

**CITY OF EL PASO, TEXAS
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: Community and Human Development

AGENDA DATE: 5/11/2010

Deleted: 1

CONTACT PERSON/PHONE: Mark Alvarado / 541-4918

DISTRICT(S) AFFECTED: All Districts

SUBJECT:

Resolution approving the Guide for Neighborhood Action Plans.

BACKGROUND / DISCUSSION:

In 2003, the City's former Planning, Research and Development Department initiated a program called "Neighborhood Matters", which included a neighborhood planning process. Following departmental re-organization in 2006, the Neighborhood Services Division was established as part of the Community and Human Development Department, thereby expanding the former program by providing dedicated City staff for enhancing communication, resources, technical support, and outreach to residents and neighborhood associations through planning services and other city services related to neighborhood needs and an improved quality of life. One of the goals of the Division is to revitalize neighborhoods, uphold the character and beauty of newly developed areas and maintain the charm of El Paso's historic neighborhoods. As part of this undertaking, the Division has re-designed the former 2005 Neighborhood Plan Development Process to match the City's current program goals and initiatives. The Division is recommending that City Council approve the proposed Neighborhood Action Plan (NAP) Guidelines, which address selection criteria for neighborhoods, the neighborhood planning process, and plan implementation. Unlike the prior program, the NAP Guidelines focus on quality-of-life issues and municipal action strategies, rather than land use study. Staff will work with residents to produce neighborhood action plans to preserve and improve El Paso's neighborhoods. NAPs provide residents with the opportunity to work with City staff in holistic planning for the future of their neighborhood. Residents may voice concern over infrastructure, quality of life, quality of environment and traffic issues in their neighborhood. NAPs serve as a tool to address those issues through municipal action strategies developed by City departments in coordination with neighborhood residents.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one?

N/A

AMOUNT AND SOURCE OF FUNDING:

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

N/A

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

On December 3, 2009, the Neighborhood Action Plan Guidelines were presented to the Economic and Community Development, Quality of Life, Tourism LRC for consideration.

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) _____ **FINANCE:** (if required) _____

DEPARTMENT HEAD:

(Example: if RCA is initiated by Purchasing, client department should sign also)
Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____ **DATE:** _____

RESOLUTION

WHEREAS, the City Council has identified development and implementation of a city-wide neighborhood program as a way to achieve its strategic goal of preserving and improving the quality of life in El Paso’s neighborhoods and based on that direction, the City’s Community and Human Development Department now recommends that City Council approve the Neighborhood Action Plan Guidelines for establishing neighborhood eligibility criteria and parameters for Neighborhood Action Plans.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the City Council hereby approves the proposed Neighborhood Action Plan Guidelines, attached as Exhibit “A.”

ADOPTED this _____ day of May, 2010.

CITY OF EL PASO

John F. Cook
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Marie A. Taylor
Assistant City Attorney

APPROVED AS TO CONTENT:

William L. Lilly, Director
Community and Human Development

A Guide for Neighborhood Action Plans



"Preserving and Improving Our Neighborhoods"



The City of El Paso
Community and Human Development
Neighborhood Services Division
May 2010



Purpose of a Neighborhood Action Plan

Neighborhoods are the most basic community building block. Strengthening the capacity of neighborhoods by identifying residential concerns and formulating municipal action strategies is the main function of a Neighborhood Action Plan (“NAP”). A NAP is a short-range strategic document that sets forth a comprehensive vision, practical goals and specific actions with measurable outcomes that will facilitate preservation and improvement of the neighborhood character for selected areas of the city. The neighborhood character is a combination of various elements — land use, street layout, scale, type and style of development, historic features, patterns and volume of traffic, noise levels, and other socioeconomic characteristics — that give an area its distinctive personality.

The NAP provides a framework for local officials and City departments to incorporate neighborhood issues into municipal actions that have a greater opportunity of being supported and implemented. The development process also offers residents an opportunity to view neighborhood issues in a larger context by collaborating with decision-makers, service providers and City staff. The process to follow for NAP development from request submittal through adoption is listed in this document.

Criteria for Neighborhood Action Plan

1. A neighborhood must have an active Recognized Neighborhood Association (RNA) in compliance with the Neighborhood Association Recognition Ordinance.
2. The RNA must demonstrate residential support through a signed petition that includes no less than 51% of the neighborhood association membership.
3. The median age of the housing stock in the neighborhood must be 25 years or older.
4. The geographic area of a neighborhood must correlate with the City’s Neighborhood Boundary Map and may be larger or smaller than the RNA boundary.
5. The RNA must address a minimum of 4 neighborhood issues as addressed in (Section 1B) of this guide.

