



Town of Selma
 Appearance Commission Meeting
 April 20, 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

	Page
1. <u>CALL TO ORDER</u>	
2. <u>APPROVAL OF AGENDA</u>	
3. <u>CONSENT AGENDA</u>	
a. Approval of minutes 20260316 Appearance Commission	3 - 7
4. <u>HISTORIC PRESERVATION OLD BUSINESS</u>	
5. <u>HISTORIC PRESERVATION NEW BUSINESS</u>	
a. Request for COA: 100 S. Pollock Street 2026-074 100 S. Pollock Street - Application 2026-074 100 S. Pollock Street - Staff Report 2026-074 110 S. Pollock Street - DRAFT COA	8 - 24
b. Request for COA: 110 W. Waddell Street 2026-070 110 W. Waddell Street - Application 2026-070 110 W. Waddell Street - Staff Report 2026-070 110 W. Waddell Street - DRAFT COA	25 - 33
c. Request for COA: 123 S. Raiford Street 2026-073 123 S. Raiford Street - Application 2026-073 123 S. Raiford Street - Staff Report 2026-073 123 S. Raiford Street - DRAFT COA	34 - 43

- d. Request for COA: 401 N. Green Street 44 - 55
[2026-083 401 N. Green Street - Application](#)
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- e. Request for COA: 601 W. Noble Street 56 - 67
[2026-071 601 W. Noble Street - Application](#)
[2026-071 601 W. Noble Street - Staff Report](#)
[2026-071 601 W. Noble Street - DRAFT COA](#)
[2026-071 601 W. Noble Street - Fence Sign](#)
[2026-071 601 W. Noble Street - Wall Sign](#)

6. APPEARANCE BUSINESS ITEMS

- a. Earth Day Cleanup Event - Saturday, April 25, 2026 @8:00AM

7. CLOSED SESSION

8. ADJOURNMENT



**Appearance Commission Meeting Minutes
Monday, March 16, 2026 @ 6:00 PM**

COUNCIL PRESENT: Chair Sara McAllister, Vice Chair Florence Raynor, Commission member Jeannette Smith, Commission member Dr. Brittany McCoy, and Commission member Debbie Gaskill

COUNCIL ABSENT: Commission member Jody Seiler

STAFF PRESENT: Interim Town Manager/Fire Chief Phillip McDaniel, Town Clerk Dalton Larsen-Batten, Planning Technician Taylor Graham, and Town Attorney Michael Wilbur

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 as presented.

Motion carried unanimously

3 CONSENT AGENDA

a) Approval of minutes
20260218 Appearance Commission

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

Motion carried unanimously
Attached hereto as Exhibit A

4 HISTORIC PRESERVATION OLD BUSINESS

a) West Selma Historic District Map Amendment

Planning Technician Taylor Graham presented updates to the West Selma Historic Map based on recommendations received. Further stated this is a working draft and it has not yet been completed.

Chair Sara McAllister noted that Raiford Street is the dividing line between West Selma and East Selma. Further suggested creating an East Selma Historic District, and later a South Selma Historic District as previously suggested by former Commission member and Mayor Pro Tem Jaqueline Lacy. Further presented a mockup of the initial desires from a recent trip throughout Town.

Attached hereto as Exhibit B

Chair Sara McAllister inquired how aggressive the Commission wants to be when creating and designating each district. Discussion ensued regarding properties on Anderson Street and the importance of creating consistent lines and not "spot zoning" or "cherry picking" as previously described. Discussion ensued regarding the Selma Civic Center, the Post Office, and other properties that are not considered historic that have been rebuilt. Commission member Dr. Brittany McCoy requested another chance to have a field trip and review the boundaries. Vice Chair Florence Raynor inquired about those owners who may not wish to participate. Town Clerk Dalton Larsen-Batten described the procedure similar to a map amendment where public hearings would be conducted allowing public input before any decisions are final.

