

WEBSTER PLANNING BOARD

OCTOBER 14, 2021 Meeting Minutes



The Webster Planning Board met for a scheduled organizational meeting
By Zoom October 14, 2021 at 5:30 pm.

CALL TO ORDER: Sara called the meeting to order at 5:34 pm.

MEMBERS PRESENT: Tonya Basse, Sara Stahlman, Leigh Anne Young, Dale Collins

MEMBERS ABSENT: Walter Turner, Jenny Resinger, Will Whitfield, Eric Myers

OTHERS PRESENT:

GENERAL MEETING

Approval of Agenda and Minutes:

The ethics statement, agenda, and September 16th meeting minutes were reviewed.

MOTION: Tonya Basse motioned to approve the September 16th meeting minutes, Dale Collins seconded.
Motion carries.

Informal comments by the public: None

Administrative Reports: None

Chair Report: None.

Planning Board member reports: Leigh Anne asked the board and they recommended that we begin the public comments on the LUP at 5:30 on November 17th (our usual start time) and roll into our meeting afterwards.

Leigh Anne attended a pedestrian planning meeting. Discussed Mill Creek, an impaired waterway. Two sources - one comes past the high school as you head towards downtown under 107. As they are updating 107, will be putting in a 7" culvert to direct that. Nothing creating a barrier or protecting the waterway. Making it large so they can walk through for repairs in the future. Once it crosses under 107, it flows in front of Bryson Farm Supply behind Lowes. No structure over the creek beyond a parking lot. Buildings close to the road won't be allowed to stay. DOT has begun acquisition conversations. Behind Lowe's, flows with no protection. Crossing impervious areas that are putting trash into the river. Culvert may mitigate some of this.

Rumor that Webster Halloween is cancelled. Private residents are welcome to hand out candy on their own. TOW is not regulating trick or treating but providing extra enforcement for Sunday night - actual Halloween.

OLD BUSINESS

1. Review survey for seeking input from citizens regarding draft LUP

- Leigh Anne shared her screen to show Survey Monkey draft.
- Begins with an overview of the plan.
- Uses multiple choice and checkbox options due to limitations of the current plan.
- Simple questions and answers based on Mike Poston's suggestions -
 - Y/N this addresses future needs
 - Did you find the Land Use Plan document easy to understand?

- Additional questions on tricky issues
 - Zoning (+ benefits and drawbacks to smaller lot sizes)
 - Cluster development (very similar to zoning question, so rolled that in together).
Town recently approved a county subdivision ordinance but doesn't allow cluster developments. Subdivision limitations are that a lot has to be an acre. If a smaller lot size were approved, then the subdivisions / cluster development could be adjusted.
 - Short Term Rentals - adjust from not enforcing to enforcing?
 - If town could improve one aspect that could improve quality of life
 - Do you live or own property in Webster, ETJ, County, elsewhere?
- Leigh Anne will send drafted Survey Monkey survey to provide comments. May share with Mike and get feedback as well.
- Tonya motioned to approve survey questions and Dale seconded. Motion passes.

2. Consider tricky issues such as lot size, clusters, short term rentals, etc. which were left vague in draft LUP

- Gathering of community input will assist with that.

3. Identify next steps, assign homework

- Will send the Land Use Plan and survey prior to the next meeting for community feedback.
- Formatted land use plan looks good.
- Two changes in the Land Use Plan draft - waiting on updated maps with simple alterations. Labeling on a few is wrong, so ledgers will change. One called Future Land Use Map, but should be future Land Use Considerations. Told her 2 weeks. Could place a caption under map - mislabeled, will read ___ before final edits. Sara will edit the LUP with these captions.
- Will post Land Use Plan and survey link on the Town of Webster website. Post to Facebook page. Planning board should send to neighbors and request feedback. Everyone in Table of Contents will receive an email with the pdf and survey link. One advantage of going through the website is that it would be an easy place for folks to see supporting documents.
- Directing through the website was discussed. Leigh Anne can update the website with the Land Use Plan and Survey links as early as next week.
- Emails will go to stakeholders linking to the Town of Webster website. Leigh Anne will ask Debbie about an official email address. Basic email letting them know that the LUP and Survey are online and awaiting feedback.
- Goal of editing website devoted to Land Use Plan by 10/21/21.
 - LUP
 - Supporting Documents
 - Survey Monkey
 - Meeting details
 - Printed copies at Town Hall
- Sunshine list of emails for town. Old list - trying to update but people have to volunteer information to Town Hall. Doesn't include more recent residents. Use that to send email to citizens.
- Notice in Sylva Herald with link information and meeting.
- Tape ¼ sheets to mailboxes?
- Sara will make Poster at post office & town hall
 - Land Use Plan draft feedback

- Web link
- Printed copies at Town Hall
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- Printed copies available at town hall for citizen pickup

At open feedback meeting facilitation question. Do we guide comments? Dale suggested open comments. Do we limit comment time? If traditional comment period - just receive information, not a discussion period.

Idea is that this is an opportunity for us to answer questions. "Public meeting" and then we close it? Virtual version of looking at maps. Having access to the plan and any additional materials would be helpful. Leigh Anne will look at protocol for a hybrid meeting and how it functions. Dale will look.

Could be possible that tricky issues that we highlight could be flashpoints. Be prepared to deflect that in the meeting. The Land Use Plan isn't going to change those right now. Further information is needed. Be prepared to not get pulled into a heated discussion about that. Those topics are not really on the table in the Land Use Plan. Longer-term discussion, temp taking of community.

NEW BUSINESS

- **Identify next tasks for the Planning Board.**

Next meeting we will get update on analytics of Survey Monkey, and hear any feedback from community partners.

Based on feedback, we can make any necessary edits, finalize completed LUP.

MEETING SUMMARY:

- Leigh Anne will send captions to two maps that will eventually be updated and finalize Survey Monkey; send to PB.
- Sara will add captions and then re-send the PDF.
- Planning board will look at Survey Monkey and LUP in the next week and provide feedback for any edits before the 21.
- Leigh Anne will edit the Town of Webster to include the information we want to share with stakeholders and citizens, goal of 10/21/21.
 - LUP
 - Supporting Documents
 - Survey Monkey
 - Meeting details
 - Printed copies at Town Hall
- Sara will draft a poster for Town Hall and Post Office.
 - Land Use Plan draft feedback
 - Web link
 - Printed copies at Town Hall
- Leigh Anne will ask Debbie:
 - Who's email should be sent to stakeholders and Sunshine list of citizens.
 - Print a few copies of the finalized draft once it's launched to the community
- Leigh Anne will research public meetings + LUP meetings and needs in preparation for 11/18.

- All of the planning board, once the website is launched will encourage neighbors and citizens to complete the survey. Goal of sending to at least 2 people requesting feedback.

NEXT MEETING PLAN(S): Next meeting is November 18th - still beginning at 5:30 but open to public feedback.

MOTION: Tonya motioned to adjourn at 6:43. Dale seconded. Motion carried.

REMINDER: Next meeting is November 18th

Eric Myers, Webster Planning Board