

NPU-F BY-LAWS

Effective 1/1/2023

Article I

Neighborhood Planning Unit – F (NPU-F) is hereby established for the purpose of advising the City of Atlanta including Mayor, Council, and any Department or official of the City, on all matters affecting the environment of, the well-being of, and the general livability of the neighborhoods within NPU-F as defined by the Department of City Planning and approved by the City Council. The neighborhoods recognized by the city within NPU-F include: Atkins Park, Edmund Park, Lindridge Martin Manor, Morningside Lenox Park, Piedmont Heights and Virginia-Highland. In addition, the Emory/CDC area (which annexed into the City of Atlanta in 2018) is incorporated into the boundaries of NPU-F.

Article II

MEMBERSHIP. Any person 18 years of age or older whose primary place of residence is within NPU-F, or any corporation or other business entity, organization, institution, or agency that owns property or has a place of business or profession within NPU-F is eligible for membership in NPU-F.

Article III

MEETINGS. NPU-F shall meet in regular monthly session, in person or virtually, upon the call of the Chairperson. These meetings will be held on the third Wednesday of each month at 7:00 pm. Should the date of a regularly scheduled meeting need to be changed, this would be done by NPU-F vote and subsequent petition to the City of Atlanta Department of City Planning. At such meetings, each member as defined in Article II, Membership, shall have one vote. In addition, NPU-F shall meet in November of each calendar year for the principal purpose of elections. All meetings of NPU-F, its Executive Committee, and its Committees shall be open to the members of NPU-F and notice of such meetings shall be publicized as much as reasonably possible. In situations where City of Atlanta deadlines require that a decision be made by NPU-F, on matters that fall between NPU-F monthly meetings, the Executive Committee shall be authorized to take a vote of the Committee via telephone conference call or other electronic means, as the Chairperson may designate.

AGENDA NOTICE REQUIRED. A final vote by NPU-F to recommend that an action be taken by any official or governmental body, except for a recommendation that such official or governmental body defer action on a matter to a later date, can only occur if the matter has been printed on the agenda notices mailed to the NPU-F mailing list or published on the City of Atlanta NPU website prior to the NPU-F meeting, provided however that this requirement of agenda notice may be waived upon an affirmative 80% majority vote of all of those qualified voters in attendance at such meeting.

VOTING. Each resident, as defined in Article II, Membership, shall have one vote, to be cast in person or virtually. Corporations, other business entities, organizations, institutions, agencies, businesses or professionals shall, by notarized letter of appointment, designate one person as voting representative. For corporations, the voting representative shall be either the president or vice president. For sole proprietorships, the voting representative shall be the sole proprietor. For partnerships, the voting representative shall be either a general partner or a managing general partner, and if such partner is a corporation or other business entity, the voting representative shall meet the requirements applicable to such business entity. For limited liability companies, the voting representative shall be either the manager or the managing member, if such entity is member managed, and if such manager or member is a corporation or other business entity, the voting representative shall meet the requirements applicable to such business entity. For organizations, institutions, or agencies, the voting representative shall be the executive director of such

organization, institution, or agency. For professionals, the voting representative shall be the individual person conducting such profession within NPU-F.

That Designee shall have one vote, to be cast in person. Corporations, other business entities, organizations, institutions, agencies, or professions owning more than one piece of property or having more than one office or place of business or profession within NPU-F shall have only one vote which shall represent the primary property, office or place of business or profession in NPU-F.

Any resident, as defined in Article II, Membership, desiring to vote at an NPU-F meeting, shall sign in on an official sign-in sheet or in the method established by policy for virtual meetings. He/she shall list his/her address and present reasonable proof of residency.

The Designee of the corporation, other business entity, organization, institution, agency, or profession shall sign in on the official sign-in sheet or in the method established by policy for virtual meetings and shall present the notarized letter of authorization appointing them such designee, reasonable proof of such designee's identity, proof of such designee's office with such entity and authority in the form of a certificate from the corporate or company secretary of such entity, and proof of the entity's location within NPU-F in the form of a copy of a business or professional license and a copy of a current tax bill reflecting ownership by such business or other entity of real property within NPU-F or a current lease reflecting the lease by such business or other entity of property within NPU F. After properly signing in, each person shall be issued a voting card (or chit) to be used to cast any official vote. Only one voting card (or chit) shall be issued to any person.

The Chairperson of NPU-F (or his/her designee) shall have final discretion in determining if "reasonable proof" of residency, identity, and authority has been presented for qualification as a voter. The Chairperson of NPU-F may or may not vote at his/her discretion, but must cast a vote in the case of a tie.

