



PROVO NEIGHBORHOOD
DISTRICT PROGRAM

HANDBOOK



Updated September 25, 2024

Table of Contents

Table of Contents.....	2
Mission Statement/Purpose	3
Program Structure	4
Membership.....	4
Organization.....	4
Executive Board	4
Appointment Process.....	5
Officers.....	6
Terms of Office.....	6
Neighborhood District Meetings	7
Agendas and Minutes	7
Topics	7
Land Use Applications.....	8
Conducting a Neighborhood District Meeting	8
Public Input	8
Neighborhood District Program Foundations.....	8
Government Transparency	8
Consistent Engagement	9
Community Building.....	9
Available Service and Support	9
Neighborhood District Funds	9
Matching Grants	10
Resources.....	10

Mission Statement/Purpose

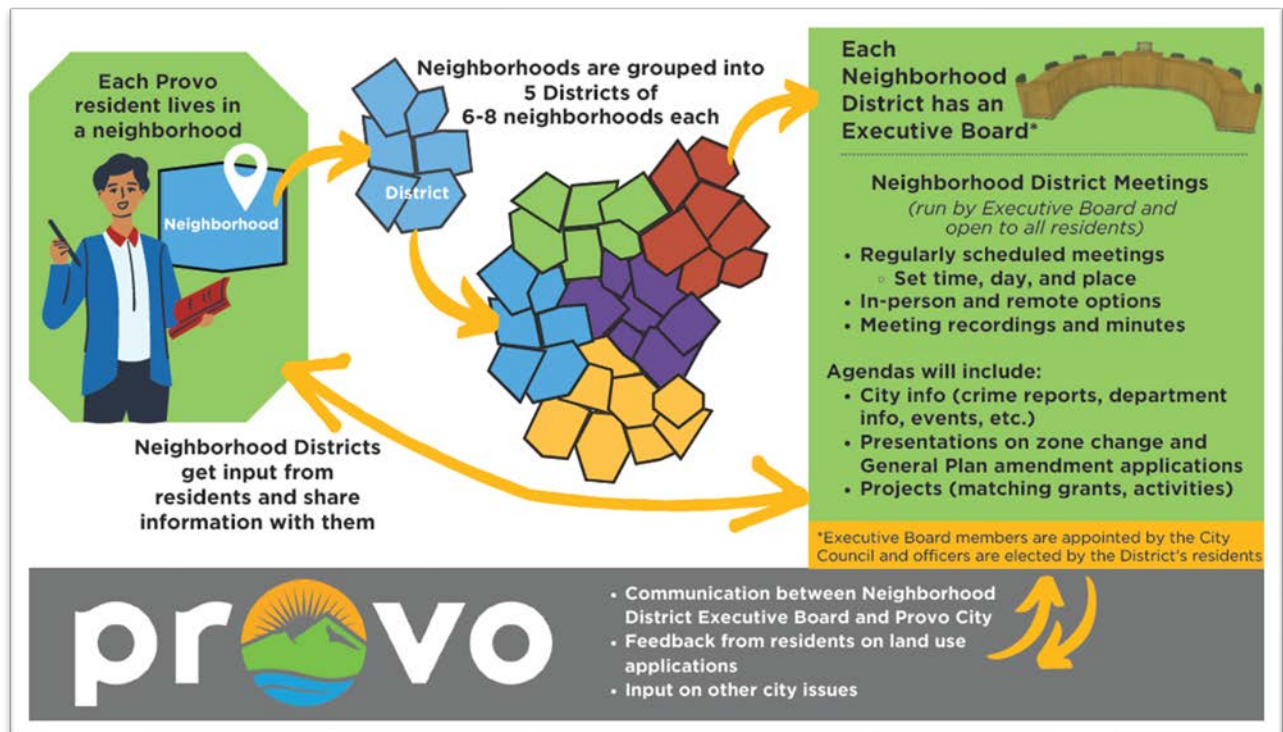
The purpose of the Neighborhood District Program is to provide for public participation and involvement in Provo City affairs and to provide a mechanism for communication between the City Council and the public.

Each Neighborhood District may provide suggestions and feedback to the City Council and Planning Commission.

