



LAKE MARY PLANNING AND ZONING BOARD

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

**Regular Meeting
AGENDA**

TUESDAY, FEBRUARY 24, 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 - January 27, 2026**
- 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-PSP-02, A recommendation to the Mayor and City Commission regarding a request for a Preliminary Subdivision Plan approval for the Wilbur Towns at the Station, a proposed 8-unit residential courtyard home development with variances. Applicant: Mr. Clifford Alejos, Burkett Engineering. (Quasi-Judicial – Public Hearing) (Sydney Boswell, 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, FEBRUARY 24, 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 5:57 PM.
2. **Moment of Silence**
3. **Pledge of Allegiance**
4. **Roll Call – Determination of Quorum**

Robert Hawkins, Chairman
Benjamin Vogt, Vice Chairman
Frederic Schott, 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 – January 27, 2026

Member Schott made a motion to approve the Draft Planning and Zoning Board Meeting Minutes of January 27, 2026. Vice Chairman Vogt 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-PSP-02, A recommendation to the Mayor and City Commission regarding a request for a Preliminary Subdivision Plan approval for the Wilbur Towns at the Station, a proposed 8-unit residential courtyard home development with variances. Applicant: Mr. Clifford Alejos, Burkett Engineering. (Quasi-Judicial – Public Hearing) (Sydney Boswell, Project Manager)**

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

The applicant is requesting preliminary subdivision plan approval for a proposed 8-lot courtyard home development located on the south side of East Wilbur Ave. in between North Second St. and North First St.

The plus or minus 0.5-acre subject property is zoned DC, Downtown Centre, with a Downtown Development District future land use. Both parcels are currently vacant. The applicant is proposing 4 courtyard homes, each with 2 dwelling units, for a total of 8 dwelling units. This future land use allows up to 18 dwelling units per acre for which this project is proposing only 16 units per acre.

The proposed lots meet or exceed the minimum development standards for the DC zoning district, which requires a minimum 2,400 square foot lot area, 1,600 square foot dwelling unit size, 21-foot lot width, 10-foot front, 20-foot rear, and 0-foot side yard setbacks, and minimum 10% open space.

The architectural renderings depict homes in the Contemporary Craftsman architectural style. Some proposed design elements include front porches with square columns, horizontal emphasis through lapped siding, shingled roofs with overhanging boxed eaves and moderate pitch, accent windows, and dormer-like projections. This architectural style is permitted in Transect 3 of the Downtown Transect Plan.

Access to the site will be provided via two curb cuts—with each driveway serving four units in a courtyard configuration—on the south side of E. Wilbur Ave. The applicant is requesting a variance from the required rear access parking from the alley, to be discussed later. Pedestrian connections will also be provided through a 5-foot sidewalk along the project's frontage.

The proposed subdivision is expected to generate 58 new daily trips with 5 A.M. peak-hour trips and 5 P.M. peak-hour trips, and thus a full traffic study is not required. Code requires that a minimum of 2 parking spaces are provided per dwelling unit, which is being met as the applicant is providing 20 parking spaces and 8 bicycle spaces.

An environmental assessment was conducted for the subject property identifying no gopher tortoise activity nor any other protected wildlife species concerns.

For landscaping, the project meets the Downtown Centre zoning district requirement for 1 canopy tree and 5 shrubs per 2,500 sq. ft. and proposes Red Maple and Bald Cypress trees. Landscaping along the public right-of-way is required, for which the project provides 3 live oaks to satisfy requirements. Seven-foot landscaping buffers are required in the front and rear, and the applicant is requesting a variance of 2 feet from the front buffer. One historic tree will be removed due to its proximity to the building pad, and tree mitigation will be in accordance with City Code requirements, as the applicant will be providing an increase in caliper for the 12 proposed canopy trees increasing from 3.5 caliper inches to 6 caliper inches.

One stormwater swale is proposed within the subdivision. The property is within an open basin. The stormwater swale will be designed to retain the full volume of the 25-year, 24-hour storm even on site.

