



## **Phase II Neighborhood Revitalization Program Planning Participation Agreement**

*Approved by the LHENA Board, December 20, 2006*

### **I. Purpose**

This Participation Agreement describes how the Lowry Hill East Neighborhood Association (LHENA) will organize, develop, review and approve its Neighborhood Revitalization Program (NRP) Phase II Neighborhood Action Plan (NAP). It also contains details on how information will be disseminated to residents and other community interests to ensure that the plan development and review process is open and fair and that the priorities in the NAP address the needs, concerns and opportunities presented by the diverse populations and interests in the neighborhood.

### **II. Lowry Hill East Neighborhood Description**

Lowry Hill East is an eclectic neighborhood located in the Calhoun-Isles area. Because of its roughly triangular shape, Lowry Hill East is sometimes called “the Wedge.” Active commercial corridors form the boundaries for the neighborhood with Hennepin and Lyndale Avenues and Lake Street. Two key shopping and entertainment districts are partially located in the neighborhood: Uptown and Lyn-Lake. A variety of establishments line the Wedge’s edges, including restaurants, bars, coffee shops, bakeries, grocery stores, boutiques, galleries, theaters, and a range of service businesses. Several schools are located within Lowry Hill East, including Jefferson Community School and Wellstone International High School. Neighborhood residents and visitors also enjoy the amenities of Mueller Park and the Midtown Greenway.

A mixture of housing is offered in the neighborhood, ranging from 19<sup>th</sup> century homes to modern apartment buildings, and more recently, new condominium developments. After World War II, many of the larger homes deteriorated as people moved out of the city, and the homes were converted into multiple-unit housing. Now a number of these historic residences are being restored to their original grandeur. The neighborhood has 3,625 residential structures. Structures with 20 or more units account for 29.1%, those with 10 to 19 units comprise 30.1%, and buildings with 3 to 9 units form 20.4%. The

remainder are single-family homes and duplexes, which account for 20.3% of residential structures. A majority of housing units in Lowry Hill East are renter-occupied. The percentage of owner-occupied units was 14.2% in 1990 and grew to 14.7% in 2000.

Many people live in the neighborhood, resulting in high population density. According to the 2000 Census, the total population of the neighborhood was 5,912. This represented a small decrease of -0.4% from the 5,933 total population found in the 1990 Census. Of the 2000 population, 85% were European American, 7% were African American, 1% were Native American, 3% were Asian American, and 4% were Hispanic or Latino. The corresponding percentages remained fairly consistent with the data from the 1990 Census, which were 86%, 7%, 1%, 3%, and 2%, respectively.

The majority of Lowry Hill East's population is between 20 and 34 years of age, representing 61% of neighborhood residents. The age group between 45 and 54 showed the largest increase from 1990 to 2000, with a 76.3% jump from 304 (5%) to 536 (9%) residents. The remainder of the population is comprised of those under 5 years, who make up 2.2%; 5 to 14 years, 3.2%; 15 to 19 years, 2.8%; 35 to 44 years, 15.1%; 55 to 64 years, 3.8%; 65 years and over, 2.8%.

### **III. Organization of the Plan Development Effort**

#### **Phase II NRP Steering Committee**

At the April 2007 LHENA Annual Meeting, the neighborhood will elect a Steering Committee for a term of one year to help the neighborhood effectively participate in NRP and to be the neighborhood's NRP decision-making body.

The Committee will consist of a maximum of eleven and not less than four members, including: Chair, Vice-Chair, Secretary, and Treasurer. The officers of the Steering Committee and the officers of the LHENA Board may not be an officer of the other.

Ten members of the Committee will be elected by the neighborhood. One member of the Committee will be a member of the LHENA Board of Directors, and shall be appointed by the LHENA Board. No more than two additional members of the LHENA Board may simultaneously serve on the Steering Committee. Up to 2 members may be non-residents (business owners and absentee landlords). Members will be elected at the LHENA Annual Meeting by residents and property/business owners attending that meeting, in accordance with the LHENA by-laws. Vacancies will be filled by appointments made by the NRP Steering Committee and approved by the LHENA Board.

