CITY OF CASSELBERRY
CITY COMMISSION MEETING

Monday, June 9, 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.

AGENDA

1. **MEETING CALL TO ORDER**

2. **MOMENT OF SILENCE**

3. **PLEDGE OF ALLEGIANCE**

4. **ROLL CALL**

5. **MINUTES**

   A. **Minutes of May 12, 2025 - Regular Meeting**

6. **PRESENTATIONS/ COMMENDATIONS**

   A. **Proclamation: Recognizing June 19, 2025 as Juneteenth**
   Mayor Henson will read a proclamation recognizing June 19, 2025 as Juneteenth in the City of Casselberry.

   B. **Proclamation: Recognizing June 2025 as Pride Month**
   Mayor Henson will read a proclamation recognizing June 2025 as Pride Month in the City of Casselberry.

   C. **Proclamation: Recognizing June 2025 as National Safety Month**
   Mayor Henson will present a proclamation to Risk Officer Conan Bickford declaring June 2025 as National Safety Month in the City of Casselberry.

7. **CONSENT AGENDA**
   The action proposed to be taken it 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. 103954 - $13,583.11
   - Fishback Dominick LLP, Invoice No. 123625 - $198.50

   B. **Piggyback Agreement with Advanced Environmental Laboratories, Inc. for Laboratory Analysis and Sampling**
   Approval of an agreement with Advanced Environmental Laboratories, Inc. by piggybacking Volusia County Agreement 20-B-42LS for Laboratory Analysis and Sampling on an as-needed basis for an amount not to exceed $150,000 for the period beginning June 9, 2025, through February 25, 2028, is requested.

C. **Purchase of a DART Digital Range Training System Using State Forfeiture Funds and Related Budget Amendment #25-033**

Approval to purchase a DART Digital Range Training System in the amount of $31,650 for the Police Department and related Budget Amendment #25-033 is requested.

D. **Change Order No.1 to Task Authorization No.5 with Tetra Tech for PW 2009 Northgate Water Main Phase 1 Replacement**

Approval of Change Order No. 1 to Task Authorization No. 5 with Tetra Tech for Project PW 2009 Northgate Water Main Replacement Phase 1 for additional construction phase services in the amount of $14,269 is requested.

E. **Resolution 25-3515 - Memorandum of Understanding with the Southeast Law Enforcement Alliance Project (LEAP) Information-Sharing Initiative Known as the Law Enforcement Information Exchange (LInX)**

Approval of Resolution 25-3515 authorizing an agreement between the Casselberry Police Department and United States Naval Criminal Investigative Service (NCIS) for participation in the information-sharing initiative known as the Law Enforcement Information Exchange (LInX), which includes federal, state, and local law enforcement agencies from LInX regions across the United States, is requested.

F. **Resolution 25-3516 - Authorization for the City Manager to Execute Work Orders for the Agreement with the Florida Department of Transportation for Streetlighting of State Road 436 and US Highway 17-92**

Approval of Resolution 25-3516 providing for authorization for the City Manager to execute annual work orders and associated Exhibit updates for the State Highway Lighting, Maintenance, and Compensation Agreement with the State of Florida Department of Transportation for streetlighting of SR 436 and US Highway 17-92 is requested.

G. **Resolution 25-3517 - Voluntary Cooperation/Mutual Aid Agreement and Memorandum of Understanding Governing the Seminole County Crime Analyst Task Force**

Approval of Resolution 25-3517 authorizing an agreement between the Casselberry Police Department and the Seminole County Sheriff's Office for the Voluntary Cooperation/Mutual Aid Agreement and Memorandum of Understanding (MOU) governing the Seminole County Crime Analyst Task Force (TF) is requested.

H. **Resolution 25-3518 Supplemental Agreement No. 1 to the Local Agency Program Agreement with the Florida Department of Transportation for Professional Services Related to the Winter Park Drive Complete Street Improvements - Phase 1 (Marigold to Seminola) Project and Related Budget Amendment #25-034**

Approval of Resolution 25-3518 providing for approval of Supplemental Agreement No. 1 to the Local Agency Program Agreement with the Florida Department of Transportation for Professional Services related to the Winter Park Drive Complete Street Improvements - Phase 1 (Marigold to Seminola) Project, in the amount of $46,459, and related Budget Amendment #25-034 is requested.

I. **Application for FY 24 Edward Byrne Memorial Assistance Countywide Grant**

Participation in a grant application through the Seminole County Sheriff's Office for Edward Byrne Memorial Justice Assistance Grant funds in the amount of $117,744 for designated use by governmental agencies within Seminole County, for the purchase updated equipment for the multi-agency Countywide SWAT Team, is requested.

8. DISCUSSION ITEMS

A. **Future Agenda Items**

9. RESOLUTIONS

A. **Resolution 25-3519 - Application for a Safe Streets and Roads for All Implementation Grant for Improvements to State Road 436 and South Winter Park Drive**

Approval of Resolution 25-3519 providing for submittal of a Safe Streets and Roads For All (SS4A) Implementation Grant application "Road to Zero: Moving Toward a Safer SR 436" for improvements to SR 436, S Winter Park Drive, and related intersections in the total amount up to $21,500,000, consisting of federal funds up to $17,200,000 and local match up to $4,300,000 is requested.

10. FIRST READING OF ORDINANCES

A. **First Reading of Ordinance 25-1622 - Amending the City's Official Zoning Map to PMX-MID (Planned Mixed Use: Medium Rise) and Approving a PUD Agreement and a Concept Plan for 1510 S.R. 436 (Parcel ID 33-21-30-300-0070-0000)**

Approval of Ordinance 25-1622 on first reading, amending the City's Official Zoning Map to PMX-MID (Planned Mixed Use: Medium Rise) for a parcel located at 1510 S.R. 436, including an associated Planned Unit Development (PUD) Agreement and a Concept Plan for a drive-through restaurant (Chick-fil-A), is requested.

B. **First Reading of Ordinance 25-1623 - Amending the City's Official Zoning Map to PMX-MID (Planned Mixed Use: Medium Rise) and Approving a PUD Agreement and a Concept Plan for 4700-4800 S. U.S. Hwy. 17-92 (Parcel IDs 17-21-30-506-0D00-0020 and 17-21-30-506-0D00-0030)**

Approval of Ordinance 25-1623 on first reading, amending the City's Official Zoning Map to PMX-MID (Planned Mixed Use: Medium Rise) for two (2) parcels located at 4700-4800 S. U.S. Hwy. 17-92, including an associated Planned Unit Development (PUD) Agreement and a Concept Plan to provide general performance standards for Shoot Straight and a parking lot expansion, 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 25-1621 - Creating Section 2-39 Entitled "Time, Place for Regular Meetings, City Commission Meeting Calendar, and Procedure for Cancelling Meetings**

Approval of Ordinance 25-1621 on second reading, creating Section 2-39 in Chapter 2 of the City Code entitled "Time, place for regular meetings, city commission meeting calendar, and procedure for canceling meetings" is requested.

