



LAKE MARY PLANNING AND ZONING BOARD

Lake Mary City Hall
100 N. Country Club Road

Regular Meeting
AGENDA

TUESDAY, MARCH 11, 2025 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 - February 25, 2025
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. 2024-SP-07, A request for site plan approval for the construction of a +/- 8,640 sq. ft., 1-story multi-tenant retail center located at 8015 CR 46A. Applicant: Mr. Drew Hill, Hill/Gray Seven. (Quasi-Judicial – Public Hearing) (Sabreena Colbert, Project Manager)
10. Community Development Director's Report
 - A. Update on Public Participation Process for Comprehensive Plan
11. Other Business
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, MARCH 11, 2025, 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 5:57 PM.

2. Moment of Silence

3. Pledge of Allegiance

4. Roll Call – Determination of Quorum

Robert Hawkins, Chairman

Benjamin Vogt, Vice Chairman

Brittany Walker, Member

Thomas Peet, Member

Nick Carlin, Member

Sabreena Colbert, Community Development Director

Patrick Martin, Community Development Administrative Coordinator

Aeriel McCann, Assistant City Attorney

5. Approval of Planning and Zoning Board Minutes

A. Draft Planning & Zoning Board Minutes

Member Carlin made a motion to approve the Draft Planning and Zoning Board Meeting Minutes of February 25, 2025. Vice Chairman Vogt seconded the motion, and the motion carried unanimously, 5 to 0.

- 6. Citizen Participation: This is an opportunity for anyone to come forward and address the Board 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. 2025-RZ-01, 2024-SP-07, A request for site plan approval for the construction of a +/- 8,640 sq. ft., 1-story multi-tenant retail center located at 8015 CR 46A. Applicant: Mr. Drew Hill, Hill/Gray Seven. (Quasi-Judicial – Public Hearing) (Sabreena Colbert, Project Manager)**

Sabreena Colbert, Project Manager, came forward to speak on this item.

The subject property is located on the southeast corner of County Road 46A and Business Center Drive. The property is part of the Colonial Center Heathrow Planned Unit Development (PUD) and has a Future Land Use designation of High Intensity Planned Development for Target Industry. The applicant is requesting site plan approval to construct a +/- 8,640 sq. ft., single-story multi-tenant commercial building for uses consistent with the PUD entitlements of office including support retail and commercial.

The setbacks proposed exceed the minimum per the developer's agreement. The maximum building height proposed is 37 feet, well below the 70-foot allowance per the PUD. The site lighting will meet the code minimum setback of 20 feet, maximum height of 25 feet and will not exceed 0.5 foot-candles at the property line. All signage will meet Chapter 155, Appendix I.

Vehicular access to the site is proposed by a full access driveway onto Business Park Lane to the south. As well as cross access with the existing daycare to the east, so there will be no direct curb cuts onto County Road 46A or Business Center Drive. A traffic study was not required, and the projected trips fall within the thresholds of the PUD. The parking exceeds the requirements per code resulting in additional landscaping per Chapter 157. The required parking is 1 space per 300 sq. ft. based on the entitlements of the PUD which would require 29 parking spaces, and the applicant is providing 59 parking spaces, including 3 Americans with Disabilities Act required spaces. Pedestrian access is being provided by connections to existing sidewalks along County Road 46A and Business Center Drive.

An environmental assessment was conducted, and no protected species were identified on site. However, due to the site being a suitable habitat for Gopher Tortoises, the applicant is required to conduct a survey within 90 days of site clearing. If tortoises are found a permit through the Florida Fish and Wildlife Commission will be required.

The applicant is also providing parking for 10 bicycles to support the multi-modal vision for the Colonial Center Heathrow PUD.

The Heathrow Hill site plan meets the 25% open space requirement per the PUD by providing 27.3% open space.

Water and sewer services will be provided by Seminole County with connections to existing lines on Business Park Lane. The dumpster enclosure is located at the southeast side of the project and collection will be served by Waste Pro.

The Colonial Center Heathrow PUD has an existing master stormwater system that is designed to meet the 100-year 24-hour storm event, without exceeding the pre-development peak rates of discharge. The property is located within a closed drainage basin.

