



7-13-2026 Commission Meeting - AMENDED
Meeting Minutes

Jul 13, 2026, 6:00 PM Oak Hill City Hall
234 U.S. 1, Oak Hill, FL 32759

A. OPENING

1. Call to Order

Mayor Ricky Taylor called the City of Oak Hill Commission Meeting to order on Monday, July 13, 2026, at 6:00 PM in the City Commission Chambers, 234 South US 1, Oak Hill, FL 32759.

2. Invocation

A moment of silence was observed.

3. Pledge of Allegiance

Mayor Ricky Taylor led the Pledge of Allegiance.

4. Roll Call

Present: Mayor Ricky Taylor, Vice Mayor Joseph Catigano,
Commissioner Linda Hyatt, Commissioner Carrie Werning, Commissioner Mark
Drollinger Absent: None

B. AGENDA MODIFICATIONS

Commissioner Werning requested the addition of a vote on the monthly distribution of the profit and loss detail report to commissioners and its posting

on the city website, a matter discussed at a prior budget workshop where no formal vote could be taken. The item was designated as H.5 under New Business.

Motion to add the profit and loss detail report distribution to the agenda as Item H.5 was made by Vice Mayor Catigano and seconded by Commissioner Werning. The motion carried 5-0.

C. PRESENTATIONS / ANNOUNCEMENTS

Before reading the proclamation, Mayor Taylor read into record a letter from the lobbyist in Tallahassee unfortunate news regarding our recent legislative efforts. The governor has vetoed our Canal Armor project. This was part of a larger sweep veto that eliminated similar projects across the state. The Mayor has been in working with Councilman Danny Robins who is assisting in establishing a plan with the county to get in front of this and create a grant that will fully fund the complete project.

1. Proclamation: Honoring Mrs. Nancy V. Cummings

Mayor Taylor read into the record a formal proclamation honoring Mrs. Nancy Cummings for her extraordinary contributions to education, public service, civic leadership, community development, and humanitarian efforts in Oak Hill. Mrs. Cummings arrived in the Oak Hill area in 1927, served as a teacher at the one-room Oak Hill Elementary School for Black students, made history as the first citizen of color appointed to the Oak Hill Board of Commissioners, and pursued advanced studies at numerous institutions including Bethune-Cookman College, Florida A&M University, and Howard University. Mayor Taylor noted an upcoming community breakfast at Nancy Cummings Park and a Public Works event at the Brannon Center on Saturday at 3:00 PM.

2. Community Garden Update: Dana Greatrex

Carolyn Maritz, Chairman of the Oak Hill Community Trust, presented an update on the Oak Hill Community Garden. The garden, established pursuant to a lease signed July 25, 2023, is located on 2.9 acres at the corner of West Halifax and Flamingo Road. Since taking possession, the committee has developed fifteen raised beds with drip irrigation, a children's garden, a deep well, a pole

barn, multiple themed gardens, fruit and ornamental trees, a three-tiered fountain, and a pavilion with thirteen picnic tables. Funding has been secured through grants from Home Depot, Lowe's, and the Whole Kids Foundation, as well as member donations. The garden is one of only two high schools in the country to complete the Smithsonian Institute's Green Ambassadors pilot program in partnership with the Museum of Arts and Sciences in Daytona. A sculpture formerly displayed at the Museum of Arts and Sciences for fifty years has been gifted to the garden. Ms. Maritz requested a renewed lease from the City and maintenance of a clear easement on the western property line.

Tamee Kreek, 124 North Gaines Street, addressed the Commission to announce an upcoming every-door-direct mailer inviting all residents to tour the garden and noted that the garden draws visitors from Edgewater and New Smyrna Beach who subsequently patronize local businesses.

Motion to renew the lease for the Oak Hill Community Garden was made by Commissioner Carrie Werning and seconded by Commissioner Drollinger. The motion carried 5-0.

3. Crime Statistics Report: Volusia Sheriffs Office

Lieutenant Steven Bryan of the Volusia County Sheriffs Office reported that for the month of June, the Sheriffs Office investigated four persons crimes, all of which were solved and cleared; three property crimes, two of which resulted in arrests with a warrant pending on the third; and one crime against society, which was also cleared. The overall clearance rate stood at approximately 87 percent, nearly double the national average. Lieutenant Bryan encouraged residents to continue reporting suspicious activity, noting that the office can only respond to matters it is made aware of.