12. OTHER ITEMS

A. **Reorganization of the Finance Department - Customer Service**

Reorganization of the Customer Service division in the Finance Department to add a Billing Specialist I/II position 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

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: June 9, 2025

Subject: Minutes of May 12, 2025 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the May 12, 2025 Regular Meeting for approval.

6.A.

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 9, 2025

Subject: Proclamation: Recognizing June 19, 2025 as Juneteenth

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Introduction: Mayor Henson will read a proclamation recognizing June 19, 2025 as Juneteenth in the City of Casselberry.

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 9, 2025

Subject: Proclamation: Recognizing June 2025 as Pride Month

Introduction: Mayor Henson will read a proclamation recognizing June 2025 as Pride Month in the City of Casselberry.

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 9, 2025

Subject: Proclamation: Recognizing June 2025 as National Safety Month

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Introduction: Mayor Henson will present a proclamation to Risk Officer Conan Bickford declaring June 2025 as National Safety Month in the City of Casselberry.

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 9, 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 - May 2025 - Invoice No. 103954 - $13,583.11

Fishback Dominick LLP.

- Code Enforcement Magistrate Services - April 2025 - Invoice No. 123625 - $198.50
- Please note that a reduction was provided by Fishback Dominick LLP on the March invoice which was approved by the City Commission on May 12, 2025. The original amount approved for payment on Invoice No. 123365 was $1,203.25. The invoice was reduced to $803.25.

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. 103954
2. Invoice No. 123625

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 9, 2025

Subject: Piggyback Agreement with Advanced Environmental Laboratories, Inc. for Laboratory Analysis and Sampling

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Introduction: Approval of an agreement with Advanced Environmental Laboratories, Inc. by piggybacking Volusia County Agreement 20-B-42LS for Laboratory Analysis and Sampling on an as-needed basis for an amount not to exceed $150,000 for the period beginning June 9, 2025, through February 25, 2028, is requested. (Ref: PBA-2025-1311)

Background: The City owns and operates three Water Treatment Plants (WTPs) that supply potable water to its customers and the Water Reclamation Facility (WRF) which treats wastewater and then distributes it for use as reclaimed irrigation. City staff is required to perform regular sampling as established by the Florida Department of Environmental Protection. The City does not have the required laboratory certifications or the equipment needed to perform the required sample analysis. Therefore, environmental laboratory services have been used for sampling analysis since the plants were first put into service.

Utilities staff have been using Advanced Environmental Laboratories, Inc. to perform drinking water analysis for the last several years. This laboratory has provided a consistent quality with regard to the drinking water analysis performed. Utilities staff would like to continue to use Advanced Environmental Laboratories, Inc. to perform both water and wastewater sampling analysis moving forward.

Discussion: Advanced Environmental Laboratories has a competitively bid agreement with Volusia County effective February 25, 2025 through February 25, 2028. PBA-2025-1311 provides for a piggyback term agreement with Advanced Environmental Laboratories to provide laboratory analysis and sampling services for the City, on an as-needed basis for an amount not to exceed $150,000 for the period beginning June 9, 2025, through February 25, 2028.

It should be noted that the not-to-exceed amount is 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.

Budget Impact: Funding is available in the FY 2025 Water and Sewer Utility Fund Water Production Other Contractual Services account #401-0754-533.34-00 and Water Reclamation Other Contractual Services account #401-0753-535.34-00. Appropriations beyond FY 2025 are subject to future City Commission approval.

Recommendation: The City Manager and Utilities Director recommend approval of an agreement with Advanced Environmental Laboratories, Inc. for Laboratory Analysis and Sampling services piggybacking Volusia County Agreement 20-B-42LS for Laboratory Analysis and Sampling on an as-needed basis for an amount not to exceed $150,000 for the period beginning June 9, 2025, through February 25, 2028.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Agreement
2. Invitation to Bid

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 9, 2025

Subject: Purchase of a DART Digital Range Training System Using State Forfeiture Funds and Related Budget Amendment #25-033

Introduction: Approval to purchase a DART Digital Range Training System in the amount of $31,650 for the Police Department and related Budget Amendment #25-033 is requested.

Background: On March 23, 2020, the Police Department purchased a DART Range training simulator system from Digimation via non-budget funding (SG-2020-0647). Since the original purchase, the Digimation company has updated the training simulator system to the DART MAX System. The upgraded system offers unparalleled, next-generation digital training options and resources and will continue to allow officers to practice repeatedly in a safe and resource-rich environment.

Discussion: The Police Department is committed to providing quality law enforcement services to the community and the public, and has a goal to upgrade the current DART digital range training system to continually provide quality service to our community through enhanced officer training this system will provide. The Police Department seeks City Commission approval to expend state forfeiture funds in the amount of $31,650 to purchase the upgraded system. The Police Department will return the current system to the Digimation company and will receive full credit for the original purchase price (the cost listed is inclusive of the $6,900 discount on the original purchase price). This is a single purchase of a self-contained software system that will not need access to the City's servers. The use of forfeiture funds to purchase the training simulator system follows Florida Statues 932.7055; Disposition of liens and forfeited property; in that this purchase is not a normal operating budgeted item and is not part of the normal operating needs of the law enforcement agency.

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 #25-033 will establish the budget for this expenditure. The State Law Enforcement Trust Fund will increase the Equipment-Other account #104-0610-521-67-35 and the Other Non-Operating Sources account #104-0610389-90-00 by $31,650.

Recommendation: The City Manager and the Police Chief recommend approval to expend existing state forfeiture funds in the amount of $31,650 for the purchase of a DART digital range training system and related Budget Amendment #25-033.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. BA# 25-033
2. Quote

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 9, 2025

Subject: Change Order No.1 to Task Authorization No.5 with Tetra Tech for PW 2009 Northgate Water Main Phase 1 Replacement

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Introduction: Approval of Change Order No. 1 to Task Authorization No. 5 with Tetra Tech for Project PW 2009 Northgate Water Main Replacement Phase 1 for additional construction phase services in the amount of $14,269 is requested. (Ref: SOQ-2018-0276)

Background: The City of Casselberry owns and operates a potable water distribution system made up of pipes of various sizes and materials. The Potable Water Master Plan proposed a capital improvements program for the potable water distribution system. One of these projects includes replacing the existing water mains in the Northgate community due to its age and pipe materials. Due to the size of the project, the replacement of the water mains in the Northgate community will be split into two phases. The scope of the Northgate Phase I project includes replacing 10,500 feet of galvanized and asbestos cement water main ranging in size from 2 inches to 8 inches.

On April 9, 2018, the City of Casselberry entered into a Professional Services Agreement with Tetra Tech, Inc. for a Continuing Contract for Utilities Projects (SOQ-2018-0276). On February 24, 2020, the City Commission approved Task Authorization No. 5 with Tetra Tech, Inc. which provided for the design services of the Northgate Phase I Water Main Replacement Project. On June 24, 2024, the City Commission approved the award of a bid for ITB-2024-1171 to Cathcart Construction Company to provide for the construction of the Northgate Phase 1 Water Main Replacement Project.

