conterminous with the City of Wilmington's councilmanic districts.

## **ARTICLE III**

### **Mission**

The mission of the Neighborhood Planning Council is to provide leadership in concert with the city's administration, in initiating a community-wide planning process to address the physical, social, and economic needs of the community. Through their leadership, all segments of the community will participate in developing a neighborhood plan to improve their community for themselves, their families, and their neighborhoods.

## **ARTICLE IV**

### **Purpose and Responsibilities**

#### **Section 1: Purpose**

The purpose of **The Neighborhood Planning Council** is:

- A.** To make the city more responsive to the needs of the neighborhood and the people who live in them.
- B.** To develop a problem solving partnership with neighborhood residents, agencies, and other levels of government that enable the City's Administration to address problems that the community cannot resolve by itself
- C.** To develop a comprehensive blue-print for neighborhood revitalization which

- D.** To inform and consult neighborhood residents about City activities and initiatives.

## **Section 2: Specific Responsibilities**

The **Neighborhood Planning Council** shall:

- A.** Elect its own Chairperson/President, Vice Chairperson/Vice-President, Secretary and Treasurer
- B.** Address the welfare of the planning council area.
- C.** Approve annual operation budget for the planning council and provide for a periodic audit.
- D.** Communicate with the residents of the planning council area.
- E.** Participate in the consolidated plan for the Community Development Block Grant(CDBG) program, the Home Investment Partnership (HOME) Program, the Emergency Shelter Grants (ESG) program, and the Housing for Persons with Aids (HOPWA) Program.
- F.** Plan to met the needs of the neighborhood planning council area.
- G.** Monitor and evaluate the delivery of City services.
- H.** Conduct public hearings and public sessions.
- I.** Do those tasks assigned or granted to it through enactions in the City Code;
- J.** Receive information from and make recommendations to the Wilmington Department of Planning, the Wilmington Planning Commission, and any other pertinent departments and units within City government regarding land use planning within the service area of the Neighborhood Planning Council; and similarly receive information from and make recommendations to the Zoning Board of Adjustment and the Department of Real Estate and Housing on any variance to the land use plans to be granted within the service area of the Neighborhood Planning Council.

# **ARTICLE V**

## **MEMBERSHIP**

### **Section 1: Number**

The **Neighborhood Planning Council** shall consist of no less 11 and no more than 25 voting members.

### **Section 2: Increase/Decrease in Numbers**

The numbers of members may increased or decreased by vote of the members or by a vote of a majority of all of the members.

### **Section 3: Membership**

- A.** The Neighborhood Planning Council shall have three (3) classes of membership, general, at-large and ex-officio.
- B.** Board members shall not be restricted by race, sex, religious affiliation national/origins, but should reflect in constitution the make-up of population of the catchment area.

### **Section 4: Selection and Term**

- A.** General Membership -will be composed of representatives from all the interested organizations who take part in the life of the community - community and civic organizations, churches, service organizations, and business organization.
- B.** At-Large Members--any person who lives, works, owns a business, or has a general interest in the community. There shall be no more than six (6) at-large member. These at-Large members shall serve a term of two (2) years and shall only serve two (2) consecutive terms. No more than three (3) shall be appointed by the city council representative elected from a council district that is included or encompasses a designated Neighborhood Planning Council area and the remaining three (3) at-large members shall be appointed or elected by the Neighborhood Planning Council
- C.** All such members of city council and other officials shall serve as Ex-Officio members of the Neighborhood Planning Council

## **Section 5: Vacancies**

Vacancies following the death, resignation or disqualification of any member shall be filled from the representative organization.

## **Section 6: Resignation**

A member may resign at any time given written notice to the Chairperson of the planning council. Unless, otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the Chairperson and the acceptance of the resignation shall not be necessary to make it effective.

# **ARTICLE VI MEETINGS**

## **Section 1: Regular Meetings**

The **Neighborhood Planning Council** shall meet at least once each month within the planning council area. The regular monthly meeting of this Neighborhood Planning Council will be \_\_\_\_\_

## **Section 2: Quarterly Meetings**

The Neighborhood Planning Council shall hold quarterly meetings with the community and the City's SPARC Task Force. The planning council shall set aside time to hear from the public at each quarterly meeting.

## **Section 3: Public Hearings**

The Planning Council shall hold public hearings on a as need basis on any matter relating to the welfare of the neighborhood. The planning council shall at each public hearing set aside time to hear from the public.

## **Section 4: Notice of Meetings**

- A. Regular Meetings** - Notices of regular monthly meetings of the planning council shall be mailed or hand delivered at least five (5) days prior to the meeting date or members may be contacted by telephone or E-mail three (3) to five (5) days prior to the meeting date.
- B Quarterly Meetings** - Notices for public hearings shall be mailed or hand delivered



at least ten (10) days prior to the hearing date.

- C. Public Hearings** - Notices for public hearings shall be mailed or hand delivered at least ten (10) days prior to the hearing date.

### **Section 5: Quorum**

At any meeting of the **Neighborhood Planning Council**, the presence in person of a majority of the members shall be necessary to constitute a quorum for the transaction of business; but in absence of a quorum, by a vote of the majority of those present, any meeting may be adjourned from time to time.

### **Section 6: Voting**

At every meeting of the **Neighborhood Planning Council**, each member, except ex-officio members shall be entitled to one vote.

### **Section 7: Order of Business**

The order of business at all meetings of members shall be as follows:

1. Reading of the minutes of the proceeding meeting
2. Reports of committees
3. Reports of Officers
4. Old and unfinished business
5. New business
6. Adjournment

## **ARTICLE VII OFFICERS OF THE NEIGHBORHOOD PLANNING COUNCIL**

### **Section 1: Number**

The Officers of the Neighborhood Planning Council shall consist of the Chairperson/President, Vice-Chairperson/Vice-President, the Treasurer and the Secretary. All foregoing Officers shall be members of the planning council.

### **Section 2: Election and Terms**

All Officers of the planning council shall be elected by the members every two (2) years, at the annual meeting.

### **Section 3: Disqualification**

The planning council members shall have the power at any meeting to disqualify any Officer, with or without cause, and such action shall be conclusive on the Officer so disqualified. A two-thirds vote of the full current membership of the Board of Director shall be required to disqualify' an Officer of the planning council.

### **Section 4: Vacancies**

If any office of the planning council shall become vacant for any reason, the Chairperson of the planning council shall have the power to fill such vacancy according to Article VI, Section

## **ARTICLE VIII**

### **DUTIES OF THE OFFICERS OF THE NEIGHBORHOOD PLANNING COUNCIL**

#### **Section 1: Chairperson/President**

It shall be the duty of the Chairperson/President of the planning council or in the case of absence of the Chairperson/President, of the Vice-Chairperson/Vice-President, to preside at all meetings of the Neighborhood Planning Council. The Chairperson/President shall call special meetings as herein set forth, shall appoint committees unless otherwise stated in the By-Laws, and shall perform such duties and other functions as usually pertain to the office of the Chairperson/President.

#### **Section 2: Vice Chairperson /Vice-President**

The Vice Chairperson/Vice President of the planning council, in the absence of the chairperson/President shall perform all duties of the Chairperson/President in the absence of the Chairperson/President and when no acting, shall the power of the Chairperson/President. The Vice Chairperson/Vice President shall assist the Chairperson/President in any activities called upon by the Chairperson/President.

#### **Section 3: Treasurer**

The Treasurer shall have the funds and securities of the planning council; and see to the depositing of the all such funds in the name of the planning council in such bank, or banks, trust company or trust companies or safe deposit vaults, as the planning council members may designate and shall be do and perform all duties pertaining to the Office of the Treasurer.

#### **Section 4: Secretary**

The Secretary shall keep the minutes of the meetings of the planning council in appropriate books; give and serve notice of all planning council meetings; be custodian of records and seals; affixing when required. The Secretary shall present to the planning council membership at their stated meetings all communications that pertains to the business of planning council and shall attend to all correspondence and perform all duties incidental to the Office of the Secretary

#### **Section 5: Vacancies**

When a vacancy occurs among Officer(s) of the planning council, the Nominating Committee will prepare a slate of the Offices to be filled by an election of the membership.

### **ARTICLE IX**

#### **Committees**

#### **Section 1: Standing Committees**

The Standing Committees of the Neighborhood Planning Council shall be:

##### **A. Executive**

The Executive Committee shall meet monthly. The Executive Committee shall have the responsibility of planning the agenda for the regular planning council meetings. It may also act on the behalf of the membership in related matters between formal membership meetings. It shall report its activities to the membership at each regular planning council meeting. The Executive Committee shall be compose of the Officers of the Planning Council.

##### **B. Nominating**

The Nominating Committee shall assume the responsibility for suggesting a slate of available candidates for any vacant positions or completed terms of office for any Officers of the planning council.

##### **C Finance/Budget**

Along with the Treasurer, is responsible for developing and presenting the NPC's proposed and final operating budget within the appropriate time frame for the NPC's approval. Responsible for the monitoring the expenditures of the NPC's operating budget. Responsible for the coordination, preparation, and submission of any community development budgets. Maintain a liaison with the Department of Planning and Development. Prepare annual fiscal reports and submit to the Department of Planning and Development.

## **D. Youth**

Identify youth development needs in the neighborhoods. Establish working relationships with the Youth Reach Council in their area, the City of Wilmington's Youth Advocate, and the City of Wilmington's Commissions on Youth and Families.

### **Section 2: Additional Standing Committees**

The Chairperson of the planning council shall from time to time appointment such other additional standing committees as needed to assist the Planning Council.

### **Section 3: Ad Hoc**

The Chairperson of the planning council shall from time to time appointment such other Ad Hoc Committees as are needed to assist the Planning Council.

### **Section 4: Committee Membership**

Non-Planning Council Members -Any resident of the planning council area who wants participate, can help the NPC by working on committees or special projects established to address specific community issues.

## **ARTICLE X MISCELLANEOUS PROVISIONS**

### **Section 1: Monies**

All checks, drafts, warrants and order for payment of money and promissory notes of the planning council shall be signed, made, endorsed and executed by the appointed officers of the planning council.

### **Section 2: Parliamentary Law**

Any procedures not covered by these By-Laws will be covered by **Robert's Rules of Order**

### **Section 3: Political Partisanship**

Any officer of the NPC who announces that they are seeking public office shall resign their office in the NPC at the same time.

## **ARTICLE XI**

### **AMENDMENTS**

The By-Laws may be adopted and/or amended by the members at the time they are entitled to vote in the election of officers. By-Laws may also be adopted and/or amended by the executive committee, but any By-Law adopted and/or amend by the executive committee may be amended by the members entitled to vote thereon as herein before provided.

If any By-Laws regulating an impending election of officers or is adopted and/or amended by the membership, there shall be set forth in the notice of the next meeting of membership for the election of officers, the By-Laws so adopted and/or amended together with a concise statement of the changes made.

## **ARTICLE XII**

### **EFFECTIVE DATE OF THESE BY-LAWS**

These Bylaws were adopted on \_\_\_\_\_ and shall be effective as of that date.



## **Neighborhood Planning Council Officers**

### **1<sup>st</sup> District**

Mr. Kemo Jabbar-Bey  
President  
22 West 40<sup>th</sup> Street  
Wilmington, DE 19802  
764-3472

Mr. Ivey Ibrahim  
Vice President  
112 West 34<sup>th</sup> Street  
Wilmington, DE 19802

Ms. LaVaida Owens-White  
Secretary  
2913 Tatnall Street  
Wilmington, DE 19802

Mr. James Gladney  
Treasurer  
102 East 35<sup>th</sup> Street  
Wilmington, DE 19802

MEET: 3<sup>RD</sup> Tuesday of the Month  
7pm  
Riverside Health Care Center  
700 Lea Boulavard  
Wilmington, DE 19802

### **2<sup>nd</sup> District**

Ms. Michelle Griffiths  
President  
2101 North Madison Street  
Wilmington, DE 19802  
655-8084

Ms. Loren Grober  
Vice President  
807 West 20<sup>th</sup> Street  
Wilmington, DE 19802

Ms. Elizabeth Wilson  
Secretary  
101 West 23<sup>rd</sup> Street  
Wilmington, DE 19802

Ms. Mattie Flonnory  
Treasurer  
2311 North Market Street  
Wilmington, DE 19802

MEET: 2<sup>nd</sup> Thursday of the month  
7pm  
Hanover Presbyteria Church  
1801 Jefferson Street  
Wilmington, DE 19802

### **3<sup>rd</sup> District**

Mr. Lance Bruce  
President  
2403 North Lomotte Street  
Wilmington, DE 19802  
658-0703

Mr. Emery Graham  
Vice President  
542 East 12<sup>th</sup> Street  
Wilmington, DE 19801

Ms. Sandra Wright  
Secretary  
1119 East 11<sup>th</sup> Street  
Wilmington, DE 19802

Ms. Terry Tolliver  
49 East McCaulley Street  
Wilmington, DE 19801

MEET: 3<sup>rd</sup> Thursday of the month  
7pm  
Urban Environmental Center  
16<sup>th</sup> and Walnut Street  
Wilmington, DE 19801

#### **4<sup>th</sup> District**

Ms. Frances Stafford  
Chair  
618 East 6<sup>th</sup> Street  
Wilmington, DE 19801  
656-6047

Ms. Sandra Ballard  
Vice-Chair  
316 Townsend Street  
Wilmington, DE 19801

Ms. Sandra Peak  
Secretary  
435 South Heald Street  
Wilmington, DE 19801

Ms. Sharon Caulk  
Treasurer  
408 East 8<sup>th</sup> Street  
Wilmington, DE 19801

MEET: 2<sup>nd</sup> Wednesday of the Month  
7pm  
People's Settlement Association  
408 East 8<sup>th</sup> Street  
Wilmington, DE 19801

#### **5<sup>th</sup> District**

Mr. Hollis Gaines  
Chair  
1208 West 4<sup>th</sup> Street  
Wilmington, DE 19805  
654-7371

Ms. Maria Matos  
Chair  
403 North Van Buren Street  
Wilmington, DE 19805  
655-7338

Jerome Brown  
Co-Chair  
504 North Broom  
Wilmington, DE 19805

Herb Feruerhake  
Secretary  
811 North Franklin Street  
Wilmington, DE 19805

Larry Digregorio  
Treasurer  
829 North Monroe Street  
Wilmington, DE 19801

MEET: 2<sup>nd</sup> Monday of the Month  
5:30 pm  
Latin American Community Center  
403 North Van Buren Street  
Wilmington, DE 19805

#### **6<sup>th</sup> District**

Paul Falkowski  
1901 Linden Street  
Wilmington, DE 19805  
656-3820

David Batchelder  
Treasurer  
1009 Read Street  
Wilmington, DE 19805

to be announced  
MEET: 4<sup>TH</sup> Thursday of the Month

#### **7<sup>th</sup> District**

Mr Fritz Jones  
President  
2034 Clark Street  
Wilmington, DE 19805  
658-0314

Winifred Tolliver-Grant  
Vice President  
1519 West 6<sup>th</sup> Street  
Wilmington, DE 19805



Joan Fritz  
Secretary  
West End Neighborhood House  
710 North Lincoln Street  
Wilmington, DE 19805

Linda Cannon  
Treasurer  
P.O. 2596  
Wilmington, DE 19805

MEET: 1<sup>st</sup> Monday of the Month

**8<sup>th</sup> District**

Mr. Alan Emsley  
President  
1604 North Rodney Street  
Wilmington, DE 19806  
429-1894

John Nowaczyk  
Vice President  
1616 North Broom Street  
Wilmington, DE 19805

Kathy Miller  
Treasurer  
1618 West 14<sup>th</sup> Street  
Wilmington, DE 19806

MEET: Quarterly  
7pm  
Unit 25-C , Trolley Square  
Wilmington, DE 19806



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City of Seattle

# DEPARTMENT OF NEIGHBORHOODS

What's New

## Neighborhood Resources



### Money for Your Neighborhood!

Each year, the Department of Neighborhoods gives over \$3 million to neighborhood organizations for neighborhood improvement projects

### The Neighborhood Matching Fund Database

This on-line searchable database includes information about hundreds of completed Matching Fund projects.

### Community Gardens and P-Patches

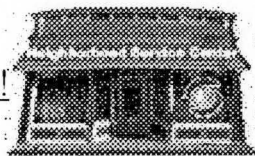
The city of Seattle's P-Patch Program, provides community garden space for Seattle residents.



### Trees (free!) for Neighborhoods

Trees are available to neighborhood groups for planting.

## Neighborhood Development



### Neighborhood Service Centers

Neighborhood Service Centers, or "Little City Halls", link City government to Seattle's neighborhoods. Check here for the locations.

### Neighborhood Plans

37 Seattle Neighborhoods recently developed comprehensive plans. The plans are now on-line along with monthly progress reports.



### Historic Preservation

**Safeguarding Seattle's Past:** The Urban Conservation Pages

### Citizens Service Bureau

Need help finding City Services? Navigating through the City's bureaucracy? Check here!

## Neighborhood Information



### Calendar of Community & Special Events

An up-to-date calendar of Seattle neighborhood and items of interest to neighborhood activists

Seattle Neighborhoods on the Web  
Links to Neighborhood sites, main neighborhood organizations, neighborhood activists and others.

### Neighborhood News... on the Web

The Department of Neighborhoods bi-monthly newsletter, featuring news about Seattle neighborhoods

### Neighborhood Building Workshops

Check here for public workshops on community organizing, leadership development, fund raising, strategic planning and more.

### A Graphical Guide to Services and Activities

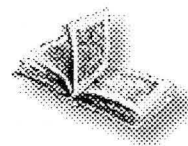
View maps of 120 Seattle neighborhoods. Each map is linked to census data and to an on-line database of Neighborhood Matching Fund projects for that neighborhood.

### Neighbor Appreciation Day

February 12, 2000 marks Seattle's sixth annual Neighbor Appreciation Day. It is a time to reach out to our neighbors — to create new bonds and to express our thanks for the neighbors in our lives.

### The Gallery of Plans

Is there a plan for your neighborhoods? Find out in the catalog of neighborhood plans now on file at the the Department of Neighborhoods.



### Catalog of Publications

The Department of Neighborhood publications for neighborhood activists and leaders

### Current Job Openings

with the Department of Neighborhoods

### History of the Department of Neighborhoods

The Department of Neighborhoods created in 1990 by bringing to Office of Neighborhoods, Neighborhood Service Centers, and the Citizen

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## **Search Neighborhoods**

Enter a keyword or a phrase describing what you are looking for (examples: *matching fund*, *trees*). **Tip:** words in your phrase don't need to be next to each other then use the words **and/or**. (example: *garbage employment and director*)

[Advanced site search options](#)

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*Department of Neighborhoods*

Updated on December 08, 1999 by [Dave Bockmann](#)

# THE SEATTLE NEIGHBORHOOD MATCHING FUND PROGRAM



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Looking for Ideas? The  
Neighborhood Matching  
Fund [database](#) includes  
descriptions of hundreds of  
completed projects.

**To learn more,  
check out these  
pages:**

[The Small and Simple  
Fund](#)

- [The Small and  
Simple  
Application Form](#)

[The Semi-Annual Fund](#)

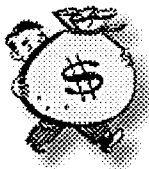
- [Semi-Annual  
Letter of Intent  
Form](#)

[Special Funds](#)

[Matching Fund Staff](#)

[Grant Seekers Guides](#)

You may also call (206)  
684-0464 or [E-Mail](#) the  
Department.



The **Neighborhood Matching Fund** provides money, over \$3 million each year, to Seattle neighborhood groups and organizations for a broad array of neighborhood-initiated improvement, organizing or planning projects. A neighborhood group may be established just to undertake a project--the group does not need to be "incorporated."

Once a project is approved, the community's contribution of volunteer labor, materials, professional services, or cash will be "matched" by cash from the **Neighborhood Matching Fund**.

Funds are limited so it's a competitive program. Applications are considered during specific funding cycles and the highest rated applications are awarded funds.

[History](#)

[The Four Funds](#)

[Who Can Apply?](#)

[Who Isn't Eligible?](#)

[What Kind of Projects Are Funded?](#)

[Projects Not Eligible](#)

## HISTORY

Since 1988 more than 1,000 **Neighborhood Matching Fund** projects have been completed. Seattle residents have built and installed playgrounds, begun community gardens, planted trees, started community schools, created inter-generational history projects, worked on neighborhood planning efforts and much more. The Neighborhood Matching Fund [database](#) includes descriptions of these projects.

## FOUR OPPORTUNITIES

There are five different funds within the Neighborhood Matching Fund, each with its own funding parameters and application methods.

- The [SEMI-ANNUAL FUND](#) is for projects which take up to 12 months to complete and need between \$10,000 and \$100,000 of City Funds.
- The [SMALL AND SIMPLE PROJECTS FUND](#) is for projects seeking awards of \$10,000 or less and can be completed in 6 months or less.

- The NEIGHBORHOOD MEMBERSHIP RECRUITMENT AND LEADERSHIP DEVELOPMENT FUND makes awards of up to \$750 to build neighborhood organizations.
- The INVOLVING ALL NEIGHBORS FUND awards between \$500 and \$2,000 to projects that promote the inclusion and participation of neighbors with developmental disabilities in the civic life of Seattle neighborhoods.

### **WHO CAN APPLY?**

Applications are accepted from neighborhood-based organizations of residents or businesses. A neighborhood-based organization is one with a majority of its members residing, or operating businesses, in a commonly recognized neighborhood and whose purpose is to improve the quality of life in that area. The organization need not be incorporated and might be formed just for one project.

Applications are also accepted from community-based organizations that advocate for the interests of people of color.

### **WHO IS NOT ELIGIBLE?**

Awards are not made to individuals, single businesses, institutions, religious organizations, government agencies, political groups, or district councils. Citywide groups, universities, hospitals, City departments, newspapers, state and national foundations, and fraternal organizations are also excluded from funding.

### **WHAT KIND OF PROJECTS ARE ELIGIBLE?**

**To receive support, projects must:**

- Provide a public benefit.
- Result in a product that benefits a neighborhood.
- Involve neighborhood people in the identification, planning, and execution of the project.
- Be a neighborhood planning project, neighborhood organizing project, neighborhood improvement project, or a public school- neighborhood partnership pilot project.

### **PROJECTS NOT ELIGIBLE FOR FUNDING:**

- Projects that duplicate an existing private or public program.
- Projects that are ongoing services or that request funding to support the ongoing operating budgets of service organizations.

- Projects that conflict with existing City policy.
- The Matching Fund will not provide awards for maintenance of a project built with Neighborhood Matching Funds.



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*City of Seattle, Department of Neighborhoods*  
Updated on 07/01/99 by [Dave Bockmann](#)

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	- HUD Regulations on Eligible/Ineligible Activities
	- Citizen Participation Plan
	- Council of Seven/CD District Chairpersons Rules and Procedures
	- Rules and Procedures for the Conduct of Business by the Oakland Community Development Advisory Commission



## SECTION I. BACKGROUND TO THE PRESENT CITIZEN PARTICIPATION STRUCTURE

During the spring and summer of 1974, several community meetings were held by the Oakland Redevelopment agency staff, City staff, and OCCUR to determine--jointly with citizens and neighborhood groups--how citizens of Oakland could most effectively participate in planning, implementing, and evaluating Community Development Program activities.

The community meetings concluded with the designation by the city Council of the seven Community Development District Boards as the official citizen participation structure for the Community Development Program. (See the diagram on Page I-3 in this Section). Each district board has a set of bylaws setting forth its purpose and function. All boards hold regular open, public meetings. Recommendations made by the seven individual district boards are forwarded to the Council of Seven/CD District Chairpersons. The functions of the Council of Seven/CD District Chairpersons are:

"...to advise the CDAC/EDAC, Mayor and City Council, on all matters relating to the City's Community Development Programs and Economic Development Programs, particularly as these programs affect the housing, economic and social development of the City; and,

to formulate recommendations and plans for the efficient allocation of Community Development and Economic Development funds and for the effective operation of program activities carried out through these funds." (1)

1) Rules and Procedures for the Conduct of Business by the Council of Seven/CD District Chairpersons

Recommendations from the Council of Seven regarding housing and neighborhood development of the City are forwarded to the CDAC. Recommendations relating to economic development matters are forwarded to the EDAC. The functions of the CDAC are:

"...to advise the Mayor, City Council, and Redevelopment Agency on all matters relating to the City's Community Development Program, particularly as this program affects the housing and social development of the City;

to formulate policy recommendations and plans for the efficient allocation of Community Development funds and for the effective operation of program activities carried out through these funds;

to conduct investigations and make reports as requested by the Mayor, Council, Redevelopment Agency, and/or the City Manager, and Administrator of the Redevelopment Agency; and

to perform such other related duties and functions as the City Council, Redevelopment Agency, City Manager and/or the Administrator of the Redevelopment Agency may from time to time direct." (2)

The functions of the EDAC are:

"...to study, investigate, and research into economic development matters in the City of Oakland; and

to provide advice and recommendations on economic development programs in the City." (3)

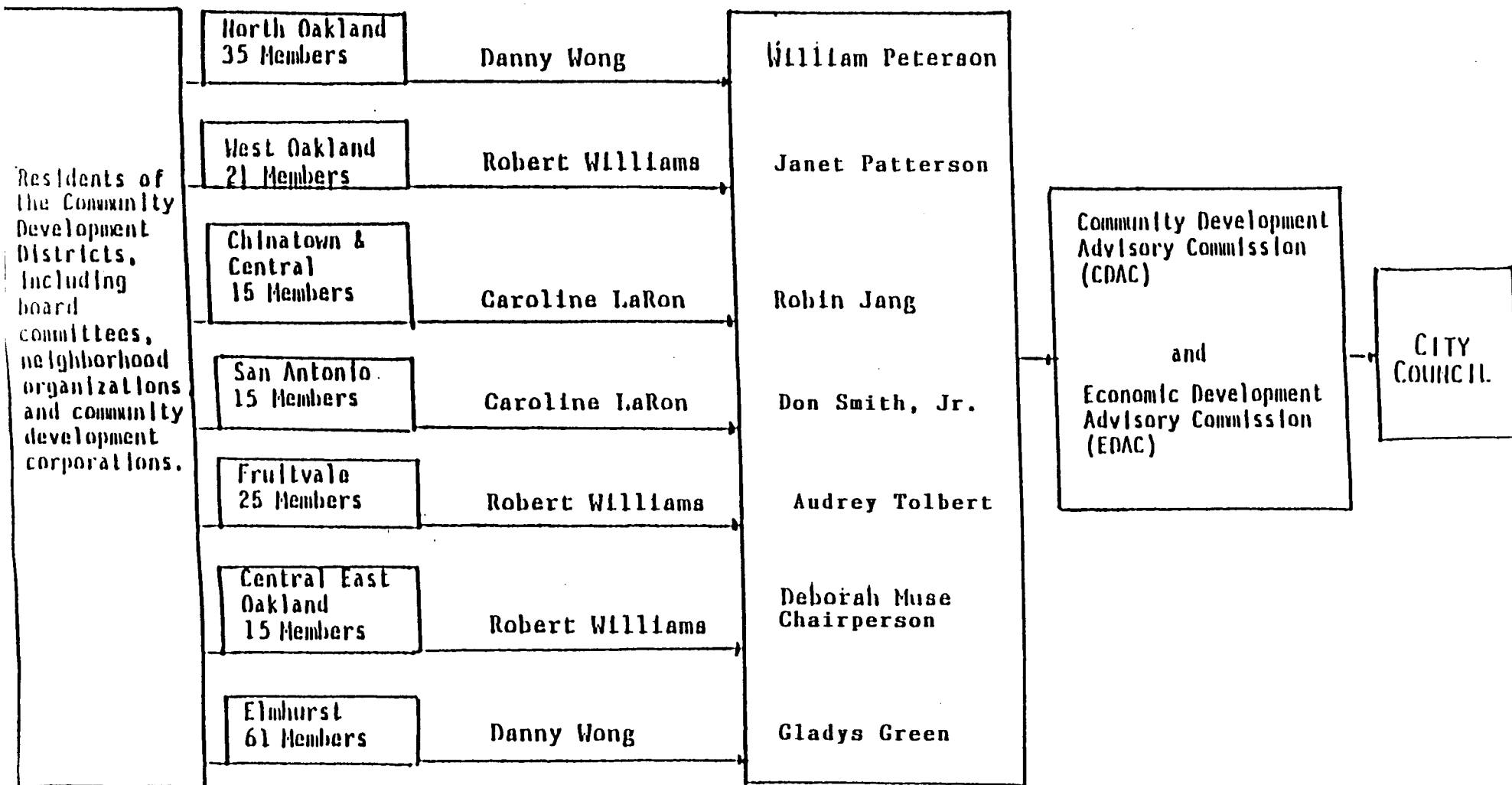
Recommendations from the CDAC and EDAC are forwarded to the City Council. OCCUR, as the facilitator of Citizen Participation for the Community Development Program, relates at all of the above levels.