The landscape buffer requirements per the PUD are included in the table on page 2 of the staff report. Conditions of approval to address the plant quantities in the north, west, and south buffers

as well as the sod type are recommended by staff. All other landscaping requirements are being met. Only one existing oak tree is proposed for removal, however it is not a historic tree, so no mitigation is required. The proposed irrigation plan provides full coverage for the landscaping.

Staff find that all criteria have been met for granting approval of the proposed Heathrow Hill Site Plan and recommend approval with the 5 conditions noted in the staff report.

The Planning & Zoning Board is the terminal Board for this item. The next step is the site construction permit.

Robert Ziegenfuss, Z-Development Services, 1201 E. Robinson St., Orlando, FL 32801, came forward to speak on behalf of the applicant.

Mr. Ziegenfuss thanked staff for all the hard work while reviewing this project. He continued by stating you can see the elevations in front of you that we will be creating something beautiful for the City. He stated that he and the developer are present to answer any questions the Board may have.

Chairman Hawkins asked if Mr. Ziegenfuss was in agreement with all 5 conditions set by staff. Mr. Ziegenfuss responded affirmatively.

Member Peet asked if the Gopher Tortoise survey would be completed prior to development because if they are looking to develop quickly it would need to be done within the next few weeks.

Mr. Ziegenfuss responded they would be working on the timing as construction has to be started within 90 days of having the survey completed or it would expire, but they will be making sure to get it done.

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

Vice Chairman Vogt made a motion to approve 2024-SP-07, A request for site plan approval for the construction of a +/-8,640 sq. ft., 1-story multi-tenant retail center located at 8015 CR 46A with the 5 conditions recommended by staff. Applicant: Mr. Drew Hill, Hill/Gray Seven. Member Walker seconded the motion, and the motion carried 5 to 0.

The 5 Conditions of Approval are as follows:

1. The photometrics for the site shall not exceed 0.5 ft. candles at the property line and all light poles shall not exceed 25' in height.
2. All mechanical equipment, including rooftop air conditioner units, ventilation equipment, and similar appurtenances shall be screened from view from any adjacent lots or property and the right of way. Screening shall be greater than the height of the mechanical equipment.

3. The dumpster enclosure shall be a minimum 6' tall masonry wall and must be constructed of a permanent, low maintenance finish such as patterned concrete, rock-salted concrete, split face or ribbed concrete, stone, brick, or tile. Stucco and raw concrete are not acceptable finishes. Gates necessary to access the refuse area shall be minimum of six-foot-high and may be constructed of wood.
4. Per the environmental report, a gopher tortoise survey will be required 90 days prior to any land clearing/site work. If any burrows are identified all tortoises with burrows located within 25 feet of the proposed disturbance should be relocated to an off-site recipient property through the appropriate permit process through FWC.
5. Prior to the issuance of the site construction permit, sheet L-3 of the site plan set shall be updated to show that a St. Augustine cultivar adapted to sandy soils and drought tolerant provided in all irrigated areas is the proposed sod and not Argentine Bahia Sod, and sheet L-2 of the site plan set shall be updated to provide for the following corrections to the "Landscape Calculations" table on the top left of the sheet as well as graphically on the plan:
 - The "Buffer width required" and "Buffer with provided" for the south buffer should reflect "15 FT" instead of "10 FT."
 - The "Landscape provided" for the south buffer must be at least 6 canopy trees instead of the 4 proposed.
 - The "Landscaping required by code" for the north buffer should reflect 6.39 canopy trees and 8.52 understory trees required, instead of 4.26 and 6.39, respectively.
 - The "Landscape provided" for the north buffer must be at least 6 canopy trees instead of the 4 proposed, and at least 9 understory trees instead of the 6 proposed.
 - The "Landscape provided" for the west buffer must be at least 8 canopy trees instead of the 2 proposed, and at least 11 understory trees instead of the 8 proposed.
 - The "Size specification" for the west buffer canopy trees should reflect the 15' height and 3.5" caliper as shown elsewhere in the table.

10. Community Development Director's Report

A. Update on Public Participation Process for Comprehensive Plan

Sabreena Colbert, Community Development Director, stated public participation plays an important role in the comprehensive planning process. Staff's efforts included a community survey and open house which were all completed in house by planning staff with participation by all City departments.

