

CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, November 18, 2024
5:30 PM

City Commission Chambers
1st Floor, Casselberry City Hall
95 Triplet Lake Drive, Casselberry, Florida

TO THE PUBLIC: Persons are advised that, if they decide to appeal any decision made at these meetings/hearings, they will need a record of the proceedings and for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based, per Section 286.0105, Florida Statutes. Persons with disabilities needing assistance to participate in any of these proceedings should contact the A.D.A. Coordinator, 48 hours in advance of the meeting at (407) 262-7700, ext. 1150.

Any invocation that may be offered before the official start of the City Commission meeting is the voluntary offering of a private citizen to and for the Commission pursuant to Resolution 15-2808. The views and beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Commission and do not necessarily represent their individual religious beliefs, nor are the views or beliefs expressed intended to suggest allegiance to or preference for any particular religion, denomination, faith, creed, or belief of the City Commission or the City of Casselberry. No person in attendance at this meeting is or shall be required to participate in any invocation, and the decision whether or not to participate will have no impact on his or her right to actively participate in the meeting.

This is a public meeting, and the public is invited to attend. The agenda is subject to change. Please be advised that one (1) or more members of any of the City's Advisory Boards may be in attendance and may participate in the discussions at the meeting.

Persons can obtain an electronic copy of the agenda packet for this meeting by making a public records request to the City Clerk's Office by calling (407) 262-7700, Ext. 1133 or emailing cityclerk@casselberry.org.

AGENDA

1. MEETING CALL TO ORDER

2. INVOCATION

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. MINUTES

A. Minutes of October 28, 2024 - Regular Meeting

6. PRESENTATIONS/ COMMENDATIONS

A. Presentation: Certificate of Completion - Institute of Elected Municipal Officials (IEMO) I

Mayor Henson will present Commissioner-Elect Thomas E. Kirk with a Certificate of Completion for the completion of the Florida League of Cities Institute for Elected Municipal Officials which was held in Tampa, FL on October 5 - 6, 2024.

7. CONSENT AGENDA

The action proposed to be taken is stated for each item on the Consent Agenda. Unless one item is removed from the Consent Agenda by a City Commission member, no discussion on individual items will occur and a single motion will approve all items.

A. Approval of Legal Services Invoices

- Garganese, Weiss, D'Agresta & Salzman, P.A., Invoice No. 102334 - \$17,038.46
- Fishback Dominick LLP, Invoice No. 121682 - \$809.39

B. Resolution 24-3471 - FY 2024 Fourth Quarter Budget Amendments and Transfers

Approval of Resolution 24-3471 to formally adopt budget amendments and budget transfers approved during the fourth quarter of FY 2024 is requested.

C. **Resolution 24-3472 - Change Order #23 with Wharton-Smith, Inc. for the Wirz Park Improvement Project and Related Budget Amendment #25-006**

Approval of Resolution 24-3472 providing for Change Order #23 with Wharton-Smith, Inc. to add additional contingency for the Wirz Park Improvements Project and authorizing the City Manager to execute change orders up to a total amount not to exceed \$180,000, with funding provided by related Budget Amendment #25-006 is requested.

D. **Resolution 24-3473 - Capital Lease Purchase Agreement with Truist Bank, Award of RFP-2024-1117 to E-Z-Go to Purchase Golf Carts and Budget Amendment #25-001**

Approval of Resolution 24-3473 for Capital Lease Purchase Agreement with Truist Bank and to award RFP-2024-1117 to E-Z-Go, Division of Textron, for the purchase of 60 golf carts for the Casselberry Golf Club, in the net of trade-in credit amount of \$341,220, and Budget Amendment #25-001 is requested.

E. **Budget Amendment #24-060 - Adjustments to the FY 2024 Budget**

Approval of Budget Amendment #24-060 providing for adjustments to the FY 2024 Budget is requested.

F. **Donation from State Law Enforcement Trust Funds to the Central Florida Chapter of Concerns of Police Survivors and Related Budget Amendment #25-005**

Approval of a donation from State Law Enforcement Trust Funds to the Central Florida Chapter of Concerns of Police Survivors in the amount of \$1,500 and related Budget Amendment #25-005 is requested.

G. **Piggyback Agreement with SAK Construction LLC for Rehabilitation of Gravity Sewer, Pipelines and Conduits**

Consideration for approval to piggyback City of Port St. Lucie Contract #20180197 with SAK Construction LLC for Rehabilitation of Gravity Sewer, Pipelines and Conduits in an amount not to exceed a total of \$1,000,000 is requested.

H. **Amendment to the FY2025 Budget, Appendix A, Classification/Pay Grade Schedule**

Amendment to the FY2025 Budget, Appendix A, Classification/Pay Grade Schedule to adjust position titles and pay grade assignments is requested.

I. **Reorganization of the Administration Department and Related Budget Amendment #25-008**

Reorganization of the Administration Department to replace the position of Executive Assistant to the City Manager with Assistant City Manager, add the new position of Community Information Manager, provide for the renovation of the Administration area and Related Budget Amendment #25-008 is requested.

8. DISCUSSION ITEMS

A. **Future Agenda Items**

9. RESOLUTIONS - None

10. FIRST READING OF ORDINANCES

A. **First Reading of Ordinance 24-1612 - Amendments to City Code, Chapter 14, Section 14-51, Permit Application and Section 14-54, Seasonal Sales; Performance Criteria**

Approval on first reading of Ordinance 24-1612 amending City Code, Chapter 14, Article II, Division 3, Section 14-51, Permit Application and Section 14-54, Seasonal Sales; Performance Criteria to update permission language and refine related rules and regulations for seasonal sale permits, is requested.

B. **First Reading of Ordinance 24-1613 - Amendments to the Unified Land Development Regulations, Regarding Trees and Aquatic Plants**

Approval of Ordinance 24-1613 providing for amending the Unified Land Development Regulations to update aquatic plant and tree species and references, updating tree removal requirements, and repealing establishment of the City Tree Advisory Committee is requested.

C. **First Reading of Ordinance 24-1614 - Amending City Code Chapter 2, Updating the Membership and Duties of the Parks and Recreation Advisory Board**

Approval of Ordinance 24-1614 on first reading, providing for amending City Code Chapter 2, regarding the Parks and Recreation Advisory Board to update duties and add tree board duties is requested.

D. **First Reading of Ordinance 24-1615 - Amending the City's Official Zoning Map to PMX-MID and Approving a PUD Agreement and Concept Plan at Southeast Corner of S.R. 436 and Oxford Road**

Approval of Ordinance 24-1615 on first reading, amending the City's Official Zoning Map to PMX-MID (Planned Mixed Use: Medium Rise) for two (2) parcels generally located at the southeast corner of the intersection of S.R. 436 and Oxford Road, including an associated Planned Unit Development (PUD) Agreement and a Concept Plan, is requested.

E. **First Reading of Ordinance 24-1616 - Amending the City's Comprehensive Plan's Future Land Use Element to Provide for Floating Solar Facilities in Specific Land Use Designations**

Approval of Ordinance 24-1616 on first reading, amending the City's Comprehensive Plan's Future Land Use Element to permit the installation of floating solar facilities in the Public Service, Recreation and Open Space, Industrial, and Industrial-Medium Future Land Use Map (FLUM) designations, is requested.

11. PUBLIC HEARINGS

The purpose of a Public Hearing is to receive input regarding the item being considered. Public Hearings are not intended to be a time for the public to obtain information about the subject matter of the hearing. (Hearing Sequence: 1st - Staff; 2nd - Applicant/Requesting Party; 3rd - Public; 4th - opportunity for brief rebuttals, if appropriate; Final - City Commission motion, discussion and action.)

A. **Public Hearing: Second Reading of Ordinance 24-1610 - Amending the City's Future Land Use Map Designation for Property Located at 210 N.E. Triplet Drive (Parcel ID 09-21-30-506-0400-0010)**

Adoption of Ordinance 24-1610 amending the City's Future Land Use Map (FLUM) designation for one (1) parcel located at 210 N.E. Triplet Drive (Parcel ID 09-21-30-506-0400-0010) from Low Density Residential (LDR) to Medium Density Residential (MDR), is requested.

B. **Public Hearing: Second Reading of Ordinance 24-1611 - Amending the Official Zoning Map Classification for Property Located at 210 N.E. Triplet Drive (Parcel ID 09-21-30-506-0400-0010)**

Adoption of Ordinance 24-1611 amending the Official Zoning Map Classification from R-12.5 (Low Density Single-Family Residential) to RMF-13 (Medium Density Multi-Family Residential) for one (1) parcel located at 210 N.E. Triplet Drive (Parcel ID 09-21-30-506-0400-0010) is requested.

12. OTHER ITEMS - None

13. CITIZENS' COMMENTS

Persons who wish to make comment or make inquiry on any matter NOT ON THIS AGENDA may do so at this time. Please raise your hand and when recognized by the Mayor, come forward to the microphone, give your name and address and speak briefly on the matter. All comments must be directed to the Mayor or City Commission as a whole, not an individual City Commissioner, a City staff member or another member of the audience. Citizens may be heard during PUBLIC HEARINGS or at any time any agenda item is before the City Commission for consideration by following the same procedure described above.

14. CITY MANAGER'S REPORT

A. **Procurement Information Report for the Period October 1, 2024, through October 31, 2024**

The October 2024 Procurement Information Report is provided for review.

15. CITY ATTORNEY'S REPORT

16. CITY CLERK'S REPORT

17. CITY COMMISSIONER'S REPORTS/COMMENTS

18. ADJOURNMENT

Date

Donna G. Gardner, CMC
City Clerk



CITY MANAGER M E M O R A N D U M

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: November 18, 2024
Subject: Minutes of October 28, 2024 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the October 28, 2024 Regular Meeting for approval.



CITY MANAGER M E M O R A N D U M

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: November 18, 2024
Subject: Presentation: Certificate of Completion - Institute of Elected Municipal Officials (IEMO) I

Introduction: Mayor Henson will present Commissioner-Elect Thomas E. Kirk with a Certificate of Completion for the completion of the Florida League of Cities Institute for Elected Municipal Officials which was held in Tampa, FL on October 5 - 6, 2024.



CITY MANAGER M E M O R A N D U M

7.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: November 18, 2024
Subject: Approval of Legal Services Invoices

Introduction: Consideration for approval of the legal services invoices from the City Attorney and the Code Enforcement Special Magistrate is requested.

Background: Pursuant to Resolution 16-2815, invoice information for attorney fees and legal services must be submitted to the City Commission for approval prior to payment.

Discussion: The following invoices have been reviewed by the affected departments and are being presented for approval:

Garganese, Weiss, D'Agresta & Salzman, P.A.

- City Attorney Services - October 2024 - Invoice No. 102334 - \$17,038.46

Fishback Dominick LLP

- Code Enforcement Special Magistrate Services - October 2024 - Invoice No. 121682 - \$809.39

Budget Impact: Funds for the City Attorney's invoice are available in FY 2025 Budget Account No. 001-0140-514-31.01. Funds for the Code Enforcement Special Magistrate's invoice are available in FY 2025 Budget Account No. 001-0140-514-31.03.

