



Town of Selma
 Appearance Commission Meeting
 June 15, 2026
 Jernigan Building
 6:00 PM

§ 143-318.17. **Disruptions of official meetings.** A person who willfully interrupts, disturbs, or disrupts an official meeting and who, upon being directed to leave the meeting by the presiding officer, willfully refuses to leave the meeting is guilty of a Class 2 misdemeanor.

ORDER OF BUSINESS

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1. <u>CALL TO ORDER</u>	
2. <u>APPROVAL OF AGENDA</u>	
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- c. Request for COA: 117 S. Raiford Street
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[2026-119 117 S. Raiford Street - Staff Report](#)
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- 6. **APPEARANCE BUSINESS ITEMS**
- 7. **CLOSED SESSION**
- 8. **ADJOURNMENT**



**Appearance Commission Meeting Minutes
Monday, May 18, 2026 @ 6:00 PM**

COUNCIL PRESENT:

Chair Sara McAllister, Vice Chair Florence Raynor, Commission member Jeannette Smith, Commission member Dr. Brittany McCoy, Commission member Jody Seiler, and Commission member Debbie Gaskill

COUNCIL ABSENT:

STAFF PRESENT:

Interim Town Manager Phillip McDaniel, Town Clerk Dalton Larsen-Batten, Planning Technician Taylor Graham, and Town Attorney Megan Clinton

1 CALL TO ORDER

Chair Sara McAllister called the meeting to order with a quorum present at 6:00PM.

2 APPROVAL OF AGENDA

Motion was made by Commission member Dr. Brittany McCoy seconded by Vice Chair Florence Raynor to approve the agenda with the addition of a discussion for 117 S. Raiford Street as item 7a. under Discussions moving other items down.

Motion carried unanimously

3 CONSENT AGENDA

- a) Approval of minutes
20260420 Appearance Commission

Motion was made by Commission member Jeannette Smith seconded by Vice Chair Florence Raynor to approve the consent agenda as presented.

Motion carried unanimously
Attached hereto as Exhibit A

4 HISTORIC PRESERVATION OLD BUSINESS

- a) Request for COA: 110 W. Waddell Street

Motion was made by Commission member Jody Seiler seconded by Vice Chair Florence Raynor to open a quasi-judicial hearing related to 110 W. Waddell Street.

Motion carried unanimously

Town Attorney Megan Clinton swore in Planning Technician Taylor Graham and Applicant Eddie Gutierrez for the hearing related to 110 W. Waddell Street.

Motion carried unanimously

Planning Technician Taylor Graham presented the request for 110 W. Waddell Street noting this request was previously tabled for additional information to be gathered. Further stated the proposal includes a parking lot with a small outdoor area enclosed with a 4' wooden and vinyl fence with two (2) 12' x 12' wooden pergola structures.

Chair Sara McAllister inquired about additional renderings for the proposal. Eddie Gutierrez of 2649 Winter Storm Road of Zebulon provided revised renderings of the proposal. Further explained the pergola's are not being considered on the property any longer. Further stated gravel was previously noted as an issue and presented ABC crush and run as an alternative to paving. Applicant Eddie Gutierrez described their intention to rebuild the structure that was once on this lot explaining why they are opposed to paving in addition to the cost of paving.

Interim Town Manager Phillip McDaniel described ABC crush and run as similar to materials used to temporarily fill potholes. Discussion ensued regarding this material being used throughout the community.

Chair Sara McAllister noted signs have been installed which encourage parking on the lot. Applicant Eddie Gutierrez explained the pads were installed to prevent damage to the building and noted the lot has been used for parking for other businesses or events. Further described their intention to make the area safer than it currently is and discussed a tentative timeline for construction on the lot. Discussion ensued regarding the interest to table to matter for more research on the proposed ABC crush and run.

Motion was made by Commission member Jeannette Smith seconded by Vice Chair Florence Raynor to close the quasi-judicial hearing related to 110 W. Waddell Street.

Motion carried unanimously

Motion was made by Vice Chair Florence Raynor seconded by Commission member Jeannette Smith to accept all testimony and evidence as presented.

Motion carried unanimously

Discussion ensued regarding the gravel and the need to ensure this material is suitable for the area and traffic. Commission member Jeannette Smith expressed concern for the material. Interim Town Manager Phillip McDaniel noted it is not ideal parking lot material. Chair Sara McAllister agreed. Further expressed the importance of staying consistent throughout the historic districts. Commission member Dr. Brittany McCoy expressed no concern for the appearance or temporary use as requested. Further expressed the need to ensure it is safe. Commission member Debbie Gaskill agreed and stated if they plan to build on the property they would be required to tear up the asphalt. Discussion ensued denying the parking lot request and allowing the applicant to utilize the property for a different use.

Motion was made by Commission member Jeannette Smith seconded by Commission member Jody Seiler to table the request for 110 W. Waddell Street for the Commission and staff to review the proposed alternative material, ABC crush and run, as an alternative for asphalt.

Motion carried unanimously

Discussion ensued regarding the current zone and table of permitted uses. Interim Town Manager Phillip McDaniel explained at a minimum this would require a change in use permit as the property was previously permitted for an enclosed structure.

5 HISTORIC PRESERVATION NEW BUSINESS

a) Request for COA: 312 N. Sumner Street

Motion was made by Commission member Debbie Gaskill seconded by Commission member Jeannette Smith seconded to open a quasi-judicial hearing related to 312 N. Sumner Street.

Motion carried unanimously

Town Attorney Megan Clinton swore in Planning Technician Taylor Graham and Applicant Representative Daniel Augusto for the hearing related to 312 N. Sumner Street.

Planning Technician Taylor Graham described the request for 312 N. Sumner Street to change the exterior color of the primary structure to blue-gray and white, painting the front door and porch floor to a forest green color, with a 6' wooden fence along the sides and back with a 4' extension where it extends past the house. Further stated staff finds the proposal consistent with the historic district. Planning Technician Taylor Graham further requested the described motions, and that the staff report and supporting documents be entered into evidence as testimony.

Applicant Representative Daniel Augusto of 120 Gobbler Drive in Smithfield stated there are no additional comments following the staff report. Discussion ensued regarding the existing paint color of the exterior features.

Motion was made by Vice Chair Florence Raynor seconded by Commission member Jeannette Smith to close the quasi-judicial hearing related to 312 N. Sumner Street.

Motion carried unanimously

Motion was made by Commission member Debbie Gaskill seconded by Vice Chair Florence Raynor to accept all evidence and testimony as presented.

Motion carried unanimously

Discussion ensued regarding the proposal's consistency with the historic district and established standards.

Motion was made by Commission member Jody Seiler seconded by Vice Chair Florence Raynor to approve the request for 312 N. Sumner Street as presented.

Motion carried unanimously

Motion was made by Vice Chair Florence Raynor seconded by Commission member Jeannette Smith to authorize Chair Sara McAllister to sign the final order associated with the request for 312 N. Sumner Street.

Motion carried unanimously

b) Request for COA: 501 W. Dr. Martin Luther King Jr. Way

Town Attorney Megan Clinton swore in Planning Technician Taylor Graham and Applicant Jeffrey Hamilton for the hearing related to 501 W. Dr. Martin Luther King Jr. Way.

Planning Technician Taylor Graham presented the request for 501 W. Dr. Martin Luther King, Jr. Way which includes a 4' black chain link fence across the right property line. Further stated staff finds the proposal consistent with the historic district. Planning Technician Taylor Graham further requested the described motions, and that the staff report and supporting documents be entered into evidence as testimony.

Applicant Jeffrey Hamilton of 204 S. Rogers Street described the reason for the fence due to the proximity to the neighboring properties to better identify the property line. Further stated the fence would run about fifty two (52) feet from the rear property line. Further stated the fence will not extend to the rear of the neighboring house to ensure they are not restricted in any way.

Chair Sara McAllister asked about the distance from the road to the proposed fence. Applicant Jeffrey Hamilton stated it would be about one hundred fifty feet (150') from the road.

Motion was made by Commission member Jeannette Smith seconded by Vice Chair Florence Raynor to close the quasi-judicial hearing related to 501 W. Dr. Martin Luther Kind Jr. Way.