2) Rules and Procedures for the Conduct of Business by the Community Development Advisory Commission

3) Ordinance NO. 9588 C.M.S.

# CITIZEN PARTICIPATION STRUCTURE\*

CITIZENS	DISTRICT BOARDS	DISTRICT COORDINATORS	COUNCIL OF SEVEN/CD DISTRICT CHAIRPERSONS	COMMISSIONS	COUNCIL
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\*OCCUR, as the officially recognized Citywide participation facilitator, relates at all levels.

## SECTION II. PARTICIPATION SERVICES PROVIDED BY CITY STAFF

The Department of Program Planning and Community Services (PPCS) in the Office of Housing and Neighborhood Development (OHND) provides on-going citizen participation services to the seven Community Development (CD) Districts through three District Coordinators. This department is also responsible for coordinating preparation of the annual grant application to the U.S. Department of Housing and Urban Development, and for providing technical assistance to CD Districts and to other City departments.

By combining these functions in one department, Oakland has created a unique Community Development Program. As detailed on the following pages, the District Coordinators have three basic kinds of tasks:

Citizen Participation Services: working with District Boards, individual citizens and neighborhood groups.

Program Development Services: recommending activities to be funded and formulating new programs.

Project Administration/Implementation Services for:  
neighborhood projects

## Summary of District Coordinator Functions

<u>District Board and Citizen Services</u>	<u>Program Development</u>	<u>Project Administration/ Implementation</u>
<ul style="list-style-type: none"> <li>* Advising district boards &amp; board committees.</li> <li>* Providing monthly status reports.</li> <li>* Arranging &amp; attending meetings of boards, committees &amp; neighborhood groups &amp; relaying their recommendations to City staff.</li> <li>* Responding to numerous telephone calls on CD programs, housing needs, &amp; district problems.</li> <li>* On site investigation of citizen complaints regarding district problems.</li> <li>* Counselling boards on the CDBG Application process.</li> <li>* "Troubleshooting" &amp; reconciling community disagreements over CD funded activities.</li> <li>* Preparing correspondence &amp; recommendations at the request of the board.</li> <li>* Translating for non-English speaking citizens.</li> </ul>	<ul style="list-style-type: none"> <li>* Developing strategies for carrying out CD goals.</li> <li>* Researching the feasibility of proposed CD activities.</li> <li>* Recommending new programs &amp; improvements to existing programs.</li> <li>* Drafting sections of the annual CDBG programs.</li> <li>* Recommending project budgets.</li> <li>* Assisting in securing supplemental (non-CD) programs and funding.</li> <li>* Promoting interdepartmental communication to serve district citizens.</li> <li>* Assembling information about CD projects for citizens, staff, &amp; Council review.</li> </ul>	<ul style="list-style-type: none"> <li>* Preparing acquisition &amp; development schedules for public improvements.</li> <li>* Coordinating citizen involvement in determining scope and design of neighborhood projects</li> <li>* Participating in consultant and contractor selections.</li> <li>* Resolving delays in project execution.</li> <li>* Coordinating funding requests and contract implementation with public services agencies</li> <li>* Arranging supplemental funds &amp; program revisions when faced with project cost overruns.</li> <li>* Outreach - community awareness.</li> </ul>



City of Portland, Oregon  
Office of Neighborhood  
Involvement

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## City of Portland - Citizen Involvement Principles

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CascadeLink, A

regional website

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*The following resolution was adopted by the City Council of Portland, Oregon on February 7, 1996. It articulates the City's commitment to citizen involvement.*

As elected officials and staff of the City of Portland, we believe that effective citizen involvement is essential to good governance. We recognize that elected officials, staff and citizens all play important roles in governing the city. We believe that collaboration between the City and citizens will result in the best policies and decisions for all of Portland. To this end, the City of Portland commits to promote and sustain an environment that creates and responds to citizen involvement.

We hold that the success of citizen involvement depends on:

Mutual respect of all parties; Informed and involved citizens; City officials and staff who recognize their role in facilitating and responding to citizen input

**To carry out our**

**commitment, we adopt  
these guiding principles of  
citizen involvement:**

1. Value civic involvement as essential to the health of the city.
2. Promote on-going dialogue with citizens by maintaining relationships with neighborhood and community groups.
3. Respect and encourage citizen participation by ensuring that City communications and processes are understandable.
4. Reach out to all our communities to encourage participation which reflects Portland's rich diversity.
5. Think creatively and plan wisely, using citizen involvement processes and techniques to best fit the goals of the particular project.
6. Seek early involvement of citizens in planning, projects, and policy development.
7. Consider and respond to citizen input in a timely manner, respecting all perspectives and insights.

8. Commit to coordinate City bureaus' outreach and involvement activities to make the best use of citizens' time and efforts.
9. Evaluate and report on the effectiveness of City outreach efforts to achieve the quality of City/citizen collaboration critical to good governance.
10. Promote on-going education of citizens in neighborhood and community groups, and City officials and staff in community organizing, networking, and collaboration.
11. Provide financial and technical support to Portland's neighborhood association network as the primary channel for citizen input and involvement.

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If you have trouble printing this page please try our [alternate version](#).

**TOP**

If you have comments or questions about the ONI site  
<<http://www.ci.portland.or.us/oni/>>  
contact: [ONI Webmaster](#).  
Last revised August 1998.





City of Portland, Oregon

# Office of Neighborhood Involvement

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Welcome to the web site of the Office of Neighborhood Involvement. Portland, Oregon is nationally recognized for its 25-year history of commitment to ensure that citizens are active partners in keeping their neighborhoods and communities strong, safe and healthy.

The Office of Neighborhood Involvement is the City bureau that funds the neighborhood network and serves as an advocate regionally for effective citizen involvement.

## WHAT 'S NEW?

[New Mediation Pilot Project](#)  
[Universal Declaration of Human Rights](#)  
[New Crime Prevention Services Brochure](#)  
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If you have comments or questions about the ONI site <<http://www.ci.portland.or.us/oni/>> contact: [ONI Webmaster](#).  
Last revised June 1999.



City of Portland, Oregon  
Office of Neighborhood Involvement

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## An Introduction to the Neighborhood Network and the Office of Neighborhood Involvement

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A neighborhood association is the officially designated, recognized organization for a specific geographic location. Neighborhood associations are the heart of neighborhood activities. Each association is self-governed by citizen-written bylaws that determine boundaries, the election and function of officers, and the frequency of meetings. Neighborhood associations work to reflect the issues and needs of its members.

District coalition and area neighborhood offices provide direct support and services to the neighborhood associations within their boundaries. A neighborhood coalition board supervises each office and contracts with ONI for funding. Each coalition board is comprised of representatives from local neighborhood associations and other interested groups. Like the independent neighborhood associations, each board and local office determines its own procedures and standards for operation.

The Office of Neighborhood Involvement is a City bureau, funded by general fund dollars. It promotes citizen participation and communication among the city's neighborhoods, both directly and through neighborhood-based district coalition and area offices.

### Programs operated by ONI:

- Neighborhood and Citizen Involvement
- City-wide Crime Prevention Coordination
- Anti-Graffiti Program
- Metropolitan Human Rights Center
- City Information and Referral
- Refugee and Immigrant Coordination
- Neighborhood Mediation Center
- Community Outreach and Citizen Training
- Outreach Coordination for the Downspout Disconnect Program

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City of Portland, Oregon  
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## Programs of the Office of Neighborhood Involvement

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### **Neighborhood and Citizen Involvement**

As a key link between citizens and the City bureaus, ONI helps citizens put their ideas into action and address issues that arise from the grassroots. ONI and the seven coalition/neighborhood offices help people working in neighborhood associations throughout Portland to improve the quality of life in their communities. Assistance is provided in the form of training, technical assistance, mediation and facilitation services in such areas as crime prevention and public safety, land use, transportation planning, information sharing, community-building, organizational development, and administrative support. For program information, call 823-4519.

### **City-wide Crime Prevention Coordination**

ONI's Crime Prevention Program began in 1978 and continues today to empower citizens and support partnerships between citizens and City staff to maintain and improve public safety in Portland. Crime prevention staff provide information and assistance to neighborhood associations, public safety committees, and other citizen groups and individuals to coordinate crime prevention organizing, planning and problem-solving projects. The Crime Prevention Program has also started a new Anti-Graffiti Program with strategies to make Portland graffiti free. Crime Prevention staff have been closely involved with the Portland Bureau of Police in the implementation of community policing. For program information, call Sharon McCormack at 823-3048.

### **Metropolitan Human Rights Center**

Funded jointly by the City of Portland and Multnomah County, the Metropolitan Human Rights Center (MHRC) provides the information and community relations experience to help resolve individual and community human rights problems. By organizing events and activities to honor cultural differences, MHRC helps build a sense of community. In offering free anti-bias training through the Dynamic Differences program and regularly holding Community Dialogues on Race Relations--and in other ways--the center educates the public on human rights issues and brings them closer together to live in harmony.

Promoting accessibility, health care, and social services for those with disabilities, the Disability Project increasingly fulfills the MHRC mission of respect for and inclusion of everyone in all aspects of our community life. MHRC also supports the Declaration of Human Rights. See what has been happening at the center by looking at their newsletter. For program information, call 823-5136.

### **City Information and Referral**

The City Information and Referral line (823-4000) is a central phone number people can call for basic information and referrals to City of Portland government programs, services and employees. This program also produces a pocket directory of the most Frequently Requested Phone Numbers. For program information, call 823-3044.

### **Refugee and Immigrant Coordination**

The Refugee program was created in 1979 to serve the unique needs of the growing refugee communities. One of the primary efforts of the Coordinator is to help immigrants, refugees and law enforcement agencies work together in the area of public safety and law-related issues. For program information, call Paul Duong at 823-3049.

### **Neighborhood Mediation Center**

The Neighborhood Mediation Center provides mediation services to assist city residents in the resolution of civil disputes at the community level. The Center provides mediation services for the following kinds of disputes: noise, nuisance, property maintenance, pets, interpersonal disputes, harassment and landlord-tenant relations. The Neighborhood Mediation Center also provides assistance to neighborhood associations, district coalitions and community groups for meeting planning, facilitation, consultation and problem-solving. The Center recruits and provides mediation training to community volunteers who assist in the delivery of mediation services. What is mediation? For program information, call 823-3152. For other mediation resources, please check out the Mediation Pilot Project.

### **Community Outreach and Citizen Training**

ONI and coalition staff work closely with neighborhood activists, City bureaus and other local governmental agencies to facilitate communication and coordination of outreach efforts. ONI's Citizen Involvement Coordinator also promotes, provides and coordinates training for citizens and City staff in essential community-building and outreach skills. Check out our workshop calendar for times and locations. For more program information, call 823-3044.

### **Outreach Coordination for the Downspout Disconnect**

## Program

ONI is partnering with the Bureau of Environmental Services to coordinate the public involvement and citizen outreach efforts related to the Downspout Disconnect Program, a multi-year effort to reduce sewer overflows into Portland waterways. For program information, call Lauren Norris, 823-3086.

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If you have comments or questions about the ONI site  
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**Periodicals****ONI Newsletter**

"Neighborhoods Work" is a newsletter published by the Office of Neighborhood Involvement to inform neighborhood activists of meetings, events and opportunities for citizen involvement in the City of Portland.

**New Neighbors News/Refugee Report**

Information about events and issues related to refugee and immigrant communities. Bi-monthly in English. Monthly in Vietnamese.

**Directory of the Neighborhood Association Network**

This directory is updated quarterly and contains the names, address and other contact information for the neighborhood associations, district coalitions and area offices that comprise the Portland neighborhood network.

**Calendar of Outreach and Involvement Events**

This is a calendar that lists City-sponsored public meetings and outreach events. It is updated and distributed monthly and projects 3-4 months in advance.

**Calendar of Neighborhood Association Meetings**

This calendar lists the various meetings held each month for neighborhood associations, district coalitions and area offices.

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**Documents****Citizens Handbook**

This recently-updated handbook is a wealth of information for citizens interested and active in forming and maintaining neighborhood associations. A must-have for all neighborhood association chairs!

**Outreach and Involvement Handbook**

This handbook is designed as a primer on effective citizen involvement and is intended for City of Portland staff, although other folks may find it useful.

### **Revised Guidelines for Creating a Neighborhood Association**

These outline the standards for neighborhood associations and district coalitions in the Portland neighborhood network. Currently undergoing review and revision.

### **Neighborhood Ordinance.**

The enabling legislation that created the Office of Neighborhood Involvement.

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## **How to get this information**

Contact the ONI Webmaster if you want to receive any of these documents. You are also welcome to call (823-4519) or come by the office to pick up publications.

Documents that can be retrieved directly online are underlined.

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If you have comments or questions about the ONI site  
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City of Portland, Oregon  
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## Directory of District Coalitions and Area Offices

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Individual neighborhood associations are listed under the coalition that supports them. Neighborhood associations with web sites are indicated by underlined links to their sites.

Central Northeast

East

Northeast

Southeast

North

West/Northwest

Southwest

Downtown

If you are not sure which coalition your neighborhood is in, check our alphabetical listing of neighborhoods or the map of the 1996 Portland Neighborhood Profiles.

We encourage you to use your coalition and neighborhood office newsletters to reach Portland citizens.

### **Central Northeast Neighbors (CNN)**

5540 NE Sandy Blvd

Portland, OR 97213

Phone: (503) 823-3156

Fax: (503) 823-3159

E-mail: [cnn123@teleport.com](mailto:cnn123@teleport.com)

Web Site: <http://www.citysearch.com/pdx/cnn>

Neighborhood Profiles

Map: <http://duck.co.multnomah.or.us/pmpb/neighbors.html>

CNN Coalition Staff:

Alison Stoll, Executive Director

William Warren, Citizen Involvement Coordinator

Melissa Delaney, Crime Prevention Specialist

Ginny Seivers, Program Manager

Represents:

Beaumont-Wilshire, Cully, East Columbia, Hollywood,

Madison South, Rose City Park, Roseway, Sumner,

Sunderland.

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### **Neighbors West/Northwest (W/NW)**

1819 NW Everett, Rm 205

Portland, OR 97209

Phone: (503) 223-3331



Fax: (503) 223-5308

E-mail: [nwn123@teleport.com](mailto:nwn123@teleport.com)

Web Site: [www.teleport.com/~nwn123/](http://www.teleport.com/~nwn123/)

Neighborhood Profiles

Map:<http://duck.co.multnomah.or.us/pmpb/neighbors.html>

W/NW Coalition Staff:

Joleen P. Jensen-Classen, Executive Director

David Allred, Planner

Travis Paddock, Office Manager/Community Organizer

NW crime prevention services

Rhetta Deason, Crime Prevention Specialist

823-0080, 2311 NW Johnson, Portland 97210

Represents:

Arlington Heights, Forest Park, Goose Hollow, Hillside,

Linnton, Northwest District, Northwest Heights, Northwest

Industrial, Pearl District, Sylvan-Highlands.

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### **Northeast Coalition of Neighborhoods (NECN)**

4815 NE 7th

Portland, OR 97211

Phone: (503) 823-4575

Fax: (503) 823-3150

Youth Gangs: (503) 823-4112

E-mail: [necn123@teleport.com](mailto:necn123@teleport.com)

Neighborhood Profiles

Map:<http://duck.co.multnomah.or.us/pmpb/neighbors.html>

NECN Coalition Staff:

John Canda, Interim Executive Director

Kenneth Edwards, Crime Prevention Specialist

Rebecca Currin, Crime Prevention Specialist

Gail Myers, Office Manager

Represents:

Alameda, Boise, Concordia, Eliot, Grant Park,

Humboldt, Irvington, King, Piedmont, Sabin, Sullivans

Gulch, Vernon, Woodlawn.

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### **Southeast Uplift (SEUL)**

3534 SE Main

Portland, OR 97214

Phone: (503) 232-0010

Fax: (503) 232-5265

E-mail: [seul123@teleport.com](mailto:seul123@teleport.com)

Web Site: [www.teleport.com/~seul123/](http://www.teleport.com/~seul123/)

Neighborhood Profiles

Map:<http://duck.co.multnomah.or.us/pmpb/neighbors.html>

SEUL Coalition Staff:

Ginny Peckinpaugh, Executive Director

Joyce Walls, Fiscal Manager

Camilla England, Office Manager

Kathy Brazell, Outer Southeast Organizer  
Phillip Wong, Neighborhood Organizer  
Shanna Eller, Foster Target Area Plan Coordinator  
Laura Feldman, Project Organizer  
Elizabeth Kennedy, Kerns Neighborhood Organizer  
Marsha Palmer, Crime Prevention Specialist  
Katherine Anderson, Crime Prevention Specialist  
Rhetta Deason, Crime Prevention Specialist  
Kasey Huffman, Lents Public Involvement Coordinator  
Laura Recko, Outer SE Community Project Coordinator  
Sabrina Freewynn, Neighborhood Organizer

**Represents:**

Ardenwald-Johnson Creek, Brentwood-Darlington,  
Brooklyn, Buckman, CENTER, Creston-Kenilworth,  
Eastmoreland, Foster-Powell, Hosford-Abernethy, Kerns,  
Laurelhurst, Lents, Montavilla, Mt. Scott-Arleta, Mt.  
Tabor, Pleasant Valley, Reed, Richmond,  
Sellwood-Moreland, South Tabor, Sunnyside,  
Woodstock.

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**Southwest Neighborhood Inc (SWNI)**

7688 SW Capitol Highway

Portland, OR 97219

Phone: (503) 823-4592

Fax: (503) 823-3161

E-mail: [swni123@teleport.com](mailto:swni123@teleport.com)

Web Site: [www.teleport.com/~swni123/](http://www.teleport.com/~swni123/)

Neighborhood Profiles

Map: <http://duck.co.multnomah.or.us/pmpb/neighbors.html>

SWNI Coalition Staff:

Sylvia Bogert, Executive Director

Leonard Gard, Land Use Specialist

Ginny Stromer, Administrative Assistant

Paul Dinberg, SW Crime Prevention Specialist, 823-3131

**Represents:**

Arnold Creek, Ashcreek, Bridlemile, Collins View,  
Corbett-Terwilliger-Lair Hill, Crestwood, Far Southwest,  
Hayhurst, Hillsdale, Homestead, Maplewood, Markham,  
Marshall Park, Multnomah, South Burlingame, West  
Portland Park, Multnomah Village Association, SW  
Business Association, Hillsdale Business and  
Professional Association.

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## **OTHER NEIGHBORHOOD OFFICES**

**Association for Portland Progress (APP)**

520 SW Yamhill, Suite 1000

Portland, OR 97204

Phone: (503) 224-7916

Fax: (503) 323-9186

E-mail: [beth@portlandprogress.org](mailto:beth@portlandprogress.org)

Neighborhood Profiles

Map:<http://duck.co.multnomah.or.us/pmpb/neighbors.html>

Crime Prevention services only:

1. Old Town/Chinatown, Downtown.

All other services: Office of Neighborhood Involvement,  
823-4519 [TOP](#)

### **East Portland Neighborhood Office (EPNO)**

735 SE 106th Avenue

Portland, OR 97216

Phone: (503) 823-4550

Fax: (503) 823-4525

E-mail: [east123@teleport.com](mailto:east123@teleport.com)

Neighborhood Profiles

Map:<http://duck.co.multnomah.or.us/pmpb/neighbors.html>

EPNO Coalition Staff:

Richard Bixby, Interim Manager

Rosanne Lee, Crime Prevention Specialist

Becky Hughes, Administrative Assistant

Represents:

Argay, Centennial, Glenfair, Hazelwood, Mill Park,  
Parkrose Association of Neighbors, Parkrose Heights,  
Powellhurst-Gilbert, Russell, Wilkes

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### **North Portland Neighborhood Office (NPNO)**

2410 N. Lombard

Portland, OR 97217

Phone: (503) 823-4524

Fax: (503) 823-3162

E-mail: [npno123@teleport.com](mailto:npno123@teleport.com)

Neighborhood Profiles

Map:<http://duck.co.multnomah.or.us/pmpb/neighbors.html>

NPNO Coalition Staff:

Tom Griffin-Valade, Coordinator

Vada Grimsrud, Crime Prevention Specialist

Mary Jaron Kelley, Community Networking Specialist

Pam Arden, Caring Community Coordinator

Sherron Bilyeu, Community Service Specialist

Serves:

Arbor Lodge, Bridgeton, Friends of Cathedral Park,  
Hayden Island, Kenton, Overlook, Portsmouth  
Association of Neighbors, St. Johns, University Park.

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If you have comments or questions about the ONI site <<http://www.ci.portland.or.us/oni/>>  
contact: [ONI Webmaster](#).

Last revised June 1999.

# Neighborhoods Work



The City Of Portland, Office of Neighborhood Involvement

Spring 1999

Volume 5, Issue 2

## "Neighborhoods Work" Archive

If you are currently on our mailing list and prefer to start viewing your newsletters here, send an e-mail to our [webmaster](#).

### **Inside this issue:**

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## **Siting Dispute Resolution**

### **A pilot project of the Neighborhood Mediation Center**

In late February the Neighborhood Mediation Center started a five-month pilot program to develop mediation and facilitation services for neighbors, agencies and social service providers involved in disputes related to the siting of social service facilities. Using volunteer and staff mediators, the program will also provide training to individuals and groups in dispute resolution skills and siting issues. This pilot is housed at the Mediation Center and is co-funded by a grant from the Oregon Disputes Resolution Commission (ODRC) and by the Bureau of Housing and Community Development (BHCD).

Over the past year, there has been an increase in neighbors' concerns about proposed social service facility siting and the operation of existing facilities. In response, a tremendous amount of work has been done by neighbors, neighborhood associations and district coalitions, City, County and other agencies to articulate and address these concerns. The issues are complex and range from the need for accurate and timely information sharing to the real and perceived impacts on a neighborhood to the rights of the people served by the facilities. The Siting Dispute Resolution program is designed to be one tool among many that will be needed for a coordinated multi-jurisdictional effort, and is already proving itself to be valuable and effective.

The pilot is doing two things at once: shaping the Siting Dispute Resolution program (based on best mediation practices and community input) and taking on real cases (providing assessment, facilitation, and multi-party mediation). It's kind of like designing a bicycle as you ride it. It's challenging, there's plenty of work to do, but the effort is paying off. The program design work gets the word out to the communities and the communities' input back to the program. The case work not only re-solves disputes but also what types of cases will come in, what type and how much staff and volunteer work is needed to handle each, and so provides invaluable feedback about how best to shape the program.

Judith Mowry and Ann Rutherford are staffing this pilot, in coordination with

the Neighborhood Mediation Center's staff and director, Barbara Hart, BHCD's Rachael Silverman, and Celia Heron at ONI.

To design the program, Judith and Ann have discussed the program's goals and services with individuals and groups in neighborhood associations, district coalition and neighborhood offices, City and County officials and staff, social service agency administrators and clients. In these meetings they gather ideas and hear the concerns of these diverse community voices. Data gathering and program development will continue into the future.

As far as the case work, Judith and Ann have logged more than 200 hours in meetings and telephone calls with neighbors and providers working on a range of emerging or existing disputes. Some of the cases have been pretty straightforward, like attending a neighborhood association land use committee meeting to talk about options for a good neighbor agreement. Other cases have been complex, involving many individuals and groups already months into difficult and contentious dialogue. Even with challenging disputes, their efforts are paying off with parties finding common ground and moving forward.

#### **Looking Ahead**

Working closely with City and County officials and other agencies, ONI seeks to coordinate its programs with other efforts to provide effective solutions to issues and concerns related to social service and public safety facility siting. A partnership of BHCD, ODRC, Multnomah County and City of Portland has been proposed in FY 99-00 to provide on-going funds for Siting Dispute Resolution.

Commissioner Dan Saltzman wants a clear definition of saturation that does not imply that our physically or mentally disabled populations are related to the problems created by the concentration of alternative and post-correction facilities in neighborhoods.

We will also seek funding to create a siting information clearinghouse to address social service siting-related concerns. This clearinghouse is a response to peoples' call for a central, coordinated source of accurate information about proposed and existing social service facilities - who runs the program, who owns the facility, what involvement do the neighbors have, and who to call with questions or concerns. County Commissioner Diane Linn and City Commissioner Dan Saltzman have taken the lead in shaping this idea with community input. In developing the design of a Siting Information Clearinghouse, we seek to engage a wide range of people. For more information about the proposed Siting Information Clearinghouse, please contact Celia Heron at ONI (823-4134).

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## **Commissioner to Visit East Portland Neighborhood Office**

Commissioner Dan Saltzman is inviting the public to come to the East Portland Neighborhood Office. He will be holding "open door" office hours at the East Portland Neighborhood Office, 735 SE 106<sup>th</sup> Avenue on May 5, 1999 from 5:00 - 7:00 PM.

At 7:00 PM, Commissioner Saltzman will attend the quarterly meeting of the East Portland neighborhood leaders to discuss issues of concern to East Portland. The public is invited. For more information, call Maria Rojo de Steffey, 823-4151.

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## **CNN Bulky Waste Removal**

Central Northeast Neighbors (CNN) administered the first in a series of bulky waste curbside pickups in February. The pickup resulted in service to 2,204 households with an average of 283 pounds per residence. Overall 311.67 tons of appliances,

furniture, tires, tubs, sinks, and scrap metal among other items were removed. Or in other words, imagine 312 cars each weighing 2,000 pounds being towed from a neighborhood!

CNN, along with the grantor, BES, are redesigning the Bulky Waste Curbside Pickup program to be delivered to other Portland neighborhoods before June 30, 2000. Watch the mail for your postcard announcement.