The Neighborhood District shall work to:

- Identify and build on the strengths and assets of each Neighborhood in order to solve local problems and meet local needs and desires.
- Bring Neighborhood residents and other local stakeholders (including Neighborhood businesses and residential landlords) together to achieve the shared goals of the Neighborhood District Program.
- Collaborate with other non-governmental organizations and local nonprofit organizations to help deliver services that are needed by residents within their Neighborhood District area.
- Create opportunities for community building among residents (i.e., service projects, beautification efforts, social activities, etc.).
- Organize yearly social activities for the individual neighborhoods within their boundaries.

The organization and structure of the Neighborhood District Program is outlined in Provo City Code [Chapter 2.29](#).



Program Structure

Membership

Each Neighborhood District shall consist of residents eighteen (18) years of age or older residing within the identified boundaries of the City limits and Neighborhood District area.

No resident shall be a member of more than one Neighborhood District. Before a member may participate in an opinion poll at a Neighborhood District meeting, they shall sign a Declaration of Residency declaring their address and that they are a member of that Neighborhood District. Residents living within other Neighborhood Districts or outside of Provo are not eligible to participate in the poll at that meeting.

Neighborhood District 5 (Dixon, Timp, Franklin, Franklin South, Downtown, Joaquin, Wasatch, East Bay)			
Name	Street Address	Signature - "I affirm that the address listed is my primary Provo domicile and I am a resident of District 5."	Email Address - if you want emails from your District Chair and the Neighborhood Newsletter

Organization

A Neighborhood District shall be comprised of the general membership and an Executive Board.

