



**MEETING AGENDA
SESSION OF THE BOARD OF ADJUSTMENT WORKSHOP
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
THURSDAY, JULY 10, 2025 AT 5:30 PM**

- 1. MEETING CALLED TO ORDER**
- 2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**
- 3. MINUTES**
- 4. OLD BUSINESS**
- 5. NEW BUSINESS**
- 6. DISCUSSION**
 - 6.A Staff Presentation - Brenda Ryan, Planning Manager
 - 6.B BOA Terms, Powers, & Duties
 - 6.C BOA Variances & Appeals
 - 6.D 2025 BOA Hearing Schedule
- 7. HEAR CHAIRMAN AND BOARD MEMBERS**
- 8. ADJOURNMENT**

In accordance with Florida Statutes 286.105: Any person wishing to appeal any decision made by the Board of Adjustment Workshop 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 6.A**Staff Presentation - Brenda Ryan, Planning Manager****Request**

Staff Presentation - Brenda Ryan, Planning Manager

Explanation**Recommendation****REQUESTED BOARD OF ADJUSTMENT ACTION:**

No Action

Attachment(s):

1. BOA Workshop Presentation 07.10.2025

BOARD OF ADJUSTMENT (BOA) WORKSHOP

**July 10, 2025
5:30PM**

**Brenda Ryan, AICP
Current Planning Manager & BOA Board Manager
Development Services**

**Brenda.Ryan@kissimmee.gov
407-518-2104**



Board of Adjustment

The Board of Adjustment (BOA) shall have the power to determine variances from the terms of this title as will not be contrary to the public interest where, owing to conditions unique to the site, enforcement of the provisions of this Code would result in unnecessary hardship.

Land Development Code (LDC) Section 14-3-51A

- **Appeals of Administrative decisions**
- **Changes of more than 30 percent of a dimensional requirement shall be processed as Board of Adjustment variances per section 14-3-51.**



BOA Review Criteria

1. Reasonable Use of Land.
 - Conditions and circumstances exist affecting the land, structure or site improvements involved which prevent the reasonable use of said land or structure, or reasonable placement of site improvements.
2. Special Conditions & Circumstances
 - The conditions and circumstances which cause the hardship are peculiar to the property or to such a small number of properties that they clearly constitute a marked exception to the conditions and circumstances affecting other properties in the zoning district.
3. Deprivation of rights.
 - The provisions contained in this title would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of this title and would cause unnecessary and undue hardship for the applicant. It is of no importance whatever that the denial of the variance might deny to the property owner some opportunity to use the property in a more profitable manner or to sell it at a greater profit than is possible under the terms of this title.

BOA Review Criteria

4. No special privilege conferred.
 - Approval of the variance requested will not confer on the applicant any special privilege that is denied by this title to other property in the same zoning district.
5. No self-created hardship.
 - The conditions and circumstances do not result from the actions of the applicant and are not due to the mere disregard for or ignorance of the provisions of the title.
6. Minimum possible variance.
 - The variance is the minimum variance that will make possible the reasonable use of the land or structure, or reasonable placement of the site improvements.
7. No use variance.
 - The variance shall not allow the establishment or expansion of a use of property prohibited in the district involved.

BOA Review Criteria

8. No detriment to public welfare.

- The variance will not be injurious to the area involved or otherwise detrimental to the public welfare. No nonconforming use of neighboring lands or structures in the same district and no use of lands or structures in other districts shall be considered grounds for the authorization of a variance. In addition, no zoning violations involving the property or nearby properties shall constitute grounds for variance approval.

9. Consistent with intent and purpose.

- The variance shall be in harmony with the general intent and purpose of this Land Development Code and the city's comprehensive plan.



Board of Adjustment Variances

- **Variance Approval Effective Period – Twelve (12) months after variance approval to obtain building permit or final plat**
- **Denied Application – One year but BOA may waive this period.**
- **Reconsider a Previously Approved Variance**
- **Appeal of a BOA Decision – Circuit Court**

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Thanks!