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## **Vision and Passion**

**Vision and Passion is the theme for the Seventh Annual Asian American Youth Leadership Conference, scheduled for Tuesday, May 4, 8:30 am to 3:30 am at Lewis and Clark College. Selected high-achievement Asian-heritage students from metropolitan area high schools will attend workshops to develop skills they will use throughout their lives.**

**The Asian American Youth Leadership Conference, held during Asian Heritage Month, highlights the achievements and contributions of Oregon's growing Asian community.**

**"Many people don't realize how large and diverse the Asian community is in Oregon. It includes people from forty-nine countries, including Japan, Vietnam, Cambodia, Laos, China, Pakistan, India, Israel, Syria, Iran and many others," says Paul Duong a member of the conference's planning committee. "With Asia being Oregon's largest foreign trading partner, and with significant investment in Oregon by Asian companies, the students attending the conference are an important resource to our community. It makes great sense to invest in them."**

**The conference, co-sponsored by Nike Inc, Portland Public Schools, the Office of Neighborhood Involvement Refugee and Immigrant Program, and Lewis and Clark College, will be attended by over 350 Asian- heritage youth. The keynote speaker will be Lawrence Wong, Executive Director of the Chinese American Citizens Alliance.**

**Topics include "Getting In Touch With Your Passion And Developing A Vision," a panel presentation "Learning From People Who Have Realized Their Vision," and "Fulfilling Your Vision Through Higher Education."**

**Other activities will include a Lion Dance from Minh Quang Temple and a performance by Portland Taiko.**

**Other key contributors include the Oregon Commission on Asian Affairs, U.S. Bank, Nabisco Inc., the Boeing Company, and the City of Portland.**

**For more information, contact Paul Duong, (503) 823-3049.**

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## **Youth Speak Out**

**On Saturday, April 17, 1999 the Metropolitan Human Rights Center and the Unitarian Universalist Young Adult Ministries brought together 25 young people from the Portland area to learn about affirmative action and civil rights. Workshops were given on *Environmental Justice*, *Anti-Racism Strategies*, and *Youth Action Organizing*. Keynote speaker **Eric Ward**, Regional Coordinator for the Northwest Coalition Against Malicious Harassment, engaged youth in lively and informative dialogue about social change. **Promise King**, legislative assistant to Representative Deborah Kafoury, provided an update on Oregon House Bills relating to Affirmative Action. His counsel to *Speak Out* participants: Ask questions!**

Express your opinions! Stay informed! Saturday, April 17, was a rare sunny day in Portland, but those who decided to spend the day considering youth action for social justice were well rewarded.

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## **Staff Updates**

*News on Steve, Stephen, Julien and Louise.*

We are glad to welcome back **Steve Young**, ONI's fiscal and administrative manager. Steve has been out for an extended period and is very happy to be back. He will be working on a part-time basis for the immediate future as he continues to heal. We also want to announce that **Steve Freedman**, interim manager at the Metropolitan Human Rights Center, will be leaving as of May 4 to pursue his software career full-time. Steve was a great resource to MHRC and the community, and he will be sorely missed.

At the Neighborhood Mediation Center, we are saying good-bye to **Julien Minard** as she heads off to Long Beach, California. There was a hearty farewell party for Julien this week where she was toasted by many of the volunteers she has mentored over the years and by her colleagues in community mediation. Filling in for Julien on a temporary basis is **Louise Neilson**, a volunteer mediator at the Center and skilled professional mediator.

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## **Free Volunteer Trainings Offered:**

### **Come learn skills from mentors and neighbors alike!!**

The Office of Neighborhood Involvement (ONI) is actively working with people in neighborhood associations, neighborhood and coalition offices and other community organizations to offer you a series of dynamic trainings in May and June 1999. Our goal is to support, build on and further develop people's skills in the critical areas related to recruiting, nurturing and celebrating volunteers working in neighborhood groups.

We have scheduled a series of trainings aimed at providing diverse trainers and resources from many facets of the community. We have tapped some of the expertise already out in the neighborhoods, as well as brought in trainers from different non-profit organizations from around the metro area. These trainings are free and are located throughout the community in different neighborhoods. We hope this training series offers some skills in an area you would like to learn. Take a look at the trainings scheduled so far and call to sign up. A mailer will be sent out to all neighborhood offices and associations detailing all the trainings offered. Please call the ONI office at 823-3092 to sign up or get on our mailing list. You can also register on-line or write us at ONI's web site: [www.ci.portland.or.us/oni](http://www.ci.portland.or.us/oni). Space is limited, so please call to reserve your spot.

### **Volunteer Action Training-Mobilizing Volunteers for a Livable Oregon**

May 8, Saturday, 1999

9:00 am-1:00 pm

Hollywood Senior Center

1820 NE 40th Avenue

ONI is co-sponsoring this training with SOLV, a local organization focused on helping communities to mobilize volunteers to tackle the challenges that face them. This training will teach how to recruit, train and coordinate volunteers. It will also provide skills in areas of volunteer motivation, how to avoid volunteer burnout, and working with media and sponsors. This training is unique in that participants agree to coordinate a local volunteer project by May 2000. This training is also sponsored by the Green Neighborhood Network Neighborhood Enhancement Fund. Register by calling, 823-3092, or via the SOLV web site, [www.solv.org](http://www.solv.org).

### **Working with Volunteers for one-time projects**

May 14, Friday, 12 – 1:30 PM

Portland City Hall,

Pettygrove Room,

1221 SW Fourth Ave.

Join our brown bag lunch with volunteer managers and staff to discuss the nuts and bolts of recruiting and managing episodic volunteers

### **Recruiting Volunteers through Community**

#### **Partnerships**

May 19, Wednesday, 6:30-8:00 PM

Multnomah Senior Center

7688 SW Capitol Hwy.

Join our training workshop and learn first-hand the needs and successes of volunteer recruitment through organizational partnerships. Organizational staff from SWNI, the Oregon Food Bank, Volunteers of America, and others will be providing their experience and resources. Bring your questions and ideas, as this will be an interactive workshop!

#### **The "Real" Experts on Volunteer Management- A Panel Workshop**

May 24, Monday, 7-9 PM

Brentwood-Darlington Community Center

7211 SE 62nd

This training will be an interactive workshop with a panel of 4-6 volunteer management experts. They will provide an overview of their expertise and then open it up questions and discussion with the audience. Many neighborhood groups and organizations will be represented.

#### **Roberts Rules Have You Confused?**

May 27, Thursday, 7-9 PM

Multnomah Senior Center

7688 SW Capitol Hwy.

Do you want to know how to participate in meetings run by parliamentary process? Please join us for a volunteer training on Roberts Rules. Connie Fries with the Oregon Association of Parliamentarians will be joining us for an evening of education! Bring your questions and we will role play situations to provide hands-on experience.

#### **How to be an Effective Neighborhood Leader**

June 2, Wed., 7-8:30 PM

Location to be announced

Topics to include recruiting volunteers, running effective meetings, bylaw basics and supporting and celebrating volunteers.

Other trainings to be scheduled will include volunteer board management, volunteer motivation and other volunteer management issues. To receive a mailer of all training topics and dates please call, 823-3092 to be added to the mailing list.

**TOP**



## **Graffiti Abatement Program Update**

The graffiti abatement program is alive and well in Portland. Currently there are three crews that remove graffiti throughout the City. Two morning crews work from 8:00 am – 1:30 pm and the afternoon crew works from 2:00 pm – 7:30 pm. The afternoon shift is partially funded by the Bureau of Parks and most of their work will be in city parks. These crews are part of the Youth Employment Institute (YEI) which is administered by Janus Youth Programs (JYP). Each crew consists of one crewleader and two trainees from the YEI program. In most the cases youth are also working on completing their GED as well getting paid for their work on the crew. The City contracts with JYP to operate this program. Crews clean graffiti from both public and private property and there is no charge to business or homeowner for their services.

To report graffiti call the Graffiti Hotline at 823-4TAG (823-4824). Be prepared with address, building description, location if not a building (mail box, street sign, Tri-Met shelter, etc.) and a description of graffiti if possible. Hotline staff will enter the information in a police database and distribute the information to work crews or other groups in our city that clean up graffiti. If you have questions or concerns about graffiti the staff at the Hotline can direct to the right party for assistance.

The onset of Spring and warmer weather brings good and bad news. The good news is that crews are not are not hampered by bad weather and remove a tremendous amount of graffiti. We also see an increase in citizens who volunteer with abatement efforts. The bad news is that the graffiti vandals also get very busy as the weather warms up. Also, with the recent public apologies from Reed College Student Sara Fisher, a.k.a. MAUL, there will probably be some retaliation from the "tagger" community in the form increased vandalism.

Is it a hopeless battle? Certainly not! With increased community participation we can take our City back. Here's how you can help. Adopt a portion of your community to report graffiti and to clean it. This could be a park, a Tri-Met bus shelter, a specific building, a local mail drop box, or anything else that is a target for graffiti. The crews can train you and in many cases provide the necessary supplies. If you can't physically use solvents or paint consider reporting graffiti on a regular basis. Volunteering for one-day events is great but more helpful is a three-month, six-month or even a year commitment to help.

For more detailed information about Portland's anti graffiti strategies or if you have suggestions please call Hugh McDowell, the Graffiti Prevention Coordinator for the city. His phone number is 823-5860. Get involved.

**TOP**

## **New City of Portland Pocket Phone Directory**

The City of Portland's Information & Referral Service is making available to the public a Pocket Directory with the most frequently called numbers in City government. They are available by calling 823-4000. You may also find it on the internet at [www.ci.portland.or.us/oni/phone/phonedir.html](http://www.ci.portland.or.us/oni/phone/phonedir.html).

**TOP**

## **City Hall Tour Volunteering Opportunity**

Portland's Historic City Hall completed a two year renovation and re-opened for business on March 30, 1998. Since that time its use has been expanded for private events, such as parties, receptions, and weddings. The Bureau of General Services, Facilities Division, which operate and maintain City Hall, is considering having weekend tours of the building. In order to do this, citizen volunteers would be needed. If you are interested in volunteering two to four hours on a Saturday or Sunday once a month to conduct guided tours of the building, please contact Faye Musselman at 823-6947. There will be a two hour training on how to conduct tours and to receive packets of information on the history and renovation facts of this beautiful building. Weekend public tours of City Hall can only be a reality with the help of citizen volunteers.

**TOP**

## **ONI Budget Update**

In the Mayor's proposed budget, there are a number of ONI efforts that are being strengthened while the rest of ONI is being

maintained at current service levels. There is \$50,000 of one-time funds to enable **district coalition offices** to upgrade their computers, printers, software and to get computer training. This will be a welcome and much-needed upgrade which will enhance the abilities of these offices, staff and citizens to take advantage of electronic information and communication. **The Neighborhood Mediation Center (NMC)** funding is returned to current service level, ending all doubts as to the future of NMC. The Center is healthy and active, with staff and over 30 volunteer mediators, and a pilot project to develop a Siting Disputes Resolution program to assist citizens, agencies and providers in disputes related to social service siting.

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[HOME](#) / [Information Available](#) / [TOP](#)

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If you have comments or questions about the ONI site <<http://www.ci.portland.or.us/oni/>> contact: [ONI Webmaster](#).  
Last revised May 1999.



City of Portland, Oregon  
Office of Neighborhood Involvement

## How to Get Involved in Your Neighborhood Association

### HOME

### WHAT'S NEW

### WHO WE ARE

Introduction

Principles

How to reach us

### WHAT WE DO

Programs

Newsletter

Information

### NEIGHBORHOODS

Portland?

By name

Coalitions

Get involved

### OTHER SITES

City of Portland

CascadeLink, A regional website

More ...

*Excerpted from the Citizens Handbook, a publication of ONI*

The first step to getting involved is to find out what is going on in your area. Since the Portland neighborhood system was established over 20 years ago, most areas of the city have an officially recognized neighborhood association.

Contact your district coalition office of ONI to determine if there is a neighborhood association in your area. If there is, contact the neighborhood association leadership. Express your interests, willingness to help and how often, and share your background and expertise. Join the neighborhood association as a team player, considering your time, interests and the needs of yourself and the organization. Take the time to learn about your neighborhood association, its history, its strengths and weaknesses.

If there is no organized neighborhood association in your area, the district coalition and ONI staff can suggest ways you can get your neighbors involved in creating a neighborhood association.

### **Q. What makes an effective neighborhood association member?**

Here are just a few ideas:

- Listen and talk to your neighbors
- Follow the bylaws in good faith.
- Pitch in and help out with as many projects as you can.
- Be assertive about your opinions. Use your most effective communication skills.
- Be respectful of your neighbors and the many people who will address your group.
- Be thoughtful about your decisions. Make them based on the merits of the arguments, not on personalities or inappropriate pressure.
- Welcome others into the group. Mentor new members and

help make them comfortable.

- Develop your skills through trainings offered by the district coalition/neighborhood offices and ONI.
- Be creative.
- Celebrate your successes and accomplishments.

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**TOP**

If you have comments or questions about the ONI site  
<<http://www.ci.portland.or.us/oni/>> contact: ONI Webmaster.  
Last revised August 1998.

RESOLUTION NUMBER 70-118

A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF SIMI VALLEY CREATING NEIGHBORHOOD  
COUNCILS

WHEREAS, a primary purpose for incorporation of the City of Simi Valley was to gain local control over certain functions of government; and,

WHEREAS, the citizens of Simi Valley should be involved in governmental decisions effecting their own lives and neighborhoods; and

WHEREAS, this City Council wants to know the needs and desires of its constituents in the various neighborhoods of the City of Simi Valley and how well these needs and desires are being met by government at all levels; and

WHEREAS, there is a large reservoir of talent in the citizens of Simi Valley which could be very useful to the City of Simi Valley; and,

WHEREAS, the Council declares in Item 7 of the Interim Goals for the City of Simi Valley that:

"Programs shall be developed to encourage maximum participation by the citizens in the affairs of the community;" and,

WHEREAS, citizen participation will be essential in the development of our new general plan for the City of Simi Valley;

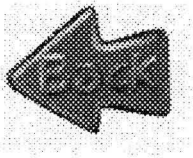
NOW, THEREFORE, the City Council of the City of Simi Valley does resolve as follows:

# Citizen Participation in Birmingham

## *Program Development*

During the period of development of the Citizen Participation Program, Birmingham residents were vitally involved in two important activities --identification of neighborhoods and communities, and preparation of the Citizen Participation Plan. Prior to 1974 Birmingham's neighborhoods, like those of most cities, had been identified and labeled by city planners. However, with the initiation of the Citizen Participation Program, neighborhood and community boundaries and names were newly established by residents of those areas. This process, which required more than six months to complete, was carried out through personal interviews with citizens throughout the City. With this citizen input, significant changes were made in the previous city map. This included boundary modifications, new names and delineation of additional neighborhoods. Through the process, 86 neighborhoods and 19 communities were initially identified. These became the basic organizational elements of the Citizen Participation Program.

As for involvement in preparation of the official Citizen Participation Plan, citizens began their input with opposition to an initial Plan prepared by the City. They requested a public hearing in order to express their views, and their request was granted on April Fool's Day, 1974. During the three-hour hearing attended by approximately 500 persons, almost all speakers expressed opposition to aspects of the initial Plan. Several weeks later, a public workshop was held during which citizens were asked for recommendations for changes in the initial Plan. The changes agreed upon by workshop participants were incorporated into a revised Plan which was considered at a second, well-attended public hearing in October, 1974. At that time, citizens endorsed the modified Plan which included their recommendations. This Citizen Participation Plan then was officially adopted by the Birmingham City Council later that month.



# Citizen Participation in Birmingham

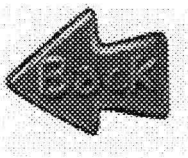
## *CONTINUED DEVELOPMENT*

In 1976, citizens and city officials carried out a ten-month evaluation of the plan which involved many hundreds of man-hours. This evaluation resulted in some neighborhood groups making recommendations for changes in the Plan. These recommendations were considered and voted on by neighborhood groups throughout the City. The neighborhood recommendations, as well as those from the Citizens Advisory Board, were carefully considered by the Mayor and City Council during and after two public hearings. Changes were made in the previous plan in response to input from citizens.

In 1978, the Citizens Participation Plan was again revised by citizens and elected officials through a process of workshops and public hearings. Using these same procedures the Plan underwent a third revision resulting in only minor changes. The present plan is a result of this process.

Throughout the Citizen Participation Program, flexibility has been maintained concerning boundaries and names of neighborhoods and communities. following these reviews, changes have been made in response to citizens' requests. This flexibility will be maintained, and future modifications can be made in order to meet the needs of residents and to enhance the effectiveness of the Citizen Participation Program. Neighborhood and community boundaries and names will be reviewed no less than once every two years and where indicated, further changes can be made. Future modifications in boundaries and names can include expansion of the City by annexation. Residents of such new areas will be included in the Citizen Participation Program as soon as possible (i.e. Brownville, Garden Highlands, Airport Hills), and efforts will be made by the City to achieve this in accordance with needs and wishes expressed by citizens in those area.

As requested by citizens, in order to assure that continued flexibility is maintained, the Citizen Participation will be evaluated by citizens and city officials at least once every two years, and it can be further modified if warranted.



# Citizen Participation in Birmingham

## *NEIGHBORHOOD CITIZENS COMMITTEES*

The first selection of Neighborhood Citizens Committee officers was held in November, 1974. It was a selection, not an election, because of state law prohibitions. It thus became probably the largest selection election ever held in the United States. 8,667 voted for candidates to fill 258 positions -- the greatest number of positions in any Birmingham election. The neighborhood officers were formally recognized by the Mayor and City Council during a special ceremony in December, 1974.

Following the November election, meetings were held and Neighborhood Citizens Committees were formed in all of the 86 neighborhoods. Thereafter, in almost every neighborhood, meetings were held on a regular basis -- usually monthly. Bylaws were considered and adopted.

At initial meetings, most Neighborhood Citizens Committees took action to form Advisory Groups in accordance with the Citizen Participation Plan. The groups so formed varied significantly from area to area in terms of size, composition and degree of representation of subgroups and sub-areas within the neighborhoods. They also varied greatly in their activities and effectiveness. While some Neighborhood Advisory Groups hardly functioned, others had major roles (along with the elected officers) in communicating with other local residents, generating interest in neighborhood improvement, conducting neighborhood surveys, securing information, evaluating data, developing recommendations, making decisions and representing their neighborhoods at City Council meetings, public hearings and other events.

Throughout the development and first year of operation of the Citizen Participation Program, a major task was to make more Birmingham residents aware of the Program and to secure their involvement in it. At the local level, this generally was carried out through announcements at neighborhood meetings. In addition, some Neighborhood Citizens Committees developed innovative and effective means of communication and participation. These included:

- a. Forming contact committees with members who phoned or visited neighbors to let them know about Neighborhood Citizens Committee activities and to encourage them to attend meetings;
- b. Planning and financing from local funds, notices, flyers and posters;
- c. Securing cooperation of local ministers who made announcements at church services and published notices in church bulletins;
- d. Placing announcements in publications of local Community Schools;
- e. Contacting radio and television stations to secure broadcasting of public service announcements'.
- f. Sponsoring "Know Your Neighbor" programs which included refreshments, entertainment and visiting dignitaries; and,
- g. Carrying out other special events, such as clean-up campaigns and beautification projects, which made it possible for citizens to see direct, positive results of their collective efforts to improve their

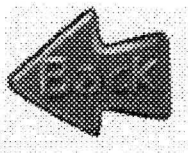


neighborhoods.

Soon after formation of the Neighborhood Citizens Committees, residents in most areas proceeded, in accordance with the Citizen Participation Plan, to identify neighborhood problems and priorities. These actions were a fundamental part of the process whereby the neighborhoods recommended projects to be carried out with almost \$4,000,000 of Community Development Block Grant funds. Securing the projects was a difficult and lengthy process for many neighborhoods, but it worked.

A wide range of initial projects were identified, including recreation, street improvements, storm drainage and other public improvements were initiated. Other projects included the development of a comprehensive neighborhood plan (by Five Points South) and improvements to help the handicapped such as ramps and handrails (by Central City, Ensley Highlands and Five Points South).

During the first year of the Citizen Participation Program, in addition to extensive deliberations by Neighborhood Citizens Committees concerning Community Development Block Grant projects, other notable activities were carried out. One of the most important of these was improved communications between citizens and city officials whereby citizens were able to make known to the officials neighborhood needs such as crime prevention, covering open ditches, better traffic safety, improved recreation facilities and more sanitary sewers.



# Citizen Participation in Birmingham

## *CITIZENS ADVISORY BOARD (CAB)*

*For a list of current CAB members click here.*

By February, 1975, Community Citizens Committees had been formed in accordance with the Citizen Participation Plan in all of the 19 communities. Each of these community groups, composed of the neighborhood officers within that community, elected a president, a vice president and a secretary.

At the first meeting in February, 1975, CAB members elected officers and established initial operating guidelines for the Board. As part of these guidelines, the members agreed to be a collective body concerned with all of Birmingham rather than be a group of individuals interested only in their respective communities. Also, they agreed to endeavor to work cooperatively with city officials in the belief that the primary concern of both these officials and CAB members was the betterment of Birmingham. To help make possible this continued cooperation, later in the year the CAB formally agreed that all levels of the Citizen Participation Program should not be involved in partisan politics, including the endorsement of candidates

Beginning at its first meeting with the election of officers and extending through some four months, the CAB considered and established operating policies and procedures. These actions included:

- 1 . Formation of committees, which corresponded closely to committees of the City Council;
2. Development, adoption and distribution of bylaws;
- 3 . Setting regular meeting time; and,
4. Deciding on guidelines for preparation and distribution of meeting agendas and minutes.

In taking these steps, which included making all meetings public and distributing bylaws, agendas and minutes to all Neighborhood Citizens Committee presidents, as well as to city officials, the CAB established a policy of openness and communication with citizens throughout the City.

Another major step taken by the CAB to make possible better information exchange within the Citizen Participation Program was its request for communication funds for each Neighborhood Citizens Committee. As a result of this request, \$50,000 of Community Development Block Grant funds was allocated for this purpose. Next, the CAB recommended guidelines for the utilization of neighborhood communications funds. These guidelines were adopted by the City and became the established policies for the use of the funds.

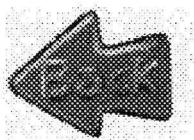
In addition to helping secure money for neighborhood communications, the CAB had a major part in allocating the remainder of the \$5,040,000 allotted to Birmingham in the first Community Development Block Grant program year. Consideration of these funds began at the initial CAB meeting on February 22 with an introduction to the Block Grant application. From that time, CAB members expressed the view that citizen involvement in the application was a top priority, and they gave a great amount of time and effort to achieve this input. This was evidenced by the fact that, during less than four weeks, the CAB met six times (two of which were with the Mayor and Council), held a workshop with the Mayor and

Council and were well represented at two public hearings. Through these events, which dealt almost entirely with the Block Grant application, the CAB secured information-nation, received additional project requests from citizens, evaluated alternatives and made recommendations to city officials.

The CAB recommended to the Mayor and City Council that the Jefferson County Health Department be permitted to issue citations to enforce Birmingham's mosquito control ordinances. As a result, action was initiated to secure passage of an ordinance to make possible the requested mosquito control measures. The CAB expressed serious concern about the threat of an outbreak of St. Louis Encephalitis in Birmingham. In response to these and other expressions of concern, funds were authorized for aerial spraying for mosquito control.

The CAB recommended to the Mayor and City Council that action be taken to reduce stray dog problems. As a result, a CAB representative was invited to meet with a Council committee to consider the matter. Later a public hearing was held, and steps were initiated to develop an ordinance making possible the citation of owners of stray dogs.

The CAB recommended to the Mayor and City Council that action be taken to reduce problems of trains blocking streets. As a result, the Mayor requested information from neighborhoods concerning this problem, and contact was made by city officials with railroad representatives in order to help correct the difficulties.



## **CITY OF SIMI VALLEY NEIGHBORHOOD COUNCIL PROGRAM**

On November 23, 1970, the City Council of Simi Valley established the Simi Valley Neighborhood Council Program. In a community of 105,000, the Neighborhood Councils still promote citizen awareness of, and participation in, local government at a grass roots level.

Four Neighborhood Councils operate within specified geographic areas comprising the City. Each Neighborhood Council is comprised of a general membership and an Executive Board. A novel aspect of the Program is that all residents 18 years of age or older residing within the defined boundaries of a Neighborhood Council are automatically members. The 13 member Executive Board is appointed by the Mayor upon approval of the City Council. The Executive Board members serve two-year terms with staggered appointments every eight months.

The purpose of the Neighborhood Councils is to advise the City Council and Planning Commission on matters affecting their neighborhood, and on matters which the City Council has specifically requested their advice. The Neighborhood Councils also provide residents the opportunity for public participation and involvement in City affairs, thus building a sense of community interest and self-pride for each neighborhood so represented.

Each Neighborhood Council Executive Board meets once a month to consider issues that affect their neighborhoods. The Neighborhood Councils have created innovative recommendations and solutions to community issues concerning land development, traffic problems, public safety, public works issues, waste disposal and disaster preparedness, among others.

The innovation of the Neighborhood Councils is how they serve several community based purposes: 1) Policy makers and City staff are afforded the opportunity to understand concerns/issues from the point of view of residents; 2) The residents are given the opportunity to voice their concerns in a less formal atmosphere than a public hearing before the Planning Commission or City Council; 3) Project proponents are provided an opportunity to hear neighborhood concerns early in the process, providing them the opportunity to address these issues prior to an official public hearing; 4) City staff is able to provide information to the residents to help them understand the parameters within which the City must work (what can and cannot be done); 5) The Program helps residents understand that the City is working with them to solve problems (defusing the "us versus them" syndrome); and, 6) It gives policy makers the ability to refer highly emotional community issues back to the people for their recommendations on how to solve problems prior to a formal decision being rendered.

RESOLUTION NUMBER 70-118

A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF SIMI VALLEY CREATING NEIGHBORHOOD  
COUNCILS

WHEREAS, a primary purpose for incorporation of the City of Simi Valley was to gain local control over certain functions of government; and,

WHEREAS, the citizens of Simi Valley should be involved in governmental decisions effecting their own lives and neighborhoods; and

WHEREAS, this City Council wants to know the needs and desires of its constituents in the various neighborhoods of the City of Simi Valley and how well these needs and desires are being met by government at all levels; and

WHEREAS, there is a large reservoir of talent in the citizens of Simi Valley which could be very useful to the City of Simi Valley; and,

WHEREAS, the Council declares in Item 7 of the Interim Goals for the City of Simi Valley that:

"Programs shall be developed to encourage maximum participation by the citizens in the affairs of the community;" and,

WHEREAS, citizen participation will be essential in the development of our new general plan for the City of Simi Valley;

NOW, THEREFORE, the City Council of the City of Simi Valley does resolve as follows:

SECTION 1: That there be created a Neighborhood Council for each of certain designated areas in the City of Simi Valley, the exact geographic areas for each Neighborhood Council to be described in subsequent resolutions.

SECTION 2: ORGANIZATION

(a) Each Neighborhood Council shall consist of all residents, property owners or leasees 18 years of age or older within the boundaries of said Neighborhood Council.

(b) Five (5) such members shall be appointed by the City Council with the advice of the City Manager to serve as an Executive Board for each Neighborhood Council. The five (5) members should represent a broad spectrum of interests in the area.

(c) The City Manager and City Attorney shall be ex officio members of each Neighborhood Council Executive Board.

(d) Each Executive Board may establish Committees composed of residents, property owners or leasees within the boundaries of its Neighborhood Council to help the Council with its work. No age limitation shall apply to committee members.

