CITY OF CASSELBERRY
CITY COMMISSION MEETING

Monday, October 13, 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. INVOCATION

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. MINUTES

A. **Minutes of September 22, 2025 - Regular Meeting**

6. PRESENTATIONS/ COMMENDATIONS

A. **Mayor's Proclamation: National Community Planning Month - October 2025**
Mayor David Henson will present a proclamation to Community Development Director Christopher Schmidt and the Planning Team recognizing October 2025 as National Community Planning Month in the City of Casselberry.

B. **Mayor's Proclamation: Bike Casselberry Day - October 25, 2025**
Mayor Henson will present a proclamation to Public Works Director Kelly Brock recognizing October 25, 2025 as Bike Casselberry Day in the City of Casselberry.

7. CONSENT AGENDA
The action proposed to be taken it stated for each item on the Consent Agenda. Unless one item is removed from the Consent Agenda by a City Commission member, no discussion on individual items will occur and a single motion will approve all items.

A. **Approval of Legal Services Invoices**
- Garganese, Weiss, D'Agresta & Salzman, P.A. - Invoice No. 104708 - $15,373.78
- Fishback Dominick LLP - Invoice No. 124913 - $522.50

B. **Resolution 25-3544 Adoption of the Drinking Water Facilities Plan for the Implementation of Eastbrook Phase 1 Water Main Replacement Project**
Approval of Resolution 25-3544 authorizing and adopting the drinking water facilities plan for the implementation of the Eastbrook Phase 1 Water Main Replacement Project as part of the Drinking Water State Revolving Fund application is requested.

C. **Agreement with McCleesFixIt, LLC for the Purchase and Installation of a Replacement Fountain for Grassy Lake and Related Budget Amendment #26-002**

Approval of an agreement with McCleesFixit, LLC for the purchase and installation of a replacement fountain for Grassy Lake in the amount of $40,115.70 and related Budget Amendment #26-002 is requested.

D. **Amendment No. 4 to the Agreement with Core & Main, LP for Advanced Metering Infrastructure (AMI) Products**

Approval of Amendment No. 4 to the Agreement with Core & Main, LP for Advanced Metering Infrastructure (AMI) products in an amount not to exceed $150,000 for the term starting September 22, 2025 through July 24, 2030 is requested.

E. **Single Source Agreement with Data Flow Systems for the Lift Stations Telemetry Control Unit (TCU800) Pump Controller Upgrade Program**

Approval of a single source agreement with Data Flow Systems for the Lift Stations Telemetry Control Unit (TCU800) Pump Controller Upgrade Program is requested.

8. DISCUSSION ITEMS

A. **Future Agenda Items**

9. RESOLUTIONS

A. **Resolution 25-3545 Supplemental Agreement No. 1 to the Local Agency Program Agreement with the Florida Department of Transportation for Construction Services Related to the Central Casselberry Connectivity Project and Related Special Budgetary Amendment #26-001**

Approval of Resolution 25-3545 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 Central Casselberry Connectivity Project is requested. Special Budgetary Amendment #26-001 is necessary to rollover budgeted Fiscal Year (FY) 2025 funds to instead be expended in FY 2026 and to recognize additional federal funding provided by Metroplan Orlando in the amount of $710,693.40.

10. FIRST READING OF ORDINANCES

A. **First Reading of Ordinance 25-1625 - Amending the ULDR to Disband the Development Review Committee**

Approval of Ordinance 25-1625 on first reading, amending the City's Unified Land Development Regulations to eliminate and disband the City's Development Review Committee and to authorize the Administrative Official and city staff, where appropriate, is requested.

B. **First Reading of Ordinance 25-1626 - Amending City Code Chapter 68 – Roadway and Utility Construction, Article IV – Communications Rights-of-Way**

Approval of Ordinance 25-1626 on first reading amending City Code Chapter 68, Article IV to update general permit requirements and security requirements for communications rights-of-way utilization permit applicants installing and maintaining communications services facilities in the public rights-of-way is requested.

11. PUBLIC HEARINGS

The purpose of a Public Hearing is to receive input regarding the item being considered. Public Hearings are not intended to be a time for the public to obtain information about the subject matter of the hearing. (Hearing Sequence: 1st - Staff; 2nd - Applicant/Requesting Party; 3rd - Public; 4th - opportunity for brief rebuttals, if appropriate; Final - City Commission motion, discussion and action.)

A. **Public Hearing: Second Reading of Ordinance 25-1624 - Amending the ULDR Glossary to Revise the Definition of "Vehicle Services, Maintenance, and Light Mechanical Repair"**

Approval of Ordinance 25-XXXX on first reading, amending the Unified Land Development Regulations to revise the definition of "Vehicular services, maintenance and light mechanical repair" to permit minor cosmetic body repair and painting activities within an enclosed structure, is requested.

12. OTHER ITEMS

A. **Award of Bid and Construction Agreement with Cathcart Construction Company – Florida, LLC for the Central Casselberry Connectivity Project**

Consideration to award a bid for ITB-2024-1207 to and execute a Construction Agreement with Cathcart Construction Company – Florida, LLC, in the amount of $2,642,052.90 for construction of FDOT Project 446163-1-58-01 Central Casselberry Connectivity Project is requested.

13. CITIZENS' COMMENTS

Persons who wish to make comment or make inquiry on any matter NOT ON THIS AGENDA may do so at this time. Please raise your hand and when recognized by the Mayor, come forward to the microphone, give your name and address and speak briefly on the matter. All comments must be directed to the Mayor or City Commission as a whole, not an individual City Commissioner, a City staff member or another member of the audience. Citizens may be heard during PUBLIC HEARINGS or at any time any agenda item is before the City Commission for consideration by following the same procedure described above.

14. CITY MANAGER'S REPORT

15. CITY ATTORNEY'S REPORT

16. CITY CLERK'S REPORT

17. CITY COMMISSIONER'S REPORTS/COMMENTS

18. ADJOURNMENT

Date	Donna G. Gardner, CMC City Clerk

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: October 13, 2025

Subject: Minutes of September 22, 2025 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the September 22, 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: October 13, 2025

Subject: Mayor's Proclamation: National Community Planning Month - October 2025

Introduction: Mayor David Henson will present a proclamation to Community Development Director Christopher Schmidt and the Planning Team recognizing October 2025 as National Community Planning Month in the City of Casselberry.

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: October 13, 2025

Subject: Mayor's Proclamation: Bike Casselberry Day - October 25, 2025

Introduction: Mayor Henson will present a proclamation to Public Works Director Kelly Brock recognizing October 25, 2025 as Bike Casselberry Day in the City of Casselberry.