The feedback from the citizens and community was all very well thought out, positive, and is a great resource as we move forward with both Comprehensive Plan and Code updates. Staff's role in the public participation endeavor began by outlining the plan, executing, and analyzing the data which will be presented this evening. The full analysis was included in the agenda packet, and hard copies have been provided for the Board.

The online survey was open from July to October last year. We received over 300 responses with a wide range of topics covered. The Open House was hosted here in the Commission Chamber in September, each department was represented, and approximately 40 participants attended. The Open House included 8 stations with topics related to Comprehensive Plan updates.

Most words or phrases associated with the City of Lake Mary from the survey respondents were positive, with the top responses associated with the City being home, safe, and beautiful or pretty. Around two-thirds of survey respondents strongly agreed that the City maintains a high level of safety and a high quality of life, which were also the top two attributes in terms of importance. Nearly all respondents said these were very important for the City to have. Related to public safety, nearly all survey respondents were satisfied with the City's emergency services, including the Police and Fire Departments.

Three-quarters (75%) of survey respondents said they visit Downtown Lake Mary at least once a month. Nearly half of survey respondents said Downtown development was their top project for the City. The most desired uses in downtown were restaurants, bakeries or coffee shops, retail shops, and bars, pubs, or breweries. Open house participants were most likely to say safety and Christmas are Downtown's top strengths, with the top opportunities being pedestrian connectivity/walkability. Traffic and congestion were the top weaknesses and the second highest threat. The top Downtown projects among open house participants were street trees, more special events, and community gardens. Most survey respondents said attracting new boutique businesses to the City was important to growing the local economy, and the top associated idea with economic development among open house participants was infill.

Leisure and relaxation were the most important aspects of public parks to 42% of survey respondents. At the open house, the top idea associated with recreation and open space was community gardens. Related to this, for health and wellness, the top idea was parks, and pocket parks received support from 39% of survey respondents. Public park upgrades received strong support from open house participants as an infrastructure or capital improvement project, and most survey respondents are satisfied with the quality of the parks/community facilities in the City.

Nearly all survey respondents said the natural environment is important to Lake Mary's quality of life, with a vast majority saying it's very important. More than four-in-five survey respondents were supportive of protecting the natural environment in Lake Mary through restrictions on property. Habitat preservation and water quality were the most important aspects of conservation to open house participants. Additionally, the top associated idea with conservation at the open house was lake health and quality.

Burying utility lines was the top infrastructure or capital improvement project at the open house, with "septic to sewer" and "stormwater and drainage" also receiving support from many participants. The top idea associated with infrastructure among open house participants was

buried utilities. Looking at transportation, nearly half of the improvements suggested at the open house fell within the following three categories: lowering traffic speed, adding or widening sidewalks, and adding or improving lighting. North and South Country Club Road received many suggestions for improvements, including adding or widening sidewalks, protected bike lanes, lower traffic speed, street trees, enhanced road crossings, multi-use trails, and roundabouts or traffic circles. The downtown area received several suggestions, including some of the above as well as adding and improving lighting.

Most survey respondents said they want housing developments in Lake Mary to prioritize community amenities and walkability or pedestrian access. Over a third would like to see enhanced landscaping. Two-thirds of survey respondents support allowing accessory dwelling units (ADUs) within Lake Mary's residential neighborhoods. ADUs were the most popular housing alternative to single-family homes at the open house, followed by live-work units.

The top changes to improve the City are slowing growth at 29%, improving traffic and roads at 25%, improving or increasing parks and recreation at 10%. Holding more events and downtown development both received 8%. The top concerns of most survey respondents over the next 25 years are traffic, quality of infrastructure, and public safety. Most open house participants' ideas to improve the City were within the portion north of West Lake Mary Boulevard and east of Rinehart Road. The top improvements were transportation-related, followed by specific park upgrades and cleaning up certain areas. Lastly, the top associated idea with future land use at the open house was having designated conservation.