Recommendation: The City Manager and staff recommend approval of the legal services invoices as submitted.

Prepared by: Donna Gardner, City Clerk

Attachments:

1. Invoice No. 102334
2. Invoice No. 121682



CITY MANAGER M E M O R A N D U M

7.B.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: November 18, 2024
Subject: Resolution 24-3471 - FY 2024 Fourth Quarter Budget Amendments and Transfers

Introduction: Approval of Resolution 24-3471 to formally adopt budget amendments and budget transfers approved during the fourth quarter of FY 2024 is requested.

Background: According to Resolution 16-2815 approved by the City Commission January 11, 2016, the City Manager, on a quarterly basis, will provide an updated balance for City Commission reference information purposes as to budget changes authorized by the Commission via appropriate budget amendment resolutions. A listing of all budget amendments approved for the 4th quarter of FY 2024 is attached. Resolution 16-2815 also provides for City Manager budgetary authority to transfer monies within each department to the extent such transfers do not exceed appropriate levels for the departments or funds. A listing of the budget transfers made during the fourth quarter is also attached.

Discussion: The fourth quarter budget amendment and budget transfer listings for the Fiscal Year 2024 Approved Budget are attached for Commission review and approval.

Budget Impact: The Fourth Quarter Budget Amendment spreadsheet details changes to the budget as a result of Budget Amendments adopted by the City Commission at various meetings during the fourth quarter of Fiscal Year 2024. The Fourth Quarter Budget Transfer spreadsheet details changes made to the budget within each department as approved by the City Manager.

Recommendation: The City Manager and the Finance Director recommend approval of Resolution 24-3471

Prepared by: CJ Kaawach, Senior Budget Accountant

Attachments:

1. Resolution 24-3471
2. FY24 Fourth Quarter Budget Amendments Summary
3. FY24 Fourth Quarter Budget Transfers Summary



CITY MANAGER M E M O R A N D U M

7.C.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: November 18, 2024
Subject: Resolution 24-3472 - Change Order #23 with Wharton-Smith, Inc. for the Wirz Park Improvement Project and Related Budget Amendment #25-006

Introduction: Resolution 24-3472 provides for approval of Change Order #23 with Wharton-Smith, Inc. to add additional contingency for the Wirz Park Improvements Project and authorize the City Manager to execute change orders up to a total amount not to exceed \$180,000, with funding provided by related Budget Amendment #25-006.

Background: In March 2020, after an extensive parks planning effort was completed by the City, City of Casselberry voters approved a Parks Bond Referendum to fund six parks, which have been broken into the following seven projects (due to phasing of "Wheel Park"), listed in priority order by park:

- PW 1907 Secret Lake Park Improvements
- PW 2111 Lake Concord Park - Art House Expansion
- PW 2109 Wirz Park Improvements
- PW 2001 "Wheel Park" - Phase 1
- PW 2102 "Wheel Park" - Phase 2
- PW 2110 Dew Drop Park Improvements
- PW 2112 Sunnyside Park Improvements

Design of all of these parks was budgeted for Fiscal Year 2021, and construction is currently programmed across multiple years.

The City determined that using a Construction Manager at Risk (CMAR) to complete construction of all of these parks had some potential benefits, including a more compressed overall construction timeline, value engineering opportunities during design, as well as improved overall cost and quality controls. A request for Statement of Qualifications SOQ-2021-0715 was issued in December 2020; and, after evaluating proposals, Wharton-Smith, Inc. (WSI) was recommended for award of the contract, which was approved by City Commission on March 22, 2021. Actual work for each park under the CMAR Agreement with WSI is authorized by separate Supplemental Agreements. On March 22, 2021, the City Commission also approved Supplemental Agreement No. 5 with WSI to provide pre-construction services for Wirz Park, including assistance during the design process and development of a Guaranteed Maximum Price (GMP).

On December 11, 2024, City Commission approved the GMP and the construction of Wirz Park, granting the City Manager authorization to approve up to 5% contingency (or \$360,025).

Discussion: Budget Amendment #24-018, approved by City Commission on December 11, 2023, established a budget for WSI to construct the Wirz Park Improvements Project and allocated funding for contingency in the amount of \$360,025 spread across several accounts. Construction of the Wirz Park Improvements Project is underway and is anticipated to be completed in the first half of 2025. To date, Change Orders #1–22 with WSI have depleted most of the original contingency, leaving only \$5,136.40 remaining. Therefore, staff is recommending the approval of an additional \$180,000 in contingency funds to cover any unforeseen field changes that may arise throughout the remaining duration of construction, which is reflected in the proposed Change Order #23. Resolution 24-3472 provides for authorization for the City Manager to approve Change Order #23 and authorize use of the additional contingency funds.

A Special Budgetary Amendment (Budget Amendment #25-006) will rollover funds budgeted in FY 2024 to instead be expended in FY 2025 and includes an additional \$180,000 for contingency.

Budget Impact: Budget Amendment #25-006 will provide sufficient funding for Change Order #23 to the agreement with Wharton-Smith, Inc. related to the Wirz Park Improvements Project by rolling over FY 2024 budgeted funds to instead be expended in FY 2025, which includes an additional \$180,000 for contingency.

Recommendation: The City Manager and Public Works Director recommend approval of Resolution 24-3472 and related Special Budgetary Amendment #25-006 for the Wirz Park Improvements Project.

Prepared by: Martin Butcher, Special Projects Manager

Attachments:

1. Resolution 24-3472
2. Change Order #23
3. BA 25-006



CITY MANAGER M E M O R A N D U M

7.D.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: November 18, 2024
Subject: Resolution 24-3473 - Capital Lease Purchase Agreement with Truist Bank, Award of RFP-2024-1117 to E-Z-Go to Purchase Golf Carts and Budget Amendment #25-001

Introduction: Approval of Resolution 24-3473 for Capital Lease Purchase Agreement with Truist Bank and to award RFP-2024-1117 to E-Z-Go, Division of Textron, for the purchase of 60 golf carts for the Casselberry Golf Club, in the net of trade-in credit amount of \$341,220, and Budget Amendment #25-001 is requested.

Background: The City currently owns 60 golf carts at the Casselberry Golf Club. The carts have reached the end of their useful life span and need replacement. As there have been concerns about quality of presentation and higher maintenance costs, the City looked at replacement golf cart options. After careful consideration, the City elected to issue a request for a proposal to purchase gas-powered golf carts and to request a trade-in offer for the existing fleet of 60 golf carts.

It was noted that the new gas-powered golf carts are able to run longer on a single tank of gas than electric golf carts with a single charge, deliver a consistently good customer experience, may have a longer useful life and better ultimate trade-in value.

The City desires to finance the purchase through a capital lease spreading the economic burden evenly over the expected life of the new golf carts and minimizing the immediate impact on the fund balance of the Casselberry Golf Club.

Discussion: E-Z-Go returned the best offer of \$509,220 and provided a trade-in credit of \$168,000 for the disposition of the old golf carts. The net price for the new golf carts is \$341,220. The vendor agrees to provide on-site maintenance of the golf carts to October 2029 at no additional cost.

The net sales price of \$341,220 is requested to be financed through a capital lease. Truist Bank has proposed a tax-exempt capital lease which will be payable annually over five years. The interest rate is 4.72% and the annual payments will be \$77,842. The payment is budgeted through the operating budget of the Casselberry Golf Club enterprise fund.

Budget Impact: Funding is provided in Budget Amendment #25-001 per various accounts noted in the attached Budget Amendment Summary.

Recommendation: The City Manager and Finance Director recommend approval of Resolution 24-3473 and the award of RFP-2024-1117 to E-Z-Go, Division of Textron, and approval of a related Capital Lease Purchase Agreement with Truist Bank, and Budget Amendment #25-001 to provide for the purchase of 60 golf carts for the Casselberry Golf Club, plus extended warranty, in the amount of \$341,220.

Prepared by: Gladymir Ortega, Finance Director

Attachments:

1. Resolution 24-3473
2. Lease Agreement
3. Price Proposal Form
4. BA #25-001



CITY MANAGER M E M O R A N D U M

7.E.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: November 18, 2024
Subject: Budget Amendment #24-060 - Adjustments to the FY 2024 Budget

Introduction: Approval of Budget Amendment #24-060 providing for adjustments to the FY 2024 Budget is requested.

Background: Florida State Statute provides that the City Commission approve the City of Casselberry's Annual Budget. These laws also require that Fund expenditures not exceed the approved Budget. However, because it is, by definition, impossible to budget for technical accounting events and other unplanned events, it is often necessary to make adjustments to the approved Budget.

Discussion: Pursuant to Statute Section 166.241, adjustments can be made within sixty days of the close of the fiscal year to amend the Budget. The adjustment is technical in nature, such as providing for the accounting "true-up" for expenditures previously approved by the Commission through a separate action. Resolution 650 states, "The City establishes its accounting system to report annually on a department and fund basis..." It also states, "from time to time City Departments have situations occur which require additional appropriations..." Unanticipated revenues and actual cash balance forward dollars have been received by and are available to the City of Casselberry. In order to provide a budget for the utilization of the unanticipated revenues and expenditures, it is deemed necessary, appropriate and advisable to amend the Budget.

Budget Impact: The attached Budget Amendment Summary provides detailed descriptions regarding the adjustments above. Additional adjustments that do not impact fund balance are also included.

Recommendation: The City Manager and the Finance Director recommend approval of Budget Amendment #24-060 amending the City of Casselberry FY 2024 Budget.

Prepared by: CJ Kaawach, Senior Budget Accountant

Attachments:

1. BA 24-060



CITY MANAGER M E M O R A N D U M

7.F.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: November 18, 2024
Subject: Donation from State Law Enforcement Trust Funds to the Central Florida Chapter of Concerns of Police Survivors and Related Budget Amendment #25-005

Introduction: Approval of a donation from State Law Enforcement Trust Funds to the Central Florida Chapter of Concerns of Police Survivors in the amount of \$1,500 and related Budget Amendment #25-005 is requested.

Background: A request was received from the Central Florida Chapter of Concerns of Police Survivors to help sponsor a ceremony to honor and remember those law enforcement officers who died in the line of duty. The Bluelight Gala ceremony will be held on March 1, 2025. A \$1,500 donation is considered a "Silver Sponsor" and provides for Bluelight Gala Recognition, Social Media Spotlight, table placard, and eight (8) tickets to attend the ceremony. All proceeds support the attendance of the members of the Central Florida Chapter of Concerns of Police Survivors and provides an opportunity for the members to remember and honor those law enforcement officers who have died in the line of duty.

Discussion: This ceremony is important as it recognizes those law enforcement officers who have made the ultimate sacrifice and assists their families and friends in dealing with a horrific reality. The approval of this donation will result in the reduction of \$1,500 from the State Law Enforcement Trust Fund. The Chief of Police certifies that this request is in accordance with the Federal Guide To Equitable Sharing For State, Local, And Tribal Law Enforcement Agencies.

Budget Impact: Budget Amendment #25-005 will establish the budget for this expenditure. The State Law Enforcement Trust Fund will increase the Aids to Private Organizations account #104-0610-521.82-00 and the Other Non-Operating Sources account #104-0610-389.90-00 by \$1,500.