CITY MANAGER
MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: October 13, 2025

Subject: Approval of Legal Services Invoices

Introduction: Consideration for approval of the legal services invoices from the City Attorney and the Code Enforcement Special Magistrate is requested.

Background: Pursuant to Resolution 16-2815, invoice information for attorney fees and legal services must be submitted to the City Commission for approval prior to payment.

Discussion: The following invoices have been reviewed by the affected departments and are being presented for approval:

Garganese, Weiss, D'Agresta & Salzman, P.A.

- City Attorney Services - September 2025 - Invoice No. 104708 - $15,373.78

Fishback Dominick LLP

- Code Enforcement Special Magistrate Services - September 2025 - Invoice No. 124913 - $522.50

Budget Impact: Funds for the City Attorney's invoice are available in FY 2026 Budget Account No. 001-0140-514-31-01. Funds for the Code Enforcement Special Magistrate's invoice are available in FY 2026 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. 104708
2. Invoice No. 124913

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: October 13, 2025

Subject: Resolution 25-3544 Adoption of the Drinking Water Facilities Plan for the Implementation of Eastbrook Phase 1 Water Main Replacement Project

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Introduction: Resolution 25-3544 provides for the authorization and adoption of the drinking water facilities plan for the Eastbrook Phase 1 Water Main Replacement Project as part of the Drinking Water State Revolving Fund Application.

Background: The Drinking Water State Revolving Fund (SRF) Program is a statewide Florida Department of Environmental Projection (FDEP) administered loan program which provides funds from the federal level to help water systems improve drinking water treatment processes, improve source water supply, replace finished water storage tanks, replace water distribution pipes, among other infrastructure projects needed to protect public health.

The City's Utility engineering consultant, CPH Consulting, has designed the Eastbrook Phase 1 Water Main Replacement Project. This project represents a phase of a water infrastructure program initiated by City staff to rehabilitate and standardize its aging water infrastructure. This specific project includes replacement of all asbestos cement piping within the project area, increasing the size of the water main to meet adequate fire flow demands, and additional system looping for reliability. Construction will also include removal of galvanized service lines and lead goosenecks in existing service lines which will be replaced with new service lines and associated fittings to meet the recently updated lead and copper regulations.

On June 6, 2025, City Commission approved the submission of the request for inclusion application to the Florida Department of Environmental Protection for the Drinking Water State Revolving Fund Program for the Eastbrook Phase 1 Water Main Replacement Project.

Discussion: As part of consideration for FDEP's Drinking Water SRF Program, the application must include a drinking water facilities plan which outlines the need for the Eastbrook Phase 1 Water Main Replacement project. The City's engineering consultant, CPH Consulting, developed the drinking water facilities plan to comply with the State of Florida funding requirements. The drinking water facilities plan includes the recommendation and alternatives for the project, environmental effects, public participation, financial feasibility, and project schedule. As part of the SRF loan application process, the facilities plan must be adopted by City Commission via resolution. Resolution 25-3544 provides for the approval and adoption of the drinking water facilities plan for the implementation of the Eastbrook Phase 1 Water Main Replacement Project.

Budget Impact: There is no immediate impact to the City Budget by adopting the drinking water facilities plan. However, if a SRF agreement is awarded, the FDEP Drinking Water SRF Program would provide the City with a loan in Fiscal Year (FY) 2026 with the potential for a maximum of 20% principal forgiveness.

Recommendation: The City Manager and Utilities Director recommend approval of Resolution 25-3544.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Resolution 25-3544
2. Exhibit A Eastbrook Phase 1 Drinking Water Facilities Plan

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: October 13, 2025

Subject: Agreement with McCleesFixIt, LLC for the Purchase and Installation of a Replacement Fountain for Grassy Lake and Related Budget Amendment #26-002

Introduction: Approval of an agreement with McCleesFixit, LLC for the purchase and installation of a replacement fountain for Grassy Lake in the amount of $40,115.70 and related Budget Amendment #26-002 is requested. (Ref. RFQ-2025-1381)

Background: The Grassy Lake Fountain was installed in 2017 to provide both aeration for Grassy Lake and to serve as an aesthetic gateway feature for the City of Casselberry into the Community Redevelopment District. The fountain included white LED lighting. Based on the awarded contract at the time, the total cost for the fountain, including lighting and installation, was $57,965. This was funded entirely by the Stormwater Utility Fund.

In early 2025, the repair of lighting for the fountain was funded by the Community Redevelopment Agency (CRA) in the amount of $10,318.80.

Discussion: The fountain has recently experienced motor, pump, and cable failure and is in need of repair or replacement. To address this, staff obtained three quotes from different vendors (attached). The lowest quote (from Cascade Fountains/Fountain Design Group, Inc.) proposed a repair consisting of replacement of failed components in the amount of $34,587. This option includes a one year warranty on two pumps and one motor to be installed as part of the repair. The other two quotes in the amounts of $40,115.70 (McCleesFixIt, LLC) and $56,195.20 (Clear Waters Inc.) were for complete replacement of the fountain with a four year warranty.

Staff recommends proceeding with an agreement based on the mid-range quote in the amount of $40,115.70 from McCleesFixIt, LLC. Although this option costs about 16% more than the cheapest option, it is a better value in staff's opinion, as it is a full replacement with a much longer warranty compared to the cheaper repair/component replacement option. A budget amendment will be required since full replacement of this fountain is considered a capital purchase and was not included as such in the Fiscal Year 2026 adopted Budget.

It should be noted the current lighting for the fountain can continue to be used with the new fountain.

For tracking purposes, this item is associated with project PW 2613 Grassy Lake Fountain Replacement.

Budget Impact: Budget Amendment #26-002 will provide sufficient funding for this purchase within Stormwater Utility Fund Account 110-0740-538.67-35.

Recommendation: The City Manager and Public Works Director recommend approval of the agreement with McCleesFixit, LLC for the purchase and installation of a replacement fountain for Grassy Lake in the amount of $40,115.70 and related Budget Amendment #26-002.