SECTION 3: DUTIES AND FUNCTIONS

(a) Each Neighborhood Council shall be advisory to the City Council and City Council advisory bodies and may, and upon request of the City Council shall, contribute information, opinions, advice, suggestions and recommendations to the City Council on all governmental affairs and services having an effect on or in the area the Neighborhood Council represents, including but not limited to Public Works, Public Safety, Planning and Zoning, and Public Health and Sanitation. Resolutions creating specific Neighborhood Councils may further define and specify particular duties and functions. Neighborhood Councils are advisory only. Neighborhood Council recommendations are not binding on the City Council, its Advisory Commissions or the City Manager. However, such recommenda-

tions will be considered along with all other relevant evidence, information and recommendations before a final decision is made by the City Council on a matter pertaining to the Neighborhood Council's area, except where urgency compels immediate action.

(b) Each Neighborhood Council Executive Board shall select a Chairman and Vice-Chairman. The Chairman or Vice-Chairman in his absence, shall preside over all Executive Board and Council Meetings. The Chairman, or Vice-Chairman in his absence, shall be the official representative of the Neighborhood Council to the City Council and shall accurately represent official positions taken by his Neighborhood Council.

(c) Each Neighborhood Council Executive Board shall appoint a secretary to keep an accurate record of all official actions of the Neighborhood Council and the Executive Board and shall keep an accurate account of the people in attendance. The Secretary shall also serve as Treasurer if funds are handled by the Neighborhood Council.

(d) Each Neighborhood Council shall meet at least once a month at a designated time and place regularly scheduled per section 3, Page 4, subheading (h).

(e) All meetings of each Neighborhood Council, their Executive Boards and Committees, shall be open to the public.

(f) A quorum for the Neighborhood Council meeting shall consist of three (3) members of the Executive Board and at least 50 other members present. A quorum for the Executive Board Meetings shall consist of three (3) members of the Executive Board.

(g) A Neighborhood Council may act or conduct official business only at a duly called meeting operating under established procedure as set forth in the Resolution creating procedural rules for Neighborhood Councils.

(h) Each Neighborhood Council and its Executive Board shall by resolution establish a particular time and place for a regular meeting.

(i) Any Neighborhood Council recommendation to the City Council shall be by written Resolutions. The Resolution shall be introduced at one meeting and adopted at a subsequent regularly scheduled meeting at least five (5) days later.

(j) The Executive Board sets the agenda for Neighborhood Council Meetings. However, at any regular meeting of the Neighborhood Council any member may order the inclusion of any specific agenda item for any specific future meetings. If such specific agenda items requested are challenged by other members present at the meeting, they shall be included only on majority vote of those present.

(k) No resident, property owner or lessee may be a member of more than one Neighborhood Council in the City of Simi Valley. Before a member may vote he or she must file an affidavit with the Secretary declaring his or her address, that he or she is 18 years of age or older and that he or she is not a member of any other Neighborhood Council in the City of Simi Valley.

(l) All meetings of Neighborhood Councils, Executive Boards and Committees shall operate under such further rules as the City Council may set forth in subsequent resolutions.

(m) At least once yearly, or more often if requested by the City Council, the Chairmen of all the Neighborhood Councils shall meet as a group with the City Council. At this meeting an annual report describing the activities and officers of each Neighborhood Council shall be presented by the City Manager.

#### SECTION 4: EXPENSE

To fulfill its responsibilities, a Neighborhood Council shall be supplied such support services by the City as may be deemed necessary by the City Manager which are authorized in advance by the



City Council. Neighborhood Councils may raise funds to pay expenses which are not paid by the city providing that they have had prior City Council approval as to the methods of fund raising.

SECTION 5: TERM OF OFFICE

Each Neighborhood Council Executive Board Member shall serve for a term of one year from the date of his or her appointment by the City Council and shall commence his or her duties and functions upon the appointment of the majority of the members. Executive Board members may only serve two consecutive terms. At least one year must elapse before they are eligible for appointment again to the Executive Board.

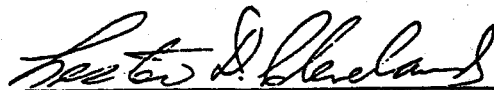
SECTION 6: REVIEW

The effectiveness of the Neighborhood Councils created under this Resolution shall be reviewed just prior to the adoption of the General Plan but not later than November 30, 1971, whichever is earlier.

SECTION 7: EXPIRATION

Unless renewed or dissolved earlier, this Resolution shall expire and have no further force or effect when the General Plan is adopted or on November 30, 1971, which ever is earlier.

PASSED AND ADOPTED this 23 day of November, 1970



Mayor, City of Simi Valley

ATTEST:



Deputy City Clerk

I, Deputy City Clerk of the City of Simi Valley, California, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the City Council of the City of Simi Valley, California, at a regular meeting thereof held on the ~~23rd~~ day of November, 197<sup>0</sup>, by the following vote of the City Council:

AYES: Councilmen Ostler, Rogo, Sigmon, and Mayor Cleveland

NOES: Councilman Dougherty

ABSENT: none

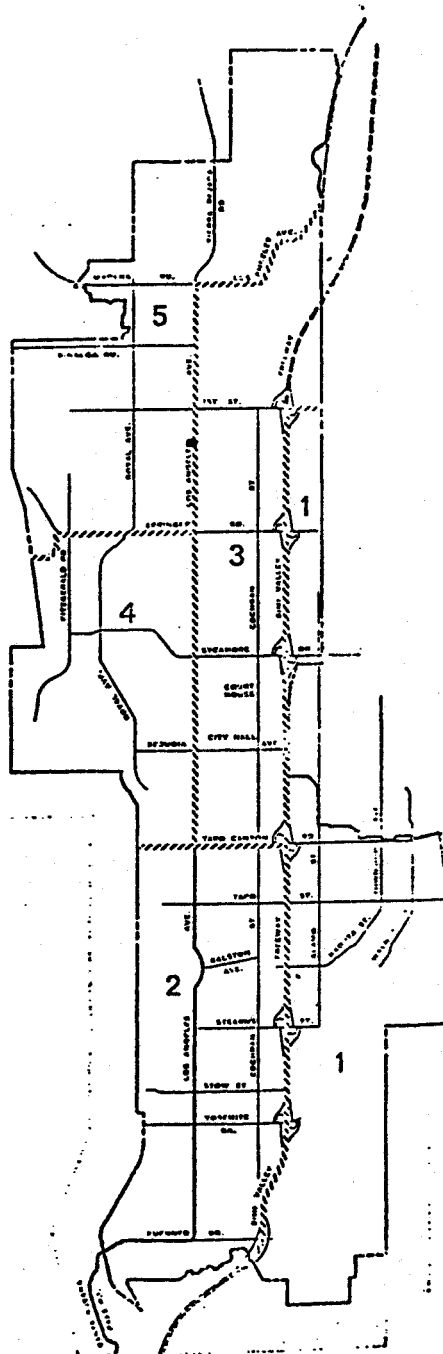
IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Simi Valley, California, this 26th day of September, 197<sup>4</sup>.

*Janet Caldwell*  
DEPUTY CITY CLERK OF THE CITY OF  
SIMI VALLEY, CALIFORNIA

I HEREBY CERTIFY THAT THE  
FOREGOING IS A TRUE AND  
CORRECT COPY OF THE ORIGINAL  
DATE SEP. 30 1974

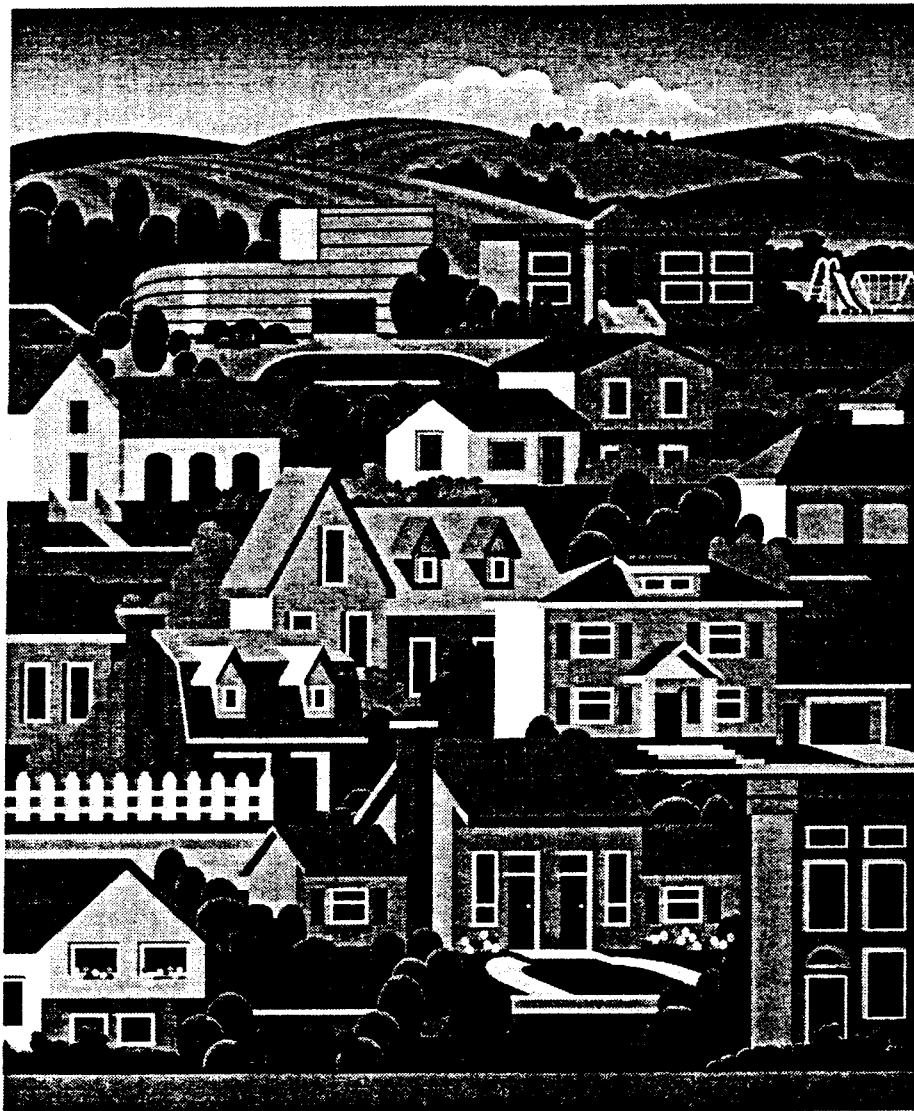
City Clerk  
*Janet Caldwell*  
Deputy City Clerk

# Simi Valley



CITY OF  
SIMI VALLEY

# NEIGHBORHOOD COUNCIL



## BY-LAWS

Fall 1997

## NEIGHBORHOOD COUNCIL BY-LAWS

### *Article I. Creation*

There is hereby created a Neighborhood Council for each of certain designated areas, the number and area of which shall be provided by resolution of the City Council. (Sec. 2-3.301.)

### *Article II. Purpose*

#### *Section 1.*

- A. The purpose of the Neighborhood Councils shall be to advise the City Council on: 1) matters affecting their neighborhood initiated by the Executive Board or requested by non-Executive Board members; and 2) issues on which the City Council has specifically requested their advice. All Neighborhood Councils, regardless of boundary lines will be required to review major development proposals of community-wide significance and advise the City Council of their findings. Neighborhood Councils shall provide for public participation and involvement in City affairs, and provide a mechanism for communication between the City Council and the public. The residents of the City shall have an opportunity to have interested, concerned, and knowledgeable individuals to represent them on a neighborhood level at official City meetings, thus building a sense of community interest and self-pride for each neighborhood so represented. (Sec. 2-3.302.)
- B. Each Neighborhood Council shall be advisory to the City Council and Planning Commission, and to other City Council advisory bodies as may be requested by the City Council and may contribute information, opinions, advice, suggestions, and recommendations to the City Council on all governmental affairs and services having an effect on the area the Neighborhood Council represents, including, but not limited to, public works, public safety, planning and zoning, and public health and sanitation. (Sec. 2-3.302.)

#### *Section 2. Goals*

*The goals of this non-profit, non-partisan organization are:*

- A. *To provide an ongoing opportunity for citizen input in the decision-making process of their government in a positive and productive manner.*

- B. *To provide a mechanism which facilitates communication between City government and the citizens.*
- C. *To encourage citizens to develop an understanding of the needs and expectations of the entire community and an understanding of City government and the citizens.*
- D. *To encourage citizens to identify neighborhood problems and needs, and to assist in the development and implementation of programs which respond to these problems and needs.*
- E. *To encourage citizens to undertake action programs which improve the physical and social environment of their neighborhoods.*
- F. *To encourage a spirit of cooperation and goodwill among residents of each neighborhood.*

### Article III. Membership

#### *Section 1.*

Each Neighborhood Council shall consist of residents eighteen (18) years of age or older residing within the defined boundaries of a Council area. Those individuals not residing within the City limits but living within the City's area of interest may participate as members of the Neighborhood Council. (Sec. 2-3.303.) *All residents of a Neighborhood Council area, 18 years of age or older, are automatically members of the Council.*

#### *Section 2.*

No resident shall be a member of more than one Neighborhood Council in the City. Before a member may vote at a Neighborhood Council meeting, s/he shall file a declaration with the secretary declaring his/her address and that s/he is not a member of any other Neighborhood Council in the City. (Sec. 2-3.303.)

#### *Section 3.*

*No resident shall be prohibited from membership on the Neighborhood Council or Neighborhood Council Executive Board strictly on the basis of marital status, or because they reside within the same residence.*

### Article IV. Organization

#### *Section 1.*

A Neighborhood Council shall be comprised of the general membership, an Executive Board, and ad hoc committees as may be formed by the Neighborhood Council. (Sec. 2-3.304.)

*Section 2.     GENERAL MEMBERSHIP*

*The general membership will be comprised of all the residents of a defined Neighborhood Council area.*

*Section 3.     EXECUTIVE BOARD*

*A.     Members*

A minimum of seven (7) members, with a maximum of thirteen (13) members, shall be appointed by the Mayor upon the approval of the City Council to serve as the Executive Board for each Neighborhood Council. Only City residents may be considered for appointment to the Executive Board, and no person may be appointed to the Executive Board if the appointment to the Executive Board would constitute an incompatible holding of office prohibited by Section 1126 of the California Government Code. No person who is appointed to the Executive Board may participate in the making of any decision if the person may have a conflict of interest under 1090 et seq. of the California Government Code, 87100 et seq. of the California Government Code, or Simi Valley City Council Resolution No. 85-150. Before an applicant can be interviewed and appointed, s/he is required to attend one (1) of two (2) mandatory Neighborhood Council Orientation sessions for that appointment cycle or provide evidence of attendance at an orientation session in the past three (3) years. Members of the Executive Board shall serve at the pleasure of the City Council and may be removed from office by a majority of the five (5) members of the City Council. (Sec. 2-3.305.a.)

*B.     Responsibilities of the Executive Board Members*

*a.     The responsibilities of Executive Board members shall be:*

- 1.     To attend and actively participate in all regular general and special meetings of the Neighborhood Councils.*
- 2.     To serve on, at least, one (1) ad hoc committee as requested by the Chair.*
- 3.     To participate in Neighborhood Council activities and programs.*
- 4.     To attend orientation/training programs.*
- 5.     To consistently communicate with the Chair and Coordinator on all matters of interest to Neighborhood Councils.*
- 6.     To inform the Chair and Coordinator at the earliest possible time of all agenda items for discussion or action.*

7. *To seek reliable complete information on all subjects.*
8. *To cooperate with other Executive Board members by sharing information; considering other opinions, utilize each member's talents and backgrounds.*
9. *To act as a representative of Neighborhood Councils throughout the community.*
10. *To be aware of and assist with membership and committee recruitment.*
11. *To act as host/hostess at general and special meetings.*
12. *To participate in the recruitment of new Executive Board members.*

C. Terms

a. Terms of Office

All Executive Board member terms shall be for twenty-four (24) months upon appointment. One-third (1/3) of the seats on each Executive Board shall expire, and new appointments shall be made to replace such expired terms, every eight (8) months, commencing on January 31, 1983, referred to in this section as "regular appointment times." An Executive Board member whose term is expiring or who has vacated a seat is not eligible for reappointment to a consecutive term. An individual who resigned or whose term of office expired may not be reappointed to a new term or a vacated seat until twelve (12) months have lapsed. (Sec. 2-3.305.d.)

b. Vacated Seats

If a seat on an Executive Board is vacated after an appointment period, an applicant may be appointed to fill such seat for a new twenty-four (24) month term at the next regular appointment time, or, if five (5) or more vacancies or applications for appointment collectively exist on the Executive Boards of the Neighborhood Councils, an interim appointment time may be scheduled by the City Council at the request of the Director of Community Services. If an applicant is appointed to fill a previously vacated term at an interim appointment time, the twenty-four (24) month appointment shall be considered to have commenced as of the nearest prior regular appointment time and shall thereafter be considered to have been appointed to a full Executive Board term, notwithstanding that the individual may serve less than twenty-four (24) months. (Sec. 2-3.305.e.)



*Members of the Executive Board whose terms have expired within the past sixteen (16) months, or who have resigned from office within the past twenty-four (24) months, may not be appointed to serve in other vacated seats.*

**D. Communications**

Members of the Neighborhood Council Executive Boards shall coordinate and channel all official communications to the City Council/Planning Commission through their respective Executive Boards and the Neighborhood Council Coordinator for the City. (Sec. 2-3.305.f.)

**E. Official Representatives**

The chairperson, or in his/her absence, the vice-chairperson or other duly appointed representative, shall be the official representative of his/her Neighborhood Council to the City Council or Planning Commission and shall represent official positions taken by his/her Neighborhood Council, provided that such representative has received the prior approval for such representation by the Neighborhood Council Chair or by a consensus of the Neighborhood Council members present at a Neighborhood Council meeting during which the item was discussed. (Sec. 2-3.305.g.)

**F. Meetings: Time & Place**

Each Executive Board shall establish and announce a particular time and place for its regular meetings. Special meetings as well as regular meetings shall be noticed, and agendas prepared and posted therefor; at least 72 hours in advance. (Sec. 2-3.305.i.)

**G. Quorum**

A quorum for Executive Board meetings shall consist of a majority of the membership of the Executive Board. (Sec. 2-3.305.c.)

**H. Meetings: Absences**

If a member of an Executive Board shall miss three (3) or more consecutive meetings, or 50% or more of meetings in any eight (8) month period, without a valid excuse or the approval of the other Executive Board members, the seat of such member shall be deemed immediately vacated. (Sec. 2-3.305.j.)

**I. Candidates for public office**

If any member of an Executive Board shall file as a candidate for election to a public office, the holding of which would be incompatible with Executive Board membership under the provisions of California Government Code Section 1126,

s/he shall take a leave of absence from the Executive Board. If any member of an Executive Board shall be elected or appointed to any such foregoing described public office, his/her seat as a member of the Executive Board shall become vacant upon the assumption of the other public office. (Sec. 2-3.305.k.)

**Section 4. EXECUTIVE BOARD OFFICERS**

**A. Chair and Vice-Chairperson**

Each Executive Board shall select a chairperson and a vice-chairperson. (Sec. 2-3.305.b.) *The selection shall be made by a majority of the Executive Board at the second meeting following the end of each staggered term. The new officers shall take office at the end of the selection meeting.*

**a. *The duties of the Chairperson shall be:***

- 1. *To preside over all regular and special meetings of the Executive Board and general membership.***
- 2. *To appoint all committees with the approval of a majority of the Executive Board.***
- 3. *To develop the agenda for all meetings in conjunction with the Neighborhood Council Coordinator.***
- 4. *To provide for reports to the appropriate bodies of all viewpoints expressed by members of the Neighborhood Council, including the number of votes for all positions, and any findings and/or recommendation.***
- 5. *To provide for the completion of all projects undertaken by the Neighborhood Council.***
- 6. *To provide for the writing of all letters necessary for Neighborhood Council business in conjunction with the Neighborhood Council Coordinator.***
- 7. *To attend Joint Chairs meetings on behalf of the Executive Board.***
- 8. *To meet monthly or as necessary with the assigned liaison City Council Member to report on and discuss Neighborhood Council activities at the request of the City Council Member.***

*b. The duties of the Vice-Chairperson shall be:*

- 1. To perform the duties of the Chair in his or her absence.*
- 2. To perform the duties of the Secretary in his or her absence.*
- 3. To develop a plan and conduct ongoing membership recruitment.*

**B. Secretary**

Each Executive Board shall appoint a secretary to keep an accurate record of all official actions of the Neighborhood Council and Executive Board and an accurate record of the number of people in attendance. (Sec. 2-3.305.h.)

*a. The duties of the secretary shall be:*

- 1. To provide minutes for all Executive Board and General meetings.*
- 2. To keep an accurate permanent roll call of Executive Board members, general members, guests and staff at all regular and special Executive Board and general meetings.*
- 3. To document in the official minutes that a quorum was present.*
- 4. To provide notification of regular and special Executive Board and general meetings to each Executive Board member.*

**Section 5. COMMITTEES**

**A. Committees**

Each Neighborhood Council Executive Board shall appoint not less than three (3) members of the Neighborhood Council for each committee. (Sec. 2-3.306.)

**B. Ad Hoc Committees**

Each Neighborhood Council, by action of its Executive Board, may appoint ad hoc committees as required. (Sec. 2-3.306.) *The City Council and Neighborhood Council Coordinator shall be informed of the name and goals of each such ad hoc committee.*

**C. Joint Chairs Committee**

*Each Neighborhood Council Executive Board Chairperson, Vice-Chairperson and Secretary shall be members of the Joint Chairs Committee. The Joint Chairs*

*Committee shall meet once per month, or as needed, to discuss matters of mutual concern among the Neighborhood Councils.*

**D. Responsibilities of Committees**

- a. Each committee shall communicate all reports to the City Council through its Executive Board and such reports shall be put to a vote of the general membership. In any event, all appropriate committee reports shall be submitted to the City Council without substantial change. (Sec. 2-3.306.)
- b. *No committee shall represent a position for the Neighborhood Council or present any findings and/or recommendations except at the direction of the Executive Board or the general membership.*
- c. *Ad Hoc committees will meet as often as necessary to fulfill their work program.*
- d. *Each committee shall be responsible for the completion of all aspects of programs and projects duly assigned to it by the Executive Board.*
- e. *The chairperson of each committee will be responsible for: scheduling meetings, notifying committee members of meetings, keeping minutes and a roll call for each meeting, keeping the Executive Board advised of all committee activities, completion and submission of committee report forms to the Neighborhood Council Coordinator.*

**Article V. Meetings**

**Section 1.**

The chairperson or the vice-chairperson in the absence of the chairperson, shall preside over the Neighborhood Council meetings. (Sec. 2-3.307.a.)

**Section 2.**

Each Neighborhood Council shall meet at least once every two (2) months at a regularly scheduled designated time and place. (Sec. 2-3.307.b.)

**Section 3.**

All meetings of Neighborhood Councils and Executive Boards shall be duly noticed and open to the public. (Sec. 2-3.307.c.)

#### *Section 4.*

Neighborhood Councils may act or conduct official business only at duly-called meetings operating under established procedures as set forth in this article and under the provisions of the Ralph M. Brown Act. (Sec. 2-3.307.d.)

#### *Section 5.*

Neighborhood Council recommendations to the City Council may be by written resolutions or motions adopted by the affirmative vote of a majority of the members of the Neighborhood Council voting on the issue. All communications from Neighborhood Councils to the City Council shall show the number of members supporting, opposing, and abstaining from voting upon each such resolution or motion. (Sec. 2-3.307.e.)

#### *Section 6.*

All communications from Neighborhood Councils shall be approved by their respective Executive Boards. The Executive Boards shall direct communications at the request of any resident, to the City staff or City Council on behalf of such resident. No Neighborhood Council Executive Board member may use the title of Neighborhood Council Executive Board member on any form of communication unless authorized by the entire Executive Board and channeled through the Neighborhood Council Coordinator. (Sec. 2-3.307.f.)

#### *Section 7.*

The Executive Board shall establish the agenda for Neighborhood Council meetings. However, at any regular meeting of a Neighborhood Council, any member may request the inclusion of any specific agenda item for specific future meetings, and upon concurrence of a majority vote of the members of the Executive Board, such item will be placed on the agenda as requested. (Sec. 2-3.307.g.)

#### *Section 8.*

All meetings and activities of each Neighborhood Council shall operate under such further rules, not inconsistent with the provisions of this article, as may be established and adopted by its respective Executive Board. (Sec. 2-3.307.h.)

### *Article VI. Relationship with City Council*

#### *Section 1.*

Members of the City Council shall be encouraged to be present at Neighborhood Council meetings. (Sec. 2-3.307.i.)

## Article VII. City Support

### *Section 1.*

The City may provide the following services to Neighborhood Councils:

- A. Neighborhood Council Coordinator and other reasonable staff support as necessary to render assistance to the Neighborhood Councils and respective Executive Boards. Requests for additional staff support shall be made to the City Manager; and,
- B. The City Manager and City Attorney, or their designees, shall be available for Neighborhood Council meetings at the request of the Executive Boards except that such requests shall reasonably relate in need and necessity to matters formally scheduled for agenda consideration. (Sec. 2-3.307.j.)

### *Section 2.*

*The Neighborhood Council Coordinator shall provide, to the extent possible, technical information and reports from City staff to the Neighborhood Council Executive Board members and committees. All requests to City staff for information and reports shall be requested by and channeled through the Neighborhood Council Coordinator.*

### *Section 3.*

*City staff shall make presentations and act as a resource at Neighborhood Council meetings, as necessary.*

### *Section 4.*

*A special effort will be made to involve each Neighborhood Council in the early deliberation of any matter affecting its area so that decisions ultimately reached may reflect the needs and expectations of the affected neighborhoods to the greatest extent possible.*

### *Section 5. Neighborhood Council Coordinator*

*The Neighborhood Council Coordinator support for Neighborhood Councils shall include the provision of:*

- A. *Assistance with the preparation and distribution of agendas, minutes, letters, reports, flyers, posters.*
- B. *Liaison with governmental agencies, developers, individuals, and organizations engaged in business with the City of Simi Valley.*
- C. *Coordination of the activities of the Neighborhood Councils.*

- D. *Resources and assistance in the planning of Neighborhood Council programs, projects, and activities.*
- E. *Attendance at Neighborhood Council meetings, as needed.*
- F. *Orientation/training for Neighborhood Council Executive Board members.*
- G. *Liaison and coordination with City Council, Planning Commission and City staff as needed.*
- H. *Educational and information materials of benefit to Neighborhood Councils.*
- I. *Recognition for the volunteer services of Neighborhood Council members.*
- J. *Personnel records for duly appointed Neighborhood Council Executive Board and committee members reflecting the type and extent of the volunteer service.*
- K. *Records and files of all Neighborhood Council activities, meetings, membership, and the pertinent data.*
- L. *Procedures and contacts for the conduct of Neighborhood Council business.*
- M. *Other assistance as needed to achieve the goals of Neighborhood Councils.*

#### Article VIII. Standing Rules

##### *Section 1.*

*All meetings, minutes, and records of each Neighborhood Council shall be open to the public.*

##### *Section 2.*

*Citizen input will be recognized at each meeting on all agenda items as well as other information that may be brought before the Executive Board or general membership.*

##### *Section 3.*

*No member of the Executive Board or any Neighborhood Council committee shall use the position or the name of Neighborhood Council to endorse or imply endorsement for any enterprise, except as authorized by the Neighborhood Council Executive Board.*

##### *Section 4.*

*No Neighborhood Council meeting or activity shall be used as a forum for personal gain, partisan or non-partisan politics or to circularize the members of the Neighborhood Councils for*

*anything other than Neighborhood Council projects, unless such meeting or activity is specifically designed for such a purpose.*

*Section 5.*

*Formal contacts, written or oral, on behalf of Neighborhood Councils to developers, individuals or organizations engaged in City business with the City of Simi Valley, shall be made by or through the Neighborhood Council Coordinator, or by the Neighborhood Council Chairperson, or his designee, with the prior knowledge of the Neighborhood Council Coordinator.*

*Section 6.*

*Neighborhood Council business with other governmental agencies shall be conducted by or in conjunction with the Neighborhood Council Coordinator.*

*Section 7.*

*The rules of parliamentary procedure codified in Roberts Rules of Order shall govern the conduct of all meetings not otherwise governed by these by-laws.*

*Section 8.*

*Neighborhood Councils shall not present or purport to present positions, policies or direction for the City of Simi Valley or its City Council without the prior approval of the City Council..*

*Article IX. Grievances*

Any grievances made by any individual Neighborhood Council member or members concerning a Neighborhood Council Executive Board action may be made to the general membership of the Neighborhood Council thirty (30) days after filing such grievance with their Executive Board. If such individual or individual members are not satisfied with the results from the appeal to the general membership, they may bring the matter directly before the members of the City Council within thirty (30) days after consideration by the general membership. Any action by the City Council shall be final in regard to such grievance by any individual or individual Neighborhood Council members who pursue the procedures set forth in this section for filing grievances. (Sec. 2-3.309.)



