

BOARD OF ADJUSTMENT MEETING

THURSDAY, AUGUST 27, 2026

6:00 P.M.

Council Chambers, 300 W. Crowell Street, Monroe NC

REVISED AGENDA

- Item 1. Call to Order – Roll Call
- Item 2. Appoint Chair
- Item 3. Pledge of Allegiance and Moment of Silence
- Item 4. Adopt Agenda
- Item 5. Conflicts of Interest
- Item 6. Approval of Minutes– June 25, 2026
- Item 7. Quasi-Judicial Statement
- Item 8. ~~WITHDRAWN-PLZONA-2026-00169 Appeal The Board of Adjustment is requested to consider an appeal application from Paul Livarchuk of LPL Commercial LLC regarding Planning staff's zoning determination of an electronic gaming operations establishment operating at 314 Old Morgan Mill Road. (Parcel ID #09-192-035)~~
- Item 9. ~~REMOVED FROM AGENDA-PLSUP-2027-00001 Special Use Permit—The Board of Adjustment is requested to consider a Special Use Permit request by John Glauda, on behalf of Active Recycling Solutions, to establish a recycling and waste related services use within the General Industrial (GI) District at 2512 Ashcraft Avenue (Parcel ID #09-115-070)~~
- Item 10. PLZNA 2027-00023 Variance - The Board of Adjustment is requested to consider a variance from the required 25-foot landscaping buffer along the public road right-of-way in order for Sandra Smith of SBS Ventures LLC to operate an event center at 313 N. Main Street. (Parcel ID #09-232-099)
- Item 11. PLSUP 2027-00022 Special Use Permit - The Board of Adjustment is requested to consider a Special Use Permit in order for Sandra Smith of SBS Ventures LLC to conduct the use of an event center at 313 N. Main Street. (Parcel ID #09-232-099)
- Item 12. Next Meeting: Thursday, September 24, 2026
- Item 13. Adjournment

ATTENTION BOARD MEMBERS:

Please call Kimberly Davis at 704-282-4527 to confirm your attendance. Thank you.

cc: *Melanie Cox, Board Attorney
Jeff Wells, Assistant City Manager
Lisa Stiwinter, Director of Planning & Development
Planning Staff*

MINUTES OF THE BOARD OF ADJUSTMENT MEETING

**June 25, 2026, at 6:00 P.M.
Council Chambers
300 W. Crowell St., Monroe, NC**

To HR: 06/26/26

Item 1. Call to Order – Roll Call

Corey Noland called the Board of Adjustment meeting to order at 6:00 p.m. Kimberly Davis, Administrative Assistant, called the roll.

Members Present: Thomas Loria, Myles Kuly, Cary Rogers, Kevin Secrest, Corey Noland, Matthew Kegel (Alternate),

Members Absent: None

Staff Present: Melanie D. Cox, BOA Attorney; Doug Britt, Asst. Dir. Of Planning and Dev.; Patrick Blaszyk, Planner II; Kimberly Davis, Admin. Asst. II;

Guests, Witnesses: Greg Moore

Item 2. Appoint Chair

Motion: Cary Rogers made a motion to appoint Corey Noland to serve as Acting Chair for this Board of Adjustment Meeting.

Second: Thomas Loria

Action: The motion passed with the following votes:

AYES: Thomas Loria, Myles Kuly, Cary Rogers, Kevin Secrest, Corey Noland

NAYS: None

Item 3. Pledge of Allegiance and Moment of Silence

Item 4. Adopt Agenda

Motion: Thomas Loria made a motion to adopt the agenda.

Second: Cary Rogers

Action: The motion passed with the following votes:

AYES: Thomas Loria, Myles Kuly, Cary Rogers, Kevin Secrest, Corey Noland

NAYS: None

Item 5. Conflicts of Interest – None noted.

Item 6. Approval of Minutes – Minutes of May 28, 2026

Motion: Myles Kuly made a motion to approve the minutes of the May 28, 2026, meeting.

Second: Thomas Loria

Action: The motion to approve the minutes passed with the following votes:

AYES: Thomas Loria, Myles Kuly, Cary Rogers, Kevin Secrest, Corey Noland

NAYS: None

Item 7. Quasi-Judicial Statement:

Attorney Melanie Cox - This is for the audience and it is a brief explanation of what the Board of Adjustment does. This is a quasi-judicial hearing which means it is like a court hearing. North Carolina law sets specific procedures and rules concerning how this board of adjustment must make its decisions. These rules are different from other types of land use decisions, such as a rezoning. This board's discretion is limited. This board must base its decisions on competent, relevant and substantial evidence in the record. A quasi-judicial process is not a popularity contest. It is a decision limited by the standards in the zoning ordinance and based on the facts presented. If you will speak as a witness, please focus on the facts and ordinance standards, not personal preference or opinion. Participation is limited by state law and this meeting is open to the public. Everyone is welcome to watch and parties with standing have rights to participate fully. Parties may present evidence, call witnesses and make legal arguments. Parties are limited to the City of Monroe, applicants and individuals who can show that they will suffer special damages. Other individuals may serve as witnesses when called by the chair. General witness testimony is limited to facts, not opinions. For certain topics, this board needs to hear opinion testimony from expert witnesses. These topics include impacts on property values and increased traffic. Persons providing expert opinion must be qualified as experts and provide the factual evidence on which their opinions are based. Witnesses may be cross-examined by parties with standing and witnesses must swear or affirm their testimony.

Item 8. PLSUP-2026-00173 Special Use Permit – The Board of Adjustment is requested to consider a Special Use Permit from Greg Moore of Homebrew Taproom & Tunes in order to conduct a rooftop use at 215 South Main Street in the Downtown Central Mixed Use (DC-MX) zoning district. (Parcel ID #09-232-075A)

Patrick Blaszyk and Greg Moore came forward and were sworn in.

Patrick Blaszyk, Planner 2, presented the proposed findings:

1. The property, located at 215 S. Main Street, is owned by Home Brew Craft Beer and Smoothies LLC, and is zoned DC-MX (Downtown Central Mixed-Use). (Exhibit 1-3) Exhibit 1 is the Ortho Map showing the subject property highlighted in blue. The property is located to the north of Lane Street and to the east of South Main Street. Exhibit 2 is the Zoning Map for the area where the subject property is highlighted in blue and is zoned DC-MX as are the surrounding parcels. Exhibit 3 is a copy of the Deed to the property.
2. A Special Use Permit application was submitted on May 9, 2026 by Greg Moore of Home Brew Taproom & Tunes requesting to conduct a rooftop use at 215 S. Main Street in the DC-MX zoning district. The proposed rooftop use is a seating area. (Exhibit 4) Exhibit 4 is a copy of the application.

3. Table 7.1. – Table of Permissible Uses from Section 7.1 of the City of Monroe Unified Development Ordinance (UDO) displays how a Special Use Permit is required in order to conduct a rooftop use in the DC-MX zoning district:

TABLE 7.1. - TABLE OF PERMISSIBLE USES																
"P" = Permitted, "S" = Special Use Permit Required, "X" = Prohibited																
Use Type	Traditional Districts											Mixed-Use Districts				
	RR	RLD	RMD	RHD	OM	NB	GB	GI	HI	PUD	PCD	DC-MX	DG-MX	CC-MX1	CC-MX2	RC-MX
Rooftop Uses	X	X	X	X	X	X	S	X	X	X	X	S	S	X	X	X
																P
																7.2.9 G

(Exhibit 5)

4. This property is located in the South Monroe Historic District and the applicant will be required to obtain a Certificate of Appropriateness prior to making any modifications to the building. (Exhibit 6) Exhibit 6 is a copy of the Historic District Map. The subject property is highlighted in blue and the area shaded are the extents of the Historic District in this area.
5. All adjoining property owners have been notified of the Special Use Permit request. (Exhibit 7-8) Exhibit 7 is a copy of the APO map. The subject property has the red star on it. There was a total of seventeen parcels that were notified. Staff has not received any inquiries regarding this request. Exhibit 8 is a copy of the APO list.

The Board had no questions for Patrick. Patrick later affirmed to the Board that there were no other Planning Department issues with the rooftop use.

The applicant, Greg Moore, owner of Homebrew Taproom and Tunes, came to the podium to testify. He said they currently have 1300 square feet and they have outgrown it. They were going to put the rooftop above the front patio, but they chose not due to fire code issues. A wall would have to be erected which will block the downtown view and they did not want to block the view. This is why they want to do a rooftop at the back of the building. The current capacity is thirty-three, but the rooftop will increase a total capacity to sixty people. It will overlook locations, like the Dowd Theatre and the courthouse, and be available for downtown events, such as watching fireworks for the Fourth of July.

