



psychological, and physical support during his time of crisis. Many officers could not help but notice your compassion and empathy during this tragic event.

On behalf of the Oakland Police Department and the community, I want to thank and commend you for your unselfish devotion and support to a neighbor in need. For your distinguished service and assistance, we present you with the Oakland Police Chief's Award."

Chaplain Jones also told Mr. Rutland how amazing it is for someone to put their own life at risk to help another person and how much we all appreciate him for taking so much time out of his own evening to help another individual whom he had never even met.

b. Swearing in of elected officials for new terms

Town Clerk Hui had Mayor Kathy Stark and Vice Mayor Michael Satterfield recite their Oath of Office for their new terms on the Town of Oakland Commission. Both officials as well as Commissioner Ramos who was unable to attend the meeting ran unopposed for their seats on the Town Commission and will continue to remain on the commission until 2024.

**PUBLIC FORUM:**

Resident Carlos Esquivel asked if COVID has resulted in a delay to the timeline for The Avenue on Oakland Apartment Complex that will be going in next to Longleaf? Town Manager Koontz said that the project has been going through the permitting process for months and were originally going to start back in March, so he did not see them delaying any further. Project completion should be 12-18 months. Mayor Stark added that our Public Works Director gave a full overview of the project at the last Town Commission meeting and some of the high points were that there would be some barriers put up between The Avenue and Longleaf, some planting of sorts.

**CONSENT AGENDA:**

- a. Minutes – 6-9-2020 Town Commission Regular Meeting
- b. OACS Tentative Budget
- c. Recommendation for Bid Award for Lift Station #5
- d. 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 as presented.

AYE: McMullen, Polland, Satterfield, Stark

NAY: None

**PUBLIC HEARINGS:**

**FIRST PUBLIC HEARING - ORDINANCE 2020-02 - AN ORDINANCE OF THE TOWN OF OAKLAND, FLORIDA; REVISING, REORGANIZING AND CHANGING THE ZONING CODE/LAND**

DEVELOPMENT CODE; AND PROVIDING FOR CODIFICATION, CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE.

Town Manager Koontz stated that this is the follow-up to the work session that the commission just had, and that Tara is available for any questions the commission may have. This is the first hearing on the code and the second hearing will be on July 14<sup>th</sup>. Mayor Stark wanted to make sure that this was just clean up and that there are no substantive changes to the code and no land use changes. Town Manager Koontz said that is correct.

Mayor Stark opened the public hearing. There was no public comment. Mayor Stark closed the public hearing.

MOTION was made by Commissioner Polland, seconded by Vice Mayor Satterfield, to approve the first reading of **ORDINANCE 2020-02** - AN ORDINANCE OF THE TOWN OF OAKLAND, FLORIDA; REVISING, REORGANIZING AND CHANGING THE ZONING CODE/LAND DEVELOPMENT CODE; AND PROVIDING FOR CODIFICATION, CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE.

AYE: McMullen, Polland, Satterfield, Stark

NAY: None

**Motion passed with a vote of 4 in favor; 0 opposed**

**FIRST PUBLIC HEARING, PUBLIC HEARING - ORDINANCE 2020-05** – AN ORDINANCE OF THE TOWN OF OAKLAND, FLORIDA, ANNEXING BY VOLUNTARY PETITION CERTAIN REAL PROPERTY OWNED BY OAKLAND CAPITAL GROUP LLC BEARING PROPERTY TAX PARCEL IDENTIFICATION NUMBER (ADDRESS) 30-22-27-2392-00-010 (7 ORANGE AVENUE), 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 Planner Marder presented a PowerPoint covering the highlights of the ordinance. See Town Planner Marder's PowerPoint presentation for additional details. Town Manager Koontz stated this request is to add to the two previously annexed properties to make a total of around 17 acres.

Mayor Stark wanted clarification to make sure right now the request is just to annex the property and nothing else. Town Manager Koontz stated this is correct, the applicant will come back later with a comprehensive plan amendment. Mayor Stark asked for orientation purposes if this parcel is where the old house sat. Town Manager Koontz said yes, that is correct. Originally that is the reason this parcel was not included as the previous owner wanted to save the house. Since that did not occur and there is a new owner, this new request joins all the property together. On

behalf of the applicant, Dan O'Keefe who is the land use attorney for the project stated that they will be coming back later with a comp plan amendment and rezoning. Part of that request would be for part of the property to be mixed use and this part of the property to be residential along the waterfront. Mr. O'Keefe also added that he would like to thank Town of Oakland staff for their assistance on the project and would respectfully request approval of the annexation.

