



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

MEETING CALLED TO ORDER Members Present: Board Member Andrew Jeng, Board Member Carlos Angarita, Board Member Jose Barreto, Board Member Jeffrey Wolff, Board Member Rafael Lebron, Board Member Tiffany Jeffers, Board Member Raymond Sanchez

Staff Present: Doug Etheredge, Assistant Director, Kalanit Oded, Deputy City Attorney, Brenda Ryan, Planning Manager, Ryan Altizer, Senior Planner, Kayla Smith, Administrative Assistant II

Members Absent:

1. MEETING CALLED TO ORDER

Planning Manager Brenda Ryan called the meeting to order at 5:30 p.m.

2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

After a Moment of Silence, Planning Manager Ryan led the audience in the Pledge of Allegiance

3. MINUTES

4. OLD BUSINESS

5. NEW BUSINESS

6. DISCUSSION

6.A. Staff Presentation - Brenda Ryan, Planning Manager

All Board Members introduced themselves and gave a brief career background.

Senior Planner Ryan Altizer and Administrative Assistant II Kayla Smith introduced the planning staff

6.B. BOA Terms, Powers, & Duties

Planning Manager Ryan explained that board members had already received information on powers, duties, quorums, and responsibilities, and encouraged them to reach out individually to staff for clarification on zoning, the Land Development Code, or agenda items before meetings.

Deputy City Attorney Kalanit Oded reminded the board that, as a Sunshine Board, members cannot discuss matters that may come before them with each other, but they are free to reach out to staff for questions or clarification.

6.C. BOA Variances & Appeals

Planning Manager Ryan stated the criteria and conditions for granting or denying variances, including avoiding self-created hardships, preventing special privileges, and ensuring consistency with the zoning code and comprehensive plan.

Planning Manager Ryan stated emphasized that variances must represent the minimum necessary adjustment and cannot be used to permit uses not allowed in a zoning district, as well as the timeframe for variance approvals, reconsideration rules, and the appeal process, noting that appeals go to circuit court rather than the city commission.

Planning Manager Ryan clarified that denied applications generally require a one-year waiting period, though the Board of Adjustment may waive this under certain circumstances.

6.D. 2025 BOA Hearing Schedule

Planning Manager Ryan stated that agendas are typically sent out a week in advance, emphasized the importance of promptly responding to staff emails to confirm quorum for public hearings, noted that meetings are held on the second Thursday of each month at 5:30 p.m., and reminded members that they will eventually need to elect a chair or vice chair.

8. HEAR CHAIRMAN AND BOARD MEMBERS

9. ADJOURNMENT

Board Member Jeff Wolff made a motion to Adjourn. Board Member Andrew Yang seconded the motion.

There being no further business to come before the Planning Manager Ryan adjourned the meeting at 6:04pm.

		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.