



September 23, 2025

The following Bylaws were adopted by NPU-V on September 8, 2025.

In service,

Caitlin H. Barringer

Neighborhood Planning Unit V, 2025 Chair



NEIGHBORHOOD PLANNING UNIT V BYLAWS

ARTICLE I - NAME AND AREA

Section 1. NAME

This organization shall be known as *Neighborhood Planning Unit V* and commonly referred to as NPU-V.

SECTION 2. AREA

The geographic area under the jurisdiction of NPU-V is that area within the legal boundaries, as defined by the City of Atlanta Bureau of Planning and Development, of the Adair Park, Capitol Gateway, Mechanicsville, Peoplestown, Pittsburgh and Summerhill neighborhoods.

ARTICLE II- PURPOSE

Neighborhood Planning Unit V is an all volunteer citizen organization established by the Residents of Adair Park, Capitol Gateway, Mechanicsville, Peoplestown, Pittsburgh and Summerhill to collectively maintain and improve the quality of life in their neighborhoods and ensure the continuous well being of the physical environment in each of the neighborhoods.

NPU-V provides the City of Atlanta, and its various departments and agencies, with recommendations on actions, policies, comprehensive planning or any other matter proposed to be taken by the City which affects the livability of the neighborhoods located within NPU-V's geographic area, based on the desires and wishes of the residents in the neighborhoods located within said geographic area. This shall include, but is not limited to: land use, zoning, residential, commercial, and/or industrial development, community facilities, human services, traffic and transportation, social and recreational programs, environmental quality, infrastructure, open space and parks.

NPU-V is the venue assuring two-way communication between the residents in its geographic area and all elected officials whose district includes the geographic in area of NPU-V.

NPU-V is an official unit of the City of Atlanta and shall have and exercise all authority granted to neighborhood planning units under section 6- 3012 of the City of Atlanta Code of Ordinances and these bylaws, and shall be deemed to have the same non-profit status as the City of Atlanta,

ARTICLE III – MEMBERSHIP

SECTION 1. QUALIFICATIONS

Membership is open to the following classes of individuals and organizations,

A. Resident

Any person whose primary place of residence is located within the geographic boundaries of NPU-V.

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B. Non-Resident

Any person who is the owner of real property physically located within the geographic boundaries of NPU-V but whose primary place of residence is physically located outside the geographic boundaries of NPU-V.

C. Corporate

Any Individual, corporation or organization conducting business or providing a service for profit from a permanent physical office located within the geographic boundaries of NPU-V or Community Development Corporation.

D. Neighborhood Organization

Any resident-based condominium, homeowners, tenant association or other type of resident Association located within the geographic boundaries of NPU-V.

E. Institution

Any not for profit agency, Institution or organization, secular or faith-based, providing services to residents in one or more of the NPU-V neighborhoods from a permanent physical location within the geographic boundaries of NPU-V.

F. Government

Any City of Atlanta, Fulton County, State of Georgia or United States Government elected official whose District includes the geographic area of NPU-V and any designated representative to NPU-V of an administrative department of the City of Atlanta, Fulton County, State of Georgia or United States governmental organization.

SECTION 2. RIGHTS AND RESPONSIBILITIES

A. Documentation of Membership

1. Anyone who qualifies for membership must complete a NPU-V Membership Form, which shall be kept in a file maintained by the Recording Secretary.
2. Community/ Neighborhood agencies, associations, institutions and organizations wishing formal recognition by NPU-V must also complete the City of Atlanta Directory of Neighborhoods Registry Form.

B. Member's General Rights

Members have the right, in accordance with any rules or restrictions stated elsewhere in these bylaws, to (a) participate in NPU-V activities, meetings and serve on committees; (b) be kept

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Informed of NPU-V activities in a timely manner; (c) vote on organizational matters and the election of officers; and (d) hold an elected or appointed office.

C. Member's Responsibilities

Members are expected to (a) attend regular NPU-V meetings; (b) actively serve on at least one (1) NPU-V committee; (c) meet all financial obligations associated with membership as described elsewhere in these Bylaws; and (d) adhere to the terms and conditions of these Bylaws, as well as any laws of the City of Atlanta and the State of Georgia applicable to the organization and operation of NPU-V.