Recommendation: The City Manager and Police Chief recommend approval of the donation to the Central Florida Chapter of Concerns of Police Survivors in the amount of \$1,500 and related Budget Amendment #25-005.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. Donation Request

2. BA #25-005



CITY MANAGER M E M O R A N D U M

7.G.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: November 18, 2024
Subject: Piggyback Agreement with SAK Construction LLC for Rehabilitation of Gravity Sewer, Pipelines and Conduits

Introduction: Consideration for approval to piggyback City of Port St. Lucie Contract #20180197 with SAK Construction LLC for Rehabilitation of Gravity Sewer, Pipelines and Conduits in an amount not to exceed a total of \$1,000,000 is requested. (Ref: PBA-2025-1257)

Background: The City of Casselberry owns and operates a wastewater collection and transmission system consisting of gravity sewer lines, manholes, and lift stations. Utilities staff have inspected and identified areas of the gravity sewer collection system that may suffer from inflow and infiltration problems and require rehabilitation. The gravity sewer pipe within the identified areas is older vitrified clay pipe (VCP) and can often suffer from breaks, intrusion, and leaks. For over a decade, the gravity sewer system has been rehabilitated using cured-in-place-pipe (CIPP) liner. Many of the gravity sewer manholes in the City's collection system are built from bricks and mortar and can often suffer from breaks, intrusion, and leaks. Spray-on epoxy liners have been used to rehabilitate the manholes over the last several years.

Discussion: City staff have identified the need for reliable gravity sewer rehabilitation services for routine gravity sewer lining projects and in the event of an emergency infrastructure malfunctions. City staff request to piggyback the City of Port St. Lucie's Agreement #20180197 to provide for the Rehabilitation of Gravity Sewer, Pipelines and Conduits on an as-needed basis. PBA-2025-1257 provides the City with a piggyback term agreement with SAK Construction LLC for the term beginning November 18, 2024 through December 31, 2025, for an amount not to exceed \$1,000,000 for the term of the agreement.

It should be noted that the estimated not-to-exceed amount threshold was established as a means to provide for the maximum authorization. However, this amount does not imply actual expenditures, since various departments must work within their budget parameters and availability of funds is verified prior to issuance of a purchase order. Task Authorization will be issued as work is identified, and subject to the established Procurement Policy requirements. In addition, appropriations beyond Fiscal Year (FY) 2025 are subject to future City Commission approval.

Budget Impact: There is no impact to the FY 25 budget at this time. However, prior to the issuance of task authorizations, the availability of funds will be confirmed.

Recommendation: The City Manager and Utilities Director recommend approval to piggyback an agreement with SAK Construction for Rehabilitation of Gravity Sewer, Pipelines and Conduits on an as-needed basis for an amount not to exceed \$1,000,000 for the term beginning November 18, 2024 through December 31, 2025. City Commission approval further delegates through the established Purchasing Policy to the City Manager the authority to approve Task Authorizations within the scope of the Agreement.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Agreement



CITY MANAGER M E M O R A N D U M

7.H.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: November 18, 2024
Subject: Amendment to the FY2025 Budget, Appendix A, Classification/Pay Grade Schedule

Introduction: Amendment to the FY2025 Budget, Appendix A, Classification/Pay Grade Schedule to adjust position titles and pay grade assignments is requested.

Background: As part of the annual budget process, the City Commission approves a Classification/Pay Grade Schedule for all employees. This schedule, Appendix A in the budget book, includes a list of authorized positions by title for each division, the number of authorizations, and the pay grade to which each position is assigned. Typically, amendments to the lists and schedule are made each year as a part of the budget process. On occasion, changes in the organization structure, workforce, economy, and job markets warrant additional changes between budget cycles.

Discussion: To boost employee retention and allow for growth, the City has many positions with tiers, such as a Position I/ II. This gives employees the ability to be hired with the basic requirements of a position as well as the opportunity to be promoted to higher levels after gaining qualifications, skills and abilities. A review reveals that there are opportunities to adjust additional positions to create these tiers.

It is requested to add tiers to the following positions as noted, all of which do not currently have more than one level. The changes will not result in any additional positions, authorizations, or employees; and only provide growth potential for existing positions.

Accounting Specialist I/II paygrade 19/23
Billing Specialist I/II paygrade 19/23
Crime Scene/Property Evidence Technician I/II paygrade 20/26
Police Crime Analyst I/II paygrade 26/31
Utilities Business Analyst I/II paygrade 35/37

Similarly, the positions below currently have levels. However, to be consistent, it is recommended to adjust these titles. The changes will not result in any additional positions, authorizations, or employees; and only provide growth potential for entry-level positions.

Replace Code Compliance Officer (25) and Senior Code Compliance Officer (35) with Code Compliance Officer I/II/III paygrade 25/29/35.
Replace GIS Technician (29), GIS Coordinator (36), and Senior GIS Coordinator (40) with GIS Technician I/II/III paygrade 29/36/40.

In addition, two other positions were identified to be adjusted. The Meter Service Supervisor reports to the Customer Service Supervisor, who oversees Customer Service and Meter Service. A supervisor reporting to another supervisor does not match the standard structure used throughout the City. It is recommended to retitle the Meter Service Supervisor to Lead Meter Service Technician, which more aligns with the position responsibilities and the Lead positions in other departments of the City.

The second recommendation is to adjust the Building and Permitting Manager position from paygrade 43 to 50 due to the position being assigned additional responsibilities, including overseeing the Building Inspectors.

Budget Impact: There is no impact upon the City budget.

Recommendation: The City Manager and Administrative Services Director recommend approval of the position retitles and pay grade assignments.

Prepared by: Andy Brooks, Administrative Services Director

Attachments:

1. FY25 Paygrade Structure



CITY MANAGER M E M O R A N D U M

7.I.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: November 18, 2024
Subject: Reorganization of the Administration Department and Related Budget Amendment #25-008

Introduction: Reorganization of the Administration Department and Related Budget Amendment #25-008 is requested.

Background: The Administration Department consists of the City Manager who supervises the Executive Assistant to the City Manager and the City Clerk who supervises the Deputy City Clerk, Records Coordinator, and Staff Assistant I. The structure of the department has been relatively unchanged for more than 30 years until the recent addition of the Staff Assistant in 2023 and the Records Coordinator in 2024. Although the structure had minor adjustments, the needs of the City have grown.

As provided in the City's Charter, the City Manager serves as the chief executive officer and is responsible for the management of all City affairs placed in the Manager's charge. Some of the responsibilities include hiring, leading and removing staff; directing and supervising the administration of all departments of the City; supporting the City Commission; ensuring the goals of the City are achieved; supporting regional and intergovernmental cooperation; and promoting partnerships among the Commission, staff, and citizens in developing policy and building a sense of community.

The City Manager utilizes Department Directors and staff throughout the City to implement and administer operational activities. To ensure long-term successful operations and continuous momentum, the City organizational structure includes sufficient redundancies and staff development. Examples include positions such as the City Clerk and Deputy City Clerk, Police Chief and Deputy Police Chief and includes entry level positions such as Planning Technician and Planner I/II. The positions exist to fulfill the needed functions and responsibilities of the City while being organized in a way that provides support to higher level positions, ensures continuity of operations and transfer of organizational knowledge when staff changes occur. In some cases, the structure also serves for career growth and succession planning.

Although the City Manager assigns managerial leadership responsibilities to the Department Directors for their respective areas, the City Manager is the sole employee responsible for planning, developing, and leading City-wide goals and initiatives and ensuring efficient and effective city governance. For more than 30 years, the City Manager has utilized an Executive Assistant to the City Manager for administrative support. However administrative support has significantly shifted away from clerical functions and toward managerial

functions. It should be noted that only Casselberry and Longwood are cities in Seminole County that do not staff the position of Assistant City Manager.

City communications have evolved gradually over the years. The City Clerk pioneered and sustains the City's presence on social media platforms, published quarterly newsletters to the public and even played an important role in the founding and administration of the City's website. The website is currently administered IT. Video production has either been outsourced or developed in-house by the Administrative Services Department. Graphic design where it is utilized is innovated by individual content creators or with support from the Recreation Division. Five cities in Seminole County have dedicated communication professionals, if not teams. The need for a Community Information Manager position was discussed by the City Commission at the pre-budget workshop in February and again during the budget workshop in July.

Discussion: The previous Executive Assistant to the City Manager retired in 2018 after more than 26 years of service and then continued in the same role for the City through a staffing company until 2020. In filling the vacant position, the City Manager considered the evolving needs of the City and in 2021, the current Executive Assistant to the City Manager was hired. Lorie Mertens-Black was selected for the position in part due to her significant city management experience. Although the position title was not changed at the time, Ms. Mertens-Black began transitioning the responsibilities of the position to provide the City Manager with more strategic, managerial, and administrative support including developing, recommending, and implementing long and short-term plans, goals, and objectives.

Ms. Mertens-Black's qualifications include a Master's degree in Public Administration, a Bachelor's degree in Public Relations and Communications and 27 years of experience with the City of Hollywood, Florida, which included 17 years at a director level and 3 months of service as Interim Assistant City Manager. Through the past three years with Casselberry, she has proven to be capable of being an Assistant City Manager for the City, supporting the City Manager in major initiatives, and assuming the role of the City Manager during his absence. Therefore, this recommendation is to replace the position of Executive Assistant to the City Manager with an Assistant City Manager. The Assistant City Manager would be a position covered by an employment agreement similar to a Department Director.

In addition to the Assistant City Manager position, it is recommended to create a new position to focus on community outreach and communications. The position would report to the Assistant City Manager and work closely with all City Departments to promote the City's vision and to develop and disseminate information about City programs, services and other issues. The Community Information Manager would be responsible for creating media promotions, newsletters and online outreach campaigns, including website and social media management, content and graphic design, and brand development in support of City programs, services, activities, marketing campaigns, special events, and initiatives. Much consideration was given to the placement of the position with a focus on ensuring it would provide city-wide support without preference to a particular department and ensuring city-wide quality and consistency. Assigning the position of Assistant City Manager ensures those needs will be met. The Assistant City Manager would be assigned to paygrade 65 and the Community Information Manager would be assigned to paygrade 50.

The Administration area does not have adequate or efficient allocation of space for the growing staff. It is requested that a budget be provided for renovation. The renovation

would allow for the partition of two new offices and a secure room for records storage. It is requested to allocate \$125,000 for construction and \$25,000 for furniture and fixtures.

Budget Impact: BA #25-008 allocates sufficient funding to offset any impact of these changes.

Recommendation: The City Manager and Administrative Services Director recommend approval of the reorganization of the Administration Department and related Budget Amendment #25-008.

Prepared by: Andy Brooks, Administrative Services Director

Attachments:

1. BA 25-008



CITY MANAGER M E M O R A N D U M

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: November 18, 2024
Subject: Future Agenda Items

Introduction: The opportunity to discuss items for placement on future City Commission agendas is provided.