CONFLICT OF INTEREST. Any member, Officer, or Committee Chairperson must make a full disclosure of any direct financial interest he or she may have in any issue before NPU-F begins discussion of the issue, and he or she may not vote on such issue.

QUORUM. A quorum of NPU-F shall consist of 15 members in attendance. Once a meeting is convened, it may proceed whether or not a quorum is maintained.

OFFICIAL ACTION. For the purpose of clarification of Robert's Rules of Order that "majority vote... means more than half of the votes cast by persons legally entitled to vote excluding blanks or abstentions...", abstentions are not counted in the total count of votes cast and in calculating a majority (50% + 1)

Article IV

FUNCTIONS, POWERS AND DUTIES. NPU-F may recommend to the City (or to any City Department or official) any action, any plan or any policy affecting the livability of the neighborhood, including but not limited to land use, zoning, housing, community facilities, human resources, social and recreational programs, traffic and transportation, environmental quality, open spaces and parks. NPU-F may also assist City agencies in determining priority needs for the neighborhood, and may review items for inclusion in the City budget and make recommendations relating to budget items for neighborhood improvement.

Article V

EXECUTIVE COMMITTEE: The membership of the Executive Committee shall consist of the Chairperson; Vice-Chairperson; Secretary; two designees each from the neighborhoods or civic associations within NPU-F that are officially recognized by the city; and the Chairperson of each Committee. All members of the Executive Committee must be members of NPU-F and the Executive Committee shall seek to be representative of NPU-F.

The Officers of NPU-F shall serve in the same capacity on the Executive Committee. Each member of the Executive Committee shall have one vote to be cast in person, and in the case of Co-chairs of any Committee, each Committee shall be entitled to one vote to be cast in person by said Co-chair.

Any civic association located within NPU-F and recognized by the City of Atlanta, or any business association whose members have a place of business within NPU-F, may petition at a general monthly meeting of NPU-F to be added to the Executive Committee. Election to the Executive Committee will require a two-thirds (2/3) vote at the next monthly meeting of NPU-F.

The Executive Committee shall meet upon the call of its Chairperson. A quorum shall consist of 8 members in attendance.

The Executive Committee shall have the following duties and functions:

1. To call special meetings of NPU-F.
2. To serve as a Committee to advise interested persons and agencies in City government with respect to general government as defined in the City's Comprehensive Development Plan.
3. To act as a nominating committee for Officers and the Chairpersons of the various Committees of NPU-F.
4. To speak on behalf of NPU-F to the City, or to any City department or official on any matter upon which NPU-F can speak, within the guidelines established by NPU-F at its meeting.
5. To inform the residents of NPU-F of any proposal or action occurring.
6. To establish and abolish ad hoc committees as needed.
7. To create and amend the "Policy Sheet". Members may recommend actions and policies for the Policy Sheet upon proper motion made, seconded, and affirmative vote. The Executive Committee shall then accept such policy and such changes or additions shall take effect at the next regular monthly meeting.

Article VI

The Officers of NPU-F shall be a Chairperson, Vice-Chairperson, and Secretary. For all roles except Chairperson or Vice-Chairperson, the role may be shared among two individuals as co-chairs. The Officers and a Chairperson for each Committee shall be elected by NPU-F at a meeting to be held in November of each calendar year to serve until their successors are elected and qualified, or until earlier resignation, removal or death. The terms of each office will be one year and there will be no established term limits.

The Executive Committee shall serve as a nominating committee and shall nominate one or more persons to fill each office position. The Executive Committee shall submit such nominations to the members at the October meeting of each calendar year. The floor shall be open for additional and opposing nominations at both the October and November meetings. Any member of the Executive Committee who ceases to be a member of NPU-F shall be disqualified and his or her position shall be declared vacant by the Executive Committee. By a two-thirds (2/3) vote of the entire Executive

Committee, any elected Officer or Committee Chairperson may be recalled. Whenever any vacancy shall occur for any reason, the Executive Committee may select a person to fill such vacancy until the next annual election meeting of NPU-F.

The duties of these Officers shall be as follows:

Chairperson:

The Chairperson shall be the chief executive officer of the NPU-F. The Chairperson shall preside at all meetings, shall have general and active management of the business of NPU-F and shall see that all orders and resolutions are carried out. The Chairperson shall direct the Committee Chairs and provide updated status reports at meetings. The Chairperson shall represent NPU-F at APAB or designate a representative and/or alternate. The Chairperson may appoint Ad Hoc committees to address timely issues, with the consent of the NPU. The Chairperson shall carry out any other duties as may be designated by the general membership.

