LAKE MARY CITY COMMISSION

Lake Mary City Hall
100 N. Country Club Road

Regular Meeting
AGENDA
THURSDAY, DECEMBER 5, 2024 7:00 PM

1. **Call to Order**
2. **Moment of Silence**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Approval of Minutes**
   - A. **Approval of Draft Special Called City Commission Meeting Minutes for November 7, 2024**
   - B. **Approval of Draft City Commission Meeting Minutes for November 7, 2024**
6. **Special Presentations**
7. **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.**
8. **Unfinished Business**
   - A. **2024-RZ-04, Ordinance No. 1709, 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 – Second Reading) (Michael Lopez, Project Manager)**
9. **New Business**

A. 2023-RZ-09, Ordinance No. 1711, A request for rezoning of property located at 122 W. Crystal Lake Ave. from C-1, General Commercial, to DC, Downtown Centre. Applicant: Ms. Laura Diss, Q Boutique Specialty Realty, Inc. (Quasi-Judicial – Public Hearing – First Reading) (Michael Lopez, Project Manager)

B. 2023-CU-05, A request for a Conditional Use to operate a conference and training center for real estate/licensing education with a small event rental space located in an existing +/- 1,632 sq. ft., 1-story office building at 122 W. Crystal Lake Ave. Applicant: Ms. Laura Diss, Q Boutique Specialty Realty, Inc. (Quasi-Judicial – Public Hearing) (Michael Lopez, Project Manager)

C. 2024-SP-06, A request for site plan approval with variances for the construction of a +/- 4,000 sq. ft., 1-story dental office located at 101 N. 5th St. Applicant: Dr. David W. Edwards, GWE DWE Property, LLC. (Quasi-Judicial – Public Hearing) (Michael Lopez, Project Manager)

D. Resolution No. 1077, adopting the City of Lake Mary Vision Zero Action Plan. (Legislative – Public Hearing) (Michael Lopez, Project Manager)

E. Resolution No. 1076 - Seminole County Disposal Increase for Solid Waste Services (Public Hearing) (Brent Mason, Finance Director)

10. Other Items for Commission Action

11. City Manager's Report

A. Items for Approval

a. Main Rd. Stormwater Lift Station Purchase

b. Main Rd. Stormwater Lift Station Installation

c. Crystal Gardens Change Order #2

d. Downtown Parks Improvements- Trellis Style Pavilion Purchase & Installation

e. Mutual Aid Agreement for Joint Traffic Operations with Orange County Sheriff's Office

f. SunRail Mutual Aid Agreement with Orange County Sheriff's Office

g. SmartGov Software for Building Division Processes

B. Items for Information

a. Annual Investment Report

b. Monthly Finance Report

C. Announcements

12. Mayor and Commissioners Report

A. Annual Advisory Board Appointments/Reappointments

B. Appointment of Deputy Mayor

13. City Attorney's Report

14. Adjournment

UPCOMING MEETINGS: January 2, 2025

THE ORDER OF ITEMS ON THIS AGENDA IS SUBJECT TO CHANGE

Per the direction of the City Commission on December 7, 1989, this meeting will not extend beyond 11:00 P. M. unless there is unanimous consent of the Commission to extend the meeting.

PERSONS WITH DISABILITIES NEEDING ASSISTANCE 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.

If a person decides to appeal any decision made by this Commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Per State Statute 286.0105.

NOTE: If the Commission is holding a meeting/work session prior to the regular meeting, they will adjourn immediately following the meeting/work session to have dinner in the Conference Room. The regular meeting will begin at 7:00 P. M. or as soon thereafter as possible.

LAKE MARY CITY COMMISSION

Lake Mary City Hall
100 N. Country Club Road

Regular Meeting
MINUTES
THURSDAY, DECEMBER 5, 2024, 7:00 PM

NO VIDEO RECORDING WAS MADE FOR THIS MEETING.

