

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

Board Members Present: Sara Winslow, Marvin Sutton, Milton Long, Andrew Almodova, Brenda Hollowell-White
Board Members Absent: Gracie Felton, Joe T. White
Staff Present: Janice Cole, Doris Walton, Sarah Nixon
Town Council Present:
Public Present: Glenn White, B.T. Dail Jr, Alex Rich, Philip Dowdy, Patrick Morris

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

Vice Chairman Marvin Sutton 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 August 19, 2024, minutes. Motion was seconded by Board Member Brenda Hollowell-White.

Vote was 5-0 to approve the minutes.

New Business

Request for Subdivision – Parcel 3-0040-AU046-H – Hertford Supply Property

Chairman Sara Winslow stated that at our last meeting, Mr. Dail presented this to the Board, but he did not have the survey ready, and now he does. Mr. Dail had nothing new to add to this.

Board Member Milton Long made a motion to approve this subdivision as presented. Motion was seconded by Board Member Andrew Almodova.

Vote was 5-0 to approve.

Consider a Special Use Permit to Allow Storage Units in the C-2 District (Phillips Street)

Zoning Administrator Mrs. Cole stated that sometime last year we had a similar application, and the Board voted to amend the District Use Chart to make Storage Units allowable by Special Use in the C-2 District.

Chairman Sara Winslow opened the public hearing.

Mr. Phillip Dowdy explained that they are using the old Phillips building on Phillips Street, cleaned it out and painted it to house the storage units, everything will be inside with no outside storage.

There was a brief discussion on how the units would be built inside of the building. All units are 8 feet tall, and they will be open at the top.

Chairman Sara Winslow closed the public hearing.

The Board looked at the requirements within the Special Use Application and decided they would vote on them as a whole and saw no issues.

There was a discussion about the residents on that road, and questions if there was any consideration on increased traffic, noise, etc.

Board Member Brenda Hollowell-White asked what the hours of operation would be.

Mr. Dowdy stated that the hours of operation would be 7:00am to 10:00pm.

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

Vote was 5-0 to approve.

Consider a Request for Variance at 714 West Grubb Street

Mrs. Cole stated this will not be able to be heard tonight, there was an oversight on the application process. We have someone wanting to tear down a current building that is on the lot and build a home. This property is zoned R-8, but it does not meet the R-8 requirement of having to have at least 8,00 square feet on the lot to be able to build. For a variance, all surrounding property owners are to be notified by mail of this matter coming before the Board.

Mrs. Cole asked that the Board table this until the next meeting.

Announcements/Other Business

None.

Adjournment

Vice Chairman Marvin Sutton 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 7:25 PM.

Chairman Sara Winslow

Secretary, Sarah Nixon

Date