

DRAFT

Minutes

BOARD OF ADJUSTMENT

Regular meeting

6 p.m. December 10, 2025

Board Meeting Room of Town Hall Annex, 105 E. Corbin St.



Present: Chair Raul Herrera, Vice Chair David Blankfard, members: Rob Iglesias, Eddie Sain, Garrett Sparks and Richard Chapple

Absent: None

Staff: Town Attorney Bob Hornik and Senior Planner Tom King

1. Call to order and confirmation of quorum

Chair Raul Herrera called the meeting to order. Senior Planner Tom King confirmed the presence of a quorum.

2. Agenda changes and approval

Chair Herrera asked if there were any changes to the agenda. King said he had none to offer. No board members made suggestions. Chair Herrera asked for a motion to approve the agenda as presented.

Motion: Member Rob Iglesias moved to approve the agenda as presented. Member Richard Chapple seconded.

Vote: 7-0. Motion passed.

3. Minutes review and approval

Minutes from the rescheduled regular meeting on September 9, 2025.

Chair Herrera asked if board members had had a chance to review the minutes and if any changes needed to be made. No changes were suggested. Chair Herrera asked for a motion to approve the minutes as written.

Motion: Member Eddie Sain moved approval of the minutes as submitted. Iglesias seconded.

Vote: 7-0. Motion passed.

4. Other business

A. Review and approval of 2026 meeting schedule

King presented the draft 2026 meeting schedule to the board noting that the November 10, 2026, date reflected a shift due to the Veterans Day Holiday.

Motion: Member David Blankfard moved to approve the 2026 meeting schedule as presented. Sain seconded.

Vote: 7-0. Motion passed.

B. Board training session with Town Attorney

Town Attorney Bob Hornik of the Brough Law Firm presented a MicroSoft PowerPoint presentation outlining the role, duties and responsibilities of boards of adjustment.

5. Committee and staff reports

King gave the board a brief update on progress on the town's UDO (Unified Development Ordinance) rewrite project.

King also updated the board on various members' term status. Chapple's term is set to expire at the end of September 2026. The Orange County Board of Commissioners may reappoint him for one additional year as an ETJ (Extraterritorial Jurisdiction) regular member. Sain's first full term expires at the end of June 2026. The Orange County Board of Commissioners may reappoint him for another three-year term as an ETJ alternate member. Chair Herrera's second full term as an ETJ regular member expires at the end of June 2026. He may not be re-appointed.

King finished by informing the board that, at their November quarterly joint public hearing, the Town Board of Commissioners and Planning Board heard a request to rezone the remainder of the Oakdale Village property at the corner of Oakdale Drive and South Churton Street from Entranceway Special Use to General Commercial. Also, the UDO was amended to comply with recently enacted state laws removing local governments' ability to require a waiting period on the refiling of development approval applications that have been denied or withdrawn and cleared up language regarding how subdivisions of 20 lots or more are processed when a planned development is involved.

6. Adjournment

Motion: Iglesias moved to adjourn the meeting at 7:54 p.m. Blankfard seconded.

Vote: 7-0. Motion passed.

Respectfully submitted,



Tom King, AICP, CZO

Senior Planner

Staff support to the Board of Adjustment

Approved: Month X, 202X