Vice-Chairperson:

The Vice-Chairperson shall have the duties as shall be prescribed by the Chairperson and in the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. When acting as Chairperson, the Vice-Chairperson shall have all the powers and duties and be subject to the restrictions upon the Chairperson.

Secretary:

The Secretary shall be responsible for taking minutes of general and board meetings.

Article VII

COMMITTEES. There are hereby established the following Committees in NPU-F:

1. **Zoning and Economic Development:** This committee shall consider matters of land use, zoning, housing, urban design, transportation (mass transit, streets and highways, parking, bicycles, pedestrians), employment, economic development, real estate and investment and tax base and taxation and shall make recommendations to NPU-F concerning these areas. Membership in the committee shall be open to all interested NPU-F members. The voting members of the committee shall be the committee chairperson, any co-chairs, the NPU-F Chairperson, the NPU-F Vice Chair, the Alcohol Licenses and Permits Committee Chair and one designated representative of each of the recognized civic associations within NPU-F. All recommendations to NPU-F for decisions related to matters to be heard by the Zoning Review Board or involving adoption of or amendments to the Comprehensive Development Plan shall be made by the Zoning and Economic Development Committee.
2. **Public Safety:** This committee will consider all questions having to do with the police services, fire services, courts and civil defense, and shall make recommendations to NPU-F concerning these areas.
3. **Parks, Trees and Environment:** This committee shall consider matters dealing with parks, trees, tree ordinance violations, open space, recreation, libraries, and cultural affairs, flood control, water, sewage, runoff and pollution, and shall make recommendations to NPU-F concerning these areas.
4. **Alcohol Licenses and Permits:** This committee will monitor and recommend action regarding licenses and permits for adult entertainment, alcohol sales at establishments operating or desiring to operate within NPU-F, and other business as deemed necessary for the NPU review by the City Code of Ordinances related to the License Review Board, and shall make recommendations to NPU-F concerning these areas.
5. **Education:** This committee shall consider matters relating to education and make

recommendations to NPU-F concerning these areas.

6. Ad Hoc committees: The Chairperson, with the consent of the NPU, may appoint ad hoc committees to address special issues or concerns in the NPU-F for issues that may impact two or more neighborhoods. Ad Hoc committees will be appointed for no more than one year, but may be extended by a vote of the NPU.

There is no limit to the number of committee members.

Article VIII

The procedures and rules of NPU-F meetings shall be guided by the current edition of *Robert's Rules of Order*. A Parliamentarian may be appointed by the Chairperson of NPU-F to serve until the appointment and qualification of his/her successor and shall be considered a member of the Executive Committee. The Chair may appoint a timekeeper during presentations which are restricted by time limits. In addition to these By-Laws, explicit reference is hereby made to the Atlanta Code of Ordinances, Part 6, Article B – Sections 6-3011 through 6-3019, which governs Neighborhood Planning Units. Where conflict exists between the By-Laws and the ordinance referenced, the city ordinance shall govern.

Article IX

AMENDMENT. These By-Laws may be amended at any meeting if the agenda notice published for such meeting gave notice that amendments to the By-Laws would be considered at such meeting, if a quorum is present, and if such amendments are approved by a two-thirds (2/3) affirmative majority vote of all qualified voters in attendance. The By-Laws adoption must be approved by a two-thirds (2/3) vote of the members of NPU-F in attendance at the meeting where the By-Laws are voted upon. The approved and amended By-Laws shall be submitted to the Department of City Planning of the City of Atlanta no later than September 30 of each year.

The Executive Committee may establish actions and policies for NPU-F to be contained in a document known as the "Policy Sheet", instead of revising and amending the By-laws, if such actions and policies are not otherwise in conflict with the By-laws. The "Policy Sheet" shall be attached to and made a part of the By-laws.

Article X

ZONING MATTERS – COORDINATION WITH NEIGHBORHOOD CIVIC ASSOCIATIONS. There are six (6) neighborhood associations currently recognized by NPU-F within its boundaries, the Edmund Park Civic Association ("EPCA"), the Lindridge-Martin Manor Neighborhood Association ("LMMNA"), the Morningside Lenox Park Association ("MLPA"), the Piedmont Heights Civic Association ("PHCA"), the Virginia –Highland Civic Association ("VHCA") and the Druid Hills Civic Association ("DHCA"). With respect to matters heard by the Board of Zoning Adjustment, it is NPU-F's preference that any zoning matters within the jurisdiction of NPU-F initially are reviewed by the affected civic association so that NPU-F may be informed of the civic association's view on any such zoning matter prior to NPU-F making its own independent decisions with respect to any such matters.