Discussion: Construction has been proceeding behind schedule for the Northgate Phase 1 Water Main Replacement Project. Seven (7) progress meetings and one (1) submission for final clearance to Florida Department of Environmental Protection (FDEP) was identified in the scope for Task Authorization No. 5. Given the size of the Northgate Phase 1 Community, the City determined it would be more optimal to perform partial clearance for the water main. Additionally, the contractor has run into multiple conflicts of schedule, causing the project to be delayed. Due to these changes, Tetra Tech has requested additional funding to complete the construction services. Change Order No. 1 to Task Authorization No. 5 provides the additional construction administration, additional progress meetings, and FDEP permit clearance modifications necessary to complete the Northgate Phase 1 Water Main Replacement project, in an amount not to exceed $14,629.

For tracking purposes, this item is associated with PW 2009 Northgate Phase I Water Main Replacement.

Budget Impact: There is sufficient funding in the FY2025 Renewal/Replacement Distribution & Collection account #402-0751-536.63-40 (Northgate Phase 1 Water Main Replacement Project) to provide for this change order in the amount not to exceed $14,269.

Recommendation: The City Manager and Utilities Director recommend approval of Change Order No. 1 to Task Authorization No. 5 with Tetra Tech, Inc in the amount not to exceed $14,269.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Change Order No. 1

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 9, 2025

Subject: Resolution 25-3515 - Memorandum of Understanding with the Southeast Law Enforcement Alliance Project (LEAP) Information-Sharing Initiative Known as the Law Enforcement Information Exchange (LInX)

Introduction: Approval of Resolution 25-3515 authorizing an agreement between the Casselberry Police Department and United States Naval Criminal Investigative Service (NCIS) for participation in the information-sharing initiative known as the Law Enforcement Information Exchange (LInX), which includes federal, state, and local law enforcement agencies from LInX regions across the United States.

Background: LInX is a data warehouse that enables near real-time sharing of local, State, and Federal law enforcement data with a single query. Currently, the Southeast LInX region includes the Northeast Fl. and Panhandle region, the Tampa, Fl. region, Georgia and Alabama. Federal partners include the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), Drug Enforcement Administration (DEA), Federal Bureau of Prisons, Federal Bureau of Investigation (FBI), U.S. Marshals Service, U.S. Capital Police Department, and the U.S. Secret Service. Department of Defense partners include the Navy NCIS/Master at Arms, Marine Corps Military Police, Air Force Security Forces/OSI, Army Military Police/CID, Defense Logistics Agency Office of Public Safety, U.S. Coast Guard Investigative Services, Defense Intelligence Agency Police, Defense Criminal Investigative Service, Pentagon Force Protection/Pentagon Police, National Security Agency Police and the National Geospatial-Intelligence Agency Police. Law enforcement agencies are enhancing their efforts against crime and terrorism by sharing critical information maintained in their records' management system with LInX. In addition to the benefits from sharing and using the data warehouse, LInX may also be used to conduct thorough background investigations of prospective employees of the police department.

Discussion: The Casselberry Police Department will use LInX for the furtherance of authorized law enforcement activities in order to prevent, stop, and solve crimes affecting citizens of the City of Casselberry. LInX may also be used to conduct thorough background investigations of prospective employees of the police department. The MOU outlines how the information is entered into the data warehouse, protected and accessed for use by authorized agency members.

Budget Impact: There is no budget impact.

Recommendation: The City Manager and Police Chief recommend the approval of Resolution 25-3515 and authorization for the Chief of Police to execute the Memorandum of Understanding with the United States Naval Criminal Investigative Service (NCIS) to participate in the Southeast Law Enforcement Alliance Project (LEAP) information-sharing Initiative known as the Law Enforcement Information Exchange (LInX). Further, in accordance with Section P (4) of the Memorandum of Understanding, authorize the Chief of Police to withdraw or terminate the agreement should it be deemed in the best interest of the City and agency.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. Resolution 25-3515
2. Agreement

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 9, 2025

Subject: Resolution 25-3516 - Authorization for the City Manager to Execute Work Orders for the Agreement with the Florida Department of Transportation for Streetlighting of State Road 436 and US Highway 17-92

Introduction: Resolution 25-3516 provides for authorization for the City Manager to execute annual work orders and associated Exhibit updates for the State Highway Lighting, Maintenance, and Compensation Agreement with the State of Florida Department of Transportation for streetlighting of SR 436 and US Highway 17-92.

Background: State Road 436 and US Highway 17-92 (also known as State Road 15/600) are under the jurisdiction of the Florida Department of Transportation (FDOT). Currently, through an interlocal agreement with FDOT, the City maintains certain infrastructure and landscaping within these corridors. In 2024, via Resolution 24-3413, the City Commission approved a State Highway Lighting, Maintenance, and Compensation Agreement with FDOT for the City to maintain lighting on these corridors in exchange for compensation from FDOT. The compensation is based on a unit price per light maintained and increases by 3% on an annual basis. The agreement term is for seven years.

Discussion: Each year, FDOT provides a work order associated with the lighting maintenance for the upcoming Fiscal Year. This work order updates the total compensation based on the number of light fixtures and the 3% annual increase per light. An update to Exhibit A of the lighting agreement typically accompanies this work order. This exhibit lists the facilities to be maintained, number of lights, and rates per light.

To facilitate approval of the annual work orders, staff recommends that the City Commission authorize the City Manager to execute the work orders and Exhibit A updates as needed. Resolution 25-3516 provides for such authorization.

Budget Impact: There is no impact to the City's Fiscal Year (FY) 2025 Budget. Street Light Fund operating accounts are used as needed to cover expenses associated with work orders. Anticipated revenues and expenses from the Agreement are included in the Street Light Fund as part of the City's annual budget planning process.

Recommendation: The City Manager and Public Works Director recommend approval of Resolution 25-3516.

Prepared by: Kelly Brock, Public Works Director

<u>Attachments</u>:

1. Resolution 25-3516

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 9, 2025

Subject: Resolution 25-3517 - Voluntary Cooperation/Mutual Aid Agreement and Memorandum of Understanding Governing the Seminole County Crime Analyst Task Force

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Introduction: Approval of Resolution 25-3517 authorizing an agreement between the Casselberry Police Department and the Seminole County Sheriff's Office for the Voluntary Cooperation/Mutual Aid Agreement and Memorandum of Understanding (MOU) governing the Seminole County Crime Analyst Task Force (TF) is requested.

Background: On March 1, 2023, the Police Department entered an MOU with the Seminole County Sheriff's Office regarding the assignment of the Casselberry Police Crime Analyst to work in collaboration with the Seminole County Crime Analyst Task Force. This new MOU will encompass all agencies within Seminole County under one (1) MOU rather than the individual agreements each agency had previously executed. The agreement stipulates that each agency will provide at least one (1) crime analyst for a period of at least two (2) years, with the ability to withdraw with a sixty (60) day notice.

