



**MEETING MINUTES
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, JULY 15, 2025 AT 6:00 PM**

1. MEETING CALLED TO ORDER

Members Present: Mayor Jackie Espinosa, Commissioners Noel Ortiz, Angela Eady, Carlos Alvarez, III, Janette Martinez

Staff Present: City Manager Mike Steigerwald, City Attorney Olga Sanchez de Fuentes, Deputy City Manager Desiree Matthews, Deputy City Manager Austin Blake, City Clerk Tameara Crespo

Mayor Espinosa called the meeting to order at 6:00 PM.

2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE After a Moment of Silence, Commissioner Eady led the audience in the Pledge of Allegiance.

3. PROCLAMATIONS AND SPECIAL PRESENTATIONS

3.A Employee Service Awards for April, May, June 2025

The City Commission joins the City Manager in recognizing employees who have reached milestones in years of service.

City Manager Steigerwald acknowledged employees who've reached service milestones of five, ten, fifteen, twenty, twenty-five, and thirty-five years.

3.B Employee of the Month for July

Staff requests that the City Commission join the City Manager in recognizing Marisela Roura of the City Attorney's Department as the Employee of the Month for July.

City Manager Steigerwald introduced Marisela Roura of the City Attorney Department and reviewed the qualities and attributes which led to her nomination and selection as employee of the month.

City Manager Steigerwald reminded everyone that the Employee of the Month is not selected by the Commission, City Manager, or department heads but by nominations that are reviewed and selected by a committee of their peers from all departments in the City and there is no greater honor.

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

4.A Public Hearing - Second First Reading: Proposed Ordinance #25-07 - Amending Noise measurements, levels, and enforcement.

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, FLORIDA, CHAPTER 1, GENERAL PROVISIONS, SECTION 22, GENERAL PENALTY; AMENDING CHAPTER 22, ENVIRONMENT, ARTICLE II, NOISE, SECTIONS 22-21 DEFINITIONS; SECTION 22-22 APPLICATION; SECTION 22-23 METHOD OF NOISE MEASUREMENTS; SECTION 22-24, MAXIMUM NOISE LEVELS; SECTION 22-25, SPECIFIC PROHIBITED NOISES; SECTION 22-26, ENFORCEMENT; SECTION 22-27, USE OF MECHANICAL LOUDSPEAKERS OR AMPLIFIERS OUT OF DOORS;

REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE.

Approve the Second First Reading of the Proposed Ordinance Amending #25-07

City Attorney Sanchez de Fuentes read Proposed Ordinance # 25-07 by title. Deputy City Manager Austin Blake, accompanied by Assistant City Attorney Curtis McGehee, presented a presentation (Exhibit "A"). During the meeting, Deputy Manager Blake conducted a musical demonstration, playing music at 80 decibels for the audience, followed by a 70-decibel illustration at the commission's request. He also reviewed the existing ordinance requirements and presented several options for the commission's consideration.

Discussion commenced regarding restaurants and cafes hosting live bands and using amplified sound, including whether a special event permit should be required. Commissioners shared their views on acceptable decibel levels and fines for first-time violations. It was clarified that city events are exempt, though regulations could be added to the special events policy if desired.

Mayor Espinosa announced the Public Hearing and opened the floor for public comment. Comment cards ("Exhibit B") were submitted, and those individuals spoke or documented their support of, opposition to, or neutrality of the proposed ordinance.

The commission discussed keeping the noise limit at 85 decibels until midnight or 10 p.m., with possible reductions below 70 decibels after certain hours, including a taper-down option. They also addressed how downtown's growth over the past decade calls for updated regulations. The proposed ordinance includes new fines, a citation process, and special magistrate review, with consensus to move forward with this language.

Mayor Espinosa made a motion to approve the Public Hearing and Second First Reading of Proposed Ordinance # 25-07 with further revisions to be made prior to the Final Reading. Commissioner Eady seconded the motion.

AYE: Commissioner Alvarez, Commissioner Eady, Commissioner Martinez, Mayor Espinosa, Commissioner Ortiz

NAY: None

Motion carried 5 - 0.

4.B Public Hearing - Second and Final Reading: Proposed Ordinance #25-09 - Amending alcohol hours of sale for the Downtown CRA.

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, FLORIDA, CHAPTER 4, ALCOHOLIC BEVERAGES, SECTION 4-1, DEFINITIONS, SECTION 4-3, SECTION 4-4 CONDITIONS OF OPERATIONS; HOURS OF SALE; SECTION 4-5 REGULATION OF RESTAURANTS; CREATING SECTION 4-9 AFTER MIDNIGHT ALCOHOL SALES PERMITS FOR THE DOWNTOWN COMMUNITY REDEVELOPMENT DISTRICT; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE.

Approve the Second and Final Reading of the Proposed Ordinance #25-09 - Amending alcohol hours of sale for the Downtown CRA.

City Attorney Sanchez de Fuentes read Ordinance # 3117 by title. City Manager Steigerwald outlined the ordinance which permits alcohol service until 2:00 a.m. with a \$250 annual after-hours permit. The ordinance also grants the Police Chief authority to suspend,

or revoke permits for repeat violations.

Mayor Espinosa opened the floor for public comment. Comment cards ("Exhibit C") were submitted, and those individuals spoke or documented their support of, opposition to, or neutrality of the proposed ordinance. The City Manager clarified for the public that there are special conditions that must be followed and those are outlined in Section "G" of the ordinance.

Commissioner Eady moved to adopt Ordinance # 3117. Commissioner Alvarez seconded the motion.

Upon roll call, the vote was as follows:

Commissioner Ortiz	AYE
Commissioner Eady	AYE
Commissioner Alvarez	AYE
Commissioner Martinez	AYE
Mayor Espinosa	AYE

Motion carried 5-0

4.C Public Hearing - Second and Final Reading: Proposed Ordinance #25-10 - Amending the Lien Policy, and Appeal Process.

AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF KISSIMMEE, CHAPTER 2, ADMINISTRATION, ARTICLE VI, FINANCE, AMENDING DIVISION 4, LIEN POLICY; PROVIDING FOR THE ENFORCEMENT AND COLLECTION OF LIENS AND ASSOCIATED FEES; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE.

Approve the Second and Final Reading of the Proposed Ordinance #25-10 - Amending the Lien Policy, and Appeal Process.

City Attorney Sanchez de Fuentes read Ordinance # 3118 by title. The City Manager reviewed proposed ordinance changes to the lien policy and appeals process, expanding eligibility to request waivers and fee reductions up to 30 days after compliance. An email was received and distributed for review (Exhibit "D").

Mayor Espinosa opened the floor for public comment. Comment cards (Exhibit "E") were submitted, and those individuals spoke or documented their support of, opposition to, or neutrality of the proposed ordinance.

Commissioner Martinez moved to adopt Ordinance # 3118. Commissioner Alvarez seconded the motion.

Upon roll call, the vote was as follows:

Commissioner Ortiz	AYE
Commissioner Eady	AYE
Commissioner Alvarez	AYE
Commissioner Martinez	AYE
Mayor Espinosa	AYE

Motion carried 5-0.

5. PUBLIC HEARINGS

5.A Public Hearing - Draft of City of Kissimmee 2025-2029 Consolidated Plan and the Program Year 2025 Annual Action Plan

Direct staff to finalize the City of Kissimmee 2025-2029 Consolidated Plan and the Program Year 2025 Annual Action Plan with necessary edits and clarifications including public comments.

Housing Manager Frances DeJesus presented an overview of the 2025-2029 Consolidated Plan and explained the funding process. Mayor Espinosa announced the Public Hearing with no response from the audience. A brief discussion followed on childcare, rental assistance, and job training. Housing Manager DeJesus confirmed that HUD limits public service spending to a maximum of 15%.

Mayor Espinosa made a motion to approve the Public Hearing and direct staff to finalize the 2025-2029 Consolidated Plan and 2025 Annual Action Plan with necessary edits including public comments. Commissioner Eady seconded the motion.

AYE: Commissioner Carlos Alvarez, Commissioner Angela Eady, Commissioner Janette Martinez, Mayor-Commissioner Jackie Espinosa, Commissioner Noel Ortiz

NAY: None

Motion carried 5 - 0.

6. **HEAR AUDIENCE** *Anything requiring a vote will be heard at a later time.*

7. **CONSENT AGENDA** *The consent agenda is a technique designed to expedite the handling of routine miscellaneous business of the City Commission. The City Commission in one motion may adopt the entire Consent Agenda. The motion for adoption is non-debatable and must receive unanimous approval. By request of any individual member, an item may be removed from the Consent Agenda for discussion.*

Commissioner Eady made a motion to approve the Consent Agenda in its entirety. Commissioner Martinez seconded the motion.

Motion carried 5 - 0.

7.A Approval of City Commission Minutes from the July 1, 2025 meeting

Approval of the July 1, 2025, commission meeting minutes.

7.B Police Department Canine Surplus and Retirement

Approval to surplus and retire a Police Department canine by turning ownership, care, and responsibility of the canine over to the handler.

7.C Disaster Response Services Contract with Ceres Environmental Services, Inc.

Approval to award the Disaster Response Services Contract for debris removal (Contract #20250315) to Ceres Environmental Services, Inc.

7.D Authorization to submit an application for the FY2024 Justice Assistance Grant (JAGC) Program

Approval to apply for the Fiscal Year 2024 Justice Grant (Grant#JAGC26) Program

7.E Helping Emergency Responders Obtain Support (HEROS) Program at the Florida Department of Health for FY2025

Approval to participate in the Helping Emergency Responders Obtain Support (HEROS) Program at the Florida Department of Health (FDOH). (Contract # 20250317)

- 7.F Tohopekalliga Water Authority Service Agreement with Jr. Davis Construction Company, Inc.
Approval of a service agreement between Tohopekalliga Water Authority (TOHO) and Jr. Davis Construction Company, Inc., for water and sewer services for the development of its new maintenance building. Contract # 20240308.
- 7.G City Consent and Joinder as Mortgagee to Easement from Pinnacle at Wesleyan, LLC to Toho Water Authority
Approval of the required consent and joinder to permit execution of an easement from the Pinnacle at Wesleyan to Toho Water Authority.
- 7.H Subordination and Resolution of Utility Interests Agreement for Parcel No. 154.04
Approval of the Subordination Agreement and Resolution of Parcel No. 154.04 (Contract# 20250310), in favor of the Florida Department of Transportation (FDOT), relating to the State Road 400 improvement project in Osceola County.

Resolution # 09-2025
- 7.I Cisco Webex Calling Contract Renewal
Approval to purchase Cisco Webex Calling Services from CDW using the OMNIA Mesa 2024056-01 - GOV (2024056-01) Contract for a six-year term in the amount of \$212,800.56
- 7.J Shingle Creek Regional Trail, North 2C, Countyline Connector, Post-Design Services
Approval is requested for the single-source procurement from KCG Transportation Services LLC (Contract #20250311) for Post-Design Services for the Shingle Creek Regional Trail, North 2C, Countyline Connector, totaling \$182,211.73.
- 7.K Extension of Continuing Professional Engineering Services Contracts
Request approval of the third one-year extension of Continuing Professional Engineering Services contracts with the following firms:
1. BCC Engineering (#20230226)
 2. Burgess & Niple, Inc. (#20230227)
 3. Consor Engineers, LLC (#20230228)
 4. Kimley-Horn and Associates, Inc. (#20230229)
 5. RS&H, Inc. (#20230230)
 6. Metro Consulting Group, LLC (#20230231)
 7. Michael Baker International, Inc. (#20230232)
- 7.L First Amendment to the Kissimmee Utility Authority Line Extension Agreement for the Haven on Vine
Approval for the Mayor to execute the First Amendment to the Kissimmee Utility Authority (KUA) Line Extension Agreement (contract #20250105) for the Haven on Vine project.
- 7.M Interest Rate Lock Agreement for Airport Ground and Build to Suit Lease
This request is for Commission approval to authorize the City Manager to execute a rate lock agreement (20250322) with TD Bank after the Ground and Build to Suit Lease Agreement for Cirrus has been fully executed.

