CITY OF CASSELBERRY
CITY COMMISSION MEETING

Monday, August 25, 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 August 11, 2025 - Regular Meeting**

6. PRESENTATIONS/ COMMENDATIONS - None

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**

- Fishback Dominick LLP - May 2025 - $$660.48
- Fishback Dominick LLP - June 2025 - $0.25
- Fishback Dominck LLP - July 2025 - $633.69

B. **Resolution 25-3535 Supplemental Agreement No. 1 to the Local Agency Program Agreement with the Florida Department of Transportation for Construction Services Related to the US Highway 17-92 to Sunset Drive Trail Connection Project and Related Budget Amendment #25-045**

Approval of Resolution 25-3535 providing for the approval of Supplemental Agreement No. 1 to the Local Agency Program Agreement with the Florida Department of Transportation (FDOT) for Construction Services related to the US Highway 17-92 to Sunset Drive Trail Connection Project and related Budget Amendment #25.045 is requested. Budget Amendment #25-045 is necessary to adjust federal funding to realign with actual construction costs.

C. **Piggyback Agreement with Guardian Equipment Inc. for Chemical Feed System Maintenance and Repair**

Consideration to piggyback Volusia County's Agreement 25-B-110LS and execute an agreement with Guardian Equipment, Inc. for Chemical Feed Systems Maintenance and Repair on an as-needed basis for a cumulative amount not to exceed $200,000 for the period beginning August 25, 2025 through July 21, 2028 is requested.

D. **Task Authorization No. 1 with Burgess & Niple for the Betty Street Force Main Replacement Project**

Approval of Task Authorization No. 1 with Burgess & Niple, Inc for design services related to the Betty Street Force Main Replacement Project in an amount of $179,804.50 is requested.

E. **Amendment No. 1 to the Piggyback Agreement with Chuck Robinson Concrete and Bob Cat Service, Inc. for Aquatic Maintenance Services**

Approval of Amendment No. 1 to the piggyback agreement with Chuck Robinson Concrete and Bob Cat Service, Inc by piggybacking Seminole County contract RFP-604273-221/LNF for Aquatic Maintenance services on an as-needed basis for an amount that shall not exceed $100,000 annually for the term beginning August 11, 2025, through May 30, 2026 is requested.

F. **Task Authorization #1 with Inliner Solutions for FY2025 Gravity Sewer Lining Services**

Approval of Task Authorization No. 1 with Inliner Solutions, LLC for FY 2025 Gravity Sewer Lining in the amount of $249,850.00 is requested.

G. **Task Authorization No. 1 with Mead & Hunt, Inc. for the Winter Woods Water Main Replacement Project Design Services and Related Budget Amendment #25-041**

Approval of Task Authorization No.1 with Mead & Hunt, Inc. and related Budget Amendment #25-041 for design services related to the Winter Woods Water Main Replacement Project in an amount of $537,899 is requested.

H. **Resolution 25-3536 Notice of Site Dedication and Limitation of Use for "Wheel Park" Phase 2 Related to Florida Recreation Development Assistance Program**

Approval of Resolution 25-3536 providing for approval of a Notice of Site Dedication and Limitation of Use for "Wheel Park" Phase 2 associated with a Florida Recreation Development Assistance Program Grant received for the park to be dedicated in perpetuity as an outdoor recreation site for the use and benefit of the public is requested.

8. DISCUSSION ITEMS

A. **Future Agenda Items**

9. RESOLUTIONS - None

10. FIRST READING OF ORDINANCES - None

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 25-1622 - 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 second 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.

12. OTHER ITEMS

A. **Task Authorization No. 1 with Schenkel & Shultz, Inc. for Architectural, Engineering and Professional Services to Test and Refine the Conceptual Plan for the Brightwater Estate and to Determine Short- and Long-term Strategies for Preservation of the Estate Home and Related Budget Amendment #25-042.**

Consideration of approval of Task Authorization No. 1 with Schenkel & Shultz Inc. for architectural, engineering and professional services to test and refine the Conceptual Plan for the Brightwater Estate and to determine short- and long-term strategies for preservation of the Estate Home in an amount of $212,908.00 and related Budget Amendment BA #25-042 is requested.

