

CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, August 24, 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 August 10, 2026 - Regular Meeting

6. PRESENTATIONS/ COMMENDATIONS

A. Presentation: Florida Municipal Insurance Trust Award for the 2025 Partnership in Insurance Leadership

Mayor Henson will acknowledge the City of Casselberry's Award from the Florida Municipal Insurance Trust for the 2025 Partnership Award in Insurance Leadership and will present the award to Conan Bickford, Risk Officer.

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. Resolution 26-3587 - Reappointment of Code Enforcement Special Magistrate - Amendment No. 3

Approval of Resolution 26-3587 which provides for the reappointment of Fishback Dominick LLP to continue serving as the City's Code enforcement Magistrate, alongside an adjustment to their contractual hourly compensation rate is requested.

B. Resolution 26-3588 — Acceptance of the Community Redevelopment Agency (CRA) Annual Comprehensive Financial Report for FY 2024-2025

Approval of Resolution 26-3588 providing for the acceptance of the CRA Annual Comprehensive Financial Report for FY 2024-2025 is requested.

C. Task Authorization No. 2 - Inliner Solutions for FY26 Gravity Sewer Lining Services

Approval of Task Authorization No. 2 with Inliner Solutions, LLC for FY 2026 Gravity Sewer Lining of about 4,991 linear feet of sewer mains in the amount of \$249,910.00 is requested.

D. Authorization for a Capital Project to Provide ADA Improvements and Programming Enhancements for the Sculpture House and Related Budget Amendment #26-042

Authorization for a capital project to construct a new concrete patio deck and stairs estimated to cost \$16,000 for the relocation of the Art House pottery program to the Sculpture House to provide ADA enhancements and approval of Budget Amendment #26-042 is requested.

E. Budget Amendment #26-043 - Revise Appropriation for the Safe Streets and Roads for All Planning and Demonstration Grant Agreement

Approval of Budget Amendment #26-043, revising the appropriation for the Safe Streets and Roads for All Planning and Demonstration Grant, is requested. The grant totals \$1,200,000. Budget Amendment #26-043 appropriates matching funds of \$300,000 out of the General Fund and would place all funds into a dedicated SS4A fund (125).

8. DISCUSSION ITEMS

A. Future Agenda Items

B. Discussion Regarding the Potential Reduction to Millage Allowed by the Suspension of Paying Commissioner Salaries and Benefits

9. RESOLUTIONS

A. Resolution 26-3589 - Backyard Chicken Pilot Program

Approval of Resolution 26-3589 providing for a Backyard Chicken Pilot Program is requested.

10. FIRST READING OF ORDINANCES

A. First Reading of Ordinance 26-1638 - Amending the Future Land Use Map Designation for 535 Queens Mirror Circle and 700 South Lost Lake Lane

Approval of Ordinance 26-1638 on first reading to amend the City's Future Land Use Map (FLUM) designation of two (2) parcels located at 535 Queens Mirror Circle (Parcel ID 16-21-30-504-0D00-014A) and 700 South Lost Lake Lane (16-21-30-504-0D00-0140 from Low Density Residential (LDR) to Recreation and Open Space (ROS) 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 - None

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 Period July 1, 2026 through July 31, 2026

Procurement Information Report for the Period July 1, 2026 through July 31, 2026.

B. Notification of Absence from Office and Designation of an Acting City Manager

Notification of absence from office August 28 through September 7, 2026 and designation of Assistant City Manager Lorie Mertens-Black as Acting City Manager.

15. CITY ATTORNEY'S REPORT

16. CITY CLERK'S REPORT

17. CITY COMMISSIONER'S REPORTS/COMMENTS

18. ADJOURNMENT

Date

Donna G. Gardner, CMC, FCPC
City Clerk



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: August 24, 2026
Subject: Minutes of August 10, 2026 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the August 10, 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: August 24, 2026
Subject: Presentation: Florida Municipal Insurance Trust Award for the 2025 Partnership in Insurance Leadership

Introduction: Mayor Henson will acknowledge the City of Casselberry's Award from the Florida Municipal Insurance Trust for the 2025 Partnership Award in Insurance Leadership and will present the award to Conan Bickford, Risk Officer.



