



MEETING MINUTES
SESSION OF THE PLANNING ADVISORY BOARD
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
WEDNESDAY, MAY 6, 2026 AT 6:00 PM

1. MEETING CALLED TO ORDER

Members Present: Board Member Robert Bussierre, Board Member Alex Alemi, Board Member Thomas Kapp, Board Member Lynda Roth, Board Member Javin Lopez,

Members Absent: Board Member Jon Arguello, Board Member Raymond Sanchez

Staff Present: Brenda Ryan, Planning Manager, Ryan Altizier, Senior Planner, Courtney Harris, Planner II, Junellyx Cartagena, Administrative Assistant II, Kalanit Oded, City Attorney

Chairman Robert Bussiere called the meeting to order at 6:02 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 December 3, 2025 Planning Advisory Board (PAB) Meeting minutes.
Board Member Alex Alemi made a motion to Approve. Board Member Lynda Roth seconded the motion.

AYE: Board Member Alemi, Board Member Bussiere, Board Member Roth, PAB Board Member Kapp, Board Member Lopez
NAY: None

Motion to Approve Passed 5 - 0.

- 3.B Approval of the January 7, 2026 Planning Advisory Board (PAB) Meeting minutes.
Board Member Alex Alemi made a motion to Approve. Board Member Lynda Roth seconded the motion.

AYE: Board Member Alemi, Board Member Bussiere, Board Member Roth, PAB Board Member Kapp, Board Member Lopez
NAY: None

Motion to Approve Passed 5 - 0.

- 3.C Approval of the January 21, 2026 Planning Advisory Board (PAB) Workshop Minutes.
Board Member Alex Alemi made a motion to Approve. Board Member Lynda Roth seconded the motion.

AYE: Board Member Alemi, Board Member Bussiere, Board Member Roth, PAB Board Member Kapp, Board Member Lopez
 NAY: None

Motion to Approve Passed 5 - 0.

3.D Approval of the April 1, 2026 Planning Advisory Board (PAB) Meeting minutes.

Board Member Alex Alemi made a motion to Approve. Board Member Javin Lopez seconded the motion.

AYE: Board Member Alemi, Board Member Bussiere, Board Member Roth, PAB Board Member Kapp, Board Member Lopez
 NAY: None

Motion to Approve Passed 5 - 0.

4. OLD BUSINESS 5. NEW BUSINESS

5.A Public Hearing - Conditional Use with Site Plan Waiver to establish an educational service establishment at 3357 W Vine St., Suite 103 - CU-26-0003

Planning Manager Brenda Ryan Stated the Existing Business Psico-Salud-Belleza Academy proposes to expand its operations to 3357 W. Vine St., Suite 103 within the Sun Bank Plaza office building for classroom and instructional activities related to beauty academy programs leading to professional licensing. The facility will include two classrooms with a maximum of 12 students at any given time and two facial practice rooms; no nail practice, nail services, or nail-related products will be used at the location. The site provides ample parking to accommodate the academy's operations. The academy's existing location at 3497 W. Vine St. will remain in use solely for administrative office functions and will not host classroom, instructional, or salon service activities.

Board Member Alex Alemi and Board Member Javin Lopez Had questions for the Applicants regarding the Business

Staff recommends Approval for the following reasons:

1. Compliance with LDC Section 14-3-29(C)2, site plan waiver criteria for conditional use approval as the existing parking, loading, lighting and other site characteristics have been maintained in great condition and are not impacted by the conditional use, and alterations/construction is limited to interior existing building, and is in compliance with the Land Development Code.
2. Compliance with LDC Section 14-3-29(F), general review criteria, for conditional use approval as the proposed conditions of approval, layout, compatibility, and public facility impacts of the project are within compliance of the Land Development Code.
3. Analysis for conditions of approval has been reviewed based on the criteria specified under LDC Section 14-3-29(G).

4. Compliance with LDC Section 14-5-4(E), Mixed Use Urban Corridor (T5-U), which is primarily located along Vine Street 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.
5. Compliance with LDC Table 5-1, Permitted Uses, Section 14-5-6, Site Standards, for T5-U zoned property in that educational service establishments may be permitted with Conditional Use approval.
6. Compliance with Future Land Use Policy 1.2.9.3, Mixed Use - Vine Street Overlay District (MU-V) Designation, which is intended to transform existing strip-style, highway commercial development into a connected series of mixed-use, urban scale neighborhoods and villages connected to downtown and other community focal points. 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 CRA Master Plan.

Staff recommends approval subject to the following conditions:

1. Approval of a beauty academy and salon at 3357 W Vine St., Suite 103 only. Any expansion or relocation of the beauty academy to another suite(s) requires separate approval by the Planning Advisory Board (PAB).
2. Any expansion or relocation of classrooms, practice rooms, or public salon services requires a building permit(s) and may include a separate PAB approval.
3. The hours of operation of the academy is Mon-Thurs. from 9am-5pm and Fri.-Sat. from 9am-2pm.
4. The maximum number of students at any given time is 12.
5. Any manicure or pedicure related services or training that may be added in the future requires the submittal and approval of a building permit.
6. Educational Occupancies shall be provided with a fire alarm system in accordance with Section 9.6 per National Fire Protection Association (NFPA) 101 Section 14.3.4.1.1
7. Educational occupancy buildings shall be protected throughout by an approved supervised automatic sprinkler system in accordance with Section 9.7 per NFPA 101 Section 14.3.5.1.
8. The existing location at 3497 W Vine St. can only be used for administrative offices only. No salon or beauty academy activities are allowed to occur at this location at any time.
9. The existing Business License for the existing location at 3497 W Vine St. (BL-0000522024) must be replaced to reflect administrative office use only at that location.

