

# WEBSTER PLANNING BOARD

## APRIL 21, 2022 Meeting Minutes



The Webster Planning Board met on April 21, 2022, at 5:30 p.m. for a regularly scheduled meeting.

**CALL TO ORDER:** Jenny Reisinger called the meeting to order at 5:32 p.m.

**MEMBERS PRESENT:** Tonya Basse, Brandon Core, Brandon McDevitt, Rachael Pollack, Jenny Reisinger, Will Whitfield, Leigh Anne Young; Sara Stahlman was present at secondary location and joined after brief recess

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Becca Scott and Anne Wade of Southwestern Commission were present at secondary location and joined after brief recess

Brandon McDevitt made a motion to recess the meeting and reconvene at the ball field adjacent to the Old Webster Rock School, Tonya Basse seconded. Motion carried unanimously.

Sara Stahlman reconvened the meeting at the ball field after a brief recess. Sara read aloud the ethics statement. No conflicts were expressed.

### GENERAL MEETING

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#### **Approval of Agenda and Minutes:**

The meeting agenda and March 17, 2022 meeting minutes were reviewed.

**MOTION:** Jenny Reisinger motioned to approve the agenda, Rachael Pollack seconded. Motion carried unanimously.

**MOTION:** Jenny Reisinger motioned to approve the March 21, 2022 meeting minutes, Tonya Basse seconded. Motion carried unanimously.

**Informal comments by the public:** None

#### **Invited guest conversation**

Becca Scott and Anne Wade of Southwestern Commission presented on project prioritization and ARPA grant funding. Leigh Anne Young shared an option to use ARPA funding to pay salaries and free up budget dollars for other projects. Becca shared a handout with various grant funders, timelines/deadlines, and project purposes. Anne elaborated on public wifi project opportunities.

#### **Administrative Reports:**

**Chair Report:** Sara Stahlman reported she has reached out to Town of Sylva and Jackson County planners and received similar information to what Becca Scott shared earlier. Shared various options and ideas she's learned on traffic speed control.

**Planning Board Members' Reports:** Leigh Anne Young reported the Town Board did not accept the letter nor provide approval to pass on to the Jackson County Parks and Recreation Department. Webster does have a vacated seat on the parks and recreation board, and Kelly Donaldson will fill that seat in the coming months.

Planning board members discussed various topics related to community park and playground options.

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### *OLD BUSINESS*

#### **1. Ordinance Update**

Sara Stahlman invited Leigh Anne Young to report. Leigh Anne provided a brief update on the ordinances and her work with the town attorney.

#### **2. Stand-Alone Ordinance Compliance**

Sara Stahlman invited Brandon McDevitt to report. Brandon shared that the same change would need to be made to both of the stand-alone ordinances (noise and animal). Change will include violators to be fined no more than \$50 and total fines for repeated offenses not to exceed \$500 per ordinance.

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### *NEW BUSINESS*

#### **1. Future Focus Areas**

Leigh Anne Young will share more details of Town Board priorities at next meeting.

Sara Stahlman shared volunteer opportunities to include: (1) expansion of project funding ideas; (2) exploration of various grant funding opportunities provided by Becca Scott; (3) documenting speed issues (build our case for NCDOT); and (4) naturescape and playground plans. Sara Stahlman will adapt the Land Use Plan chart for planning board members to determine project funding ideas and priorities. Rachael Pollack will further explore grant opportunities to match project priorities. Sara Stahlman will create a shared document to define speed issues and goals for the community and ask planning board members to share observations, experiences, and goals directly with Sara (not in shared document). Leigh Anne Young will send naturescape plan as-is for potential pocket park in Webster; Sara Stahlman will update to focus more on lookbook of elements we could consider and Rotary videos.

For upcoming meetings, and following Planning Board conversations, Sara Stahlman and/or Leigh Anne Young will formally request action items be added to the monthly agendas for Town Board consideration/action (for example, speed issues in town and outreach to the Department of Transportation, etc).

## 2. Food at Upcoming Meetings

Town will reimburse up to \$35 per meeting for food/meals for the Planning Board, and we also have access to drinks at Town Hall. Jenny Reisinger volunteered to provide food for the May 19 meeting.

## 3. Summer Meeting Dates

Sara Stahlman asked members to bring their summer date availability to the next meeting for further discussion.

**MOTION:** Rachael Pollack made a motion to adjourn the meeting at 7:07 p.m., seconded by Jenny Reisinger. Motion carried unanimously.

### MEETING SUMMARY:

- Becca Scott and Anne Wade from the Southwestern Commission presented on project prioritization and various options for grant funding.
- Sara Stahlman reported she has reached out to Town of Sylva and Jackson County planners and received similar information to what Becca Scott shared earlier.
- Leigh Anne Young reported the Town Board did not accept the letter and approval to pass on to the Jackson County Parks and Recreation Department. Webster does have a vacated seat on the parks and recreation board, and Kelly Donaldson will fill that seat in the coming months.
- Leigh Anne Young provided a brief update on the ordinances and her work with the town attorney.
- Brandon McDevitt reported that the same change would need to be made to both of the stand-alone ordinances (noise and animal). Change will include violators to be fined no more than \$50 and total fines for repeated offenses not to exceed \$500 per ordinance.
- Sara Stahlman will adapt the Land Use Plan chart for planning board members to determine project funding ideas and priorities. **Responses should not be made in the shared spreadsheet.**
- Rachael Pollack will further explore grant opportunities to match project priorities.
- Sara Stahlman will create a document to define speed issues and goals for the community and ask planning board members to **share observations, experiences, and goals directly with Sara and not in shared document.**
- Leigh Anne Young will send naturescape plan as-is for potential pocket park in Webster.
- Sara Stahlman will update the plan to focus more on lookbook of elements the Planning Board could consider in the future and/or for Rotary videos.
- For upcoming meetings, and following Planning Board conversations, Sara Stahlman and/or Leigh Anne Young will formally request action items be added to the monthly agendas for Town Board consideration/action.
- Jenny Reisinger volunteered to provide food for the May 19 meeting.
- Sara Stahlman asked members to bring their summer date availability to the next meeting for further discussion.
- **NOTE: Planning Board members should not collaborate electronically in a shared document (i.e., Google Docs, etc), 'Reply To All' on Planning Board emails, or otherwise discuss, recommend, or decide matters related to the Planning Board or Town of Webster outside of a posted, public meeting where a quorum is present.**

**NEXT MEETING:** The Planning Board will meet on May 19, 2022, at the Webster Town Hall prior to recessing to the ball field/park area next to the Old Webster Rock School.

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Brandon Core, Secretary, Planning Board, Town of Webster