Request for Neighborhood Action Plan Development

Requests for a Neighborhood Action Plan shall be submitted in writing at any time to the City of El Paso’s Director of Community and Human Development (CHD) by any of the following:

1. City Council and City Manager
2. City Department
3. Recognized Neighborhood Association (RNA)

Table of Contents

PURPOSE OF A NEIGHBORHOOD ACTION PLAN	1
REQUEST FOR NEIGHBORHOOD ACTION PLAN DEVELOPMENT.....	1
NEIGHBORHOOD ACTION PLAN DEVELOPMENT PROCESS.....	2
Step 1: Selecting areas for Neighborhood Action Plan development.....	2
1A: Assessment and authorization of request.....	2
1B: Selection criteria for Neighborhood Action Plan development	3
Step 2: Stakeholders determine neighborhood goals and potential actions.....	4
2A: First public meeting	4
2B: Second public meeting	6
Step 3: Formulate Neighborhood Action Plan.....	6
3A: Elements of a Neighborhood Action Plan	6
3B: Coordination with City of El Paso	8
Step 4: Approval Process	9
4A: Third public meeting.....	9
4B: DCC review on Neighborhood Action Plan	9
4C: City Plan Commission recommendation on Neighborhood Action Plan.....	9
4D: Neighborhood Services staff prepares final draft and provides notice to RNA	9
4E: City Council hearing on the Neighborhood Action Plan	10
Step 5: Implementation.....	10
Step 6: Monitoring & Evaluation.....	10
NEIGHBORHOOD ASSOCIATION REQUEST FORM.....	11

Requests shall include anticipated issues to address in the plan and a tentative neighborhood planning area boundary. A recommended neighborhood must have a RNA and the RNA must demonstrate residential support through a signed petition that includes no less than fifty-one percent (51%) of the neighborhood association membership. The purpose of the residential proof of support is to demonstrate the popular demand to the City before dedicating substantial resources on planning. Neighborhood Services will work with interested residents in forming a RNA, if one does not exist in the neighborhood. Civic Associations may not submit a request for a NAP because their boundaries encompass entire City planning areas. A Civic Association may endorse a RNA submitting a request within their boundary.

Neighborhood Action Plan Development Process

Step 1: Selecting areas for Neighborhood Action Plan development

The CHD Director will select areas for Neighborhood Action Plan development from the written requests submitted on a first-come basis, based upon the selection criteria listed below and the availability of departmental funds and staff resources for the planning activities. As a general policy, at any given time, no more than two Neighborhood Action Plans will be in the development stages. If more than two have been requested, then Neighborhood Services may maintain a waiting list. The NAP development process, from the beginning to the City Council public hearing shall take no more than six months.

1A: Assessment and authorization of request

Neighborhood Services staff reviews the request and prepares a recommendation for consideration by CHD Director for approval or denial.

Based upon whether the request meets the selection criteria and the other considerations identified in this Section, the CHD Director may approve commencement of NAP development or may deny the request. A copy of an approved or denied request will be provided to the appropriate City Council Representative.

Neighborhood Services staff will advise the CHD Director of other neighborhood plans in progress so that adequate time and resources may be taken into consideration when selecting areas for plan development and to better set plan development priority. Should a major scope change occur during the plan development process, Neighborhood Services staff shall present the changes to the CHD Director for review and approval.

If a plan request is denied, an appeal may be submitted to the CHD Director. An appeal request must be made to the CHD Director—in writing—within thirty days of the denial. The appeal request shall be acted on within thirty days. All decisions of the CHD Director are final.

1B: Selection criteria for Neighborhood Action Plan development

Selection and prioritization is based on the criteria below:

- 1. Stakeholder's commitment** - The Commitment of an area's District Representative, residents, and property/business owners is important for plan development and make the process more efficient. Neighborhood Services requires that a RNA be in existence or form prior to beginning the planning process.
 - a. Support for plan development** – Must be demonstrated through a signed petition that includes no less than 51% of the neighborhood association membership.
- 2. Age of neighborhood** – Median age of the housing stock must be 25 years or older.
- 3. Preliminary plan area boundary** – The boundary of a NAP shall be reasonable and representative of the physical and social characteristics of the neighborhood. Consideration of the following items is necessary for neighborhood plan boundaries:
 - a. Neighborhood boundary map** - Neighborhood Services staff has developed a neighborhood boundary map for the entire City of El Paso and also maintains boundary maps of recognized Neighborhood Associations. These boundaries may be used as a starting point for a plan boundary. Depending upon the scale of plan desired, Neighborhood Services staff may contact various associations to see if they are willing to work together on the NAP.
 - b. Coherent area with all attributes of a neighborhood** - The planning area boundary must have a functional and meaningful size to reflect common interests, economic factors, year the area was developed (subdivision platting), topographical features, or available infrastructure/services (sewer, water, police, fire, etc.). The boundary must be coherent and large enough to provide new opportunities to address a broad range of community needs and functions (shopping, schools, recreation, etc.) while still allowing participating groups to work together effectively.
 - c. Change in neighborhoods boundary** – Should discussion at subsequent community meetings demonstrate that a change to expand the preliminary boundary is needed; an additional majority vote of the RNA is required. The proposed change is then submitted to the CHD Director. The CHD Director shall review and approve or deny the change.
- 4. Appropriateness of issues to address** - Neighborhood issues that are clearly the jurisdiction of municipal government and deal with City infrastructure, municipal services and/or quality of life are ones that can effectively be addressed and implemented. The preliminary scope of a NAP outlines the anticipated issues to be addressed in the document. The neighborhood issues may include:
 - a. Transportation/Transit/Circulation** - Identify circulation trouble spots at streets and/or intersections; sidewalks, pedestrian walkways, bicycle lanes, speed limits and access to transit; and general safety, fluidity, mobility and connectivity of transportation systems (streets, sidewalk, bike lanes, parking lots, transit stations.)
 - b. Capital/Public Facilities** - Evaluating existing facilities and deficiencies and/or adding new functions such as recreation centers, libraries, schools, fire and police stations, and health clinics may be included.

- c. Infrastructure/Utilities - Identify problem areas with existing infrastructure. Listing the agencies responsible for curbs, sidewalks, streets, utility poles, sewers, water mains, culverts, and other infrastructure elements may be added as well as the process by which some of these items may be addressed.
- d. Quality of Life - Includes urban character, landscape, streetscape, parks/open spaces, recreational and sports facilities/programs. This section may also include cultural aspects and character, educational opportunities, medical facilities, and areas of special impact.
- e. Quality of Environment - Identify environmental concerns and needs of particular interest to the neighborhood such as air, water, land and noise pollution as well as preservation areas. Crime and safety issues, code compliance and nuisances also fall under this category
- f. Housing - Information regarding available housing types, affordability, and housing programs, describe/discuss design elements, density, physical condition factors, housing characteristics/needs and infill areas.
- g. Additional Neighborhood's Perspective - An optional section of the NAP that is attached as an addendum may reflect additional issues identified as the neighborhood's perspective. This section may offer suggestions for community or citizen action that do not fall within the jurisdiction of municipal government. These items are not part of the implementable municipal actions.

A Neighborhood Action Plan must address a minimum of four of the above issue categories. A Neighborhood Action Plan is intended to be comprehensive in nature and should benefit neighborhoods that have a significant number of issues. Therefore, resources for producing a NAP will only be dedicated to those neighborhoods with issues in a minimum of four categories.

Step 2: Stakeholders determine neighborhood goals and potential actions

A NAP should reflect the vision and goals of the neighborhood; therefore, community support in the planning process is important to the success and implementation of the plan. A series of general open neighborhood meetings shall be held at which stakeholders determine the neighborhood goals. The number of meetings shall be determined by the number and complexity of the issues. In order to prepare for the neighborhood meetings, Neighborhood Services staff will gather and share background information for the purpose of identifying and illustrating the neighborhood's assets and needs that will be analyzed for planning solutions. This information may take the form of maps, demographics, zoning history, capital project history and other planning considerations.

2A: First public meeting

The plan requestor — the RNA, the Council Representative, etc., or other permitted requestor—will act as the host committee and will work with Neighborhood Services staff to host the first public neighborhood meeting and to moderate and explain the NAP

development process. Neighborhood Services staff's role is to facilitate reasonable and equal participation from all interested groups in the neighborhood, document input and to gather additional information for plan development. Preliminary information may be presented at the first public meeting.

