

**Town of Hertford – Planning & Zoning Board of Adjustments
October 20, 2025 - 6:00PM**

Board Members Present: Milton Long, Gracie Felton, Coretta Calloway-Norman, Andrew Almodova, Diane Stallings, Joe White
Board Members Absent: Brenda Hollowell-White
Staff Present: Doris Walton, Sarah Nixon
Public Present: Henry House, Kin Hamby, Sharon Lane

This meeting was held in person at the Herford Community Center and was called to order at 6:00 PM by Chairman Milton Long.

The invocation was delivered by Board Member Gracie Felton.

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 Gracie Felton.

Vote was 4-0 to approve the agenda.

Approval of Minutes

Board Member Diane Stallings made the motion to approve August 18, 2025, minutes. Motion was seconded by Board Member Coretta Calloway-Norman.

Vote was 4-0 to approve.

Continued Business

None.

New Business

Public Hearing: Consider a Special Use Permit to Allow an Equipment Rental and Leasing Business at 600-604 West Grubb Street and 605 Willow Street (C-2 District)

Chairman Milton Long opened the public hearing.

Mr. Henry House stated that he is looking to open a U-Haul Rental Business at this property. This space is where the rental trucks and trailers will be stored and picked up/dropped off. All of the office/paperwork would be handled at his bakery business located on Market Street. Mr. House is hoping that keeping this business local, and having it move within town limits, that it

will bring more people into Hertford, instead of them traveling to Elizabeth City or Edenton for this service. The only thing that may be handled inside the building might be storage of boxes and dollies.

Chairman Milton Long brought up Article 4 in the Ordinance where it states Equipment Rental and Leasing businesses, outside storage must be fenced in with opaque screening. Mr. House stated that he was not aware of this requirement.

There was a brief discussion on the fencing requirement. Mr. House stated that he does not want to cause any issues with the surrounding neighbors.

Board Member Andrew Almodova asked about maintenance for the vehicles. Mr. House stated that there will be no maintenance on site, there is a facility where all vehicles will be maintained. The hours would be standard workday hours, but if someone chooses to pick up and drop off outside of those hours, that would be allowed. There will be no key drop box on this site.

Chairman Milton Long closed the public hearing.

Chairman Milton Long read through all of the requirements on the Special Use Permit and the Board decided all requirements were met.

Board Member Andrew Almodova made a motion to grant this Special Use Permit, allowing for a 2-year time limit to have the required fencing installed. Motion was seconded by Board Member Gracie Felton.

Vote was 4-0 to approve.

Consider Overlay District Site Development Standards Request (Captain Bob's)

Mrs. Kim Hamby, a Civil Engineer with The Timmons Group was present to speak on behalf of Captain Bob's. Mrs. Hamby was explaining the site plan is almost complete for the new building, but they were here tonight to see if they could be "grandfathered in" when it comes to having a paved parking lot. The building is going to be shifted slightly, to allow more room behind the building to allow for deliveries and their catering truck. The previous parking lot was gravel. Mrs. Hamby stated they have already decided that the handicapped parking spaces would be paved. Because of the parking requirements of 1 space per 4 seats in the business, this business must provide at least 35 spots.

There was a brief discussion on the parking lot requirement. The Board decided to only require the required number of parking spaces (35) to be paved.

Board Member Andrew Almodova made a motion to only require the required number of parking spaces to be paved, the rest of the parking lot can remain gravel. Board Member Coretta Calloway-Norman seconded the motion.

Vote was 4-0 to approve.

Announcements/Other Business

Zoning Administrator Doris Walton stated the Board has been provided with a packet with information on the Hertford Local Historic Preservation District. This is an item the Town Council will be voting on; this was given to this Board for informational purposes only.

Adjournment

Board Member Gracie Felton made a motion to adjourn the meeting. Motion was seconded by Board Member Diane Stallings.

Vote was 4-0 to adjourn.

Meeting was adjourned at 6:45 PM.

Chairman Milton Long

Secretary, Sarah Nixon

Date