



**MEETING AGENDA
SESSION OF THE PLANNING ADVISORY BOARD
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
WEDNESDAY, NOVEMBER 15, 2023 AT 6:00 PM**

- 1. MEETING CALLED TO ORDER**
- 2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**
- 3. MINUTES**
- 4. OLD BUSINESS**
- 5. NEW BUSINESS**
 - 5.A Public Hearing - Conditional Use with Site Plan Waiver for an Educational Service Use for a vocational learning center - KCBS Advance Academy - CU-23-0008
- 6. PUBLIC HEARINGS**
- 7. DISCUSSION**
 - 7.A Discussion regarding the December 6th and December 20th 2023 PAB Meetings & the 2024 PAB Meeting Schedule
- 8. HEAR CHAIRMAN AND BOARD MEMBERS**
- 9. ADJOURNMENT**

In accordance with Florida Statutes 286.105: Any person wishing to appeal any decision made by the Planning Advisory Board with respect to any matter considered at such meeting or hearing will need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is made.

In accordance with Florida State 286.26, persons needing assistance to participate in any of these proceedings should contact the Office of the City Clerk, 101 Church Street, Kissimmee, Florida, (407) 518-2309.

ITEM 5.A

Public Hearing - Conditional Use with Site Plan Waiver for an Educational Service Use for a vocational learning center - KCBS Advance Academy - CU-23-0008

Request

Approval of a Conditional Use for an Educational Service Use for the KCBS Advance Academy, which is a vocational learning center located at 3357 W Vine St. on approximately 4.7 acres of land within a Mixed Use Urban Corridor (T5-U) Zoning designation.

Explanation

The Sun Plaza construction plans were approved in 1985 as a multi phased project (DRC#89-00025) that included the former Perkins restaurant at 3415 W Vine St. (currently the Seafood House), the 2-story 20,000 sq. ft. building and the 3-story 47,000 sq. ft. Sun Bank building where the proposed center is located. In addition, the plans included another 2-story 20,000 sq. ft. to the northwest of the Sun Bank building (which subsequently shifted location and built in 2019 as 3304-3332 W. Columbia) and a convenience store on the southwest corner of Dyer Blvd. and W. Columbia (3302 W. Columbia)(included with DRC Application & Supporting Documents). There are currently over 200 parking spaces available for the Sun Plaza parcels.

The KCBS Advanced Academy is a vocational school designed to provide comprehensive support, education, and intervention for children on the autistic spectrum. The vocational academy will occupy Suite 105 on the 1st floor of the building which is approximately 3,248 sq. ft. With a maximum of 30 students and 6 instructors, the minimum parking requirement is 13 parking spaces for a vocational school (1 space for every 3.5 students plus 2 parking spaces for every 3 employees). In comparison, a standard office in this suite would require 11 parking spaces (1 space for every 300 sq. ft.). However, the plans were approved in 1985 with a more stringent office parking ratio of 1 parking space for every 200 sq. ft.

In addition, KCBS coordinates with Kids Corner Behavior Services, which is currently in adjacent Suite 103, for Applied Behavior Analysis (ABA) therapy services. City staff coordinated with the Osceola County School District as well as required additional information from the applicant to determine whether this request was consistent with the City's Ordinance 2856 (attached with DRC Application & Support Documents), approved at the May 7, 2013 City Commission meeting that prohibits new public and private primary and secondary schools within the Vine St. Community Redevelopment Agency (CRA) Area until such time that there are at least 2,000 residential units that have received a Certificate of Occupancy (CO) to support a student population creating the demand for new facilities. With the specialized education and services provided by KCBS and the growing need in the community for these integrated services, staff can support KCBS Advanced Academy as a specialized vocational school subject to the conditions included with this staff report below.

FINDINGS AND REASONS:

1. Compliance with the intent of the Mixed Use Urban Corridor (T5-U) Zoning District as outlined in Section 14-5-4E of the Land Development Code.
2. Compliance with the intent of Section 14-5-1, Purpose of the Downtown and Vine Street Form-Based Code (FBC), to promote transient oriented design, encourage infill development, encourage and promote redevelopment on underdeveloped sites, foster a relationship between new development and existing and proposed transit stop locations and their proximity to SunRail, and implement the Downtown and Vine Street Community Redevelopment Areas (CRA) master development plans.

3. Compliance with Table 5-1, Permitted Uses, of Section 14-5-6, Site Standards, in that educational service establishments is an allowable use within the Mixed Use Urban Corridor (T5-U) Zoning District with Conditional Use approval by the Planning Advisory Board.
4. Compliance with Section 14-3-29(G)(1)-(13) general review criteria for conditional use approval as the subject property, layout, compatibility, and public facility impacts of the project are in compliance with the site plan waiver requirements with construction limited to the interior of an existing building; existing parking, loading, and lighting are not impacted, and no special buffers are required.
5. Compliance with Comprehensive Plan Future Land Use Element Policy 1.2.9.3, Mixed Use - Vine (MU-V), which is intended to transform existing strip-style, highway commercial development into a connected series of mixed-use, urban scale neighborhoods connected to downtown and other community focal points. The maximum project level density shall be 40 du/ac and a maximum intensity of up to 6.0 FAR. This vision is predicated on implementing the City's adopted multimodal transportation strategy, which, for the Vine Street Corridor Community Redevelopment Agency Area promotes walking, biking, shorter auto trips, and the provision of various forms of transit.

Recommendation

REQUESTED PLANNING ADVISORY BOARD ACTION:

Approve w/Conditions

The Development Review Committee (DRC) recommended approval, subject to conditions, on August 15, 2023.

CONDITIONS:

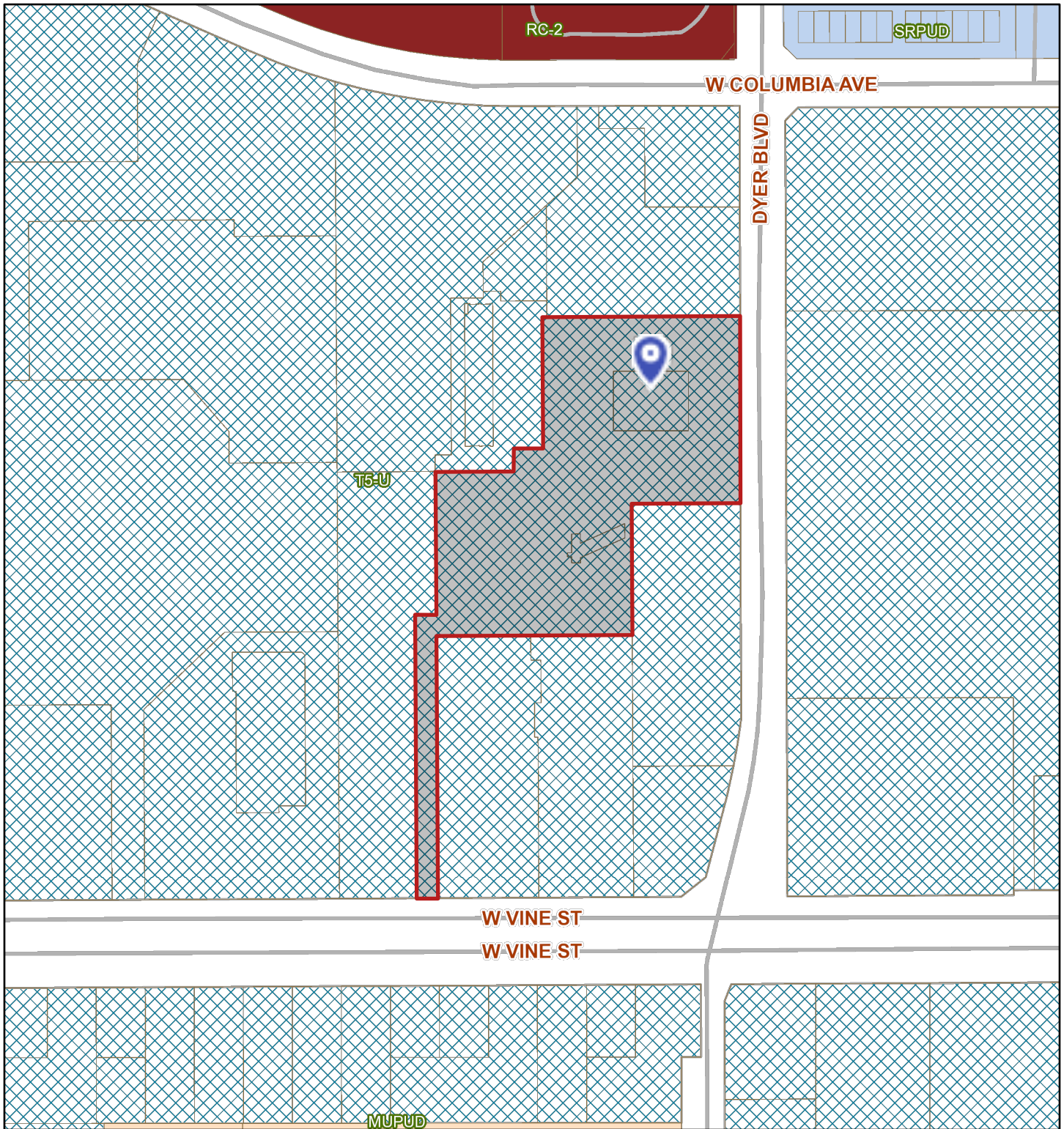
1. Educational service approval for the KCBS Advance Academy is limited to Suite 105 at 3357 W. Vine St. with no more than 30 students and 6 instructors for students with Autism Spectrum Disorder (ASP) only. The vocational academy cannot be expanded to another suite in the building or within any other buildings included in the Sun Plaza construction plans (DRC#89-00025).
2. The educational service vocational approval cannot be expanded or converted to a public or private primary or secondary schools consistent with Ordinance 2856.
3. No transportation vans or buses are permitted. If the vocational academy utilizes transportation vans or buses in the future, a parking and circulation plan must be submitted and approved prior to implementation on site.
4. All drive aisle must maintain a minimum of 24ft. clearance to sustain 2 way traffic throughout the Sun Plaza parcels.
5. Drop off and pick up must be conducted in a parking space and not within the drive aisles. Students must be walked into the facility by a parent or guardian.
6. A Change of Occupancy building permit is required. All compliance with the Florida Building Code will be verified through this building permit.
7. Failure to obtain a Change of Occupancy for the vocational academy will null and void this Conditional Use approval. Any new educational service use(s) will require a separate Conditional Use approval.

