

**TOWN OF HAVERHILL  
TOWN COUNCIL SPECIAL MEETING  
THURSDAY, JANUARY 11, 2024  
6:00 P.M.  
OFFICIAL MINUTES**

The special meeting of the Haverhill Town Council was held on Thursday, January 11, 2024, at the Town Hall, 4585 Charlotte Street, Haverhill, FL.

**CALL TO ORDER**

Mayor Foy called the meeting to order at 6:00 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 present included Town Attorney Foster and Town Administrator Stevens. With a quorum present in the Council Chambers, the meeting proceeded.

**COMMENTS FROM THE PUBLIC**

There were no comments from the public at this time.

**APPROVAL OF THE AGENDA**

Mayor Foy asked if there were any additions, deletions, or modifications to the agenda, and there were none.

**Vice Mayor Gordon moved to approve the agenda as submitted; seconded by Council Member Johnson. Motion carried 5-0.**

**APPROVAL OF THE CONSENT AGENDA**

1. Approval of the minutes of the December 14, 2023, Regular Meeting

**Council Member Caranci moved to approve the consent agenda as submitted; seconded by Council Member Withington. Motion carried 5-0.**

**REGULAR AGENDA**

2. Ordinance Amendment Discussion Regarding Annexations

Town Administrator Stevens explained that the Town currently does not have any regulations pertaining to annexations in its Town Code, and she provided draft language for the Council to review. She reported that she did a lot of research into state statutes, the language in the Town's Comp Plan, Palm Beach County requirements, and the language in other municipalities codes prior to drafting the language. She mentioned the need for requirements for the applicant to submit items with the voluntary annexation petition such as a survey, warranty deed, vicinity map, and feasibility study, if applicable, along with clear processing requirements for Town Staff.

**After a brief discussion, there was consensus of the Council for the Town Attorney to incorporate the Town Administrator's draft into an ordinance for first reading.**

## SPECIAL TOWN COUNCIL MEETING MINUTES OF JANUARY 11, 2024

### **3. Ordinance Amendment Discussion to Clarify Intent of Town Code Section 38-9 Parking of Vehicles and Boats in Residential Districts**

Town Attorney Foster summarized several items that are being clarified regarding the parking of vehicles and boats in residential districts, such as:

- a. Clarify that the limit of three days in a 30-day period for the parking of RV's, sports vehicles, boats, and trailers on residential lots for loading and unloading relates only to the front yard.
- b. Better define what is meant behind the prohibition of using RV's, sports vehicles, boats and trailers for "storage in any manner" by adding furniture, equipment, goods and materials.
- c. Change the overall height to no more than 13.5 feet and remove the wording regarding the "height of the principal building of the lot".
- d. Address parking areas vs. storage areas.
- e. Expand the definition of prohibited vehicles to include mobile home, bus, dump truck, machinery (i.e. front end loaders, excavators, bulldozers, etc.), truck tractor, etc.
- f. Ensure RV's, sports vehicles, boats and trailers are parked in a stabilized manner.
- g. Add a provision addressing portable storage units (i.e. pods) that imposes time and placement limitations and removal upon issuance of hurricane watch/warning.

**After a brief discussion, there was Council consensus to direct Town Attorney Foster to draft the ordinance and submit it for first reading. The only change was to fix the numbering on pages 5 and 6.**

### **4. Ordinance Amendment Discussion Regarding Driveways**

Council Member Caranci requested that the Town Code in reference to requirements for installation or modification to driveways for single family homes be amended to address details such as width of the driveway, access points, pervious area, etc. so there is some consistency. Town Attorney Foster shared the draft ordinance that was modeled from the City of West Palm Beach code, and discussion ensued regarding the need for the amendments.

**After a brief discussion, there was Council consensus to direct Town Attorney Foster and Town Administrator Stevens to work with Council Member Caranci on additional amendments to the driveway code and bring a draft back to the Council for review prior to an ordinance being developed.**

### **5. Ordinance Amendment Discussion Regarding Placement of Yard Waste**

Town Administrator Stevens explained that the new draft language would clarify that vegetative waste shall be placed curbside in such a manner that it will not impede vehicular traffic or pedestrian circulation on the sidewalk.

**After a brief discussion, there was Council consensus to direct Town Attorney Foster to draft the ordinance and submit it for first reading.**

### **6. Discussion Regarding Possible Annexation of 350 N. Haverhill Road**

Town Administrator Stevens explained that Vice Mayor Gordon spoke to County Administrator Verdenia Baker recently regarding the possible annexation of the County property at 350 N. Haverhill Road where the warehouses are located, next to Gator State Storage. It was noted that this is a public ownership zoned property with a leasehold use.

SPECIAL TOWN COUNCIL MEETING MINUTES OF JANUARY 11, 2024


After a brief discussion, there was Council consensus to direct Town Administrator Stevens to research the lease agreement for this property and bring information back to the Council.

**ADJOURNMENT**

There being no further business to come before the Town Council, the meeting was adjourned at 7:01 p.m.

Minutes prepared by Town Administrator Stevens and adopted by the Town Council on January 25, 2024.

**Approved:**

  
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Tracey L. Stevens, Town Administrator

  
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Jay G. Foy, Mayor

# SIGN IN SHEET

**TOWN OF HAVERHILL**  
**TOWN COUNCIL SPECIAL MEETING**  
**Thursday, January 11, 2024**  
**6:00pm**

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