



LAKE MARY PLANNING AND ZONING BOARD

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

**Regular Meeting
AGENDA**

TUESDAY, JANUARY 27, 2026 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 - December 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-02, A recommendation to the Mayor and City Commission regarding a request for a Conditional Use to operate a dental assisting school in conjunction with an existing dental office, located at 743 Stirling Center Place. Applicant: Dr. Peter Chen, Advanced Dental Institute. (Quasi-Judicial – Public Hearing) (Sabreena Colbert, Project Manager)**

10. Community Development Director's Report

- A. City of Lake Mary Downtown Design Guide**

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, JANUARY 27, 2026, 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 6:27 PM.
- 2. Moment of Silence**
- 3. Pledge of Allegiance**
- 4. Roll Call – Determination of Quorum**

Robert Hawkins, Chairman
Brittany Walker, Member
Frederic Schott, Member
Sabreena Colbert, Community Development Director
Sydney Boswell, Planner
Trenten Ward, Planner
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 – December 9, 2025

Member Walker made a motion to approve the Draft Planning and Zoning Board Meeting Minutes of December 9, 2025. 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-02, A recommendation to the Mayor and City Commission regarding a request for a Conditional Use to operate a dental assisting school in conjunction with an existing dental office, located at 743 Stirling Center Place. Applicant: Dr. Peter Chen, Advanced Dental Institute. (Quasi-Judicial – Public Hearing) (Sabreena Colbert, Project Manager)**

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

The subject property is located on the west side of Rinehart Rd. within Stirling Center. The property has an M-1A, Office and Light Industrial, zoning and has a Future Land Use (FLU) designation of Industrial (IND). It is also located within the High-Tech Industrial Corridor Overlay.

In 2004, the Planning and Zoning Board approved the original site plan for Stirling Center. The approval was for a +/- 125,000 sq. ft. office development across 16-acres with 503 parking spaces. In 2019, a parking lot modification revision to the approved site plan removed a median and added 5 additional parking spaces increasing the total to 508 parking spaces.

The establishment of a school requires approval of a conditional use in the M-1A zoning. Since the property is within the High-Tech/Industrial Corridor Overlay, only schools or programs that primarily serve or directly relate to high technology uses or uses permitted by the City Commission are allowable.

The applicant is requesting to operate Advanced Dental Institute, a dental assisting school, within the existing office building at 743 Stirling Center Place.

Currently, Advanced Endodontics is within tenant suite 1701 and PADO Wellness Center is within tenant suite 1709. Operations of the dental school are structured to avoid conflicts with the existing businesses with student activities on site occurring on Saturdays. The school will offer a 10-week program led by one instructor and a maximum class size of 10 students per session. All online coursework and instructional materials will be provided digitally allowing students to complete lectures, assignments, and assessments remotely during the week while attending in-person clinical and lecture sessions on Saturdays. The goal is to provide students with hands-on learning experience in a real dental office setting, allowing them to train directly alongside qualified instructors and gain the clinical skills necessary to succeed.

The total square footage of the existing office building, including both suites, is +/- 4,900 sq. ft. Parking for office and general business uses is 1 space for each 250 sq. ft. of gross floor area. The parking required for the existing office uses at 743 Stirling Center Place is 20 spaces, and the estimated parking demand for the 10 students and one instructor of the proposed dental school is 3 spaces or 1 space per 4 seats per Code for a school. The overall demand of 23 spaces is less than 5% of the total parking spaces available with Stirling Center, which meets the minimum Code requirements.

Section 154.68(e) of the City's Code states that conditional use approval is required for colleges including other schools and programs that have as their primary purpose the instruction of technology that is directly related to High Technology uses listed in the M-1A zoning district. The City shall also consider additional locational criteria for consistency with the Comprehensive Plan which are provided on pages 2 through 4 of the staff report.

In addition, 154.72 of the Code states that before any conditional use shall be approved, the Planning and Zoning Board shall make a written finding that the granting of the permit will not adversely affect the public interest, and that satisfactory provisions have been made concerning the findings of fact provided on pages 4 and 5 of the staff report. Specifically, the developed site provides acceptable ingress and egress off of Rinehart Rd., a full access with a median cut, and Stirling Center Pl. The use is complementary to the adjacent professional and medical offices and adjacent zonings and will operate during off-peak times as noted. The curriculum also supports the high-tech and medical uses that have been established along the corridor as part of the overlay.