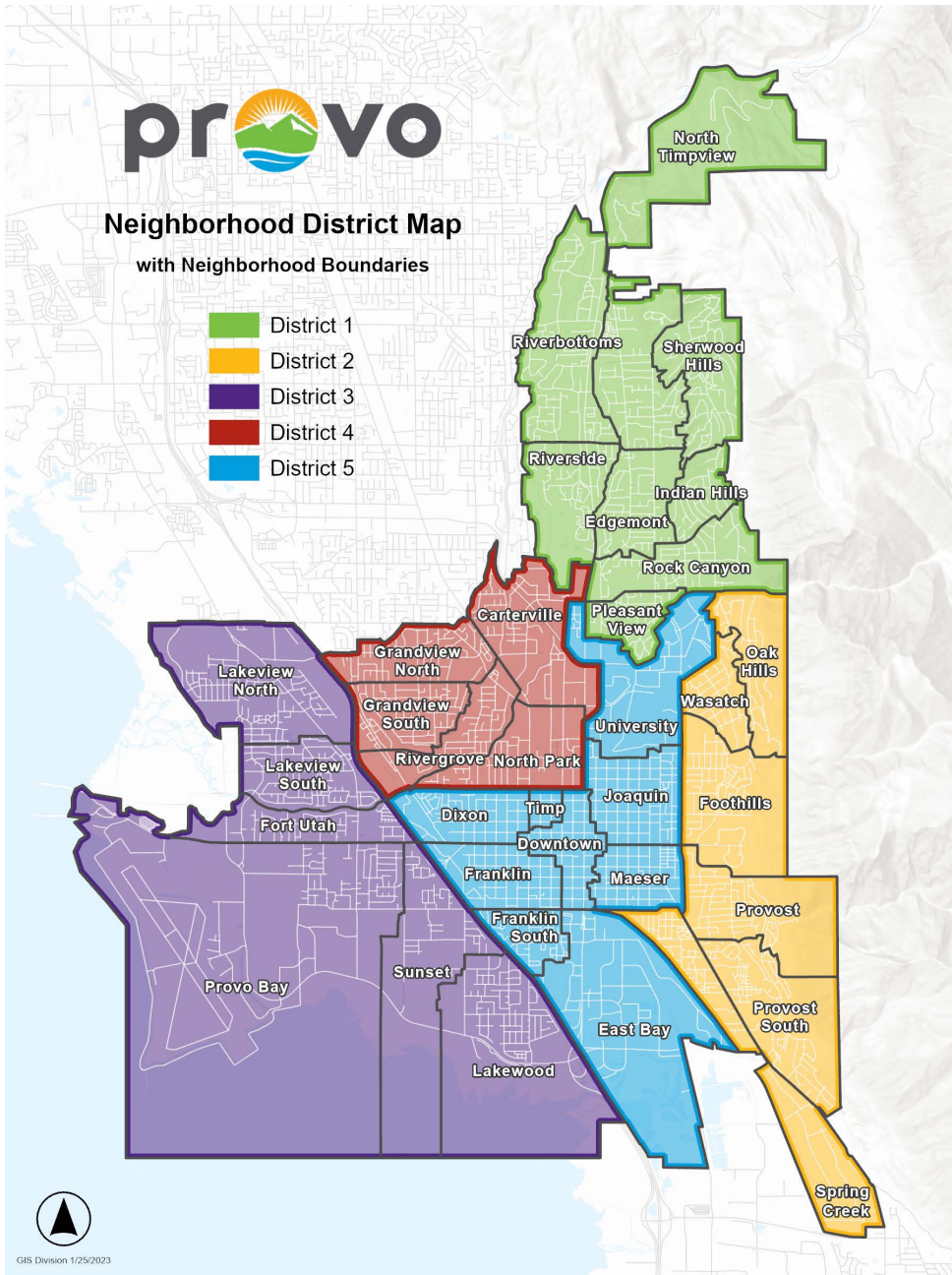
Executive Board

Each Neighborhood District has an Executive Board comprised of residents from within the boundaries of the Neighborhood District. When possible, two resident(s) from each Provo City neighborhood located within the boundaries of the Neighborhood District (as shown on the Official Neighborhood Map) shall serve on the Executive Board. The Council will consider input from the neighborhoods in appointing the representatives.

Each Executive Board is comprised of at least seven members appointed by the City Council to serve on the Board. Members of the Executive Board serve at the pleasure of the City Council and may be removed from their position by a majority of the members of the City Council.

Only Provo City residents may be considered for appointment to the Executive Board, with the exception of Provo business owners, representative nominated by Brigham Young University for the University Neighborhood, and at least one student housing property owner in the Joaquin Neighborhood (listed in [Provo City Code](#)).

Note: The Neighborhood District Executive Board is not a legislative body; they are not elected officials and do not have any implied or explicit legislative or executive authority.



District 1: North Timpview, Riverbottoms, Sherwood Hills, Riverside, Edgemont, Indian Hills, Rock Canyon, Pleasant View

District 2: Oak Hills, Wasatch, Foothills, Provost, Provost South, Spring Creek

District 3: Lakeview North, Lakeview South, Fort Utah, Provo Bay, Sunset, Lakewood

District 4: Grandview North, Grandview South, Rivergrove, North Park, Carterville

District 5: University, Dixon, Timp, Franklin, Franklin South, Downtown, Joaquin, Maeser, East Bay

Appointment Process

Qualified Provo City residents may apply for appointment to their Executive Board by [filling out an application on the Provo City website](#). A printed copy of the application can be requested by calling or emailing the Council Office.

When there is a vacancy on an Executive Board, Council staff will review applications and submit qualified applicants to the City Council for appointment. An opportunity for the public to give feedback on potential applicants will be provided to the relevant neighborhoods. A list of the applicants' names will be posted on Open City Hall, where residents can submit feedback to be shared with the Council. Any resident may also share feedback directly with Councilors.

Officers

The general body of each Neighborhood District will choose a chair, two vice-chairs, and a secretary from the members of the Executive Board. This selection process will happen at a regularly scheduled Neighborhood District meeting.

The Chair of the Executive Board serves for one year or to the end of their term on the Board, whichever comes first. Once the Chair of the Executive Board's term ends, they must wait at least twelve months before being eligible to serve again as Chair.

The Chair acts as the official representative of their Neighborhood District to the City Council and Planning Commission. They will present the positions taken by their Neighborhood District, not their personal opinions, provided that they have received the prior approval for this representation by a consensus of Neighborhood District members. The Chair, or a Vice-Chair in the absence of the Chair, presides over Neighborhood District meetings.

A secretary will be chosen by each Executive District to keep an accurate record of all official actions of the Neighborhood District and Executive Board. The report must be submitted to the Neighborhood Coordinator within 5 days of the meeting. The secretary also keeps attendance of the Executive Board members.

The other Executive Board members provide input about their neighborhoods, help make decisions on items pertaining to the District, and provide support to the Chair.

No Executive Board member may use their title for any endorsement involving political and/or commercial activities. Executive Board members should use their titles only in communications directed to the Planning Commission or City Council or directed to the residents of their district. Communications to the Planning Commission or City Council and to residents in their district must be approved by a majority of the Executive Board and channeled through the Neighborhood Coordinator.

Terms of Office

Executive Board member terms are for 48 months from the time of their appointment.

