

CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, January 26, 2026
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 January 12, 2026 - Regular Meeting

6. PRESENTATIONS/ COMMENDATIONS

A. Mayor's Proclamation: United States Semiquincentennial

Vice Mayor Aramendia will present a proclamation to Dr. Deborah Bauer, Chair of the Seminole County Semiquincentennial (250) Planning Subcommittee, designating the Year 2026 as a year of celebration in honor of the United States Semiquincentennial.

7. CONSENT AGENDA

The action proposed to be taken is 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, Invoice No. 125682 - \$28.50
- Office of the State Attorney, Invoice No. CA010526 - \$100.00

B. Resolution 26-3558 - FY26 First Quarter Budget Amendments and Budget Transfers

Approval of Resolution 26-3558 to formally adopt budget amendments and budget transfers approved during the first quarter of FY 2026 is requested.

C. **Purchase of Services for Water Tower Cleaning and Painting from In Depth, Inc. for the Melody and Casselton Water Towers and Related BA #26-016**

Approval for the purchase of services to perform Water Tower Cleaning and Painting from In Depth, Inc for the Melody and Casselton Water Towers in the amount of \$270,396.00 and related BA #26-016 is requested.

8. DISCUSSION ITEMS

A. **Future Agenda Items**

9. RESOLUTIONS - None

10. FIRST READING OF ORDINANCES

A. **First Reading of Ordinance 26-1630 - Amending the City of Casselberry Code of Ordinances, Chapter 62, Pensions and Retirement, Article 1, Police Officers' and Firefighters' Pension Plan, Section 62-2031, Firefighters' Deferred Retirement Option Plan**

Approval of Ordinance 26-1630 on first reading amending City Code of Ordinance, Chapter 62 Pensions and Retirement to extend the Firefighters' Deferred Retirement Option Plan from the current 60 months to 96 months is requested.

B. **First Reading of Ordinance 26-1631 - Amending the City's Official Zoning Map by Amending the Oxford PUD Agreement (PUD 25-03) and Concept Plan at 201 and 205 S.R. 436**

Approval of Ordinance 26-1631 on first reading, amending the City's Official Zoning Map by amending the Oxford PUD Agreement and Concept Plan at 201 and 205 S.R. 436 is requested. (PUD 25-03)

C. **First Reading of Ordinance 26-1632 - Amending the Future Land Use Map Designation for 1775 Seminola Boulevard (Parcel ID 10-21-30-5TX-0F10-0000)**

Approval of Ordinance 26-1632 on first reading, amending the City's Future Land Use Map (FLUM) designation for five parcels located adjacent to the property at 1775 Seminola Boulevard (Parcel ID 10-21-30-5TX-0F10-0000) from Low Density Residential (LDR) to Low Intensity Nonresidential (LINR), is requested.

11. PUBLIC HEARINGS - None

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.)

12. OTHER ITEMS

A. **Volunteer Board Appointments**

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 December 1, 2025 through December 31, 2025**

The December 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: January 26, 2026
Subject: Minutes of January 12, 2026 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the January 12, 2026 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: January 26, 2026
Subject: Mayor's Proclamation: United States Semiquincentennial

Introduction: Vice Mayor Aramendia will present a proclamation to Dr. Deborah Bauer, Chair of the Seminole County Semiquincentennial (250) Planning Subcommittee, designating the Year 2026 as a year of celebration in honor of the United States Semiquincentennial.



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

7.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: January 26, 2026
Subject: Approval of Legal Services Invoices

Introduction: Consideration for approval of the legal services invoices from the Code Enforcement Special Magistrate and the Office of the State Attorney 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 Special Magistrate Services - December 2025 - Invoice No. 125682 - \$28.50

Office of the State Attorney

- Prosecution of City Ordinances - Quarter Oct. 1, 2025 - December 31, 2025 - Invoice No. CA010526 - \$100.00

Budget Impact: Funds for the Code Enforcement Special Magistrate's invoice are available in FY 2026 Budget Account No. 001-0140-514.31.03. Funds for the State Attorney's invoice are available in FY 2026 Budget Account No. 001-0140-514.31.05.

