



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

- 1. MEETING CALLED TO ORDER** **Members Present:** Board Member Alex Alemi, Board Member Robert Bussiere, Board Member Thomas Kapp, Board Member Raymond Sanchez
Staff Present: Brenda Ryan, Planning Manager, Kalanit Oded, Deputy City Attorney, Ryan Altizer, Senior Planner, Kayla Smith, Planning Technician
Members Absent: Board Member Lynda Roth, Board Member Jon Arguello

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 Bussiere led the audience in the Pledge of Allegiance.

3. MINUTES

3.A Approval of the August 20, 2025 Planning Advisory Board (PAB) Meeting Minutes

Board Member Alex Alemi made a motion to amend the August 20th meeting minutes to include the motion made by Alex Alemi and seconded by Lynda Roth for Item 5.C. PUD-23-0001. The proposed amendment was to remove the Self-Storage conditional use from the Osceola Village PUD Amendment—specifically to strike Item 20 from Part A—while retaining the signage amendments. The motion failed, 3–2. Board Member Robert Bussiere seconded the motion to amend the August 20th meeting minutes.

AYE: Board Member Alemi, Board Member Bussiere, Board Member Kapp, Board Member Sanchez
NAY: None

Motion to Approve w/Conditions Passed 4 - 0

Board Member Alex Alemi made a motion to amend the August 20th Meeting Minutes to note in the discussion section that Alex Alemi gave public notice at the August 20th meeting that at the subsequent meeting he would make a motion to adopt Rosenberg's Rules of Order. Board Member Robert Bussiere seconded the motion to amend the August 20th meeting minutes.

AYE: Board Member Alemi, Board Member Bussiere, Board Member Sanchez
NAY: Board Member Kapp

Motion to Approve w/Conditions Passed 3- 1

Board Member Alex Alemi made a motion to adopt the August 20th meeting minutes with the amendments. Board Member Raymond Sanchez seconded the motion to adopt the August 20th meeting minutes with the amendments.

AYE: Board Member Alemi, Board Member Bussiere, Board Member Kapp, Board Member Sanchez
NAY: None

Motion to Approve w/Conditions Passed 4 - 0

3.B Approval of the September 17, 2025 Planning Advisory Board (PAB) Meeting Minutes.

Board Member Alex Alemi made a motion to Approve. Board Member Raymond Sanchez seconded the motion.

AYE: Board Member Alemi, Board Member Bussiere, Board Member Kapp, Board Member Sanchez
NAY: None

Motion to Approve Passed 4 - 0

4. OLD BUSINESS

5. NEW BUSINESS

5.A Public Hearing - ZMA-25-0003 4200 W Vine St. Rezoning — Amending the Zoning Map designation from Vine Street West Mixed-Use Planned Unit Development (MUPUD) to Mixed-Use Urban Corridor (T5-U): Proposed Ordinance #25-13

Senior Planner Ryan Altizer stated this an recommendation of approval of a Zoning Map Amendment to change the Zoning Map designation from Vine Street West MUPUD (MUPUD) to Mixed-Use Urban Corridor (T5-U) on approximately 4.53 acres of land. Subject property is located on the following parcels: 19-25-29-00U0-0116-0000, 19-25-29-00U0-0115-0000, 19-25-29-00U0-0110-0000 and 19-25-29-00U0-0120-0000

Senior Planner Altizer stated this parcel is currently vacant; a Sonny's BBQ constructed in 1984 on Parcel ID 19-25-29-00U0-0116-0000 was recently demolished, and the site, formerly zoned Highway Commercial (HC), was rezoned in 2017 to the Vine Street West Mixed-Use Planned Unit Development (MUPUD) by Ordinance 17-01, and this rezoning is in compliance with the regulations of the Comprehensive Plan and the Land Development Code.

