

SEMINOLE COUNTY GOVERNMENT
 1101 EAST FIRST STREET, 2ND FLOOR, WEST WING
 SANFORD, FLORIDA 32771

Comment Document – Initial Submittal

PROJECT NAME:	SCOOTERS COFFEE - SITE PLAN	PROJ #: 23-06000011
APPLICATION FOR:	DR - SITE PLAN	
APPLICATION DATE:	2/14/23	
RELATED NAMES:	EP STEPHEN ALLEN	
PROJECT MANAGER:	ANNE SILLAWAY (407) 665-7936	
PARCEL ID NO.:	31-21-31-522-0000-0020	
PROJECT DESCRIPTION	PROPOSED SITE PLAN FOR A COFFEE SHOP LOCATED ON 1.06 ACRES IN THE PD ZONING DISTRICT LOCATED NORTHEAST OF WEST STATE ROAD 426 AND AVILA CROSS CIRCLE	
NO OF ACRES	1.06	
BCC DISTRICT	1-BOB DALLARI	
CURRENT ZONING	PD	
LOCATION	NORTHEAST OF WEST STATE ROAD 426 AND AVILA CROSS CIRCLE	
FUTURE LAND USE-	COM	
SEWER UTILITY	SEMINOLE COUNTY UTILITIES	
WATER UTILITY	SEMINOLE COUNTY UTILITIES	
APPLICANT:	CONSULTANT:	
STEPHEN ALLEN CIVILCORP ENGINEERING INC 630 N WYMORE ROAD SUITE 310 MAITLAND FL 32751 (407) 516-0437 SALLEN@CIVILCORPENGL.COM		

County staff members have reviewed the subject development project and offer the following comments. The comments below are a compilation of comments and markups from the ePlan review system. These items need responses with further information, data, explanation or revision of plans and documents before project approval.

Please itemize any and all revisions made to the development plan in addition to those made in response to staff comments; include a statement in your response to comments that no additional revisions have been made to the site plan beyond those stated.

For questions regarding the ePlan process, please consult the Electronic Plan Review Applicant User Guide <http://www.seminolecountyfl.gov/core/fileparse.php/3321/urlt/ePlanApplicantUserGuide.pdf>

See comments within the comment document for any fees due, as fees may be due for different aspects of your development project. Fees showing in ePlan reflect Planning & Development review or revision fees only.

State Permits that may be required:

FDOT, FDEP- UTILITIES, SJRWMD, ENVIRONMENTAL REPORTS, ARCHEOLOGICAL REPORTS, FDEP- ENVIRONMENTAL, SJRWMD- ENVIRONMENTAL, FFW, IF APPLICABLE.

AGENCY/DEPARTMENT COMMENTS

No.	Group Name	Reviewer Comment	Status
1.	Buffers and CPTED	Please revise the landscape plan to show the landscape buffers widths, opacities, and plant unit calculations. An example of this has been provided in the resources folder in eplan.	Not Met
2.	Buffers and CPTED	Please provide the parking lot landscaping calculation on the landscape plan in accordance with SCLDC Sec. 30. 1292.	Not Met
3.	Buffers and CPTED	Palms do not count towards satisfying landscape buffer requirements. Please revise to substitute with canopy or understory trees.	Not Met
4.	Buffers and CPTED	The Noma PD Developer's Commitment Agreement requires a 15' width buffer with a 0.4 opacity on the south, and a 0.2 opacity, 7' width buffer on the east. The plan submitted may satisfy these requirements but please include this information and the calculations on the plan to show compliance.	Not Met
5.	Buffers and CPTED	It appears the south buffer plantings have already been installed on site. Please clarify if the proposed landscaping is in addition to existing plants.	Not Met
6.	Buffers and CPTED	There are overhead utility lines on the south boundary. Canopy trees should not be planted under overhead utility lines. Please use plant unit type C.	Not Met
7.	Environmental - Impact Analysis	Seminole County is the Water and Sewer service provider for this project. Capacity reservation will be required.	Not Met
8.	Environmental Services	Please reach out to Roy Mericle, Chief Wastewater Treatment Plant Operator at 407-665-2842 to discuss grease trap sizing.	Not Met
9.	Natural Resources	Based on preliminary analysis, there may be endangered and threatened wildlife on the subject property. A threatened and endangered study along with a species of special concern survey will be required prior to final engineering or site plan approval. SCLDC 45.1(a)	Not Met
10.	Natural Resources	The development of the site shall make the most advantageous use of topography and preserve mature trees and other natural features wherever possible. No site plan shall be approved that would result in the removal of over seventy-five (75) percent of existing trees, with trunk diameters of six (6) inches or greater, from any site, unless the Planning Manager finds that the development of the site would be severely restricted. Special consideration and credit shall be given to the retention of trees having a trunk diameter of twenty-four (24) inches or larger. Show location, size, and species of trees with minimum DBH of three (3) inches being removed and saved. SCLDC 60.22	Not Met
11.	Natural Resources	Show tree replacement table. An example has been uploaded to the Resources folder. SCLDC 60.22(f)	Not Met
12.	Planning and Development	The zoning classification on the property is PD and must be in compliance with the Developers Commitment Agreement (DCA) and/or the Development Order (DO) as well as the Final Development Plan. Please place a note on the site plan that states: The construction of the site shall comply with Development Order #19-20500010 and the Developer's Commitment Agreement #20-20500010.	Not Met