Connection to the City water and sewer utilities will occur along East Wilbur Ave. Trash and recycling will be collected curbside by Waste Pro. A school impact analysis was completed by Seminole County Public Schools noting that the subdivision will generate 2 school aged students.

The applicant is requesting three variances from the code as well as one waiver from the architectural style of the Downtown Centre Zoning District. This waiver is to allow for the Contemporary Craftsman architectural style in lieu of the code-designated Mediterranean/Italianate style. As the Contemporary Craftsman style is permitted within Transect 3 of the Downtown Transect Plan, which is considered zoning-in-progress, staff are supporting this waiver.

All three variances are from Code section 154.67 regulating the Downtown Centre Zoning District. The first is a variance from rear-access parking to allow for front-access parking, as the surrounding plat configuration and adjacent right-of-way utilization agreement do not accommodate rear access. The second and third variances are for reductions to the front yard 10-foot setback and 7-foot buffer, respectively, to allow for a 5-foot setback and buffer. These variances are proposed in order to accommodate a front porch befitting the new urbanism design approach and contemporary craftsman architectural style for the downtown

Staff have reviewed these variances and find they meet all the criteria. Staff also find that the request for preliminary subdivision plan approval is consistent with the relevant criteria of the City's preliminary subdivision plan regulations, the City's Code of Ordinances and Comprehensive Plan, and recommends approval with the 3 conditions noted.

This item will be considered by the Mayor and City Commission on April 2, 2026, and, if approved, the applicant may submit Final Subdivision Plans for review

Chairman Hawkins asked if there was going to be regular individual trash removal instead of a shared trash bin for the development. Ms. Boswell responded that they would be regular containers, one for each unit.

Chairman Hawkins then asked if there is one driveway shared for four homes, would there be sufficient room for someone to back out of their garage without encroaching on the adjacent double townhome driveway. Ms. Boswell stated that the way that the parking was calculated is with the parking in the garage, so there should be room to back out and maneuver in the shared driveway.

Chairman Hawkins stated that he foresees a problem with people encroaching on someone else's driveway because the people in the back have to be able to get to their home. If someone is blocking their driveway portion there may not be a way for them to get in and out.

Ms. Boswell responded that the restrictive covenants and easements document is one of the conditions of approval that it be updated specifically for the shared driveway.

Ms. Colbert added that the restrictive covenants setup the driveway that is shared across property lines as a cross-access. The maneuverability will be covered under that cross-access, and staff can ensure that limitations on parking that blocks that cross-access can be included in the restrictive covenants as well.

Chairman Hawkins then asked if the development would be deed-restricted or if there would be an H.O.A. Ms. Colbert responded that the applicant is proposing it to be deed-restricted through restrictive covenants and the easements and agreements.

Chairman Hawkins then asked if all four of the homes that share a driveway, when recycling day comes, will have eight containers at the curb. Ms. Boswell responded affirmatively. Chairman Hawkins asked if there is a place for the containers to go. Ms. Boswell responded that there should be sufficient space along the curbside.

Ms. Colbert added that solid waste is reviewed by Waste Pro, and they address how the solid waste will be picked up. For the number of units and the way they are configured, Waste Pro will be providing receptacles to be kept in the garage and wheeled to the curb on collection days.

Chairman Hawkins asked if out at the curb, there would be room for 8 containers, two per home. Ms. Boswell responded with one per dwelling unit for a total of 8 containers. Chairman Hawkins stated that in Lake Mary there are two, one for recycling and one for solid waste. He continued that he would like to know where those are going to go on collection days.

Ms. Colbert responded that the containers would be pulled out to the curb between the driveways and the property lines along the frontage. It is a grass area between the access points along with three on-street parking spaces. So, between their property line, there is the sidewalk that is in the right-of-way, some utilities, the canopy trees that are required by Code within the right-of-way, then a grass planting strip to the back-of-curb. The receptacles will be wheeled out to the back-of-curb for collection.