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| @CityofKissimmee

ITEM 6.B**BOA Terms, Powers, & Duties****Request****Explanation**

BOA Terms, Powers, & Duties: Code of Ordinances, Ch. 2, Article III, Division 2, Board of Adjustment

Recommendation**REQUESTED BOARD OF ADJUSTMENT ACTION:**

No Action

Department: Development Services

Presenter:

Attachment(s):

1. BOA Terms, Powers, & Duties: Code of Ordinances, Ch. 2, Article III, Division 2, Board of Adjustment

DIVISION 2. BOARD OF ADJUSTMENT

Sec. 2-180. General terms.

- (a) A board of adjustment is hereby established, which shall consist of seven members appointed by the city commission, each for a term of three years.
- (b) Four members of the board must be present to constitute a quorum.
- (c) Members of the board may be city or non-city residents. Non-city residents must either own property or maintain a business office within the city. At least two members of the board should hold a valid Florida license as an architect, surveyor, engineer or general contractor.
- (d) The concurring vote of a majority of the members of the board present, except in the case of a conflict of interest, then a majority of the remaining members present who do not have a conflict, shall be necessary to authorize any action taken by the board.
- (e) Members of the board shall receive no salaries or fees for service on the board, but may receive actual and necessary expenses incurred in the performance of their duties of office.

(Code 1976, app. A, § 11(II); Code 1995, § 2-3-12(A); Ord. No. 1377, 8-19-1986; Ord. No. 1523, 6-21-1988; Ord. No. 2135, 11-12-1996; Ord. No. 2271, 5-18-1999; Ord. No. 2468, 5-6-2003; Ord. No. 2662, 9-18-2007; Ord. No. 2808, 9-27-2011)

Sec. 2-181. Proceedings of the board.

- (a) The board shall adopt rules necessary to the conduct of its affairs and in keeping with the provisions of the zoning ordinance. Meetings shall be held at the call of the chairman and at such times as the board may determine. The chairman, or in his absence the acting chairman, may administer oaths and compel the attendance of witnesses. All meetings of the board shall be open to the public.
- (b) The board shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact. The board shall keep records of its examinations and other official actions, all of which shall be immediately filed in the office of the city manager and shall be a public record. All findings of the board shall be recorded in written form. The city attorney shall either be counsel to the board or shall represent the city staff by presenting cases before the board; but in no event shall the city attorney serve in both capacities.

(Code 1976, app. A, § 11(II); Code 1995, § 2-3-12(B); Ord. No. 1377, 8-19-1986; Ord. No. 1523, 6-21-1988; Ord. No. 2135, 11-12-1996; Ord. No. 2271, 5-18-1999; Ord. No. 2468, 5-6-2003; Ord. No. 2662, 9-18-2007; Ord. No. 2808, 9-27-2011)

Sec. 2-182. Appeals to the board of adjustment; hearings; notice.

- (a) Appeals to the board may be taken by any person alleged to be aggrieved by any decision rendered by the building official. Appeals may also be taken by any officer, board or department of the city affected by any decision of an administrative official under the zoning ordinance. Such appeal shall be taken within 30 days

after rendition of the order, requirement, decision or determination appealed from by filing with the city building department and with the board of adjustment a notice of appeal specifying the ground thereof. The building official shall forthwith transmit to the board all papers constituting the record upon which the action appealed from was taken.

- (b) The board shall fix a reasonable time for the hearing of the appeal, give public notice thereof as well as due notice to the parties in interest, and decide the same within a reasonable time. At the hearing, any party may appear in person or by agent or by attorney. The applicant shall pay to the city a fee prescribed by the city commission to cover the administrative costs of the appeal. Affected parties within 300 feet of the subject parcel must be notified at least 14 days in advance of the public hearing.

(Code 1976, app. A, § 11(II); Code 1995, § 2-3-12(C); Ord. No. 1377, 8-19-1986; Ord. No. 1523, 6-21-1988; Ord. No. 2135, 11-12-1996; Ord. No. 2271, 5-18-1999; Ord. No. 2468, 5-6-2003; Ord. No. 2662, 9-18-2007; Ord. No. 2808, 9-27-2011)

Sec. 2-183. Stay of proceedings.