Motion carried unanimously

Motion was made by Commission member Debbie Gaskill seconded by Vice Chair Florence Raynor to accept all evidence and testimony as presented.

Motion carried unanimously

Motion was made by Vice Chair Florence Raynor seconded by Commission member Jeannette Smith to approve the request for 501 W. Dr. Martin Luther King, Jr Way as presented.

Motion carried unanimously

Motion was made by Commission member Debbie Gaskill seconded by Commission member Jody Seiler to authorize Chair Sara McAllister to sign the final order associated with the request for 501 W. Dr. Martin Luther King Jr. Way.

Motion carried unanimously

6 APPEARANCE BUSINESS ITEMS

a) Beautification Award Nomination(s)

Chair Sara McAllister described two (2) residential beautification award nominations for 305 N. Webb Street and 310 W. Richardson Street. Town Clerk Dalton Larsen-Batten explained the awards are at the discretion of the Commission.

Motion was made by Vice Chair Florence Raynor seconded by Commission member Jeannette Smith to award both 305 N. Webb Street and 310 W. Richardson Street with the residential beautification award.

Motion carried unanimously

7 DISCUSSIONS/PRESENTATIONS

a) 117 S. Raiford Presentation

Frank Gallucci of 276 Neuse Landing Drive in Clayton thanked the Commission for the opportunity. Further expressed excitement for the developments in the community, and described their involvement with other business owners in the area. Further described the goal to establish an architect and engineering firm at the property in question.

Frank Gallucci further presented the rendering of the proposed exterior and interior changes. Further stated the window framing is being proposed as a bronze or black material and wishes to extend the entrance to be flush with the front facade to increase the interior square footage. Frank Gallucci further stated the proposal includes moving the front entrance to be off-centered, using a black aluminum awning, and new exterior lighting. Discussion ensued regarding the presented rendering.

Chair Sara McAllister noted the change in the facade appears to modify the continuity of the existing businesses regarding the entrance. Further urged the applicant to consider maintaining the existing structure with the described improvements, including maintaining existing placement of the front recessed centered entrance. Discussion ensued regarding the applicant submitting an application for consideration.

No action taken

8 CLOSED SESSION

9 ADJOURNMENT

Motion was made by Vice Chair Florence Raynor seconded by Commission member Debbie Gaskill to adjourn the meeting.

Motion carried unanimously

Adjourned 6:33 PM

Dalton Larsen-Batten, Town Clerk



Town of Selma
 Planning & Economic Development
 212 N. Raiford St.
 Selma, NC 27576
 P: 919-965-9841
 F: 919-965-4637
 www.selma-nc.com

CERTIFICATE OF APPROPRIATENESS APPLICATION (Site Work/Development in Historic Districts)

Pursuant to Section 17-420 of the Selma Unified Development Code, no exterior portion of any building or other structure (including walls, fences, light fixtures, steps and pavement or other appurtenant features), or any above ground utility structure, or any type of outdoor advertising sign shall be erected, altered, restored, moved, or demolished within the Historic Districts until after an application for a certificate of appropriateness as to exterior architectural features has been approved.

"Exterior architectural features" shall include the architectural style, general design and general arrangement of the exterior of a building or other structure, including the kind and texture of the building material, the size and scale of the building, and the type and style of all windows, doors, signs and other appurtenant fixtures. In the case of outdoor advertising signs, "exterior" architectural features shall be construed to mean the style, material, size, and location of all such signs.

No certificate of appropriateness shall be granted unless the Historic Preservation Commission finds that the application complies with the United States Secretary of the Interior's "Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings" (www.nps.gov/tps). If applicable, a Zoning Permit for the proposed work will be issued at the same time as the approval of the Certificate of Appropriateness.

Approval only demonstrates compliance with the Town of Selma Zoning Ordinance and does not imply compliance with the NC Building Code, Fire Code, NCDOT, or any other applicable agencies. It is the applicant's obligation to seek the appropriate permits.

APPLICATION TYPE AND FEE

Check all applicable. Fees (check or cash) are due at time of submittal and may not be refunded.

Construction Cost*: 1600.00 *Construction costs include all site work and buildings

- Residential:**
- New Construction: \$50.00
 - Exterior building modification/Accessory Building/Porch/Deck /Fence.: \$30.00
 - Demolition: \$30.00

- Non-Residential /Mixed Use/Multi-Family:**
- New Construction
 - Modification to existing site/building
 - Demolition

Construction Cost*	Application Fee
<input checked="" type="checkbox"/> <\$50,000 -	\$100.00
<input type="checkbox"/> <\$50,000 - \$100,000	\$200.00
<input type="checkbox"/> <\$100,000 - \$150,000	\$400.00
<input type="checkbox"/> \$150,000+	0.5% of Construction Cost, not to exceed \$1,000.00

Completed by Staff:

Date Received: 3/25/2026 Amount Paid: \$ 100 Permit #: 2026-070

SITE INFORMATION

Write "N/A" if not applicable. If unsure of the correct information, site data (i.e. zoning districts and overlay districts) may be found on the Johnston County GIS website (<https://mapclick8.johnstonnc.com/mapclick/MapClick6>) or by speaking with Selma Planning staff.

* Property Address: 110 A 106 W WADDELL ST SELMA

Johnston County Tag #: _____ Lot Size: _____

Historic District: Downtown Selma Historic District West Selma Historic District
 Harrison Campus Historic District

Current Use: _____ Proposed Use: _____

* Description of Request: Parking aligned with building
Outdoor area with fence enclosure
(2) 12x12 PERGOLA STRUCTURE

Material Type: FENCE (WOOD) or vinyl fence

APPLICANT INFORMATION

Owner's Consent Form is required if applicant is not the property owner.

Applicant Name: EDDIE GUTIERREZ

Contact Person: " "

* Mailing Address: 114 W WADDELL ST SELMA NC 27576

Phone Number: 984 218 4933 Email: ALTASCOFFEEANODELI@GMAIL.COM

Property Owner (if different than applicant):

Name: _____

Mailing Address: _____

Phone Number: _____

REQUIRED INFORMATION

The following items must accompany a Certificate of Appropriateness application (if not applicable, check "n/a"). Incomplete applications will not be reviewed until all materials have been provided.

Item	Yes	N/A
1. Permit Review Fee	<input type="checkbox"/>	
2. Completed and signed application	<input type="checkbox"/>	
3. Owner's Consent Form <i>Required if applicant is not the property owner. Form is included in this application packet.</i>	<input type="checkbox"/>	<input type="checkbox"/>
4. Information about the request:	<input type="checkbox"/>	<input type="checkbox"/>
- Sketches, drawings, photographs, specifications, descriptions and other information of sufficient detail to clearly show the proposed exterior alterations, additions, changes or new construction.		
- All proposals shall include photos or elevations showing the proposed work, including dimensions, height, and identification of all proposed exterior materials and colors.		
- For new single family/duplex construction or major site modifications:		
- Provide a current site/plot plan and/or survey to scale which identifies the project boundaries, lot dimensions, acreage, all structures (size, dimensions, and location), parking or loading areas, setbacks, parking, and impervious surface area.		
- For Fences, Sheds, Decks, or similar:		
- In most cases, applicant may either use a sketched plan showing all site elements, or use a printed copy of an aerial photo or survey with the proposed structure drawn to scale. Plan must list setbacks in feet of structure from property lines, house, etc. (for aerial map, see https://mapclick8.johnstonnc.com/mapclick/MapClick6/)		
- List structure materials, height, and other pertinent details on map.		
- For new non-residential construction, application must provide a site plan meeting the requirements of a Site Plan as listed in the Commercial/Multi-Family Site Plan application.		
- The Planning Director/Administrator may allow less information or require more information to be submitted according to the needs of the particular case.		

APPLICANT AFFIDAVIT

I, the undersigned, to hereby make application and petition to the Planning Department of the Town of Selma to approve the subject Certificate of Appropriateness. I hereby certify that all activities will be carried out in compliance with the Unified Development Code and understand that violations will result in a Code Enforcement action and fine. I further certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material, and all attachments become official records of the Town of Selma, and will not be returned.



