

CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, March 24, 2025
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.

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.

AMENDED AGENDA

1. **MEETING CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL**
5. **MINUTES**

A. **Minutes of March 10, 2025 - Regular Meeting**

6. **PRESENTATIONS/ COMMENDATIONS - None**

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. 103285 - \$23,524.40
- Fishback Dominick LLP, Invoice No. 122801 - \$873.73
- Fishback Dominick LLP, Invoice No. 123059 - \$231.75

- B. **Agreement with Duke Energy for Lighting Improvements for the US Highway 17-92 to Sunset Drive Trail Connection Project**

Approval of an Agreement with Duke Energy to install and maintain lighting along the US Highway 17-92 to Sunset Drive trail in the upfront amount of \$46,141.67 and an ongoing monthly amount of \$339.79 is requested.

- C. **Donation from State Law Enforcement Trust Funds to Kids House, Wayne Densch Children's Advocacy Center and Related Budget Amendment #25-024**

Approval to donate from State Law Enforcement Trust Funds to Kids House, Wayne Densch Children's Advocacy Center in the amount of \$3,000 and related Budget Amendment #25-024 is requested.

- D. **Resolution 25-3494 - Memorandum of Understanding to Partner in the Altamonte Global Innovation Lab (AGiL)**

Approval of Resolution 25-3494 authorizing a Memorandum of Understanding between the City of Casselberry and the City of Altamonte Springs to partner in the Altamonte Global Innovation Lab (AGiL) to collaborate to seek new, innovative and cost-effective methods to achieve the City's mission objectives is requested.

8. DISCUSSION ITEMS

A. Future Agenda Items

9. FIRST READING OF ORDINANCES

A. First Reading of Ordinance 25-1620 - Amending the City's Official Zoning Map from R-9 (Low Density Single-Family) to RMF-13 (Medium Density Multifamily) for one (1) parcel with Parcel Identification Number 09-21-30-506-0300-0050

Approval of Ordinance 25-1620 on first reading, amending the City's Official Zoning Map from R-9 (Low Density Single-Family) to RMF-13 (Medium Density Multifamily) for one (1) parcel with Parcel Identification Number 09-21-30-506-0300-0050, is requested.

10. 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 25-1618 - Amending City Charter Section 7.06, Procedure for Placing Names on Ballot; Alternative Method of Qualifying

Adoption of Ordinance 25-1618 on second reading to amend City Charter Section 7.06 by changing the dates for candidates to qualify to run for office as well as change the date by which alternative method petitions are to be received by the City Clerk, is requested.

B. Public Hearing: Second Reading of Ordinance 25-1619 - Amending ULDR Article XVI, Signs, to Allow Electronic Messaging Centers (EMCs) and Provide for Performance Standards

Adoption of Ordinance 25-1619 on second and final reading, amending Article XVI, Signs, of the City's Unified Land Development Regulations (ULDR) to permit the installation of Electronic Messaging Centers (EMCs) in specific zoning districts and provide for performance standards, is requested.

11. RESOLUTIONS

A. Resolution 25-3492- Agreement with Natural Resources Conservation Service for Gee Creek Watershed Debris Removal and Erosion Control (Due to Hurricane Milton) and Related Budget Amendment #25-023

Approval of Resolution 25-3492 providing for a Cooperative Agreement with the United States Department of Agriculture - Natural Resources Conservation Service (NRCS) for Gee Creek Watershed debris removal and erosion control, consisting of up to \$1,164,308.20 in federal funding, and related Budget Amendment #25-023 is requested.

12. OTHER ITEMS

A. Reorganization of the Recreation Division of the Public Works Department and Related Budget Amendment #25-021

Approval of the reorganization of the Recreation Division of the Public Works Department and related Budget Amendment 25-021 is requested.

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 February 1, 2025 through February 28, 2025**

The February 2025 Procurement Information Report is provided for review.

B. **Notification of Emergency Repair Authorization of the Gravity Sewer Main at Red Bug Lake Road & Mark David Boulevard**

Notification is provided that the City Manager has authorized the emergency repair of the gravity sewer main at Red Bug Lake Road and Mark David Boulevard. In the case of an emergency, the City Manager is authorized to make purchases outside of the normal procurement and budgetary procedures with the requirement that notification and explanation is timely provided to the City Commission.