Discussion: Due to the constant need for the assistance of the crime analysts, the participating agencies and the Sheriff's Office believe the provision of law enforcement services will be enhanced by an analyst from each agency being assigned to the Crime Analyst Task Force within the Seminole County Sheriff's Office. The Task Force will provide analytical and investigative support involving the development, organization, and dissemination of information related to crime trends to be used by operational and investigative units. It will also be the Task Force's responsibility to gather intelligence related to criminal activity within Seminole County.

Budget Impact: There is no budget impact.

Recommendation: The City Manager and Police Chief recommend approval of Resolution 25-3517.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:
1. Resolution 25-3517
2. Agreement

CITY MANAGER MEMORANDUM

7.H.

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 9, 2025

Subject: Resolution 25-3518 Supplemental Agreement No. 1 to the Local Agency Program Agreement with the Florida Department of Transportation for Professional Services Related to the Winter Park Drive Complete Street Improvements - Phase 1 (Marigold to Seminola) Project and Related Budget Amendment #25-034

Introduction: Resolution 25-3518 provides for the approval of Supplemental Agreement No. 1 to the Local Agency Program Agreement with the Florida Department of Transportation for Professional Services related to the Winter Park Drive Complete Street Improvements - Phase 1 (Marigold to Seminola) Project. Budget Amendment #25-034 is necessary to recognize federal funding in the amount of $46,459. [ref. City Project #PW2501]

Background: In September 2024, via Resolution 24-3457, the City Commission approved a Local Agency Program (LAP) Agreement with FDOT that awarded the City $870,000 in federal funding to complete the design phase of the Winter Park Drive Complete Street Improvements - Phase 1 (Marigold to Seminola) Project. Subsequently, on April 28, 2025, the City entered into an agreement with CPH Consulting, LLC, for an amount of $1,344,857.11, to complete this work and approved Budget Amendment (BA) #25-029, which recognized federal funding and reallocated local funding to cover the City's match.

As a recap, the intent of the Winter Park Drive Complete Street Improvements – Phase 1 (Marigold to Seminola) Project is to narrow portions of Winter Park Drive, from Marigold Road north to Seminola Boulevard, install a shared use path, midblock and raised crosswalks, rectangular rapid flashing beacons (RRFBs), intersection modifications (roundabouts), and other improvements to include milling and resurfacing, drainage modifications, landscaping, utility, and lighting.

Discussion: FDOT recently notified staff of additional federal funding that became available for professional services for this project and provided Supplemental Agreement No. 1, in the amount of an additional $46,459, for City Commission consideration. City staff have reviewed Supplemental Agreement No. 1 and find it sufficient to meet the needs of the City. Resolution 25-3518 provides for its approval. BA #25-034 is necessary to recognize the additional funding from FDOT and provide an adjustment to the City's contribution.

Budget Impact: BA #25-034 will facilitate the necessary budgetary adjustments to the FY 2025 Infrastructure Surtax (Sales Tax) Fund in order to recognize federal contributions in the amount of $46,459 and reduce reliance on the Fund Balance by the same.

Recommendation: The City Manager and Public Works Director recommend approval of Resolution 25-3518 Supplemental Agreement No. 1 to the Local Agency Program Agreement with the Florida Department of Transportation for Professional Services Related to the Winter Park Drive Complete Street Improvements - Phase 1 (Marigold to Seminola) Project and Related Budget Amendment #25-034.

Prepared by: Kenna Henry, Special Projects Manager

Attachments:
1. Resolution 25-3518
2. Supplemental Agreement No. 1
3. BA 25-034

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 9, 2025

Subject: Application for FY 24 Edward Byrne Memorial Assistance Countywide Grant

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Introduction: Participation in a grant application through the Seminole County Sheriff's Office for Edward Byrne Memorial Justice Assistance Grant funds in the amount of $117,744 for designated use by governmental agencies within Seminole County, for the purchase updated equipment for the multi-agency Countywide SWAT Team, is requested.

Background: The Edward Byrne Memorial Justice Assistance Grant (JAG) Program is the primary provider of federal criminal justice funding to state and local jurisdictions. JAG funds support all components of the criminal justice system, from multi-jurisdictional drug and gang task forces to crime prevention, domestic violence programs, courts, corrections, treatment, and justice information-sharing initiatives.

The Florida Department of Law Enforcement has advised Seminole County that the Edward Byrne Memorial Justice Grant Program for FY 24 has allocated $117,744 in grant funds for distribution among qualifying law enforcement agencies in Seminole County.

Discussion: The Edward Byrne Memorial Justice Assistant Grant is awarded to the Seminole County Sheriff's Office and then distributed to participating sub-recipient entities within the county, including the City of Casselberry. The Seminole County Sheriff's Office is requesting each municipal law enforcement agency to permit their portion of the funds from the FY24 Edward Byrne Memorial Assistance Grant to be retained by the Sheriff's Office for the purpose of updating the multi-agency Countywide Special Weapons And Tactics (SWAT) Team safety equipment.

A letter from the City approving the allocation of grand funds to be retained by the Seminole County Sheriff's Office must be submitted as part ot the grant application process. A copy of the letter is attached for your reference. A fifty-one percent (51%) letter has been attached hereto. This letter will serve as the City of Casselberry's authorization to allocate the Police Department's share of grant funds to the Seminole County Sheriff's Office for the purchase of updated safety equipment for the multi-agency countywide SWAT Team.

Upon Commission approval, the Police Department will not show receipt of any grant funding from the FY24 Edward Byrne Memorial Assistance Grant as the funds will be disbursed to, and remain with, the Seminole County Sheriff's Office.

The Seminole County Board of County Commissioners (BCC) will consider for approval the

Certificate of Participation at their June 10, 2025 regular meeting. Upon approval of the Certificate of Participation, the County will complete the Edward Byrne Memorial Justice Grant application. The grant application deadline is June 20, 2025.

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

Recommendation: The City Manager and the Police Chief recommend approval to participate in the FY 24 Edward Byrne Memorial Grant application for $117,744 to be filed and coordinated by Seminole County, for designated use by governmental agencies within Seminole County, for the purchase updated equipment for the multi-agency Countywide SWAT Team, and to authorize the Mayor to sign the required approval letter.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. Certificate-of-Participation
2. 51% Letter 2025

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 9, 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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 9, 2025

Subject: Resolution 25-3519 - Application for a Safe Streets and Roads for All Implementation Grant for Improvements to State Road 436 and South Winter Park Drive

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Introduction: Resolution 25-3519 provides for submittal of a Safe Streets and Roads For All (SS4A) Implementation Grant application "Road to Zero: Moving Toward a Safer SR 436" for improvements to SR 436, S Winter Park Drive, and related intersections in the total amount up to $21,500,000, consisting of federal funds up to $17,200,000 and local match up to $4,300,000.