4. Bissett Bay Subdivision: Concept Presentation

Attorney Joey Posey, 420 South Nova Road, appeared on behalf of a prospective contract purchaser of a parcel currently located in unincorporated Volusia County, zoned MH-5 (allowing 50-foot lots and modular or single-family homes), with a future land use permitting up to 8 units per acre. Attorney Posey emphasized that this was an informal brainstorming presentation, no application has been filed, and that the purpose was to solicit early Commission feedback prior to any formal annexation petition. Two conceptual plans were briefly

described: one featuring residential single-family development consistent with the surrounding Indian Harbor Estates neighborhood, and one featuring a commercial RV park use. Civil Engineer Matthew Dallas of Mark Dowst & Associates provided engineering context, noting the site sits on sandy soils on a bluff with direct outfall to the Indian River Lagoon, and that any development would be subject to St. Johns River Water Management District stormwater standards requiring dry retention systems. Commissioner Werning, as a resident of Indian Harbor, stated a preference for residential use consistent with the character of the surrounding neighborhood. Mayor Taylor expressed interest in any annexation agreement including provisions to improve stormwater water quality for the broader Indian Harbor Estates area. The sequence of events outlined was annexation first, followed by City zoning and land use designation.

Resident Janna Taylor, 183 East Ariel Road, noted that the City's municipal code requires fifteen days' advance mailed notice to adjacent property owners for concept plan reviews, and stated that no such notice had been received. Attorney Posey clarified that nothing has been formally filed and that all procedural notice requirements would be met prior to any formal submission.

Resident Robert Clinton spoke as a descendant of the original property owners, sharing the history of the land and expressing concern about flooding impacts on adjacent properties and the loss of natural habitat.

D. CITIZEN PARTICIPATION / PUBLIC INPUT (NON-AGENDA ITEMS)

48:22

Janna Taylor, 183 East Ariel Road, raised three concerns: (1) that the VIA Hall had no publicly posted hours despite a staff representation that it was open Monday through Friday, and that she had independently obtained a copy of an agreement dated June 3rd amending the City's ECHO grant arrangement, which specified staffing hours of 9:00 AM to 4:00 PM Monday through Friday, with approximately \$800 spent on office setup, yet no public notification had been issued; (2) that several approved meeting minutes were missing from the City's website; and (3) that the June 24, 2026 PLDRC meeting on YouTube was mislabeled and should be identified as a Comprehensive Plan Committee meeting.

E. CONSENT AGENDA 53:15

The June 4, 2026 Budget Workshop minutes were approved by unanimous vote, and the June 8, 2026 Commission Meeting minutes were approved with a correction to change "Gainesville Street" to "Gaines Street" as noted by Commissioner Hyatt.

Motion to approve the June 4, 2026 Budget Workshop minutes was made by Commissioner Carrie Werning and seconded by Commissioner Hyatt. The motion carried 5-0.

Motion to approve the June 8, 2026 Commission Meeting minutes as corrected was made by Commissioner Drollinger and seconded by Vice Mayor Catigano. The motion carried 5-0.

F. CITY ADMINISTRATOR

1. FY 2026-2027 Budget 1:23:33

City Manager John Barkley reported that no applicants had been received for the advertised accounting position and that the City is shifting its approach toward restructuring the existing agreement with James Moore & Company to provide a more hands-on role, including the potential placement of an accounting technician at City Hall on a weekly basis to serve as an intermediary between City staff and the financial consultant. City Manager Barkley announced that a draft FY 2027 budget would be released to commissioners and posted publicly the following day, with the next budget workshop scheduled for July 20, 2026. He noted that the City's fund balances are healthy as it approaches the end of FY 2026, and that staff is concurrently working to correct accounting postings made in error during the prior year. The Commission confirmed the draft tentative budget would be emailed to all commissioners the following morning.

2. Oak Hill Boundary Survey

City Manager Barkley reported that the boundary and text survey conducted by Jeff Corey and Associates is complete and will be distributed to commissioners. The accompanying GIS mapping component is in progress and will be posted

online upon completion. The survey revealed that numerous recent annexations had not been previously incorporated into the city boundary map, complicating the municipal boundary definition. Once finalized, the updated boundary description will be incorporated into the City Charter through the Municode codification process.

3. Oak Hill Zoning Map

City Manager Barkley advised that the completed boundary survey will lead directly into an effort to update the City's zoning map, which has not been comprehensively reconciled in approximately twelve to thirteen years. Staff identified at least nine recent rezonings that have not been reflected on the official map. Once updated and certified by the Mayor, the new zoning map will be posted at City Hall and online to provide a solid regulatory foundation for future development review.