1. The meeting was called to order by Mayor David Mealor at 7:00.

2. **Moment of Silence**

3. **Pledge of Allegiance**

4. **Roll Call**

David Mealor, Mayor
Jordan Smith, Commissioner
George F. Duryea, Commissioner
Colleen Taylor, Commissioner
Justin York, Commissioner
Kevin Smith, City Manager
Darren Elkind, City Attorney
Kevin Pratt, Police Chief
Sabreena Colbert, Community Development Director
Brent Mason, Finance Director
Allison Marcous, Human Resources Director
Danielle Koury, Public Works Director
Bryan Nipe, Parks & Recreation Director
Amber Branton, City Clerk
Corey Bowles, Deputy Fire Chief
Robert Lindemann, Deputy Fire Chief

Dennis Strange, Deputy Police Chief
Jill Semento, Assistant Parks & Recreation Director
Anthony Seda, Police Sergeant
Miguel Conde, City Engineer
Michael Lopez, Planner
Tom Rhodes, Network Specialist

5. Approval of Minutes

A. Approval of Draft City Commission Meeting Minutes for November 7, 2024

Commissioner Smith made a motion to approve the Draft City Commission Meeting Minutes for November 7, 2024. Commissioner York seconded the motion, and the motion was carried unanimously.

6. Special Presentations

7. 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.

Nicholas Carver of 144 E Grand Bend Avenue, came forward to express concern regarding the overgrown fence line along the City owned access road behind his property.

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

8. Unfinished Business

A. 2024-RZ-04, Ordinance No. 1709, 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 – Second Reading) (Michael Lopez, Project Manager)

Darren Elkind, City Attorney, read Ordinance No. 1709 by title only.

Michael Lopez, City Planner, came forward to discuss the information as presented in the Staff Report, which was included in the agenda packet for review.

The item was then opened for public hearing. Nobody came forward and the public hearing section was closed.

Commissioner Duryea made a motion to approve Ordinance No. 1709, A request for the Third Amendment to the New Century Planned Unit Development (PUD) for Orlando Health Signage at 380 and 392 Rinehart Rd. Commissioner Taylor seconded the motion, and the motion carried 5-0 by roll-call vote, Commissioner Smith, Yes; Commissioner Duryea, Yes; Commissioner Taylor, Yes; Commissioner York, Yes; Mayor Mealor, Yes.

9. New Business

A. 2023-RZ-09, Ordinance No. 1711, A request for rezoning of property located at 122 W. Crystal Lake Ave. from C-1, General Commercial, to DC, Downtown Centre. Applicant: Ms. Laura Diss, Q Boutique Specialty Realty, Inc. (Quasi-Judicial – Public Hearing – First Reading) (Michael Lopez, Project Manager)

Darren Elkind, City Attorney, read Ordinance No. 1711 by title only.

Michael Lopez, City Planner, came forward to discuss the information as presented in the Staff Report, which was included in the agenda packet for review.

The item was then opened for public hearing. Nobody came forward and the public hearing section was closed.

Commissioner Smith made a motion to approve Ordinance No. 1711, A request for rezoning of property located at 122 W. Crystal Lake Ave. from C-1, General Commercial, to DC, Downtown Centre. Commissioner Taylor seconded the motion, and the motion carried 5-0 by roll-call vote, Commissioner Duryea, Yes; Commissioner Taylor, Yes; Commissioner York, Yes; Commissioner Smith, Yes; Mayor Mealor, Yes.

B. 2023-CU-05, A request for a Conditional Use to operate a conference and training center for real estate/licensing education with a small event rental space located in an existing +/- 1,632 sq. ft., 1-story office building at 122 W/ Crystal Lake Ave. Applicant: Ms. Laura Diss, Q Boutique Specialty Realty, Inc. (Quasi-Judicial – Public Hearing – First Reading) (Michael Lopez, Project Manager)

Michael Lopez, City Planner, came forward to discuss the information as presented in the Staff Report, which was included in the agenda packet for review.

Commissioner Smith inquired regarding the location's maximum occupancy and how that may affect scheduled events. Mr. Lopez and Sabreena Colbert, Community

Development Director, clarified that the maximum occupancy is 49 and that Code Enforcement will be used to enforce the maximum occupancy and ensuring that concurrent events aren't held at the location.

Commissioner Duryea inquired regarding the parking situation. Mr. Lopez and Ms. Colbert clarified that the building has 7 parking spaces and surrounding public parking is available for use as well.

The item was then opened for public hearing. Nobody came forward and the public hearing section was closed.

Commissioner Smith made a motion to approve 2023-CU-05, A request for a Conditional Use to operate a conference and training center for real estate/licensing education with a small event rental space located in an existing +/- 1,632 sq. ft., 1-story office building at 122 W. Crystal Lake Ave. Commissioner Taylor seconded the motion, and the motion carried 5-0 by roll-call vote, Commissioner Taylor, Yes; Commissioner York, Yes; Commissioner Smith, Yes; Commissioner Duryea, Yes; Mayor Mealor, Yes.

