



LAKE MARY PLANNING AND ZONING BOARD

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

**Regular Meeting
AGENDA**

TUESDAY, NOVEMBER 18, 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 & Zoning Board Minutes - September 9, 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. 2025-CU-01, A recommendation to the Mayor and City Commission regarding a request for a Conditional Use for a Pharmacy in the M-1A, Office & Light Industrial, zoning district, located in an existing building at 525 Technology Park, Suite 125. Applicant: Mr. Evan Futch. (Quasi-Judicial – Public Hearing) (Sydney Boswell, Project Manager)
- B. 2025-SP-01, A request for site plan approval to construct the AM Cards Office Building, a +/- 7,000 sq. ft., 2-story office building, located at 136 Middle St. Applicant: Mr. Curtis Lewsey, Curtis Lewsey PLLC. (Quasi-Judicial – Public Hearing) (Sabreena Colbert, Project Manager)
- C. 2025-SP-03, A request for site plan approval to construct the Florida Retina Institute, a +/- 15,213 sq. ft., 2-story medical office building and a +/- 5,000 sq. ft. building pad for a future 1-story medical office building, located at 727 New Technology Park. Applicant: Mr. Dale Leath, Bradley's Commercial Construction, Inc. (Quasi-Judicial – Public Hearing) (Sydney Boswell, Project Manager)
- D. 2025-SP-04, A request for site plan approval to construct Lake Mary Technology Center, a proposed +/- 236,880 sq. ft. of office/warehouse flex development with associated parking and utilities, located at the southwest corner of New Technology Blvd. and Wallace Ct. Applicant: Ms. Kaycee Gardner, Chesterfield, LLC. (Quasi-Judicial – Public Hearing) (Sabreena Colbert, Project Manager)

10. Community Development Director's Report

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, NOVEMBER 18, 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 5:58 PM.

2. Moment of Silence

3. Pledge of Allegiance

4. Roll Call – Determination of Quorum

Robert Hawkins, Chairman

Benjamin Vogt, Vice Chairman

Frederic Schott, Alternate Member

Sabreena Colbert, Community Development Director

Sydney Boswell, Planner

Trenten Ward, Planner

Patrick Martin, Community Development Administrative Coordinator

Darren Elkind, City Attorney

5. Approval of Planning and Zoning Board Minutes

A. Draft Planning & Zoning Board Minutes – September 9, 2025

Vice Chairman Vogt made a motion to approve the Draft Planning and Zoning Board Meeting Minutes of September 9, 2025. Alternate Member Schott seconded the motion, and the motion carried unanimously, 3 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-CU-01, A recommendation to the Mayor and City Commission regarding a request for a Conditional Use for a Pharmacy in the M-1A, Office & Light Industrial, zoning district, located in an existing building at 525 Technology Park, Suite 125. Applicant: Mr. Evan Futch. (Quasi-Judicial – Public Hearing) (Sydney Boswell, Project Manager)**

Sydney Boswell, Project Manager, came forward to speak on the item.

Ms. Boswell stated the applicant is requesting a conditional use to operate a pharmacy at 525 Technology Park, Suite 125. The subject property is zoned M-1A, Office and Light Industrial, and has a future land use designation of Industrial. The development is also located within the High-Tech/Industrial Corridor Overlay.

The original site plan for the 10.87-acre subject property, including 525 and 255 Technology Park, was approved in 1997 for 2 office/warehouse flex space buildings. In 2005, a site plan for additional parking spaces was approved, and a total of 456 parking spaces are provided for the 208 minimum spaces required.

Taylor's Pharmacy will process prescription medication and compounded medication at this location, shipping directly to customers. Approximately 461 sq. ft. of the suite will be dedicated to serving customers in person, selling prescription medication and over-the-counter items. The applicant anticipates a rotation of 4 customers picking-up medications in person at any time. The pharmacy's proposed hours of operation are 9:00 A.M. to 5:00 P.M., and the company will staff 1 retail space employee and 47 total employees across their office, manufacturing, retail, and distribution uses.