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: March 24, 2025
Subject: Minutes of March 10, 2025 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the March 10, 2025 Regular Meeting for approval.



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: March 24, 2025
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 - February 2025 - Invoice No. 103285 - \$23,524.40

Fishback Dominick LLP

- Code Enforcement Special Magistrate Services - January 2025 - Invoice No. 122801 - \$873.73
- Code Enforcement Special Magistrate Services - February 2025 - Invoice No. 123059 - \$231.75

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 invoices 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. 103285
2. Invoice No. 122801
3. Invoice No. 123059



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: March 24, 2025
Subject: Agreement with Duke Energy for Lighting Improvements for the US Highway 17-92 to Sunset Drive Trail Connection Project

Introduction: Approval of an Agreement with Duke Energy to install and maintain lighting along the US Highway 17-92 to Sunset Drive trail in the upfront amount of \$46,141.67 and an ongoing monthly amount of \$339.79 is requested.

Background: The US Highway 17-92 to Sunset Drive Trail Connection project was identified in the City's adopted Multimodal Transportation Master Plan (MTMP) during Fiscal Year (FY) 2017. This project was also listed in the 3rd generation sales tax approved by Seminole County voters in 2014 and programmed for funding in the Metroplan Orlando Prioritized Project list and the Florida Department of Transportation Work Program for Fiscal Year 2025 (FPID 439059-1-58-01). This project includes a sidewalk extension and other improvements from US Highway 17-92 at the Home Depot entrance east to Sunset Drive, and concludes at a new raised midblock crosswalk that will connect to a shared-use path recently constructed as part of the Sunset Drive Livable Street Improvements project.

Discussion: Duke Energy has prepared a lighting plan for this project that will include the installation of underground lighting infrastructure, decorative fixtures, and standard roadway lighting as a safety enhancement for the proposed trail connection. The contract is for ten years from the date of initiation of service, after which the lights can be changed or removed (if the City so desires) without penalty from Duke.

The Contribution-in-Aid-of Construction (CIAC) cost associated with this work, in the amount of \$46,141.67, provides for 7 new open acorn fixtures on black colonial concrete poles, 4 roadway fixtures on black concrete poles near the Home Depot entrance, and other pertinent infrastructure. At its February 24, 2025 meeting, the Community Redevelopment Agency approved funding to cover the CIAC costs associated with this project. However, monthly ongoing lighting costs in the amount of \$339.79 will be budgeted annually in the General Fund Parks Operating budget.

Budget Impact: Sufficient funding for upfront costs, in the amount of \$46,141.67, is available in the Fiscal Year 2025 CRA Fund Other Current Charges account# 113-0210-515.49-00. Monthly recurring costs in the amount of \$339.79 will be covered in the General Fund Parks Utilities account# 001-0410-572.43-00.

Recommendation: The City Manager and Public Works Director recommend approval of the Agreement with Duke Energy for lighting improvements for the US Highway 17-92 to Sunset Drive Trail Connection project.

Prepared by: Kenna Henry, Special Projects Manager

Attachments:

1. Lighting Agreement - 1792 to Sunset
2. Lighting Plan



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: March 24, 2025
Subject: Donation from State Law Enforcement Trust Funds to Kids House, Wayne Densch Children's Advocacy Center and Related Budget Amendment #25-024

Introduction: Approval to donate from State Law Enforcement Trust Funds to Kids House, Wayne Densch Children's Advocacy Center in the amount of \$3,000 and related Budget Amendment #25-024 is requested.

Background: A request was received from Kids House, Wayne Densch Children's Advocacy Center, to partner with Kids House in their dedication to preventing child abuse and helping child abuse victims and families. The Kids House Gala ceremony will be held on April 26, 2025. A \$3,000 donation is considered a "Corporate Sponsor" and provides for Kids House Gala Recognition, Social Media Spotlight, table placard, and ten (10) tickets to attend the ceremony. All proceeds support the attendance of the members of Kids House, Wayne Densch Children's Advocacy Center and provide coordinated services in a safe, child-friendly environment from report and investigation through treatment and resolution.

Discussion: This ceremony is important as it recognizes those victims of child abuse and those dedicated to breaking the cycle of violence and ending child abuse forever. There will be no budget impact to the General Fund. The approval of this donation will result in the reduction of \$3,000 from the State Law Enforcement Trust Fund account.