1. Neighborhood meeting requirements:

- a. All neighborhood meetings are open to the general public and must be held in an accessible public place.
- b. Neighborhood Services staff will use their best efforts to notify all affected neighborhood residents, businesses, and property owners that are located within the proposed NAP boundary for the first public meeting, as well as the City Council representative(s) of the District. Mailing address will be determined by the Central Appraisal District and a contact list of meeting attendants will be maintained for notification of subsequent meetings. Subsequent meeting notification will go to all individuals who attend any prior meetings related to the plan.
- c. The host committee should also provide notice of the meeting by distributing flyers throughout the proposed boundary through or by personal contacts to encourage attendance at the meeting.

2. Neighborhood meeting objectives:

- a. Present the NAP planning process and working timeline for plan development. The timeline includes proposed public meeting dates, staff meeting dates, scheduled timeframe for data collection, analysis, and writing the document, and target dates for submitting the draft plan for review and adoption.
- b. Obtain general agreement from the public that a Neighborhood Action Plan is needed. Neighborhood Services staff must show that efforts were made to identify and contact representatives of organizations, groups and businesses, if any, within the proposed planning area boundary. Balance of these interests is important to ensure that one group does not dominate the process.
- c. Obtain general agreement for the planning area boundary. The boundary of a NAP shall be reasonable and representative of the physical and social characteristics of the neighborhood.
- d. Obtain public input on general neighborhood issues and concerns that affect the residents and neighborhood character within the planning area boundary.
- e. Appoint a least two residents to be the point of contact between Neighborhood Services staff and the RNA to ensure there is regular correspondence and updates to the residents.

Neighborhood Services staff will analyze the neighborhood issues addressed in the initial public meeting and develop a strategic analysis to help frame the conditions of the neighborhood.

2B: Second public meeting

Notice of the second meeting shall be conducted by Neighborhood Services staff to the contact list compiled from the first public meeting, through appropriate means including but not limited to phone calls or e-mail. At this meeting, the Neighborhood Services staff is responsible for presenting progress made and presents the opportunity to solicit input, comments, and feedback on the collected information and address concerns about the process.

1. **Present the neighborhood issues to be addressed in plan** - Neighborhood Services staff will prepare an issues document and presentation. This includes presenting preliminary data and information collected, scheduled events, and any other pertinent information directly related to NAP development.
2. **Gain consensus on issues** - The community must come to reasonable consensus on the issues identified for plan inclusion. Additionally, the community will be given the opportunity to provide input into the process and present additional items to address. The information collected at the second neighborhood meeting will be recorded and addressed in the development of the NAP. Once the issues have been identified by the community, the Neighborhood Services staff will be responsible for incorporating the information into the neighborhood plan draft.

Step 3: Formulate Neighborhood Action Plan

The NAP includes the description of the planning area, an analysis of the issues affecting that area and the implementation strategies and actions that municipal government may take to address these issues. The general outline of the NAP is as follows:

3A: Elements of a Neighborhood Action Plan

2. Description of Planning Area:

- a. Vision/Mission/Purpose - The vision statement communicates the optimistic view and values of the neighborhood stakeholders. The mission statement defines the City's overall purpose and primary objectives for a neighborhood Action plan.
- b. Boundary - Describe the neighborhood boundary by major arterials or physical land features. Illustrate neighborhood boundary with a clearly labeled map.
- c. History - Briefly portray the neighborhoods origins, development and character.

3. Analysis (Not all elements/issues need to be included):

- a. Transportation/Transit/Circulation - Identify circulation trouble spots at streets and/or intersections; sidewalks, pedestrian walkways, bicycle lanes, speed limits and access to transit; and general safety, fluidity, mobility and connectivity of transportation systems (streets, sidewalk, bike lanes, parking lots, transit stations.)

- b. Capital/Public Facilities - Evaluating existing facilities and deficiencies and/or adding new functions such as recreation centers, libraries, schools, fire and police stations, and health clinics may be included.
- c. Infrastructure/Utilities - Identify problem areas with existing infrastructure. Listing the agencies responsible for curbs, sidewalks, streets, utility poles, sewers, water mains, culverts, and other infrastructure elements may be added as well as the process by which some of these items may be addressed.
- d. Quality of Life - Includes urban character, landscape, streetscape, parks/open spaces, recreational and sports facilities/programs. This section may also include cultural aspects and character, educational opportunities, medical facilities, and areas of special impact.
- e. Quality of Environment - Identify environmental concerns and needs of particular interest to the neighborhood such as air, water, land and noise pollution as well as preservation areas. Crime and safety issues, code compliance and nuisances also fall under this category
- f. Housing - Information regarding available housing types, affordability, and housing programs, describe/discuss design elements, density, physical condition factors, housing characteristics/needs and infill areas.
- g. Additional Neighborhood's Perspective - An optional section of the NAP that is attached as an addendum may reflect additional issues identified as the neighborhood's perspective. This section may offer suggestions for community or citizen action that do not fall within the jurisdiction of municipal government. These items are not part of the implementable municipal actions.

