



TOWN OF HAVERHILL
OFFICIAL MINUTES

MEETING:

Code & Ordinance Committee

DATE: June 22, 2021

ATTENDEES:

Mayor Jay Foy; Vice Mayor Lawrence Gordon; Council Member Dennis Withington, Council Member Teresa Johnson; Town Administrator Janice Rutan; Deputy Town Clerk Jean Wible; Town Attorney John Foster; Town Planner Josh Nichols and Town Engineer Todd McLeod

Also in attendance were Revered Michael Moore of Haverhill Community Church (formerly known as Haverhill Baptist Church) and Pastor Chris Padgett of Abundant Life Church of God

CALL TO ORDER: Mayor Foy called the Workshop to order at 11:30 a.m. welcomed everyone and asked that all make an introduction of themselves.

Mayor Foy stated the main topic today was (electronic) signs. He reported this had been discussed before and Town Council decided to bring it to a Code & Ordinance meeting for further discussion. Mayor Foy reported that currently you are allowed a letter sign and can switch the message out as many times as wanted, it had to meet the sign ordinance size, location, etc. The request was to consider an electronic sign.

Town attorney Foster stated one issue that confronts the Town would be the fact that the zoning district may be residential, but it may abut commercial. For example, along Military Trail, we have a limited commercial district there and right next to it was a residential area. **Discussion ensued.**

Town Attorney Foster read the City of West Palm Beach sign code provision provided by Council Member Ray Caranci. It read:

1. *Bulletin boards for houses of worship (manual or electronic)*. In addition to signs permitted pursuant to this section, freestanding manual, or electronic bulletin boards with one or two faces and wall mounted manual or electronic bulletin boards with one face shall be permitted for houses of worship subject to the following controls:
 - a. Permitted content: Any information related directly or indirectly to the activities of the house of worship. In addition, signs permitted pursuant to this section may contain any noncommercial message which has not been declared by a court of competent jurisdiction to be obscene, defamatory, or otherwise contrary to law.
 - b. Content change: Signs permitted pursuant to this section shall be permitted to change its message no more than four times within a 24-hour period.
 - c. Maximum area: 20 square feet per face.
 - d. Maximum number: one per lot.
 - e. Location: on the same lot as the use to which it is accessory.
 - f. Minimum setbacks:
 1. From lot line of another lot: 20 feet.
 2. From public right-of-way: 15 feet if all sign faces placed parallel to the street and 20 feet if one or more sign faces not placed parallel to the street.
 3. From intersections of streets with other streets and with access drives as required by subsection **94-305(e)**.
 - g. Maximum height:
 1. Low freestanding: six feet.
 2. Wall-mounted 12 feet.
 - h. Prohibited lighting for an electronic message sign
 1. Lamps or bulbs in excess of 30 watts.

2. Exposed reflectorized lamps or bulbs.
3. Lamps or bulbs not covered by a lens, filter, louver, or sunscreen.
4. Modes of operation that scroll, flash, zoom, twinkle or sparkle.

Town Attorney Foster stated Town Council needed to decide if they want to allow the type of signage being proposed within a residential zoning district and if so, do you want to limit it to places of worship and place some restrictions on it. Lighting hours of operation will be important. This will be setting a precedent for future signage in the Town. **Lengthy Discussion ensued.**

Town Administrator Rutan announced July 7, 2021, would be the next Town Council workshop and this would be where the rough draft would be presented and then first reading would be held on July 22, 2021.

Town Administrator Rutan provided stated a request (again) came across her desk as to whether the Town of Haverhill was interested in adopting a local ordinance that would be for year-round irrigation. There were three (3) elements to be included in the ordinance and they were:

1. Days of the week irrigation is allowed based on address and time of the day (hours) irrigation is either allowed or not allowed.
2. Compliance and enforcement provisions; and
3. A variance procedure for persons who cannot meet the prescribed days and allowable times

Town Administrator Rutan stated we have had this conversation many times and again, it becomes an enforcement issue. **Discussion ensued.**

Mayor Foy suggested we put out an educational newsletter this time to include preserving water. Council Member Johnson suggested adding information on carpooling.

Attorney Foster stated there was a meeting earlier today with himself, Town Administrator Rutan and Town Planner Josh Nichols regarding a large lot on Club Road that had 192ft of frontage. The property owner wanted to subdivide it. The lot size was actually 192 x 400. Attorney Foster stated that typically the Town required a 100ft frontage, but our code essentially allowed for "flag" lots which means there was a little road that could go to a lot in the back. The Town's planner objects to this type of "flag lots. Attorney Foster stated that it was explained to him today that from a planning perspective, it was a better scenario not to allow for "flag" lots at all. He stated maybe we need to amend the

subdivision ordinance to say that if you had at least a 180ft of frontage, you could divide it into two (2) and have 2 90ft lots but they would still have to be platted meaning the access, the utility and drainage easements, etc. would have to be on those lots. **Discussion ensued.**

Town Attorney Foster stated we could bring something back for the July 7, 2021 workshop to discuss.

Vice Mayor Gordon announced that June 16, 2021, we hosted the Palm Beach Counties League of Cities Board of Directors meeting, and it was a smash hit! He wanted to thank (Town Administrator) Janice Rutan and (Deputy Town Clerk) Jean Wible for all they did to make it successful. Everyone loved the gift of the Town of Haverhill leather coaster set with the Town logo embossed. Town Administrator Rutan announced that we had a coaster set for each of the Town Council members.

Town Administrator Rutan announced that she had already spoken with the chef that prepared the PBC League luncheon about his services for the Mayor's annual luncheon for this year.

ADJOURNED: 12:52 p.m.

SUBMITTED BY: Jean Wible, Deputy Town Clerk