

## MINUTES

Planning & Zoning Board

City Commission Chambers

Tuesday, November 18, 2025

8:30 a.m.

The City of Lakeland Planning and Zoning Board met in Regular Session. Board Members, Terry Dennis, Silvana Knight, Bessie Reina, Veronica Rountree, Susan Seitz and Jeri Thom were present. Community & Economic Development staff Chuck Barmby, Urban Planning & Transportation Manager; Matthew Lyons, Executive Planner; Audrey McGuire, Executive Planner; Damaris Stull, Senior Planner; Todd Vargo, Senior Planner and Christelle Burrola, Board Secretary, were present. Assistant City Attorney Alex Landback was also present.

## PUBLIC HEARING

**ITEM 1:** Compatibility review to allow for the construction of an accessory dwelling unit on property located at 836 E. Walnut Street. Owner: Thomas G. and Cindy C. Lunsford Revocable Trust. Applicant: JF Squared Design Build LLC. (ADU25-007)

Joseph Fisher, 1025 Walking Tree Drive, representing the applicant, summarized the proposed request.

Todd Vargo stated the subject property is located within the East Lake Morton Munn Historic District. The purpose of the request is to allow for the construction of an accessory dwelling through the conversion of an existing accessory building. The existing accessory building consists of an enclosed storage area with an attached carport. Mr. Vargo pointed to photos on the overhead screen of the subject property, site plan, existing floor plan and proposed floor plan. The current accessory building was constructed in 2021(BLD20-0967). The proposed accessory dwelling unit was approved in October 2025 through a Historic Preservation Certificate of Review (HPB25-200).

Mr. Vargo stated staff did not receive any public comment in response to the request.

Mr. Vargo presented the recommended conditions for approval.

Terry Dennis made a motion for approval of staff's recommendation. Susan Seitz seconded the motion and it passed 6—0.

**ITEM 2:** Conditional use to allow a two-family dwelling (duplex) on property located at 420 Plum Street. Owner: PSM Land Properties LLC. Applicant: Chestnut Grove Construction. (CUP25-013)

Jason Northington, 400 Osprey Landing Way, representing the applicant, was present in support of the request.

Damaris Stull stated the subject property, currently vacant, is approximately 0.17 acres in area and located within the Parker Street Neighborhood. The subject property has a future land use designation of Residential High (RH) with MF-22 (Multi-Family Residential) zoning and an Urban Neighborhood (UNH) context sub-district designation. Adjacent land uses in the surrounding neighborhood consist of a mixture of older single-family detached dwellings, duplex, multi-family residential uses, and commercial uses. The applicant proposes to construct a two-story duplex on the subject property which will be used by Parker Street Ministries to provide affordable housing for residents of the surrounding neighborhood. The proposed duplex is two-stories in height with each unit containing three bedrooms, two and half bathrooms and a total living area of approximately 1,888 sq. ft. Adjacent residential uses consist of one-story, single-family homes. The proposed duplex will be setback a minimum of 7.9' from the interior side property lines which exceeds the five-foot minimum for duplexes in the UNH context

sub-district and provides relief to the adjacent single-family homes. Each dwelling unit will have a separate, one-car garage with a 20-foot long driveway. To comply with the Land Development Code, each driveway will need to be a minimum of 10 feet in width. Ms. Stull pointed to photos on the overhead screen of the subject property, proposed site plan/elevations and surrounding areas.

In response to Silvana Knight, Mr. Fisher stated Parker Street Ministries will maintain ownership of the parcel.

Ms. Stull stated staff did not receive any public comment in response to the request.

Ms. Stull presented the recommended conditions for approval.

In response to Jeri Thom, Mr. Fisher stated he agrees to staff's recommended conditions.

Veronica Rountree made a motion for approval of staff's recommendation. Silvana Knight seconded the motion and it passed 6—0.