An appeal stays all proceedings in furtherance of the action appealed from, unless the officer from whom the appeal is taken certifies to the board of adjustment after the notice of appeal shall have been filed with him that by reason of facts stated in the certificate a stay would, in his opinion, cause imminent peril to life or property. In such case, proceedings shall not be stayed other than by a restraining order. Such restraining order may be granted by the board of adjustment or by a court of record, with notice to the officer from whom the appeal is taken and on due cause shown.

(Code 1976, app. A, § 11(II); Code 1995, § 2-3-12(D); Ord. No. 1377, 8-19-1986; Ord. No. 1523, 6-21-1988; Ord. No. 2135, 11-12-1996; Ord. No. 2271, 5-18-1999; Ord. No. 2468, 5-6-2003; Ord. No. 2662, 9-18-2007; Ord. No. 2808, 9-27-2011)

Sec. 2-184. Powers and duties.

The board shall have the following powers and duties:

- (1) *Administrative review.* To hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by the building official in the enforcement of the zoning ordinance. Decisions made under the power of administrative review shall be rendered in writing with the essential reasons for board actions stated therein.
- (2) *Authorization of variances.*
 - a. To authorize such variance from the terms of the zoning ordinance as will not be contrary to the public interest when, owing to special conditions, a literal enforcement of the provisions of the zoning ordinance would result in unnecessary and undue hardship. Under no circumstances shall the board grant a variance to permit a use not generally or by conditional use permitted in the zoning district involved or any use expressly or by implication prohibited in the zoning district by the terms of the zoning ordinance. The specific criteria for granting variances are found in section 14-3-51 of the Land Development Code.
 - b. In granting any variance, the board may prescribe appropriate conditions and safeguards in conformity with the intent and purpose of the zoning ordinance. Violation of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of the zoning ordinance. The board may prescribe a reasonable time limit within which the action for which the variance is required shall be begun or completed, or both. Any variance granted shall conform to any comprehensive land use plan adopted by the city.

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- c. In no event shall the board grant a variance which has the effect of increasing the density and the number of dwelling units to be allowed on residential property as defined in the applicable sections of the zoning ordinance.
- (3) *Nonconforming use conversion or structure conversion.* The board may allow the conversion of an existing nonconforming use or structure to another nonconforming use or structure in circumstances when such actions are deemed to result in lessor negative impact or greater compatibility with the district in question. Nothing in this section shall be construed as permitting the board to change zoning district boundaries or to authorize the conversion of existing conforming uses of structure or land to nonconforming uses, or to create new nonconforming uses in locations when they do not exist.
- (4) *Abatement of nuisance recommendations.* The board may recommend that the city commission require the conduct of any use, conforming or nonconforming, which results in unreasonable noise, smoke, gas, vibration, fumes, dust, fire or explosion hazard, or nuisance to surrounding property to be modified or changed to abate such hazard to health, comfort and convenience. The board may recommend that the city commission authorize the building official to issue an abatement order, but such order may be directed only after a public hearing, notice of which shall be sent by registered mail to the owners of record and/or operators of the property on which the use is conducted in addition to due notice by advertisement in a newspaper of general circulation; such notification shall be mailed at least 15 days prior to the date of such public hearing. A hearing to consider issuance of an abatement order shall be held by the board either upon petition signed by any person affected by the hazard or nuisance or upon the initiative of the city. An abatement order shall be recommended by the board only upon reasonable evidence of hazard or nuisance. When such order is authorized, the authorization shall specify the date by which the hazard or nuisance shall be abated.

(Code 1976, app. A, § 11(II); Code 1995, § 2-3-12(E); Ord. No. 1377, 8-19-1986; Ord. No. 1523, 6-21-1988; Ord. No. 2135, 11-12-1996; Ord. No. 2271, 5-18-1999; Ord. No. 2468, 5-6-2003; Ord. No. 2662, 9-18-2007; Ord. No. 2808, 9-27-2011)

Sec. 2-185. Administrative review and hardship variances; decisions of the board of adjustment.

