

January 2026 Planning Board Meeting

Meeting minutes

The Planning Board of the Town of Unionville met on Monday, January 5, 2026, at Unionville Town Hall, 1102 Unionville Church Road, Monroe, NC at 7:30 p.m. Board members JR Hayes, Steve Outen, Will Crook, Devin Clontz, Jerry Adams, Annette Harris, Doug Helms, and Alternates Mark Arrowood and Whitney Wall were present.

Welcome and Call to Order

The meeting was called to order at 7:30 PM on January 5, 2026, at the Unionville Town Hall.

Oath of Office for Newly Appointed Planning Board Members & Alternates

Melody Braswell administered the oath of office to the following individuals:

- Jerry Adams – Member
- Annette Harris – Member
- Mark Arrowood – Alternate
- Whitney Wall – Alternate

Approval of minutes of December 1, 2025, meeting

Motion by Steve Outen to accept the minutes as presented, seconded by Jerry Adams. The motion passed unanimously.

Consideration of Phase II of Major Subdivision #23-08

The Planning Board considered Phase II of the Martin Ridge Subdivision, consisting of 8 lots located on Highway 601 near Ridge Road. Melody Braswell confirmed that the roadwork required by DOT on Highway 601 had been completed, including the left turn lane. She noted that construction had already begun on a home in Phase I. This request was part of the original subdivision plan previously approved by the Board, but DOT had required completion of roadwork before Phase II could be approved.

Motion by Doug Helms to approve Phase II of Major Subdivision #23-08, seconded by Steve Outen. The motion passed unanimously.

Consideration of Subdivision #25-09

The Planning Board considered a request to create one new two-acre lot off Kate Road with a 20-foot dedicated easement. Melody Braswell confirmed that the subdivision met all ordinance requirements including the minimum acreage size and required dedicated easement as indicated on the survey. The easement was designated as exclusive use.

Motion by Will Crook to approve Subdivision #25-09, seconded by Jerry Adams. The motion passed unanimously.

Other business

Melody Braswell distributed the first three articles of the updated Unified Development Ordinance (UDO) prepared by Michael Harvey. She noted there were several items requiring clarification, particularly in Article 2 which referred to a town manager position that does not exist in Unionville's current structure. Board members were asked to review the documents and email questions to Melody so they could be forwarded to Michael Harvey, who would join the February meeting via Teams to address their concerns.

Adjournment

The meeting was adjourned.

Respectfully submitted,

Melody Braswell, Clerk/Tax Collector/Land Use Administrator