Staff recommends approval subject to the following conditions:

1. Compliance with Comprehensive Plan Future Land Use Policy 1.2.9.3, Vine Street Mixed-Use (MU-V), which is intended to transform existing strip-style, highway commercial development into a connected series of mixed-use, urban scale neighborhoods and other community focal points. This vision is focused on several community design and economic development goals. The maximum development density and intensity that may be applied at the project level shall be 40 du/ac and up to 6.0 FAR, and shall be implemented through the adopted Vine Street Community Redevelopment Agency Master Plan.
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 14-5-4(E), the Mixed-Use Urban Corridor (T5-U) Zoning District which is intended to promote transit-oriented design, encourage infill development with a mix of uses, facilitate aggregation of lots, encourage redevelopment of

underdeveloped sites, foster a relationship between new development and transit stop locations, and implement the Vine Street Community Redevelopment Area (CRA) master plan areas.

Board Member Alex Alemi made a motion to Approve. Board Member Raymond Sanchez seconded the motion.

- 1. Compliance with Comprehensive Plan Future Land Use Policy 1.2.9.3, Vine Street Mixed-Use (MU-V), which is intended to transform existing strip-style, highway commercial development into a connected series of mixed-use, urban scale neighborhoods and other community focal points. This vision is focused on several community design and economic development goals. The maximum development density and intensity that may be applied at the project level shall be 40 du/ac and up to 6.0 FAR, and shall be implemented through the adopted Vine Street Community Redevelopment Agency Master Plan.**
- 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 14-5-4(E), the Mixed-Use Urban Corridor (T5-U) Zoning District which is intended to promote transit-oriented design, encourage infill development with a mix of uses, facilitate aggregation of lots, encourage redevelopment of underdeveloped sites, foster a relationship between new development and transit stop locations, and implement the Vine Street Community Redevelopment Area (CRA) master plan areas.**

AYE: Board Member Alemi, Board Member Bussiere, Board Member Kapp, Board Member Sanchez

NAY: None

Motion to Approve Passed 4 - 0

5.B Public Hearing — ZMA-25-0007 201 E. Dakin St. Rezoning — Amending the Zoning Map designation from Mixed-Use Center (T5-M) to Waterfront (T6): Proposed Ordinance #25-17

Senior Planner Ryan Altizer stated this a recommendation of approval of a Zoning Map Amendment to change the Zoning Map designation from Mixed-Use Center (T5-M) to Waterfront (T6) on approximately 13.62 acres of land. Subject property is located at 201 E. Daiken Street.

Senior Planner Altizer stated in 2022, this parcel was rezoned from Open Space (OS) to Mixed Use Center (T5-M) to align with the Downtown CRA Form-Based Code, is currently developed with the City's Library, Civic Center, and SunRail Parking Garage, and is proposed for redevelopment with a hotel and new civic center, with the rezoning found compliant with the Comprehensive Plan and Land Development Code and recommended for approval by staff.

Staff recommends approval subject to the following conditions:

- 1. Compliance with Comprehensive Plan Future Land Use Policy 1.2.9.2, Mixed-Use – Downtown (MU-D), which is intended to restore the historic center of Kissimmee. The Downtown Mixed-Use (MU-D) designation on the Future Land Use Map 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 (September, 2012).

2. Compliance with Land Development Code Section 14-3-27, Zoning Map and Land Development Code Amendments, in regard to the submittal and review procedures and criteria to support an amendment.
3. Compliance with Land Development Code Section 14-5-4(G), the Waterfront (T6) Zoning District, which is intended to maximize vibrancy and walkability within and near the park, this zone permits the greatest intensity and mix of uses with buildings close to the sidewalk, plentiful shade for pedestrians, and parking lots screened from view. Building heights are permitted to be tallest here, to create landmark defining features and to create a sense of enclosure for the park

Cynthia Franklin, 504 E. Drury, thanked Board Member Alex Alemi for explaining the process and helping residents understand the criteria, thanked Board Member Kapp for considering the community, stated that she does not support any eight-story development in the neighborhood, expressed appreciation for the Planning Committee, and recommended keeping the property zoned T5-M to allow greater board oversight and increased community input.

Sheila Honeycut, 314 Lakeshore Blvd., stated that she appreciated the Board looking out for community residents, noted that residents depend on the Board to keep the neighborhood walkable and family-friendly, and expressed that she does not see a need for the proposed development in the area.

Board Member Thomas Kapp made a motion to Approve. Board Member Raymond Sanchez seconded the motion.