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. 125682
2. Invoice No. CA010526



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

7.B.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: January 26, 2026
Subject: Resolution 26-3558 - FY26 First Quarter Budget Amendments and Budget Transfers

Introduction: Resolution 26-3558 provides for formal adoption of budget amendments and budget transfers approved during the first quarter of FY 2026.

Background: According to Resolution 16-2815 approved by the City Commission January 11, 2016, the City Manager, on a quarterly basis, will provide an updated balance for City Commission reference information purposes as to budget changes authorized by the Commission via appropriate budget amendment resolutions. A listing of all budget amendments approved for the first quarter of FY 2026 is attached. Resolution 16-2815 also provides for City Manager budgetary authority to transfer monies within each department to the extent such transfers do not exceed appropriate levels for the departments or funds. A listing of the budget transfers made during the first quarter is also attached.

Discussion: The first quarter budget amendment and budget transfer listings for the Fiscal Year 2026 Approved Budget are attached for Commission review and approval.

Budget Impact: The First Quarter Budget Amendment spreadsheet details changes to the budget as a result of Budget Amendments adopted by the City Commission at various meetings during the first quarter of Fiscal Year 2026. The First Quarter Budget Transfer spreadsheet details changes made to the budget within each department as approved by the City Manager.

Recommendation: The City Manager and the Finance Director recommend approval of Resolution 26-3558.

Prepared by: CJ Kaawach, Senior Budget Accountant

Attachments:

1. Resolution 26-3558
2. FY26 First Quarter Budget Amendments Summary
3. FY26 First Quarter Budget Transfers Summary



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

7.C.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: January 26, 2026
Subject: Purchase of Services for Water Tower Cleaning and Painting from In Depth, Inc. for the Melody and Casselton Water Towers and Related BA #26-016

Introduction: Approval for the purchase of services to perform Water Tower Cleaning and Painting from In Depth, Inc for the Melody and Casselton Water Towers in the amount of \$270,396.00 and related BA #26-016 is requested. (Ref: PBA-2026-1387)

Background: The City owns and operates three Water Treatment Plants (WTPs) that supply potable water to its customers. All three treatment facilities have two ground storage tanks on site which store the treated water prior to it entering the distribution and reclaimed systems. The system additionally has two elevated storage tanks, one at South WTP on Casselton Drive and the other across from City Hall on Melody Lane. The ground storage tanks and elevated storage tanks need to be cleaned, inspected, and maintained regularly to meet the Florida Department of Environmental Protections requirements and extend their life expectancy.

Discussion: On November 17, 2025, City Commission approved piggyback agreement PBA-2026-1387 with In Depth, Inc. which provides for cleaning and inspection of storage tanks. Based on the piggyback agreement, City staff requested In Depth to provide a scope to repair, clean, and paint the two water towers. The Melody Water Tower requires interior repairs to internal coatings and the roof plates, as well as cleaning and painting for the exterior water tower to remove dirt and rust for the cost of \$140,413.54. The Casselton Water Tower only requires exterior cleaning and painting for the cost of \$129,981.89. Both water towers will be re-painted with the Casselberry Utilities (3 water drops) logo. The quotes include the mobilization, labor, material, and equipment costs for In Depth to perform these services. The total cost for both proposals is \$270,396.00.

These services were not budgeted for in Fiscal Year (FY) 2026. However, after required inspections were performed on the water towers, it was determined that refurbishment was needed earlier than anticipated. City staff requested quotes from In Depth, and staff found the pricing to be extremely favorable. BA#26-016 required to move funds to the correct account to fully fund these services.

Budget Impact: BA #26-016 increases the FY 2026 Water Production Repair & Maintenance Account and decreases the FY 2026 Water & Sewer Contingency Reserves Account by \$270,396.00, respectively.