On August 22, 2025, City staff approved Building Permit 25-0624 for Taylor's Pharmacy to make interior alterations for the office, manufacturing, and distribution spaces of the suite. The current conditional use request includes modification to approximately 167 sq. ft. within Suite 125. The proposed improvements include modification of Room 102 listed as "Flex" on the building permit application, now listed as "Retail" on this conditional use application. The proposed retail space will include transaction windows and pharmacist counters.

A conditional use requires seven findings of fact, found on pages 2 through 4 on the staff report. I will touch upon a few of them here.

The pharmacy is permitted as a conditional use in the M-1A zoning district, which is compatible with the IND (Industrial) land use designation. The pharmacy is consistent with the intent of the High-Tech/Industrial Corridor. Therefore, the proposed pharmacy is compatible with the Comprehensive Plan.

Per Chapter 155, Appendix B of the City Code of Ordinances, the required parking for office and general business uses is 1 space for each 250 sq. ft. while the required parking for warehouse uses is 1 space for each 1,000 sq. ft. The estimated parking demand for the pharmacy is 28 spaces. Therefore, the site has acceptable ingress and egress with particular reference to automotive and pedestrian safety, convenience, traffic flow and access.

The surrounding uses of the subject property are largely medical and technological and will have a complimentary relationship with the proposed pharmacy use. Therefore, there is compatibility with adjacent properties in the district.

The City has previously approved 5 conditional use requests for pharmacies, 2 of which were also in M-1A districts.

Staff find that the request to operate a pharmacy in the M-1A zoning district, located in an existing building at 525 Technology Park, Suite 125, does not adversely affect the public interest, is a reasonable request based on the aforementioned findings of fact, and recommends approval.

This item will be heard by the Mayor and City Commission on December 4, 2025.

Peter Pensa, 4904 Eisenhower Blvd., Ste. 350, Tampa, FL, representing the applicant, came forward to speak on the item.

Mr. Pensa stated that he concurs with staff's findings and recommendation. He continued that this is not a retail pharmacy in the traditional sense. It is a compounding pharmacy that does primarily mail order business. They do have walk-in service for people that are local to pick up. The retail items are over the counter items that are supplements to their existing therapies. They are not what you would traditionally think of as over the counter medicine. They are not items such as cough or cold products, pain relievers, or pseudoephedrine containing products. These would be items that supplement their prescriptions such as multivitamins, prenatal vitamins, and various hormone supplements.

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

Vice Chairman Vogt made a motion to recommend approval to the Mayor and City Commission for 2025-CU-01, a request for a Conditional Use for a Pharmacy in the M-1A, Office & Light Industrial, zoning district, located in an existing building at 525 Technology Park, Suite 125. Applicant: Mr. Evan Futch. Alternate Member Schott seconded the motion, and the motion carried 3 to 0.

B. 2025-SP-01, A request for site plan approval to construct the AM Cards Office Building, a +/- 7,000 sq. ft., 2-story office building, located at 136 Middle St. Applicant: Mr. Curtis Lewsey, Curtis Lewsey PLLC. (Quasi-Judicial – Public Hearing) (Sabreena Colbert, Project Manager)

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

Ms. Colbert stated the subject property is located on the west side of Middle St., south of W. Lake Mary Blvd. The property has a C-1 (General Commercial) zoning and has a future land use designation of Restricted Commercial.

The applicant is requesting site plan approval to construct a 7,000 sq. ft., 2-story office building for use as an office space, production center, and ancillary storage for AM Cards.

The setbacks proposed exceed the minimum 25 ft. from all property lines as required by code. The maximum building height proposed is 32 ft. and 4 in., which is below the 40 ft. maximum per the C-1 zoning district when not adjacent to single family residences. Wall mounted light fixtures are proposed for the project, and the lighting will not exceed 0.5 foot-candles at the property line. All signage will meet Chapter 155, Appendix I and will require a separate building permit.

Vehicular access to the site is proposed by two access driveways onto Middle St. The northerly access will be to the parking area, and the southerly access will be for loading and dumpster access. The proposed development is expected to generate 100 daily trips with 12 trips in the A.M. and 15 trips in the P.M. peak hours. A traffic study was not required since the projected trips do not exceed 350 average daily trips or 50 peak hour trips.

