

**Town of Hertford – Planning & Zoning Board of Adjustments
March 20, 2023 - 7:00PM**

Board Members Present: Marvin Sutton, Gracie Felton, Sara Winslow, Milton Long,
Andrew Almodova, Rhonda Waters
Board Members Absent: Joe T. White
Staff Present: Janice Cole, Sarah Nixon
Town Council Present: None
Public Present: Pamela Oliveira, Woody Perry, Chris Miller

This meeting was held in person at the Hertford Community Center and was called to order at 7:01 PM by Chairman Sara Winslow.

Vice-Chairman Marvin Sutton delivered the invocation.

The Pledge of Allegiance was recited.

Approval of Agenda

Board Member Rhonda Waters made the motion to approve the agenda. Motion was seconded by Board Member Andrew Almodova.

Vote was 5-0 to approve the agenda.

Approval of Minutes

Vice-Chairman Marvin Sutton made the motion to approve the February 20, 2023, minutes, with the correction of a typo on page three. Motion was seconded by Board Member Gracie Felton.

Vote was 5-0 to approve the minutes.

Continued Business

Board Member Gracie Felton recused herself from this part of the meeting, and Alternate Member Milton Long stepped in.

Zoning Administrator, Janice Cole stated that back on February 20, the Board held a public hearing for the Hall of Fame Building. Then, it was discussed that prospective new owners were doing their due diligence to make sure if they purchased the building, what they are wanting to do would be allowed and approved. There is a revision where there will now be 4 apartments upstairs, and only 1 downstairs instead of the 2 that were initially presented. The Board was waiting for the survey to come in that the Town had requested, and it is now in. Mrs. Cole stated that after speaking with the Town Attorney, the existing apartments (2 of the ones already upstairs) will be grandfathered in, the parking requirements will only be applied to the new apartments being added.

Mr. Woody Perry and Mrs. Pam Oliveira stated they asked the architect to maximize the use of the space. They decided to take out the 2nd downstairs apartment because it was encroaching on retail space, and the public restroom as removed well.

Board Member Gracie Felton rejoined the meeting, and Board Member Milton Long stepped back down.

New Business

Consider a Special Use Permit to allow apartments at 113-115 West Market Street (C-1 District)

Chairman Sara Winslow called the public hearing to order and asked Mrs. Cole if she had anything she wanted to say. Mrs. Cole stated this permit is for the Bembridge building, two buildings, and the developer has also purchased a building across the street from this one. There will be 4 total apartments, there is currently 1 that already exists and just until recently had a tenant. The existing apartment is another case of one that would be grandfathered in, since it was already in use. There will be 4 total apartments. Mr. Miller has provided a map of the layout, but right now he is concerned about getting permission to rent out the apartment that is already finished and ready to be rented. Mr. Miller will come back at a later time and show that he has appropriate parking for the new apartments he is adding.

Mr. Miller stated that at 113, the bottom will be commercial, and upstairs there is an unfinished portion above 113. Above where Nationwide is located, there is a finished apartment already up there. He plans to have 4 total. There is a 2-bedroom 2-bathroom apartment on the finished side, and the other side will be 2 2-bedroom, 2-bathroom apartments. Mr. Miller stated that in the apartment that is already finished, he put a wall in the middle to split it from a 2-bedroom, 2-bathroom apartment, to make it 2 1-bedroom, 1-bathroom apartments. Mr. Miller stated that he does understand the new apartments will have to meet the parking requirements. Mr. Miller distributed a diagram to the Board. Mr. Miller stated that he owns the property in the diagram, he has not done anything with the property yet, but he could have up to 12 parking spots available. The lot is located at 107 West Academy Street.

There was a brief discussion on the parking situation, and possibly being able to work something out with the owner of a nearby building and parking lot.

Chairman Sara Winslow suggested that Mr. Miller look into a vacant lot that is located on Market Street as another option for parking.

Board Member Andrew Almodova made the motion to close the public hearing. Motion was seconded by Board Member Rhonda Waters.

Vote was 5-0 to close the public hearing.

Chairman Sara Winslow asked if there was any discussion, there was none.

The one existing apartment will be “grandfathered” in, and the three new apartments will be required to provide two parking spaces per unit.

Vice Chairman Marvin Sutton made the motion to approve the Special Use Permit to allow apartments at 113-115 West Market Street. The one existing apartment will be “grandfathered” in, and the three new apartments are required to provide two parking spaces per unit. Motion was seconded by Board Member Gracie Felton.

Vote was 5-0 to approve.

Announcements/Other Business

There was a brief discussion on the Board meeting to review and discuss the Zoning Ordinances.

Adjournment

With no further discussion, Board Member Rhonda Waters made the motion to adjourn the meeting. Motion was seconded by Board Member Gracie Felton.

Vote was 5-0.

Meeting was adjourned at 7:52 PM.

Chairman Sara Winslow

Secretary, Sarah Nixon

Date