Prepared by: Kelly Brock, Public Works Director

Attachments:
1. McCleesFixIt Quote
2. Cascade Quote
3. Clear Waters Quote
4. Agreement
5. BA #26-002

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: October 13, 2025

Subject: Amendment No. 4 to the Agreement with Core & Main, LP for Advanced Metering Infrastructure (AMI) Products

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Introduction: Approval of Amendment No. 4 to the Agreement with Core & Main, LP for Advanced Metering Infrastructure (AMI) products is requested. (Ref: ITN-2020-0554)

Background: The City of Casselberry awarded the Construction/Installation Agreement with Core and Main, LP for the Advanced Metering Infrastructure (AMI) Project on March 23, 2020, as a result of an Invitation to Negotiate ITN-2020-0554. The construction project was successfully completed on June 19, 2022. The agreement with Core & Main, LP provides annual pricing for the "Sensus" Software as a Service (SaaS) and meter purchases for the AMI Project for a period of three (3) years following the completion of the construction project, with the option of three (3) additional five (5) year renewal periods. This software is required for meter communications and data retrieval. On August 8, 2022, the City Manager approved Amendment No. 1, in the amount of $12,481.95, which adjusted the first five-year renewal period to align with the commencement of the software and related services and added specific maintenance and support services. On October 17, 2022, the City Manager approved Amendment No. 2, in the amount of $3,500, which added the development, setup and installation of the Customer Portal. On February 13, 2023, City Commission approved Amendment No. 3, in the amount not to exceed $150,000, to increase compensation and revise the pricing schedule for increases in purchasing costs.

Standardization of the Sensus meters and related parts was approved by the City Manager on August 5, 2021. In addition, a Sole Source for the purchase of Sensus meters and related parts from Core & Main, LP was posted from May 16, 2022, through May 24, 2022, and no protests were received.

Discussion: The purpose of Amendment No. 4 is the first five (5) year extension to the agreement for the term starting September 22, 2025 through July 24, 2030. Amendment No. 4 also provides revisions to the price schedule for Sensus AMI meters and related parts that may be required for inventory. These meters and related parts are ordered and stored by the Inventory Control Division within the Utilities Department. The compensation under this Amendment shall not exceed $150,0000 for the term of this Amendment. This agreement may be extended for two (2) additional five (5) year terms.

Budget Impact: Various operating accounts will be used within available budgets, on an as-needed basis.

Recommendation: The City Manager and Utilities Director recommend approval of Amendment No. 4 to the Agreement with Core & Main, LP for Advanced Metering Infrastructure (AMI) products.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:
1. Amendment No. 4

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: October 13, 2025

Subject: Single Source Agreement with Data Flow Systems for the Lift Stations Telemetry Control Unit (TCU800) Pump Controller Upgrade Program

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Introduction: Approval of a single source agreement with Data Flow Systems for the Lift Stations Telemetry Control Unit (TCU800) Pump Controller Upgrade Program is requested. (Ref: SG-2025-1360)

Background: The City of Casselberry owns and operates a wastewater collection and transmission system consisting of 76 lift stations. In order to monitor and control the lift station pumps, a telemetry control unit (TCU) is necessary. The telemetry control unit for each lift station connects to a Supervisory Control and Data Acquisition (SCADA) system which allows for Utilities staff to remotely monitor the lift stations and be notified of any issues. The existing SCADA system utilized by the City for lift stations is HyperTAC software. This system utilizes specific TCU pump controllers to operate, the model currently in the City's system being the TCU001 pump controllers. The TCU pump controllers are equipment specific to the HyperTAC SCADA system.

Discussion: The single source provider of the HyperTAC SCADA system, Data Flow Systems, notified City staff that the existing Telemetry Control Units (TCU001) are being phased out of production due to obsolete manufacturing materials and future replacements are now supplied with the TCU800's. The cost estimate to replace all 74 TCU001's is $450,000 over four (4) years. However, to allow the City to transition to the newest pump controller model, Data Flow Systems has offered a trade-up program. The City can turn in an old TCU001 model to receive a discount on each new TCU800 Pump Controller order. This results in a discounted cost of approximately $360,000 over four (4) years. City staff have included the cost for this program in proposals for the Capital Improvement Program (CIP) starting in Fiscal Year (FY) 2026.

The single source agreement with Data Flow System provides the City with the ability to replace all 74 obsolete TCU001 pump controllers with the new TCU800 pump controllers over a 4-year period, starting October 13, 2025 through December 31, 2029, for an amount not to exceed $360,000. Over the next four years, the City will issue purchase orders for the desired number of replacements at intervals convenient and desired by staff, and the price for the replacements will remain fixed through December 31, 2029.

Budget Impact: There is no impact on the City Budget at this time. Appropriations beyond FY 2026 are subject to future City Commission approval.

Recommendation: The City Manager and Utilities Director recommend approval of the Single Source Agreement with Data Flow Systems for the purchase of Telemetry Control Units for an amount not to exceed $360,000 for the period beginning October 13, 2025 through December 29, 2029.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:
1. Public Notice of Intent - Single Source Purchase
2. Single Source Justification Form
3. Proposal
4. Agreement

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: October 13, 2025

Subject: Future Agenda Items

Introduction: The opportunity to discuss items for placement on future City Commission agendas is provided.

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: October 13, 2025

Subject: Resolution 25-3545 Supplemental Agreement No. 1 to the Local Agency Program Agreement with the Florida Department of Transportation for Construction Services Related to the Central Casselberry Connectivity Project and Related Special Budgetary Amendment #26-001

Introduction: Resolution 25-3545 provides for the approval of Supplemental Agreement No. 1 to the Local Agency Program (LAP) Agreement with the Florida Department of Transportation (FDOT) for construction services related to the Central Casselberry Connectivity Project. Special Budgetary Amendment #26-001 is necessary to rollover budgeted Fiscal Year (FY) 2025 funds to instead be expended in FY 2026 and to recognize additional federal funding provided by MetroPlan Orlando in the amount of $710,693.40. [ref. City Project #PW2301]

Background: The intent of the Central Casselberry Connectivity Project is to provide safety enhancements, improved connectivity, and traffic-calming to South Winter Park Drive, Hibiscus Road, Iris Road, Jasmine Road, and Marigold Road. Elements of the project will include the installation of sidewalks, Rectangular Rapid Flashing Beacons (RRFBs), speed cushions, a 10ft wide shared use path, lane narrowing and speed reduction, raised mid-block crosswalks, a roundabout at South Winter Park Drive/Wilshire Drive, drainage, and other improvements.

On April 14, 2025, via Resolution 25-3500, the City Commission approved a Local Agency Program (LAP) Agreement with FDOT that awarded the City $1,929,297 in federal funding to construct the Central Casselberry Connectivity Project, and approved Budget Amendment (BA) #25-025 recognizing this funding. $300,000 was budgeted in the FY 2025 Sales Tax Fund to cover the City's share of construction costs.

The City advertised and, subsequently, received four (4) bids for construction of this project on July 8, 2025. After a thorough analysis of bids, City staff determined that Cathcart Construction Company – Florida, LLC provided the lowest responsive and responsible bid, in the amount of $2,642,052.90. *The award of bid is being presented under a separate item on this same agenda.* The bid award is composed of both federally eligible ($2,639,990.40) and ineligible ($2,062.50) costs. However, federal funding budgeted under the LAP agreement is limited to $1,929,297, which creates a budget shortfall of $710,693.40 ($2,639,990.40 - $1,929,297).