EDDIE GUTIERRAZ
Print Name


Signature of Applicant

3/24/26
Date

HISTORIC PRESERVATION COMMISSION-FINDINGS OF FACT CONSIDERATIONS

1. Are the property and proposed work subject to Historic Preservation standards? Does the proposal affect exterior features visible from the public right-of-way?
(Example: exterior paint color, windows, or additions, like porch railing)

YES, THIS PROPERTY IS ON THE EDGE OF DOWNTOWN HISTORICAL DISTRICT

2. Is the proposed change consistent or inconsistent with the congruency of the district's special characters? Compare your proposed change with the surrounding houses.
(Does it preserve key architectural features, style, scale, materials, or rhythm of the streetscape?)

Examples of some common changes that are **not** recommended by the Town include:

- Painting unpainted brick.
- Accessory structures color not matching the color of the residence.
- Removing historical features from the residence (ex. Chimneys)

THIS IS A VACANT LOT. WE ARE ENHANCING DISTRICT APPEARANCE.

3. Are the materials proposed compatible with historic materials—in type, texture, color, and durability?
(If not, which specific standards are not met and why?)

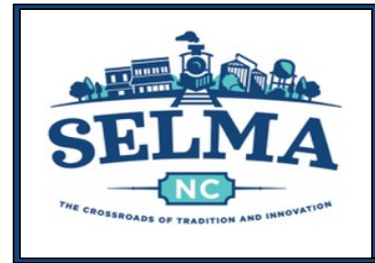
MOST OF THE MATERIAL WILL BE WOOD WITH POSSIBLE VINYL FENCE AND COLORS CONSISTENT WITH THE BUSINESS OR MATERIAL

4. Is the decision based on competent material and substantial evidence such as renders of proposed changes, sketches or site plans, and applicant or expert testimony?

YES A PLAN WILL BE PROVIDED AND APPLICANT TESTIMONY



Planning Department



Date: June 15, 2026

Body: Appearance Commission

Requested Action: Approval of a Certificate of Appropriateness to create a parking lot.

Applicant: Eddie Gutierrez

Property Address: 110 + 106 W. Waddell Street

Property Owner: L & C of Selma, INC

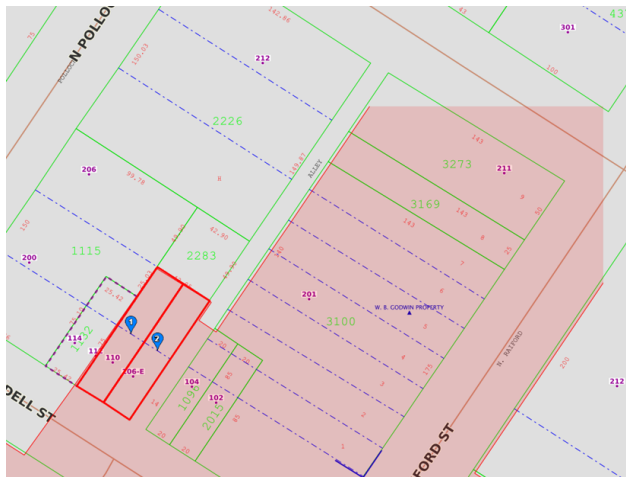
Parcel ID: 14022045 + 14022004

Specific Request: Applicant is seeking approval from the Appearance Commission to create a parking lot.

Current Site Information:

Size (Calculated Acreage)	.050 acres
Current Zoning	CB (Commercial Business)
Historic Preservation	YES
City or ETJ	CITY
Watershed	NO
Flood Information	X- Minimal Flood Risk; Panel 2615

Location of Property:



Current Status:



Updates:

This was previously tabled at the 05/18 meeting to discuss proposed materials for a parking lot. Upon review, staff has determined that parking lots must be paved according to Sec.17-505.- Off-street parking and loading (A4) which states, "All required parking areas including driveways and drive aisles (also called "vehicular use areas") shall be paved". This means the proposed crush and run will not suffice.

Parking lot uses are permissible by right in the CB district, so it is possible if the standards are met.

Description (P = Permitted); (SUP = Special Use Permit); (X = not permitted)	RA	R20 RLD	R10 RMD	R8 RHD	TR	MHP	PUD	IN	N B	C B
10.100 Automobile parking garages or parking lots not located on a lot on which there is another principal use to which the parking is related	X	X	X	X	X	X	X	P	P	P
10.200 Parking lots not located on a lot on which there is another principal use to which the parking is related	X	X	X	X	X	X	X	P	P	P

Town of Selma UDO: It is established that this property is located within the Downtown Historic District. When is a Certificate of Appropriateness required? Town UDO § 17-420(F)(1) establishes these triggers:

From and after the designation of a landmark or a historic district, no exterior portion of any building or other structure (including walls, fences, light fixtures, steps and pavement or other appurtenant features), or any above ground utility structure, or any type of outdoor advertising sign shall be erected, altered, restored, moved, or demolished within the Historic Districts until after an application for a certificate of appropriateness as to exterior architectural features has been approved.

For purposes of this article "exterior architectural features" shall include the architectural style, general design and general arrangement of the exterior of a building or other structure, including the kind and texture of the building material, the size and scale of the building, and the type and style of all windows, doors, signs and other appurtenant fixtures. In the case of outdoor advertising signs, "exterior" architectural features shall be construed to mean the style, material, size, and location of all such signs.

Town UDO § 17-420(C) directs the Appearance Commission to rely on the U.S. Secretary of the Interior's "Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings" as the guidepost when reviewing a Certificate of Appropriateness application.

Historic Preservation Commission- Findings of Fact Considerations

- 1. Is the property and proposed work subject to Historic Preservation standards?**
(Example: Is it in a local historic district or a designated landmark? Does the proposal affect exterior features visible from a public right-of-way?)
- 2. Is the proposed changed consistent or inconsistent with the congruency of the**

district's special character? (Does it preserve key architectural features, style, scale, materials, or rhythm of the streetscape?)

- 3. Are the material proposed compatible with historic materials--- in type, texture, color, durability?** (If not, which specific standards are not met and why?)
- 4. Is the decision based on competent material, and substantial evidence presented during the hearing?** (Evidence may include plans, photos, staff report, expert testimony, applicant testimony.)

Staff Comments: Staff find this request inconsistent with the historic district. I also ask that my staff report and supporting documents be entered into evidence as testimony.

I ask the commission to:

- Motion to accept all testimony and evidence into the record**
- Motion to authorize the presiding officer to sign the final order**
- Motion to approve or deny**



CERTIFICATE OF APPROPRIATENESS APPROVAL

PERMIT TYPE: Certificate of Appropriateness

Permit #: 2026-070

Address: 110 + 106 W. Waddell Street, Selma, NC 27576

Issued on: 06/15/2026

Johnston County Tag #: 14022045 + 14022004 **Zoning District:** CB

Historic District: Downtown

Issued to (applicant): Eddie Gutierrez

The Town of Selma Appearance Commission hereby issues a Certificate of Appropriateness based on the submitted designs. Any deviations from the approved description of work shall require approval in writing from the Town of Selma Planning Department and may require a new Permit. The applicant is responsible for obtaining all additional required county, state, or federal permits. Building permits, if required, shall be obtained from the Johnston County Building Inspections Department. This permit shall expire within one (1) year (see Section 17-617 "Expiration of Permits").

Conditions of Approval:

1.) This Certificate of Appropriateness is issued per the description of the request presented as follows:

- **Parking Lot Installation**

Approved By: _____

*Sara McAllister,
Chair, Appearance Commission*

_____ *Date*

_____ *Dalton Larsen-Batten
Town Clerk*

_____ *Date*



Town of Selma
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**CERTIFICATE OF APPROPRIATENESS APPLICATION
 (Site Work/Development in Historic Districts)**

Pursuant to Section 17-420 of the Selma Unified Development Code, no exterior portion of any building or other structure (including walls, fences, light fixtures, steps and pavement or other appurtenant features), or any above ground utility structure, or any type of outdoor advertising sign shall be erected, altered, restored, moved, or demolished within the Historic Districts until after an application for a certificate of appropriateness as to exterior architectural features has been approved.