Mayor Stark opened the public hearing. There was no public comment. Mayor Stark closed the public hearing.

MOTION was made by Commissioner Polland, seconded by Vice Mayor Satterfield, to approve the first reading of **ORDINANCE 2020-05** - AN ORDINANCE OF THE TOWN OF OAKLAND, FLORIDA, ANNEXING BY VOLUNTARY PETITION CERTAIN REAL PROPERTY OWNED BY OAKLAND CAPITAL GROUP LLC BEARING PROPERTY TAX PARCEL IDENTIFICATION NUMBER (ADDRESS) 30-22-27-2392-00-010 (7 ORANGE AVENUE), 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.

AYE: McMullen, Polland, Satterfield, Stark

NAY: None

**Motion passed with a vote of 4 in favor; 0 opposed**

**SECOND PUBLIC HEARING, ORDINANCE 2020-06** – AN ORDINANCE GRANTING TO DUKE ENERGY FLORIDA, LLC d/b/a DUKE ENERGY, AN ELECTRIC UTILITY RIGHTS OF WAY UTILIZATION FRANCHISE; PRESCRIBING THE TERMS AND CONDITIONS RELATED TO THE OCCUPANCY OF MUNICIPAL STREETS AND RIGHTS OF WAY IN THE TOWN OF OAKLAND, FLORIDA, FOR THE PURPOSE OF PROVIDING ELECTRIC SERVICE; PROVIDING FOR SEVERABILITY OF PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

Mayor Stark stated that there had previously been a long discussion on this agreement, and this is an updated franchise agreement. She turned over the floor to the representative from Duke. Kari Conley, the Government and Community Relations Manager for Duke Energy, stated they are glad to be a partner with the Town of Oakland and would be glad to answer any questions. Town Manager Koontz added that this is a 20-year agreement with 2 5-year extensions.

Mayor Stark opened the public hearing. There was no public comment. Mayor Stark closed the public hearing.

MOTION was made by Vice Mayor Satterfield, seconded by Commissioner Polland, to adopt on second reading **ORDINANCE 2020-06** – AN ORDINANCE GRANTING TO DUKE ENERGY

FLORIDA, LLC d/b/a DUKE ENERGY, AN ELECTRIC UTILITY RIGHTS OF WAY UTILIZATION FRANCHISE; PRESCRIBING THE TERMS AND CONDITIONS RELATED TO THE OCCUPANCY OF MUNICIPAL STREETS AND RIGHTS OF WAY IN THE TOWN OF OAKLAND, FLORIDA, FOR THE PURPOSE OF PROVIDING ELECTRIC SERVICE; PROVIDING FOR SEVERABILITY OF PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

AYE: McMullen, Polland, Satterfield, Stark

NAY: None

**Motion passed with a vote of 4 in favor; 0 opposed**

**OTHER POLICY MATTERS:**

Healthy West Orange Arts & Heritage Center Update

Vice Mayor Satterfield started with an overall update on the project. The columns are now up, and railings should be up by mid-July. I.T. Systems Administrator Rodriguez is overseeing the technology in the building and will be continuing to ensure the security cameras, internet and other technology components are moving forward. The discussion now is when does the building open, how does it open, etc. Town Manager Koontz handed out an update on suggested procedures for the center. Please see attachment for additional details.

Town Manager Koontz provided the following updates:

- Items still outstanding include sealing the concrete and fabrication of the railings. Fabrication of the railings could not be done until the columns were complete. Punch list items will also need to be completed. We are probably 4-5 weeks out from substantial completion so are looking at the end of July.
- Planning to do a soft opening with small tours starting with partners and dignitaries.
- Will then plan something to bring residents through building in small groups.
- When it is open will start with it being open to the public 2 days a week, 10 a.m. - 4 p.m.
- When we get to our Phase 3 it will be open to the public 4 days a week and ultimately 5 days a week.
- For the outside bathrooms once they are operational, we will have them open 8 a.m.-4 p.m. in the short term then 7 days a week, 7 a.m. to sunset.
- Mayor Stark asked if we will be hiring someone from the outside to clean the bathrooms.
  - Town Manager Koontz said that initially the Public Works crew will clean the bathrooms several times a day, but we will revisit that at a later date.
  - Mayor Stark would rather contract that service out when the time comes.
  - Town Manager Koontz said we will absolutely look at that.
- Vice Mayor Satterfield wanted to emphasize that we want to make sure residents feel included as we begin opening the facility, however that might look. Mayor Stark said she agrees with this and we need to find easy ways for residents to engage.

