



**MEETING AGENDA
SESSION OF THE PLANNING ADVISORY BOARD (BROWNFIELDS
ADVISORY COMMITTEE)
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
WEDNESDAY, MARCH 5, 2025 AT 6:00 PM**

- 1. MEETING CALLED TO ORDER**
- 2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**
- 3. MINUTES**
 - 3.A Approval of the February 5, 2025 Planning Advisory Board (PAB) Meeting minutes
- 4. OLD BUSINESS**
- 5. NEW BUSINESS**
 - 5.A East Central Florida Regional Planning Council Resilient Corridors Coalition
- 6. PUBLIC HEARINGS**
- 7. DISCUSSION**
- 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 (Brownfields Advisory Committee) 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 3.A

**Approval of the February 5, 2025 Planning Advisory Board (PAB) Meeting minutes
Request**

Approval of the February 5, 2025 Planning Advisory Board (PAB) Meeting minutes

Recommendation

REQUESTED PLANNING ADVISORY BOARD ACTION:

Approve

Attachment(s):

None



MEETING ACTIONS
SESSION OF THE PLANNING ADVISORY BOARD
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
WEDNESDAY, FEBRUARY 5, 2025 AT 6:00 PM

1. MEETING CALLED TO ORDER

Members Present: Board Member Robert Bussiere, Board Member Robert Spalding, Board Member Diana Marrero-Pinto, Board Member Alex Alemi, Board Member Aaron Sabino

Staff Present: Brenda Ryan, Planning Manager, Kalanit Oded, Assistant City Attorney, Cristian Arias, Senior Planner, John Rabon, Senior Planner, Ryan Altizer, Planner II, Kayla Smith, Administrative Assistant II.

Members Absent: Board Member Rebeca Marin, Board Member Yolanda Bernard

Chairman Robert Bussiere called the meeting to order at 6:00 p.m.

2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

After a Moment of Silence, Chairman Robert Bussiere led the audience in the Pledge of Allegiance.

3. MINUTES

3.A Approval of the October 16, 2024 Planning Advisory Board (PAB) Meeting minutes.

Board Member Robert Spalding made a motion to Approve. Board Member Alex Alemi seconded the motion.

AYE: Board Member Bussiere, Board Member Spalding, Board Member Marrero-Pinto, Board Member Alemi, Board Member Sabino

NAY: None

Motion to Approve 5 - 0.

3.B Approval of the November 6, 2024 Planning Advisory Board (PAB) Workshop minutes.

Board Member Robert Spalding made a motion to Approve. Board Member Alex Alemi seconded the motion.

AYE: Board Member Bussiere, Board Member Spalding, Board Member Marrero-Pinto, Board Member

Alemi, Board Member Sabino

NAY: None

Motion to Approve 5 - 0

4. OLD BUSINESS

5. NEW BUSINESS

5.A Public Hearing - Conditional Use with Site Specific Redevelopment Plan for a specialized charter school – UCP Charter School - CU-24-0012

Senior Planner Arias stated this is a recommendation for approval of a Conditional Use with Site Specific Redevelopment Plan for a new specialized charter school on approximately 8.72 acres of land with a Mixed-Use Center (T5-M) Zoning designation. The subject property is located at 200 W. Vine Street.

Senior Planner Arias stated he wanted to put on record that UCP Charter School will provide high quality education and therapy for all students with and without disabilities as a state-of-the-art educational and pediatric therapy facility serving approximately 326 students.