Discussion continued regarding previous recommendations from the NC Department of Natural and Cultural Resources and how to appropriately divide properties along Raiford Street. Consensus of the Commission is to take a field trip into the districts for further consideration.

No action taken

5 HISTORIC PRESERVATION NEW BUSINESS

a) Request for COA: 106 S. Raiford Street

Motion was made by Vice Chair Florence Raynor seconded by Commission member Jeannette Smith to open a quasi-judicial hearing related to 106 S. Raiford Street.

Motion carried unanimously

Town Attorney Michael Wilbur swore in Planning Technician Taylor Graham, Fulton Stanley of 116 Briarwood Drive, and Applicant Ron Hester of 908 Dixie Drive in for the hearing related to 106 S. Raiford Street.

Planning Technician Taylor Graham described the request to add a 12' x 20' accessory structure, gazebo style, made out of unpainted wood with a tin roof. Further described the property characteristics, further described the motions requested to proceed and requested the staff report and all supporting documents be entered into the evidence as testimony.

Chair Sara McAllister confirmed if this will be used as a stage. Fulton Stanley confirmed that is correct, further described it will be in the Park near the rear facing Raiford Street. Fulton Stanley further confirmed it will be off the alleyway. Applicant Ron Hester stated it will be eight (8) feet off the alleyway. Fulton Stanley further confirmed the back side will be open except for the roof. Further confirmed wood and tin will be the only materials used.

Discussion ensued regarding the use of the structure. Applicant Ron Hester discussed the property being for the community and in honor of his parents. Discussion ensued regarding signage for the property.

Motion was made by Commission member Debbie Gaskill seconded by Vice Chair Florence Raynor to close the quasi-judicial hearing related to 106 S. Raiford Street.

Motion carried unanimously

Motion was made by Commission member Jeannette Smile seconded by Vice Chair Florence Raynor to accept all evidence and testimony as presented for the hearing related to 106 S. Raiford Street.

Motion carried unanimously

The Commission began reviewing each standard presented by staff as it related to the request for 106 S. Raiford Street.

Consensus of the Commission is to agree that the property and proposed work are subject to Historic Preservation standards.

Consensus of the Commission that that the proposed change is consistent with the congruency of the districts special character.

Consensus of the Commission is the material proposed is compatible with historic materials in type, texture, color, and durability.

Consensus of the Commission is that the decision is based on competent material, and substantial evidence presented during the hearing.

Motion was made by Vice Chair Florence Raynor seconded by Commission member Brittany McCoy to approve the request for 106 S. Raiford Street as presented.

Motion carried unanimously

Motion was made by Commission member Jeannette Smith seconded by Vice Chair Florence Raynor to authorize Chair Sara McAllister to sign the final order associated with the request for 106 S. Raiford Street.

Motion carried unanimously

6 APPEARANCE BUSINESS ITEMS

a) Railroad Flower Beds

Chair Sara McAllister discussed the flowerbeds along the Railroad tracks. Further stated Town Clerk Dalton Larsen-Batten provided an agreement between the Town and NC Railroad Company in regard to the regulations to guide the Commission on size, shape, and overall appearance.

Attached here as Exhibit C

Further called on members who are familiar with gardening and flowers to assist. Interim Town Manager/Fire Chief Phillip McDaniel stated railroad ties will be used as the surrounding structure for the flower beds and described various sizes that can be selected. Discussion continued regarding which flowers and bushes should be selected and where they should be placed. Consensus of the Commission is to gather information to provide to staff for direction. Town Clerk Dalton Larsen-Batten stated Earth Day is Saturday, April 25, 2026. Interim Town Manager Phillip McDaniel stated staff would like to complete the project on this date. Further welcomed any other projects for the Commission to suggest to be completed during all other Earth Day activities and provided an update on the new gateway signs.

