

Jay G. Foy, Mayor  
James E. Woods, Vice Mayor  
Jerry E. Beavers, Council Member  
Lawrence Gordon, 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, January 7, 2014  
NOON**

**REVISED AGENDA**

- I. Call to Order
- II. Presentations/Proclamations
- III. Council, Attorney and Staff Reports
- IV. Old Business
  - a. Status Update and Staff's Comments on Application for Special Exception for Place of Worship re: Congregation of Jehovah Witnesses
- 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  
January 7, 2014  
Town Hall – 4585 Charlotte Street**

**OFFICIAL MINUTES**

Pursuant to the foregoing notice, a Haverhill Town Council Workshop was held on Tuesday, January 7, 2014 at the Town Hall, 4585 Charlotte Street, Haverhill. Those present were Jay Foy, Mayor, James Woods, Vice-Mayor, Jerry Beavers, Council Member, Lawrence Gordon, Council Member and Mark Uptegraph, Council Member. Also present were John Foster, Town Attorney; Josh Nichols, Town Planner, Jeff Renault, Town Engineer and Jessica Green, Deputy Town Clerk. Town Administrator Janice C. Rutan and Joseph Roche, Director of Public Services were absent.

**I. CALL TO ORDER**

Mayor Foy called the Workshop to order at Noon.

**II. PRESENTATIONS/PROCLAMATIONS**

None

**III. COUNCIL, ATTORNEY AND STAFF REPORTS**

Mayor Foy gave an update on staff's efforts to obtain a benchmark network throughout the entire Town to provide needed technical data to FEMA in order to assist residents. Staff was in the process of obtaining proposals and different options.

Discussion ensued.

Mayor Foy asked if there were any other items that Town Administrator Rutan wanted to be discussed.

Deputy Clerk Green stated no.

Mayor Foy asked about the pre-manufactured home that was placed on the property at 4753 Belvedere Road and whether or not it met the Town's code.

Attorney Foster stated that the wheels would be removed and a foundation would need to be laid in order for it to be in compliance. He stated that no site plan had been submitted yet. They have also been cited and will have to comply before a permit is issued. He had a meeting with the property owner's attorney and they had been informed of what was required.

Mayor Foy discussed the median for the traffic or the directive to turn only right going out of Sunset Isles. He stated that it was a Palm Beach County requirement. He asked if there were any complaints.

Deputy Clerk Green stated that she had not received any complaints.

Engineer Renault stated that a right turn only sign would be installed and currently the curb points in the direction of a right hand turn.

#### **IV. OLD BUSINESS**

##### **a. Status update on Special Exception Application – Kingdom Hall of Jehovah Witnesses**

Planner Josh Nichols gave a status update on the Special Exception Application. He stated that forty (40) of his comments have been unresolved. He discussed and explained some of the comments that were addressed.

Discussion ensued.

Mayor Foy asked if approval could not be given since most comments had not been addressed.

Planner Nichols stated that a warranty deed, Palm Beach County Concurrency and Water Utility Reports have not been submitted. He stated that the warranty deed was one of the first items listed as a requirement on the Special Exception Application and that it was also a very important item.

Discussion ensued.

Attorney Foster stated to Deputy Clerk Green that Mr. Maki would need to be contacted to make him aware that staff's recommendation was that the application be continued and to find out if they have any objection to that.

Council Member Uptegraph asked how many people would be in the congregation.

Planner Nichols stated that the applicants were proposing three (3) buildings to hold 150 people each. He explained that they would build the 3<sup>rd</sup> building in Phase 2 of the project.

Discussion ensued regarding the parking requirements and if there would be enough parking spaces.

Planner Nichols stated that they would meet the Town's parking requirements.

Discussion ensued.

Mayor Foy asked if there an engineering package had been submitted yet.

Engineer Renault stated that the applicants have addressed traffic and storm water in a report. They have been told that they need letters from Palm Beach County on traffic impact as well as needing water, sewer and a Health Department permit for the pump station.

Mayor Foy stated that the applicants were not ready for engineering approval.

Engineer Renault stated that they were not ready for a construction permit.

Mayor Foy stated that he wanted an idea of what the process would be.

Attorney Foster explained what the process would be for the Special Exception. He stated that there were fundamental things missing from their application which made it incomplete.

Discussion ensued.

Mayor Foy asked if there was anything more anyone wanted to add.

Vice-Mayor Woods asked if Council could attend the meeting between the Briarwood residents and Kingdom Hall of Jehovah's witnesses.

Attorney Foster stated that if Council were to attend, they should go as observers only.

Mayor Foy concluded the item and asked if anyone had any other comments.

Vice-Mayor Woods announced that the Town Yard Sale would be taking place on Saturday, January 11<sup>th</sup>. Check in is at 6 a.m. and the Yard Sale is from 7 a.m. to Noon.

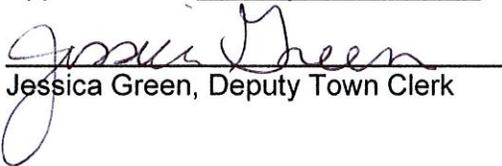
Engineer Renault stated that Administrator Rutan asked him to attend the Council Meeting scheduled on January 9<sup>th</sup>. He asked if he would still need to attend the meeting since the Special Exception Application would be postponed.

Mayor Foy stated that it was probably not necessary.

#### **V. ADJOURNMENT**

There being no further business, the Workshop adjourned at 12:50 p.m.

Approved: January 30, 2014

  
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Jessica Green, Deputy Town Clerk

  
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Jay G. Foy, Mayor

**SIGN IN SHEET**

**TOWN OF HAVERHILL  
TOWN COUNCIL WORKSHOP  
January 7, 2014, Noon**

Name	E- Mail Address	Signature
Jeff Renault	renault4953@att.net	Jeff Renault
JERRY BEAVERS		Jerry Beavers
Mark Utegravn		Mark Utegravn
L. Gordon		L. Gordon
Jay Fox		Jay Fox
Jim Woods		Jim Woods
John Foster	yoc	John Foster
Michelle Duchene	mduchene@jesla.com	Michelle Duchene
Josh Nichols	jnichols@jesla.com	Josh Nichols