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: August 24, 2026
Subject: Resolution 26-3587 - Reappointment of Code Enforcement Special Magistrate - Amendment No. 3

Introduction: Approval of Resolution 26-3587 which approves the reappointment of Fishback Dominick LLP to continue serving as the City's Code enforcement Magistrate, alongside an adjustment to their contractual hourly compensation rate. (LOI-2022-0933)

Background: In 2022, in accordance with State Statutes, Section 2-149 of the City of Casselberry Code of Ordinances includes a provision for the City Commission to appoint a Special Magistrate to preside over potential violations of established ordinances or codes within the City. The City's Code Enforcement Special Magistrate had resigned, and the City had exercised the procedures established in Section 2-149 of the City Code to solicit for and select a new Code Enforcement Special Magistrate. A Letter of Interest (LOI-2022-0933) for the position was advertised and three (3) proposals were received. A committee comprised of the City Manager, City Attorney, Chief Planner, and Code Compliance Supervisor met to review the proposals and make a recommendation to the City Commission. The committee ranked Andrew W. Mai, Esquire of Fishback Dominick LLP, as the top candidate and Mr. Mai had accepted the position of the City's Code Enforcement Special Magistrate.

The criteria that a Special Magistrate candidate must have is listed in Section 2-149 of the Code. This includes being a member of the Florida Bar in good-standing for five (5) or more years, demonstrating satisfactory knowledge of municipal laws and the general procedures for enforcement of municipal codes, and demonstrating a temperament suitable for the exercise of the quasi-judicial powers vested in each Special Magistrate. Andrew W. Mai, Esquire of Fishback Dominick LLP met that criteria and was appointed by the City Commission on August 22, 2022. In 2024, Mr. Mai's resigned from Fishback Dominick LLP and resolution 24-3402 was brought forward and approved. This allowed the City to appoint the law firm itself, rather than any individual attorney, to assume the role. In addition, the City Manager or designee will review the established criteria before accepting a replacement from the firm. The current resolution aims to approve the agreement for its final one-year renewal.

Discussion: Resolution 26-3587 appoints Fishback Dominick LLP as the City's Code Enforcement Special Magistrate at an hourly rate of \$310.00, which includes all fees and expenses. The effective term starts August 22, 2026, through August 21, 2027 which represents the final year for renewal under the current agreement.

Budget Impact: Funding for the Code Enforcement Special Magistrate is budgeted in Legal Services Division Special Legal Counsel account #001-0140-514.31-03.

Recommendation: The City Manager and Community Development Director recommend approval of Resolution 26-3587.

Prepared by: Christopher Schmidt, Community Development Director

Attachments:

1. Resolution 26-3587
2. Letter to Procurement
3. Amendment No. 3
4. Amendment No. 2
5. Amendment No. 1
6. Agreement



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: August 24, 2026
Subject: Resolution 26-3588 — Acceptance of the Community Redevelopment Agency (CRA) Annual Comprehensive Financial Report for FY 2024-2025

Introduction: The Community Redevelopment Agency (CRA) was officially sunsetted effective December 11, 2025. In recognition of the conclusion of the CRA's term and to ensure an orderly and transparent transition, all CRA assets, liabilities, programs, and responsibilities were transferred to the City of Casselberry. The City Commission adopted an ordinance formally acknowledging the termination of the CRA. Following the CRA's termination, an annual audit of the former CRA's financial activities is required for Fiscal Year 2024–2025.

Background: Historically, the City of Casselberry (the "City") was first settled and incorporated as a tax-free town in 1940 and later re-incorporated as a municipality in 1965. In 1995, the City established the Community Redevelopment Agency (CRA) to guide redevelopment and revitalization efforts. One of the CRA's primary objectives was the creation of a designated Community Redevelopment District (CRD), located primarily along U.S. Highway 17-92 between State Road 436 and Seminola Boulevard. The district encompasses approximately 500 acres and serves as the commercial center of Casselberry.

In 2016, the CRA received an extension from Seminole County authorizing its operation through 2025. At that time, the CRA Board identified key spending strategies focused on economic development, infrastructure and neighborhood improvements, grant and financing programs, land acquisition, and planning and land use regulations. Priority projects established in 2016 included land acquisition for the expansion of Lake Concord Park and for private commercial development opportunities.