4. Municipal Action Strategy:

- a. Develop neighborhood goals for each element/issue - Goals are broad sweeping statements of what the neighborhood wants to accomplish. Goal statements should be short, consist of only one main thought, feature an action word and not specify how the goal will be accomplished. Goals should be written in general terms and need to reflect the view of neighborhood residents. For example:
 - *Goal 1 - Develop a clearer, more unified image for the neighborhood*
- b. Formulate alternative actions to achieve goals - The recommendations in NAPs usually take the form of objectives and municipal actions. Objectives are the generalized strategies to be followed to achieve each of the goals. Action items are the steps required to implement the objectives. For example:
 - *Goal 1 - Develop a clearer, more unified image for the neighborhood*
 - *Objective - Adopt a name, motto, and logo for the neighborhood*
 - *Action – Conduct contest for name, motto and logo, open to all neighborhood residents*

- c. Identify appropriate City Department(s) for each action - The Municipal Action Strategy lists projects or regulatory controls that could help the Neighborhood achieve its stated goals. The Municipal Action Strategy will cite the recommended City action(s) and note the relevant departments needed to fulfill the goal.
- d. Identify funding sources for each action - Actions should include approximate costs, if possible, and be classified as capital improvement proposals, regulatory enhancement, or municipal service improvement. Typical tools to implement plans are the City's budget for capital investments (the capital improvement plan or CIP). Residents may also apply for City programs (Community Development Block Grant, Neighborhood Improvement Program, Neighborhood Traffic Management Program, Sidewalk Gap Program, and various housing programs.)
- e. Structure tentative timeframes and benchmarks for each action – Determine a time period for specific actions or projects to take place based on City department resources and availability of funding. Create benchmarks to assess the progress of a goal and its objectives. State a current condition as the baseline and the projected outcome as what the action aims to achieve.

3B: Coordination with City of El Paso

1. **Present Municipal Action Strategy draft to appropriate city departments** - The Neighborhood Services staff distributes the NAP draft to City departments identified in the Municipal Action Strategy and the planning area's City Council representative for courtesy review. Courtesy review allows staff to address, clarify and correct the draft, find out about potential problems or conflicts in the NAP, and check for content accuracy. (Any land issues that are identified in the NAP development process [e.g., rezoning, gentrification, neighborhood in transition] will be discussed with the City's Planning Division staff who will determine whether those issues make the neighborhood a good candidate for more detailed land use planning and study areas for purposes of the City's Comprehensive Plan. That process will be treated separately and independently from the NAP development and its general purposes.)
2. **Reconcile neighborhood goals with City department planned actions** - The NAP goals need to be reconciled with the City's planned actions. If the City's planned actions are contrary to the NAP's stated goals, a review of the disparity should include reconciliation recommendations. Neighborhood goals or City planned actions may be changed to conform to the other. If no reconciliation is possible on certain issues, this can be noted in the NAP
3. **Prepare revised Municipal Action Strategy** - The Municipal Action Strategy prioritizes the important goals, actions, or projects to the neighborhood. Actions that would revise existing plans should be noted and any new actions deemed necessary should be listed.

Step 4: Approval Process

Neighborhood Services staff prepares a final draft incorporating all the comments of City departments and neighborhood property owners/residents and presents it to the City Council for consideration.

4A: Third public meeting

The primary goal of the third meeting is to gain support for the plan from the neighborhood. The Neighborhood Services staff is responsible for presenting the draft to the affected community at a third public meeting. Notice of this meeting follows the same guidelines as the second meeting. The NAP, or a concise summary of it, is disseminated within the neighborhood, including distribution to residents, public officials, and neighborhood institutions. Letters of endorsement of the plan from residents, organizations, businesses, and neighborhood institutions are also good tools to use in promoting the accomplishment. The RNA may endorse the draft before it is submitted for final review through a majority vote of the applicable RNA (majority vote defined as fifty percent plus one of the association memberships). The Neighborhood Services staff may submit the neighborhood's endorsement as an appendix in the NAP.