13. CITIZENS' COMMENTS

Persons who wish to make comment or make inquiry on any matter NOT ON THIS AGENDA may do so at this time. Please raise your hand and when recognized by the Mayor, come forward to the microphone, give your name and address and speak

briefly on the matter. All comments must be directed to the Mayor or City Commission as a whole, not an individual City Commissioner, a City staff member or another member of the audience. Citizens may be heard during PUBLIC HEARINGS or at any time any agenda item is before the City Commission for consideration by following the same procedure described above.

14. CITY MANAGER'S REPORT

A. **Procurement Information Report for the Period of July 1, 2025 through July 31, 2025.**

The July 2025 Procurement Information Report is provided for review.

15. CITY ATTORNEY'S REPORT

16. CITY CLERK'S REPORT

17. CITY COMMISSIONER'S REPORTS/COMMENTS

18. ADJOURNMENT

Date

Donna G. Gardner, CMC
City Clerk

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: August 25, 2025

Subject: Minutes of August 11, 2025 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the August 11, 2025 Regular Meeting for approval.

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: August 25, 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:

Fishback Dominick LLP.

- Code Enforcement Magistrate Services - May 2025 - Invoice No. 123897 - $660.48
- Code Enforcement Magistrate Services - June 2025 - Invoice No. 124087 - $0.25
- Code Enforcement Magistrate Services - July 2025 - Invoice No. 124320 - $633.69

Budget Impact: 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. 123897
2. Invoice No. 124087
3. Invoice No. 124320

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: August 25, 2025

Subject: Resolution 25-3535 Supplemental Agreement No. 1 to the Local Agency Program Agreement with the Florida Department of Transportation for Construction Services Related to the US Highway 17-92 to Sunset Drive Trail Connection Project and Related Budget Amendment #25-045

Introduction: Resolution 25-3535 provides for the approval of Supplemental Agreement No. 1 to the Local Agency Program Agreement with the Florida Department of Transportation (FDOT) for Construction Services related to the US Highway 17-92 to Sunset Drive Trail Connection Project. Budget Amendment #25-045 is necessary to adjust federal funding to realign with actual construction costs. [ref. City Project #PW1213]

Background: As a recap, the intent of the US Highway 17-92 to Sunset Drive Trail Connection Project is to provide a continuation of the Casselberry sidewalk network from Lake Concord Park to Sunset Drive, via the US Highway 17-92 corridor. Included is the installation of an 8ft-wide sidewalk on the south side of the Home Depot property, from the entrance of the Home Depot site proceeding easterly, connecting with the recently installed shared use path on the east side of Sunset Drive. Elements of the project will include an 8ft-wide sidewalk, new handrail/guide rails, raised mid-block crosswalk, parking lot restriping and other improvements.

On February 24, 2025, via Resolution 25-3485, the City Commission approved a Local Agency Program (LAP) Agreement with FDOT that awarded the City $568,489 in federal funding to construct the US Highway 17-92 to Sunset Drive Trail Connection Project. The City Commission also approved Budget Amendment (BA) #25-016 that recognized the federal funds awarded. Funding in the amount of $150,000 was budgeted in the FY 2025 Sales Tax Fund to cover the City's share of construction costs.

On August 11, 2025, the City Commission awarded a construction agreement to Garcia Civil Contractors (Garcia), in the amount of $453,776.57, to construct the US Highway 17-92 to Sunset Drive Trail Connection Project, resulting in federally eligible costs totaling $412,411 and ineligible costs totaling $41,366.

Discussion: Supplemental Agreement No. 1 to the LAP Agreement with FDOT provides for a readjustment of previously awarded federal contributions to match the updated federally eligible share of costs, which is a decrease of $156,078 ($568,489 -$412,411 = $156,078). BA# 25-045 is necessary to recognize this decrease. NOTE: the Public Works Department has ample funding budgeted to cover its share of costs.