Recommendation: The City Manager and Utilities Director recommend approval for the purchase of services for Water Tower Cleaning and Painting from In Depth, Inc. for the Melody and Casselton Water Towers and related BA #26-016.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. BA 26-016
2. Casselton Water Tower Quote
3. Melody Water Tower Quote



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: January 26, 2026
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

10.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: January 26, 2026
Subject: First Reading of Ordinance 26-1630 - Amending the City of Casselberry Code of Ordinances, Chapter 62, Pensions and Retirement, Article 1, Police Officers' and Firefighters' Pension Plan, Section 62-2031, Firefighters' Deferred Retirement Option Plan

Introduction: Approval of Ordinance 26-1630 on first reading amending City Code of Ordinance, Chapter 62 Pensions and Retirement to extend the Firefighters' Deferred Retirement Option Plan from the current 60 months to 96 months is requested.

Background: On October 1, 2015, the Casselberry Fire Department merged with the Seminole County Fire Service. City of Casselberry firefighters had the option to remain in the City pension plan or to join the County's plan. At this time, there are 65 active plan participants, 20 who are firefighters. City Code, Chapter 62.2031 (b)(3) allows these participants the ability to participate in the Deferred Retirement Option Plan (DROP) for a period not to exceed 60 months. Currently, Casselberry Police participants do not have a DROP option.

Discussion: Earlier this year, the City of Casselberry Police Officers' and Firefighters' Pension Plan Board of Trustees considered an amendment to City Code of Ordinances, Chapter 62, Pensions and Retirement, to allow for a longer DROP term. On August 12, 2025, the Board of Trustees unanimously voted to approve an ordinance amending Ch. 62, Article 1, Section 62-2031, Firefighters' Deferred Retirement Option Plan and to recommend consideration and approval of the ordinance by the City Commission. While there was some discussion of establishing a DROP option for Police participants, the Board Attorney advised that Police Union would have to vote on such a change. A majority of the firefighters in the plan support the extension of the DROP term.

The attached ordinance proposes to extend the Firefighters DROP Period of Participation from 60 months to 96 months. The attached Actuarial Impact Statement, dated September 23, 2025, indicates there is no cost associated with this amendment.

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

Recommendation: The City Manager recommends approval of Ordinance 26-1630 amending City of Casselberry Code of Ordinances, Chapter 62, Pensions and Retirement, Article 1, Police Officers' and Firefighters' Pension Plan, Section 62-2031, Firefighters' Deferred Option Plan upon first reading

Prepared by: Lorie Mertens, Assistant City Manager

Attachments:

1. Ordinance 26-1630
2. Actuarial Impact Statement
3. Transmittal Letter to City Manager
4. Business Impact Estimate



City of Casselberry

Community Development Department

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



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: January 26, 2026
Subject: First Reading of Ordinance 26-1631 - Amending the City's Official Zoning Map by Amending the Oxford PUD Agreement (PUD 25-03) and Concept Plan at 201 and 205 S.R. 436

Introduction: Approval of Ordinance 26-1631 on first reading, amending the City's Official Zoning Map by amending the Oxford PUD Agreement and Concept Plan for two (2) parcels generally located at the southeast corner of the intersection of S.R. 436 and Oxford Road is requested. (PUD 25-03)

Background: The applicant and property owner, Mr. Nicholas Jones, wishes to amend the City's official zoning map to PMX-MID for the subject property, comprised of two (2) parcels addressed at 201 S.R. 436 and 205 S.R. 436 (Parcel IDs 17-21-30-510-0000-001A and 17-21-30-510-0000-001B), totaling ±4.48 acres. The ordinance also includes a PUD agreement and concept plan for a multi-tenant retail/commercial plaza with a bank and three quick service restaurants. On December 16, 2024, the City Commission approved a rezoning of the property from CG to PMX-MID via Ordinance 24-1615, which established a PUD Agreement and Concept Plan. The previously-approved Agreement and Concept Plan shall be superseded and replaced with the Amended and Restated PUD Agreement and Concept Plan attached to the proposed ordinance if approved.