As part of the required sunseting of the Community Redevelopment Agency (CRA), the City Commission took the following actions. The City Commission unanimously approved Ordinance 25-1627 on first reading at the November 17, 2025 regular meeting. Notice of the public hearing for second reading of Ordinance 25-1627 was advertised in the Orlando Sentinel on November 26, 2025. The City Commission adopted Ordinance 25-1627 by a unanimous vote on second and final reading at the December 8, 2025, public hearing.

Discussion: The Financial Statement Audit Year 2025 has been examined by the City's independent auditors. The auditors concluded that there was a reasonable basis for rendering an unmodified opinion that the City's financial statements for the CRA fiscal year ended September 30, 2025 are fairly represented in conformity with GAAP (Generally Accepted Accounting Principles) and that these statements are free of material misstatements.

Budget Impact: There are no anticipated budget impacts to the currently approved budget.

Recommendation: The City Manager and Community Development Director recommend approval of Resolution 26-3588.

Prepared by: Christopher Schmidt, Community Development Director

Attachments:

1. Resolution 26-3588
2. FY 2025 CRA Annual Comprehensive Financial Report
3. FY 2025 CRA Financial Statements



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: August 24, 2026
Subject: Task Authorization No. 2 - Inliner Solutions for FY26 Gravity Sewer Lining Services

Introduction: Approval of Task Authorization No. 2 with Inliner Solutions, LLC for FY 2026 Gravity Sewer Lining in the amount of \$249,910.00 is requested. (Ref: RFP-2024-1108)

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

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

Discussion: Utilities staff requested that Inliner Solutions, LLC provide a scope for the FY 2026 Various Gravity Sewer Lining Project, which is incorporated into Task Authorization No. 2. The research for the proposal for gravity sewer lining began in June 2026 and is for the projects budgeted in FY25-FY26. The work includes cleaning of approximately 4,991 LF of gravity sewer main and lining 4,991 LF of 8" sewer mains. Cleaning, easement access, root removal, traffic control, and lateral reconnection are also included in the scope. This proposal adheres to the contract pricing for the agreement RFP-2024-1108.

Budget Impact: Sufficient funding has been budgeted and is available for use in the FY 2026 Water and Sewer Distribution & Collection Renewal/Replacement account #402-0751-536.63-12.

Recommendation: The City Manager and Utilities Director recommend approval of Task Authorization No. 2 with Inliner Solutions, LLC for Fiscal Year 2026 Gravity Sewer Lining in the amount of \$249,910.00.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Task Authorization No. 2



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

7.D.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: August 24, 2026
Subject: Authorization for a Capital Project to Provide ADA Improvements and Programming Enhancements for the Sculpture House and Related Budget Amendment #26-042

Introduction: Authorization for a capital project to construct a new concrete patio deck and stairs that will accommodate the relocation of the Art House pottery program to the Sculpture House and provide ADA enhancements and approval of Budget Amendment #26-042.

Background: Currently housed within the Casselberry Art House, the pottery program has exceeded the physical and operational capacity of its existing space. Transitioning the program into the Sculpture House will allow for significant expansion, increased revenue generation, enhanced community engagement, and more consistent activation of a currently underutilized city asset. By adopting a membership-based model—similar to that of the Orlando Pottery Studio—the City can sustainably scale programming, broaden access, and position Casselberry as a regional hub for ceramic arts. The pottery program is one of its most successful and in-demand cultural offerings. Enrollment consistently reaches capacity, with waitlists demonstrating a clear and growing demand from the community.

As part of the relocation, the construction of the concrete patio deck that will be located behind the car port, will accommodate the city's 2 electric kilns as well as a wood fire kiln. It will also provide additional ADA upgrades. Along with the concrete patio deck, concrete stairs coming off the back entrance will provide additional access to the backyard patio deck and sculpture garden. This will be a beautiful space for the community to congregate and enjoy the fountain at Quail Pond.

Discussion: The addition of a concrete deck in the back of the Sculpture House will also allow for future program expansion, expand class offerings, increase the number and diversity of classes throughout the week, and provide consistent studio access for participants while generating steady revenue. Positive community impacts include ADA improvements to serve a larger and more diverse population of participants and the ability to host a variety of family workshops during special events. Great partnerships are already forming to enhance future programming and building improvements, including a Seminole Cultural Arts Grant presented to Friends of the Park for a wood-burning kiln and a Home Depot community project that will improve the exterior of the Sculpture House along with landscape lighting and landscape enhancements to the Sculpture House garden area. The new deck and stairs will accommodate future expansion of the program and be a gathering site for special classes and workshops with visiting artists.