CITY MANAGER M E M O R A N D U M

10.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: November 18, 2024
Subject: First Reading of Ordinance 24-1612 - Amendments to City Code, Chapter 14, Section 14-51, Permit Application and Section 14-54, Seasonal Sales; Performance Criteria

Introduction: Approval on first reading of Ordinance 24-1612 amending City Code Chapter 14, Article II, Division 3, Section 14-51, Permit Application and Section 14-54, Seasonal Sales; Performance Criteria to update permission language and refine related rules and regulations for seasonal sale permits, is requested. (Ref: TA 24-02)

Background: The City is committed to protecting its citizens' and businesses' safety and welfare by providing appropriate and necessary police, fire, and support services for any mass gathering of groups or individuals, including various seasonal sales throughout the year. As such, City staff proposes amending the current seasonal sale performance criteria to provide for safer and more efficient events. The amendment refines related rules and regulations for seasonal sale permits, including expanding allowable zoning districts, clarifying signage requirements, and increasing the security deposit to ensure compliance with cleanup afterward. At an advertised public hearing on Wednesday, November 13, 2024, the City's Planning and Zoning Commission/Local Planning Agency voted unanimously 6-0 to recommend approval of Ordinance 24-1612 to the City Commission. Section 1-2.8 of the City's Unified Land Development Regulations (ULDR) provides for the City Commission's role in adopting and amending land development regulations consistent with Florida Statutes § 163.3202. Since P&Z provided a favorable recommendation, the City Commission must review the petition and consider the criteria in Section 1-2.9.C, further analyzed in this report, along with P&Z's recommendations. Due public notice shall also be provided accordingly per Florida Statutes § 166.041.

Discussion: Currently, City Code Section 14-54 provides performance criteria for seasonal sales, which is defined as “outdoor sales customarily associated with holidays including, but not limited to, Christmas trees, fireworks, pumpkins, and other seasonal items.” The proposed ordinance contains seven distinct amendments to City Code Section 14-54:

- Expands allowable zoning districts for seasonal sales from CG (Commercial General) and CS (Commercial Service) to include PMX-H (Planned Mixed-Use: High Intensity), PMX-MID (Planned Mixed-Use: Medium Rise), and PMX-HIGH (Planned Mixed-Use: High Rise);
- Requires that seasonal sales take place on developed lots that are at least 2 acres, instead of 1.5 acres, to better accommodate traffic flow and increase pedestrian safety;

- Notes that signage associated with seasonal sales is to be regulated per the City's on-premises temporary sign regulations (ULDR Section 3-16.4) to avoid proliferation of signage;
- Increases the number of available holidays for Seasonal Sales and adds a two-day period before and/or after the sale for site preparation or breakdown;
- Stipulates that parking and traffic circulation cannot be adversely impacted, particularly on constrained developed sites, including unrestricted access for Seminole County Fire Department services;
- Increases the amount of the security deposit from \$100.00 to \$500.00 to better ensure compliance with cleaning the site after;
- Requires that the permit card be displayed in a conspicuous location for City or County staff that may need to inspect the site.

Additionally, staff requests a minor modification to Section 14.51, Permit Application. This modification removes lessees or agents of the property as eligible applicants, requiring instead that only the property owner, with notarized written permission, may apply. These changes aim to promote a more organized, safe, and accessible community environment. Furthermore, City staff offers the following assessment of the proposed amendment in alignment with the established criteria in ULDR Section 1-2.9.C.

CRITERIA 1. Consistency with Comprehensive Plan

The proposed amendment is consistent with the following goals, objectives, and policies found in the city's Comprehensive Plan:

Policy HC 5.2A, Promote Pedestrian & Cyclist Safety. Casselberry shall promote pedestrian and cyclist-oriented design with an emphasis on comfort and safety in all new commercial and residential developments.

By expanding the allowable zoning districts, the proposed amendment encourages seasonal sales in areas more accessible to pedestrians and cyclists, promoting a vibrant streetscape that supports foot traffic typically found in PMX (Planned Mixed Use) zoned areas. Further, increasing the minimum lot size from 1.5 to 2 acres for developed sites will improve traffic flow, which is crucial for pedestrian and cyclist safety. Larger sites can better accommodate vehicles while ensuring that pedestrian pathways remain safe and unobstructed.

Regulating signage through the ULDR Section 3-16.4 helps to reduce visual clutter by not permitting additional signage for events. Further, allowing additional setup and breakdown time can lead to more organized events, reducing chaotic traffic conditions and enhancing safety for all road users.

Policy IG 1.1, Compatibility with Seminole County. The City of Casselberry shall continue to honor all interlocal agreements with Seminole County for police and fire aid, and any other agreements currently in effect. In addition, the City will continue to coordinate with Seminole County regarding county roads and other county facilities within the City.

Seminole County Fire Department provides fire safety reviews for many City permits and applications, including those for seasonal sales. The proposed amendment's focus on maintaining access for the Seminole County Fire Department supports the existing

interlocal agreement and collaboration with county services, which are essential for safety and emergency response.

Objective PRE 1, Recognition of Private Property Rights. The City shall continue to recognize that each property owner has constitutionally protected private property rights, and shall continue to consider these property rights in local decision-making by referring to a set of statement of rights identified in this element.

The proposed amendment upholds the rights of property owners by allowing them to utilize their properties for seasonal sales, which can be a significant source of income and community engagement. However, the revised standards will ensure these activities comply with enhanced safety and operational standards. Additionally, by introducing measures such as an increased security deposit and visible permit card requirements, the amendments respect property rights while also safeguarding public health, safety, and welfare, ensuring that property owners are accountable for their activities.

CRITERIA 2. Conformance with Ordinances

To eliminate alternative interpretations of the ULDR that may result in additional signage, the proposed amendment references existing city regulations, ULDR Section 3-16.4. The amendment aims to prevent misunderstanding and ensure that all seasonal sales comply with established standards.

CRITERIA 3. Changed Conditions

The amendment reflects changes in land use and development needs. Many newly approved site plans and modifications to existing sites account for pedestrian and multimodal traffic, requiring regulations to consider improved safety measures as the city evolves and develops. Additionally, including PMX-zoned sites provides additional opportunities for seasonal sales in areas that support pedestrian activity.

CRITERIA 4. Land Use Compatibility

The proposed amendment promotes a mix of uses that can coexist harmoniously by allowing seasonal sales on PMX-zoned properties. The added zoning districts are areas where intense development is expected, so adding seasonal sales enhances the vibrancy and usability of those spaces.

While the new requirement for a 2-acre minimum lot size means 19 parcels will no longer be eligible to host seasonal sales, the proposed amendment also opens up opportunities for new locations. Specifically, 17 properties zoned under the Planned Mixed-Use (PMX) categories—previously not eligible properties—would now qualify. These include:

- Three vacant properties that are each larger than 0.5 acres.
- Fourteen developed properties that are each larger than 2 acres.

This adjustment would offset the loss of 19 properties and provide more suitable and safer locations for seasonal sales in the future.

CRITERIA 5. Adequate Public Facilities

The requirement for a minimum lot size of 2 acres is aimed at preventing overcrowding and ensuring that traffic and parking do not exceed the public infrastructure capacity, thus minimizing potential strain on services. The increase in acreage eliminated 19 properties zoned; 14 are zoned CG, and five are zoned CS. However, allowing seasonal sales on

properties zoned PMX-H, PMX-MID, and PMX-HIGH provides additional opportunities for applicants to find a site that suits their needs without impeding the functionality of a site.

CRITERIA 6. Natural Environment

The proposed amendment does not explicitly impact the natural environment. Still, it emphasizes compliance with regulations that maintain safe access for emergency services, indirectly supporting environmental safety through effective management of site conditions.

CRITERIA 7. Economic Effects

The proposed amendment supports property owners by providing opportunities for seasonal sales, which can increase foot traffic and local business revenue, potentially enhancing property values and the overall economic vitality of the area. Additionally, the introduction of PMX zoning districts allowing seasonal sales means property owners who could not host seasonal sales have the opportunity to do so now.

CRITERIA 8. Orderly Development

By establishing clear guidelines for seasonal sales, including traffic and safety measures, the proposed amendment promotes an organized approach to land use, ensuring that events do not disrupt the surrounding community or infrastructure.

CRITERIA 9. Public Interest

The proposed amendment enhances public interest in ensuring safety and accessibility during seasonal events, reflecting the city's commitment to community engagement and its residents' overall safety and welfare.

CRITERIA 10. Other Matters

The City Commission is encouraged to consider additional factors, such as community feedback during public hearings, how the amendments foster community engagement and enhance local business opportunities, and even further support the overall well-being of the area. This comprehensive approach ensures that all relevant aspects are considered when assessing the proposed amendment.

In summary, the proposed ordinance is structured to improve safety, accessibility, and economic opportunity while maintaining consistency with the city's Comprehensive Plan and regulatory framework outlined in the ULDR.

Budget Impact: There is no impact to the City Budget.

Recommendation: The City Manager and Community Development Director recommend approval of Ordinance 24-1612 on first reading.

Prepared by: Christopher Schmidt, Community Development Director

Attachments:

1. Ordinance 24-1612
2. Eligible Sites
3. Presentation



CITY MANAGER M E M O R A N D U M

10.B.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: November 18, 2024
Subject: First Reading of Ordinance 24-1613 - Amendments to the Unified Land Development Regulations, Regarding Trees and Aquatic Plants

Introduction: Ordinance 24-1613 provides for amending the Unified Land Development Regulations to update aquatic plant and tree species and references, update tree removal requirements, and repeal establishment of the City Tree Advisory Committee.

Background: Part III of the City Code of Ordinances, known as the Unified Land Development Regulations (ULDR), is maintained by the City and meant to assist in the implementation of the City's Comprehensive Plan by providing standards for the use and design of real property within Casselberry. The ULDR includes regulations related to Environmental Protection, Landscaping, and Tree Protection.

The City Tree Advisory Committee (CTAC) was previously established in the ULDR in Section 3-14.4 as part of the City's compliance efforts to maintain Tree City USA status with the Arbor Day Foundation while also having a transparent process related to certain tree expenditure decisions. (One of the requirements to be a Tree City USA is to have a designated tree board or department responsible for public trees, and the CTAC satisfied this requirement.) While the Code enumerates several powers and duties for the CTAC, in practice its principal duty has been to help carry out the City's Adopt A Tree program.

The CTAC's membership currently consists of a combination of City staff members and one Casselberry resident. Staff feels that the City's tree-related goals will be better served by transferring the key tree-related duties of the CTAC to the Parks and Recreation Advisory Board (PRAB). With this change, staff will continue to serve in a supporting role to carry out the City's tree-related projects and programs, but will not be part of an official Board. The PRAB is codified in Part II of the City Code of Ordinances, which is not part of the ULDR. Therefore, the transfer of tree-related duties to the PRAB will be addressed via a separate ordinance that will be considered by the City Commission concurrently with this Ordinance that sunsets the CTAC.

In addition to addressing the CTAC within the ULDR, updates are necessary to better align ULDR tree regulations with State Statutes, as well as to update references and guidance regarding invasive and preferred trees and aquatic plants.