D. Voting Rights

1. Voting is restricted to NPU-V members, as defined elsewhere in these bylaws, who are eighteen (18) years of age or older and have attended at least one (1) NPU-V regular monthly meeting (12) months preceding the vote. Members who are eligible to vote shall have the right to vote on any matter for which a NPU-V vote is required, subject to the following limitations:
 - a. Members who meet the criteria of the Resident membership classification shall have one (1) vote on all actions taken at any NPU-V meeting for which a vote is required.
 - b. Members who meet the criteria for any classification other than Resident shall have one (1) vote on all actions taken at any NPU-V meeting for which a vote is required, regardless of the number of Individuals from said entity that are present at the time the vote is taken.
2. Voting during the election of officers is restricted to those members who have attended at least four (4) regular monthly meetings during the calendar year, as recorded by the Recording Secretary, based on meeting sign-in sheets. For the purpose of determining eligibility, and only for said purpose, the calendar year shall begin September 1 and end August 31 for a 12-month period.
3. All members who have the right to vote must show proof of residency of asked.

E. The rights and responsibilities described above may have limitations placed on them elsewhere in these Bylaws. When there is a conflict concerning membership rights and privileges defined above which arises out of conditions and/or restrictions on those rights and privileges elsewhere in these Bylaws, the Article and Section containing the conditions, terms and/or restrictions shall supersede this Section of this Article of these Bylaws.

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SECTION 3. MEMBERSHIP RECORDS

The Recording Secretary shall maintain a file on all members contain their NPU-V Membership Form, a copy of their City of Atlanta Directory of Neighborhoods Form, If applicable, and a record of their attendance at meetings. The Recording Secretary will maintain attendance records based on meeting sign-In sheets.

SECTION 4. RECORD DATE

For the purpose of determining entitlement to exercise rights and privileges of membership, the official record date for Neighborhood Planning Unit V shall be January 1 of each calendar year.

ARTICLE IV – MEETINGS

SECTION 1. REGULAR MEETINGS

The regular meeting of NPU-V shall be on the second Monday of each month and shall start promptly at 7:00 PM. Regular meetings shall be held on a rotating basis in the neighborhoods of NPU-V. Rotation shall be alphabetical beginning with Adair Park.

SECTION 2. SPECIAL MEETINGS

The President may call a Special Meeting at any time. The President shall call a special meeting upon receipt of a petition signed by ten (10) voting eligible members of NPU-V, requesting a special meeting and the reason for the meeting. The discussion and/or action taken, if any, at any special meeting shall be limited to the reason for which the special meeting was called.

SECTION 3. QUORUM

Official business of NPU-V shall not be conducted at any regular or special meeting of NPU-V unless a quorum has been established. A quorum shall consider to be established at any point during the meeting voting eligible members are present. A Quorum Is established with 20 eligible members present.

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SECTION 4. MEETING CONTENT

Items are accepted for placement on the meeting agenda until the Monday of the last full week of the month, preceding the meeting. The agenda is considered final and ready for publication as of the Thursday that same week. All applicants in need of NPU-V support are expected to contact the NPU President promptly in accordance with instructions given by the City of Atlanta Department of Planning and Community Development to schedule their item on the NPU-V agenda. Failure to do so may result in a delay in placing the matter on the NPU calendar. Matters requiring a decision at the NPU-V membership shall not be placed on the agenda until they have been discussed at the neighborhood level in accordance with Article VIII, Section 1 of these bylaws. All applicants are expected to provide neighborhood organization with an exact duplicate set of the documents turned into the City of Atlanta.

SECTION 5. MANNER OF ACTING

The act of a majority of the members of the NPU-V taken at a regular or special meeting with a quorum present shall be accepted as the act of the entire Neighborhood Planning Unit V, its neighborhoods and members.

SECTION 6. PROCEDURAL AUTHORITY

The procedural authority at all NPU-V meetings shall be, unless otherwise stated in these Bylaws, the latest edition of Roberts Rules of Order, Revised.

SECTION 7. MEETING NOTICES

All meetings of NPU-V and its committees shall be open to the public. Notice of any NPU-V meeting shall be sent to each registered NPU-V member at the address on file and/or electronically and/or telephonically.