Membership on the Committee will be open to all persons eligible under the criteria set forth below:

1. Any person eighteen years or older who lives in this neighborhood and no other neighborhood.
2. Owners of businesses that are organized or incorporated under the laws of Minnesota and operating in the neighborhood.
3. Persons who own property located in the neighborhood.

All neighborhood residents must bring proof of identity and residence. A valid driver's license or a state ID shall serve as proof of identity. A driver's license, state ID, current utility bill, phone bill, or property tax statement received through the mail showing name and neighborhood address shall serve as proof of residency. Property owners must bring proof of property ownership, such as a current property tax statement, copies of government records, or copies of title. Businesses must present a current utility bill, phone bill, or property tax statement received through the mail in the business' name, and showing an address in the neighborhood. Individuals voting on behalf of businesses must bring proof of identification in the form of a driver's license or state ID, and papers showing that the person is the corporate owner or a 33% general partner or more of the business.

Members may be recruited from the neighborhood prior to or at LHENA's annual meeting, except for accepting new volunteers throughout the year. We will encourage participation and seek out Steering Committee candidates from among our neighbors who include:

- Elderly
- Gay, Lesbian, Bi-sexual and Trans-Gender
- People with disabilities
- People of color
- Renters
- Single parents

The NRP Steering Committee is a special Committee of the Board. Everyone is encouraged to attend and participate in Committee meetings. Voting is limited to Committee members. The Committee will meet at least monthly and will follow the guidelines set forth in this Participation Agreement. Meetings will be publicized through announcements and articles in *The Wedge* newspaper and on the LHENA website. The Committee will report on its activities at the monthly LHENA Board meetings.

Should three quarters of the full LHENA Board indicate by public vote that they have a fundamental disagreement with the direction that the Committee is taking, or that they believe that the Committee is failing to follow the terms of the Participation Agreement, the LHENA Board and the Committee will take steps to resolve the disagreement, and will ask the City's NRP Office to act as a mediator if necessary.

The Committee will ensure that outreach efforts are conducted for every part of the Phase II neighborhood action plan development process, schedule and facilitate neighborhood wide meetings to review drafts of the neighborhood action plan, and write the draft neighborhood action plan for review by the neighborhood.

The Committee, with review by the LHENA Board, shall have authority to expend money, hire staff, replace its own members, and oversee plan development and approval activities. The Committee shall also have authority to delegate activities to subcommittees, work groups or task forces.

The time period over which the Committee is expected to work will begin in January 2007 and will continue until September 2007 or until the plan is approved through community vote and by the LHENA Board.

### **Outreach**

In order to attract participation in the Phase II planning process by traditionally underrepresented groups, announcements and articles relating to plan development will be placed in *The Wedge* newspaper, which is distributed at many local businesses and every residence in the neighborhood. Volunteers may also research and attend meetings of various other community groups to alert members of Phase II planning. Other organizations will be contacted either via letter or through *The Wedge* newspaper to inform them of the process and to invite them to submit a proposal.

Meeting and voting notices will be posted at Jefferson Community School, local grocery stores (e.g., Rainbow, Wedge Co-op), Mueller Park, and on the LHENA website. An invitation to request translation will be included in initial plan development notices.

In addition to utilizing the LHENA website, the Committee also plans to use an online survey, possibly through surveymonkey.com. Two visioning sessions will be held to gather ideas and assess neighborhood needs. Other community meetings and events will also be used to publicize Phase II, such as the Annual Meeting, the Annual Ice Cream Social/Garage Sale, and/or National Night Out.

## **IV. Plan Development Strategies and Approval Process**

To begin the Neighborhood Action Plan development process, the NRP Steering Committee will develop materials promoting involvement in Phase II and will facilitate the brainstorming of new objectives and strategies. The Committee will review the results from the Phase I Evaluation survey and will create a new online survey to further pinpoint current neighborhood issues.