**ITEM 3:** Small-scale land use amendment to change the future land use designation from Community Activity Center (CAC) to Public Buildings/Ground/Institutional (PI) on approximately 2.63 acres; a change of zoning on approximately 2.63 acres from C-4 (Community Center Commercial) to PUD (Planned Unit Development); and a change of zoning on approximately 1.02 acres from O-2 (Limited Impact Office) to PUD (Planned Unit Development) to allow a transient lodging and social services facility, with a health clinic as an accessory use, on property located at 1005 E. Memorial Boulevard. Owner: CFTB Realty, LLC. Applicant: Timothy F. Campbell, Clark, Campbell, Lancaster, Workman & Arith, P.A. (LUS25-006/PUD25-017)

Audrey McGuire stated the subject property, approximately 3.65 acres in area, is generally located at the southeast corner of US 92 / E. Memorial Boulevard and N. Ingraham Avenue. The subject property is comprised of a 2.63-acre parcel with a future land use designation of Community Activity Center (CAC) and zoned C-4 (Community Center Commercial), and a 1.02-acre portion of the adjacent parcel to the east with a future land use designation of Public Buildings, Grounds and Institutional (PI) and O-2 (Limited Impact Office) zoning. The 2.63-acre western portion of the subject property was previously improved with an office building which served as a courthouse for the Second District Court of Appeals (DCA). The 1.02-acre eastern portion of the subject property is part of a larger parcel of land which was previously improved with an office building as well. The building served as the headquarters for the Florida Department of Citrus. Ms. McGuire pointed to photos on the overhead screen of the subject property, surrounding areas and proposed site plan.

Tim Campbell, 500 S. Florida Avenue and Jonathan Kirk, 5917 Cove View Drive, representing Talbot House Ministries, Inc., made a lengthy presentation that provided an overview of the proposed request.

Sonia Bass, 920 N. Vermont Avenue, read a letter to the Board in support of the request.

Raydene Read, 1348 Edgewater Beach Drive, provided staff with signed petitions in opposition to the request. Ms. Read stated she supports the mission of the Talbot House but does not support the proposed location. Ms. Read stated there will be more foot traffic in the area. She stated she also has safety concerns for pedestrians on Memorial Boulevard.

Robyn Irazoqui, 1230 Edgewater Drive, read a letter to the Board in objection to the request. Her concerns were primarily related to criminal activity in the area, pedestrian safety, impacts on surrounding properties, lack of adequate infrastructure, and traffic congestion in the area.

Wanda Avery, 1238 Edgewater Drive read a letter to the Board in objection to the request. She stated that during the Lakeland's Community Redevelopment Agency (CRA) Restore the Core community meeting on November 6<sup>th</sup>, there was no mention of the relocation of Talbot House. She also mentioned safety concerns.

Michael Porter, 1003 Josephine Street, read a letter to the Board in support of the request.

Dwayne McDow, 4410 Scottswood Drive, stated Lakes Church and Lakes Church Academy recommend that the Board does not approve the proposed request.

Reverend Dr. Elizabeth Palazzi-Xirinachs, 1098 Meadowood Pointe Road, representing Talbot House, was present in support of the request.

Chanel Belloto, 911 N. Lake Parker Avenue, owner of Skate World Lakeland, opposes the request and read a letter to the Board which summarized her concerns about the proposed project.

Dominic Dodson, 1011 N. Lake Parker Avenue, stated he is in support of the mission of Talbot House Ministries but is opposed to the relocation. He stated he has experienced trespassing and crime in the area.

Chris Canning, 1328 Edgewater Beach Drive, provided staff with a list of Lakeland Police Department calls for service for criminal cases within a 0.50-mile radius of the current Talbot House Ministries location on Kentucky Avenue and summarized the list to the Board. He stated he has concerns for the safety of the children in the area.

Eugene Hillman, 1228 Evergreen Drive, stated he also has concerns for safety, traffic and noise impacts.

Deborah Cozzetti, 4257 Winding Vine Drive, representing Talbot House Ministries, was present in support of the request.