Staff find that the request to operate a dental school in the M-1A zoning district, located at 743 Stirling Center Place, is consistent with the locational criteria per Section 154.68, 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 February 19th.

Dr. Peter Chen, 743 Stirling Center Place, Lake Mary, FL 32746, the applicant came forward to speak on the item.

Chairman Hawkins asked Dr. Chen if he had anything to add to the presentation. Dr. Chen stated that there is a triple-A dental school that has recently closed in Sanford. The goal is to train people who have families, and many dental assistants are single mothers, so this would provide an opportunity for more people to gain necessary skills. The program is designed to work around weekends.

Chairman Hawkins asked if students would be learning basic dental assisting. Dr. Chen responded affirmatively and stated it was designed for people who have a job for them to do it on their own time and once a week they would convene and learn hands-on skills. A degree would be provided to them after. He continued that he is a root canal specialist, so he has relationships with many referring dentists that could help find jobs for members of the program.

The public hearing was then opened for item A.

Chad Strader, 767 Stirling Center Place, Lake Mary, FL 32746, came forward to speak on the item. Mr. Strader stated his concern would be regarding parking. He asked if there was a limitation on the permit for operation only on Saturdays and after-hours.

Ms. Colbert responded that the conditional use request is based off of the application and the written justification. As it moves forward should the Board find that the criteria have been met and the Commission approves, any approval would be tied to the information outlined as part of a development order with the approval. So, the applicant would be bound by what has been provided to us in the application; 10 students, one instructor, 10-week sessions, Saturdays for in-person instruction, and online training. The request does include the accommodation of make-

up days which would be Tuesdays and Thursdays from 4:00 P.M. to 8:00 P.M. as needed. That would be in the case that someone during their 10-week program could not make one of the Saturday sessions then they would have the opportunity to make it up during a weekday evening.

Chairman Hawkins added that would be after business hours. Ms. Colbert added that if the parking is a concern even at the 4:00 hour then we could work with the applicant to adjust it to 5:00 P.M. so it would be after the normal operating hours of most of the tenants within the development.

No one else came forward, and the public hearing was closed.

Chairman Hawkins stated he did not have a problem with the proposal and that it was a great idea because of the need for dental assistants. Members Walker and Schott agreed.

Member Walker made a motion to recommend approval to the Mayor and City Commission for 2025-CU-02, a request for a Conditional Use to operate a dental assisting school in conjunction with an existing dental office, located at 743 Stirling Center Place. Applicant: Dr. Peter Chen, Advanced Dental Institute. Member Schott seconded the motion, and the motion carried 3 to 0.

10. Community Development Director's Report

Sabreena Colbert, Community Development Director, stated that there are items anticipated for the February 24th meeting, but there will not be a meeting on February 10th. She continued that the Shred-a-thon is being held this weekend at 640 Century Point and February 14th will be the Celebrate Lake Mary event in Oval Park.

At the last City Commission meeting, Resolution No. 1084 was adopted, which established the Downtown Design Guide including legislation in progress. In relatively short period of time, Ms. Boswell has developed a strong understanding of the City's vision and Downtown character. She took the initiative by researching best practices, documenting existing buildings within the City and comparable nearby cities, and drafted this Downtown Design Guide that has now been adopted and is posted on the City's website.

A. City of Lake Mary Downtown Design Guide

Sydney Boswell, Planner, came forward to speak on this item.

In 2020, the City of Lake Mary developed a transect plan to revise the previously adopted and currently codified master plan. This transect plan was intended to facilitate more cohesive development, enhance walkability and public use, and promote greater flexibility for architectural design. This design guide was developed to provide clearer resources which complement the transect plan, the zoning district code, and the downtown's socio-spatial context.

The guide first reviews the planning history of Downtown Lake Mary before predominantly discussing the approved architectural styles of the zoning district and each respective transect. The guide then more briefly discusses Downtown's streetscape, landscape, and capital improvement standards.