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

AYE: Board Member Alemi, Board Member Bussiere, Board Member Roth, PAB Board Member Kapp, Board Member Lopez

NAY: None

Motion to Approve Passed 5 - 0.

5.B Public Hearing — Conditional Use with Site Plan to establish a tire and window tinting shop – 1110 S John Young Pkwy - CU-25-0012.

Senior Plan Ryan Altizer stated Requesting approval for a Conditional Use with Site Plan to establish a tire and window tinting shop at 1110 S John Young Pkwy. on a parcel with approximately 1.77 acres of land with a Highway Commercial (HC) Zoning designation.

Senior Planner Ryan Altizer Stated The existing main structure was built in 1979 as a Service Garage, with a second service garage building constructed in 1983, and the parcel has a consistent history of motor vehicle repair establishments. There is currently an open code enforcement case, CE-26-00927, regarding an expired/disapproved license, and approval of the conditional use would allow the business to obtain the necessary business license for a light motor vehicle repair establishment. Heavy motor vehicle repair is a non-conforming use within the Highway Commercial Zoning District, while light motor vehicle repair establishments are permitted through a conditional use. Due to the outdoor storage of tires and the adjacent residential zoning district to the west, special attention was provided to LDC Section 14-6-12.

Board Member Alex Alemi Had Questions for Staff regarding Item 5.B.

Staff recommends Approval for the following reasons:

1. Compliance with the intent of the Highway Commercial (HC) zoning district standards as outlined in Section 14-4-4(K) of the Land Development Code.
2. Compliance with Section 14-3-29(C)(1) and Section 14-3-31 (C) for a conditional use with a Site Plan which demonstrates compliance of a proposed development with the specific use, dimensional, and other regulations of the code.
3. Compliance with Section 14-3-29(G)(1)-(13) general review criteria for conditional use approval as the subject property, layout, compatibility, and public facility impacts of the project are in compliance with the Land Development Code.
4. Compliance with Section 14-6-12 for outdoor storage.
5. Compliance with Comprehensive Plan Future Land Use Element Policy 1.2.3.2, Commercial General (CG), which is intended to accommodate office uses and general retail sales and services. Development and redevelopment projects within this The Commercial General land use designation is intended to include the hub of retail sales and services within the downtown business district as well as highly accessible areas adjacent to major thoroughfares and transit facilities, that possess necessary location, site, and market requirements.

Staff recommends approval subject to the following conditions:

1. Once approval for the light motor vehicle repair for tires and window tinting (only) is granted, the applicant needs to submit for their business license to alleviate the current code enforcement case CE-26-00927. The proposed business license should contain the same information placed in BL-000419-2025.

2. Access to the telecommunications tower on the property cannot be blocked and must remain accessible at all times, meeting the regulations of LDC Section 14-638 and the approved conditions of approval for conditional use 96-14.
3. Per LDC Section 14-6-10.B.7: "Any operable or inoperable vehicle parked, stored, or being repaired at an automobile repair facility must have a valid motor vehicle tag and registration."
4. If the vehicle storage area will have inoperable motor vehicles, it will need to be surrounded by a solid wall or fence at least 6-feet high per LDC Section 14-6-10.B.6: "Inoperable motor vehicles shall not be stored at such facilities for a period in excess of 24 hours unless the vehicle is enclosed within a building or located on a durable, all-weather surface surrounded by a solid wall or fence at least six feet high."
5. The covered tire storage cannot be made of metal. Per LDC Section 14-4-6.D.1: "Building materials. The use of corrugated metal finishes or similar materials on the exterior of a building shall be prohibited, except on lots zoned IB or AI if they are located more than 300 feet from any residential zoning district and not abutting an arterial or collector roadway."
6. Outdoor storage must meet the regulations of LDC Section 14-6-12. Sections A-E regulate the allowed locations, size and screenings of all outdoor storage.
7. The alignment module that was moved out of the property's side setback must remain out of the setback consistent with the location of the approved Site Plan.
8. The existing heavy motor vehicle use is considered a non-conformity; thus, it cannot be expanded and must meet the regulations of LDC Sections 14-1-9 and 14-1-12.
9. The outdoor storage of motor vehicles and tires must be maintained as shown on the approved Site Plan and cannot be altered.

Board Member Alex Alemi made a motion to Approve w/Conditions. Board Member Lynda Roth seconded the motion.

AYE: Board Member Alemi, Board Member Bussiere, Board Member Roth, PAB Board Member Kapp, Board Member Lopez

NAY: None

Motion to Approve w/Conditions Passed 5 - 0.

6. PUBLIC HEARINGS 7. DISCUSSION

7.A Motion to adopt procedures for Board Initiated Recommendations

Board Member Alex Alemi proposed that the Board and staff consider adopting procedures for Board-Initiated Recommendations.

Board Member Robert Bussiere made a motion to Approve. Board Member Lynda Roth seconded the motion.

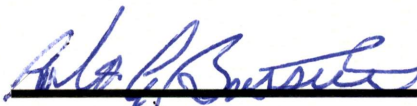
5/6/2026

AYE: Board Member Alemi, Board Member Bussiere, Board Member Roth, Board Member Lopez
NAY: PAB Board Member Kapp

Motion to Approve 4 - 1.

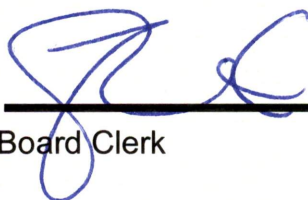
8. HEAR CHAIRMAN AND BOARD MEMBERS

9. ADJOURNMENT There being no further business to come before the Planning Advisory Board, Chairperson Bussiere adjourned the meeting at 6:59 p.m.



Board Chairperson

ATTEST:



Board Clerk