Staff recommends approval for the following reasons:

1. Compliance with the intent of the Mixed-Use Center (T5-M)(Form Based Code) as outlined in Section 14-5 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 the Mixed-Use Center (T5-M) zoning district where schools is an allowable use with Conditional Use approval.
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 Land Development Code.
5. Compliance with Comprehensive Plan Future Land Use Element Policy 1.2.9.2, Mixed Use - Downtown (MU-D), which is intended to mirror the sub-areas outlined in the Strategic Investment Map in the Downtown Kissimmee Community Redevelopment Area Plan Update (September, 2012) . The Downtown area is an activity hub anchored by government centers, retail and business districts, and quiet residential streets with restored structures. The City shall apply mixed-use future land use categories to the Downtown in sub-areas to achieve a greater specificity of redevelopment character commensurate with the adopted Downtown Kissimmee Community Redevelopment Area Plan Update. The development is located in the Medical Campus sub-area which is centered on hospital and medical uses but can include residential uses to provide housing for area employees. This sub-area has a maximum project density and intensity of up to 40 du/ac and 6.0 Floor Area Ratio (FAR).

Staff recommends approval subject to the following conditions:

1. This Conditional Use approval is subject to City Commission review approval of a Developer's Agreement prior to Site Development (Construction) Plan approval for deviations to Form Based Code standards for projects of significance to the City under Land Development Code Section 14-5-14(A).
2. Vehicular access to Union Street is prohibited and shall be removed from the proposed development.
3. Street wall with landscaping shall be required at parking location areas visible from Oak Street, subject to Land Development Code Section 14-5-11(F).
4. A Final Plat is required prior to issuance of the Certificate of Occupancy (CO)

- and/or completion of this project.
5. Chain link fences are prohibited and is subject to Land Development Code Section 14-5-11(F)(5). Chain link fences shall be replaced with wrought iron fence material.
 6. The proposed retention pond shall be integrated into the site design and featured as a site amenity subject to Land Development Code Section 14-5-12(B)(5)
 7. No transportation vans or bus services is permitted. If transportation vans or bus services are provided in the future, a Site Plan revision must be provided that addresses parking and circulation route(s).
 8. Stacking of vehicles on Oak St. is prohibited. Should there be any stacking of vehicles on Oak Street due to drop off and pick up traffic issues, the school will be notified, and intermediate changes may be required to address congestion. A revised parking and circulation plan must be finalized and approved by the City.
 9. A solid 6-foot solid block wall must be provided along the eastern portion adjacent to the residential single-family properties. A minimum of 1 tree at least 2 1/2" caliper shall be provided every 15 lineal feet. Tree types shall alternate between large and medium canopy trees. Species shall be evergreen to form a continuous screen year round.
 10. Any modifications and/or reconfigurations to the building, parking lot, or other site improvements that may have negative adverse impacts to the surrounding, adjacent areas, internal circulation, or design/development standards shall require a Site Plan revision to be reviewed and approved by the Planning Advisory Board (PAB).

UCP of Central Florida Applicant, Ken Jacob, 4780 Data Court, stated that UCP has been operating in Central Florida for over 70 years and currently operating the Plaza Del Sol in Kissimmee. The campus has a 70% population of kids with a disability and an inclusion policy that allow non-disabled kids to enroll in the school.

KPM Franklin Engineer, John Kelly, 222 Church Street, stated that KPM Franklin is good with all the conditions set by the Planning Staff.

Discussion ensued regarding UCP project.

Board Member Robert Spalding made a motion to Approve w/Conditions. Board Member Diana Marrero-Pinto seconded the motion.

1. **This Conditional Use approval is subject to City Commission review approval of a Developer's Agreement prior to Site Development (Construction) Plan approval for deviations to Form Based Code standards for projects of significance to the City under Land Development Code Section 14-5-14(A).**
2. **Vehicular access to Union Street is prohibited and shall be removed from the proposed development.**
3. **Street wall with landscaping shall be required at parking location areas visible from Oak Street, subject to Land Development Code Section 14-5-11(F).**
4. **A Final Plat is required prior to issuance of the Certificate of Occupancy (CO) and/or completion of this project.**
5. **Chain link fences are prohibited and is subject to Land Development Code Section 14-5-11(F)(5). Chain link fences shall be replaced with wrought iron fence material.**

6. The proposed retention pond shall be integrated into the site design and featured as a site amenity subject to Land Development Code Section 14-5-12(B)(5)
7. No transportation vans or bus services is permitted. If transportation vans or bus services are provided in the future, a Site Plan revision must be provided that addresses parking and circulation route(s).
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10. Any modifications and/or reconfigurations to the building, parking lot, or other site improvements that may have negative adverse impacts to the surrounding, adjacent areas, internal circulation, or design/development standards shall require a Site Plan revision to be reviewed and approved by the Planning Advisory Board (PAB).