- Town Manager Koontz said that we will be working on bring volunteers on very slowly as we move forward.
- Town Manager Koontz also mentioned that we are working on procedures as to how we will be able to take in documents from residents and be able to digitize those. We will not have the capacity to take in physical artifacts and will refer those to the Winter Garden Heritage Foundation however can scan papers in and eventually we will have a way for residents to come in and review historical documents.
- Mayor Stark asked if the stained glass is in the building yet.
  - Public Works Director Parker said that he had worked with 5 different potential contractors and finally was able to get input on how we can frame the stained glass.
- Administrative Services Manager Pappacoda and Special Initiative Coordinator Stewart are working on the first exhibit.
- Programming and use of the building will be some way down the road.
- Signage – working on entry signage and a dedication sign. Vice Mayor Satterfield added that Town Manager Koontz has an idea for the corner sign where the construction sign currently is that would be about half that size and could be used to put out banners regarding town events, etc.
- Mayor Stark asked where we are at with the concession RFP.
  - Town Manager Koontz said that has put together the essential scope and is currently working on putting together the rest of the RFP. He hopes to have it out mid-July.
- Mayor Stark asked what we are doing with the other side of the road.
  - Public Works Director Parker said that we took the sidewalk out as it was all broken up, put new sod on the property, added a shrub line, and moved the potting shed out to the Oakland Nature Preserve.
- Vice Mayor Satterfield stated that he would love to see the center completely operational by the Heritage Festival in November.

**TOWN MANAGER REPORT:**

Town Manager Koontz provided the following updates:

- Census update – we were at a 46% response rate at the last meeting, we are now up to 56.9% with a goal to meet or exceed the local response of 66% from the last census.
- We are getting ready to roll out the Civic Ready platform for emergency notifications. Town Manager Koontz will send out more information to the commission tomorrow.
- Construction hours – at the last Town Commission meeting, staff mistakenly stated that there were construction restrictions on weekends however there are currently no weekend restrictions. The only restrictions right now per code are hours of work construction from 7 a.m. – 8 p.m. Winter Garden has specific hour restrictions for Saturday. Town Manager Koontz asked the commission if the consensus was to have weekend restrictions. All commissioners present said yes. Town Manager

Koontz said that we will bring something back to the commission for consideration which can be a base for a discussion.

- Town Manager Koontz asked the preference for upcoming meetings based on the increase in COVID numbers. The consensus was to set up hybrid meetings for July. Town Manager Koontz said that we will need to invest in additional technology to make the virtual meeting portion better for those attending through that platform. This would most likely be additional microphones in the short-term to help with audio quality. Mayor Stark said to do whatever we needed to do along these lines.

**COMMISSION REPORTS:**

Commissioner Polland – Nothing additional.

Vice Mayor Satterfield – Nothing additional.

Commissioner McMullen – Nothing additional.

Mayor Stark – Nothing additional.

**ADJOURNMENT**

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

TOWN OF OAKLAND:



KATHY STARK, MAYOR

ATTEST:



