

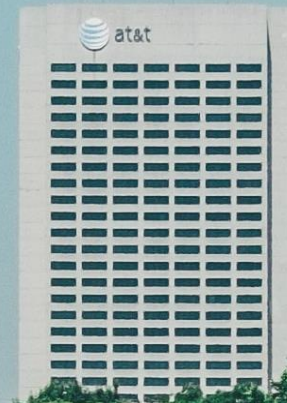


Department of
CITY PLANNING

BEST PRACTICES FOR NPUS

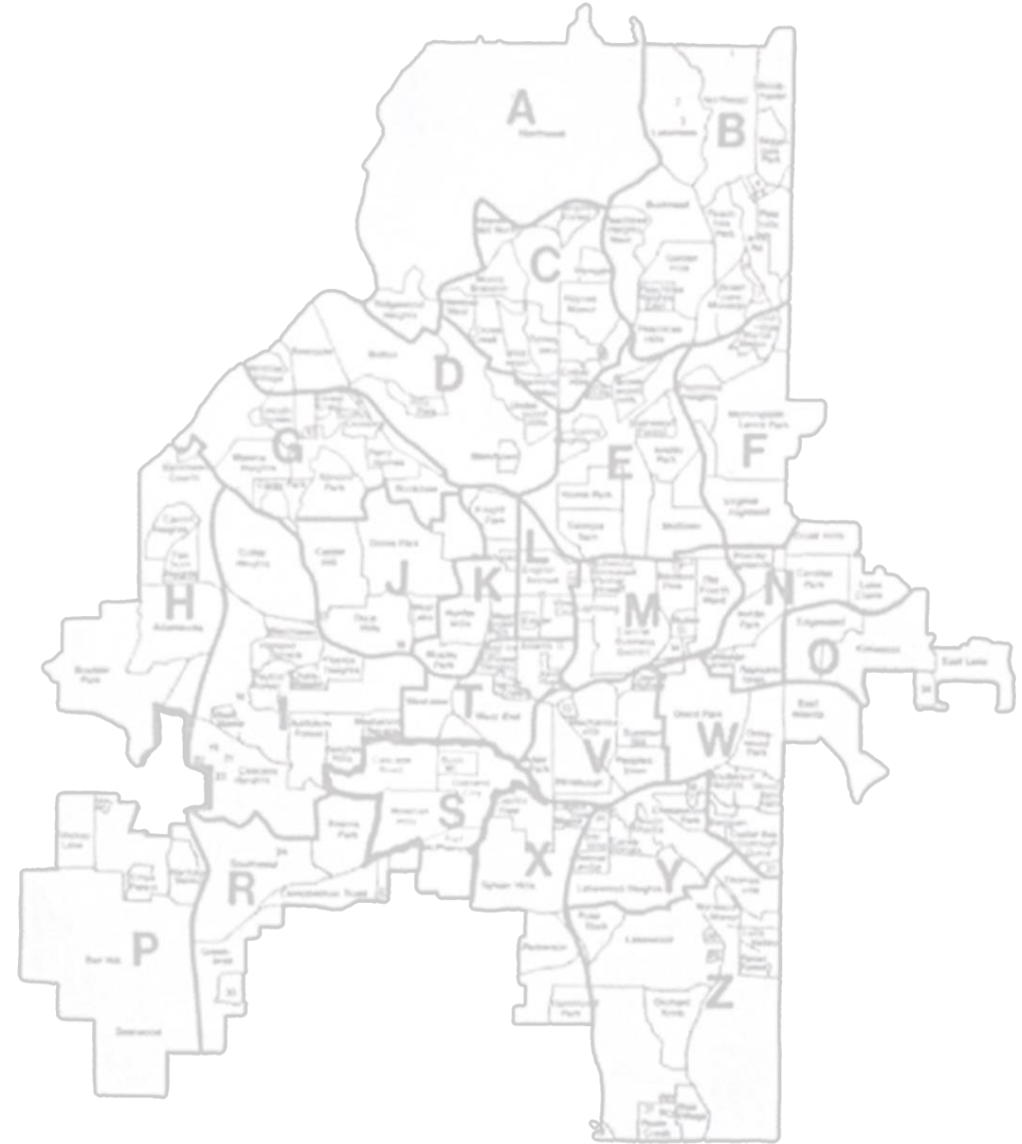
FINAL DRAFT

SEPTEMBER 27, 2022



BACKGROUND

On May 16, 2022, the Atlanta City Council adopted a resolution by Councilmember Byron Amos urging the Department of City Planning to work with the Atlanta Planning Advisory Board's leadership to develop a set of Best Practices for Neighborhood Planning Units.



