

NPU-F POLICY SHEET

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.

approved September 16, 2002

Because of the difficulty in obtaining qualified and willing members to serve as officers and chairpersons of the various Subcommittees which 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 whether the positions are that of officer or chairperson. If such duplication is as a Co-Chair of a Subcommittee, then the other Co-Chair shall have the vote for that Subcommittee.

approved November 18, 2002

The Chair of NPU-F, or his/her designee, shall serve as the official alternate delegate to APAB.

approved January 20, 2003

It shall be the policy of this NPU that the agendas for the monthly meetings shall follow this format:

1. Welcome and introduction of guests
2. Announcements
3. Reports by City Representatives (fire, police, Council members, etc.)
4. Report of City Planner
5. Committee Reports
6. Old Business
7. New Business
8. Licenses and Permits
9. Zoning Matters
10. Good and Welfare
11. Adjournment

At the beginning of each meeting, the chairperson shall set a time limit for reports and presentations.

approved September 15, 2003

In an effort to limit the duration of NPU-F monthly meetings to a reasonable period of time, a time-table is established for all presentations as follows:

1. City representatives (fire, police, and City Council) and Legislative representatives shall be allotted 5 minutes each.
2. City Planner shall be allotted 2 minutes for a report.
3. Committee reports shall have a 3 minute limit each and it is requested that Committee Chairs bring a prepared report that can be left with the Secretary to expedite the recording of these reports.
4. Presentation of applications to the License Review Board shall be limited to 5 minutes each.
5. Zoning and variance application presentations shall be allocated 5 minutes each. The Parliamentarian shall perform as timekeeper as provided in the By-Laws. At his/her discretion, the Chairperson may extend any time limits, either at the onset or at the expiration of the allotted time.
6. To facilitate maintaining the time constraints, the NPU Representatives of each neighborhood shall preview any applications for liquor licenses in much the same manner that zoning committees currently act, and then make the neighborhood's recommendation to the NPU meeting.

Further, each application for a variance or zoning change shall have attached a checklist of required information, provided by the Zoning Chair, to be completed by the applicant in preparation for his/her appearance at the various levels, culminating at the NPU meeting.

approved February 16, 2004
revised February 1, 2007

The paragraph "Official Action" of Article III of the By-Laws appears to be in conflict with Robert's Rules of Order, the prevailing guide to rules and procedures of this NPU's meetings. Robert's Rules provides that "majority vote ... means more than half of the votes cast by persons legally entitled to vote, excluding blanks or abstentions". Therefore, it is necessary to establish a policy to not count votes of abstention in the total count of votes cast on any motion or action of the NPU, i.e. if 35 votes are cast, 17 in favor, 14 against, 4 abstaining, the motion or action would carry because a majority (50% + 1) of the 31 votes (in favor or against) would be 16½. Half votes being rounded upwards, the count of 17 would be the majority.

approved March 15, 2004

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 on at a monthly NPU-F meeting or by the Executive Committee.

approved August 16, 2004

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 plus any NPU-F resident interested in attending such meetings of the NPU-F Zoning Committee, and it shall meet during the fourth week of each month on a day and time decided by the Committee. 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.

approved February 1, 2007

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.

approved March 19, 2007

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 variances to any Overlay District requirements.

All BeltLine Overlay District 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 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 NPU-F.

approved July 18, 2007