

# TEMPORARY OPTION FOR VIRTUAL NEIGHBORHOOD MEETINGS

## **Overview.**

This document outlines guidance for virtual neighborhood meetings at this time of social distancing due to COVID-19 protocols. Neighborhood Meetings are a form of community outreach to inform surrounding property owners of the nature of proposed land uses and/or developments, answer questions, respond to concerns, and solicit comments. The goal of virtual neighborhood meetings is to allow applications to continue to move forward through the planning process while still ensuring community involvement from residents.

Information pertaining to virtual neighborhood meetings is outlined within this document. All neighborhood meetings are still subject to applicable requirements of the Unified Development Code (UDC).

Town of Clayton staff is available to assist applicants with any questions pertaining to this process. For more information please contact Lori Bryant, Development Services Coordinator, at [lbryant@townofclaytonnc.org](mailto:lbryant@townofclaytonnc.org).

The virtual neighborhood meeting option is available to applicants on a temporary basis during times when in-person gatherings are restricted. Above and beyond the requirements for neighborhood meetings found in the UDC, the following practices are strongly encouraged for virtual neighborhood meetings:

## **Notice Mailing Requirements.**

Applicants must satisfy the mailing requirements in UDOC §155.702(D)(2)(c). Attached is an Adjacent Property Owners List that may be used for documenting notices mailed.

The applicant shall submit electronic documentation to the Development Services Coordinator for verification of mailing. This documentation shall include: an electronic copy of the notification letter and all attachments, the mailing list, photographs of the mailing that demonstrates the envelopes prepared for mailing, and an attestation from the applicant that the mailing satisfies all UDC requirements and acknowledges that false statements negate validity of the mailing.

## **Notice Requirements.**

Meeting notices for virtual neighborhood meetings must include:

- Instructions for accessing the virtual meeting including web links and call-in numbers.
- A contact number for the applicant must be provided within the letter so that neighbors may call the applicant directly in the event that they have difficulty accessing the virtual meeting or have additional questions.
- In addition to the requirements in UDC §155.702(D)(2)(d), the following attachments to ensure that applicants with only call-in ability have a full understanding of what is proposed:
  - Current aerial image of the property
  - Current zoning map of the area
  - Copy of application submitted
  - Copy of proposed site plan (if applicable)
  - A schedule of all upcoming anticipated public hearing dates

Attached is an example meeting notice.

### **Virtual Meeting Format.**

1. Meetings must be held via interactive online video conferencing. The applicant may utilize any platform including, but not limited to, Microsoft Teams, Zoom, GoTo Meetings, WebEx, etc.
2. The platform utilized must support two-way communication to allow neighbors to ask questions and participate in the meeting.
3. Call-in numbers must be provided to allow residents without internet access the ability to participate in the meeting.
4. The meeting must be conducted for a minimum of two (2) hours. This is to allow extra time for residents who may experience technical problems while attempting to join the meeting.

### **Meeting Date.**

The Town of Clayton recommends holding the virtual neighborhood meeting at least ten (10) days prior to the date of the first public meeting. The neighborhood meeting must be held prior to applications proceeding to Planning Board or Town Council.

### **Meeting Time & Location.**

The virtual meeting must be held no earlier than 6:00 pm Monday through Friday. The meeting shall not begin after 7:00 pm. The meeting shall be held for a minimum of two (2) hours.

### **Information provided to Planning Department.**

Applicants must alert the Planning Department once the Virtual Neighborhood Meeting is scheduled. One copy of the neighborhood meeting letter and attachments must be sent to the Planning Department to be kept with the project file. Planning Staff may attend the virtual meeting.

Within five (5) business days after the virtual neighborhood meeting, the applicant must electronically submit the following to the Planning Department:

- Adjacent Property Owners List; proof of mailing shall be provided to the Development Services Coordinator as outlined above under the section "Notice Mailing Requirements"
- Attendance Roster (aka "sign-in sheet")
- Neighborhood Meeting Summary Form with minutes (see enclosed example)

# SAMPLE TEMPORARY VIRTUAL NEIGHBORHOOD MEETING LETTER

(PLACE ON AGENT'S OR OWNER'S LETTERHEAD; INSERT  
APPLICANT SPECIFIC INFORMATION; INSERT HIGHLIGHTED  
INFORMATION)

<Mailing Date>

Dear Clayton Area Property Owner:

The purpose of this letter is to notify you of an application filed with the Town of Clayton for a land use change or development proposal involving property adjacent to, or in close proximity to, property shown in your ownership by Johnston County tax records. Per Town of Clayton regulations, a Neighborhood Meeting must be held to provide information to area residents about the proposal. Due to current social distancing resulting from COVID-19, the Town of Clayton has authorized temporary use of Virtual Neighborhood Meetings. This letter includes instructions on how to access the virtual neighborhood meeting for this application. A representative of the applicant will coordinate this meeting and explain the application, answer questions, and solicit comments.

Meeting Date: \_\_\_\_\_

Meeting Time: \_\_\_\_\_

Virtual Meeting \_\_\_\_\_

Instructions: \_\_\_\_\_

Call-in Number (for audio only) \_\_\_\_\_

Type of Application: \_\_\_\_\_

Parcel identification number: \_\_\_\_\_

Project/proposal property address: \_\_\_\_\_

Description of project/proposal  
and action requested: \_\_\_\_\_

(Where a rezoning is proposed, include the current and proposed districts)

Upcoming public meetings for this  
application (Planning Board  
and/or Town Council): \_\_\_\_\_

The following is enclosed with this letter and will be discussed during the virtual Neighborhood Meeting:

1. Aerial Image of Property

2. Current Zoning Map of Property
3. Copy of Application
4. Anticipated Public Meeting dates
5. Proposed Site Plan (if applicable)

If you have any questions prior to or after this meeting, you may contact us at **<Insert phone number of applicant>**. You may also contact the Planning Department at 919-553-5002.

Sincerely,

**<Applicant Signature>**

Cc: Town of Clayton Planning Department





# TEMPORARY VIRTUAL NEIGHBORHOOD MEETING ATTENDANCE ROSTER

**Project:** \_\_\_\_\_

**Application:** \_\_\_\_\_

**Meeting Platform/Date:** \_\_\_\_\_

	NAME	ADDRESS
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