The Police Chief 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 #25-024 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 \$3,000.

Recommendation: The City Manager and Police Chief recommend approval of the donation to Kids House, Wayne Densch Children's Advocacy Center in the amount of \$3,000 and related Budget Amendment #25-024.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. BA #25-024
2. Gala Flyer



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: March 24, 2025
Subject: Resolution 25-3494 - Memorandum of Understanding to Partner in the Altamonte Global Inovation Lab (AGiL)

Introduction: Approval of Resolution 25-3494 authorizing a Memorandum of Understanding between the City of Casselberry and the City of Altamonte Springs to partner in the Altamonte Global Inovation Lab (AGiL) to collaborate to seek new, innovative and cost-effective methods to achieve the City's mission objectives.

Background: The City of Altamonte Springs has created the Altamonte Global Innovation Lab (AGiL) to serve as a hub for developing, piloting, and deploying advanced government technologies. Altamonte Springs has invited the City of Casselberry to partner with it through AGiL by entering a Memorandum of Understanding (MOU). AGiL will make it so the City of Casselberry, the City of Altamonte Springs and other public and private participants can collaborate to explore opportunities and develop programs that may include AI-powered tools; digital twin technologies, clean and green solutions; community health initiatives, mobility projects; safety projects; programs for STEM education; and workforce and staff training. Opportunities to jointly procure goods and services may be presented that could allow for economies of scale.

Discussion: The City of Casselberry, by entering into the MOU, would make an annual commitment to fund to Altamonte Springs an amount of \$3,000 to share in the operating costs of AGiL. It would also be agreed to permit the use of the logo for the City of Casselberry in association with AGiL on its website, promotional programs and education materials. The City Manager would assign staff to attend quarterly working meetings. Programs will be developed that may or may not be recommended for implementation in the City of Casselberry. Additional commitments or obligations that may come out of partnership through AGiL will be considered and approved separately by the City Commission independent of this MOU. The City of Casselberry can annually elect to withdraw from its partnership with Altamonte Springs should that be in the City's interest. It is recommended, due to the de minimis financial and operational commitment associated with the MOU, that it would be more efficient to delegate to the City Manager the authority to execute the MOU and to withdraw from the MOU if warranted.

Budget Impact: There is no budget impact. Sufficient funds are available in Other Current Charges account 001-0120-512.49-00.

Recommendation: The City Manager recommends approval of Resolution 25-3494.

Prepared by: James Newlon, City Manager

Attachments:

1. Resolution 25-3494
2. Memorandum of Understanding



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 24, 2025
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

9.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 24, 2025
Subject: First Reading of Ordinance 25-1620 - Amending the City's Official Zoning Map from R-9 (Low Density Single-Family) to RMF-13 (Medium Density Multifamily) for one (1) parcel with Parcel Identification Number 09-21-30-506-0300-0050

Introduction: Approval of Ordinance 25-1620, amending the City's Official Zoning Map from R-9 (Low Density Single-Family) to RMF-13 (Medium Density Multifamily) for one (1) parcel with Parcel Identification Number 09-21-30-506-0300-0050, is requested. (ZMA 24-08)

Background: The subject parcel is ± 0.59 acres, is currently undeveloped, and is located on the west side of Hill Street, approximately 190 feet south of its intersection with Seminola Boulevard. The applicant, Mr. Milovan Mastikosa, intends to develop the parcel with townhomes. The subject property currently has a Medium Density Residential (MDR) Future Land Use Map (FLUM) designation with an inconsistent zoning classification of R-9 (Low Density Single-Family). As such, an amendment to the City's Official Zoning Map is required to accommodate the proposed use. To that end, the applicant is requesting to change the zoning designation from R-9 to RMF-13 (Medium Density Multifamily).

The RMF-13 zoning district is intended to accommodate single-family and multifamily residential development with a maximum density of 13 units per acre. However, the maximum density is not automatically granted. Instead, it will be determined through a site-specific assessment that takes into account the natural features of the site, as well as the performance standards outlined in ULDR Chapter III. Lastly, this item received a favorable recommendation from the Planning and Zoning Commission (P&Z) at an advertised public meeting on February 12, 2025.

