



OFFICIAL NOTICE

CITY OF CASSELBERRY PLANNING AND ZONING COMMISSION LOCAL PLANNING AGENCY

Wednesday, June 11, 2025
6:30 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 decisions 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 City of Casselberry 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. This agenda is subject to change. Please be advised that one (1) or more members of the City Commission and/or one (1) or more members of any of the City's Advisory Boards may be in attendance and may participate in the discussion 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. **Call to Meeting to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes**
 - A. **Minutes of the May 14, 2025 Regular Meeting**
5. **Disclosure of Ex Parte Communications**
6. **Conditional Use Applications**
 - A. **COU 25-02: Conditional Use Request for Educational Facility (Adult and Technical) at 1211 S.R. 436, Suite 100 (Ivy College)**

Approval of a conditional use request for an educational facility (adults and technical), Ivy College, to be located at 1211 S.R. 436, Suite 100, is requested.
 - B. **COU 25-03: Conditional Use Request for Protective Services for SCFD Station #25**

Approval of a conditional use request for protective services for Seminole County Fire Department (SCFD) Fire Station #25 to be located southwest of the intersection of Wilshire Boulevard and S.R. 436 (Parcel IDs 20-21-30-300-0A1C-0000 and 20-21-30-300-0A1E-0000) is requested.
 - C. **COU 25-04: Conditional Use Request for Veterinary and Pet-Related Services at 3950 S. US Hwy. 17-92 (Cat Hospital of Orlando)**

Approval of a conditional use request for veterinary and pet-related services for a new feline veterinary office, the Cat Hospital of Orlando, to be located at 3950 S. US Hwy. 17-92, is requested

- 7. Site Plan Applications - None**
- 8. Future Land Use Map and Zoning Map Amendments - None**
- 9. Public Hearings - None**
- 10. Other Business**
- 11. Citizens' Comments**
- 12. Adjournment**

Date

Donna G. Gardner, CMC
City Clerk



City of Casselberry

Community Development Department

95 Triplet Lake Drive, Casselberry, Florida 32707 • Telephone (407) 262-7751

To: Planning and Zoning Commission
From: Community Development Staff
Date: June 11, 2025
Subject: COU 25-02: Conditional Use Request for Educational Facility (Adult and Technical) at 1211 S.R. 436, Suite 100 (Ivy College)

REQUEST: Approval of a conditional use request for an educational facility (adults and technical), Ivy College, to be located at 1211 S.R. 436, Suite 100, is requested.

INTRODUCTION: The Community Development Department's Planning Division requests that the Planning and Zoning Commission/Local Planning Agency (P&Z) hold a public hearing to consider a request for conditional use approval from the applicant, Mr. Jaebong Kim with Ivy College, to operate an educational facility for adults at 1211 S.R. 436, Suite 100. The subject property is approximately 8.06 acres, has a Major Thoroughfare Mixed Use (MTMU) Future Land Use Map (FLUM) designation, and is located in the PMX-L (Planned Mixed-Use: Low Intensity) zoning district. Further, it is not located within any overlay districts.

According to Table 2-5.3 "Land Use by District" of the City's Unified Land Development Regulations (ULDR), the operation of educational facilities (adult and technical) requires a conditional use review within the PMX-L (Planned Mixed-Use: Low Intensity) zoning district. Article II, Section 1-2.6 of the ULDR authorizes the Planning and Zoning Commission to review and approve conditional use requests. Article VI sets forth specific criteria for approving the conditional use request.

GENERAL INFORMATION: The applicant requests approval to operate an educational institution called Ivy College at 1211 S.R. 436, Suite 100. The building is a multistory, multi-tenant office space generally located on S.R. 436, approximately 400 ft. south of its intersection with Lake Howell Road. Suite 100 is located on the first floor and was previously used as office space, measuring approximately 2,700 sq. ft. Further, the applicant is not proposing any significant interior or site improvements.

The facility will provide adult educational services in various disciplines, offering associate and certificate programs. The estimated student count for the first year is approximately 20. However, the applicant has indicated that there are no students currently enrolled. The school will have approximately two to five staff members, which may be adjusted as operational needs increase. The school will provide classrooms and study spaces to support its online and hybrid course offerings. Student advising, support services, and administrative and faculty offices are also included.

ANALYSIS: Article VI, Section 2-6.2(B) of the ULDR provides specific criteria for conditional use review and approval. The following conclusions are based on staff reviewing the five conditional use criteria.

