

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



**Town Council
Workshop
Town Hall Council Chambers
4585 Charlotte Street
Tuesday, November 7, 2017**

NOON

AGENDA

- I. Call to Order
- II. Presentations/Proclamations
- III. Council, Attorney and Staff Reports
 - a. Discuss moratorium
- V. Old Business
- VI. New 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
November 7, 2017
Town Hall – 4585 Charlotte Street**

OFFICIAL MINUTES

Pursuant to the foregoing notice, a Haverhill Town Council Workshop was held on Tuesday, November 7, 2017 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, Jo Plyler; Town Attorney, John Foster; Town Administrator Janice Rutan; Deputy Town Clerk, Jean Wible; Director of Public Services, Joseph Roche and Town Planner, Josh Nichols

I. CALL TO ORDER

Mayor Foy called the Workshop to order at 12:05pm

II. PRESENTATIONS/PROCLAMATIONS

- a. N/A

III. COUNCIL, ATTORNEY AND STAFF REPORTS

- a. **Moratorium:** Town Attorney John Foster announced Town Council had first reading on a moratorium of the acceptance and processing of new applications for the subdivision, platting and required improvements until April 27, 2018. This was done to allow Council and Staff to discuss adding requirements for new subdivisions and new home construction regarding impact windows, quality of the roads, irrigation of common areas and individual lots, quality of sod, cul de sacs in regards to emergency vehicles and waste trucks being given adequate vehicle room they need, parking of vehicles on the same side of the street when visiting as opposed to vehicles being allowed to park on both sides of the road which can make for hazardous conditions for drivers trying to pass through, no overnight parking on streets, and possible concrete pipes versus PVC piping for drainage. Town Attorney Foster stated it would behoove the Town to begin to look at redevelopment issues (as standard practice as stated above) regarding homeowners that would like to redevelop 50% or more of their existing home or subdivide their lots as well as new construction to help build a strong and safer community. Discussion ensued.
- b. Town Attorney stated at last Code & Ordinance meeting, there was a discussion regarding concrete pipe versus PVC for drainage (under a road). Other than a possible huge cost difference, Town Attorney Foster doesn't know much about it and would rather

have Town Engineer Todd McLeod in attendance to discuss this matter. Discussion ensued.

- c. **Irrigation:** Town Planner Josh Nichols suggested since the Town has landscaping codes, irrigation should be required for each lot to maintain landscaping. Mayor Foy stated the County does not require private lots to be irrigated and wondered if any other Towns or Municipalities did. Town Administrator Rutan stated she believes other Towns and Municipalities do require irrigation in subdivisions. Town Planner Josh Nichols stated when his company has a county project, they'll come out and do a landscape inspection and have them flip on the irrigation. The discussed required irrigation would be for yards and common areas only. It would exclude drainage areas. Discussion ensued
- d. **Town standard for pavement sections on roads turned over to Town:** Mayor Foy stated the Town is moving in the direction of not wanting private roads because they do not get maintained. He stated, look at the conditions of current private roads in the Town today because of the lack of maintenance. He also stated, we want them to be public roads so they will be maintained and if there is a deficiency in the road it must be corrected. Town Administrator Rutan will reach out to Town Engineer Todd McLeod for clarification on this subject.
- e. **Fencing:** Possible future requirement of (chain link) fencing to separate detention/retention areas from yards if future projects have rear yard drainage similar to the Towns most recent community of Haverhill Pointe. Town Administrator Rutan stated the biggest issue is that of personal placement of a homeowner's property. In other words, a fence would show the homeowner how far they can put their personal items ex: picnic tables, patio furniture, swing sets, etc. Town Attorney Foster stated he would like to see the Towns codes enhanced to relative maintenance and installation requirements. Many homeowners pull Owner Builder permits and do not install properly so when there is a severe storm, they are left leaning or just completing falling down. Fence installations should be made to have each pole set in concrete. Discussion ensued.
- f. **Sod in yards and right-of-way:** Mayor Foy stated he is not in agreement of using St. Augustine, Flora tam sod or any type similar. He prefers Bahia sod as he finds it more durable, doesn't require much water (does not require an irrigation system), less fertilization. Public Service Director Joseph Roche stated that DR Horton used Flora tam sod in both Emerald Cove and Sunset Isles and it looks nice. However, DR Horton used Bahia sod in Haverhill Pointe and it looks awful. Discussion ensued.
- g. **Parking in Right-of-Way:** Town Administrator Janice Rutan stated The Village of Wellington adopted an impeding a right-of-way ordinance that reads "you cannot block a right-of-way with your vehicle". If a vehicle is parked in the right-of-way, they will be issued a warning first, then a citation. Mayor Foy asked T/A Rutan if she knew who enforced the ordinance and she stated the Village's Code Enforcement Officer. Director of Public Services Joseph Roche stated that Homeowner's Associations are typically very good at enforcing their own codes maybe the Town could ask to have this inserted in their documents. Discussion ensued.

IV. OLD BUSINESS

- a. Town Administrator Rutan stated, as reported to Town Council, she received a telephone call last week from The King's Academy inquiring about a piece of property located in the Town of Haverhill to be used as a dormitory. T/A Rutan stated it is a property on Palmetto Road. After several discussions, the county had rendered an opinion after looking at their code, that a dormitory would be an allowable use. A dormitory under the Town of Haverhill's code would also be an allowable use as a congregate living facility. Vice Mayor Gordon asked how many students would be allowed and T/A Rutan stated six (6). Town Attorney Foster stated he believes it would be for International students. Discussion ensued.

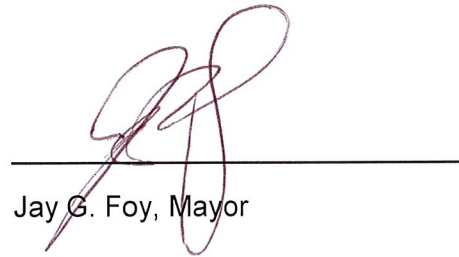
V. ADJOURNMENT

There being no further business to be discussed, the workshop ended at 1:10p.m.

Approved: December 14, 2017



Jean Wible, Deputy Town Clerk



Jay G. Foy, Mayor

SIGN IN SHEET

**TOWN OF HAVERHILL
COUNCIL WORKSHOP
November 5, 2017
Noon**

Name	E- Mail Address	Signature
Jay Foy		
Lawrence Gordon		
Mark Uptegraph		
Jo Plyler		
Remar Harvin		
Janice Rutar		
Jean Wible		
Josh Nichols		
Joe Roche		
John Foster		