

Jay G. Foy, Mayor  
Lawrence Gordon, Vice Mayor  
Mark C. Uptegraph, Council Member  
Remar M. Harvin, Council Member  
Daniel H. Sohn, Council Member  
Janice C. Rutan, Town Administrator  
John Fenn Foster, Town Attorney



**Town Council  
Workshop  
Town Hall Council Chambers  
4585 Charlotte Street  
Haverhill  
Tuesday, August 7, 2018**

**NOON**

**AGENDA**

- I. Call to Order
- II. Presentations/Proclamations
  - a. Rolando Moya: Discussion and presentation of proposed daycare facility to be constructed at the corner of Belvedere, Concord and Charlotte which would require a Rezoning and Special Exception.
  - b. Discussion of Parkview Place Homeowner's Association letter of July 16, 2018 re: Town of Haverhill taking over the private roadway
- III. Council, Attorney and Staff Reports
- IV. New Business
- IV. Old Business
- VI. Adjournment

Notice: If any person decides to appeal any decision of the Town Council at this meeting, he/she will need a record of the proceedings and for this purpose; he/she needs to ensure that a verbatim record of the proceedings is made. The record must include the testimony and evidence upon which the appeal is to be based, pursuant to F.S. 286.0105. The Town of Haverhill does not prepare nor provide such verbatim record.

In accordance with the provisions of the American with disabilities Act (ADA), this document can be made available in an alternate format (large print) upon request. Special accommodations can be provided upon request with three (3) days advance notice of any meeting, by contacting Janice C. Rutan, Town Administrator, at the Haverhill Town Hall, 4585 Charlotte Street, Haverhill, Florida. Phone Number (561) 689-0370 Facsimile Number (561) 689-4317

**TOWN OF HAVERHILL  
Town Council Workshop  
August 7, 2018  
Town Hall – 4585 Charlotte Street**

**OFFICIAL MINUTES**

Pursuant to the foregoing notice, a Haverhill Town Council Workshop was held on Tuesday, August 7, 2018 at Town Hall, 4585 Charlotte Street, Haverhill. Those present were Mayor, Jay Foy; Vice Mayor, Lawrence Gordon; Council Member, Remar M. Harvin; Council Member, Mark Uptegraph; Council Member, Daniel Sohn; Town Attorney, John Foster; Town Administrator Janice Rutan; Deputy Town Clerk, Jean Wible, Director of Public Services, Joseph Roche; Town Planner, Josh Nichols and Town Engineer, Todd McLeod

**I. CALL TO ORDER**

Mayor Foy called the Workshop to order at 12:10 p.m.

**II. PRESENTATIONS/PROCLAMATIONS**

Rolando Moya: Proposed daycare facility to be constructed on empty lot located at Belvedere Road and Concord Avenue. Mr. Moya joined the Workshop at approximately 12:45pm

Ms. Sonja Hall of Parkview Place HOA was in attendance for discussion of letter received July 16, 2018 by the Town of Haverhill regarding Town of Haverhill taking over the private road and their request for street lights.

Town Attorney John Foster was running late for Council Workshop so the discussion of **Town of Haverhill taking over the private roadway in New Parkview Place was discussed first:**

- a. Town Administrator Janice Rutan asked Ms. Hall if she received a copy of the Town's response letter (dated July 24, 2018) to the Board of Directors of New Parkview Place (dated July 16, 2018) requesting New Parkview Place become a public road. Miss Hall replied yes. Town Administrator Rutan read aloud some specifics of the Town's response letter which was, in order for the Town to consider taking over the road, the Board would have to bring the road up to standards and enter into a program with an MSTU (Municipal Special Taxing Unit) for taxation to repay the Town and then the Town would take the road over from there. Ms. Hall asked for clarification as to the difference between a public road versus a private road and where responsibility fell between them with the Board of Directors and the Town of Haverhill. Discussion ensued.

