

**Town of Hertford – Planning & Zoning Board of Adjustments
August 18, 2025 - 6:00PM**

Board Members Present: Sara Winslow, Milton Long, Brenda Hollowell-White, Andrew Almodova,

Board Members Absent: Coretta Calloway-Norman, Joe White, Gracie Felton

Staff Present: Doris Walton, Sarah Nixon

Public Present: Tim Brinn, Kim Brinn, Jacob Moore, Chris Miller, Glenn White

This meeting was held in person at the Hertford Community Center and was called to order at 6:00 PM by Chairman Sara Winslow.

Chairman Sara Winslow relinquished her position and turned it over to Town Manager, Doris Walton. Ms. Walton stated that Ms. Sara Winslow was appointed to the Town Council to fill a vacant seat, meaning she has to come off this Board.

New Board Member Diane Stallings was sworn in by Secretary Sarah Nixon.

Board Member Andrew Almodova made a motion to appoint Board Member Milton Long as the Chairman. Motion was seconded by Board Member Diane Stallings.

Vote was 3-0 to appoint Milton Long as Chairman.

The invocation was delivered by Chairman Milton Long.

The Pledge of Allegiance was recited.

Approval of Agenda

Board Member Andrew Almodova made the motion to approve the agenda. Motion was seconded by Board Member Diane Stallings.

Vote was 3-0 to approve the agenda.

Approval of Minutes

Board Member Andrew Almodova made the motion to approve the April 21, 2025, minutes. Motion was seconded by Board Member Brenda Hollowell-White.

Vote was 3-0 to approve the minutes.

Continued Business

None.

New Business

Public Hearing: Consider a Special Use Permit to Allow Upstairs Residential Apartments in the C-1 District

Chairman Milton Long opened the Public Hearing.

Mr. Chris Miller explained that 112 Market Street is here to seek approval to add a 1 bedroom 1 bathroom apartment upstairs of 112 Market Street. The kitchen and bathroom were already in place, just some moving walls have taken place. Mr. Miller has approval from Jacob Moore, who owns a corner parking lot, to rent some off-street parking spaces for this unit.

Chairman Milton Long closed the Public Hearing.

There was no discussion.

Board Member Andrew Almodova made a motion to approve this Special Use Permit Request. Motion was seconded by Board Member Diane Stallings.

Vote was 3-0 to approve Special Use Permit.

Consider Text Amendment to allow Air BnB as a Special Use in the R-10 District

Zoning Administrator Doris Walton stated that we are seeking the Board to make a recommendation to Town Council to have this be a Special Use in the R-10 District. Town Council will make the final decision on this.

There was a brief discussion.

Board Member Brenda Hollowell-White made a motion to recommend to allow Air BnB as a Special Use in the R-10 District. Motion was seconded by Board Member Diane Stallings.

Vote was 3-0 to approve.

Announcements/Other Business

Adjournment

Board Member Brenda Hollowell-White made a motion to adjourn the meeting. Motion was seconded by Board Member Diane Stallings.

Vote was 3-0 to adjourn.

Meeting was adjourned at 6:14 PM.

Chairman Sara Winslow

Secretary, Sarah Nixon

Date