The applicant testified that all safety precautions and requirements to code will be used. There will be a railing around the top that will be up to code along with a fence or protective gate for the staircase so people cannot access the rooftop when they are closed. He said he is "wide open" on whatever materials are requested by the Historic District.

The applicant also testified that they have actively worked to "grow the City" and add value by bringing people to Monroe. He said the rooftop will only increase the value of the properties around them. He said it is not a historic building, but it is in a Historic District so he is willing to do whatever the Historic District Commission requires.

The hearing is now closed to the parties involved and opened for the Board to discuss and deliberate.

Motion: Corey Noland made a motion to adopt proposed Findings of Fact 1-5 and included the additional Findings of Fact 6-10:

6. The applicant, Greg Moore, is a member of the entity Home Brew Craft Beer and Smoothies LLC.
7. The applicant has considered how his proposed rooftop seating would be built with safety precautions and plans to install rails around the portion of the property to be used.
8. No surrounding property owners appeared with any objections to the proposed plan.
9. The applicant has considered the requirements of the Historic District and plans to comply with materials and any other standards set by the Historic District.
10. The applicant was afforded the opportunity to offer evidence, cross-examine witnesses, and inspect the evidence that was presented.

Second: Thomas Loria

Action: The motion passed unanimously with the following votes:

AYES: Thomas Loria, Myles Kuly, Cary Rogers, Kevin Secrest, Corey Noland

NAYS: None

Standards to be considered for the Special Use Permit:

1. The use will not materially endanger the public health or safety if located, designed and proposed to be operated according to the plan.

Motion: Thomas Loria made a motion that the Standard is met and the use will not materially endanger the public health or safety if located, designed and proposed to be operated according to the plan based on the Findings of Fact. There are railings and the potential of a fence to lock out people after hours.

Second: Myles Kuly

Action: The motion passed unanimously with the following votes:

AYES: Thomas Loria, Myles Kuly, Cary Rogers, Kevin Secrest, Corey Noland

NAYS: None

2. The use or development complies with all regulations and standards of the City of Monroe Zoning Ordinance, as well as any other state or local rule or regulation governing the development of land.

Motion: Corey Noland made a motion that the Standard is met and the use or development complies with all regulations and standards of the City of Monroe Zoning Ordinance as well as any other state or local rule or regulation governing the development of land based on the testimony of Planning staff and their review of the application. The standard has been met since the applicant has engaged the services of an architect and, as stated in Finding of

Fact #4, the applicant will be required to obtain a Certificate of Appropriateness prior to any additional modifications to the building.

Second: Thomas Loria

Action: The motion passed unanimously with the following votes:

AYES: Thomas Loria, Myles Kuly, Cary Rogers, Kevin Secrest, Corey Noland

NAYS: None

3. The use or development will not adversely impact surrounding property and will not substantially injure the value of adjoining property.

Motion: Thomas Loria made a motion that that the Standard is met and the use or development will not adversely impact surrounding property since it is in a Mixed-Use District with commercial areas. Additionally, the rooftop will be located in the rear and won't detract from the front-facing portion of the building.

Second: Cary Rogers

Action: The motion passed unanimously with the following votes:

AYES: Thomas Loria, Myles Kuly, Cary Rogers, Kevin Secrest, Corey Noland

NAYS: None

4. The location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and will be in general conformity with the Monroe Land Development Plan.

Motion: Thomas Loria made a motion that the Standard is met and it is in harmony with the area and in general conformity with the Monroe Land Development Plan since it will increase patronage, the rooftop will be located in the rear of the house and it won't detract from any of the historical character of the building.

Second: Myles Kuly

Action: The motion passed unanimously with the following votes:

AYES: Thomas Loria, Myles Kuly, Cary Rogers, Kevin Secrest, Corey Noland

NAYS: None

Motion: Myles Kuly made a motion to grant the Special Use Permit.

Second: Thomas Loria

Action: The motion passed unanimously with the following votes:

AYES: Thomas Loria, Myles Kuly, Cary Rogers, Kevin Secrest, Corey Noland

NAYS: None

This case is now concluded.

Item 9. Order of the City of Monroe Zoning Board of Adjustment Case PLZONA-2026-00169 Appeal (1109 Cyrus Edwards Road)

Motion: Cary Rogers made a motion to approve the Order of the City of Monroe Zoning Board of Adjustment Case PLZONA-2026-00169 Appeal.

Second: Myles Kuly

Action: The motion passed unanimously with the following votes:

AYES: Thomas Loria, Myles Kuly, Cary Rogers, Kevin Secrest, Corey Noland

NAYS: None

Item 10. **Next Meeting:** Thursday, July 23, 2026 at 6:00pm

Item 11. **Adjournment**

Motion: Thomas Loria made a motion to adjourn the meeting.

Second: Myles Kuly

Action: The motion passed unanimously with the following votes:

AYES: Thomas Loria, Myles Kuly, Cary Rogers, Kevin Secrest, Corey Noland

NAYS: None

The meeting was adjourned at **6:25 p.m.**

Respectfully submitted,

Corey Noland
Acting Chair

Kimberly Davis
Clerk of the Board



STAFF REPORT

Case # PLZNA-2027-00023

TO: Board of Adjustment Members

DATE: August 27, 2026

FROM: Doug Britt, Assistant Director of Planning and Development

PREPARED BY: Patrick Blaszyk, Planner 2

SUBJECT: A variance request by Sandra Smith of SBS Ventures LLC for a proposed event center at 313 N. Main Street.

SUMMARY STATEMENT

Sandra Smith of SBS Ventures LLC is requesting a variance from the required 25-foot landscaping buffer along the public road right-of-way in order to operate an event center at 313 N. Main Street.

SITE DATA

Type of Action:	Variance
Date of Petition:	July 17, 2026
Name of Petitioner:	Sandra Smith of SBS Ventures LLC
Location:	313 N. Main Street
Tax ID #:	09-232-099
Lot Size:	0.11 Acres
Current Zoning Classification:	DG-MX, Downtown Gateway Mixed-Use

REVIEW

Proposed Findings:

1. The property located at 313 N. Main Street, is owned by Helms Investments LLC, is proposed to be leased by Sandra Smith of SBS Ventures LLC and is zoned DG-MX, (Downtown Gateway Mixed-Use). (Exhibits 1, 2, & 3)
2. On July 17th, 2026, Sandra Smith of SBS Ventures LLC submitted a variance application to request a variance from the 25-foot landscaping buffer along the public road right-of-

way required for event centers in order to operate an event center at clinic at 313 N. Main Street. (Exhibit 4)

3. Section 157.7.2.6.AA.5.a. Event Center Use Standards of the Unified Development Ordinance (UDO) states in relative parts: (Exhibit 5)

5. Use Standards.

- a. Landscape buffer with a buffer intensity of 3 shall be established along any side of the property abutting any residential use or public right-of-way.
- 4 The landscape buffer map indicates the required buffer would encompass approximately half of the existing building along Main Street and a portion of the existing rear parking area along N. Stewart Street. (Exhibit 6)
- 5 All adjacent property owners have been notified of the proposed variance. (Exhibit 7 and 8)

Conclusions:

1. It is the Board's CONCLUSION, that unnecessary hardship (would/would not) result from the strict application of the ordinance.
2. It is the Board's CONCLUSION, that the hardship (is/is not) peculiar to the applicant's property.
3. It is the Board's CONCLUSION, that the hardship (is/is not) the result of the applicant's own actions.
4. (a) It is the Board's CONCLUSION, that the variance (is/is not) consistent with the spirit, purpose, and intent of the ordinance.

(b) It is the Board's CONCLUSION, that in granting of the variance, the public safety (will/will not) be secured and substantial justice (will/will not) be achieved.

THEREFORE, on the basis of all foregoing, IT IS ORDERED that the application Variance PLZNA-2027-00023 be (**approved/denied**).