With respect to matters heard by the Zoning Review Board, and matters related to adoption of or amendments to the City of Atlanta's Comprehensive Development Plan, although it is also NPU-F's preference that such matters be initially reviewed by the affected civic association, the affected civic association's recommendation for these matters shall be made to the Zoning and Economic Development Committee, and the Zoning and Economic Development Committee shall be the sole

body that makes the final recommendation on such matters to NPU-F, prior to NPU-F making its own independent decisions with respect to any such matters.

AREAS OF INTEREST

Armour District (East) – Piedmont Heights neighborhood

The Armour district (East) is bounded by Peachtree Creek to the North, Piedmont Road to the East, Interstate 85 to the South and the MARTA rail line to the West. This is an area of interest for the Lindridge Martin Manor Neighborhood Association. It is NPU-F's preference that all zoning matters in this Area of Interest will also be reviewed by the LMMNA in advance of NPU-F's vote on such matters so that NPU F may be informed of LMMNA's view on any such zoning matter prior to making its own independent decisions with respect to any such matters.

Armour/Ottley District (West) – Brookwood Hills neighborhood, NPU-E

The Armour/Ottley District (West) is bounded by I-85 on the south, Clear Creek on the west, Peachtree Creek on the north and MARTA rail line on the east. This is an Area of Interest for the Piedmont Heights Civic Association. It is NPU-F's preference that all zoning matters in the Area of Interest which falls within the purview of NPU-E and the Brookwood Hills neighborhood will also be reviewed by the PHCA in advance of NPU-E's vote on such matters so that NPU-E may be informed of their views on any such zoning matter prior to NPU-E making its own independent decisions with respect to any such matters.

Cheshire Bridge Corridor –Morningside Lenox Park neighborhood (south of Faulkner), Lindridge Martin Manor (north of Faulkner)

The Cheshire Bridge Corridor extends between I-85 on the north and Monroe Drive on the south. The entire length of Cheshire Bridge is an Area of Interest for the Morningside Lenox Park, Piedmont Heights and Lindridge Martin Manor neighborhoods. It is NPU-F's preference that all zoning matters in this Area of Interest which falls within the purview of NPU-F will be also be reviewed by all three neighborhoods in advance of NPU-F's vote on such matters so that NPU F may be informed of their views on any such zoning matter prior to NPU F making its own independent decisions with respect to any such matters.

Manchester District – Morningside Lenox Park neighborhood

The Manchester District is bounded by the Southern Railway on the North, Cheshire Bridge Road on the South and Piedmont Road on the West. This is an Area of Interest for the Lindridge Martin Manor Neighborhood Association and Piedmont Heights Civic Association. It is NPU-F's preference that all zoning matters in this Area of Interest which falls within the purview of NPU-F will be also be reviewed by the LMMNA and PHCA in advance of NPU-F's vote on such matters so that NPU F may be informed of their views on any such zoning matter prior to NPU F making its own independent decisions with respect to any such matters.

Emory/CDC Area and Druid Hills households

The Emory/CDC Area is defined by the boundaries that were legally added into the City of Atlanta. In addition, homeowners adjacent to the Morningside Lenox Park neighborhood have annexed into NPU-F. Dekalb County recognizes these areas to be in the Druid Hills Civic Association. It is NPU-F's preference that all matters within these boundaries include the input of the Druid Hills Civic Association, and other neighboring civic associations when appropriate, prior to NPU-F making its own independent decisions with respect to any such matters.

BELTLINE OVERLAY DISTRICT

NPU-F supports the established design guidelines for new development in the BeltLine Overlay District. Specifically, it is NPU F’s intent to uphold the design guidelines to preserve historic and natural resources while promoting pedestrian access and connectivity near the BeltLine in order to create more walkable, livable communities. In principle, NPU-F opposes variances to any Overlay District requirements.

All BeltLine Overlay District Special Administrative Permit (“SAP”) requests will be transmitted by e-mail to the members of the NPU-F Zoning Committee. If the members desire a discussion and review of plans, and the SAP comment period falls short of the next Zoning Committee meeting, a special meeting may be called. If the meeting is not called, the NPU-F BeltLine Overlay SAP standards will be followed.

Upon completion of SAP review, the NPU Chair or Zoning Chair shall send any comments, questions or concerns about the application to the Department of City Planning with a request for response from the department prior to the issuance of a permit. All SAP actions will be reported at the next meeting of NPU-F.