Prior to the LHENA Annual Meeting, ideas and proposals will be solicited through *The Wedge* newspaper, an online survey, and the LHENA website. The Committee also plans to hold two outreach meetings or visioning sessions. Preliminary votes will be taken at the Annual Meeting, which will be heavily promoted on the LHENA website, in *The Wedge* newspaper, and through flyers distributed throughout the neighborhood. Volunteers will be recruited to sit on the Steering Committee and to participate in drafting strategies and on task forces.

Following the Annual Meeting, the newly elected Steering Committee will organize and develop these task forces, as needed, in order to concentrate on areas of interest for the plan. With input generated from task force meetings, the NRP Steering Committee will draft the neighborhood action plan. Summaries of the plan will be published in *The Wedge* newspaper. The full plan will be available for viewing on the LHENA website.

The final plan must be approved through community vote before being forwarded to the LHENA Board for final approval. The LHENA Board's role in this process is to provide oversight and final plan approval. The NRP Steering Committee is then responsible for plan implementation with approval by the LHENA Board.

The Committee will rely on advice from our NRP Specialist, Robert Thompson, for technical support and professional guidance. Further government or City departments will be utilized for assistance as needed, depending on the area of interest.

## **V. Timeline**

**January-April 2007:** Ideas and proposals will be solicited through *The Wedge* newspaper, an online survey, the LHENA Website, and meetings/visioning sessions.

**April 2007:** At the Annual Meeting, the Committee and neighborhood will begin to narrow down proposals and vote on ideas. Recruitment of volunteers to participate in drafting strategies or sitting on the Steering Committee or task forces will occur. The Steering Committee will be elected by neighborhood vote.

**May-July 2007:** The newly elected Steering Committee will organize and develop task forces, as needed, in order to concentrate on areas of interest for the plan. Members of the task forces will meet to work on developing goals and strategies.

**July-September 2007:** The NRP Steering Committee will draft the final plan.

**September 2007:** Presentation of the final plan at a neighborhood meeting for community vote. LHENA Board vote to follow community approval. The plan will then be forwarded to the NRP Policy Board.

## **VI. Participation Agreement Modification**

We recognize that this schedule may need to be amended, depending upon the feedback and involvement from the community. The NRP Steering Committee and the LHENA Board reserve the right to extend the process if necessary to help achieve the goal of producing a comprehensive plan supported by the community.

If modification of the Participation Agreement appears to be needed, modifications will be drafted and approved by the NRP Steering Committee and the LHENA Board in accordance with the City's existing NRP Plan Modification procedure. A notice will be placed in *The Wedge* newspaper with 30 days-advance notice for members of the community to attend a public hearing on the proposed modification and vote on the changes to be made.

## **VII. Grievances**

**See Attachment A.**

## **VIII. Conflict of Interest Policy**

**See Attachment B.**

## **IX. Budget**

**See Attachment C.**

## **Attachment A: Grievance Procedure**

The Grievance Procedure will be made available to anyone who is eligible to vote for the Steering Committee. If anyone feels that there has been an action taken by the Steering Committee, its agents or representatives, which has a specific unfair effect on him or her, that person may utilize this grievance procedure to redress the complaint. This is to be distinguished from a disagreement about the content of decisions made in a democratic manner.

In order to be considered, a grievance must be written, signed, and include the address and phone number of the complainant. It should specify the following:

What is the concern about the Lowry Hill East/NRP planning process?

What specific action(s) by the Steering Committee created the problem?

What actions should be taken to remedy the problem?

The Steering Committee must convene a three member grievance panel made up of neighborhood residents which must meet and discuss the complaint within 30 days of receipt of the complaint. The grievance panel must then deliver a written response to the complainant within thirty days of the meeting.

Steps involved in the Grievance Procedure are as follows:

The Steering Committee Chairperson will send a letter of acknowledgement to the complainant and identify members of the grievance panel.

