

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
Janice C. Rutan, Town Administrator



**Town Council
Workshop
Town Hall Council Chambers
4585 Charlotte Street
Haverhill
Tuesday, October 5, 2021
NOON**

AGENDA

- I. Call to Order**
- II. Presentations/Proclamations**
 - a. DRHorton: 5263 Belvedere Road**
 - b. DRHorton: Parking Plan for Haverhill Courts**
- III. New Business:**
- IV. Old Business**
 - A. Proposed Ordinances: Subdivision; Purchasing Policy; Municipal Election**
- V. Council, Attorney and Staff Reports**
- 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

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**TOWN COUNCIL WORKSHOP
TUESDAY, OCTOBER 5, 2021**

Public comment will be received via e-mail (jrutan@townofhaverhill-fl.gov) up until 10:00 a.m. on October 5, 2021. Any public comments received via e-mail, will be made part of the record of the meeting. If you prefer to appear in person to address the Town Council and exhibit signs of illness, such as coughing or sneezing, please do not enter Town Hall. 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 tell the Administrator prior to your entrance into the Town Hall so she can schedule speakers accordingly. Town Council has considered the health, safety and welfare of its residents and the public, and voted to continue to require face masks be worn during public meetings and public hearings in Town Hall and Town Council Chambers to address the Town Council. Those persons gathering outside the Town Hall are encouraged to maintain a separation of at least six feet from one another. If you wish to listen to the Town Council Meeting via teleconferencing, dial 1-877-953-1152 and enter participant code 7404157#. Those individuals gathering outside of the Town Hall will need to dial-in to the number above as there will be no speaker outside to broadcast the meeting. Once the meeting begins, all participants will be muted, however, after Council discusses a specific workshop 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.

**TOWN OF HAVERHILL
Town Council Workshop
October 5, 2021
Town Hall – 4585 Charlotte Street**

OFFICIAL MINUTES

Pursuant to the foregoing notice, a Haverhill Town Council Workshop was held on Tuesday, October 5, 2021, at Town Hall, 4585 Charlotte Street, Haverhill. Those present were Mayor Jay Foy; Council Member Dennis Withington; Council Member Ray Caranci; Council Member Teresa Johnson; Town Attorney John Foster; Town Administrator Janice Rutan; Deputy Town Clerk Jean Wible; Code Inspector Rico Armstrong; Town Engineer Todd McLeod; Town Planner Josh Nichols.

Also in attendance were Doug Murray with WGI, Inc. obo of D.R. Horton, Chase Gaiefsky with D.R. Horton, Christopher Gratz with D.R. Horton, Alan Ferguson, Broker with William Raveis, Ed Stalf property owner of 5263 Belvedere Road and his girlfriend, Roseann Wicklund,

I. CALL TO ORDER

Mayor Foy called the workshop to order at 12:05 p.m.