**CODE OF CONDUCT FOR NEIGHBORHOOD COUNCIL  
EXECUTIVE BOARD MEMBERS**

1. Executive Board Members must abide by all Neighborhood Council By-Laws.
2. Executive Board members shall actively participate in volunteer events/programs sponsored by the Neighborhood Councils.
3. Executive Board Members shall treat anyone appearing before Neighborhood Council courteously and fairly and shall allow presentations without undue interruptions.
4. Executive Board Members shall refrain from unduly influencing the Neighborhood Council membership.
5. Executive Board Members shall be facilitators of discussion, and may express or expound a particular point of view, but shall not coercively champion a particular point of view.
6. Executive Board Members shall, to the best of their knowledge, accurately represent City policy to the residents and shall accurately represent recommendations from their Neighborhood Council to the City Council and Planning Commission.
7. Executive Board Members will not attend other Neighborhood Council meetings for the purpose of influencing such Neighborhood Councils unless they clearly state for the record that they are not representing their Neighborhood Council Board, or their Neighborhood Council as a whole, but are attending as an individual, or unless it is an advertised Joint meeting, and shall not attempt by any other means to unduly or through misrepresentation to influence action by members of another Executive Board.
8. Executive Board members shall refrain from personal character attacks upon members of the community or City officials.
9. Failure to abide by these rules will be cause for removal from the Executive Board.



**CITY OF NEW YORK  
RUDOLPH W. GIULIANI, MAYOR**



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# **HANDBOOK**

## **FOR COMMUNITY BOARD MEMBERS**

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**Publication of  
The Mayor's Community Assistance Unit  
Rosemarie C. O'Keefe, Commissioner  
1996**

## **APPENDIX A**

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### **CHARTER SECTIONS ABOUT COMMUNITY BOARDS**

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**SECTION 2700. DECLARATION OF INTENT.**

It is the intent of this chapter to encourage and facilitate coterminous community districts and service districts to be used for the planning of community life within the city, the participation of citizens in City government within their communities, and the efficient and effective organization of agencies that deliver municipal services in local communities and boroughs.

**SECTION 2701. COMMUNITY DISTRICTS.**

a. Each community district shall:

- (1) Lie within the boundaries of a single borough and coincide with historic, geographic and identifiable communities from which the city has developed;
- (2) Be suitable for the efficient and effective delivery of services of municipal agencies required to be made coterminous with the community districts, pursuant to section two thousand seven hundred four, including particularly the service and districting requirements of the police and sanitation departments; and
- (3) Be compact and contiguous and have a population of not more than two hundred fifty thousand persons.

b. Community districts shall be as nearly equal in population with each other as is possible under the criteria in paragraphs one, two and three of subsection a of this section.

c. With respect to the city's central business district in the Borough of Manhattan from fifty-ninth street south, the council may adopt, as part of the Manhattan community district map, districts which shall reflect its unique character as the city's financial, business and entertainment center. In doing so, the council shall take into consideration the residential, working and other daytime populations as well as the hotel and transient or other nighttime populations and adhere as nearly as possible to the provisions of paragraph (3) of subdivision a of this section.

d. The community district map for the borough of Manhattan shall include Roosevelt Island, located in the east river as part of a community district in the borough of Manhattan, immediately opposite to and west of Roosevelt Island. However, for the purposes of meeting section twenty-seven hundred four relating to the coterminality of local services, section twenty-seven hundred five relating to district service cabinets and section twenty-seven hundred seven relating to the agency budget and service statements, Roosevelt Island shall be deemed included within a community district of the borough of Queens immediately opposite and to the east of Roosevelt Island. The chairperson of the community board of the Manhattan community district which includes Roosevelt Island, or his or her designee, shall be a member of the district service cabinet of each of the community districts in which Roosevelt Island is included in the respective boroughs.

e. The community district map for the borough of the Bronx shall include that portion of the borough of Manhattan which lies north of the Harlem River.

## **SECTION 2702. PREPARATION AND ADOPTION OF A MAP.**

a. The map of community districts in effect as of the seventh day of November, nineteen hundred eighty-nine shall be continued until modified pursuant to this section. Not later than the first day of May nineteen hundred ninety-four and every tenth year thereafter, the mayor shall, and at such other times as the mayor deems appropriate, the mayor may, prepare and present to the council a report reviewing the community district map then in force and presenting such recommendations for changes in the map as the mayor deems appropriate. Such review shall consider shifts in population shown in the most recent decennial census that may require adjustments in the community district map to conform to the criteria in section twenty-seven hundred one. Such review shall also consider whether reducing the size of any community district would provide more efficient and effective service delivery within the district or districts involved. If the mayor's recommendations for changes in the map would produce a community district with a population below seventy-five thousand persons, the mayor may consider whether partial suspension of coterminality within the district is likely to provide more efficient or effective service delivery of one or more of the services for which coterminality is required, and may recommend that coterminality for one or more designated services within the community district and any adjacent district be suspended. The mayor's recommendations for changes shall be referred to as the preliminary revision of the community district map. *(Amended by Local Law 1993, No. 71)*

b. The borough presidents, city planning commission, community boards and other civic, community and neighborhood groups and associations shall be consulted and their recommendations considered in the preparation for the preliminary revision of the community district map.

c. The mayor shall publish the preliminary revision of the community district map in the City Record and in each borough of the city and shall, jointly with the borough president, conduct one or more public hearings on it in each borough of the city. Within sixty days after the last such hearing, the mayor shall submit to the council such preliminary revisions of the community district map as he or she deems appropriate.

d. The council shall conduct public hearings on the preliminary revision of the community district map submitted by the mayor and it shall, by resolution, within one hundred twenty days of such submission, adopt, adopt with modifications, or disapprove the map as submitted. If the council adopts the proposed map without modifications, or if the mayor concurs in any modifications adopted by the council, the new map shall be effective as of the date specified in the mayor's proposal or in the modifications adopted by the council and concurred in by the mayor. If the council disapproves the map as submitted by the mayor, or if the council fails to act within the one hundred twenty day period, or if the mayor does not concur in any modifications adopted by the council, the community district map then in force shall remain in effect.

*Editor's Note: In the current Charter, Section 2702 is followed by Section 2704. No text has been omitted.*

## **SECTION 2704. COTERMINALITY OF LOCAL SERVICES.**

a. The head of each agency responsible for one or more of the services listed below shall organize the local service delivery districts of such agency as follows:

- (1) To be coterminous with each of the community districts: local parks services; local recreation services; street cleaning and refuse collection services; the patrol services of the police department; and social services, including community services, community development, youth services, child development, and special services for children; and,
- (2) To be coterminous with one or more community districts or aggregates of them: housing code enforcement, highway and street maintenance and repair, sewer maintenance and repair, and health services, other than municipal hospitals.

b. Notwithstanding the provisions of subdivision a, the requirement that patrol services of the police department be coterminous with each of the community districts in any borough shall not apply to any community district where the mayor, after consultation with the police commissioner, shall determine that establishment of such coterminality would be inconsistent with the most effective delivery of such service. The mayor shall promptly notify the council of any such determination, and the council may, by majority vote, disapprove such determination with respect to any community district within sixty days after the first stated meeting of the council following the receipt of such notice. If the council shall disapprove such determination with respect to any community district, the police commissioner shall organize patrol services to be coterminous with such district within ninety days of such disapproval.

c. The council by resolution subject to the approval of the mayor, or the mayor by executive order may direct that city services in addition to those specified in subdivision a of this section be made coterminous with one or more community districts or aggregates of them.

d. The head of each agency whose local service delivery districts are not required to be coterminous with community districts pursuant to subdivision a or c of this section shall organize the local service delivery districts of the agency to coincide as closely as possible to the boundaries of the community districts.

e. For purposes of this section, coterminality of services shall mean that the boundaries of the local service districts of each agency service listed in subdivision a or required to be coterminous pursuant to subdivision c shall coincide with the boundaries of community districts.

f. The head of each agency responsible for one or more of the services listed in subdivision a or required to be made coterminous pursuant to subdivision c shall: (1) assign to each such local service district at least one official with managerial responsibility involving the exercise of independent judgment in the scheduling, allocation and assignment of personnel and equipment and the evaluation of performance or the management and planning of programs; each such official shall have operating or line authority over agency programs, personnel and facilities within the local service district; (2) assign to each borough at least one borough commissioner, or official with an equivalent title, who shall have line authority over agency programs, personnel and facilities within the borough related to programs, personnel and facilities within the borough related to such services; such official shall consult regularly with the borough president and shall be a member of the borough service cabinet established pursuant to section twenty-seven hundred six of the charter; and (3) publish semi-annually in the City Record and make available to interested parties a list, by community district and borough, of the name, title, office mailing address, and office telephone number of the officials appointed pursuant to

paragraphs one and two of this subdivision and to subdivision a of section twenty-seven hundred six.

g. The head of any agency may assign or reallocate personnel, equipment or other resources outside a community district to meet emergency needs, special situations, or temporary conditions.

h. Nothing in this chapter shall prohibit any agency from maintaining sub-districts within a community district for purposes of efficient and effective service delivery so long as the combined sub-districts shall coincide with the boundaries of the community district. Nothing contained in this section shall prevent the establishment of any special district authorized pursuant to federal, state or local law, the boundaries of which do not coincide with the boundaries of a community district.

i. Each borough president may publish an annual report evaluating the delivery, within the borough, of the services which are listed in subdivision a, or are required to be made coterminous pursuant to subdivision c, of this section.

j. On or before the first day of December, nineteen hundred ninety, the mayor shall appoint a task force on service delivery, consisting of no more than ten members, to review the requirements of subdivisions a, c and f of this section. Such task force shall include members appointed upon the recommendation of the council, comptroller, president of the council and borough presidents. The membership of the task force shall include, but not be limited to, community board members, district managers, and representatives of the agencies subject to the requirements of this section. On or before the first day of December, nineteen hundred ninety-two, the task force shall submit a report to the mayor and council summarizing its conclusions and presenting such recommendations for changes in the list of services made coterminous pursuant to subdivisions a or c, and in the requirements for such services contained in subdivision f, as the task force deems appropriate.

k. The mayor shall report biennially to the council on the implementation of the requirements of this section. Such report shall include: (1) an evaluation of the quality of the services delivered to community districts pursuant to subdivisions a and c of this section during the preceding two fiscal years, (2) a review of the agencies' implementation of subdivisions d and f of this section, and of subdivision a of section twenty-seven hundred six, and (3) any recommendations for changes in the services listed or in the requirements for those services which the mayor deems appropriate.

## **SECTION 2705. DISTRICT SERVICE CABINET.**

a. There shall be a district service cabinet within each community district established pursuant to this chapter. The members of the district service cabinet shall include:

- (1) The agency officials designated pursuant to paragraph one of subdivision f of section twenty-seven hundred four;
- (2) Representatives of other agencies that provide local services on a regular basis in the community district, who shall be the ranking line official to the district;
- (3) Each council member whose district comprises all or part of the community district, and the council members from the borough in which the community district is located;
- (4) A representative of the department of city planning designated by the director of city planning;
- (5) The district manager appointed pursuant to sub-section f of division twenty-eight hundred; and,
- (6) The chairperson of the community board for the community district or his or her representative.

b. Each district service cabinet shall:

- (1) Coordinate service functions and programs of the agencies that deliver services in the community district;
- (2) Consider interagency problems and impediments to the effective and economic delivery of services in the district;
- (3) Plan and recommend joint programs to meet the needs and priorities of community districts and their residents; and
- (4) Consult with residents of the community district and their representatives about local service problems and activities; and
- (5) Keep a public record of its activities and transactions, including minutes of its meetings.

## **SECTION 2706. BOROUGH AGENCY MANAGERS & BOROUGH SERVICE CABINETS**

a. The head of each agency delivering services in the borough shall designate one or more senior officials of the agency with line authority as borough representatives of the agency with such coordinative or other duties and responsibilities as the head of the agency may specify in a written statement filed in the agency and with the director of operations and the appropriate borough president.

b. There shall be a borough service cabinet within each borough whose members shall include



the borough representatives designated pursuant to subdivision a of this section, and the borough president, who shall be the chairperson. Each borough service cabinet shall:

- (1) Coordinate at the borough level service delivery functions and programs of agencies that provide services in the borough;
- (2) Consider interagency problems and impediments to the effective and economic delivery of services in the borough;
- (3) Plan and develop programs addressed to the needs and priorities of the borough and its residents; and
- (4) Consult with residents of the borough and representatives of the community boards about service problems and activities.
- (5) Keep a public record of its activities, transactions, including minutes of its meetings.

#### **SECTION 2707. AGENCY BUDGETS AND SERVICE STATEMENTS.**

a. Each agency with service districts within the community districts and boroughs shall prepare annually a statement of its service objectives, priorities, programs and projected activities within each community district and each borough for the new fiscal year, if requested by the respective community board or borough board.

b. In preparing such statements for community districts the agencies shall consult with the respective district service cabinets and community boards. In preparing such statements for the borough, the agencies shall consult with the borough service cabinet and borough board. The statements shall be filed no later than the fifteenth day of August with the mayor, council, borough presidents, community board and borough board.

c. By no later than four months after the end of the fiscal year, each agency with service districts within the community districts and boroughs shall report to the respective community boards the amount of expenditures within each service district for each unit of appropriation for the preceding year.

#### **SECTION 2708. AGENCY INFORMATION.**

Each agency with service districts within the community districts and boroughs shall make available to each community board and borough board and to the respective borough presidents current information on its operations and programs within each community district and borough.

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CHAPTER 70  
CITY GOVERNMENT IN THE COMMUNITY

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**SECTION 2800. COMMUNITY BOARDS.**

a. For each community district created pursuant to chapter sixty-nine there shall be a community board which shall consist of (1) not more than fifty persons appointed by the borough president for staggered terms of two years, at least one half of whom shall be appointed from nominees of the council members elected from council districts which include any part of the community district, and (2) all such council members as non-voting members. The number of members appointed on the nomination of each such council member shall be proportional to the share of the district population represented by such council member. The city planning commission, after each council redistricting pursuant to chapter two-A, and after each community redistricting pursuant to section twenty-seven hundred two, shall determine the proportion of the community district's population represented by each council member. Copies of such determinations shall be filed with the appropriate borough president, community board, and council member. One-half of the members appointed to any community board shall serve for a term of two years beginning on the first day of April in each odd-numbered year in which they take office and one half of the members appointed to any community board shall serve for a term of two years beginning on the first day of April in each even-numbered year in which they take office. Members shall serve until their successors are appointed but no member may serve for more than sixty days after the expiration of his or her original term unless reappointed by the borough president. Not more than twenty-five percent of the appointed members shall be city employees. No person shall be appointed to or remain as a member of the board who does not have a residence, business, professional or other significant interest in the district. The borough president shall assure adequate representation from the different geographic sections and neighborhoods within the community district. In making such appointments, the borough president shall consider whether the aggregate of appointments fairly represents all segments of the community. Community boards, civic groups and other community groups and neighborhood associations may submit nominations to the borough president and to council members.

b. An appointed member may be removed from a community board for cause, which shall include substantial non-attendance at board or committee meetings over a period of six months, by the borough president or by a majority vote of the community board. Vacancies among the appointed members shall be filled promptly upon the occurrence of the vacancy by the borough president for the remainder of the unexpired term in the same manner as regular appointments.

c. Members of community boards shall serve as such without compensation but shall be reimbursed for actual and necessary out-of-pocket expenses in connection with attendance at regularly scheduled meetings of the community board.

d. Each community board shall:

- (1) Consider the needs of the district which it serves;
- (2) Cooperate with, consult, assist and advise any public officer, agency, local administrators of agencies, legislative body or the borough president with respect to any matter relating to

the welfare of the district and its residents;

- (3) At its discretion hold public or private hearings or investigations with respect to any matter relating to the welfare of the district and its residents, but the board shall take action only at a meeting open to the public;
- (4) Assist city departments and agencies in communicating with and transmitting information to the people of the district;
- (5) Cooperate with the boards of other districts with respect to matters of common concern;
- (6) Render an annual report to the mayor, the council and the borough board within three months of the end of each year and such other reports to the mayor or the borough board as they shall require (such reports or summaries thereof to be published in the City Record);
- (7) Elect its own officers; adopt, and make available for reasonable public inspection, by-laws and statements of the duties assigned by the board to its district manager and other professional staff appointed pursuant to subdivision f of this section; and keep a public record of its activities and transactions, including minutes of its meetings, majority and minority reports, and all documents the board is required by law to review, which shall be made available, in accordance with law, to elected officials upon request and for reasonable public inspection;
- (8) Request the attendance of agency representatives at meetings of the community board;
- (9) Prepare comprehensive and special purpose plans for the growth, improvement and development of the community district;
- (10) Prepare and submit to the mayor, on or before a date established by the mayor, an annual statement of community district needs, including a brief description of the district, the board's assessment of its current and probable future needs, and its recommendations for programs, projects, or activities to meet those needs;
- (11) Consult with agencies on the capital needs of the district, review departmental estimates, hold public hearings on such needs and estimates and prepare and submit to the mayor capital budget priorities for the next fiscal year and the three succeeding fiscal years;
- (12) Conduct public hearings and submit recommendations and priorities to the mayor, the council and city planning commission on the allocation and use within the district of funds earmarked for community development activities under city, state or federal programs;
- (13) Consult with agencies on the program needs of the community district to be funded from the expense budget, review departmental estimates, hold public hearings on such needs and estimates, and prepare and submit to the mayor expense budget priorities for the next fiscal year;
- (14) Assist in the planning of individual capital projects funded in the capital budget to be located in the community district and review scopes of projects and designs for each capital project within such time, not to exceed thirty days, as determined by the mayor; *(Amended by*

- (15) Evaluate the progress of capital projects within the community district based on status reports to be furnished to the board;
- (16) Be authorized to assign a representative to attend any meeting held by a city agency to determine, in advance of drafting, the form and content of any environmental impact statement required by law for a proposal or application for a project in such board's district;
- (17) Exercise the initial review of applications and proposals of public agencies and private entities for the use, development or improvement of land located in the community district, including the conduct of a public hearing and the preparation and submission to the city planning commission of a written recommendation.
- (18) Assist agencies in the preparation of service statements of agency objectives, priorities, programs and projected activities within the community district and review such statements;
- (19) Evaluate the quality and quantity of services provided by agencies within the community district;
- (20) Within budgetary appropriations for such purposes, disseminate information about city services and programs, process complaints, requests and inquiries of residents of the community district; and
- (21) Conduct substantial public outreach, including identifying the organizations active in the community district, maintaining a list of the names and mailing addresses of such community organizations, and making such names and, with the consent of the organization, mailing addresses available to the public upon request.

e. Each agency shall furnish promptly to each community board on request any information or assistance necessary for the board's work. Each agency shall also report periodically to each board on its service activities, programs and operations within the community district.

f. Each community board, within budgetary appropriations therefore, shall appoint a district manager and shall be authorized to utilize the services of such other professional staff and consultants, including planners and other experts, as it may deem appropriate, all of whom shall serve at the pleasure of the community board and shall provide the board with the staff support and technical assistance it requires to fulfill the duties assigned to it by this charter or other law. The district manager shall (1) have responsibility for processing service complaints, (2) preside at meetings of the district service cabinet and (3) perform such other duties as are assigned by the community board in accordance with the statement of duties required by paragraph seven of subdivision d of this section. One of the board members shall be elected by the other members to serve as chairperson. The chairperson shall use no title other than chair or chairperson of the community board and the other members shall use no title other than member of the community board or community board member, except that any member who is elected or appointed to an official position on the board, including but not limited to, vice-chairperson, secretary, treasurer, or chair of a committee or subcommittee of the board shall be allowed to use such title when acting in such capacity. The department of investigation shall investigate any allegations concerning the misuse of a community board title and shall report its findings to the mayor, the council and the borough president in whose borough the community board

is located. The knowing and intentional use of an improper title by any member of a community board shall be punishable by a civil penalty of not less than one hundred dollars nor more than two hundred and fifty dollars for every infraction thereof. The chairperson of the community board or his or her representative shall be a member of the district service cabinet. A member of a community board shall be eligible for appointment to the position of district manager provided such member does not participate in any manner in the selection of the district manager by the board and resigns as a member of any board prior to or upon assuming the duties of district manager.

g. Each community board may employ such other assistants as it may require within budgeted appropriations for such purposes or funds contributed for such purpose. Any funds appropriated by the city to enable the community boards to conduct their duties and responsibilities pursuant to this chapter shall be allocated directly to each board subject to the terms and conditions of such appropriations. The basic budget appropriation for the personal service and other than personal service needs of each community board shall not include rent. Within reasonable limits appropriate to each board's location, rent shall be separately appropriated for the board.

h. Each community board shall meet at least once each month within the community district and conduct at least one public hearing each month. Each board shall give adequate public notice of its meetings and hearings and shall make such meetings and hearings available for broadcasting and cablecasting. At each public meeting, the board shall set aside time to hear from the public. The borough president shall provide each board with a meeting place if requested by the board. (*Amended by Local Law 1995, No. 77*)

i. Each community board may create committees on matters relating to its duties and responsibilities. It may include on such committees persons with a residence or significant interest in the community who are not members of the board, but each such committee shall have a member of the board as its chairperson. Except as otherwise provided by law, meetings of such committees shall be open to the public.

## **SECTION 2801. ACTIONS OF COMMUNITY BOARDS.**

a. A majority of the appointed members of any community board shall constitute a quorum of such board.

b. Whenever any act is authorized to be done or any determination or decision made by any community board, the act, determination or decision of the majority of the members present entitled to vote during the presence of a quorum, shall be held to be the act, determination or decision of such board.



# CITIZEN PARTICIPATION PLAN FOR THE CITY OF WILMINGTON

As required by 24 CFR Subpart B

Citizens groups, neighborhood planning councils, organizations, private businesses, and local jurisdictions are encouraged to participate in the development and review of the City of Wilmington's Consolidated Plan's 'Action Plan', any amendments to the Plan, and the performance report completed at the end of the program year.

## INTRODUCTION.

This **Citizen Participation (CP) Plan** outlines the various methods *the City of Wilmington* will use to inform its citizens of, and actively involve them in developing, a **Consolidated Plan** for its programs.

The City of Wilmington's primary community development and housing programs include the following federal programs:

*The Community Development Block Grant (CDBG) Program;*

*The HOME Investment Partnerships Program (HOME);*

*The Emergency Shelter Grants (ESG) Program; and*

*The Housing for Persons With AIDS (HOPWA) Program.*

The purpose and intent of the Citizen Participation Plan is as follows:

*To promote citizen participation and the development of local priority needs and objectives by providing comprehensive information on the jurisdiction that is easy to understand;*

*To promote the development of an action plan that provides a basis for assessing performance; and*

*To encourage consultation with public and private agencies, including those outside a single jurisdiction, to identify shared needs and solutions.*

## **Citizen Participation Plan:**

**A. Citizen Participation Encouragement:** *To assure the utmost involvement in all stages of the planning process, citizen participation meetings will be developed and scheduled to encourage participation from as many segments of the population as possible. The opportunity for citizen input is required by the consolidated rule. Therefore:*

All activities related to our federal consolidated planning process and their respective dates will be advertised in a timely manner through our local newspapers, public service announcements, neighborhood planning council meetings, notifications, and regular and special mailings. Annually, the Citizen Participation Plan will be reviewed and updated with revisions distributed to all parties for their input and comments.

Meetings will be conducted at times that encourage the greatest participation by citizens throughout our community including low and moderate income persons.

In addition, the City of Wilmington Planning and Development Department, Neighborhood Outreach Division, will notify the chairpersons and other officers of Neighborhood Planning Councils. There are eight Neighborhood Planning Councils, which are semi-autonomous, grassroots organizations that exist in each of the eight City Council districts whereby citizens discuss issues concerning their neighborhoods and City programs and help develop neighborhood-based plans.

**24 CFR Parts 91.105 (a)(2).**

**Citizens Provision of Information:** To assure broad consultation, the City of Wilmington will conduct a series of community meetings and use other consultation methods as appropriate. Planned activities are as follows

Technical Assistance Meeting(s): Meeting(s) will be held with potential applicants to provide technical assistance and answer questions regarding the application process.

Neighborhood Meetings: The City of Wilmington will hold meetings in the fall with the eight Neighborhood Planning Councils for the purpose of reviewing information, highlighting community needs and prioritizing neighborhood needs. Additional outreach will be done to include those other organizations that are not currently participating with the Neighborhood Planning Councils. Public and private agencies, health agencies, and social service organizations will be notified of these meetings to offer their input as well. Times and dates will be placed in the local newspaper.



**DRAFT FOR PUBLIC COMMENT**

3. **Public Availability:** Before the City of Wilmington adopts the Consolidated Plan, the City will make available to citizens, public agencies and other interested parties information that includes the amount of assistance the City expects to receive and the range of activities that may be undertaken. **24 CFR 91.105 (I)** Applicants for CDBG, HOME, ESG and HOPWA funds will be notified about and invited to participate in neighborhood meetings in their respective communities. They will be notified about any changes to the application process as a result of the Consolidated Plan, the amount of funding available, changes in Federal regulations, or changes in the City's criteria for selection. **24 CFR 91.105 (I)**
4. **Public Comment Period:** The proposed Consolidated Plan, substantial amendments to the plan and performance reports will be made available for comment. The City will provide all citizens with no less than 30 days to comment on the consolidated plan, 30 days for a substantial amendment and not less than 15 days to comment on any performance reports before submission to HUD.
5. **Plan Availability:** A summary of the proposed Consolidated Plan, Annual Plan and Amendments will be published in one or more newspapers of general circulation, and copies will be made available at other specified locations. The published summary will describe the contents and purpose and will include a list of locations where copies of the entire plan can be reviewed. **24 CFR 91.105(b)(2), (c)(2), (d)(1).**
6. Citizens will be appraised of the progress of the Consolidated Plan. The City of Wilmington will regularly communicate with citizens and applicants for HUD funds, particularly the Neighborhood Planning Councils. The NPC representatives on the Consolidated Plan Advisory Committee will be encouraged to communicate with the NPC's on the progress of the Consolidated Plan Advisory Committee. **24 CFR 91.105 (a)(2)(iii).**
7. Citizens will be provided with access to information. The City will provide citizens, public agencies and other interested parties with reasonable and timely access to information and records relating to the City's Consolidated Plan and the City's use of funds under the CDBG, HOME, ESG and HOPWA programs during the preceding five years. **24 CFR 91.105 (h).**

**Provision of Technical Assistance:** The City of Wilmington will provide technical assistance to all applicants with special efforts to assist the NPC's in the development of their applications for funding, particularly those NPC's that represent predominately low and moderate income neighborhoods. The City of Wilmington will also provide our NPC's with staff support to coordinate their activities. Citizens, through their NPC's, will be encouraged to discuss the various activities funded by CDBG, HOME, ES, and HOPWA programs. **24 CFR 91.105 (I)**

**DRAFT FOR PUBLIC COMMENT**

**Consolidated Plan Advisory Committee:** The City of Wilmington will work with the NPC Leaders and others in our community in order to form an Consolidated Plan Advisory Committee.