Parking is required at 1 space per 250 sq. ft. for the office area of the development and 1 space per 1000 sq. ft. of storage use. Nineteen parking spaces are required for the 7,000 sq. ft. building, with 5 of those parking spaces being constructed with pervious pavers. The parking meets the requirements per code for the breakdown of uses provided on the plan.

Pedestrian access is being provided from the building and connecting to the existing sidewalk along Middle St.

An environmental assessment was conducted for the subject property, and no threatened and endangered species of plants or animals were identified on site. The site plan provides 39% open space meeting the 35% minimum requirement per the Comprehensive Plan.

Water and sewer will be provided by the City with connections to existing lines on Middle St. No reclaimed water is available. The property is within an open basin and eventually drains south to Soldier's Creek. The development will directly connect into the existing stormwater main that runs along the southeast corner of the property leading to the retention pond to the west. The system is designed to retain the full runoff generated by a 25-year, 24-hour storm event.

The buffer requirements per Ch.157 are included in the table on page 2 of the staff report. Foundation plantings and parking lot landscaping is also being provided in accordance with code. There are no historic trees on site, and therefore 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 AM Cards Office Building Site Plan and recommends approval with the 4 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.

Curtis Lewsey, 136 Middle St., Lake Mary, FL 32746, the applicant, came forward to speak on this item. He stated he resides in Sanford, and that he purchased the subject property in 2021.

He continued that AM Cards is a one hundred percent mail order business. It is not open to the public for retail. It will only be employees as well as deliveries. He stated they work primarily with real estate agents and car dealerships that want to thank their customers. The company prints, stuffs, stamps, and mails cards as well as items like gourmet fudge brownies. It is a post-sale appreciation marketing business.

Chairman Hawkins asked if Mr. Lewsey had anything to add to Ms. Colbert's presentation. Mr. Lewsey stated he did not, and staff have been awesome.

The public hearing was then opened for item B. No one came forward, and the public hearing was closed.

Vice Chairman Vogt made a motion to approve 2025-SP-01, A request for site plan approval to construct the AM Cards Office Building, a +/- 7,000 sq. ft., 2-story office building, located at 136 Middle St. Applicant: Mr. Curtis Lewsey, Curtis Lewsey PLLC. Alternate Member Schott seconded the motion, and the motion carried 3 to 0 with the following conditions:

- 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 ft. 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 ft. 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. Signage shall require a separate building permit prior to construction. Signage shall comply with Chapter 155 Appendix I of the Land Development Code.**

C. 2025-SP-03, A request for site plan approval to construct the Florida Retina Institute, a +/- 15,213 sq. ft., 2-story medical office building and a +/- 5,000 sq. ft. building pad for a future 1-story medical office building, located at 727 New Technology Park. Applicant: Mr. Dale Leath, Bradley's Commercial Construction, Inc. (Quasi-Judicial – Public Hearing) (Sydney Boswell, Project Manager)

Sydney Boswell, Project Manager, came forward to speak on the item.

The subject property is located on the east side of New Technology Blvd, north of Caring Dr. The site is currently zoned Planned Unit Development subject to the New Century Planned Unit

Development (PUD) Developer's Agreement, and the future land use designation is High-Tech Medical. The site is also located within the High-Tech/Industrial Corridor Overlay. The subject property is currently vacant.

The Florida Retina Institute development will include a +/- 15,213 sq. ft., 2-story medical office building, a +/- 5,000 sq. ft. building pad for a future 1-story medical office building, as well as parking and associated infrastructure. The applicant is proposing a phased development, where this site plan is Phase 1 of the overall project. Phase 2 will include a future building located on the pad ready area to the south of the 2-story medical office. The infrastructure and parking plans will be developed with Phase 1 and are designed to eventually service both buildings. The PUD's required setbacks are 25 feet from the adjacent road, internal lot lines, and the PUD boundary. The development meets or exceeds all setbacks. The PUD's maximum building height is 150 feet, and the applicant is proposing a building height of 37.67 feet.