No action taken

7 CLOSED SESSION

8 ADJOURNMENT

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

Motion carried unanimously

Adjourned 6:25pm

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*: _____ *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: 3/27/2020 Amount Paid: \$100 Permit #: 2020-674
 Certificate of Appropriateness Application – December 2025 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: 100 S. Pollock St

Johnston County Tag #: _____ Lot Size: _____

Historic District: Downtown Selma Historic District West Selma Historic District

Harrison Campus Historic District

Current Use: Retail Appliance store Proposed Use: Retail Appliances store

Description of Request: _____

* Installation of a non-illuminated metal freestanding sign mounted on a 6-10 foot pole for a retail appliance store. The sign will be placed in front of the blinds

Material Type: metal (steel) sign with painted finish non-illuminated

APPLICANT INFORMATION

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

Applicant Name: Abdullah Abu Al Hassan

Contact Person: Abdullah Abu Al Hassan

* Mailing Address: 121 Jamie Dr 121 Jamie Dr Selma

Phone Number: 919 257 1316 Email: abod1123@yahoo.com

Property Owner (if different than applicant):

* Name: Jose Santos Ascencio

Mailing Address: _____

Phone Number: 919 427 4805

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"/>
<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.

<p><i>*</i> _____ Print Name Abdullah AbuAlHassan</p>	<p>_____ <i>AAH</i> _____ Signature of Applicant</p>	<p>_____ 3/2026 _____ Date</p>
Certificate of Appropriateness Application – December 2025		Page 3 of 6

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)

The proposed work includes storefront improvements such as glass doors and signage

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)

The design is consistent with the surrounding building in scale materials and appearance and fits well within the streetscape

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?)

Materials such as steel, Alum, and clear glass are durable neutral and compatible with the existing structure and area

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?

The proposal is supported by drawing and rendering showing the design materials and final appearance

STAFF ANALYSIS (completed by staff)

Zoning District: CB City Limits Extraterritorial Jurisdiction

Lot Size: .24

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

Flood Zone: X FIRM Map: 2613
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:



FINAL STOREFRONT DESIGN – TOWN SUBMISSION

Project: Partial Of Price Appliances – Exterior Upgrade

This project proposes upgrading the existing storefront by replacing the current doors with commercial full-view glass garage doors. No structural changes to the building are proposed.

Door Specifications:

- Quantity: 3 identical doors
- Size: 10 ft x 10 ft each
- Type: Sectional full-view glass garage doors

Each door includes:

- 5 horizontal sections total
- Top 4 sections: clear tempered glass
- Bottom section: brown insulated steel panel

Glass Layout:

- Each glass section divided into 3 equal vertical panels
- All three doors must match exactly in layout and grid pattern

Columns:

- 3 stone veneer columns between doors
- Finish: neutral tones (beige/gray/brown)

Materials:

- Tempered safety glass (clear)
- Insulated steel panel (brown finish)
- Stone veneer columns
- Aluminum framing for doors

Notes:

- No changes to building structure
- Design improves visibility and retail presentation
- All doors identical and aligned with commercial standards

Sign Proposal – Partial Price Appliances

Location

- Front of property on existing concrete base

Sign Description

- Freestanding ground sign
- Non-illuminated
- Double-sided (same design both sides)
- Matches existing storefront sign (yellow & black)

Dimensions

- Panel size: 4 ft (W) × 3 ft (H)
- Area: 12 sq ft per side
- Height: 9 ft total from ground

Materials

- Steel pole (4–5 inch)
- Steel frame (2" × 2")
- ACP panel or metal sheet
- Vinyl lettering

Design

- Yellow background, black text
- Includes business name, website, phone number
- Bottom strip: Appliances • Outlet • Hardware • Tools

Lighting

- No lighting (non-illuminated)

Installation

- Mounted on existing concrete base
- Secured with anchor bolts

Compliance

- Simple business identification sign



Planning Department



Date: April 20, 2026

Body: Appearance Commission

Requested Action: Approval of a Certificate of Appropriateness to replace the 3 garage doors, repaint the columns, place 2 temporary feather signs and install a pole sign.

