



OFFICIAL NOTICE

CITY OF CASSELBERRY PLANNING AND ZONING COMMISSION LOCAL PLANNING AGENCY

Wednesday, June 10, 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 April 8, 2026 - Regular Meeting**
5. **Disclosure of Ex Parte Communications**
6. **Conditional Use Applications**
 - A. **COU 26-04: Conditional Use Request for an Accessory Structure Exceeding 500 sq. ft. at 792 N Triplet Lake Drive**

Approval of a conditional use request for an accessory structure exceeding 500 sq. ft. at 792 N Triplet Lake Drive, is requested.
7. **Site Plan Applications - None**
8. **Future Land Use Map and Zoning Map Amendments - None**
9. **Public Hearings - None**
10. **Other Business**
11. **Citizens' Comments**

12. Adjournment

Date

Donna G. Gardner, CMC
City Clerk



City of Casselberry

Community Development Department

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

To: Planning and Zoning Commission
From: Community Development Staff
Date: June 10, 2026
Subject: COU 26-04: Conditional Use Request for an Accessory Structure Exceeding 500 sq. ft. at 792 N Triplet Lake Drive

REQUEST: Approval of a conditional use request for an accessory structure exceeding 500 sq. ft. at 792 N Triplet Lake Drive, 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 Randall Almond, the applicant and property owner, for approval of a conditional use request for a 1,500 sq. ft. accessory structure located at 792 N Triplet Lake Drive which is permitted via conditional use per Section 2-7.9.(D). Located south of Seminola Blvd tucked away around Lost Lake within a residential area, the subject property is ±1.98 acres, has a Low Density Residential (LDR) Future Land Use Map (FLUM) designation, and is zoned R-12.5 (Low Density Single-Family). Additionally, the proposed development is not located in any overlay districts.

According to Section 2-7.9 "Accessory Structures" of the City's Unified Land Development Regulations (ULDR), accessory structures greater than 500 square feet in area shall require conditional use approval. Article II, Section 1-2.6 of the ULDR authorizes the Planning and Zoning Commission to review and approve conditional use requests. Article VI sets forth specific criteria for approving the conditional use request.

GENERAL INFORMATION: The applicant is requesting approval to construct a 50 ft. by 30 ft. wide (1,500 sq. ft.) accessory structure at the west side of the subject property. The proposed accessory structure is a site built building with an exterior that perfectly matches the principal structure. The building will be installed on a concrete slab on a flat and level surface. The applicant intends to use the accessory structure for storage and maintaining personal vehicles. Staff finds that the proposed use per the applicant and design of the proposed accessory structure are consistent with one another. Currently present on the property is a single family home which totals 4,265 sq. ft. and one accessory structure which totals 384 sq. ft. ULDR Section 2-7.9. permits up to two accessory structures per parcel. The applicant will be aggregating both properties into one parcel as to be compliant with ULDR Section 2-7.9(A) which states accessory structures must be constructed simultaneously with, or following, the construction of the principal structure and shall not be used until after the principal structure has been fully erected.

ANALYSIS: Article VI, Section 2-6.2(B) of the ULDR provides specific criteria for conditional use review and approval. The following conclusions are based on staff's review of the five conditional use criteria.

Criterion 1. Land use compatibility.

The subject property is located in a single-family residential area to the south of Seminola Blvd around Lost Lake which has larger single family residential parcels. As such, it is surrounded by single family homes to the north, south, and east. To the west where the proposed accessory structure will be located is a large area of wetlands in a wooded area. The proposed accessory structure has been designed to blend aesthetically with the principal structure and appears

residential in nature. This considered the building proposed for this project is behind and adjacent to the principal structure, located adjacent to a concealed wooded area with acres of natural woods to the west, and meets the principal front, side, and rear setbacks required in the R-12.5 zoning district.

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

The subject properties are approximately ±1.98 acres and consists of a single family home which totals 4,265 sq. ft. and one accessory structure which totals 384 sq. ft. Due to the proposed size, the accessory structure will be required to meet the same minimum side and rear setbacks as the main structure. The R-12.5 zoning district requires a 10 ft. setback from the side interior lot line, a 20 ft. setback from the rear lot line, and a 25 ft. front setback. The proposed building meets all setbacks and separation requirements. The applicant has had a wetland delineation survey conducted which indicates the presence of wetlands on the property mirroring a similar water line as the lake. The proposed accessory structure is placed over 68 ft. away from the delineated wetland line as placed by the 2026 survey. The impervious area can encompass up to 50% of the property and the proposal is well under this due to the property's size. The height of the proposed accessory structure is approximately 17 ft. which is derived from the 12 ft. wall height and 4/12 pitch roof. The principal structure is a two story home which exceeds this proposed height and both are within the maximum height allowed in the R-12.5 zoning district of 35 ft.

Criterion 3. Proper use of mitigative techniques.

Section 2-7.9. specifies that accessory structures shall be designed to blend aesthetically with the main structure. The colors of the proposed accessory structure should match that of the principal structure in order to create consistent aesthetics and harmony. Mitigation from the right of way and neighboring homes has been satisfied by the aesthetics of the proposed building which matches the home in addition to meeting all setback requirements of the R-12.5 zoning district. Additionally, it is located adjacent to a vast wooded area. The proposed height and size of the building are generally consistent with the character of the area and are not excessive or atypical.

Criterion 4. Hazardous waste.

No hazardous waste will be produced or stored at the site.

Criterion 5. Compliance with applicable laws and ordinances.

A building permit must be obtained, and all inspections must be approved prior to utilizing the accessory structure. The two parcels must also be aggregated prior to building permit issuance. The Applicant is responsible for any other applicable permits, licenses, and inspections from other agencies which must be provided to the City prior to building permit issuance.

STAFF RECOMMENDATION: Staff recommends that case number COU 26-04 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 Unified Land Development Regulations and is consistent with the Comprehensive Plan as per the written findings contained within the staff report. The conditions of approval are as follows:

- 1) The conditional use shall be limited to 792 N Triplet Lake Drive.
- 2) The accessory structure will match the principal structure in color and material as proposed.
- 3) A new conditional use application shall be required if the building size exceeds 1,500 sq. ft.
- 4) A building permit is required.
- 5) Parcels 09-21-30-5BO-0A00-0360 and 09-21-30-5BO-0A00-0340 shall be aggregated prior to obtaining a building permit.
- 6) All of the above conditions shall be fully and faithfully executed or the conditional use shall become null and void.

ATTACHMENTS:

1. Letter of Intent
2. Accessory Structure Plans
3. Site Plan and Wetland Survey
4. Maps