

November 2025 Planning Board Meeting

Meeting minutes

The Planning Board of the Town of Unionville met on Monday, November 3, 2025, at Unionville Town Hall, 1102 Unionville Church Road, Monroe, NC. Board members Steve Outen, Lana Kirkpatrick, Will Crook, Devin Clontz, JR Hayes, Matt Price, Doug Helms and Alternates Jerry Adams and Annette Harris were present.

Pledge of Allegiance to the United States Flag

Chairman Steve Outen led the Pledge of Allegiance to the United States Flag.

Invocation

Chairman Steve Outen called on Lana Kirkpatrick to lead the invocation.

Welcome and Call to Order

Chairman Steve Outen called the meeting to order and welcomed everyone present at 7:31 p.m.

Consideration of Minutes of the October 6, 2025 Regular Meeting

Chairman Steve Outen asked for a motion to accept the minutes of the previous meeting.

JR Hayes made a motion to accept the minutes as written. Will Crook seconded the motion.

The motion passed unanimously.

Consideration of Amendment to Major Subdivision #23-08

Chairman Outen introduced the first item of business, an amendment to the Martin Ridge Subdivision, breaking it into phases. Phase 1 is now a 9-lot subdivision, located on Concord Highway near Ridge Road. Deputy Clerk Melody Braswell advised the Board that they voted to approve the final plat for this subdivision last month; however, when it was taken to NC DOT for final approval, they would not sign off on the full plat until all road work on Highway 601 had been completed. Their contractor will be at least one month before the final road improvements will be started. NC DOT advised the owners that they would approve half of the development as Phase I and would approve the second half of the development once road improvements are completed. On page 4 of the plat submitted, Note 16 was added to indicate that Phase II will be completed within 180 days of Phase I. The amendment will allow for Phase I to include the first 8 lots, that will be considered tonight. Phase I lots and Phase II lots are indicated on pages 1-3 of the plat provided. Steve Outen asked if they will be allowed to do any construction once Phase I is approved. Deputy Clerk Braswell confirmed that NC DOT will approve Phase I and they would be able to begin developing those lots while waiting for the road improvements to be completed. Steve Outen asked what specific work needed to be completed. Deputy Clerk Braswell said that they would not have to widen the road. They will need to remove current striping and replace it with a turn lane for the entrance of the development.

*Lana Kirkpatrick made a motion to approve the Phase I amendment to Major Subdivision #23-08.
Matthew Price seconded the motion.*

The motion passed unanimously.

Consideration of Minor Subdivision #SUB-25-13

Chairman Outen then introduced the next item of business, Minor Subdivision #SUB-25-13. This subdivision creates one new 2.00-acre lot off Lawyers Road with a dedicated 20-foot easement. Deputy Clerk Braswell noted that this subdivision had been reviewed in 2023, but was never filed with Union County Register of Deeds office. The plat meets all the ordinance's requirements. Matthew Price confirmed that the plat had not changed. Deputy Clerk Braswell noted that the only thing different on the plat were the adjoining property owners, but nothing about the actual property had changed since it was last approved. JR Hayes asked how long someone would have to file with the Register of Deeds. Deputy Clerk Braswell said that they would have 90 days to record the plat with the Register of Deeds office.

Matthew Price made a motion to approve Minor Subdivision #SUB-25-13. JR Hayes seconded the motion.

The motion passed unanimously.

Other Business

Chairman Steve Outen called for other business. Chairman Outen said that he appreciated the work that the staff does every day to make the job of Planning Board easy. He said that he could tell they were dedicated to the work they do for the Town and he was appreciative.

Adjournment

There being no other business, Chairman Steve Outen adjourned the meeting at 7:38 pm.

Respectfully submitted,

Melody Braswell, Deputy Clerk

Note: These minutes were drafted with the assistance of Clerk Minutes by HeyGov. All content was reviewed and approved by the Deputy Clerk prior to submission.