

**Town of Hertford – Planning & Zoning Board of Adjustments  
May 15, 2023 - 7:00PM**

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

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

Chairman Sara Winslow delivered the invocation.

The Pledge of Allegiance was recited.

**Approval of Agenda**

Board Member Milton Long 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**

Board Member Rhonda Waters made the motion to approve the March 20, 2023 minutes. Motion was seconded by Vice-Chairman Marvin Sutton.

Vote was 5-0 to approve the minutes.

**New Business**

**Public Hearing: Consider a Special Use Permit to Allow Residential Use in the C-2 District**

Chairman Sara Winslow called the public hearing to order. The applicant (Alma Solomon) was unable to make it to the meeting. Zoning Administrator, Janice Cole stated the Board could still hold the Public Hearing. Mrs. Cole explained that this permit is for a lot at the end of Williams Drive, which backs up to Edenton Road Street, which is commercially zoned. The surrounding lots are residential. The applicant is seeking a Special Use Permit to be able to build a home on this commercial lot.

Board member Milton Long stated that all setback requirements are met, so he has no issue with this.

Chairman Sara Winslow stated that on the plot there is a new lot line and an old lot line and had a question about the survey. There was a brief discussion on this.

Since there were no other questions or concerns for the application, Board Member Rhonda Waters made a motion to close the public hearing. Motion was seconded by Board Member Milton Long.

Vote was 5-0 to close the hearing.

Chairman Sara Winslow asked if there was any discussion.

Board Member Rhonda Waters stated she rode out to the area, and according to the blueprints the home seems very fitting for the area. The Board agreed that this style house is the perfect design for that type of narrow lot.

Board Member Milton Long made a motion to approve this Special Use Permit. Motion was seconded by Board Member Rhonda Waters.

Vote was 5- 0 to approve.

#### **County Subdivision Application for Industrial Park**

Mrs. Cole stated that Story's Seafood wants to purchase 5 acres from the County in the Industrial Park. Mrs. Cole stated that this needs to follow the Subdivision Regulations, but a lot of what is involved in those regulations just does not apply here. There was a discussion on exactly where this piece of property is. There would be a road put in, and it would be across the street from the recreation department.

Motion to approve recommendation to Town Council to approve was made by Vice-Chairman Marvin Sutton. Motion was seconded by Board Member Andrew Almodova.

Vote was 5-0 to approve.

#### **Announcements/Other Business**

There was a brief discussion on the Board meeting to start updating and revising some of the ordinances.

#### **Adjournment**

Board Member Rhonda Waters made a motion to adjourn the meeting. Motion was seconded by Board Member Milton Long.

Vote was 5-0 to adjourn.

Meeting was adjourned at 7:21 PM.

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Chairman Sara Winslow

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Secretary, Sarah Nixon

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Date