City staff has reviewed Supplemental Agreement No. 1 and finds it favorable to meet the needs of the City.

Budget Impact: BA #25-045 will facilitate the necessary budgetary adjustments to the FY 2025 Infrastructure Surtax (Sales Tax) Fund by reducing federal contributions by $156,078.

Recommendation: The City Manager and Public Works Director recommend approval of Resolution 25-3535 Supplemental Agreement No. 1 to the Local Agency Program Agreement with the Florida Department of Transportation for Construction Services Related to the US Highway 17-92 to Sunset Drive Trail Connection Project and Related Budget Amendment #25-045.

Prepared by: Kenna Henry, Special Projects Manager

Attachments:
1. Resolution 25-3535
2. Supplemental Agreement No. 1
3. BA 25-045

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: August 25, 2025

Subject: Piggyback Agreement with Guardian Equipment Inc. for Chemical Feed System Maintenance and Repair

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Introduction: Consideration to piggyback Volusia County's Agreement 25-B-110LS and execute an agreement with Guardian Equipment, Inc. for Chemical Feed Systems Maintenance and Repair on an as-needed basis for a cumulative amount not to exceed $200,000 for the period beginning August 25, 2025 through July 21, 2028 is requested. (Ref: PBA-2025-1354)

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 then distributes it for use as reclaimed irrigation. As part of the water treatment process, the three plants inject orthopolyphosphate for corrosion control and sodium hypochlorite (chlorine) for disinfection. Orthopolyphosphate is injected using chemical diaphragm pumps and the potable water chlorine is injected using peristaltic pumps. As part of the wastewater treatment process, sodium hypochlorite (chlorine) is injected into the treated effluent for disinfection prior to being distributed as reclaimed water. Chlorine is injected at the WRF using chemical diaphragm pumps. Corrosion control is required at the WTPs and disinfection is required at all facilities by the Florida Department of Environmental Protection. All chemical feed systems are currently in good condition, but in the event of an emergency it is vital the City maintains different options for maintenance and repair of the systems.

Discussion: On July 21, 2025, Volusia County entered into an Agreement with Guardian Equipment for Chemical Feed Systems Maintenance and Repair. The term of the agreement is through July 21, 2028. PBA-2025-1354 provides the City with a piggyback agreement using Volusia County's agreement for Chemical Feed Systems Maintenance and Repair Services in the amount not-to-exceed $200,000 for the period beginning August 25, 2025 through July 21, 2028. It should be noted that the not-to-exceed amount threshold was established as a means to provide for the maximum authorization. However, this amount does not imply actual expenditures since various departments must work within their budget parameters and availability of funds is verified prior to issuance of a purchase order.

Budget Impact: Funding has been provided for these services in the FY 2025 budget in the following Water and Sewer Fund accounts:

- Water Reclamation Repairs and Maintenance account #401-0753-535.46-00
- Water Production Repairs and Maintenance account #401-0754-533.46-00

Other various operating accounts may be used as deemed appropriate. Appropriations beyond Fiscal Year 2025 are subject to future City Commission approval.

Recommendation: The City Manager and Utilities Director recommend approval of the Piggyback Agreement with Guardian Equipment, Inc. for Chemical Feed Systems Maintenance and Repair on an as-needed basis for a cumulative amount not to exceed $200,000 for the period beginning August 25, 2025 through July 21, 2028.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:
1. Agreement
2. Exhibit A Volusia County Agreement

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: August 25, 2025

Subject: Task Authorization No. 1 with Burgess & Niple for the Betty Street Force Main Replacement Project

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Introduction: Approval of Task Authorization No. 1 with Burgess & Niple, Inc for design services related to the Betty Street Force Main Replacement Project in an amount of $179,804.50 is requested. (SOQ-2025-1234)

Background: The City of Casselberry owns and operates a wastewater collection and transmission system made up of gravity sewer, lift stations, and force mains. The Utility Master Plan proposed a capital improvements program for the wastewater collection and transmission system. One of these projects includes replacing the Betty Street Force Main due to age and being a high-risk location. The existing force main is beneath a drainage canal, so any breaks along this route would be difficult to access for repairs. The scope of this project includes the replacement of approximately 1,200 linear feet of 4-inch force main. Installation methods and route of the new force main will be determined during preliminary design.