C. 2024-SP-06, A request for site plan approval with variances for the construction of a +/- 4,000 sq. ft., 1-story dental office located at 1010 N. 5th St. Applicant: Dr. David W. Edwards, GWE DWE Property, LLC. (Quasi-Judicial – Public Hearing) (Michael Lopez, Project Manager)

Michael Lopez, City Planner, came forward to discuss the information as presented in the Staff Report, which was included in the agenda packet for review.

Commissioner Duryea inquired regarding the requirements for variance approval. Sabreena Colbert, Community Development Director, clarified that applicants must showcase hardship to be granted a variance.

The item was then opened for public hearing. Nobody came forward and the public hearing section was closed.

Commissioner York made a motion to approve 2024-SP-06, A request for site plan approval with variances for the construction of a +/- 4,000 sq. ft., 1-story dental office located at 1010 N. 5th St. Commissioner Taylor seconded the motion, and the motion carried 5-0 by roll-call vote, Commissioner York, Yes; Commissioner Smith, Yes; Commissioner Duryea, Yes; Commissioner Taylor, Yes; Mayor Mealor, Yes.

D. Resolution No. 1077, adopting the City of Lake Mary Vision Zero Action Plan. (Legislative – Public Hearing) (Michael Lopez, Project Manager)

Darren Elkind, City Attorney, read Ordinance No. 1077 by title only.

Michael Lopez, City Planner, came forward to discuss the information as presented in the Staff Report, which was included in the agenda packet for review.

The item was then opened for public hearing. Nobody came forward and the public hearing section was closed.

Commissioner Smith made a motion to approve Resolution No. 1077, adopting the City of Lake Mary Vision Zero Action Plan. Commissioner Duryea seconded the motion, and the motion was approved unanimously.

E. Resolution No. 1076 – Seminole County Disposal Increase for Solid Waste Services. (Public Hearing) (Brent Mason, Finance Director)

Darren Elkind, City Attorney, read Ordinance No. 1076 by title only.

Brent Mason, Finance Director, came forward to discuss the information as presented in the Staff Report, which was included in the agenda packet for review.

The item was then opened for public hearing. Nobody came forward and the public hearing section was closed.

Commissioner York made a motion to approve Resolution No. 1076 – Seminole County Disposal Increase for Solid Waste Services. Commissioner Smith seconded the motion, and the motion was approved unanimously.

10. Other Items for Commission Action

11. City Manager's Report

A. Items for Approval

a. Main Rd. Stormwater Lift Station Purchase

Kevin Smith, City Manager, discussed the information as presented in the Staff Report, which was included in the agenda packet for review.

He requested that Commission authorize himself to execute a purchase order in the amount of $124,745.58 to Romtec Utilities, Inc. for the purchase of the Main Rd. stormwater lift station.

Commissioner Duryea made a motion to authorize the Main Rd. Stormwater Lift Station Purchase. Commissioner Taylor seconded the motion, and the motion was approved unanimously.

b. Main Rd. Stormwater Lift Station Installation

Kevin Smith, City Manager, discussed the information as presented in the Staff Report, which was included in the agenda packet for review.

He requested that Commission authorize himself to execute a purchase order in the amount of $69,913 to Carr & Collier for the installation of the Main Rd. stormwater lift station.

Commissioner Duryea made a motion to authorize the Main Rd. Stormwater Lift Station Installation. Commissioner Smith seconded the motion, and the motion was approved unanimously.

c. Crystal Gardens Change Order #2

Kevin Smith, City Manager, discussed the information as presented in the Staff Report, which was included in the agenda packet for review.

He requested that Commission authorize himself to execute a change order for an additional amount of $53,005.65 to Carr & Collier for the Crystal Gardens project.

Commissioner Smith inquired regarding improvements to maintain the property lines. It was advised that a fence will be installed.

Commissioner Duryea inquired regarding possible plans for an existing structure on the property, he also expressed concern regarding parking. Danielle Koury, Public Works Director, advised that the structure will be demolished. She further advised that additional parking will be added in the future.

Commissioner York made a motion to approve the Crystal Gardens Change Order #2. Commissioner Taylor seconded the motion, and the motion was approved unanimously.

d. Downtown Parks Improvements – Trellis Style Pavilion Purchase & Installation

Kevin Smith, City Manager, discussed the information as presented in the Staff Report, which was included in the agenda packet for review.

