



OFFICIAL NOTICE

CITY OF CASSELBERRY PLANNING AND ZONING COMMISSION LOCAL PLANNING AGENCY

Wednesday, April 8, 2026
6:30 PM

City Commission Chambers
1st Floor, Casselberry City Hall
95 Triplet Lake Drive, Casselberry, Florida

TO THE PUBLIC: Persons are advised that if they decide to appeal any decisions made at these meetings/hearings they will need a record of the proceedings and for such purpose, they may need to ensure that a verbatim record of the proceedings is made which record includes the testimony and evidence upon which the appeal is to be based per Section 286.0105, Florida Statutes.

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City of Casselberry A.D.A. Coordinator, 48 hours in advance of the meeting at (407) 262-7700, ext. 1150.

This is a public meeting, and the public is invited to attend. This agenda is subject to change. Please be advised that one (1) or more members of the City Commission and/or one (1) or more members of any of the City's Advisory Boards may be in attendance and may participate in the discussion at the meeting.

Persons can obtain an electronic copy of the agenda packet for this meeting by making a public records request to the City Clerk's Office by calling (407) 262-7700, Ext. 1133 or emailing cityclerk@casselberry.org.

AGENDA

1. **Call to Meeting to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes**
 - A. **Minutes of January 14, 2026 - Regular Meeting**
 - B. **Minutes of February 11, 2026 - Regular Meeting**
 - C. **Minutes of March 11, 2026 - Regular Meeting**
5. **Disclosure of Ex Parte Communications**
6. **Conditional Use Applications**
 - A. **COU 26-03: Residential Dock at 15 Plumosa Ave**

The Community Development Department – Planning Division requests that the Planning and Zoning Commission hold a public hearing to consider a conditional use to allow a fixed residential dock at 15 Plumosa Avenue.
7. **Site Plan Applications**
 - A. **SPR 25-09: Development of Community Impact for Casselberry Corners at 201 & 205 S.R. 436**

Recommendation to the City Commission of approval of a development of community impact for Casselberry Corners located at 201 & 205 S.R. 436, is requested.

8. Future Land Use Map and Zoning Map Amendments - None

9. Public Hearings

10. Other Business

11. Citizens' Comments

12. Adjournment

Date

Donna G. Gardner, CMC
City Clerk



City of Casselberry

Planning Division

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

To: Planning and Zoning Commission
From: Community Development Staff
Date: April 8, 2026
Subject: COU 26-03: Residential Dock at 15 Plumosa Ave

REQUEST: The Community Development Department – Planning Division requests that the Planning and Zoning Commission hold a public hearing to consider a conditional use to allow a fixed residential dock at 15 Plumosa Avenue.

INTRODUCTION: The purpose of this report is to provide the Planning and Zoning Commission/Local Planning Agency with information regarding the request submitted by the Applicant, Charles Grindrod, to construct a fixed residential dock at 15 Plumosa Avenue.

GENERAL INFORMATION: The subject property is designated Low Density Residential (LDR) on the Future Land Use Map (FLUM) and is zoned R-9 (Low Density Single-Family). Pursuant to Table 2-5.3, “Land Use by District,” of the City’s Unified Land Development Regulations (ULDR), piers, boat slips, and docks (non-commercial) are permitted through Conditional Use approval. Article II, Section 1-2.6 of the ULDR authorizes the Planning and Zoning Commission/Local Planning Agency to review and approve Conditional Use requests. Article VI sets forth specific criteria for approving Conditional Use requests.

In March 2026, the Applicant, who is also the Property Owner, submitted a Conditional Use application to reconstruct the dock. The proposed project includes modifications to the existing wooden dock, specifically a reduction in overall size. The existing dock on this property consists of an access pier 5’x15’ and a platform 10’x22’ at the end, for a total square footage of ±295 square feet. The proposed wooden dock will be reduced in size, keeping its 5’ wide access pier while constructing a smaller platform 12’x12’, which results in a total square footage of ±144 square feet.

The applicant has confirmed plans to ensure that the ± 53 feet of lake frontage on the subject property is landscaped with at least 50 percent of Florida native species. Additionally, since the dock will extend more than 10 feet from the shoreline, the full length of the structure will be illuminated with solar-powered lighting fixtures from sundown to sunrise, in compliance with applicable requirements.

