

**TOWN OF HAVERHILL
TOWN COUNCIL WORKSHOP
TUESDAY, JANUARY 13, 2026
11:30 A.M.
OFFICIAL MINUTES**

The workshop meeting of the Haverhill Town Council was held on Tuesday, January 13, 2026, at the Town Hall, 4585 Charlotte Street, Haverhill, FL.

CALL TO ORDER

Mayor Foy called the meeting to order at 11:38 a.m.

ROLL CALL

Town Administrator Stevens called the roll and Council Members present were Mayor Jay Foy, Vice Mayor Lawrence Gordon, Council Member Mark Uptegraph and Council Member Dennis Withington. Council Member Teresa Johnson was absent with notice. Town Staff present included Town Attorney John Foster, Town Administrator Tracey Stevens, Public Services Coordinator/Code Enforcement Officer Joe Petrick, and Deputy Clerk Jean Wible. With a quorum present in the Council Chambers, the meeting proceeded.

COMMENTS FROM THE PUBLIC

Joe Alonzi announced that he was attending the meeting to observe the discussion.

WORKSHOP AGENDA

1. Discussion Regarding Parking Ordinance

Town Administrator Stevens stated that discussions by the Council the past couple of years have produced solid codes regarding parking, and staff currently has the tools needed to enforce parking violations. However, staff still needs to determine the most problematic areas and install "No Parking" signs so we may utilize towing as an enforcement tool. Signs have already been installed at the far end of Grove Street and on Dexter Street by the canal, and will also be installed on Charlotte, Concord and Durham in the areas where drainage structures are installed due to potential damage to the Town's rights-of-way and drainage infrastructure. For proper enforcement, signs must be posted every 25 feet per state statute which could produce sign pollution throughout the community.

The Council discussed "no parking" signs and determined that they would like to minimize signage to avoid sign pollution. Town Attorney Foster suggested "No Parking on Grass" signs be installed at the entrance to each community.

Code Enforcement Petrick described the process for issuing uniformed traffic citations, and the process for code enforcement violation notices if the grass in the right-of-way is damaged adjacent to a property. He noted the challenge for issuing violation notices for parking on the grass is that we need to give a reasonable time to comply and the standard is three days, so it becomes a cycle of compliance and then non-compliance which follows again. Town Administrator Stevens stated there is also the challenge that the damage in the right-of-way adjacent to the property could have been caused by a delivery driver, service vehicle, or utility worker.

Mayor Foy asked if there are solutions to provide additional parking for property owners who don't have enough parking due to increased family sizes borne by the housing affordability crisis, such as making Club Circle a one-way street, or widening the streets to provide on-street parking. Town Administrator Stevens cautioned the Council about doing anything that would impact the swales and drainage systems in the town, as the Town has spent a considerable amount of money to improve stormwater drainage systems in the town so that homes do not flood, and any impacts

TOWN COUNCIL WORKSHOP MINUTES OF JANUARY 13, 2026

to those systems could become a serious safety issue during storm events. There was consensus of the Council to not provide on-street parking spaces.

The Council discussed the option of widening driveways and adding additional parking areas on each lot, with the understanding that not everyone would be able to afford that option. Town Administrator Stevens noted that several property owners have submitted permit applications to widen their driveways that would meet current code. Mayor Foy suggested that property owners may be able to meet the previous requirements if they install permeable pavers or another permeable surface as allowed by the Town.

Vice Mayor Gordon asked that Code Enforcement aggressively enforce the code regarding no parking on the grass or along sidewalks due to safety issues and there was Council consensus to move forward with that. Town Administrator Stevens agreed and noted that the only reason there had been a pause in the last couple of months was due to direction from the Town Attorney as the Council was discussing possible solutions to the parking issues.

The Council discussed an education campaign and the consensus was to educate utilizing the newsletter, website, mailed flyers and door hangers. Warnings or courtesy notices would follow, followed by citations or notice of violation, and towing only as a last resort if there is an emergency situation. The alternative citation process was discussed and Code Enforcement Officer Petrick stated that the Deputy would need to run the tag prior to any code enforcement citation or uniformed traffic citation is issued. Town Administrator Stevens stated that another challenge is we don't have any staff or Deputies on overnight when most of the street parking occurs. She suggested adjusting the schedule to add a few early morning shifts on weekends.

The discussion turned to higher density planned unit developments and the lack of parking in those areas. Town Administrator Stevens again cautioned the Council about allowing additional parking in lieu of pervious area, as doing so would increase the chances of flooding in the streets and flooding homes. She mentioned that the State Legislature is introducing bills again this session that would encroach on home rule and mandate that increased densities be allowed without increasing parking areas, which will be an added layer of issues related to parking.

Mayor Foy reiterated that he would like to help the residents solve parking issues; however, the Council seems to be between a rock and a hard place between trying to help and enforcing the codes that are there for specific safety reasons. Vice Mayor Gordon stated that a majority of the parking issues are created by the property owners who do not utilize their garages for parking. He stated that consistency in citing violators and consistently following up on it should produce change in behavior.

The possibility of increasing the accessory structure size or allowing two accessory structures was discussed to allow more storage to be transferred from garages to sheds to allow for vehicles to fit in the garage. Town Administrator Stevens mentioned that this would need to be carefully thought out so as not to encourage living situations in accessory structures. However, she also mentioned that the legislature may try to solve the housing crisis this year by requiring the use of accessory dwelling units on any lot. She stated there is also a proposed bill this year to increase density while also prohibiting municipalities from increasing parking requirements, so no matter how hard the Council tries to solve parking issues, the legislature may preempt those decisions.