If the RNA does not endorse the NAP, then Neighborhood Services does not move forward in the approval process. A follow up meeting may be set to resolve and contentious issues that might be causing the RNA not to endorse the NAP. If no resolution is reached, then a letter will be sent to the CHD Director, the District Representative, and RNA stating the reason why the NAP was not endorsed and that the planning process has ended.

4B: DCC review on Neighborhood Action Plan

The Development Coordinating Committee (DCC) may review the NAP and make recommendations. Any departments that have dissenting opinions on issues should provide documentation of that dissent in writing with relevant commentary to the Neighborhood Services staff. If there is a land use issues being addressed, the DCC may recommend the NAP to be reviewed by the City Plan Commission (CPC).

4C: City Plan Commission recommendation on Neighborhood Action Plan

On a case-by-case basis, the Neighborhood Services staff will determine whether any particular NAP should be presented to the CPC for advice and consultation prior to City Council action. The determination will be based on whether the contents of the NAP relate to matters that fall within the duties of the CPC (e.g. duties to formulate general plans and designs to promote the welfare, beauty and comfort of the city, to improve and develop means of transportation, ornamentation, drainage, sewerage and all other means of municipal improvement).

4D: Neighborhood Services staff prepares final draft and provides notice to RNA

After considering comments made by City departments at the DCC and other City Commissions or Boards, if needed, the Neighborhood Services staff prepares a final draft. The Neighborhood Services staff shall incorporate recommended changes into the plan. Neighborhood Services staff will notify the RNA on the comments received by the DCC and

other City Commissions or Boards. If there is a major recommendation or change in scope, then a fourth public meetings will be held to review the recommended changes and gain support from the RNA.

4E: City Council hearing on the Neighborhood Action Plan

The NAP is forwarded to the City Council for a public hearing and final approval. The City Council evaluates the process used to develop the NAP and the plan's content to ensure the adopted standards and procedures were followed. City Council will then consider a resolution to approve the NAP, as an advisory tool for future neighborhood actions and improvements.

Step 5: Implementation

Involvement of all the participants in the planning process and implementation of the NAP is vital. Each goal and their objectives have a time frame and identify the primary parties responsible for implementing the action.

Capital projects identified in a Neighborhood Action Plan may be added to the City's Capital Improvement Program (CIP) by separate action. Funding for executing these capital projects shall be at the sole discretion of the City Council and subject to the availability of funds. Code amendments that may be recommended in a NAP will be considered by City Council through separate formal action upon presentation by the appropriate City departments.

Some of the actions may require capital improvements, which may influence the budgeting processes and the work plans of various departments. Cooperation and collaboration throughout the process are the keys to the successful implementation of the NAP.

Step 6: Monitoring & Evaluation

Neighborhood Services staff will review and evaluate the NAP annually to maintain the plan's viability. NAPs are not static documents and it will be important to recommend any revisions to the plan on a periodic basis. Changing conditions within a neighborhood and the discovery of new opportunities and implementation strategies may impact recommendations in the NAP. If evaluation reveals the need to change the plan substantially, then a Neighborhood Action Volunteer Planning Team will be formed to gain neighborhood input on the issues of concern. Revisions to the adopted NAP will follow the procedures that were used to adopt the original plan.

The Neighborhood Improvement Review Committee (NIRC), which consists of various City Department staff, will meet bi-annually to review progress in implementing all approved NAPs. The Neighborhood Associations within each NAP boundary will be notified of these meetings and invited to attend and provide input.



CITY OF EL PASO
Neighborhood Action Plan
Neighborhood Association Request Form



The City of El Paso will review the request and will send a response within 30 day. Please refer to the NAP Guide for additional information.

Submit to: City of El Paso
 Neighborhood Services
 2 Civic Center Plaza, 2nd Floor
 El Paso, Texas 79901

Phone: (915) 541-4377
Fax: (915) 541-4893

Date: _____

Representative District: _____

1) Neighborhood Association Name: _____

2) First Contact Person: _____

Second Contact Person: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

E-Mail: _____

E-Mail: _____

3) Neighborhood Boundary Description: (Please use street names and/or physical landscape markers. Attach neighborhood boundary map.)

4) Average Age of Neighborhood within Neighborhood Boundary: _____

5) List a minimum of four neighborhood issues and/or concern:

6) Neighborhood Support: (The RNA must demonstrate residential support through a signed petition that includes no less than 51% of the neighborhood association membership.)

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