



OFFICIAL NOTICE

CITY OF CASSELBERRY PLANNING AND ZONING COMMISSION LOCAL PLANNING AGENCY

Wednesday, July 9, 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 June 11, 2025 - Regular Meeting

5. Disclosure of Ex Parte Communications

6. Conditional Use Applications

A. COU 25-05: Conditional Use Approval to Operate a Daycare and Elementary/Secondary School at Lake Forrest Preparatory School Located at 866 Lake Howell Road (Parcel 28-21-30-300-014A-0000)

Approval of a conditional use request to operate a daycare and elementary/secondary school at Lake Forrest Preparatory School, located at 866 Lake Howell Road, is requested.

7. Site Plan Applications

A. SPR 24-21: Major Site Plan Approval for Lake Forrest Preparatory School Expansion Located at 866 Lake Howell Road (Parcel 28-21-30-300-014A-0000)

Approval of a Major Site Plan for Lake Forrest Preparatory School Expansion, located at 866 Lake Howell Road, is requested.

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

Planning Division

95 Triplet Lake Drive, Casselberry, Florida 32707 • Telephone (407) 262-7700

To: Planning and Zoning Commission
From: Community Development Staff
Date: July 9, 2025
Subject: COU 25-05: Conditional Use Approval to Operate a Daycare and Elementary/Secondary School at Lake Forrest Preparatory School Located at 866 Lake Howell Road (Parcel 28-21-30-300-014A-0000)

REQUEST: Approval of a conditional use request to operate a daycare and elementary/secondary school at Lake Forrest Preparatory School, located at 866 Lake Howell Road, 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, Ms. Danielle Hutcheson, representing Lake Forrest Preparatory School, for conditional use approval for the use of both "Child care facilities" and "Educational institutions (Elem/secondary)" which are permitted in the CG zoning district by conditional use.

According to Table 2-5.3 "Land Use by District" of the City's Unified Land Development Regulations (ULDR), the uses of "Child care facilities" and "Educational institutions (Elem/secondary)" require a conditional use review within the CG 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 subject property is ±3.39 acres and generally located just south of the intersection of Lake Howell Road and State Road 436. It is designated as Commercial (COMM) on the City's Future Land Use Map (FLUM) and is zoned CG (Commercial General), which are consistent with one another. Additionally, the subject property is not located within any overlay districts. Proposed improvements involve expanding the current school and daycare to add elementary classrooms, a media center, PE facilities, administrative offices, and an updated playground area.

The property was originally configured as two separate parcels: 856 Lake Howell Road and 866 Lake Howell Road. On April 22, 2025, both parcels, owned by Lake Forrest Preparatory School, were combined via Quit Claim Deed for the purpose of this project. The single parcel now has the address of 866 Lake Howell Road.

Lake Forrest Preparatory School has operated at 856 Lake Howell Road since 1991. Further, the property has remained within City limits since its development as a skating rink in 1977. Since then, Lake Forrest Preparatory School has undergone multiple site plan reviews at 866 Lake Howell Road, including SPR 94-07 and SPR 97-05, to expand the business.

The property, 856 Lake Howell Road, was originally developed between 1958 and 1968 in the County, annexed into the City in 1999 via Ordinance 99-952, and the building was demolished in January 2024. In 2023, the City received a Major Site Plan Application, SPR 23-16, for 866 and

865 Lake Howell Road, which was later renewed as SPR 24-21 due to a lapse of time and subsequent permitting system upgrade.

Lake Forrest Preparatory School is a for-profit private school that facilitates learning from kindergarten to 8th grade in addition to providing before and aftercare to students. The hours of operation of the business are 6:30 am to 6:00 pm every weekday, and the business is closed Saturday and Sunday. The school serves 225 students in the K-8th grade range, 99 daycare students, and has 19 employees.

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 CG zoning district is intended to accommodate general commercial uses, including general retail sales and other typical commercial uses. This conditional use request will allow for the continued operation and expansion of the uses "Child care facilities" and "Educational institutions (Elem/secondary)" which are permitted in the CG zoning district by conditional use.