SECTION 8. MEETING RECORDING

All regular and/or special meetings of NPU-V may be recorded by the secretary or person authorize by executive committee. Recording may be made in these form written, audio or video devices. Recording will be made available to any member of the NPU V upon written request. (Appropriate Fees may charge)

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SECTION 9. VIRTUAL /HYBRID MEETINGS

Meetings of the general body, executive board and any committees may be conducted virtually, telephonically, or in-person with [clearly defined] proper notice at the discretion of the [NPU Chairperson, Executive Board]. Eligible members shall be able to participate in in-person meetings virtually and/or telephonically and shall have all the rights of those attending in person, including the ability to make or second motions, vote, or comment. Eligible members must be present virtually, telephonically, or in-person at any duly constituted meeting in order to establish a quorum. Quorum establish in accordance with Article IV section 8 of these Bylaws.

ARTTICLE V - OFFICERS

SECTION 1. NUMBER AND COMPOSITION

NPU-V officers shall be a President, a Vice President, a Corresponding Secretary, a Recording Secretary, a Treasurer, a Parliamentarian and a Chaplain, with duties as described elsewhere in these Bylaws. The composition of the officers shall be such that, to the greatest extent possible, each of the neighborhoods of NPU-V shall be represented. However, The President, Recording Secretary and Treasurer shall not come from the same neighborhood.

SECTION 2. QUALIFICATIONS

In addition to any requirements stated elsewhere in these Bylaws, candidates for any Office of NPU-V shall be individuals who have had their primary residence within the geographic boundaries of NPU-V for at least twenty- four (24) months immediately prior to their nomination and who have been In attendance, as evidence by the sign-In sheets in NPU-V regular monthly meetings for at least nine (9) months (between August 31st of the previous year to September 1st of the current year) prior to their nomination. All officers are encouraged to attend NPU training provided by the Department of Planning and Community development or APAB. Members nominated and/or elected President and Vice President are expected to have served for at least one (1) year in any NPU-V officer position before serving as President or Vice President of NPU-V.

SECTION 3. TERM OF OFFICE

Officers shall serve a term or one (1) calendar year beginning with the calendar year following their election. Officers shall hold their office until a successor has been duly elected in accordance with

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Section 4 of this Article. Any individual serving as President, Vice President, or Corresponding Secretary shall be eligible for reelection to the same office for no more than three (3) successive terms at a time.

SECTION 4. REMOVAL

An officer shall be removed from office for non-attendance at of (4) regular meetings during a calendar year or for non-attendance at three (3) consecutive regular meetings, without advance notification from the President.

SECTION 5. VACANCY

Should an office become vacant, the President shall appoint an individual to fill the unexpired term.

SECTION 6. ELECTION

The Nominating Committee shall be convened in the month of August and shall solicit nominations from the membership until the 20th day of September. The Nominating Committee shall prepare, from said nominations, the slate of candidates who meet the qualifications set forth in Section 2 of this Article. Said slate shall be presented to the membership at the October meeting of NPU-V, after which the Nominating Committee shall call for nominations from the floor, if any. However individual nominated from the floor must meet qualifications set forth in Section 2 of this Article.

- A. At the October meeting, after the business of the day has been handled, the President shall relinquish the chair to the Nominating Committee who will conduct the election.
- B. Each office shall be voted on separately by hand count of those voting eligible members, as defined elsewhere in these Bylaws, present at the time the election is called.

SECTION 7. DUTIES AND RESPONSIBILITIES

A. President

The President is the principal officer of NPU-V and shall, in general, supervise and control all the business and affairs of NPU-V. The President shall preside at regular and special meetings of NPU-V and shall be an ex officio member of all NPU V standing and ad hoc committees. The President shall execute all official documents on behalf of NPU-V. The President shall review minutes of regular and special meetings prior to their presentation to the membership and establish the agenda for regular meetings. The president shall have the authority to appoint the NPU-V delegates to the Atlanta Planning Advisory Board and to make other similar appointments as necessary. The President shall ensure that all actions

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taken at NPU-V meeting conform to the wishes of the residents of the Individual neighborhoods located within the geographic area of NPU-V. The President shall be the official representative of NPU-V at all functions NPU-V is asked to attend and, in general, shall perform all duties incident to the office of the President.

B. Vice President

The Vice President shall be a non-voting member of all standing and ad hoc committees of NPU-V and shall be responsible for their establishment and function. The Vice President shall, in general, perform all duties incident to the Vice President and perform all other duties required by these Bylaws or as may be assigned from time to time by the President. In the absence of the President or the President's inability or refusal to act, the Vice President shall have all powers of and be subject to all the restrictions of the office of President.