ELISE HUI, TOWN CLERK



**Johns Lake Point  
Annexation**

**Oakland Town Commission**

June 23, 2020



## Purpose



**To determine whether to annex the property at 7 Orange Avenue into the Town of Oakland.**

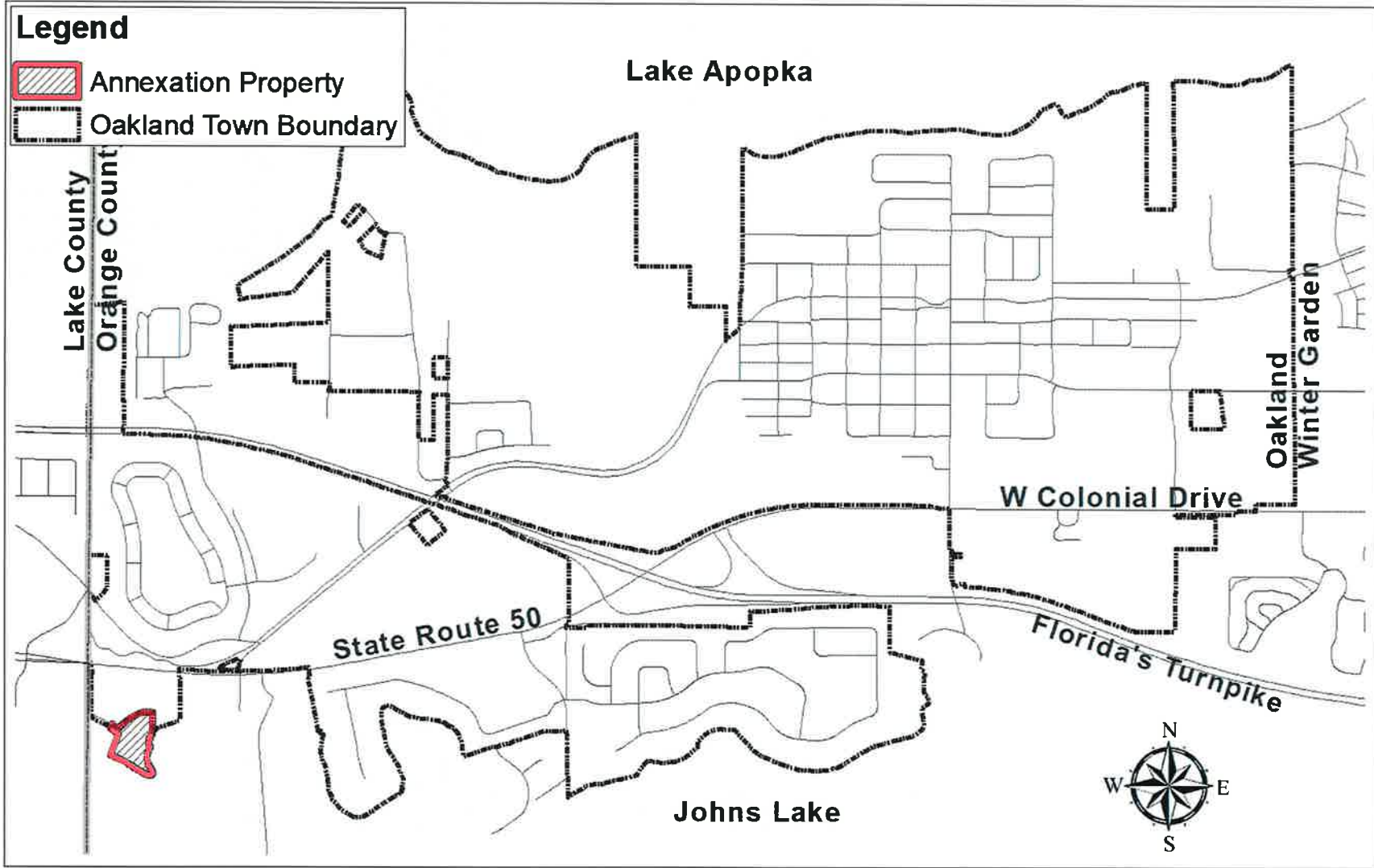
# Project Information

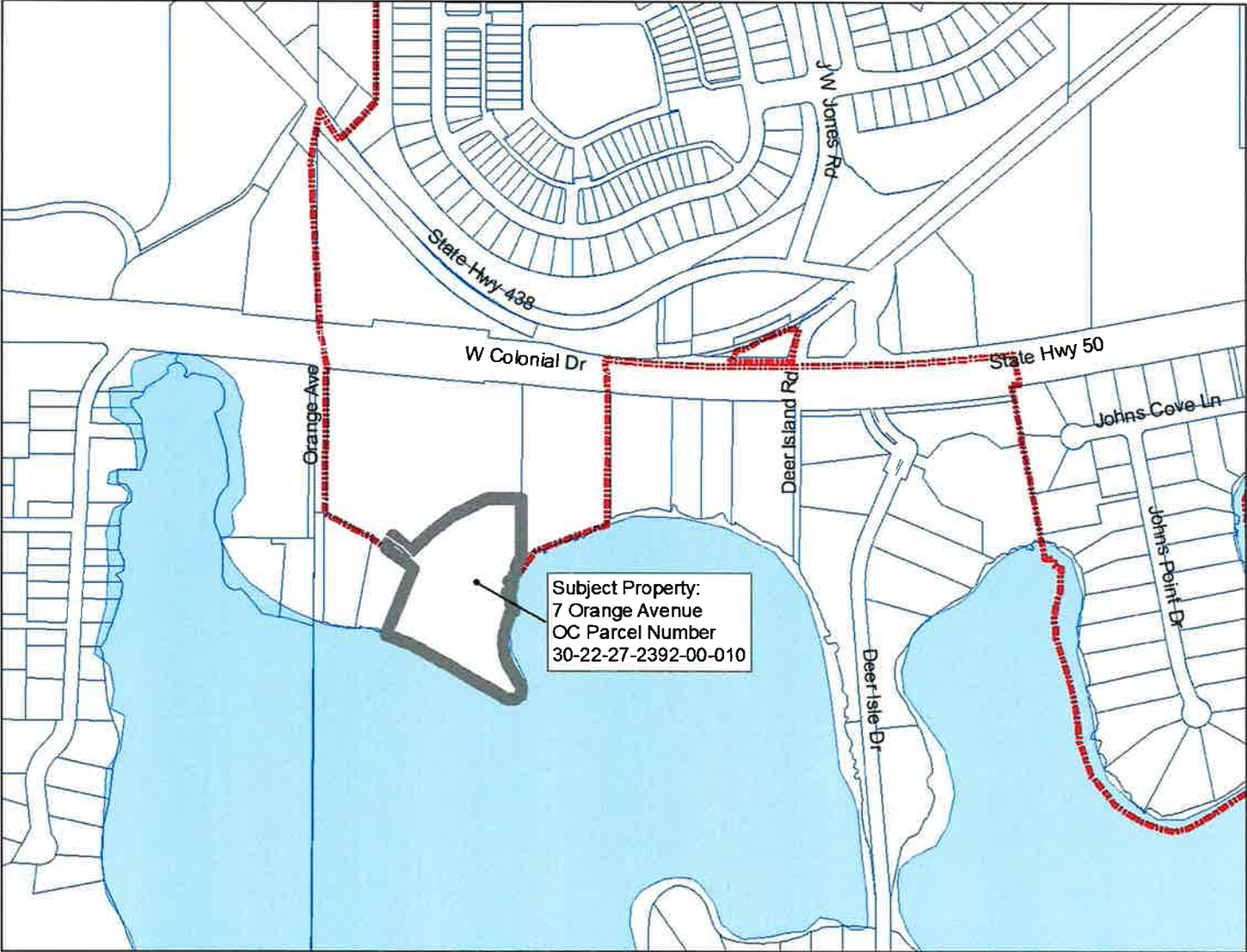


- a. Project: Name: Johns Lake Point
- b. Owner: Oakland Capital Group, LLC
- c. Land Area: 4.78 acres
- d. Existing Uses: Single-family residential
- e. Proposal: Annex from unincorporated Orange County into Oakland
- f. Parcel and Address: 7 Orange Avenue

**Legend**

-  Annexation Property
-  Oakland Town Boundary





Subject Property:  
7 Orange Avenue  
OC Parcel Number  
30-22-27-2392-00-010

# Findings



- ❖ **Consistent with the Town's Restated Joint Planning Agreement with Orange County of 2017.**
- ❖ **Central water and sewer services are available.**

## Planning and Zoning Board



**On June 16, 2020 the Town's Planning and Zoning Board recommended that the Town Commission approve Ordinance 2020-05 to annex the property at 7 Orange Avenue into the Town of Oakland.**

## Recommendation



**Recommend that the Town Commission approve Ordinance 2020-05 on first reading to annex the property at 7 Orange Avenue into the Town of Oakland.**