Applicant: Abdullah Al Hassan

Property Address: 100 S. Pollock Street

Property Owner: Ascencio, Jose

Parcel ID: 14027035

Specific Request: Applicant is seeking approval from the Appearance Commission to replace the 3 garage doors with 6 glass panels per door with brown insulated steel panels, Columns painted to blend with neutral tones of beige, gray, and brown, place 2 temporary feather signs and a pole sign that has a yellow and black sign face that is 4' x 3' and 9' in height built with a steel pole & frame.

Current Site Information:

Size (Calculated Acreage)	.26 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:



Before:

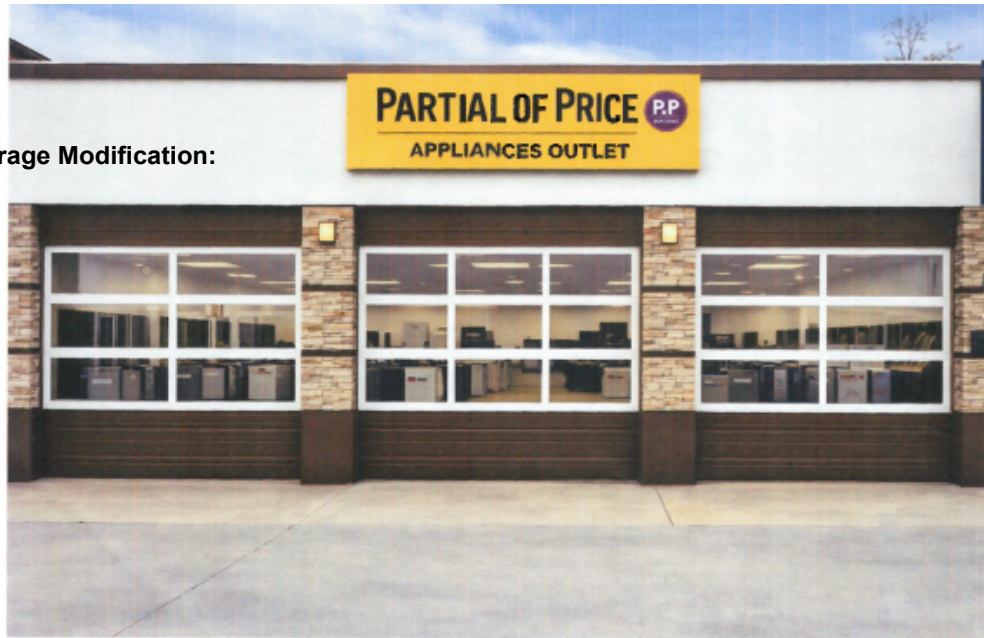


Proposed Pole Sign:



This is a render and not constructed

Proposed Garage Modification:



This is a render and not constructed

Proposed Feather Signs:



Other Property Details:

This property layout is designed for prior car related services that are not allowed under its current zone. The applicant is utilizing it under a retail use that fits the zone and is modifying it to be better suited for that use with glass paneling for public view. The garage will still be functional.

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.

Town of Selma Land Use Plan 2040: Page 64 of the Land Use Plan contains "Goal 9 - Protected and preserved HISTORIC and CULTURAL resources"

Objective 9.4 states: Enforce appropriate standards on development in locally-designated historic districts, including the DOWNTOWN Selma, West Selma, and Harrison School districts

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**

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 garage modification consistent with the historic storefront but feather signs and pole sign are not consistent with the historic district streetscape. I also ask that my staff report and supporting documents be entered into evidence as testimony.