The dock is intended for private use by the Applicant. The subject property abuts the lakebed of Lake Ellen, which is owned by the City of Casselberry. The Applicant is required to execute a Hold Harmless and Maintenance Agreement with the City prior to construction. The Public Works Department will review the final design of the dock as part of the building permit approval process.

ANALYSIS: Article VI, Section 2-6.2(B) of the ULDR provides specific criteria for conditional use review and approval:

1. **Land use compatibility.** Currently, there are numerous docks located on Lake Ellen, most of which are located on its north side. This contrasts with the subject property, which is on the south side of the lake. In any case, the proposed design of this dock is similar in size and composition to

those existing on the lake. Generally, docks are compatible with adjacent properties with residential uses; the homeowner's private use of the dock will not adversely impact the neighboring areas.

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

ULDR Section 2-7.7(C)(9) does not consider docks as yard encroachments so long as they receive approval from the City Engineer. The Public Works Department will also review the final design of the dock as part of the building permit approval process. The Applicant shall ensure that all requirements from the City Engineer and the Public Works Department are met.

3. Proper use of mitigative techniques. The site is surrounded by similarly situated single family residential properties, some of which also have docks. The Applicant shall ensure that all requirements from the City Engineer and Public Works Department are met. Per City Code Section 94-5, if the dock is proposed to extend more than 10 ft. from the shoreline, it must be adequately lit from sunrise to sunset. Since the proposed dock extends approximately 30 ft. from the shoreline, the conditions of approval will include the City Code's lighting requirement. This considered, staff has confirmed with the Applicant that the dock will be lit using solar-powered lights placed no more than 10 ft. apart for the length of the dock.

4. Further, ULDR Section 3-11.5 indicates that development occurring adjacent to a lake shoreline or wetland area shall prepare a design and management plan for the vegetation along the shoreline. The Applicant shall submit a shoreline protection plan as part of the building permit submittal to limit biodiversity loss and ensure minimal impacts on water quality and shore erosion.

5. **Hazardous waste.** No hazardous wastes or materials shall be stored on the dock.

6. **Compliance with applicable laws and ordinances.** Upon approval of the conditional use, the Applicant shall obtain a building permit from the City prior to construction. The Applicant's permit submittal shall comply with all applicable local, state, and federal requirements.

STAFF RECOMMENDATION: Staff recommends that case number COU 26-03 be approved with staff's conditions, based upon the staff report and the testimony and evidence presented, that the request meets the applicable provisions of the City Code of Ordinances and Unified Land Development Regulations (ULDR) and is consistent with the Comprehensive Plan as per the written findings contained within the staff report. The conditions of approval are as follows:

1. All Public Works conditions shall be met. These conditions include the following:

a. A building permit shall be required for the proposed dock. The following are conditions and/or items that will apply to said permit:

i. NO FILL may be imported without compensating storage as part of the dock's construction for the portion within the Special Flood Hazard Area (SFHA), also known as the 100-year floodplain. This must be specified in writing on the building permit application.

ii. Per Section 3-11.5 of the City's ULDR, Lakeshore Protection, the submittal should include a plan for permanent revegetation of the shoreline to bring it into compliance with City Code and State Law. At least 50% of the shoreline should be vegetated with native species. City staff can assist with aspects of the shoreline protection plan, including shoreline plant species recommendations. Please contact Public Works at 407-262-7725 for more information.

2. Per City Code Section 94-5, the dock shall be properly lit from sunset to sunrise to show its overall length, as it is proposed to extend further than 10 ft. from the shoreline.

3. A building permit shall be submitted within 180 days of conditional use approval.

4. The dock shall be kept in good condition. The conditional use shall become null and void if the dock sustains damage or falls into disrepair, is not repaired or replaced within 6 months, and is taken before the Special Magistrate for the code violation.

5. A new conditional use will be required if the size or dimensions of the dock is increased.

6. The site's numerical address must be clearly posted on the dock in an area visible from the waterbody.
7. The Applicant shall submit with the building permit application an executed Hold Harmless and Maintenance Agreement with the City.
8. All the above conditions shall be fully and faithfully executed, or the conditional use shall become null and void.