- (a) In exercising administrative review appeals and deciding hardship variances, the board may, in conformity with the provisions of the zoning ordinance, reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination appealed from and may make such order, requirement, decision or determination as ought to be made, and to that end shall have all the powers of the officer from whom the appeal is taken.
- (b) Any variance, conditional use, nonconforming use or special exception shall expire after 12 months if abandoned or otherwise not actively utilized. The board may reconsider any variance previously granted which has not been acted in reliance upon by the applicant at any time prior to any action in reliance on the variance. Any variance request which is denied cannot be submitted again for one year.
- (c) Whenever the board has granted a variance, it shall not consider any new application for a greater variance nor shall it reconsider any request for rehearing of an earlier application for a variance greater than that granted.
- (d) Whenever the board has denied a variance request, it shall not reconsider that variance request nor shall it consider a request for any variance greater than or equal to that already denied.
- (e) The prohibition contained in this section against the board's considering or rehearing variance requests shall not apply where the relevant circumstances surrounding the variance request have materially changed since the board's earlier decision.

(Code 1976, app. A, § 11(II); Code 1995, § 2-3-12(F); Ord. No. 1377, 8-19-1986; Ord. No. 1523, 6-21-1988; Ord. No. 2135, 11-12-1996; Ord. No. 2271, 5-18-1999; Ord. No. 2468, 5-6-2003; Ord. No. 2662, 9-18-2007; Ord. No. 2808, 9-27-2011)

Sec. 2-186. Appeals from the board.

Any person or other entity or the city may appeal any decision of the board to the Circuit Court of the Ninth Judicial Circuit. A notice of intent to contest must be filed with the city clerk within ten calendar days of the board's decision or ruling in order to preserve the right to appeal. No variance granted by the board may be acted upon or construction begun which incorporates said variance until the ten-day period provided for filing the notice of intent to contest has expired.

(Code 1976, app. A, § 11(II); Code 1995, § 2-3-12(G); Ord. No. 1377, 8-19-1986; Ord. No. 1523, 6-21-1988; Ord. No. 2135, 11-12-1996; Ord. No. 2271, 5-18-1999; Ord. No. 2468, 5-6-2003; Ord. No. 2662, 9-18-2007; Ord. No. 2808, 9-27-2011)

Secs. 2-187—2-207. Reserved.

ITEM 6.C**BOA Variances & Appeals****Request****Explanation**

BOA Variances & Appeals: Land Development Code Sections 14-3-51 and 14-3-21

Recommendation**REQUESTED BOARD OF ADJUSTMENT ACTION:**

No Action

Department: Development Services

Presenter:

Attachment(s):

1. BOA Variances & Appeals: Land Development Code Sections 14-3-51 and 14-3-21

14-3-51. Board of adjustment variances.