If a member of an Executive Board files as a candidate for election to a public office, they must take a leave of absence until the election is over. If a member of the Executive Board is elected or appointed to public office, they are required to give up their seat on the board.

If a member of an Executive Board fails to attend three or more consecutive meetings or 50 percent or more of the meetings in any eight-month period, without the approval of the majority of the other Executive Board members, their seat will be immediately vacated.

Neighborhood District Meetings

Each Neighborhood District will have a regular date, time, and location set for its regular meetings. This will be arranged through the Neighborhood Coordinator. Meetings will also be broadcast through Zoom and the videos available afterward for viewing. Having consistent meetings will allow more residents to participate in the way that works for them.

Optional neighborhood-only meetings may be set up by the Executive Board Member(s) over that neighborhood. These meetings should be held between the regular Neighborhood District Meeting dates. These meetings are not arranged through the Neighborhood Coordinator and Provo City staff usually do not attend. The neighborhood meetings can be held at any location within the neighborhood and at any date or time. This is a good way for Neighborhood District Executive Board Members to communicate with residents who normally don't attend the Neighborhood District Meetings and to bring their concerns to the Neighborhood District meetings. Neighborhood District budget funds may be used to rent facilities, print fliers, or purchase refreshments for these neighborhood meetings (with prior approval of the majority of Neighborhood District Executive Board Members).

Agendas and Minutes

Meetings will have agendas prepared, and notices will be posted on the city website. Agendas will be managed by the Neighborhood Coordinator with input from the Neighborhood Districts. Meeting minutes will be taken by the Executive Board Secretary and will be posted on the city website by the Neighborhood Coordinator. If a land use item was discussed at the Neighborhood District Meeting, that information will be given to the City Planner over that item to be included in the Planning Commission Staff Report. The Secretary must send the meeting minutes to the Neighborhood Coordinator within five (5) days of the meeting.

Neighborhood District meetings are open to the public.

Agendas will follow the outline of Department Topics (informational presentations from Provo City Staff, community partners, etc.), Planning Items (Zone changes and General Plan amendments with a City Planner in attendance), Additional Topics (Neighborhood District discussions on service projects, matching grants, etc.), and Public Comment.

Requests for topics to meeting agendas should be submitted to the Neighborhood Coordinator in the Council Office two weeks before the meeting. The Neighborhood Coordinator will send a draft agenda to all Neighborhood District Executive Board Members for their review.

Agendas must be approved by the Neighborhood District Chair and submitted to the Neighborhood Coordinator one week before the meeting.

Land Use Applications

Zone changes, General Plan amendments, and neighborhood-specific Ordinance Text Amendments will automatically be scheduled to be heard at the relevant Neighborhood District meeting. The Neighborhood Coordinator will work with the planner assigned to the application to place the item on the appropriate agenda. After the presentation at the Neighborhood District meeting, residents will be given information on how to submit their comments and feedback on the application.

If a land use item will go before the Planning Commission or City Council before a Neighborhood District Meeting is scheduled, residents will be encouraged to attend the public hearings. Land use items being presenting at Neighborhood District Meetings is optional and not part of the development process.

All other land use items will not be heard at Neighborhood District meetings because they are administrative and automatically approved if they meet code. Citywide land use items will not be heard at Neighborhood District meetings, but residents can comment on Open City Hall and at public hearings of the Planning Commission and City Council.

Conducting a Neighborhood District Meeting

Meetings are conducted by the Chair of the Executive Board. If the Chair is absent, one of the Vice-Chairs will conduct the meeting. At least a majority of the Executive Board members must be present at any meeting to conduct any business or take any official action. The meeting will proceed following the published agenda.

The Chair (or an Executive Board member appointed by the Chair) will be a timekeeper to alert presenters when they are going beyond their set time.

Executive Board members ensure that all meetings have civil, respectful, and courteous discourse between the public, city staff, developers, and presenters. Harmonious behavior is conducive to the airing of concerns and decision making.

Public Input

Neighborhood District Meetings are open to the public. Members of the Neighborhood District may make comments, participate in opinion polls, and suggest agenda items for future meetings. Such items will be added to a future agenda with a majority of the Executive Board members in favor.

The public may communicate with the City Council through email (council@provo.org), make comments at public hearings, and submit feedback to Open City Hall (an online public engagement platform where input is collected on items scheduled to come before the Council). The public may communicate with the Planning Commission through email dspublichearings@provo.org.