CERTIFICATE OF APPROPRIATENESS APPROVAL

PERMIT TYPE: Certificate of Appropriateness

Permit #: 2026-074

Address: 100 S. Pollock Street, Selma, NC 27576

Issued on: 04/20/2026

Johnston County Tag #: 14027035

Zoning District: CB

Historic District: West Selma

Issued to (applicant): Abdullah Al Hassan

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:

- **3 Garage Door Replacements:** 10' x 10', clear tempered glass with brown insulated steel panels.
- **Columns:** Painted to blend with garage doors. Neutral tone: Beige, gray, brown.
- **Pole Sign:** Yellow & black sign face is 4' x 3' and 9' height. Steel pole & frame.

Approved By: _____

*Sara McAllister,
Chair, Appearance Commission*

_____ *Date*

_____ *Dalton Larsen-Batten
Town Clerk*

_____ *Date*



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

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"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 & 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 GUTIERREZ
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)

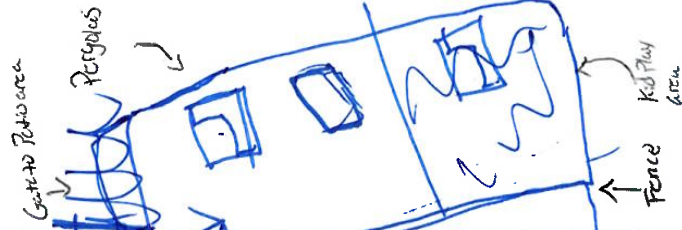
THIS IS A VACANT LOT. WE ARE ENHANCING DISTRICT APPEARANCE.

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?)

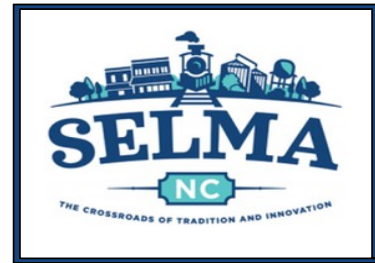
MOST OF THE MATERIAL WILL BE WOOD WITH POSSIBLE VINYL FENCE AND COLORS CONSISTENT WITH THE BUSINESS OR MATERIAL

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: April 20, 2026

Body: Appearance Commission

Requested Action: Approval of a Certificate of Appropriateness to create a parking lot with a small outdoor area that is enclosed with a 4' wood or vinyl fence and two 12' x 12' pergola structures.

Applicant: Eddie Gutierrez

Property Address: 110 + 106 W. Waddell Street

Property Owner: L & C of Selma, INC

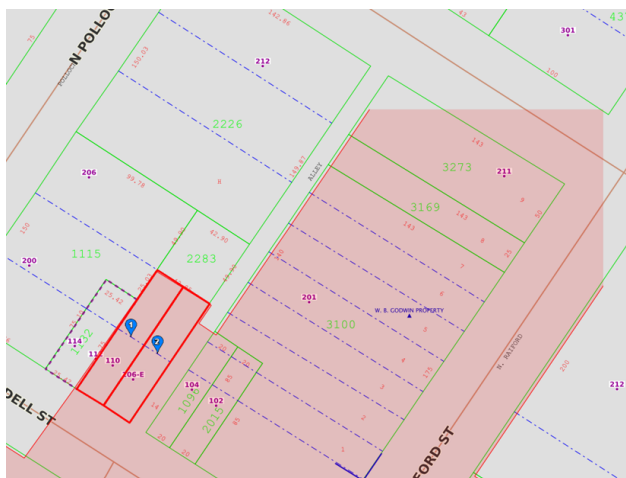
Parcel ID: 14022045 + 14022004

Specific Request: Applicant is seeking approval from the Appearance Commission to create a parking lot with a small outdoor area that is enclosed with a 4' wood or vinyl fence and two 12' x 12' pergola structures.