Eric Dodson, 1011 N. Lake Parker Avenue, spoke in opposition to the request.

Susan Seitz stated the number of calls for service received by the LPD in the areas of N. Kentucky Avenue and E. Memorial Boulevard are concerning.

Mr. Campbell stated the application is compatible with the Land Development Code and Lakeland Comprehensive Plan.

In response to Silvana Knight, Mr. Campbell stated the hours of operation where the public can access the proposed clinic will be Monday thru Friday, 8:00AM-5:00PM.

Ms. McGuire stated staff did not receive any public comment in response to the request.

Staff will present a written recommendation for the request at the next regular meeting of the Board.

## **GENERAL MEETING**

**ITEM 4:** Review minutes of the October meeting.

Silvana Knight made a motion for approval of the minutes from the previous meeting. Bessie Reina seconded the motion and it passed 6—0.

**ITEM 5:** Application of I-3 (Heavy Industrial) zoning on 23.78 acres and a major modification to an existing conditional use permit for a solid waste transfer facility to expand the boundaries and to adopt a new site development plan on property located at 2760 N. Combee Road. Owner: City of Lakeland. Applicant: Sarah Gustitus-Graham, Geosyntec Consultants, Inc. (CUP25-011/ZON25-012)

Damaris Stull stated the subject property is located east of Lake Parker and west of Combee Road. The subject property is a vacant 23.78-acre parcel located on the west side of N. Combee Road immediately north of a 20.93 acre that received conditional use permit approval in February 2024 for a solid waste transfer facility. Both parcels have a future land use designation of Industrial (I) but the 23.78-acre parcel lacks zoning. The purpose of this request is to apply I-3 zoning to the 23.78-acre parcel and to expand the boundaries of the conditional use permit allowing for a larger development

footprint of the previously approved solid waste transfer facility. The proposed solid waste transfer facility will be used by the Solid Waste Division of Public Works to collect and compact Class I solid waste prior to disposal at the Polk County landfill. Waste will be collected locally and delivered to the site using standard front, side or rear loaded garbage trucks, and then weighed prior to being unloaded within an enclosed transfer building which has an approximate height of 56' 4" when measured from the ridge of the roof. Within the transfer building, the waste will be compacted and loaded into large containers which are then carried by semi-trailers for disposal at the landfill.

Ms. Stull pointed to photos on the overhead screen of the revised site development plan. The revised site development plan includes the previously approved 20,000 sq. ft. waste transfer building, two administrative office buildings, a scale house for weighing vehicles, a truck washing station, a gravel outdoor storage yard for containers, stormwater retention areas and off-street parking for employee vehicles, City solid waste collection trucks, and semi-truck trailers which will be used to transfer waste to the landfill. To provide vehicle access to the solid waste transfer facility, a new driveway will be constructed in the southeast corner of the 23.78-acre parcel which will connect to N. Combee Road. Upon the completion of the solid waste transfer facility, an existing driveway located approximately 700 feet to the south which serves the electrical substation will be removed. Aside from the new driveway, only a small portion of the 23.78-acre parcel will be used for a truck washing station, a stormwater retention pond, and a small portion of the off-street parking area designated for the parking and storage of solid waste collection truck. The bulk of the parcel will remain undeveloped and preserve as wetlands and wooded scrub uplands.

Ms. Stull stated the proposed solid waste transfer facility will be visually buffered from Combee Road through the preservation of wooded wetlands located north and south of the entrance driveway on N. Combee Road. The waste transfer building will be setback approximately 750 feet from the right-of-way for N. Combee Road and be oriented such that solid waste collection trucks enter the upper level of the building from the west and exit to the north after being unloaded. The scale house, where solid waste collection trucks will queue to have their loads weighed prior to entering the transfer building, will be setback approximately 600 feet from the right-of-way for N. Combee Road. Because all waste transfer activities will occur within an enclosed building, which will be setback a substantial distance from N. Combee Road and well buffered by natural landscaping, it is anticipated that the use itself will have a minimal impact on nearby residential and commercial uses located to the east in unincorporated Polk County. Ms. Stull pointed to photos on the overhead screen of the subject property and surrounding areas.

