

**MINUTES**  
**Planning Board Regular Meeting**  
**E.S. Douglass Community Center, 1185 W. Pennsylvania Avenue**  
**Thursday, March 20, 2025, at 6:00 PM**

Chair Walden called the meeting to order at 6:00 PM.

Chair Matthew Walden, Vice Chair Kim Wade, Jennifer Garner, Monica Brickey, Andrew Speck, Jason Scribner and Michael Skolnick were present.

Monica Brickey made a motion, which was seconded by Andrew Speck, to approve the Minutes of the February 20, 2025 regular meeting. The motion carried.

PUBLIC HEARING:

**Z-01-25: Request to Rezone a Single Parcel from RS-1 to Neighborhood Business Conditional Zoning District (NB-CD)**

Blake Webb of Taproot Companies, LLC and Ameeta Swaby of Meet on May, LLC, on behalf of The Cottages on May Homeowners Association Inc., submitted a request to rezone a single parcel from RS-1 to Neighborhood Business Conditional Zoning District (NB-CD) to allow office administrative services as the use of the subject property with proposed conditions. The parcel is identified as PIN 858220706632 (PARID 00032175) and is owned by The Cottages on May Homeowners Association Inc.

Monica Brickey made a motion, which was seconded by Andrew Speck, to open the public hearing. The motion carried.

Planner Mason Mattox provided an overview of the application accompanied by a Power Point presentation.

Member Garner inquired about the change to maximum occupancy as it creates a significant change in parking demand.

Member Skolnick asked when the Fire Department would make its final determination regarding maximum occupancy.

Mr. Mattox responded that the Fire Marshal would be meeting with the applicant.

Mr. Mattox provided the list of conditions that have been offered by the applicant.

Member Garner asked how many parking spaces are on Springwood Way.

Mr. Mattox responded approximately 11 spaces.

Skyler Crowder stated that the occupancy of the clubhouse is 30 guests and Main Street Cycles has agreed that their lot may be used for overflow parking. They currently have a maximum of 10 members of Meet on May at the present time and the space is generally occupied from 9:00 AM to 2:00 PM.

Lindsay Bryceland, HOA President, stated that the developer built the clubhouse with no foresight. The building was initially rented to a real estate company and the neighbors were in favor of renting out the building for the additional income.

There was no public comment.

Kim Wade made a motion, which was seconded by Andrew Speck, to close the public hearing. The motion carried.

Monica Brickey made a motion, which was seconded by Andrew Speck, that after reviewing the proposed amendment to the Town of Southern Pines Zoning Map, and after considering the criteria for approval of map amendments found in UDO §2.17.9, the proposed amendment is consistent with the 2040 Comprehensive Plan for the reasons set for in Attachment 1 of staff report Z-01-25; and therefore, to recommend approval of Z-01-25 to the Town Council with the conditions on the Neighborhood Business Conditional Zoning District as listed in Attachment 3 of the Planning Board's March 20, 2025 staff report. The motion carried by a 7-0 vote.

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PUBLIC HEARING:

**Z-02-25: Request to Rezone a Single Parcel from Central Business (CB) to Central Business Conditional Zoning District (CB-CD)**

Abbey George of VirtoKids LLC, on behalf of Southern Pines Associates, Inc., submitted a request to rezone a parcel from Central Business (CB) to Central Business Conditional Zoning District (CB-CD) to allow a child daycare with specific conditions. The parcel is identified as PIN 858106289730 (PARID 00040701) and is owned by Southern Pines Associates, Inc.

Monica Brickey made a motion, which was seconded by Jason Scribner, to open the public hearing. The motion carried by a vote of 6-0 with Member Garner being recused.

Planner Mason Mattox provided an overview of the application accompanied by a Power Point presentation.

Monica Brickey made a motion, which was seconded by Andrew Speck, to close the public hearing.

Monica Brickey made a motion, which was seconded by Andrew Speck, that after reviewing the proposed amendment to the Town of Southern Pines Zoning Map, and after considering the criteria for approval of map amendments found in UDO §2.17.9, the proposed amendment is consistent with the 2040 Comprehensive Plan for the reasons set for in Attachment 1 of staff report Z-02-25; and therefore, to recommend approval of Z-02-25 to the Town Council with the conditions on the Central Business Conditional Zoning District as listed in Attachment 3 of staff report Z-02-25.

The motion carried by a 6-0 vote, which Jennifer Garner abstaining due to a conflict of interest.

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UNFINISHED BUSINESS:

No unfinished business was discussed.

NEW BUSINESS:

Alaina Mallette stated that a Conditional Zoning District rezoning was on the agenda for the April regular meeting. The Board decided to hold an agenda meeting.

Andrew Speck made a motion, which was seconded by Monica Brickey, to adjourn the meeting. The motion carried.

The meeting adjourned at 6:39 PM.

Respectfully submitted:

Cindy Williams  
Secretary to the Planning Board

An audio recording of the meeting is available upon request.