

**TOWN COMMISSION REGULAR MEETING MINUTES
TUESDAY, JANUARY 11, 2022
7:00 P.M.
OAKLAND MEETING HALL**

CALL TO ORDER:

This meeting was held in-person and virtually through the Zoom meeting platform to allow for guests to participate virtually. Mayor Stark called the regular meeting to order at 7:15 p.m. This was followed by the Pledge of Allegiance and Invocation by Commissioner Ramos.

ROLL CALL

COMMISSIONERS PRESENT: Commissioner McMullen
Commissioner Polland
Commissioner Ramos
Vice Mayor Satterfield
Mayor Stark

COMMISSIONERS ABSENT: None

PRESENTATIONS:

- a. Martin Luther King Jr. Day Proclamation – January 17, 2022
Mayor Stark read the Martin Luther King Jr. Day Proclamation recognizing January 17, 2022, as Martin Luther King Jr. Day.
- b. School Choice Week Proclamation – January 23-29, 2022
Mayor Stark read the School Choice Week Proclamation recognizing January 23-29, 2022, as School Choice Week.
- c. Celebrate Literacy Week Proclamation – January 24-28, 2022
Mayor Stark read the Celebrate Literacy Week Proclamation recognizing January 24-28, 2022, as Celebrate Literacy Week.

PUBLIC FORUM:

None

CONSENT AGENDA:

- a. Minutes – 12-14-2021 Town Commission Regular Meeting
- b. Multi-Family Utility Rate Revision
- c. Planning and Zoning Board Appointment
- d. Rebranding Award
- e. Manager's Report

Mayor Stark announced the items on the Consent Agenda.

MOTION was made by Vice Mayor Satterfield, seconded by Commissioner Polland, to approve the Consent Agenda with a wording change on the Planning and Zoning Board Appointment memo to reflect Blaine Dooley's appointment to the Planning and Zoning Board instead of the Appearance Review Board.

AYE: McMullen, Polland, Ramos, Satterfield, Stark

NAY: None

OTHER POLICY MATTERS:

Canvassing Board Discussion

Town Clerk Hui explained that since we will have a municipal election on March 8, 2022 for the first time in over 15 years that we will need to have a canvassing board appointed to canvass the ballots.

At the last election in 2006, the canvassing board was Mayor Stark, Vice Mayor Satterfield, and the town clerk at the time.

Town Clerk Hui also explained that it is fairly standard for canvassing boards to consist of the town clerk as well as two of the Town Commission members not running for re-election or their appointees. Town Clerk Hui would also like the Town Commission to appoint two alternate members to have on standby. There is time to consider the appointees as Town Clerk Hui will bring the item back on January 25, 2022, for final Canvassing Board appointments.

Town Commission discussion was as follows:

- Vice Mayor Satterfield asked what dates the canvassing board would be needed.
 - Town Clerk Hui said at least in the afternoon/evening of Tuesday, March 8th and on Friday, March 11th.
- Commissioner Ramos asked how many people we need.
 - Town Clerk Hui said at least 2 plus herself for the actual canvassing board and then she would like 2 alternates in case anything happens, and they need someone at the last minute.
- Mayor Stark asked if the appointees had to be Commissioners and Mayor or could it be citizens.
 - Town Clerk Hui said it could be Commissioners or their appointees. We could also have Town Manager Koontz as an alternate in case something changes at the last minute. In the future, we can look at a more thorough process as to how we appoint our canvassing board.
 - Town Manager Koontz said that we would be looking to the three that are not in this cycle so that would be Mayor Stark, Vice Mayor Satterfield, and Commissioner Ramos.
- Mayor Stark asked if they needed to make a decision today.

- Town Clerk Hui said she would bring it back to the next meeting on January 25th for a final decision.
- Town Manager Koontz added that March 8th is their normally scheduled meeting however with it being election day, we will bring back something at the next meeting for the Town Commission to take action to cancel the March 8th meeting.

