

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



**Town Council
Workshop
Town Hall Council Chambers
4585 Charlotte Street
Haverhill
Tuesday, September 6, 2016
Noon**

AGENDA

- I. Call to Order
- II. Presentations/Proclamations
- IV. New Business
 - a. Discuss setback requirements for accessory structures
 - b. Discuss private road specifications
 - c. Discuss policies and procedures for Maintenance of Traffic (MOT) review and special permit processing
- V. Old Business
 - a. Final review of proposed 2016/2017 budget
- 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
September 6, 2016
Town Hall – 4585 Charlotte Street**

OFFICIAL MINUTES

Pursuant to the foregoing notice, a Haverhill Town Council Workshop was held on Tuesday, September 6, 2016 at the Town Hall, 4585 Charlotte Street, Haverhill. Those present were Mayor, Jay Foy; Council Member, Remar M. Harvin; Council Member, Mark Uptegraph; Council Member, Jo Plyler; Town Attorney, Lance Fuchs; Town Planner, Josh Nichols; Town Engineer, Todd McLeod; Town Administrator, Janice Rutan; Administrative Assistant, Jean Wible; Director of Public Services, Joseph Roche.

I. CALL TO ORDER

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

II. PRESENTATIONS/PROCLAMATIONS

- a. Town Administrator, Janice Rutan, introduced Loveda Anderson who is attending the workshop today along with her attorney, Bill Winkler to discuss the setback requirements for accessory buildings.

III. NEW BUSINESS

- a. Town Administrator, Janice Rutan is explaining that resident Loveda Anderson who resides at 620 Ontario Road currently has an existing carport on her property and is not happy with the roof. She would like to change it out from plastic to a metal roof. After speaking with the Town, it was discovered that the current location of the carport is in the setbacks of the property. The Town's ordinance require that accessory usage, as a carport is, must meet the setbacks for residential district that it's in. In this specific case, it must meet a 10ft side yard setback for the carport although the driveway only requires a 5ft setback. Discussion ensued.
- b. The past week staff met with a potential sub-divider. The subdivision would take place on a private road in the Town of Haverhill. In researching through codes, it was determined that a private road had to be 32ft as where Bethany Lane is currently a pre-existing road at 20ft. The matter would be further discussed at the Code and Ordinance Committee meeting. Discussion ensued.
- c. Policies and Procedures for Traffic (MOT) review and special permit processing was discussed. A telecommunications pole installed without a Town of Haverhill permit. Installed within the right of way of Belvedere Road. It was located in the County's road right of way at the Haverhill Park property by Crown Castle NG East LLC (obo Verizon

Wireless). Mayor Foy asking if this should be brought before Code & Ordinance. One of the issues is the county is asking the Town's council to sign off on a permit that has now been applied for. Mayor Foy says fine, but do we need to make them apply for a utilities permit. Mayor Foy explaining it's not just for the MOT, it's for the facility. They are claiming they do not need a permit as the road belongs to the county, but Town of Haverhill disagrees. Discussion ensued.

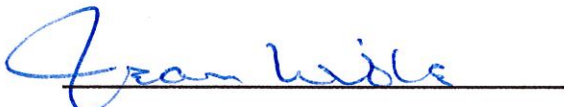
III. OLD BUSINESS

- a. Final review of the proposed 2016/2017 budget. Town Administrator, Janice Rutan is advising council on what will be coming before them at Thursday's first public hearing. The 2016/2017 budget will require \$258,000.00 come from reserves to balance the budget. Mayor Foy asking how much we have in the capital projects. Town Administrator Janice Rutan replies \$275,000.00. She is stating that this year closing out we will probably have a little fund balance left in the current fiscal year. We have approximately \$786,000.00 in reserves which will leave us with approximately half of a million dollars. Janice Rutan mentioning we will have about \$4,000.00 short fall in our Solid Waste assessments. Short discussion ensued.

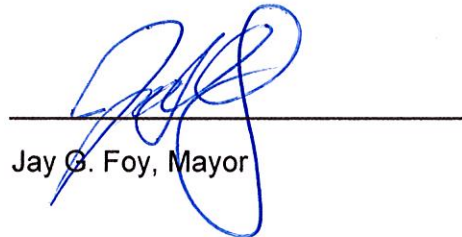
IV. ADJOURNMENT

There being no further business to be discussed, the workshop ended at 1:05 p.m.

Approved: September 21, 2016



Jean Wible, Administrative Assistant



Jay G. Foy, Mayor