Exhibits:
Exhibit 1: Ortho Map
Exhibit 2: Zoning Map
Exhibit 3: Deed to Property
Exhibit 4: Variance Application
Exhibit 5: UDO Section 7.2.6.AA.5.a.
Exhibit 6: Landscape Buffer Map

Exhibit 7: APO Map
Exhibit 8: APO List

Prepared by: PB 7/31/2026

Ortho Map

Case #: PLZNA-2027-00023

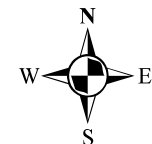
313 N. Main Street

Legend

- Centerlines
- Parcels
- Subject Property

Owner: Helms Investments LLC

Acres: 0.11



0 60 120 Feet

Exhibit 1

Zoning Map

Case #: PLZNA-2027-00023

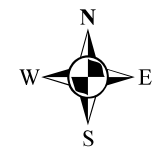
313 N. Main Street

Legend

- Centerlines
- Parcels
- DC-MX
- DG-MX
- Subject Property

Owner: Helms Investments LLC

Acres: 0.11



0 60 120 Feet

Exhibit 2

6348
0908

FILED
UNION COUNTY, NC
CRYSTAL CRUMP
REGISTER OF DEEDS

FILED Dec 10, 2014
AT 03:51 pm
BOOK 06348
START PAGE 0908
END PAGE 0909
INSTRUMENT # 32591
EXCISE TAX \$300.00
AH

NORTH CAROLINA GENERAL WARRANTY DEED

Excise Tax: \$300.00

Parcel Identifier No. 0932099 Verified by _____ County on the ____ day of _____, 20____
By: _____

Mail/Box to: RUSSELL Z. ASTI

This instrument was prepared by: RUSSELL Z. ASTI

Brief description for the Index: .106 ACRES N. MAIN ST.

THIS DEED made this 24 day of OCTOBER, 2014, by and between

GRANTOR	GRANTEE
KAR HOLDING CO., LLC <i>MAILING ADDRESS:</i> 15941 RHINEHILL ROAD CHARLOTTE, NC 28278	HELMS INVESTMENTS, LLC. P.O. Box 725 Monroe, NC 28111
Enter in appropriate block for each party: name, address, and, if appropriate, character of entity, e.g. corporation or partnership.	

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the City of MONROE, MONROE Township, UNION County, North Carolina and more particularly described as follows:

BEGINNING at a point 8 inches of the Northeast corner of the three story building formerly occupied by Tharp Hardware Company and owned by N. W. Tharp and T. J. Gordon Estate, and a part of Lot No 16 of the plat of the City of Monroe, and runs from this point with the Western edge of Main Street N. 05-00 W. 25.0 feet to a stone thence S 85-00 W 184.0 feet to a stone on the Eastern edge of Alley C or Stewart Street thence S 05-00 E. along with the eastern edge of Alley C or Stewart Street 25.0 feet to a stake; thence N. 85-00 E. 184.0 feet to the Beginning, being 25 x 184 feet in dimensions and on which is now situate the brick building which was occupied by First National Bank, together with all wall privileges the Grantor has in and to the brick wall on the North side of the property formerly owned by T. J. Gordon Estate and N. W. Tharp, and it is agreed and understood that the center of said wall is the division line between the said property formerly owned by I J Gordon Estate and N.W. Tharp and the property herein conveyed.

Exhibit 3

Also conveyed herewith is any interest the Grantors have to the stairway and wall rights as described in agreement between Mary Houston and husband, R. S. Houston and John C. Sikes, dated December 6, 1919, and recorded in Deed Book 56, Page 485, Union County Registry.

The property hereinabove described was acquired by Grantor by instrument recorded in Book 3867, page 835.

A map showing the above described property is recorded in PLAT CABINET, PAGE.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever, other than the following exceptions:

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing as of the day and year first above written.

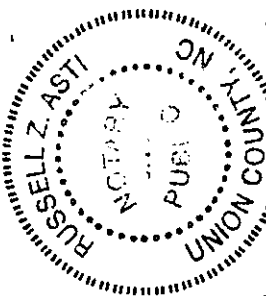
KAR HOLDING CO., LLC
(Entity Name)

By Deborah C. Templeton

Title: member

SEAL-STAMP State of North Carolina – County of _____
I, the undersigned Notary Public of the County and State aforesaid, certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed. Witness my hand and Notarial stamp or seal this _____ day of _____, 20____.
My Commission Expires: _____
Notary Public

SEAL-STAMP State of North Carolina - County of Union
I, the undersigned Notary Public of the County and State aforesaid, certify that Deborah C. Templeton personally came before me this day and acknowledged that he is the member of KAR HOLDING CO., LLC, a North Carolina or _____ corporation/limited liability company/general partnership/limited partnership (strike through the inapplicable), and that by authority duly given and as the act of such entity, he signed the foregoing instrument in its name on its behalf as its act and deed. Witness my hand and Notarial stamp or seal, this 9 day of December, 2014.
My Commission Expires: 10/21/2019
Notary Public



SEAL-STAMP State of North Carolina - County of _____
I, the undersigned Notary Public of the County and State aforesaid, certify that _____
Witness my hand and Notarial stamp or seal, this _____ day of _____, 20____.
My Commission Expires: _____
Notary Public

City of Monroe

Variance Application Form

Applicant's Name: Sandra D. Smith

Applicant's Mailing Address: PO Box 2311

Monroe, NC. 28111

For Staff Use Only

Project Number: _____

Date Submitted: _____

Approved _____

Denied _____

Property Owner Name: Helms Investments, LLC

Property Owner Mailing Address: 502 S. Hayne St

Monroe, NC. 28112

Applicant's Relationship to the Property Owner (Check the one that applies):

- ☐ Owner
- ☐ Legal Representative of the Owner (must attach Affidavit of owner's permission for this action)
- ☐ Developer (must attach Affidavit of owner's permission for this action)
- ☒ Other, specify (must attach Affidavit of owner's permission for this action)
See attachment

Property Address: 313 N. Main St. MONroe, NC. 28112

Tax ID Number: 09232099 **Lot Size:** .11 **Deed Reference:** Book _____ Page _____

Existing Zoning: DG-MX **Existing Use of Property:** Vacant

Ordinance section number to which a variance is being sought: 157.7.2.6.AA.5a

Describe the variance you are seeking: Landscape buffer - See attachment

The Board of Adjustment does not have unlimited discretion in deciding whether to grant a variance. Under NC State law, the Board must reach the conclusions listed below before it can issue a variance. When unnecessary hardships would result from carrying out the strict letter of a zoning ordinance, the board of adjustment shall vary any of the provisions of the ordinance upon a showing of the conclusions below.

Exhibit 4

Please provide facts and arguments on how the request for a variance meets each of the conclusions listed below. Please be as specific as possible in your statements. Should you need more room to complete the information, please attach a separate sheet.

1. **There are unnecessary hardships in the way of carrying out the strict letter of the ordinance.** [It shall not be necessary to demonstrate that, in the absence of the variance, no reasonable use can be made of the property, and it is not sufficient that failure to grant the variance will simply make the property less valuable.]

See attachment

2. **The hardship results from conditions that are peculiar to the property, such as location, size, or topography.** [Hardships resulting from personal circumstances, as well as hardships resulting from conditions that are common to the neighborhood or the general public, may not be the basis for granting a variance]

See attachment

3. **The hardship did not result from actions taken by the applicant or the property owner.** [The act of purchasing property with knowledge that circumstances exist that may justify the granting of a variance shall not be regarded as a self-created hardship]

See attachment

4. **The requested variance is consistent with the spirit, purpose and intent of the ordinance, such that public safety is secured, and substantial justice is achieved.**

See attachment

Request for variances may need to be accompanied by a sketch plan or survey from a Registered Land Surveyor. Said plan shall show, in a scaled form, the location and size of:

1. The boundaries of the lot(s) in question,
2. The size, shape and location of all existing buildings, parking facilities and accessory buildings,
3. The size, shape and location of all proposed buildings, parking facilities and accessory uses,
4. The location of all setbacks and front lot widths as measured at the front setback,
5. The location and type of screening and buffering proposed; and
6. Other information deemed by the Zoning Officer necessary to consider the application complete.

To the best of my knowledge, all of the information herein submitted is accurate and complete. If you are signing on behalf of a company, please include your title within the company

By signing and submitting this document, I agree that all signatures where required may be Electronically Signed by either party pursuant to NCGS 66-315(b).

Sandra D. Smith

Printed name of Applicant

Sandra D. Smith

Signature of Applicant

July 13, 2026

Date

Libby Z. Helms

Printed name of Owner

Libby Z. Helms

Signature of Owner

July 13, 2026

Date

FOR STAFF USE ONLY

(PLEASE DO NOT WRITE BELOW THIS LINE)

Scaled plan attached: Yes _____ No _____ Fee Attached: Yes _____ No _____

Adjoining property owner's information attached: Yes _____ No _____

Public hearing date: _____

Notice to applicant and adjoining property owners mailed on: _____ INT. _____

Action taken by the Board of Adjustment: _____

Notification of Action Mailed to applicant on: _____

City of Monroe Variance Application [continued...]