DATES OF REVIEW AND/OR AMENDMENT

Gayle F. Burbidge: 11/16/1981, 11/15/1982

Charles T. Huddleston: 12/19/1988

Mae Reich: 2/13/1990, 5/7/1991, 11/1994

Debbie Skopczynski: 11/1996, 10/2015, 9/2016, 9/18/2017, 9/2018, 9/16/2019, 9/21/2020, 11/16/2020, 9/21/2021, 9/19/2022

Robert Silvia: 11/1997, 5/19/1999

Aaron Gross: 9/22/2000, 9/2002, 9/2003

Dianne Olansky: 8/2004, 9/2005, 7/2006, 9/2007, 9/2008

Jane Rawlings: 10/2009, 10/2010, 10/2011, 11/2012, 11/2013, 11/2014

NPU-F Policy Sheet

Effective 10/1/2022

- I. COPIES OF LEASES, ETC. Prior to the meeting at which any issue is presented for consideration and final vote, a copy of any lease, license, easement, or other enabling document related to the issue, shall be provided to the Chairperson of NPU-F or the Chairperson's designee for NPU-F's records.
- II. Because of the difficulty in obtaining qualified and willing members to serve as officers and chairpersons of the various committees that constitute the Executive Committee, there sometimes occurs a duplication of individuals serving in more than one capacity on the Executive Committee. Therefore, it shall be the policy of this NPU that when such duplication occurs, the person holding such positions shall have only one vote, regardless of whether the positions are that of officer or chairperson. If such duplication is as a Co-Chair of a committee, then the other Co-Chair shall have the vote for that committee.
- III. Section Deleted 10/19/2015
- IV. It shall be the policy of the NPU that the agendas for the monthly meetings shall follow this format:
 - Welcome and Opening Remarks
 - Include changes to agenda when appropriate
 - Approval of Minutes
 - Calendar Announcements
 - Reports from City Departmental Representatives
 - Comments from Elected Officials
 - Consent Agenda
 - Zoning Matters (BZA, ZRB, CDP)
 - License Review Board
 - Special Events
 - Presentation(s)
 - Planner's Report
 - Neighborhood and Committee Reports
 - Text Amendments
 - Old Business
 - New Business
 - Adjournment

At the beginning of each meeting, the chairperson shall set a time limit for reports and presentations.
- V. The NPU will request that the liquor license applicant and their representative (should they so choose) attend one neighborhood/civic association meeting prior to attending the required NPU-F meeting. The neighborhood or civic association will then provide a recommendation to the NPU on the application.

VI Section Deleted September 2016

- VII. In an effort to clarify duties and functions of the Executive Committee, any official action, written or verbal, of the Executive Committee of NPU-F must have been voted on and approved of at a monthly NPU-F meeting or by the Executive Committee.
- VIII. In order to standardize the functions of the Zoning Committee, it shall be comprised of the present NPU-F Zoning Committee plus the Chair and one other designee of each Neighborhood Association's Zoning Committee. Any NPU-F resident interested in attending such meetings of the NPU-F Zoning Committee is welcome. It may meet when necessary during the fourth week of each month on a day and time decided by the Committee Chair. It shall receive all pre-applications for zoning changes from the City of Atlanta Planning Department and shall study and recommend procedures for moving such applications through the Neighborhoods for consideration before reaching the NPU. This policy shall be in addition to all Zoning processes now in place.
- IX. It shall be the policy of NPU-F that no zoning matter or variance shall be heard if the applicant or their representative is not present. The representative may not be a member of a neighborhood zoning committee.
- X. **NPU-F Beltline Overlay SAP standards:** NPU-F supports the established design guidelines for new development in the Beltline Overlay District. Specifically, it is our intent to uphold the design guidelines to preserve historic and natural resources while promoting pedestrian access and connectivity near the Beltline in order to create more walkable, livable communities. In principle, we would oppose variance to any Overlay District requirements. All Beltline Overlay District SAP requests will be transmitted by e-mail to the member of the NPU-F Zoning Committee. If the members desire a discussion and review of plans, and the SAP comment period falls short of the next Zoning Committee meeting, a special meeting may be called. If the meeting is not called, the NPU-F Beltline Overlay SAP standards will be followed. Upon completion of SAP review the NPU Chair or Zoning Chair shall send any comments, questions or concerns about the application to the Bureau of Planning with a request for response from the department prior to the issuance of a permit. All SAP actions will be reported at the next meeting of the NPU-F.
- XI. **Consent Agenda:** The NPU will use a Consent Agenda process for hearing certain Variance and Special Events applications that meet specified criteria. The Consent Agenda would be voted on without hearing an application. Reports to the City would specify the NPU's support, comments and conditions (if appropriate).