Background: In cooperation with the entire MetroPlan Orlando region, the City of Casselberry has been working on Vision Zero initiatives, including developing its own local Vision Zero Action Plan (VZAP), which was adopted in July 2024. The goal of Vision Zero is to achieve zero deaths and severe injuries on the transportation system. As part of this effort, a local High Injury Network (HIN) analysis has been completed, which identifies portions of the City's transportation system that may be in most need of improvements to mitigate traffic crashes. Based on the VZAP, SR 436 is a corridor of principal safety concern with the highest incidence of fatal and serious injury crashes in the City. The VZAP also identified concerns and the need for several improvements to S Winter Park Dr from the Red Bug/SR 436 intersection to beyond Cannon Way.

The federal Safe Streets and Roads for All (SS4A) Grant Program supports Vision Zero efforts through two different grant types: 1) Planning and Demonstration and 2) Implementation. Planning and Demonstration Grants provide federal funds to develop, complete, or supplement an action plan. These can also be used to implement quick-build strategies using low-cost and temporary materials that may inform future permanent projects. Implementation Grants provide federal funds to implement projects and strategies identified in an Action Plan to address roadway safety problems, including construction activities. In 2024 the City was awarded an SS4A Planning and Demonstration grant for planning and quick-build activities, for which the City is working with the federal government on a grant agreement to be brought before the City Commission at a future date. The City is now eligible for an Implementation Grant since it has adopted its VZAP, which is an eligibility pre-requisite.

At the May 12, 2025 City Commission meeting, staff facilitated a discussion with the City Commission regarding a strategy to address SR 436, including pursuit of an SS4A grant.

Discussion: Based on the discussion at the May 12, 2025 City Commission meeting, staff has begun working on an SS4A grant application. Resolution 25-3519 provides for approval to submit an SS4A application, including authorization for the City Manager to sign application-related documents as needed and a commitment of a match up to $4,300,000 in local funding should the City be awarded a grant. (This maximum proposed local match is slightly lower than the $4.4M discussed on May 12th due to updates in the anticipated cost of a separate "Goes with" project being pursued with FDOT outside of the SS4A application.)

Although the grant application is not yet finalized, the project will address SR 436 and a portion of S Winter Park Drive consistent with the projects identified in the City's Vision Zero Action Plan. Elements are anticipated to likely include but not necessarily be limited to:
1) new signalized pedestrian crossings (including an "RCUT" signal at Chicory Ln),
2) addition of "4th leg" crosswalks where missing from certain existing signalized intersections,
3) sidewalk widening/ shared use paths,
4) ADA accessibility improvements,
5) conversion of span wire signals to mast arm signals,
6) geometric intersection, driveway, and median improvements,
7) slip lane/right turn lane modifications,
8) landscaping,
9) lighting enhancements (especially at intersections),
10) bus shelters and other transit accommodation improvements,
11) signal operations improvements such as leading pedestrian intervals and pedestrian recall where feasible, and
12) additional elements to achieve target speed.

For tracking purposes this agenda item is associated with project PW 2215 SR 436 Context Sensitive Multimodal Improvements (from US 17-92 to Wilshire Dr) - Phase 1, project PW 2401 SR 436 Context Sensitive Multimodal Improvements (from Wilshire Dr to Orange Seminole County Line) - Phase 1, and Winter Park Drive Complete Street Improvements Phase 3 (Red Bug Lake Rd to Cannon Way), which does not yet have a project number assigned.

Budget Impact: There is no immediate impact to the City Budget. The grant requires a local match of up to $4,300,000 for a total project cost of up to $21,500,000. The local match is anticipated to consist of up to $3,775,000 of County sales tax funds associated with the Interlocal Agreement for SR 436 and up to $525,000 of City sales tax funds intended for S Winter Park Drive. Should the City be awarded a grant, future Budget Amendments to budget revenues and expenditures will be brought forth as needed.

Recommendation: The City Manager and Public Works Director recommend approval of Resolution 25-3519, approving and authorizing submittal of a Safe Streets and Roads For All (SS4A) Implementation Grant application "Road to Zero: Moving Toward a Safer SR 436" for improvements to SR 436, S Winter Park Drive, and related intersections in the total amount up to $21,500,000, consisting of federal funds up to $17,200,000 and local match up to $4,300,000.

Prepared by: Kelly Brock, Public Works Director

Attachments:

1. Resolution 25-3519
2. Presentation

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 9, 2025

Subject: First Reading of Ordinance 25-1622 - Amending the City's Official Zoning Map to PMX-MID (Planned Mixed Use: Medium Rise) and Approving a PUD Agreement and a Concept Plan for 1510 S.R. 436 (Parcel ID 33-21-30-300-0070-0000)

Introduction: Approval of Ordinance 25-1622 on first reading, amending the City's Official Zoning Map to PMX-MID (Planned Mixed Use: Medium Rise) for a parcel located at 1510 S.R. 436, including an associated Planned Unit Development (PUD) Agreement and a Concept Plan for a drive-through restaurant (Chick-fil-A), is requested. (PUD 24-03)

Background: According to the Unified Land Development Regulations (ULDR) Section 4-20.3, all PUD applications shall be reviewed and processed as a zoning map amendment, as outlined in the City Code of Ordinances Section 66-58 and ULDR Section 1-2.9. Further, ULDR Section 1-2.9.C. authorizes the Planning and Zoning Commission (P&Z) to review requests to amend the Official Zoning Map and make recommendations to the City Commission, which has final approval authority. During their review, both parties refer to and utilize specific criteria set forth in ULDR Chapter I, Article II, Section 1-2.9, "Amendments to Land Development Regulations," ULDR Chapter II, Article IV, "Comprehensive Plan Implementation," and Article V, "Zoning District Regulations."

PMX-MID is classified as a PUD zoning district and is meant to support general retail and services, commercial activities, and attached residential units. However, the maximum intensity for the PMX-MID zoning district, such as 1.0 FAR (floor-area-ratio) or 80% impervious, is not automatically granted. Instead, development thresholds will be determined through a site-specific assessment that considers the natural features of the site as well as the standards outlined in ULDR Chapter III, "Performance Criteria."

Lastly, PUD zoning map amendments also require approval of a PUD agreement and associated concept plan. On March 27, 2025, the City's Development Review Committee (DRC) approved a concept plan for a drive-through restaurant (Chick-fil-A) for PUD 24-03. Further, P&Z provided a favorable recommendation to the City Commission for the proposal during an advertised public hearing on May 14, 2025, in a 6-1 vote.

Discussion: In total, the subject property is ±1.59 acres and is located at 1510 S.R. 436, at the southeast corner of S.R. 436 and Howell Branch Road. The property has a Major Thoroughfare Mixed-Use (MTMU) Future Land Use Map (FLUM) designation and is zoned CG (Commercial General). According to the City's Comprehensive plan, the CG (Commercial General) zoning district is inconsistent with the Major Thoroughfare Mixed

Use (MTMU) FLUM designation. To proceed with the development of a drive-through restaurant (Chick-fil-A), the applicant is requesting to amend the City's Official Zoning Map and rezone the property to PMX-MID (Planned Mixed-Use: Medium Rise).