Applicant: Sandra Smith

Proposed Address: 313 N. Main St., Monroe, NC

1. **There are unnecessary hardships in the way of carrying out the strict letter of the ordinance. [It shall not be necessary to demonstrate that, in the absence of the variance, no reasonable use can be made of the property, and it is not sufficient that failure to grant the variance will simply make the property less valuable.]**

RESPONSE/ ARGUMENT:

Strict application of the Type 3 landscape buffer requirement creates an unnecessary hardship at 313 N. Main Street because the property is already developed and does not provide adequate space along the public right-of-way to reasonably install the required buffer. Compliance would require substantial alteration to the existing site rather than the addition of landscaping within an available buffer area.

The variance request is based on the physical limitations of the property and is not based on financial hardship or a preference to avoid compliance with the ordinance.

2. **The hardship results from conditions that are peculiar to the property, such as location, size, or topography. [Hardships resulting from personal circumstances, as well as hardships resulting from conditions that are common to the neighborhood or the general public, may not be the basis for granting a variance]**

RESPONSE/ARGUMENT:

The hardship is specific to the location and physical layout of 313 N. Main Street. The property contains an existing historic commercial building situated within an established downtown environment and in close proximity to the public right-of-way.

The placement of the existing building and the limited area available between the developed property and the public right-of-way prevent the Type 3 landscape buffer from being reasonably accommodated. These are physical conditions of the subject property rather than personal circumstances of the applicant.

3. **The hardship did not result from actions taken by the applicant or the property owner. [The act of purchasing property with knowledge that circumstances exist that may justify the granting of a variance shall not be regarded as a self-created hardship]**

RESPONSE/ARGUMENT:

The physical conditions requiring the variance existed prior to the proposed ceremony studio use. The applicant did not determine the placement of the existing building or its relationship to the public right-of-way.

The need for the variance arises from applying the Type 3 landscape buffer requirement associated with the proposed use to the property's pre-existing physical conditions. The applicant has taken no action to create the conditions that prevent installation of the required buffer.

4. **The requested variance is consistent with the spirit, purpose and intent of the ordinance, such that public safety is secured, and substantial justice is achieved.**

RESPONSE/ARGUMENT:

The proposed use will operate entirely indoors as an appointment-based ceremony studio with scheduled ceremony times, controlled guest counts, and defined operating hours. The operation will not include outdoor ceremonies, traditional receptions, DJs, live entertainment, or extended event rentals.

The limited and controlled nature of the proposed use substantially reduces outdoor activity, noise, and intensity. Because ceremony activities will occur indoors, the proposed operation will not create outdoor event activity along the public right-of-way requiring the same degree of visual screening and spatial separation typically addressed through the Type 3 landscape buffer.

Granting the variance would provide relief from the property's physical limitations while maintaining compatibility with surrounding uses and protecting public safety. The variance would not alter the controlled, indoor, appointment-based nature of the proposed use.

Property Owner Authorization and Conditional Consent

I, Libby Z Helms, as owner of Helms Investments LLC, the owner of
the property located at:

313 N Main Street
Monroe, NC 28110

Tax Parcel ID, if applicable: 0923 20099

hereby authorize **Vows on Main** to apply for and pursue a City of Monroe Variance Permit Application for the above referenced property for the purpose of operating its business on the property.

This authorization is limited solely to the submission and pursuit of the Permit Application. It does not grant Vows on Main the right to occupy, possess, operate from, or otherwise use the property.

This authorization is expressly contingent upon Vows on Main and the property owner entering into a fully executed lease agreement for the property. Vows on Main shall not be permitted to operate on the property, take possession of the property, or rely on this authorization as permission to use the property unless and until such lease agreement has been fully executed by all required parties.

This authorization does not create a lease, tenancy, ownership interest, or other property right. Any operation on the property remains subject to a fully executed lease, approval by the applicable governmental authority, and compliance with all applicable laws, zoning requirements, permits, and conditions.