The character of Lake Howell Road is primarily residential, with some offices and retail located south near the intersection with Howell Branch Road. Lake Forrest Preparatory School has been long-established and has served the Casselberry community for decades. To the north is a self-storage facility; to the south is a pediatric office. To the east, the subject property is bounded by Lake Howell Road and its intersection with State Road 436. To the west lies an expansive stormwater area for a nearby apartment complex. The uses of "Child care facilities" and "Educational institutions (Elem/secondary)" will not adversely impact the character of the surrounding area.

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

The subject parcels have served Lake Forrest Preparatory School for many years, and the proposed site plan, SPR 24-21, has been designed to adequately serve the expanding school and daycare. Circulation of the site has taken stacking for drop-off and pick-up into account to allow for adequate space on the property for operations, eliminating current site circulation challenges.

Further, the site plan has provided 82 parking spaces, 4 of which are ADA-compliant. The size of the parcel is adequate for the desired use, and the designed site plan proposed via SPR 24-21. Additionally, the proposed improvements meet all the relevant setback, size, height, and dimension requirements outlined for the CG zoning district provided in ULDR Table 2-5.4.

CRITERION 3. Proper use of mitigative techniques.

The proposed site plan includes a range of mitigation design strategies to ensure compatibility with surrounding land uses and to minimize potential adverse impacts. Based on neighboring uses, the site has adequate landscape buffers and perimeter screening to reduce visual and operational impacts.

Circulation has been carefully planned to eliminate off-site queuing during peak drop-off and pick-up times, addressing a known concern. The internal circulation plan includes sufficient drive aisle widths, stacking capacity, and one of the two points of entry is designated as a one-way exit to prevent unsafe conditions at the intersection of Lake Howell Road and State Road 436. Additionally, all lighting is directed inward with full cutoff fixtures, and a photometric plan has been submitted to prevent light trespass onto neighboring properties.

Noise and activity levels generated by the school are typical of educational facilities and are

mitigated through separation from property lines, orientation of play areas away from sensitive uses, and limited hours of operation (6:30 a.m. to 6:00 p.m., Monday through Friday only). Together, these mitigation measures help ensure that the proposed conditional uses remain compatible with surrounding development and do not cause nuisances or conflicts with nearby residents or businesses. Additional mitigation measures were not deemed necessary.

CRITERION 4. Hazardous waste.

The proposed uses of a private school and daycare facility are not typically associated with generating, storing, or disposing of hazardous materials. No hazardous waste will be generated, stored, or handled on site as part of the regular operations of Lake Forrest Preparatory School. Standard custodial supplies and minor facility maintenance materials (e.g., cleaning agents, paints) may be used in small quantities consistent with commercial building use; however, these materials will be stored and managed in compliance with applicable safety and environmental regulations.

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 25-05 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 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 866 Lake Howell Road.
- 2) The conditional use shall commence within 90 days of issuance of a Certificate of Occupancy for the new building.
- 3) A new conditional use application shall be required if the use should cease for more than 90 days.
- 4) A new conditional use application shall be required if the use should expand beyond the student and/or daycare attendance provided.
- 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. Rendering and Elevations
4. Landscape Plan
5. Photometric Plan



City of Casselberry

Planning Division

95 Triplet Lake Drive, Casselberry, Florida 32707 • Telephone (407) 262-7700

To: Planning and Zoning Commission
From: Community Development Staff
Date: July 9, 2025
Subject: SPR 24-21: Major Site Plan Approval for Lake Forrest Preparatory School Expansion Located at 866 Lake Howell Road (Parcel 28-21-30-300-014A-0000)

REQUEST: Approval of a Major Site Plan for Lake Forrest Preparatory School Expansion, located at 866 Lake Howell Road, is requested.

INTRODUCTION: The Community Development Department's Planning Division requests that the Planning and Zoning Commission/Local Planning Agency (P&Z) consider a request from the applicant, Ms. Danielle Hutcheson, representing Lake Forrest Preparatory School, for approval of a major site plan for an expansion project located at 866 Lake Howell Road.