AYE: Board Member Bussiere, Board Member Spalding, Board Member Marrero-Pinto, Board Member Alemi, Board Member Sabino
 NAY: None

Motion to Approve w/Conditions Passed 5 - 0.

- 5.B Public Hearing - Proposed Ordinance #25-02 - Amending the Zoning Map designation from Mixed Use Urban Corridor (T5-U) to Industrial Business (IB): Grissom Lane - ZMA-23-0005

AN ORDINANCE AMENDING ORDINANCE NO. 3068 KNOWN AS THE CITY OF KISSIMMEE LAND DEVELOPMENT CODE, REZONING THE PROPERTY HEREINAFTER DESCRIBED, REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE.

Planning Manager Ryan stated that this is a recommendation of approval of a Zoning Map Amendment to change the Zoning Map designation from Mixed Use Urban Corridor (T5-U) to Industrial Business (IB) on approximately 3.69 acres of land.

Planning Manager Ryan stated this a city initiated land use amendment that was presented as part of a Future Land Use Amendment on May 15, 2024. This ZMA will provide consistency with the Land Use Amendment that was approved back in May by PAB and subsequently approved at City Commission on June 18, 2024. The IN Future Land Use designation was established under LUPA-24-0001 which was recommended for approval by the Planning Advisory Board at the May 15, 2024 meeting. The City Commission provided final approval of this amendment at the June 18, 2024 meeting.

Staff recommends approval for the following reasons:

1. Compliance with Comprehensive Plan Future Land Use Policy 1.2.4.3, Industrial (IN), which is intended to accommodate a mixture of typical industrial uses and more intense non-industrial uses. Development and redevelopment projects within this future land use designation may be built with an intensity of up to 0.50 FAR. This designation shall be applied to areas appropriate for typical industrial uses or mixed-use development consisting of light-industrial uses and compatible commercial uses. The Land Development Code shall establish the specific permitted uses and applicable restrictions which shall be applied to areas with the Industrial Business Future Land Use designation.
2. Compliance with Land Development Code Section 14-3-27, Zoning Map and Land Development Code Amendments, in regards to the submittal and review procedures and criteria to support an amendment.
3. Compliance with Land Development Code Section 14-4-4(N), the Industrial Business (IB) Zoning District which is intended for properties suitable for industrial development. Where industrial development is in proximity to residential or commercial zones, it is desirable to limit the manner and extent of industrial operations. This Zoning District is also intended to permit various commercial uses which are compatible with typical industrial uses and in suitable areas which have been assigned an Industrial Business (IN) Future Land Use designation. The IB Future Land Use designation, established with the approval of LUPA-24-0001, is compatible with this proposed IB Zoning amendment.

Planning Staff and Board discussed current zoning and future land use within the city limits.

Board Member Robert Spalding made a motion to Approve. Board Member Diana Marrero-Pinto seconded the motion.

AYE: Board Member Bussiere, Board Member Spalding, Board Member Marrero-Pinto, Board Member Alemi, Board Member Sabino

NAY: None

Motion to Approve Passed 5 – 0.

6. PUBLIC HEARINGS

7. DISCUSSION

Planning Staff and Board discussed confirming a Spring date for the second session of the Planning Advisory Board workshops.

8. HEAR CHAIRMAN AND BOARD MEMBERS

9. ADJOURNMENT

Board Member Robert Spalding made a motion to Adjourn. Board Member Diana

Marrero-Pinto seconded the motion.