Section 1-2.8 of the City's Unified Land Development Regulations (ULDR) provides for the City Commission's Role in adopting and amending land development regulations consistent with Florida Statutes § 163.3202. Since P&Z provided favorable recommendation, the City Commission must review the petition and consider the criteria in Section 1-2.9.C, further analyzed in this report. Due public notice shall also be provided accordingly per Florida Statutes § 166.041.

PMX-MID (Planned Mixed-Use: Medium Rise) is classified as a PUD zoning district and must adhere to the requirements outlined in ULDR Article XX, Planned Unit Development. Further, PMX zoning districts require approval of a PUD agreement and associated Concept Plan as part of the rezoning process. Additionally, ULDR Section 4-20.3, which outlines PUD review and approval procedures, states that all planned unit developments shall be reviewed and processed as a zoning map amendment per the City's Code of Ordinances Section 66-58.

Approval of a concept plan ensures that development is consistent with ULDR Chapter III, Performance Criteria, Article XVIII, Site Plan Review, and Article XIX, Subdivision Regulations. The concept plan has been reviewed and approved by City staff from applicable departments and the City's administrative official, which is currently the Community Development Director. Additionally, on Wednesday, December 10, 2025, at an advertised public hearing (December 1, 2025), the City's Planning and Zoning Commission/Local Planning Agency (P&Z) voted unanimously, 6-0, to recommend that the City Commission approve Ordinance 26-1631, including the PUD agreement and concept plan.

Discussion: The subject properties are ±4.48 acres and identified as Parcel ID 17-21-30-510-0000-001A (201 S.R. 436) and Parcel ID 17-21-30-510-0000-001B (205 S.R. 436), southeast of the intersection of Oxford Road and S.R. 436. The properties have a Major Thoroughfare Mixed-Use (MTMU) Future Land Use Map (FLUM) designation and are zoned PMX-MID (Planned Mixed-Use: Medium Rise). The subject properties are also located within the Community Redevelopment District (CRD) and the Oxford Park Overlay District (OPOD).

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 applies since a property owner initiated this request.

CRITERIA 1. Consistency with Comprehensive Plan

The subject properties are ±4.48 acres and located at 201 S.R. 436 and 205 S.R. 436, southeast of the intersection of Oxford Road and S.R. 436. The properties have a Major Thoroughfare Mixed-Use (MTMU) Future Land Use Map (FLUM) designation and are zoned PMX-MID (Planned Mixed-Use: Medium Rise). The subject properties are also located within the Community Redevelopment Agency (CRA) and the Oxford Park Overlay District (OPOD).

The proposed amendment is consistent with the following goals, objectives, and policies found 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 PMX-MID zoning district is compatible with the existing Major Thoroughfare Mixed-Use FLUM designation. Further, the proposed use of retail and general commercial uses does not conflict with the intent of the PMX-MID zoning district, which is to provide for general retail and commercial service activities.

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 PMX-MID zoning district is a medium-density/medium-intensity zoning district that allows for a higher floor-to-area (FAR) ratio and impervious surface ratio (ISR). City staff find PMX-MID

appropriate, given the surrounding uses, and that the subject properties are situated on S.R. 436, a major arterial roadway. Adjacent properties support commercial/retail uses in Seminole County or fall within Casselberry's jurisdiction with a Major Thoroughfare Mixed-Use FLUM designation.

Policy FLU 1.15, Concurrency Management System. A Concurrency Management System has been implemented to ensure that the public facilities and services and established levels of service are available concurrent with the impact of development.

The proposed development will utilize water and sanitary sewer services from Seminole County, and capacity has been verified. 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 management, and environmental impacts per ULDR Article IX, Concurrency Management.

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.

According to ULDR Section 3-9.9, Methodology for Determining Demands on Concurrency Facilities, all new developments expected to generate 500 or more trips per day must submit a traffic analysis. However, upon further review, the city's Administrative Official may also require the submission of traffic analysis for developments that generate less than 500 trips per day if the site location, anticipated total trip generation and circulation patterns warrant a more extensive review of traffic impacts. The proposed development is expected to generate an additional 1,003 trips per day, on average.

