

**TOWN COMMISSION WORK SESSION  
TUESDAY, JUNE 23, 2020  
OAKLAND MEETING HALL  
6:30 P.M.**

**CALL TO ORDER**

Mayor Stark called the meeting to order at 6:40 p.m.

**ROLL CALL**

COMMISSIONERS PRESENT: Commissioner McMullen (via Zoom)  
Commissioner Polland  
Vice Mayor Satterfield  
Mayor Stark

COMMISSIONERS ABSENT: Commissioner Ramos

**NEW BUSINESS:**

Zoning Code Revision – Articles 1, 2 and 5

Tara Salmieri from PlanActive Studio led the group through the Articles 1, 2 and 5 of the draft Zoning Code Revisions. Additional details can be found in Tara's PowerPoint presentation.


Highlights of the presentation included the following:

- Article 1 – Covers General Provisions: Legislative Authority, Maps, Effect, Interpretations.
- Article 2 – Covers Administration: P&Z, ARB, Land Planning Agency (LPA – P&Z also serves as LPA, Procedures, Notice, Permits, Variances, Special Exceptions. This article also has tables which detail submittal requirements all in one area.
- Article 5 – Covers Definitions & Rules of Measurement: Delegation of Authority, Officials, Buildings, Density and Area, Lots and Yards.


**ADJOURNMENT**

Mayor Stark adjourned the Work Session at 6:52 p.m.

TOWN OF OAKLAND:

  
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KATHY STARK, MAYOR

ATTEST:


  
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ELISE HUI, TOWN CLERK



## 2020 Zoning/Land Development Regulation Rewrite

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2020



# Schedule for Work Sessions and Adoption

Meeting Date	Commission/Board	Code Articles	Action
January 21, 2020	Planning and Zoning Board and Appearance Review Board	Articles 3 and 4, Zoning and Design Districts	Work Session Only
February 18, 2020	Planning and Zoning Board and Appearance Review Board	Articles 1, 2 and 5	Work Session, then both Boards hold separate meetings to transmit Code to Town Commission
March 10, 2020	Town Commission	Articles 3 and 4, Zoning and Design Districts	Work Session Only
June 23, 2020	Town Commission	Articles 1, 2 and 5	Work Session & Regular Meeting: First Hearing for Ordinance Adoption
July 14, 2020	Town Commission	All	Second Hearing for Ordinance Adoption

# Proposed Structure

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## Reorganize document structure

- Logical and intuitive
- Organize around core elements

**Article 1-** General Provisions

**Article 2-** Administration

**Article 3-** Zoning, Uses and Design Districts


March 10, 2020

**Article 4-** Development Standards

**Article 5 –** Definitions and Rules of Measurement

# Article 1, 2, 5

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1. General Provisions: Legislative Authority, Maps, Effect, Interpretations, Nonconformities
  2. Administration: P&Z, ARB, Land Planning Agency, Procedures, Notice, Permits, Variances, Special Exceptions
  5. Definitions and Rules of Measurement: Delegation of Authority, Officials, Buildings, Density and Area, Lots and Yards
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<b>Article 1 General Provisions .....</b>	<b>2</b>
<b>Section 1.1. Title .....</b>	<b>2</b>
<b>Section 1.2. Legislative authority and binding effect .....</b>	<b>2</b>
<b>Section 1.3. - Legislative purpose, Intent and Scope .....</b>	<b>2</b>
<b>Section 1.4. - Consistency with Comprehensive Plan.....</b>	<b>3</b>
<b>Section 1.5. Applicability.....</b>	<b>3</b>
<b>Section1.6. Interpretation and conflict. ....</b>	<b>3</b>
<b>Section 1.7. Severability.....</b>	<b>4</b>
<b>Section 1.8. Repeal of Prior Regulations.....</b>	<b>4</b>
<b>Section 1.9. Official District Maps .....</b>	<b>4</b>
<b>1.9.1 Zoning District Boundaries.....</b>	<b>4</b>
<b>1.9.2 Rules of Interpretation of Zoning District and Design District Boundaries .....</b>	<b>4</b>
<b>Section 1.10 Interpretation and Application of Zoning Code.....</b>	<b>5</b>
<b>Section 1.11 Violations .....</b>	<b>5</b>
<b>Section 1.12 Issuance of Development Orders while Amendments Pending .....</b>	<b>5</b>
<b>Section 1.13 Development Approvals and Permits under Prior Land Development Code .....</b>	<b>5</b>
<b>Section 1.14 Nonconformities .....</b>	<b>6</b>
<b>Section 1.15 Effective Date. ....</b>	<b>7</b>