Public comment: Joe Alonzi stated that people are parking so many vehicles in the driveway that they don't fit properly and protrude into the roadway, which becomes problematic when someone else parks in the roadway across the street, which inhibits the proper flow of traffic.

TOWN COUNCIL WORKSHOP MINUTES OF JANUARY 13, 2026

Town Administrator Stevens summarized the consensus of the Council:

1. Increase education to the public to gain voluntary compliance. Suggest parking in the garage or widening the driveway. Post information in the newsletter, on the website, send out flyers, and place door hangers with information regarding parking requirements.
2. Begin aggressive code enforcement throughout the town for parking violations on the grass, in drainage areas, and along sidewalks. Begin with warnings and then move to issuing citations.
3. Add early morning shifts on the weekends so Deputies may observe who is parking on the streets overnight and address accordingly.
4. Look into increasing the size of accessory structures to move storage from the garage to the storage shed to encourage parking in the garage.
5. Staff to speak with Sansone regarding their parking violations along Grove Street.

Town Attorney Foster mentioned an option to allow parking at the Town Hall facility, and Town Administrator Stevens mentioned an option to purchase the empty lot on the corner of Belvedere, Concord and Charlotte and create a public parking lot which would generate revenue for the Town. There was no consensus of the Council for these options at this time.

The conversation moved to recreational vehicle parking at this time. Town Administrator Stevens noted that she met with resident Dave McCarty to discuss his concerns and ideas, and the conversation centered around the definition of stabilized surface and affordability for residents.

The Council discussed how to define stabilized surface, and the consensus was to create a definition that would allow porous pavers, concrete, pavement, shell rock and lime rock, and to ensure the stabilized surface is large enough to encompass the entire RV which will protect the underside of the vehicle. The shell rock and lime rock would only be allowed for an RV surface and not allowed as a walkway. The Town Engineer will provide the specifications for the building permit application, and staff will create the definition of stabilized surface for inclusion in an ordinance.

2. Discussion Regarding Private Roads

Mayor Foy stated that he is bringing the topic of private roads to the Council to see if there is any appetite to discuss a policy on maintenance of private roads, as many of the roads are in disrepair. He stated that the Town cannot spend public funds on private roads unless the residents agree to give the town the right-of-way, and he would like to discuss options. He stated that it has always been the policy of the town that if the property owners bring the road up to standards, the town would consider making the roadway public to maintain in the future. He asked if there should be a defined point in time such as 20 years after the private road was created where the town would be willing to take it over since we have been collecting ad valorem taxes from those properties in the same amount collected from other property owners that don't have to maintain a private road.

Mayor Foy stated that the congregate living facility on Melinda Lane (a private road) that was approved due to state and federal preemptions, is causing damage to the private road and residents are asking for help to solve the problem. Town Administrator Stevens stated that since it's a private road, it would be a civil matter between the property owners.

TOWN COUNCIL WORKSHOP MINUTES OF JANUARY 13, 2026

Town Administrator Stevens stated that the town could bring private roads up to standards and place a special assessment on the affected property owner's tax bills; however, the property owners would need to agree to make the private road public first, as the town is prohibited from spending public funds on private property.

Mayor Foy asked whether the Council would want to initiate discussions with private road owners who have roads that are 30 or more years old to inquire whether or not they would like to make their road public. Town Administrator Stevens stated that the Town Engineer would need to do a cost estimate to provide to the property owners so they have the information they need to make an informed decision. The Council discussed inquiring with the property owners prior to doing a cost estimate, and if there seems to be interest, then a cost estimate could be provided.

The conversation shifted back to recreational vehicle and boat parking in the side yard and Code Enforcement Officer Petrick stated that the standard he goes by when determining how far the vehicle may protrude into the front yard is determined by the side of the house that is the furthest to the road, no matter which side of the house the recreational vehicle or boat is parked. He explained the code enforcement process. Regulations regarding shipping containers was also discussed.

Town Administrator Stevens distributed information regarding a new emergency management training that is being mandated by the state. All Town Council Members and the Town Administrator must be trained per state statute.

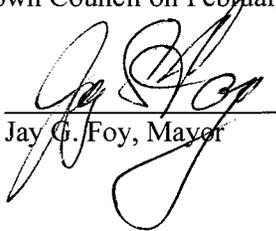
ADJOURNMENT

There being no further business to come before the Town Council, the meeting was adjourned at 1:07 p.m.

Minutes prepared by Town Administrator Stevens and adopted by the Town Council on February 12, 2026.

Approved: _____

Tracey L. Stevens, Town Administrator


Jay G. Foy, Mayor

SIGN IN SHEET

TOWN OF HAVERHILL
TOWN COUNCIL WORKSHOP
Tuesday, January 13, 2026
11:30am

Name Please Print Clearly	E- Mail Address	Telephone Number	Property Address
Joseph Alonzi	jalonzi@ellsastl.net	501 389-6709	4803 Berkeley Meadows Haverh. 11, Fl. 33415
Sean Wible			
Jay Foy			
Lawrence Gordon			
Mark Uptograph			
Dennis Withington			
John Foster			
Joe Petrick			
Tracey Stevens			