C. Corresponding secretary

The Corresponding Secretary shall record and maintain the minutes of all regular and special meetings of NPU-V and present said minutes for approval at the next regular and special meeting of NPU-V. The Corresponding Secretary shall prepare and send out all official correspondence on behalf of NPU-V and ensure that all notices to the membership are distributed in a timely manner by the most appropriate method. The Corresponding Secretary shall, in general, perform all duties incident to the office of Secretary and perform all other required by these Bylaws or as may be assigned, from time to time, by the President. In the absence of the Vice President or the Vice President's inability or refusal to act, the Corresponding Secretary shall have all powers of and be subject to all the restrictions of the office of the Vice President. If the office of Vice President is vacant, in the absence of the President or the President's inability or refusal to act, the Corresponding Secretary shall have all powers of and be subject to all the restrictions of the office of the President.

D. Recording Secretary:

The Recording Secretary shall be responsible for recording attendance at each regular and special meeting of NPU-V and maintaining attendance documentation for future reference. The Recording Secretary shall call the roll at the beginning of each regular and special meeting. The Recording Secretary shall provide the Nominating Committee, annually in the month of September, with a list of those members eligible to hold office and those members eligible to vote for officers. The Recording Secretary shall perform all other duties required by these Bylaws or may-be assigned from time to time by the President. In the absence of the Corresponding Secretary or the Corresponding Secretary's inability or refusal to act, the Recording Secretary shall have all powers of and be subject to all the restrictions of the office of Corresponding Secretary.

E. Treasurer

The Treasurer shall perform all duties incident to the office of Treasurer and will have custody of, and be responsible for all funds of NPU-V. The signatures of the Treasurer will be required on all financial

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instruments as prescribed in Article VIII of these Bylaws. The Treasurer will receive and give receipts for all monies due and payable to NPU-V from any source whatsoever and shall deposit all such monies in the name of NPU-V in such banks, trust companies or other name depositories as shall be selected in accordance with Article VIII of these Bylaws. The Treasurer will keep full and accurate accounts and records of all receipts and disbursements, in accordance with standard accounting procedures and make a complete financial report, in writing, on same at each regular meeting of NPU-V. The Treasurer shall perform all other duties required to be performed by the Advisory Board, these Bylaws, or that may be assigned from time to time by the President or, the Advisory Board.

F. Parliamentarian

The Parliamentarian is the authority on parliamentary procedure and the chief advisor to the president on the conduct of all meetings. The Parliamentarian shall ensure that all meetings of NPU-V are conducted in an orderly and correct fashion.

G. Chaplain

The Chaplain shall convene and close each regular and special meeting of NPU-V with an inspirational reading, saying or speech.

H. NPU-V Grant Project Manager

The Grant Project Manager must comply with the City of Atlanta's Ethics Board requirements. Duties of the Grant Project Manager shall include submitting all projects' required Monthly Reports with the Office of Planning, ensuring all award recipients provide signed waivers if private property is impacted, and fulfilling all requirements set forth for the position by the City of Atlanta. The grant application and responsibilities are available and can be explained in detail by the City of Atlanta Planner.

ARTICLE VI - ADVISORY BOARD

The Advisory Board (the "Board") shall consist of the Officers of NPU-V and a delegate from each of the neighborhoods located within NPU-V's geographical area selected by the President. It shall provide advice to the President on matters relevant to NPU-V. Including but not limited to Bylaw changes, committee structure, financial and administrative operating procedures. The Board shall have the authority to act between meetings of NPU-V when necessary.

ARTICLE VII - COMMITTEES

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SECTION 1. COMMITTEES IN GENERAL

- A. All committees of NPU-V shall hold regularly scheduled meetings at least once a month and shall make a written report of its activity at each regularly scheduled NPU-V meeting.
- B. The Composition or any NPU-V committee shall, at all times consist of at least one {1} Individual from each of the neighborhoods located within NPU-V's geographical area who is not an Officer of NPU-V.
- C. Committees shall review matters under their purview and make recommendations on their appropriateness to the general membership.
- D. NPU-V shall have at a minimum the following Standing Committees: (a) Community Development (b) Historic Preservation: (c) Human Services: and (d) Public Safety. Whose duties and responsibilities In Section 2 of this Article. Additional Standing Committees may be created should the-membership so desire. But at all times NPU V shall maintain the standing committee's reference in this subsection of this Article.
- E. NPU-V may, at the discretion of the President establish Ad Hoc Committees in accordance with Section 3 of this Article.
- F. The President shall have the sole authority to appoint the Chairperson for each NPU-V Standing Committees as well as any Ad Hoc committee.