AYE: Board Member Bussiere, Board Member Spalding, Board Member Marrero-Pinto, Board Member Alemi, Board Member Sabino

NAY: None

Motion to Adjourn Passed 5 - 0.

There being no further business to come before the Planning Advisory Board, Chairman Robert Bussiere adjourned the meeting at 6:28 p.m.

Board Chairman

ATTEST:

Board Secretary

In accordance with Florida Statute 286.0105, 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 a record of the proceedings, and for such purposes may need to ensure that a verbatim record of the proceeding is made, which includes the testimony and evidence upon which the appeal is made.

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 at (407) 518-2309 prior to the meeting.

ITEM 5.A

East Central Florida Regional Planning Council Resilient Corridors Coalition

Request

Presentation from the East Central Florida Regional Planning Council about the Resilient Corridors Coalition Memorandum of Understanding (MOU) with the City of Kissimmee.

Explanation

In 2011, the City of Kissimmee established a regional brownfield area, known as the Kissimmee Environmental Redevelopment Area (KERA), a 4,514 acre area. Establishing KERA allowed the City to benefit from federal, state and local economic and redevelopment incentives related to brownfields.

In 2017, the City of Kissimmee joined the East Central Florida Regional Planning Council (ECFRPC) Resilient Corridors Coalition (formerly the Orange Blossom Trail/ SR 441 Brownfield Assessment Coalition), referred to as the Coalition, in order to apply for funding opportunities from the U. S. Environmental Protection Agency (EPA) Brownfields Program. The current Coalition members are City of Apopka, City of Palm Bay and Little Growers, Inc.

In 2020, the Coalition with the ECFRPC as the lead applicant, submitted an application for the EPA Brownfields Program Coalition Assessment Grant and was subsequently awarded a grant in the amount of \$600,000, which was distributed among Coalition members for the following purposes:

- Revitalize land and prevent contamination
- Attract investment
- Preserve greenfield areas
- Generate new jobs

Grant funds were divided into the following categories:

1. Project Management & Reporting
2. Community Involvement/ Engagement
3. Site Identification/ Assessment
4. Cleanup Planning

In 2024, the Coalition reapplied for the EPA Brownfields Program Coalition Assessment Grant and was awarded \$1.5 million. The MOU memorializes the understanding of Coalition members of their respective responsibilities. ECFRPC will serve as the administrator and fiscal agent for the entire grant period, which is from October 1, 2024 to September 30, 2028. A representative from ECFRPC will be present to address any questions or concerns from the Brownfields Advisory Committee.

ECFRPC's Director of Economic Development Luis Nieves-Ruiz, FAICP will share information about the ECFRPC Brownfields Program.

Recommendation

REQUESTED PLANNING ADVISORY BOARD ACTION:

No Action

City of Kissimmee

Presentation from the East Central Florida Regional Planning Council about the Resilient Corridors Coalition Memorandum of Understanding (MOU) with the City of Kissimmee.

Attachment(s):

1. Brownfields Presentation - Kissimmee_Feb.2025
2. Resilient Corridors Coalition Brownfields Coalition Assessment Grant Memorandum of Understanding (completed)