CRITERION 1. Land use compatibility.

The proposed use is supported by its existing zoning of PMX-L, meant to support general retail and services. The use is also appropriate given its proximity to S.R. 436, a major arterial road, running along its eastern property line, and Lake Howell Road, a collector road, along the western

perimeter. Further, to the north is a gas station; to the south is a stormwater attenuation area and the parking lot for the Walmart site, both of which have an MTMU FLUM designation and generally support general retail, commercial, and office land uses. Overall, the proposed use is compatible with the surrounding land uses and will not adversely impact land use activities in the immediate vicinity.

CRITERION 2. Sufficient site size and adequate site specifications to accommodate the proposed use.

The subject property was developed in the 1980s as Interlachen Corporate Center, a multitenant office building, in Seminole County and was annexed into the City in the 1990s. Per ULDR Section 3-15.2, the parking requirement for an office building is one space per 200 sq. ft. The building area is approximately 79,090 sq. ft, requiring 395 spaces.

In 2004, the subject property underwent a replat process to reconfigure land related to the Walmart development and a site plan review process to expand their parking lot. The approved site plan (SPR 04-03) has approximately 319 parking spaces and honors the previous County development approvals, including all spaces to be undersized at 9x18.

The parking requirement for educational facilities (adult and technical) is one space per 20 sq. ft. In terms of space allocation, it is estimated that approximately 1,000 sq. ft. will be designated for classrooms, while around 700 sq. ft. will be reserved for administrative offices and faculty use. An additional 500 sq. ft. of common area is intended for student discussions and breakout sessions. These figures are approximate and may be adjusted as operational needs evolve.

Not all of the estimated 20 students will attend class at the same time. The applicant expects that, typically, five to ten students will be on-site at any given moment. In the mornings, around 10 students are usually present, with another group of about 10 attending in the afternoons. While the spaces are shared among the building's tenants, the staff believes that the site adequately meets these requirements, given the relatively low student count and the staggered attendance. The school's hours of operation are from 9 a.m. to 6 p.m., Monday to Friday, aligning with the hours of other businesses in the building and nearby properties.

However, there are only six ADA-accessible parking spots in the parking lot located at various points around the building. This falls short of the eight total ADA-accessible parking spaces required for lots that have between 301 and 400 total spaces. As such, a condition of approval will be that the applicant applies for and obtains an engineering permit to correct this deficiency.

CRITERION 3. Proper use of mitigative techniques.

Safe operation of an educational facility requires the site to be able to circulate vehicles during peak times. Given the low volume of students, the current site plan provides satisfactory access to the site and circulation within it. Motorists can enter and exit the plaza from the property's main entrance on S.R. 436. There is also established cross-access to the Walmart site to the south.

Further, the property is well-landscaped and is significantly setback from the property lines on all sides. Thus, staff does not feel additional buffering is necessary. Further, the applicant will satisfy the necessary building code and fire safety requirements prior to the commencement of the use.

CRITERION 4. Hazardous waste.

No hazardous waste is expected on-site. As always, any hazardous waste shall be disposed of according to local, state, and federal laws.

CRITERION 5. Compliance with applicable laws and ordinances

Possession of both City and County business tax receipts, as well as any applicable permits, licenses, and inspections from other agencies must be provided to the City prior to implementing the use.

STAFF RECOMMENDATION: Staff recommends that case number COU 25-02 be approved with staff's conditions, based upon the staff report and the testimony and evidence presented, that the request meets the applicable provisions of the City Code and the ULDR and is consistent with the Comprehensive Plan as per the written findings contained within the staff report. The conditions of approval are as follows:

1. The conditional use shall be limited to Suite 100 of 1211 S.R. 436 (Parcel ID 28-21-30-534-0000-0010).
2. Prior to the commencement of the use, the applicant shall apply for and obtain an engineering permit and add two (2) ADA-accessible parking spaces, for a total of eight ADA parking spaces on the property.
3. There shall be no outside display or storage of goods, materials, services, or vehicles.
4. The conditional use shall commence within 90 days of inspection and finalization of the engineering permit for the ADA improvements.
5. A new conditional use application shall be required if the use ceases for more than 90 days. This does not include scheduled school closures, such as summer break.
6. The business shall remain in complete compliance with all City, County, and State requirements.
7. All applicable licenses and permits shall be obtained prior to the commencement of any business activities at the site.
8. All of the above conditions shall be fully and faithfully executed, or the conditional use shall become null and void.

