

Town of Holly Springs
PLANNING BOARD MEETING MINUTES
Tuesday May 26, 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 **May 26, 2026**. At 7:00 p.m. after determining whether a quorum was present, Chairman Rick Madoni called the meeting to order.

Staff Members Present:

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

The Board completed roll call.

Planning Board Members Present:

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

Members Absent: Josh Prizer

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

Agenda Item #5: Agenda Adjustment

None.

Agenda Item #6: Approval of Minutes

a. April 28, 2026, Minutes

Motion:

Motion to approve April 28, 2026 Minutes with Town Council June date adjustment.

Motion by: Thomas Urquhart

Second by: Kathy Stamper

abstained: Joanna Holder and Van Crandall

Action: The Planning Board vote in favor of the motion (6-0)

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Agenda Item #7: Town Council Representative

- a. Planning Board Representation for Town Council
 - June 2 – Craig Kessler
 - June 16 – Josh Prizer
 - July 21 – Van Crandall

Agenda Item #8: Public Comment

None.

Agenda Item #9: UDO Text Amendments

Semiannual UDO Text Amendments 26-UDO-01

Ms. Caines presents the staff report providing an overview of the semiannual UDO text amendments.

Ms. Stamper asks why are public notices published in the News & Observer (N&O), and are there any alternatives? Many residents don't read the N&O anymore; could that be why there was no testimony at the public hearing?

Ms. Caines answers that we are required to post in newspaper for legislative amendments but that staff additionally post on the TOHS website, specifically within the Town Council's public hearing page.

Ms. Stamper asks on part 19, page 39, why was the wording changed from "postmarked" to "deposited in the mail"? How will the town verify the date it was deposited for transparency, given the 10–25 day time window?

Ms. Caines answers that the change was made to match state law language, which uses "deposited in the mail" for required public notices, including neighborhood meetings. To avoid confusion, the town aligned the neighborhood meeting language with the state statute.

Ms. Caines continues that for verification, the letter is dated with the date it is mailed.

Applicants must submit a copy of the letter and a list of recipients as part of the application.

Additionally, applicants must sign the neighborhood meeting report, so there is a documentation and trust element involved.

Ms. Stamper then points out the definition for "residential care facilities" on page 40; the language uses "aged and disabled persons." Given ADA preferences for people-first language, can this be revised to "persons with disabilities"? Additionally, "aged" can be problematic because age itself is not necessarily a disability, and people in these facilities may be young but disabled. I would suggest removing "aged," focusing on "persons with disabilities," and making "infirmities" plural ("physical or mental infirmities").

Staff receives this feedback and will note when making draft adjustments.

Ms. Kempin points out that in the table starting on page 21, tasting rooms and car washes are shown as PS, not CD. Why not make them conditional district uses to allow more public comment?

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Ms. Caines answers that carwashes are designated PS mainly to match existing treatment of drive-through uses. They are being called out specifically because new special standards are proposed for car washes, but the intent is to keep them aligned with other drive-through uses. The proposed change for bars and tasting rooms concerns only the neighborhood mixed-use zone. The intent is to go from conditional district to permitted with special standards in that zone.

Ms. Kempin follows up by asking if the standards include noise.

Ms. Caines states it does not include noise due to the separate noise ordinance that governs noise impact.

Ms. Holder addresses concerns that SUP verses CD have a difference economically. Will approving a conditional district for one use unintentionally allow other uses to “slip in” under that conditional district?

Ms. Caines states that during review, staff ensures that the proposed use matches the specific use requested.

Mr. Davis asks for hot topic issues, can a public hearing be held at the beginning as well as the end of the process?

Ms. Caines explains the legislative process; and reminds the Board that the Town Council can also continue a public hearing if they feel that more time is needed for public comment. To change this would be a legislative change.

Mr. Osborne answers that staff and legal are open to looking into ways to handle particularly sensitive cases, but we must stay within the statutory framework.

Mr. Madoni asks if the 20–50 spaces are counted as staff spaces or total spaces?

Ms. Caines answers that under the current code, the threshold is 20–50 spaces across the entire project, not just staff.

Mr. Madoni shares concerns of reduction of Board of Adjustment cases in shifting SUPs to CDs.

Ms. Caines shares staff reviewed the actual number of SUPs and there was one recent SUP, but before that, several years passed between SUP cases. Most of the Board of Adjustment’s caseload consists of variance requests, not SUPs and believes that this change will not significantly diminish their workload.

No further discussions from the Board.

The Planning Board moves to motion.

Plan Consistency Statement:

The proposed Unified Development Ordinance (UDO) provides the Town of Holly Springs the necessary tools, policies, and development standards to implement Vision Holly Springs. Specifically, by allowing additional uses within neighborhood centers near residential development to serve daily needs, changing the review process to allow for more meaningful resident engagement for uses that could have community impacts; and making other minor changes to improve clarity for users. The proposed amendments to the Unified Development Ordinance respond to changes in policy or community needs, implement the Town’s vision established in the Comprehensive Plan, and provide clear and predictable development standards for Town staff, the general public, and the development community. The requested UDO amendments are reasonable and in the public interest.

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Motion:

Staff Recommended Plan Consistency Statement

The proposed Unified Development Ordinance (UDO) provides the Town of Holly Springs the necessary tools, policies, and development standards to implement Vision Holly Springs. Specifically, by allowing additional uses within neighborhood centers near residential development to serve daily needs, changing the review process to allow for more meaningful resident engagement for uses that could have community impacts; and making other minor changes to improve clarity for users. The proposed amendments to the Unified Development Ordinance respond to changes in policy or community needs, implement the Town's vision established in the Comprehensive Plan, and provide clear and predictable development standards for Town staff, the general public, and the development community. The requested UDO amendments are reasonable and in the public interest.

Motion by: Thomas Urquhart

Second by: Joanna Holder

Action: The Planning Board voted in favor of the motion (8-0).

Motion:

Motion to recommend that the Town Council approve Unified Development Ordinance (UDO) Text Amendment 26-UDO-01 to modify the Unified Development Ordinance as submitted by the Town of Holly Springs, and to forward the Planning Board Action Report, to include the adopted Plan Consistency Statement and Recommendation, to the Town Council.

Motion by: Craig Kessler

Second by: Thomas Urquhart

Action: The Planning Board voted in favor of the motion (8-0)

Agenda Item #10a: Committee Reports

LUAC (Van Crandall / Sara Kempin)

Last meeting: April 7

Next Meeting: July 7

Tree Advisory Committee (Joanna Holder / Craig Kessler)

- Last meeting: April 13, 2026

- Next meeting: July 13, 2026

Wild about nature was a success and this year we doubled the amount of birdhouses for kids and ran out.

Agenda Item #10b: Town Council Official Action Overview

25-REZ-02 Powell Place deferred to July 21, 2026

Agenda Item #10c: Development Services

Staff provided an update of the Solicitation for Development Partner Proposals (SDP) for North Main Athletic Complex and Downtown.

Agenda Item #10d: Other Business

Mr. Crandall asks about a contact at the DOT for discussion on roundabouts.

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Agenda Item #11: Adjournment

Motion:

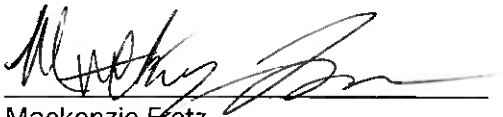
Motion to adjourn.

Motion by: Thomas Urquhart

Second by: Craig Kessler

Action: The Planning Board voted in favor of the Motion (8-0)

Time: 7:53pm



Mackenzie Fretz
Planning Board Clerk