Discussion: Ordinance 24-1613 proposes to:

- Amend Article IX, Environmental Protection, Appendix A to update the list of prohibited and recommended aquatic plants, update related State references, and provide planting location clarification.
- Amend Article XIII, Landscaping, Section 3-13.4 to encourage the use of native trees and provide reference to the Florida Native Plant Society for preferred native species.
- Amend Article XIV, Tree Protection, Section 3-14.3 to update tree removal permit requirements and exemptions, including definitions, to better align with current Florida Statutes.
- Repeal Article XIV, Tree Protection, Section 3-14.4 to repeal the establishment of the City Tree Advisory Committee (CTAC), the critical duties for which are intended to be transferred to the Parks and Recreation Advisory Board via separate ordinance.
- Amend Article XIV, Tree Protection, Section 3-14.6 and Section 3-14.7 to update the reference for undesirable trees to the Florida Invasive Species Council (FISC).

On Wednesday, November 13, 2024, at an advertised public hearing (October 31, 2024), the City's Planning and Zoning Commission/Local Planning Agency (P&Z) voted unanimously, 6-0, to recommend that the City Commission approve Ordinance 24-1613 (Ref. TA 24-06).

Budget Impact: There is no budget impact associated with this item.

Recommendation: The City Manager, Public Works Director, and Community Development Director recommend approval of Ordinance 24-1613 on first reading.

Prepared by: Kelly Brock, Public Works Director

Attachments:

1. Ordinance 24-1613



CITY MANAGER M E M O R A N D U M

10.C.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: November 18, 2024
Subject: First Reading of Ordinance 24-1614 - Amending City Code Chapter 2, Updating the Membership and Duties of the Parks and Recreation Advisory Board

Introduction: Ordinance 24-1614 provides for amending City Code Chapter 2, regarding the Parks and Recreation Advisory Board to update duties and add tree board duties.

Background: Chapter 2 of Part II of the City Code of Ordinances established the Parks and Recreation Advisory Board (PRAB) to advise and make recommendations to the City Commission on matters concerning park facilities and recreational activities. The PRAB is composed of volunteer Casselberry residents appointed by the City Commission.

The City Tree Advisory Committee (CTAC) was previously established in the Unified Land Development Regulations (Part III of the Code of Ordinances) in Section 3-14.4 as part of the City's compliance efforts to maintain Tree City USA status with the Arbor Day Foundation while also having a transparent process related to certain tree expenditure decisions. (One of the requirements to be a Tree City USA is to have a designated tree board or department responsible for public trees, and the CTAC satisfied this requirement.) While the Code enumerates several powers and duties for the CTAC, in practice its principal duty has been to help carry out the City's Adopt A Tree program.

The CTAC's membership currently consists of a combination of City staff members and one Casselberry resident. Staff feels that the City's tree-related goals will be better served by transferring the key tree-related duties of the CTAC to the Parks and Recreation Advisory Board (PRAB). With this change, staff will continue to serve in a supporting role to carry out the City's tree-related projects and programs, but will not be part of an official Board. A separate Ordinance on this same agenda proposes to sunset the CTAC.

Discussion: To replace the essential functions of the CTAC, Ordinance 24-1614 proposes to update PRAB duties to include advising on matters concerning trees in public areas or for public benefit. Specific new tree-related duties proposed include:

- Serve as the Tree Board to meet Tree City USA Standards for the City as established by the Arbor Day Foundation.
- Make recommendations regarding the implementation of the City's Adopt-A-Tree Program.

- Make recommendations regarding the care, preservation, and management of trees in parks, along streets, in stormwater management facilities, and in all other public areas.
- Make recommendations to the City Commission designating expenditures from the City Tree Bank for projects within the community that have public benefit.

In addition, Ordinance 24-1614 removes language associated with an annual report from the PRAB to the City Commission and instead adds language regarding PRAB participation in the development, update, and implementation of the City's Parks, Recreation, Pathways, and Open Spaces Master Plan, which is more reflective of actual practice. It also removes the alternate position from the board and standardizes some other language with respect to membership and duties.

Budget Impact: There is no budget impact associated with this item.

Recommendation: The City Manager, City Clerk and Public Works Director recommend approval of Ordinance 24-1614 on first reading.

Prepared by: Kelly Brock, Public Works Director

Attachments:

1. Ordinance 24-1614



CITY MANAGER M E M O R A N D U M

10.D.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: November 18, 2024
Subject: First Reading of Ordinance 24-1615 - Amending the City's Official Zoning Map to PMX-MID and Approving a PUD Agreement and Concept Plan at Southeast Corner of S.R. 436 and Oxford Road

Introduction: Approval Ordinance 24-1615 on first reading, amending the City's Official Zoning Map to PMX-MID (Planned Mixed Use: Medium Rise) for two (2) parcels generally located at the southeast corner of the intersection of S.R. 436 and Oxford Road, including an associated Planned Unit Development (PUD) Agreement and a Concept Plan, is requested. (PUD 24-02)

Background: The applicant and property owner, Mr. Nicolas Jonas, wishes to amend the City's Official Zoning Map to PMX-MID for the subject property, comprised of two parcels (Parcel IDs 17-21-30-510-0000-001A and 17-21-30-510-0000-001B), totaling ±4.48 acres located at the southeast corner of the intersection of S.R. 436 and Oxford Road. Ordinance 24-1615 also includes a PUD agreement and concept plan for a multi-tenant retail/commercial plaza with a grocer and quick service restaurants.

Section 1-2.8 of the City's Unified Land Development Regulations (ULDR) provides for the City Commission's role in adopting and amending land development regulations consistent with Florida Statutes § 163.3202. Since P&Z provided a favorable recommendation, the City Commission must review the petition and consider the criteria in Section 1-2.9.C, further analyzed in this report, along with P&Z's recommendations. Due public notice shall also be provided accordingly per Florida Statutes § 166.041.

PMX-MID is classified as a PUD zoning district and must adhere to the requirements outlined in ULDR Article XX, Planned Unit Development. PMX zoning districts also require approval of a PUD agreement and associated Concept Plan as part of the rezoning process. Additionally, ULDR Section 4-20.3, which outlines PUD review and approval procedures, states that all planned unit developments shall be reviewed and processed as a zoning map amendment per the City's Code of Ordinances Section 66-58.

Approval of a concept plan ensures that development is consistent with ULDR Chapter III, Performance Criteria, Article XVIII, Site Plan Review, and Article XIX, Subdivision Regulations. At a public meeting on Tuesday, November 12, 2024, the City's Development Review Committee (DRC) approved the proposed concept plan. Later, on Wednesday, November 13, 2024, at an advertised public hearing (November 1, 2024), the City's Planning and Zoning Commission/Local Planning Agency (P&Z) voted unanimously, 6-0, to

recommend that the City Commission approve Ordinance 24-1615, including the PUD agreement and concept plan.

Discussion: The subject properties are ±4.48 acres and identified as Parcel ID 17-21-30-510-0000-001A (201 S.R. 436) and Parcel ID 17-21-30-510-0000-001B (205 S.R. 436), southeast of the intersection of Oxford Road and S.R. 436. The properties have a Major Thoroughfare Mixed-Use (MTMU) Future Land Use Map (FLUM) designation and are zoned CG (Commercial General). The subject properties are also located within the Community Redevelopment District (CRD) and the Oxford Park Overlay District (OPOD).

City staff has provided the following assessment of the proposed amendment based on the established criteria outlined in ULDR Section 1-2.9.A. Criteria in ULDR Section 1-2.9.C also applies since a property owner initiated this request.

CRITERIA 1. Consistency with Comprehensive Plan

The subject properties are ±4.48 acres and located at 201 S.R. 436 and 205 S.R. 436, southeast of the intersection of Oxford Road and S.R. 436. The properties have a Major Thoroughfare Mixed-Use (MTMU) Future Land Use Map (FLUM) designation and are zoned CG (Commercial General). The subject properties are also located within the Community Redevelopment Agency (CRA) and the Oxford Park Overlay District (OPOD).

The proposed amendment is consistent with the following goals, objectives, and policies found in the city's Comprehensive Plan:

Objective FLU 1, Coordinate Future Land Use. The City shall establish land use categories and policies which will ensure the coordination of future land use with the appropriate topography, soil condition, availability of facilities and services, and contrasting land use. The City shall adopt zoning districts that correspond to specific land use categories and define allowable densities and intensities in each zoning district.

The PMX-MID zoning district is compatible with the existing Major Thoroughfare Mixed-Use FLUM designation. Further, the proposed use of retail and general commercial uses does not conflict with the intent of the PMX-MID zoning district, which is to provide for general retail and commercial service activities.

Policy FLU 1.5, Major Thoroughfare Mixed-Use. The Major Thoroughfare Mixed-Use category is intended to provide opportunities for mid to high-density/intensity mixed-use development along major transportation corridors within the City.

The PMX-MID zoning district is a medium-density/medium-intensity zoning district that allows for a higher floor-to-area (FAR) ratio and impervious surface ratio (ISR). City staff find PMX-MID appropriate, given the surrounding uses, and that the subject properties are situated on S.R. 436, a major arterial roadway. Adjacent properties support commercial/retail uses in Seminole County or fall within Casselberry's jurisdiction with a Major Thoroughfare Mixed-Use FLUM designation.

Policy FLU 1.15, Concurrency Management System. A Concurrency Management System has been implemented to ensure that the public facilities and services and established levels of service are available concurrent with the impact of development.

The proposed development will utilize water and sanitary sewer services from Seminole County, and capacity has been verified. Further, given that the proposed use is non-residential, a school impact analysis from Seminole County Public Schools is not required. The PUD agreement provides for utility provision and dedication, stormwater management, and environmental impacts per ULDR Article IX, Concurrency Management.

Policy FLU 1.21 Traffic Impact Analysis. To ensure public roadways continue to operate in a safe and efficient manner, a traffic impact analysis shall be required prior to development of all vacant lands as well as redevelopment parcels to determine potential public improvements that may be required due to the direct impact of said development/redevelopment.

According to ULDR Section 3-9.9, Methodology for Determining Demands on Concurrency Facilities, all new developments expected to generate 500 or more trips per day must submit a traffic analysis. However, upon further review, the City's Administrative Official may also require the submission of traffic analysis for developments that generate less than 500 trips per day if the site location, anticipated total trip generation and circulation patterns warrant a more extensive review of traffic impacts.

Objective FLU 2, Blighted Renewal and Redevelopment. The City shall encourage the redevelopment and renewal of economically underutilized or blighted areas.

The subject properties are made up of two parcels, one currently vacant, and the other, the larger of the two, has one abandoned building that previously served as an office space. The smaller vacant parcel most recently operated as a gas station, which was demolished in August 2023. The former office building will be demolished before development. The proposed amendment will allow the applicant to pursue redevelopment, thereby activating a site that has been blighted and economically underutilized for years since the previous business closed in 2018.

Objective FLU 3. Eliminate Inconsistencies. The City shall continue to encourage the elimination of uses inconsistent with the approved future land use.

The subject properties are zoned CG, which is inconsistent with the MTMU FLUM. The proposed amendment will eliminate this inconsistency.

Goal HC 2. Improve Built Environment to Promote Physical Activity. Promote site design that encourages pedestrian activity. Promote the joint use of public facilities and encourage development of parks and open spaces within residential areas to make it easier for all community members to engage in regular physical activity.