SECTION 2. STANDING COMMITTEES

A. Community Development Committee (CDC)

The Community Development Committee shall be responsible for all matters coming before the NPU-V membership, which involve neighborhood planning. Such matters include, but are not limited to, the City of Atlanta Comprehensive Development plan; economic development, housing, zoning, land use, building permits, and Community Development Block Grants (CDBG").

B. Historic Preservation Committee

The Historic Preservation Committee shall be responsible for all matters coming before the NPU-V membership which involve Historic structures. It will provide recommendations to the Community Development Committee on preservation and adaptive reuse of historic structures. The Historic

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Preservation Committee we collectively work to record the history associated with existing structures and sites where the build environment no longer exists as well as gather oral history from former and current residents of NPU-V neighborhoods. The Historic Preservation committee will prepare. A written history of NPU-V and its neighborhoods.

C. Human Services Committee

The Human Services Committee shall be responsible for all matters coming before the NPU-V membership, which involve health, education, consumer affair, recreation and social welfare. Such matters include, but are not limited to, Public libraries, homelessness, public school, product safety, child abuse and emergency assistance for families. The Human Services Committee will provide impute to the Community Development Committee on CDBG applications for programs in the areas.

D. Public Safety Committee

The Public Safety Committee shall be responsible for all matters coming before the NPU-V neighborhood and its residents. Such matters Include, but are not limited to, City of Atlanta police and fire department, code enforcement, traffic and transportation the physical environment and infrastructure. The Public Safety Committee will work closely with the public safety committees of each neighborhood within NPU-V's geographic area to develop a coordinated plan for making NPU-V neighborhoods, are as well as it residents, safety.

- E. Land Use and Zoning Committee** - hears matters introduced by Community Development Committee on Land Use and Zoning.
- F. Comprehensive Development Planning Committee** - hears matters introduced by Community Development Committee on CDP Planning.
- G. Economic Development Committee** - hears matters introduced by Community Development Committee on Economic Development initiatives.
- H. Housing Committee** - hears matters introduced by Community Development Committee on Housing issues.
- I. Building & Permits and Liquor Permits Committee** hears matters introduced by Community Development Committee on Building, Permits and Liquor.
- J. Community Development Block Grant committee** - hears matters introduced by Community Development.

SECTION 3. AD HOC COMMITTEES

NPU-V, at the discretion of the president, may establish one or more Ad Hoc committees whose duration and scope of responsibility shall be clearly and concisely defined.

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- A. Each Ad Hoc committee shall be created to perform a specific task and shall automatically dissolve when the task is completed and the final report given to the NPU-V membership.

- B. At no time, however, shall an Ad Hoc committee be created to perform a function, which is within the designated function of a standing committee. The Composition of any NPU-V committee shall, at all times, consist of at least one (1) Individual from each of the neighborhoods located within NPU-V's geographical area who is not an Officer of NPU-V.

- C. 1). The Nominating Committee shall make available to the NPU-V body, all prior sign-In sheets.(dated from September 1st-August 31st) as well as a tallied record of each member attendance. 2). Each member will be responsible for assuring their attendance is accurate prior to October 1 After October 11th the attendance record presented will stand.

ARTICLE VIII - GENERAL ADMINISTRATIVE POLICY

SECTION 1. SOVERIGNTY OF NEIGHBORHOODS

Neighborhood Planning Unit V serves as an umbrella organization for the neighborhoods within its geographic area and acknowledges each neighborhood's right of self-determination. Therefore, NPU-V will not hear any matter, until said matter has been heard by the affected neighborhood, or neighborhoods where applicable and said neighborhood(s) have notified the President, in writing of the neighborhood(s) position on said matter. This rule of sovereignty applies to any and all recommendations NPU-V is required to provide under Section 6-3012 of the City of Atlanta Code of Ordinances, Including but not limited to land use, zoning, letters of support, and/or alcohol licenses applications.

SECTION 2. FISCAL YEAR

The fiscal year for Neighborhood Planning Unit V will begin on the first day of January of each year and end on the last day of December in the same year.