Discussion: City staff have 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 apply since a property owner initiated this request.

CRITERIA 1. Consistency with Comprehensive Plan

The proposed amendment to the Official Zoning Map is consistent with the following Comprehensive Plan Objectives and Policies:

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 Medium Density Residential use. The rezoning to RMF-13 directly corresponds to the Medium Density Residential land use category, ensuring that future development follows this area's planned density and intensity according to the City's FLUM.

Policy FLU 1.2 – Properties designated Medium Density Residential (MDR) 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 0.59 acres, and under the Medium Density Residential designation, the property can accommodate up to 13 dwelling units per acre, which allows for approximately seven 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. Again, it is also important to note that the 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 surrounded by parcels with the FLUM designation of Medium Density Residential and corresponding zoning of RMF-13. This policy supports the proposed rezoning because it specifies that Medium Density Residential areas are suitable for both single-family and multifamily housing types. The applicant's intention to develop townhome 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 Medium Density Residential 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 church property to the north, west, and south. To the west, across Hill Street, are duplexes. This property's Medium Density Residential designation 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. Furthermore, the property's proximity to Seminola Boulevard 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, with convenient access to Seminola Boulevard from Hill Street. This provides the property with the necessary access to

a roadway in line with the policy's requirement for Medium Density Residential areas to have access to arterial 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 inconsistent land entitlements. 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 for the subject property has 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.

Policy HOE 1.4 Wide Range of Sites and Alternative Housing Types. The City shall continue to encourage a wide range of alternative housing types in a wide range of densities in order to maintain housing alternatives within the City.

Policy FLU 10.1 Diversity of Uses. A diverse mix of land uses, housing types and densities shall be promoted, except in cases where sub-area policies require preservation of one land use type. Continuous stretches of similar style and density of development shall be avoided.

The proposed amendment supports both policies as it allows the City to increase housing opportunities in underutilized urban areas, which tracks with the policy's call to maintain housing alternatives that meet diverse needs and preferences. By rezoning the property to

RMF-13, the development introduces townhomes as an alternative housing type within the area, which is consistent with the policies' objectives. Further, a townhome design will help avoid uniformity and monotonous development styles by offering a distinct housing form compared to the other residential types nearby.

CRITERIA 2. Conformance with Ordinances

The proposed zoning map 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 conform with the City's Comprehensive Plan. The requested zoning of RMF-13 is compatible with the Medium Density Residential designation, and the change will facilitate development that meets the density and design guidelines outlined in the City's plan.

CRITERIA 3. Changed Condition

In 2024, the applicant reached out to the City to discuss future plans for the site, as it has been vacant since the early 2000s. After meeting with staff, it was recommended that the applicant rezone the property to proceed with his proposed development and ensure that the property has consistent land entitlements. Staff had no issues with this, given that the property has a Medium Density Residential FLUM designation which is consistent with the RMF-13 zoning district. As such, future development of the site will be required to abide by all provisions ULDR Table 2-5.4, Size and Dimension Criteria.

CRITERIA 4. Land Use Compatibility

The parcel is surrounded on all sides by similar zoning (RMF-13) and FLUM designations (Medium Density Residential). Adjacent uses include a duplex community to the east across Hill Street, and church property to the north, south, and east. This considered, staff feels that townhomes would be an optimal land use for the area and would not substantially deviate from existing conditions.

CRITERIA 5. Adequate Public Facilities

Police services are provided to the subject property by the City of Casselberry, and Seminole County currently provides fire services. Vehicular and pedestrian access will be provided via a driveway on Hill Street. Additionally, a school impact analysis from Seminole County Public Schools demonstrating school concurrency prior to rezoning the subject property has been provided and indicates adequate capacity for future students. The City's Utilities Department has confirmed that City water is available to the property. That said, City sewer access is nearby (within 100 feet), but not currently available. The applicant will need to design and build a connection per City specifications.

CRITERIA 6. Natural Environment

The proposed amendment to the Official Zoning Map is not anticipated to affect the natural environment negatively.

CRITERIA 7. Economic Effects

The proposed amendment to the Official Zoning Map is not anticipated to have any adverse economic effects.

CRITERIA 8. Orderly Development

All plans to develop the subject property 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 site design.