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:



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 #: 2026-070

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

Issued on: 04/20/2026

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:

- **2 Accessory Structures:** 12' x 12', unpainted wood pergolas.
- **Fence:** Vinyl or Wood, 4' in height
- **Parking Lot Installation**
- **Colors:** Consistent with the business or materials

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*: 3000 *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: 3/31/2024 Amount Paid: 100 Permit #: 2024-073

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: 123 S Raiford St, Selma, NC

Johnston County Tag #: _____ Lot Size: _____

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

Current Use: RESTAURANT Proposed Use: _____

Description of Request: Sign

Material Type: ACP (Aluminum composite) Plastic

APPLICANT INFORMATION

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

Applicant Name: ALAN TRAN, Selma Hibachi & Coffee

Contact Person: ALAN TRAN

Mailing Address: _____

Phone Number: 919-461-731 Email: Selma.minimart@gmail.com

Property Owner (if different than applicant):
Name: DAVID RICKY GODWIN Sr,

Mailing Address: PO Box Selma, NC

Phone Number: 919-222-6746

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

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)

yes Blends in with previous appearance standards

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 not a permanent change to structure or integrity of Bldg. App testimony will be present

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?

Applicant testimony will be present

STAFF ANALYSIS (completed by staff)

Zoning District: CB City Limits Extraterritorial Jurisdiction

Lot Size: .04

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

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:

ALAN TRAN
 (Name)

123 S. Raiford St, ~~123 S. Raiford St~~
 (Address)
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*):

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:

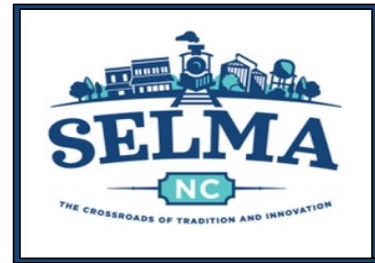
David Ricky Godwin
 (Name)

6217 NC-39.
 (Address)

(Owner's Signature)

Selma, NC, 27576
 (City, State, Zip)

Planning Department



Date: April 20, 2026

Body: Appearance Commission

Requested Action: Approval of a Certificate of Appropriateness for an additional wall sign.

Applicant: Selma Hibachi & Coffee

Property Address: 123 S. Raiford Street

Property Owner: Godwin, David Ricky SR. Life Estate

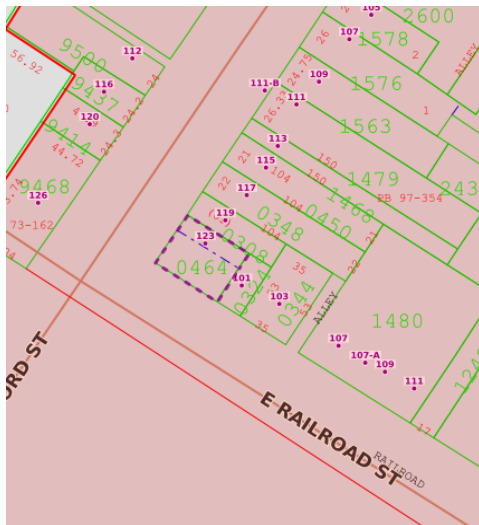
Parcel ID: 14028061

Specific Request: Applicant is seeking approval from the Appearance Commission to add a 4' x 8' ACP (aluminum, composite, plastic) wall sign.

Current Site Information:

Size (Calculated Acreage)	.0.040 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:



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 #: 2026-073

Address: 123 S. Raiford Street, Selma, NC 27576

Issued on: 04/20/2026

Johnston County Tag #: 14028061

Zoning District: CB

Historic District: Downtown

Issued to (applicant): Selma Hibachi & Coffee

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:

- **4 'x 8' Wall Sign:** ACP (aluminum, composite, plastic) with logo.

Approved By: _____

*Sara McAllister,
Chair, Appearance Commission*

_____ *Date*

_____ *Dalton Larsen-Batten
Town Clerk*

_____ *Date*



Town of Selma
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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*: N/A *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: 4/9/2024 Amount Paid: \$30 Permit #: 2024-083
 Certificate of Appropriateness Application – December 2025 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: 401 N Green St selma Ne 27516

Johnston County Tag #: _____ Lot Size: _____

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

Current Use: Residential Proposed Use: _____

Description of Request: 6ft wood fence

Material Type: wood

APPLICANT INFORMATION

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

Applicant Name: _____

Contact Person: Carlos Mendez

Mailing Address: 705 third Av selma

Phone Number: 646-821-7352 Email: thianyg908@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.