ATTACHMENTS:

1. Maps
2. Letter of Intent
3. Floor Plan
4. Approved Site Plan (SPR 04-03)
5. Property Survey



City of Casselberry

Community Development Department

95 Triplet Lake Drive, Casselberry, Florida 32707 • Telephone (407) 262-7751

To: Planning and Zoning Commission
From: Community Development Staff
Date: June 11, 2025
Subject: COU 25-03: Conditional Use Request for Protective Services for SCFD Station #25

REQUEST: Approval of a conditional use request for protective services for Seminole County Fire Department (SCFD) Fire Station #25 to be located southwest of the intersection of Wilshire Boulevard and S.R. 436 (Parcel IDs 20-21-30-300-0A1C-0000 and 20-21-30-300-0A1E-0000) is requested.

INTRODUCTION: The Community Development Department's Planning Division requests that the Planning and Zoning Commission (P&Z) hold a public hearing to consider a conditional use request from the applicant, Mr. Scott Adams on behalf of Zev Cohen & Associates, for SCFD to provide protective services to the community via the new Fire Station 25. The subject parcels total ±1.85 acres, have a Public Service (PS) Future Land Use Map (FLUM) designation, and are zoned PS (Public Service). Additionally, the proposed development is not located in any overlay districts.

According to Table 2-5.3 "Land Use by District" of the City's Unified Land Development Regulations (ULDR), protective services require a conditional use review within all zoning districts. The ULDR defines protective services as fire, law enforcement, and emergency medical-related facilities planned and operated for the public's general welfare. Article II, Section 1-2.6 of the ULDR authorizes the P&Z to review and approve conditional use requests. ULDR Article VI sets forth specific criteria for approving the conditional use request.

GENERAL INFORMATION: In February 2025, the City of Casselberry transferred both parcels of land to Seminole County for this project. On May 14, 2025, the major site plan for the proposed fire station, designated as SPR 24-01, was unanimously approved by P&Z. A condition of this approval is that a conditional use approval for protective services must be obtained before the use can occur.

Additionally, the City's Police Department, adjacent to the west, which holds the same land entitlements as the proposed fire station, also needed to apply for and receive a conditional use request for providing protective services (CU 21-20). P&Z approved this request on November 10, 2021. Lastly, the City and County are in the process of finalizing the plat of the public safety facility, including the Fire Station and Police Department.

ANALYSIS: Article VI, Section 2-6.2(B) of the ULDR provides specific criteria for conditional use review and approval. The following conclusions are based on staff reviewing the five conditional use criteria.

CRITERION 1. Land use compatibility.

The subject parcels are zoned PS and have access from S.R. 436, a major arterial state road running north of the property, from which the development has frontage via an access road on Parcel 20-21-30-300-0A1E-0000. This access road is intended only for emergency vehicles. The Seminole County Tax Collector's Office and a gas station are south of the subject property, across

from Wilshire Boulevard. To the west is the Casselberry Police Department. Lastly, to the northeast between the development and S.R. 436 are commercial properties, including a liquor store, outside storage and equipment rental, and a school uniform store.

Overall, the proposed use is compatible with the surrounding land uses and will not adversely impact land use activities in the immediate vicinity. The addition of the Seminole County Fire Station will contribute to the current public service campus.

CRITERION 2. Sufficient site size and adequate site specifications to accommodate the proposed use.

The subject parcels have been specifically designed to serve as a fire station. Access for emergency vehicles to turn off S.R. 436 has been secured from the Florida Department of Transportation (FDOT), allowing fire trucks and other official vehicles convenient access to the site as intended.

According to ULDR Section 3-15.2, there are no parking requirements for fire stations; however, the site plan includes 24 parking spaces, of which two are ADA-compliant. Additionally, three large drive-through bays are available in the fire station for larger equipment and vehicles. Each parking space measures at least 10 feet by 20 feet, and no undersized parking spaces exist.

The site features a customer-facing parking lot as well as a secure staff parking lot, which accommodates most of the parking. The size of the parcel is adequate for its intended use, and the site plan has been approved under SPR 24-01. Furthermore, the proposed improvements comply with all relevant setback, size, height, and dimension requirements outlined for the PS zoning district, as specified in ULDR Table 2-5.4.

CRITERION 3. Proper use of mitigative techniques.