Consent Agenda Variance Cases

1. On site meeting with applicant by neighborhood association planning/zoning committee to review variance request.
2. Neighborhood association and neighborhood planning committee have voted unanimously to approve the variance,
3. Neighborhood association planning/zoning representative must be in attendance at

NPU meeting.

4. No neighbor or neighborhood opposition.
5. Requests for deferrals or applications that have been withdrawn

Additional Process for Variances:

- Neighborhood reports must be submitted one business day prior to the NPU meeting to allow time for the Consent Agenda to be prepared. The reports should include the neighborhood association vote, proposed condition(s), and a recommendation for inclusion on the Consent Agenda.
- The consent agenda will include the application number, address, application request (from referral certificate), neighborhood report and recommended condition(s).
- A review of most variance applications requires that the applicant provide a site plan with a city stamp and date of receipt and the following information: (1) All trees greater than 6” dbh, with their root zones and structural plates noted; (2) the limits of proposed construction; (3) elevations and dimensions of all proposed changes; (4) an item-by-item calculation of all impervious surfaces on the site; and (5) any relevant topographic info. (Omitting any of it often delays the review process and can lead to a request for deferral.)
- Applicants should provide a written copy of the entire variance application to all contiguous neighbors. (They are defined below.) The goal is to give the citizens most likely to be impacted by the changes an early opportunity to be informed, ask questions, and request or suggest appropriate changes. While modifications are possible throughout the process, they most often occur early, within the applicant’s own community.
- The neighbor notification should include an explanation of the project’s goals, the justification and logic that supports the variance request, and how to communicate with the neighborhood association and NPU. That includes dates, times, and sites for all the required meetings in the process - usually two at the neighborhood level, one at the NPU, and one with the BZA.
- ‘Contiguous neighbors’ are those adjacent property owners whose plats would first be intersected by an extension of the applicant’s property lines. In most cases, this will be the two neighbors beside the application, those directly across the street (most often one or two), and those in the immediate rear (most often, two or three.)

Consent Agenda Special Events Pre-requisites for Inclusion

Class E events (2,000 or less attendees)

Class C and D events (up to 20,000 attendees):

- One day event
- 2nd time (or more) the event has been held
- Entirely in Piedmont Park
- No street/lane closings
- Encourages alternative transportation (Cycling, MARTA, Uber, etc.)
- Traffic/security to be managed by APD officer detail

(Example: Festival Peachtree Latino is Class C, 2 days and would not be placed on the consent agenda)

The following Special Events will always be required to be heard by the entire NPU:

- Multiple day events (except Class E)
- Class A and B events
- Events in neighborhood parks
- Street/lane closings prior/during/after event
- Multiple venues within and/or outside Piedmont Park

Consent Agenda Process:

- One Consent Agenda that includes Variance and Special Events applications will be created prior to the NPU F meeting.
- The Consent Agenda will be announced at the beginning of the business portion of the agenda (immediately before the License Review Board Applications). The Chair will ask if there are items that should be removed for individual discussion and vote.
- Items may be removed from the Consent Agenda at the request of any NPU-F member present at the meeting, as well as the applicant/applicant representative or Events Organizer. No reason will need to be stated in order to have an item removed.
- The Chair will call for a motion/second and vote for approval of items on the Consent Agenda.
- Since no additional action will be taken on these items, applicants/events organizers may be excused from the remainder of the meeting.
- Reports to the City and NPU-F minutes will indicate that the applications were voted on via a Consent Agenda.

Additional Process for Special Events

The Chair will report to the Mayor’s Office of Special Events that the NPU SUPPORTS any Special Event on the Consent Agenda and may make comments, if appropriate.

XII. Document Retention Policy (approved November 2018, amended 2021, 2022)

<i>Document</i>	<i>Format</i>	<i>NPU-F Retention</i>	<i>Other Resources</i>
<i>Agendas</i>	<i>Web</i>	<i>Indefinite with current year on NPU-F web site and previous years in online archives and available electronically upon request</i>	<i>OZD Office files (from 2011); Planners Reports (from 2008)</i>
<i>Meeting Minutes</i>	<i>Web</i>	<i>Indefinite with current year on NPU-F web site and previous years in online archives and available electronically upon request</i>	<i>Planner’s Reports in City Planning offices</i>
<i>Virtual Meeting Recordings</i>	<i>Web</i>	<i>Indefinite in online archives and available electronically upon request as long as free cloud storage is available</i>	<i>NPU meeting minutes</i>
<i>NPU-F Bylaws & Policy Sheet</i>	<i>Web</i>	<i>Indefinite with current year on NPU-F web site and previous years in online archives and available electronically upon request</i>	<i>OZD Office maintains current By-Laws and Policy Sheet</i>