"Exterior architectural features" shall include the architectural style, general design and general arrangement of the exterior of a building or other structure, including the kind and texture of the building material, the size and scale of the building, and the type and style of all windows, doors, signs and other appurtenant fixtures. In the case of outdoor advertising signs, "exterior" architectural features shall be construed to mean the style, material, size, and location of all such signs.

No certificate of appropriateness shall be granted unless the Historic Preservation Commission finds that the application complies with the United States Secretary of the Interior's "Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings" (www.nps.gov/tps). If applicable, a Zoning Permit for the proposed work will be issued at the same time as the approval of the Certificate of Appropriateness.

Approval only demonstrates compliance with the Town of Selma Zoning Ordinance and does not imply compliance with the NC Building Code, Fire Code, NCDOT, or any other applicable agencies. It is the applicant's obligation to seek the appropriate permits.

APPLICATION TYPE AND FEE

Check all applicable. Fees (check or cash) are due at time of submittal and may not be refunded.

Construction Cost*: _____ *Construction costs include all site work and buildings

- Residential:**
- New Construction: \$50.00
 - Exterior building modification/Accessory Building/Porch/Deck /Fence.: \$30.00
 - Demolition: \$30.00

- Non-Residential /Mixed Use/Multi-Family:**
- New Construction Modification to existing site/building Demolition

Construction Cost*	Application Fee
<input type="checkbox"/> <\$50,000 -	\$100.00
<input type="checkbox"/> <\$50,000 - \$100,000	\$200.00
<input type="checkbox"/> <\$100,000 - \$150,000	\$400.00
<input type="checkbox"/> \$150,000+	0.5% of Construction Cost, not to exceed \$1,000.00

Completed by Staff:

Date Received: 6/2/2026 Amount Paid: \$30 Permit #: 2026-130

SITE INFORMATION

Write "N/A" if not applicable. If unsure of the correct information, site data (i.e. zoning districts and overlay districts) may be found on the Johnston County GIS website (<https://mapclick8.johnstonnc.com/mapclick/MapClick6>) or by speaking with Selma Planning staff.

↓ Property Address: 106 S. Massey st

Johnston County Tag #: _____ Lot Size: _____

Historic District: Downtown Selma Historic District West Selma Historic District
 Harrison Campus Historic District

Current Use: _____ Proposed Use: _____

Description of Request:
* Put, add screen to the front porch

Material Type: Screen/mesh

APPLICANT INFORMATION

Owner's Consent Form is required if applicant is not the property owner.

Applicant Name: Wendy Lemos

Contact Person: 703 8591485

* Mailing Address: wendyanayane 106 S. Massey st

Phone Number: _____ Email: wendyanayane@gmail.com

Property Owner (if different than applicant):

Name: _____

Mailing Address: _____

Phone Number: _____

HISTORIC PRESERVATION COMMISSION-FINDINGS OF FACT CONSIDERATIONS

1. Are the property and proposed work subject to Historic Preservation standards? Does the proposal affect exterior features visible from the public right-of-way?
(Example: exterior paint color, windows, or additions, like porch railing)

Yes, this is in the West Selma historic district.

2. Is the proposed change consistent or inconsistent with the congruency of the district's special characters? Compare your proposed change with the surrounding houses.
(Does it preserve key architectural features, style, scale, materials, or rhythm of the streetscape?)

Examples of some common changes that are **not** recommended by the Town include:

- Painting unpainted brick.
- Accessory structures color not matching the color of the residence.
- Removing historical features from the residence (ex. Chimneys)

Consistent

3. Are the materials proposed compatible with historic materials—in type, texture, color, and durability?
(If not, which specific standards are not met and why?)

Yes

4. Is the decision based on competent material and substantial evidence such as renders of proposed changes, sketches or site plans, and applicant or expert testimony?

Site images taken and applicant testimony

STAFF ANALYSIS (completed by staff)

Zoning District: R-10 City Limits Extraterritorial Jurisdiction

Lot Size: 1465

Associated Project Approval Project #(s): N/A

Flood Zone: X FIRM Map: 2G15

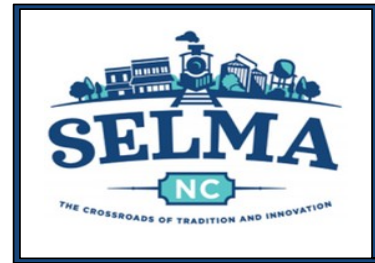
Associated Special Flood Hazard Area Development Permit #: N/A

Water Supply Watershed Protection District: Yes No Permit required? Y/N

Historic District: Yes No District Name: West Selma

Comments:

Planning Department



Date: June 15, 2026

Body: Appearance Commission

Requested Action: Approval of a Certificate of Appropriateness to screen the front porch.

Applicant: Wendy Lemus

Property Address: 106 S. Massey Street

Property Owner: Wendy Lemus

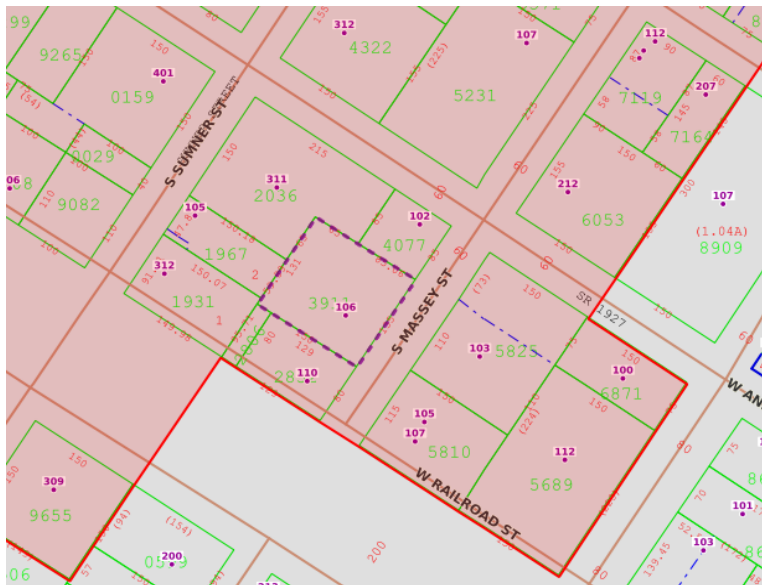
Parcel ID: 14027022

Specific Request: Applicant is seeking approval from the Appearance Commission to enclose the front porch with black, mesh screening.

Current Site Information:

Size (Calculated Acreage)	.0465 acres
Current Zoning	R10 (Medium Density Residential)
Historic Preservation	YES
City or ETJ	CITY
Watershed	NO
Flood Information	X- Minimal Flood Risk; Panel 2615

Location of Property:



Before Screening:



Current Status:



Town of Selma UDO: It is established that this property is located within the West Selma Historic District. When is a Certificate of Appropriateness required? Town UDO § 17-420(F)(1) establishes these triggers:

From and after the designation of a landmark or a historic district, no exterior portion of any building or other structure (including walls, fences, light fixtures, steps and pavement or other appurtenant features), or any above ground utility structure, or any type of outdoor advertising sign shall be erected, altered, restored, moved, or demolished within the Historic Districts until after an application for a certificate of appropriateness as to exterior architectural features has been approved.

For purposes of this article "exterior architectural features" shall include the architectural style, general design and general arrangement of the exterior of a building or other structure, including the kind and texture of the building material, the size and scale of the building, and the type and style of all windows, doors, signs and other appurtenant fixtures. In the case of outdoor advertising signs, "exterior" architectural features shall be construed to mean the style, material, size, and location of all such signs.

Town UDO § 17-420(C) directs the Appearance Commission to rely on the U.S. Secretary of the Interior's "Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings" as the guidepost when reviewing a Certificate of Appropriateness application.

Historic Preservation Commission- Findings of Fact Considerations

- 1. Is the property and proposed work subject to Historic Preservation standards?** (Example: Is it in a local historic district or a designated landmark? Does the proposal affect exterior features visible from a public right-of-way?)
- 2. Is the proposed changed consistent or inconsistent with the congruency of the district's special character?** (Does it preserve key architectural features, style, scale, materials, or rhythm of the streetscape?)

- 3. Are the material proposed compatible with historic materials--- in type, texture, color, durability?** (If not, which specific standards are not met and why?)
- 4. Is the decision based on competent material, and substantial evidence presented during the hearing?** (Evidence may include plans, photos, staff report, expert testimony, applicant testimony.)

