

**Town of Hertford – Planning & Zoning Board of Adjustments
January 20, 2026 - 6:00PM**

Board Members Present: Milton Long, Gracie Felton, Andrew Almodova, Diane Stallings, Brend Hollowell-White, Joe White
Board Members Absent: Coretta Calloway-Norman
Staff Present: Doris Walton, Sarah Nixon
Public Present: Brandon Shoaf, Greg Benton, Glenn White

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 Chairman Milton Long.

The Pledge of Allegiance was recited.

Secretary Sarah Nixon swore in Milton Long and Gracie Felton for another 3-year term.

Approval of Agenda

Board Member Diane Stallings made the motion to approve the agenda. Motion was seconded by Board Member Brenda Hollowell-White.

Vote was 4-0 to approve the agenda.

Approval of Minutes

Board Member Andrew Almodova made the motion to approve November 17, 2025, minutes. Motion was seconded by Board Member Gracie Felton.

Vote was 4-0 to approve.

Continued Business

None.

New Business

Consider a Text Amendment to Allow Fabricated Metal Products as a Permitted Use in the C-6 District

Zoning Administrator Doris Walton stated that there is a large business coming to the Marine Industrial Park, and right now under C-6, Fabricated Metal Products is not an allowable use. There is a use in the C-6 District that is meant for a much smaller scale, which is Machine and Metal Shops, Metal Fabrication. The company that will be coming will be fabricating metal

products on a much larger scale. It makes more sense to add Fabricated Metal Products as a permitted use, as opposed to rezoning one parcel. This text amendment also falls in line with what the use of C-6 is.

Board Member Andrew Almodova made the motion to recommend the test amendment to allow fabricated metal products as a permitted use in the C-6 District, to the Town Council. Motion was seconded by Board member Gracie Felton.

Vote was 4-0 to approve.

Consider a Subdivision of Property 3-0040-AD205-H (205 Hiland Park Avenue)

Property owner Greg Benton presented his plan to the Board, and stated that upon some research, he found some information and because of that he no longer needed the subdivision request.

No action was taken by the Board.

Announcements

Ms. Walton stated everyone was provided with a handout, which is a revised narrative that is part of the application for the local Historic Preservation District. Changes were made to this based off of feedback that was received from the State Historic Preservation Office. Ms. Walton stated that no action had to be taken, that this was just for informational purposes.

With no other business to discuss, Board Member Andrew Almodova made the motion to adjourn. Motion was seconded by Board Member Brenda Hollowell-White.

Vote was 4-0 to adjourn. Meeting Adjourned at 6:20pm.

Chairman Milton Long

Secretary, Sarah Nixon

Date