HEALTHY WEST ORANGE

# ARTS AND HERITAGE CENTER

AT THE TOWN OF OAKLAND 

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**Exhibit:** The Healthy West Orange Arts and Heritage Center is committed to preserving Oakland's past, present and future. "Est. 1887" explores Oakland's history as the industrial and social hub of Orange County more than 130 years ago. This exhibit, conceptualized in conjunction with the Winter Garden Heritage Foundation, features framed historic photographs with descriptive text outlining Oakland's early history, and was specifically pursued in grant funding from Orange County Arts and Cultural Affairs. Three exhibit cases will feature items relating to Oakland's incorporation in 1887 such as minute books and the Town seal, as well as the area's pre-history with artifacts borrowed from the Oakland Nature Preserve. Two display walls will showcase local Florida art and discuss how it relates to West Orange County. A cornerstone piece at the Center is the historic Oakland Presbyterian Stained Glass Window. This window was made for the second Oakland Presbyterian Church building, a brick structure that rose on the southeast corner of Starr Street and Oakland Avenue in 1919. The new church replaced the 1887 wooden sanctuary that stood further east at Tubb Street and Henschen Avenue.

**Hours:** Initially, the Center will open 2 days a week from 10 a.m. – 4 p.m. with guided tours by appointment only, followed by two days a week open to the public with limited capacity and distancing, followed by a regular schedule of four days a week, as public health guidelines allow.

### **Safety Protocols**

Signage will be posted to alert the public that masks are recommended before entering, and that they should not enter if they show signs of COVID-19. A hand sanitizer station will be placed at the entry. High touch areas will be wiped down twice a day during the days that the facility is open to the public. Cleaning of grounds and drinking fountain will be done each day by Public Works staff. Public restrooms will be opened when complete, with hours of operation from 8 a.m. to 4 p.m. Monday through Friday. The bathrooms will be cleaned and sanitized at 10 a.m., 1 p.m., and 4 p.m. by Public Works staff and will also be cleaned by professional cleaning service at least twice a week. The restroom facility will be unlocked by Public Works staff at 8 a.m. and locked by Public Works staff at 4 p.m.

**Staffing:** During initial opening, the Center will be staffed by one employee. Staff will wear a face covering when interacting with the public; the public will be encouraged to but not required to wear a face covering. Stanchions may be placed to help staff guide visitors through the exhibit space.

**Volunteers:** Volunteers are the core of Oakland's community and can help the Center promote its mission. A group of volunteers have been screened and cleared through HR but will not be brought to the building until such time it is deemed safe. There is potential for remote duties, such as research, design, letter writing, community outreach and more. In the future, on-site duties will include greeting visitors, answering questions, folding brochures and collating mailings, data entry, and special projects and events.

**Soft Opening:** A soft opening could consist of a series of small VIP tours of the facility and/or a horse-drawn guided carriage ride of historic sites in Oakland. Tours open for Town residents would also be





**Administrative Services**

230 N. Tubb St.  
Oakland, Florida 34760  
407.656.1117 ext. 2113

[epappacoda@oaklandfl.gov](mailto:epappacoda@oaklandfl.gov)

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**To:** Steve Koontz, Town Manager  
**From:** Elisha Pappacoda, Administrative Services Manager  
**Subject:** CivicReady Alerts  
**Date:** June 19, 2020

The Town of Oakland launched a vital component of its emergency preparedness and mass notification system with CivicReady alerts. The CivicReady solution will significantly improve our town-wide communication efforts by allowing the Town to communicate with residents and businesses quickly and efficiently before, during and after an emergency.

All residents and businesses with a utility account are automatically enrolled in Emergency Alerts, which will only be sent for critical public health and safety events. The Town is also encouraging residents to voluntarily opt-in for general Town Notifications, which will alert residents about routine events and community updates.

The Town of Oakland encourages all residents to sign up at <https://oakland.reggroup.com> and enter their contact information along with specific notification preferences. Residents should enter a valid address so they may be contacted when their area is being affected. In the event of an emergency, this will allow the Town to immediately notify residents.

Subscribers can register to receive emergency alerts and other notifications via phone call, text message, and/or email at <https://oakland.reggroup.com>. Modifications to the alerts can be made any time. Residents will benefit from easier profile management, increased communication speeds and more.

After registering for CivicReady, residents may also download the AlertMe - Regroup Mobile App, available for iOS or Android devices, and log in with the same username and password. Those registering through the AlertMe - Regroup Mobile App should use the registration code "Oakland." The app will allow users to receive push notifications.

With this enhanced communication system, the Town will be able to increase its community engagement and be better prepared in the event of an emergency.