Attachment(s):

1. Vicinity Map CU-23-0008

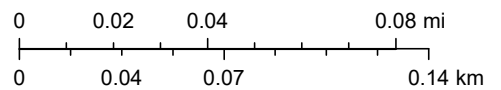
2. Aerial Map CU-23-0008
3. CU-23-0008 Suite Layout & Business Model
4. CU-23-0008 PAB Ad
5. CU-23-0008 DRC Comments
6. CU-23-0008 DRC Application & Supporting Documents

CU-23-0008
3357 W VINE ST
KCBS Advance Academy



October 20, 2023

1:2,934



CU-23-0008
3357 W VINE ST
KCBS Advance Academy

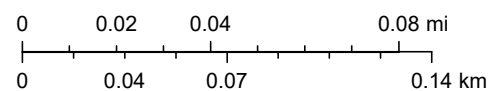


October 20, 2023

1:2,934

- Address Points
- Parcels
- Road Centerlines
- City Limits
- CITY
- COUNTY

- World Imagery
- Low Resolution 15m Imagery
- High Resolution 60cm Imagery
- High Resolution 30cm Imagery
- Citations
- 60cm Resolution Metadata



State of Florida, Maxar

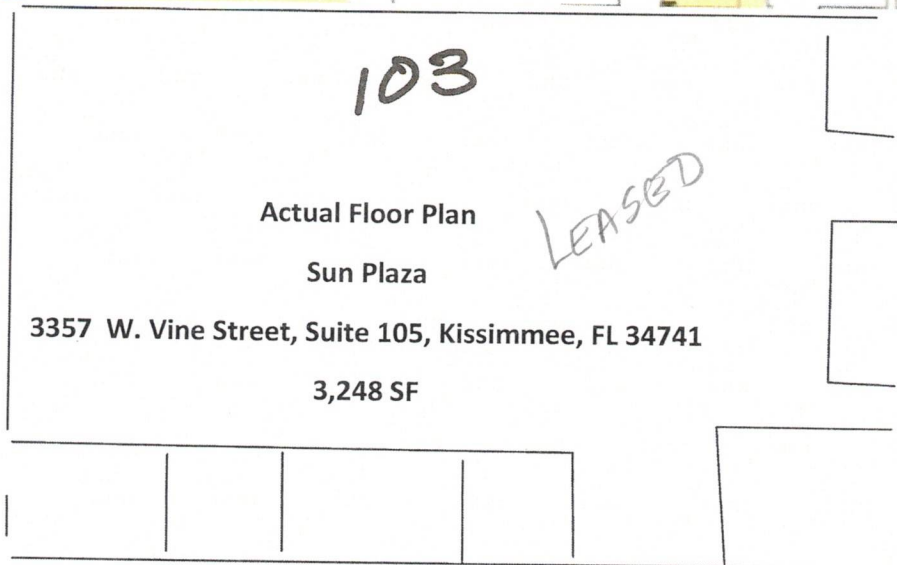
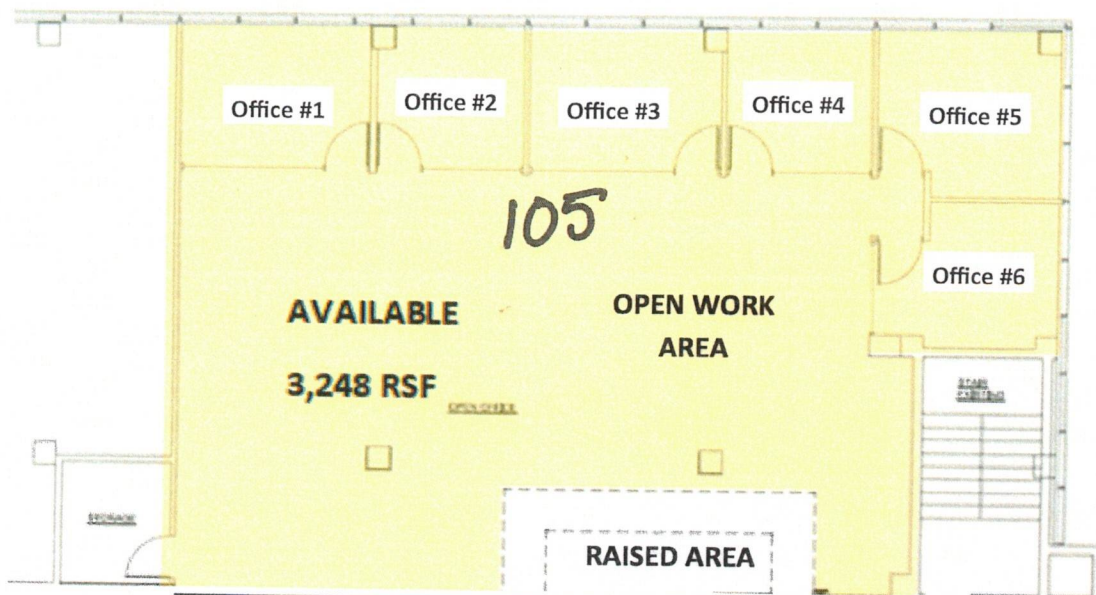