1. **Compliance with Comprehensive Plan Future Land Use Policy 1.2.9.2, Mixed-Use – Downtown (MU-D), which is intended to restore the historic center of Kissimmee. The Downtown Mixed-Use (MU-D) designation on the Future Land Use Map 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 (September, 2012).**
2. **Compliance with Land Development Code Section 14-3-27, Zoning Map and Land Development Code Amendments, in regard to the submittal and review procedures and criteria to support an amendment.**
3. **Compliance with Land Development Code Section 14-5-4(G), the Waterfront (T6) Zoning District, which is intended to maximize vibrancy and walkability within and near the park, this zone permits the greatest intensity and mix of uses with buildings close to the sidewalk, plentiful shade for pedestrians, and parking lots screened from view. Building heights are permitted to be tallest here, to create landmark defining features and to create a sense of enclosure for the park**

AYE: Board Member Bussiere, Board Member Kapp, Board Member Sanchez
NAY: Board Member Alemi

Motion to Approve Passed 3 - 1

5.C Conditional Use with Site Plan Waiver to establish an intensive service use of heating, ventilation, and air-conditioning (HVAC) within the Kissimmee Industrial Park Planned Unit Development (PUD). - 1226 Dyer Blvd. - CU-25-0022

Planning Manager Brenda Ryan stated this is a conditional Use with Site Plan Waiver approval for heating, ventilation, and air conditioning (HVAC) service. Subject property is located at 1226 Dyer Blvd.

Planning Manager Ryan stated that the site is part of the Kissimmee Industrial Park PUD, the City's oldest PUD approved in 1968 for restricted industrial and business park uses, with a provision allowing certain uses to be reviewed by the Planning Advisory Board, including this HVAC business, and noted that prior approved conditional uses have included lawn care, leaf and litter collection offices (DRC#03-054), secondhand merchandise retail (DRC#06-073), a thrift store (DRC#12-00081), and retail air conditioning sales (CU-24-0009).

Staff recommends approval subject to the following conditions:

1. Compliance with Kissimmee Industrial Center PUD standards.
2. Compliance with LDC Section 1403029(C)(2), conditional use site plan waiver, since existing parking, loading, lighting, and other site characteristics are not affected by this conditional use.
3. Compliance with LDC Section 14-3-29(F), general review criteria, for conditional use approval as the subject property, layout, compatibility, and public facility impacts of the project are within compliance of the Land Development Code.
4. Analysis for conditions of approval has been reviewed based on the criteria specified under LDC Section 14-3-29(G).

Board Member Alex Alemi made a motion to Approve w/ Conditions. Board Member Thomas Kapp seconded the motion.

1. Compliance with Kissimmee Industrial Center PUD standards.
2. Compliance with LDC Section 1403029(C)(2), conditional use site plan waiver, since existing parking, loading, lighting, and other site characteristics are not affected by this conditional use.
3. Compliance with LDC Section 14-3-29(F), general review criteria, for conditional use approval as the subject property, layout, compatibility, and public facility impacts of the project are within compliance of the Land Development Code.
4. Analysis for conditions of approval has been reviewed based on the criteria specified under LDC Section 14-3-29(G).

AYE: Board Member Alemi, Board Member Bussiere, Board Member Kapp, Board Member Sanchez
NAY: None

Motion to Approve w/Conditions Passed 4 - 0

5.D Public Hearing — LUPA-25-0003 2001 Yates Rd. Future Land Use Map Amendment
Amending the Future Land Use Map designation from Recreational (REC) to Institution (INST):
Proposed Ordinance #25-18

Senior Planner Ryan Altizer stated this a recommendation of approval of a Future Land Use Map Amendment to change the Future Land Use Map designation from Recreational (REC) to Institutional (INST) on approximately 13.12 acres of land. Subject property is located at 2001 Yates Rd.

Senior Planner Altizer stated that the parcels are vacant except for a portion of the Shingle Creek Regional Park Trail on the eastern side, which will not be impacted by the proposed County development, and the Future Land Use Map Amendment, submitted with a Zoning Map Amendment (PUD-25-0014), proposes community-serving uses including an emergency resource center and senior housing, which planning staff found compliant with the Comprehensive Plan and Land Development Code.