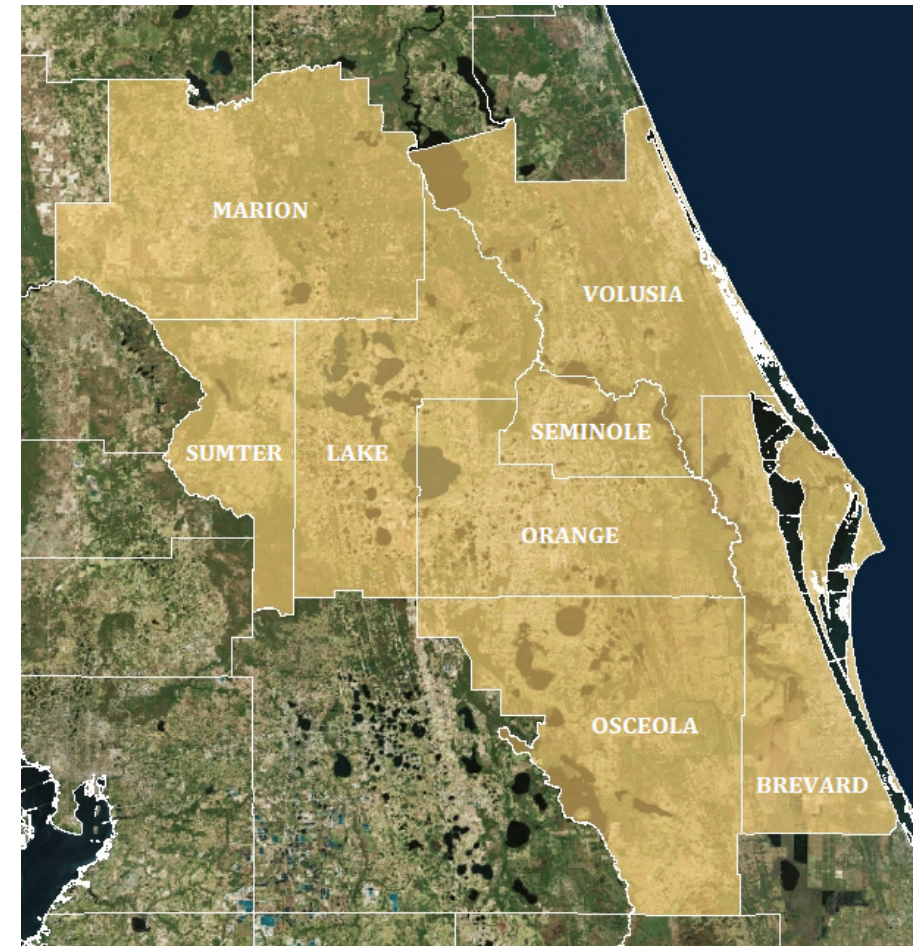
EAST CENTRAL FLORIDA BROWNFIELDS PROGRAM

**Luis Nieves-Ruiz, FAICP
Director of Economic Development
East Central Florida Regional Planning
Council**

ABOUT ECFRPC



- One of 10 regional Planning Councils in Florida
- Provides technical assistance services to communities and organizations within 8-county region



ABOUT ECFRPC



Previous City of Kissimmee Technical Assistance Projects

- Developed Kissimmee Medical Arts District Program
- Kissimmee Housing Study
 - That project included some of the same areas as now focused on in this project
- R2C Green House Gas Inventory
- Funding for BRIDG via the ECFRPC's Economic Development District (EDD)