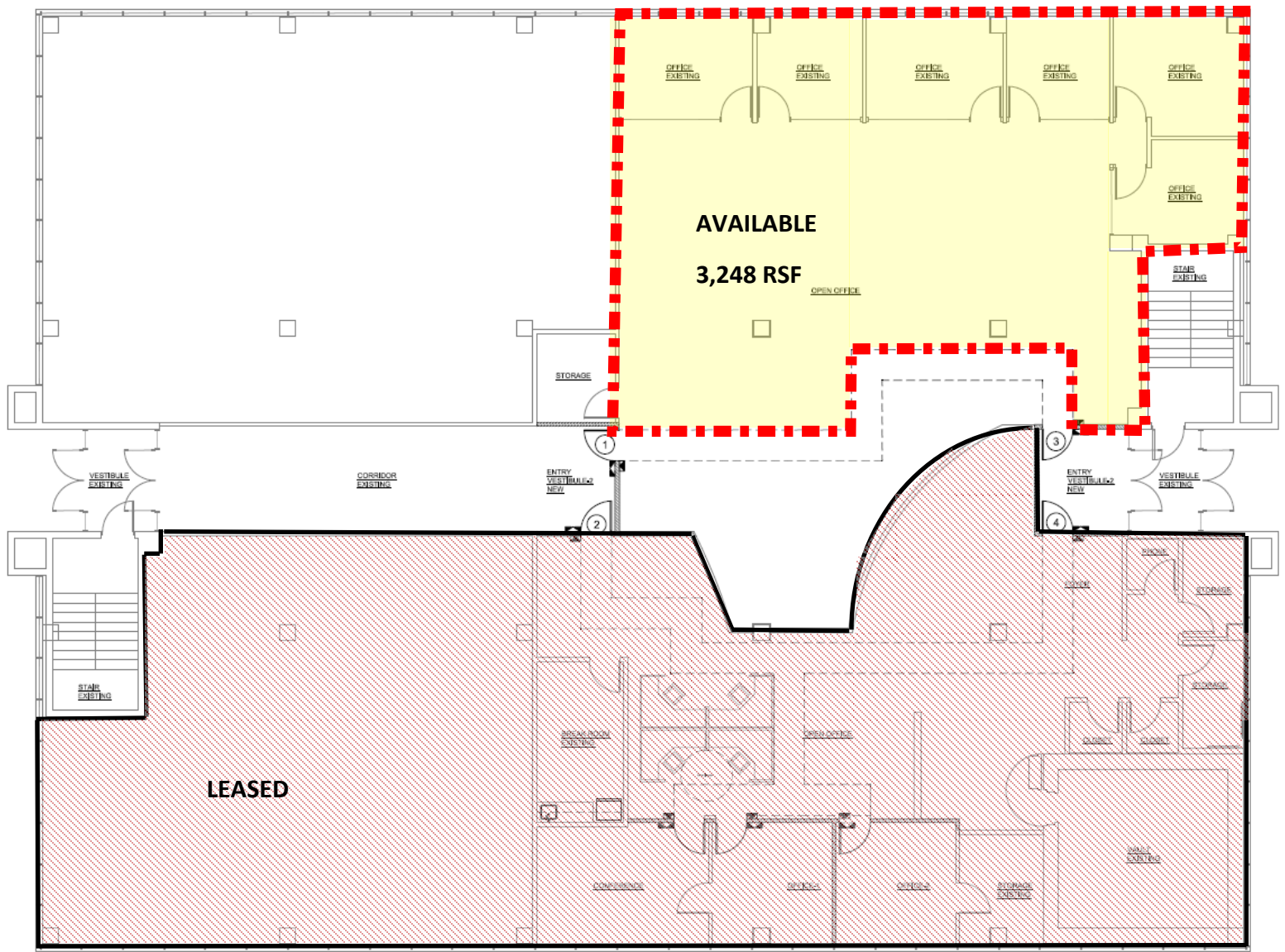
- Classroom Design Model

Attached you will find color prints of the prospect classroom designs, it is for representation only, room dimensions or measurements may vary.

- Floor Plan – for the proposed tenant space unit 105

Attached you will see the floor plan furnished by landlord.



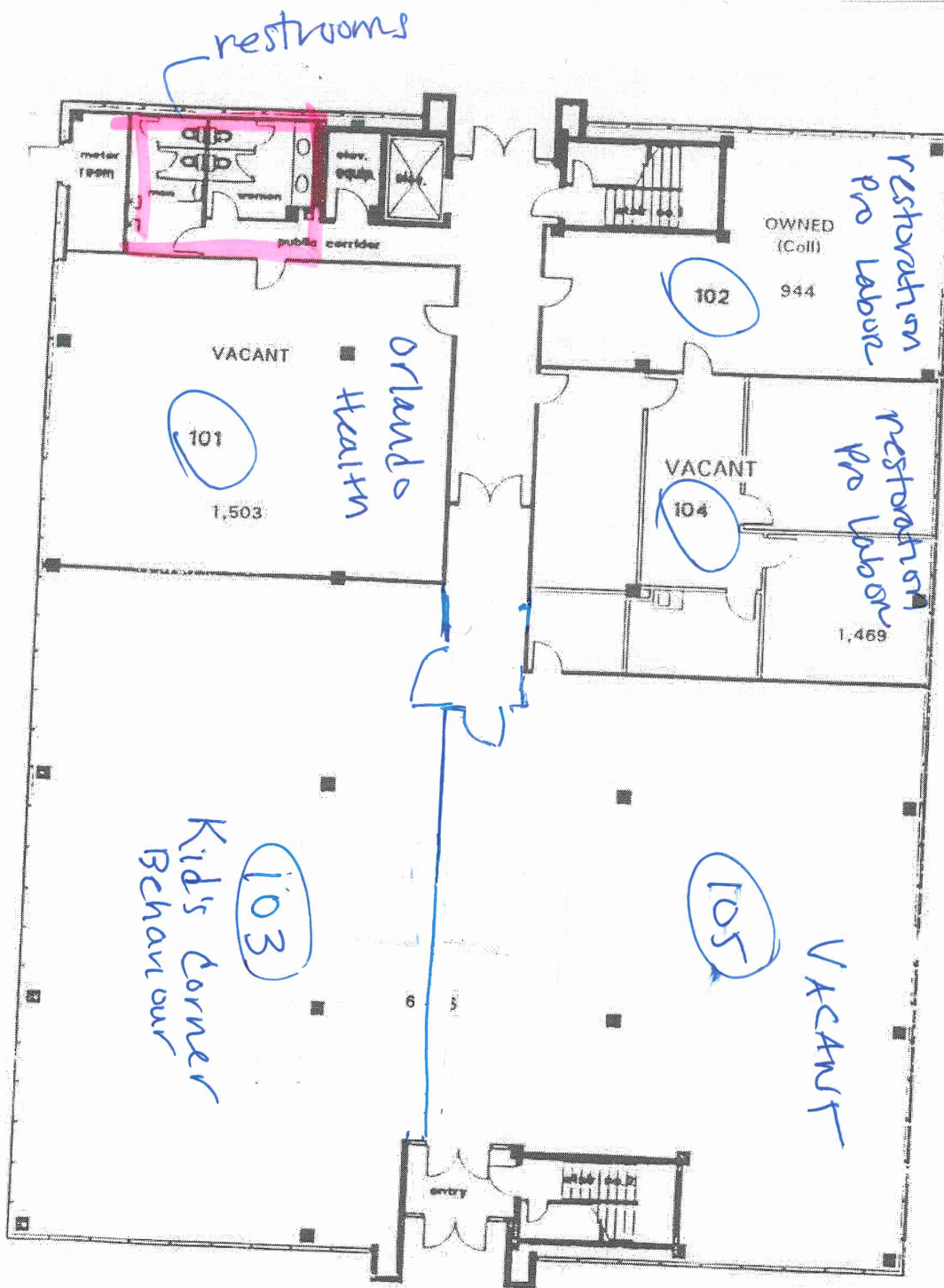


Overview Floor Plan

Sun Plaza

3357 W. Vine Street, Suite 105, Kissimmee, FL 34741

3,248 SF



NOT TO SCALE - this drawing is from before the splitting of unit 103 + 105 but shows the location of restrooms

First Floor Plan

SCALE: 1/8" = 1'-0"

103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000

- Legend:
- 0 LEASED
 - 0 OWNED
 - 0 AVAILABLE
 - 0 PROSPECT



KCBS ADVANCE ACADEMY

Professional Business Model

Our academy is a non-profit organization established in the city of St. Cloud since 2020. It was founded for our children with the autism spectrum disorder (ASD). Our academy wants to move to the city of Kissimmee because most of our students live in the surrounding areas of this city.

Our learning center is a specialized facility designed to provide comprehensive support, education, and intervention for children on the autism spectrum. The center focuses on small groups, creating a nurturing and structured environment where children with autism can develop essential skills, achieve personal goals, and thrive in various aspects of their lives. Here's a detailed explanation of what a learning center for autism entails:

Tailored Programs: Our learning center for autism offers a range of tailored programs and services that address the unique needs and strengths of a child on the autism spectrum. These programs encompass a variety of domains, including academics, communication, social skills, behavior management, sensory integration, and life skills such as activities of daily living.

Individualized Approach: The center adopts an individualized approach to education and therapy intervention. Each child's strengths, challenges, preferences, and developmental level are taken into account to create personalized learning plans that guide their progress.