Staff recommends approval subject to the following conditions:

1. Compliance with Comprehensive Plan Future Land Use Policy 1.2.6.1, Institutional (INST), which is intended to accommodate existing public and semi-public services including: governmental administration buildings; educational institutions; hospital facilities and supportive health care units; arts and cultural or civic facilities; essential public services and facilities (excluding major utilities); and other similar activities. Development and redevelopment projects within this future land use designation may be built with an intensity of up to 2.0 FAR. The Land Development Code shall implement specific development considerations for this future land use designation. Land uses such as places of worship, cultural or civic centers, and other similar public or private not-for-profit uses may be included within this land use designation.
2. Compliance with Land Development Code Section 14-3-26, Comprehensive Plan text and Map Amendments, in regard to the submittal and review procedures and criteria to support an amendment.

Cori Carpenter, Osceola County, explained that the site was selected because it is County-owned, outside the floodplain, located along U.S. 192 with high transit access and transient activity, includes plans to replace parkland elsewhere with no loss, and is intended as a resource center—not a housing complex—where individuals can access food, housing vouchers, and services, with transit along the corridor providing access from nearby affordable housing for those without vehicles.

George Kramer, Planner with Inspire Placemaking, presented a PowerPoint to the Board outlining the plans for the proposed resource center and housing development.

Board Member Thomas Kapp made a motion to Deny. Board Member Alex Alemi seconded the motion.

AYE: Board Member Alemi, Board Member Bussiere, Board Member Kapp, Board Member Sanchez

NAY: None

Motion to Deny Passed 4 - 0

5.E Public Hearing - PUD-25-0014 2001 Yates Rd. Rezoning — Amending the Zoning Map designation from Open Space (OS) to Planned Unit Development (PUD): Proposed Ordinance #25-19

Senior Planner Ryan Altizer stated this a recommendation of approval of a Zoning Map Amendment to change the Zoning Map designation from Open Space (OS) to Planned Unit Development (PUD) on approximately 13.12 acres of land. Subject property is located at 2001 Yates Rd.

Senior Planner Altizer stated this proposed Planned Unit Development (PUD), submitted with a Future Land Use Map Amendment (LUPA-25-0003), would establish development standards and phasing for a County project providing an emergency resource center and senior housing.

Board Member Alex Alemi made a motion to Deny. Board Member Thomas Kapp seconded the motion.

AYE: Board Member Alemi, Board Member Bussiere, Board Member Kapp, Board Member Sanchez.

NAY: None

Motion to Deny Passed 4 - 0

6. PUBLIC HEARINGS

7. DISCUSSION

7.A Rosenberg's Rule of Order

Planning Manager Brenda Ryan stated the item was brought back for review by new Board members, planning staff recommendation is not to support Rosenberg's Rules of Order, the Board discussed the rules and their applicability, Board Member Alex Alemi made a motion to adopt Rosenberg's Rules of Order, and the Board continued discussion on the pros and cons of adopting the rules for the Planning Advisory Board.

Board Member Alex Alemi made a motion to Adopt Rosenberg's Rule of Order. None seconded the motion.

Board Member Alex Alemi made a motion to table the discussion to adopt Rosenberg's Rule of Order. Board Member Thomas Kapp seconded the motion

AYE: Board Member Alemi, Board Member Bussiere, Board Member Kapp, Board Member Sanchez

NAY: None

Motion to Adopt Passed 4 - 0

7.B PAB Meeting Dates

Planning Manager Ryan stated that this item was a formality to remind the Board of the remaining 2025–2026 meeting dates, noted that staff is still working on establishing the full 2026 Planning Advisory Board schedule, and advised that the Board will be updated once those dates are finalized.

7.C Calendar of Events

Planning Manager Ryan showed the Board the calendar resource on the City's website, explained that it provides reasonable public notice of City Commission and advisory board meetings with a minimum of three business days, noted that the calendar updates automatically when projects status is changed in the EnerGov system, and stated that it allows the public to track upcoming items for all advisory boards, including Development Review meetings.

Board Member Alex Alemi stated that he requested earlier notification of items going to the Planning Advisory Board, asked that notices sent to the Orlando Sentinel be forwarded to the Board two weeks in advance, created the website Kissimmee.fyi to compile those notices for public and Board use, noted that while City policy requires three business days' notice the Florida Government Sunshine Manual recommends at least seven days, and expressed concern that the Board's effectiveness is limited by a lack of advance communication on upcoming items.