8. DISCUSSION ITEMS

- 8.A 2025 Policy Agenda Review - Planning and Zoning Division Operations
Commission direction on enhancing Planning and Zoning Division operations and activities.

Development Services Director Craig Holland introduced Planning Manager Brenda Ryan, who reviewed a presentation on the planning and zoning approval process (Exhibit "F").

Director Holland requested feedback from the commission on potential improvements, expectations, and suggestions, noting that an upcoming fee study will be presented to help generate additional revenue.

8.B Florida League of Cities Voting Delegate 2025

To designate a voting delegate for the Florida League of Cities Annual Conference being held August 14-16, 2025 at the Signia by Hilton Orlando Bonnet Creek in Orlando.

Commissioner Ortiz made a motion to approve Mayor Espinosa as the cities voting delegate. Commissioner Martinez seconded the motion.

Motion carried 5-0.

8.C Advisory Board Vacancy: Police Pension Board

The Commission is requested to make an appointment to fill a vacancy on the Police Pension Board.

Mayor Espinosa made a motion to appoint Kristen Camero to the Police Pension Board. Commissioner Alvarez seconded the motion.

Motion carried 5 - 0.

8.D Request of Travel Funding

Commissioner Noel Ortiz is requesting approval to authorize funding for official travel to attend an international cultural and advocacy event in the Dominican Republic.

Commissioner Eady made a motion to approve travel funds for Commissioner Ortiz to attend an international cultural and advocacy event in the Dominican Republic. Commissioner Alvarez seconded the motion.

Motion carried 5 - 0.

8.E Adoption of the City's Strategic Plan Action Agenda

Adoption of elements of the City's Strategic Plan that establish the priorities for the upcoming fiscal year and adopt the goals for the next five years.

City Manager Steigewald reviewed the item and briefly reviewed the top priorities discussed at the annual commission retreat that took place in January.

Commissioner Eady made a motion to adopt the City's Strategic Plan. Commissioner Martinez seconded the motion.

Motion carried 5-0.

9. HEAR CITY OFFICIALS

9.A CITY MANAGER

City Manager Steigerwald reminded the commissioner's of the Budget Workshop scheduled for next Tuesday at 9:00 a.m.

9.B CITY ATTORNEY

9.C CITY COMMISSION

Commissioner Martinez announced an upcoming event at OHP with vendor registration still open. Commissioner Ortiz commended the City Manager on his efforts at the Osceola Update. Commissioner Eady shared details about the annual backpack drive at Chambers Park. Mayor Espinosa provided brief updates on the airport, Business Boost 2.0, and upcoming changes to the city's holiday lights this year.

10. ADJOURNMENT

There being no further business to come before the Commission, Mayor Espinosa adjourned the meeting at 8:10 PM.



Jackie Espinosa

MAYOR-COMMISSIONER

ATTEST:

Tameara Crespo

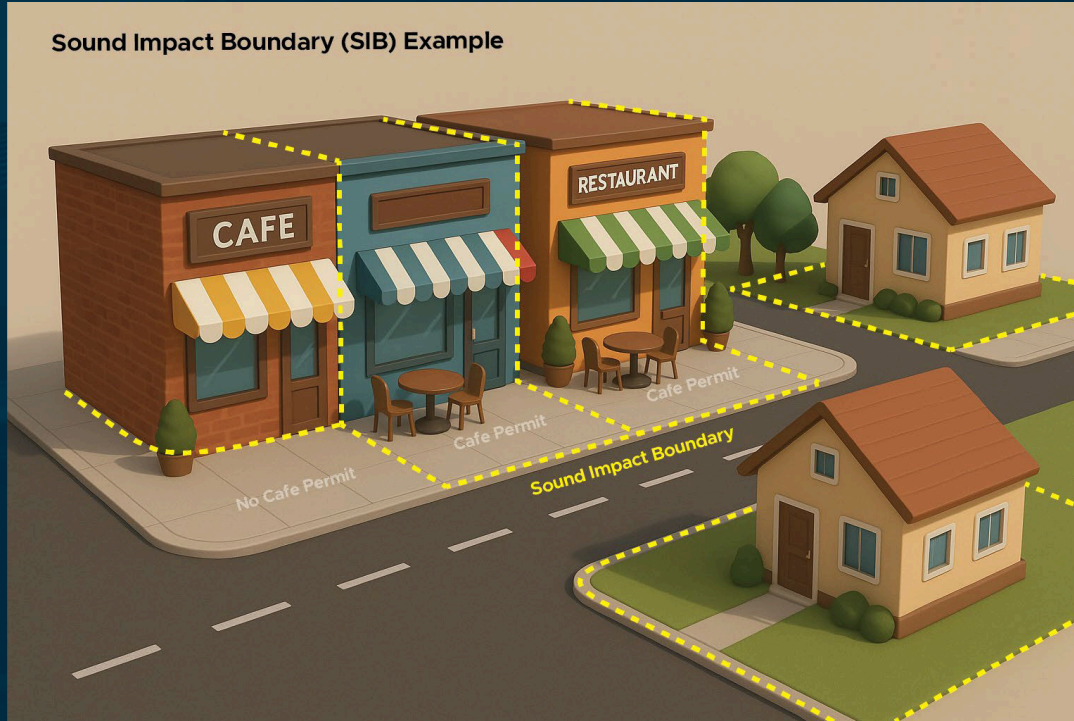
CITY CLERK

Review of Proposed Updates to Noise Ordinance

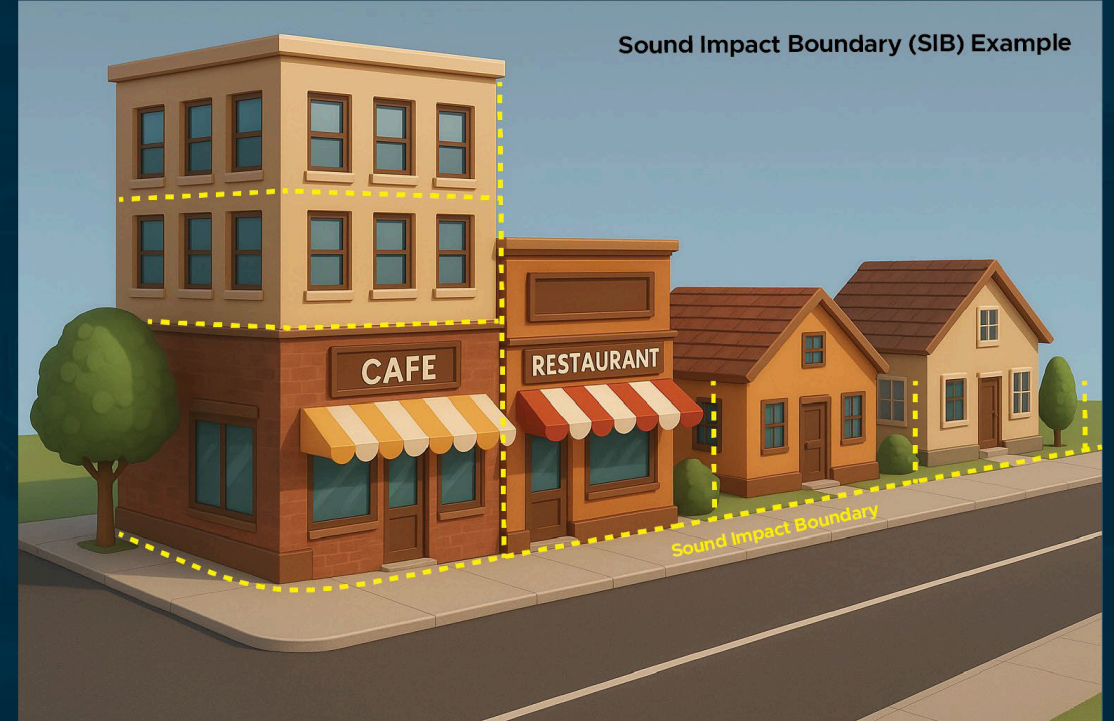
City Commission Meeting
July 15, 2025

Sound Impact Boundary (SIB)

Sound Impact Boundary (SIB) Example



Sound Impact Boundary (SIB) Example



Existing CRA Boundary



Maximum Noise Levels

Downtown CRA Options

10 p.m.

11 p.m.

Midnight

1 a.m.

2 a.m.

Option A Current Ordinance

85 dBA

70 dBA

Option B

85 dBA

70 dBA

Option C

85 dBA (only if establishment sells alcohol)

70 dBA

Any non-alcohol selling businesses would be restricted to a maximum noise level of 70 dBA at 10 p.m.

Option D

85 dBA (with After Hours Alcohol Permit)

Any non-alcohol selling businesses would be restricted to a maximum noise level of 70 dBA at 10 p.m.

Outdoor Speakers

Downtown CRA Options

10 p.m.

11 p.m.

Midnight

1 a.m.

2 a.m.

Option A

Not allowed in the Downtown CRA

Option B

Current Ordinance

Allowed until 10 p.m.

Option C

Allowed until midnight only if you sell alcohol

Option D

Allowed until 2 a.m. if you have an After-Midnight Alcohol Sales Permit

Option E

Prohibit outdoor speakers in any Permitted Café areas and only allow them on private property, but within a timeframe listed above.

Citation Fine Amount (First Offense)

Downtown CRA Options



Enforcement Matrix

Downtown CRA Options

Offense #	1	2	3+
Written Warning			
Citation			
Code Enforcement Case			
Suspension of After-Midnight Alcohol Sales Permit			



PUBLIC COMMENT CARD

REQUEST TO ADDRESS THE CITY COMMISSION

DATE: July 15, 2025

AGENDA ITEM #: 4A OR NON-AGENDA TOPIC: _____

NAME: Angel Roman (Lito)

ADDRESS: 16 E. Dakin CITY: Kiss. STATE: FL ZIP: 34741

POSITION ON ITEM

- ☐ I SUPPORT THIS AGENDA ITEM
- ☒ I OPPOSE THIS AGENDA ITEM
- ☐ NEUTRAL

PUBLIC COMMENT

- ☒ I WISH TO SPEAK
- ☐ I DO NOT WISH TO SPEAK AND WAIVE MY OPTION TO SPEAK

INSTRUCTIONS:

- COMPLETE ONE (1) CARD FOR EACH TOPIC; INCLUDE AN AGENDA ITEM IF APPROPRIATE (ABOVE)
- PLEASE SUBMIT YOUR COMMENT CARD TO THE CITY CLERK
- WHEN YOUR NAME IS CALLED, APPROACH THE PODIUM AND STATE YOUR NAME AND ADDRESS FOR THE RECORD
- YOU WILL HAVE A LIMITED AMOUNT OF TIME TO VOICE YOUR OPINION, ADDITIONAL TIME PERMITTED ONLY BY AUTHORITY OF THE COMMISSION
- ONCE SUBMITTED, THIS COMMENT CARD BECOMES A PUBLIC RECORD PURSUANT TO FLORIDA STATUTE 119

THE CITY COMMISSIONS RULES OF DECORUM WILL BE ENFORCED. ANY PERSON MAKING PERSONAL, DISRESPECTFUL AND SLANDEROUS REMARKS OR WHO BECOMES BOISTEROUS WHILE ADDRESSING THE CITY COMMISSION OR WHILE ATTENDING THE COMMISSION MEETING SHALL BE REMOVED FROM THE ROOM.

