

Jay G. Foy, Mayor
Lawrence Gordon, Vice Mayor
Dennis Withington, Council Member
Ray Caranci, Council Member
Dr. Teresa Johnson, Council Member
John Fenn Foster, Town Attorney
Tracey L. Stevens, Town Administrator



**TOWN COUNCIL WORKSHOP
AGENDA
APRIL 13, 2023**

Public comment will be received via e-mail (tstevens@townofhaverhill-fl.gov) up until noon on April 13, 2023. Any public comments received via e-mail will be made part of the record of the meeting. Each person will be granted 5 minutes to speak either on an agenda item or under Public Comment. If you wish to speak on a specific agenda item, please inform the Town Administrator prior to your entrance into the Town Hall so she can schedule speakers accordingly. If you wish to listen to the Town Council Meeting via teleconferencing, dial 1-877-953-1152 and enter participant code 7404157#. Once the meeting begins, all participants will be muted; however, after Council discusses a specific agenda item, the call will be unmuted to allow for questions. Please be courteous of the other participants, speak in turns and do not talk over another speaker. Thank you for your patience and understanding.

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 Tracey L. Stevens, Town Administrator at the Haverhill Town Hall, 4585 Charlotte Street, Haverhill, Florida at (561) 689-0370.

**TOWN OF HAVERHILL
TOWN COUNCIL WORKSHOP
THURSDAY, APRIL 13, 2023
6:30 P.M.**

AGENDA

CALL TO ORDER

ROLL CALL

COMMENTS FROM THE PUBLIC

AGENDA

1. Discussion Regarding Adoption of the International Property Maintenance Code (IPMC)
2. Discussion Regarding Rental Unit Licensing
3. Discussion Regarding Definition of Front Setback in Reference to Town Code Related to Driveways, Fences & Hedges
4. Discussion Regarding Building Official's Zoning Review Duties

ADJOURNMENT

**TOWN OF HAVERHILL
TOWN COUNCIL WORKSHOP
THURSDAY, APRIL 13, 2023
6:30 P.M.
OFFICIAL MINUTES**

The workshop meeting of the Haverhill Town Council was held on Thursday, April 13, 2023, at the Town Hall, 4585 Charlotte Street, Haverhill, FL.

CALL TO ORDER

Mayor Foy called the meeting to order at 6:30 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Foy offered the Invocation and led in the Pledge of Allegiance.

ROLL CALL

Town Administrator Stevens called the roll and Council Members present were Mayor Jay G. Foy, Vice Mayor Lawrence Gordon, Council Member Ray Caranci, Council Member Teresa Johnson, and Council Member Dennis Withington. Town Staff in attendance included Town Attorney Foster, Town Administrator Stevens, and Public Services Coordinator/Code Enforcement Officer Petrick. With a quorum present in the Council Chambers, the meeting proceeded.

COMMENTS FROM THE PUBLIC

There were no comments offered from the public.

WORKSHOP AGENDA

1. Discussion Regarding Adoption of the International Property Maintenance Code (IPMC)

Mayor Foy suggested that the Council go through each section of the IPMC to see which sections could work for Haverhill, as he doesn't believe the entire IPMC would be a good fit for the town. The Council agreed and discussion ensued regarding section 105.3 in reference to inspection of the interior of properties and reasonable cause. The IPMC acknowledges that the public's right to privacy is protected by law and the Code Official's right to make inspections is subject to constitutional restrictions. Council Members asked if the current code is sufficient, and Town Attorney Foster opined that the IPMC is more specific and would be an enhancement to the Town's code; however, he questioned whether the Town would be able to use only portions of the IPMC since it is copyrighted, and the entire IPMC may not be a good fit for Haverhill.

Council Member Caranci stated that occupancy is an important topic which the town code needs to be enhanced. Section 404 of the IPMC addresses the occupancy limitations on pages 4-2 and 4-3, whereas the Town Code occupancy regulations are addressed in section 58-328. These two sections could be compared to see what would work best for the town. Discussion ensued regarding occupancy limitations, single family residences being used as multi-family units, and discretion.

