

# JACKSON COUNTY SMALL TOWN PLANNING

**CLIENT:**

Kostelec Planning  
Village of Forest Hills

**JMTE SERVICES:**

- Community Planning
- GIS Mapping
- Ordinance Review and Development
- Land Use Planning
- On-Call Services

**LOCATIONS:**

Town of Webster, NC  
Village of Forest Hills, NC

**J.M. TEAGUE**  
ENGINEERING  
& PLANNING

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**Webster Zoning Ordinance Assessment**

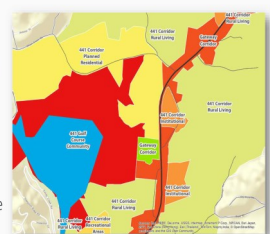
JMTE, as part of a broader Kostelec Planning project, conducted an in-depth analysis of Webster’s zoning ordinance and planning practices. JMTE also benchmarked the types of ordinances Webster had in place in comparison to towns of similar size. The result of the work was a detailed checklist of ordinance amendments to improve the Town’s Zoning Ordinance. Examples of recommended actions included: strengthening general provisions, clarifying and adding definitions, improving labeling and information included on the zoning map, specific zoning district and lot size recommendations, and a list of miscellaneous items to improve the overall usability of the ordinance. JMTE also reviewed Webster’s ordinance to ensure that legislative changes were incorporated, and provided an outline on how the town should proceed with land use plan development.

**Village of Forest Hills – Ongoing Planning Assistance**

JMTE worked with the Village of Forest Hills to establish a strong culture of Village planning. JMTE first developed extensive training modules for the Village Council and the Planning Board. As a result of working with JMTE, the Village of Forest Hills amended its minimum lot size, adopted commercial design standards and new landscaping standards, incorporated conditional zoning, revamped and strengthened the zoning ordinance, and worked with Village Council to develop and adopt a Code of Ordinances. JMTE staffed and developed materials for monthly planning board meetings and was available for general on-call assistance for development projects.

Rezonings: Getting to a Decision

- VISIT THE SITE!
- Ask questions of staff, technical people, developer, etc.
- Understand the full range of implications – not about the project
- Remember your comprehensive plan.



39



Public Quick Tips

- Set a clear process (order, time limits)
- Chair well
- Know the Public Hearing Process
- Consider a Script
- Listen, Record, Address
- Planning Board / Board of Adjustment (OJ) Role