PUBLIC HEARINGS:

SECOND PUBLIC HEARING – ORDINANCE NO. 2021-24 – THE GROVE AT OAKLAND ANNEXATION - AN ORDINANCE OF THE TOWN OF OAKLAND, FLORIDA, ANNEXING BY VOLUNTARY PETITION CERTAIN REAL PROPERTY OWNED BY NEW HORIZON INVESTMENTS, LLC BEARING PROPERTY TAX PARCEL IDENTIFICATION NUMBER (ADDRESS) 21-22-27-0000-00-017 (15738 STATE ROAD 438), AND LOCATED CONTIGUOUS TO THE TOWN OF OAKLAND IN ACCORDANCE WITH THE VOLUNTARY ANNEXATION PROVISIONS OF SECTION 171.044, FLORIDA STATUTES, AND OTHER CONTROLLING LAW; REDEFINING THE BOUNDARIES OF THE TOWN OF OAKLAND TO INCLUDE SAID PROPERTY; PROVIDING FOR FINDINGS; PROVIDING FOR CONDITIONS; DIRECTING THE TOWN CLERK TO RECORD THE ORDINANCE WITH THE CLERK OF THE CIRCUIT COURT, WITH THE CHIEF ADMINISTRATIVE OFFICER OF ORANGE COUNTY AND WITH THE DEPARTMENT OF STATE; PROVIDING FOR LEGAL DESCRIPTION AND A MAP; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; PROVIDING FOR NON-CODIFICATION AND THE TAKING OF ADMINISTRATIVE ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE.

Town Clerk Hui read the ordinance title for the record. Planning and Zoning Director Marder previously provided a PowerPoint presentation on this ordinance on December 14, 2021.

Town Commission discussion was as follows:

- The site is owned by New Horizon Investments, LLC. It is 3.067 acres, and the existing use is residential. The property is within the Joint Planning Area, so the request is to annex the property from unincorporated Orange County into Oakland.
- William Hockensmith, Florida Engineering Group Senior Project Manager was available to answer any questions on behalf of the applicant.

MOTION was made by Commissioner Polland, seconded by Commissioner Ramos, to approve on Second Public Hearing Ordinance No. 2021-24, The Grove at Oakland Annexation.

Mayor Stark opened the public hearing. Comments from the public were as follows:

- Judy Rosser – Asked what would be the use of this property?
 - Planning and Zoning Director Marder said that the ultimate use would be forty-four single family houses.
 - Judy asked if it butts up to commercial property?

- Planning and Zoning Director Marder said it does back up to a commercial piece of property that is adjacent to 50.
- Judy asked if we are doing anything special with that piece of property.
 - Planning and Zoning Director Marder said we are not discussing that property tonight, just the residential component.
- Judy asked if there was a traffic study done to add that number of people to Oakland Avenue?
 - Planning and Zoning Director Marder said yes and the increase in the number of people was considered insignificant.
 - Mayor Stark added that it is planned for Catherine Ross Road to be improved all the way out to 50.
- Judy asked if there was a drainage issue in that area?
 - Town Manager Koontz said that is a bigger discussion and would be willing to talk with Judy offline about that.
 - Planning and Zoning Director Marder said that they will have an access easement to the canal so that they can access it and maintain it if needed.

Mayor Stark closed the public hearing.

AYE: McMullen, Polland, Ramos, Satterfield, Stark

NAY: None

Motion passed with a vote of 5 in favor; 0 opposed.