Staff Comments: Staff find this request consistent with the historic district. I also ask that my staff report and supporting documents be entered into evidence as testimony.

I ask the commission to:

- Motion to accept all testimony and evidence into the record**
- Motion to authorize the presiding officer to sign the final order**
- Motion to approve or deny**



CERTIFICATE OF APPROPRIATENESS APPROVAL

PERMIT TYPE: Certificate of Appropriateness

Permit #: 2026-130

Address: 106 S. Massey Street, Selma, NC 27576

Issued on: 06/15/2026

Johnston County Tag #: 14027022

Zoning District: R10

Historic District: West Selma

Issued to (applicant): Wendy Lemus

The Town of Selma Appearance Commission hereby issues a Certificate of Appropriateness based on the submitted designs. Any deviations from the approved description of work shall require approval in writing from the Town of Selma Planning Department and may require a new Permit. The applicant is responsible for obtaining all additional required county, state, or federal permits. Building permits, if required, shall be obtained from the Johnston County Building Inspections Department. This permit shall expire within one (1) year (see Section 17-617 "Expiration of Permits").

Conditions of Approval:

1.) This Certificate of Appropriateness is issued per the description of the request presented as follows:

- **Front Porch:** to enclose with black, mesh screening.

Approved By: _____

*Sara McAllister,
Chair, Appearance Commission*

_____ *Date*

_____ *Dalton Larsen-Batten
Town Clerk*

_____ *Date*



Town of Selma
 Planning & Economic Development
 212 N. Raiford St.
 Selma, NC 27576
 P: 919-965-9841
 F: 919-965-4637
 www.selma-nc.com

**CERTIFICATE OF APPROPRIATENESS APPLICATION
 (Site Work/Development in Historic Districts)**

Pursuant to Section 17-420 of the Selma Unified Development Code, no exterior portion of any building or other structure (including walls, fences, light fixtures, steps and pavement or other appurtenant features), or any above ground utility structure, or any type of outdoor advertising sign shall be erected, altered, restored, moved, or demolished within the Historic Districts until after an application for a certificate of appropriateness as to exterior architectural features has been approved.

"Exterior architectural features" shall include the architectural style, general design and general arrangement of the exterior of a building or other structure, including the kind and texture of the building material, the size and scale of the building, and the type and style of all windows, doors, signs and other appurtenant fixtures. In the case of outdoor advertising signs, "exterior" architectural features shall be construed to mean the style, material, size, and location of all such signs.

No certificate of appropriateness shall be granted unless the Historic Preservation Commission finds that the application complies with the United States Secretary of the Interior's "Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings" (www.nps.gov/tps). If applicable, a Zoning Permit for the proposed work will be issued at the same time as the approval of the Certificate of Appropriateness.

Approval only demonstrates compliance with the Town of Selma Zoning Ordinance and does not imply compliance with the NC Building Code, Fire Code, NCDOT, or any other applicable agencies. It is the applicant's obligation to seek the appropriate permits.

APPLICATION TYPE AND FEE

Check all applicable. Fees (check or cash) are due at time of submittal and may not be refunded.

Construction Cost*: \$200-500 *Construction costs include all site work and buildings

- Residential:**
- New Construction: \$50.00
 - Exterior building modification/Accessory Building/Porch/Deck /Fence.: \$30.00
 - Demolition: \$30.00

- Non-Residential /Mixed Use/Multi-Family:**
- New Construction Modification to existing site/building Demolition

Construction Cost*	Application Fee
<input checked="" type="checkbox"/> <\$50,000 -	\$100.00
<input type="checkbox"/> <\$50,000 - \$100,000	\$200.00
<input type="checkbox"/> <\$100,000 - \$150,000	\$400.00
<input type="checkbox"/> \$150,000+	0.5% of Construction Cost, not to exceed \$1,000.00

Completed by Staff:

Date Received: 6/1/2024 Amount Paid: \$100 Permit #: 226-127
 Certificate of Appropriateness Application – August 2022 Page 1 of 6

SITE INFORMATION

Write "N/A" if not applicable. If unsure of the correct information, site data (i.e. zoning districts and overlay districts) may be found on the Johnston County GIS website (<https://mapclick8.johnstonnc.com/mapclick/MapClick6>) or by speaking with Selma Planning staff.

Property Address: 110 W Anderson St. Selma NC 27576

Johnston County Tag #: _____ Lot Size: _____

Historic District: Downtown Selma Historic District West Selma Historic District
 Harrison Campus Historic District

Current Use: vacant Proposed Use: Tattoo Studio

Description of Request: _____
Installing a new storefront sign on the existing signboard above the awning. The proposed sign consists of hand painted lettering reading "Twin Stars Tattoo". No structural changes will be made to the building. It will be mounted to the existing sign area.

Material Type: Hand-painted high-density urethane sign panel with painted lettering

APPLICANT INFORMATION

Owner's Consent Form is required if applicant is not the property owner.

Applicant Name: Kathareen Diaz-Rodriguez

Contact Person: Kathareen Diaz-Rodriguez

Mailing Address: 86 Lavender Lane, Clayton, NC 27527

Phone Number: 9103095347 Email: kathyndiaz@gmail.com

Property Owner (if different than applicant):

Name: Nick Ferez

Mailing Address: 501 Gateway Dr, Clayton NC, 27520

Phone Number: 9194188601

REQUIRED INFORMATION

The following items must accompany a Certificate of Appropriateness application (if not applicable, check "n/a"). Incomplete applications will not be reviewed until all materials have been provided.

Item	Yes	N/A
1. Permit Review Fee	<input checked="" type="checkbox"/>	
2. Completed and signed application	<input checked="" type="checkbox"/>	
3. Owner's Consent Form <i>Required if applicant is not the property owner. Form is included in this application packet.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Information about the request:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> - Sketches, drawings, photographs, specifications, descriptions and other information of sufficient detail to clearly show the proposed exterior alterations, additions, changes or new construction. - All proposals shall include photos or elevations showing the proposed work, including dimensions, height, and identification of all proposed exterior materials and colors. - For new single family/duplex construction or major site modifications: <ul style="list-style-type: none"> - Provide a current site/plot plan and/or survey to scale which identifies the project boundaries, lot dimensions, acreage, all structures (size, dimensions, and location), parking or loading areas, setbacks, parking, and impervious surface area. - For Fences, Sheds, Decks, or similar: <ul style="list-style-type: none"> - In most cases, applicant may either use a sketched plan showing all site elements, or use a printed copy of an aerial photo or survey with the proposed structure drawn to scale. Plan must list setbacks in feet of structure from property lines, house, etc. (for aerial map, see https://mapclick8.johnstonnc.com/mapclick/MapClick6/) - List structure materials, height, and other pertinent details on map. - For new non-residential construction, application must provide a site plan meeting the requirements of a Site Plan as listed in the Commercial/Multi-Family Site Plan application. - The Planning Director/Administrator may allow less information or require more information to be submitted according to the needs of the particular case. 		

APPLICANT AFFIDAVIT

I, the undersigned, to hereby make application and petition to the Planning Department of the Town of Selma to approve the subject Certificate of Appropriateness. I hereby certify that all activities will be carried out in compliance with the Unified Development Code and understand that violations will result in a Code Enforcement action and fine. I further certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material, and all attachments become official records of the Town of Selma, and will not be returned.

Kathareen Diaz-Rodriguez
Print Name


Signature of Applicant

06/01/2026
Date

HISTORIC PRESERVATION COMMISSION-FINDINGS OF FACT CONSIDERATIONS

1. Are the property and proposed work subject to Historic Preservation standards? Does the proposal affect exterior features visible from the public right-of-way?
(Example: exterior paint color, windows, or additions, like porch railing)

Yes, the proposed work consists of installing a new business sign. The sign will be visible from the public right away, however

2. Is the proposed change consistent or inconsistent with the congruency of the district's special characters? Compare your proposed change with the surrounding houses.
(Does it preserve key architectural features, style, scale, materials, or rhythm of the streetscape?)