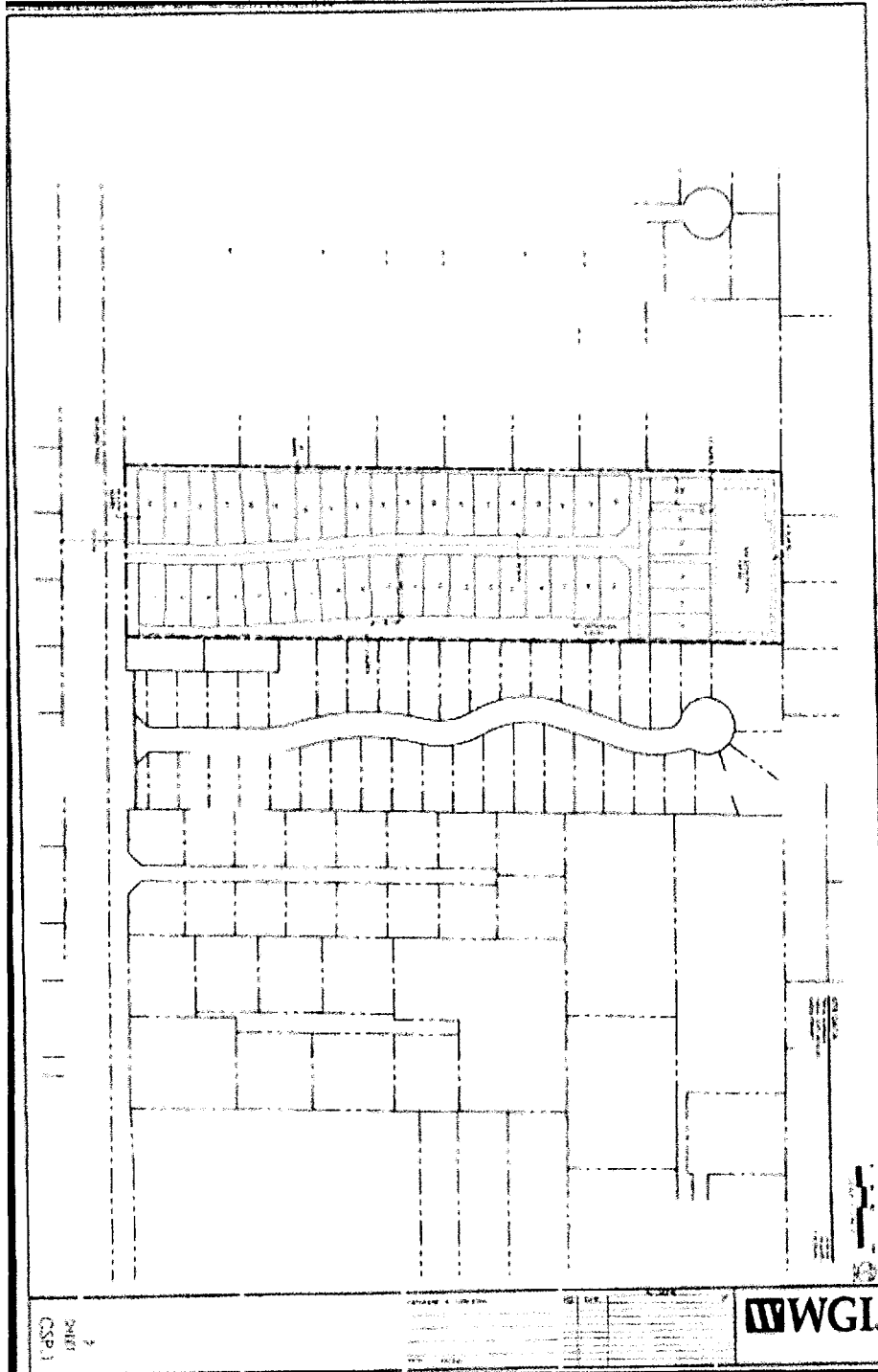
Introduction of all attendees.

II. PRESENTATIONS / PROCLAMATIONS

a. D.R. Horton: 5263 Belvedere Road: - Town Administrator Rutan reported that she had met with the property owner, listing agent and the planner a couple of weeks ago to discuss the proposed planned residential development for the property. T/A Rutan reported the discussion included the history of the property, the history of other companies interests in sub-dividing it, Town Council's wishes, etc. T/A Rutan asked if they had a timeframe they were working under and was told they had a 270-day contract negotiation on their part to do their due diligence. T/A Rutan had suggested they come to a Town Council Workshop to get an idea from Town Council as to how they would look upon a proposed planned residential development on this parcel that was not in compliance with the special exception requirements of a planned residential development within our Town as presented. T/A continued; it would require a variance from that written requirement. Mayor Foy stated that nothing had been officially submitted and this was just for discussion. T/A Rutan stated correct as this was the first time, we are all seeing it. T/A Rutan explained that a planned residential development required 7,500 square foot lots and also required 75ft frontage. Town Attorney Foster

stated the plan's residential development definition is very specific on the areas that the Council can vary and modify. **Discussion ensued.**

Doug Murray with WGI, Inc. presented a conceptual subdivision site plan (below). He reported the parcel is 10 acres and they would be proposing 44 single family lots with lot sizes of 50x120. Town Council and staff have issues concerning parking, width of roads, vehicle access to the property, density, etc. **Discussion ensued.**



- b. D.R. Horton: Parking Plan for Haverhill Courts:** - Town Administrator Rutan reported that concern had been raised with regards to the on-site parking that would be amended by the removal of the two (2) car garage requirement and allowing for only the one (1) car garage. She stated that in going through the previous approvals, we learned that previous approvals still had only allotted for three (3) cars per dwelling unit. A two (2) car garage was required with the assumption that one of the bays would be used for parking and the other two (2) cars would be parked in the driveway but after last Thursday's meeting, Chad Riddle had sent a revised parking plan that provided parking above and beyond the requirements. T/A Rutan stated we are here today to discuss this.

Doug Murray with WGI, Inc. stated additional parking was added to the plan.