13.	Planning and Development	The property is part of a platted subdivision. Please provide a location map showing the site in relation to subdivision. Please revise the location map to show the subdivision and the site of the proposed development within the commercial subdivision. The location map does need to be to scale at 1"=2,000'. Please revise coversheet.	Not Met
14.	Planning and Development	Show existing topography with a maximum of one (1) foot contour intervals for the proposed site.	Not Met
15.	Planning and Development	Per the SCLDC 40.53 - The project data must include information about the number of stories of the proposed building, number of seats and occupancy load for a coffee shop. Please revise the project data with this additional information.	Not Met
16.	Planning and Development	Please show lot dimensions of the proposed site on the site plan. Also, show the sizes of all structures on site, and dimensions of structures and building footprints on site (i.e.- dumpster enclosure, proposed building). Include this information in the project data for the size of the building and place the building and lot dimensions on the site plan.	Not Met
17.	Planning and Development	Please provide location of fire lanes.	Not Met
18.	Planning and Development	Please state what will be counted toward open space on site please revise the open space calculations under the site data. Landscape buffers can be counted toward open space requirements per Condition O in the Development Order. Ideas on what is permitted for amenities toward open space are under Sec. 30.1344 (e).	Not Met
19.	Planning and Development	The proposed project does not meet the off-street loading per SCLDC Sec. 30.1224 (a) - Off-street loading and unloading space defined. An open, hard-surfaced area, other than a street or public way, the principal use of which is for standing, loading and unloading of motor trucks, tractors, and trailers. Such space shall not be less than twelve (12) feet in width, fifty-five (55) feet in length and fourteen (14) feet in height, exclusive of access aisles and maneuvering space. Please revise the site plan to show the code required loading zone length.	Not Met
20.	Planning and Development	The landscape buffers need to be shown on the site plan. Please revise the site plan to show the buffer call outs.	Not Met
21.	Planning and Development	Please provide the location and dimension of the sign. SCLDC 40.53(b)(8). Please provide this information on the site plan. A separate permit (issued by the Building Division) is required for any signage.	Not Met

22.	Planning and Development	All lighting on non-industrial zoned properties shall consist of cut-off fixtures mounted no higher than sixteen (16) feet. An exception to this requirement may be made if the applicant demonstrates that a greater height will not result in light spillage onto surrounding properties in excess of five-tenths (0.5) foot-candles; provided however, that in no event shall lighting exceed a maximum height of twenty-five (25) feet on a parcel adjacent to property with a Residential Future Land Use designation or a residential zoning classification. SCLDC Sec. 30.1234. Please provide a photometric plan to show the height of the pole and the foot candles. Please show on the photometric plan where the site lighting poles will be placed and that it is a minimum of 50' from the residential apartments.	Not Met
23.	Planning and Development	All commercial, office, industrial and multi-family development shall comply with SCLDC Sec. 30.1234 of the Land Development Code. A photometric plan is required to show that illumination onto adjacent properties does not exceed five-tenths (0.5) foot-candles. Please provide a photometric plan that shows the foot candles, height of poles, and type of shielding.	Not Met
24.	Planning and Development	Provide a tree barrier detail. SCLDC Chapter 60. Provide tree preservation statement for tree protection during construction and development. SCLDC 60.22(c). Please provide this on the landscape plan.	Not Met
25.	Planning and Development	The landscaping shall have 20% minimum of low water use plant material provided and a maximum of 40% high water use plant material per SCLDC Sec. 30.1229(a)(2). Please provide this information on the landscape plan as a chart to show that the plant material on site does not exceed 40% high water plants and you are not putting less than 20% low water plants.	Not Met
26.	Planning and Development	Please provide the tree protection section 60.4 on the landscape specifications and detail sheet.	Not Met
27.	Planning and Development	Where are the mechanical units being proposed on site? Please provide this information on a separate sheet or on the site plan. The mechanical equipment shielding will need to comply with Sec. 30.1294 Screening (a) Mechanical Equipment. (1) All roof, ground and wall mounted mechanical equipment (e.g., air conditioning condensers, heating units, electrical meters, irrigation pumps, ice machines and dispensers, outdoor vending machines, propane tanks, displays, and refilling areas) shall be screened from view from residential properties or public rights-of-way at ground level on the property line. Please show on an elevation view of the building that it will be shielded from the public right of way.	Not Met
28.	Planning and Development	Will there be any indoor seating? Please state the seating arrangement on the site plans as a note.	Not Met
29.	Planning and Development	Please place the hours of operation under the site plan data.	Not Met