Helms Investments LLC

BY Libby Z Helms

NAME

Libby Z Helms

TITLE

Owner / Member / Manager

DATE

7/16/2026

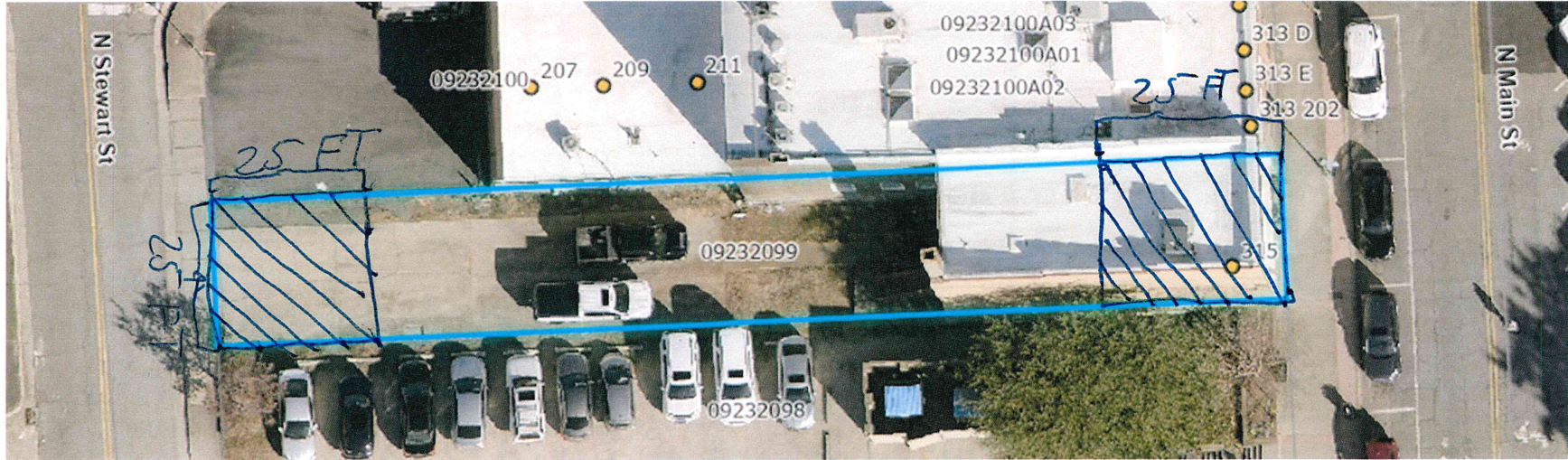
7.2.6. COMMERCIAL USES

AA. EVENT CENTER/CONVENTION CENTER

5. Use Standards.

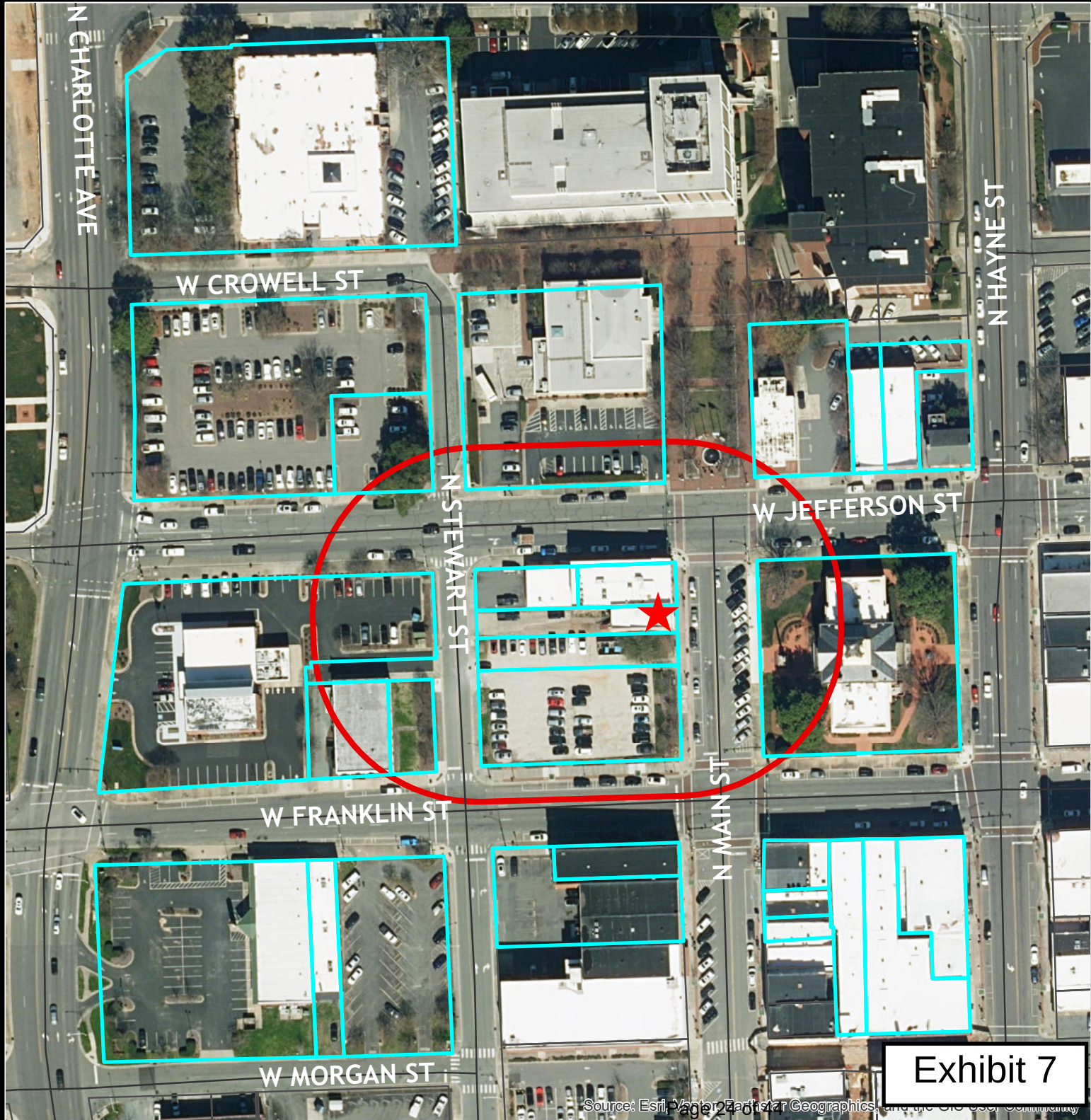
- a. Landscape buffer with a buffer intensity of 3 shall be established along any side of the property abutting any residential use or public right-of-way.

Exhibit 5



Required Type 3, 25-Foot Landscaping Buffer Map

Exhibit 6



APO Map

PLZNA-2027-00023

Legend

- Centerlines
- 150-Foot Buffer
- Parcels
- Notified Properties
- Subject Property

29 Parcels Notified



Exhibit 7

Source: Esri, DeLorme, GeoEye, Aerialstar, GeoGraphics, and the GIS User Community

ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	CURR_ADDR2	OWNERCITY	OWNERSTATE	OWNERZIP
09232100A01	THOMAS & HARRINGTON & BIEDLER		PO BOX 1063		MONROE	NC	28111
09232101	UNION COUNTY		%ADMINISTRATIVE SERVICES	500 N MAIN ST STE 709	MONROE	NC	28112
09232044, 09232108A	GLASS PRISCILLA A		111 RIDGEWOOD DR		MONROE	NC	28112
09232110	FISHER LEWIS R	FISHER JANICE U	305 WEST FRANKLIN ST SUITE A		MONROE	NC	28112
09232111	KAH II LLC		209 POWELL PL		BRENTWOOD	TN	37027
09232043	JEFFERSON INVESTMENT GROUP LLC		C/O ARNOLD SMITH PLLC	200 N MCDOWELL ST	CHARLOTTE	NC	28204
09232045B	LAWRENCE ANDREW OWEN TRUSTEE	LAWRENCE FAMILY TRUST	2745 ROLLINS HILLS DR		MONROE	NC	28112
09232052	LAND'S END PROPERTIES INC		212 N MAIN ST		MONROE	NC	28112
09232051	CARLSON HEISNER HOLDINGS LLC		408 W WINDSOR ST		MONROE	NC	28112
09232100	HORTON BOYD JR		211 W JEFFERSON ST		MONROE	NC	28112
09232100A02	CROW HARRY B JR	CROW VAN THI	315 B N MAIN ST		MONROE	NC	28112
09232047	UNION COUNTY COURTHOUSE		SUITE 901	500 N MAIN ST	MONROE	NC	28112
09232099	HELMS INVESTMENTS LLC		PO BOX 725		MONROE	NC	28111
09232050, 09232049	FRANKLIN 8 LLC (THE)		C/O SA HEFNER	7915 DEERFIELD MANOR DR	CHARLOTTE	NC	28270
09232095A, 09232109, 09232096	URBAN INVESTMENTS OF MONROE LLC		408 W ROOSEVELT BLVD		MONROE	NC	28110
09232107, 09232105	312 N CHARLOTTE AVENUE LLC		PO BOX 1561		MONROE	NC	28111
09232048	SECREST BUILDING LLC		4214 DOSTER RD		MONROE	NC	28112
09232053	RIGGINS BROTHERS LLC		%RICKEY D RIGGINS	3173 KERSHAW CAMDEN HWY	LANCASTER	SC	29720
09232100A03	BIEDLER L K ET AL	HARRINGTON WILLIAM	315 B N MAIN ST		MONROE	NC	28112

Exhibit 8

STAFF REPORT

Case # PLSUP-2027-00022

TO: Board of Adjustment Members

DATE: August 27, 2026

FROM: Doug Britt, Assistant Director of Planning and Development

PREPARED BY: Patrick Blaszyk, Planner 2

SUBJECT: Sandra Smith of SBS Ventures LLC is requesting a Special Use Permit for a property located at 313 N. Main Street.

SUMMARY STATEMENT

Sandra Smith of SBS Ventures LLC is requesting a Special Use Permit in order to conduct the use of an event center at 313 N. Main Street in the Downtown Gateway Mixed-Use (DG-MX) zoning district.

SITE DATA

Type of Action: Special Use Permit

Date of Petition: July 17, 2026

Name of Petitioner: Sandra Smith of SBS Ventures LLC

Location: 313 N. Main Street

Tax ID #: 09-232-099

Lot Size: 0.11 Acres

Zoning Classification: DG-MX Downtown Gateway Mixed-Use

PROPOSED FINDINGS

Proposed Findings:

1. The property located at 313 N. Main Street, is owned by Helms Investments LLC, is proposed to be leased by Sandra Smith of SBS Ventures LLC and is zoned DG-MX, (Downtown Gateway Mixed-Use). (Exhibit 1, 2 & 3).

2. A Special Use Permit application was submitted on July 17, 2026 by Sandra Smith of SBS Ventures LLC requesting to conduct the use of an event center at 313 N. Main Street in the DG-MX zoning district. (Exhibit 4)
3. Table 7.1. – Table of Permissible Uses from Section 7.1 of the City of Monroe Unified Development Ordinance (UDO) displays how a Special Use Permit is required in order to conduct the use of an event center in the OM zoning district: (Exhibit 5)

TABLE 7.1. - TABLE OF PERMISSIBLE USES																		
“P” = Permitted, “S” = Special Use Permit Required, “X” = Prohibited																		
	Traditional Districts											Mixed-Use Districts						
Use Type	RR	RLD	RMD	RHD	OM	NB	GB	GI	HI	PUD	PCD	DC-MX	DG-MX	CC-MX1	CC-MX2	RC-MX	MID-MX	REFERENCE
Event Center/Convention Center	X	X	X	X	X	X	P	X	X	X	P	X	X	S	S	S	X	7.2.6.AA

4. All adjoining property owners have been notified of the Special Use Permit request. (Exhibit 6 & 7).

CONCLUSIONS

Staff is bringing this request before you tonight for your consideration.

Exhibits:

Exhibit 1: Ortho Map

Exhibit 2: Zoning Map

Exhibit 3: Deed to Property

Exhibit 4: Special Use Permit Application

Exhibit 5: Table 7.1 of UDO

Exhibit 6: APO Map

Exhibit 7: APO List

Prepared by: PB 7/30/2026

SPECIAL USE PERMIT WORKSHEET
**TO ESTABLISH AN THE USE OF AN EVENT CENTER WITHIN THE
DG-MX, DOWNTOWN GATEWAY MIXED-USE ZONING DISTRICT
AT 313 N. MAIN STREET (PARCEL #09-232-099)**

Before the Board of Adjustment makes a decision concerning the proposed Special Use Permit, they shall consider the following:

I. Completeness of Application:

Staff finds the application to be complete and the jurisdiction proper.

