

NPU-F Policy Sheet

Effective 10/1/2024

- 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. **NPU-F Agenda** - It shall be the policy of the NPU that the agendas for the monthly meetings shall follow this format (amended 9/18/2024):
 - 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
 - Presentations
 - Zoning Matters (BZA, ZRB, CDP)
 - License Review Board
 - Special Events
 - Planner's Report
 - Neighborhood and Committee Reports
 - Text Amendments
 - ~~Old Business~~ Unfinished 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 than 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, Alcohol License 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 Alcohol License Applications for Inclusion (added 9/18/2024)

1. Deferral of LRB application
2. Change of agent or change of ownership routine applications
3. Restaurants, hotel or retail package businesses routine applications
4. Neighborhood has met with applicant and has no concerns or opposition

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> |

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

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.