Town Engineer Todd McLeod stated he thought there was a misunderstanding and explained that when D.R. Horton was approved before, the code was three (3) spaces per unit, which you have at each unit and also 20% of the total number of units, which is only eight (8) more units. There was actually too much parking now. **Discussion ensued.**

III. NEW BUSINESS

- a.** Town Attorney Foster reported that one of the issues Rico Armstrong, Town Code Inspector had been dealing with was that people are parking on the landscape portions of properties. Attorney Foster stated there was a Town Ordinance specific to this. Attorney Foster reported that the Town does have some older homes with very narrow and short driveways so one of the solutions being looked at by staff was to bring back to Town Council, with respect to Ivywood Road (part of the PBIA Overlay area) was to create regulations that fairly and properly address that issue. Town Attorney Foster also stated that with regards to roads such as Palmetto Road, Cheryl Road and Pineway Drive, allowing them to expand their existing driveways. **Discussion ensued.**
- b.** Council Member Ray Caranci asked if residents could continue to use the garbage cans they currently had when the new cans were issued. Town Administrator Rutan replied yes, for vegetation. She explained the new cans would be for household trash/garbage not vegetation.
- c.** Council Member Teresa Johnson reported on the Haiti Relief Day that was held at Town Hall on Saturday, September 25, 2021. She stated it was a small turnout, but they were able to collect can goods, water, pampers, etc.

IV. OLD BUSINESS

a. Proposed Ordinances: Subdivision; Purchasing Policy; Municipal Election:

Subdivision: Town Attorney Foster stated that essentially what the Town was trying to do was eliminate the ability to have private roads and flag lots. Attorney Foster reported that at one of the meetings not too long ago, the question of whether or not the requirement that every subdivision had access to a public road would preclude the lots on the private roads when subdividing, and the answer was yes. Town Attorney stated he was satisfied with that answer.

Discussion ensued.

Purchasing Policy: Town Attorney Foster reported that he and Town Administrator Rutan had taken a fairly extensive look at the Towns purchasing requirements and one of the provisions they found was with respect to piggy backing, limiting the Town to contracts that were procured by Palm Beach County, Palm Beach County School District, the State of Florida, or any of its agencies. Attorney Foster stated that most municipalities allow you to go beyond that. He reported that there were co-ops that existed nationally that would allow cities to become members of them and allow them to piggyback off a competitively procured contract and the savings opportunity looks to be fairly substantial. Attorney Foster reported that they had prepared new Ordinance 508 to authorize the Town Administrator to prepare rules and regulations when relating to purchasing. **Discussion ensued.**

Municipal Election: Town Administrator Rutan reported that Town Council had adopted an Ordinance on the first reading, allowing to change our qualifying dates to be the 2nd Tuesday of November through of the 4th Tuesday of November which avoids the Thanksgiving holidays giving potential candidates a full two (2) weeks to qualify. In addition to that, T/A Rutan reported that in the past, the Mayor, Vice Mayor and Town Administrator had served as the canvassing board for our appointees. T/A Rutan strongly recommended to Town Council that since the Supervisor of Elections will be maintaining all aspects of our elections with the exception of qualifying, that they become our canvassing board. T/A Rutan reported that she will be presenting a resolution at the next Town Council meeting that would appoint the Palm Beach County Canvassing Board to serve as canvassers of our ballots. The Palm Beach County Board consists of a District Judge, a County Commissioner and Supervisor of Elections. **Discussion ensued.**

V. COUNCIL, ATTORNEY AND STAFF REPORTS

N/A

VI. ADJOURNMENT

With no further business to be discussed, the workshop ended at 2:10 p.m.

Approved: December 16, 2021








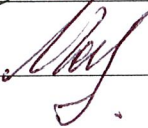

Jean Wible, Deputy Town Clerk



Jay G. Foy, Mayor

SIGN IN SHEET

TOWN OF HAVERHILL
TOWN COUNCIL WORKSHOP
Tuesday, October 5, 2021
Noon

| Name | E- Mail Address | Signature |
|-------------------|----------------------------------|---|
| DOUG MURRAY | DOUG.MURRAY@WBINC.COM |  |
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| Kristen Northup | KLNORTHUP@DRHETA.COM |  |
| Ray Caranci | | |
| Senice Rutan | | |
| Jean Wible | | |
| Rico Armstrong | | |
| Josh Nichols | | |
| John Foster | | |
| Todd McLeod | | |
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