G. OLD BUSINESS

1. Second Reading: Ordinance 2026.04: Annexation and Lot Split — 645 Ohana Road

City Attorney Christian Waugh read the title of Ordinance 2026-04 in full, providing for the voluntary annexation of property at 645 Ohana Road into the City of Oak Hill pursuant to Section 171.044, Florida Statutes. Attorney Mark Rakowski appeared on behalf of property owners Janice and Craig Conrad. Attorney Rakowski inquired as to the timing of the companion comprehensive plan amendment and rezoning ordinances. City Attorney Waugh clarified that the property would retain its county zoning designation until the City's zoning ordinance is applied in a subsequent action, and that there is no legal impediment to adopting the annexation separately. A public hearing was opened; no members of the public offered comment; the public hearing was closed.

Motion to adopt Ordinance 2026-04 was made by Vice Mayor Joseph Catigano and seconded by Commissioner Carrie Werning. The motion was 5-0.

H. NEW BUSINESS

1. First Reading: Ordinance 2026-05: Annexation — 370 N. Brooks Circle

City Attorney Waugh read the title of Ordinance 2026-05, providing for the voluntary annexation of property at 370 Northbrook Circle into the City of Oak Hill pursuant to Section 171.044, Florida Statutes. Stephanie Hall, 370 Northbrook Circle, addressed the Commission to explain that she and her co-owner are proceeding through a divorce and seek to split the approximately 15-acre agricultural parcel into two parcels of approximately 7.5 acres each, with each party retaining a portion of the property. Commissioner Werning noted the property had been surveyed. Commissioner Drollinger confirmed the lots would remain above the 5-acre agricultural minimum. Resident Mike Arman noted that the PLDRC had unanimously approved the matter after a quorum issue and public notice delay necessitated a continuation to the following month. No neighboring objections were noted. A public hearing was opened; no members of the public offered objections; the public hearing was closed. The Commission expressed comfort proceeding with the first reading, with the second reading and public hearing affording additional opportunity for review.

Motion to approve the first reading of Ordinance 2026-05 was made by Commissioner Mark Drollinger and seconded by Vice Mayor Catigano. The motion was 5-0.

2. Contract for Planning, Engineering, and Environmental/GIS: Zev Cohen & Associates

Mark Karet of Zev Cohen & Associates, 300 Interchange Boulevard, Ormond Beach, presented the firm for consideration as the City's contracted planning, engineering, environmental, and GIS consultants. City Manager Barkley explained that the long-term vision is for Zev Cohen & Associates to provide comprehensive services currently distributed among multiple contractors. Mr. Karet is the firm's sole certified planner and would serve as planner of record. The firm has provided planning services to communities including Pierson, Crescent City, Bunnell, Ormond Beach, and Volusia County for over fifty years. Commissioner Werning confirmed the firm has GIS mapping capabilities and raised a conflict-of-interest question; Mr. Karet stated the firm has no current projects in Oak Hill, though it has worked with many Volusia County developers over its history. City Attorney Waugh noted the contract requires the addition of

a human trafficking certification per Florida Statutes. The contract is structured on an openended, unit-cost basis ranging from \$100 to \$300 per hour depending on the level of staff involved, with no annual retainer and terminable at the Commission's discretion. Costs related to developer applications are passed through to the respective applicants. The firm committed to providing detailed monthly invoices with itemized breakdowns and expressed willingness to work with the City to establish a developer deposit or escrow system.

3. Historic District Designation

Vice Mayor Catigano introduced the item, explaining that the Commission's commitment during the election cycle to preserve Oak Hill's character motivated placing it on the agenda. City Attorney Waugh outlined that historic district designations exist on a broad spectrum, from simply establishing a geographic boundary with a historic name, to creating a zoning overlay with architectural standards and design review requirements. Any substantive overlay would require a comprehensive plan amendment followed by a code amendment. Commissioner Werning noted the possibility of designating specific properties nationally rather than creating a district-wide regulatory framework and raised concerns that overly restrictive standards could burden existing homeowners. Vice Mayor Catigano clarified that the Commission would have full authority to set the scope and standards of any such district and could define lot sizes or design parameters appropriate to the area while keeping requirements as lenient or as strict as deemed appropriate. Discussion of SB 180 preemption concerns was raised; City Attorney Waugh noted that while some overlay provisions could potentially be challenged under SB 180, cities across Florida are navigating this tension and the Commission retains meaningful local control depending on the scope chosen. The Commission reached consensus that public workshops are needed to gather community input and allow commissioners to develop a shared vision. Commissioner Werning suggested the possibility of a downtown center district to preserve Oak Hill's historic character. City Attorney Waugh offered to provide a draft mixed-use ordinance framework to City Manager Barkley for the Commission's consideration. The item was continued to a future meeting and workshop.