30.	Planning and Development	Please provide the dumpster details for screening. Provide a note that a separate permit will be required for the dumpster. (Sec. 30.1233(a)) Solid waste containers. All solid waste containers, except approved recycling containers, shall be enclosed on at least three (3) sides with a six (6) feet high screen. The screen shall consist of a wood fence or a brick or masonry wall. The Planning Manager may require that a hedge or similar landscaping material surround the enclosure walls. The container shall be enclosed in such a manner as to be screened from public streets and adjoining properties. A concrete or asphalt pad of appropriate size and construction shall be provided as a base for the container. The container pad shall be at the approximate level of the service vehicle approach area so that the truck's loading mechanism can align with the container's sleeves. The screened enclosure shall not be located in any street right-of-way, required landscape buffer or the passive edge(s) of a building site. Containers and enclosures shall be located to allow ease of access for collection trucks and direct access to drive areas. Straight-in or circular drives are encouraged to reduce truck maneuvering problems. No parking or other obstructions shall be permitted in front of such containers and enclosures. Hours of operation for emptying such containers may be specified during the site plan review process.	Not Met
31.	Planning and Development	Please show where the rain sensor is on site on the irrigation plan. Make sure the rain sensor is out in the open.	Not Met
32.	Planning and Development	Please show the total acreage and square feet of the subject property on the boundary survey. Make sure that the boundary of the total site area matches the site plan acreage.	Not Met
33.	Planning and Development	Sec. 30.1294 Screening (a)Mechanical Equipment.(1)All roof, ground and wall mounted mechanical equipment (e.g., air conditioning condensers, heating units, electrical meters, irrigation pumps, ice machines and dispensers, outdoor vending machines, propane tanks, displays, and refilling areas) shall be screened from view from residential properties or public rights-of-way at ground level on the property line. Please state where the a/c unit is be proposed on site and show the type of screening that will be used.	Not Met
34.	Planning and Development	If there is any fences or walls being provided on site, please provide a hardscape plan. The fencing or walls must be clearly shown on the plan.	Not Met
35.	Planning and Development	Please provide a dumpster layout under the detail sheets.	Not Met
36.	Public Safety - Addressing	Remove the address number 3200 from all plan pages where it is labeled, main areas, side bars and under any site data (such as cover sheet).	Not Met
37.	Public Safety - Addressing	The demo plan 003 C-3 has City of Ocala Notes. This is Seminole County, please correct as well as removing the number 3200.	Not Met
38.	Public Safety - Addressing	On the 004 C-4 Site plan, add a directional West for W SR 426 to the labeled street name.	Not Met
39.	Public Works - Engineering	The drive thru menu / order box may be impacting the Power easement. Please move and or rotate accordingly.	Not Met