Discussion: Supplemental Agreement No. 1 to the LAP Agreement with FDOT, in the amount of $710,693.40, is being awarded by Metroplan Orlando to cover the budget shortfall of federally eligible items. This will increase federal contributions to $2,639,990.40 ($1,929,297 +$710,693.40). The City's share of cost will remain at $2,062.50. Note: Funds previously budgeted in FY 2025 for this project will instead need to be re-appropriated and expensed in FY 2026 in order to begin construction on schedule. BA #26-001 is necessary to facilitate a special budgetary rollover of available funds and also recognize new funding awarded by MetroPlan Orlando.

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

Budget Impact: BA #26-001 will facilitate the necessary budgetary adjustments to the FY 2026 Infrastructure Surtax (Sales Tax) Fund by rolling over FY 2025 budgeted funds to instead be expended in FY 2026 and increasing federal contributions by $710,694 related to the Central Casselberry Connectivity Project.

Recommendation: The City Manager and Public Works Director recommend approval of Resolution 25-3545 Supplemental Agreement No. 1 to the Local Agency Program Agreement with the Florida Department of Transportation for Construction Services Related to the Central Casselberry Connectivity Project and Related Special Budgetary Amendment #26-001.

Prepared by: Kenna Henry, Special Projects Manager

Attachments:
1. Resolution 25-3545
2. Agreement
3. BA #26-001

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: October 13, 2025

Subject: First Reading of Ordinance 25-1625 - Amending the ULDR to Disband the Development Review Committee

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Introduction: Approval of Ordinance 25-1625 on first reading, amending the City's Unified Land Development Regulations to eliminate and disband the City's Development Review Committee and to authorize the Administrative Official and city staff, where appropriate, is requested. (TA 25-02)

Background: The proposed amendment seeks to eliminate and disband the City's Development Review Committee (DRC) and replace language to provide the Administrative Official with the responsibilities previously given to the City's Development Review Committee.

The City's Planning and Zoning Commission (P&Z) provided a favorable recommendation to the City Commission for the proposed ordinance during an advertised public hearing on September 10, 2025, in a 6-0 vote.

Discussion: The City of Casselberry currently utilizes a DRC, established in the City's ULDR, to review and approve certain development applications. DRC is an internal advisory body comprised of City staff from various departments, as well as a representative from the Seminole County Fire Department. The DRC's role has been to conduct technical reviews of site plans, major subdivisions, planned developments, and similar land development applications prior to further review and approval by the Planning and Zoning Commission and City Commission, where applicable. DRC typically meets in person once a month, holding a public meeting complete with a posted agenda satisfying public notice requirements.

For context, Seminole County, Altamonte Springs, Longwood, and Sanford all maintain some form of DRC or Development Review Team (DRT). These groups are made up of staff from multiple departments and meet regularly to review development applications. Seminole County and Longwood hold public meetings for their DRCs, while Altamonte Springs' process appears internal. Sanford's DRT meets weekly.

Alternatively, Oviedo and Winter Springs do not utilize a DRC. Oviedo assigns development review authority to the Land Use Administrator, who can act independently or delegate to other staff, and issues development orders directly. Winter Springs relies on staff review, with recommendations sent directly to the Planning and Zoning Board and City Commission.

While the DRC framework provided a structure for interdepartmental review, the formal committee format has become redundant and contributed to inefficiencies in processing timelines for development applications. The proposed amendment aims to revise the procedures related to development applications that currently require DRC review and approval. Instead of the formal committee, the ordinance authorizes the Administrative Official, once the technical review is complete, to approve minor site plan modifications and, when applicable, to provide recommendations to P&Z and City Commission for major site plans and developments of community impact (DCI).

This ordinance proposes the formal dissolution of the DRC and replaces the DRC meeting structure with an administrative process that retains the full and comprehensive scope of technical review, as seen in the attached workflow charts. Currently, technical reviewers provide comments through a coordinated internal process via CitizenServe, the City's online permitting system. It is proposed that all staff from reviewing divisions, departments, and agencies will continue to provide technical review in this way. Once all comments are addressed, the project will proceed through the approval process, ending with the approving authority issuing a formal Development Order (DO) that documents the approved scope of work, conditions, and references to relevant plan sheets.

<u>Technical Review Disciplines:</u>

- Addressing/GIS
- Arbor/Tree Preservation
- Building Safety
- Code Compliance
- Engineering
- Environmental
- Fire Safety
- Lakes Management
- Landscaping
- Planning & Zoning
- Police Safety
- Stormwater
- Transportation
- Utilities

The proposed change eliminates a non-substantive meeting step, streamlines internal coordination, and provides a more efficient development review process. Importantly, no technical reviewers are removed from the process, and no project can proceed without each department's sign-off in CitizenServe that all issues have been resolved. Public transparency is preserved through the formal documentation of Development Orders, which will include but not be limited to:

- Project description
- Site location/address and parcel ID
- Confirm zoning site data such as setbacks, FAR, ISR, etc.
- Summary of site improvements
- Conditions of approval (if any)
- References to relevant site plan sheets

- Clarifications on buffer widths, parking waivers, tree mitigation, etc.
- Signature of the administrative official

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

<u>CRITERION 1: Consistency with the Comprehensive Plan</u>
The proposed change is procedural in nature and does not alter how land use applications are reviewed for consistency with the Comprehensive Plan, minimum levels of service for infrastructure, or concurrency management. All existing technical reviewers, including those from Engineering, Utilities, Fire, Building, and other relevant divisions and departments, will continue to assess compliance with these requirements. This administrative approach maintains current review rigor while improving efficiency.

> *<u>Policy FLU 1.15 Concurrency Management System.</u> To determine whether a project proposal is in compliance with the City of Casselberry's Comprehensive Plan and Unified Land Development Regulations, a concurrency evaluation will be conducted during the development review process. The purpose of the evaluation is to determine whether the demand for capacity created by the proposed development can be met with the existing capacity of the public facility. The public facility capacity demands of the proposed development must not exceed the available capacities that correspond with the adopted level of service standards for the following public facilities and services:*
>
> - *Stormwater Drainage*
> - *Parks and Recreation*
> - *Potable Water*
> - *Sanitary Sewer*
> - *Solid Waste*
> - *Public Schools*
>
> The proposed procedural change does not weaken concurrency review or the evaluation of infrastructure capacity. By maintaining full interdepartmental and interagency technical review, the City continues to uphold this concurrency system. In fact, eliminating the ceremonial DRC meeting can help resolve reviews more swiftly, ensuring concurrency is verified without unnecessary delay in the approval process.
>
> *<u>Policy FLU 7.3 Unified Land Development Regulations.</u> The City shall retain, revise, or adopt as necessary all relevant ordinances, regulations, and policies that pertain to development, which will require development to occur in compliance with all elements of the City of Casselberry Comprehensive Plan.*
>
> The policy explicitly encourages the revision and modernization of the City’s land development regulations. The proposed ordinance achieves this by eliminating outdated procedural layers and relying on streamlined yet thorough internal review processes. This amendment reflects the City’s responsibility to evolve its regulatory framework in support of efficient economic development.