Deputy City Attorney Kalanit Oded stated that the Friday prior to a meeting is sufficient time for the board to review the agenda, that this is a volunteer board, that this meetings agenda was stacked, and that moving forward, meetings will be held more regularly.

7.D Board Member Alex Alemi Motions

Board Member Alex Alemi brought forward a motion to hold an election for Chair and Vice Chair at the next meeting.

Deputy City Attorney Kalanit Oded clarified that a motion was not required and advised that the Board should wait until the full Board is present to vote for a Chair and Co-Chair.

Board Member Alex Alemi then made a motion to hold the Chair and Co-Chair election at the next scheduled Planning Advisory Board meeting. Board Member Thomas Kapp seconded the motion.

No vote was made

Board Member Alex Alemi made a motion to strike adopting Rosenberg's Rule of Order from Item 7.A. and keep Robert's Rules of Order. Board Member Thomas Kap seconded the motion.

AYE: Board Member Alemi, Board Member Kapp, Board Member Bussiere

NAY: Board Member Sanchez

Motion Passed 3- 1

Board Member Alex Alemi made a motion to approve with the amendment. Board Member Thomas Kapp seconded the motion.

AYE: Board Member Alemi, Board Member Kapp, Board Member Bussiere

NAY: Board Member Sanchez

Motion Passed 3- 1

Board Member Alex Alemi made a motion regarding a procedural violation by the City

Commission in the adoption of Ordinance No. 25-14 on August 19, 2025. None seconded the motion.

8. HEAR CHAIRMAN AND BOARD MEMBERS

9. ADJOURNMENT

There being no further business to come before the Planning Advisory Board, Chairman Robert Bussiere adjourned the meeting at 08:18 PM.



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.

CITY OF KISSIMMEE, FLORIDA
PLANNING ADVISORY BOARD

MOTION TO ADOPT ROSENBERG'S RULES OF ORDER

Background

Kissimmee Code §2-211(c) gives the Planning Advisory Board the authority to make its own rules of procedure:

The planning advisory board shall make its own rules of procedure and determine its time of meeting. All meetings of the planning advisory board shall be open to the public and all records of the planning advisory board shall be a public record.

Rosenberg's Rules of Order are a modern rules of procedure that get back to the heart of Robert's rules. A short, simple set of procedural rules that are easy to understand and ensure meetings move smoothly, while maintaining the parts of Robert's Rules that everyone already knows.

Having a set of rules of procedure that all board members can understand and internalize can improve the effectiveness of the board.

Rosenberg's Rules of Order has been used successfully in many cities across the country, including in the nearby city of *Belle Isle*.

The California League of Cities, which holds the copyright for the rules, has granted us permission to make the rules available on the city website and to our board members.

I gave public notice at our August 20th 2025 meeting that I would make a motion to adopt Rosenberg's Rules in the meeting after the next. At our September 17th 2025 meeting we discussed Rosenberg's Rules and our Chair requested a motion for their adoption be added to the next meeting.

Motion

I move that we adopt Rosenberg's Rules of Order (Revised 2011) as our official rules of procedure, except where they conflict with the Kissimmee Code or Florida Statutes. A copy of Rosenberg's Rules of Order shall be made available to all board members upon request and shall be maintained on the City of Kissimmee website.

MOVED BY: Alexander Alemi on November 05, 2025

CITY OF KISSIMMEE, FLORIDA
PLANNING ADVISORY BOARD

MOTION FOR CHAIR AND VICE CHAIR ELECTIONS

Background

Kissimmee Code §2-211(a) establishes the structure and election procedures for Planning Advisory Board officers:

The planning advisory board shall annually elect a chair and a vice-chair from among its membership.

The word “annually” indicates that chair and vice chair elections should occur once per year. However, the Planning Advisory Board has not held recent elections for these positions.

Additionally, the board’s vice chair position is now vacant due to the recent resignation of Diana Marrero-Pinto.