CRITERIA 9. Public Interest

The proposed amendment is in the public's interest as it will add to the City's housing stock and provide for a mix of different housing, as the City's Comprehensive Plan supports.

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 Seminola Boulevard, and the existing FLUM designation of Medium Density Residential.

CRITERIA 11. Property Description.

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

CRITERIA 12. Disclosure of Ownership.

According to the Seminole County Property Appraiser, the applicant, Mr. Milovan Mastikosa, is also the property owner.

CRITERIA H. Impact On Surrounding Properties And Infrastructure.

The proposed rezoning and subsequent development of the property are expected to have minimal negative impacts on surrounding properties and infrastructure. The area is primarily residential, characterized by similar zoning classifications and land use designations.

Given the property's Medium Density Residential FLUM designation and its consistency with neighboring zoning, the development of townhomes at a maximum density of seven dwelling units is consistent with the established residential character of the area. It's important to note that achieving maximum density may not even be feasible when considering factors like landscaping and stormwater management.

In terms of infrastructure, the property is well-supported by existing facilities. Access for vehicles and pedestrians will be provided through a driveway on Hill Street, which connects to the broader city road network, including the nearby Seminola Boulevard, a major arterial road. Although the project will require the extension of city sewer services, the city has indicated its intent to provide utility connections to the property.

CRITERIA I. Undeveloped Land With Similar Zoning.

There are 19.1 acres of undeveloped/vacant land zoned RMF-13 throughout the city. However, within 1,000 ft., there are 2.23 acres of undeveloped/vacant land zoned RMF-13.

Budget Impact: No impact to the budget is anticipated at this time.

Recommendation: The City Manager and Community Development Director recommend approval of Ordinance 25-1620 on first reading.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:

1. Ordinance 25-1620
2. Business Impact Statement
3. Presentation Slides



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: March 24, 2025
Subject: Public Hearing: Second Reading of Ordinance 25-1618 - Amending City Charter Section 7.06, Procedure for Placing Names on Ballot; Alternative Method of Qualifying

Introduction: Adoption of Ordinance 25-1618 on second reading to amend City Charter Section 7.06 by changing the dates for candidates to qualify to run for office as well as change the date by which alternative method petitions are to be received by the City Clerk, is requested.

Background: The passage of the Charter amendments in August 2024 eliminating the runoff provision and moving the election from the primary to the general election in November has necessitated a change to the qualifying dates for City Commission candidates. Section 100.3605, Florida Statutes, grants the City specific authority over its qualifying dates contained in the City Charter for members of its governing body via adoption of an ordinance rather than having to submit a referendum question to the electors.

Discussion: Ordinance 25-1618 proposes to change the five-day qualifying period from the third full week in May to the third full week in August. This proposed change allows for sufficient time for the candidate names to be placed on the Seminole County general election ballot in accordance with State election laws. Ordinance 25-1618 also proposes to change the alternative method petition filing deadline from the third Tuesday in April to the third Tuesday in July. This proposed change allows for sufficient time for verification of the petition signatures in accordance with State election laws.

The first reading of Ordinance 25-1618 was approved by the City Commission on February 24, 2025. A Notice of Public Hearing for the second reading of Ordinance 25-1618 was advertised in the *Orlando Sentinel* on March 13, 2025.

Budget Impact: This item has no impact on the City Budget.

Recommendation: The City Manager and the City Clerk recommend adoption of Ordinance 25-1618 on second and final reading.

Prepared by: Donna Gardner, City Clerk

Attachments:

1. Ordinance 25-1618

2. Business Impact Estimate
3. Published Legal Ad



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: March 24, 2025
Subject: Public Hearing: Second Reading of Ordinance 25-1619 - Amending ULDR Article XVI, Signs, to Allow Electronic Messaging Centers (EMCs) and Provide for Performance Standards

Introduction: Approval of Ordinance 25-1619 on second and final reading, amending Article XVI, Signs, of the City's Unified Land Development Regulations (ULDR) to permit the installation of Electronic Messaging Centers (EMCs) in specific zoning districts and provide for performance standards, is requested. (TA 24-08)

Background: The proposed ordinance consists of four key changes. The first would amend ULDR Section 3-16.2, which provides definitions for various types of signage, to include "Electronic Message Centers." For reference, this is defined as "An on-premises ground sign component without moving parts that utilizes a computer or other electronic means to change the digital message displayed through the use of intermittent light or lights, including light emitting diodes, liquid crystal display, plasma image screen display, or similar equipment."

