



LAKE MARY PLANNING AND ZONING BOARD

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

**Regular Meeting
AGENDA**

TUESDAY, APRIL 28, 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 - March 10, 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-SP-06, A recommendation to the Mayor and City Commission for site plan approval with variances for the construction of Lake Emma Gateway, a proposed +/- 158,305 sq. ft. office/warehouse flex development and associated parking and utilities, located at 3210 Lake Emma Rd. Applicant: Mr. Sam Sebaali, Thomas and Hutton. (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, APRIL 28, 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 5:58 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

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 – March 10, 2026

Member Walker made a motion to approve the Draft Planning and Zoning Board Meeting Minutes of March 10, 2026. 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-SP-06, A recommendation to the Mayor and City Commission for site plan approval with variances for the construction of Lake Emma Gateway, a proposed +/- 158,305 sq. ft. office/warehouse flex development and associated parking and utilities, located at 3210 Lake Emma Rd. Applicant: Mr. Sam Sebaali, Thomas and Hutton. (Quasi-Judicial – Public Hearing) (Sydney Boswell, Project Manager)**

Sydney Boswell, Project Manager, came forward to speak on the item. Ms. Boswell stated that the applicant is requesting site plan approval with two landscaping variances for Lake Emma Gateway, a 2-building office/warehouse flex development.

The subject property is located on the west side of Lake Emma Road, south of Exchange Place. The site is currently zoned M-1A (Office and Light Industrial), and the future land use designation is IND (Industrial). The site is also located within the High-Tech/Industrial Corridor Overlay. The subject property is currently occupied by a 3-story office building, which was approved in April 1995 by the Planning and Zoning Board, who also approved a parking expansion in 2006.

The Lake Emma Gateway development will include a +/- 71,344 sq. ft. 1-story building, a +/- 86,961 sq. ft. 1-story building, truck court, parking, and associated infrastructure. The M-1A district's required setbacks are 25 feet from the adjacent road, and the width of the buffer for all internal lot lines. The development meets or exceeds all setbacks. The district's maximum building height is 45 feet, and the applicant is proposing 35 feet and 8 inches. The property has two existing access points. The access point on Exchange Place will be closed, and a new access point will be opened more westward along the same road. The access point on Lake Emma Rd. will remain unchanged.

The applicant provided a trip generation memorandum, and the proposed development is expected to generate 504 daily trips with 60 A.M. peak hour trips and 62 P.M. peak hour trips. The proposed land use would produce fewer daily trips than the existing land use on site. Therefore, a full traffic study is not required.

As this property is existing as developed, no environmental assessment was required. All proposed buffers meet or exceed the minimum requirements, except for the south Type A buffer which is encumbered by existing shared parking for which a variance is requested. The overall site meets the required number of plantings and additional foundation landscaping will be planted along the primary building facades.

There are 2 historic trees proposed to be removed due to their location within the area of construction. Tree mitigation will be through a contribution to the City Tree Bank of \$1,250 per tree, and the applicant will pay the \$2,500 contribution prior to the issuance of the Site Construction Permit. The site must maintain a minimum 35% open space, and the proposed development provides 57.97% open space.

Per Chapter 155 Appendix B of the City Code, 1 parking space is required per 250 sq. ft. of proposed office use, and 1 parking space is required per 1,000 sq. ft. of warehouse storage use. For the proposed collective +/- 158,305 sq. ft. footprint of both buildings, 207 spaces are required for the composition of office and warehouse square footage. The development is providing 286 parking spaces, 11 of which are handicap accessible

The applicant will be providing standard parking lot lighting. The proposed lighting does not exceed 0.5 ft. candles at the property line. Signage shall meet the standards outlined in Chapter

155 Appendix I of the City Code, and any new signage will require a separate building permit prior to construction.

A master stormwater management system exists for 3210 Lake Emma Road and 3200 Lake Emma Road consisting of 4 retention ponds. Ponds 1 and 4 are located on the subject property, and Pond 1 will be filled in. Stormwater will be conveyed to Pond 4 via existing and proposed improvements, and the master stormwater system maintains the capacity to hold the volume of the 100-year, 24-hour storm event as required for a closed basin.