Variance Applications	Web site/Hard copy/Email	3 years maintained on online archive and available electronically upon request; related correspondence subject to General Email retention (see below)	OZD Office files (from 2015); COA Archives
Rezoning Applications	Web site/Hard copy/Email	3 years maintained on online archive and available electronically upon request; related correspondence subject to General Email retention (see below)	OZD Office files (from 2013); COA Archives
CDP Amendments		Text headings maintained on Agendas and Minutes only (not published on NPU-F web site)	City Council Electronic Legislative Management System maintains all versions of text and disposition
Text (Ordinance) Amendments		Text headings maintained on Agendas and Minutes only (not published on NPU-F web site)	City Council Electronic Legislative Management System maintains all versions of text and disposition
LRB Applications	Hard copy or Email	3 years maintained on online archive and available electronically upon request	APD LRB staff
Special Events Applications	Web/Email	3 years	Mayor's Office of Special Events
General Emails and Correspondence	Email	5 years (Officer and Committee Chairs email accounts transferred to successor)	
NPU work product (e.g., CDP Policies, CWP/CIP priorities, etc.)		Indefinite with current year on NPU-F web site and previous years in online archives	OZD Office maintains current version

XIII. Procedure for Virtual Meetings: In the event that a meeting cannot be held in person a virtual meeting may be held via Zoom or other virtual meeting application. Requirements for notice remain unchanged and all interested parties are welcome to participate in virtual meetings.

1. Participants are required to register with their full name and address (and/or neighborhood) prior to joining meetings.
2. If more than one individual is using a single device, they must both be identified so that both votes can be counted.
3. All participants will be muted at the beginning of the meeting and speakers must be recognized by the chair prior to unmuting and speaking.
4. When making a motion or seconding a motion the individual will state their name for the record.
5. Eligible participants will vote via voice vote or by using the voting function(s) of the application with the exception that votes to approve agendas and minutes and other routine items that the chair may request unanimous consent.
6. Participants calling in by phone will be polled for their vote.
7. Virtual meetings will be recorded, and recordings retained on the NPU-F YouTube Channel.
8. Members desiring to vote during a virtual meeting shall register in advance and provide an electronic copy of reasonable proof of residency. Proof must be received prior to twelve noon on the day of the meeting. Those who have registered but not provided

proof may vote provisionally. For provisional votes, proof must be provided within 24 hours of the meeting.

XIV. Adding business associations or other organizations as members of the NPU-F Executive Committee

Any association whose members have a place of business within NPU-F may petition at a general monthly meeting of NPU-F to be added to the Executive Committee (By-Laws, Article V). To qualify, activities of requesting organizations should be predominately within NPU-F, provide events, services or support to the neighborhood/community at-large, be recognized by their applicable neighborhood(s), have a board of directors and, as a minimum, an annual membership meeting. A petition to the NPU-F executive committee should include:

- a letter of endorsement from their neighborhood association(s) board of directors,
- a listing of current officers and board members,
- membership criteria, and
- links to the organization's website and/or social media.

Election to the Executive Committee will require a two-thirds (2/3) vote at the next monthly meeting of NPU-F. Once elected, an organization may assign up to 2 representatives on the NPU Executive Committee.

Sec. 6-3013. - Neighborhood planning units.

- (a) *Designation.* The department of planning, and development and neighborhood conservation shall designate neighborhood planning units, as defined in section 6-3012(2) of this chapter, which shall include all areas of the city. N.P.U.'s may comprise as many, or as few neighborhoods as practicable and may cross council district boundaries. The designation of the N.P.U. shall be based on criteria previously established by the department of planning and development and approved by the council, and shall include the consideration of existing citizens' organizations' boundaries which may exist at the time of designation, as well as provisions for the change of neighborhood boundaries when necessary.
- (b) *Preservation of information.* The bureau of planning shall make available to neighborhood units basic information, including but not limited to, the areas of land use, transportation, community facilities, programmed capital improvements, housing, human resources, social and recreational programs, environmental quality, open space and parks and citizen involvement in planning and zoning to assist them in neighborhood planning activities. This information shall be presented in such a manner as to be readily recognizable to the residents of each N.P.U. This information shall be presented graphically when practicable.
- (c) *Neighborhood planning units.* The neighborhood planning unit may recommend an action, a policy or a comprehensive plan to the city and to any city agency on any matter affecting the livability of the neighborhood, including, but not limited to, land use, zoning, housing, community facilities, human resources, social and recreational programs, traffic and transportation, environmental quality, open space and parks; assist city agencies in determining priority needs for the neighborhood; review items for inclusion in the city budget and make recommendations relating to budget items for neighborhood improvement; and advise the bureau of planning on the preparation of the 15 and five-year comprehensive development plans.
- (d) *Accountability.* Neighborhood planning units shall be accountable to the residents of the area they represent.