The applicant shall develop the site according to current regulations, including the City's Healthy Community Complete Streets Policy and Design Guidelines (Complete Streets Policy). The Complete Streets Policy supports improved pedestrian circulation, particularly to adjacent sites and S.R. 436, including sidewalk connections and bicycle parking. These connections contribute to Casselberry's sprawling sidewalk network.

Objective HC 3.3, Promote Easier Access for All Residents to Stores and Markets

The proposed amendment and resulting development will provide additional shopping opportunities for residents and visitors. The concept plan proposes two quick-service restaurants, a sit-down restaurant, and one grocery store.

Objective HC 5.2B, Promote Pedestrian and Cyclist Safety. Casselberry shall encourage Complete Streets designs to enhance the pedestrian and cyclist environment.

The site's design shall emphasize pedestrian and cyclist comfort and safety. Utilization of various traffic management techniques, such as adequate site lighting and cross-walk striping, will be provided.

CRITERIA 2. Conformance with Ordinances

The proposed amendment conforms to ULDR Section 2-4.3, which states that any changes or amendments to the Official Zoning Map shall be consistent with the Comprehensive Plan's FLUM. The PMX-MID zoning district is consistent with the Major Thoroughfare Mixed-Use FLUM designation. Additionally, the proposed Concept Plan and PUD Agreement conform to the requirements of ULDR Article XX, Planned Unit Development.

CRITERIA 3. Changed Conditions/Justification

In 2022, City staff were approached with a request to redevelop the subject properties, which would require combining the parcels into one unified tract. However, one parcel was included within the CRA boundary, and one was not. In October 2022, the City Commission approved Resolution 22-3336-A to modify the existing CRA boundary to include 201 S.R. 436 in preparation for redevelopment. The applicant is now ready to pursue development based on the provided concept plan.

CRITERIA 4. Land Use Compatibility

The subject properties sit adjacent to S.R. 436 on its north side and with Oxford Road on the west. To the south and east are commercial properties in unincorporated Seminole County, accommodating a range of retail and consumer service uses. The proposed PMX-MID zoning classification is supported by its proximity to S.R. 436, which is classified as a major arterial road. Overall, the proposed PUD amendment is compatible with surrounding properties and adjacent land uses.

CRITERIA 5. Adequate Public Facilities

The City of Casselberry provides police services for the subject properties, and the Seminole County Fire Department currently provides fire services. S.R. 436 and Oxford Road provide vehicular and pedestrian access. Seminole County will provide utility services (sewer and potable water). Further, since the development is non-residential, a school impact analysis from Seminole County Public Schools is not required.

CRITERIA 6. Natural Environment

The subject properties are not located in a wetland or floodplain, and as such, the proposed amendment is not anticipated to negatively affect the natural environment.

CRITERIA 7. Economic Effects

The proposed amendment will not result in any negative economic impacts.

CRITERIA 8. Orderly Development

Per ULDR Section 4-20.3.C., the applicant submitted a concept plan for the proposed development of the subject properties, which is scheduled to go before the City's DRC on Tuesday, November 12, 2024. The concept plan informed the general terms of the PUD

agreement, which will govern the future development of the site. Following approval of the amendment to the PUD agreement and concept plan, the applicant will submit a site plan review application for the development of the subject properties. All future plans to develop the site will be reviewed and shall adhere to the requirements of the City's ULDR, Code of Ordinances, Complete Streets Policy, and the PUD agreement.

CRITERIA 9. Public Interest

The proposed amendment is in the public's interest as leaving commercial properties vacant for extended periods can significantly negatively affect a community. Urban blight can bring down property values. Additionally, vacant sites also reduce local tax revenue, miss opportunities for job creation, and can attract crime.

CRITERIA 10. Other Matters

The City Commission is encouraged to consider additional factors, such as community feedback during public hearings, the subject properties' proximity to the S.R. 436 and S. U.S. Hwy 17-92 intersection, and the intent of the Major Thoroughfare Mixed-Use FLUM designation.

CRITERIA 11. Property Description.

The applicant provided a boundary survey with the appropriate property descriptions for the subject properties.

CRITERIA 12. Disclosure of Ownership.

The applicant, Mr. Nicolas Jonas, is the property owner and is the corporate officer of Alluvion Advisors LLC, which owns Alakai Capital LLC which owns Colonial Outparcel LLC.

CRITERIA H. Impact On Surrounding Properties And Infrastructure.

Redeveloping the subject properties will boost the appeal of the surrounding area by increasing the variety of available general retail and commercial services. Further, given since the project is subject to CRA, OPOD, and other urban design standards, the improved aesthetics will add to the overall character of the OPOD.

The development's location at a major intersection (S.R. 436 and Oxford Road) suggests the potential for increased traffic flow, typically at peak times or weekends. To avoid vehicles suddenly breaking on S.R. 436, two vehicle entrances are proposed on Oxford Road. Vehicular cross-access is also provided to the property to the southeast. There is also a Lynx bus stop on the opposite side of Oxford Road, providing an alternative method of transportation to the subject properties that may lighten traffic flow.

CRITERIA I. Undeveloped Land With Similar Zoning.

There are 5.57 acres of undeveloped land zoned PMX-MID throughout the city. However, within 1,000 ft., there are no undeveloped parcels with PMX-MID zoning.

Budget Impact: There is no impact to the City's budget.

Recommendation: The City Manager and Community Development Director recommend approval of Ordinance 24-1615 on first reading.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:

1. Ordinance 24-1615
2. Concept Plan
3. Presentation



CITY MANAGER M E M O R A N D U M

10.E.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: November 18, 2024
Subject: First Reading of Ordinance 24-1616 - Amending the City's Comprehensive Plan's Future Land Use Element to Provide for Floating Solar Facilities in Specific Land Use Designations

Introduction: Approval Ordinance 24-1616 on first reading, amending the City's Comprehensive Plan's Future Land Use Element to permit the installation of floating solar facilities in the Public Service, Recreation and Open Space, Industrial, and Industrial-Medium Future Land Use Map (FLUM) designations, is requested. (TA 24-07)

Background: The proposed amendment aligns with Florida Statutes § 163.32051, which aims to promote renewable energy initiatives across the state. The law defines the term "floating solar facility" (a/k/a "floatovoltaic") to mean a solar facility situated on wastewater treatment ponds, abandoned lime rock mine areas, stormwater treatment ponds, reclaimed water ponds, or other water storage reservoirs. It also mandates that such facilities must be allowed in appropriate FLUM designations within each local government's Comprehensive Plan. Additionally, local governments are required to amend their land development regulations to encourage the increased use of floating solar facilities.

At an advertised public hearing (October 31, 2024), the City's Planning and Zoning Commission/Local Planning Agency (P&Z) voted unanimously, 6-0, to recommend that the City Commission approve Ordinance 24-1616 on Wednesday, November 13, 2024.

Discussion: Currently, the City's Comprehensive Plan Conservation Element inherently encourages using solar and other clean alternative sources, thus generally satisfying the Florida Statutes § 163.32051 provision. However, the proposed amendment provides a definition and explicitly allows for and encourages installing floating solar facilities within the City, specifically in the Public Service, Recreation and Open Space, Industrial, and Industrial-Medium FLUM designations.

The proposed amendment is consistent with the City's Comprehensive Plan, particularly the Conservation Element, which generally encourages energy efficiency and using clean alternative energy sources. Further, the amendment aligns with existing policies outlined below by allowing floating solar facilities, ensuring that the proposed use meets the City's minimum infrastructure levels and concurrency management standards.

Objective FLU 13 – Reduction of Greenhouse Gas Emissions. The city shall promote the reduction of greenhouse gas emissions.

The proposed amendment specifically promotes the installation of floating solar facilities, which can significantly reduce greenhouse gas emissions by providing a clean energy source. This directly supports the City's objective to mitigate emissions.

Objective CO 5 - Energy Conservation. The City shall conserve and properly manage energy conservation for existing and future generations by supporting efforts to achieve energy conservation and sustainability and implementing energy conservation measures and practices.

The proposed amendment encourages energy conservation practices by facilitating the development of floating solar facilities. These facilities can enhance energy efficiency and sustainability, aligning with the City's objective of managing energy resources for future generations.

Policy CO 5.2 State and Federal Initiatives. The City shall support incentives by the state and federal governments to promote energy efficiency and conservation, including solar and other clean alternative energy sources.

The proposed amendment acknowledges and implements Florida Statutes § 163.32051, which mandates local governments to allow floating solar facilities. This demonstrates the City's commitment to supporting state initiatives to promote energy efficiency and clean energy sources.

Policy CO 5.4 Alternative Energy Sources. The City shall encourage the development of power-generating facilities that are more energy efficient and rely on clean alternative energy resources, such as natural gas, fuel cells, or solar power.

Floating solar facilities are a form of solar energy, representing an alternative energy source. The proposed amendment directly encourages their development, reinforcing the City's policy to promote energy-generating facilities that rely on clean and efficient resources.

In recent years, there has been a growing focus on renewable energy and sustainability at both the state and federal levels. The proposed amendment responds to these changes, to consistent with Florida Statutes § 163.32051, helping the City keep up with evolving energy needs and technology. The proposed amendment also supports the development of floating solar energy systems, which are a modern and sustainable way to meet energy goals.

The amendment would not result in heavy demands on public services like transportation, water, or wastewater. Floating solar systems are typically self-sufficient, meaning they won't increase strain on these services. In fact, they may help improve the efficiency of existing facilities by generating renewable energy onsite.

Additionally, the amendment signals that the City intends to also adopt performance standards into the Unified Land Development Regulations (ULDR) to ensure that the design and placement of such facilities does not negatively affect the environment. Floating solar installations can be placed on existing water bodies, such as ponds or retention areas, which helps reduce land disturbance and protect natural habitats. It also includes measures to ensure that these installations meet environmental standards and do not harm wetlands or wildlife.

Floating solar facilities are also well-suited for Public Service, Recreation and Open Space,

Industrial, and Industrial-Medium FLUM designations where wastewater treatment ponds or stormwater areas are common. Placing solar facilities in such areas avoids potential conflicts with residential or commercial development. Overall, this amendment will help the city continue to move toward a more sustainable future, while ensuring that development remains in line with community goals and environmental standards.

Budget Impact: There is no impact to the City's budget.

Recommendation: The City Manager and Community Development Director recommend approval of Ordinance 24-1616 on first reading.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:

1. Ordinance 24-1616
2. Presentation



CITY MANAGER M E M O R A N D U M

11.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: November 18, 2024
Subject: Public Hearing: Second Reading of Ordinance 24-1610 - Amending the City's Future Land Use Map Designation for Property Located at 210 N.E. Triplet Drive (Parcel ID 09-21-30-506-0400-0010)

Introduction: Adoption of Ordinance 24-1610 amending the City's Future Land Use Map (FLUM) designation for one (1) parcel located at 210 N.E. Triplet Drive (Parcel ID 09-21-30-506-0400-0010) from Low Density Residential (LDR) to Medium Density Residential (MDR), is requested. (Ref: FLU 24-04)

Background: The subject property is ±2.79 acres and has a FLUM designation of LDR with R-9 (Low Density Single-Family) zoning. The applicant and property owner, Ms. Charlene Glancy, has expressed an interest in developing the subject property with multifamily units similar to the surrounding multifamily, to which staff informed her of the required land entitlement changes. The applicant has also applied for a corresponding zoning map amendment to RMF-13 (Medium Density Multifamily), consistent with the requested MDR FLUM designation per the City's Comprehensive Plan.