Secondly, the ordinance amends ULDR Section 3-16.3, which provides on-premises permanent sign regulations, to list Electronic Messaging Centers as a permissible sign type. EMCs are proposed to be allowed in CG (Commercial General), CS (Commercial Service), PMX-H (Planned Mixed-Use: High Intensity), PMX-MID (Planned Mixed-Use: Medium Rise), PMX-HIGH (Planned Mixed-Use: High Rise), I (Industrial), I-M (Industrial Medium), ROS (Recreation and Open Space) and PS (Public Service) zoning districts. Third, the ordinance amends ULDR Section 3-16.6, Reserved, to provide standards and criteria for Electronic Messaging Centers. Such criteria include but are not limited to considerations such as permitted zoning districts, height, size, color, or minimum frequency and duration of the sign's display message. Lastly, the ordinance amends ULDR Section 3-16.8, which provides for prohibited sign types, to remove electronic messaging centers that were previously listed.

At an advertised public hearing on February 12, 2025, the City's Planning and Zoning Commission/Local Planning Agency voted unanimously, by a 5-0 vote, to recommend approval of the proposed ordinance to the City Commission. At a regular meeting on February 24, 2025, the City Commission voted unanimously, 5-0, to approve the proposed ordinance and hold a subsequent public hearing. As such, a notice for this public hearing was advertised in the Orlando Sentinel on March 13, 2025.

Discussion: City staff provides the following assessment of the proposed amendment against the established criteria in ULDR Section 1-2.9.C.

CRITERIA 1. Consistency with Comprehensive Plan

The proposed amendment is consistent with the City's Comprehensive Plan, which generally supports updating urban design standards in modern ways to enhance the City's nonresidential infrastructure. Further, the amendment aligns with existing policies outlined below.

Policy FLU 7.5 – Urban Design Standards. The City shall periodically review and compare its architectural design standards with those of similar communities to ensure use of the most modern and appropriate standards for development and redevelopment throughout the City.

The proposed amendment specifically promotes the installation of electronic messaging signs, which have been used increasingly in recent years by a variety of commercial tenants throughout the Central Florida area. As such, staff feels as though this is a business-friendly decision primarily intended to help our local businesses continue to thrive.

Objective FLU 11: Protection of Residential Areas: Residential areas shall be protected from negative impacts which may result from encroachment of incompatible land uses. Policy FLU 11.3, 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.

The proposed ordinance only permits the use of EMCs in the following nonresidential zoning districts: CG, CS, PMX-H, PMX-MID, I, I-M, ROS and PS. Further, the ordinance provides for other mitigative considerations such as setbacks or brightness limits. The ordinance also has a provision prohibiting them within 100 feet of residential zoning districts.

Policy RO 2.1, Facilities. The City shall improve the use and function of existing park sites through design enhancements and facility improvements to create accessibility for all users.

The City has considered installing EMCs in at least some of the City's parks for the purposes of promoting City events, wayfinding, and more.

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 ordinance provides additional leeway for property owners to advertise and communicate with the public, helping to maximize the enjoyment of their properties while also increasing curb appeal for residents.

CRITERIA 2. Conformance with Ordinances

The proposal complies with all applicable City of Casselberry Code of Ordinances requirements, specifically ULDR Section 1-2.9. Additionally, any installation of EMCs will require a site plan review and a building permit and will be subject to the provisions of the ordinance. The amendment process has also followed the established procedures for public hearings and community engagement, ensuring adherence to state regulations and

transparency in the decision-making process.

CRITERIA 3. Changed Conditions

In March 2024, the City Commission signaled their interest in learning more about EMCs. Subsequent workshops were held in May and August to discuss EMCs, potential performance standards, and other municipal regulations. The proposed amendment is a result of coordination between the City Commission, the City Attorney, and City staff.

CRITERIA 4. Land Use Compatibility

EMCs are generally appropriate in the same areas where traditional signage is permitted, such as CG, CS, PMX-H, PMX-MID, I, I-M, ROS and PS. EMCs will also be subject to the site plan review process and require a building permit, which will eliminate potential incompatibility issues.