Chairman Hawkins stated he understands but he is asking specifically if the only place to put them is the Seville grass areas under the oak trees. Ms. Colbert confirmed. Chairman Hawkins stated he doesn't think that has been thought through.

Ms. Boswell stated that a condition could be added that at the time of the Final Subdivision Plan when it comes back before the Board the applicant would designate and show on the plan where the receptacles will be placed for collection.

Chairman Hawkins stated for the Final Subdivision, he would like to where there are going to be 8 containers per driveway. Ms. Boswell confirmed that would be added as a condition of the approval.

Chairman Hawkins stated there needs to be a spot, not necessarily on the grass, but there should be a place for them, 8 of them, because Waste Pro has to come along with a truck that grabs the containers with an arm. They have to be lined up at the street, and on the right driveway there doesn't look like anywhere that can be accomplished. He continued that he wants to be sure that someone has ingress and egress to their garage without something blocking it.

Robert Walker, Burkett Engineering, 1000 Legion Place Ste. 725, Orlando, FL 32801, came forward to speak on behalf of the applicant. He stated that the Board made a good catch on the trash receptacles. He had not thought about that issue. He knows there is space, but they will figure out where.

Chairman Hawkins stated there just needs to be a space because he puts his two containers at the end of his driveway and it blocks half the driveway. They have to be not in the street, but curbside, and you may not want everyone wheeling them into the grass under the oak trees.

Mr. Walker stated that he also wanted to thank the staff. Over the last year they have been very helpful, and he can't speak highly enough of the effort that was shown to them.

Chairman Hawkins asked if the applicant had made townhome developments similar to this project. Mr. Walker responded about 30 tandem homes and about 80 of the duplexes.

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

Vice Chairman made a motion to recommend approval to the Mayor and City Commission for 2025-PSP-02, a request for a Preliminary Subdivision Plan approval for the Wilbur Towns at the Station, a proposed 8-unit residential courtyard home development with variances. Applicant: Mr. Clifford Alejos, Burkett Engineering. Member Schott seconded the motion, and the motion carried 3 to 0 with the following conditions:

- 1. A photometric plan shall be provided with the Final Subdivision Plan. The applicant shall install outdoor lighting in adjacent rights-of-way. Such lighting shall have a maximum spacing of 100 feet. On site lighting shall not exceed .5 foot candles at the property line.**
- 2. The HVAC units shall be screened from the property lines by building wall/parapet or similar architecturally compatible element. If on the ground, the landscaping screening from the Right-of-Way shall be as high as the mechanical units at time of planting.**
- 3. The applicant shall provide corrections to the Restrictive Covenants, Agreements, and Easements regarding the driveways and drainage swales prior to the Preliminary Subdivision Plan public hearing with City Commission.**
- 4. The anticipated location of the trash and recycling receptacles shall be shown on**

the site plan at the time of Final Subdivision Plan, so as to demonstrate there is sufficient room on site to coordinate trash and recycling curbside pick-up.

10. Community Development Director's Report

Sabreena Colbert, Community Development Director, stated that the Shred-a-thon has be rescheduled to March 28th. The City has also posted the Spring Cleanup days on the website. There will be items for the March 10th meeting. Should you not be available please notify staff as soon as possible. Additionally, there are no items for the March 24th meeting at this time.

Chairman Hawkins asked for an update on the appointment of new Board members. Ms. Colbert responded that there are limited applications and there are multiple vacancies across multiple Boards within the City.

11. Other Business

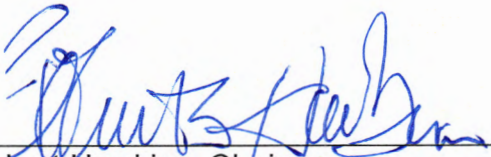
There was no other business.

12. Reports of Other Members

There were no other reports.

13. Adjournment

There being no further business, the meeting was adjourned at 6:16 PM.



Robert Hawkins, Chairman



Patrick Martin, Community Development Administrative Coordinator