Discussion: On May 12, 2025, the City of Casselberry entered into a Professional Services Agreement with Burgess & Niple for a Continuing Contract for Utility Engineering Services (SOQ-2025-1234). Utilities staff requested that Burgess & Niple provide a scope of services for design of the Betty Street Force Main Replacement project. Task Authorization No. 1 with Burgess & Niple provides for survey, geotechnical engineering, design, bidding assistance, and limited construction administration for the Betty Street Force Main Replacement project. Burgess & Niple's total cost for these services is $179,804.50.

For tracking purposes, this item is associated with PW 2506 Betty Street Force Main Replacement.

Budget Impact: There is sufficient project funding in the Fiscal Year (FY) 2025 account.

Recommendation: The City Manager and Utilities Director recommend approval of Task Authorization No. 1 with Burgess & Niple, Inc. for design services for the Betty Street Force Main Replacement Project in an amount not to exceed $179,804.50.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. TA 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: August 25, 2025

Subject: Amendment No. 1 to the Piggyback Agreement with Chuck Robinson Concrete and Bob Cat Service, Inc. for Aquatic Maintenance Services

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Introduction: Approval of Amendment No. 1 to the piggyback agreement with Chuck Robinson Concrete and Bob Cat Service, Inc by piggybacking Seminole County contract RFP-604273-221/LNF for Aquatic Maintenance services on an as-needed basis for an amount that shall not exceed $100,000 annually for the term beginning August 11, 2025, through May 30, 2026 is requested. (Ref. PBA-2022-0903)

Background: The City depends on contracted vendors to provide certain maintenance activities, including dredging ditches, ponds, stormwater drains, lake shores, and reforming ditches. The City does not have the required equipment or staff to complete these types of projects.

Seminole County has an agreement with Chuck Robinson Concrete and Bob Cat Service, Inc (RFP-604273-221/LNF) for Exotic/Nuisance Species Removal, Excavation and or Dredging, and Erosion and Mechanical Work. On July 25, 2022, the City entered into piggyback agreement PBA-2022-0903 to use this contract through May 25, 2025 with options to renew.

Discussion: The City of Casselberry Public Works Department desires to continue to piggyback Seminole County contract RFP-604273-221/LNF with Chuck Robinson Concrete and Bob Cat Service, Inc. for various aquatic maintenance activities and related services, including excavation and/or dredging. The initial term of the agreement was from July 25, 2022 through May 30, 2025, with the option to renew for two one-year terms (subject to contract renewal by Seminole County). Seminole County has approved a renewal which extends the term to May 30, 2026. Amendment No. 1 will extend the City's piggyback agreement through May 30, 2026 with an option to renew. Amendment No. 1 limits expenditures to $100,000 per year and $200,000 total for the term.

It should be noted that the not-to-exceed amount threshold was established as a means to provide for the maximum authorization. Actual expenditures will be determined as task authorization(s) are developed for the project, and availability of funds will be verified prior to issuance of a purchase order.

Budget Impact: There is no impact to the City's budget. Sufficient funding is available for this item in Stormwater Utility Fund Account #110-0740-538.46-00 and Parks Maintenance Account #001-0410-572.46-00.

Recommendation: The City Manager and Public Works Director recommend approval of piggyback agreement PBA-2022-0903 with Chuck Robinson Concrete and Bob Cat Service, Inc. for Aquatic Maintenance in the amount not to exceed $100,000 annually.