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 apply since a property owner initiated this request.

<u>CRITERION 1. Consistency with the Comprehensive Plan:</u>
The proposed PUD amendment is consistent with the following goals, objectives, and policies 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 subject property has an MTMU FLUM designation. The PMX-MID zoning district is compatible with the existing MTMU FLUM designation. The proposed use of a drive-through restaurant does not conflict with the intent of the PMX-MID zoning district, making the proposed PUD amendment consistent with the Comprehensive Plan.

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 applicant is proposing PMX-MID zoning, a medium-density/medium-intensity zoning district. Staff finds this zoning classification appropriate, given that the subject property is situated on S.R. 436, a principal arterial roadway, and adjacent to properties that are implementing commercial uses with an MTMU 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 and concurrent with the impact of development.

The proposed development will utilize City water and sanitary sewer services. 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, environmental impacts, and transportation.

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.

The applicant has provided a traffic impact analysis, which concludes that the proposed fast-food restaurant will have a minimal effect on traffic in the area. Although the intersection of S.R. 436 and Howell Branch experiences congestion, this project is expected to generate very little additional traffic. Therefore, no road improvements are necessary. One driveway on Howell Branch will be removed to enhance safety, while the remaining driveways on the adjacent parcels will remain unchanged, providing cross-access to the subject property.

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

The subject property currently houses a vacant building previously occupied by a CVS drug store. The building will be demolished prior to redevelopment of the site. The proposed amendment will allow the applicant to pursue development, thereby activating an underutilized site.

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

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

Policy MTE 2.1, State Road Coordination. The City shall continue to work closely with the FDOT regarding future changes to SR-436 to ensure consistency with the City's comprehensive plan (including levels of service), MTMP, and ULDRs. This partnership will ensure that these corridors serve as gateways into Casselberry while also meeting the state's priority for moving people safely and efficiently.

The subject property is located along S.R. 436, which is managed by the Florida Department of Transportation (FDOT). Due to this, any improvements affecting this right-of-way as part of the project will require coordination with FDOT.

Policy MTE 2.7, County Roads Coordination. The City shall continue to work closely with Seminole County regarding future changes to county roads or all or partially within City limits or adjacent to City limits to ensure consistency with the City's Comprehensive Plan (including levels of service), MTMP, and ULDRs. This partnership will ensure that these corridors are compatible with the surrounding areas while also meeting the County's priority for moving people safely and efficiently.

The subject property is located along Howell Branch Road, which is managed by Seminole County. Due to this, any improvements affecting this right-of-way, such as the removal of a driveway, will require coordination with Seminole County.

GOAL HC2: 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 in accordance with current regulations, including the City's Healthy Community Complete Streets Policy and Design Guidelines (Complete Streets Policy). The Complete Streets Policy promotes improved pedestrian circulation, particularly to adjacent sites and S.R. 436.

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

The design of the site shall place an emphasis on pedestrian and cyclist comfort and safety. Utilization of various traffic management techniques such as lighting, crosswalk signals, refuge islands, and other calming measures may occur.

CRITERION 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 MTMU FLUM designation. Additionally, the proposed concept plan and PUD agreement conform to the requirements of ULDR Article XX, Planned Unit Development.

CRITERION 3. Changed Conditions

The changed condition for this project comes at the request of the applicant, who intends to develop a quick-service restaurant with a drive-through on the property. There is an existing building on-site, which will be demolished prior to redevelopment.

CRITERION 4. Land Use Compatibility

The subject property sits adjacent to S.R. 436 on its west side, and Howell Branch Road is to the north. To the south and east is a commercial property consisting of a gym, furniture, and mattress store. The proposed PMX-MID zoning designation is supported by its proximity to S.R. 436 and Howell Branch Road, which are classified as principal and arterial roads, respectively. Overall, the proposed PUD amendment is compatible with surrounding properties and adjacent land uses.

CRITERION 5. Adequate Public Facilities

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

CRITERION 6. Natural Environment

The subject property is not located in a wetland or floodplain, and as such, the proposed amendment is not anticipated to have any negative effect on the natural environment.

CRITERION 7. Economic Effects

The proposed amendment is anticipated to have no adverse economic effects.

CRITERION 8. Orderly Development

In accordance with ULDR Section 4-20.3.C., the applicant submitted a concept plan for the proposed development of the subject property, which was reviewed and approved by the DRC on March 27, 2025. DRC's review of the concept plan informed the general terms of the PUD agreement, which will govern 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 property. 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.

CRITERION 9. Public interest.

The proposed amendment is in the public's interest, as it involves a commercial property that has been vacant for an extended period. Urban blight can reduce property values and local tax revenue, while also missing opportunities for job creation and potentially attracting crime.

CRITERION 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 the intent of the MTMU FLUM designation.

CRITERION A. Property Description
The applicant provided a boundary survey with the appropriate property descriptions for the subject property.

CRITERION E. Disclosure of Ownership
The applicant, Ms. Karolina Ericsson, is the property owner and is a corporate officer of Realty Income Corporation, a Maryland corporation doing business in the State of Florida as Realty Income Properties, Inc.

CRITERION H. Impact on Surrounding Properties and Infrastructure
Redeveloping the subject property will boost the appeal of the surrounding area by activating a currently underutilized site and will be subject to ULDR design standards. According to the provided traffic study, all study roadway segments currently operate—and are projected to continue operating—at acceptable levels of service (LOS) at project completion. The S.R. 436/Howell Branch intersection is projected to operate at LOS F during peak hours, and the proposed development is projected to contribute to only a minimal increase in traffic volumes (1.2% AM / 0.7% PM), with minor impacts on turn lane queues. It appears that any deficiencies at the intersection are attributed to existing conditions and background growth, rather than the proposed project.

CRITERION I. Undeveloped Land With Similar Zoning.
There are 5.57 acres of undeveloped land zoned PMX-MID throughout the city. However, within a 1,000-foot radius, there are no undeveloped parcels with PMX-MID zoning.

Budget Impact: No impact is anticipated to the City's budget as a result of the proposed amendment.

