



LAKE MARY PLANNING AND ZONING BOARD

**Lake Mary City Hall
100 N. Country Club Road**

**Regular Meeting
AGENDA**

TUESDAY, OCTOBER 8, 2024 6:00 PM

- 1. Call to Order**
- 2. Moment of Silence**
- 3. Pledge of Allegiance**
- 4. Roll Call - Determination of Quorum**
- 5. Approval of Planning and Zoning Board Minutes**
 - A. Draft Planning and Zoning Board Minutes - August 27, 2024**
- 6. Citizen Participation:** This is an opportunity for anyone to come forward and address the Commission on any matter relating to the City or of concern to our citizens. This also includes: 1) any item discussed at a previous work session; 2) any item not specifically listed on a previous agenda but discussed at a previous Commission meeting or 3) any item on tonight's agenda not labeled as a public hearing. Items requiring a public hearing are generally so noted on the agenda and public input will be taken when the item is considered.
- 7. P&Z Public Participation Process:** City staff and the applicant, or the agent for the applicant, will make their presentations first, followed by questions from the Planning and Zoning Board members. After the presentations from staff and the applicant, the Chairman will open the public hearing portion of the meeting to allow interested parties to speak for or against the item being considered. The public is instructed to keep their presentation factual, not be redundant, and to direct all comments to the Board, not to the applicant or to staff. From time to time, it may become necessary for the Chairman to limit the time that speakers may have. If a time limit is to be imposed, it will be announced at the time that the Public Hearing is opened. If a speaker wishes to be heard for the record but does not have any new information regarding the item being considered, the speaker shall give his/her name and address for the record and state that they agree with the presentation made by a previous speaker, giving the specific

name of the person. When the Chairman believes that no additional information is forthcoming, the Chairman shall close the public hearing portion of the meeting.

8. Old Business

9. New Business

- A. 2023-PSP-08, A recommendation to the Mayor and City Commission regarding a request for a Preliminary Subdivision Plan with variance for Lotus Cove, a proposed 6-lot single-family residential subdivision, located at 401 Longwood Lake Mary Rd. Applicant: Mr. Ephraim Grubbs, Urban Construction, LLC. (Quasi-Judicial – Public Hearing) (Michael Lopez, Project Manager)
- B. 2024-RZ-04, Ordinance No. 1709, A recommendation to the Mayor and City Commission to consider a request for the Third Amendment to the New Century Planned Unit Development (PUD) for Orlando Health Signage at 380 and 392 Rinehart Rd. Applicant: Mr. Andrew McCown, GAI Consultants, Inc. (Quasi-Judicial – Public Hearing) (Michael Lopez, Project Manager)
- C. 2024-ZTA-03, Ordinance No. 1710, A recommendation to the Mayor and City Commission regarding a City-initiated code amendment to amend Section 154.21 Temporary/Seasonal Uses and Mobile Food Vendors. (Public Hearing – Legislative) (Michael Lopez, Project Manager)

10. Community Development Director's Report

11. Other Business

- A. Election of Vice-Chair

12. Reports of Other Members

13. Adjournment

THE ORDER OF ITEMS ON THIS AGENDA IS SUBJECT TO CHANGE

NOTE: If a person decides to appeal a decision made with respect to any matter considered at the above meeting or hearing, he or she may need a verbatim record of the proceedings including the testimony and evidence, which record is not provided by the City of Lake Mary.

PERSONS WITH DISABILITIES NEEDING ASSISTANCE IN ORDER TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE CITY ADA COORDINATOR AT LEAST 48 HOURS IN ADVANCE OF THE MEETING AT (407) 585-1424.



LAKE MARY PLANNING AND ZONING BOARD

**Lake Mary City Hall
100 N. Country Club Road**

Regular Meeting MINUTES

TUESDAY, OCTOBER 08, 2024, 6:00 PM

NO VIDEO RECORDING WAS MADE FOR THIS MEETING

1. Call to Order

The meeting was called to order by Chairman Hawkins at 5:58 PM.

2. Moment of Silence

3. Pledge of Allegiance

4. Roll Call – Determination of Quorum

Robert Hawkins, Chairman

Brittany Walker, Member

Benjamin Vogt, Member

Nick Carlin, Member

Sabreena Colbert, Community Development Director

Michael Lopez, Planner

Patrick Martin, Community Development Administrative Coordinator

5. Approval of Planning and Zoning Board Minutes

A. Draft Planning & Zoning Board Minutes

Member Vogt made a motion to approve the Draft Planning and Zoning Board Meeting Minutes of August 27, 2024. Member Walker seconded the motion, and the motion carried unanimously, 4 to 0.