Qualified Staff: The center employs a team of trained professionals who specialize in working with children with autism. This team may include special education teachers and behavior therapists/analysts. These experts collaborate to provide comprehensive support.

Sensory-Friendly Environment: The physical environment of the learning center is carefully designed to accommodate sensory sensitivities often associated with autism. Factors like lighting, noise levels, and sensory tools are considered to create a comfortable and engaging space.

Skill Development: The center focuses on developing a wide range of skills essential for daily life and future independence, determined by the individual's goal and abilities.



This includes academic skills, communication skills, social skills, self-care skills, and vocational skills.

Behavior Support: Behavior management is a crucial component of the learning center's approach. Applied Behavior Analysis (ABA) techniques and positive behavior support strategies are implemented to reduce challenging behaviors and promote positive behavior change.

Importance of an Early Start: Research has shown that early and comprehensive behavioral intervention, across many people/settings (such as school, home, clinic, and in the community), can lead to significant positive outcomes for children with autism. Early intervention can change the trajectory for many children, potentially reducing the need for intensive supports later in life.

Family Involvement: Families are integral partners in the learning process. The center requires family involvement through regular communication, workshops, training sessions, and collaborative goal-setting. This ensures consistency of support between the learning center and the home environment.

Data-Driven Approach: The center collects and analyzes data to track individual progress and the effectiveness of interventions across all skills levels. This data-driven approach allows for continuous evaluation and adjustment of strategies to ensure optimal outcomes.

Inclusion and Community Engagement: The learning center plays an active role in promoting autism awareness and acceptance in the broader community by providing resources and contacts to families in need of support for their children with autism. Including UCF Card, the Osceola Sheriff's Department, Osceola Fire Department, Project Lifesaver, and the OCSO autism initiative to name a few. The learning center also organizes events, workshops, and awareness campaigns to facilitate understanding and inclusion.

Transition Planning: As children with autism grow and develop, the learning center assists in creating transition plans for various life stages, such as transitioning through varied levels of schooling and ultimately from school to adulthood or vocational training. These plans help ensure a smooth transition into new environments and roles.

Continuous Improvement: The learning center is committed to continuous improvement. It regularly evaluates its programs, services, and outcomes to adapt to



the evolving needs of each child with autism and incorporate the latest research and best practices.

In summary, a learning center for autism is a specialized education hub that empowers children on the autism spectrum to achieve their fullest potential. By providing a comprehensive and individualized approach to education, skill development, and support through challenging behaviors. These centers create a nurturing environment where children with autism can flourish and lead meaningful lives.

According to the latest statistics from the CDC in 2023, about 1 in 36 children are identified with autism spectrum disorder (ASD); based on this need within the community, a learning center modeled with early intervention integrated into an education-therapy-behavior balanced structure proves to be the most effective at enriching these children's lives for the future. Enabling each individual to navigate daily routines and social settings more effectively, fostering self-reliance and competence. Consequently, each individual becomes not only an active participant, but a valuable and well-educated person contributing to the community both now and in the future.

Plan Status

a) What is the maximum number of students you can accommodate?

Maximum of 30 students

b) How many instructors do you have?

Total of 6 instructors

c) What type of vocational school is this?

- We prepare students with autism spectrum disorder (ASP) on activities of daily living skills and preparing instructors.

- No equipment, no patients.

d) What are your hours of operation?

From 8:45 am to 5:00 pm.

e) How many total parking spaces are at this location?

There's 234 parking spaces.

f) What is the building total square footage?

Building total square footage= 47,792 sqft

NOTICE OF PUBLIC HEARING PLANNING ADVISORY BOARD

This is to inform you that the **Planning Advisory Board** of the City of Kissimmee will consider a request for a Conditional Use request to establish a Vocational Learning Center. The Planning Advisory Board will hold a meeting on **Wednesday, November 15, 2023** at 6:00 p.m. at the City Commission Chambers, 101 Church St., Kissimmee, FL 34741.

The subject property is located at **3357 W. Vine St.** Parcel ID: **17-25-29-2222-0001-1110**

Any interested party wanting to be heard on this issue may submit testimony to be read into the official record to CityClerkEmail@kissimmee.gov prior to the start of the meeting or may be heard by participating in person.

Any questions regarding this public hearing may be directed to the Development Services Department at (407) 518-2140 or planning@kissimmee.gov.

Reference # **CU-23-0008**
KCBS Advance Academy

PLANNING ADVISORY BOARD
KISSIMMEE, FLORIDA

In accordance with Florida Statute 286.26, persons needing assistance to participate in any of these proceedings should contact the Office of the City Clerk (407) 518-2308 prior to the meeting. (FS286.26)

In accordance with Florida Statute 286.0105: any person wishing to appeal any decision made by the City Commission with respect to any matter considered at such meeting or hearing will need a record of the proceedings, and for such purposes may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is made.



THE FOLLOWING SHALL BE USED AS AN ADDENDUM TO ANY PLAN, FILE, OR OTHER DOCUMENT REVIEWED IN ENERGОВ & BLUEBEAM

**ADDRESS: 3357 W VINE ST
PLAN (DRC) NUMBER: CU-23-0008**

DATE: 9/25/2023

**Review Status:
APPROVED WITH CONDITIONS.**

BUILDING DIVISION – Albert Rocco - 407.518.2158 - Albert.Rocco@kissimmee.gov

Comments/Conditions (if applicable):

- 1) A Change of Occupancy is defined by the Florida Building Code as a change in the use of a building or a portion of a building which results in any of the following:**
 - a. A change of occupancy classification.**
 - b. A change from one group to another group within an occupancy classification.**
 - c. Any change in use within a group for which there is a change in the application of the requirements of this code.**
- 2) The previous permitted use of this subject space was Business Group B. The proposed use of this subject space is Education Group E.**

Educational Group E occupancy includes, among others, the use of a building or structure, or a portion thereof, by six or more persons at any one time for educational purposes through the 12th grade.

A separate “CHANGE OF OCCUPANCY (COMMERCIAL)” building permit is required.

All compliance with the Florida Building Code will be verified under that separate building permit.

If you have any questions regarding the comments/conditions above, please use the contact information provided.

Please login to the Citizen Self Service portal at www.kissimmee.gov.energov to upload a response to comments.

Additional comments may be forthcoming as a result of revisions to the plans, any new changes in the information provided, future plan review up to plan approval and permitting and/or with submittal of supporting documentation. When submitting, please provide a response to comments outlining where and how the comments have been addressed.



DEVELOPMENT SERVICES DEPARTMENT

PLANNING DIVISION

101 CHURCH STREET - KISSIMMEE, FLORIDA 34741 - 407.518.2140

DEVELOPMENT PROJECT COMMENT FORM

THE FOLLOWING SHALL BE USED AS AN ADDENDUM TO ANY PLAN, FILE, OR OTHER DOCUMENT REVIEWED IN ENERGОВ & BLUEBEAM

**ADDRESS: 3357 W. VINE STREET
PLAN (DRC) NUMBER: CU-23-0008**

DATE: 9/25/2023

**Review Status:
APPROVED WITH CONDITIONS.**

PLANNING DIVISION - Cristian I. Arias - 407-518-2373 Cristian.Arias@kissimmee.gov

This conditional use application is subject to the following:

1. Proposed vocational specialized school shall meet all applicable Building department standards.
2. Proposed interior layout has been modified by staff (attached). During DRC meeting and applicant's description of how the interior design will work for the proposed school, which will work in conjunction with an existing behavior therapy treatment use, located adjacent to the subject tenant space.
3. There shall be an agreement set in place for the proposed parking for the school use. If the specialized school expands in the future and has buses or any other means of transportation for its students, this also includes the need of a queue system for student drop off, this application shall require an amendment to this proposed use.
4. This approval is subject to parents parking to walk their children (students) into the facilities, as stated from the applicant.

GENERAL (if applicable to project)

5. Signage must be reviewed and approved under a separate building permit; not part of this approval.
6. Any Mobility and Impact fees will be due at the time of permit issuance. To find out more information please contact Juan F. Hernandez at 407-518-2233 for Mobility fees and Toho Water Authority at 407-944-5000 for water/sewer impact fees.

If you have any questions regarding the comments/conditions above, please use the contact information provided.