Budget Impact: The attached Budget Amendment #26-042 reallocates funding originally established for a capital project to replace the holiday tree to provide the funding for the installation on the concrete pad behind the sculpture house. As the pad is estimated at \$16,000, the remaining balance of \$24,000 will be returned to reserves.

Recommendation: The City Manager and Assistant City Manager recommend authorization for a capital project to provide ADA accommodations and program enhancements at the Sculpture House and associated Budget Amendment #26-042.

Prepared by: Linda Moore, Recreation Manager

Attachments:

1. BA 26-042



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

7.E.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: August 24, 2026
Subject: Budget Amendment #26-043 - Revise Appropriation for the Safe Streets and Roads for All Planning and Demonstration Grant Agreement

Introduction: The Safe Streets and Roads for All Planning and Demonstration Grant totals \$1,200,000. BA #26-043 would appropriate matching funds of \$300,000 out of the General Fund and would place all funds into a dedicated SS4A fund (125).

Background: On November 17, 2025, the City Commission approved Resolution 25-3550, which provides for the approval of Safe Streets and Roads for All (SS4A) Planning and Demonstration Grant Agreement with the United States Department of Transportation (USDOT) Federal Highway Administration (FHWA) for planning, design, construction, and pre- / post-evaluation of temporary pedestrian and bicycle safety improvements. Budget Amendment #26-003 was approved to recognize federal funding in the amount of \$1,200,000 and also provide \$300,000 of local funding using sales tax [ref. City Project #PW2514]. The Infrastructure Sales Tax is approved for long-term infrastructure improvements which is not consistent with planning and temporary improvement expenditures.

Discussion: Budget Amendment #26-043 would serve to correct the appropriation of matching funds of \$300,000 to draw same out of the General Fund. It would separate all grant and matching funds into a dedicated SS4A fund (125).

Budget Impact: Budget Amendment 26-043 would increase reliance on General Fund reserves in order to the match of \$300,000 for the Safe Streets and Roads for All Planning and Demonstration Grant and transfer and separate all grant and matching funds into a dedicated SS4A fund (125).

Recommendation: The City Manager recommends approval of Budget Amendment #26-043.

Prepared by: James Newlon, City Manager

Attachments:

1. BA 26-043



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: August 24, 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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: August 24, 2026
Subject: Discussion Regarding the Potential Reduction to Millage Allowed by the Suspension of Paying Commissioner Salaries and Benefits

Introduction: A City Commission meeting was held on August 10, 2026. As a future agenda item, the City Commission requested that the City Manager make a report to the City Commission. It was asked what the effect would be on the proposed millage rate for FY 2027 if City Commission salaries and benefits were removed from the Proposed Budget.

The proposed millage rate for FY 2027 is 4.2613 mills. The cost of City Commissioner wages and benefits proposed for FY 2027 is \$69,620.08. The millage rate needed to fund these costs in FY 2027 is 0.0253 mills. If the City Commissioner's wages and benefits were removed from the FY 2027 Proposed Budget, the relative millage rate could be reduced to 4.2360 mills.



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

9.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: August 24, 2026
Subject: Resolution 26-3589 - Backyard Chicken Pilot Program

Introduction: Approval of Resolution 26-3589, a Backyard Chicken Pilot Program for one year is requested.

Background: At the June 8, 2026, City Commission meeting, a resident requested that the City consider amending its Code of Ordinances to allow the keeping of chickens (hens) at single-family residences for the purpose of producing eggs for personal consumption. Following discussion, the City Commission directed the City Manager to have the Community Development Director research the topic and provide information regarding the potential benefits, challenges, and regulatory considerations associated with establishing a backyard chicken program.

At the June 22, 2026, City Commission meeting, the Community Development Director presented staff's findings based on a review of urban backyard chicken programs established by other municipalities and counties. Following discussion, the City Commission directed staff to proceed with preparing a resolution establishing a one-year backyard chicken pilot program, with the intent to evaluate the program and consider adopting permanent regulations at the conclusion of the one-year pilot period.