SECOND PUBLIC HEARING – ORDINANCE NO. 2021-25 – THE GROVE AT OAKLAND COMP PLAN AMENDMENT – AN ORDINANCE OF THE TOWN OF OAKLAND, FLORIDA, CHANGING THE TOWN'S FUTURE LAND USE PLAN MAP DESIGNATION OF ITS COMPREHENSIVE PLAN FROM "COMMERCIAL" (TOWN OF OAKLAND) AND "LOW DENSITY" (ORANGE COUNTY COMPREHENSIVE PLAN) TO "LOW DENSITY RESIDENTIAL" IN THE TOWN OF OAKLAND'S COMPREHENSIVE PLAN, FOR CERTAIN REAL PROPERTY OWNED BY NEW HORIZON INVESTMENTS, LLC BEARING PROPERTY TAX PARCEL IDENTIFICATION NUMBERS (ADDRESS) 21-22-27-0000-00-017 (15738 STATE ROAD 438) AND 21-22-27-0000-00-021 (15732 STATE ROAD 438), WITH AN APPROXIMATE SIZE OF 17.2 ACRES; MAKING FINDINGS, AND PROVIDING FOR CONFLICTS, SEVERABILITY, AND FOR AN EFFECTIVE DATE.

Town Clerk Hui read the ordinance title for the record. Planning and Zoning Director Marder previously provided a PowerPoint presentation on this ordinance on December 14, 2021.

Town Commission discussion was as follows:

- This request covers two properties including the property that was just annexed and another larger one to the south for a total of 17.2 acres. Both parcels will be changed to Low Density Residential in the Comprehensive Plan.

- William Hockensmith, Florida Engineering Group Senior Project Manager was available to answer any questions on behalf of the applicant.

MOTION was made by Vice Mayor Satterfield, seconded by Commissioner Polland, to approve on Second Public Hearing Ordinance No. 2021-25, The Grove at Oakland Comp Plan Amendment with the noted corrections regarding the incorrect Industrial designation and acreage change.

Mayor Stark opened the public hearing. Comments from the public were as follows:

- Judy Rosser – Asked where this parcel is in conjunction with the prior parcel?
 - Planning and Zoning Director Marder said that everything on the East side of the drainage ditch is what we are talking about for this part and changing it to Low Density Residential. The next thing we will be doing is working on the rezoning which would be the entire year.
 - Judy asked what the open space is on Oakland Avenue on the map?
 - Planning and Zoning Director Marder said that the parcels in question wrap around the back of the 4 houses on Oakland Avenue and it extends from Catherine Ross Road to the Winter Garden boundary.
 - Town Manager Koontz went over the various parcels included in this proposed project.

Mayor Stark closed the public hearing.

AYE: McMullen, Polland, Ramos, Satterfield, Stark

NAY: None

Motion passed with a vote of 5 in favor; 0 opposed.

SECOND PUBLIC HEARING – ORDINANCE NO. 2021-26 – THE GROVE AT OAKLAND REZONING - AN ORDINANCE OF THE TOWN OF OAKLAND, FLORIDA, AMENDING THE TOWN'S OFFICIAL ZONING MAP DESIGNATION FROM AG, AGRICULTURE, TO PD, PLANNED DEVELOPMENT WITH A MASTER PLAN, IN THE TOWN OF OAKLAND, FOR CERTAIN REAL PROPERTY OWNED BY NEW HORIZON INVESTMENTS, LLC BEARING PROPERTY TAX PARCEL IDENTIFICATION NUMBERS (ADDRESS) 21-22-27-0000-00-016 (15752 E OAKLAND AVE), AND 21-22-27-0000-00-021 (15732 STATE ROAD 438), AND AMENDING THE TOWN'S OFFICIAL ZONING MAP DESIGNATION TO DESIGNATE CERTAIN RECENTLY ANNEXED PROPERTY FROM A-1 (ORANGE COUNTY) TO PLANNED DEVELOPMENT WITH A MASTER PLAN, IN THE TOWN OF OAKLAND, FOR CERTAIN REAL PROPERTY OWNED BY NEW HORIZON INVESTMENTS, LLC BEARING PROPERTY TAX PARCEL IDENTIFICATION NUMBER (ADDRESS) 21-22-27-0000-00-017 (15738 STATE ROAD 438), WITH A COMBINED APPROXIMATE SIZE OF 19.2 ACRES IN SIZE, LOCATED AT THE SOUTHEAST QUADRANT OF WEST OAKLAND AVENUE AND CATHERINE ROSS ROAD; MAKING FINDINGS, AND PROVIDING FOR CONFLICTS, SEVERABILITY AND FOR AN EFFECTIVE DATE.