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ADDRESS: 3357 W. Vine St
PLAN (DRC) NUMBER: CU-23-0008

DATE: 6/13/2023

**Review Status:
APPROVED WITH CONDITIONS.**

FIRE DIVISION - Chris Alessandri - 407.518.2339 - Chris.Alessandri@kissimmee.gov

Comments/Conditions (if applicable):

1.NFPA 101 **14.3.5.1** Educational occupancy buildings shall be protected throughout by an approved, supervised automatic sprinkler system in accordance with Section [9.7](#) except as otherwise permitted by [14.3.5.2](#).

2. 13.3.1.1. General. All automatic sprinkler systems installed in any building must include an electronic supervision, containing an automatic signal transmission that is continuously monitored and complies with NFPA 72, the National Fire Alarm Code.

3. 10.12.1. Access Boxes. Access boxes shall be required for every building with a required fire sprinkler system or fire alarm system. The access box shall be a type approved by the chief of his designee, and shall contain those necessary keys or other devices necessary to gain access to the building. The owner, lessee, occupier or other person in charge of the building shall have timely notified the chief or his designee of any change in the key or other access devices charged, and ensure that the correct key or other unlocking devices is contained in the access box. Timely notification shall be 24 hours or less.

4. Fire Department connections for fire sprinkler systems, standpipe systems, and combined systems shall meet the same standards as those for fire hydrants and undergrounds which are applicable to the FDCs. For NFPA 13 systems, a hydrant shall be placed within 100 feet of an FDC and the FDC shall be a minimum of 30 feet from the building. The FDC for 13R systems shall be located on an exterior wall of the building at the riser with no specific distance from a hydrant.

5. All FDCs are to be marked with a Fire Department approved sign. The sign shall be designed in accordance with Florida Department of Transportation standards for information signage.

6. Signage background will be contrasting in color to lettering and shall be either: white with red lettering or red with white lettering. The letters "FDC" shall have a one and three-fourths inch minimum brush stroke.

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DEVELOPMENT PROJECT COMMENT FORM



THE FOLLOWING SHALL BE USED AS AN ADDENDUM TO ANY PLAN, FILE, OR OTHER DOCUMENT REVIEWED IN ENERGОВ & BLUEBEAM

DATE: 6/28/2023

PROJECT: KCBS Advance Academy - 3357 W VINE ST

SITE PLAN (DRC) NUMBER: CU-23-0008

REVIEW NUMBER: 1

Review Status:
APPROVED WITH CONDITIONS

ENGINEERING DEPARTMENT - Ryan Kilman - 407.518.2279 - Ryan.Kilman@kissimmee.gov

ADVISORY COMMENTS (No Responses Necessary):

- Plans/application request indicate this is for interior improvements only and no exterior/site improvements are being proposed. Should there be any exterior/site improvements (i.e. adding or removing parking spaces, adding impervious, or changes to traffic circulation) a separate review and approval will be required.
- All applicable code requirements of the City of Kissimmee Code of Ordinances shall be adhered to for any proposed use(s) and its processes.
- If you have any questions regarding the comments/conditions above, please use the contact information provided.

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THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA
PLANNING SERVICES DEPARTMENT
SCHOOL CAPACITY REPORT

SDOC#: 2022/23-0237

DRC#: CU-23-0008

Current FLU: MXD
Requested FLU: N/A

PROJECT NAME: KCBS Advance Academy

PROJECT LOCATION: 3357 W.Vine St., Sun Plaza, Kissimmee

Current Zoning: MXD
Requested Zoning: N/A

COMMENTS DUE DATE: 6.28.23
1110

PID: 17-25-29-2222-0001-

This application has no impact on public school capacity.



THE FOLLOWING SHALL BE USED AS AN ADDENDUM TO ANY PLAN, FILE, OR OTHER DOCUMENT REVIEWED IN ENERGОВ & BLUEBEAM

**ADDRESS: 3357 West Vine St.
PLAN (DRC) NUMBER: CU-23-0008**

DATE: 6/21/2023

**Review Status:
APPROVED.**

**OSCEOLA COUNTY SCHOOL DISTRICT - Tamara Pelc - 407.518.2964 ext. 65411 -
Tamara.Pelc@osceolaschools.net**

Comments/Conditions (if applicable): This application has no impact on public school capacity.

If you have any questions regarding the comments/conditions above, please use the contact information provided.

Please login to the Citizen Self Service portal at www.kissimmee.gov.energov to upload a response to comments.

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DISCLAIMER FOR ALL CITY OF KISSIMMEE DEVELOPMENT REVIEW APPLICATIONS

Important note: The Development Review process associated with this request (as outlined in the attached application) is intended to ensure that the request meets the requirements established in the City of Kissimmee Land Development Code and site development criteria for the City of Kissimmee, and other local, regional and state agencies. It is not intended to constitute approval of building construction or permits as required by external agencies.

Other processes, permits, authorizations, and/or fees may be required prior to construction of requested improvements. These may include, but are not limited to:

- ❖ Mobility/Impact Fees (Transportation, Water & Sewer, Recreation, School)
- ❖ Building permits and review fees
- ❖ Right-of-Way Utilization permits
- ❖ South Florida Water Management District (SFWMD) permits
- ❖ Utility permits and/or fees
- ❖ Federal Aviation Administration (FAA) authorizations
- ❖ Business Tax Receipts (BTRs)
- ❖ State Permits and/or Licenses
- ❖ Development Service Agreements (Toho Water Authority)
- ❖ Florida Department of Environmental Protection (FDEP) Permits
- ❖ NPDES Permits (Stormwater permitting)

The Agent of record and/or property owner for the attached request is responsible for coordinating with applicable agencies to ensure all requirements for the requested improvements have been met prior to construction.

Please read all information above and complete the lower portion of this disclaimer. This document must be signed by both agent and property owner and shall be included with the attached application. Failure to submit this form with the completed application will result in Staff finding the application to be insufficient for review and will delay your request.

Project Name: KCBS ADVANCE ACADEMY Inc. DRC# _____

I Certify that I have read the above and understand/acknowledge the information contained therein.

Agent Signature: [Signature] Date: 6-1-23

Agent Name (Print): Bryan Johnson

Property Owner Signature: [Signature] Date: June 1, 2023

Property Owner Name (Print): John W Meyers

CERTIFIED TO: **SCHOOLFIELD PROPERTIES**
SOUTHRUST BANK OF ORLANDO
AKERMAN, SENTERFITT & EIDSON
CHICAGO TITLE INSURANCE COMPANY
CKB INVESTORS, A FLORIDA GENERAL PARTNERSHIP

UNPLOTTABLE EASEMENTS
FOR ALL EASEMENTS
CHICAGO TITLE INSURANCE COMPANY
CHICAGO, ILL. 60601
COMMITMENT NO. 10 0002 10 002096

5. GRANT OF EASEMENT BY SUN PLAZA, LIMITED, A FLORIDA LIMITED PARTNERSHIP, FILED IN OFFICIAL RECORDS BOOK 804, PAGE 2716, PUBLIC RECORDS OF OSCEOLA COUNTY, FLORIDA, WHICH-EXCLUSIVE EASEMENT, UNDER, OVER, ACROSS AND THROUGH PROPERTY SHOWN HEREON FOR THE PURPOSE OF DRAINAGE RETENTION AND COLLECTION AND FOR THE TRANSMITTAL OF ALL SURFACE WATERS FROM LARSON/PERKINS PROPERTY.

6. GRANT OF EASEMENT BY SUN PLAZA, LIMITED, A FLORIDA LIMITED PARTNERSHIP, FILED IN OFFICIAL RECORDS BOOK 804, PAGE 2716, PUBLIC RECORDS OF OSCEOLA COUNTY, FLORIDA, WHICH-EXCLUSIVE EASEMENT, UNDER, OVER, ACROSS AND THROUGH PROPERTY SHOWN HEREON FOR THE PURPOSE OF DRAINAGE RETENTION AND COLLECTION AND FOR THE TRANSMITTAL OF ALL SURFACE WATERS FROM LARSON/PERKINS PROPERTY.

