

Kissimmee Advisory Board Fact Sheet

Updated: 5/01/2018

BOARD OF ADJUSTMENT (City Code 2-3-12) (City Ordinance # 2271 Established - 5/18/1999)

- 7 members appointed by the City Commission for 3-year terms
- Members may be residents of the City or non-City residents; non-residents must either own real property or maintain a business office within the City. (Ord. #2808 9/27/11)
- At least 2 members should have valid Florida licenses as an architect, surveyor, engineer, or general contractor (Ord. # 2808 9/27/2011)
- Hears appeals of Land Development code interpretation
- Staff Contact: Craig Holland, Development Services Director
407-518-2140
- Meets 2nd Thursday @ 5:30 p.m. at City Hall

CHARTER SCHOOL ADVISORY BOARD (City Code 2-3-23) (City Ordinance # 2468, 2482, 2616, 2713)

- 7 members appointed by the City Commission for 4-year terms
- 4 Parents, 2 Business, and 1 Teacher
- Must be residents of Osceola County (not required for Teacher position)
- Advise City Commission on items pertaining to the Kissimmee Charter Elementary School
- Staff Contact: Desiree Matthews, Deputy City Manager
407-518-2300
- Meets 1st Thursday @ 7:00 p.m. at Charter School

CODE ENFORCEMENT SPECIAL MAGISTRATE (City Code 2-3-13) F.S. § 162.03(2) & F.S. 166 (Ordinance #2967 11/7/2017)

2nd Monday of each month (Commission Chambers) 12:00 p.m.

FIRE PENSION BOARD (City Code 2-6-42)

- 5-member board: 2 members elected by employees of the plan, 2 members appointed by the City Commission for 2-year terms, and a 5th member selected by the previous 4 members and presented to the City Commission for ministerial approval.
- City Commission appointments must be residents of the City
- No Term Limits per Florida Statutes
- Advise on Fire Department employees' pension program
- Staff Contact: Beth Stefek, Personnel Director
407-518-2110
- Meets 2nd Tuesday at 9:00 a.m. & 1:00 p.m. (alternating with Police Pension) at City Hall

GENERAL PENSION BOARD (City Code 2-3-21)

- 7-member board: 2 members appointed by the City Manager, 2 members elected by the majority of the general employees who are employed by the City and are members of the system, 1 member appointed by the TOHO Water Authority Executive Director, 1 member elected by the majority of the employees of the Authority who are employed by the Authority and are members of the system, and a 7th member who is selected by the previous 6 members (the 7th member must be legal resident of the City but not a member of the plan, a retiree, or an employee of the City or TWA).
- 7th member selected by Pension Board and presented to City Commission for ratification.
- No Term Limits per Florida Statutes
- Advise on General employees' pension program
- Staff Contact: Beth Stefek, Personnel Director
407-518-2110
- Meets 4th Thursday at 9:00 a.m. at City Hall
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HISTORIC PRESERVATION BOARD (City Code 2-3-22) (City Ordinances # 2331, 2545, 2662)

- 7-members appointed by the City Commission for 3-year terms
- 5 members must be residents of the City and 2 members may be non-City residents. Non-City residents must own real property or maintain a business office within the City, with preference in historical district. (Ord. # 2662 -9/18/07).
- Membership (at least 1): Professional Architect, Landscape Architect, Planner, or Structural Engineer
- Membership (at least 1): Historian, Folklorist, Curator, Archaeologist, or related disciplines.
- Membership (at least 1): Professional Realtor, Broker, or related Financial disciplines.
- Membership (at least 1): Owner or operator of a business in the City.

- Membership (2): Shall represent the general public or demonstrate a special interest, experience or knowledge in historic preservation.
- Undertake measures relevant to protection, enhancement and perpetuation of properties of historic merit
- Staff Contact: Craig Holland, Development Services Director
407-518-2140
- Meets 2nd Monday at 5:15 p.m. at City Hall

PARKS & RECREATION ADVISORY BOARD (City Code 2-3-17) (City Ordinances # 1743, 2135, 2275, 2468, 2662)

- 9 members appointed by the City Commission for 3-year terms
- 7 members shall be City residents and 2 members may be non-City residents who must reside in Osceola County (Ord. #2662 9/18/2007)
- No member appointed to the Board may serve on any other appointed board of the City
- Advises the Commission on parks development and recreational programs
- Staff Contact: Liz Harris, Parks & Recreation Director
407-518-2501
- Meets February, April, June, August, October, and December on the 1st Wednesday at 6:00 p.m. at Kissimmee City Hall

PLANNING ADVISORY BOARD (City Code 2-3-16) (City Ordinance # 1669, 2135, 2578 – City Code 14-2-220) and Florida Statutes 163.3174

- 7 members appointed by the City Commission for 3-year terms
- 1 non-voting member, appointed by the School Board, is not required to be a City resident.
- 5 members must be residents of the City and 2 members may be non-City residents who either own real property or maintain a business office within the City (*Ordinance # 2662 9/18/07*).
- Assure development compliance with City's Comprehensive Plan
- Staff Contact: Craig Holland, Development Services Director
407-518-2140
- Meets 1st and 3rd Wednesday at 5:30 p.m. at City Hall

POLICE PENSION BOARD (City Code 2-6-82)

- 5-member board: 2 members elected by employees of the plan, 2 members appointed by the City Commission for 2-year terms, and a 5th member selected by the previous 4 members and presented to the City Commission for ministerial approval.
- City Commission appointments must be residents of the City

- No Term Limits per Florida Statutes
- Advise on management of Police Department Employee Pension program
- Staff Contact: Beth Stefek, Personnel Director
407-518-2110
- Meets 2nd Tuesday at 9:00 a.m. & 1:00 p.m. (alternating with Fire Pension) at City Hall

5/1/2018