According to the City's Unified Land Development Regulations (ULDR) Section 1-2.5, the City's Development Review Committee (DRC) is responsible for ensuring that the proposed development satisfies all required performance standards and other applicable regulations. Further, due to its classification as a major site plan, the proposed site plan also requires approval from P&Z, as indicated in ULDR Section 4-18.2.

GENERAL INFORMATION: The subject property is ±3.39 acres and generally located just south of the intersection of Lake Howell Road and State Road 436. It is designated as Commercial (COMM) on the City's Future Land Use Map (FLUM) and is zoned CG (Commercial General), which are consistent with one another. Additionally, the subject property is not located within any overlay districts. Lake Forrest Preparatory School is a for-profit private school that facilitates learning from kindergarten to 8th grade, in addition to providing before and aftercare to students. Proposed improvements involve expanding the current school and daycare to add elementary classrooms, a media center, PE facilities, administrative offices, and an updated playground area.

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Lake Forrest Preparatory School has operated at 856 Lake Howell Road since 1991. Further, the property has remained within City limits since its development as a skating rink in 1977. Since then, Lake Forrest Preparatory School has undergone multiple site plan reviews at 866 Lake Howell Road, including SPR 94-07 and SPR 97-05, to expand the business.

The property, 856 Lake Howell Road, was originally developed between 1958 and 1968 in the County, annexed into the City in 1999 via Ordinance 99-952, and the building was demolished in January 2024. In 2023, the City received a Major Site Plan Application, SPR 23-16, for 866 and 865 Lake Howell Road, which was later renewed as SPR 24-21 due to a lapse of time and subsequent permitting system upgrade.

ANALYSIS: Throughout the site plan review process, efforts are made to ensure the intended development complies with all relevant performance criteria. Development proposals are evaluated for compatibility with surrounding areas, potential impacts related to anticipated growth, and the availability of necessary public facilities and services. As such, the proposed site plan was evaluated by the DRC based on the following criteria:

- ULDR Article IV, Comprehensive Plan Implementation
- ULDR Article V, Zoning District Regulations
- ULDR Article VII, General Regulations
- ULDR Article X, Appearance, Design, & Compatibility
- ULDR Article XII, Stormwater Management
- ULDR Article XIII, Landscaping
- ULDR Article XIV, Tree Protection
- ULDR Article XV, Off-Street Parking and Loading Requirements
- ULDR Article XVI, Signs
- ULDR Article XVIII, Site Plan Review

After reviewing the proposed plans, DRC granted approval on May 22, 2025.

Comprehensive Plan Implementation (ULDR Article IV)

The subject property has a Commercial FLUM designation and is zoned CG, which are consistent with one another according to the City's Comprehensive Plan and ULDR Article IV.

Zoning District Regulations (ULDR Article V)

Land Use by District (ULDR Section 2-5.3) – The CG zoning district is intended to accommodate general commercial uses, including general retail sales and all other typical commercial uses. The proposed development expands the use of both "Child care facilities" and "Educational institutions (Elem/secondary)", which are permitted in the CG zoning district by conditional use. The school has operated since 1991, but it is unknown if one was required when the school was established, as one could not be located in city records. In any case, the applicant has applied for a conditional use application (COU 25-05), which is running concurrently with this major site plan application.

Size and Dimension Criteria (ULDR Section 2-5.4)

The proposed improvements meet all the relevant setback, floor-area-ratio, impervious area, size, height, and dimension requirements outlined for the CG zoning district provided in ULDR Table 2-5.4.

Appearance, Design, and Compatibility (ULDR Article X)

Appearance of Site and Structures (ULDR Section 3-10.2) – The proposed new building features a modern, well-articulated commercial design that incorporates neutral finishes and metal accents. The expansive awning with recessed entries enhances visual interest while providing a covered exterior hallway for students. The layout promotes pedestrian engagement and is compatible in scale, materials, and character with surrounding development.