Carlos Mendez Carlos Mendez 09/06/26.
 Print Name Signature of Applicant 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, it's west selma.

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)

it just to separate from the cemetery

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 wood is durable

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?

I drew the site plan.

STAFF ANALYSIS (completed by staff)

Zoning District: R10 City Limits Extraterritorial Jurisdiction

Lot Size: 82'

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

Flood Zone: X FIRM Map: 2015

Associated Special Flood Hazard Area Development Permit #: _____

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

Historic District: Yes No District Name: West Selma

Comments:

The fence would comply with the UDD.



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:

Carlos Mendez (Name) 401 N Green st (Address)
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*):

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.

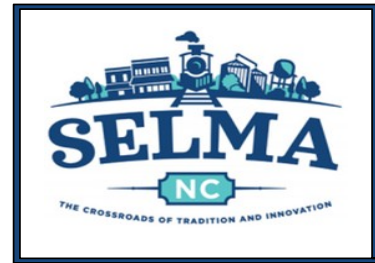
I hereby certify that I have authority to execute this consent form as/on behalf of the property owner. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval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

OWNER AUTHORIZATION:

Carlos Mendez (Name) 401 N Green st selma (Address)
Carlos Mendez (Owner's Signature) Selma NC 27576 (City, State, Zip)



Planning Department



Date: April 20, 2026

Body: Appearance Commission

Requested Action: Approval of a Certificate of Appropriateness to construct a fence.

Applicant: Carlos Mendez

Property Address: 401 N. Green Street

Property Owner: LMG Rentals, LLC

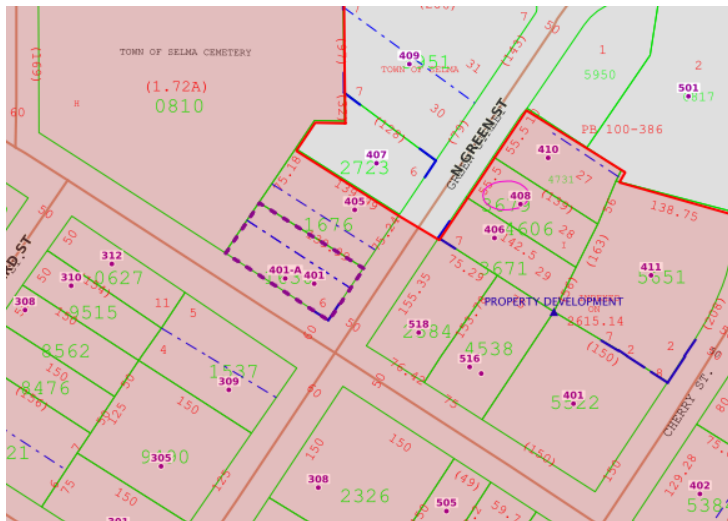
Parcel ID: 14012002

Specific Request: Applicant is seeking approval from the Appearance Commission to construct a 6ft wood plank fence where the property borders the cemetery.

Current Site Information:

Size (Calculated Acreage)	.022 acres
Current Zoning	R10 (Medium Density Residential)
Historic Preservation	YES
City or ETJ	CITY
Watershed	YES
Flood Information	X- Minimal Flood Risk; Panel 2615

Location of Property:



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 #: 2026-083

Address: 401 N. Green Street, Selma, NC 27576

Issued on: 04/20/2026

Johnston County Tag #: 14012002

Zoning District: R10

Historic District: West Selma

Issued to (applicant): Carlos Mendez

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:** Wood plank, 6' in height along rear property line

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*: N/A *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: 3/30/2026 Amount Paid: N/A Permit #: 2026-071

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: 601 W. Noble Street

Johnston County Tag #: 14N99031I Lot Size: 5.84

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

Current Use: Town Athletic Center Proposed Use: same

Description of Request: A 2'x4' wood wall sign and a wood fence sign.