**Committee Membership:** This committee will be comprised of 16 members:

8 representatives selected by the Neighborhood Planning Councils (1 for each NPC District)

4 representatives from key City Departments including Planning, Real Estate and Housing, Economic Development, and the Mayor's Office/Enterprise Community (*ex officio*)

4 representatives from City Council including Community Development Committee, Housing Committee, Finance Committee and one other Committee. (*ex officio*)

**Committee staffing:** Staff from the City will review all proposals and provide summaries of the proposals to this Consolidated Plan Advisory Committee. This committee will review all proposals and summaries and make recommendations to the Mayor and Council for their final decisions.

**Committee Functioning:** This committee would generally conduct its business year around with special attention given to the funding cycle of the City's Federal programs. Additionally, the committee would meet at the end or prior to the start up each year of the annual funding cycle in order to review and offer revisions to the Citizens Participation Plan for the next program year. **24 CFR 91.105(a)(2).**

**Citizen views will be solicited.**

The City will hold at least two public hearings during the year to obtain citizen's views about community development needs, development of proposed activities and review of program performance. One public hearing will be held during the development of the consolidated plan and at least one public hearing will be held before the consolidated plan is published for comment to obtain the views of citizens on housing and community development needs. **24 CFR 91.105 (E)(1).**

The City will ensure adequate public notice before each public hearing, with sufficient information published about the subject of the hearing to permit informed comment. Public hearings will be announced in the newspaper and on public access television. Citizens will be notified of the public hearings at least two weeks before they are held. **24 CFR 91.105(e)(2).**

The City will hold all public hearings at times and locations convenient to potential and actual beneficiaries and accommodations will be made for people with disabilities.

***DRAFT FOR PUBLIC COMMENT***

All hearings will be held in accessible locations and special accommodations will be available upon request. Any individual needing reasonable accommodation should contact the City of Wilmington, Personnel Department, 4th Floor, 800 French Street at (302) 571-4280; TDD is available at (302) 571-4107.

**Non-English Speaking Residents.** The City will provide verbal interpretation for non-English speaking citizens that participate. **24 CFR 91.105(e)(4).**

**Displacement.** The City of Wilmington will minimize displacement of persons and assist any persons displaced as a result of our federally funded programs.

**The City will provide Timely Answers to Written Comments and Complaints.**

The City will consider any comments or views of citizens received in writing, or orally at public hearings in preparing the final consolidated plan, substantial amendments to the plan or performance reports. A summary of these comments or views shall be attached to the final consolidated plan, substantial amendment or performance report. Where applicable, the City will respond to written complaints within 15 working days. **25 CFR 91.105(j).**

**Amendments to the Consolidated Plan.**

**The City shall amend its approved Consolidated Plan whenever it makes the following decisions:**

To make a substantial change in allocation priorities or a substantial change in the method of distribution of funds.

To carry out an activity, using funds from any program covered by the consolidated plan (including program income) not previously described in the action plan: or

To substantially change the purpose, scope, location, or beneficiaries of an activity.

To delete a previously approved activity. The activities to be deleted will be identified during the Consolidated Plan Annual Plan process.

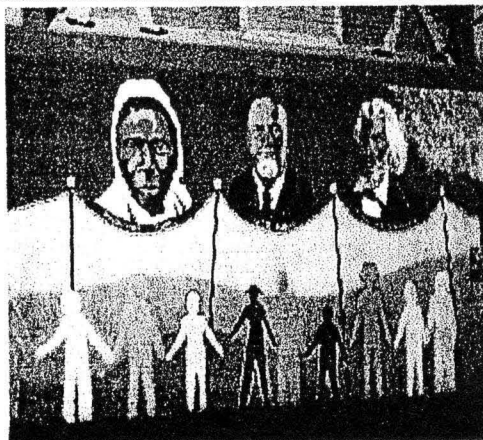
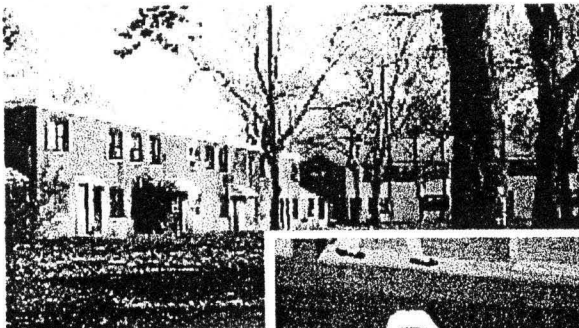
**24 CFR 91.105(c)(1).**

**Substantial change.** A substantial change in the City's Consolidated Plan shall be defined as a change in a planned or actual activity proposed after the official adoption of the Consolidated plan which affects 5% or more of the City of Wilmington's current annual allocation of CDBG or 10% or more of the City of Wilmington's current annual allocation of HOME funds. **24 CFR 91.105 (b)(7).**



## *Neighborhood Planning Council District 3: Community Assessment and Strategic Plan*

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prepared for:  
**City of Wilmington Department of  
Real Estate and Housing**

# **WILMINGTON CONSOLIDATED PLAN**

## **Community Assessment and Neighborhood Strategic Plan**

### **Neighborhood Council Planning District 3 Northeast**

**DRAFT**

***Kise Straw & Kolodner***  
**November 17, 1999**

## **Neighborhood Planning Council District No. 3 Northeast**

### **Neighborhood Characteristics**

Neighborhood Planning District No. 3 is generally bounded by Wilmington's city line to the north and to the east; an irregular boundary to the west that includes Walnut Street, North Market Street, and Northeast Boulevard; and an irregular boundary to the south that includes 9th Street and the Christina River.

District No. 3 is intersected by the Brandywine Creek, and is comprised of several different neighborhoods. South of the Brandywine Creek is the northern segment of Eastside. North of the Brandywine Creek, a large portion of Northeast Wilmington makes up most of District No.3. Within the Northeast are the neighborhoods of Price's Run and Riverside, which have considerable demographic differences and will thus be analyzed separately. Riverside runs along Wilmington's eastern city line and is comprised of Census Tracts 7 and 8, while Price's Run lies between North Market Street and Northeast Boulevard.

### **Population**

The overall population of District No.3 in 1990, 9131 people, decreased by 1% in 1997. The trend is predicted to reverse, however, and increase slightly to 9151 residents by 2002. The Eastside segment of the district lost 8% of its population between 1990 and 1997, and is estimated to lose another 2% by 2002. The Northeast neighborhood of Price's Run had a 0.5% population increase between 1990 and 1997, and the population is estimated to continue increasing slightly in 2002. The northern and southern segments of Riverside are undergoing opposite population trends. Tract 7, the northern segment, lost 22.7% of its population between 1990 and 1997. This figure is estimated to fall another 18% by 2002. Tract 8, the southern segment, however, experienced a 46.8% increase in its population between 1990 and 1997. It is estimated that the tract's population will increase an additional 20.7% by 2002.

The racial makeup of District No.3 varies considerably by neighborhood. In Eastside, 93.7% of the population is black, 4.9% is white, and 1.3% is Hispanic. In the Northeast, the racial makeup of Price's Run is 90.6% black, 7.8% white, and 2% Hispanic. The overall makeup of Riverside is 15.7% white, 81.7% black, and 3% Hispanic. However, Census Tract 7 and

Tract 8 within Riverside differ considerably. Tract 7, the northern portion of Riverside, is 97.9% black, 0.7% white, and 2.5% Hispanic. Tract 8, the southern portion, is only 56.4% black, with the 39.1% of the population being white and 3.6% Hispanic.

The median number of people per household in the District No.3 is 2.99, compared to 2.35 for the city as a whole. By neighborhood, the median number of people per household in Eastside is 2.88, in Price's Run 2.85 people per household, and in Riverside 3.24 people per household (3.31 in Tract 7, and 3.14 in Tract 8).

About 32% of the population in District No.3 is under the age of 18, 59% is between the ages of 18 and 65, and 9% is over 65. In Eastside, 31% is under the age of 18, 57.1% is between 18 and 65, and 11.8% is over 65. In Price's Run, 25.4% is under 18, 61.9% is between 18 and 65, and 12.7% is over the age of 65. In Riverside Tract 7, 52.2% of the population is under 18, 45.5% is between 18 and 65, and only 2.4% is over 65 years of age. In Tract 8, only 9% of the population is under 18, 89.2% is between 18 and 65, and 1.8% is over 65.

## **Income**

The median household income in 1990 for city as a whole was \$26,389. Each of the neighborhoods within District No.3 fell below this figure, with some having less than half the citywide median. Eastside's median household income in 1990 was \$19,418. Price's Run's median was \$22,702, the highest in District No.3. The median household income in Riverside Tract 7 was \$7,585, with the median in Tract 8 being nearly double at \$14,643. Overall, approximately 77% of the households in District No.3 are classified as low- to moderate-income.

Unemployment and poverty rates also vary among the neighborhoods of District No.3. Eastside has an unemployment rate of 10.64%, the highest in the district. Price's Run has a rate of 7.9%, and the unemployment rate of Riverside is 4.52% (5.33% in Tract 7, 3.76% in Tract 8). 24% of Eastside is below the poverty level. 21.4% of Price's Run is below the poverty level, the lowest rate in District No.3. Riverside Tract 7 is the poorest neighborhood in the District, with 66.1% of the population below the poverty level. 44.6% of Tract 8 is below the poverty level.

## **Housing**

Overall, 41% of the houses in District No.3 are owner-occupied, while 44% are renter-occupied. 15.6% of the housing stock in District No.3 is vacant.



For the City as a whole, 49% of the housing stock is owner-occupied, 43% is renter-occupied, and 8.6% is vacant. In Price's Run, 53.8% of the houses are owner-occupied, 37.1% are renter-occupied, and 9.1% are vacant. Only 11% of the houses in Riverside Tract 7 are owner-occupied, with 63.5% being renter-occupied and 25.5% vacant. In Tract 8, 35.8% of the houses are owner-occupied, 39.6% are renter-occupied, and 24.6% are vacant. 39.4% of the houses in Eastside are owner-occupied, 44% are renter-occupied, and 16.3% are vacant. Vacant properties from Pine to Church Streets in Eastside have been of key concern to area residents. New sales housing has recently been constructed to help stabilize the Eastside neighborhood, including 54 units at McCaulley Court at 11th and Lombard Streets.

There are two large public housing projects in the Northeast. Eastlake, located west of Northeast Boulevard, is in the neighborhood of Price's Run. The city was given a Hope VI award for redevelopment of the 275-unit Eastlake public housing development as a mixed-income/mixed-tenure development. The 400-unit Riverside development, to the east of Northeast Boulevard, is located in Riverside Tract 7. The Wilmington Housing Authority is planning to revitalize the Riverside development as a 250-unit mixed-income/mixed-tenure development, with supporting services.

## **Land Use and Development Patterns**

### *Northeast Neighborhood*

The Northeast neighborhood is primarily residential. The housing stock largely consists of low- to medium-density row housing constructed prior to 1949. In recent years, the city has played a significant role in the development of affordable housing in the 11th Street Bridge community south of Vandever Avenue. Recently completed residential developments include Kings Grant, Christina Commons, and Coyne Park.

Commercial uses such as wholesale distributors, warehousing, automotive services, and machine shops are largely concentrated along the Northeast Boulevard corridor. Light manufacturing and other commercial uses are also located along Northeast Boulevard, as well as in the area north of Todd's Lane and 30th Street. Industrial park development has been proposed for the Todd's Lane vicinity. There is currently no defined boundary between the Todd's Lane industrial area and the surrounding residential area, which has strained community relations. Infrastructure improvements will be made to better define the industrial zone, protect the adjacent residential area from traffic to Todd's Lane, improve regional access to area businesses, and create a more attractive environment.

The Peninsula, a former industrial area at the confluence of the Brandywine and Christina Rivers, is proposed as a new water-oriented, middle-income residential community. It will provide a low-density lifestyle now not readily available in Wilmington. In addition, development of the Peninsula area will strengthen adjacent neighborhoods. Another riverfront development is the Kalmar Nyckel, a working recreation of a 17th-century shipyard, which opened in 1997. It is located near the Fort Christina Park within the Peninsula area.

### *Eastside Neighborhood*

Much of the housing stock in the predominately residential Eastside neighborhood is small, 19th and early-20th century, two-story, medium- to low-density residential row houses. In addition to new sales housing at McCaulley Court, homeownership housing is also being constructed at 14th and Walnut Streets. Recent construction also includes the major MBNA headquarters office building at Walnut and 10th Streets.

## **Parks and Open Space**

There are several parks located in the Northeast neighborhood, including Price's Run Park, which is located between Pine and Locust Streets, from 26th to 23rd Street, and Brandywine Mills Park, which runs along the Brandywine Creek. East of the Amtrak railroad line are Fort Christina and East 7th Street Parks, which are located between the Brandywine and Christina Rivers. Kingswood Community Center, located at 23rd and Bowers Streets, offers academic and sports programs to neighborhood youth. At Martin Luther King Elementary School, located at Todd's Lane and Claymont Streets, the Department of Parks and Recreation supervises activities and games for neighborhood youth.

Kirkwood Park, on 11th Street by the Brandywine Creek, serves the Eastside neighborhood. Howard Education Park is directly adjacent on the western side of Kirkwood Park. There are also a number of privately maintained recreation areas and swimming pools throughout the Eastside area.

## **Historic Resources**

There is currently one National Register Historic District in the Northeast neighborhood: the Brandywine Village District, which is roughly bounded by the Brandywine Creek to the south, Tatnall Street to the west, 22nd Street to the north, and Mabel Street to the east. Along Market Street are homes

made of Brandywine granite that were originally built for prosperous millers.

Two churches that date from 1857 are located within the historic district: St. John's Episcopal Cathedral and the Brandywine Methodist Episcopal Church. Also of note is the Brandywine Academy, built in 1798. In addition, two areas are potential National Register Historic Districts in the Northeast neighborhood. The Early-20th Century Riverside Historic District includes the 2100 block of North Claymont Street, 22nd Street between North Claymont and Bower Streets, and Vandever Avenue between North Claymont and Bower Streets. The Late-19th Century Historic District encompasses the 1200 block of North Claymont Street.

There are currently three National Register Historic Districts in the Eastside neighborhood. The Eastside Brandywine District is located north of 13th Street in northern Eastside, featuring a mix of churches, schools, rowhouses, apartment buildings, corner commercial structures, and factories. Historic properties include the Starr House; the Kaumagraph Building; and Howard High School, the first institution in Delaware to provide higher education for Black students. The Eastside Historic District, near the southern boundary of the district, is a neighborhood of continuous brick row houses with corner commercial structures. It is located south of 10th St. between Lombard and Spruce Streets. A small segment of the Brandywine Village District is located in northern Eastside along the Brandywine Creek.

Also in Eastside, an African American Museum is currently planned to be located at the corner of Clifford Brown Walk and 11th Street. Adjacent to the museum will be the new site of the historic Redding House, which will also be used as a museum and cultural center.

## **Transportation**

Northeast Boulevard runs through the middle of Northeast neighborhood, serving as a primary route providing north-south access. The Northeast Boulevard corridor also provides access to the central business district of Wilmington, and to I-495 via Governor Prince Boulevard. Market Street, which also provides access to the central business district, forms part of the western boundary of District No.3 and functions as another main north-south thoroughfare for the area. Vandever Avenue and Todd's Lane function as secondary east-west circulation routes for local traffic in the Northeast neighborhood.

In Eastside, Spruce and Church Streets are a heavily used, one-way pair that provides north-south access and a connection to Northeast Boulevard via the

11th Street Brandywine Bridge. Walnut Street is also a heavily used corridor on the western edge of Eastside, providing access to downtown Wilmington. 11th Street provides local east-west access to the central portion of the city, and is also heavily used by commuter and truck traffic accessing the I-495 beltway via an interchange at 12th Street.

Wilmington Initiatives transportation projects in Eastside include Clifford Walk environmental enhancements and 11th Street Environmental Enhancements. Two of the Wilmington Initiatives Urban Corridor Studies, initiated in January 1998, are located in the District No.3. The Church/Spruce Corridor Study is in Eastside, and the Market Street Corridor Study is in the Northeast neighborhood, from Vandever Avenue to Northeast Boulevard and 12th Street. The studies will seek ways to provide a balance between the requirements for local and regional access for all modes of transportation (walking, bicycling, transit and automobile) while supporting the needs of nearby neighborhoods. In addition, the studies will seek ways to promote economic development related to community objectives.

### **District 3 Issues (listed in order of priority)**

1. Deteriorating neighborhood amenities.
2. Lack of neighborhood health care and treatment
3. Many vacant and substandard houses, particularly in public housing areas
4. Lack of economic development
5. Serious drug trafficking and related criminal activities
6. High unemployment, particularly among the young
7. Deterioration of traffic facilities and layout
8. Inadequate public transport services outside weekday work hours
9. Significant number of unusable "brownfield" sites
10. Inadequate communication between city/federal/non-profit agencies and local residents.
11. Insufficient local access to, and local retention of, public and private money spent in district.

### **District 3 Strategies (listed in order of priority)**

1. Establish drug rehabilitation and health care facilities
2. Undertake vacant house renovation
3. Improve street lighting
4. Establish a youth recreational facility
5. Provide grants to elderly residents to help them maintain/improve their own homes

6. Require projects in the District using public money have a minimum local labor content.
7. Improve educational opportunities for youth
8. Improve neighborhood stability by helping existing local homeowners improve own homes
9. Involve youth in planning and improving their own neighborhoods
10. Support partial funding of needed private neighborhood shops, eg. local laundromat , grocery
11. Improve community input to job corps center
12. Require local district council review/advise on all significant neighborhood development
13. Require and enforce certificates of occupancy to improve local housing maintenance.
14. Cleanup hazardous brownfield sites
15. Improve accountability of the Police
16. Establish education/training program about "brownfield" hazards for those living/working in affected areas.
17. Repair neighborhood sidewalks and curbs
18. Introduce Sunday and evening bus services.
19. Provide coordinated house purchase and rental advice to local residents
20. Establish a house facade improvement program
21. Install surveillance cameras in drug/high crime areas
22. Establish door to door recycling program {and consistent neighborhood cleanup}
23. Establish better daycare facility support services and equipment
24. Improve and promote Todd 's Lane Industrial Park
25. Reduce the proliferation of government/city/project boundaries
26. Establish North Market Street shop façade improvement program
27. Establish a way for the city to visibly endorse local public and private improvement initiatives in the district to increase public recognition and their support by financial institutions.
28. Undertake streetscape and tree planting improvements
29. Install speed bumps

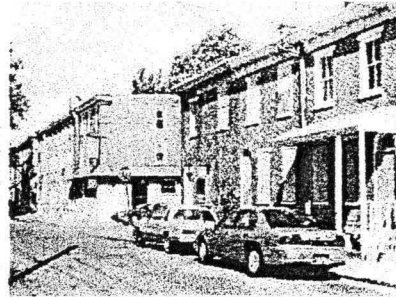
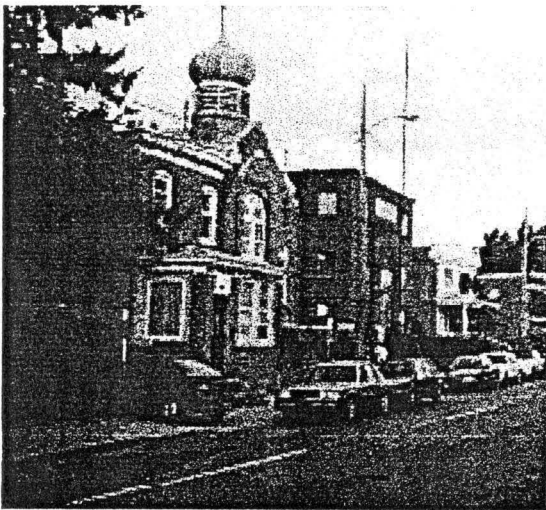






## *Neighborhood Planning Council District 4: Community Assessment and Strategic Plan*

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prepared for:  
**City of Wilmington Department of  
Real Estate and Housing**

prepared by:  
***Kise Straw & Kolodner***

November , 1999



# **WILMINGTON CONSOLIDATED PLAN**

## **Community Assessment and Neighborhood Strategic Plan**

### **Neighborhood Planning Council District 4 Central, Eastside, Southbridge, West Center City**

**Final D R A F T**

**Kise Straw & Kolodner**

**November 19, 1999**

## **Neighborhood Planning Council District No. 4**

### **Neighborhood Characteristics**

Neighborhood Planning Council District No. 4 includes the Center City Business District and the immediate surrounding neighborhoods; the Quaker Hill section of West Center City, the Midtown Brandywine District, much of the Eastside south of 9th Street, and part of Brandywine Village on the north bank of the Brandywine River. It also includes the Southbridge area on the south bank of the Christina River. The socioeconomic and physical characteristics of each neighborhood within the district vary widely, from the relatively affluent Midtown Brandywine area, to parts of the Eastside and Southbridge areas, where 50% of the residents live below the poverty line. Most of the district, with the exception of the Midtown Brandywine District, and Brandywine Village, is located within the Enterprise Community.

### **Population**

The population of the district in 1990 was approximately 10,000 people, including 1,897 in Center City, 2,487 in West Center City, 1,962 in Southbridge, 3,655 in Eastside, 439 in Midtown Brandywine, and 612 in Brandywine Village. The estimated 1998 population is slightly higher than in 1990. The estimated population of Midtown Brandywine increased 11% since 1990, and increased 17% in West Center City, but declined by 9% in Southbridge. The population of the Eastside is unchanged. Seventy-six percent (76%) of the population is African-American, compared to 56% for the city as a whole. The African-American percentage of the population varies from over 90% in the Eastside and South Wilmington, to 45% in Midtown Brandywine, 50% in Brandywine Village, and 54% in Center City. Approximately 70% of the population of the part of West Center City within the district is African-American.

Thirteen percent (13%) of residents are over 65, compared to 15% for the city as a whole. However, 31% of residents in the area of the Eastside south of 7th Street, between Walnut and Spruce Street, are

over 65, reflecting the location of Housing Authority apartments for the elderly on Walnut Street. Twenty-eight (28%) of residents of the district are under 18, compared to 25% for the city as a whole. However, in the section of the Eastside between Walnut, Spruce, 7th, and 9th Streets, 38% of residents are under 18. In Southbridge 47% of the population in the area east of Heald Street, and south of A Street is under 18, reflecting the number of large family household in the Southbridge Wilmington Housing Authority developments.

## **Income**

Thirty-one percent (31%) of the population in the district lived below the poverty line in 1990, compared to 18% for the city as a whole. Seventy percent (70%) of the population is classified as low- to moderate-income, compared to 55% of the city as a whole.

In the Eastside, 48% of the residents living in the area between 4th, 7th, Walnut, and Spruce Streets live below the poverty line. East of Heald Street and south of A Street in Southbridge, 57% of residents live in poverty, reflecting the large number of Housing Authority units in the area.

The 1990 median household income for the entire district was only \$16,959, compared to \$26,389 for the city as a whole. However, median household incomes vary widely by neighborhood.

The highest income area of District 4 is the small Midtown Brandywine area, where only 23% of residents are classified as low- to moderate-income, and the median household income in 1990 was \$40,000. Estimated median household in 1998 was \$54,000, an increase of 35%.

In the Eastside, south of 9th Street, median household income was \$9,258, and only \$5,318 in the area, between 7th and 9th Streets. Estimated median household income in 1998 was only \$11,500 for the area south of 9th Street, an increase of only 20%.

## **Housing**

The level of homeownership in the district is much lower than for the city as a whole. Only 30% of homes are owner-occupied, compared to 53% for the city as a whole. The percentage of owner-occupied units varying widely from under 5% in the area of the Eastside south of 7th Street to 9% in Center City to 60% in Midtown Brandywine. In the Eastside, approximately 28% of homes are owner-occupied. In Southbridge, approximately 47% of homes are owner-occupied. Southbridge includes 360 housing units in Wilmington Housing Authority housing developments. Vacancies in the WHA Southbridge developments resulted in a high overall vacancy rate of 16% in 1990.

In the Eastside, vacant properties are scattered throughout the area, but are concentrated in the blocks from Pine to Church, 7th to 9th Streets. Within District 4, twenty-two units of new sales housing has recently been constructed, at Curlett Place at 7th and Church Streets. Over 1/3 of the Eastside's housing units are project-based, subsidizing housing for family and elderly households. Much of the subsidized housing is in high-rises or garden apartment complexes.

Estimated 1998 median house values in the Eastside are \$55-\$65,000, compared to \$100-\$115,000 in the Quaker Hill area of West Center City, and between \$50,000 and \$70,000 in Southbridge. The highest values are in Midtown Brandywine, where the estimated median house value is in excess of \$126,000, and in the Trinity area of the Shipley Run District, where estimated values exceed \$151,000.

## **Land Use**

The 4th Neighborhood Planning Council District accommodates a wide variety of land uses, from office, commercial, and retail in Center City, to predominately residential land uses in West Center City and the Eastside, and residential, industrial, and waterfront development uses in Southbridge.

The West Center City section of the district consists of predominantly low- and medium-density 3-story rowhouse development, with principally apartments in converted rowhouses in the north. The

Trinity vicinity in the north has undergone restoration and streetscape improvements during the last 20 years. The southern most part of the neighborhood, between 2nd and 6th Streets experienced extensive new development in the 1980s, primarily sales townhouses. The historic Quaker Hill area in the southeast of Center City contains attached and semi-attached row homes, mainly along West and Washington Streets. The Friends Meeting House and grounds and open space is a major feature of the area at 4th and West. Housing conditions vary from good to poor.

In the Eastside, while the neighborhood is predominately residential, there are concentrations of commercial and industrial uses on the fringes of the neighborhood, east of Church Street, south of 4th Street, and along the rivers. There are a few convenience corner stores within the residential neighborhood. The Amtrak elevated structure is a major barrier separating neighborhood residents from the river. Immediately west of the neighborhood is the central business district core. The new justice center is to be constructed at 4th and Walnut Streets.

There are two large neighborhood parks located in the Eastside section of the district: Compton Park on 7th and Lombard Streets, and Christina Park on 4th and Church Streets. The historic YMCA facility on Walnut Street has been recently renovated.

Eastside has three community facilities: the Christina Community Center, St. Mary's Community Center, and Peoples Settlement House. These centers offer a wide range of services including care for the elderly, continuing education programs and support of neighborhood organizations.

In Southbridge, residential development is concentrated in on the area between A and D Streets, Buttonwood and Bradford Streets. Commercial uses are concentrated in the western portion of Southbridge. The South Market Street corridor has a large concentration of auto-related businesses. Commercial uses also exist in pockets within the residential neighborhood, on the east side of the

neighborhood and along Christina Avenue, Commerce Street, and New Castle Avenue.

