



Planning, Development, &
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Planning Division
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April 2, 2020

COVID-19 Response New Community Meeting Recommendations

In response to the Covid-19 crisis, the city planning office has been working on alternatives to in-person public meetings, including community meetings required for conditional district rezonings and special use permits. The following revises previously issued guidance for such meetings, with the intention of allowing development activities to move forward while respecting the due process rights of all parties.*

The outbreak of COVID-19 has been declared an emergency on the local, state, and federal levels. In keeping with federal and state directives, as well as city health and safety standards adopted for consistency, the City of Wilmington discourages applicants from conducting in-person community meetings required for conditional district rezonings (City Code §18-228) or special use permits (City Code §18-82) during the period of emergency declaration(s).

In accordance with the City of Wilmington charter (Sec. 23.6), in the event the applicant has not held at least one meeting, the applicant can file a report documenting efforts that were made to arrange the meeting, the reasons a meeting could not be held and, under this guidance, alternative measures that were undertaken to facilitate public input.

For community outreach during the declaration of emergency, planning staff recommends the following:

- Include a contact phone number and email address with your mailed notice to allow for direct contact between you and affected property owners.
- An online meeting invitation be included with the notice inviting property owners to take part in an online discussion about the project (e.g. Zoom, Skype, TeamViewer, etc.).
- A full description of the project, including proposed site plans and elevations, should be included in the mailed notice.

A suggested mailed notice is provided for your convenience.

The community meeting report must provide a summary of all efforts made to collect community input and document all input received. As per city charter, City Council will determine the adequacy of the meeting held and other measures taken, and the report filed. This determination is not subject to judicial review.

Sincerely,

Glenn Harbeck, AICP
Planning Director

**Please note that special use permits require quasi-judicial, in-person hearings, which pose still other challenges for satisfying legal requirements of state law. This guidance does not resolve that issue; as it is a fluid situation based on current requirements imposed by state and federal orders.*

Community Meeting Notice

Conditional District Rezoning

April 2, 2020

Re: 1234 Market Street
Wilmington, NC 28401

Dear Property Owner,

This notification is being sent to you because you are a property owner within 300 feet of the address(s) referenced above. Our client proposes to rezone property located at 1234 Market Street from R-15, Residential District to CB (CD), Community Business (Conditional District) for a mixed-use project that includes 5,000 square-foot of commercial space and 16 residential units. The proposed site plan and elevations are attached.

You may contact me directly by telephone or email to discuss your concerns and suggestions. An online meeting will also be held during which the proposal will be presented and property owners can participate in a discussion and provide feedback.

To provide feedback by phone or email:

Contact: Billy Bob, New York
Phone: 910.799.5076
Email: billybob@bigtimebuilders.com

To participate in an Online Meeting:

Date/Time: Thursday, April 16, 2020, 6:00PM
Platform: Skype
Link: <https://join.wilmingtonnc.gov/meet/billy.bob> or 910.799.5076

Please contact me at your convenience. If you have questions about how to participate in the online meeting please let me know. I look forward to hearing from you.

Regards,

Applicant Name
Applicant Address