Recommendation: The City Manager and Community Development Director recommend approval of Ordinance 25-1622.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:
1. Ordinance 25-1622 and PUD Agreement
2. Maps
3. Concept Plan
4. Concurrency Management
5. Environmental Impact Statement
6. Traffic Impact Analysis
7. Drive-Through Lane Queuing Analysis
8. Water and Sewer Utility Map
9. Grease Trap Detail
10. Business Impact Statement

11. Presentation

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 9, 2025

Subject: First Reading of Ordinance 25-1623 - Amending the City's Official Zoning Map to PMX-MID (Planned Mixed Use: Medium Rise) and Approving a PUD Agreement and a Concept Plan for 4700-4800 S. U.S. Hwy. 17-92 (Parcel IDs 17-21-30-506-0D00-0020 and 17-21-30-506-0D00-0030)

Introduction: Approval of Ordinance 25-1623 on first reading, amending the City's Official Zoning Map to PMX-MID (Planned Mixed Use: Medium Rise) for two (2) parcels located at 4700-4800 S. U.S. Hwy. 17-92, including an associated Planned Unit Development (PUD) Agreement and a Concept Plan to provide general performance standards for Shoot Straight and a parking lot expansion, is requested. (PUD 25-01)

Background: According to the Unified Land Development Regulations (ULDR) Section 4-20.3, all PUD applications shall be reviewed and processed as a zoning map amendment, as outlined in the City Code of Ordinances Section 66-58 and ULDR Section 1-2.9. Further, ULDR Section 1-2.9.C. authorizes the Planning and Zoning Commission (P&Z) to review requests to amend the Official Zoning Map and make recommendations to the City Commission, which has final approval authority. During their review, both parties refer to and utilize specific criteria set forth in ULDR Chapter I, Article II, Section 1-2.9, "Amendments to Land Development Regulations," ULDR Chapter II, Article IV, "Comprehensive Plan Implementation," and Article V, "Zoning District Regulations."

PMX-MID is classified as a PUD zoning district and is meant to support general retail and services, commercial activities, and attached residential units. However, the maximum intensity for the PMX-MID zoning district, such as 1.0 FAR (floor-area-ratio) or 80% impervious, is not automatically granted. Instead, development thresholds will be determined through a site-specific assessment that considers the natural features of the site as well as the standards outlined in ULDR Chapter III, "Performance Criteria."

Lastly, PUD zoning map amendments also require approval of a PUD agreement and associated concept plan. On March 27, 2025, the City's Development Review Committee (DRC) approved a concept plan depicting a parking lot expansion to the south of the existing gun range, Shoot Straight. Further, P&Z provided a favorable recommendation to the City Commission for the proposal during an advertised public hearing on May 14, 2025, in a 7-0 vote.

Discussion: In total, the subject properties are ±1.67 acres and are situated at the southwest corner of the intersection of S. U.S. Hwy. 17-92 and Lemon Lane. The properties have a Major Thoroughfare Mixed-Use (MTMU) Future Land Use Map (FLUM) designation and are zoned CG (Commercial General). According to the City's Comprehensive Plan, the CG zoning district is inconsistent with the MTMU FLUM designation. To proceed with the expansion of Shoot Straight's parking lot and provide for related performance standards, the applicant is requesting to amend the City's Official Zoning Map and rezone the property to PMX-MID.

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

CRITERION 1. Consistency with Comprehensive Plan
The proposed PUD amendment is consistent with the following goals, objectives, and policies 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 subject properties have an MTMU FLUM designation. The PMX-MID zoning district is compatible with the existing MTMU FLUM designation. The proposed accessory use of a parking lot for general retail and services principal use does not conflict with the intent of the PMX-MID zoning district, making the proposed PUD amendment consistent with the Comprehensive Plan.

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 applicant is proposing PMX-MID zoning, a medium-density/medium-intensity zoning district. Staff finds this zoning classification appropriate, given that the subject properties are situated on S. U.S. Hwy. 17-92, a principal arterial roadway, adjacent to properties that are implementing commercial uses with an MTMU 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 sites currently utilize City water and sanitary sewer services. 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, environmental impacts, and transportation.

Policy FLU 1.22 Community Redevelopment Area. The Casselberry Community Redevelopment Area (CRA) was adopted in 1995 and sunsets in 2025. The CRA Master Plan is intended to implement the City's vision for new development and redevelopment within the City's core that offers a departure from the low intensity, auto dependent and suburban development patterns of the past to focus on urban development patterns with a high level of vehicular and pedestrian interconnectivity, higher densities and a self-supportive mixture of uses.

The subject properties are located within the Casselberry Community Redevelopment Area (CRA), which was established to promote reinvestment in the City's core through urban development patterns. The proposed rezoning to PMX-MID and associated development will activate a currently underutilized parcel with a use that supports the existing commercial use (Shoot Straight) and advances the CRA's vision of a vibrant and developed corridor.

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

Of the two properties, one consists of a gun range and the other is currently vacant. The vacant parcel had previously had a small building on it, which was recently demolished in March 2025. The proposed amendment will allow the applicant to develop the vacant parcel into a parking lot, providing additional parking options for customers of the gun range. This will beautify a blighted parcel and activate an underutilized site.

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

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

Policy MTE 1.5, Site Plan Review. During the site plan review process, new development and redevelopment projects shall be encouraged to consider a range of modes as a means to address mobility issues. The City shall continue to require land use density and site plan layout/phasing which supports reduced travel demand, shortened trip lengths, higher internal capture, and balanced trip demand.

The proposed amendment and future site plan shall be consistent with Policy MTE 1.5, which encourages multimodal mobility solutions and efficient site layout. The project incorporates a drive aisle connection between the two parcels, improving internal circulation and enabling cross-access between uses. Moreover, future site development will be subject to the City's Complete Streets Policy and Design Guidelines, which will further enhance pedestrian and cyclist accessibility and connectivity to surrounding properties and the broader mobility network along U.S. Hwy. 17-92.

Policy MTE 2.1, State Road Coordination. The City shall continue to work closely with the FDOT regarding future changes to S. U.S. Hwy. 17-92 to ensure consistency with the City's comprehensive plan (including levels of service), MTMP, and ULDRs. This partnership will ensure that these corridors serve as gateways into Casselberry while also meeting the state's priority for moving people safely and efficiently.

The subject properties for the proposed amendment are located along S. U.S. Hwy. 17-92, which is managed by FDOT. Due to this, the design of the site will require coordination with FDOT if improvements are necessary.

GOAL HC2: 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. U.S. Hwy. 17-92.

Objective HC1.2D, Cross Access. Casselberry shall encourage cross access between properties and discourage the development of physical barriers

The subject properties will be connected by way of a drive aisle for pedestrians and motorists alike.

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

The design of the site shall place an emphasis on pedestrian and cyclist comfort and safety. Utilization of various traffic management techniques such as lighting, crosswalk signals, refuge islands, and other calming measures.

CRITERION 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 MTMU FLUM designation. Additionally, the proposed concept plan and PUD agreement conform to the requirements of ULDR Article XX, Planned Unit Development.

CRITERION 3. Changed Conditions/Justification
The proposed amendment stems from a request by the applicant to redevelop the property into a parking lot for additional parking for customers of the business on the subject property. There was previously a small structure on the lot that was not in use and has since been demolished.

CRITERION 4. Land Use Compatibility
The subject properties border S. U.S. Hwy. 17-92 to the east and Lemon Lane to the north. To the south of the properties are more commercial properties and to the west are duplexes. The proposed PMX-MID zoning designation is supported by its proximity to S. U.S. Hwy. 17-92, which is classified as a principal arterial road. The proposed PUD amendment is compatible with surrounding properties and adjacent land uses.