ATTACHMENTS:

1. Letter of Intent
2. Site Plan
3. Aerial 15 Plumosa Avenue
4. SCPA Property Record Card



City of Casselberry

Planning Division

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

To: Planning and Zoning Commission
From: Community Development Staff
Date: April 8, 2026
Subject: SPR 25-09: Development of Community Impact for Casselberry Corners at 201 & 205 S.R. 436

REQUEST: Recommendation to the City Commission of approval of a development of community impact for Casselberry Corners located at 201 & 205 S.R. 436, is requested.

INTRODUCTION: The Community Development Department's Planning Division requests that the Planning and Zoning Commission/Local Planning Agency (P&Z) consider a request from Gwendolyn Nicholas, the applicant who represents Kimley-Horn and Associates, for a recommendation of approval to the City Commission for a development of community impact for the infrastructure portion of the redevelopment of the old Chevron and Suntrust located at 201 & 205 S.R. 436.

GENERAL INFORMATION: Located on the southeast corner of the intersection of Oxford Road and S.R. 436, the subject properties are ±4.26 acres, has a Major Thoroughfare Mixed-Use (MTMU) Future Land Use Map (FLUM) designation, and is zoned PMX-MID (Planned Mixed Use: Medium Rise). Additionally, the proposed development is located within the Oxford Park Overlay District (OPOD). The applicant intends to redevelop the parcel providing for internal vehicle circulation and a retention pond to be used by the four future building sites which will all apply separately for their own site plan applications. The site as proposed will include four parcels for future tenants, parking lots complete with landscaping, vehicle and pedestrian circulation, and site lighting. In 2026, the City Commission approved Ordinance 26-1631, providing for a Concept Plan and Planned Unit Development (PUD) Agreement outlining allowable uses, size and dimension criteria, and other performance standards.

According to the City's Unified Land Development Regulations (ULDR) Section 1-3.6., the City's Administrative Official is responsible for ensuring that the proposed development satisfies all required performance standards and other applicable regulations. Further, due to its classification as a development of community impact, the proposed site plan requires a recommendation from P&Z and approval from the City Commission as indicated in ULDR Section 4-18.2.

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

- ULDR Article IV, Comprehensive Plan Implementation
- ULDR Article V, Zoning District Regulations
- ULDR Article VII, General Regulations
- ULDR Article X, Appearance, Design, & Compatibility
- ULDR Article XII, Stormwater Management
- ULDR Article XIII, Landscaping
- ULDR Article XIV, Tree Protection

ULDR Article XV, Off-Street Parking and Loading Requirements
ULDR Article XVI, Signs
ULDR Article XVIII, Site Plan Review

The City Administrative Official has reviewed the project and determined that it is consistent with the Comprehensive Plan and complies with the applicable land development regulations. Accordingly, the City Administrative Official recommends approval of SPR 25-09.

Comprehensive Plan Implementation (ULDR Article IV)

The subject property has a Major Thoroughfare Mixed-Use (MTMU) Future Land Use Map (FLUM) designation, and is zoned PMX-MID (Planned Mixed Use: Medium Rise) adopted via Ordinance 26-1631, which are consistent with one another according to the City's Comprehensive Plan and ULDR Article IV.

Zoning District Regulations (ULDR Article V)

Land Use by District (ULDR Section 2-5.3)

The PMX-MID zoning district is meant to accommodate a wide general retail, large residential, and service commercial activities. The associated PUD Agreement (Ordinance 25-1622) also outlines permitted and conditionally permitted principal and accessory uses. The following uses are permitted as a principal use: Business and Professional Offices, Financial Institutions, and Banks, General Retail and Services, Limited Commercial Activities, Medical Services, Micro-Brewery or Micro-Winery, Personal Services, and Restaurants. Permitted accessory uses allowable on the Subject Property include the sales of alcoholic beverages for on-site consumption. Principal uses allowable on the Subject Property, subject to the following conditional use approval include Pharmacies. Conditional accessory uses allowable on the Subject Property, subject to the following conditional use approval include Drive-Through Establishments. All uses not expressly listed as permitted or conditional uses within the adopted PUD Agreement are prohibited. Overall, the proposed development is compatible with the surrounding land uses and is not anticipated to adversely affect neighboring properties.

Size and Dimension Criteria (ULDR Section 2-5.4)

The proposed improvements meet all the relevant setback, size, and dimension requirements outlined in the adopted PUD Agreement. All future development will adhere to the size and dimension criteria as specified with the ULDR and PUD agreement.