Two dumpsters with adequate enclosures will be located in the middle of the loading bays facing each other internal to the lot. Because of their location, a landscaping variance from the required groundcover planting around the dumpster is being requested. Water services are being provided by the City of Lake Mary while sewer and reclaim are being provided by Seminole County.

The applicant is requesting 2 variances from Chapter 157 for Landscaping. The first variance reduces the required landscape buffer of 5 ft. to allow for a 0 ft. buffer along the southern property line. The second variance is to remove the required groundcover to be provided along the dumpster enclosures. Plant material is being provided elsewhere on the property to account for these variances, and landscaping is specifically increased at the landscape islands abutting the truck loading bays where the dumpsters are located in order to enhance screening. Staff find that the requested variances meet the criteria based on unusual site configuration.

Staff find that all criteria have been met for granting approval of the proposed Site Plan for Lake Emma Gateway at 3210 Lake Emma Road and recommend approval with 6 conditions as outlined in the staff report. Because of the requested variances, the Mayor and City Commission will hear this item on May 21, 2026.

Chairman Hawkins asked for clarification on the properties closed basin water storage. He asked if that means it drains to the east. Ms. Boswell responded that the closest open basin would be Soldier's Creek, and this property does not drain there. He continued that the landscape variances make sense as well.

Bill Hockensmith, Thomas & Hutton Engineers, 5127 S. Orange Ave., Orlando, FL, came forward to speak on behalf of the applicant. Chairman Hawkins asked if the applicant was alright with the variances and the 6 conditions. Mr. Hockensmith responded affirmatively and stated they had worked closely with staff on them.

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

The item was then opened for Board discussion and a motion.

Chairman Hawkins stated that he was perfectly fine with this, and he is glad that this site is finally going to be redeveloped.

Member Walker made a motion to recommend approval of 2025-SP-06, a request for site plan approval with variances for the construction of Lake Emma Gateway, a proposed +/- 158,305 sq. ft. office/warehouse flex development and associated parking and utilities, located at 3210 Lake Emma Rd. Applicant: Mr. Sam Sebaali, Thomas and Hutton. Member Schott seconded the motion, and the motion carried 3 to 0 with the following condition:

1. Prior to the issuance of a site construction permit, the applicant shall pay the \$2,500 contribution to the City Tree Bank.
2. Prior to the issuance of a site construction permit, the applicant shall revise sheet C-5B to remove the conflicting trip generation information located below the Estimated Trip Generation Table.
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.
6. 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.

10. Community Development Director's Report

Sabreena Colbert, Community Development Director, stated that there will be multiple items for the May 12th Planning and Zoning Board meeting. We anticipate a public hearing and legislative code updates to include arbor and downtown code updates to coincide with the recently adopted Downtown Design Guide.

Chairman Hawkins asked if there was any news on a new Board member. Ms. Colbert responded that there are multiple Board vacancies in the City that they are working to fill.

Chairman Hawkins suggested making a post on social media. Member Walker stated she would send the application to a few people.

11. Other Business

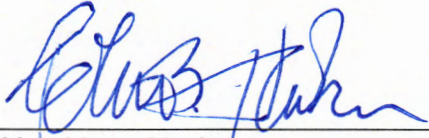
There was no other business.

12. Reports of Other Members

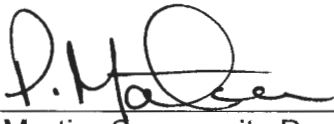
There were no other reports.

13. Adjournment

There being no further business, the meeting was adjourned at 6:11 PM.



Robert Hawkins, Chairman



Patrick Martin, Community Development Administrative Coordinator