



LAKE MARY CITY COMMISSION

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

**Regular Meeting
AGENDA
THURSDAY, JUNE 4, 2026 7:00 PM**

- 1. Call to Order**
- 2. Moment of Silence**
- 3. Pledge of Allegiance**
- 4. Roll Call**
- 5. Approval of Minutes**
 - A. Approval of Draft City Commission Meeting Minutes for May 21, 2026**
- 6. Special Presentations**
- 7. 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.**
- 8. Unfinished Business**
- 9. New Business**
 - A. 2026-ZTA-02, Ordinance No. 1726, A request for a City-initiated code amendment to amend Chapter 154 Title XV, Land Usage. (Public Hearing – Legislative – First Reading) (Sydney Boswell, Project Manager)**
 - B. Resolution No. 1085, Adopting the City of Lake Mary Downtown Design Guide with Updates. (Legislative – Public Hearing) (Sydney Boswell, Project Manager)**

- C. **2026-ZTA-03, Ordinance No. 1727, A request for a City-initiated code amendment to amend Chapter 157 Title XV, Land Usage. (Public Hearing – Legislative – First Reading) (Sydney Boswell, Project Manager)**

10. Other Items for Commission Action

11. City Manager's Report

A. Items for Approval

- a. **Financial Audit Services (RFP #26-03)**
- b. **Surplus Items from various departments**

B. Items for Information

C. Announcements

12. Mayor and Commissioners Report - 1

13. City Attorney's Report

14. Adjournment

UPCOMING MEETINGS: June 18, 2026

THE ORDER OF ITEMS ON THIS AGENDA IS SUBJECT TO CHANGE

Per the direction of the City Commission on December 7, 1989, this meeting will not extend beyond 11:00 P. M. unless there is unanimous consent of the Commission to extend the meeting.

PERSONS WITH DISABILITIES NEEDING ASSISTANCE 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.

If a person decides to appeal any decision made by this Commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Per State Statute 286.0105.

NOTE: If the Commission is holding a meeting/work session prior to the regular meeting, they will adjourn immediately following the meeting/work session to have dinner in the Conference Room. The regular meeting will begin at 7:00 P. M. or as soon thereafter as possible.



LAKE MARY CITY COMMISSION

Lake Mary City Hall
100 N. Country Club Road

Regular Meeting
MINUTES
THURSDAY, JUNE 4, 2026, 7:00 PM

NO VIDEO RECORDING WAS MADE FOR THIS MEETING.

1. The meeting was called to order by Mayor Mealor at 7:00.
2. **Moment of Silence**
3. **Pledge of Allegiance**
4. **Roll Call**

David Mealor, Mayor
Colleen Taylor, Deputy Mayor
Jordan Smith, Commissioner
Nicholas Carlin, Commissioner – Excused Absence
Justin York, Commissioner
Kevin Smith, City Manager
Darren Elkind, City Attorney
Kevin Pratt, Police Chief
Michael McDowell, Fire Chief
Brent Mason, Finance Director
Allison Marcous, Human Resources Director
Danielle Koury, Public Works Director
Sabreena Colbert, Community Development Director
Dave Dovan, Assistant Public Works Director
Dennis Strange, Deputy Police Chief
Jill Semento, Assistant Parks and Recreation Director

Sydney Boswell, Planner
Miguel Conde, City Engineer
Pedro Ramos, Information Technology Administrator

5. Approval of Minutes

A. Approval of Draft City Commission Minutes for May 21, 2026

Commissioner York made a motion to approve the Draft City Commission Minutes for May 21, 2026. Deputy Mayor Taylor seconded the motion, and the motion was approved unanimously.

6. Special Presentations

None.

7. 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.

No one came forward, and the citizen participation section was closed.

8. Unfinished Business

None.

9. New Business

- A. 2026-ZTA-02, Ordinance No. 1726, A request for a City-initiated code amendment to amend Chapter 154 Title XV, Land Usage. (Public Hearing – Legislative – First Reading) (Sydney Boswell, Project Manager)**
- B. Resolution No. 185, Adopting the City of Lake Mary Downtown Design Guide with Updates. (Legislative – Public Hearing) (Sydney Boswell, Project Manager)**

Darren Elkind, City Attorney, read Ordinance No. 1726 and Resolution No. 1085 by titles only.

Sydney Boswell, Planner, came forward to discuss the information as presented in the Staff Report, which was included in the agenda packet for review.

The items were then opened for public hearing. No one came forward and the public hearing section was closed.

Commission complimented staff regarding the Downtown Design Guide and inquired whether there were marketing or outreach initiatives planned to showcase the guide once adopted. Ms. Boswell stated that the updated guide will be available on the city website and that staff references the guide during first-step meetings with developers and interested parties. She further stated that staff would consider additional outreach.

Commissioner York inquired regarding opportunities to strengthen connections between adjacent residential neighborhoods and the downtown core. Ms. Boswell stated that the guide encourages compatible residential development near the downtown and that staff had been working on streetscape concepts for the surrounding areas to tie into the downtown while maintaining each area's character.