At an advertised public hearing on August 14, 2024, the Planning and Zoning Commission, the City's Local Planning Agency (LPA), recommended approval of this item to the City Commission by a 6-1 vote. Then, the City Commission approved Ordinance 24-1610 on first reading at the September 9, 2024, meeting. Lastly, this public hearing was advertised in the Orlando Sentinel on Friday, November 8, 2024.

Discussion: Upon evaluation of the request to amend the City's FLUM designation to MDR for the subject property per the provisions of ULDR Section 1-2.9.A.3., staff finds the following:

CRITERIA 1. Consistency with Comprehensive Plan

The request is consistent with the city's Comprehensive Plan and MDR FLUM designation and is supported by the following policies and objectives:

Policy FLU 1.3. Properties designated Medium Density Residential shall be developed at a gross density not exceeding 13 units to the acre.

This policy directly supports the proposed amendment by aligning the requested FLUM designation (MDR) with the density requirements outlined in the City's Comprehensive Plan. The property in question is approximately 2.79 acres, which, under the MDR designation, could support up to 13 units per acre (a maximum of approximately 36

units). The development would comply with this policy by providing a residential development with a density within the established limit of 13 units per acre, ensuring that it fits within the intended scale of residential development for the area. It is also important to note that maximum density is not guaranteed; elements such as landscape buffers, stormwater areas, and parking take away from the building area.

Policy FLU 1.3.a. Medium Density Residential shall be areas of single family and multi-family detached and attached housing.

The subject property is in an area already characterized by multifamily housing to the north, east, and south, with a FLUM designation of MDR and corresponding zoning of RMF-13. This policy supports the proposed amendment because it specifies that MDR areas are suitable for both single-family and multifamily housing types. The applicant's intention to develop multifamily units aligns with this policy, as the site is intended to be part of a larger, mixed housing area along Seminola Boulevard that includes detached and attached residential units.

Policy FLU 1.3.b. Medium Density Residential areas shall serve effectively as a transitional use between more intense urban development/major traffic corridors and Low Density Residential/Conservation areas.

This policy ensures compatibility of the proposed development and the surrounding uses. The subject property lies in a location that is transitioning from low-density residential uses along North Triplet Lake to medium-intensity multifamily residential uses along N.E. Triplet Drive. Seminola Boulevard, a major arterial roadway, lies nearby, and this area is part of a growing urban corridor.

The proposed development will fulfill this policy by gradually increasing density as you move from the more intense urban uses toward the quieter, low-density residential neighborhoods, thereby minimizing potential conflicts between incompatible land uses.

Policy FLU 1.3.c. Medium Density Residential areas shall have convenient access on or have access to collector or arterial roadways with minimal impact upon areas designated as Low Density.

The subject property is well-positioned to meet this policy, as it has direct access to N.E. Triplet Drive and Hill Street, which are local roads connecting to Seminola Boulevard. This provides the property with the necessary access to a roadway in line with the policy's requirement for MDR areas to have convenient access to roads, like Seminola Boulevard, that can accommodate higher traffic volumes without negatively impacting low-density areas.

Objective FLU 5. Discourage Urban Sprawl. The City shall discourage the proliferation of urban sprawl by encouraging infill development and redevelopment of properties which are underutilized.

This objective directly supports the proposed amendment by encouraging the development of underutilized properties within the existing urban area. The subject property is currently designated as LDR but is located near other multifamily developments, which have already been developed at higher densities. By amending the FLUM to MDR designation, the city would be facilitating infill development, which is consistent with the City's goal of discouraging urban sprawl and promoting more

sustainable, efficient land use patterns. This policy underscores the importance of redeveloping underutilized properties, and the amendment to MDR FLUM of this property would help to meet that goal.

Policy FLU 8.1. Unless otherwise provided by law, the Comprehensive Plan of the City of Casselberry may be amended in accordance with Sections 163.3184 and 163.3187 Florida Statutes.

This policy supports the proposed amendment by outlining the legal framework within which amendments to the City's Comprehensive Plan are to be made. It ensures that any changes to the FLUM, such as the proposed amendment from LDR to MDR, are consistent with the applicable state statutes.

Policy FLU 11.3 Performance Standards. In order to protect the residential character of those areas defined by Objective FLU 11, medium and high-density residential, office and commercial uses shall be subject to performance standards within the Unified Land Development Regulations, including but not limited to the following: building height restrictions; increased building setbacks; requirements for architectural design compatible with the residential units nearby; floor area ratio (F.A.R.) limitations; lighting type and location requirements; and tree protection and increased landscaping requirements.

These requirements are designed to ensure that medium and high-density developments respect the residential character of the surrounding neighborhood, providing adequate buffering and minimizing adverse impacts on neighboring properties. Any future development will be subject to these performance standards during the development review process, ensuring that the proposed project meets all ULDR requirements and maintains compatibility with the established character of the area.

CRITERIA 2. Conformance with Ordinances

The proposed FLUM amendment is consistent with the Unified Land Development Regulations (ULDR), specifically Section 2-4.3, which states that amendments to the Official Zoning Map must align with the City's Comprehensive Plan. The requested zoning of RMF-13 (Medium Density Multifamily) is compatible with the MDR designation, and the change will facilitate development that meets the density and design guidelines outlined in the City's plan.

CRITERIA 3. Changed Conditions/Justification

The current zoning and FLUM (R-9, Low Density Residential) is insufficient to support the proposed multifamily development. The requested FLUM designation of MDR, coupled with a zoning change to RMF-13, will allow for a density suitable for the intended multifamily housing development, which is consistent with the surrounding properties and the City's broader development objectives. This change is justified by the need to adapt to current development patterns and market conditions.

CRITERIA 4. Land Use Compatibility

Hill Street bounds the subject property to the south and by N.E. Triplet Drive to the west. Otherwise, to the north, east, and south are other multifamily properties with RMF-13 zoning, which also share the same MDR FLUM designation the applicant seeks. To the west are single-family properties lining North Triplet Lake, zoned R-9 with LDR FLUM designation.

According to the City's Comprehensive Plan, Medium Density Residential (MDR) should effectively serve as a transitional use between more intense urban developments and major traffic corridors, as well as low-density residential and conservation areas. The properties surrounding the subject property on all three sides, located east of N.E. Triplet Drive, have a future land use designation of MDR with RMF-13 zoning. Additionally, the subject property's proximity to Seminola Boulevard, an arterial road, supports the staff's finding that the proposed amendment is compatible with the surrounding land uses and zoning districts.

CRITERIA 5. Adequate Public Facilities

The City has confirmed that there is adequate capacity for water and sanitary sewer services to serve the subject property through modeling completed by a third party. Additionally, the Seminole County School Board has verified that the maximum density allowed under the MDR designation will not exceed the adopted Levels of Service (LOS) for schools in the area. This ensures that the development can proceed without overburdening existing public infrastructure.

CRITERIA 6. Natural Environment

The subject property is not located in a wetland or floodplain, and the proposed amendment is not expected to have a negative impact on the natural environment. There are no known environmental constraints that would hinder the development of the property under the MDR designation.

CRITERIA 7. Economic Effects

The proposed amendment to the City's FLUM is not anticipated to affect the local economy negatively.

CRITERIA 8. Orderly Development

The requested FLUM amendment and corresponding rezoning to RMF-13 are in keeping with the City's goals for orderly development. The applicant has expressed their intent to build multifamily housing at a density of up to 13 units per acre, which is consistent with the surrounding area and the City's planning objectives. The development will be subject to site plan approval, which will ensure that the project meets all Unified Land Development Regulations (ULDR) standards, including those for infrastructure, parking, landscaping, and architectural design.

CRITERIA 9. Public Interest

The proposed amendment is in the public interest as it will enhance the City's housing stock and provide additional residential options in an area where multifamily development is already established. By facilitating the development of underutilized land, the amendment supports the City's goals of reducing urban sprawl and promoting infill development, which benefits both current and future residents.

CRITERIA 10. Other Matters

The City Commission is encouraged to consider community feedback obtained during public hearings, especially regarding concerns about traffic and access. The applicant's proposed development aligns with the City's Comprehensive Plan, and potential traffic impacts can be mitigated through site design and access improvements, such as adjusting ingress/egress routes or enhancing the local road network.

Additionally, per ULDR Section 1-2.9(C), staff evaluated the following:

CRITERIA H. Impact On Surrounding Properties And Infrastructure.

The proposed amendment is compatible with the surrounding properties, particularly the multifamily developments to the north, east, and south, which already have RMF-13 zoning and MDR FLUM designations. Some public concerns have been raised regarding traffic circulation on local roads. However, the increase in maximum density from five dwelling units an acre to 13 is not anticipated to significantly impact traffic flow. Further, the applicant is encouraged to explore traffic mitigation measures, such as improving access points or working with the City to assess traffic flow and make necessary improvements to minimize potential impacts on the surrounding neighborhood.

CRITERIA I. Undeveloped Land With Similar Zoning.

Currently, there are no available undeveloped properties with the same zoning (RMF-13) near (1,000 ft.) the subject property. However, the proposed amendment is consistent with the overall development pattern of the area of that portion of Seminola Boulevard, which has seen a transition to denser residential uses.

Budget Impact: There is no impact on the City Budget.

Recommendation: The City Manager and Community Development Director recommend adoption of Ordinance 24-1610 on second and final reading.

Prepared by: Matt Linder, Planner I

Attachments:

1. Ordinance 24-1610
2. Presentation
3. Published Legal Ad



CITY MANAGER M E M O R A N D U M

11.B.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: November 18, 2024
Subject: Public Hearing: Second Reading of Ordinance 24-1611 - Amending the Official Zoning Map Classification for Property Located at 210 N.E. Triplet Drive (Parcel ID 09-21-30-506-0400-0010)

Introduction: Adoption of Ordinance 24-1611 amending the Official Zoning Map Classification from R-12.5 (Low Density Single-Family Residential) to RMF-13 (Medium Density Multi-Family Residential) for one (1) parcel located at 210 N.E. Triplet Drive (Parcel ID 09-21-30-506-0400-0010) is requested. (Ref: ZMA 24-05)

Background: The subject property is ±2.79 acres and has a Future Land Use Map (FLUM) designation of Low Density Residential (LDR) with R-9 (Low Density Single-Family) zoning. The applicant and property owner, Ms. Charlene Glancy, has expressed an interest in developing the subject property with multifamily units similar to the surrounding multifamily, to which staff informed them of the required land entitlement changes. The applicant has also applied for a corresponding FLUM amendment to Medium Density Residential (MDR), consistent with the requested RMF-13 zoning classification per the city's Comprehensive Plan.

At an advertised public hearing on August 14, 2024, the Planning and Zoning Commission, the City's Local Planning Agency (LPA), recommended approval of this item to the City Commission by a 6-1 vote. Then, the City Commission approved Ordinance 24-1611 on first reading at the September 23, 2024, meeting. Lastly, this public hearing was advertised in the Orlando Sentinel on November 8, 2024.