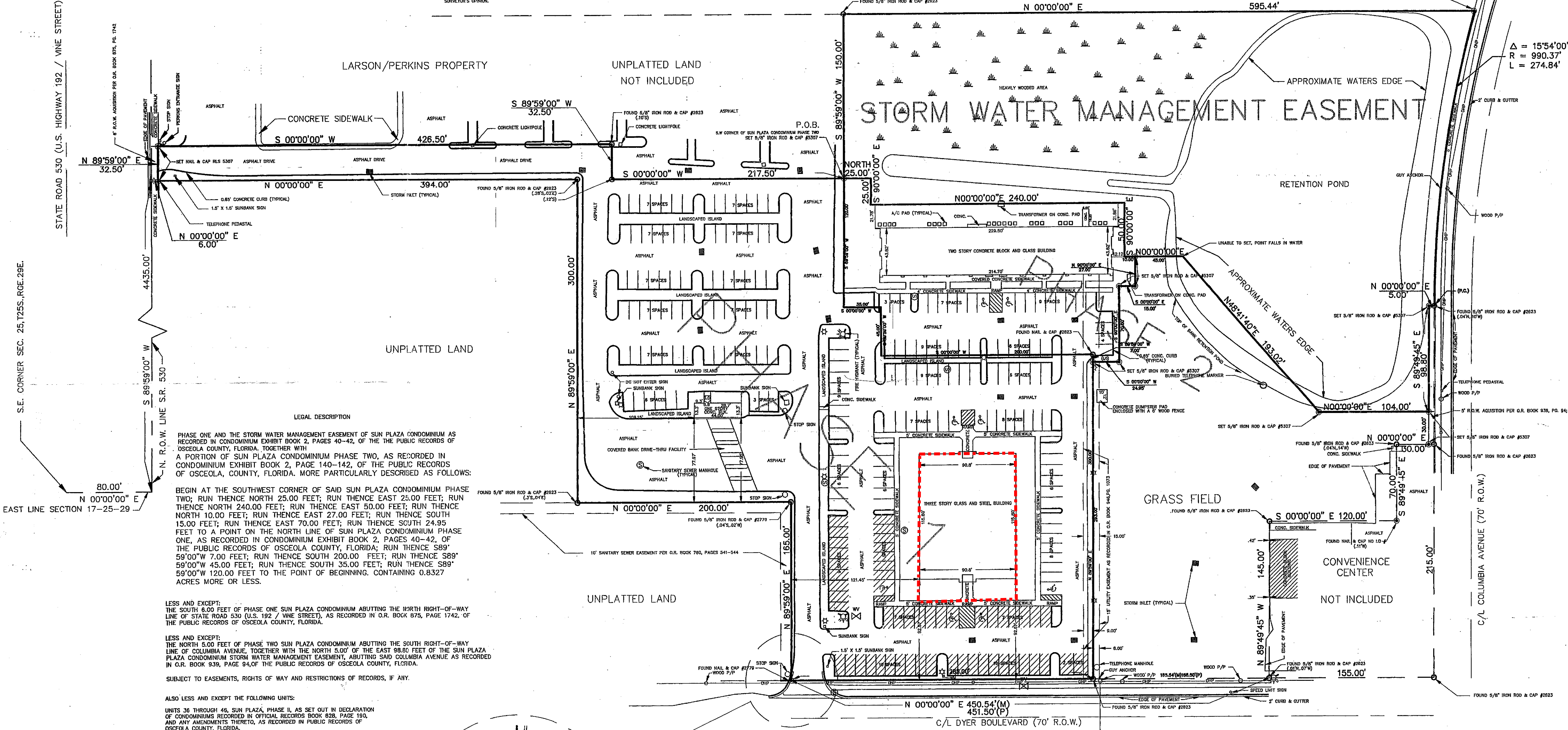
7. EASEMENT AGREEMENT BY S.P. CONDOMINIUM ASSOCIATION, INC., A FLORIDA CORPORATION NOT FOR PROFIT AND SUN PLAZA, LTD., A FLORIDA LIMITED PARTNERSHIP, TO SUN BANK, NATIONAL ASSOCIATION, FILED IN OFFICIAL RECORDS BOOK 804, PAGE 265, PUBLIC RECORDS OF OSCEOLA COUNTY, FLORIDA, WHICH-EXCLUSIVE EASEMENT, UNDER, OVER, ACROSS AND THROUGH PROPERTY SHOWN HEREON FOR THE PURPOSE OF DRAINAGE RETENTION AND COLLECTION AND FOR THE TRANSMITTAL OF ALL SURFACE WATERS FROM LARSON/PERKINS PROPERTY.

8. MASTER RECIPROCAL EASEMENT AGREEMENT BETWEEN SUN PLAZA, LTD., A FLORIDA LIMITED PARTNERSHIP, AND CONVENIENCE CENTER DEVELOPMENT ASSOCIATES, A FLORIDA GENERAL PARTNERSHIP, FILED IN OFFICIAL RECORDS BOOK 804, PAGE 151, PUBLIC RECORDS OF OSCEOLA COUNTY, FLORIDA, WHICH-EXCLUSIVE EASEMENT, UNDER, OVER, ACROSS AND THROUGH PROPERTY SHOWN HEREON FOR THE PURPOSE OF DRAINAGE RETENTION AND COLLECTION AND FOR THE TRANSMITTAL OF ALL SURFACE WATERS FROM LARSON/PERKINS PROPERTY.

INDICATES COORDINATED DESCRIPTION OF INTENT OF EASEMENT PER SURVEYOR'S OPINION.

NOTE: IN REGARDS TO THE EASEMENT BETWEEN MR. RILEY G. BROWN AND FLORA B. BROWN, HIS WIFE, AND THE CITY OF WINTER, DATED FEBRUARY 9, 1982, GRANTING A 15 FOOT EASEMENT FOR LINES FOR TRANSMISSION OF ELECTRIC ENERGY, RECORDED IN MARCH 1982 IN O.R. BOOK 80, PAGE 402 OF THE PUBLIC RECORDS OF OSCEOLA COUNTY, FLORIDA, FOR ANY OVERLAP I HAVE FOUND THIS EASEMENT TO BE OUTSIDE OF THE PROPERTY DESCRIBED HEREON.

LA MIRADA PLAT BOOK 6, PAGE 110.



LEGAL DESCRIPTION

PHASE ONE AND THE STORM WATER MANAGEMENT EASEMENT OF SUN PLAZA CONDOMINIUM AS RECORDED IN CONDOMINIUM EXHIBIT BOOK 2, PAGES 40-42, OF THE PUBLIC RECORDS OF OSCEOLA COUNTY, FLORIDA, TOGETHER WITH A PORTION OF SUN PLAZA CONDOMINIUM PHASE TWO, AS RECORDED IN CONDOMINIUM EXHIBIT BOOK 2, PAGE 140-142, OF THE PUBLIC RECORDS OF OSCEOLA COUNTY, FLORIDA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE SOUTHWEST CORNER OF SAID SUN PLAZA CONDOMINIUM PHASE TWO; RUN THENCE NORTH 25.00 FEET; RUN THENCE EAST 25.00 FEET; RUN THENCE NORTH 240.00 FEET; RUN THENCE EAST 50.00 FEET; RUN THENCE NORTH 10.00 FEET; RUN THENCE EAST 27.00 FEET; RUN THENCE SOUTH 15.00 FEET; RUN THENCE EAST 70.00 FEET; RUN THENCE SOUTH 24.95 FEET TO A POINT ON THE NORTH LINE OF SUN PLAZA CONDOMINIUM PHASE ONE, AS RECORDED IN CONDOMINIUM EXHIBIT BOOK 2, PAGES 40-42, OF THE PUBLIC RECORDS OF OSCEOLA COUNTY, FLORIDA; RUN THENCE S89°59'00\" W 7.00 FEET; RUN THENCE SOUTH 200.00 FEET; RUN THENCE S89°59'00\" W 45.00 FEET; RUN THENCE SOUTH 35.00 FEET; RUN THENCE S89°59'00\" W 120.00 FEET TO THE POINT OF BEGINNING, CONTAINING 0.8327 ACRES MORE OR LESS.

LESS AND EXCEPT:

THE SOUTH 6.00 FEET OF PHASE ONE SUN PLAZA CONDOMINIUM ABUTTING THE NORTH RIGHT-OF-WAY LINE OF STATE ROAD 530 (U.S. 192 / VINE STREET), AS RECORDED IN O.R. BOOK 875, PAGE 1742, OF THE PUBLIC RECORDS OF OSCEOLA COUNTY, FLORIDA.