CRITERIA 5. Adequate Public Facilities

The proposed amendment will not impose new demands on public facilities or services.

CRITERIA 6. Natural Environment

The proposed amendment is not anticipated to have any adverse environmental impacts.

CRITERIA 7. Economic Effects

The proposed amendment is not anticipated to have any adverse economic impacts.

CRITERIA 8. Orderly Development

All proposed EMCs will be subject to ULDR Article XVIII, Site Plan Review. They will also require a building permit which will ensure adherence with overlay district standards (if applicable) and various performance standards in the ULDR, such as Article XVI, Signs.

CRITERIA 9. Public Interest

The proposed amendment aligns with the public interest in promoting modern approaches to advertising that improve the City's overall appearance.

CRITERIA 10. Other Matters

The City Commission is encouraged to consider additional factors, such as community feedback during public hearings. This comprehensive approach ensures that all relevant aspects are considered when assessing the ordinance.

Budget Impact: No impact to the City's budget is anticipated.

Recommendation: The City Manager and Community Development Department Director recommend approval of Ordinance 25-1619 on second and final reading.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:

1. Ordinance 25-1619
2. Business Impact Statement
3. Presentation
4. Published Legal Ad



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: March 24, 2025
Subject: Resolution 25-3492- Agreement with Natural Resources Conservation Service for Gee Creek Watershed Debris Removal and Erosion Control (Due to Hurricane Milton) and Related Budget Amendment #25-023

Introduction: Resolution 25-3492 and related Budget Amendment #25-023 provide for a Cooperative Agreement with the United States Department of Agriculture - Natural Resources Conservation Service (NRCS) for Gee Creek Watershed debris removal and erosion control, consisting of up to \$1,164,308.20 in federal funding.

Background: Following Hurricane Milton, Public Works staff observed significant erosive damage at multiple locations within the Gee Creek Watershed and debris (including 24 dead trees) along approximately 3,000 ft of Gee Creek. Staff determined that there is potential for risk to public and private property associated with these areas, especially if they are exposed to additional major storms without protective improvements.

In the past, the City has received funding through the United States Department of Agriculture (USDA) NRCS Emergency Watershed Protection (EWP) Program to assist with similar erosion issues. Most recently, the City received \$812,830.49 in federal funding for erosion control improvements within Gee Creek and Howell Creek basins as a result of impacts due to Hurricane Ian in 2022. Previously, at least a 25% local match was required under the EWP program.

In December 2024, the City submitted a request to NRCS for funding assistance for impacts due to Hurricane Milton. NRCS and City staff conducted damage surveys together in December 2024, which resulted in a Damage Survey Report (DSR) for Gee Creek Watershed. This DSR (DSR #12-07-24-5084-019) identified erosion issues, and proposed fixes (with cost estimates). It also included 2,400 cubic yards of debris along Gee Creek within the City limits and associated costs for removal. In February 2025, the City submitted an Application for Federal Assistance based on the DSR and received approval for financial assistance not to exceed \$1,164,308.20 in federal funding.

Discussion: NRCS has followed up with approval of a project to address the areas identified in the DSR, which include:

- 1) Channel stabilization near The Palms at Casselberry
- 2) Channel stabilization near 190 S Triplet Lake Drive
- 3) Debris removal along Gee Creek within the City limits

To execute the project and receive the funding, the City must enter into a Cooperative Agreement with NRCS, which is attached. The total maximum federal funding for the project is \$1,164,308.20, which includes up to \$1,058,462.00 for construction and up to \$105,846.20 for technical assistance. A local match is not required.

It should be noted that local funding may be necessary to fully cover design and construction costs if proposals/bids come in higher than estimated. This will be addressed if needed via future agenda item(s).

Work must be completed by April 10, 2026 unless a time extension is granted. For tracking purposes, this item is associated with projects PW 2516 Gee Creek Watershed Erosion Control (due to Hurricane Milton) and PW 2517 Gee Creek Watershed Debris Removal (due to Hurricane Milton).

Resolution 25-3492 provides for approval of the Agreement with NRCS.

Budget Impact: Budget Amendment #25-023 recognizes the revenue from the NRCS grant and allocates design and construction expenses accordingly.

