

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, February 1, 2022
NOON**

REVISED AGENDA

- I. Call to Order**
- II. Presentations/Proclamations**
- III. New Business:**
 - a. Discuss proposed zoning text amendment/land use re: 1099 N. Haverhill Road. (Brian Chegus, Land Planner)**
 - b. Discuss set back requirements for the PBI Airport Overlay area**
- V. Old Business**
 - a. Sign Ordinance**
 - b. Staff update on Social Media research – Text Alerts/Push Alerts for resident notifications and complaints**
- VI. Council, Attorney and Staff Reports**
- VII. 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, FEBRUARY 1, 2022**

Public comment will be received via e-mail (jrutan@townofhaverhill-fl.gov) up until 10:00 a.m. on FEBRUARY 1, 2022. 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
February 1, 2022
Town Hall – 4585 Charlotte Street**

OFFICIAL MINUTES

Pursuant to the foregoing notice, a Haverhill Town Council Workshop was held on Tuesday, February 1, 2022, at Town Hall, 4585 Charlotte Street, Haverhill. Those present were Mayor Jay Foy; Vice Mayor Lawrence Gordon; Council Member Dennis Withington; 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 was Rev. Michael Moore with Haverhill Baptist Church, Brian Chegus with IPlan & Design and property owner of 1099 N. Haverhill Road, Shafi Muquaddin via zoom.

I. CALL TO ORDER

Mayor Foy called the workshop to order at 12:10 pm. Mayor Foy announced this was only a workshop for discussion purposes only, and no voting or decisions could be made here.

II. PRESENTATIONS / PROCLAMATIONS

N/A

III. NEW BUSINESS

A. Discuss proposed zoning text amendment/land use re: 1099 N. Haverhill Road (Brian Chegus, Land Planner):

Attorney Foster reported that staff had a zoom call last week regarding this property which is located next to St. Christopher's Church. He stated the desire was to subdivide the property, but the problem was it is a non-conforming lot with only 75ft of frontage along Haverhill Road. Attorney Foster stated that you cannot expand the non-conformity by creating two (2) non-conforming lots so basically this was the hurdle trying to get over. Attorney Foster explained there was an initial desire to subdivide the lot and utilize the old subdivision code which included putting a driveway in that would service

the two (2) lots. Attorney Foster believed the property owner was willing to provide easements and things that are necessary for utilities, access, and things of that nature. Attorney Foster reported that staff was trying to come up with a way to develop the parcel which was 0.64 acres (2/3 of an acre), to allow them to have a multi-family on there. Attorney Foster stated staff even spoke of R2 zoning which allowed for a 2-family dwelling unit but contemplates a single building. Attorney Foster stated there were three (3) things discussed, first was (what Attorney Foster would call) the literalization of zoning that would be allowed in this particular case, we would want to see that the limited scope to the properties that are adjacent to non-residential uses ex: St. Christopher's Church zoned R2. Secondly, it was discussed that it would be property along major arteries like Belvedere Road or Haverhill Road similar to what we have done with Church's and then third would be consideration of a minimum lot size.

Land Planner Brian Chegus in attendance to represent the property owner stated that yes, the property owners were looking to possibly subdivide the property but does not seem feasible however, there was an opportunity of this long linear site to be developed in a way that makes sense by providing sufficient housing in a way that protects the Town or relinquished the Town of any responsibility of policing it by way of re-zoning it to an R2. Mr. Chegus stated that one of the requests if they re-zoned a property adjacent to the Church parcel and Daycare parcel, they would match that zoning that would allow them to build Townhome type development and they would look to do a text amendment to modify the housing typology to allow for a variation. Mr. Chegus presented a request packet he put together. **Lengthy Discussion ensued.**

After the lengthy discussion, Town Attorney Foster wanted to sum up by restating that Town Council was not objectional to two (2) homes on this kind of irregular lot, but the preference would certainly be to tie in the water and sewer and also to do so without the necessity of an HOA (Homeowners Association) being a third party in this.

B. Discuss set back requirements for the PBI Airport Overlay area:

Mayor Foy stated this was discussed at a previous workshop where we said we still wanted the same distances between the faces of the building. Unfortunately, it was not conveyed to the writer of the ordinance. Mayor Foy reported it was not in the First reading and he did not catch that it was not. Mayor Foy reported he had spoken with Attorney Foster who had said that in order to have had it changed at last Town Council meeting, it would have been a major amendment and could not have been done that was as it would have had to go through the same process as we have now to reconsider it. **Discussion ensued.**

Mayor Foy reported that Attorney Foster had shared with him that the Townhome project had been platted such that the setback was from the property line, and we will get the setback, so it does not affect the one submitted. Attorney Foster reported the site plan that was approved by the Town Council shows the building distances and separation. **Discussion ensued.**

Vice Mayor Gordon asked if there was a projected start date for the Townhome project. Town Administrator Rutan reported they intended to file this Friday, Staff will make their final recommendations to be sure Club Road drainage, and all of the prior conditions of approval that were previously approved, were included. Mayor Foy asked if they offered to put up the fence on the South side. T/A Rutan replied they did when she spoke with them, and we will have to make sure that was included on the site plan. **Discussion ensued.**