LESS AND EXCEPT:

THE NORTH 5.00 FEET OF PHASE TWO SUN PLAZA CONDOMINIUM ABUTTING THE SOUTH RIGHT-OF-WAY LINE OF COLUMBIA AVENUE, TOGETHER WITH THE NORTH 5.00' OF THE EAST 98.80 FEET OF THE SUN PLAZA PLAZA CONDOMINIUM STORM WATER MANAGEMENT EASEMENT, ABUTTING SAID COLUMBIA AVENUE AS RECORDED IN O.R. BOOK 939, PAGE 94, OF THE PUBLIC RECORDS OF OSCEOLA COUNTY, FLORIDA.

SUBJECT TO EASEMENTS, RIGHTS OF WAY AND RESTRICTIONS OF RECORDS, IF ANY.

ALSO LESS AND EXCEPT THE FOLLOWING UNITS:

UNITS 36 THROUGH 46, SUN PLAZA, PHASE II, AS SET OUT IN DECLARATION OF CONDOMINIUMS RECORDED IN OFFICIAL RECORDS BOOK 826, PAGE 193, AND ANY AMENDMENTS THEREIN, AS RECORDED IN PUBLIC RECORDS OF OSCEOLA COUNTY, FLORIDA.

UNITS 204 TO 213, PHASE I, SUN PLAZA, A CONDOMINIUM (A PHASE CONDOMINIUM), ACCORDING TO THE DECLARATION OF CONDOMINIUM SET FORTH IN OFFICIAL RECORDS BOOK 826, PAGE 193 AND AS SHOWN IN CONDOMINIUM EXHIBIT BOOK 2, PAGES 40 THROUGH 42, ALL AMONG THE PUBLIC RECORDS OF OSCEOLA COUNTY, FLORIDA TOGETHER WITH AN UNDIVIDED INTEREST IN THE COMMON ELEMENTS ATTACHING THERETO ACCORDING TO THE AFOREMENTIONED DECLARATION.

ALSO LESS AND EXCEPT THE FOLLOWING UNITS:

UNITS 123-H, 124-G, 125-D, 126-F, 127-D THROUGH 129-D, 149-W, 150-W, 122-C, 123-B, 222-N, 223-J THROUGH 234-A, 100 (COLLECTIVELY THE "UNIT"), IN SUN PLAZA, A CONDOMINIUM (A PHASE CONDOMINIUM), ACCORDING TO THE DECLARATION OF CONDOMINIUM THEREOF, RECORDED IN OFFICIAL RECORDS BOOK 826, PAGE 193, TOGETHER WITH A SURVEY AND PLAT PLAN RECORDED IN CONDOMINIUM EXHIBIT BOOK 2, PAGES 40 THROUGH 42, ALL IN THE PUBLIC RECORDS OF OSCEOLA COUNTY, FLORIDA, AND AMENDMENTS THERETO, IF ANY, TO SAID DECLARATION (SAID DECLARATION AND AMENDMENTS, IF ANY, HEREINAFTER COLLECTIVELY REFERRED TO AS THE DECLARATION), TOGETHER WITH ALL APPURTENANCES THERETO, INCLUDING AN UNDIVIDED INTEREST IN THE COMMON ELEMENTS APPERTAINING TO THE UNIT, AS MORE PARTICULARLY SET FORTH IN THE DECLARATION.

ALSO LESS AND EXCEPT THE FOLLOWING UNITS:

UNITS 101 THROUGH 104, IN SUN PLAZA, A CONDOMINIUM, ACCORDING TO THE DECLARATION OF CONDOMINIUM THEREOF, IN OFFICIAL RECORDS BOOK 826, PAGE 193, AS RECORDED IN THE PUBLIC RECORDS OF OSCEOLA COUNTY, FLORIDA.

FLOOD PLANE CERTIFICATION OF THE PROPERTY HEREON
ACCORDING TO THE F.I.R.M. MAP PANEL NUMBER:
120189 0040 B DATED **02/03/82**
THE PROPERTY APPEARS TO LIE IN FLOOD ZONE **C**.

Salvatore G. Ciciarelli, P.L.S.
P.O. Box 720448
Orlando, Florida 32872-0448
(407) 277-5033

GT
LAND SURVEYORS INC.

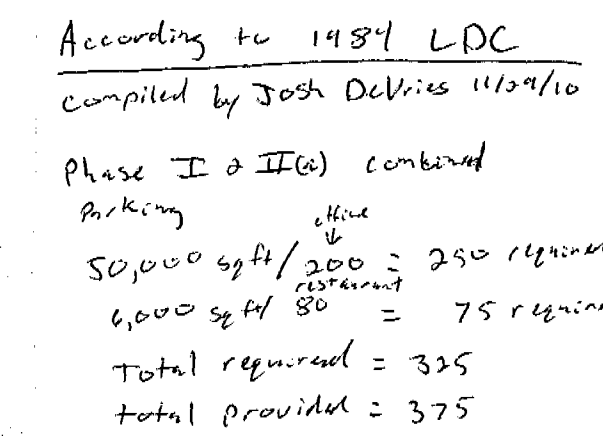
BOUNDARY SURVEY

SHEET NO. 1		OF 1	
TYPE: BOUNDARY	REVISIONS	BY	DATE
CLIENT: SCHOOLFIELD PROPERTIES	LEGAL/EASEMENTS	SGC	08/08/94
DATE: 7/23/94	LEGAL PHASE TWO	SGC	08/16/94
SCALE: 1"=50'			
DRWN: SGC			
DSGN: SGC			
APPR: SGC			
FILE: 94-68			

FROM THE SOUTHEAST CORNER OF SECTION 17, TOWNSHIP 25 SOUTH, RANGE 29 EAST, OSCEOLA COUNTY, FLORIDA, RUN NORTH ALONG THE EAST LINE OF SAID SECTION 17 A DISTANCE OF 80.00 FEET TO THE NORTH RIGHT OF WAY LINE OF U.S. HIGHWAY 192; RUN THENCE S89°59'00"W ALONG SAID RIGHT OF WAY LINE A DISTANCE OF 4435.00 FEET TO THE POINT OF BEGINNING; RUN THENCE NORTH PARALLEL TO THE EAST LINE OF SAID SECTION 17 A DISTANCE OF 400.00 FEET; RUN THENCE N89°59'00"E A DISTANCE OF 300.00 FEET; RUN THENCE N00°00'00"E ALONG THE EAST LINE OF SAID SECTION 17 A DISTANCE OF 606.54 FEET TO THE SOUTH LINE OF COLUMBIA AVENUE RIGHT OF WAY; RUN THENCE N89°49'45"W ALONG SAID RIGHT OF WAY LINE A DISTANCE OF 343.80 FEET TO THE POINT OF CURVE OF A 990.37 FOOT RADIUS CURVE CONCAVE TO THE RIGHT; RUN THENCE ALONG SAID CURVE THROUGH AN ARC OF 15°54'00" A DISTANCE OF 274.84 FEET; RUN THENCE SOUTH PARALLEL TO THE EAST LINE OF SAID SECTION 17 A DISTANCE OF 1245.44 FEET TO THE NORTH RIGHT OF WAY LINE OF U.S. HIGHWAY NO. 192; RUN THENCE N89°59'00"E A DISTANCE OF 150.00 FEET TO THE POINT OF BEGINNING.

12.085 Acres ±

ASSUMED NORTH MERIDIAN BEARINGS BASED
ON LEGAL DESCRIPTION.



Phase I & II(a) combined
Parking $\frac{\text{line}}{\text{distance}}$
 $50,000 \text{ sq ft} / 200 = 250 \text{ req/min}$
 $6,000 \text{ sq ft} / 80 = 75 \text{ req/min}$
Total requirement = 325
total provided = 375

U.S. HWY 192 West Vine St. (133' R/W)

MONUMENT DATA

☒ Fnd. Iron Pin
☐ Fnd. Conc. Monument No. 935
☐ Set. Iron Pin

NORTH
80.00'
East Line of Sec. 17,
T25S, R 29E.

SUN PLAZA

SHEET NO
2 of 6
WA No 3155

DESIGN	F. B. NO	85-2	SEC.	17		
DRAWN	SCALE	18-30/33-32	TWP.	255	8-23-83	LH. Added 6' RT PAVING TO DYER
CHECKED	DATE	1"=50'	RNG.	29E	7-18-85	JU. REMOVED P.O.T. CONC. ASPHALT FROM SEC. C-C
		Feb 14, 1985			4-9-85	LH. Redd Bldg. IDENTIFICATION
					Date	By Revision

P.O. Box 397 • Kissimmee, Florida 32741
Telephone (305) 847-9433

ENGINEERING • SURVEYING • PLANNING
Hanson, Walter & Associates, Inc.