The property has no existing access points. One full access point will be created onto New Technology Blvd. The applicant provided a trip generation memorandum for both the Phase 1 and Phase 2 medical office buildings. The proposed development is expected to generate 745 daily trips with 69 A.M. peak hour trips and 57 P.M. peak hour trips. The proposed medical office uses do not exceed the overall entitled land use trip capacity for the New Century PUD set forth within the Developer's Agreement.

An environmental assessment was conducted for the property, and no threatened and endangered species of plants or animals were identified on site. Should evidence of gopher tortoises be identified, the applicant will be required to go through the appropriate Florida Fish and Wildlife Conservation Commission permitting. Permitting through the St. Johns River Water Management District and the Florida Department of Environmental Protection is also required to develop the site.

All proposed buffers meet or exceed the minimum requirements, and the overall site meets the required number of plantings per the New Century PUD Developer's Agreement. Any missing or dead plantings within the existing buffer along New Technology Blvd shall be replaced prior to the issuance of a Certificate of Occupancy. Additional foundation landscaping will be planted along the primary building facades. While there are no historic trees on site, the applicant shall contribute to the POA Tree Mitigation Fund wherein owners proportionally share in the mitigation cost for the removal of historic trees within parcels 2 and 3 of the PUD. Tree mitigation is in the amount of \$2,969 per net developable acres and the applicant will pay a \$6,532 contribution to the tree mitigation fund prior to the issuance of the Site Construction Permit.

The entire PUD must maintain a minimum 35% open space and individual lots like the subject property must maintain a minimum of 20% open space. The proposed development for the subject property provides 38.6% open space and will not be utilizing the available balance of the PUD's open space bank.

The development requires 81 parking spaces across both the phase 1 and phase 2 buildings, and the applicant is providing 106 parking spaces, including 5 handicap accessible parking spaces.

The applicant will be providing standard parking lot lighting. The proposed lighting does not exceed 0.5 ft. candles at the property line, and the mounting height of the parking lot light poles does not exceed 25 ft.

Signage shall meet the standards outlined in Composite Exhibit "K" of the New Century PUD Developer's Agreement. Any new signage will require a separate building permit prior to construction.

The PUD has a master stormwater system located within a closed basin. The proposed development will connect to the south pond designated for the southern basin, which is designed to hold the volume of two back-to-back 25-year, 96-hour storm events. The master stormwater management system is designed to support the post-development level of service.

The dumpster and dumpster enclosure will be located in the northeastern portion of the site, and adequate screening will be provided according to code. Water, sewer, and reclaimed water services will be provided by the City of Lake Mary.

Staff find that all criteria have been met for granting approval of the proposed site plan for Florida Retina Institute at 727 New Technology Blvd. and recommend approval with 6 conditions as outlined in the staff report. The Planning & Zoning Board is the terminal body for this item.

Chairman Hawkins asked when the site is done, if it would be level with the adjacent properties. Ms. Boswell responded affirmatively.

Chairman Hawkins then asked where the historic trees were located. Ms. Boswell responded that there are actually no historic trees on the subject property. The PUD is structured so developments make contributions to the Property Owner's Tree Mitigation fund for trees that have been removed or will be removed on other lots within parcels 2 and 3 of the PUD.

Dale Leath, Bradley's Commercial Construction, Inc., 1401 Cesery Terrace, Unit A, Jacksonville, FL 32211, the applicant, came forward to speak on the item.

Chairman Hawkins asked if Mr. Leath had anything to add to the presentation. He responded that he did not.

The public hearing was then opened for item C. No one came forward, and the public hearing was closed.