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

The subject properties are made up of two parcels, one currently vacant, and the other, the larger of the two, has one abandoned building that previously served as an office space. The smaller vacant parcel most recently operated as a gas station, which was demolished in August 2023. The former office building will be demolished before development. The proposed amendment will allow the applicant to pursue redevelopment, thereby activating a site that has been blighted and economically underutilized for years since the previous business closed in 2018.

Goal HC 2. Improve Built Environment to Promote Physical Activity. Promote site design that encourages pedestrian activity. Promote the joint use of public facilities and encourage development of parks and open spaces within residential areas to make it easier for all community members to engage in regular physical activity.

The applicant shall develop the site according to current regulations, including the City's Healthy Community Complete Streets Policy and Design Guidelines (Complete Streets Policy). The Complete Streets Policy supports improved pedestrian circulation, particularly to adjacent sites and S.R. 436, including sidewalk connections and bicycle parking. These connections contribute to Casselberry's sprawling sidewalk network.

Objective HC 3.3, Promote Easier Access for All Residents to Stores and Markets

The proposed amendment and resulting development will provide additional dining opportunities for residents and visitors. The concept plan proposes three quick-service restaurants.

Objective HC 5.2B, Promote Pedestrian and Cyclist Safety. Casselberry shall encourage Complete Streets designs to enhance the pedestrian and cyclist environment.

The site's design shall emphasize pedestrian and cyclist comfort and safety. Utilization of various traffic management techniques, such as adequate site lighting and cross-walk striping, will be provided.

CRITERIA 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 Major Thoroughfare Mixed-Use FLUM designation. Additionally, the proposed Concept Plan and PUD Agreement conform to the requirements of ULDR Article XX, Planned Unit Development.

CRITERIA 3. Changed Conditions/Justification

In 2024, city staff was approached with a request to redevelop the subject properties into three quick service restaurants and a grocer. This application, concept plan and associated PUD agreement was approved on second reading on December 16, 2024 per ordinance 24-1615. The changed condition in this instance involves amending the existing PUD agreement to include three quick service restaurants and a bank instead of three quick service restaurants and a grocer. The applicant is now ready to pursue development based on the provided concept plan.

CRITERIA 4. Land Use Compatibility

The subject properties sit adjacent to S.R. 436 on its north side and with Oxford Road on the west. To the south and east are commercial properties in unincorporated Seminole County, accommodating a range of retail and consumer service uses. The proposed PMX-MID zoning classification is supported by its proximity to S.R 436, which is classified as a major arterial road. Overall, the proposed PUD amendment is compatible with surrounding properties and adjacent land uses.

CRITERIA 5. Adequate Public Facilities

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

CRITERIA 6. Natural Environment

The subject properties are not located in a wetland or floodplain, and as such, the proposed amendment is not anticipated to negatively affect the natural environment.

CRITERIA 7. Economic Effects

The proposed amendment will not result in any negative economic impacts.

CRITERIA 8. Orderly Development

Per ULDR Section 4-20.3.C., the applicant submitted a concept plan for the proposed development of the subject properties, which was approved by the City's administrative official following staff review on November 18, 2025. The concept plan informed the general terms of the PUD agreement, which will govern the 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 properties. 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.

CRITERIA 9. Public Interest

The proposed amendment is in the public's interest as leaving commercial properties vacant for extended periods can significantly negatively affect a community. Urban blight can bring down property values. Additionally, vacant sites also reduce local tax revenue, miss opportunities for job creation, and can attract crime.

CRITERIA 10. Other Matters

P&Z is encouraged to consider additional factors, such as community feedback during public hearings, the subject properties' proximity to the S.R. 436 and S. U.S. Hwy 17-92 intersection, and the intent of the Major Thoroughfare Mixed-Use FLUM designation.

CRITERIA 11. Property Description.