Neighborhood District Program Foundations

Government Transparency

Transparency is achieved through sharing information with Provo residents, holding regular meetings with in-person and remote participation options, having presentations from Provo City departments, and providing recordings and minutes of the meetings afterward.

Consistent Engagement

Consistent engagement is achieved by establishing a regular and predictable schedule for meetings in a set meeting location at City Hall, streamlined process to ensure that neighborhoods hear about important projects, and consistent processes for neighborhood resident feedback so residents can effectively have their voices heard.

Community Building

Community building is achieved through matching grants for qualified projects, residents coming together to solve problems and improve their community, and working with Provo City to address neighborhood concerns. Service projects are one way to achieve this, but many issues can be resolved by simply working together as neighbors.

Available Service and Support

The Neighborhood District Program is nested under the Provo Municipal Council and the Council Office offers service and support for those participating in the program. A Neighborhood Coordinator has been assigned to manage the program and coordinate regularly with each District's Executive Board. Agenda creation and public noticing of meetings are also assigned to Council staff.

Training will be regularly conducted for Executive Board members. A training session is held when Executive Board members are first appointed, and smaller training opportunities will be available throughout the year.

Neighborhood District Funds

Each Neighborhood District will receive a budget of \$1,000 to use during the fiscal year (July 1 through June 30) for facilitating meetings or social functions for the Neighborhood District. Written notification of what the District plans to spend the money on must be approved by the Neighborhood Coordinator before purchasing. Items are purchased by the Neighborhood District and reimbursed by the City Council office.

Examples of District Fund uses:

- Printing flyers for meetings.
- Purchasing refreshments for meetings.
- Printing signs announcing meetings.
- Raffle prizes for Neighborhood District meeting attendees.
- Rental facility cost for Neighborhood events.
- Awards for recognizing a community volunteer or most improved yard.
- Paying for event permits for block parties.
- Refreshments and supplies for community events.
- Advertising for community parties/events.
- Purchase a portable sound system for backyard concerts.
- Print wayfinding signs for bike paths, hiking trails, etc.
- Back to school treat stations along "Safe Routes to School" paths.
- Purchase new books for Little Free Libraries in your community.

Matching Grants

Each Neighborhood District may apply for a \$7,500 grant from the Council Office per fiscal year (July 1st through June 30th) to use toward neighborhood improvement projects within their District boundaries. The City Council Executive Director will establish the criteria for awarding the matching grants as well as procedures for evaluating and approving grant applications. The Neighborhood District's Executive Board reviews applications, recommends approval or rejection of the application, and submits applications with recommendations to the Neighborhood Coordinator, who reviews the application for completeness. The City Council Executive Director accepts or rejects the Executive Board's matching grant recommendation, as directed by the Council Chair. If the grant is approved, the Executive Board's Secretary then works with the Neighborhood Coordinator to administer the grant. Funds not expended by the end of the fiscal year will be returned to the Council Office. To ensure that the project is finished before the end of the fiscal year, all completed applications must be submitted by March 31st.

Example of the Matching Grant process:

- The applicant presents their idea for a Matching Grant project at their Neighborhood District meeting (has requested to be on the agenda or presents during public comment).
- District residents discuss the idea and give their opinions of the project. If a majority of District residents like the idea, the applicant fills out the [Matching Grant Application](#).
- The applicant turns in the completed application to the Executive Board for their review. If the Executive Board approves it, they give the application to the Neighborhood Coordinator.
- The Neighborhood Coordinator reviews the application for completeness, asks the applicant for any additional documents, permissions, or clarifications, and gives the application to the City Council Executive Director.
- The City Council Executive Director (under the direction of the City Council Chair) makes the final decision on the application. If approved, the Neighborhood Coordinator fills out a Matching Grant Award Letter which is signed by the applicant and Council Director.
- The applicant works with the Executive Board and residents to acquire the necessary service hours and in-kind donations, which can be collected before or during the Matching Grant project and must match or be more than the amount of funds needed for the project.
- Once the Matching Grant project is completed, the District Secretary and Neighborhood Coordinator work together to disperse the funds, either by reimbursing residents or paying directly to City Departments (Parks, Public Works, etc.).

Resources

Open City Hall: [OpenCityHall.provo.org](https://opencityhall.provo.org)

Neighborhood Coordinator: rbreen@provo.gov, 801-852-6122

Neighborhood District Program website (with links to the individual Neighborhood District web pages): [Neighborhood District Program | City of Provo, UT](#)