Prepared by: Leslie Guthrie, Public Works Business Analyst

Attachments:
1. Chuck Robinson Amendment No. 1
2. Exhibit 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: August 25, 2025

Subject: Task Authorization #1 with Inliner Solutions for FY2025 Gravity Sewer Lining Services

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Introduction: Approval of Task Authorization No. 1 with Inliner Solutions, LLC for FY 2025 Gravity Sewer Lining in the amount of $249,850.00 is requested. (Ref: RFP-2024-1108)

Background: The City of Casselberry owns and operates a wastewater collection and transmission system consisting of gravity sewer lines, manholes, and lift stations. Utility Distribution & Collection staff continue to inspect and identify areas of the gravity sewer system that may suffer from inflow and infiltration problems and require rehabilitation. The gravity sewer pipe within the identified areas is older vitrified clay pipe (VCP) and can suffer from breaks, intrusion, and leaks. For several years, the gravity sewer system has been rehabilitated using cured-in-place-pipe (CIPP) liners.

On May 13, 2024, City Commission approved the agreement with Granite Inliner for sanitary sewer, manhole, stormwater and lift station wet well rehabilitation and lining services for a term starting June 10, 2024 through June 9, 2027, with the option to renew for two additional one-year periods, for an amount not to exceed $2,000,000 annually for the term of the agreement.

Discussion: Utilities staff requested that Inliner Solutions, LLC provide a scope for the FY 2025 Various Gravity Sewer Lining Project, which is incorporated into Task Authorization No. 1. The research for the proposal for gravity sewer lining began in early May 2025 and is for the projects budgeted in FY24-FY25. The work includes cleaning of approximately 5,998 LF of gravity sewer main and lining 5,496 LF of 8" sewer mains. Cleaning, easement access, traffic control, and lateral reconnection are also included in the scope. This proposal adheres to the contract pricing for the agreement RFP-2024-1108.

Budget Impact: Sufficient funding has been budgeted and is available for use in the FY 2025 Water and Sewer Distribution & Collection Renewal/Replacement account #402-0751-536.63-12.

Recommendation: The City Manager and Utilities Director recommend approval of Task Authorization No. 1 with Inliner Solutions, LLC for Fiscal Year 2025 Gravity Sewer Lining in the amount of $249,850.00

Prepared by: Jiovani Charres, Utility Engineer

Attachments:
1. Task Authorization 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: August 25, 2025

Subject: Task Authorization No. 1 with Mead & Hunt, Inc. for the Winter Woods Water Main Replacement Project Design Services and Related Budget Amendment #25-041

Introduction: Approval of Task Authorization No. 1 with Mead & Hunt, Inc. and related Budget Amendment #25-041 for design services related to the Winter Woods Water Main Replacement Project in an amount of $537,899 is requested. (Ref: SOQ-2025-1234)

Background: The City of Casselberry owns and operates a potable water distribution system made up of pipes of various sizes and materials. The Water & Wasterwater 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 Winter Woods community due to its age and pipe materials.

The scope of the Winter Woods Water Main project includes replacement of 18,000 linear feet of existing 6-inch and 8-inch asbestos concrete water mains. The proposed project corridors include various residential streets in unincorporated Seminole County, bounded by Linden Road to the North, Coventry Drive to the South, Nottingham Drive to the East, and Lake Howell Road to the West. The construction methods, pipe removal methods, and proposal routing will be determined during preliminary design.

Discussion: On May 12, 2025, the City of Casselberry entered into a Professional Services Agreement with Mead & Hunt for a Continuing Contract for Utility Engineering Services (SOQ-2025-1234). Utilities staff requested that Mead & Hunt provide a scope of services for design of the Winter Woods Water Main Replacement project. Task Authorization No. 1 with Mead & Hunt provides for surveying, subsurface utility engineering, geotechnical services, design, permitting, public outreach, and bidding services for the Winter Woods Water Main Replacement project. Mead & Hunt's total cost for these services is $537,899. Construction Administration will be executed as a later task authorization for this project and is not included in this scope.