KEY STAKEHOLDERS

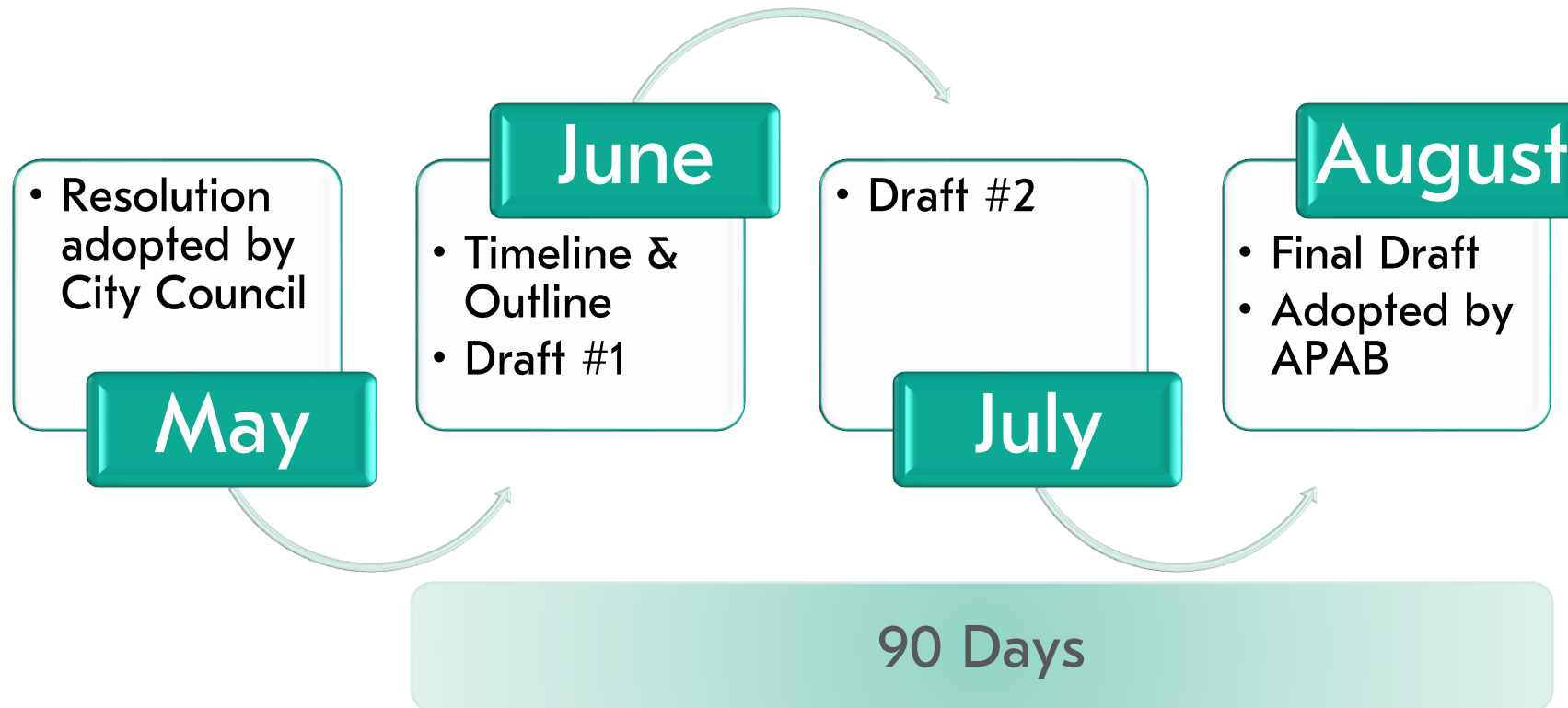
INTERNAL

- DCP Leadership
- NPU Planners
- NPU Resources & Support Staff
- Law Department
- Community Development/Human Services Committee
- Councilmember Byron Amos, District 3

EXTERNAL

- APAB Executive Committee
- APAB
- NPUs A-Z
- General public

PROCESS & TIMELINE



CREATING THE DOCUMENT

- Internal Brainstorming Session
- Outline #1
- Draft #1
- Draft #2
- Final Draft

Soliciting Input

APAB Exec Committee
(June, July, August)

APAB General Body
(June, July, August)

NPU Chairs
(July, August)

NPU Planners
(July)

NPU Agendas
(July, August)

Online feedback form
(July, August)

Internal Reviews
(May – August)

BEST PRACTICES FOR NPUs

- Represents the practices that have proven most effective, transparent and inclusive
- Designed to document “what works best” for NPUs
- The Department of City Planning is committed to providing the technical support and resources NPUs may need to align with these practices
- “NPU *members*” includes all residents as defined by [Section 6-3012 \(3\)](#) of the Code of Ordinances
- Does not replace or supplement the Code of Ordinances
- A copy of the [Code of Ordinances – Article B](#) and the [Ethical Guidelines for NPU Officers](#) attached
- Should not be considered a mandate or directive

BEST PRACTICES FOR NPUs

I. NPU HEALTH

II. COMMUNICATIONS

III. MEETINGS

IV. APPLICATION REVIEW AND NPU RECOMMENDATIONS

I. NPU HEALTH

Recommendations to help NPUs achieve or maintain stability, inclusion, fairness, and adherence to Code

Assessment

Participation

Fair
Elections

Bylaws
Review

Leadership
Transition

Conflict
Resolution

Education
and Training

DCP

II. COMMUNICATIONS