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

CRITERIA 12. Disclosure of Ownership.

The applicant, Mr. Nicholas Jones, is the property owner and is the corporate officer of Alluvion Advisors LLC, which owns Alakai Capital LLC which owns Colonial Outparcel LLC.

CRITERIA H. Impact On Surrounding Properties And Infrastructure.

Redeveloping the subject properties will boost the appeal of the surrounding area by increasing the variety of available general retail and commercial services. Further, given since the project is subject to CRA, OPOD, and other urban design standards, the improved aesthetics will add to the overall character of the OPOD.

The development's location at a major intersection (S.R. 436 and Oxford Road) suggests the potential for increased traffic flow, typically at peak times or weekends. To avoid vehicles suddenly breaking on S.R. 436, two vehicle entrances are proposed on Oxford Road. Vehicular cross-access is also provided to the property to the southeast. There is also a Lynx bus stop on the opposite side of Oxford Road, providing an alternative method of transportation to the subject properties that may lighten traffic flow.

CRITERIA I. Undeveloped Land With Similar Zoning.

There are 5.57 acres of undeveloped land zoned PMX-MID throughout the city. However, within 1,000 ft., there are no undeveloped parcels with PMX-MID zoning.

Budget Impact: There is no impacted anticipated to the City's budget.

Recommendation: The City Manager and Community Development Director recommend that the City Commission approve Ordinance 26-1631 on first reading, based on the staff report and the testimony and evidence presented, that the request meets the applicable provision of the ULDR and is consistent with the City's Comprehensive Plan as per the written findings in the staff report.

Prepared by: Christopher Schmidt, Community Development Director

Attachments:

1. Ordinance 26-1631
2. Property Survey
3. Business Impact Statement
4. Presentation Slides



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

10.C.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: January 26, 2026
Subject: First Reading of Ordinance 26-1632 - Amending the Future Land Use Map Designation for 1775 Seminola Boulevard (Parcel ID 10-21-30-5TX-0F10-0000)

Introduction: Approval of Ordinance 26-1632 on first reading, amending the City's Future Land Use Map (FLUM) designation for five parcels located adjacent to the property at 1775 Seminola Boulevard (Parcel ID 10-21-30-5TX-0F10-0000) from Low Density Residential (LDR) to Low Intensity Nonresidential (LINR), is requested. (FLU 25-01)

Background: There are five subject parcels that comprise a total of ±2.8 acres, which are located directly south Geneva School at 1775 Seminola Boulevard. Only one of the five parcels is developed and consists of a single-family home, which is addressed at 1490 Azalea Avenue. The Geneva School purchased the subject parcels in Dec. 2022 and met with City staff in June 2025 to discuss next steps, as they intend to use them to expand the school's campus. More specifically, the applicant, John Classe, has indicated that developing the properties is among the first steps of a larger plan to upgrade the campus with various new buildings and amenities. That said, the subject properties specifically will be used to expand the existing parking lot by approximately 120 parking spaces as well as construct a new soccer field near the existing track, complete with a field house and bleachers. To proceed, a FLUM designation consistent with the rest of the Geneva School property is needed. As such, staff is recommending Low Intensity Nonresidential (LINR). At an advertised public hearing on January 14, 2026, the Planning and Zoning Commission, the City's Local Planning Agency (LPA), recommended approval of this item to the City Commission by a 6-0 vote.

Discussion: Consistency with Comprehensive Plan

The proposed FLUM amendment is consistent with the following policies and objectives found in the City's Comprehensive Plan:

- *Policy FLU 1.6 – Low Intensity Non Residential/Medium Density Residential.* Properties designated Low Intensity Non Residential/Medium Density Residential shall provide for general retail and commercial activities and attached and detached residential purposes. This area may be developed at a Floor Area Ratio of no greater than 0.25 and a gross residential density not exceeding 13 units to the acre.
- *Policy FLU 8.1 – Future Land Use Map Amendments.* Unless otherwise provided by law, the Comprehensive Plan of the City of Casselberry may be amended in accordance with Sections 163.3184 and 163.3187 Florida Statutes.