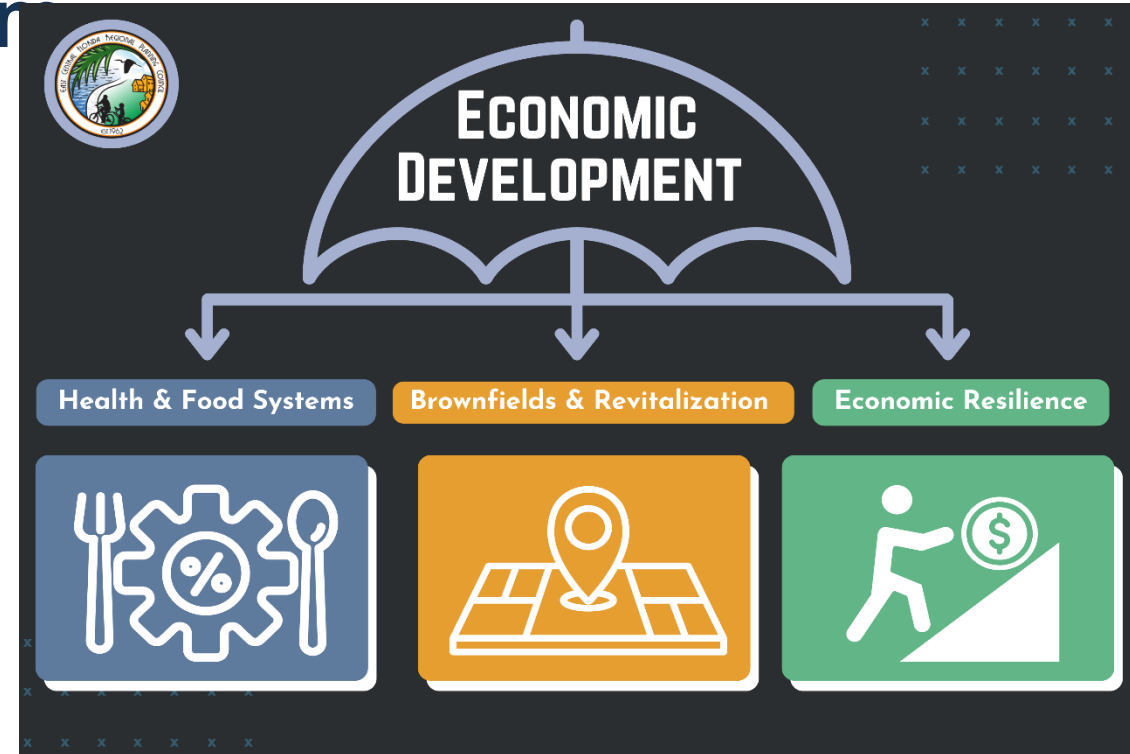


ABOUT ECFRPC



Economic Development Program

- Economic Resilience
- Health & Food Systems
- **Brownfields and Community Revitalization**



WHAT IS A BROWNFIELD?

What is a Brownfield?

- US Environmental Protection Agency
- Address Redevelopment or Reuse of Properties that May Be Affected By Contaminants



Gas Stations



Medical Facilities



Dry Cleaners



Auto Repair Shops



Old Factories



Old Landfills



Golf Courses

WHAT IS A BROWNFIELD?



ECFRPC BROWNFIELDS PROGRAM



- Started in 2021 with a \$600K Grant Award from the U.S Environmental Protection Agency
- Impacted 22 Properties Across the Region
 - Phase I/Phase II Assessments
 - Asbestos/Lead Property Surveys
- 4 Phase I / 2 Phase II Assessments
 - 3 outreach events



ECFRPC BROWNFIELDS PROGRAM



Program Accomplishments

Money invested in the City: +/-



Kissimmee Self Storage 600 E. Donegan Ave.

Phase I Assessment

Self-storage facility since 1981



JMIC LLC Parcel 1314 Brack St.

Phase I/II Assessments

Vacant residential lot with gas tanks

ECFRPC BROWNFIELDS PROGRAM



Program Accomplishments



Kissimmee Airport Parcels 1307 Gilbert Ave.

Phase I/II Assessments

Site comprised of an abandoned golf course, vacant undeveloped land, and livestock grazing land



Former K-Mart 2211 West Vine St.