Town Clerk Hui read the ordinance title for the record. Planning and Zoning Director Marder previously provided a PowerPoint presentation on this ordinance on December 14, 2021.

Highlights of the previous presentation included the following:

- This is the rezoning of all three pieces put together.
- There would be two potential access points off Oakland Avenue and one off Catherine Ross Road. The site plan is conceptual at this point.
- Maximum of 44 single family lots.
- Key stipulations and conditions include:
 - Sidewalks: Construction of a 6' wide sidewalk on the south side of Oakland Avenue between Catherine Ross Road and the edge of the development site.
 - John's Lake Outfall: Provide a minimum 20-foot ingress/egress/maintenance easement, both sides if feasible.
 - Streetlights and Lighting: Provided along all streets in compliance with the Town's Dark Sky Lighting Requirements.
 - Buffer: Provide a continuous living hedge and fence between the four (4) existing houses fronting Oakland Avenue and the new houses in the Hidden Preserve subdivision. Provide an acceptable fence that is metal, iron, and/or brick. Maintain fence and hedge by The Grove at Oakland Homeowners Association.
 - Tree Saves. The Town's priority is to save as many trees as possible. Adjust lot lines, building setbacks, street cross-sections, drainage ways, and other related improvements to save healthy trees.

MOTION was made by Commissioner Ramos, seconded by Commissioner Polland, to approve on Second Public Hearing Ordinance No. 2021-26, The Grove at Oakland Rezoning.

Mayor Stark opened the public hearing. There were no comments from the public. Mayor Stark closed the public hearing.

AYE: McMullen, Polland, Ramos, Satterfield, Stark

NAY: None

Motion passed with a vote of 5 in favor; 0 opposed.

TOWN MANAGER REPORT:

Town Manager Koontz updated the Town Commission on the following items:

- Town offices will be closed on January 17th for MLK Jr. Day.
- On January 29th, the Healthy West Orange Fresh Start Festival will take place at the Healthy West Orange Arts and Heritage Center. The event will be from 9:00 a.m. to

noon and will feature free fitness and cooking demos, games, a 5K run, a bounce house and more!

- The Planning and Zoning and H.R. Departments have relocated to 2 W. Oakland Avenue.
- The first Coffee with the Town Manager for 2022 will be Thursday, January 13th via Zoom.
- The HVAC system at the Oakland Avenue Charter School design is finished. Town Manager Koontz has given Johnson Controls the go ahead to order parts. We are hopefully planning a summer install.

COMMISSION REPORTS:

Commissioner Ramos – Reported that he will be representing the Town of Oakland in the MLK Day parade in Winter Garden on Monday, January 17th.

Commissioner Polland – Nothing additional to add.

Commissioner McMullen – The next Tri-County League of Cities meeting will be in Sanford on January 20th in person. Commissioner McMullen, Mayor Stark, and Town Manager Koontz will be in Tallahassee on February 7-8 for legislative days.

Vice Mayor Satterfield – The school is working on an electronic marquee that will be in the same location as the current monument sign and will conform to all of the town's code and will not run after 7:00 p.m. This marquee was paid for by funds raised by the PTO.

Mayor Stark – Reminder that the Places of Worship Exhibit at the Arts & Heritage Center is ending on January 14th. Asked what is next? Town Manager Koontz said it will be a Black History Exhibit to go along with Black History Month. Mayor Stark said that she loves Westley's herb garden and is hoping that we can get some signage put up to indicate if the herbs are available to the public or not. She is getting that question often.

ADJOURNMENT

There being no further business, Commissioner McMullen adjourned the meeting at 7:57 p.m.

TOWN OF OAKLAND:



MICHAEL SATTERFIELD, VICE MAYOR

ATTEST:



ELISE HU, TOWN CLERK