



LAKE MARY PLANNING AND ZONING BOARD

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

**Regular Meeting
AGENDA**

TUESDAY, MAY 12, 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 - April 28, 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. 2026-ZTA-02, Ordinance No. 1726, A recommendation to the Mayor and City Commission regarding a City-initiated code amendment to amend Chapter 154 Title XV, Land Usage. (Public Hearing – Legislative) (Sydney Boswell, Project Manager)**
- B. 2026-ZTA-03, Ordinance No. 1727, A recommendation to the Mayor and City Commission regarding a City-initiated code amendment to amend Chapter 157 Title XV, Land Usage. (Public Hearing – Legislative) (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, MAY 12, 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 5:53 PM.

2. Moment of Silence

3. Pledge of Allegiance

4. Roll Call – Determination of Quorum

Robert Hawkins, Chairman

Benjamin Vogt, Vice Chairman

Brittany Walker, Member

Frederic Schott, Member

Sabreena Colbert, Community Development Director

Sydney Boswell, 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 – April 28, 2026

Vice Chairman Vogt made a motion to approve the Draft Planning and Zoning Board Meeting Minutes of April 28, 2026. Member Schott seconded the motion, and the motion carried unanimously, 3 to 0. [Note: Member Walker and Mr. Elkind arrived after this vote was conducted.]

- 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. 2026-ZTA-02, Ordinance No. 1726, A recommendation to the Mayor and City Commission regarding a City-initiated code amendment to amend Chapter 154 Title XV, Land Usage. (Public Hearing – Legislative) (Sydney Boswell, Project Manager)**

Sydney Boswell, Project Manager, came forward to speak on the item. Ms. Boswell stated that Ordinance Number 1726 is a recommendation to the Mayor and City Commission regarding a City-initiated code amendment to Chapter 154 of Title XV, Land Usage, of the City Code of Ordinances.

The proposed code amendments are located within Exhibit A. The purpose of the proposed amendment is to update the standards outlined for the Downtown Centre Zoning District within Code Section 154.67, in order to ensure compatibility with the City of Lake Mary Downtown Design Guide and Transect Plan as well as make general updates to improve clarity. The City of Lake Mary Downtown Design Guide was adopted by resolution by the City Commission on January 15, 2026. This Design Guide is also being updated to be consistent with these code updates and will be brought back to City Commission as a resolution concurrent with this code amendment. A strikethrough and underline version of this document has been included in your agenda packets for reference.

The code amendments within Exhibit A of Ordinance Number 1726 streamlines the permitted and conditional uses listed, replaces the Downtown Master Plan and its east and west villages with the Downtown Transect Plan, makes reference to the architectural and placemaking styles of the Downtown Design Guide, and updates the code section's maps and links for consistency.

These code amendments are intended to enhance the clarity and quality of the City's vision and processes for its Downtown Centre Zoning District. As such, staff recommends approval of Ordinance Number 1726. The Mayor and City Commission will hear First Reading on June 4, 2026, and Second Reading on June 18, 2026.

Vice Chairman Vogt asked if the two items on the agenda would be presented together. Ms. Boswell responded that all the ordinance numbers are sequential, the items are not strictly related to each other.

Chairman Hawkins asked where the word "transect" comes from. Ms. Boswell responded that transect planning is a new urbanist concept wherein zoning isn't done based on sides of the street, so when you look to your left and look to your right there will be the same density on either side.

Ms. Colbert stated that this item is part of a clean-up effort for consistency across our zoning with the Downtown Design Guide and the zoning-in-progress that originally initiated in 2020.

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.

Vice Chairman Vogt made a motion to recommend approval of 2026-ZTA-02, Ordinance No. 1726, regarding a City-initiated code amendment to amend Chapter 154 Title XV, Land Usage. Member Walker seconded the motion, and the motion carried 4 to 0.

B. 2026-ZTA-03, Ordinance No. 1727, A recommendation to the Mayor and City Commission regarding a City-initiated code amendment to amend Chapter 157 Title XV, Land Usage. (Public Hearing – Legislative) (Sydney Boswell, Project Manager)

Sydney Boswell, Project Manager, came forward to speak on the item. Ms. Boswell stated that Ordinance Number 1727 is a recommendation to the Mayor and City Commission regarding a City-initiated code amendment to Chapter 157 of Title XV, Land Usage, of the City Code of Ordinances. This Ordinance would also adopt the City of Lake Mary Arbor Manual.

The proposed code amendments are located within Exhibit A. The proposed arbor manual is located within Exhibit B.

The purpose of the City of Lake Mary Arbor Manual is to provide clearer guidance for residents and developers alike by developing a comprehensive preferred tree list and street tree planting guidance with helpful visuals and information. The goal of this Arbor Manual is to promote environmentally compatible and diverse tree coverage within the City and clarify best planting practices. Inside this guide, you will not only find details on species' characteristics and planting conditions, but also helpful information for which trees are native, drought tolerant, hurricane resistant, low pollen, or bird friendly.

The purpose of the proposed code amendment is to update Chapter 157 in order to ensure compatibility with the City of Lake Mary Arbor Manual. The code amendments make reference to the Manual, provide links to access the Manual, and clean up broken links and outdated information.

These code amendments and arbor manual are intended to promote diverse, suitable, and high-quality tree planting throughout the City. As such, staff recommends approval of Ordinance Number 1727. The Mayor and City Commission will hear First Reading on June 4, 2026, and Second Reading on June 18, 2026.

Chairman Hawkins stated he is opposed to one tree listed, the American Sycamore. He stated that they are trees that make a huge mess, and personally he would prefer none would be planted in the City. Ms. Boswell stated if it is the direction of the Board that can be removed prior to the item going before the City Commission.

Ms. Colbert stated that she agrees those trees do present a maintenance issue. They would likely be more appropriate in areas with large open spaces.

Chairman Hawkins suggested amending the guide to have a parameter for where planting of American Sycamores can occur. Ms. Boswell agreed.

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.

Member Walker made a motion to recommend approval of 2026-ZTA-03, Ordinance No. 1727, regarding a City-initiated code amendment to amend Chapter 157 Title XV, Land Usage. Member Schott seconded the motion, and the motion carried 4 to 0.

10. Community Development Director's Report

Sabreena Colbert, Community Development Director, stated that there will be no items for the next meeting, and it is unknown if there will be items for the June meetings. Ms. Colbert also advised that Ms. Boswell will be leaving the City on June 26, 2026. She was accepted to a master's program at UNC Chapel Hill. Board Members congratulated Ms. Boswell and thanked her for the work she has done.

Chairman Hawkins asked about the number of signs at the development under construction on Lake Mary Blvd. stating there are 4. Ms. Colbert responded she believes only two were approved so she would look into the matter.

Chairman Hawkins then asked about the size and brightness of the Topgolf wall sign fronting Interstate 4 and whether or not it follows the code. Ms. Colbert stated she can look into this matter as well, and possibly send an inspector to see if it is what was approved through the permitting process.

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