- 6. Citizen Participation:** This is an opportunity for anyone to come forward and address the Commission on any matter relating to the City or of concern to our citizens. This also includes: 1) any item discussed at a previous work session; 2) any item not specifically listed on a previous agenda but discussed at a previous Commission meeting or 3) any item on tonight's agenda not labeled as a public hearing. Items requiring a public hearing are generally so noted on the agenda and public input will be taken when the item is considered.

No one came forward and the citizen participation section was closed.

- 7. P&Z Public Participation Process:** City staff and the applicant, or the agent for the applicant, will make their presentations first, followed by questions from the Planning and Zoning Board members. After the presentations from staff and the applicant, the Chairman will open the public hearing portion of the meeting to allow interested parties to speak for or against the item being considered. The public is instructed to keep their presentation factual, not be redundant, and to direct all comments to the Board, not to the applicant or to staff. From time to time, it may become necessary for the Chairman to limit the time that speakers may have. If a time limit is to be imposed, it will be announced at the time that the Public Hearing is opened. If a speaker wishes to be heard for the record but does not have any new information regarding the item being considered, the speaker shall give his/her name and address for the record and state that they agree with the presentation made by a previous speaker, giving the specific name of the person. When the Chairman believes that no additional information is forthcoming, the Chairman shall close the public hearing portion of the meeting.

8. Old Business

There was no old business.

9. New Business

- A. 2023-PSP-08, A recommendation to the Mayor and City Commission regarding a request for a Preliminary Subdivision Plan with variance for Lotus Cove, a proposed 6-lot single-family residential subdivision, located at 401 Longwood Lake Mary Rd. Applicant: Mr. Ephraim Grubbs, Urban Construction, LLC. (Quasi-Judicial – Public Hearing) (Michael Lopez, Project Manager)**

Michael Lopez, Project Manager, came forward to present Item A.

The applicant is requesting approval for a Preliminary Subdivision Plan to subdivide the subject property located at 401 Longwood Lake Mary Road into 6 single-family residential lots. The subject property is +/- 2.98 acres and located in the southwest corner of Lake Way Road and Longwood Lake Mary Road.

The subject property is within the R-1A (Single-Family Dwelling) zoning district and has a future land use designation of MDR (Medium Density Residential). The future land use designation of the subject property, MDR, allows up to 6 dwelling units per acre, or 17 lots. The applicant is proposing 2.01 dwelling units per acre, which is less than the maximum density allowed. The proposed lots and structures conform to the R-1A zoning district requirements.

The applicant provided a traffic statement, and a full traffic study is not required as the development will not reach the thresholds of 50 peak hour trips or 350 average daily trips.

An environmental assessment was conducted for the subject property in June 2023, and no threatened and endangered species of plants or animals were identified on site. The number of plantings shown on the preliminary landscape plan is consistent with Chapter 157 of the Code of Ordinances. Two historic trees are proposed for removal, both within Lot 3. One is within the building pad of the single-family residence, and the other is in the area where the driveway is to be constructed. Tree mitigation will be in accordance with Section 157.16 of the Code.

The applicant is proposing 67% gross land area of open space, meeting the requirement of 35%. The parking proposed meets the minimum parking requirements per Chapter 155, Appendix B of the Code.

One monument sign is proposed at the subdivision entrance off Lake Way Rd. The proposed sign will be installed in accordance with the standards outlined in Chapter 155, Appendix I of the Code, and a separate building permit will be required prior to its construction.

A School Impact Analysis was completed by County School Board staff, showing a development impact of 4 students. At the time of submittal for a Final Subdivision Plan, a School Capacity Availability Letter of Determination (SCALD) will be obtained.

The applicant is proposing one dry retention pond on the south end of the property adjacent to the neighboring property to the south and Longwood Lake Mary Road to the east. The property is within an open basin and eventually drains to Soldier's Creek. The pond is designed to handle a 25 year – 24-hour storm event. The subject property meets or exceeds all relevant Level of Service (LOS) standards related to stormwater.

The applicant is requesting a variance from Section 154.23(A)(1) to allow a 6-foot screen wall within the front or street side setbacks of residential lots. Staff have reviewed and find that it meets all criteria for a variance.

Staff find that the request for the Preliminary Subdivision Plan and the request for the variance are consistent with the relevant criteria of the City's Code of Ordinances and Comprehensive Plan and recommend approval with the four conditions as noted in the staff report.

This item will be considered by the Mayor and City Commission on November 7th, 2024.

