

**Town of Hertford – Planning & Zoning Board of Adjustments  
July 15, 2024 - 7:00PM**

**Board Members Present:** Sara Winslow, 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:** Glenn White, Donna & Elton Baccus, Nanette Rodgers, Deanna Higgins

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

Vote was 5-0 to approve the agenda.

**Approval of Minutes**

Board Member Gracie Felton made the motion to approve the May 20, 2024, minutes. Motion was seconded by Board Member Milton Long.

Vote was 5-0 to approve the minutes.

**New Business**

**Public Hearing – Food Trucks**

Chairman Sara Winslow opened the Public Hearing and turned it over to Zoning Administrator, Janice Cole. Mrs. Cole stated that a Food Truck Ordinance would have to be passed by the Town Council, and the location of the food trucks would be relevant to the District Use Plan.

Chairman Sara Winslow asked if there were any questions or comments relevant to this.

Chairman Sara Winslow had a question about the food trucks running off of generators, and asked was there anything relevant to the noise level, or distance a food truck had to be from another business. Mrs. Cole responded there is a noise ordinance already in place that runs from 7:00am to 11:00pm.

Chairman Sara Winslow closed the Public Hearing.

Board Member Brenda Hollowell- White asked who would be enforcing these regulations in the ordinance?

Mrs. Cole stated that since we do not have a full time Code Enforcement Officer right now, she would take on that responsibility, and some of this she would work along side Public Works with.

Board Member Milton Long made the motion to recommend this ordinance for approval to the Town Council. Motion was seconded by Board Member Andrew Almodova.

Vote was 5-0 to recommend to Town Council.

**Consider a Request for Subdivision – Parcel Number 3-0040-AP005-H (Gaston Drive/Whedbee Drive)**

Chairman Sara Winslow stated this has come before the board previously but it now back with some modifications. Secretary Sarah Nixon stated that now what this property owner is wanting to do is to just subdivide and sell the two lots on Gaston, and the rest of the parcel remain with the house on Whedbee, and that this was one of the suggestions from the Board when it came before them previously.

Board Member Andrew Almodova made the motion to approve this subdivision request. Motion was seconded by Board Member Gracie Felton.

Vote was 5-0 to approve.

**Consider a Request for Recombination – Parcel Number 3-0039-0054 and 3-0039-0001-NL on Cedar Stretch Road**

Secretary Sarah Nixon stated the property owners currently have one lot now (back), with a different property owner owning the front part. The Baccus's want to combine their back lot to the front lot so they can sell the back lot to the front lot property owner. The way it is now, the front lot property owner does not even have a back yard.

Board Member Andrew Almodova made the motion to approve this recombination request. Motion was seconded by Board Member Milton Long.

Vote was 5-0 to approve.

**Consider a Request for Variance – 323 North Church Street**

Mrs. Cole stated the owner came to our office to put a fence out front of her property. It was initially overlooked that there was a 12-inch easement from any sidewalk in Town. The homeowner started the work when this was realized, and then stopped. Mrs. Cole stated that if she were to move the fence back, there would be no need to even have the fence, and this fence

is currently in line with a neighboring fence. The Town Public Works Director noted that none of the Town utilities are right along the sidewalk, so that is not an issue.

There was a brief discussion on other fences in Town.

Board Member Brenda Hollowell-White made the motion to approve this variance request. Motion was seconded by Board Member Milton Long.

Vote was 5-0 to approve.

Mrs. Cole stated there is another variance she wanted to mention, for the same property. The property owner has a tenant that is handicapped, even though there is sufficient space beside the home, this tenant parks across the street to have enough room to enter and exit the vehicle and is asking if there can be a designated handicapped parking spot across the street. Mrs. Cole stated she didn't feel it was necessary to do this, and the Board agreed.

**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 7:32 PM.

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Chairman Sara Winslow

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Secretary, Sarah Nixon

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Date