- A. *Purpose.* The board of adjustment (BOA) shall have the power to determine variances from the terms of this title as will not be contrary to the public interest where, owing to conditions unique to the site, enforcement of the provisions of this Code would result in unnecessary hardship. No variances shall be granted by the board of adjustment, however, to the requirements of section 14-4-7.D (Historic Preservation Overlay District), 14-3-36 (Designation of Historic Landmarks) or chapter 14-10 (Subdivisions, Site Design and Public Required Improvements).
- B. *Application procedures.* An application shall be submitted on forms provided by the department; the form shall specify the required information and maps. The important requirements are:
 - 1. A statement of the reasons the variance request should be approved by the board in accordance with the review criteria.
 - 2. A map which shows the variance request and the unique building or site characteristics.
- C. *Fee.* An application fee shall be charged in accordance with the development review fee schedule.
- D. *Board of adjustment review procedure.*
 - 1. *Public hearing.* The application shall be placed on the agenda of the board of adjustment. The board shall vote to approve, approve with conditions or deny the application. A public hearing can be continued in order to obtain additional information. A reason for the board's action, based on the review criteria in subsection E below, shall be stated. Appropriate conditions may be attached to the variance. The public hearing shall be noticed as required in section 14-3-20.
 - 2. *Repeat application.* Once a variance has been denied, an application cannot be submitted for one year for the same request. Upon good cause or proof that circumstances have changed, the board of adjustment, in its discretion, may waive this provision. This subsection does not apply to an application withdrawn prior to or during a public hearing.
 - 3. *Reconsidering a variance.* The board may, at the request by the applicant, reconsider a variance previously granted which has not been acted in reliance upon by the applicant provided the request for rehearing is not for a variance greater than that granted previously.
- E. *Review criteria.* The board of adjustment shall approve a variance only after the applicant has demonstrated justification for the granting of a variance in conformance with all of the following criteria:
 - 1. *Reasonable use of land.* Conditions and circumstances exist affecting the land, structure or site improvements involved which prevent the reasonable use of said land or structure, or reasonable placement of site improvements.
 - 2. *Special conditions and circumstances.* The conditions and circumstances which cause the hardship are peculiar to the property or to such a small number of properties that they clearly constitute a marked exception to the conditions and circumstances affecting other properties in the zoning district.
 - 3. *Deprivation of rights.* The provisions contained in this title would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of this title and would cause unnecessary and undue hardship for the applicant. It is of no importance whatever that the denial of the variance might deny to the property owner some opportunity to use the property in a more profitable manner or to sell it at a greater profit than is possible under the terms of this title.
 - 4. *No special privilege conferred.* Approval of the variance requested will not confer on the applicant any special privilege that is denied by this title to other property in the same zoning district.

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5. *No self-created hardship.* The conditions and circumstances do not result from the actions of the applicant and are not due to the mere disregard for or ignorance of the provisions of the title.
 6. *Minimum possible variance.* The variance is the minimum variance that will make possible the reasonable use of the land or structure, or reasonable placement of the site improvements.
 7. *No use variance.* The variance shall not allow the establishment or expansion of a use of property prohibited in the district involved.
 8. *No detriment to public welfare.* The variance will not be injurious to the area involved or otherwise detrimental to the public welfare. No nonconforming use of neighboring lands or structures in the same district and no use of lands or structures in other districts shall be considered grounds for the authorization of a variance. In addition, no zoning violations involving the property or nearby properties shall constitute grounds for variance approval.
 9. *Consistent with intent and purpose.* The variance shall be in harmony with the general intent and purpose of this Land Development Code and the city's comprehensive plan.
- F. *Expiration of BOA variance approval.* Approved variances shall be effective for a period of 12 months from the approval date, during which time final plat approval or building permits may be issued consistent with the variance approval. After 12 months, in the absence of an active final plat or permit application, the variance approval shall expire. Upon application to the city manager prior to the expiration date, the effective period may be extended an additional three months for good cause, with the right to appeal this decision to the board of adjustment. An additional extension of up to nine months may be granted by the board of adjustment for good cause.
- G. *Relation to other Code titles [chapters].* No variance may be approved pursuant to the requirements of this title for a provision of another title [chapter] of the Code of Ordinances or an interlocal agreement (including those provisions which are cross referenced or summarized in this title), unless authorized by the title [chapter] of the Code of Ordinances or the interlocal agreement in which the provision originated.
- (Code 1995, § 14-2-207; Ord. No. 2038, 12-20-1994; Ord. No. 2331, 3-7-2000; Ord. No. 2858, 5-21-2013; Ord. No. 3034, § 1(14-3-51), 8-4-2020)

14-3-21. Appeals.