Industrial uses exist throughout Southbridge, with the majority located along Christina Avenue, Commerce Street, A Street and South Market Street. The Christina Waterfront has numerous manufacturing plans and port-related activities. Vacant former industrial land is being developed for commercial uses. The development includes the Christina Club between Market and Walnut Streets and new commercial uses being planned by the Riverfront Development Corporation. The former Diamond State Oil site is proposed as the site for the city's civic arena sports facility. Much of the former industrial land is environmentally contaminated. There are an extensive number of environmentally contaminated former industrial sites in the district, including 19 in Southbridge. The former Halby Chemical site is the most contaminated in Southbridge.

Four public park facilities; Eden Park, Dugan Ballfield, Barbara Hicks Playground, and Elbert Playground, provide recreational opportunities.

### **Transportation/Circulation**

Primary traffic routes within the district include Delaware Avenue, providing a connection to I-95 in the north, and Martin Luther King Boulevard, providing a connection to I-95 in the south of the district. Other primary routes include the Market/Walnut Street one-way pair providing access to and from South Wilmington. Principal east-west routes include Second Street, 4th Street, and the 10th/11th Street one-way pair, connecting Center City to the 11th Street Bridge over the Brandywine River.

In the Eastside, Fourth Street is a major east-west connector between the Westside, Eastside and Southbridge neighborhoods. Spruce Street and Church Street are a heavily traveled, one-way pair, providing north-south access to Northeast Boulevard via the 11th Street Brandywine Bridge. Seventh Street is the gateway to the 7th Street peninsula.

Wilmington Initiatives transportation projects in the Eastside neighborhood include the recently completed Clifford Brown Walk environmental enhancements, the 11th Street environmental enhancements, and Walnut Street Gateway improvements. Other Eastside projects included in the Wilmington Initiatives Urban Corridor Studies are the Church/Spruce corridor, and East 4th Street corridor.

Several Wilmington Initiatives transportation projects are located in the West Center City section of the district, including:

- The 4th Street Improvements Project, which will improve the transit and pedestrian environment with enhanced lighting, bus shelters, improved sidewalks, and landscaping.
- The Martin Luther King Boulevard Improvements Project, which will improve the pedestrian environment with streetscape and lighting, and provide better access to the waterfront.
- The Delaware Avenue Gateway Improvements Project, which will improve the pedestrian and transit environment, with enhanced streetscape, landscaping, parking, and vehicle circulation.

In Southbridge, Heald Street and New Castle Avenue are secondary circulation routes. These two state-maintained highways have a negative affect on the neighborhood because of the heavy volume of traffic. Christina Avenue is a secondary circulation route, connecting the port with the central business district. I-495 provides an interstate route connection to the Port and I-95 without going through the central business district.

There are significant combination sewer storm drainage problems in Southbridge. A 1991 study identified flooding problems at five intersections: Lobdell and Bradford Streets, "A" and Bradford Streets, "C" Street and Newcastle Avenue, "D" and Townsend Streets, and "A" and Townsend Streets. The study recommended construction of a new separate stormwater drainage system to the Christiana River. Estimated cost in 1991 was \$808,000.

In Center City, trolley service is proposed to link the Riverfront development with Wilmington's downtown Market Street area, providing direct support to many proposed economic development activities. The trolley will travel from H. Fletcher Brown Park at the north (Market Street and 14th Street), to the Amtrak Station, where it will follow abandoned railroad right-of-ways to St. Madison Street and proceed southward to the First USA Riverfront Arts Center and retail development.

## **Historic Resources**

District 4 includes a larger number and variety of historic district and resources. Center City historic districts include the Lower Market Street Historic District, focused on Market Street between MLK Boulevard and 6th Street, and the Rodney Square Historic District. Lower Market Street represents two centuries of the city's mercantile development, and includes a variety of architectural styles. The Lower Market Street area is the site of a major city sponsored adaptive reuse residential development initiative. The Rodney Square District focuses on Wilmington's major civic square, and includes the DuPont Corporate Headquarters and Hotel, public building, the U.S. Post Office and public library.

The Eastside neighborhood contains two national historic districts, three city historic districts, and several historic structures. The Eastside Brandywine National Historic District is located north of 13th Street in the northern Eastside. The Eastside Historic District is a neighborhood of continuous brick rowhouses with corner commercial structures, located between 7th and 10th Streets and between Poplar and Church Streets. City districts include the Saint Mary's Historic District, south of 7th Street, named for Saint Mary's church and school, built in 1866. Structures in the St. Mary's district were built for the area's original Irish immigrants and industrial workers. The Old Swedes Historic District, centered on the Old Swedes Church built in 1698 is located at Seventh and Church Streets. The church honors the location of Wilmington's first Swedish settlement.



The section of West Center City located within the Neighborhood Planning Council District 4 contains two historic districts: the Quaker Hill Historic District, and the Shipley Run Historic District. The Quaker Hill Historic District centers around the 1816 Quaker Meeting House at Fourth and West Streets. The area is notable for its wide range of architectural styles, building materials, and varying degrees of ornamentation. Quaker Hill was home to many Quakers, and abolitionists, and was one of the last stops before freedom on the Underground Railroad. The Quaker Hill Historic Preservation Foundation is working with the city and to establish Quaker Hill as a tourist attraction in conjunction with the city's plans to redevelop Lower Market Street and the waterfront. The Department of Planning of Development has prepared historic district design guidelines for rehabilitation of buildings in Quaker Hill.

The Shipley Run Historic District is located in the northern area of the neighborhood, generally between 8th and 11th Streets, and Adams to Jefferson, and includes the Trinity neighborhood south of Trinity Episcopal Church.

In Southbridge of the residential area fronting Heald Street and New Castle Avenue, between Cobdell and D Streets has been identified as a potential National Historic District. Some residences date from 1830-1880, while others date from the late-19th and early-20th centuries.

In the Midtown area near Brandywine Park, much of the residential area of twin homes west of the Hercules headquarters has also been identified as a potential National Historic District.

Across the Brandywine, the 4th Neighborhood Planning Council District includes the Brandywine Village National Historic District focused on the former mill village originally developed by Oliver Canby in 1792. The district includes mill owners homes across Market Street, and mill workers homes along the banks of the Brandywine.

## **Neighborhood Issues and Priorities**

Many neighborhood issues, opportunities and priorities in the 4th Neighborhood Planning Council District were identified during preparation of the Enterprise Zone Strategic Plan, completed in late 1998.

Specific issues identified in the West Center City section of the district include:

- Lack of parks and other passive open space, except for the Quaker Meeting House grounds.
- Lack of neighborhood services, such as neighborhood restaurants, or good convenience stores, which can provide a focus for neighborhood interaction.
- Vacant lots and houses in the center of the district.
- A multiplicity of community groups, with competing interests, which have not developed a shared vision on the future.
- A lower percentage of homeowners than in other parts of Wilmington.
- Crime and drug trafficking problems in the central part of the neighborhood, which have adverse impacts on the entire West Center City neighborhood.
- Poorly maintained rental housing in the neighborhood, and lack of Department of Licenses Inspections enforcement.
- Concentration of residential social service facilities in the district.

Specific opportunities identified included:

- Proximity of the neighborhood to future arts, entertainment, and restaurant development in the Lower Market Street historic rehabilitation initiative.
- Proximity to emerging waterfront development, enhanced by the north-south pedestrian linkage improvements planned under the Martin Luther King Streetscape Improvement Project.
- The attractive historic architecture of the Quaker Hill Historic District, active neighborhood historic preservation group interested in preserving the architecture, and important associations of the neighborhood with the Underground Railroad

could make Quaker Hill both a desirable residential neighborhood, and potential tourism destination.

- Proximity to I-95 access ramps provides easy access to other regional employment and shopping opportunities.
- The established, attractive Trinity vicinity section of the neighborhood, which creates a positive impression of the neighborhood for the I-95 Delaware Avenue access to downtown.
- Proximity to the new Justice Center at 4th and Walnut Streets, which could make the east section of the Quaker Hill along Tatnall Street attractive for potential offices and support services.

The following strategies and initiatives were identified for the West Center City section of the 4th District, as part of the Enterprise Zone Strategic Planning process:

- Residential development on the 600 block of W. 9th Street, consisting of a mix of rental and sales homes, both new construction and rehabilitation.
- Rehabilitation of deteriorated rental buildings in historic Quaker Hill, to provide larger, more marketable units.
- Acquisition and rehabilitation by a non-profit housing development corporation of Wilmington Housing Authority scattered-site buildings, to provide affordable rental apartments and single-family sales houses.
- Sacred Heart/Ministry of Caring Housing for the Elderly development of assisted and independent living housing for the elderly, at 10th and Madison Streets.
- Connections Transitional Housing historic rehabilitation of a vacant historic house at the southwest corner of West and 7th Streets.
- Development of new historically appropriate sales housing within Quaker Hill Historic District on the DuPont/Copeland vacant site at 7th and West Streets.
- Development of historically appropriate sales housing on former Friends School site at 4th and West Streets.
- Rehabilitation of Thomas Garrett's son's historic house on Washington Avenue as historic underground railroad

museum/research center, and focus of Quaker Hill tourism development.

- Streetscape improvements to Quaker Hill neighborhood, focusing on Washington Avenue, as the spine of the historic district, and West Street as the boundary with Center City.
- Streetscape improvements to 4th Street the major east-west spine of the neighborhood.
- Development of convenience/service retail businesses to support the residential neighborhood on 9th Street.
- Development of historic restoration-oriented workshops and businesses within former commercial spaces on 6th Street, to support the restoration of the Quaker Hill Historic District.
- Historic restoration and reuse of an historic building on Washington Avenue for a Bed-and-Breakfast, to support Quaker Hill tourism developments.
- Improved education for families, with an emphasis on literacy, early childhood education, and youth.
- Improved access to job opportunities at riverfront, including job training and 24-hour public transportation.
- Special programs to address the needs of ex-offenders.
- Development of additional passive open space as a focal point of the community.

In Eastside, issues identified in the neighborhood during the Enterprise Community Strategic Planning process included:

- Resident concerns about the growth of MBNA and impacts on local businesses and residents of Eastside.
- Vacant houses, general deterioration, and associated drug-related crime associated in the area between 7th and 10th Streets, Pine and Church Streets.
- Lack of affordable convenient neighborhood shopping.
- Deterioration of the area east of Church Street, within the Old Swedes Historic District.
- Lack of funding programs to help elderly residents repair and maintain their homes.

Specific opportunities identified for Eastside included:

- Proximity to expanding Center City employment opportunities, and the Justice Center.
- Proximity to the developing Christina Riverfront, parks, and Kalmar Nyckel.
- Positive impact on the neighborhood created by new development, including sales housing at McCauley Court and Curtlett Place, the new church at 5th and Church Streets, and the renovated YMCA facility.

The following strategies and initiatives were identified for the Eastside section of the 4th District:

- Acquisition of vacant homes, and rehabilitation for affordable homeownership, in the area bounded by 7th, 10th, Pine, and Church Streets.
- Housing improvements in the 7th Street/Church Street area, within the Old Swedes Historic and gateway to the Kalmar Nyckel and Seventh Street Peninsula.
- Funding to assist existing homeowners rehabilitate their homes.
- Development of a convenience retail center to serve the neighborhood, including a mini-market, post office, and gas station.
- Completion of streetscape improvements to 10th/11th, Spruce, and Church Streets under the Wilmington Initiatives project.
- Development of affordable day care.
- Expanded youth recreation facilities.

Issues identified in Southbridge during the 1998 Enterprise Community Strategic Planning process included:

- Lack of adequate convenience shops and services, including a food market, post office, and bank.
- Environmental concerns raised by adjacent industrial uses, and potential health impacts of contaminated former industrial sites.
- Poor condition of Wilmington Housing Authority developments.
- Lack of adequate recreational facilities for youth.

- Potential adverse impacts of riverfront development of residential areas.

Opportunities identified include:

- Employment growth provided by proposed riverfront development.
- Development opportunities on underutilized industrial land.

The following strategies and initiatives were identified for Southbridge:

- Community recreation center targeted to youth, at Ebert Park.
- Competitive indoor track facility for Greater Wilmington Youth Athletic Association.
- Neighborhood convenience retail center, including food market, bank, and post office.
- Completion of Cabean Square sales housing development at A and Bradford Streets.
- Redevelopment of the Southbridge Public Housing developments through Hope VI funding.
- Construction of the civic arena on the former Diamond State Oil Site.
- Office development on east bank of the Christina River, on existing scrap yard sites.
- Expansion of port facilities.
- Completion of improvements proposed for major roads, including South Walnut/South Market Street, and South Heald/Newcastle Avenue.
- Rehabilitation of vacant buildings.
- Job training to assure access to all residents, including ex-offenders, to riverfront development job opportunities.

Additional issues identified by the 4th Neighborhood District Council during the Consolidated Plan strategic planning process include:

- Potential health impacts of contaminated former industrial sites in Southbridge and Eastside.

- Adverse impacts of active industrial and storage operations in Southbridge, including truck traffic, and storage of hazardous materials. Particular concern was expressed over the impact of Diamond Materials on Newcastle Avenue, tire storage on South Heald Street, and hazardous waste materials at BF1 on New York Avenue.
- Flooding problems relating to combined sewers in Southbridge and adjacent Christina Park.
- Desire to see WHA's Southbridge developments included in the next Hope VI funding application.
- Expansion of Eastside homeownership revitalization zone to include Pine and Church Streets.
- Need for assistance to New Millennium CDC to rehabilitate vacant properties.
- Need for grants, rather than loans, to encourage owners to fix up their homes, particularly exteriors exposed to public view.
- Lack of street light maintenance.
- Crime and sexual activity in Brandywine Park in Midtown, and in the Bradford Street Park in Southbridge.
- Traffic impacts on Midtown, including West Street and Park Drive.
- Potential residential relocation resulting from development of the Gulf Oil proposed civic arena site.

## **Planning Priorities**

Based on community input overall priorities in the district include:

- Storm drainage improvements throughout the 4th District, to eliminate flooding problems.
- Housing improvements, including acquisition and rehabilitation of vacant houses.
- Facade rehabilitation program targeted to homeowners.
- Restoration of historic buildings.
- Measures to address potential impacts of contaminated sites, including air quality monitoring and environmental cleanup.

- Economic development, including neighborhood services such as acquisition and reopening of the Eastside Laundromat, and joint development opportunities at the Gulf Oil site.
- Crime reduction through installation of surveillance cameras throughout the district.
- Measures to reduce the adverse impacts of existing industrial operations on residential areas.
- Streetscape improvements, particularly lighting, to create a safer, more attractive public environment.
- Traffic calming to reduce traffic impacts on residential streets.
- Completion of Wilmington Initiatives transportation corridor streetscape improvements.

### **Capital Program Funding Priorities**

In 1999, the city allocated \$400,000 in capital budget funds for each of the Neighborhood Planning Council Districts. Priority district-wide capital budget improvements identified by the District 4 Neighborhood Planning Council include:

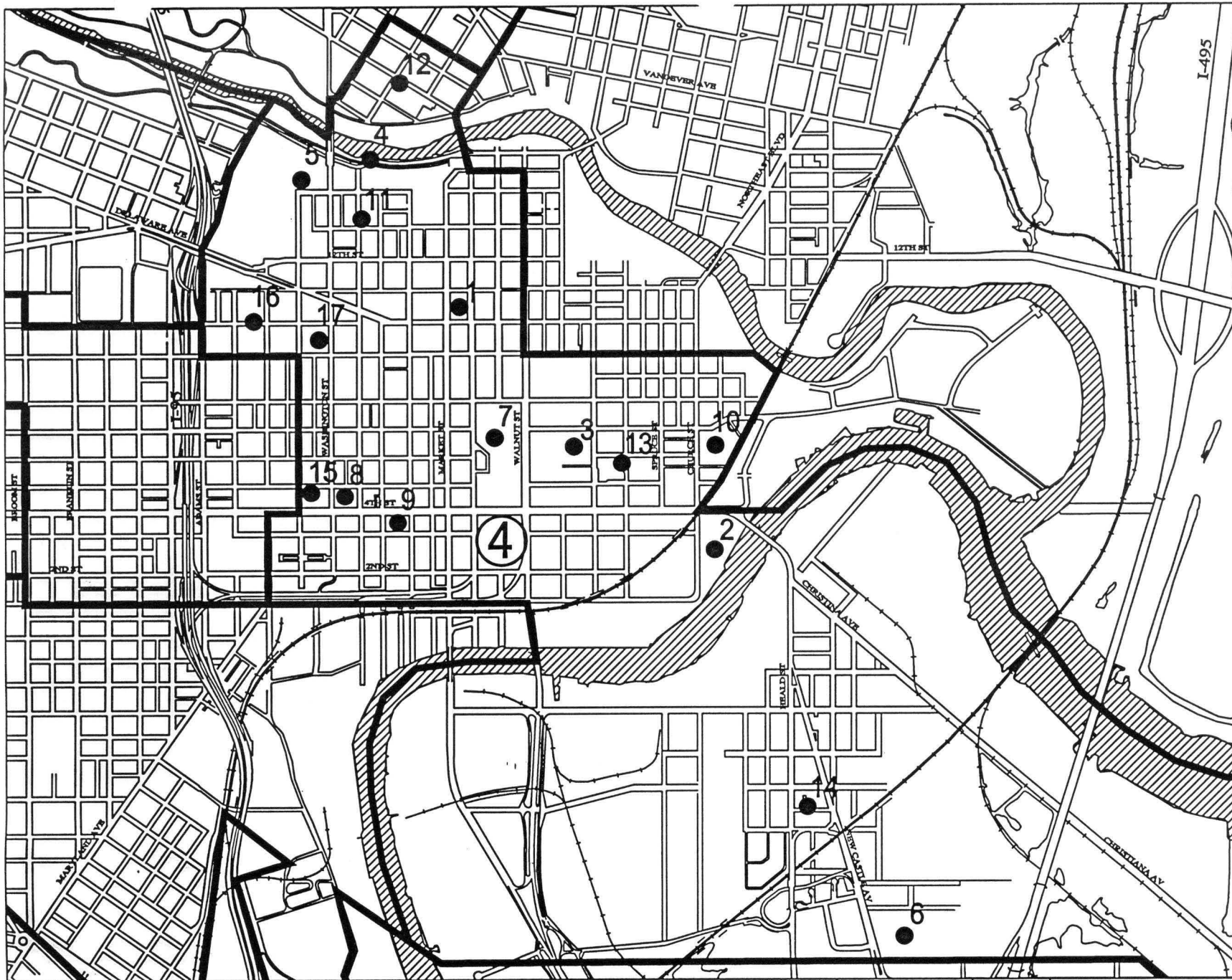
- Sewer improvements in Southbridge and Eastside, to eliminate flooding.
- Acquisition of vacant housing.
- A facade improvement program for existing homeowners.
- Streetscape improvements.
- Joint venture opportunities at Gulf Oil site.
- Installation of surveillance cameras throughout the district.
- Purchase of air quality monitors.
- Brownfield site and hazardous waste cleanup.
- Acquisition of laundromat.
- Restoration of historic buildings and landmarks.

The NPC believes that the capital funds should be used for highly visible, easily implementable projects, so that residents can see the benefits. Highest priority projects should also be those unlikely to be funded through other sources.



The highest priorities for use of these funds, identified by the Neighborhood Planning Council are:

- Lighting/streetscape improvements throughout the 4th District. The NPC will request the University of Delaware conduct a survey to determine the most appropriate blocks for initial treatment.
- Installation of surveillance cameras throughout the 4th District. Installation of surveillance cameras would be coordinated with location of street lighting improvements.
- Funding of a facade improvement program targeted to existing homeowners.

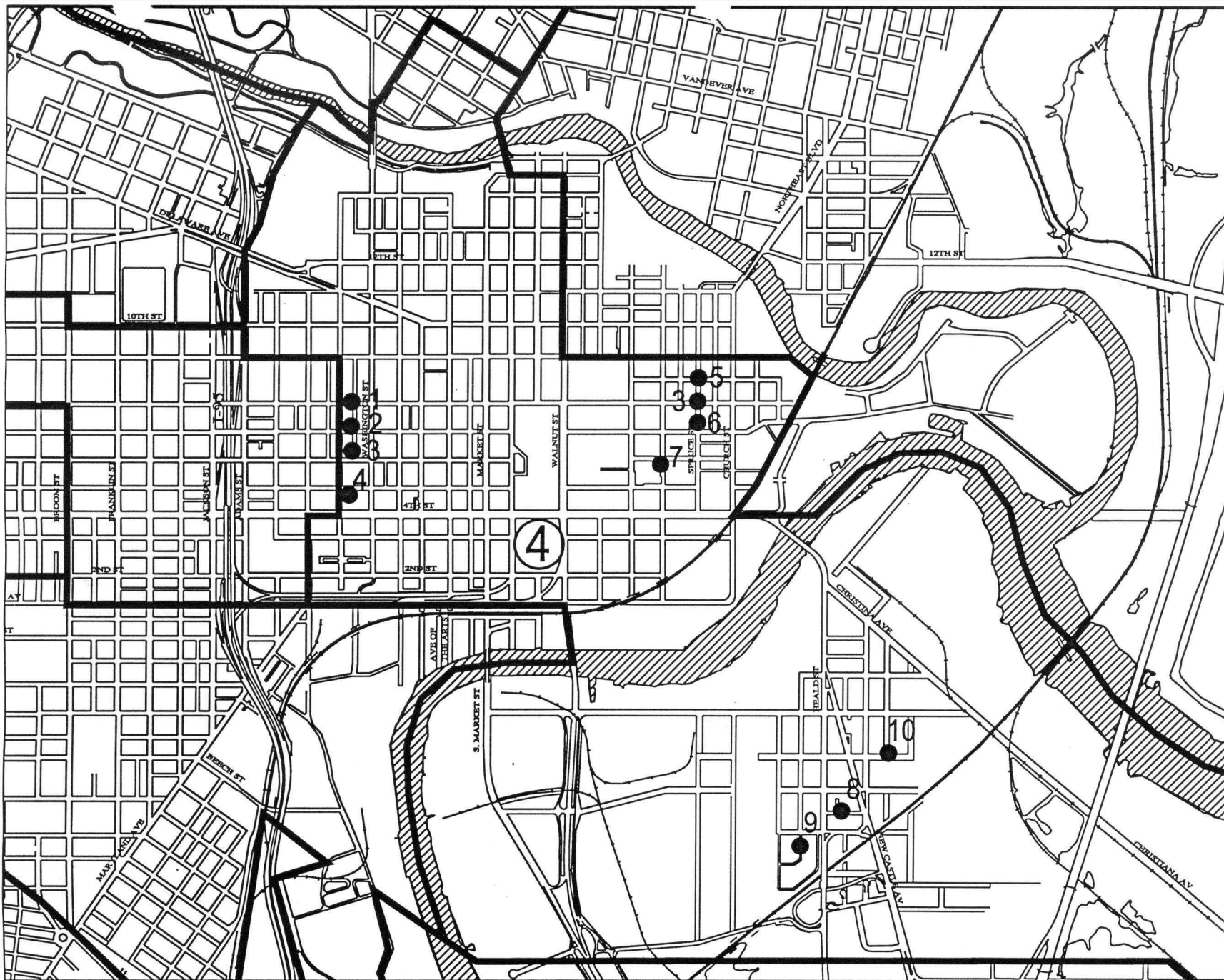


- 1 ROCKLEY SQUARE
- 2 CHRISTINA PARK
- 3 COMPTON PARK
- 4 BRANDYWINE PARK
- 5 WILMINGTON MEDICAL CENTER
- 6 EDEN PARK
- 7 JUSTICE CENTER
- 8 QUAKER MEETING HOUSE
- 9 DELAWARE COMMUNITY COLLEGE
- 10 OLD BYEDES CHURCH
- 11 MIDTOWN BRANDYWINE
- 12 BRANDYWINE VILLAGE
- 13 EASTSIDE
- 14 SOUTHBRIDGE
- 15 QUAKER HILL
- 16 TRINITY
- 17 WEST VILLAGE

# NEIGHBORHOOD PLANNING DISTRICT FEATURES



WILMINGTON CONSOLIDATED PLAN  
NPC DISTRICT



- 1 VACANT AND DETERIORATED HOUSING
- 2 HIGH PERCENTAGE OF RENTAL HOUSING AND LACK OF HOME OWNERSHIP
- 3 CRIME AND DRUGS
- 4 DETERIORATED HISTORIC BUILDINGS ON QUAKER HILL
- 5 LACK OF FUNDING TO HELP ELDERLY RESIDENTS FIX UP THEIR HOMES
- 6 VACANT BUILDINGS AND DETERIORATED HOUSING
- 7 LACK OF CONVENIENCE SHOPPING IN EAST SIDE
- 8 LACK OF CONVENIENCE SHOPPING IN SOUTHBRIDGE, LACK OF YOUTH RECREATION FACILITIES IN SOUTHBRIDGE, VACANT HOUSING
- 9 DETERIORATED PUBLIC HOUSING
- 10 FLOODING IN SOUTHBRIDGE

ISSUES



WILMINGTON CONSOLIDATED PLAN

NPC DISTRICT

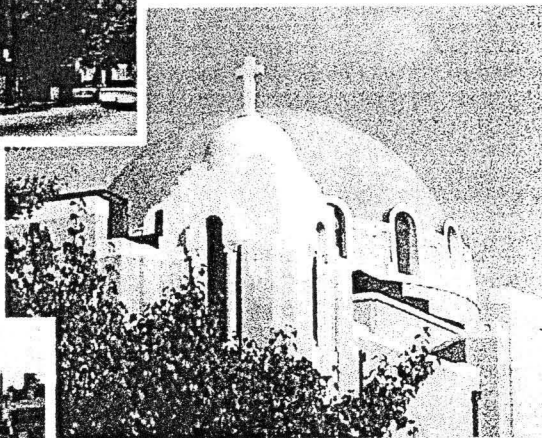
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- 1 REHABILITATION OF VACANT HOUSING IN WEST CENTER CITY. FOR HOME OWNERSHIP
- 2 ACQUISITION AND REDEVELOPMENT OF VACANT HOUSING FOR HOME OWNERSHIP
- 3 CLEAN UP AND DEVELOPMENT OF CONTAMINATED SITES
- 4 STORM WATER DRAINAGE IMPROVEMENTS
- 5 ACQUISITION AND REHABILITATION OF VACANT HOUSING. DEVELOPMENT OF CONVENIENCE RETAIL AND COMMUNITY CENTER FOR YOUTH
- 6 REDEVELOPMENT OF PUBLIC HOUSING
- 7 HISTORIC REHABILITATION IN QUAKER HILL
- 8 CHURCH / SPRUCE STREET IMPROVMENTS
- 9 10th STREET IMPROVMENTS
- 10 NEW CASTLE AVE. / HEALD STREET IMPROVMENTS
- 11 4th STREET IMPROVMENTS
- 12 WASHINGTON STREET IMPROVMENTS

## *Neighborhood Planning Council District 5: Community Assessment and Strategic Plan*

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prepared for:  
**City of Wilmington Department of  
Real Estate and Housing**

prepared by:  
***Kise Straw & Kolodner***

November , 1999



# **WILMINGTON CONSOLIDATED PLAN**

## **Community Assessment and Neighborhood Strategic Plan**

### **Neighborhood Planning Council District 5 Westside and West Center City**

**Final DRAFT**

**Kise Straw & Kolodner**

**November 22, 1999**

## **Neighborhood Planning Council District No. 5**

### **West Center City/Westside**

#### **Neighborhood Characteristics**

Neighborhood Planning District No. 5 is generally bounded by Lancaster Avenue to the south, Jefferson Street to the east, an irregular boundary to the west that includes Broom Street, Clayton Street, and Scott Street, and an irregular boundary to the north that includes 11th Street, 10th Street, and 9th Street.

