

Minutes

PLANNING BOARD

Regular meeting

6:30 p.m. April 17, 2025

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



Present: Chair Frank Casadonte, Vice Chair Hooper Schultz, Jeanette Benjey, Robert Iglesias and Tiffney Marley

Absent: Sherra Lawrence, Christian Schmidt, and John Giglia

Staff: Planner Molly Boyle

1. Call to order and confirmation of quorum

Chair Frank Casadonte called the meeting to order at 6:40 p.m. Planner Molly Boyle confirmed the presence of a quorum.

2. Audience comments not related to the agenda

There were no audience comments.

3. Agenda changes and approval

There were no changes to the agenda.

Motion: Member Robert Iglesias moved to approve the agenda as presented. Member Jeanette Benjey seconded.

Vote: 5-0. Motion passed.

4. Minutes review and approval

A. Planning Board regular meeting minutes for March 20, 2025

Motion: Member Hooper Schultz moved to approve the minutes as presented. Member Tiffney Marley seconded.

Vote: 5-0. Motion passed.

B. Joint Public Hearing minutes for March 20, 2025.

Motion: Schultz moved to approve the minutes as presented. Iglesias seconded.

Vote: 5-0. Motion passed

5. Staff-led training

A. Town website

Boyle provided an overview of the town organizational chart. She described the departments, their functions, and their physical locations.

Boyle then gave an overview of the town's recently updated website and explained where to find information. Casadonte inquired if all the maps used by the Planning Board were available on the website. Boyle stated they were and demonstrated how to find them.

B. Town Code of Ordinances, including the Unified Development Ordinances (UDO)

Boyle showed the board the Town Code of Ordinances, available through Municode Library. She explained that the UDO is a subset of the Code of Ordinances.

C. Comprehensive Sustainability Plan (CSP)

Boyle stated the CSP is a vision plan for the town. The Planning Board should reference the plan for board decisions. Boyle stated the board should identify CSP goals when reviewing applications.

D. Unified Development Ordinance project update

Boyle stated a consultant for the UDO rewrite had been chosen, and the town had signed the contract. Also, the town Senior Planner, Tom King, is the project manager. Throughout the rewrite, there will be multiple public engagement opportunities, and the board will be involved as well.

Casadonte asked for an update on the availability of University of North Carolina School of Government classes for Planning Board members. Boyle stated town staff is waiting to see the approved budget. Also, in June, the Orange County Planning Director will speak with the board regarding County planning and projects.

6. Updates

A. Board of Adjustment

Iglesias stated the board elected a new chair, Raul Herrera, and vice chair, David Blankfard. Also, the former chair and vice chair will continue to serve until replacements are confirmed.

B. Parks and Recreation Board

Schultz was not present at the April meeting, so there was no report.

C. Staff and Board Members

Boyle stated all updates were provided earlier in the meeting.

7. Adjournment

Motion: Schultz motioned to adjourn. Marley seconded.

Vote: 5-0. Motion passed.

Casadonte adjourned the meeting at 7:15 p.m.

Respectfully submitted,



Molly Boyle

Planner II

Staff support to the Planning Board

Approved: May 15, 2025