Recommendations to help NPUs maintain records and make them accessible to the public

Information Sharing

- Bylaws
- Meeting Notices
- Agendas
- Applications

Record Keeping

- Minutes
- Voting Eligibility
- Meeting Recordings

III. MEETINGS

Recommendations to help NPUs run efficient meetings, and ensure members' voices are heard

Transparency

- Informing the body
- Disclosing assets
- Publishing eligible voters

Efficiency

- Timekeepers
- Unanimous Consent
- Consent agendas

Virtual Meetings

- Use of video
- Designate hosts
- Roll call voting for dial-ins

Managing Complex Topics

- Encourage participation in committees
- Seek information prior to meetings
- Adhere to rules of order
- Announce any time limits

IV. APPLICATION REVIEW & RECOMMENDATIONS

Recommendations to help NPUs strengthen the recommendations they provide to the City

CDP

- Review required elements of the CDP, including the Community Work Program, Capital Improvement Element
- Coordinate with neighborhoods and NPUs
- Periodically review and update policies

Processing Applications

- Outline, publish clear process for review
- Communicate clearly, timely with applicants
- Process applications routed by DCP
- Share with relevant committee and neighborhood, business orgs

Application Review

- Clearly document conditions and comments
- Document dissenting opinions
- Explain non-support recommendations
- Consult with staff prior to meetings
- Consult the CDP, area plans, application criteria

Finalizing Recommendations

- Proper votes
- Record motions as stated and repeat prior to the vote
- Ensure community is apprised of all voting items

THANK YOU



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