Alternate Member Schott made a motion to approve 2025-SP-03, A request for site plan approval to construct the Florida Retina Institute, a +/- 15,213 sq. ft., 2-story medical office

building and a +/- 5,000 sq. ft. building pad for a future 1-story medical office building, located at 727 New Technology Park. Applicant: Mr. Dale Leath, Bradley's Commercial Construction, Inc. Vice Chairman Vogt seconded the motion, and the motion carried 3 to 0 with the following conditions:

1. Prior to the issuance of a site construction permit, the applicant shall pay the \$6,532 contribution to the New Century POA Tree Mitigation Fund.
2. Prior to issuance of a Certificate of Occupancy, the applicant shall update the Entitlements table on sheet C200 in the as-built/record drawings to reflect the current development conditions of the entire New Century PUD.
3. The photometrics for the site shall not exceed 0.5 ft. candles at the property line and all light poles shall not exceed 25 feet in height.
4. All mechanical equipment, including rooftop air conditioner units, ventilation equipment, and similar appurtenances, shall be screened from view of any adjacent lots or property and the right of way. Screening shall be greater than the height of the mechanical equipment.
5. Signage shall require a separate building permit prior to construction. Signage shall comply with Chapter 155, Appendix I of the Land Development Code and the New Century PUD Developer's Agreement.
6. 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.

D. 2025-SP-04, A request for site plan approval to construct Lake Mary Technology Center, a proposed +/- 236,880 sq. ft. of office/warehouse flex development with associated parking and utilities, located at the southwest corner of New Technology Blvd. and Wallace Ct. Applicant: Ms. Kaycee Gardner, Chesterfield, LLC. (Quasi-Judicial – Public Hearing) (Sabreena Colbert, Project Manager)

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

The subject property is located at the southwest intersection of New Technology Blvd. and Wallace Ct., east of Interstate-4. The property is part of the New Century Planned Unit Development (PUD) and has a future land use designation of High-Tech Medical.

The applicant is requesting site plan approval to construct a total of 236,880 sq. ft. of office-warehouse flex space within 4 buildings for uses consistent with the PUD entitlements of office and light industrial and consistent with the City's Land Development Code and high-tech overlay.

The setbacks proposed exceed the minimum 25 ft. from all property lines per the developer's agreement from all property lines. The maximum building height proposed is well below the 150

ft. allowance per the PUD. The site lighting will meet the code minimum setback of 20 ft., maximum height of 25 ft., and will not exceed 0.5 ft. candles at the property line. All signage will meet the New Century PUD requirements, and Chapter 155, Appendix I, and will require separate building permitting.

Vehicular access to the site is proposed by two full access driveways onto New Technology Blvd., one on the east side of the property and one to the south. The proposed development is expected to generate 808 daily trips with 106 trips in the A.M. and 115 trips in the P.M. peak hours. A traffic study was not required as the projected trips fall within the thresholds of the PUD entitlements.

Parking is required at 1 space per 250 sq. ft. for the office use, and 1 space per 1000 sq.ft. of warehouse use. 416 parking spaces are required for the breakdown of uses proposed in the plan, and the applicant is providing 424 parking spaces, including 18 ADA spaces as required. The parking meets the requirements per code for the breakdown of office and warehouse uses as noted.

Pedestrian access is being provided from each building and connecting to the existing sidewalk along New Technology Blvd. The applicant is also providing parking for 16 bicycles on site to support the multi-modal vision for the PUD.

There are also areas noted on the plan with hardscape and landscaping for outdoor seating areas for the employees of the development.

An environmental assessment was conducted for the subject property and multiple potentially occupied gopher tortoise burrows were found on site. Prior to any land clearing or construction, the applicant shall obtain a permit from the Florida Fish and Wildlife Conservation Commission to relocate any gopher tortoises identified.

The Lake Mary Technology Center site plan meets the minimum 20% open space requirement per the PUD by providing 21.07% open space, and the applicant is not utilizing the open space bank for the project.

Water, sewer, and reclaimed water services will be provided by the City of Lake Mary with connections to existing lines on New Technology Blvd. Multiple dumpster enclosures are located adjacent to each building with access from the truck court internal to the site.

The New Century PUD has an existing master stormwater system with three dry retention ponds designed to hold the volume of two back-to-back 25-year, 96-hour storm events. The development's stormwater will flow to the north pond on the east side of New Technology Blvd. The property is located within a closed drainage basin.

The landscape buffer requirements per the PUD are included in the table on page 3 of the staff report. Conditions of approval to address the buffer types and parking lot calculations have been included. All other landscaping requirements are being met. Tree mitigation in accordance with

the PUD shall be paid prior to issuance of a site construction permit as noted in the conditions of approval. The proposed irrigation plan provides full coverage for the landscaping.