Ms. Stull presented the proposed changes to the previously approved conditions.

Martha Toenes, 2670 Gale Rose Drive, read a letter to the Board which summarized her concerns with the proposed changes. Her concerns mentioned the proximity of the solid waste facility her residence, environmental and noise impacts, traffic safety and loss of property values.

Chuck Barmby provided an update on the traffic light that will be installed south of the subject property.

Silvana Knight made a motion for approval of staff's recommendation. Susan Seitz seconded the motion and it passed 6—0.

**ITEM 6:** Small-scale map amendment and major modification of PUD (Planned Unit Development) zoning on property generally located north of Interstate-4, south of Heatherpoint Drive, east and west of Carpenters Way, and south of Wedgewood Estates Boulevard. More specifically, the requested changes are as follows:

- I. A small-scale map amendment, to change the future land use designation from Residential Low (RL) to Residential Medium (RM), and a major modification of PUD zoning to allow for 44 single-family attached (townhome) dwelling units on approximately 8.48 acres located at 752 Carpenters Way (Tracts 9A and 9B within Area W).

- II. A small-scale map amendment, to change the future land use designation from Residential Medium (RM) to Residential High (RH), and a major modification of PUD zoning to remove a portion of Area U and create a new Tract 12 in Area W for a clubhouse/amenity center to serve future multi-family residential uses on Tracts 4 and 11, in lieu of a previously approved 70,100 sq. ft. assisted living facility, on approximately 2.48 acres located at 503 Carpenters Way (Area U).
- III. A major modification of PUD zoning to increase the maximum number of single-family detached dwelling units from 14 to 17 on approximately 19.02 acres located south of Heatherpoint Drive, east of Carpenters Way, and north of Audubon Oaks Drive (Tract 1 within Area W).
- IV. A major modification of PUD zoning to adopt a new site development plan and increase the maximum number of single-family detached dwelling units from 46 to 49 on approximately 33.24 acres generally located north of Interstate-4, south of Wedgewood Estates Boulevard, and west of Carpenters Way (Tracts 5, 6, and 7 within Area W).
- V. A major modification of PUD zoning to adopt a new site plan to allow 58 single-family attached (townhome) dwelling units and 750 multi-family dwelling units, in lieu of previously approved entitlements for 834 multi-family dwelling units, on approximately 57.74 acres located north of Lakeland Park Center Drive, east of Carpenters Way, east and west of Audubon Oaks apartments (Tracts 2, 3, 4, 10 and 11 within Area W).

Owner: SJD Development LLC. Applicants: Chloe Dyal and Chirag Kikani. (LUS25-002/PUD25-006)

**Note: Continued from a previous meeting.**

Chuck Barmby provided an overview of the proposed changes for each development tract and summarized the modifications previously approved by the Board. He also provided clarification to the Board regarding the options which could be considered when making a motion to vote on the application. Mr. Barmby also provided an update on the Development Agreement associated with the application.

Todd Vargo made a presentation which summarized an overview of the proposed changes for each development tract and summarized the modifications previously approved by the Board. The original request was approved in December 2022 for a total of 954 units. 60 single-family, 60 townhome dwelling units and 834 multi-family units dwelling units. Tract 9 was left for future development. In December 2023, there was a minor modification for a total of 820 units. 60 single-family, 156 townhome dwelling units and 604 multi-family dwelling units. The applicant was given the option for Tract 2 to have 96 townhome dwelling units instead of 230 multi-family dwelling units. In July 2024, there was another minor modification for a total of 652 units. 60 single-family, 318 townhome dwelling units and 274 multi-family dwelling units. The applicant was given the option for Tracts 4, 10 and 11 to have 162 townhome dwelling units instead of 450 multi-family dwelling units. The proposal from the October 2025 Planning & Zoning Board was for 978 units. 66 single-family, 162 townhome dwelling units and 750 multi-family dwelling units. After the October meeting, the proposal has been revised for a total of 973 unites. 61 single-family, 212 townhome dwelling units and 700 multi-family dwelling units. That is in increase of 19 units from the 954 units approved in 2022.