II. Special Use General Standards:

- A. *The use will not materially endanger the public health or safety if located, designed, and proposed to be operated according to plan.*

Petitioner's Response: The proposed appointment-based ceremony studio will operate entirely indoors within the existing building. Ceremonies will be scheduled by appointment, with controlled guest counts and defied operating hours. The proposed use will not include outdoor ceremonies, traditional receptions, live entertainment, DJs, or other activities typically associated with higher-intensity event venues.

The business will operate in compliance with all applicable building, fire, and life safety requirements. Due to the limited duration of the appointments and controlled nature of the operation, the proposed use will not materially endanger the public health or safety.

☐ Motion standard is met; or

☐ Motion standard is NOT met based on the following findings of fact:

-
- B. *The use or development complies with all regulations and standards of the City of Monroe Zoning Ordinance, as well as any other state or local rule or regulation governing the development of land.*

Petitioner's Response: The applicant is seeking approval through the City's Special Use Permit process and is working with Planning and

Development staff to satisfy all applicable requirements of the Unified Development Ordinance. The proposed ceremony studio will comply with all applicable federal, state, and local regulations governing the use of the property, including any conditions imposed through the Special Use Permit process.

☐ Motion standard is met; or

☐ Motion standard is NOT met based on the following findings of fact:

- C. *The use or development will not adversely impact surrounding property and will not substantially injure the value of adjoining property.*

Petitioner's Response: The proposed ceremony studio is designed as a low-intensity, appointment-based use within an existing commercial building. Operations will consist of scheduled indoor ceremonies with controlled guest counts and limited operating hours. The business will not include outdoor event activities, traditional wedding receptions, amplified entertainment, or other uses that would be expected to generate prolonged noise or activity.

The proposed use represents the adaptive reuse of an existing downtown commercial property and is expected to complement nearby businesses by encouraging pedestrian activity and supporting continued investment within Downtown Monroe while remaining compatible with the surrounding commercial uses.

☐ Motion standard is met; or

☐ Motion standard is NOT met based on the following findings of fact:

- D. *The location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and will be in general conformity with the Monroe Land Development Plan.*

Petitioner's Response: The proposed appointment-based ceremony studio promotes the continued use of an existing historic commercial building while supporting the walkability and providing an additional destination within downtown Monroe. The proposed use complements surrounding businesses and encourages visitors to patronize nearby restaurants, retail establishments, coffee shops, and other local business before and after scheduled ceremonies. Because ceremonies are conducted by appointment with controlled attendance and defined operating hours, the proposed use supports a walkable downtown

environment without creating the operational intensity commonly associated with larger event venues.

The proposed use is consistent with the goals of encouraging appropriate commercial activity, supporting investment in existing buildings, and contributing to the continued vitality of downtown Monroe.

☐ Motion standard is met; or

☐ Motion standard is NOT met based on the following findings of fact:

III. Permit Action

- A. **Motion** to GRANT the special use permit. (*Board of Adjustment may add conditions as deemed necessary*).

OR;

- B. **Motion** to DENY the special use permit based on the finding that general standard(s)
_____ above is/are not met.

Ortho Map

Case #: PLSUP-2027-00022

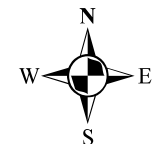
313 N. Main Street

Legend

- Centerlines
- Parcels
- Subject Property

Owner: Helms Investments
LLC

Acres: 0.11



0 60 120 Feet

Exhibit 1

Zoning Map

Case #: PLSUP-2027-00022

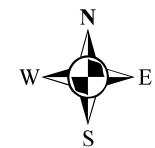
313 N. Main Street

Legend

- Centerlines
- Parcels
- DC-MX
- DG-MX
- Subject Property

Owner: Helms Investments
LLC

Acres: 0.11



0 60 120 Feet



Exhibit 2

6348
0908

FILED
UNION COUNTY, NC
CRYSTAL CRUMP
REGISTER OF DEEDS

FILED Dec 10, 2014
AT 03:51 pm
BOOK 06348
START PAGE 0908
END PAGE 0909
INSTRUMENT # 32591
EXCISE TAX \$300.00
AH

NORTH CAROLINA GENERAL WARRANTY DEED

Excise Tax: \$300.00

Parcel Identifier No. 0932099 Verified by _____ County on the ____ day of _____, 20____
By: _____

Mail/Box to: RUSSELL Z. ASTI

This instrument was prepared by: RUSSELL Z. ASTI

Brief description for the Index: .106 ACRES N. MAIN ST.

THIS DEED made this 24 day of OCTOBER, 2014, by and between

GRANTOR	GRANTEE
KAR HOLDING CO., LLC <i>MAILING ADDRESS:</i> 15941 RHINEHILL ROAD CHARLOTTE, NC 28278	HELMS INVESTMENTS, LLC. P.O Box 725 Monroe, NC 28111
Enter in appropriate block for each party: name, address, and, if appropriate, character of entity, e.g. corporation or partnership.	

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the City of MONROE, MONROE Township, UNION County, North Carolina and more particularly described as follows:

BEGINNING at a point 8 inches of the Northeast corner of the three story building formerly occupied by Tharp Hardware Company and owned by N. W. Tharp and T. J. Gordon Estate, and a part of Lot No 16 of the plat of the City of Monroe, and runs from this point with the Western edge of Main Street N. 05-00 W. 25.0 feet to a stone thence S 85-00 W 184.0 feet to a stone on the Eastern edge of Alley C or Stewart Street thence S 05-00 E. along with the eastern edge of Alley C or Stewart Street 25.0 feet to a stake; thence N. 85-00 E. 184.0 feet to the Beginning, being 25 x 184 feet in dimensions and on which is now situate the brick building which was occupied by First National Bank, together with all wall privileges the Grantor has in and to the brick wall on the North side of the property formerly owned by T. J. Gordon Estate and N. W. Tharp, and it is agreed and understood that the center of said wall is the division line between the said property formerly owned by I J Gordon Estate and N.W. Tharp and the property herein conveyed.

Exhibit 3

Also conveyed herewith is any interest the Grantors have to the stairway and wall rights as described in agreement between Mary Houston and husband, R. S. Houston and John C. Sikes, dated December 6, 1919, and recorded in Deed Book 56, Page 485, Union County Registry.

The property hereinabove described was acquired by Grantor by instrument recorded in Book 3867, page 835.

A map showing the above described property is recorded in PLAT CABINET , PAGE .

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever, other than the following exceptions:

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing as of the day and year first above written.

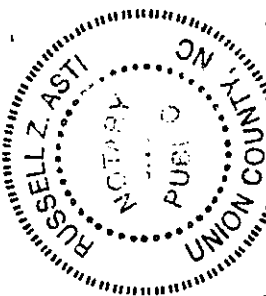
KAR HOLDING CO., LLC
(Entity Name)

By Deborah C. Templeton

Title: member

SEAL-STAMP State of North Carolina – County of _____
I, the undersigned Notary Public of the County and State aforesaid, certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed. Witness my hand and Notarial stamp or seal this _____ day of _____, 20____.
My Commission Expires: _____
Notary Public

SEAL-STAMP State of North Carolina - County of Union
I, the undersigned Notary Public of the County and State aforesaid, certify that Deborah C. Templeton personally came before me this day and acknowledged that he is the member of KAR HOLDING CO., LLC, a North Carolina or _____ corporation/limited liability company/general partnership/limited partnership (strike through the applicable), and that by authority duly given and as the act of such entity, he signed the foregoing instrument in its name on its behalf as its act and deed. Witness my hand and Notarial stamp or seal, this 9 day of December, 2014.
My Commission Expires: 10/21/2019
Notary Public



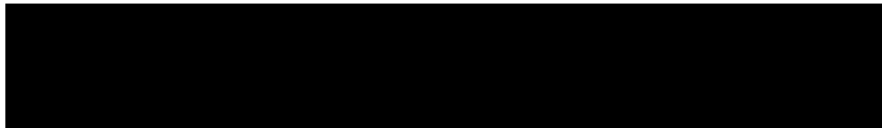
SEAL-STAMP State of North Carolina - County of _____
I, the undersigned Notary Public of the County and State aforesaid, certify that _____
Witness my hand and Notarial stamp or seal, this _____ day of _____, 20____.
My Commission Expires: _____
Notary Public

SPECIAL USE PERMIT APPLICATION

Applicant's Name: Sandra Smith

Applicant's Mailing Address: PO Box 2311

Monroe, NC. 28111



Property Owner Name: Helms Investments, LLC

Property Owner Mailing Address: 502 S. Havne St

Monroe, NC. 28112

For Staff Use Only

Project Number: _____

Date Submitted: _____

Approved _____

Denied _____

Applicant's Relationship to the Property Owner (Check the one that applies):

- ☐ Owner
- ☐ Legal Representative of the Owner (must attach Affidavit of owner's permission for this action)
- ☐ Developer (must attach Affidavit of owner's permission for this action)
- ☒ Other, specify (must attach Affidavit of owner's permission for this action)

See attachment

Property Address: 313 N. Main St. Monroe, NC. 28112

Tax ID Number: 09232099 Lot Size .11 Deed Reference: Book _____ Page _____

Existing Zoning: DG-MX

Proposed Special Use: Ceremony Venue

Proposed Conditions: Appointment-based ceremony studio

A site plan drawn to scale and sealed by a registered engineer, surveyor, architect, or landscape architect licensed to practice in the State of North Carolina may be required for certain Special Use Permits such as a change in use requiring site improvements or the development of a vacant site, the Zoning Administrator will assist in determining when a site plan is required to accompany the Special Use Permit application. Site plans for subdivision applications shall be in the form of a preliminary plat with all information that is required per Chapter 157 of the Monroe Code of Ordinances – Zoning Code. The site plan shall include the following information; however, the Zoning Administrator may require additional information whenever necessary and may waive one or more of the requirements if such is found to be irrelevant to the proposed project.