Investments International Dev. Corp.
P.O. Box 293 ↑
Kissimmee, Florida 32742
Ph: (305) 846-1360

Page 25 of 29

PROPOSED ORDINANCE # 13-11
ORDINANCE NO. 2856

AN ORDINANCE AMENDING THE CODE OF THE CITY OF KISSIMMEE, FLORIDA TITLE XIV PLANNING AND ZONING, CHAPTER 14-2 CITY OF KISSIMMEE LAND DEVELOPMENT CODE, SECTION 14-2-54 VINE STREET OVERLAY (VO), ADDING §§ (W), REGULATING PUBLIC AND PRIVATE SCHOOLS IN THE VINE STREET OVERLAY (VO); REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF KISSIMMEE, FLORIDA THAT CHAPTER 14-2 IS AMENDED TO READ AS FOLLOWS:

SECTION 1.

§ 14-2-54 VINE OVERLAY DISTRICT (VO) §§ (W) Public and Private Schools shall not be permitted within the Vine Overlay District until there are 2,000 residential dwelling units that have received a Certificate of Occupancy to support a student population creating the demand for new facilities. This section shall be evaluated with each biennial review of the District called for in the Vine Street Redevelopment Overlay District Development Manual.

SECTION 2. This Ordinance is intended to address new public and private primary and secondary schools. It is not intended to address any existing schools, colleges or vocational schools.

SECTION 3. All Ordinances in conflict herewith are repealed.

SECTION 4. This ordinance shall take effect immediately upon its passage.

Commissioner Alvarez moved to passage and adoption of the above and foregoing Ordinance. Motion was seconded by Commissioner Shaw and upon roll call on the motion the vote was as follows:

AYE

NAYS

Commissioner Alvarez	AYE
Commissioner Rentas	AYE
Commissioner Shaw	AYE
Commissioner Grieb	AYE
Mayor Swan	AYE

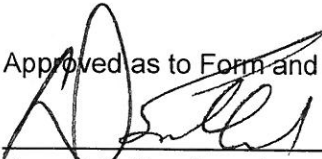
Said motion having been duly carried, thereupon, Mayor Swan
declared said Ordinance duly passed and adopted this 7th day of May 2013.


Mayor-Commissioner

ATTEST


Desiree Matthews
Assistant City Manager/City Clerk

Approved as to Form and Legality:


Donald T. Smallwood
City Attorney

ITEM 7.A

Discussion regarding the December 6th and December 20th 2023 PAB Meetings & the 2024 PAB Meeting Schedule

Request

Discuss the remaining PAB meetings due to the upcoming holidays to determine if there will be a quorum. In addition, the 2024 public hearing schedule has been finalized and attached to plan ahead for the upcoming year.

Explanation

Recommendation

REQUESTED PLANNING ADVISORY BOARD ACTION:

No Action

Attachment(s):

1. 2024 Public Hearing Schedule



2024 CITY OF KISSIMMEE SCHEDULE
Development Review Committee (DRC)
Planning Advisory Board (PAB)
& City Commission (CC)



Cycle #1	Date
DRC Submittal Deadline	1/3/2024
DRC Meeting	2/6/2024
PAB Meeting	3/6/2024
CC Meeting	4/2/2024

Cycle #2	Date
DRC Submittal Deadline	1/17/2024
DRC Meeting	2/20/2024
PAB Meeting	3/20/2024
CC Meeting	4/16/2024

Cycle #3	Date
DRC Submittal Deadline	2/7/2024
DRC Meeting	3/5/2024
PAB Meeting	4/3/2024
CC Meeting	5/7/2024

Cycle #4	Date
DRC Submittal Deadline	2/21/2024
DRC Meeting	3/19/2024
PAB Meeting	4/17/2024
CC Meeting	5/21/2024

Cycle #5	Date
DRC Submittal Deadline	3/6/2024
DRC Meeting	4/2/2024
PAB Meeting	5/1/2024
CC Meeting	6/4/2024

Cycle #6	Date
DRC Submittal Deadline	3/20/2024
DRC Meeting	4/16/2024
PAB Meeting	5/15/2024
CC Meeting	6/18/2024

Cycle #7	Date
DRC Submittal Deadline	4/3/2024
DRC Meeting	5/7/2024
PAB Meeting	6/5/2024
CC Meeting	7/2/2024

Cycle #8	Date
DRC Submittal Deadline	4/17/2024
DRC Meeting	5/21/2024
PAB Meeting	6/20/2024*
CC Meeting	7/16/2024

Cycle #9	Date
DRC Submittal Deadline	5/1/2024
DRC Meeting	6/4/2024
PAB Meeting	7/3/2024
CC Meeting	8/6/2024

Cycle #10	Date
DRC Submittal Deadline	5/15/2024
DRC Meeting	6/18/2024
PAB Meeting	7/17/2024
CC Meeting	8/20/2024

Cycle #11	Date
DRC Submittal Deadline	6/5/2024
DRC Meeting	7/2/2024
PAB Meeting	8/7/2024
CC Meeting	9/10/2024**

Cycle #12	Date
DRC Submittal Deadline	6/18/2024*
DRC Meeting	7/16/2024
PAB Meeting	8/7/2024
CC Meeting	9/10/2024**

Cycle #13	Date
DRC Submittal Deadline	7/3/2024
DRC Meeting	8/6/2024
PAB Meeting	9/4/2024
CC Meeting	10/1/2024

Cycle #14	Date
DRC Submittal Deadline	7/17/2024
DRC Meeting	8/20/2024
PAB Meeting	9/18/2024
CC Meeting	10/15/2024

Cycle #15	Date
DRC Submittal Deadline	8/7/2024
DRC Meeting	9/3/2024
PAB Meeting	10/2/2024
CC Meeting	11/5/2024

Cycle #16	Date
DRC Submittal Deadline	8/21/2024
DRC Meeting	9/17/2024
PAB Meeting	10/16/2024
CC Meeting	11/19/2024

Cycle #17	Date
DRC Submittal Deadline	9/4/2024
DRC Meeting	10/1/2024
PAB Meeting	11/6/2024
CC Meeting	12/3/2024

Cycle #18	Date
DRC Submittal Deadline	9/18/2024
DRC Meeting	10/15/2024
PAB Meeting	11/20/2024
CC Meeting	1/7/2025

Cycle #19	Date
DRC Submittal Deadline	10/2/2024
DRC Meeting	11/5/2024
PAB Meeting	12/4/2024
CC Meeting	1/21/2025

Cycle #20	Date
DRC Submittal Deadline	10/16/2024
DRC Meeting	11/19/2024
PAB Meeting	12/18/2024
CC Meeting	1/21/2025

Cycle #21	Date
DRC Submittal Deadline	11/6/2024
DRC Meeting	12/3/2024
PAB Meeting	1/2/2025*
CC Meeting	2/4/2025

Cycle #22	Date
DRC Submittal Deadline	11/20/2024
DRC Meeting	12/17/2024
PAB Meeting	1/15/2025
CC Meeting	2/18/2025

Cycle #23	Date
DRC Submittal Deadline	12/4/2024
DRC Meeting	1/7/2025
PAB Meeting	2/5/2025
CC Meeting	3/4/2025

Cycle #24	Date
DRC Submittal Deadline	12/18/2024
DRC Meeting	1/21/2025
PAB Meeting	2/19/2025
CC Meeting	3/18/2025

Note: Dates are contingent upon previous meeting approval and dependent upon the project type may not require various meetings. For specific processes, please see the project type. Scheduled dates for Public Hearings are subject to notification requirements and may be altered due to advertising requirements.

*Anticipated adjustment based on holiday. **Anticipated adjustment based on budget meeting requirements.

All requests must be submitted electronically through Energov and accompanied by applicable plans, documents, checklists, fee, architectural elevations and any other supporting materials at [Energov | City of Kissimmee, FL](https://energov.com/city-of-kissimmee-fl). A sufficiency review will be conducted within 24 hours of submittal. If the submittal is insufficient or payment has not been made, the request will not be scheduled/distributed for review. Dates are contingent upon completion of previous meeting dates and approval and are dependent upon the project type which may not require various meetings. Scheduled does not include any required Second & Final City Commission meeting. For specific processes, please see the project type. Dates for Public Hearings are subject to notification requirements and may be altered due to advertising requirements.