Mr. Vargo pointed to photos on the overhead screen of the proposed revised site plan, site circulation plan, location of the landscape buffers and examples of those landscape buffers.

Mr. Vargo stated in response to suggestions made by Planning & Zoning Board members at the October meeting, the applicant held a community meeting on November 13, 2025, at the Larry R. Jackson Branch library. Approximately 20-25 citizens attended. Since the October meeting, staff received additional public comment in response to the request. Mr. Vargo summarized the public comments.

Daniel Kovacs, 5137 S. Lakeland Drive, representing the applicant, made a presentation that provided an overview of the revised request.

In response to Silvana Knight, Mr. Kovacs stated currently there is no Homeowner's Association in place for the maintenance of the ponds on the subject property.

In response to Ms. Knight, Mr. Kovacs stated the proposed four-story buildings will only be in Tract 4.

Beverly Copeland, 733 Carpenters Way, stated she represents thirty-eight owners from the Sandwedge Villas. She stated she is concerned about the traffic flow and removal of the roundabout on Carpenters Way.

David DeMarcay, 4350 Audubon Oaks Circle, stated he is opposed to the height of the four-story buildings in Tract 4 and recommends that the Board put in a condition to limit the height to three-stories.

Cindy Mitchell, 707 Carpenters Way, Unit 15, stated she has concerns about traffic, drainage, and the height of the proposed four-story buildings. She stated she is opposed to the request.

Nancy Walters, 707 Carpenters Way, #7, stated she has concerns about drainage, the maintenance of the ponds, the height of the four-story buildings, and traffic.

Patty Larrinaga, 3901 Derby Drive, stated she has concerns about the lot sizes in Tract 7. She also stated she has concerns about how traffic will get in and out of her community.

Dennis Grice, 707 Carpenters Way, Unit 21, stated he is opposed to the proposed townhomes. He stated he also has concerns with drainage and lack of maintenance of the subject property.

Timothy Smith, 4144 Staffordshire Drive, recommended to the Board to remove the PUD from Tract 9A. He stated he is also against the proposed townhomes.

David Stephens, 707 Carpenters Way, #48, stated he is opposed to the four-story buildings. Mr. Stephens stated he is concerned about the density of the proposed request.

Don Hamilton, 4137 Derby Drive, presented before and after photos of a stormwater pond on Tract 5. The photos showed that after the pond was drained, a sea wall which functioned as a retaining wall had failed. He stated he is concerned that the sea wall that backs up on to his property will fail with the proposed development.

Gina Ward, 4037 Derby Drive, stated she has concerns with the lack of maintenance of the golf course.

A lengthy discussion ensued among the applicant, staff and Board regarding the previous and current changes, public testimony, future extension of Lakeland Park Center Drive, buffer alternatives for the southern side of Fairfield on the Tee, maintenance of the subject property as well as the Community Development District (CDD) related to the development.

Mr. Vargo stated overall, staff has received 24 emails and three phone calls.

Mr. Vargo presented the recommended condition for approval.

Silvana Knight made a motion for approval of staff's recommendation with the amended buffer changes along the southern side of Fairfield on the Tee. Bessie Reina seconded the motion and it failed 3—3. Veronica Rountree, Susan Seitz and Jeri Thom voted against the motion.

Since the motion tied at 3 – 3, Alex Landback stated that another motion needed to be made in order to advance the application. The Board can make a motion to either deny the application, accept the application with staff's recommendation or accept the application with staff's recommendation and amended conditions. For the record, those that voted against the motion need to specify a reason for denial.