CRITERION 5. Adequate Public Facilities
The City of Casselberry provides police services for the subject property, and the Seminole County Fire Department currently provides fire services. Further, vehicular and pedestrian access is provided via S. U.S. Hwy. 17-92 and Lemon Lane. Utility services (sewer and potable water) will be provided by the City. Further, since the development is non-residential, a school impact analysis from Seminole County Public Schools is not required.

CRITERION 6. Natural Environment
The subject properties are not located in a wetland or floodplain, and as such, the proposed amendment is not anticipated to have any negative effect on the natural environment.

CRITERION 7. Economic Effects
The proposed amendment is not expected to have any negative economic impacts.

CRITERION 8. Orderly Development

In accordance with ULDR Section 4-20.3.C., the applicant submitted a concept plan for the proposed development, which was reviewed and approved by the DRC on March 27, 2025. DRC's review of the concept plan informed the general terms of the PUD agreement, which will govern future development of the site. Following approval of the PUD agreement and concept plan, the applicant will submit a site plan review application for the development of the subject property. 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.

CRITERION 9. Public Interest

The proposed amendment is in the public's interest as it is a commercial property that has been underutilized for an extended period of time. Urban blight can reduce property values and local tax revenue, while also missing opportunities for job creation and potentially attracting crime.

CRITERION 10. Other Matters

The City Commission is encouraged to consider additional factors, such as the amount of existing parking in this area of S. US Hwy. 17-92, community feedback, or the intent of the MTMU FLUM designation.

CRITERION A. Property Description

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

CRITERION E. Disclosure of Ownership

The applicant, Mr. Khaled Akkawi, is the property owner and is the corporate officer of SS II Holding Company LLC.

CRITERION H. Impact On Surrounding Properties And Infrastructure

Redeveloping the subject properties will boost the appeal of the surrounding area by activating an underutilized lot. Development of the site will be subject to ULDR design standards as well as those of the Community Redevelopment Area (CRA). Considering this, however, the overall impact will be minimal, given that no new building area is being added.

CRITERION 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. of the subject properties, there are no undeveloped parcels with PMX-MID zoning.

Budget Impact: No impact to the City's budget is anticipated as a result of the proposed amendment.

Recommendation: The City Manager and Community Development Director recommend approval of Ordinance 25-1623 on first reading, along with the following condition:

1. The applicant shall apply for a Unity of Title Agreement for the subject properties (4700 and 4800 S. U.S. 17-92) in order to aggregate the parcels to facilitate development prior to site plan approval.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:

1. Ordinance 25-1623 and PUD Agreement
2. Maps
3. Concept Plan
4. Business Impact Statement
5. Presentation

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 9, 2025

Subject: Public Hearing: Second Reading of Ordinance 25-1621 - Creating Section 2-39 Entitled "Time, Place for Regular Meetings, City Commission Meeting Calendar, and Procedure for Cancelling Meetings

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Introduction: Ordinance 25-1621 creates Section 2-39 in Chapter 2 of the City Code entitled "Time, place for regular meetings, city commission meeting calendar, and procedure for canceling meetings".

Background: Article IV, Section 4.14 of the City Charter provides that the City Commission shall meet regularly at such times and places as may be specified by ordinance, except that it shall meet regularly not less than once each month. The City Clerk conducted research of old City Charters and an index of ordinances. It appears that the requirement for establishing regular meeting times and locations for regular meetings by ordinance has been in the City Charter since at least 1977. There were no ordinances in the index indicating that the regular meeting times and locations had been considered in ordinance form since 1940 when the City was first incorporated as the Town of Casselberry. Since 1991, the City Commission has changed its regular meeting frequency and time through a motion or by resolution amending the City Commission Agenda and Meeting Policies.

Discussion: Ordinance 25-1621 provides for compliance with Section 4.14 of the City Charter by memorializing the City Commission's current regular meeting location (City Hall), frequency (every second and fourth Monday of each month), and the meeting start time (5:30 p.m.). Ordinance 25-1621 also provides procedures for canceling meetings. The ordinance proposes that the City Clerk shall present the City Commission a meeting calendar prior to the commencement of each calendar year for the City Commission's approval. This will allow the City Clerk to present a yearly schedule announcing that certain regular meetings will not be held due to a conflict with a holiday or other reason. For example, the first meeting in July is canceled and a Budget Workshop is held in its place. The meeting schedule is also currently modified in the months of May, November and December to provide one regular meeting in those months due to conflicts with holidays. Additionally, the ordinance provides the authority to the City Manager to cancel a meeting when there is no business which needs to be presented to the City Commission or in the case of an emergency, but the City Manager cannot cancel more than one (1) meeting per month. Ordinance 25-1621 also clarifies that any City Commission meeting that is held outside the second and fourth Monday of each month is considered a special meeting.

Ordinance 25-1621 was approved on first reading by the City Commission on April 28,

2025. The Notice of Public Hearing relative to Ordinance 25-1621 was published in the *Orlando Sentinel* on May 29, 2025.

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

Recommendation: The City Manager, City Attorney and City Clerk recommend approval of Ordinance 25-1621 on second and final reading.

Prepared by: Donna Gardner, City Clerk

Attachments:
1. Ordinance 25-1621
2. Business Impact Estimate - 25-1621
3. Notice of Public Hearing Advertisement

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 9, 2025

Subject: Reorganization of the Finance Department - Customer Service

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Introduction: Reorganization of the Customer Service division in the Finance Department to add a Billing Specialist I/II position is requested.

Background: The Finance Department includes Budget, Accounting, Customer Service, and Meter Service divisions. Customer Service is a revenue-generating function within the City and currently has budget authorization for five full-time employees. There is currently only one full-time Billing Specialist; this request will authorize an additional full-time Billing Specialist. For more than a decade, customer service and billing staffing has not increased. This request is to provide redundancy and support to the current Billing Specialist II while also providing back-up to the customer service representatives. The staff member currently in the Billing Specialist II position has been with the city for 27 years and is doing an extraordinary job. Due to staffing changes over the last few years, additional help and cross-training has been limited. The new Billing Specialist's responsibilities will include cross-training, assisting with billing cycles, billing collection, and support for customer phone lines.

Discussion: Staff from Finance, Administrative Services and Administration have evaluated the current staffing levels, succession plan, and department needs in order to create improved efficiency and effectiveness through reorganizing current accounting functions and positions within the division. This included opportunities to upgrade positions so that they could focus more effectively on specialized accounting functions. As a result, staff have proposed a reorganization of the Customer Service division, which is summarized below:

1) Add one additional authorization for Billing Specialist I/II (Pay Grade 19/23)

Budget Impact: There is no immediate budget impact associated with this item, as sufficient funding is available within the personal services accounts to cover anticipated additional costs associated with this item in the current fiscal year. City staff will address additional budget needs in the proposed FY26 budget.

Recommendation: The City Manager and the Finance Director recommend approval of the reorganization of the Finance Department - Customer Service Division.

Prepared by: Gladymir Ortega, Finance Director

Attachments: None