Discussion: Upon evaluation of the request to amend the City's Official Zoning Map to RMF-13 for the subject property per the provisions of ULDR Section 1-2.9(A)(3), staff finds the following:

CRITERIA 1. Consistency with Comprehensive Plan

The proposed rezoning to RMF-13 is consistent with the city's Comprehensive Plan and MDR FLUM designation and is supported by the following policies and objectives:

Objective FLU 1. Coordinate Future Land Use. The City shall establish land use categories and policies that will ensure future land use coordination with the appropriate topography, soil condition, availability of facilities and services, and contrasting land use. The City shall adopt zoning districts that correspond to specific land use categories and define allowable densities and intensities in each zoning district.

The proposed rezoning from R-9 to RMF-13 is supported by Policy FLU 1.3, which designates the subject property for MDR use. The rezoning to RMF-13 directly corresponds to the MDR land use category, ensuring that future development follows the planned density and intensity for this area.

Policy FLU 1.3. Properties designated Medium Density Residential shall be developed at a gross density not exceeding 13 units to the acre.

This policy sets a density cap of 13 units per acre for properties designated as Medium Density Residential (MDR), ensuring that developments in these areas do not exceed the specified density. The property is approximately 2.79 acres, and under the MDR designation, the property can accommodate up to 13 units per acre, which allows for approximately 36 units. The proposed rezoning will allow for multifamily development at this density, which is consistent with the City's goal of maintaining orderly and controlled growth. It is also important to note that maximum density is not guaranteed; elements such as landscape buffers, stormwater areas, and parking take away from the building area.

Policy FLU 1.3.a. Medium Density Residential shall be areas of single family and multifamily detached and attached housing.

The subject property is in an area already characterized by multifamily housing to the north, east, and south, with a FLUM designation of MDR and corresponding zoning of RMF-13. This policy supports the proposed rezoning because it specifies that MDR areas are suitable for both single-family and multifamily housing types. The applicant's intention to develop multifamily units aligns with this policy, as the site is intended to be part of a larger, mixed housing area along Seminola Boulevard that includes detached and attached residential units.

Policy FLU 1.3.b. Medium Density Residential areas shall serve effectively as a transitional use between more intense urban development/major traffic corridors and Low Density Residential/Conservation areas.

This policy specifies that MDR areas should act as a buffer between higher-density, more urbanized areas and lower-density residential or conservation areas. The subject property is bounded by multifamily housing to the north, east, and south, which are developed at the RMF-13 zoning level. To the west, the property is adjacent to single-family homes along North Triplet Lake, which have a Low Density Residential (LDR) FLUM designation. The MDR designation for this property allows it to act as a transitional buffer between the higher-density areas to the north and east, and the low-density residential areas to the west.

Rezoning the property to RMF-13 aligns with this transitional role, allowing for a development density that is appropriate for this type of land use interface. Furthermore, the property's proximity to Seminola Boulevard, a major arterial road, enhances its ability to serve as a transitional use by providing easy access to major traffic corridors without impacting low-density residential areas.

Policy FLU 1.3.c. Medium Density Residential areas shall have convenient access on or have access to collector or arterial roadways with minimal impact upon areas designated as Low Density.

The subject property is well-positioned to meet this policy, as it has direct access to N.E. Triplet Drive and Hill Street, which are local roads connecting to Seminola Boulevard. This provides the property with the necessary access to a roadway in line with the policy's requirement for MDR areas to have convenient access to roads, like Seminola Boulevard, that can accommodate higher traffic volumes without negatively impacting low-density areas.

Objective FLU 5. Discourage Urban Sprawl. The City shall discourage the proliferation of urban sprawl by encouraging infill development and redevelopment of properties which are underutilized.

The subject property is currently underutilized, with land entitlements that do not support multifamily development. The request to rezone the property to RMF-13 for multifamily housing directly supports the City's objective of encouraging infill development in urbanized areas. The rezoning would help reduce urban sprawl by promoting development on a site that is already in a developed area near existing infrastructure. It capitalizes on the existing urban fabric, efficiently using land while preserving undeveloped areas for conservation or low-density residential uses.

Policy FLU 8.1. Unless otherwise provided by law, the Comprehensive Plan of the City of Casselberry may be amended in accordance with Sections 163.3184 and 163.3187 Florida Statutes.

The rezoning request and the associated FLUM amendment for the subject property have followed the required legal procedures under Sections 163.3184 and 163.3187 of the Florida Statutes. The amendment process has been conducted in full compliance with state law, ensuring that the City's actions are consistent with statutory requirements for land use changes.

Policy FLU 11.3: Performance Standards. In order to protect the residential character of those areas defined by Objective FLU 11, medium and high-density residential, office, and commercial uses shall be subject to performance standards within the Unified Land Development Regulations (ULDR), including but not limited to: building height restrictions, increased building setbacks, requirements for architectural design compatible with the residential units nearby, floor area ratio (F.A.R.) limitations, lighting type and location requirements, and tree protection and increased landscaping requirements.

This policy further supports rezoning by emphasizing that any medium and high-density residential developments must meet performance standards to ensure compatibility with surrounding areas. These requirements are designed to ensure that medium and high-density developments respect the residential character of the surrounding neighborhood, providing adequate buffering and minimizing adverse impacts on neighboring properties. The rezoning to RMF-13 will be subject to these performance standards during the development review process, ensuring that the proposed project meets all ULDR requirements and maintains compatibility with the established character of the area.

CRITERIA 2. Conformance with Ordinances

The proposed FLUM amendment is consistent with the Unified Land Development Regulations (ULDR), specifically Section 2-4.3, which states that amendments to the Official Zoning Map must align with the City's Comprehensive Plan. The requested zoning of RMF-13 (Medium Density Multifamily) is compatible with the MDR designation, and the

change will facilitate development that meets the density and design guidelines outlined in the City's plan.

CRITERIA 3. Changed Conditions/Justification

The current zoning (R-9, Low Density Residential) is insufficient to support the proposed multifamily development. The requested FLUM designation of MDR, coupled with a zoning change to RMF-13, will allow for a density suitable for the intended multifamily housing development, which is consistent with the surrounding properties and the City's broader development objectives. This change is justified by the need to adapt to current development patterns and market conditions.

CRITERIA 4. Land Use Compatibility

The subject property is surrounded by multifamily properties with RMF-13 zoning and an MDR FLUM designation on three sides, making the proposed amendment compatible with the surrounding land uses. To the west of the property, there are single-family homes along North Triplet Lake, but these are buffered from the subject property by N.E. Triplet Drive. The property is also near Seminola Boulevard, an arterial road that provides convenient access, reducing potential conflicts with low-density areas. The proposed development would serve as a natural transition from the higher density developments to the north, east, and south to the lower density residential areas to the west.

CRITERIA 5. Adequate Public Facilities

The City has confirmed that there is adequate capacity for water and sanitary sewer services to serve the subject property. Additionally, the Seminole County School Board has verified that the maximum density allowed under the MDR designation will not exceed the adopted Levels of Service (LOS) for schools in the area. This ensures that the development can proceed without overburdening existing public infrastructure.

CRITERIA 6. Natural Environment

The subject property is not located in a wetland or floodplain, and the proposed amendment is not expected to have a negative impact on the natural environment. There are no known environmental constraints that would hinder the development of the property under the MDR designation.

CRITERIA 7. Economic Effects

The proposed FLUM amendment is unlikely to have any adverse economic effects. On the contrary, it could provide a boost to the local economy by increasing the availability of multifamily housing, which may attract new residents and support local businesses. The development of the property could also increase property tax revenue for the City.

CRITERIA 8. Orderly Development

The requested FLUM amendment and corresponding rezoning to RMF-13 are in keeping with the City's goals for orderly development. The applicant has expressed their intent to build multifamily housing at a density of up to 13 units per acre, which is consistent with the surrounding area and the City's planning objectives. The development will be subject to site plan approval, which will ensure that the project meets all Unified Land Development Regulations (ULDR) standards, including those for infrastructure, parking, landscaping, and architectural design.

CRITERIA 9. Public Interest

The proposed amendment is in the public interest as it will enhance the City's housing stock and provide additional residential options in an area where multifamily development is

already established. By facilitating the development of underutilized land, the amendment supports the City's goals of reducing urban sprawl and promoting infill development, which benefits both current and future residents.

CRITERIA 10. Other Matters

The City Commission is encouraged to consider community feedback obtained during public hearings, especially regarding concerns about traffic and access. The applicant's proposed development aligns with the City's Comprehensive Plan, and potential traffic impacts can be mitigated through site design and access improvements, such as adjusting ingress/egress routes or enhancing the local road network.

Additionally, per ULDR Section 1-2.9(C), staff evaluated the following:

CRITERIA H. Impact On Surrounding Properties And Infrastructure

The proposed amendment is compatible with the surrounding properties, particularly the multifamily developments to the north, east, and south, which already have RMF-13 zoning and MDR FLUM designations. Some public concerns have been raised regarding traffic circulation on local roads. However, the increase in maximum density from five dwelling units an acre to 13 is not anticipated to significantly impact traffic flow. Further, the applicant is encouraged to explore traffic mitigation measures, such as improving access points or working with the City to assess traffic flow and make necessary improvements to minimize potential impacts on the surrounding neighborhood.

CRITERIA I. Undeveloped Land With Similar Zoning

Currently, there are no available undeveloped properties with the same zoning (RMF-13) near (1,000 ft.) the subject property. However, the proposed amendment is consistent with the overall development pattern of the area of that portion of Seminola Boulevard, which has seen a transition to denser residential uses.

Budget Impact: There is no impact on the City Budget.

Recommendation: The City Manager and Community Development Director recommend adoption of Ordinance 24-1611 on second and final reading.

Prepared by: Matt Linder, Planner I

Attachments:

1. Ordinance 24-1611
2. Presentation
3. Published Legal Ad



CITY MANAGER M E M O R A N D U M

14.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: November 18, 2024
Subject: Procurement Information Report for the Period October 1, 2024, through October 31, 2024

Introduction: A list of contracts, task orders, amendments, and/or emergency procurements issued, approved and signed by the City Manager or Procurement Manager, as applicable, from October 1, 2024 through October 31, 2024 is submitted for the record.

Background: Pursuant to Section 3.0(B)(8) of the Procurement Policy, the City Manager or designee shall provide monthly reports to the City Commission on various procurement activities either as an informational item on the agenda or via electronic communication. The report sets forth all awards for all Agreements, Contracts, Task Authorizations, and/or Amendments approved and executed by the City Manager, Procurement Manager, or designee. When applicable, pursuant to Section 5.5 of the Procurement Policy, the City Manager shall report to the City Commission emergency procurements exceeding his purchasing authority threshold at their next City Commission meeting.

Discussion: Pursuant to the City Purchasing Policy, please find a report outlining the various procurement activities for the month of October 2024.

Budget Impact: There is no impact to the City Budget.

Recommendation: The City Manager recommends acceptance of the Procurement Information Report for the stated period.

Prepared by: Elsie Burgess, Procurement Manager

Attachments:

1. October 2024 Procurement Information Report