

Town of Holly Springs
PLANNING BOARD MEETING MINUTES
Wednesday November 19, 2025 - 7:00 p.m.

Agenda Item #1, 2, 3 & 4:

The Planning Board of the Town of Holly Springs met for their regularly scheduled meeting on **November 19, 2025**. At 7:00 p.m. after determining a quorum was present, Chair Madoni called the meeting to order.

Staff Members Present: Sean Ryan, Planning Division Manager
Cheryl Caines, Senior Planner
Sarah Lipkin Sularz, Senior Planner
Grayson Taylor, Planner III
Catherine Jacobs, Engineering Manager
Jay Osborne, Assistant Town Attorney
Mackenzie Fretz, Board Clerk

The Board completed roll call.

Members Present: Rick Madoni, *Chair*
Roger Bess, *ETJ*
Josh Prizer
Van Crandall
Joanna Holder
Sara Kempin
Craig Kessler

Members Absent: Thomas Urquhart, Vice-Chair
Joseph Cuccurullo

The Board recited the Pledge of Allegiance, and the meeting opened with an invocation by Rick Madoni

Agenda Item #5: Agenda Adjustment

There were no agenda adjustments.

Agenda Item #6: Minutes

a. October 28, 2025 Minutes

Motion:

Motion to approve the October 28th, 2025 Planning Board Minutes.

Motion by: Josh Prizer

Second by: Craig Kessler

Action: The Planning Board vote in favor of the motion (6-0) Mr. Crandall excused himself from this vote.

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Agenda Item #7: Town Council Representative

a. Planning Board Representation for Town Council

December 2 – *Joanna Holder*
December 16 – *Rick Madoni*
January 20 – *Craig Kessler*

Agenda Item #8: Public Comment Period

There was a public comment via email that was provided to the Board.

Agenda Item #9a: Zone Map Change Petition

Grigsby Ave Residential Rezoning 25-REZ-07

Grayson Taylor and Catherine Jacobs present the staff report to the Board.

Applicant / Speaker:

Jon Keener
3717 National Drive
Suite 209
Raleigh, NC 27612

Courtney McQueen
16 Consultant Place,
Suite 201
Durham NC 27707

Matt Jones
5708 Williamsburg Way
Durham NC 27713

Mr. Keener and Ms. McQueen presents the applicant report to the Board.

Mr. Kessler expresses concerns regarding the inclusion of townhomes in the proposed development and asks whether single-family homes are considered as an alternative. Ms. McQueen responds that single-family homes are evaluated; however, the applicable zoning requires the incorporation of townhomes into the project.

Mr. Bess requests clarification on the total acreage of the development. Ms. McQueen confirms that the project encompasses approximately 5.8 acres. Mr. Bess follows with concerns related to overall density, the amount of buildable area within the project boundary, and comparisons to surrounding neighborhoods.

Referring the Planning Board to the provided renderings, Ms. McQueen explains that the squares represent buildable areas but do not necessarily indicate the placement of a home. She adds that the development team considers the character of adjacent areas and the long-term vision for the project while preparing their plans.

Mr. Bess requests illustrations of the proposed two- and three-unit townhome configurations. Ms. McQueen states that similar concerns are raised by Town Council, prompting the development team to revise their plans and include these illustrations for the Board's review.

Ms. Kempin inquires about the distance between the proposed townhomes and nearby wetlands and asks about the flood study for the site.

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Mr. Jones, serving as the engineering consultant, addresses the Board and confirms that a flood study is completed for the property. He indicates on the site plan that the one-hundred-year flood line lies outside the rear boundary of the proposed lots.

Mr. Madoni asks whether the preservation of trees within the northern buffer represents an adjustment based on public hearing feedback. Ms. McQueen states that this concern arises during a neighborhood meeting, and the development team seeks to collaborate with neighboring residents to provide additional screening to address buffer concerns.

Mr. Madoni then asks staff whether the project aligns with the Town's transportation bond project. Staff explains that the Comprehensive Transportation Plan (CTP) is updated during or shortly after the project's design phase. The roadway cross-section for Grigsby Road remains largely consistent between the previous and current versions of the CTP. The only significant change introduced in the 2022 update is the addition of on-street parking on the Womble Park side to increase parking capacity for park visitors.

Mr. Madoni also inquires about ensuring that these parking spaces function as overflow parking for Womble Park rather than long-term or continuous parking for nearby residents or commuters. Staff responds that coordination with the Police Department can support monitoring and enforcement of appropriate use. Any enforcement measures must comply with Town Code, and staff will review applicable ordinances to ensure alignment with the intended parking usage.

Mr. Bess requests clarification regarding the zoning implications of the proposal. Mr. Taylor explains that the action pertains to the Comprehensive Plan and Future Land Use Map and does not, by itself, alter zoning. Any zoning changes require a separate review and approval process. The Board moves to motion.

Motion:

Staff Recommended Plan Consistency Statement

The requested Zoning Map Amendment from NR Neighborhood Residential to NR-CD Neighborhood Residential Conditional Zoning District is inconsistent with the Vision Holly Springs Comprehensive Plan since the Future Land Use Plan Map indicates this property as Residential Neighborhood, and this project proposes housing types other than detached dwellings. However, the requested rezoning is reasonable and in the public interest because it fulfills other goals and objectives of the Comprehensive Plan, including a mix of housing types, increased safety, and infill development in an appropriate location.

Motion by: Sara Kempin

Second by: Joanna Holder

Action: The Planning Board voted in favor of the motion (7-0).

Motion:

Motion to recommend that the Town Council approve/deny Zoning Map Amendment Petition 25-REZ-07 to change the zoning of 5.82 acres of Wake County PIN #0658086641 from NR Neighborhood Residential to NR-CD Neighborhood Residential Conditional Zoning District, thereby amending the Future Land Use Map from Residential Neighborhood to Mixed Residential Neighborhood, as submitted by Qunity, and to forward the Planning Board Action Report, to include the adopted Plan Consistency Statement and Recommendation, to the Town Council.

Motion by: Josh Prizer

Second by: Craig Kessler

Action: The Planning Board voted in favor of the motion (7-0).

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Agenda Item #10a: Committee Reports

LUAC (Joseph Cuccurullo / Josh Prizer)

December 2 - Canceled

Tree Advisory Committee (Joanna Holder / Sara Kempin)

- Street Replacement Grant Program: **\$45k**
- Total: 93 applicants for 138 tree replacements.
- Current: 61 applications approved, 81 trees to be replaced, average reimbursement \$560.

Agenda Item #10b: Town Council Official Action Overview

Staff went over updates and approvals from the last Town Council meeting.

Agenda Item #10c: Development Services

- Application Period open through December 1
- 3 terms for appointment
- Expiring Terms:
 - Van Candall
 - Joe Cuccurullo
 - Roger Bess (ETJ)

Agenda Item #10d: Other Business

The next Planning Board meeting is scheduled for December 17, 2025, rescheduled due to the holidays.

Mr. Crandall asks staff for more context on presenting to Town Council and suggestions for LUAC.

Agenda Item #11: Adjournment

Motion:

Motion to adjourn.

Motion by: Josh Prizer

Second by: Joanna Holder

Action: The Planning Board voted in favor of the Motion (7-0)

Time: 7:58 pm



Mackenzie Fretz
Planning Board Clerk