Recommendation: The City Manager and Public Works Director recommend approval of Resolution 25-3492 and related Budget Amendment 25-023 and authorization for the City Manager to execute no-cost time extensions to the Agreement (if needed).

Prepared by: Jane Dai, City Engineer

Attachments:

1. Resolution 25-3492
2. Agreement
3. BA 25-023
4. Presentation



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

12.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 24, 2025
Subject: Reorganization of the Recreation Division of the Public Works Department and Related Budget Amendment #25-021

Introduction: Approval of the reorganization of the Recreation Division of the Public Works Department and related Budget Amendment 25-021 is requested.

Background: The Public Works Department consists of Administration, Recreation, Fleet Maintenance, Parks Maintenance, Stormwater, Lake Management, Engineering, Streets Maintenance, and City Facilities. The Recreation Division is responsible for managing all recreation, arts, and cultural programs and events. Permanent staff in the Recreation Division currently consist of a Recreation Manager, Recreation Programs & Events Supervisor, Arts & Marketing Supervisor, Aquatics Coordinator, Staff Assistant I, two Recreation Programs Coordinators, and one part-time Recreation Specialist. Seasonal staff provide additional support for Recreation Division programs and events.

As a result of the 2020 Parks Bond Referendum, the City has been redeveloping several parks and constructing new ones. A major redevelopment of Secret Lake Park and an expansion of Lake Concord Park (including the Casselberry Arts Center) were completed in 2023. A major redevelopment of Wirz Park is scheduled for completion in May 2025, including a much larger heated pool facility, new playground equipment, and an expanded community building. Wirz Park is planned to open and supervised year round. "Wheel Park" - Phase 1 is scheduled to be completed in April 2025, providing new bicycle facilities, playground equipment, and pavilions. "Wheel Park" - Phase 2 is anticipated to be completed in July 2025, providing new skate/bike elements and a pavilion. The "Wheel Parks" are expected to draw a significant number of regional visitors and will be programmed with special events. Dew Drop Park will undergo a major redevelopment, slated to be completed in the first half of 2026. Increased operational costs due to these facilities were anticipated as part of the planning for the Parks Bond Referendum.

Discussion: With the completion of the Parks Bond Referendum park projects and associated facilities, programming needs to fully activate the City's parks are expanding greatly. Especially with Wirz Park and "Wheel Park" coming online shortly, staff recommends a mid-year reorganization of the Recreation Division, including providing additional staff to help ensure park visitors can safely enjoy the new facilities to their full potential. The reorganization represents both an expansion and redistribution of duties. It will provide additional resources for sports, aquatics, events, arts/cultural activities, camps, and other programs.

The proposed reorganization is as follows:

- 1) Retitle the Recreation Division to the Recreation & Cultural Arts Division.
- 2) Retitle the Recreation Manager to the Recreation & Cultural Arts Manager with no pay grade change.
- 3) Retitle one Recreation Programs Coordinator to Arts Programs Coordinator with no pay grade change.
- 4) Retitle one Recreation Specialist to Arts Programs Specialist, change from a part-time to full-time position, and increase the pay grade from 19 to 20.
- 5) Increase the pay grade for the Arts & Marketing Supervisor from 40 to 42
- 6) Add the following positions:
 - Two full-time Recreation Specialists (pay grade 20)
 - One full-time Head Lifeguard (pay grade 20)
 - One full-time Recreation Sports & Aquatics Supervisor (pay grade 42)

These changes represent a net increase of 4.5 Full-Time Equivalent (FTE) positions. This will result in increased personal services costs from the General Fund. Budget Amendment #25-021 will provide necessary funding for the remainder of Fiscal Year 2025, and the proposed Fiscal Year 2026 Budget will factor in these changes.

Budget Impact: Budget Amendment #25-021 will provide sufficient funding for this item for the remainder of Fiscal Year 2025.

Recommendation: The City Manager, Public Works Director, and Administrative Services Director recommend approval of the reorganization of the Recreation Division and related Budget Amendment 25-021.

Prepared by: Kelly Brock, Public Works Director

Attachments:

1. BA 25-021



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: March 24, 2025
Subject: Procurement Information Report for the Period February 1, 2025 through February 28, 2025

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 February 1, 2025 through February 28, 2025 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 February 2025.

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. February 2025 Procurement Information Report