Examples of some common changes that are **not** recommended by the Town include:

- Painting unpainted brick.
- Accessory structures color not matching the color of the residence.
- Removing historical features from the residence (ex. Chimneys)

Consistent with minor enhancing modifications

3. Are the materials proposed compatible with historic materials—in type, texture, color, and durability?
(If not, which specific standards are not met and why?)

Yes, high density urethane paint

4. Is the decision based on competent material and substantial evidence such as renders of proposed changes, sketches or site plans, and applicant or expert testimony?

Yes, the application includes a rendering of the proposed sign design

STAFF ANALYSIS (completed by staff)

Zoning District: CB City Limits Extraterritorial Jurisdiction

Lot Size: .050

Associated Project Approval Project #(s): 2026-128 (tenant change)

Flood Zone: X FIRM Map: 2615
Associated Special Flood Hazard Area Development Permit #: N/A

Water Supply Watershed Protection District: Yes No Permit required? Y/N

Historic District: Yes No District Name: Downtown

Comments:



Town of Selma
 Planning Department
 114 N. Raiford St.
 Selma, NC 27576
 P: 919-965-9841
 F: 919-965-4637
 www.selma-nc.com

AGENT AUTHORIZATION / OWNER'S CONSENT FORM

Pursuant to Section 17-602 of the Town of Selma Unified Development Ordinance, written authorization is required from the property owner(s) if an agent will act on their behalf. A separate form is required from each owner. All fields must be completed.

AGENT/APPLICANT INFORMATION:

(Name) Kathy Diaz
 (Address) 110 W Anderson St
Selma, NC 27576
 (City, State, Zip)

I hereby give CONSENT to the above referenced agent/applicant to act on my behalf, to submit applications and all required materials and documents, and to attend and represent me at all meetings and public hearings pertaining to the following processes (list applicable requests):

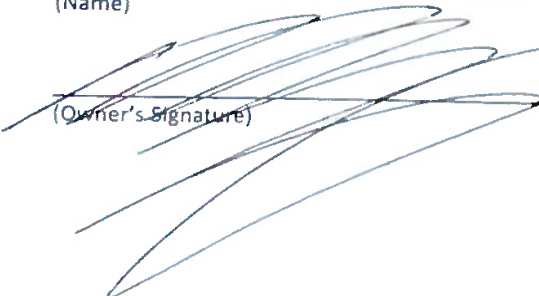
Kathy Diaz
Elera Galletta

Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify that I have authority to execute this consent form as/on behalf of the property owner. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

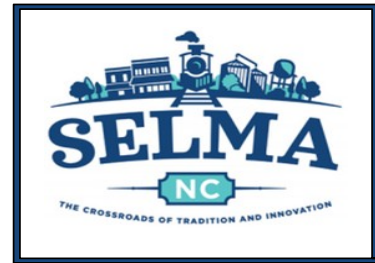
OWNER AUTHORIZATION:

(Name) Nicholas J. Perez
 (Address) 501 Gateway Dr. Ste 103 C
Clayton, NC 27520
 (City, State, Zip)

(Owner's Signature) 



Planning Department



Date: June 15, 2026

Body: Appearance Commission

Requested Action: Approval of a Certificate of Appropriateness to repaint the brick foundation and signage.

Applicant: Kathareen Diaz-Rodriguez

Property Address: 110 W. Anderson Street

Property Owner: Ferez, Nicholas J.

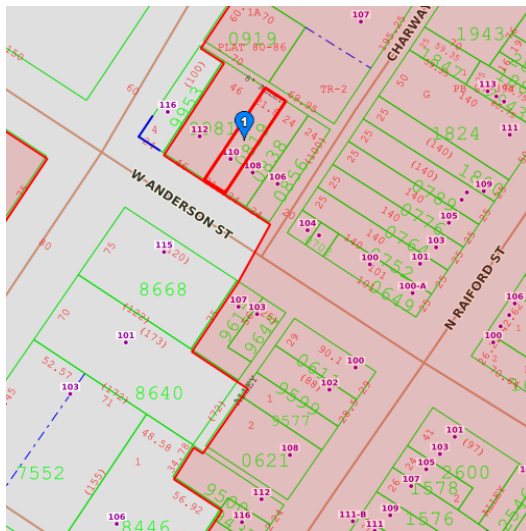
Parcel ID: 14028022

Specific Request: Applicant is seeking approval from the Appearance Commission to repaint the brick foundation from white and navy door to a tan color. The sign space above the awning will include removing the previous sign and painting the business name/logo in black.

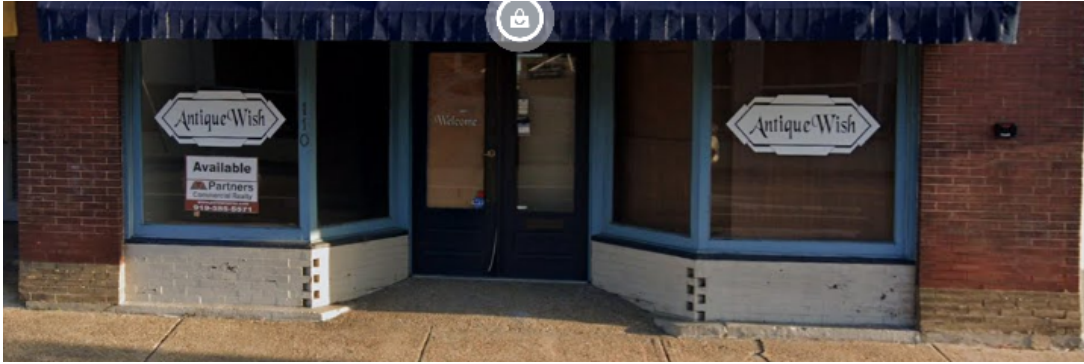
Current Site Information:

Size (Calculated Acreage)	.0.050 acres
Current Zoning	CB (Central Business)
Historic Preservation	YES
City or ETJ	CITY
Watershed	NO
Flood Information	X- Minimal Flood Risk; Panel 2615

Location of Property:



Previous Foundation and Door Color:



Current Status:



Modified Storefront:



Town of Selma UDO: It is established that this property is located within the Downtown Historic District. When is a Certificate of Appropriateness required? Town UDO § 17-420(F)(1) establishes these triggers:

From and after the designation of a landmark or a historic district, no exterior portion of any building or other structure (including walls, fences, light fixtures, steps and pavement or other appurtenant features), or any above ground utility structure, or any type of outdoor advertising sign shall be erected, altered, restored, moved, or demolished within the Historic Districts until after an application for a certificate of appropriateness as to exterior architectural features has been approved.

For purposes of this article "exterior architectural features" shall include the architectural style, general design and general arrangement of the exterior of a building or other structure, including the kind and texture of the building material, the size and scale of the building, and the type and style of all windows, doors, signs and other appurtenant fixtures. In the case of outdoor advertising signs, "exterior" architectural features shall be construed to mean the style, material, size, and location of all such signs.

Town UDO § 17-420(C) directs the Appearance Commission to rely on the U.S. Secretary of the Interior's "Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings" as the guidepost when reviewing a Certificate of Appropriateness application.

Historic Preservation Commission- Findings of Fact Considerations

- 1. Is the property and proposed work subject to Historic Preservation standards?**
(Example: Is it in a local historic district or a designated landmark? Does the proposal affect exterior features visible from a public right-of-way?)
- 2. Is the proposed changed consistent or inconsistent with the congruency of the district's special character?** (Does it preserve key architectural features, style, scale, materials, or rhythm of the streetscape?)
- 3. Are the material proposed compatible with historic materials--- in type, texture, color, durability?** (If not, which specific standards are not met and why?)
- 4. Is the decision based on competent material, and substantial evidence presented during the hearing?** (Evidence may include plans, photos, staff report, expert testimony, applicant testimony.)

Staff Comments: Staff find this request consistent with the historic district. I also ask that my staff report and supporting documents be entered into evidence as testimony.