Staff find that all criteria have been met for granting approval of the proposed Lake Mary Technology Center site plan and recommends approval with the 6 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.

Chairman Hawkins asked what the speckled areas on the plan between the buildings represent. Ms. Colbert responded that those areas represent the truck court because the buildings are office/warehouse flex facilities. There are truck courts for loading and unloading internal to the buildings, so it isn't visible from the right-of-way or adjacent properties.

Chairman Hawkins asked if it would be asphalt or concrete. Ms. Colbert responded it would be concrete.

Brian Ashby, Kimley-Horn and Associates, 6876 Marwick Ln. Ste. 350, Orlando, FL 32827, representing the applicant, came forward to speak on the item.

Mr. Ashby stated that he did not have anything to add, and that they concur with staff findings.

The public hearing was then opened for item D. No one came forward, and the public hearing was closed.

Vice Chairman Vogt made a motion to approve 2025-SP-04, A request for site plan approval to construct Lake Mary Technology Center, a proposed +/- 236,880 sq. ft. of office/warehouse flex development with associated parking and utilities, located at the southwest corner of New Technology Blvd. and Wallace Ct. Applicant: Ms. Kaycee Gardner, Chesterfield, LLC. Alternate Member Schott seconded the motion, and the motion carried 3 to 0 with the following conditions:

- 1. Prior to the issuance of a site construction permit, the applicant shall provide the following:**
 - a. Tree mitigation as outlined in the Developer's Agreement in the amount of \$51,601.22.**
 - b. Update the required landscaping calculations for the parking lot landscaping on sheet L1.00 to match the parking space calculations (416 spaces required and 424 spaces provided) on sheet C4.0.**
 - c. Update the impervious area calculations per the open space provided on sheet C4.0.**

- d. Update the buffer type required per the PUD provided on both sheet C4.0 and L1.00.
2. Prior to issuance of a Certificate of Occupancy, the applicant shall update the Entitlements table on sheet C4.0 in the as-built/record drawings to reflect the current development conditions of the entire New Century PUD.
3. The photometrics for the site shall not exceed 0.5 ft. candles at the property line and all light poles shall not exceed 25 feet in height.
4. All mechanical equipment, including rooftop and ground-mounted air conditioner units, ventilation equipment, and similar appurtenances, shall be screened from view of any adjacent lots or property and the right of way. Screening shall be greater than the height of the mechanical equipment. If landscaping is used, this shall be achieved at time of planting.
5. Signage shall require a separate building permit prior to construction. Signage shall comply with Chapter 155, Appendix I of the Land Development Code and the New Century PUD Developer's Agreement.
6. The dumpster enclosures 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.

10. Community Development Director's Report

Sabreena Colbert, Community Development Director, thanked the Board with agreeing to the special meeting date. Ms. Colbert continued by introducing the City's new Planner, Trenten Ward. The Board welcomed Mr. Ward, and he stated that he was excited to be with the City. Ms. Colbert added staff anticipate having at least one item for the December 9th meeting, and there should be a full Board at that time.

Chairman Hawkins asked if it would be a problem for him to get full sized hard copy plans prior to the meetings. Ms. Colbert stated that the process is slowly being shifted to fully digital, and in an effort to ease the burden on applicants hard copies have only been required after approval for final approval stamping. If the Board's preference is to have hard copies, then they can be requested prior to the meetings.

Mr. Elkind suggested to the Board that maybe only certain more pertinent sheets be requested because certain aspects of the plans aren't as necessary for the Planning and Zoning Board.

Ms. Colbert stated that they would come up with a plan to provide the needed hard copies.

11. Other Business

There was no other business.

12. Reports of Other Members

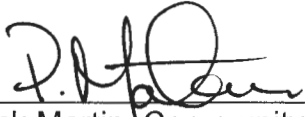
There were no other reports.

13. Adjournment

There being no further business, the meeting was adjourned at 6:38 PM.



Robert Hawkins, Chairman



Patrick Martin, Community Development Administrative Coordinator