He requested that Commission authorize himself to execute a purchase order in the amount of $373,504.56 to Rep Services for the downtown trellis pavilion purchase and installation.

Commissioner Duryea inquired regarding the shade provided by the pavilion. Bryan Nipe, Parks & Recreation Director, advised that the pavilions will provide sufficient shade during certain parts of the day. Additionally, tree coverage will be maintained and added to provide more shade.

Mayor Mealor inquired regarding the path to the playground in relation to the pickleball courts. Mr. Nipe explained the route of the path beginning at the pickleball courts, detailing the location of the playground, community center, crystal gardens, and exit to downtown.

Commissioner York made a motion to authorize the Downtown Parks Improvement – Trellis Style Pavilion Purchase & Installation. Commissioner Smith seconded the motion, and the motion was approved unanimously.

e. Mutual Aid Agreement for Joint Traffic Operations with Orange County Sheriff's Office

Kevin Smith, City Manager, discussed the information as presented in the Staff Report, which was included in the agenda packet for review.

He requested that Commission authorize a mutual aid agreement for joint traffic operations with Orange County Sheriff's Office.

Commissioner York made a motion to authorize the Mutual Aid agreement for Joint Traffic Operations with Orange County Sheriff's Office. Commissioner Taylor seconded the motion, and the motion was approved unanimously.

f. SunRail Mutual Aid Agreement with Orange County Sheriff's Office

Kevin Smith, City Manager, discussed the information as presented in the Staff Report, which was included in the agenda packet for review.

He requested that Commission authorize a mutual aid agreement regarding SunRail with Orange County's Sheriff's Office.

Commissioner Duryea made a motion to authorize the SunRail Mutual Aid Agreement with Orange County Sheriff's Office. Commissioner Taylor seconded the motion, and the motion was approved unanimously.

g. SmartGov Software for Building Division Processes

Kevin Smith, City Manager, discussed the information as presented in the Staff Report, which was included in the agenda packet for review.

He requested that Commission authorize himself to execute a purchase order in the amount of $73,343.13 to Granicus for the purchase of software for building division processes.

Commissioner Smith made a motion to authorize the purchase of the SmartGov Software for Building Division Processes. Commissioner Duryea seconded the motion, and the motion was approved unanimously.

B. Items for Information

a. Annual Investment Report

Mr. Smith stated that the total interest income generated for the 2024 fiscal year was roughly $2,700,000, which was almost $500,000 more than 2023.

b. Monthly Finance Report

Mr. Smith stated that although it is early in the fiscal year, everything appears to be trending accordingly.

Kevin Smith, City Manager also requested cancellation of the January 2, 2025, Commission meeting. Commission approved this request unanimously.

C. Announcements

12. Mayor and Commissioners Report – 3

A. Annual Advisory Board Appointments/Reappointments

Randall Smith, Richard Arndt, and Brent Tallman were reappointed to the Parks & Recreation Board.

Sandra Prieto was reappointed to the Historical Commission.

Minaz Manekia was reappointed to the Elder Affairs Commission.

George Distler, David Vallillo, and Daniel Lopez were reappointed to the Code Enforcement Board.

Judge Frederick Schott was appointed to the alternate seat on the Planning and Zoning Board.

B. Appointment of Deputy Mayor

Commissioner York was appointed as Deputy Mayor.

a. **Commissioner Duryea**

He invited everyone to the upcoming Holiday in the Park event.

b. **Commissioner Taylor**

She stated she attended her first Florida League of Cities meeting and received positive feedback regarding the City of Lake Mary. She also wished everyone Happy Holidays.

c. **Commissioner York**

He expressed his pleasure and appreciation surrounding the Deputy Mayor appointment. He also expressed his excitement surround the upcoming Holiday in the Park event. Additionally, he detailed the discussion at the recent Utilities, Natural Resources, and Public Works Committee meeting. He also confirmed whether there will be an advisory board appreciation event planned.

d. **Commissioner Smith**

He thanked staff for their work on the holiday lights and stated he looks forward to the upcoming Holiday in the Park event.

13. City Attorney's Report

He wished everyone Happy Holidays.

14. Adjournment

There being no further business, the meeting adjourned at 8:20.

David J. Mealor, Mayor

Cassie Killgore, Deputy City Clerk

ATTEST:

Amber Branton

Amber Branton, City Clerk