Motion

I move that the Planning Advisory Board:

- 1) **Schedule** nominations and elections for the positions of Chair and Vice Chair at our next regular meeting;
- 2) **Request** that City staff include these elections as agenda items on the next meeting agenda;
- 3) **Direct** that nominations be opened at the beginning of the elections agenda item, with elections to follow immediately thereafter using standard voting procedures under Rosenberg’s Rules; and
- 4) **Confirm** that going forward, officer elections will be held annually as required by §2-211(a), with a regular election cycle to be established.

MOVED BY: Alexander Alemi on November 05, 2025

CITY OF KISSIMMEE, FLORIDA
PLANNING ADVISORY BOARD

**MOTION REGARDING PROCEDURAL VIOLATION IN ADOPTION OF
ORDINANCE #25-14**

Background

On August 19, 2025, the City Commission considered and acted upon Item 4.B, Proposed Ordinance #25-14, an ordinance amending the Future Land Use Map designation from Recreation (REC) to Institutional (INST) for the Mill Slough Fire Station property. As a comprehensive plan amendment, this action is governed by §14-3-26(C)(2) of the Kissimmee Land Development Code, which explicitly requires:

Planning advisory board. As the local planning agency, the board shall hold a public hearing (after a legal notice in accordance with F.S. ch. 163) and make a recommendation to the city commission.

This requirement is further mandated by Florida Statutes §163.3174(4)(a), which specifies that the local planning agency (designated as the Planning Advisory Board in Kissimmee Code §2-209):

Be the agency responsible for the preparation of the comprehensive plan or plan amendment and shall make recommendations to the governing body regarding the adoption or amendment of such plan. During the preparation of the plan or plan amendment and prior to any recommendation to the governing body, the local planning agency shall hold at least one public hearing, with public notice, on the proposed plan or plan amendment.

The City Commission's agenda item report for Ordinance #25-14 claimed compliance with §14-3-26. However, the item did not appear before the Planning Advisory Board for review and recommendation prior to City Commission action. The staff report itself acknowledged this deviation in its Recommendation section, stating:

No PAB recommendation due to lack of quorum on the following dates: July 2, 2025 & July 16, 2025

While the Planning Advisory Board experienced quorum issues on these dates, neither the Land Development Code nor Florida Statutes provide an exception to the mandatory requirement for PAB review based on lack of quorum. The statutory language uses “shall,” indicating a non-discretionary duty. The proper procedure when the PAB cannot achieve quorum is to continue the item until quorum can be established, schedule a special meeting, or pursue other remedies—not to bypass the PAB’s statutorily required review entirely.

This action represents a significant procedural violation that undermines the Planning Advisory Board’s authority as the Local Planning Agency and sets a concerning precedent that the City Commission may circumvent required PAB review whenever deemed convenient.

Motion

I move that the Planning Advisory Board:

- 1) **Find** that Proposed Ordinance #25-14, considered and adopted by the City Commission on August 19, 2025, violated §14-3-26(C)(2) of the Kissimmee Land Development Code and Florida Statute 163.3174(4)(a) by proceeding to City Commission consideration without the statutorily required Planning Advisory Board public hearing and recommendation;
- 2) **Request** that the City Attorney prepare and present to the Planning Advisory Board written procedural guidance addressing proper procedures when the PAB experiences lack of quorum for comprehensive plan amendments and other matters requiring PAB review, to ensure future applications comply with Florida Statutes Chapter 163 and the Kissimmee Land Development Code;
- 3) **Direct** the Planning Advisory Board Chair to send a letter to the City Commission and City Attorney documenting this procedural violation and formally requesting a written response addressing:
 - The legal basis, if any, for bypassing required PAB review
 - Steps the City will take to prevent similar violations in the future
 - The City’s position on whether Ordinance #25-14 should be reconsidered through proper procedures;
- 4) **Request** that this matter be placed on the agenda for a joint meeting or workshop between the Planning Advisory Board and City Commission to discuss and clarify proper procedures for comprehensive plan amendments,

the role and authority of the PAB as Local Planning Agency, and protocols when procedural obstacles arise; and

- 5) **Reaffirm** the Planning Advisory Board's statutory role and responsibility as the Local Planning Agency under Florida Statutes Chapter 163 and its non-discretionary duty to review and make recommendations on all comprehensive plan amendments before City Commission consideration.

MOVED BY: Alexander Alemi on November 05, 2025

