

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, April 4, 2017  
NOON**

**AGENDA**

- I. Call to Order
- II. Presentations/Proclamations
  - a. Earl Moore on behalf of Palm Beach Habilitation re: request to allow the sale of a portion of their property at 777 Ivory Lane
  - b. Amy Bryant: re: 1099 North Haverhill Road
- III. Council, Attorney and Staff Reports
- IV. New Business
  - c. Review of Minor Subdivision at 5220 Club Road as filed by Benito Chiara
  - d. Discuss policy and regulation regarding pavilion rental at Town Hall
  - e. Consider Non Ad Valorem tax increase to cover increased solid waste and recycling costs.
  - f. Discussion re: DR Horton
- V. 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  
April 4, 2017  
Town Hall – 4585 Charlotte Street**

**OFFICIAL MINUTES**

Pursuant to the foregoing notice, a Haverhill Town Council Workshop was held on Tuesday, April 4, 2017 at the 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, Lance Fuchs; Town Administrator Janice Rutan; Administrative Assistant, Jean Wible; Director of Public Services, Joseph Roche, Town Planner, Josh Nichols & Jordan Sperling and Town Engineer, Todd McLeod.

**I. CALL TO ORDER**

Mayor Foy called the Workshop to order at 12:10 pm

**II. PRESENTATIONS/PROCLAMATIONS**

- a. Also in attendance for today's meeting was: Earl Moore of Palm Beach Rehabilitation Center, Inc., 777 Ivory Lane, Kathy Bryant, owner of 1099 N. Haverhill Road, Amy Bryant and Brian Chequis, iPlan & Design, LLC on behalf of Benito Chiara, owner of 5220 Club Road
- b. Town Administrator, Janice Rutan explaining history of home constructed approximately 5-6 years ago at 777 Ivory Lane. It is the Palm Beach Habilitation Center, Inc. and at the time of approval, the Town required Palm Beach Habilitation Center, Inc. to "marry" the two lots that were adjacent to each other and part of the placement of the house and the drive and requested a unity of title for the two lots of record. Town Administrator Rutan provided a copy of the unity of title that was recorded in land evidence records to all. The two lots adjacent to Club Road and Ivory Lane have since been subdivided and two homes have been built (737 and 757 Ivory Lane). One of the homeowners of these two lots, Robert Vaughan, has reached out to Earl Moore of Palm Beach Habilitation Center, Inc. to see if they would consider selling him the south end of the parcel of land that would extend his lot to the park. Mr. Moore explained to Town Council that they do not use that part of the property and the State will not allow them to build another home within one mile of the main house. Mr. Moore stated the Palm Beach Habilitation Center, Inc. could really use the money as they feed 25,000 disabled persons a year. Mr. Moore stated that Mr. Vaughan has made PB Habilitation, Inc. a generous offer of which their board has approved. He also stated that Mr. Vaughan will not be building on it as he only wants to use as a bigger yard for his children to play. Mr. Moore asking for approval to remove that piece of the parcel from the unity of title and sell it to Mr. Vaughan. Discussion ensued.

- c. Town Administrator, Janice Rutan stated that Kathy Bryant, owner of 1099 N. Haverhill Road is here to discuss the possibility of having the lot re-zoned to from R1-SFR to R2 which would allow for a duplex to be built. Town Administrator Rutan stated the lot does abut against St. Christopher's Church, which is zoned R2. The lot is 75ft wide and 423ft deep. It is on lot of record and the home was demolished in 2008, the home originally built in 1975. Mrs. Bryant stated the lot has been up for sale for a few month and all inquiries ask if a duplex could be built. Town Administrator Rutan stated the variance for the existing lot of record for one single family provided that building constructed would meet setbacks is a possibility as it's a non-conforming lot. Town Planner Josh Nichols stated if the lot was to be re-zoned to R2 it would then bring the lot into conformance and would no longer be a non-conforming lot and would allow the construction of a duplex. Discussion ensued.