PUBLIC COMMENT CARD

REQUEST TO ADDRESS THE CITY COMMISSION

DATE: 7/17/25
AGENDA ITEM #: 9A OR NON-AGENDA TOPIC: _____
NAME: TOM KARP
ADDRESS: 21 OLEVOE CITY: KISS STATE: _____ ZIP: _____

POSITION ON ITEM

- ☒ I SUPPORT THIS AGENDA ITEM
☐ I OPPOSE THIS AGENDA ITEM
☐ NEUTRAL

PUBLIC COMMENT

- ☒ I WISH TO SPEAK
☐ I DO NOT WISH TO SPEAK AND WAIVE MY OPTION TO SPEAK

INSTRUCTIONS:

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PUBLIC COMMENT CARD

REQUEST TO ADDRESS THE CITY COMMISSION

DATE: JULY 15 25
AGENDA ITEM #: A-1 OR NON-AGENDA TOPIC: _____
NAME: RAY PARSONS
ADDRESS: 117-B BROADWAY CITY: KISS STATE: _____ ZIP: _____

POSITION ON ITEM

- ☐ I SUPPORT THIS AGENDA ITEM
☒ I OPPOSE THIS AGENDA ITEM
☐ NEUTRAL

PUBLIC COMMENT

- ☒ I WISH TO SPEAK
☐ I DO NOT WISH TO SPEAK AND WAIVE MY OPTION TO SPEAK

INSTRUCTIONS:

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PUBLIC COMMENT CARD

REQUEST TO ADDRESS THE CITY COMMISSION

DATE: 7/15/2025
AGENDA ITEM #: 4.A ~~304~~ OR NON-AGENDA TOPIC: _____
NAME: Jeremy Tetzner
ADDRESS: 120 Broadway #304 CITY: Kissimmee STATE: FL ZIP: 34741

POSITION ON ITEM

- ☒ I SUPPORT THIS AGENDA ITEM
☐ I OPPOSE THIS AGENDA ITEM
☐ NEUTRAL

PUBLIC COMMENT

- ☒ I WISH TO SPEAK
☐ I DO NOT WISH TO SPEAK AND WAIVE MY OPTION TO SPEAK

INSTRUCTIONS:

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PUBLIC COMMENT CARD

REQUEST TO ADDRESS THE CITY COMMISSION

DATE: July 15

AGENDA ITEM #: 4-B OR NON-AGENDA TOPIC: _____

NAME: RAY PARSONS

ADDRESS: 117-B CITY: Kiss STATE: _____ ZIP: 34701

POSITION ON ITEM

- ☐ I SUPPORT THIS AGENDA ITEM
- ☒ I OPPOSE THIS AGENDA ITEM
- ☐ NEUTRAL

PUBLIC COMMENT

- ☒ I WISH TO SPEAK
- ☐ I DO NOT WISH TO SPEAK AND WAIVE MY OPTION TO SPEAK

INSTRUCTIONS:

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PUBLIC COMMENT CARD

REQUEST TO ADDRESS THE CITY COMMISSION

DATE: 7/15/25

AGENDA ITEM #: 4.13 **OR NON-AGENDA TOPIC:** _____

NAME: Jeremy Fetzer

ADDRESS: 120 Broadway 304 **CITY:** Kissimmee **STATE:** FL **ZIP:** 34741

POSITION ON ITEM

- ☒ **I SUPPORT THIS AGENDA ITEM**
☐ **I OPPOSE THIS AGENDA ITEM**
☐ **NEUTRAL**

PUBLIC COMMENT

- ☒ **I WISH TO SPEAK**
☐ **I DO NOT WISH TO SPEAK AND WAIVE MY OPTION TO SPEAK**

INSTRUCTIONS:

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Tameara Crespo

From: Mike Steigerwald
Sent: Tuesday, July 15, 2025 9:34 AM
To: Tameara Crespo
Cc: Olga Sanchez de Fuentes; Desiree Matthews; Austin Blake
Subject: FW: Support for Proposed Lien Ordinance Change
Attachments: Support for Proposed Lien Ordinance Change.pdf

FYI

From: Twis Lizasuain <tlizasuain@osceola-realtors.com>
Sent: Tuesday, July 15, 2025 8:25 AM
To: Mike Steigerwald <mike.steigerwald@kissimmee.gov>
Subject: FW: Support for Proposed Lien Ordinance Change

EXTERNAL EMAIL: This email originated from outside of the organization. DO NOT REPLY, CLICK LINKS, or OPEN ATTACHMENTS unless you recognize the sender and know the content is safe

Hi Mike,
FYI

-Twis

From: Twis Lizasuain <tlizasuain@osceola-realtors.com>
Sent: Tuesday, July 15, 2025 8:20 AM
To: Twis Lizasuain <tlizasuain@osceola-realtors.com>
Subject: Support for Proposed Lien Ordinance Change

Dear Mayor and Commissioners,

On behalf of the Osceola County Association of REALTORS®, please find attached a letter of support regarding the proposed amendments to the City's lien and appeal process. We commend the City of Kissimmee for taking steps to create a more transparent, equitable, and homeowner-friendly process. Our Board of Directors has reviewed the ordinance and, with the recommendation of our Public Policy Committee, voted by consensus to support these changes.