Commissioner Smith made a motion to approve 2026-ZTA-02, Ordinance No. 1726, A request for a City-initiated code amendment to amend Chapter 154 Title XV, Land Usage. Deputy Mayor Taylor seconded the motion, and the motion was carried 4-0 by roll-call vote, Commissioner Smith, Yes; Deputy Mayor Taylor, Yes; Commissioner York, Yes; Mayor Mealor, Yes.

Deputy Mayor Taylor made a motion to approve Resolution No. 1085, Adopting the City of Lake Mary Downtown Design Guide with Updates. Commissioner York seconded the motion, and the motion was carried 4-0 by roll-call vote, Deputy Mayor Taylor, Yes; Commissioner York, Yes; Commissioner Smith, Yes; Mayor Mealor, Yes.

- C. 2026-ZTA-03, Ordinance No. 1727, A request for a City-initiated code amendment to amend Chapter 157 Title XV, Land Usage. (Public Hearing – Legislative – First Reading) (Sydney Boswell, Project Manager)**

Darren Elkind, City Attorney, read Ordinance No. 1727 by title only.

Sydney Boswell, Planner, came forward to discuss the information as presented in the Staff Report, which was included in the agenda packet for review.

Commission complimented staff's work on the amendment.

Deputy Mayor Taylor inquired whether the manual could be shared with homeowners. Ms. Boswell stated that staff will consider posting and sharing on the city website and plans to refer residents to the manual when responding to arbor permit and tree replacement inquiries.

Commissioner York inquired whether staff would identify specific locations where additional shade trees should be planted. Ms. Boswell stated staff would look into it.

Commissioner Smith inquired whether the city should recommend specific street trees, noting concerns regarding uprooting sidewalks. Ms. Boswell, clarified that the manual identifies tree characteristics to be aware of, including large surface roots and larger fruits that could create accessibility issues, and that staff would provide additional guidance to residents and developers as necessary.

Commissioner Smith made a motion to approve Ordinance No. 1727, A request for a City-initiated code amendment to amend Chapter 157 Title XV, Land Usage. Deputy Mayor Taylor seconded the motion and the motion was carried 4-0 by roll-call vote, Commissioner York, Yes; Commissioner Smith, Yes; Deputy Mayor Taylor, Yes; Mayor Mealor, Yes.

10. Other Items for Commission Action

None.

11. City Manager's Report

A. Items for Approval

a. Financial Audit Services (RFP #26-03)

Kevin Smith, City Manager, discussed the information as presented in the Staff Report, which was included in the agenda packet for review.

He requested that the Commission authorize him to execute an agreement with McDermott Davis, LLC for financial audit services for the fiscal year ending September 30, 2026, with the option to renew for five subsequent years.

Commissioner York made a motion to approve the Financial Audit Services (RFP #26-03) request. Commissioner Smith seconded the motion, and the motion was approved unanimously.

b. Surplus Items from various departments

Kevin Smith, City Manager, discussed the information as presented in the Staff Report, which was included in the agenda packet for review.

He requested that Commission declare the discussed items surplus and authorize him to dispose of same.

Deputy Mayor Taylor made a motion to approve the Surplus Items request. Commissioner York seconded the motion, and the motion was approved unanimously.

B. Items for Information

None.

C. Announcements

Kevin Smith, City Manager, requested Commission authorize cancellation of the July 2, 2026, City Commission meeting due to the Independence Day holiday. The Commission approved this request unanimously.

Mr. Smith further requested that Commission schedule budget workshops on July 9, 2026, and prior to the July 16, 2026, Commission meeting, both at 5:00 PM. Commission approved this request unanimously.

12. Mayor and Commissioners Report – 1

a. Commissioner Smith

He discussed the MetroPlan Orlando Municipal Advisory Committee Meeting.

b. Deputy Mayor Taylor

No report.

c. Commissioner York

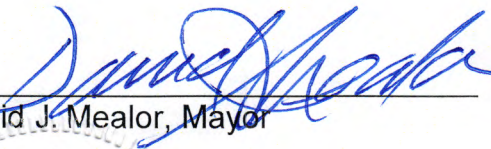
He stated that he hoped everyone had a relaxing Memorial Day weekend and the opportunity to reflect on the holiday. He discussed his attendance at the promotion ceremony for Captain Watts and Sergeant McPherson and thanked the Police Department for recognizing their accomplishments. He thanked Deputy Mayor Taylor for her service on the audit selection committee along with Ms. Sova and Mr. Fess. Additionally, he discussed the Legislature's proposed ballot amendment and potential impact on city revenues.

13. City Attorney's Report

He discussed the use of public resources regarding ballot initiatives.

14. Adjournment

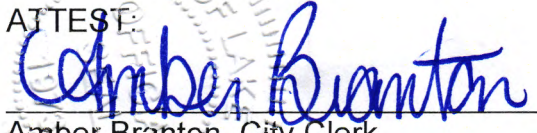
There being no further business, the meeting adjourned at 7:39.



David J. Meador, Mayor



Cassie Killgore, Deputy City Clerk

ATTEST


Amber Branton, City Clerk