Phase I Assessment

Shuttered K-Mart store with auto service hub

RESILIENT CORRIDORS COALITION



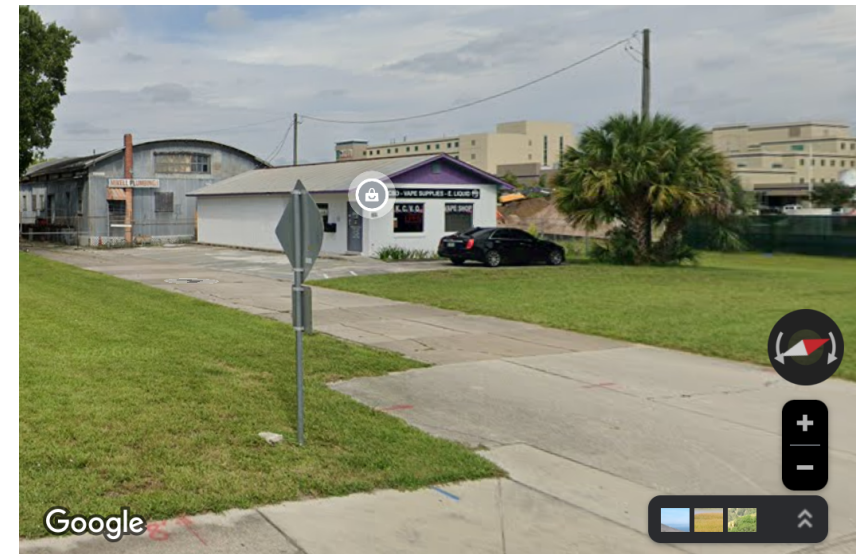
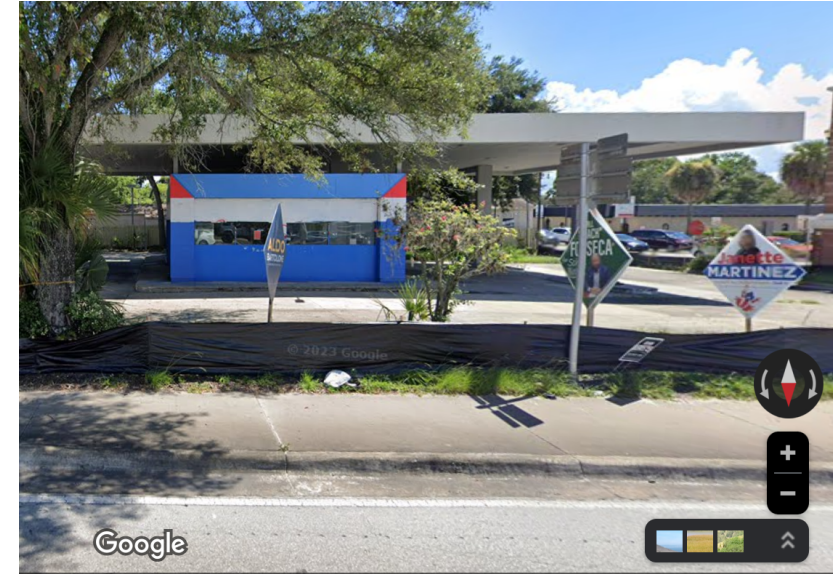
- Coalition Awarded New \$1.5 Million (4-Year Grant)
- Priority Areas are Within Cities Apopka, Kissimmee, Palm Bay, and South Melbourne



TARGET AREAS/PRIORITY SITES



- Target Areas:
Downtown/Vine Street
CRAs
- Priority Sites:
 - Kmart Plaza
 - 12 E Vine Street
 - 722 N Central Avenue



RECOMMENDATION



Adoption of Inter-local Agreement between
ECFRPC and the Cities of Apopka,
Kissimmee, and Little Growers





Comments/Questions:

Luis Nieves-Ruiz, FAICP

Director of Economic Development

luis@ecfrpc.org

(407) 245-0300 ext. 308



Brownfields Coalition Assessment Grant Memorandum of Understanding

This Memorandum of Understanding ("MOU") is being entered into this 18th day of February, 2025, by and between the East Central Florida Regional Planning Council ("ECFRPC"), an agency of the State of Florida, whose address is 455 North Garland Avenue, Orlando 32801 and we, the undersigned.

RECITALS

WHEREAS, the ECRPC started a new Brownfields Program in 2021;

WHEREAS, the EPA awarded the ECFRPC a new Brownfields Assessments Grant for work to be completed between October 1, 2024 and September 30, 2028

WHEREAS, pursuant to the Cooperative Agreement and the terms of the Grant, the Coalition Members are executing this MOU to memorialize their understanding of their respective responsibilities as Coalition Members.

I. Coalition Members. This MOU is being executed by the Coalition members, which include the East Central Florida Regional Planning Council, the cities of Apopka, Kissimmee, Palm Bay, and Little Growers, Inc.

