

October Planning Board Meeting

Meeting minutes

The Planning Board of the Town of Unionville met on Monday, October 6, 2025, at Unionville Town Hall, 1102 Unionville Church Road, Monroe, NC. Board members Steve Outen, Lana Kirkpatrick, Will Crook, Devin Clontz, JR Hayes, and Alternates Jerry Adams and Annette Harris were present. Matt Price and Doug Helms were absent.

Pledge of Allegiance to the United States flag

The meeting began with the Pledge of Allegiance to the United States flag, led by Steve Outen.

Invocation

Will Crook led the invocation.

Welcome and Call to Order

Chairman Steve Outen called the meeting to order at 7:30 p.m., noting that a quorum was present.

Approval of minutes of May 5, 2025, regular meeting

Chairman Outen asked if everyone had reviewed the minutes from the May 5, 2025 regular meeting and if there was any discussion needed. Hearing none, he requested a motion and second.

Motion to approve the minutes of the May 5, 2025 regular meeting was made by Devin Clontz, seconded by Jerry Adams, and passed unanimously.

Applicant Introduction: John Hinson

Chairman Outen introduced John Hinson, who had submitted an application to be on the Planning Board. Mr. Hinson stood and introduced himself, stating that he was born and raised in Unionville and has lived there all his life, about a mile down the road from Town Hall. He expressed his desire to become more involved in town affairs and thought the Planning Board would be a good place to start.

Chairman Outen thanked Mr. Hinson for his interest and noted that the next board vacancy would be in January, with a couple more vacancies coming in July. He asked Melody Braswell how many applications were on file, to which she responded they now had six applications.

Consideration of Final Plat Review for Major Subdivision #23-08

Martin Ridge Subdivision – 17 lots, located on Concord Highway near Ridge Road

Deputy Clerk Melody Braswell presented the final plat review for Martin Ridge Subdivision, referencing Section 79 of the Land Use Ordinance regarding major subdivisions with 20 or fewer lots. She explained that the subdivision includes 17 total lots with 16 being developed for homes.

Ms. Braswell detailed how the final plat met all requirements outlined in Section 79 of the Land Use Ordinance, including:

- Submission of a properly scaled plat
- Inclusion of all required certificates from Section 81
- Required elements such as vicinity map, subdivision name, owner information, township/county/state information, surveyor details, scale, date of survey, rights-of-way locations, easements, lot numbers, square footage/acreage of each lot, floodplain demarcation, and septic drain fields

Ms. Braswell noted that the Land Use Administrator confirmed the application was submitted on November 23, 2023, and all agencies had reviewed and approved the project, including Union County Environmental Health, Union County Public Works, NCDOT, and the North Carolina Department of Environmental Quality. The Planning Board had previously approved the major development permit on April 7, 2025, and Town Council had accepted letters of credit at its September 15, 2025 meeting.

She confirmed that the project complied with all town requirements: all lots exceed the minimum 40,000 square feet and 120-foot width requirements, all setbacks and easements were clearly marked, and there had been no major changes to the project since its initial approval in April 2025.

Chairman Outen asked Ms. Braswell if all stipulations had been met, to which she confirmed they had. He then asked if the board had any questions or needed discussion, and hearing none, requested a motion.

Motion to approve the final plat for Martin Ridge Subdivision was made by JR Hayes, Vice Chairman, who stated, "I make the motion to approve the final plat and that we find the major subdivision development permit submitted is reasonable and in the public interest and is consistent with the town's land use plan adopted June 20, 2022." The motion was seconded by Devin Clontz and passed unanimously.

Consideration of Minor Subdivision #SUB-25-11

One new 2.44-acre lot off Chaney Road with a dedicated 20-foot easement

Chairman Outen presented the minor subdivision application SUB-25-11 for one new 2.44-acre lot off Chaney Road with a dedicated 20-foot easement.

Melody Braswell advised that the application met all ordinance requirements and had been reviewed and approved by Union County Public Works and Environmental Health. She stated that staff recommended approval.

Motion to approve Minor Subdivision #SUB-25-11 was made by Jerry Adams, seconded by Devin Clontz, and passed unanimously.

Recommendation of Zoning for Annexation #30

2 parcels at 4001 Olive Branch Road (09075011D and 09075011E), totaling 7.81 acres

Chairman Outen introduced the next agenda item regarding two parcels at 4001 Olive Branch Road totaling 7.81 acres that border the town limits. He noted that the current Union County zoning is R-40, and the property owners are petitioning to be annexed into the Town of Unionville.

Melody Braswell explained that Town Council had directed staff to investigate this annexation, and part of the annexation process requires the Planning Board to recommend appropriate zoning. She explained that staff recommends RA-40 zoning because adjoining properties within Unionville are zoned RA-40. Ms. Braswell clarified that this was early in the annexation process, but they wanted to get the board's zoning recommendation while they were meeting.

Board member Devin Clontz asked about the difference between RA-40 and R-40 zoning, and Ms. Braswell explained that R-40 is just residential while RA-40 also includes an agricultural component.

Chairman Outen asked why the property was zoned R-40 in Union County instead of RA-40. Ms. Braswell replied that it was simply what zoning the county had applied at the time. Board members discussed the property's location, noting it was past the Lake Twitty Dam near the Monroe water treatment plant.

Motion to recommend RA-40 zoning for parcels 09075011D and 09075011E was made by Devin Clontz, seconded by Lana Kirkpatrick, and passed unanimously.

Other business

There was no other business to discuss.

Adjournment

Chairman Outen adjourned the meeting.