

Town of Unionville

March 2026 Planning Board meeting

Meeting minutes

The Planning Board of the Town of Unionville met on Monday, March 2, 2026, at Town Hall, 1102 Unionville Church Road, Monroe, NC. Board members Devin Clontz, Will Crook, Doug Helms and Steve Outen and Alternate Whitney Wall were present. Absent were Mark Arrowood, Jerry Adams, Annette Harris and JR Hayes.

Pledge of Allegiance to the United States flag

The meeting began with the Pledge of Allegiance to the United States flag.

Invocation

The invocation was led by Will Crook, who offered prayers for the nation, military personnel, and the family of Mark Arrowood following a recent loss.

Welcome and Call to Order

The meeting was called to order with Devin Clontz acknowledging this was his first time chairing a Planning Board meeting.

Approval of minutes of January 5, 2026, meeting

The board reviewed the January 5, 2026 meeting minutes. Staff member Melody Braswell noted amendments were needed to include Doug Helms and JR Hayes on the attendance list, which had been corrected in the distributed version.

Motion: Steve Outen moved to approve the minutes as amended by Clerk Braswell. Doug Helms seconded. Motion passed unanimously.

Review of Recommended Articles 1 – 3 of Unified Development Ordinance – Michael Harvey via Microsoft Teams

Michael Harvey from NFocus joined the meeting via Microsoft Teams to present Articles 1-3 of the proposed Unified Development Ordinance (UDO). Harvey explained that this initial phase focuses on reorganizing the current code into a more cohesive document rather than substantive changes.

Article 1 - Authority and General Provisions

Harvey outlined that Article 1 establishes the legal framework for the town's land use regulations. Key components include:

- Rebranding as the "Unionville Unified Development Ordinance"
- Consolidation of existing zoning, subdivision, flood damage prevention, and watershed ordinances into one document

- Enhanced purpose and principles section linking the ordinance to the comprehensive plan implementation
- Updated jurisdictional provisions and authority clauses referencing North Carolina General Statutes
- Modernized conflict resolution standards for overlapping regulations
- New state of emergency provisions allowing temporary permit suspension during declared emergencies

Harvey emphasized that the UDO serves as the primary tool for implementing the adopted comprehensive plan and noted that communities can no longer enforce land use regulations without an adopted comprehensive plan per state law.

Article 2 - Administration and Boards

Article 2 consolidates all administrative functions and board responsibilities into one section. Harvey detailed the roles of:

- Town Council's legislative responsibilities and appointment powers
- Land Use Administrator duties (noting multiple administrator titles are required by state/federal regulations)
- Technical Review Committee formalization of current coordination practices
- Planning Board responsibilities as "keepers of the comprehensive plan"
- Board of Adjustment quasi-judicial functions including variances and appeals
- Conflict of interest requirements for all parties

Harvey stressed that while the town has limited staff, state and federal regulations mandate specific administrator designations for flood and watershed management, though one person can serve multiple roles.

Board members asked clarifying questions about emergency declaration procedures and local coordination with Union County emergency management. Harvey confirmed the ordinance would be updated to include appropriate references for local emergency declarations.

Article 3 - Application and Procedures

- NFocus recommends the Board of Adjustment review Special Use Permits rather than Town Council
- Applicants must conduct a neighborhood meeting

Board members asked clarifying questions about the Technical Review Committee and what requirements are being added to the Code.

The presentation concluded with Harvey emphasizing this is a collaborative process and encouraging ongoing feedback as the board reviews the materials over the next 30 days before receiving Articles 4-6.

Other business

No other business was discussed.

Adjournment

There being no other business, Devin Clontz declared the meeting adjourned.

Respectfully submitted,

Sonya W. Gaddy
Deputy Clerk

Note: These minutes were drafted with the assistance of Clerk Minutes by HeyGov. All content was reviewed and approved by the Clerk/Tax Collector/Land Use Administrator prior to submission.