IV. OLD BUSINESS

A. Sign Ordinance: Mayor Foy stated he had thought this had semi died because the setbacks could not be met but, he was told this was not the case with the Haverhill Baptist Church as they could meet the setbacks. Reverend Michael Moore wanted to know where the Town was as there had been discussions since June 2021 and he they would like to move forward but not sure in which direction they are allowed to go with the sign. Mayor Foy asked staff if there had been an update and Town Attorney replied no not really. Attorney Foster explained there had not been a great deal of enthusiasm with the electronic sign among the Town Council and as a result, this was put on the backburner. Attorney Foster continued the reason Reverend Moore was here today was to move it to the front burner. Attorney Foster's question for Rev. Moore was, is there another option because Attorney Foster stated that since all of the discussions the Town had been having regarding Church signs, he found himself paying more attention to them in at other Church's. Attorney Foster stated he had noticed more of them are monument type signs as concrete structures. Attorney Foster asked Rev. Moore if there was another viable option for them. Rev. Moore replied his sign was not a monument sign. Rev. Moore stated theirs was similar to the one he currently had out there now as far as sign and placement. Reverend Moore stated that honestly, the reason they were looking at the automated sign was because of staffing issues. It would be more convenient to do an automated sign. He stated they were willing to do an automated sign from the perspective that they do not rotate the message and for ease of just being able to change the sign in inclement weather to cancel a program and actually just the ease of making changes on the fly so to speak. He reported the sign they currently

have is a static sign and is falling apart so the sign does need to be replaced. He stated they would go back to a static sign if that was the direction given by Town Council. Mayor Foy stated that he really did not have an objection but did not want to see that the sign changed every hour. Mayor Foy had no issue with a once-a-day change. Mayor Foy also reported that Council Member Johnson was a positive vote, but he believed we had three (3) people not in agreement of it. Town Attorney Foster stated that he believed that in one of the proposed ordinances the Town prohibited or restricted nighttime illumination. **Discussion ensued.**

Mayor Foy asked Town Planner Josh Nichols his input. Mr. Nichols stated that typically he only sees the digital signs with the weather and time. He stated that most jurisdictions do not like the changing copy.

Town Attorney Foster stated there are two (2) major concerns with digital signs. The first being a safety factor if the copy is being changed, people will be distracted. The other would be the illumination in the evening for the residential areas. **Discussion ensued.**

- B. Staff update on Social Media research – Text Alerts / Push Alerts for resident notifications and complaints:** Town Administrator Rutan reported that she and Jean Wible (Deputy Town Clerk) had conference calls last week with two (2) companies, one being GOGO and the other being TEXTMYGOV. T/A Rutan explained that TEXTMYGOV was self-explanatory, and we would need to get cellphone numbers from our residents to send out text alerts. Residents would be allowed to respond back to us to a dedicated telephone number via our email website. An example would be if there were a dead animal in the roadway, they would receive an automated response from the Town stating we will forward to the correct department for resolution. The cost of the GOGO services was an initial setup fee of \$1,750.00, the first-year annual fee of \$3,500.00 which includes 25,000 text messages, etc. T/A Rutan reported that TEXTMYGOV was an app that residents would install on their cellphone to receive notices via push alerts. Once the app was downloaded, people could go to our website to download forms. This app could also tie into our Code Enforcement and Building Permit software if we chose. T/A Rutan reported the annual cost for the TEXTMYGOV would be \$11,040 if we started out with it tied to the Code Enforcement program otherwise, to just use the push alerts through the app, the annual fee would be \$8,400. Mayor Foy asked this be added to the February 10, 2022, Town Council meeting agenda. **Discussion ensued.**

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

Mayor Foy reported the 2nd NPDES permits applications are due now and they need to go in this year. He stated they had a meeting about two (2)) weeks ago and the lag in people submitting this year due to all circumstances was very bad. Mayor Foy thought only nine (9) people submitted out of forty (40) and they were requested in December 2021.

Mayor Foy announced the PBC League of Cities was having their District 2 and 3 meeting in person next week. He stated this will be the first time in a long time. **Discussion ensued.**

T/A Rutan reported that she had a meeting of the issues forum, they are trying to get the Municipalities involved in helping general obligation bonds and so forth to get affordable housing moving forward.

Vice Mayor Gordon reported that he attended the Mayor's Parade last Sunday at the South Florida Fair. He said he was surprised at how many people were there considering the cold weather and COVID virus we are still dealing with.

Attorney Foster reported that Attorney Fuchs mentioned to him that Wade Shows owner, Frank Zaitshik said this was the second most profitable midway.

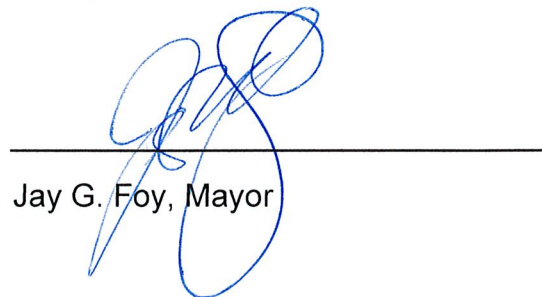
VI. **ADJOURNMENT**

With no further business, the workshop ended at 1:40 pm

Approved: February 24, 2022






Jean Wible, Deputy Town Clerk



Jay G. Foy, Mayor

SIGN IN SHEET

**TOWN OF HAVERHILL
TOWN COUNCIL WORKSHOP
Tuesday, February 1, 2022
Noon**

Name	E- Mail Address	Signature
Brian Cheguis	brian@iplanetdesign.com	
Rev Michael Moore	Pastor Mike @ haverhillbaptist.com	
Rico Armstrong		
Jay Foy		
Lawrence Gordon		
Dennis Withington		
Teresa Johnson		
Janice Rutar		
Sean Wible		
Josh Nichols		
John Foster		
Todd McLeod		
Shafi Muquaddin	Via Zoom	