Thank you for your continued leadership and for your commitment to policies that positively impact our residents, property owners, and business community. We look forward to attending the final hearing on Tuesday evening and offering our support in person.

Please don't hesitate to reach out if we can provide any additional information.

Twis H. Lizasuain
Chief Executive Officer
Osceola REALTORS®
1105 Cross Prairie Parkway, Kissimmee, FL 34744
407-846-0117 Ex.205
www.osceolarealtors.org
www.cflhomeowners.org



July 14, 2025

Mayor Jackie Espinosa, City of Kissimmee
Vice Mayor Angela Eady, City of Kissimmee
Commissioner Carlos Alvarez III, City of Kissimmee
Commissioner Janette Martinez, City of Kissimmee
Commissioner Noel Ortiz, City of Kissimmee

Dear Mayor Espinosa and Commissioners:

On behalf of the Board of Directors of the Osceola County Association of REALTORS®, we are writing to express our support for the proposed amendments to the City's lien and appeal process.

As an organization representing real estate professionals who work closely with homeowners, business owners, and property managers throughout the City of Kissimmee, we do not take lightly the decision to reach out to the Commission. While we often advocate on behalf of our members when there are concerns, we also recognize and appreciate when you take meaningful action to benefit residents and the local economy. This ordinance is one of those efforts.

By allowing property owners to file an appeal 30 days after achieving compliance, the City is promoting fairness and common sense in the enforcement process. This adjustment ensures that those who are working in good faith to correct violations are not unfairly penalized due to the timing of their lien.

Additionally, we commend you for introducing a structured, transparent matrix to guide lien reduction decisions. This approach provides clarity for property owners while maintaining accountability for city-incurred costs. It strikes the right balance between ensuring compliance and encouraging responsible property ownership.

We appreciate your continued efforts to streamline processes and support property rights in the City of Kissimmee. We look forward to the final hearing and urge you to move forward with the adoption of this ordinance.

Respectfully,

A handwritten signature in black ink that reads "Renee Clark".

Renee Clark
2025 President, Osceola County Association of REALTORS®

cc: Mike Steigerwald, City Manager, City of Kissimmee
Twis Lizasuain, CEO & Board of Directors, Osceola County Association of REALTORS®

1105 Cross Prairie Parkway • Kissimmee, Florida 34744
Office (407) 846-0117 • Fax (407) 846-0217
www.osceolarealtors.org



PUBLIC COMMENT CARD

REQUEST TO ADDRESS THE CITY COMMISSION

DATE: 7/15/25

AGENDA ITEM #: 4C OR NON-AGENDA TOPIC: _____

NAME: Renee Clark

ADDRESS: 1105 Cross Prairie Parkway CITY: Kissimmee STATE: FL ZIP: 34134

POSITION ON ITEM

- ☒ I SUPPORT THIS AGENDA ITEM
- ☐ I OPPOSE THIS AGENDA ITEM
- ☐ NEUTRAL

PUBLIC COMMENT

- ☒ I WISH TO SPEAK
- ☐ I DO NOT WISH TO SPEAK AND WAIVE MY OPTION TO SPEAK

INSTRUCTIONS:

- COMPLETE ONE (1) CARD FOR EACH TOPIC; INCLUDE AN AGENDA ITEM IF APPROPRIATE (ABOVE)
- PLEASE SUBMIT YOUR COMMENT CARD TO THE CITY CLERK
- WHEN YOUR NAME IS CALLED, APPROACH THE PODIUM AND STATE YOUR NAME AND ADDRESS FOR THE RECORD
- YOU WILL HAVE A LIMITED AMOUNT OF TIME TO VOICE YOUR OPINION, ADDITIONAL TIME PERMITTED ONLY BY AUTHORITY OF THE COMMISSION
- ONCE SUBMITTED, THIS COMMENT CARD BECOMES A PUBLIC RECORD PURSUANT TO FLORIDA STATUTE 119

THE CITY COMMISSIONS RULES OF DECORUM WILL BE ENFORCED. ANY PERSON MAKING PERSONAL, DISRESPECTFUL AND SLANDEROUS REMARKS OR WHO BECOMES BOISTEROUS WHILE ADDRESSING THE CITY COMMISSION OR WHILE ATTENDING THE COMMISSION MEETING SHALL BE REMOVED FROM THE ROOM.

CITY COMMISSION DISCUSSION

July 1, 2025 3:00 PM



Development Review Discussion

- City Commission Policy Agenda 2025
 - High Priority
- Permitting and Licensing Processes Streamlining:
 - Goals and Outcomes,
 - Performance Audit,
 - Report with Findings and Recommendations,
 - Direction,
 - Implementation.
- Processes is divided into two parts:
 - Development Review,
 - Building Review.

Why we are here?

The City Commission requested a workshop to learn about the City's Development Review process and how the City compares to other jurisdictions in the area.

What We Do?

The Development Services - Planning Division

- Has 6 current planning positions
- Reviews over 30 development review type applications
- Meets with developers, citizens and owners
 - 2024 Customer Service
 - 2,100 Walk-ins
 - 2,297 E-mails
- Enforce the Land Development Code & Comprehensive Plan
- Administers and facilitates the Development Review process (*the part that comes before permitting*).

What We Do (*cont'd*)

Development Review – the application process for new and redevelopment projects (*i.e. site plans, conditional use, annexation, land use, zoning, vacations, variances*).

- Comprises of multiple department reviewers.
- Tasked with reviewing and enforcing their department regulations for new developments and redevelopments.
- Have established processes for every application type.
- Fun Facts
 - In 2024 Total Number of Applications Processed: **327**
 - Number of Different Types of Applications: **38**
 - 11 of the 38 – are reviewed just by internal staff
 - 6 of the 38 – are reviewed just by DRC
 - 6 of the 38 – are reviewed just by DRC and PAB
 - 15 of the 38 – are reviewed by DRC, PAB, BOA and/or CC

Who's Involved?