Funding is available in the Fiscal Year (FY) 2025 Budget in an amount $522,000. However, Budget Amendment #25-041 is necessary to provide an additional $15,899 to fully fund Task Authorization No. 1.

For tracking purposes, this item is associated with PW 2207 Winter Woods Water Main Replacement.

Budget Impact: Budget Amendment #25-041 will increase the Renewal & Replacement Distribution & Collection Infrastructure Account (PW2207) #402-0751-536.63-40 and decrease account Renewal & Replacement Lift Stations Infrastructure Account (PW2325) #402-0752-535.63-40 by $15,899 respectively.

Recommendation: The City Manager and Utilities Director recommend approval of Task Authorization No. 1 with Mead & Hunt, Inc for design services for the Winter Woods Water Main Replacement Project in the amount of $537,899 and approval of related Budget Amendment #25-041

Prepared by: Jiovani Charres, Utility Engineer

Attachments:
1. TA No. 1
2. BA 25-041

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: August 25, 2025

Subject: Resolution 25-3536 Notice of Site Dedication and Limitation of Use for "Wheel Park" Phase 2 Related to Florida Recreation Development Assistance Program

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Introduction: Resolution 25-3536 provides for approval of a Notice of Site Dedication and Limitation of Use for "Wheel Park" Phase 2 associated with a Florida Recreation Development Assistance Program Grant received for the park to be dedicated in perpetuity as an outdoor recreation site for the use and benefit of the public.

Background: The Florida Recreation Development Assistance Program (FRDAP) is a program authorized by the State of Florida Department of Environmental Protection (FDEP) that provides financial assistance for the acquisition or development of land for public outdoor recreation.

Through its Parks, Recreation, Pathways, and Open Spaces Master Plan, the City recommended developing a new park in the northern part of the City. In August 2022, the City applied to FDEP for $200,000 in FRDAP Grant funding with a $200,000 local match commitment, for a total of $400,000 to construct "Wheel Park" Phase 2. The City's application ranked #10 in Florida and was awarded the requested funding. In December 2023, via Resolution 23-3390, the City Commission approved an Agreement with FDEP for the FRDAP Grant for "Wheel Park" Phase 2. Construction has since been completed in conjunction with the larger voter-approved Parks Bond Referendum initiative.

Discussion: Staff is currently working to close out the grant in order to receive the $200,000 reimbursement. The terms of the Agreement with FDEP for the FRDAP Grant require that land owned by the City that is developed with FRDAP funds be dedicated in perpetuity as an outdoor recreation site for the use and benefit of the public. In order to demonstrate this, as part of the grant closeout process, FDEP requires that the City execute and record a Notice of Site Dedication and Limitation of Use. This Notice is attached as Attachment 1. It includes a restriction that if the City converts any part of the project site or facilities thereon developed with grant assistance to other than a use approved by FDEP, the grantee shall replace the area, facilities, resource, or site at its own expense with an acceptable project of comparable or greater value, scope, and quality.

Resolution 25-3536 provides for approval and execution of the notice.

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

Recommendation: The City Manager and Public Works Director recommend approval of Resolution 25-3536, approving and authorizing the execution of a Notice of Site Dedication and Limitation of use for "Wheel Park" Phase 2 associated with a Florida Recreation Development Assistance Program Grant.

Prepared by: Martin Butcher, Special Projects Manager

Attachments:
1. Resolution 25-3536
2. Attachment 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: August 25, 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: August 25, 2025

Subject: Public Hearing: Second 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 second 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. On June 9, 2025, the City Commission unanimously approved the proposed ordinance during their Regular Meeting, with a vote of 5-0. Additionally, prior to this public hearing, a notice was published in the Orlando Sentinel on July 17, 2025.

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.