A lengthy discussion ensued among the applicant, staff and Board regarding the compatibility of the request and possible changes to the request and conditions to address the concerns of the Board and public.

Silvana Knight made a motion for approval of staff's recommendation with the condition that a Type B buffer, with a minimum width of 20 feet, be installed along the south side of Fairfield on the Tee to provide a minimum separation of distance 20 feet, from rear lot line to rear lot line, and 40 feet between townhome units. Susan Seitz seconded the motion and it passed 5—1. Jeri Thom voted against the motion.

**ITEM 7:** Changes to Article 9 (Subdivision Regulations); Article 12 (Administration and Enforcement), Section 12.2 (Planning and Zoning Board); and Article 6 (Natural Resource Protection Standards), Subsection 6.3.11 (Permitting Requirements and Effective Dates) to establish a minor subdivision review process, removing final plat approval authority from the Planning and Zoning Board and designating the City Manager as the administrative authority responsible for final plat approval, and revising the Planning and Zoning Board review and approval requirements for subdivisions plats in the Green Swamp Area of Critical State Concern. Applicant: City of Lakeland. (LDC25-002)

Audrey McGuire summarized the proposed changes to Article 9 (Subdivision Regulations); Article 12 (Administration and Enforcement), Section 12.2 (Planning and Zoning Board); and Article 6 (Natural Resource Protection Standards), Subsection 6.3.11 (Permitting Requirements and Effective Dates) of the Land Development Code.

Silvana Knight made a motion for approval of staff's recommendation. Susan Seitz seconded the motion and it passed 6—0.

**ITEM 8:** Changes to Article 13 (Nonconformities), Section 13.4 (Lot Nonconformities) to allow nonconforming lots of record altered due to a public taking to be built upon when the resulting lot dimensions are within 10 percent of the original platted lot depth and area. Applicant: City of Lakeland. (LDC25-003)

Audrey McGuire summarized the proposed changes to Article 13 (Nonconformities), Section 13.4 (Lot Nonconformities) of the Land Development Code.

Terry Dennis made a motion for approval of staff's recommendation. Veronica Rountree seconded the motion and it passed 6—0.

**ITEM 9:** Changes to Article 4 (General Site Development Standards), Section 4.4 (Fences and Walls) to establish standards for security fencing on vacant, undeveloped property. Applicant: City of Lakeland. (LDC25-004)

Audrey McGuire summarized the proposed changes to Article 4 (General Site Development Standards), Section 4.4 (Fences and Walls) of the Land Development Code.

Silvana Knight made a motion for approval of staff's recommendation. Bessie Reina seconded the motion and it passed 6—0.

**ITEM 10:** Changes to Article 2 (Use Standards), Section 2.5 (Temporary Uses) to allow for the temporary use of roll-off containers for construction and renovation purposes. Applicant: City of Lakeland. (LDC25-005)

Audrey McGuire summarized the proposed changes to Article 2 (Use Standards), Section 2.5 (Temporary Uses) of the Land Development Code.

Silvana Knight made a motion for approval of staff's recommendation. Susan Seitz seconded the motion and it passed 6—0.

**ITEM 11:** Report of City Commission action on Planning and Zoning Board recommendations along with Planning & Transportation Manager's Report.

Chuck Barmby reviewed the recent actions of the City Commission. Mr. Barmby also reviewed the new cases for the December hearing.

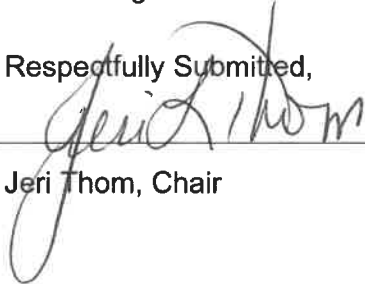
**ITEM 12:** Audience.

There were no comments from the audience.

**ITEM 13:** Adjourn.

There being no further discussion, the meeting was adjourned at 12:48 PM.

Respectfully Submitted,



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Jeri Thom, Chair



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Bessie Reina, Secretary