The design of Fire Station 25 incorporates several mitigative strategies to ensure compatibility with the surrounding area. A landscaped buffer has been provided along key frontages to enhance visual appeal and screen operational areas. Site lighting complies with the City's ULDR standards and has been designed to avoid spillover onto adjacent properties.

To enhance security and limit public access, staff parking is located behind a secure, gated fence, while public parking is minimal and located near the building entrance. These measures help deter loitering and ensure that only authorized individuals have access to sensitive areas.

Given the site's location along S.R. 436—a major arterial—and its separation from residential neighborhoods, additional mitigative measures such as sound buffering or limited operating hours were not deemed necessary. The station's proximity to the existing police department further supports a cohesive public safety campus with appropriate site controls in place.

CRITERION 4. Hazardous waste.

All hazardous waste will be properly contained, stored, and disposed of in compliance with local, state, and federal regulations. The facility will utilize appropriate containers and disposal procedures for biohazards and controlled substances to prevent contamination or public exposure. Any maintenance-related materials, such as oils or fluids, will be managed through standard hazardous waste protocols. These measures ensure that the handling and disposal of hazardous materials will not create a nuisance or pose a risk to the public or the environment.

CRITERION 5. Compliance with applicable laws and ordinances

Possession of any applicable permits, licenses, and inspections from the City and other agencies must be provided to the City prior to implementing the use.

STAFF RECOMMENDATION: Staff recommends that case number COU 25-01 be approved with staff's conditions, based upon the staff report and the testimony and evidence presented, that the request meets the applicable provisions of the City Code and the ULDR and is consistent with the Comprehensive Plan as per the written findings contained within the staff report. The conditions of approval are as follows:

1. The conditional use shall be limited to the parcels 20-21-30-300-0A1C-0000 & 20-21-30-300-0A1E-0000.
2. There shall be no outside display or storage of goods, materials, or services.
3. The conditional use shall commence within 90 days of the issuance of a Certificate of Occupancy for the fire station.
4. A new conditional use application shall be required if the use ceases for more than 90 days.
5. All of the above conditions shall be fully and faithfully executed, or the conditional use shall become null and void.

ATTACHMENTS:

1. Maps
2. Site Plan
3. Exterior Elevations



City of Casselberry

Community Development Department

95 Triplet Lake Drive, Casselberry, Florida 32707 • Telephone (407) 262-7751

To: Planning and Zoning Commission
From: Community Development Staff
Date: June 11, 2025
Subject: COU 25-04: Conditional Use Request for Veterinary and Pet-Related Services at 3950 S. US Hwy. 17-92 (Cat Hospital of Orlando)

REQUEST: Approval of a conditional use request for veterinary and pet-related services for a new feline veterinary office, the Cat Hospital of Orlando, to be located at 3950 S. US Hwy. 17-92, is requested

INTRODUCTION: The Community Development Department's Planning Division requests that the Planning and Zoning Commission/Local Planning Agency (P&Z) hold a public hearing to consider a request for conditional use approval from the applicant, Mr. James Agan with VetCor of Florida LLC d/b/a/ Cat Hospital of Orlando, for veterinary and pet-related services to be located at 3950 S. US Hwy. 17-92, Suites 1032-1040. The subject property is approximately 3.57 acres, has a Major Thoroughfare Mixed Use (MTMU) Future Land Use Map (FLUM) designation, and is located in the CG (Commercial General) zoning district. Further, it is situated in the Community Redevelopment Area (CRA).

According to Table C.3 of the CRA Design Standards, the operation of veterinary and pet-related services requires a conditional use review and approval within the CRA. Article II, Section 1-2.6 of the Unified Land Development Regulations (ULDR) authorizes P&Z to review and approve conditional use requests. ULDR Article VI sets forth specific criteria for approving conditional use requests.

GENERAL INFORMATION: The applicant is requesting the conditional use approval to operate a veterinary facility for cats called The Cat Hospital of Orlando at the subject property. The building is a multistory, multi-tenant retail space generally located on the west side of S. U.S. Hwy. 17-92, between Concord Drive and Plumosa Avenue. The suites in question, 1032-1040, were previously used as an urgent care clinic and are approximately 2,800 sq. ft.