- *Policy FLU 11.3 – Performance Standards.* In order to protect the residential character of those areas defined by Objective FLU 11, medium and high density residential, office and commercial uses shall be subject to performance standards within the Unified Land Development Regulations (ULDR).

Land Use Compatibility

To the north and east of the subject properties is the existing Geneva School campus. To the west is more Geneva School property and five single family homes located in unincorporated Seminole County. To the south are the same five single family homes, some vacant wetlands and Seminola Boulevard, which is considered a “Minor Arterial” roadway per the City’s Comprehensive Plan. From a compatibility perspective, a concern on staff’s part is the single-family homes located to the south. Since Geneva School was built, the subject properties, largely due to their size and vacancy, have served as a *de facto* buffer between the school and these homes.

The proposed FLUM change will change this, extending the school’s property directly adjacent to them. This considered, however, staff feels the impact will be minimal given that the proposed use for the subject properties is parking and/or recreation and open space areas. Additionally, it should be noted that the Geneva School’s property lines *already* extend this far south along the majority of its southern perimeter. Further, the southern perimeter also borders other single-family homes, with the only exception currently being the location of the subject properties. According to the City’s Comprehensive Plan, areas with the Low Intensity Nonresidential (LINR) FLUM designation may provide for a range of general retail, commercial activities, mixed-use (retail, office, and business, personal services and attached residential), and office/residential uses. Additionally, the site plan review process will assess landscape buffers, lighting, parking and connectivity.

To recap, the proposed change would have no adverse impacts with regard to compatibility in the north or east as this is existing Geneva School property. Further, for the reasons stated above, staff acknowledges that the FLUM change would result in a changed condition for some nearby residents to the south and west, but feel that its impact will resemble conditions that have existed since the school’s inception.

Adequate Public Facilities

Police services are provided to the subject property by the City of Casselberry, and fire services are currently provided by Seminole County. Vehicular and pedestrian access will be provided via the main entrance to the school on Seminola Boulevard. Additionally, a school impact analysis from Seminole County Public Schools demonstrating school concurrency prior to rezoning the subject property is not necessary given that the proposed FLUM designation is non-residential. Lastly, city water and sanitary sewer services are available to the subject property.

Natural Environment

The site plan review processes will ensure that environmental impacts associated with any development of the subject property are mitigated. Therefore, the proposed FLUM amendment is not anticipated to have any negative effect on the natural environment.

Orderly Development

The proposed FLUM amendment will require that the property be rezoned to a zoning designation that is consistent with Low Intensity Nonresidential (LINR). The applicant has expressed their intent to rezone to PMX-L (Planned Mixed-Use: Low Intensity), which is

consistent with the Low Intensity Nonresidential (LINR) FLUM designation and the rest of the Geneva School property. All plans to develop the subject property will be reviewed and shall adhere to the requirements of the City's ULDR and Code of Ordinances.

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

Recommendation: The City Manager and Community Development Director recommend that the City Commission approve Ordinance 26-1632 on first reading, based on the staff report and the testimony and evidence presented, that the request meets the applicable provision of the ULDR and is consistent with the City's Comprehensive Plan as per the written findings in the staff report.

Prepared by: Christopher Schmidt, Community Development Director

Attachments:

1. Ordinance 26-1632
2. Property Survey
3. Business Impact Statement
4. Presentation Slides



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

12.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: January 26, 2026
Subject: Volunteer Board Appointments

Introduction: Applications are being presented for consideration for appointments to the Planning & Zoning Commission and the Parks & Recreation Advisory Board, and ratification of the Police Officers' & Firefighters' Pension Board's Fifth Member.