Once approved, the applicant shall submit the Final Subdivision Plan for review.

Chairman Hawkins asked for clarification on the meaning of a screen wall. Mr. Lopez replied that it will be a wall to screen the properties from the road.

Ms. Colbert added it will be a 6-foot solid wall with columns like the adjacent subdivisions. The Code requires a decorative wall within the front yard setback. Given that all of the lots are through lots, they technically have two front yards. The rear fronts the major roads, and the wall would provide the privacy that a majority of people in the City would be afforded by Code.

Chairman Hawkins stated that he understood.

Geoff Summit, Summit Engineering, 3667 Simonton Place, Lake Mary, FL, came forward on behalf of the applicant. He stated that he would be happy to answer any questions the Board may have.

Chairman Hawkins asked Mr. Summit if he was in agreeance with the variance and the four conditions in the Staff Report.

Mr. Summit responded that the applicant is fine with the Staff Report and added that they requested the variance in order to keep the uniformity with the other subdivisions that are existing in the area.

Item A was then opened for a public hearing. No one came forward and the public hearing was closed.

Chairman Hawkins asked if the presented item is for a Preliminary and Final Subdivision Plan. Mr. Lopez clarified that this item is only the Preliminary Subdivision Plan.

Member Vogt made a motion to recommend approval of 2023-PSP-08, A recommendation to the Mayor and City Commission regarding a request for a Preliminary Subdivision Plan with variance for Lotus Cove, a proposed 6-lot single-family residential subdivision, located at 401 Longwood Lake Mary Rd. Applicant: Mr. Ephraim Grubbs, Urban Construction, LLC. Member Walker seconded the motion, and the motion carried 4 to 0.

B. 2024-RZ-04, Ordinance No. 1709, A recommendation to the Mayor and City Commission to consider a request for the Third Amendment to the New Century Planned Unit Development (PUD) for Orlando Health Signage at 380 and 392 Rinehart Rd. Applicant: Mr. Andrew McCown, GAI Consultants, Inc. (Quasi-Judicial

– Public Hearing) (Michael Lopez, Project Manager)

Michael Lopez, Project Manager, came forward to present Item B.

The applicant is requesting a third amendment to the New Century Planned Unit Development to allow for three additional signs for the Orlando Health hospital facility located at 380 and 392 Rinehart Road. The reason for this request is due to the expansion Orlando Health is making to its Lake Mary campus.

The hospital's Wound Care Department has been relocated to a space on the ground floor, with its own exterior entrance. In order to provide for better wayfinding to this department, the applicant would like to add wayfinding signage.

As seen on the proposed architectural site plan, one ground sign, labeled OH-18, would be located at the driveway exiting the hospital to Caring Drive. The interior side of this sign, facing the north, would provide wayfinding for the ambulance and Wound Care Department to its west.

Another ground sign, labeled OH-19, would be located on the rear access road behind the ER next to the Wound Care Department. Both sides of this sign, facing the north and south, would provide wayfinding for the Wound Care Department to its east.

Lastly, one wall sign, labeled OH-20, would be located on the western façade of the Wound Care Department.

The Mayor and City Commission will hear this item on November 7th, 2024, for First Reading and December 5th, 2024, for Second Reading.

Staff recommends approval of Ordinance Number 1709.

Member Walker asked if the hospital is now operating as full service or if it is still operating as an ER only.

Ms. Colbert responded that currently the hospital is still only the ER, but a temporary certificate of occupancy has been issued as they finalize their Agency for Health Care Administration (AHCA) certification with the State. They will not be a full-service hospital until the first of the year when they transfer all of their patients and final equipment over.

The applicant, Andrew McCown, GAI Consultants, Inc., 618 E. South St., Orlando, FL, came forward.

Chairman Hawkins stated the item is straight-forward and there were no questions.

Item B was then opened for a public hearing. No one came forward and the public hearing was closed.

Member Walker made a motion to recommend approval of 2024-RZ-04, Ordinance No. 1709, A recommendation to the Mayor and City Commission to consider a request for the Third Amendment to the New Century Planned Unit Development (PUD) for Orlando Health Signage at 380 and 392 Rinehart Rd. Applicant: Mr. Andrew McCown, GAI Consultants, Inc. Member Carlin seconded the motion, and the motion carried 4 to 0.

C. 2024-ZTA-03, Ordinance No. 1710, A recommendation to the Mayor and City Commission regarding a City-initiated code amendment to amend Section 154.21 Temporary/Seasonal Uses and Mobile Food Vendors. (Public Hearing – Legislative) (Michael Lopez, Project Manager)

Michael Lopez, Project Manager, came forward to present Item C.