<u>CRITERION 2: Conformance with Ordinances</u>
The proposed ordinance modifies the City’s ULDR to formally repeal the DRC structure. All

other provisions of the Code, including zoning, site design, and development standards, remain in force and will continue to be enforced through interdepartmental technical review, followed by memorialization in a Development Order.

CRITERION 3: Changed Conditions
Staffing models, departmental participation, and technological improvements (e.g., electronic development permits) have undergone substantial changes since the original DRC framework was established in 2002. Additionally, the committee has become largely ceremonial. Since mid-2022, projects were typically only brought forward to DRC for approval when all or nearly all outstanding technical review comments were resolved.

CRITERION 4: Land Use Compatibility
The proposed change does not authorize or allow incompatible land uses. It only modifies the process by which site plan applications are administratively reviewed and approved. Land use compatibility will continue to be addressed through existing zoning and site plan review standards per the City's ULDR and Comprehensive Plan.

CRITERION 5: Adequate Public Facilities
All development applications will continue to undergo thorough interdisciplinary technical review by departments responsible for evaluating public facility adequacy, school concurrency, and utilities before a Development Order is issued.

CRITERION 6: Natural Environment
Environmental elements, such as stormwater management, tree preservation, and lake management, will continue to be reviewed by the appropriate staff during the technical review process. This procedural change does not reduce or eliminate the requirement for environmental review.

CRITERION 7: Economic Effects
While no immediate economic effects are anticipated, the ordinance promotes efficiency in the development review process, reducing unnecessary delays and indirectly lowering costs for applicants by providing approvals more swiftly. A simpler development process may encourage reinvestment and redevelopment, supporting property values and general welfare of the City.

CRITERION 8: Orderly Development
The proposed administrative process retains the same level of technical scrutiny, ensuring that development continues to conform to established patterns and regulations. Eliminating the DRC meeting has no effect on design standards, zoning consistency, or infrastructure coordination.

CRITERION 9: Public Interest
The proposal is in the public interest with the purpose of the ULDR to provide an efficient, fair, and technically sound process for development approvals. It eliminates a bureaucratic barrier while preserving full transparency and public access to decisions through the Development Order and existing public records procedures.

CRITERION 10: Other Matters
P&Z is encouraged to consider additional factors, including community feedback gathered during public hearings. The review process also supports active coordination between applicants and staff throughout the review cycle. Development Orders will be recorded with the Seminole County Clerk of the Court and will therefore be documented and publicly

accessible, ensuring greater transparency. These enhancements enable staff to expedite approvals and recommendations once all comments are addressed, thereby accelerating development timelines.

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

Recommendation: The City Manager and Community Development Director recommend approval of Ordinance 25-1625 on first reading.

Prepared by: Christopher Schmidt, Community Development Director

Attachments:
1. Ordinance 25-1625
2. Business Impact Statement
3. Current & Proposed Workflows
4. Presentation

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

10.B.

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: October 13, 2025

Subject: First Reading of Ordinance 25-1626 - Amending City Code Chapter 68 – Roadway and Utility Construction, Article IV – Communications Rights-of-Way

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Introduction: Ordinance 25-1626 provides for amending City Code Chapter 68, Article IV to update general permit requirements and security requirements for communications rights-of-way utilization permit applicants installing and maintaining communications services facilities in the public rights-of-way.

Background: The City of Casselberry is granted the authority, under Section 2(b), Article VIII, of the State Constitution, to exercise any power for municipal purposes, except when expressly prohibited by law. Through City Code of Ordinances Chapter 68, Roadway and Utility Construction, Article IV.- Communications Rights-of-Way, the City protects the public health, safety, and general welfare of the community by establishing reasonable rules and regulations necessary to manage the placement or maintenance of communications facilities in the public rights-of-way by all communications services providers and minimizing disruption to the public rights-of-way. The City has received requests from communications services provider industry representatives to update the existing ordinance to provide additional flexibility to (1) perform their own utility locates in the right-of-way to expedite their projects, which is ordinarily a responsibility of the City pursuant to Chapter 556, Florida Statutes; and (2) allow for projects exceeding 1,000 linear feet at a time, which the City has historically not permitted due to staff time constraints in performing utility locates and managing the projects, risks of damage to underground utilities, and disruption to city residents, pedestrians, and motorists.

Discussion: The City's reasonable rules and regulations pertaining to communications services providers have been enacted in compliance with and consistent with state and federal law, particularly Section 337.401, Florida Statutes which affirms that every municipality retains the authority to regulate and manage municipal roads or rights-of-way in exercising its police power, subject to the limitations imposed under state law, and that any rules or regulations adopted by a municipality which govern the occupation of its roads or rights-of-way by providers of communications services must be related to the placement or maintenance of facilities in such roads or rights-of-way, must be reasonable and nondiscriminatory, and may include only those matters necessary to manage the roads or rights-of-way of the municipality or county.

Communications services providers holding communications rights-of-way utilization permits ("permit" or "permits") are responsible for any damage resulting from the issuance of the permit pursuant to Section 337.401(2), Florida Statutes, and the City has enacted certain provisions relating to necessary insurance coverage, indemnification, and bonding to ensure that communications services providers are able to make such repairs and/or compensate the City for damages to the right-of-way. Multiple projects have caused significant damage as a result of communications services providers' installation or maintenance of communications facilities in the public rights-of-way, including damaged City-owned utility lines. In addition, there continues to be increasing demand by communications services providers for larger and more extensive installation projects within the City's rights-of-way.

The attached proposed ordinance provides for more stringent requirements for communications services providers seeking permits to install or repair communications services facilities in the public-right-of-way due to the requests by industry representatives to allow for larger projects to be permitted at a time. By adopting the additional rules and regulations established herein, the City treats providers of communications services in a nondiscriminatory and competitively neutral manner as required by state and federal law while also attempting to accommodate industry requests.

