

**Town of Hertford – Planning & Zoning Board of Adjustments  
March 18, 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, Doris Walton, Sarah Nixon  
**Town Council Present:**  
**Public Present:** Joseph Anlauf, Glenn White

This meeting was held in person at the Hertford Community Center and was called to order at 7:02 PM Chairman Sara Winslow.

Board Member Milton Long delivered the invocation.

The Pledge of Allegiance was recited.

**Approval of Agenda**

Board Member Andrew Almodova made the motion to approve the agenda. Motion was seconded by Vice Chairman Marvin Sutton.

Vote was 5-0 to approve the agenda.

**Approval of Minutes**

Board Member Milton Long made the motion to approve the January 16, 2024, minutes. Motion was seconded by Board Member Gracie Felton.

Vote was 5-0 to approve the minutes.

**New Business**

**Consider a Request for Rezoning for Don Juan Road from C-2 to R-8**

Zoning Administrator, Janice Cole stated that the previous request was to rezone to R-6, this Board took no action, but the Town Council denied the request. Now, it is back before this Board to rezone to R-8.

Mr. Joseph Anlauf stated he was here to request this property be rezoned to R-8, and that he was here to answer any questions.

Board Member Milton Long asked about having an open area for children to play.

Mrs. Cole stated that the only thing that was being heard tonight was just the rezoning.

Board Member Gracie Felton made the motion that upon its review, recommends to the Town Council that they approve the zoning change requested and believe that the zoning change is consistent with the comprehensive plan of the Town of Hertford Zoning Ordinance. Motion was seconded by Board Member Milton Long.

Vote was 5-0 to recommend to Town Council.

**Consider a Special Use Permit to Allow a Bar/Tavern at 107 West Grubb Street**

Mrs. Cole stated that the Taphouse ownership is transferring the business to another individual. This is a company that manages similar establishments in Elizabeth City. This matter has come about because of the new company needing to have their ABC License signed off on, there is a question about zoning, and we cannot find any record of where this originally came before the Board.

Board Member Gracie Felton made the motion to approve this Special Use Permit. Motion was seconded by Vice Chairman Marvin Sutton.

Vote was 5-0 to approve.

**Consider a Zoning Amendment in C-1 to Prohibit Bottom Floor Residential Use**

Mrs. Cole stated that this was something she was just looking for feedback on for now. There have been a lot of questions asked about apartments on the first floor, with some people saying that this is not allowed, but we do not have this stated in our Zoning Ordinance. There may be some available space in the future that would allow for more retail space, but we need to ensure there is something in place where this space would not be filled with apartments. The apartments that have already been approved that are on the first floor, would be grandfathered in.

**Announcements/Other Business**

None

**Adjournment**

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

Vote was 5-0 to adjourn.

Meeting was adjourned at 7:20 PM.

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Chairman Sara Winslow

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Secretary, Sarah Nixon

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Date