City Department Reviewers:

- Development Services
 - Building Division
 - Fire Prevention
 - Planning Division
- Gateway Airport
- Parks & Recreation
- Police
- Public Works & Engineering

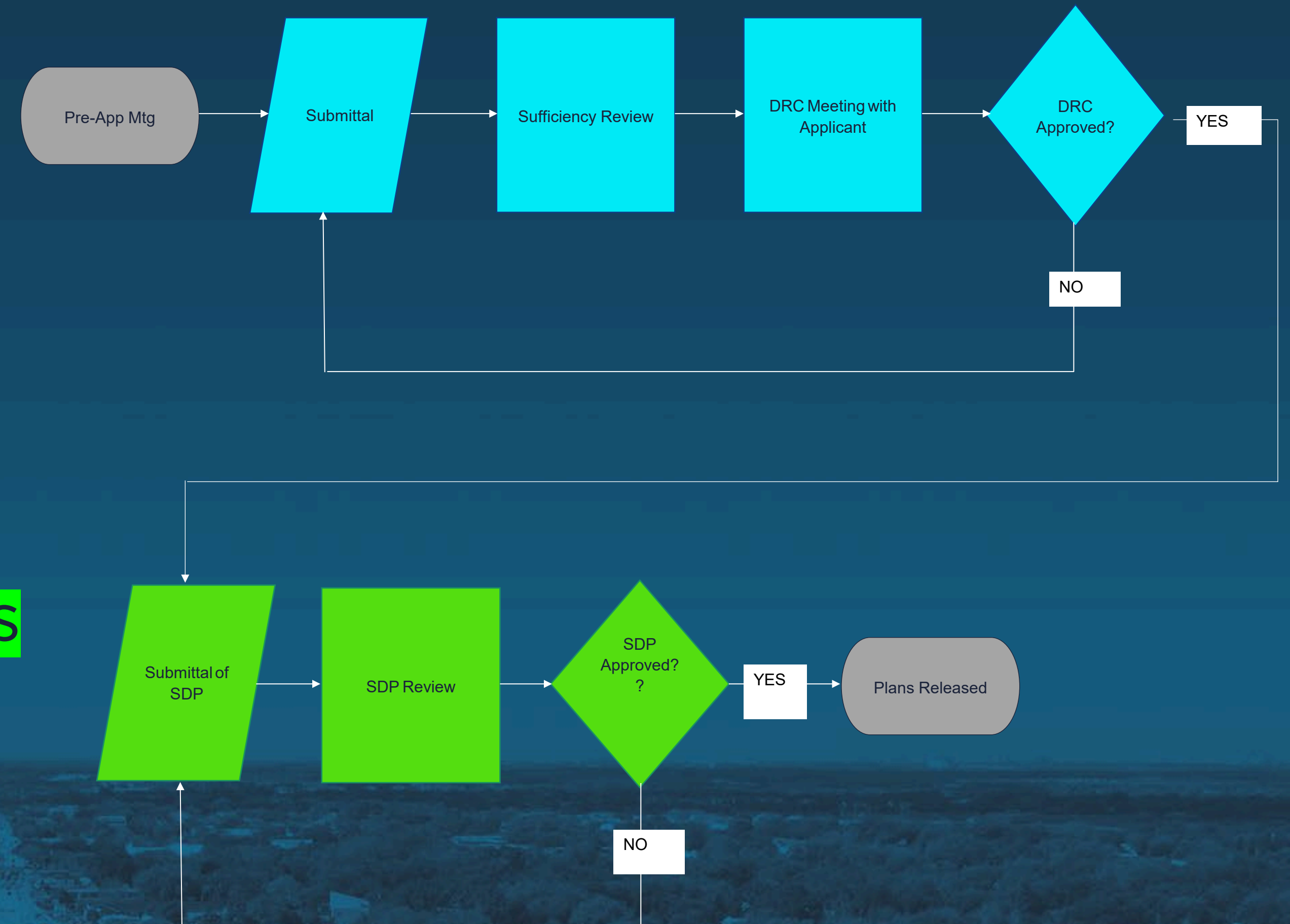
Outside Agency Reviewers:

- County 911 Addressing
- County Community Development/Planning
- School District
- Kissimmee Utility Authority
- South Florida Water Management
- Toho Water Authority



How does the Process Work? - *Example: Site Plan & SDP Process*

- Pre-Application (optional)
- Submittal
- Sufficiency
- Staff Review
- Compile & Transmit Comments
- DRC Meeting
- Submittal Site Construction Plans
- Site Construction Plan Review
- Pre-con & Site Inspections
- Release the Plans



Process Time-frame – *Site Plan & SDP (cont'd)*

Jurisdiction	City of Kissimmee	City of St. Cloud	Osceola County
Submittal	Applicant Leisure	Applicant Leisure	Applicant Leisure
Validation & Assigned	NA	NA	1 to 3 workdays
Sufficiency	1 to 2 workdays	5 to 7 workdays	3 to 5 workdays
Staff Review	1 to 17 workdays	35 calendar days	15 workdays
Compile & Transmit Comments	1 to 2 workdays	1 workday	1 workday
Time in between Comment Issuance and the DRC Meeting	1 workday	185 to 190 workdays	13 to 23 workdays
DRC Meeting	1 workday	1 workday	1 workday
Time in between County DRC and County BCC Meeting	NA	NA	20 to 29 workdays
BCC Meeting	NA	NA	1 workday
Submittal of SDP	Applicant Leisure	NA	Applicant Leisure
Validation & Assigned	NA	NA	1 to 4 workdays
Sufficiency	1 workday	NA	5 workdays
SDP Review	25 workdays	NA	15 workdays
Site Inspection & Pre-Cons	Applicant Leisure	1 workday	NA
Release the Plans	1 workday	1 workday	1 workday
Total	32 to 50 business days (6 to 10 weeks)	228 to 235 calendar/business days (44 weeks to 45 weeks)	77 to 103 business days (15 to 20 weeks)

Process Time-frame – *Site Plan & SDP (cont'd)*

Jurisdiction	Timeline
City of Kissimmee	50 business days (10 weeks)
City of St. Cloud	235 calendar/business days (45 weeks)
Osceola County	103 business days (20 weeks)

- All time-frames are in business days.
- Time-frames are self imposed by each jurisdiction.
- Time-frames represent each review cycle for a Development Review application.
- Process includes site plan and site construction plan review.
- Process does not include building construction permitting.
 - Can happen concurrently when project is in SDP review.
- Dates are contingent upon submittal month, completion of previous meeting dates and any necessary revisions and resubmittals by the applicant.

