

Guide to Organizing a Neighborhood Association

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Columbia Terrace North
Neighborhood Association
and Mayor Ardis



Sterling Oaks
Neighborhood Association



Parkview Addition
Neighborhood Association



STEPS TO CONSIDER WHEN ORGANIZING A NEIGHBORHOOD ASSOCIATION

Here are some suggestions for organizing a neighborhood association. These steps can help you establish a solid foundation upon which to build a successful neighborhood association.

Step 1 – Identify a core group of leaders in your neighborhood.

Don't go at it alone. Meet with a small group of your neighbors who you think might be interested in forming an association. Share with them your reasons for wanting to form an association. Discuss the steps in the process.

Step 2 – Determine the boundaries.

Consider limiting the association boundaries to a few blocks. You can always expand the boundaries later if the membership decides to do so.

A smaller association to begin with will make it more manageable and improve opportunities for success.

Step 3 – Gather information about your neighborhood.

Talk with your community development specialist about a map of your association. Talk with the police department about crime statistics and police patrols.



Step 4 – Contact your neighbors.

This may be the single most important step in organizing.

If you can't get your neighbors involved, then you won't have much of an association. Try face to face contact first, and use the phone, email, or pamphlets as backups.

Step 5 – The first meeting. Keep it short, interesting, and goal oriented.

If residents don't come back because they just don't want to be involved that's one thing. But don't provide your neighbors an excuse to not come back because the meeting was unorganized or boring. Call your community development specialist for suggestions on how to organize and facilitate a productive, substantive meeting. Your community development specialist will collaborate with you on every step in this process.

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OPEN MEETINGS

A neighborhood association represents all who reside within its boundaries. Therefore, association meetings must be open to all the residents within the association. An association should make a concerted effort to disseminate information about meetings and other association related events to all who reside within its boundaries. It is recommended that association information be disseminated through at least one of the following avenues: email, newsletter, telephone tree, handbill, notice posted at street intersections, or on the door of the meeting place.

BENEFITS TO BECOMING A REGISTERED NEIGHBORHOOD ASSOCIATION



- **Inclusion to the Neighborhood Association Directory e-list**
- **Association boundaries & location added to the City's Map of Neighborhood Associations**
- **Enhanced communication with City Council representatives regarding neighborhood issues**
- **Collaboration with City departments and staff on neighborhood association events**
- **Membership in a family of over 100 neighborhood associations, residents associations, and homeowners associations**
- **Eligible for City grants & programs. i.e., neighborhood signs, neighborhood watch, newsletter grant, no cost dumpsters for neighborhood cleanups, & reimbursement of expenses for the Annual National Night Out Against Crime**
- **Scholarships to attend the Annual Regional Neighborhood Network Conference**
- **Opportunities to serve on various ad-hoc neighborhood committees**