To summarize, the proposed amendments provide as follows:

- Strengthen the statement of authority, which is currently required, to also require the communications services provider registrant who is not the applicant for a specific project to accept responsibility for the acts and omissions of the permit applicant, its contractors, subcontractors, and others performing work through the applicant in the City's right-of-way.
- Codify that the City does have the right to restrict the work area per permit to 5,000 linear feet and that no more than two (2) permits may be issued to the same applicant at any one time.
- Authorizes the City Manager to execute third-party utility locates agreements with a communication services provider whenever the proposed work area exceeds 1,000 linear feet, which will permit the provider to hire a third-party contractor acceptable to the Utilities Director to perform utility locates as provided in Chapter 556, Florida Statutes (the Underground Facility Damage Prevention and Safety Act). The provider will be required to assume the risks of all inaccuracies and omissions of the locates performed by its third-party contractor and shall be required to indemnify and hold harmless the city for claims, damages, and expenses incurred as a result of the third-party contractor's work in performing the locates.
- Requires communications services providers and their contractors to immediately notify the Utilities Department in the event of damage to the City's underground facilities.
- Eliminates the requirement for surety bonds and replaces with the obligation to submit letters of credit to guarantee restoration of the right-of-way. For projects less than 1,000 linear feet, the letter of credit must be issued in the amount of $25,000.00, except where the applicant has a history of causing damages to the right-of-way in which case the amount is increased to $250,000.00. For projects exceeding 1,000 linear feet, the City shall require a cash escrow deposit in an amount equal to the greater of (i) $250,000.00 or 10% of the estimated project cost. However, the cash deposit may be reduced to $100,000.00 with remainder being secured by a letter of credit for those applicants without a history of causing damages to the right-of-way.

Budget Impact: There is no anticipated budget impact with this action.

Recommendation: The City Manager, Public Works Director and Utilities Director recommend approval of Ordinance 25-1626 on first reading.

Prepared by: Lorie Mertens, Assistant City Manager

Attachments:

1. Ordinance 25-1626
2. Business Impact Estimate

CITY MANAGER MEMORANDUM

11.A.

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: October 13, 2025

Subject: Public Hearing: Second Reading of Ordinance 25-1624 - Amending the ULDR Glossary to Revise the Definition of “Vehicle Services, Maintenance, and Light Mechanical Repair”

Introduction: Approval of Ordinance 25-1624 on second and final reading, amending the Unified Land Development Regulations to revise the definition of “Vehicular services, maintenance and light mechanical repair” to permit minor cosmetic body repair and painting activities within an enclosed structure, is requested. (TA 25-03)

Background: This proposed amendment addresses the practical constraints faced by existing vehicular service operations within the City, particularly those engaged in minor, cosmetic body repair services, such as dent removal and scratched painting. These activities, though critical to certain commercial operations, such as auto dealerships, are currently prohibited under the City’s ULDR. It should also be noted that all of the five auto dealerships currently operating in the City were approved and constructed at various points in the 1970s, 1980s and 1990s and were compliant with the code of their time, with varying circumstances.

This considered, the proposed change would clarify and modernize the definition of vehicular services to distinguish between major auto body work and limited cosmetic repairs. The proposed amendment would allow minor repairs and painting operations, such as repairing scratches and small dents. A caveat is provided in the definition that all such work is conducted inside a fully enclosed structure. Below is a table better describing the scope of minor vs major body work/painting services.

Major Indicators	Minor Indicators
Frame straightening or structural/collision repair	Paint touch-ups or spot painting (e.g., bumper scuffs, scratches)
Full-body or large-area repainting or resprays	Dent repair using non-invasive methods (e.g., paintless dent removal)
Welding or structural body modifications	Minor part replacement (e.g., mirrors, moldings, trims)
Visible ventilation or exhaust infrastructure	Small-scale chip or rust repair (no large surface sanding)
Sanding and priming bays	Vinyl wraps, decals, and detailing
Paint curing ovens	Wheel painting or powder coating

Tow-ins or high-volume vehicle storage	Supports another principal business (e.g., auto sales) or occurs at low volume.

Below is the proposed definition of vehicle services; words with underlined type shall constitute additions to the original text, and ~~strike-through~~ type represents deletions to the original text.

> *Vehicular services, maintenance and light mechanical repair.* Establishments for the dispensing of motor fuels and related products at retail and having pumps, underground storage tanks and other facilities for such activity and which may include the retail sale of minor automobile parts and accessories such as tires, batteries, sparkplugs, fanbelts, shock absorbers, mirrors, floor mats, cleaning and polishing materials and similar items, and which may include the inspection, servicing or minor repair of motor vehicles. Minor repair of motor vehicles may include repairing scratches, small dents, minor damage to bumpers, minor part replacement such as mirrors or trim, applying vinyl wraps and decals, paint touch-ups or spot painting (but not including full-body repainting or resprays), and other minor cosmetic repairs. Minor repairs and paint touch-ups shall occur in an enclosed structure. These services shall not include ~~body repair and painting,~~ frame straightening, tire recapping or vulcanizing, sales and major service, or storage of vehicles, equipment, parts, or chassis.

Affected Zoning Districts:

- General Commercial (CG), Industrial Medium (I-M) – vehicular services require conditional use approval
- Industrial (I), Service Commercial (CS) – vehicular services are permitted by right

The intent of the proposed ordinance is to better support compatible commercial activities and encourage reinvestment in commercial corridors. Additionally, the proposed amendment allows for business expansion while maintaining protections for surrounding land uses through the City's conditional use review process outlined in ULDR Article VI, Conditional Use Criteria. The City's Planning and Zoning Commission (P&Z) provided a favorable recommendation to the City Commission for the proposed ordinance during an advertised public hearing on August 13, 2025, in a 6-0 vote. At their September 22, 2025, Regular Meeting, the City Commission approved the proposed ordinance on first reading, with a 5-0 vote. Lastly, this public hearing was advertised in the Orlando Sentinel on October 2, 2025.

Discussion: City staff offers the following evaluation of the proposed amendment based on the criteria outlined in ULDR Section 1-2.9.C.

CRITERION 1. Consistency with the Comprehensive Plan

The proposed amendment is consistent with the City's Comprehensive Plan, which supports economic development, reuse of commercial spaces, and business retention. Allowing lower-intensity auto repair uses that are fully enclosed helps diversify the City's commercial offerings without encouraging large and industrial-scale operations in commercial areas. The policies listed below are supportive of the proposed ordinance.

> *Policy FLU 1.8.a. Commercial. Properties designated as Commercial may provide for a wide range of general retail, commercial activities, mixed-use (retail, office, and business, personal services and attached residential), and office/residential uses.*

The proposed change increases the versatility of the vehicular services land use definition by permitting the use of additional services commonly associated with light automobile repair, which are explicitly forbidden by the current definition. The need for this is evident in the amount of inquiries staff receives related to the topic and thus will help the City continue to adapt to changes in the local market.