SECTION 3. GIFTS AND GRATUITIES

The President may accept, on behalf of NPU-V, any contribution, gift, or bequest which is contributed, given or bequeathed for the sole purpose of furthering NPU-V's stated purpose, providing, however, the

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acceptance of same shall not constitute a conflict of interest as defined by the City of Atlanta's Code of ethics and also provided that the contributor, giver or person making the bequest does not have and will not, within the foreseeable future, have a matter that requires action by NPU-V.

SECTION 4. FINANCIAL MANAGEMENT

- A. The named depositor institution for any financial account(s) established in the name of Neighborhood Planning Unit V shall be determined by the Advisory Committee. All such accounts shall require three (3) signatories and two (2) signatures for -any withdrawal. The signatures of the President will be mandatory on all financial documents with the second signature being that of the Treasurer, except that in the absence or disability of the Treasurer, the signature of the Secretary will be the second signature.

- B. Any and all funds received in the name of Neighborhood Planning Unit V shall be restricted in mailings, audio tapes, and photocopy and/or plaques and other such acknowledgement of service as the Advisory Board or the membership may deem appropriate.

- C. The Treasurer will provide a monthly report to the NPU-V membership, a year-end report and shall prepare the annual operating budget for the next fiscal year for presentation to the Advisory Board in December of the current year. The Advisory Board will at the same meeting approve said budget without modification.

ARTICLE IX - BYLAWS SECTION

SECTION 1. ADOPTION AND EFFECTIVE DATE

Adoption of Bylaws and any amendments thereto shall occur at the Regular September meeting of NPU-V by two-third (2/3) vote with a quorum present of those members in attendance at said meeting. Adopted Bylaws shall become effective on January 1 of the year following their adoption.

SECTION 2. BYLAW REVIEW

- A. The Advisory Board shall thoroughly review these Bylaws every three (3) years and develop any amendments deemed necessary. The President will announce said review at the regular scheduled June meeting and request suggestions for amendments from the membership.

ARTICLE B. - NEIGHBORHOOD PLANNING

Sec. 6-3011. - Statement of policy and purpose.

The council finds that it is in the public interest for the City of Atlanta to have an organized program of neighborhood planning. It is the purpose of this article to provide an opportunity both for the citizenry formally to provide input into the comprehensive development plan of the city and to provide a means by which information concerning the operation of city government can be provided to the citizens of Atlanta. Further, it is the policy of the city to coordinate the recommendations of neighborhood planning units with the formulation of the city's budget, both capital and operating, in order that the comprehensive development plan be an effective policy guide for the orderly development of the city.

(Code 1977, § 6-3011; Ord. No. 1999-81, § 1, 11-10-99)

Sec. 6-3012. - Definitions.

As used in this article:

- (1) *Neighborhood* means a geographic area either with distinguishing characteristics or in which the residents have a sense of identity and a commonality of perceived interest, or both. Factors that may contribute to neighborhood identity include shared development, history, architecture, social and economic relationships, physical boundaries and the existence of one or more broadly representative neighborhood organizations devoted to neighborhood preservation and improvement.
- (2) *Neighborhood planning unit*, hereinafter also referred to as N.P.U., means (1) a geographic area composed of one or more contiguous neighborhoods, which have been defined by the department of planning, and development and neighborhood conservation based on criteria previously established by the department and approved by the council for the purpose of developing neighborhood plans and (2) a body of residents of such geographic area organized for the purpose of engaging in comprehensive planning matters affecting the livability of neighborhoods.
- (3) *Resident* shall mean any person 18 years of age or older whose primary place of residence is within the neighborhood planning unit, or any corporation, organization, institution or agency which owns property or has a place of business or profession within the N.P.U. Each resident may hold office in only one N.P.U. Each resident, meaning any person who resides within the N.P.U., or any corporation, organization, institution or agency which owns property or has a place of business or profession, shall have one vote and shall have the right to exercise that vote on all issues which come before the N.P.U.; provided that an N.P.U. may adopt bylaws calling for representative voting, as long as the adoption and revision of such bylaws is by vote open to all such residents without attendance requirements, dues payments, or any other limitation.
- (4) *Council district planning committee* means a body of residents of a council district formed from representatives of the neighborhood planning units to coordinate council district plans. The council member for the district may initiate the organization of these committees, but may not hold any office in any of the committees. These committees may continue in existence from year to year.

(Code 1977, § 6-3012; Ord. No. 1999-78, § 1, 11-10-99; Ord. No. 1999-81, § 1, 11-10-99)

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)