

**Town of Hertford – Planning & Zoning Board of Adjustments
November 17, 2025 - 6:00PM**

Board Members Present: Milton Long, Gracie Felton, Coretta Calloway-Norman, Andrew Almodova, Diane Stallings
Board Members Absent: Brenda Hollowell-White, Joe White
Staff Present: Doris Walton, Sarah Nixon
Public Present: Tim and Kim Brinn

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

The invocation was delivered by Chairman Milton Long.

The Pledge of Allegiance was recited.

Approval of Agenda

Board Member Gracie Felton made the motion to approve the agenda. Motion was seconded by Board Member Andrew Almodova.

Vote was 4-0 to approve the agenda.

Approval of Minutes

Board Member Gracie Felton made the motion to approve October 20, 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 a Short-Term Rental (Air BnB Style) in the R-10 District

Chairman Milton Long opened the public hearing.

Zoning Administrator Doris Walton stated the Town Council approved for Short Term Rentals to be allowed with a Special Use Permit in the R-10 District. Tim and Kim Brinn were here for this reason, they have already completed the Special Use Permit and were here for approval.

Chairman Milton Long closed the public hearing.

There was no discussion on this.

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

Vote was 4-0 to approve.

With no other business to discuss, Board Member Coretta Calloway-Norman made the motion to adjourn. Motion was seconded by Board Member Gracie Felton.

Vote was 4-0 to adjourn. Meeting Adjourned at 6:05pm.

Chairman Milton Long

Secretary, Sarah Nixon

Date