

**Town of Hertford – Planning & Zoning Board of Adjustments
January 16, 2024 - 7:00PM**

Board Members Present: Sara Winslow, Marvin Sutton, Andrew Almodova, Gracie Felton, Milton Long, Joe White, Brenda Hollowell-White

Board Members Absent:

Staff Present: Janice Cole, Sarah Nixon

Town Council Present:

Public Present: Glenn White

This meeting was held in person at the Hertford Community Center and was called to order at 7:00 PM Chairman Sara Winslow.

Board Member Milton Long delivered the invocation.

The Pledge of Allegiance was recited.

Secretary Sarah Nixon administered the Oath of Office to new Alternate Board Member, Brenda Hollowell-White.

Approval of Agenda

Board Member Milton Long made the motion to approve the agenda. Motion was seconded by Board Member Andre Almodova.

Vote was 5-0 to approve the agenda.

Approval of Minutes

Board Member Gracie Felton made the motion to approve the December 18, 2023, minutes. Motion was seconded by Vice Chairman Marvin Sutton.

Vote was 5-0 to approve the minutes.

Continued Business

Subdivision Regulations

Zoning Administrator, Janice Cole stated that we have had much discussion about the Subdivision Regulations. Mrs. Cole provided everyone with a better map of the running streams in Hertford, prepared by Perquimans County. There was also an issue with the buffers, as presented by Brooke Massa at the previous meeting, the Board felt that the 600 feet buffer was way more than necessary. Mrs. Cole stated that she doesn't feel an urgent need to make any changes to the Subdivision Regulations at this time. Our Subdivision Regulations already has most of what was talked about, and we can adjust it as needed, and then there are things that we can require on a case-by-case basis.

District Uses

Mrs. Cole stated that she has reorganized the Use Chart, and it is now broken down into categories, which makes it much easier to try to find things.

There was a brief discussion on Home Occupations, and then Restaurants.

There was a more in-depth discussion about the Marine related items on the Use Chart, including Boat and Boat Trailer Sales and Service, Boat and Motor Display, Sales and Service, Dry Dock Storage, Trailer Storage, Marine Hardware Sales and Service, etc. and where some of these items should be permitted by right, or require a Special Use Permit.

It was decided that Mrs. Cole would continue to work on placing these items in the correct Zones, and then it would come back before the Board for approval.

Announcements/Other Business

None

Adjournment

Board Member Milton Long made a motion to adjourn the meeting. Motion was seconded by Vice Chairman Marvin Sutton.

Vote was 5-0 to adjourn.

Meeting was adjourned at 8:07 PM.

Chairman Sara Winslow

Secretary, Sarah Nixon

Date