Exhibit 4

General Information Required

- A location map that shows the project in relation to surrounding parcels, zones, streets, right of ways, and utility services and easements, total acreage, north arrow, legend, and a vicinity map.
- Name of the applicant(s) and the name of the proposed development including a copy of the current deed.
- Scale, at one (1) inch equals 100 feet, unless otherwise approved by the Zoning Administrator.

Information on Natural, Historic, and Recreational Features Required

- Contour lines at no greater than five (5) foot intervals.
- Location and dimensions of all recreational areas, equipment, features, historic sites and open space.
- Natural screening (woods, thickets, etc.), streams, ponds, rivers and similar natural or man-made features.

Zoning and Lot Information Required

- Existing and proposed zoning district lines, flood plain delineation, property lines, existing and proposed parking, trash collection systems and screening (include a copy of the planting schedule) and building footprints for any structure or walls to be placed on the property. Residential uses shall include the number of units per building and the total project.
- Proposed lot dimensions and setbacks, with diagrams of proposed signs showing location on the lot, size, height, and attachment (if indicated).
- Boundary of any phase lines, for phased development plans. (Include a statement for future building time line)
- Detailed landscape plan in compliance with section 157.8.3 of the Monroe Code of Ordinances issued by a certified landscape architect, or other certified professional preparer

Transportation and Utilities Information Required

- Existing and proposed streets, sidewalks, easements, parking and loading areas, drainage facilities, storm water control devices, and public utilities.
- A driveway permit from NCDOT for developments on state-maintained roads, and a city driveway permit for development on city-maintained streets.
- A letter from the Director of Water Resources stating that adequate water and sewer is available, or can be made available, to the site in adequate capacities.

Special use permit approval requires several standard findings of fact (see below). It shall be the responsibility of the applicant to address all findings related to the development proposal. The burden of submitting competent evidence that the findings have been met is the applicant's responsibility. Additional information supporting the special use permit application shall be the responsibility of the petitioner and not the responsibility of the city.

At the Board of Adjustment hearing, petitioners should be prepared to testify to the following standard findings of fact for all special uses:

1. Will not endanger the public health or safety,
2. Will not injure the value of adjoining or abutting property,
3. Will be in harmony with the area in which it is located, and
4. Will be in conformity with the land-use plan, thoroughfare plan, or other plan officially adopted by the Council.

Note: Due to the amount of detailed information needing to be submitted to the city, it is *requested* that early contact with the city planning department be accomplished to avoid unnecessary delays. All applications for a special use permit shall be reviewed by the Zoning Administrator prior to Board of Adjustment review. The applicant shall submit a completed application no later than the 1st of the month to the Board of Adjustment meeting at which the petition is to be heard. If the application is found to be incomplete or the development is found to be in conflict with the requirements of this application, the developer shall be notified and the petition rejected.

Upon acceptance of the site plan by planning staff, the petitioner shall provide a digital copy of the site plan. Depending on site details, the applicant may be required to provide physical copies of the site plan for review by the Board of Adjustment.

It is understood and acknowledged that if the Special Use Permit is authorized, the property involved in this request will be perpetually bound to the use(s) authorized and subject to such conditions as imposed, unless subsequently changed or amended as provided for in Chapter 157.3.4.9 of the Zoning Ordinance of the City of Monroe Code of Ordinances.

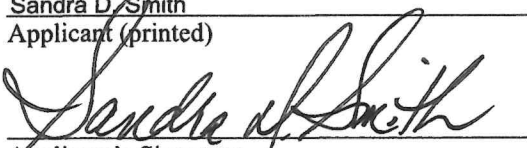
Special Use General Standards:

- A. *The use will not materially endanger the public health or safety if located, designed, and proposed to be operated according to plan.*
The use of the building will NOT materially endanger the public health or safety.
- B. *The use or development complies with all regulations and standards of the City of Monroe Zoning Ordinance, as well as any other state or local rule or regulation governing the development of land.*
The use of the building WILL comply with all regulations and standards of the City of Monroe Zoning Ordinance, state and local regulations.
- C. *The use or development will not adversely impact surrounding property and will not substantially injure the value of adjoining property.*
The use or development will NOT adversely impact surrounding property and will NOT substantially injure the value of adjoining property.
- D. *The location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and will be in general conformity with the Monroe Land Development Plan.*
The use of the building WILL be in harmony with the area and within general conformity

To the best of my knowledge, all of the information herein submitted is accurate and complete. If you are signing on behalf of a company, please include your title within the company

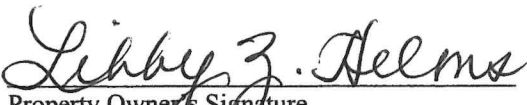
By signing and submitting this document, I agree that all signatures where required may be Electronically Signed by either party pursuant to NCGS 66-315(b).

Sandra D. Smith
Applicant (printed)


Applicant's Signature

July 13, 2026
Date

Libby Z. Helms
Property Owner's (printed)


Property Owner's Signature

July 13, 2026
Date

****If you are signing on behalf of a company, please include your title within the company****

Special Use Permit Application [continued...]

Special Use General Standards

Applicant: Sandra Smith

- A. The use will not materially endanger the public's health or safety if located, designed, and proposed to be operated according to plan.***

The proposed appointment-based ceremony studio will operate entirely indoors within an existing commercial building. Ceremonies will be scheduled by appointment, with controlled guest counts and defined operating hours. The proposed use will not include outdoor ceremonies, traditional receptions, live entertainment, DJs, or other activities typically associated with higher-intensity event venues.

The business will operate in compliance with all applicable building, fire, and life safety requirements. Due to the limited duration of appointments and controlled nature of the operation, the proposed use will not materially endanger public health or safety.

- B. The use or development complies with all regulations and standards of the City of Monroe Zoning Ordinance, as well as any other state or local rule or regulation governing the development of land.***

The applicant is seeking approval through the City's Special Use Permit process and is working with Planning and Development staff to satisfy all applicable requirements of the Unified Development Ordinance. The proposed ceremony studio will comply with all applicable federal, state, and local regulations governing the use of the property, including any conditions imposed through the Special Use Permit and variance review process.

- C. The use or development will not adversely impact surrounding property and will not substantially injure the value of adjoining property.***

The proposed ceremony studio is designed as a low-intensity, appointment-based use within an existing commercial building. Operations will consist of scheduled indoor ceremonies with controlled guest counts and limited operating hours. The business will not include outdoor event activities, traditional wedding receptions, amplified entertainment, or other uses that would be expected to generate prolonged noise or activity.

The proposed use represents the adaptive reuse of an existing downtown commercial property and is expected to complement nearby businesses by encouraging pedestrian activity and supporting continued investment within Downtown Monroe while remaining compatible with surrounding commercial uses.

D. The location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and will be in general conformity with the Monroe Land Development Plan.

The proposed appointment-based ceremony studio promotes the continued use of an existing historic commercial building while supporting walkability and providing an additional destination within Downtown Monroe. The proposed use complements surrounding businesses and encourages visitors to patronize nearby restaurants, retail establishments, coffee shops, and other local businesses before and after scheduled ceremonies. Because ceremonies are conducted by appointment with controlled attendance and defined operating hours, the proposed use supports a walkable downtown environment without creating the operational intensity commonly associated with larger event venues.