Lighting & Photometric (ULDR Section 3-10.2.6)

The proposed photometric plan does not allow any light at the property line, minus roadways, for safety. The photometric plan conforms to all lighting standards outlined in ULDR 3-10.2.6.

Stormwater Management (ULDR Article XII)

The existing wet detention pond has been expanded to accommodate the increased development and has been designed for stormwater management on site. Further, all submitted site and construction plans must undergo further review by Public Works and Utilities Departments staff to satisfy applicable requirements prior to the issuance of an Engineering Permit.

Landscaping (Article XIII) & Tree Protection & Replacement (Article XIV)

The proposed landscape plan meets the intent of the required right-of-way, perimeter, buffer, off-street parking, and non-vehicular open space landscaping requirements. Further, no species account for more than 50% of all trees, and any invasive species shall be removed. The proposed plan shows the removal of 562 caliper inches and preservation of 154 caliper inches, not including any trees under the building footprint, which results in a net removal of 408 caliper inches. The proposed development has met all landscape buffer, NVOS, and off-street parking requirements. The tree removal for development has resulted in a total of 408 caliper inches required for mitigation. A balance of \$47,600 for the 408 caliper inches (136 3" Trees) must be paid into the City's Tree Bank Fund to account for the required mitigation.

Off-Street Parking and Loading Requirements (ULDR Article XV)

Per ULDR Section 3-15.2, the two uses of "Child care facilities" and "Educational institutions (Elem/secondary)" have separate parking calculations. The "Educational institutions (Elem/secondary)" use requires 1 parking space per every 10 students or 2.5 spaces per every classroom, whichever is greater. In the case of Lake Forrest Preparatory School, the greater value is 2.5 spaces per classroom, which results in a required 30 spaces for the project.

The "Child care facilities" use requires 1 space per employee plus 1 space per every 3 students or 1 space per every 300sf of building area (Building #1), whichever is greater. In the case of Lake Forrest Preparatory School, the greater value is 1 space per employee plus 1 space per every 3 students, which results in 52 spaces for the project.

In total, 82 parking spaces are required for the project based on the above calculations. The applicant has provided a total of 82 parking spaces, 4 of which are ADA-compliant. Of the 82 proposed parking spaces, 25 are undersized at 9 ft. x 18 ft., which accounts for 30% of the total parking. Per Sec. 3-15.6, up to 40% of parking may be undersized with Planning and Zoning approval.

Circulation has been carefully planned to eliminate off-site queuing during peak drop-off and pick-up times, addressing a known concern. The internal circulation plan includes sufficient drive aisle widths, stacking capacity, and one of the two points of entry is designated as a one-way exit to prevent unsafe conditions at the intersection of Lake Howell Road and State Road 436.

Further, an analysis was provided confirming that the Seminole County Fire Department's emergency vehicles can properly maneuver the site. Additionally, there is pedestrian access on the southeast side of the project. As shown on Sheet C0, the pedestrian route features an ADA-accessible route from Lake Howell Road to all buildings.

Signage (ULDR Article XVI)

No new ground signs were proposed at this time. Any future signage will require a separate building permit and shall adhere to the applicable standards within ULDR Article XVI.

STAFF RECOMMENDATION: Staff recommends that the P&Z approve of case number SPR 24-21, based on the staff report and the testimony and evidence presented, that the request meets the applicable provisions of the ULDR and is consistent with the Comprehensive Plan as per the written findings in the staff report. The proposed conditions of approval are as follows:

1. The site plan approval shall be valid for one (1) year; an extension request may be submitted prior to the expiration of this approval.
2. The conditional use (COU 25-05) to permit the uses of "Child care facilities" and "Educational institutions (Elem/secondary)" must be approved prior to building permit issuance.
3. Provide copies of all local, regional, state, and federal permits for the project to the City prior to the commencement of development.

4. All of the above conditions shall be fully and faithfully executed, or the site plan shall become null and void.

ATTACHMENTS:

1. Maps
2. Site Plan
3. Rendering and Elevations
4. Landscape Plan
5. Photometric Plan