CRITERION 1. Consistency with the 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 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 the Community Development Director recommend approval of Ordinance 25-1622 on second and final reading.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:
1. Ordinance 25-1622 and PUD Agreement Chick-fil-a 8-19-25
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
12. Published Legal Ad

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: August 25, 2025

Subject: Task Authorization No. 1 with Schenkel & Shultz, Inc. for Architectural, Engineering and Professional Services to Test and Refine the Conceptual Plan for the Brightwater Estate and to Determine Short- and Long-term Strategies for Preservation of the Estate Home and Related Budget Amendment #25-042.

Introduction: Task Authorization No. 1 with Schenkel & Shultz, Inc. for architectural, engineering and professional services to test and refine the Conceptual Plan for the Brightwater Estate and to determine short- and long-term strategies for preservation of the Estate Home in an amount of $212,908.00 and related Budget Amendment BA #25-042. (Ref: SOQ-2025-1233)

Background: The Parks Master Plan, updated in 2016/2017, recommended acquisition of the Brightwater Estate to provide more lakefront access, showcase the historical home, and provide additional acres of park land. It was suggested to develop the property as a venue to host smaller cultural events and for rental for weddings, celebrations, and fundraising events. In 2021, the property was purchased for approximately $1.2M. The property consists of 9 acres of land on the eastern shore of South Lake Triplet. The City had previously acquired approximately 3 acres of adjacent property for a total of 12 acres of potential park land. Centrally located on the property is a 7,000 sf house designed by famed architect James Gamble Rogers II.

In late 2021, the City engaged GAI to develop a conceptual design. Elements considered included creating botanical gardens, renovating the home, and building an event center. The concept plan was presented and, after much public engagement and Commission input, it was revised and formally adopted in May 2022 with Resolution 22-3306. The conceptual design envisioned phasing the project over several years with elements including: main house renovations, caterer's kitchen, botanical garden, parking and landscaping, play areas, and a large event center. In August 2024, staff recommended that a consultant be engaged to provide architectural/engineering services to guide the process and develop the detailed plans necessary to move forward with construction.

On October 1, 2024, a solicitation was initiated for a Statement of Qualifications (SOQ), SOQ-2025-1233, to engage one qualified firm to provide comprehensive architectural design services and oversight for the implementation of the Brightwater Estate Conceptual Master Plan. The City Commission approved an agreement with Schenkel & Shultz, Inc. on March 10, 2025.

Discussion: Schenkel & Shultz has submitted the scope and estimate for Task Authorization No. 1 as attached. The scope includes

- Review of the adopted conceptual plan,
- Refine and test design and constructability of concept plan,
- Detailed analysis of the Estate Home for both short-term stabilization and long-term planning,
- Explore phasing strategies,
- Research grant and fundraising opportunities, and
- Estimate for cost of design and construction.

Schenkel & Shultz proposes an approximate six-month schedule to accomplish these tasks in an amount of $212,908. Funding for this Task Authorization is proposed to be budgeted as outlined in the attached BA#25-042.

Budget Impact: Budget Amendment #25-042 proposes to increase account number 001-0000-389.90-00 Other Non-Operating Sources by $212,908 and account number 001-0410-572.31-00 Professional Services by $212,908.

Recommendation: The City Manager and the Assistant City Manager recommend approval of Task Authorization No. 1 to Schenkel & Shultz for architectural, engineering and professional services for an amount of $212,908 and related Budget Amendment #25-042.

Prepared by: Lorie Mertens, Assistant City Manager

Attachments:

1. BA 25-042
2. Task Authorization 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: August 25, 2025

Subject: Procurement Information Report for the Period of July 1, 2025 through July 31, 2025.

Introduction: A list of contracts, task orders, amendments, and/or emergency procurements issued, approved and signed by the City Manager or Procurement Manager, as applicable, from July 1, 2025 through July 31, 2025 is submitted for the record.

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

Discussion: Pursuant to the City Purchasing Policy, please find a report outlining the various procurement activities for the month of July 2025.

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

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

Prepared by: Elsie Burgess, Procurement Manager

Attachments:
1. July 2025 Procurement Information Report