Mayor Foy noted that Dangerous Structures in section 111.1.5 on pages 1-4, 1-5, and 1-6 could also be reviewed to see if the Town's code could be enhanced.

Town Code Section 58-169 regarding special exceptions needs to be reviewed, as section (4) Accessory Dwelling Unit should no longer be listed. Discussion ensued regarding accessory dwelling units and whether the town should allow them due to the housing crisis. There is a delicate balance between health-safety issues and supplying affordable housing situations. The

TOWN COUNCIL WORKSHOP MEETING MINUTES OF APRIL 13, 2023

Council acknowledged the need to consider other options to support areas of need while also protecting single family neighborhoods.

The Council recognized that it would be expensive to hire a professional to go through the Town Code to see which sections from the IPMC could be integrated and make recommendations to the Council and asked if Public Services Coordinator/Code Enforcement Officer Petrick could take on that task. Mr. Petrick described situations when having both the IPMC and Town Code could be beneficial to the Town, as strict application of the IPMC is not necessary if the intent has been met. The Council's concern in that respect is discretion/interpretation as had been previously mentioned during the meeting.

There was consensus of the Council for staff to review the occupancy section and property maintenance sections of the IPMC and compare to the Town Code to make recommendations for code enhancements, with rental units being the focus.

2. Discussion Regarding Rental Unit Licensing

Rental Unit Licensing was discussed in conjunction with Item #1 on the agenda, and discussion continued. Town Administrator Stevens noted that the Town currently has a process where a business tax receipt needs to be obtained if a property owner rents his/her property. The question was posed as to whether the Council would like to amend the code to ensure that rental units are being inspected. Discussion ensued regarding public health/safety/welfare concerns. Public Services Coordinator/Code Enforcement Officer Petrick stated that the Town does not want to be involved in landlord/tenant disputes and he explained the process when a complaint is filed with the Town. He stated that most complaints don't require a physical inspection of the property as there are alternative methods, and the least amount of intrusion is best.

3. Discussion Regarding Definition of Front Setback in Reference to Town Code Related to Driveways, Fences & Hedges

Council Member Caranci stated that he asked for this item to be placed on the agenda to see if the Council would entertain a code amendment regarding placement of fences in the front setback due to some recent interpretations of the code. He stated that his view is that fences should not go past the face of the house for consistency reasons and described the setback language. Discussion ensued regarding different lot sizes and shapes as well as the variation language in the code.

Council consensus was to leave the code as-is.

4. Discussion Regarding Building Official's Zoning Review Duties

Council Member Caranci stated that he asked for this item to be placed on the agenda for the same reasons he asked for a discussion on front setbacks in reference to fences. He noted that our Building Official is performing zoning reviews for building permits as per the town code, and he recommended that an independent person should be performing zoning reviews.

Mayor Foy asked if the town budget would need to be adjusted to account for a zoning review and Town Administrator Stevens stated that the zoning review fee would be a pass-through cost and the town would need to increase the building permit fees to pay for the separate zoning official fees. She stated that building permits would more than likely take longer to issue in this scenario, as two separate people would be reviewing the building permit applications. Discussion ensued regarding how other towns handle zoning reviews and the advantages and disadvantages of each scenario.

Council consensus was for the Town Administrator to research costs for hiring a separate Zoning Official.

TOWN COUNCIL WORKSHOP MEETING MINUTES OF APRIL 13, 2023

ADJOURNMENT

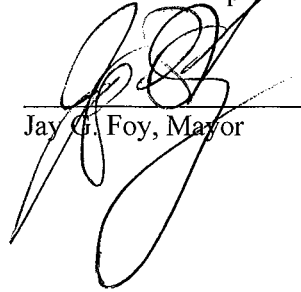
There being no further business to come before the Town Council, the meeting adjourned at 8:11 p.m.

Minutes prepared by Town Administrator Stevens and adopted by the Town Council on April 27, 2023.

Approved:



Tracey L. Stevens, Town Administrator



Jay G. Foy, Mayor