

December 2025 Planning Board Meeting Minutes

The Planning Board of the Town of Unionville met on Monday, December 1, 2025, at Unionville Town Hall, 1102 Unionville Church Road, Monroe, NC at 7:30 p.m. Board members Steve Outen, Lana Kirkpatrick, Will Crook, Devin Clontz, Matt Price, and Alternates Jerry Adams and Annette Harris were present. Absent were JR Hayes and Doug Helms.

1. Pledge of Allegiance to the United States Flag

The meeting began with all attendees standing for the Pledge of Allegiance to the United States Flag.

2. Invocation

Mayor Randy Baucom delivered the invocation.

3. Welcome and Call to Order

Chairman Outen called the Unionville Planning Board meeting to order at 7:31 p.m. It was noted that Doug Helms and JR Hayes were absent, and alternates Annette Harris and Jerry Adams were asked to take their places.

4. Consideration of the Minutes of November 3, 2025, Meeting

Chairman Outen asked if there was any discussion regarding the minutes from the November 3, 2025 meeting. There was no discussion on the minutes.

Motion by Annette Harris, seconded by Devin Clontz to accept the minutes. Motion carried unanimously.

5. Adopt 2026 Meeting Schedule

Chairman Outen introduced the 2026 meeting schedule for the board. The board discussed maintaining their current schedule of meeting on the first Monday of each month at 7:30 PM. There were no objections to continuing with this schedule.

Motion by Devin Clontz, seconded by Jerry Adams, to keep the meetings on the first Monday of each month at 7:30 PM. Motion carried unanimously.

6. Appoint 2026 Planning Board Chairman & Vice Chairman

Chairman Outen explained that according to the ordinance, the planning board shall select one member to serve as chairman and one member to serve as vice chairman at the December meeting.

For the position of Chairman:

Motion by Devin Clontz, seconded by Will Crook to nominate JR Hayes for Planning Board Chairman. Motion carried unanimously.

For the position of Vice Chairman:

*Motion by Matt Price, seconded by Lana Kirkpatrick, to nominate Devin Clontz for Vice Chairman.
Motion carried unanimously.*

7. Consideration of Lana Kirkpatrick's Resignation & Recommendation for Vacated Seat

Chairman Outen read a resignation letter from Lana Kirkpatrick, who will be resigning effective December 14, 2025. In her letter, she expressed her thanks to the board for their support over the past two years and mentioned it had been a pleasure serving with such a collaborative group.

It was clarified that December 15th would be when she would be sworn in to her new position.

8. Recommendation for Matt Price's Expiring Second Term

Chairman Outen noted that Matt Price would be concluding his second term in January. The board discussed filling both upcoming vacancies (Kirkpatrick and Price) from among the current alternates.

Matt Price expressed that with the experience the current alternates – Jerry Adams and Annette Harris – have gained, promoting them to fill the vacancies would be "the most intelligent thing to do." Devin Clontz agreed, noting that having alternates move up is a good process.

Motion by Matt Price, seconded by Devin Clontz to recommend that the two current alternates fill Lana Kirkpatrick's spot and his spot in January. Motion carried unanimously.

The board then discussed selecting two new alternates from among five or six applications they had received. Devin Clontz emphasized that all the candidates were qualified and encouraged those not selected to stay involved and keep coming back as "every bit of support is needed for our town to operate."

Matt Price suggested keeping diversity in mind when selecting alternates and noted that Ms. Wall's application was the oldest one they had received. After reviewing submittal dates, Devin Clontz noted that two of his top three choices were the oldest entries.

Motion by Devin Clontz, seconded by Will Crook, to recommend Mark Arrowood and Whitney Wall as alternates to the planning board. Motion carried unanimously.

The Chair mentioned that there would be two more openings later in the summer, encouraging anyone not selected to try again at that time.

9. Adjournment to Special Joint Meeting with Town Council

The Chair noted that all business for the planning board had been administrative. He announced he would adjourn the meeting and turn it over to the Mayor for the joint meeting with the Town Council.

The meeting was adjourned at 7:43 p.m.

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.