I ask the commission to:

- Motion to accept all testimony and evidence into the record**
- Motion to authorize the presiding officer to sign the final order**
- Motion to approve or deny**





CERTIFICATE OF APPROPRIATENESS APPROVAL

PERMIT TYPE: Certificate of Appropriateness

Permit #: 2026-127

Address: 110 W. Anderson Street, Selma, NC 27576

Issued on: 06/15/2026

Johnston County Tag #: 14028022

Zoning District: CB

Historic District: Downtown

Issued to (applicant): Kathareen Diaz-Rodriguez

The Town of Selma Appearance Commission hereby issues a Certificate of Appropriateness based on the submitted designs. Any deviations from the approved description of work shall require approval in writing from the Town of Selma Planning Department and may require a new Permit. The applicant is responsible for obtaining all additional required county, state, or federal permits. Building permits, if required, shall be obtained from the Johnston County Building Inspections Department. This permit shall expire within one (1) year (see Section 17-617 "Expiration of Permits").

Conditions of Approval:

1.) This Certificate of Appropriateness is issued per the description of the request presented as follows:

- **Sign:** Black hand painted lettering reading "Twin Stars Tattoo" and decorative stars.
- **Paint:** Repaint brick foundation and door to a tan color

Approved By: _____

*Sara McAllister,
Chair, Appearance Commission*

_____ *Date*

_____ *Dalton Larsen-Batten
Town Clerk*

_____ *Date*



Town of Selma
 Planning & Economic Development
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 www.selma-nc.com

CERTIFICATE OF APPROPRIATENESS APPLICATION (Site Work/Development in Historic Districts)

Pursuant to Section 17-420 of the Selma Unified Development Code, no exterior portion of any building or other structure (including walls, fences, light fixtures, steps and pavement or other appurtenant features), or any above ground utility structure, or any type of outdoor advertising sign shall be erected, altered, restored, moved, or demolished within the Historic Districts until after an application for a certificate of appropriateness as to exterior architectural features has been approved.

"Exterior architectural features" shall include the architectural style, general design and general arrangement of the exterior of a building or other structure, including the kind and texture of the building material, the size and scale of the building, and the type and style of all windows, doors, signs and other appurtenant fixtures. In the case of outdoor advertising signs, "exterior" architectural features shall be construed to mean the style, material, size, and location of all such signs.

No certificate of appropriateness shall be granted unless the Historic Preservation Commission finds that the application complies with the United States Secretary of the Interior's "Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings" (www.nps.gov/tps). If applicable, a Zoning Permit for the proposed work will be issued at the same time as the approval of the Certificate of Appropriateness.

Approval only demonstrates compliance with the Town of Selma Zoning Ordinance and does not imply compliance with the NC Building Code, Fire Code, NCDOT, or any other applicable agencies. It is the applicant's obligation to seek the appropriate permits.

APPLICATION TYPE AND FEE

Check all applicable. Fees (check or cash) are due at time of submittal and may not be refunded.

Construction Cost*: \$ 40,000 *Construction costs include all site work and buildings

- Residential:**
- New Construction: \$50.00
 - Exterior building modification/Accessory Building/Porch/Deck /Fence.: \$30.00
 - Demolition: \$30.00

- Non-Residential /Mixed Use/Multi-Family:**
- New Construction
 - Modification to existing site/building
 - Demolition

Construction Cost*	Application Fee
<input checked="" type="checkbox"/> <\$50,000 -	\$100.00
<input type="checkbox"/> <\$50,000 - \$100,000	\$200.00
<input type="checkbox"/> <\$100,000 - \$150,000	\$400.00
<input type="checkbox"/> \$150,000+	0.5% of Construction Cost, not to exceed \$1,000.00

Completed by Staff:

Date Received: 5/14/2022 Amount Paid: \$ 100 Permit #: 226-119

SITE INFORMATION

Write "N/A" if not applicable. If unsure of the correct information, site data (i.e. zoning districts and overlay districts) may be found on the Johnston County GIS website (<https://mapclick8.johnstonnc.com/mapclick/MapClick6>) or by speaking with Selma Planning staff.

Property Address: 117 S. RAIFORD ST. SELMA, NC 27576

Johnston County Tag #: 1402 8059 Lot Size: _____

Historic District: Downtown Selma Historic District West Selma Historic District
 Harrison Campus Historic District

Current Use: (M) MERCANTILE Proposed Use: (B) BUSINESS

Description of Request: MODIFYING EXIST'G STOREFRONT + FRONT DOOR LOCATION. PAINT BRICK, NEW SIGNAGE + CANOPY

Material Type: ALUMINUM STOREFRONT, CANOPY, + PAINT

APPLICANT INFORMATION

Owner's Consent Form is required if applicant is not the property owner.

Applicant Name: FRANK GALLUCCI

Contact Person: FRANK GALLUCCI

Mailing Address: 276 NEUSE LANDING DR. CLAYTON, NC 27527

Phone Number: 919-819-4635 Email: FRANK@FRANKARCHITECT.COM

Property Owner (if different than applicant):

Name: _____

Mailing Address: _____

Phone Number: _____

REQUIRED INFORMATION

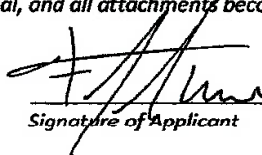
The following items must accompany a Certificate of Appropriateness application (if not applicable, check "n/a"). Incomplete applications will not be reviewed until all materials have been provided.

Item	Yes	N/A
1. Permit Review Fee	<input checked="" type="checkbox"/>	
2. Completed and signed application	<input checked="" type="checkbox"/>	
3. Owner's Consent Form <i>Required if applicant is not the property owner. Form is included in this application packet.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Information about the request:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Sketches, drawings, photographs, specifications, descriptions and other information of sufficient detail to clearly show the proposed exterior alterations, additions, changes or new construction.		
- All proposals shall include photos or elevations showing the proposed work, including dimensions, height, and identification of all proposed exterior materials and colors.		
- For new single family/duplex construction or major site modifications:		
- Provide a current site/plot plan and/or survey to scale which identifies the project boundaries, lot dimensions, acreage, all structures (size, dimensions, and location), parking or loading areas, setbacks, parking, and impervious surface area.		
- For Fences, Sheds, Decks, or similar:		
- In most cases, applicant may either use a sketched plan showing all site elements, or use a printed copy of an aerial photo or survey with the proposed structure drawn to scale. Plan must list setbacks in feet of structure from property lines, house, etc. (for aerial map, see https://mapclick8.johnstonnc.com/mapclick/MapClick6/)		
- List structure materials, height, and other pertinent details on map.		
- For new non-residential construction, application must provide a site plan meeting the requirements of a Site Plan as listed in the Commercial/Multi-Family Site Plan application.		
- The Planning Director/Administrator may allow less information or require more information to be submitted according to the needs of the particular case.		

APPLICANT AFFIDAVIT

I, the undersigned, to hereby make application and petition to the Planning Department of the Town of Selma to approve the subject Certificate of Appropriateness. I hereby certify that all activities will be carried out in compliance with the Unified Development Code and understand that violations will result in a Code Enforcement action and fine. I further certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material, and all attachments become official records of the Town of Selma, and will not be returned.

FRANK GALLUCCI
Print Name


Signature of Applicant

5/13/2026
Date

HISTORIC PRESERVATION COMMISSION-FINDINGS OF FACT CONSIDERATIONS

1. Are the property and proposed work subject to Historic Preservation standards? Does the proposal affect exterior features visible from the public right-of-way?
(Example: exterior paint color, windows, or additions, like porch railing)

YES. MODIFYING EXISTING STOREFRONT + FRONT DOOR LOCATION
PAINT BRICK, NEW SIGNAGE + CANOPY

2. Is the proposed change consistent or inconsistent with the congruency of the district's special characters? Compare your proposed change with the surrounding houses.
(Does it preserve key architectural features, style, scale, materials, or rhythm of the streetscape?)

Examples of some common changes that are not recommended by the Town include:

- Painting unpainted brick.
- Accessory structures color not matching the color of the residence.
- Removing historical features from the residence (ex. Chimneys)

CONSISTENT

3. Are the materials proposed compatible with historic materials—in type, texture, color, and durability?
(If not, which specific standards are not met and why?)

YES

4. Is the decision based on competent material and substantial evidence such as renders of proposed changes, sketches or site plans, and applicant or expert testimony?