- b. Town Administrator Rutan suggested an MSTU program be established by the Town of Haverhill for future Home Owners Associations that have private roads and wish to have changed to public and taken over by the Town of Haverhill. Town Attorney John Foster agrees. Discussion ensued.
- c. Town Administrator Rutan stated to Ms. Hall that at the last meeting, it was also discussed that all of the streetlights needed to be replaced in the community. Ms. Hall stated the HOA cannot afford to take on a project as this and was hoping it would all be included during the process of changing the road status from private to public. Discussion ensued.

**Proposed Daycare Facility at corner of Belvedere Road and Concord Avenue requiring Rezoning and Special Exception:**

- a. Mayor Foy stated the empty lot located on the corner of Belvedere Road and Concord Avenue was sold and the new owner, Rolando Moya was proposing a daycare facility on the lot which is currently zoned R1. Mayor Foy stated Mr. Moya was not in attendance (when this discussion began) but was expected shortly. Vice Mayor Lawrence Gordon asked what the lot size was to which Mayor Foy responded 0.7339 acres. Mayor Foy asked Town Planner Josh Nichols to share his thoughts. Town Planner Nichols stated first he would have to request a re-zoning as it is not a permitted use in R1 or special exception. They would have to go for R2 zoning which would be the next level up. Town Administrator Rutan stated the homes across the street are R2 and that should be considered. Vice Mayor Gordon asked if we had an idea of the size of the school and how many students. Town Administrator Rutan stated she provided copies of the plan submitted to her and it shows a 6,729 square foot daycare area with 33 parking spaces. Town Engineer Todd McLeod stated for that size of a building, it would possibly be anywhere from 100 to 250 students. Vice Mayor Gordon stated the concern is how the Town would like to maintain Belvedere Road as it is now because it appears the entrance would be from Belvedere Road. Town Administrator Rutan stated her concern was that for at least the last 12 years she has been with the Town, the Town had argued against every development order that had come in close proximity of, or in the Town, that may result in the widening of Belvedere Road. Vice Mayor Gordon stated if Belvedere Road is widened, it destroys the nature of this Town. Vice Mayor Gordon would like all too really keep that in mind when looking at this project. Discussion ensued.

**COUNCIL, ATTORNEY AND STAFF REPORTS**

- a. N/A

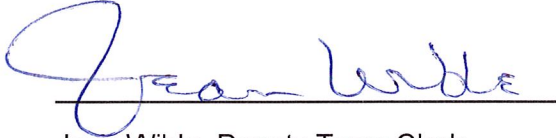
**IV. OLD BUSINESS**

- a. N/A

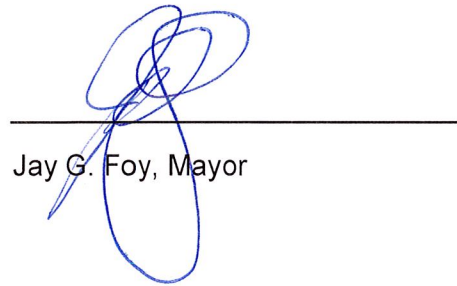
**V. ADJOURNMENT**

There being no further business to be discussed, the workshop ended at 1:20 p.m.

Approved: September 13, 2018

A handwritten signature in blue ink, appearing to read "Jean Wible", written over a horizontal line.

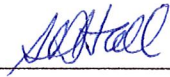
Jean Wible, Deputy Town Clerk

A handwritten signature in blue ink, appearing to read "Jay G. Foy", written over a horizontal line.

Jay G. Foy, Mayor

# SIGN IN SHEET

TOWN OF HAVERHILL  
COUNCIL WORKSHOP  
Tuesday, August 7, 2018  
Noon

Name	E- Mail Address	Signature
SONJA HALL	PARKVIEW PLACE HOA @GMAIL	
Jay Foy		
Lawrence Gordon		
Mark Uptegraph		
Todd McLeod		
Sanice Ruten		
Jean Wride		
Josh Nichols		
Joseph Roche		
Remar Harvin		
Daniel Sohn		
John Foster		