Material Type: wood only

APPLICANT INFORMATION

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

Applicant Name: Town of Selma

Contact Person: Taylor Graham

Mailing Address: 212 N. Raiford St.

Phone Number: 919-965-9841 Email: planning-department@selma-nc.com

Property Owner (if different than applicant):

Name: Town of Selma

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 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"/>
<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.

Phillip McDaniel
Print Name


Signature of Applicant

3/31/26
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 is a contributing historic structure located in the Harrison Campus 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)

There will be no removal of historical features. The wall sign is gable to not take away from the building and is wood material. The fence is also smaller addition and will be in the grass in the non-historic parcel.

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?)

All requests are wood material and follow similar white and blue colors that match the scene colorway.

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?

We have provided a render of the wall sign and image of the fence sign along with applicant testimony.

STAFF ANALYSIS (completed by staff)

Zoning District: R10 City Limits Extraterritorial Jurisdiction

Lot Size: 584

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

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: Harrison Campus

Comments:

Planning Department



Date: April 20, 2026

Body: Appearance Commission

Requested Action: Approval of a Certificate of Appropriateness to add signage for the Disabled American Veterans group.

Applicant: Town of Selma

Property Address: 601 W. Noble Street

Property Owner: Town of Selma

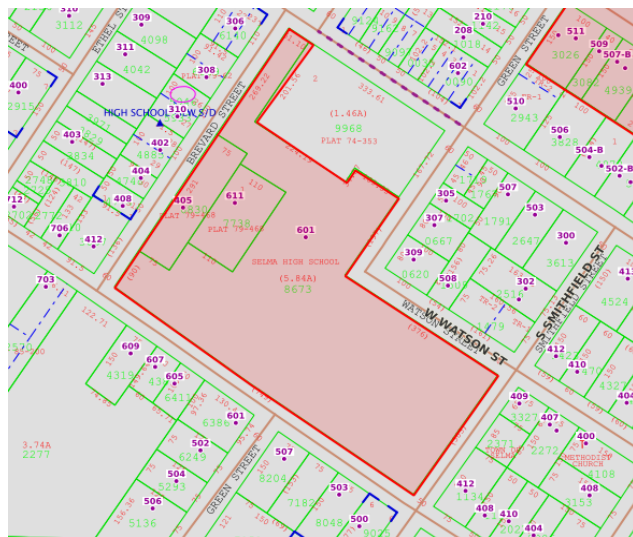
Parcel ID: 14N990311

Specific Request: Applicant is seeking approval from the Appearance Commission to add a 2' x 4' wood wall sign to the building and a wood fence sign at the corner of Green and Noble Street.

Current Site Information:

Size (Calculated Acreage)	5.84 acres
Current Zoning	R10 (Residential Medium Density)
Historic Preservation	YES
City or ETJ	CITY
Watershed	NO
Flood Information	X- Minimal Flood Risk; Panel 2615

Location of Property:



Current Status:



Proposed Signs:



Town of Selma UDO: It is established that this property is located within the Harrison Campus 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?)
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- 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 #: 2026-071

Address: 601 W. Noble Street, Selma, NC 27576

Issued on: 04/20/2026

Johnston County Tag #: 14022045

Zoning District: CB

Historic District: Harrison Campus

Issued to (applicant): Town of Selma

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:

- **2'x 4' Wall Sign:** wood with logo.
- **Fence Sign:** White painted wood with logo.

Approved By: _____

*Sara McAllister,
Chair, Appearance Commission*

_____ *Date*

_____ *Dalton Larsen-Batten
Town Clerk*

_____ *Date*