A. *Appeal of administrative decisions.*

1. *In general.* The board of adjustment shall hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by the director, city engineer or any other administrative officer of the city in the administration of the Land Development Code except where otherwise specified. Decisions shall be rendered in writing after due legal notice and public hearing with the essential reasons for board actions stated therein. Note: Violations of the Land Development Code that are not promptly corrected go to the code enforcement special magistrate rather than the board of adjustment.
2. *Appeal procedures.*
 - a. Appeals shall be filed with the department within 30 calendar days of the administrative decision. A fee shall be charged in accordance with the development review fee schedule.
 - b. Following the submittal of an appeal, the city manager (or designee thereof) shall have 15 calendar days from the date of submittal to review the appeal, affirm or modify the decision being appealed, and send a notice to the applicant indicating the results of the review.
 - c. The applicant shall have 30 calendar days from the date the notice is sent to respond in writing to the city manager's (or designee thereof) review and to request that the original appeal or a modified appeal be acted upon by the board.
 - d. If the applicant requests in writing that the original appeal or a modified appeal be acted upon by the board, the board shall hold a public hearing after notification as indicated in section 14-3-20.A. In exercising administrative review of appeals, the board of adjustment may reverse or affirm, wholly or partly, or may modify the appealed decision and may make such decision and to that end shall have all the powers of the staff person from whom the appeal is taken.
 - e. Upon exhaustion of administrative remedies, the applicant may (and is limited to) seek certiorari review in the circuit court under the Florida Rules of Appellate Procedure.
3. *Stay of proceedings.* An appeal stays proceedings unless the director or any other administrative officer of the city can demonstrate to the board of adjustment or a court that a stay would cause imminent peril to life and property.
4. *Relation to other Code chapters.* No appeal may be granted pursuant to the requirements of this chapter for a provision of another title of the Code of Ordinances or an interlocal agreement (including those provisions which are cross referenced or summarized in this chapter), unless authorized by the title of the Code or the interlocal agreement in which the provision originated.

B. *Appeal of DRC decisions.* Development review committee decisions may be appealed to the city commission.

C. *Appeal of boards' decisions.*

1. Appeals of the board of adjustment decision shall be to the circuit court of the Ninth Judicial Circuit and shall be filed with the city clerk within ten calendar days of the board's decision.
2. Historic preservation board and planning advisory board decisions may be appealed in writing to the city commission by the applicant or the city manager within ten calendar days. The city commission shall base their decision on the review criteria stated in this Code for the type of application and state reasons for its decision.

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3. Appeals of the city commission's decision shall be to a court of competent jurisdiction in a manner provided by the laws of the State of Florida. The appeal shall be filed within 30 days of the commission's decision.

(Code 1995, § 14-2-212; Ord. No. 2038, 12-20-1994; Ord. No. 3034, § 1(14-3-21), 8-4-2020; Ord. No. 3067, § 1(Exh. A), 11-15-2022)

ITEM 6.D
2025 BOA Hearing Schedule

Request

Explanation

Recommendation

REQUESTED BOARD OF ADJUSTMENT ACTION:

No Action

Department: Development Services

Presenter:

Attachment(s):

1. 2025 BOA Hearing Schedule



2025 CITY OF KISSIMMEE SCHEDULE Board of Adjustment (BOA)



Cycle #1	Date
BOA Submittal Deadline	1/3/2025
BOA Meeting	2/13/2025
Cycle #2	Date
BOA Submittal Deadline	2/7/2025
BOA Meeting	3/13/2025
Cycle #3	Date
BOA Submittal Deadline	3/7/2025
BOA Meeting	4/10/2025
Cycle #4	Date
BOA Submittal Deadline	4/4/2025
BOA Meeting	5/8/2025
Cycle #5	Date
a BOA Submittal Deadline	5/2/2025
BOA Meeting	6/12/2025
Cycle #6	Date
BOA Submittal Deadline	6/6/2025
BOA Meeting	7/10/2025
Cycle #7	Date
BOA Submittal Deadline	7/3/2025*
BOA Meeting	8/14/2025
Cycle #8	Date
BOA Submittal Deadline	8/1/2025
BOA Meeting	9/11/2025
Cycle #9	Date
BOA Submittal Deadline	9/5/2025
BOA Meeting	10/9/2025
Cycle #10	Date
BOA Submittal Deadline	10/3/2025
BOA Meeting	11/13/2025
Cycle #11	Date
BOA Submittal Deadline	11/7/2025
BOA Meeting	12/11/2025
Cycle #12	Date
BOA Submittal Deadline	12/5/2025
BOA Meeting	1/8/2026

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](#). 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.