Discussion: Resolution 26-3589 would establish a one-year Backyard Chicken Pilot Program. The resolution outlines the proposed performance standards and requirements for participation in the pilot program. The City Commission is requested to discuss the proposed program and consider approval of the one-year pilot.

Budget Impact: There are no anticipated budget impacts to the currently approved budget.

Recommendation: The City Manager and Community Development Director recommend approval of Resolution 26-3589.

Prepared by: Christopher Schmidt, Community Development Director

Attachments:

1. Resolution 26-3589 Backyard Chicken Pilot Program



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: August 24, 2026
Subject: First Reading of Ordinance 26-1638 - Amending the Future Land Use Map Designation for 535 Queens Mirror Circle and 700 South Lost Lake Lane

Introduction: Approval of Ordinance 26-1638 on first reading to amend the City's Future Land Use Map (FLUM) designation of two (2) parcels located at 535 Queens Mirror Circle and 700 South Lost Lake Lane from Low Density Residential (LDR) to Recreation and Open Space (ROS) is requested. (Ref: FLU 26-01)

Background: The Community Development Department's Planning Division requests that the City Commission consider Ordinance 26-1638 to amend the City's *Future Land Use Map* (FLUM) designation of two properties from Low Density Residential (LDR) to Recreation and Open Space (ROS).

On Wednesday, July 8, 2026, at an advertised public hearing (June 25, 2026), the City's Planning and Zoning Commission/Local Planning Agency (PZC) voted unanimously, 4-0, to recommend that the City Commission approve Ordinance 26-1638.

Discussion: This administrative future land use designation change in anticipation of a future recreational site at the subject properties. This is a necessary first step as the sites currently have a FLUM designation of Low Density Residential, which is intended solely for single family residential uses per ULDR Section 2-5.2, Purpose and Intent of Zoning Districts both parcels are owned by the City and total approximately 11.6 acres. Specifically, 535 Queens Mirror Circle is ±2.70 acres and 700 South Lost Lake Lane is ±8.93 acres. The rezoning of these properties will assist to facilitate future grant funding opportunities.

Currently, the parcel located at 535 Queens Mirror Circle is vacant. The other parcel, located at 700 South Lost Lake Lane, is formally known as the Brightwater property and served as the Hibbard Casselberry family estate. In short, the property was purchased by the City for \$1.25 million in 2021 (see *Resolution 21-3243*) to improve blighted conditions resulting from long-term vacancy on a historically significant property, benefiting both the City and residents. More recently, it has undergone several different interior and exterior renovations (such as roof repairs) following the approval of the Brightwater Final Conceptual Master Plan (see *Resolution 22-3306*) in May 2022. Consistency with Comprehensive Plan
The proposed FLUM amendment is consistent with the following policies and objectives 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 proposed amendment would change the Future Land Use of the subject properties to Recreation and Open Space (ROS). The purpose and intent of this designation is to accommodate existing and future needs for recreational sites and all other land uses for the ROS zoning district provided in *ULDR Section 2-5.3, Land Uses by District*. In general, the ROS zoning district precludes substantial development of any kind considering the restrictive building criteria provided for it in *ULDR Table 2-5.4, Size and Dimension Criteria*. In other words, the designation typically reflects an environment similar to, or less intensive than, the average single family zoning district. As such, staff has no concerns about adverse impacts on adjacent parcels.

- *Policy FLU 1.1 – Low Density Residential.* Low Density Residential areas shall be served by sidewalks and where practical, bikeways. They should have convenient access to recreation, schools, libraries, and shopping. Flexibility for sidewalks may be appropriate for parcels of one acre or more that are not located in residential subdivisions.

The Comprehensive Plan expressly recognizes that low density residential areas should have convenient access to recreation. This policy establishes that recreational uses are intended to be integrated with and serve low density residential neighborhoods. Recreation and Open Space future land use designation is compatible with and supportive of the Low Density Residential future land use category.

- *Policy FLU 1.13 – Recreation and Open Space.* Properties in this designation shall consist of public or private recreational facilities, park lands, and open space preservation areas. Recreational areas shall be designated to ensure their protection, proper development, and future public use. A maximum of 30% impervious area shall be allowed in areas designated as Recreation and Open Space. Development in recreation/open space areas must meet applicable State rules, provide appropriate mitigation, must be in the public interest and must be consistent with any adopted recreation master plans.

