

Town of Holly Springs  
PLANNING BOARD MEETING MINUTES  
Tuesday March 24, 2026 at 7:00pm.

Agenda Item #1, 2, 3 & 4:

The Planning Board of the Town of Holly Springs met for their regularly scheduled meeting on **March 24, 2026**. At 7:00 p.m. after determining whether a quorum was present, Rick Madoni called the meeting to order.

Staff Members Present:

Cheryl Caines, Senior Planner  
Sean Ryan, Planning Division Manager  
Jay Osborne, Asst. Town Attorney  
Nikki St. Pierre, Board Clerk  
Mackenzie Fretz, Board Clerk

The Board completed roll call.

Planning Board Members Present:

Rick Madoni, *Chair*  
Thomas Urquhart, *Vice-Chair*  
Tanner Davis, *ETJ*  
Van Crandall  
Joanna Holder  
Sara Kempin  
Craig Kessler  
Kathy Stamper  
Josh Prizer

Members Absent:

The Board recited the Pledge of Allegiance, and the meeting opened with an invocation by Thomas Urquhart.

Agenda Item #5: Organizational Meeting

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1. Chairperson and Vice Chairperson

Motion to elect Rick Madoni as Chair and Thomas Urquhart as Vice Chair.

*Motion by: Josh Prizer*

*Second by: Joanna Holder*

*Action: The Planning Board vote in favor of the motion (9-0)*

2. Land Use Advisory Committee (LUAC) Representatives

Motion to elect Van Crandall & Sara Kempin as Land Use Advisory Committee (LUAC) Representatives.

*Motion by: Joanna Holder*

*Second by: Craig Kessler*

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*Action: The Planning Board vote in favor of the motion (9-0)*

3. Tree Advisory Committee (TAC) Representatives

Motion to elect Joanna Holder as primary and Craig Kessler as secondary for Tree Advisory Committee (TAC) Representatives.

*Motion by: Josh Prizer*

*Second by: Thomas Urquhart*

*Action: The Planning Board vote in favor of the motion (9-0)*

Agenda Item #6: Agenda Adjustment

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None.

Agenda Item #7: Approval of Minutes

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a. February 24, 2026, Minutes

Motion:

Motion to approve February 24, 2026 Minutes *with a name adjustment.*

*Motion by: Thomas Urquhart*

*Second by: Kathy Stamper*

*Action: The Planning Board vote in favor of the motion (9-0)*

Agenda Item #8: Town Council Representative

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a. Planning Board Representation for Town Council

- April 21st - Thomas Urquhart
- May 19th - Sara Kempin

Agenda Item #9: Zone Map Change Petition

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**Rezoning 25-REZ-09 New School Montessori**

Ms. Caines provided an overview of the project, including its location, the rezoning request, and the Town's requirements. Ms. Caines shares the applicant has requested to be continued to next month's Planning Board meeting.

The Planning Board holds further discussion.

Motion:

Motion to continue 25-REZ-09 New School Montessori Rezoning to the April 28th, 2026 Planning Board Meeting.

*Motion by: Joanna Holder*

*Second by: Josh Prizer*

*Action: The Planning Board voted in favor of the motion (9-0).*

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Agenda Item #10: Other Business

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- Town Council Official Action Overview
- Committee Reports
  - Tree Advisory Committee: Ms. Kempin shares a brief on the TAC event Arbor Day and the planting of a dogwood tree. The next TAC meeting is April 13<sup>th</sup>, 2026.
- Development Services Report
- Other Business

Agenda Item #11: Adjournment

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Motion:

**Motion to adjourn.**

Motion by: Josh Prizer

Second by: Thomas Urquhart

Action: The Planning Board voted in favor of the Motion (9-0)

Time: 7:24 pm



Mackenzie Fretz  
Planning Board Clerk