II. Goal. The Coalition members will work together to carry out the activities outlined in the Brownfields Assessment Cooperative Agreement Work Plan and incorporated herein by reference as Exhibit I as approved by EPA for funding under the Grant.

The goal of the Work Plan is to produce the following outcomes:

- Revitalize land and prevent contamination
- Stimulate economic development
- Encourage the preservation of greenfields and community resilience
- Attract investment in and near disadvantaged communities

III. Responsibilities.

A. ECFRPC responsibilities are as follows:

- Serve as lead agency, in the representative capacity with EPA on behalf of all Coalition members, and assume administrative responsibility for ensuring the Work Plan is carried out in compliance with EPA requirements, including but not limited to, budgeting, compliance, reporting, and monitoring requirements and compliance with the Federal Funding Accountability and Transparency Act of 2006;
- Manage professional consulting firm that will assist with program implementation
- Lead the development and implementation of the Brownfields Community Involvement Plan
- Organize Coalition and Brownfields Advisory Committee (BAC) meetings
- Lead the Analysis of Brownfields Cleanup Alternatives (ABCA).
- Work cooperatively with the Coalition Members to achieve the goals of the Work Plan.

Initials

ECFRPC Tara McCue TM

City of Kissimmee _____

B. Coalition members' responsibilities are as follows:

- To work cooperatively with the ECFRPC and other Coalition members to carry out the activities and achieve the outcomes defined in the Work Plan;
- To participate in Coalition meetings and, as appropriate, in meetings of advisory/working groups and other committees established to carry out the Work Plan;
- To fulfill specific roles in implementing the Work Plan by providing leadership and staff support, including, but not limited to, assisting with the identification, prioritization, and selection of brownfield sites, recommending stakeholders for the Brownfields Advisory Committee (BAC) members, and assisting with the logistics of organizing community meetings.

IV. Organizational Structure and Decision-making. Each Coalition member has designated an individual to serve as the primary point of contact on its behalf and to represent it in the Coalition's meetings (the "Designated Representative"). The ECFRPC, as the Lead Agency, will maintain a list of all Coalition Members and their Designated Representatives.

The Designated Representatives or the alternate will meet at least twice per calendar year to receive reports on the progress of the Work Plan and to serve in an advisory capacity for the Grant activities.

A majority of Coalition members shall constitute a quorum for meetings. In the event that a quorum is not present, the representatives present may discuss the agenda items but defer official actions to a later date.

The Coalition will establish the following advisory/working groups to guide its activities:

The Brownfields Advisory Committee (BAC) members will assist with the grant's community outreach efforts and help citizens nominate potential brownfield sites for consideration.

V. Term. The term of the responsibilities described in this MOU shall be October 1, 2024, to September 30, 2028, unless the Grant period is otherwise extended by EPA. A copy of the fully executed MOU will be kept on file at the ECFRPC offices.

VI. Counterparts. This MOU may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which together shall constitute one and the same instrument.

VII. Severability. If any part of this MOU is found invalid or unenforceable by any court of competent jurisdiction, such invalidity or unenforceability shall not affect the other parts of this MOU if the rights and obligations of the parties and if the intention of the parties can continue to be effective. To that end, this MOU is declared severable.

VIII. This MOU shall be under the governing laws of the State of Florida.

Initials

ECFRPC Tara McCue 

City of Kissimmee _____

We, the undersigned, have read and acknowledge the responsibilities set forth in this MOU and commit to serving as a participant in the East Central Florida Sustainable Communities Coalition in accordance with the terms outlined herein.

East Central Florida Regional Planning Council

Tara M McCue

Tara McCue, Executive Director
Date:

Luis Nieves-Ruiz

ATTEST

Luis Nieves-Ruiz, Director of Economic
Development

City of Kissimmee

Jackie Espinosa

Jackie Espinosa, Mayor

Date: February 19, 2025



Tameara Crespo

ATTEST

Initials

ECFRPC Tara McCue TM

City of Kissimmee _____