While no official plans for development have been confirmed, all future design proposals will prioritize the preservation of the natural environment in perpetuity. Additionally, development will first require Site Plan Review and will be reviewed according to the building criteria provided for the ROS zoning district in *ULDR Table 2-5.4, Size and Dimension Criteria*.

- *Objective 2 – Blighted Area Renewal and Redevelopment.* The City shall encourage the redevelopment and renewal of economically underutilized or blighted areas.

Both the purchase of this property and subsequent approval of the Brightwater Conceptual Master Plan was grounded in the notion that the main structure on historically significant property was in physical decline and that the City needed to play a more active role in addressing this situation. Future facilities on the property will be open to the public and will provide a new recreational amenity for residents and visitors alike.

- *Policy FLU 2.3 – Pursuit of Funding. The City shall continue to pursue Community Development Block Grant funding and other funding sources as a tool to address the redevelopment and renewal of economically underutilized or blighted areas.*

The City may look to seek funding from Community Development Block Grant (CDBG), should the proposed redevelopment align with CDBG requirements and the City's redevelopment goals.

- *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.*

This application and public hearing process will adhere to all requirements provided in the above sections of the Florida Statutes.

- *Policy FLU 11.1 – Neighborhood Intrusion. Encroachment due to incompatible development shall be discouraged in areas of the City of Casselberry which are predominately Low Density Residential as seen on the Future Land Use Map.*

Given the restrictive nature of the uses and building criteria provided for the ROS zoning district, in addition to the overall combined size of the subject properties, staff has no concerns about incompatibility with neighboring residential uses.

- *Policy FLU 13.2(a) – Arbor Regulations. The City shall continue to generally require the preservation of trees on development sites and require the replacement of trees removed during development activities through provisions in the Unified Land Development Regulations.*

The subject properties are home to numerous healthy trees consisting of a variety of species and sizes. Preservation of said trees will be a priority during any future development and will adhere to *ULDR Article XIV, Tree Protection*.

- *Policy MTE 3.1 – Preserve Residential Character through Design. During site plan review, either residential or non-residential development, the City shall require neighborhood traffic considerations to limit or prohibit cut-through traffic in neighborhoods. This will be primarily accomplished through site design that discourages non-residential traffic from using residential neighborhoods for cut-through. Developers shall be required to evaluate the traffic impacts of their development on adjacent neighborhoods. The City can mandate to developers conditions for approval that will mitigate transportation impacts from their development on adjacent neighborhoods. This policy shall not be construed, however, to prohibit valid multimodal connections between residential and non-residential developments that are appropriately considering context and the goals of a balanced, safe, and efficient multimodal transportation system.*

During future development of the site, it will be a priority to ensure that access to and from the site does not adversely impact traffic flow in the nearby neighborhood. Given the combined size of the subject properties, staff is confident that providing adequate parking away from the roadway and efficient ingress/egress for pedestrians and motorists are achievable goals.

- *Objective RO 1 – Public Access to Identified Recreation Sites. The City of Casselberry shall take specific action to ensure that the public has access to identified recreation sites.*

Staff will ensure during the design phase that access is provided for both motorists and pedestrians alike. Additionally, staff will work to update the City's Comprehensive Plan during the next revision to include the Brightwater properties as being formally identified as a recreation site, as it is currently not on the list (see "Map ROE-M1: City Recreation and Open Space Areas").

- *Objective RO 2 – Adequate and Efficient Provision of Open Space, Parks, Recreation Facilities and Programs. The City of Casselberry shall take specific action to adequately and efficiently provide public open space and recreation facilities and to expand those opportunities for the residents of Casselberry.*

As mentioned previously, changing the FLUM of these properties is the first step in establishing a new recreational amenity for residents and visitors.

- *Policy RO 3.1 – Designate/Acquire Open Space. Sufficient public open space shall be designated or acquired by the City through the annual Capital Improvements Program such that the adopted level of service for recreation areas is maintained and/or achieved.*

The City acquired this property from the Casselberry Family in 2021 with an overall intent of turning it into a public space or recreational site of some kind, and these plans are slowly coming to fruition.