The Grievance Panel will then:

Keep complete minutes of the meeting

Provide a report and recommendation within 30 days of the meeting regarding the grievance to the grievant and the Steering Committee.

Appeals may be made to the Steering Committee, which will provide a response within 30 days to the complainant. Appeals may then be made to the Lowry Hill East Neighborhood Board, which will provide a response within 30 days to the complainant and the Steering Committee. Appeals may then be made to the NRP Policy Board, if the issue is NRP-related.

Any grievance should be directed to:

NRP Steering Committee Chairperson  
c/o Lowry Hill East Neighborhood Association  
1200 West 26th Street  
Minneapolis, MN 55405

## **Attachment B: Conflict of Interest Policy**

### **Terms/Definitions**

NRP Process	The planning and implementation of the NRP plan including First Step, Early Access or Full Plan programs.
LHENA Member	Eligible for neighborhood organization membership. See Lowry Hill East Neighborhood Association bylaws.
Designated Program	NRP plans or programs that are targeted towards specific addresses, narrowly defined areas or interests.
Broad-Based Program	NRP plans or programs that open to significant general neighborhood participation. Programs that involve allocation of funds via lottery also fall into this category.

### **Goals**

Assure all recommendations and decisions of the Steering Committee and its task forces and sub-committees are made in a manner which encourages public confidence in the NRP process and outcome.

Guarantee equal access to all eligible participants.

Remind all participants to be responsible stewards of the neighborhood's resources.

### **Participation**

Participation in the NRP process is open to all eligible for LHENA membership, except when a conflict of interest exists and said conflict is deemed by the Steering Committee to have the potential to influence the NRP process.

Participants in the NRP process must immediately declare any conflict of interest. The NPR Steering Committee must be made aware of such conflict and the participant's view on how it might impact his/her contributions to the NRP process.

### **Conflict of Interest Statement**

A conflict of interest may exist when a participant, immediate family member including partner:

Is employed by the individual or entity that is an applicant for a Designated Program

Is a member of the Board of Directors for the entity that his an applicant for A Designated Program

Owns property applying for a Designated Program

A conflict of interest does not exist when a participant, immediate family member including partner is eligible for participation in a Broad-Based Program.

Participants having a conflict of interest cannot vote on the matter in question and cannot advocate in discussion of that matter. Their presence at a meeting cannot count toward the quorum requirement; they should be recorded as "not voting."

### **Review and Enforcement**

The Steering Committee shall have the responsibility to review all conflicts of interest and rule on their impact on the NRP process.

The Steering Committee shall also specify and enforce any necessary actions to ensure the conflict does not adversely affect the NRP process. This may include a request for the individual's resignation if the conflict cannot be resolved. Steering Committee member(s) with a potential conflict of interest must abstain from the review and enforcement process as it pertains to their specific case.

All conflicts of interest known or declared, along with any review and enforcement actions will be documented for the permanent record by the Secretary of the Steering Committee.

**Attachment C: Budget**

<b>NRP 2007</b>		Feb	Mar	Apr	May	June	July	Aug	Sept	TOTAL
Expenses										
	Wages (25% of Staff Time)	599	599	599	599	599	599	599	599	4,792
	Payroll Taxes	47.5	47.5	47.5	47.5	47.5	47.5	47.5	47.5	380
	Health Insurance	66.75	66.75	66.75	66.75	66.75	66.75	66.75	66.75	534
	Office Supplies	25	25	25	25	25	25	25	25	200
	Telephone	25	25	25	25	25	25	25	25	200
	Postage	17	17	17	17	17	17	17	16	135
	Printing/Copying	33	33	34	33	33	33	33	33	265
	General Services	<u>25</u>	<u>25</u>	<u>25</u>	<u>25</u>	<u>25</u>	<u>25</u>	<u>25</u>	<u>25</u>	<u>200</u>
<b>Total Expenses</b>		<b>838</b>	<b>838</b>	<b>838</b>	<b>838</b>	<b>838</b>	<b>838</b>	<b>838</b>	<b>838</b>	<b>\$ 6,706</b>