The City has received growing interest as a place where local businesses can hold special events, particularly in the downtown area and Colonial Center Heathrow.

However, with a site having a maximum use of four times per year for short term events, local businesses are limited in offering special events on private property.

Section 154.21 has been updated in the past to create a new sub-section that expands business opportunities while setting appropriate regulations to protect and preserve the public health, safety, and general welfare of the citizens of the City.

As such, staff, in conjunction with the City Attorney, is proposing the following updates to Section 154.21 to address these issues. The first is cleaning up and clarifying the existing subsections. The second is adding a new subsection specific to special events on private property which sets requirements and standards for zoning, permitted uses, the application process, event durations, and the number of times a site may be used per year.

The Mayor and City Commission will hear this item on October 17th for First Reading and November 7th for Second Reading.

Staff recommends approval of Ordinance Number 1710.

Chairman Hawkins asked how this would pertain to the Farmers' Market. Ms. Colbert responded that the Farmers' Market is an event on public property which is not covered under the proposed update.

Chairman Hawkins asked if that is something that should be covered. Ms. Colbert stated the only thing being requested at this time is an update to incorporate a new section specific to

special events on private property, but there is potential for another update to address events on public property based on feedback received related to the Comprehensive Plan.

Member Carlin asked about the limitation of four events per year and what someone could do to request additional events.

Mr. Lopez responded that currently the existing short-term uses section of the Code only allows a site to be used four times a year for special events.

Ms. Colbert added currently to apply for a special event businesses are subject to the temporary and short-term use sub-section. If you look at that sub-section as it currently exists in the Code, it covers things like bake sales and car washes. Those are not the types of special events that we see businesses like Citrus City Craft or Grafton Street Pub holding along with events like Cars and Coffee. These events just don't fall within that current section, so we are creating a new section for public events on private property, expanding their opportunity to hold events to twelve times per year. As well as expanding the time duration of events from sunrise to 11:00 pm and on New Year's Eve from sunrise to 1:00 am of January 1st.

Member Carlin stated he appreciated the clarification and stated he has had people ask him about the current limit on events.

Ms. Colbert stated that the Planning and Zoning Department has had an issue with sites that are conducive to events, not being able to get approval because of the current limitation of four events per year.

Item C was then opened for a public hearing. No one came forward and the public hearing was closed.

Member Carlin made a motion to recommend approval of 2024-ZTA-03, Ordinance No. 1710, A recommendation to the Mayor and City Commission regarding a City-initiated code amendment to amend Section 154.21 Temporary/Seasonal Uses and Mobile Food Vendors. Member Vogt seconded the motion, and the motion carried 4 to 0.

10. Community Development Director's Report

Sabreena Colbert, Community Development Director, extended her thanks to everyone that participated in the Comprehensive Plan Update Survey and Open House. She stated there was a great turnout for the Open House, and we received a lot of great feedback and information.

Ms. Colbert wished everyone well during the upcoming storm.

Member Vogt asked if there was any initial feedback or key themes that have been picked up on from the Open House.

Ms. Colbert responded that Mr. Martin has been the one going through all of the information from the Open House. She stated the Transportation Activity had a lot of feedback for street trees, and in the Lake Mary Money (Capital Improvements) Activity there was a clear winner for burial of power/utility lines. Ms. Colbert continued that some of the other information is still being analyzed as it was more in depth.

Chairman Hawkins stated that the whole event was very well done. He stated the activities were varied, interesting, and thought-provoking. Ms. Colbert thanked him for his feedback.

11. Other Business

A. Election of Vice-Chair

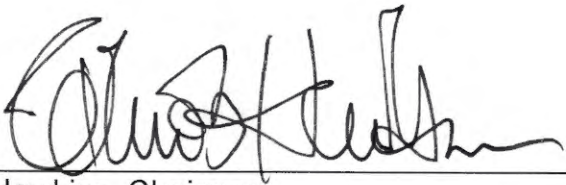
Chairman Hawkins determined the Election of a Vice-Chair would be postponed until the full Board was present.

12. Reports of Other Members

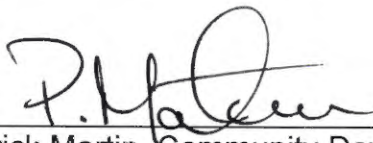
There were no other reports.

13. Adjournment

There being no further business, the meeting was adjourned at 6:20 PM.



Robert Hawkins, Chairman



Patrick Martin, Community Development Administrative Coordinator