Background: The City Clerk has provided the volunteer board applications in alphabetical order and worksheets to facilitate the appointment process. Current reappointments/vacancies/appointments are as follows:

Planning & Zoning Commission - Two (2) Regular Member Reappointments/Two (2) Regular Member Vacancies

The Planning & Zoning Commission consists of seven (7) members and one (1) alternate member who serve two (2) year terms. The board appointment policy provides for consideration of reappointments first. Kyle Curran, and Tim Veigle have submitted applications to be considered for reappointment. All appointees' terms will be through January 31, 2028. The two (2) vacancies are due to Mike Lucas and Carolyn Stanley not seeking reappointment.

Parks & Recreation Advisory Board - Two (2) Regular Member Reappointments/One (1) Regular Member Vacancy

The Parks & Recreation Advisory Board consists of seven (7) members who serve two year terms. The board appointment policy provides for consideration of reappointments first. Buffy Werle and Sarah Wilson have submitted applications to be considered for reappointment. The vacancy is due to LeAnn Nash being termed out after completing her third term on the Board. All appointees' terms will be through January 31, 2028.

Police Officers' & Firefighters' Pension Board of Trustees

The Police Officers' & Firefighters' Pension Board of Trustees consists of five (5) members who serve two year terms. Two (2) of the members are City residents appointed by the City Commission, one (1) member is a Police Officer Member of the plan and (one (1) member is a Firefighter Member of the plan, who are elected by the majority of the Police Officers or Firefighters respectively. The fifth member is chosen by a majority of the four (4) other members and that selection is ratified by the City Commission.

Ratification of the Fifth (5th) Member

On November 18, 2025, the Pension Board unanimously voted to reappoint James Goodman as its fifth member, term effective through December 31, 2027. A motion to ratify James

Goodman's reappointment as the fifth member of the Pension Board is requested.

Firefighter Elected Member

Nominations were requested of the Firefighter members of the plan in December and only one nomination was received. The nominee, Matthew Hettler, was re-elected by acclamation as the Firefighter Member of the Board. No action is needed by the City Commission.

Police Officer Elected Member

Nominations were requested of the Police Officer members of the plan in September after Ronald Phillips resigned from the position, and only one nomination was received. The nominee, Matthew Fields, was elected by acclamation as the Police Officer Member of the Board. No action is needed by the City Commission.

Discussion: The Board Appointment Policy provides for consideration of reappointments first and for alternate members to be considered first to fill any regular member vacancies that may occur. Board members are limited to three consecutive terms on a board, with the exception of the Pension Board. Appointments to fill an unexpired term do not count as a member's first term. The board appointment policy and attendance logs for the Planning and Zoning Commission and the Parks and Recreation Advisory Board are being provided for your reference. The City Clerk will provide additional background information and guidance at the meeting, as needed.

Budget Impact: This item has no impact to the budget.

Recommendation: The City Manager and the City Clerk recommend the City Commission consider the submitted applications for appointments to the various boards.

Prepared by: Donna Gardner, City Clerk

Attachments:

1. Resolution 24-3434 - Board Appointment Procedures Policy
2. 2026 Planning & Zoning Commission Worksheet
3. 2025 Planning and Zoning Commission Attendance Log
4. 2026 Parks & Recreation Advisory Board Worksheet
5. 2025 Parks and Recreation Advisory Board Attendance Log
6. 2026 Pension Board Worksheet
7. Blake, Antoine - Board Application
8. Bourgoin, Andrea - Board Application
9. Bourgoin, Andrea - Resume
10. Chaix, Barrett - Board Application
11. Crosby Garcia, Lourdes - Board Application
12. Crow, Kimberly - Board Application
13. Curran, Camden (Kyle) - Board Application
14. Fortis, Alexander - Board Application
15. Nolen, Karen - Board Application
16. Sparrow, Robert - Board Application
17. Veigle, Tim - Board Application
18. Werle, Buffy - Board Application
19. Wilson, Sarah - Board Application

20. Witherspoon, James - Board Application
21. Witherspoon, James - Résumé



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

14.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: January 26, 2026
Subject: Procurement Information Report for the Period December 1, 2025 through December 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 December 1, 2025 through December 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 December 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. January 2026 Procurement Information Report