Ms. Colbert continued that she wanted to note that the responses align with the vision, policy direction, and decisions that the Board and City Commission have made and continue to make. Now we have the opportunity to further strengthen the vision through the Comprehensive Plan update and subsequent modifications to the Land Development Code. Some of the key elements we can focus on are diversifying business opportunities to tap into the boutique niche and promote local economic development, considering alternative housing types like ADU's (accessory dwelling units) to support aging in place and provide "missing middle housing". Additionally, provide standards for live/work developments especially in Downtown where our code is lacking which was popular among participants at the Open House. Finally, strengthening standards for environmentally sensitive lands. Ms. Colbert concluded by expressing her gratitude to everyone that participated.

Chairman Hawkins stated since traffic seems to be a major concern, local roads aren't as much of a problem as the county roads like Country Club Rd., Lake Mary Blvd., Rinehart Rd., and Lake Emma Rd. to a certain degree. He then asked how the City can get the County to make improvements along those County Roads where the City of Lake Mary has no control over the primary concern of its citizens.

Ms. Colbert responded that just like the City, the County does have its own capital improvement programs in place including roadway projects. Every project that comes into the City gets reviewed by the County as well, so work is done with them from an interlocal perspective. From

the City's side regarding traffic mitigation and making needed improvements, we maintain open communication with the County on projects that could have an impact on those in the City and their quality of life. She continued as far as how we can get improvement projects moved up on the list, that's probably a discussion to be had on a higher management level. There are also regional aspects through Metroplan that projects will get tied into from other funding sources. The big thing, especially with Lake Mary Blvd., Country Club Rd., Rinehart Rd., is understanding that the solution is not adding more lanes. The alternative approaches of promoting other forms of transportation, slowing traffic, improving traffic light timing are more effective.

Chairman Hawkins responded that he believes Ms. Colbert hit on this issue of timing on Rinehart Rd. and Lake Mary Blvd. The emphasis on traffic should be on timing the traffic signals at the appropriate times of the day, and that's not happening. It is absolutely not happening. He continued that he has been travelling Lake Mary Blvd. since it was a two-lane road. Even at Griffin Farms when we had them put in that light, it was a condition that the light be timed to the light at Longwood Lake Mary Rd. and it is not.

Member Carlin added that with timing the County's project on Country Club Rd. should have been done during the summer because it adds to the congestion problem during school.

Ms. Colbert responded that she would reach out to the County on how they monitor and update the timing of the traffic signals, so we can keep that information in our arsenal as we review projects, especially in the areas that we know have issues.

Chairman Hawkins added to ask them how the timing is affected by the railroad crossings because tonight on Country Club Rd. traffic was backed up about two miles because of the railroad crossing. When the railroad crossing gates open, the lights should resume where they were, but that isn't always the case. They often recycle, so if you are in traffic you are waiting for an entire cycle.

Ms. Colbert stated that she would inquire about those issues and report back to the Board.

Chairman Hawkins responded that they are not doing an adequate job of it, when you are on Rinehart you get stuck at every other light going both directions at any time of the day. I am speaking for people in the community that have filled out this survey. That is what they want. Overwhelmingly they want less traffic, and like you said we can't just add another lane, so the only solution is to do a better job.

Member Carlin added that he thought it was neat to see the results because things we were already working on are things that came up.

Ms. Colbert responded that the full report is also linked on the website, so it can be shared with anybody.

11. Other Business

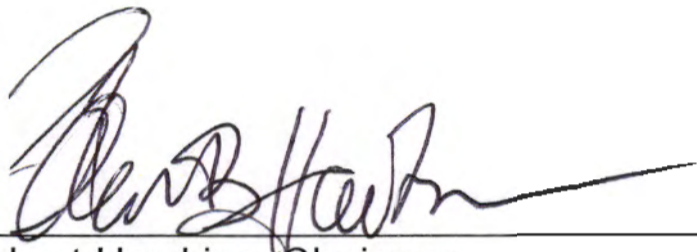
There was no other business.

12. Reports of Other Members

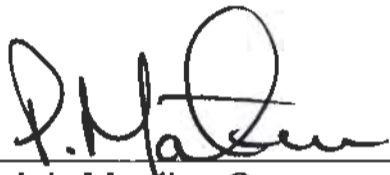
There were no other reports.

13. Adjournment

There being no further business, the meeting was adjourned at 6:21 PM.



Robert Hawkins, Chairman



Patrick Martin, Community Development Administrative Coordinator