This guide identifies 6 architectural style umbrellas for which residential, commercial, and/or mixed-use development can occur. A set of design matrices are provided for these styles. These matrices clarify with architectural style and use is permitted in which transect as well as which design elements are permitted in each architectural style. It also includes which design elements are discouraged or prohibited. Each architectural style has a designated section which briefly discusses the context of the style and its suitability for Lake Mary's Downtown before outlining specific architectural elements, large and small. Each section also provides pictures of entire structures befitting the style and a photo gallery of specific elements.

The sections on streetscaping, landscaping, and capital improvements similarly provide guidance with visual resources.

This guide was informed by design resources of other Florida cities and references photos that were taken by staff throughout Central Florida including downtown Lake Mary.

This design guide is intended to be used by Staff, Commissioners, and Board Members as well as developers, architects, and residents. Now adopted by resolution, City Staff will distribute this guide as a resource for development projects and inquiries within the Downtown. The resolution also established Legislation-In-Progress for the future adoption of these Design Standards and Transect Plan as references within the Land Development Code by Ordinance.

At their regular meeting on January 15, 2026, the City Commission voted unanimously, 5-0, to adopt Resolution 1084 and legislation-in-progress has been enacted and the Downtown Design Guide has taken effect.

Chairman Hawkins asked if this was codified. Ms. Boswell responded that as of now it is a guide that was adopted by resolution which can be used as a resource for development in downtown. It is also legislation-in-progress which means we are on a timeline to codify this in the future. So, that is our goal to start making those changes. It will eventually be brought back before you, maybe with a couple of updates, to make those changes to the Code.

Ms. Colbert added that this ties in the transect plan from about 6 years ago and the information that was gathered from the Comprehensive Plan efforts as well as direction from the Mayor and Commission. She continued that with experience in reviewing development projects that have been brought forward we identified some of the gaps. This resource is going to be of benefit to everybody because it has visual references and it is very detailed but simple to understand. It was created, produced, and prepared all in-house primarily by Ms. Boswell with review and oversight. We just wanted to bring this guide before you since this Board does have input and

plays a huge role in the projects that do move forward and get developed. We appreciate all of your input and insight through those processes.

Chairman Hawkins asked if someone wants to come and build a concrete block building of any sort with just plain four walls with a couple of windows and a roof can we tell them that it needs to meet one of those styles. Ms. Colbert responded that if it is in downtown, then yes, and it expands it from what the code currently calls out as just Mediterranean and Italianate with no reference of what that means.

Mary Walters-Clark, 210 E. Floyd Ave., Lake Mary, FL 32746, came forward to speak on the item. Ms. Walters-Clark asked if the new apartment buildings that are going up on Wilbur Ave. are meeting these design speculations.

Ms. Colbert responded that they are condominiums not apartments, so they will be fee-simple individual owned units. They do meet the current Code as they have already been approved. This Design Guide does draw from the current Code, so those structures pull from the elements of the Mediterranean and Italianate styles. Whereas, this Design Guide pulls in other architectural styles like Craftsman, Bungalow and Masonry Vernacular, so it is providing more flexibility and more architectural detailing that can be drawn from.

Ms. Walters-Clark asked when the existing structures on Wilbur Ave. would be demolished. Ms. Colbert responded that the contractor does have site plan and engineering approval, and we have everything ready to issue the site construction permit, pending payment. The last communication received was that they are waiting on their permit from the St. Johns River Water Management District. We are hoping those will come down very soon.

11. Other Business

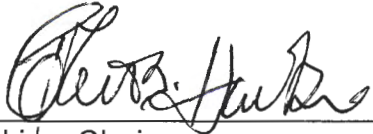
There was no other business.

12. Reports of Other Members

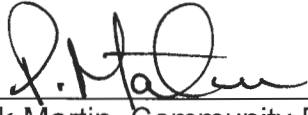
There were no other reports.

13. Adjournment

There being no further business, the meeting was adjourned at 6:51 PM.



Robert Hawkins, Chairman



Patrick Martin, Community Development Administrative Coordinator