### **III. COUNCIL, ATTORNEY & STAFF REPORTS**

N/A

### **IV. NEW BUSINESS**

- a. **Review of Minor Subdivision at 5220 Club Road** as filed by Benito Chiara, owner: Town Administrator Janice Rutan stated Brian Chequis is here today on behalf of Benito Chiara who was here a few months ago regarding possibly subdividing the property into three lots. Now the plan is just a basic two lot subdivision. T/A: Rutan explained that Brian Chequis and iPlan & Design's staff has extended their plans to Town of Haverhill's Town Engineer, Todd McLeod. Discussion ensued.
- b. **Discussion of policy and regulations regarding Town of Haverhill Pavilion Rental:** Town Administrator Janice Rutan explained the low cost of renting the Town's Pavilion, which is currently \$50.00 for 4 hours with a \$50.00 refundable deposit and \$100.00 for 8 hours with a \$100.00 refundable deposit, is very attractive to people and the Pavilion is often rented, with that said, we are having more and more issues with the rentals. Residents are complaining to Town Hall about the loud (and sometimes vulgar) music, alcohol bottles, cans and garbage left all over town hall property. Director of Public Works, Joseph Roche lives in close proximity of Town Hall and is having residents show up at his home to file complaints. Town Administrator Rutan stated some suggestions for Town Council to consider. Raise the rental fee to \$250.00 with a \$250.00 refundable deposit, changing the hours to 12:00p – 6:00pm., or just stop renting the Pavilion. Town Attorney Lance Fuchs stated their firm represents a lot of fairs, festivals and events, giving them access to various Municipalities and Counties who do what we do either on the same level or an even higher one and he only sees the issues we are currently experiencing getting worse in the future. The Towns Attorney's recommendation is to **discontinue** the rental of the Pavilion to residents and non-residents. Going forward, only use it for Town of Haverhill functions. A formal vote will be on the agenda for the next Town Council meeting to be held on April 13, 2017. Discussion ensued.

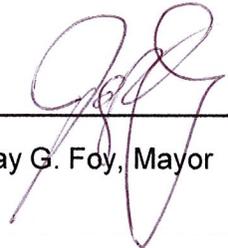
- c. Discussion of DR Horton, Haverhill Pointe – Town Engineer, Todd McLeod stated DR Horton was looking for Certificates of Occupancy for the new Haverhill Pointe subdivision and he was asked by Town of Haverhill Director of Public Works, Joseph Roche to go to Haverhill Pointe and inspect what was done on East Club Road before any CO's could be issued. Todd McLeod stated that Town Planner, Josh Nichols had written a memorandum (when the project originally went to Town Council) recommending that East Club Road (at the time was a dirt road) be improved with the following before Certificates of Occupancy could be issued. A shell rock road (as it was previously a dirt road) to 10ft with an approximate 15ft grass swale. Upon inspection, they found a 20ft shell rock road with roughly 5ft grass swale. From an engineering point of view, Todd McLeod stated what they built is better because it makes for easier access of emergency vehicles, solid waste trucks and even two way traffic. DR Horton also installed a new fire hydrant at the end of the road with easy access for fire rescue. However, it does not match what was originally approved by Town Council. Vice Mayor Lawrence Gordon asked if this was actually an improvement to what was originally planned and approved by Town Council and Town Engineer McLeod stated yes, absolutely. Town Administrator Rutan stated she does have the new plans DR Horton submitted with the East Club Road changes for anyone to view. Discussion ensued.

#### **V. ADJOURNMENT**

There being no further business to be discussed, the workshop ended at 1:15 p.m.

Approved: April 27, 2017

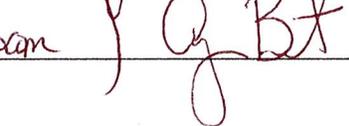
  
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Jean Wible, Administrative Assistant

  
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Jay G. Foy, Mayor

# SIGN IN SHEET

## TOWN OF HAVERHILL COUNCIL WORKSHOP

April 4, 2017  
12:00pm

Name	E- Mail Address	Signature
Earl Moore	EARLMOORE33@gmail	Earl Moore
Brian Chequis	bchequis@gmail.com	
Kathy Bryant	KAT908@AOL.com	
Amy Bryant	Amy K Bryant @vphocam	
Jay Fox		
Janice Ruten		
Lawrence Gordon		
Remar Harvin		
Jo Plyler		
Mark Uptegraph		
Joseph Roche		
Todd McLeod		
Tosh Nichols		
Lance Fuchs		
Jordan Sperring		
Sean Wible		