> *Policy FLU 1.8.b. Commercial.* *Properties designated as Commercial shall be designed to minimize negative impacts upon adjacent residential areas and upon the function of arterial roadways through proper buffering, site design, multimodal connectivity considerations and traffic controls.*

This policy supports the proposed ordinance by emphasizing compatibility and design controls in commercial areas. The ordinance:

- Restricts minor repair and painting activities to enclosed structures, limiting noise, odor, and visual impacts on nearby uses.
- Maintains the requirement for conditional use approval in the CG district, ensuring case-by-case review of site layout, buffering, traffic access, and potential nuisance impacts.
- Encourages the orderly evolution of commercial activity along major corridors while protecting adjacent residential or mixed-use areas.

This approach is consistent with how land use intensities are managed in commercial corridors, where allowing lower-impact uses with design safeguards is done without eroding the established commercial fabric of the area.

> *Policy FLU 1.9.b. Industrial.* *Properties designated as Industrial shall be appropriately screened and buffered from adjacent residential uses.*

Industrial developments undergo the site plan review process, and thus are required to demonstrate compatibility with adjacent properties prior to operating, as provided in ULDR Article XVIII. Additionally, this ordinance requires all such work (minor paint touch-ups, dent repair) to be completed within an enclosed structure, providing additional separation from adjacent residential uses.

> *Policy FLU 1.9.c. Industrial.* *Other uses may be permitted as designated in the Unified Land Development Regulations, which are compatible with and do not adversely affect the character of the area to be reviewed as conditional uses.*

The proposed amendment is consistent with this policy because it adds a supportive, small-scale commercial-industrial function that is typical in I areas, particularly for used car lots, small repair vendors, and logistics/support operations. The activities permitted (minor paint touch-ups, dent repair) fall well below the intensity level of medium manufacturing or warehousing operations, yet still contribute to the economic diversity and utility of industrial districts.

> *Policy FLU 1.9.e. Industrial.* *Properties designated as Industrial shall not be directly visible by the traveling public from a major arterial roadway.*

No industrially designated properties in the City are directly visible from major arterial roadways, helping to minimize the visual impact of uses that may not reflect the aesthetic character of the City’s commercial corridors.

> *Policy FLU 1.9.f. Industrial. Properties designated as Industrial shall not have frontage along a major arterial roadway.*

No industrially designated property in the City has frontage on a major arterial roadway. Similar to the policy above, this helps to minimize the visual impact of uses that may not reflect the aesthetic character of the City’s commercial corridors.

> *Policy FLU 1.10.a. Industrial-Medium. Properties designated as Industrial-Medium shall provide for a wide range of clean, medium industry, including electronics and other high technology uses, fabrication, warehousing, wholesale commercial, manufacturing and support office activities.*

This policy reinforces that the I-M zoning district may accommodate uses beyond pure industrial activity, as long as they are compatible and subject to conditional use review. The ordinance fits squarely within this policy by:

- Allowing minor cosmetic repair and painting as part of the “vehicular services” use only in controlled settings (indoor-only, reviewed by P&Z).
- Providing the City flexibility to evaluate each site’s appropriateness, rather than imposing a blanket prohibition.

This reflects zoning category refinement, where a land use type is calibrated to allow modern, real-world activities that don't carry the intensity or externalities of traditional industrial operations.

> *Policy FLU 1.10.b. Industrial-Medium. Properties designated as Industrial-Medium shall be appropriately screened and buffered from adjacent residential uses and other non-industrial uses.*

Industrial developments undergo the site plan review process and are therefore required to demonstrate compatibility with adjacent properties prior to operation, as provided in ULDR Article XVIII. Additionally, this ordinance requires all such work to be completed within an enclosed structure, providing additional separation from adjacent residential or non-industrial uses.

> *Policy FLU 1.10.d. Industrial-Medium. Properties designated as Industrial-Medium shall not be directly visible by the traveling public from a major arterial roadway.*

No industrial-medium designated property in the City is directly visible from a major arterial roadway. Similar to the policies above, this helps to minimize the visual impact of uses that may not reflect the aesthetic character of the City’s commercial corridors.

> *Policy FLU 1.10.e. Industrial Medium. Properties designated as Industrial-Medium shall not have frontage along a major arterial roadway.*

No industrial-medium designated property in the City has frontage on a major arterial roadway. Similar to the policies above, this helps to minimize the visual impact of uses that may not reflect the aesthetic character of the City's commercial corridors.

> *Policy FLU 1.19. Incompatible Land Uses. Incompatible Land Uses. Land use activities which are potentially incompatible due to type or intensity of use, shall be buffered from one another through the provision of open space, landscaping, berms, aesthetically attractive walls, site layout and design characteristics, or other suitable means.*

The land use in question is conditionally allowed in CG and I-M and thus, the conditional use process will ensure compliance with the above screening and buffering requirements. Additionally, the use is permitted by right in the CS and I zoning districts, which are strategically located throughout the City specifically to prevent incompatibility. They are also subject to the site plan review process, providing an additional opportunity for City staff to ensure compatibility with adjacent uses.

> *OBJECTIVE FLU 2. Blighted Area Renewal and Redevelopment. The City shall encourage the redevelopment and renewal of economically underutilized or blighted areas.*

Vehicular services is one of the most requested land uses in the City. The proposed text amendment supports the redevelopment of blighted areas as it could allow for vacant or underutilized sites, particularly on CG or CS properties, to become activated.

> *Policy FLU 7.3 Unified Land Development Regulations. The City shall retain, revise, or adopt as necessary all relevant ordinances, regulations, and policies that pertain to development, which will require development to occur in compliance with all elements of the City of Casselberry Comprehensive Plan.*

This policy is the most directly supportive of the ordinance, as it calls for the ongoing refinement of the ULDR to ensure regulations stay relevant and functional. Further, this policy lays the foundation for this amendment, which updates a land use definition that has become outdated and overly restrictive, particularly in how it blocks minor cosmetic repair services commonly associated with auto dealerships. Lastly, it empowers the City to better implement its Comprehensive Plan by supporting business retention, modern use allowances, and predictable land use regulations.

> *Policy PRE 1.1.2. 2. Recognition of Private Property Rights. The right of a property owner to use, maintain, develop, and improve his or her property for personal use or for the use of any other person, subject to state law and local ordinances.*

The proposed ordinance supports the above policy as it expands allowable uses on commercial and industrial properties by eliminating an overly restrictive provision.

CRITERION 2. Conformance with Ordinances

The proposed amendment was crafted with other sections of the ULDR and broader Code of Ordinances in mind. By maintaining the conditional use requirement in CG and I-M zones, the City preserves an existing regulatory framework that evaluates compatibility and ensures proper site design, hazardous waste handling, and overall code compliance. Any new development or redevelopment of existing property for the purpose of implementing a vehicular service use will be subject to the site plan review process, as provided in ULDR Article XVIII. Additionally, the ordinance clarifies that all painting or minor repairs not previously allowed under the definition to be conducted indoors in an enclosed building.

