

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



**Joint Meeting/Workshop of the Town of Haverhill Town Council
And Code and Ordinance Committee
Town Hall Council Chambers
4585 Charlotte Street
Tuesday, March 14, 2017
11:30 a.m.**

AGENDA

- I. Call to Order
- II. Presentations/Proclamations
- III. Council, Attorney and Staff Reports
- IV. Old Business
 - a. Review of Resolution 2017-03 setting out the duties and responsibilities of the Oversight Committee
 - b. Review of proposed Ordinance changes
- 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
Joint Meeting /Town Council Workshop & Code and Ordinance Committee
March 14, 2017
Town Hall – 4585 Charlotte Street

OFFICIAL MINUTES

Pursuant to the foregoing notice, a Haverhill Joint meeting of Town Council Workshop & Code and Ordinance was held on Tuesday, March 14, 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, John Foster; Town Administrator Janice Rutan; Administrative Assistant, Jean Wible; Town Engineer, Todd McLeod; Town Planner, Josh Nichols and Director of Public Services, Joseph Roche

I. CALL TO ORDER

Mayor Foy called the Workshop meeting to order at 11:35am

II. PRESENTATIONS/PROCLAMATIONS

III. COUNCIL, ATTORNEY & STAFF REPORTS

IV. OLD BUSINESS

- a. Review of Resolution 2017-03 setting out duties and responsibilities of the Oversight Committee: Town Administrator, Janice Rutan supplied a copy of Palm Beach County Resolution 2016-032, which is the designation of an Infrastructure Surtax Citizen Oversight and the main focus of the committee is to oversee how the money is spent. Mayor Foy asking where this came from and T/A Rutan stating her belief is it's a "hybrid" from Atlantis and Palm Springs. Mayor Foy stating he's kind of surprised that it reads, voter approved one percent local infrastructure surtax, because he thought the infrastructure was divided as half percent to government and the other half to schools and the school could do anything they wanted with it. Mayor Foy saying he may just be misunderstanding it. Mayor Foy asking T/A Rutan her thoughts and she says only that is gives them the charge to ensure the surtax proceeds are expended in a manner consistent with the County's ordinance. It basically reads the Committee will act solely as an advisory capacity of the Council, whether the Town's expenditure proceeds in the fiscal year were consistent with the requirements, whether the Town's expenditure were consistent with the Town's approved surtax proceeds. They will compile the information received from Town staff and give Council a report by December 31st of each year. They

shall receive no compensation and will serve until it sunsets. The serving terms will be up to Council to decide. T/A Rutan would like to have a meeting of the surtax committee soon so a presentation of what the plan will be can be presented. T/A Rutan reminding all we cannot vote on this today, it is for reference only. Mayor Foy asking about length of terms. Discussion ensued.

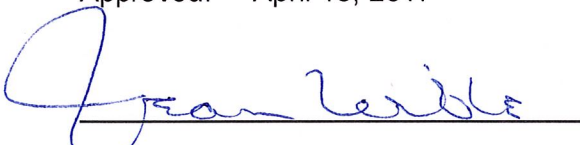
- b. Town Administrator Janice Rutan explaining she received a telephone call from Earl Moore, who is the head of Palm Beach Habilitation regarding their property at 777 Ivory Lane. The Town of Haverhill previously approved a site plan for this property and required them to put a unity of title together. They signed an agreement that was recorded in the land evidence records. It states that the unity will remain in effect as stated as a congregate living facility in the Town of Haverhill and shall remain as one plot and parcel of land and no portion of said plot and parcel of land shall be sold, transferred, devised and shall remain in full force in effect until released in writing by the Town Council in the Town of Haverhill etc. T/A Rutan informing Council that Mr. Robert Vaughan, Blue Eyes LLC owner of 737 and 757 Ivory Lane, Haverhill has approached Palm Beach Habilitation regarding purchasing the backside of lot 777 Ivory Lane as it backs up to his property (757 Ivory Lane) and is not being used by PB Habilitation. Mr. Vaughan intends to live in this home when construction is complete. He would like to increase the back yard size for his children to play at this residence. Mr. Vaughan has no plans to build on the property only to extend to make back yard larger. This would require Council to release the unity of title for Palm Beach Habilitation. Council Member Mark Uptegraph stating he was first approached by Mr. Robert Vaughan and informed Mr. Vaughan he must contact Town Administrator Rutan regarding this request. Discussion ensued.
- c. Town Administrator Janice Rutan informing all that the Town received a permit application and an MOT from AT&T on behalf of the Town of Haverhill (the Town owns the ROW on Club Road, next to Haverhill Baptist Church) to install an additional cabinet because of change in new technology. Town Attorney John Foster stating the Town does not have to approve but it must respond within 45 days per federal law. Discussion ensued.
- d. Town Administrator Janice Rutan stating the Town has received a proposed subdivision for the property at Club Road and Bethany Lane and it does have the 12ft set aside for the 32ft road with a proposed easement agreement between the present owner and Duane Murrell who owns the abutting lot. T/A Rutan will get it out to Council and Staff for review. Council Mark Uptegraph asking Director of Public Works, Joseph Roche if this is the last remaining lot available on Club Road and he replies yes. Council member Jo Plyler asking how many homes are they proposing to put in this subdivision and T/A Rutan replies just one home. T/A Rutan stating they previously came to Council to propose three (3) lots but have since reduced it to two (2) lots. T/A Rutan stating they did not include what would have been the third lot in this proposed subdivision and she wants staff to review as to why they did not. Discussion ensued.

V. CODE AND ORDINANCE


- a. Town Attorney John Foster handed out a draft (16 pages) of a Special Events ordinance. He is stating there was some discussion a few meetings ago about Special Events being held in the Town. The hand out includes information on permitting and events that will have an impact on the Town's rights of way and conditions the Town may put on it. Also, included are beneficial interests and purposes to include public safety, health and general welfare through structural strength, stability, sanitation and safety to life and property fire and other hazards incidental to the congregation of persons at special events. Discussion ensued.
- b. Town Attorney John Foster has presented an email from George Lewis, P.A. regarding the City of West Palm Beach Ordinance on Columbarium's. The City of WPB, under their zoning codes, are deemed as "accessory use in religious institutions", other than cemeteries. An example of their requirements is that the columbarium shall be utilized only by church members and their immediate family members. Their requirements would be a good start to create the Town of Haverhill's Ordinance if approved. Town Administrator Janice Rutan would like to make clear that a columbarium only holds a deceased's ashes not their remains. Attorney Foster saying he wants to look at other Municipalities Ordinances as well. T/A Rutan stating she has not heard back from any of the Municipalities that she reached out to regarding their Ordinance for Columbarium's. Discussion ensued.

There being no further business to be discussed, the workshop ended at 12:50 p.m.

Approved: April 13, 2017



Jean Wible, Administrative Assistant



Jay G. Foy, Mayor

SIGN IN SHEET

**TOWN OF HAVERHILL
COUNCIL WORKSHOP / CODE & ORDINANCE
March 14, 2017
11:30am**

Name	E- Mail Address	Signature
Jay Boy		
Janice Putan		
Sean Wible		
Mark Uptegraph		
Ramar Hawin		
So Plyter		
Joe Roche		
Todd McLeod		
John Foster		
Lawrence Gordon		
Josh Nichols		