Development Review Timeline Facts – *Site Plan & SDP* (*cont'd*)

- Number of Site Plan Applications processed in 2022: **368**
- Established Review Time for Site Plan Process (*site plan & SDP review*): **50** (workdays)
 - **55%** complete their project within the established timeframe
 - On average it takes **156** business days to complete the site plan process:
 - It takes **53** workdays for the city to complete their review
 - It takes on average **103** workdays for the applicant to revise & resubmit

What can delay a review?

- Applicant doing work without the proper approvals.
- Applicant not hiring and using qualified design professionals.
- Attempting to use design by review. Insufficient quality and detail on applications.
 - Average number of review cycles have increased from 4 to 7
- Complex projects
- Applicant not adequately addressing comments.
- Time it takes for an applicant to resubmit revisions.
- Attempting to conduct reviews outside of the standard process.
- Skipping steps.
- Applicant unrealistic time-frames.

What can delay a review? (cont'd)

- Expedited development review requests.
- Not asking for assistance from staff to answer questions.
- Not approaching the correct department to gain info on comments.
- Higher number of applications.
- Not registering and using the Citizen Portal.
- Other City Departments or outside agencies not responding to client inquiries or not meeting the City's established timelines.
- Situations beyond the control of the applicant and staff.
- Other entities: City Public Works & Engineering Department, Toho Water Authority, KUA, South Florida Water Management District, FEMA, Osceola County 911 Addressing, FDOT.

Improvements Made in the Last Two Years

- Online software and Citizen Access Portal
- Addition of staff
- Changes to the Energov project portal:
 - How-to Guides.
 - Simplified instructions
 - A link for forms, guides and checklist.
 - A navigational tool to assist customers.
 - Checklists & Requirements.
 - Decision Engine
- City & Department webpage
 - Functional
 - Language translator
- Concentrated planning e-mail
- Improved POD (Planner on Duty) scheduling and assistance
- Changed some processes to be conducted at staff level
 - Special Events
 - True Work of Art
 - Variances
- Consolidated preliminary and final site construction plan review into one
- Direct e-mail assistance to planning portal
- Walk-in assistance
- Added more pre-application meetings a month

Upcoming Changes to Improve the Customer Experience

- Video tutorials for EnerGov users
- Additional Decision Engine assistance
- DigEplan
- Comments identified on plans

Ways We Help

- POD (Planner on Duty)
 - Dedicated staff planner to assist customers Monday-Friday from 7:30-5
 - Walk-ins
 - Calls
 - E-mails
- Comments are broken out by department with reviewer contact info
- Comment issuance before deadline

Development Review Discussion

- Processes have been divided into two separate discussions.
 - This discussion's focus is on Development Review and not Building Permitting.
- The Commission provide Staff with the following:
 - The Commission's expectations for Development Review.
 - City Commission define problems and issues with Development Review.
 - Possible next steps:
 - Define enhancements desired by the City Commission.
 - City Commission provide direction to Development Review staff.
 - Solutions based on Commission provided expectations, problems and issues.

Thanks!





OFFICE OF THE CITY MANAGER

101 CHURCH STREET, SUITE 500 - KISSIMMEE, FLORIDA 34741 - 407.518.2300

July 30, 2025

Veronica Miller
City Manager
City of St. Cloud
1300 9th Street
St. Cloud, FL 34769

Re: Error in Presentation Comparing Development Review Processes

Dear Veronica,

I am writing regarding a staff presentation made to the Kissimmee City Commission at their July 15, 2025 meeting, during which a comparison of development review processes was shared. Regrettably, the comparison made between Kissimmee and St. Cloud's development review timelines contained an error which significantly overstated the time that it takes to navigate St. Cloud's review process.

This error was based in part on an email from Ms. Shereka Robinson of the City of St. Cloud to our Assistant Director of Development Services, Doug Etheredge, dated June 2, 2025. Specifically, Mr. Etheredge had asked Ms. Robinson to confirm his understanding of the 232-business day length of St. Cloud's Site Development Plan process, which included the 180-day maximum applicant response time. Ms. Robinson's response confirmed that his understanding was correct.

Unfortunately, when the presentation was drafted, one of the slides compared this timeline without clarifying that St. Cloud's total processing period includes applicant response time while Kissimmee and Osceola County's processing periods excluded applicant response time. This fundamental difference in our processes significantly exaggerated the length of St. Cloud's review process. In fact, when adjusting for the applicant response time, the durations for both cities appear to be generally aligned, with St. Cloud's typical process being only slightly longer than Kissimmee's review process.

I take full responsibility for this oversight and any issues it may have caused, and apologize to you, your staff, and the St. Cloud City Council for the misrepresentation. The City of Kissimmee deeply values the relationship and collaboration between our municipalities, and we remain committed to accurate and transparent communication moving forward.

If you would like to further discuss the matter or need additional clarification of any aspect of our presentation, I would be more than happy to discuss further.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Steigerwald".

Mike Steigerwald
City Manager