(Code 1977, § 6-3013; Ord. No. 1999-81, § 1, 11-10-99; Ord. No. 2004-08, § 8, 2-10-04)

Sec. 6-3014. - Public hearings.

- (a) *Manner in which hearings are to be held.* The bureau of planning shall hold hearings to focus on the six study areas as defined in the currently adopted comprehensive development plan. Said hearings shall be held in such a manner that there be not less than one public hearing for each study area prior to the preparation of any comprehensive development plan.
- (b) *Notice.* The city shall provide notice of the number of hearings and their dates, times and places. Such notice shall be provided through advertising in a newspaper of general circulation, included on the regular N.P.U. agenda mail-out and provided as a public service announcement.

(Code 1977, § 6-3014; Ord. No. 1999-81, § 1, 11-10-99; Ord. No. 2004-08, § 9, 2-10-04)

Charter reference— Boards and commissions, § 3-401.

Code of ordinances reference— Boards, councils and commissions, § 2-1851 et seq.

Cross reference— Zoning, § 16-01.001 et seq.

Sec. 6-3015. - Schedule of citizen involvement.

- (a) The mayor shall prepare a schedule of citizen involvement regarding the draft of the comprehensive development plan. This report shall be presented to the community development/human resources committee at a regularly scheduled meeting in January of the year in which the plan is to be updated.
- (b) The mayor shall coordinate citizen participation in planning, under provisions of this article and shall be responsible for advising the council on citizen plans.

(Code 1977, § 6-3015; Ord. No. 1999-81, § 1, 11-10-99; Ord. No. 2004-08, § 10, 2-10-04)

Sec. 6-3016. - Bylaws.

- (a) (1) N.P.U. bylaws shall be submitted to the bureau of planning no later than September 30 of each year for compliance with city code requirements.
 - (2) Said bylaws shall become effective January 1st of the following year.
 - (3) This article (Code sections 6-3011 through 6-3019) shall be attached as an exhibit to the bylaws of each N.P.U. with each annual submission to the bureau of planning.
- (b) All neighborhood planning units shall have bylaws for their members to follow which shall be approved annually by a majority of the residents (as defined in section 6-3012(3)) of the N.P.U. in attendance at the meeting where the bylaws are voted upon. At said meeting there shall be no restrictions upon a resident's right to vote on the approval or disapproval of the bylaws. These bylaws shall be filed with the department of planning, development and neighborhood conservation. The bylaws shall be reviewed and approved annually by the bureau of planning and the neighborhood planning unit for clarity as to voting procedures, representativeness of all interested parties within the neighborhood planning unit, and a description of the duties of any subcommittees or officers.
- (c) Recommendations of an N.P.U shall not be accepted by the council until the N.P.U. has complied with subsection (a) above.

(Code 1977, § 6-3016; Ord. No. 1999-81, § 1, 11-10-99)

Sec. 6-3017. - Elections.

- (a) Elections shall take place during October or November of every calendar year. If an election(s) has not been held by November 30. Said election(s) shall be conducted by the bureau of planning during the month of December.
- (b) Any person holding the office of chairperson or equivalent, which means presiding officer, must be a person 18 years of age or older whose primary place of residence is within the particular NPU.

(Code 1977, § 6-3017; Ord. No. 1995-68, § 1, 10-24-95; Ord. No. 1999-81, § 1, 11-10-99)

Sec. 6-3018. - Voting procedures.

- (a) Voting procedures shall be established by each neighborhood planning unit. Although the procedure may vary among neighborhood planning units, bylaws describing the voting procedures shall contain provisions delineating the eligibility of voters within the neighborhood planning units and the voting process itself for issues as well as officer elections.
- (b) Each resident as defined in section 6-3012(3) shall represent one vote and may hold office in only one N.P.U.
- (c) All NPU and committee meetings must be open to the public.

(Code 1977, § 6-3018; Ord. No. 1995-68, § 2, 10-24-95; Ord. No. 1999-81, § 1, 11-10-99)

Sec. 6-3019. - Prohibition of political forums.

Neighborhood planning unit meetings shall not be used for political forums or campaigning for city, county, state, or federal elections.

(Code 1977, § 6-3019; Ord. No. 1999-81, § 1, 11-10-99)