General Regulations (ULDR Article VII)

Commercial Design Standards for Commercial Uses (ULDR 2-7.35)

Upon the development of the future building sites, architectural controls and development on the Subject Property shall follow a common architectural theme as listed in this Agreement by harmoniously coordinating the general appearance of all buildings and accessory structures in accordance with the following design standards: Community Redevelopment District's Urban Design Standards, Oxford Park Overlay District Standards: Section 2-7.34 of the City's Unified Land Development Regulations, and Commercial design standards: Section 2-7.35 of the City's Unified Land Development Regulations as written within the PUD agreement.

Appearance, Design, and Compatibility (ULDR Article X)

Appearance of Site and Structures (ULDR Section 3-10.2)

State Road 436 is the largest State road in Casselberry for which intense uses are appropriate. The MTMU future land use and PMX-MID zoning of the property were assigned in accordance with the goals and policies of the Comprehensive Plan and intend to have the most intense development in the City. To the north is State Road 436, to the east is a retail shopping plaza, to the south is general retail developments, and to the west is a Chick-Fil-A drive-through restaurant within a large retail shopping plaza. Overall, the proposed development is compatible with the

surrounding land uses and is not anticipated to negatively affect neighboring properties.

Lighting & Photometric (ULDR Section 3-10.2.6)

The proposed photometric plan generally conforms to the lighting standards outlined in ULDR 3-10.2.6.

Stormwater Management (ULDR Article XII)

A dry retention pond has been utilized for stormwater management on site. Further, all submitted site and construction plans must undergo further review by Public Works and Utilities Department staff to satisfy applicable requirements prior to the issuance of an Engineering Permit. The scope of the site plan includes stormwater infrastructure for the interim period prior to the development of the parcels to ensure all stormwater is handled and contained on site.

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

The proposed landscape plan meets the intent of required perimeter landscaping requirements. Further, no species account for more than 50% of all trees, and any invasive species shall be removed. Comprehensive permitter landscaping is included with the site plan, but the accommodation of the future NVOs and off-street parking requirements shall be the responsibility of the future site plan approvals.

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

Parking requirements and inter connectivity via pedestrian sidewalks shall be incorporated and reviewed in future site plan submittals. Connection of the sidewalk system on Oxford Road and State Road 436 has been incorporated into this site plan and provides a complete walking system around the development.

Signage (ULDR Article XVI)

Five monument ground signs are proposed for this development. These signs will be permitted to be constructed in conjunction with an applicable site plan associated with a business. All signage will require a separate building permit and shall adhere to the applicable standards within ULDR Article XVI.

STAFF RECOMMENDATION: Staff recommends that the P&Z recommend approval to the City Commission of case number SPR 25-09, based on the staff report and the testimony and evidence presented, that the request meets the applicable provisions of the ULDR and is consistent with the Comprehensive Plan as per the written findings in the staff report. The proposed conditions of approval are as follows:

- 1) Conditional use approvals to operate the drive-throughs must be obtained prior to operation.
- 2) Site plan approvals for each building site shall be obtained prior to construction of those developments.
- 3) This site plan is only valid for underground utilities and the shared infrastructure and stormwater improvements as depicted on Sheets C3.1 and C4.0 of the site plan.
- 4) Tree bank payments for NVOs and Off-Street parking shall be the obligation of the future building sites to fulfill if the required amount cannot be accommodated for on site and will be required prior to CO issuance.
- 5) This site plan does not include any authority to construct any structures, buildings, or anything outside of the outlined scope of approval.
- 6) The site plan approval shall be valid for one (1) year; an extension request may be submitted prior to the expiration of this approval.
- 7) Provide copies of all local, regional, state, and federal permits for the project to the City prior to the commencement of development.
- 8) The property owner, Colonial Outparcel, LLC, shall obtain an executed temporary construction and access easement from Cass Retail, LLC, the owner of Lot 1 of Casselberry Plaza. This

easement shall be recorded prior to commencement of construction.

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

ATTACHMENTS:

1. Site Plan
2. Utility Plan
3. Master Development Plan
4. Landscape Plan
5. Photometric Plan
6. Amended and Restated PUD - Oxford Redevelopment (recorded)