- *Policy RO 3.3 – Level of Service. The City of Casselberry shall, based on relevant analysis in the Comprehensive Plan Recreation and Open Space Element, provide recreation areas and facilities to the public at a level of service at least equal to or in excess of a level of service of 5.00 acres per 1000 population concurrent with the impacts of development.*

According to "MAP ROE M3: Location and Service Radii of Parks By Type," this is one of only a few areas in the City that does not have any recreational amenities within the specified radius. Thus, redevelopment of this site would fill that gap in the City's park system.

- *Policy RO 3.6 – Greenways and Recreational Trail Systems. The City will seek recreational opportunities that create, and/or enhance, greenways and trailways, or link into existing recreational trail systems.*

The subject properties are located in adjacent to the City's golf course, and the redevelopment could enhance the aesthetic and atmosphere of an existing amenity. Additionally, while no direct trail connections are present from the subject properties, the roadways adjacent to them are marked with shared bicycle lanes. With both of these considerations in mind, this project that will ultimately benefit greenways and pedestrian facilities alike.

- *Policy RO 5.3 – Educational Events. The City shall promote and encourage educational events that explain the history of the Casselberry Community.*

Changing the land entitlements for these properties will help to preserve a unique piece of the City's history that would otherwise be lost and ultimately developed for profit. As such, this is an opportunity to help educate residents and visitors regarding the history of the City.

Land Use Compatibility

To the north, east and south of the subject properties are single family homes belonging to the Lost Lake Subdivision, Triplet Lake Shores Subdivision and Queens Mirror Circle Subdivision. To the west of the properties is Triplet Lake and on the other side is the Casselberry Golf Course. As mentioned previously in this report, staff does not have a concern from a compatibility perspective given the restrictive nature of the ROS FLUM and zoning district. However, it should be acknowledged that rezoning properties of this size in a single-family neighborhood will have a lasting impact on the appearance and functionality of this part of the City and will be a positive impact for the community. Lastly, the site plan review process will assess site conditions for compatibility such as landscape buffers, lighting, parking, and connectivity.

Adequate Public Facilities

Police services are provided to the subject properties by the City of Casselberry, and fire services are currently provided by Seminole County. The locations for vehicular and pedestrian access have not been determined, but the existing rights of way provide an abundance of good options for this. Regarding a school impact analysis from Seminole County Public Schools demonstrating school concurrency prior to rezoning the subject properties, this is not necessary given that the proposed FLUM designation is non-residential. City water and sanitary sewer services are available to the subject properties.

Natural Environment

The site plan review processes will ensure that environmental impacts (i.e., such as tree removal, shoreline impacts, etc.) associated with any development of the subject properties 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 properties be rezoned to an appropriate zoning designation. The applicant has expressed their intent to rezone to ROS (Planned Mixed-Use: Low Intensity), which is consistent with the Recreation and Open Space (ROS) FLUM designation per ULDR Section 2-4.2, Future Land Use Map Designations and Corresponding Zoning Districts. Additionally, all plans to develop the subject properties will be reviewed and shall adhere to the requirements of the City's ULDR and Code of Ordinances.

Budget Impact: This item does not have an impact on the budget.

Recommendation: The City Manager and Community Development Director recommend approval of Ordinance 26-1638 on first reading.

Prepared by: Christopher Schmidt, Community Development Director

Attachments:

1. Ordinance 26-1638
2. Proposed FLU Map

3. Business Impact Estimate
4. Presentation



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: August 24, 2026
Subject: Procurement Information Report for Period July 1, 2026 through July 31, 2026

Introduction: A list of contracts, task orders, amendments, and/or emergency procurements issued, approved and signed by the City Manager or Procurement Manager, as applicable, from July 1, 2026 through July 31, 2026 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 Manager, Procurement Manager, or designee. When applicable, pursuant to Section 5.5 of the Procurement Policy, the City Manager shall report to the City Commission emergency procurements exceeding his purchasing authority threshold at their next City Commission meeting.

Discussion: Pursuant to the City Purchasing Policy, please find a report outlining the various procurement activities for the month of July 2026.

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. Procurement Information Report



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: August 24, 2026
Subject: Notification of Absence from Office and Designation of an Acting City Manager

Introduction: Notification of absence from office August 28 through September 7, 2026 and designation of Assistant City Manager Lorie Mertens-Black as Acting City Manager.