— Article 1  
 Legislative Authority,  
 Effect, Maps,  
 Interpretations



# Division 2: Administration

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2.1 Purpose and Intent

2.2 Administrative Official

2.3 Advisory and Decision Making Bodies (LPA, ARB, P&Z, TC)

2.4 Application Requirements and Procedures (Notices, Fees, Permits, Variances, Special Exceptions, Submittal Requirements -Table)

2.5 Subdivision Requirements (Orange County)



Process Information/Data	Comprehensive Plan Amendments – Future Land Use Plan Map Amendments – Comprehensive Plan Text Amendments	Rezoning – Zoning Map Amendments – Zoning Code Text Amendments – Special Exceptions to the Zoning Code	Dimensional Variances – Variances – Waivers – Waivers of Application Requirements	Master Plans – Planning Unit Development Master Plans – Land Use Plans – Master Development Plans
A general location map	X	X	X	X
A recent aerial of the site and the surrounding area within 200 feet, noting road access points, adjacent land use designations and design districts	X	X	X	X
A boundary survey or scaled delineation of the property and existing structures and improvements with setbacks noted, registered Florida surveyor may be required		X	X	
Legal description	X	X	X	X
Property owners of record	X	X	X	X
Proof of ownership, may include legal instruments acceptable to Town Attorney	X	X	X	X
Proposed development/redevelopment plan with land uses and structures noted, including off-street parking, impervious coverage, designated open space, and other proposed improvements				
Existing easements, streets and rights-of-way		X	X	
Existing and Proposed Buildings			X	
Existing trees greater than or equal to 6 inches dbh			X	
Environmentally sensitive areas, soils, watercourses, flood hazard areas		X	X	X
Existing topographic contours of the site at 5 ft. intervals			X	X
Proposed topographic contours			X	X



# Article 5 Definitions & Rules of Measurement

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Delegation of Authority, Officials, Buildings, Density and Area, Lots and Yards

<b>Article 5 Definitions and Rules of Measurement .....</b>	<b>2</b>
<b>Section 5.1 Headings, Illustrations, and Text .....</b>	<b>2</b>
<b>Section 5.2 Lists and Examples .....</b>	<b>2</b>
<b>Section 5.3 Computation of Time .....</b>	<b>2</b>
<b>Section 5.4 References to other Regulations/Publications .....</b>	<b>2</b>
<b>Section 5.5 Delegation of Authority .....</b>	<b>2</b>
<b>Section 5.6 Public Officials and Agencies .....</b>	<b>2</b>
<b>Section 5.7 Mandatory and Discretionary Terms .....</b>	<b>2</b>
<b>Section 5.8 Rules of Measurement .....</b>	<b>3</b>
5.8.1 Buildings.....	3
5.8.2 Density and Area.....	3
5.8.3 Lots and Yards .....	4
<b>Section 5.8 Term not Defined.....</b>	<b>4</b>
<b>Section 5.9 Definitions.....</b>	<b>5</b>



# Questions?

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## Next Steps

- 1<sup>st</sup> Reading, June 23<sup>rd</sup> 2020
  - 2<sup>nd</sup> Reading, July 14, 2020
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