The district is bisected by I-95 and includes both West Center City and Westside neighborhoods. The district includes Hilltop, the city's largest Hispanic community, and the Tilton Park neighborhood of the Westside, as well as the Hicks-Anderson/Valley area and a portion of the Trinity area of West Center City.

The entire Neighborhood Planning Council District is located within the city's Operation Weed and Seed area. The 4-block area in the southeast bounded by Lancaster Avenue, Broom, 3rd, and Franklin Streets is located within the supporting "Operation Splash" area. The Hilltop and West Center City sections of the Planning District are located within the Enterprise Community.

#### **Population**

Total population of the district in 1990 was 7,971 people. Estimated population in 1998 is about the same as in 1990. Approximately 51% of the population is African-American and 24% Hispanic. The Hispanic population is largely concentrated in the area west of I-95 and south of 6th Street, where 56% of residents are of Hispanic origin. The white percentage of the population varies from zero in the southwest section of the Planning District (Hilltop), to close to 60% in the northwest of the district (St. Anthony). East of I-95 in West Center City, African-Americans represent over 75% of the population overall, and 90% in the Hicks-Anderson area.

The population of the planning district west of I-95 varies from a young, large household, mostly Hispanic population in the southwest, to an aging, majority white population, many of Italian ancestry, in the northwest.

The median family size in the southwest (Hilltop) section of the district at 3.66 persons is significantly higher than 2.35 persons for the city as a whole. Median age in this neighborhood is only 27 years, compared with 35 years for the city as a whole, and 43 years in the far northwest of the Planning District. In the Hilltop area, nearly 40% of the population is under 20, compared to under 20% in the northwest. Conversely, 30% of the population is over 65 in the northwest, but only 7% in the southwest.

## **Income**

Median household income in 1990 was \$24,051, compared to \$26,389 for the city as a whole. Lowest incomes were in the Hicks-Anderson/Valley area of West Center City, where median household income was under \$18,000, and in Hilltop, where median income was \$22,800. Median household income in 1998 was approximately \$30,000 and in the Westside section of the planning district varies from \$28,200 in Hilltop area in the southwest, to \$35,000 in the northeast near Cool Springs Park. Between 1990 and 1998, incomes have risen considerably faster (by 44%) in the Cool Springs area than in Hilltop (24%). In the West Center City section of the district, 1998 median household income varied from \$52,000 south of 4th Street, to only \$14,000 in the Hicks Anderson area between 6th and 7th Streets. Approximately 68% of households are classified as low- and moderate-income households in 1990. Approximately 26% of residents live in poverty.

## **Housing**

The percentage of owner-occupied homes varies from less than 25% east of I-95 in West Center City to over 50% in Hilltop and the northwest. Approximately 30% of the homes in Tilton Park are owner-occupied. Many of the buildings in the Hicks-Anderson area



of West Center City contain project based assisted housing units. There are also a significant number of scattered-site Wilmington Housing Authority properties. Median housing values in 1990 ranged from \$50,000 in Hilltop, to \$96,000 in Tilton Park. Rowhouses predominate in the district, and vary from densely developed smaller rowhouses in Hilltop, to larger semi-detached and rowhouses in Tilton Park, many of which have been subdivided into apartments. Houses in some parts of Tilton Park were rehabilitated in early 1980's. Overall, housing vacancy in 1990 was approximately 9%, but exceeded 15% in West Center City north of 6th Street, where there are a significant number of vacant buildings. In comparison, only 6% of units were vacant in the northwest.

### **Land Use and Development Patterns**

Most of the section of the district west of I-95 was developed in the late-19th century through to World War I, typically with single-family row homes, but with some twin and detached homes in the northern part of the district in Tilton Park and Cool Springs. Much of the northern part of West Center City section of the district, the Hicks-Anderson/Valley area around the West Center City Community Center, was developed in the mid- to late-19th century with 3-story rowhouses. The south part of the West Center City area, between Second and 6th Streets, experienced extensive new development in the 1980s, mainly new townhouses. Major retail facilities west of I-95 include the modern Adams Four neighborhood convenience center at 4th and Adams Streets. Retail west of I-95 is limited to convenience corner stores, such as on 4th Street and Lancaster Avenue.

The Hicks-Anderson West Center City Community Center is a focal point of the West Center City section of the district. Institutions in the Westside section of the district include St. Paul's Church, Roberto Clemente Community Center, and the Latin-American Community Center. The Westside police mini-station opened at 4th and VanBuren Streets in 1998.

Zoning is generally consistent and supporting of existing land use patterns, with most land west of I-95 zoned R3, one-family rowhouses.

East of I-95, a significant portion of the West Center City Valley area is zoned R9, rowhouses with apartment conversions, while the section adjacent I-95 is zoned R5B medium density apartments. The northern part of the West Center City section, which includes part of the Shipley Run Historic District, is zoned R3, single-family rowhouses.

The area of West Center City around the West Center City Community Center has poor housing conditions with many vacant and abandoned buildings and vacant lots.

### **Parks and Open Space**

Neighborhood Planning Council District No. 5 includes a limited amount of park land and open space compared with other districts. The principal park west of I-95 is Tilton Park, created in 1865 as the first city park. There are also a couple of tot lots, at 5th and Franklin, and 2nd and Cornell Streets. East of I-95 park land and open space is limited to the Chambers Playground adjacent the West Center City Hicks Anderson Community Center.

### **Historic Resources**

District 5 includes several part of all several National Historic Districts, the Tilton Park Historic District and Cool Springs Historic District, west of I-95, and the Shipley Run Historic District, east of I-95. Almost the entire Westside area of the district has been determined to be eligible for historic district designation. Potential districts include the North Broom Street District in the northwest, the Lancaster Avenue Early Settlement Area in the southeast, and the Trustees Tract District in the southwest.

The Tilton Park Historic District, between 6th and 10th Streets, Franklin and Broom Streets was originally developed in the 1870's, as an upper class and middle class residential district. Second Empire, Queen Anne, and Italianate design twin and row homes characterize the area. The Cool Spring Historic District immediately to the east between Harrison and I-95 north of 7th Street was also developed in

the late-19th century, with Second Empire and Queen Anne-style rowhouses and twins.

East of I-95, between 8th and 9th, Adams and Windsor Streets in the vicinity of Trinity Church is the Shipley Run Historic District, developed between 1870 and 1890 in Queen Anne, Second Empire and Italianate styles.

## **Transportation**

The district is bisected by I-95, which provides interchanges with the local street system at 10th and 2nd Streets. Fourth Street is the major arterial east-west street. Other major east-west routes are the one-way pair of Lancaster Avenue (the southern boundary of the district) and 2nd Street. Major north-south streets include southbound Jackson Street, and the Broom/Franklin one-way pair.

Under the Wilmington Initiatives Project, streetscape and transportation improvements are planned for 4th Street, Jackson Street, Lancaster Avenue, and 2nd Street.

## **Opportunities and Concerns**

Concerns identified by residents of Hilltop include:

- Lack of coordination of city services and programs (Weed and Seed, community policing, intervention, treatment)
- Lack of residential parking
- Need for improvement of the areas under elevated I-95 at the south end of the neighborhood
- Lack of affordable homeownership opportunities
- Need for employment and life skills training, particularly for ex-offenders
- Lack of code enforcement by the city
- Drugs, crime and prostitution
- Dark streets at night, because of inadequate street lighting and lack of tree trimming
- Lack of entertainment activities for young people

- Trash and litter
- High percentage of multi-unit properties and excessive housing density

Neighborhood priorities for Hilltop residents include:

- Expansion of affordable homeownership opportunities, including ownership counseling, particularly for first time buyers
- Acquisition and rehabilitation of vacant housing for ownership, including support for community development corporations
- Programs to assist elderly homeowners maintain and repair their homes
- Planning to ease residential parking problems
- Enforcement of city codes, for housing, drug violations and school zones
- Provision of employment and training opportunities for community residents, including those with limited English language skills, and ex-offenders
- Coordination of street improvement and housing improvement activities, and enforcement activities, with an initial focus on 4th Street, as the spine of the neighborhood
- Creation of an attractive, peaceful, safe, drug-free neighborhood

Priority development proposals identified for the Hilltop neighborhood include:

- Completion of 4th Street Corridor improvements
- New housing on vacant land at 5th and Jackson Streets
- Acquisition and development of vacant houses on 4th Street, to complement proposed 4th Street improvements
- Acquisition and redevelopment of vacant houses for homeownership throughout Hilltop
- Rehabilitation of vacant Lancaster Avenue buildings

Concerns identified by West Center City residents east of I-95 include:

- Deterioration of the area of West Center City in the vicinity of the Hicks Anderson Recreation Center, including vacant houses and

generally unattractive streetscape. (The area bounded by Washington, Monroe, 9th, and Second Streets.)

- Lack of parks and other passive open space
- A multiplicity of community groups, with competing interests, which have not developed a shared vision on the future
- A lower percentage of homeowners than in other parts of Wilmington
- A high percentage of assisted housing units, particularly in the vicinity of the Hicks Anderson Community Center
- Relatively weak demand for sales housing in the neighborhood
- Crime and drug trafficking problems in the central part of the neighborhood
- Poorly maintained rental housing in the neighborhood, and lack of Department of Licenses Inspections enforcement
- A high percentage of multi-unit properties, and high housing density.

West Center City neighborhood residents priorities include:

- Improved education for families, with an emphasis on literacy, early childhood education, and youth
- More opportunities for homeownership in the neighborhood
- Development of vacant lots and abandoned houses
- Better access to job opportunities, including job training and 24-hour public transportation
- Special programs to address the needs of ex-offenders
- Safe and attractive public environment
- More activities for youth, to keep them off the street
- Rehabilitation of deteriorated buildings and reuse of vacant lots in West Center City in the vicinity of the Hicks Anderson Community Center, so that the percentage of homeowners more closely matches that of the city as a whole, while offering homeownership opportunities for existing renters.
- Enhancement of neighborhood linkages to Riverfront, Historic Lower Market Street, and Delaware Avenue office development
- Improvement of the public/streetscape environment
- Development of additional passive public open space as a focal point of the community

- Completion of 4th Street Corridor Streetscape improvements
- Preparation of a comprehensive master plan for physical revitalization of West Center City in the vicinity of the Hicks Anderson Recreation Center (the area bounded by Monroe, 9th, Washington, and Second Streets). The plan should address the problems of vacant lots and vacant buildings, and deteriorated housing, without increasing the total number of housing units in the neighborhood

Priority development proposals in the West Center City neighborhoods of District 5 include:

- Development of vacant houses and lots on 600 block of W. 9th Street. The project would consist of a mix of rental and sales homes, both new construction and rehabilitation.
- Acquisition and rehabilitation by a non-profit housing development corporation, of Housing Authority Scattered-Site Housing buildings, in the vicinity of the Hicks Anderson community center to provide affordable rental apartments and single-family houses.
- Completion of sales homes on the 800 block of Windsor Street by Habitat for Humanity.
- Development of assisted and independent living housing for the elderly, at 10th and Madison Streets by Sacred Heart/Ministry of Caring.
- Completion of second phase of Home Life Management Transitional Housing development at 7th and Madison Streets.

## **Neighborhood Planning Council District**

### **Planning Priorities**

District-wide strategies for improvement of the 5th District, established during the Consolidated Plan strategic planning process, in order of priority are:

- Improvement of the housing stock through:
  - acquisition and rehabilitation of vacant houses for homeownership

- grant programs to encourage the rehabilitation of existing occupied housing, with specific programs targeted to elderly homeowners. Existing houses rehabilitation. Loan programs are not perceived as working, as many people cannot qualify for loans.
- reduction in density through conversion of multi-unit properties to single-family homes.
- community review of proposals for multi-unit reuse of vacant buildings.
- Code enforcement, to improve housing conditions.
- Expansion of youth programs at existing community centers.
- Development of a shared vision for the future by the multiplicity of community groups represented in the district.
- Elimination of crime and drugs throughout the 5th District, particularly through improved street lighting.
- Job training for ex-offenders.
- Literacy training for families.
- Completion of the 4th Street Corridor Streetscape improvements.
- School zone drug enforcement.
- Planning for residential off-street parking lots.
- Traffic calming, including construction of intersection bump outs where appropriate.

### **Capital Program Funding Priorities**

In 1999, the city allocated \$400,000 in capital budget funds for each of the Neighborhood Planning Council Districts. Priority district-wide capital budget improvements identified by the District 5 Neighborhood Planning Council include:

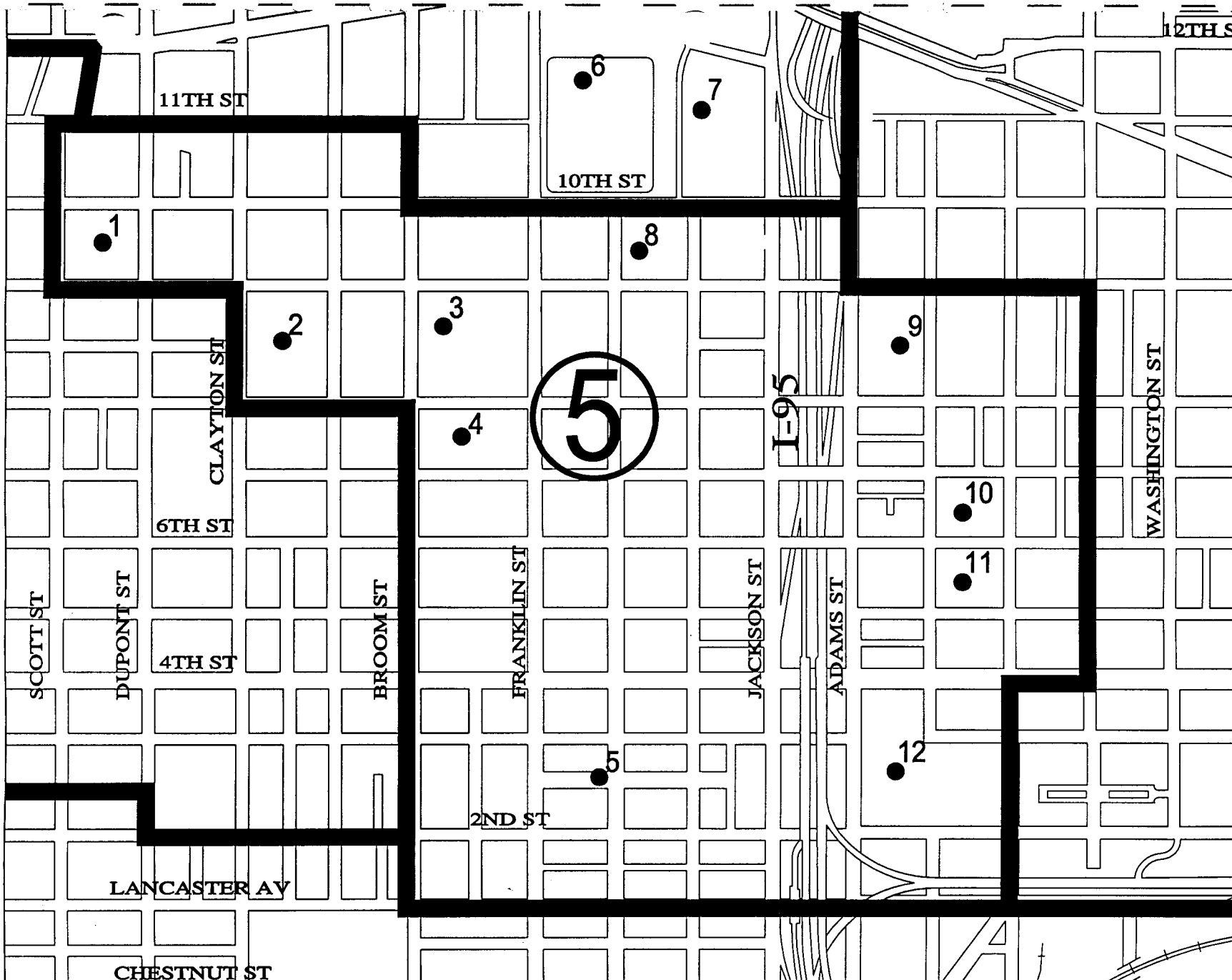
- Street lighting improvements
- Streetscape improvements to 700 block of Madison Street, including lighting and sidewalk repair.
- Streetscape improvements to 200 block of Madison Street and Monroe Street, linking to 4th Street and the Riverfront.
- Improvements to eliminate flooding at 2nd and Monroe Streets, and on 7th Street.

- Facade improvements to deteriorated stucco-faced buildings on the 200 block of Madison Street.
- Early childhood learning center and youth education programs.
- 4th Street corridor streetscape and traffic calming improvements.
- Historic building restoration.
- Streetscape improvements around Tilton Park, the perimeter of Tilton Park.

The two highest priorities for use of these capital funds, identified by the Neighborhood Planning Council, are:

- Improved street lighting and tree trimming, to increase night-time illumination levels and reduce crime. A detail study is proposed by the council to determine priorities for improvements, identify trees in need of trimming, and the most appropriate type of street light. The low-mounted pedestrian type street light used in Trinity may be appropriate, as the source of light is below the tree canopy.
- Increased resources for youth education at existing community centers. Programs are required that will attract youth, and funds would be used to purchase equipment, in conjunction with funds from other sources to hire additional counsellors.





- WITHONY'S
- 2 ROONEY RESERVOIR
  - 3 GREEK ORTHODOX CHURCH
  - 4 TILTON PARK
  - 5 HILLTOP
  - 6 COOLSPRING RESERVOIR
  - 7 COOLSPRINGS PARK
  - 8 COOLSPRINGS
  - 9 SHIPLEY RUN HISTORIC DISTRICT
  - 10 CHAMBERS PLAYGROUND
  - 11 HICKS ANDERSON COMMUNITY CENTER
  - 12 ADAMS FOUR SHOPPING CENTER

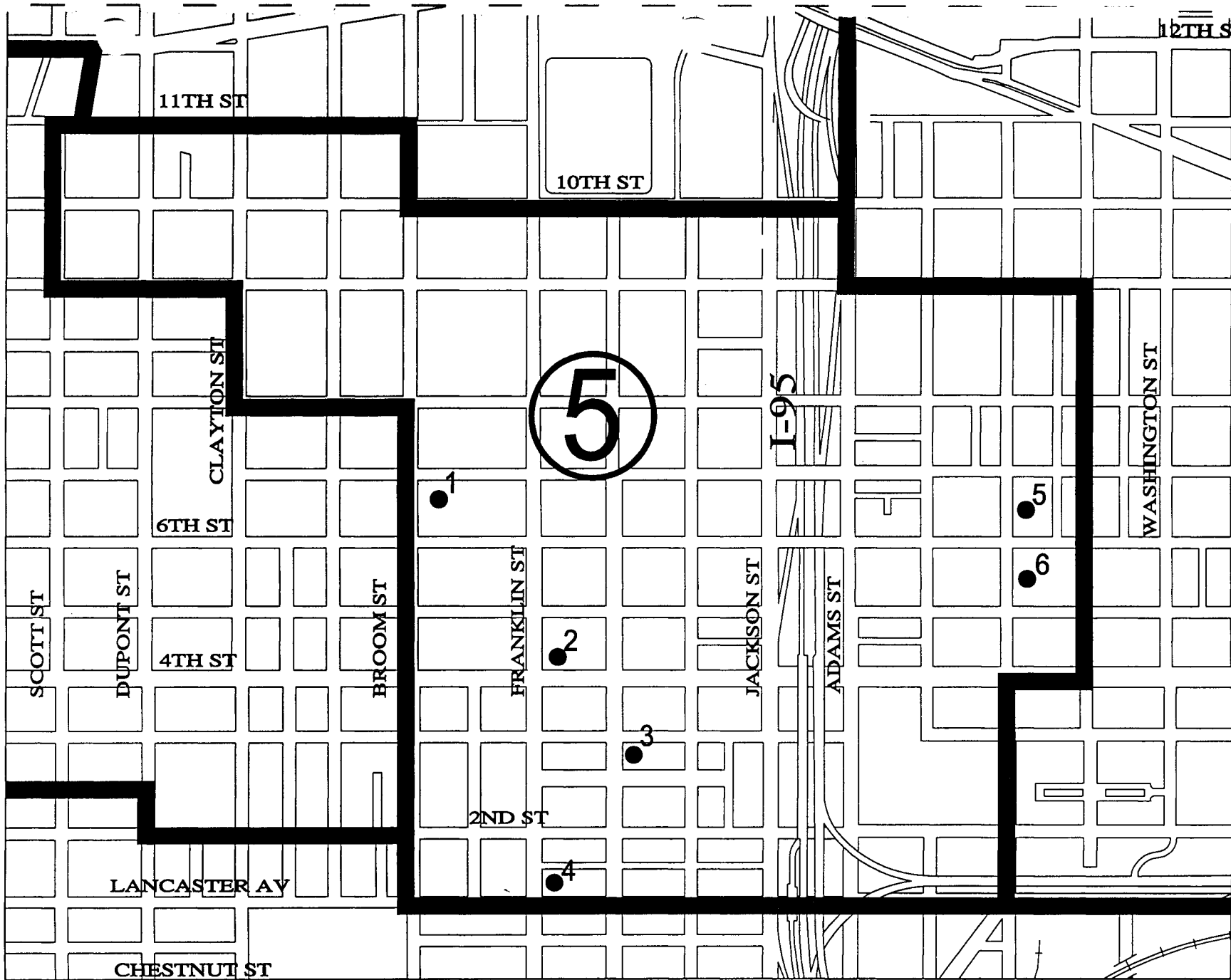
HILLTOP / WEST CENTER CITY - DISTRICT FEATURES



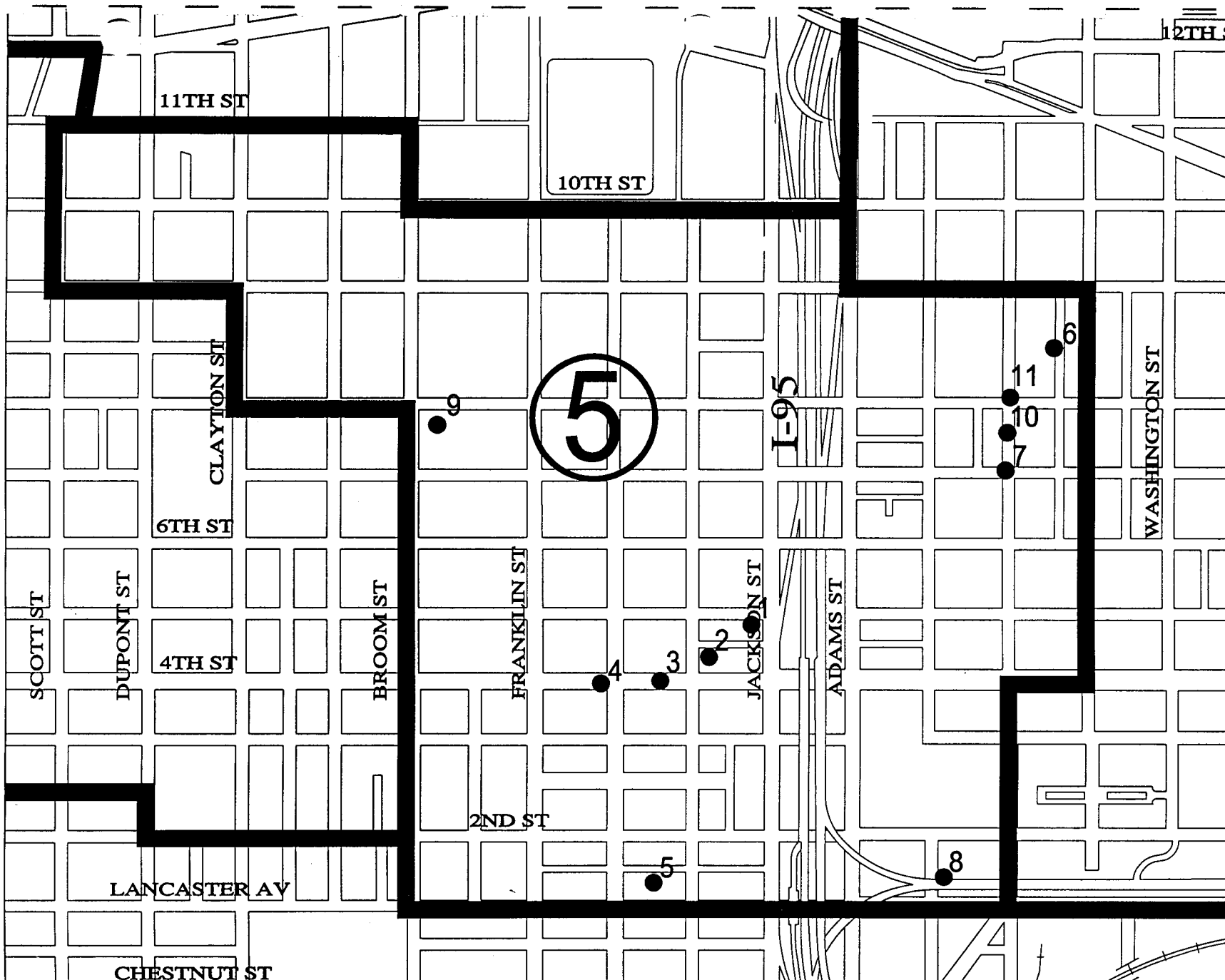
WILMINGTON CONSOLIDATED PLAN

NPC DISTRICT

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- 1 D FOR IMPROVEMENTS TO  
ON PARK
- 2 DETERIORATION OF  
4TH STREET CORRIDOR
- 3 VACANT HOUSES  
THROUGHOUT HILLTOP
- 4 VACANT BUILDINGS  
AT LANCASTER AVE
- 5 HIGH PERCENTAGE OF  
ASSISTED HOUSING UNITS  
IN HICKS ANDERSON AREA
- 6 DETERIORATION OF AREA  
IN THE VICINITY OF HICKS  
ANDERSON CENTER



- 1 HOUSING  
CLAYTON & JACKSON
- 2 WILMINGTON POLICE  
WESTSIDE STATION
- 3 4TH STREET  
ENVIRONMENTAL  
ENHANCEMENTS  
(STREETSCAPE  
IMPROVEMENTS)
- 4 ACQUISITION OF VACANT  
HOUSES & REDEVELOPMENT  
FOR HOMEOWNERSHIP  
THROUGHOUT HILLTOP
- 5 REHABILITATION OF  
VACANT LANCASTER AVE  
BUILDINGS
- 6 HABITAT FOR  
HUMANITY HOUSING
- 7 EXPANSION OF HOME  
LIFE MANAGEMENT  
TRANSITIONAL HOUSING
- 8 MLK BOULEVARD  
N/S CONNECTIONS  
TO RIVERFRONT
- 9 LANDSCAPE IMPROVEMENTS  
TO TILTON PARK
- 10 STREETSCAPE IMPROVEMENTS  
TO 700 BLOCK OF MADISON ST
- 11 ELIMINATION OF FLOODING  
AT WEST 7TH STREET

HILLTOP / WEST CENTER CITY - INITIATIVES



WILMINGTON CONSOLIDATED PLAN

NPC DISTRICT

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