YES

STAFF ANALYSIS (completed by staff)

Zoning District: CB City Limits Extraterritorial Jurisdiction

Lot Size: 053

Associated Project Approval Project #(s): Q26-118 (Change in use)

Flood Zone: X FIRM Map: 2015
Associated Special Flood Hazard Area Development Permit #: N/A

Water Supply Watershed Protection District: Yes No Permit required? Y/N

Historic District: Yes No District Name: Downtown

Comments:



Town of Selma
 Planning Department
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 Selma, NC 27576
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 F: 919-965-4637
 www.selma-nc.com

AGENT AUTHORIZATION / OWNER'S CONSENT FORM

Pursuant to Section 17-602 of the Town of Selma Unified Development Ordinance, written authorization is required from the property owner(s) if an agent will act on their behalf. A separate form is required from each owner. All fields must be completed.

AGENT/APPLICANT INFORMATION:

 (Name) (Address)

 (City, State, Zip)

I hereby give CONSENT to the above referenced agent/applicant to act on my behalf, to submit applications and all required materials and documents, and to attend and represent me at all meetings and public hearings pertaining to the following processes (*list applicable requests*):

Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify that I have authority to execute this consent form as/on behalf of the property owner. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

OWNER AUTHORIZATION:

FRANK GALLUCCI (Name) 276 NEUSE LANDING DR. (Address)
[Signature] (Owner's Signature) CLAYTON, NC 27527 (City, State, Zip)



The plan is the property of FGA Associates, PLLC. It is to be used only for the project and site identified herein. Any other use or reproduction of this plan without the written consent of FGA Associates, PLLC is strictly prohibited.

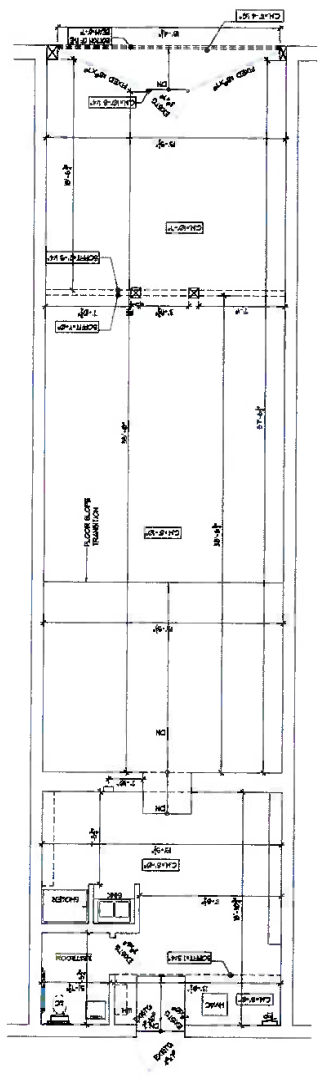
FGA ASSOCIATES, PLLC
 FRANK GALLUCCI, ARCHITECT
 11 S. MAIN ST.
 WENDELL, N.C. 27991
 FRANK@FGAARCHITECT.COM
 919-454-4555

FGA Associates and
Shupe Engineering Office Uplift
 117 South Railroad St.
 Selma, NC 27576

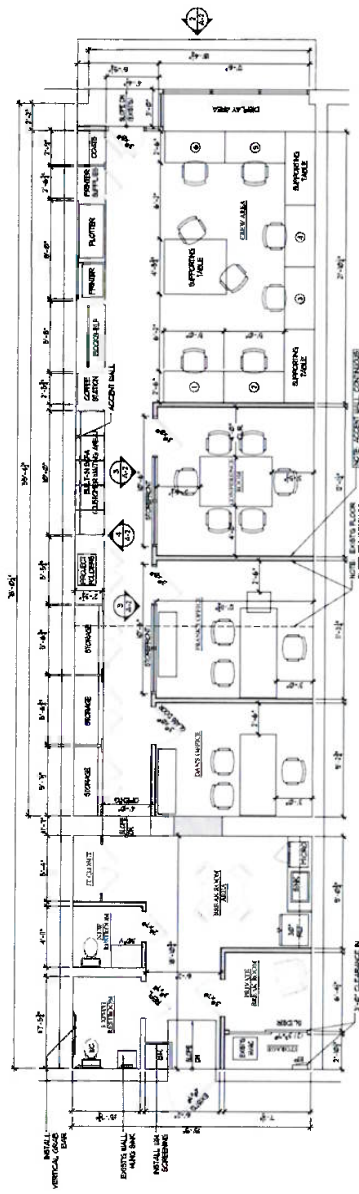
REVISION/NOTE	DATE	BY
26.07.2023 PERMIT SET	02.07.2023	AA
	02.07.2023	AA
	02.07.2023	AA

FLOOR LIFT SAFETY PLAN, SCHEDULE AND PARTITION TYPES

A-1



1 EXISTING CONDITIONS FLOOR PLAN
 1/8" = 1'-0"



2 PROPOSED FLOOR PLAN
 1/8" = 1'-0"

Current Status:



Modified Storefront Version 1:



Modified Storefront Version 2:



Modified Storefront Version 2 (No Lights):



Town of Selma UDO: It is established that this property is located within the Downtown Historic District. When is a Certificate of Appropriateness required? Town UDO § 17-420(F)(1) establishes these triggers:

From and after the designation of a landmark or a historic district, no exterior portion of any building or other structure (including walls, fences, light fixtures, steps and pavement or other appurtenant features), or any above ground utility structure, or any type of outdoor advertising sign shall be erected, altered, restored, moved, or demolished within the Historic Districts until after an application for a certificate of appropriateness as to exterior architectural features has been approved.

For purposes of this article "exterior architectural features" shall include the architectural style, general design and general arrangement of the exterior of a building or other structure, including the kind and texture of the building material, the size and scale of the building, and the type and style of all windows, doors, signs and other appurtenant

fixtures. In the case of outdoor advertising signs, "exterior" architectural features shall be construed to mean the style, material, size, and location of all such signs.

Town UDO § 17-420(C) directs the Appearance Commission to rely on the U.S. Secretary of the Interior's "Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings" as the guidepost when reviewing a Certificate of Appropriateness application.

Historic Preservation Commission- Findings of Fact Considerations

- 1. Is the property and proposed work subject to Historic Preservation standards?**
(Example: Is it in a local historic district or a designated landmark? Does the proposal affect exterior features visible from a public right-of-way?)
- 2. Is the proposed changed consistent or inconsistent with the congruency of the district's special character?** (Does it preserve key architectural features, style, scale, materials, or rhythm of the streetscape?)
- 3. Are the material proposed compatible with historic materials--- in type, texture, color, durability?** (If not, which specific standards are not met and why?)
- 4. Is the decision based on competent material, and substantial evidence presented during the hearing?** (Evidence may include plans, photos, staff report, expert testimony, applicant testimony.)

Staff Comments: Staff find the request to modify the recessed entrance inconsistent with the historic district but find the second version without the additional lighting above the signage consistent. I also ask that my staff report and supporting documents be entered into evidence as testimony.

I ask the commission to:

- Motion to accept all testimony and evidence into the record
- Motion to authorize the presiding officer to sign the final order
- Motion to approve or deny



CERTIFICATE OF APPROPRIATENESS APPROVAL

PERMIT TYPE: Certificate of Appropriateness

Permit #: 2026-119

Address: 117 S. Raiford Street, Selma, NC 27576

Issued on: 06/15/2026

Johnston County Tag #: 14028059

Zoning District: CB

Historic District: Downtown

Issued to (applicant): Frank Gallucci

The Town of Selma Appearance Commission hereby issues a Certificate of Appropriateness based on the submitted designs. Any deviations from the approved description of work shall require approval in writing from the Town of Selma Planning Department and may require a new Permit. The applicant is responsible for obtaining all additional required county, state, or federal permits. Building permits, if required, shall be obtained from the Johnston County Building Inspections Department. This permit shall expire within one (1) year (see Section 17-617 "Expiration of Permits").

Conditions of Approval:

1.) This Certificate of Appropriateness is issued per the description of the request presented as follows:

- **Fence:** Black chain link fence, 4' in height

Approved By: _____

*Sara McAllister,
Chair, Appearance Commission*

_____ *Date*

_____ *Dalton Larsen-Batten
Town Clerk*

_____ *Date*