The proposed use is consistent with the goals of encouraging appropriate commercial activity, supporting investment in existing buildings, and contributing to the continued vitality of Downtown Monroe.

Property Owner Authorization and Conditional Consent

I, Libby Z Helms, as owner of Helms Investments LLC, the owner of
the property located at:

313 North Main Street, Monroe NC 28110

Tax Parcel ID, if applicable: 092320099

hereby authorize **Vows on Main** to apply for and pursue a Special Use Permit for the above
referenced property for the purpose of operating its business on the property.

This authorization is limited solely to the submission and pursuit of the Special Use Permit
application. It does not grant Vows on Main the right to occupy, possess, operate from, or
otherwise use the property.

This authorization is expressly contingent upon Vows on Main and the property owner
entering into a fully executed lease agreement for the property. Vows on Main shall not be
permitted to operate on the property, take possession of the property, or rely on this
authorization as permission to use the property unless and until such lease agreement has
been fully executed by all required parties.

This authorization does not create a lease, tenancy, ownership interest, or other property
right. Any operation on the property remains subject to a fully executed lease, approval by
the applicable governmental authority, and compliance with all applicable laws, zoning
requirements, permits, and conditions.

Helms Investments LLC

BY Libby Z Helms

NAME

Libby Z Helms

TITLE

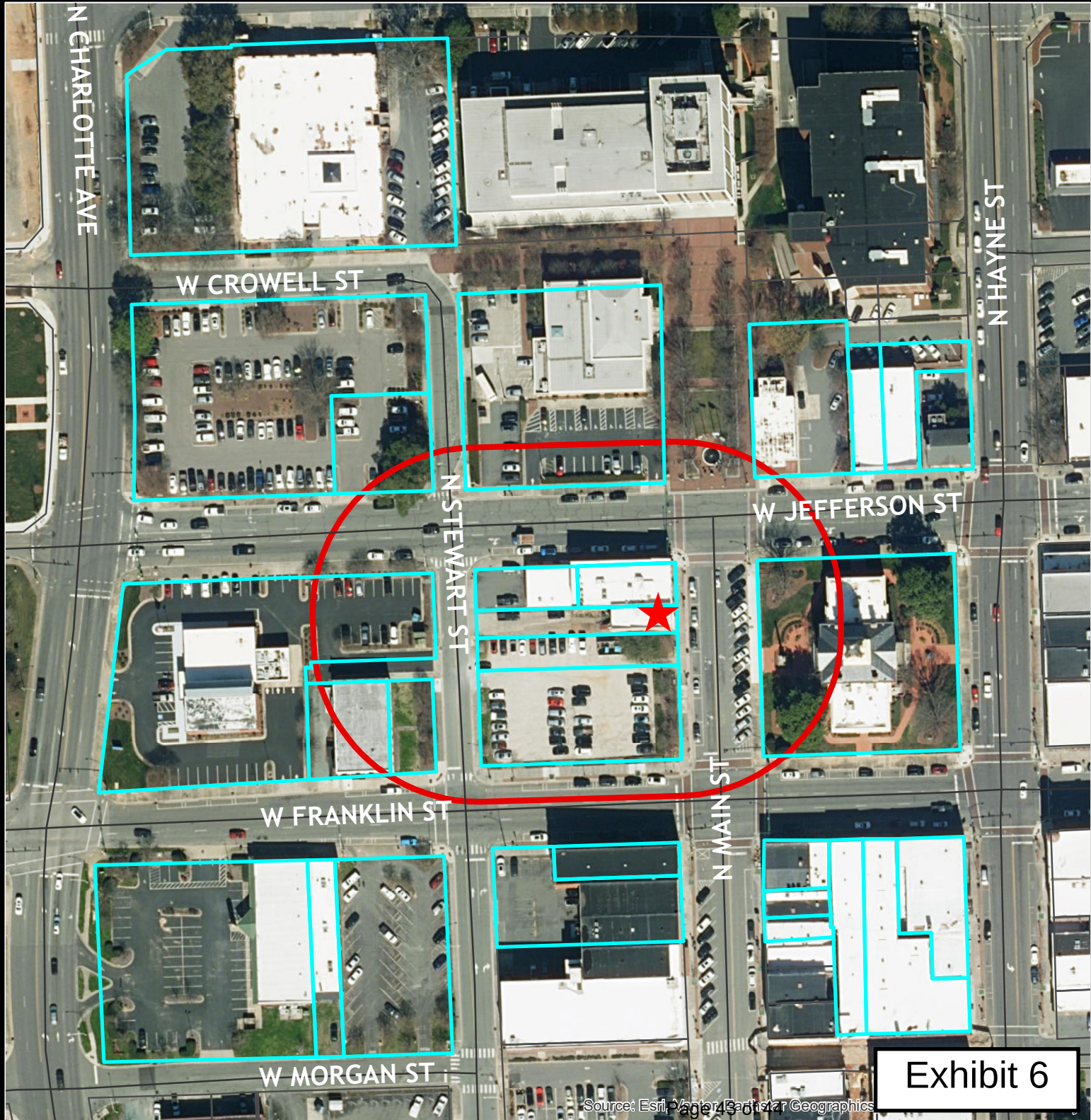
Owner / Member / Manager

DATE

7/7/2026

TABLE 7.1. - TABLE OF PERMISSIBLE USES																		
“P” = Permitted, “S” = Special Use Permit Required, “X” = Prohibited																		
	Traditional Districts											Mixed-Use Districts						
Use Type	RR	RLD	RMD	RHD	OM	NB	GB	GI	HI	PUD	PCD	DC-MX	DG-MX	CC-MX1	CC-MX2	RC-MX	MD-MX	REFERENCE
Event Center/Convention Center	X	X	X	X	X	X	P	X	X	X	P	X	S	S	S	S	X	7.2.6.AA

Exhibit 5



APO Map

PLSUP-2027-00022

Legend

- Centerlines
- 150-Foot Buffer
- Parcels
- Notified Properties
- Subject Property

29 Parcels Notified



Exhibit 6

ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	CURR_ADDR2	OWNERCITY	OWNERSTATE	OWNERZIP
09232100A01	THOMAS & HARRINGTON & BIEDLER		PO BOX 1063		MONROE	NC	28111
09232101	UNION COUNTY		%ADMINISTRATIVE SERVICES	500 N MAIN ST STE 709	MONROE	NC	28112
09232044, 09232108A	GLASS PRISCILLA A		111 RIDGEWOOD DR		MONROE	NC	28112
09232110	FISHER LEWIS R	FISHER JANICE U	305 WEST FRANKLIN ST SUITE A		MONROE	NC	28112
09232111	KAH II LLC		209 POWELL PL		BRENTWOOD	TN	37027
09232043	JEFFERSON INVESTMENT GROUP LLC		C/O ARNOLD SMITH PLLC	200 N MCDOWELL ST	CHARLOTTE	NC	28204
09232045B	LAWRENCE ANDREW OWEN TRUSTEE	LAWRENCE FAMILY TRUST	2745 ROLLINS HILLS DR		MONROE	NC	28112
09232052	LAND'S END PROPERTIES INC		212 N MAIN ST		MONROE	NC	28112
09232051	CARLSON HEISNER HOLDINGS LLC		408 W WINDSOR ST		MONROE	NC	28112
09232100	HORTON BOYD JR		211 W JEFFERSON ST		MONROE	NC	28112
09232100A02	CROW HARRY B JR	CROW VAN THI	315 B N MAIN ST		MONROE	NC	28112
09232047	UNION COUNTY COURTHOUSE		SUITE 901	500 N MAIN ST	MONROE	NC	28112
09232099	HELMS INVESTMENTS LLC		PO BOX 725		MONROE	NC	28111
09232050, 09232049	FRANKLIN 8 LLC (THE)		C/O SA HEFNER	7915 DEERFIELD MANOR DR	CHARLOTTE	NC	28270
09232095A, 09232109, 09232096	URBAN INVESTMENTS OF MONROE LLC		408 W ROOSEVELT BLVD		MONROE	NC	28110
09232107, 09232105	312 N CHARLOTTE AVENUE LLC		PO BOX 1561		MONROE	NC	28111
09232048	SECREST BUILDING LLC		4214 DOSTER RD		MONROE	NC	28112
09232053	RIGGINS BROTHERS LLC		%RICKEY D RIGGINS	3173 KERSHAW CAMDEN HWY	LANCASTER	SC	29720
09232100A03	BIEDLER L K ET AL	HARRINGTON WILLIAM	315 B N MAIN ST		MONROE	NC	28112

Exhibit 7