4. Committee Appointments

City Manager Barkley presented the PLDRC appointment matters. City

Attorney Waugh confirmed that, per City Code Section 24-1157, PLDRC members are appointed by the City Commission as a body, with no provision for individual commissioner nominations as exists for the Parks and Recreation Advisory Board,

Commissioner Darry Cummings was reappointed to PLDRC Seat 1.

Motion to reappoint Commissioner Darry Cummings to PLDRC Seat 1 was made by Commissioner Linda Hyatt and seconded by Commissioner Werning. The motion was 5-0.

John Kalstad was appointed to fill the vacant PLDRC Seat 4.

Motion to appoint John Kalstad to PLDRC Seat 4 was made by Commissioner Mark Drollinger and seconded by Vice Mayor Catigano. The motion was 5-0.

Doug Gibson was appointed to fill the vacant PLDRC Seat 5. Commissioner Werning cited both Mr. Gibson's and Mr. Crawford's status as long-time residents as the basis for her nominations, with the Commission favoring Mr. Gibson for the regular seat.

Motion to appoint Doug Gibson to PLDRC Seat 5 was made by Commissioner Carrie Werning and seconded by Commissioner Linda Hyatt. The motion carried 3-2, with Vice Mayor Catigano and Commissioner Drollinger voting no.

John Crawford was appointed to an Alternate position on the PLDRC.

Motion to appoint John Crawford to the PLDRC Alternate position was made by Vice Mayor Catigano and seconded by Commissioner Werning. The motion was 5-0.

H.5 — Monthly Profit and Loss Detail Report (Added by Agenda Modification)

Motion that City staff provide commissioners with a profit and loss detail report monthly, to be distributed by the 15th of each month, and that the report also be posted to the City's website, was made by Commissioner Carrie Werning and seconded by Commissioner Hyatt. The motion was 5-0.

1. CITY ATTORNEY

City Attorney Waugh reported on the status of pending litigation. The city has been served with discovery requests, including requests for production and interrogatories, and will respond accordingly. The City intends to take the deposition of the opposing party's corporate representative on identified topics. A summary judgment motion is planned but must await the completion of discovery, as case law requires that judges deny premature summary judgment motions when outstanding discovery could affect the record. Trial has been tentatively discussed for December, though no formal trial order has been issued. City Attorney Waugh also reported that a previously open 2025 case involving a stop-payment on a check by an applicant who did not receive a desired special exception result had been resolved through a negotiated settlement, with the opposing party paying \$17,000 to the City. The case is expected to be formally dismissed.

J. BOARDS & COMMITTEES

1. PLDRC

No report was given.

2. Comprehensive Plan Committee

No report was given.

3. Parks & Recreation Advisory Board

Brittany Mason, Vice Chair of the Parks and Recreation Advisory Board, presented three items for Commission approval. First, the Board requested authorization to collect school supply donations at City Hall for distribution to students at Burn-Sci Tech during orientation events on August 4 and August 7, 2026. Second, the Board proposed hosting a free mammogram screening event in partnership with Libby's Legacy, a mobile mammography unit based in Orlando, to be held at the Burn-Sci Tech gymnasium, which offers the private spaces required for HIPAA compliance, along with a health expo including

dental and other health providers, at no cost to residents. The date is pending approval. Third, the Board proposed a fall pumpkin patch event at the Powell property in conjunction with a movie night and vendor market, with pumpkins supplied by the Burn-Sci Tech FFA program; the specific date was also pending. Brittany Mason additionally reported on the success of a recent community event, noting that over 220 taste-testing tickets were distributed and approximately \$1,300 in gross proceeds were raised, with approximately \$600 remaining in the board's account after expenditures. Mayor Taylor noted the departure of Parks and Recreation Board Chair Roger Page due to resignation and encouraged community members to apply to fill the vacancy, noting that the board requires at least one additional member to maintain quorum.

Motion to approve all three Parks and Recreation Advisory Board proposals was made by Commissioner Carrie Werning and seconded by Commissioner Drollinger. The motion was 5-0.

K. COMMENTS FROM THE COMMISSIONERS

Vice Mayor Catigano moved to restore city commission meetings to twice monthly, citing the volume of business being deferred and the need for greater follow-up on pending matters. Commissioner Werning concurred, noting that returning to bimonthly meetings is important to address the backlog of outstanding items.

Motion to increase the frequency of City Commission meetings to twice per month was made by Vice Mayor Catigano and seconded by Commissioner Carrie Werning. The motion carried 3-2, with Commissioner Drollinger and Commissioner Hyatt voting no.

L. ADJOURNMENT

Motion to adjourn was made by Commissioner Carrie Werning and seconded by Commissioner Hyatt. The meeting was adjourned.