CRITERION 3. Changed Conditions
Since the original adoption of this definition, there has been a noted uptick for minor cosmetic repair services, as an independent use or even accessory to auto sales businesses. The existing prohibition has proven overly restrictive, forcing businesses to seek locations outside the City or operate inefficiently. The proposed amendment responds to current commercial needs and operational realities presented to staff.

CRITERION 4. Land Use Compatibility
By requiring all minor repair and painting activities to occur within an enclosed structure and, in some instances, subjecting these uses to the conditional use process, the proposed amendment ensures compatibility with adjacent commercial and mixed-use properties. Noise, odor, and visual impacts can be effectively mitigated by keeping the use indoors. Additionally, the site plan review process, where applicable, will also help to ensure compatibility.

CRITERION 5. Adequate Public Facilities
The minor nature of these operations does not significantly increase demand on public services such as water, sewer, or transportation systems. Any impacts will be reviewed during the conditional use and site plan process.

CRITERION 6. Natural Environment
The proposed amendment does not authorize major body work or hazardous operations. Any use of hazardous materials (e.g., paints or solvents) will be subject to applicable environmental regulations and best management practices, ensuring no adverse impact on groundwater, aquifer recharge, or sensitive environmental areas.

CRITERION 7. Economic Effects
The proposed amendment supports business growth and retention, particularly for small businesses engaged in automobile sales and cosmetic repair. This may help preserve and contributing positively to the City's economic development goals.

CRITERION 8. Orderly Development
The proposed amendment promotes orderly development by allowing a currently prohibited but generally low-impact use in appropriate zoning districts, with some subject to a conditional use or site plan review. It supports a logical evolution of commercial uses without introducing incompatible industrial activity, especially into CG-zoned areas.

CRITERION 9. Public Interest; Enabling Act
The proposal is in the public interest, as it strikes a balance between flexibility and safeguards for neighborhood quality and land use compatibility. The proposed amendment is consistent with the enabling authority granted to the City under Florida law and the City's Charter.

CRITERION 10. Other Matters
The City Commission is encouraged to consider additional factors, such as community feedback during public hearings. Further, the proposed amendment preserves protections by maintaining restrictions on major mechanical work, outdoor storage, and high-impact auto body operations. This amendment also provides regulatory clarity to business owners, staff, and the public.

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

Recommendation: The City Manager and Community Development Director recommend approval of Ordinance 25-1624 on second and final reading.

Prepared by: Christopher Schmidt, Community Development Director

Attachments:

1. Ordinance 25-1624
2. Legal Advertisement
3. Business Impact Estimate
4. Presentation

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: October 13, 2025

Subject: Award of Bid and Construction Agreement with Cathcart Construction Company – Florida, LLC for the Central Casselberry Connectivity Project

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Introduction: Consideration to award a bid for ITB-2024-1207 to and execute a Construction Agreement with Cathcart Construction Company – Florida, LLC (Cathcart), in the amount of $2,642,052.90, for construction of FDOT Project 446163-1-58-01 Central Casselberry Connectivity Project (City project number PW 2301) is requested.

Background: The intent of the Central Casselberry Connectivity Project is to provide improved connectivity, safety enhancements, and traffic calming to South Winter Park Drive, Hibiscus Road, Iris Road, Jasmine Road, and Marigold Road. Elements of the project will include the installation of sidewalks, Rectangular Rapid Flashing Beacons (RRFBs), speed cushions, a 10ft wide shared use path (along South Winter Park Drive), lane narrowing and speed reduction, raised mid-block crosswalks, a roundabout at South Winter Park Drive/Wilshire Drive, drainage, and other improvements.

On April 14, 2025, the City Commission approved a Local Agency Program (LAP) agreement with the Florida Department of Transportation (FDOT) for construction services related to this project, in the amount of $1,929,297, for which the City's match is $965. Budget Amendment #25-025 recognized federal funding awarded for this project.

Discussion: FDOT provided concurrence to advertise for bids for this project on May 13, 2025. A solicitation for bids was advertised in the Orlando Sentinel and electronically broadcast on VendorLink on Saturday, June 7, 2025. A non-mandatory pre-bid meeting was held on Tuesday, June 10, 2025. Bids were received on July 8, 2025, from the four (4) vendors listed below:

- Atlantic Civil Constructors Corp
- Cathcart Construction Company – Florida, LLC
- Gibbs & Register, Inc.
- Masci General Contractor, Inc.

City staff reviewed the bids and determined Cathcart provided the lowest responsible and responsive bid, in the amount of $2,642,052.90, to construct the Central Casselberry Connectivity Project. The bid award is composed of both federally eligible ($2,639,990.40) and ineligible ($2,062.50) costs. However, federal funding budgeted under the LAP agreement is limited to $1,929,297, which creates a budget shortfall of approximately $710,693.40 ($2,639,990.40 - $1,929,297) for federally eligible items. However, MetroPlan

Orlando (MPO) recently awarded the City the additional $710,693.40 needed to cover the budgetary shortfall. *Supplemental Agreement No. 1 to the LAP agreement, recognizing the additional federal grant award by MPO, is being presented for consideration under a separate item on this same agenda.*

Furthermore, an additional 5% contingency is recommended to cover unexpected field changes, bringing the overall project total to $2,774,155.55 ($2,642,052.90 + $132,102.65). The Public Works Department budgeted $300,000 in FY 2025 to cover construction costs related to this project, which is adequate to fund the City's share of costs ($2,062.50) and 5% contingency ($132,102.65). Funding is addressed by a preceding item on this same agenda to roll over FY 2025 funds and recognize additional MPO funding.

Budget Impact: BA #26-001, *presented under a separate agenda item on this same agenda*, provides sufficient funding in the FY 2026 Sales Tax Fund to cover construction costs associated with the Central Casselberry Connectivity Project.

Recommendation: The City Manager and the Public Works Director recommend approval to award ITB-2024-1207 and execution of a Construction Agreement with Cathcart Construction Company – Florida, LLC in the total amount of $2,642,052.90 for construction of the Central Casselberry Connectivity Project and authorization for the City Manager to execute change orders up to a cumulative amount of 5% as needed for the project.

Prepared by: Kenna Henry, Special Projects Manager

Attachments:
1. Solicitation
2. Atlantic Civil Constructors Corp Submittal
3. Cathcart Construction Company - Florida, LLC Submittal
4. Gibbs & Register Submittal
5. Masci General Contractors, Inc. Submittal
6. Bid Price Evaluation Summary
7. Cathcart Construction Company - Florida, LLC Agreement