The facility will provide various preventive care services for cats only, such as dental care, wellness exams, and diagnostic services. The facility will operate with two veterinarians, possibly adding a third in the future, and approximately ten support staff members. Proposed hours of operation are 7:30 a.m. to 6:00 p.m., Monday to Friday, and 7:30 a.m. to 12:00 p.m. on Saturdays. The suite is approximately 2,800 sq. ft. and has no outdoor areas. Further, the applicant is not proposing any significant tenant improvements as the existing space is suited for medical services, including a lobby, exam rooms, procedure areas, etc.

ANALYSIS: Article VI, Section 2-6.2(B) of the ULDR provides specific criteria for conditional use review and approval. The following conclusions are based on staff's review of the five conditional use criteria.

CRITERION 1. Land use compatibility.

The subject property's CG zoning is appropriate given its location along the west side of S. U.S. Hwy. 17-92, just south of Plumosa Avenue. To the east of the subject property is S. U.S. Hwy. 17-

92, and to the north is Plumosa Avenue. To the south is Concord Drive, and to the west is a commercial property and a group home. The hours of operation are consistent with those typically observed by commercial businesses. The suites are located on the first floor, in between a pharmacy and a restaurant space (previously Zippoz Pizza). Overall, the proposed use is compatible with the surrounding land uses and will not adversely impact land use activities in the immediate vicinity.

CRITERION 2. Sufficient site size and adequate site specifications to accommodate the proposed use.

The subject property was developed in 2006 as a two-story retail building. The site includes 129 parking spaces, which exceeds the minimum requirement of 128, as outlined in the approved site plan for general business, retail, or commercial establishments. Additionally, there are six ADA-accessible parking spots in front of the building, which exceeds the required minimum of five spaces.

According to ULDR Section 3-15.2, kennels and animal hospitals require one parking space for every 400 square feet, with a minimum of four spaces. The proposed use would require seven spaces. In contrast, if the use were general retail, nine spaces would be needed, while the previous medical office use required 19 spaces. The proposed use of veterinary pet-related services requires less parking overall, and it is anticipated that the impact on the existing parking lot will decrease.

CRITERION 3. Proper use of mitigative techniques.

Safe operation of a commercial plaza requires the site to be able to circulate vehicles during the drop-off and pick-up hours. The current site plan provides satisfactory access to the site and circulation within the site. While there is no direct access to S. U.S. Hwy. 17-92 from the site, there is established cross-access between the subject property and the adjacent property to the north.

The adjacent property, which currently consists of a Culver's drive-through restaurant, has an entrance on S. U.S. Hwy. 17-92. Further, motorists can enter and exit the plaza from entrances on Plumosa Avenue and Concord Drive. The property is also well-landscaped, is significantly setback from the property lines on all sides, and exceeds the required amount of parking.

Unlike previously proposed veterinary or pet-related uses, where noise from barking dogs, pet waste in outdoor areas, and the need for additional buffering were common concerns, this facility is exclusively for cats. As such, the anticipated impacts on surrounding properties are significantly reduced. Cats do not typically produce the same level of noise or outdoor waste concerns as dogs, and the facility includes no outdoor component. Therefore, staff do not anticipate the need for additional soundproofing, buffering, or other mitigative techniques beyond those already provided by the existing development.

CRITERION 4. Hazardous waste.

All medical waste will be disposed of by a certified medical waste company in accordance with applicable laws. Aside from this, no hazardous waste will be on-site.

CRITERION 5. Compliance with applicable laws and ordinances

Possession of both City and County business tax receipts, as well as any applicable permits, licenses, and inspections from other agencies, must be provided to the City prior to implementing the use.

STAFF RECOMMENDATION: Staff recommends that case number COU 25-04 be approved with staff's conditions, based upon the staff report and the testimony and evidence presented, that the request meets the applicable provisions of the City Code and the ULDR and is consistent with

the Comprehensive Plan as per the written findings contained within the staff report. The conditions of approval are as follows:

1. The conditional use shall be limited to the subject property (Parcel ID 08-21-30-536-0000-0010).
2. There shall be no outside display or storage of goods, materials, services, or vehicles.
3. The business shall remain in complete compliance with all City, County, and State requirements.
4. All applicable licenses and permits shall be obtained prior to the commencement of any business activities at the site.
5. The conditional use shall commence within 180 days of approval.
6. A new conditional use application shall be required if the use ceases for more than 90 days.
7. All of the above conditions shall be fully and faithfully executed, or the conditional use shall become null and void.

ATTACHMENTS:

1. Maps
2. Letter of Intent
3. Site Plan
4. Existing Interior Layout