40.	Public Works - Engineering	Provide a stop sign and stop bar at the exit of the drive-thru. Also verify and show stop bar at the exit to the site.	Not Met
41.	Public Works - Engineering	Please provide additional grading at the handicapped space to clearly show that it meets ADA requirements.	Not Met
42.	Public Works - Engineering	There appear to be one or more items in the Duke Power easement. This includes utilities and canopy trees please verify this is acceptable in the easement.	Not Met
43.	Public Works - Engineering	Please provide positive grading to the inlets / drainage system for the undeveloped portion of the site.	Not Met
44.	Buffers and CPTED	Please refer to the SCLDC sections 30.1282 and 30.1284 on opacity and plant units.	Informational
45.	Buffers and CPTED	See Sec. 30.1228. for Required mix of tree species to assure the proposed number of tree species is consistent.	Informational
46.	Natural Resources	The site has favorable conditions for gopher tortoises. Please note new FFWCC rules pertaining to gopher tortoises and get any applicable state permits prior to construction.	Informational
47.	Planning and Development	IMPORTANT NOTE: Seminole County Land Development Code, Chapter 40, Sec. 40.14 and Sec 1.12 allows Site Plan approvals to be appealed to the BCC, therefore there must be a 30 day waiting period from the time the Site Plan is approved and any action is taken on that approval. If you wish to proceed with site work within the appeal period, you must sign a hold harmless agreement. You can find the form at this link: http://www.seminolecountyfl.gov/core/fileparse.php/3207/urlt/HoldHarmlessPendingAppeal.pdf	Informational
48.	Planning and Development	INFORMATIONAL: You must submit a revision of your site plan based upon comments of the various reviewers. This will be your first revision. Two revisions are included in the site plan application fee.	Informational
49.	Planning and Development	Trees shall not be placed where they interfere with site drainage.	Informational
50.	Planning and Development	No trees shall be planted on or near utility lines, stormwater structures, easements, or under power lines. SCLDC 60.22(4) (b). Where utility lines are present, canopy trees shall be placed at the edge of the required buffer area farthest from the utility lines.	Informational
51.	Planning and Development	INFORMATIONAL: THIS SITE WILL BE REQUIRED TO FOLLOW THE PERFORMANCE STANDARD UNDER PART 68 OF THE SEMINOLE COUNTY LAND DEVELOPMENT CODE.	Informational
52.	Planning and Development	Informational comment: All outdoor lighting will require a separate permit. Lighting shall be in accordance with Seminole County Land Development Code Sec. 30.1234. - Outdoor lighting requirements.	Informational
53.	Planning and Development	Informational comment: Dumpsters will require a separate permit. Solid waste containers shall be in accordance with Seminole County Land Development Code Sec. 30.1233. Miscellaneous design standards.	Informational
54.	Public Safety - Addressing	You are welcome to add to the plans the address 3176 W SR 426, which is the drafted address for this lot. (The west commercial lot will be in the 3180-3190 depending upon what is built. 3200 will not work for this lot, because that would not leave any numbers available for the west side lot).	Informational

55.	Public Safety - Addressing	(POSTING) Address numbers shall be made of durable weather resistant material, shall be permanently affixed to the structure and posted fronting the street the structure is addressed to. The colors of the numbers shall contrast the surrounding background of the structure, so it stands out and is clearly visible from both directions of the addressed street. SCLDC SEC 90.5(a). Addresses are entered into the 911 map and used directly by the 911 communications call center. *Address numbers are to be permanently installed facing the street the structure is addressed to.	Informational
56.	Public Safety - Addressing	(POSTING) Commercial address numbers are to be a minimum of 6" inches in height and half inch width. SCLDC SEC 90.5(1) Ensure the address number is posted facing W SR 426 and the monument sign by the road (W SR 426) also has 3176 posted on both sides (6" inch numbers)	Informational
57.	Public Safety - Addressing	(SITE/FLOOR PLAN) When submitting future site plans or building permits, please submit an existing and proposed plan indicating and labeling on the plans all of the following: All structures existing or proposed on the parcel, description of the use of the structure(s), parcel number of the property as well as the adjacent properties, posted address, street names, north arrow, drive aisles, front (main entry) and rear elevations of the building(s), where the work will take place within the building.	Informational
58.	Public Safety - Addressing	(ADDRESS ASSIGNMENT) All building/unit number(s) shall be issued by the Seminole County Office of Emergency Management Addressing Office. SCLDC 90.5	Informational
59.	Public Works - Engineering	Provide a copy of approved SJRWMD ERP (or letter of exemption / modification) required prior to pre-construction meeting. (informational)	Informational
60.	Public Works - Impact Analysis	A Traffic Impact Study (TIS) may be required if the net new trip generation between the existing use and the proposed use is more than 50 new peak hour trips. The TIS is to be prepared in accordance with the County's Traffic Study Requirements for Concurrency guidelines. A TIS methodology is to be submitted to Staff for review and approval prior to submittal of the TIS itself.	Informational

AGENCY/DEPARTMENT MARK UP COMMENTS

Comments within this section of the comdoc are from mark-ups on the individual plan sheets or documents in the ePlan system that correspond with the file identified in column "File Name".

Status	Snapshot	File	Changemark Subject	Changemark Details	Updated By
Not Met		001 C-1 COVER SHEET.pdf	Changemark #01 - Maximum F.A.R.	The maximum F.A.R. for the commercial out parcels is 0.35. Please revise the coversheet to state Max = 0.35 not 0.30.	Annie Sillaway

Not Met		001 C-1 COVER SHEET.pdf	Changemark #01 - OPEN SPACE PROVIDED	Please provide the types of open space the Applicant will be providing to be eligible to be counted toward open space. This will need to be listed below with the type and the acreage for each type.	Annie Sillaway
Not Met		001 C-1 COVER SHEET.pdf	Changemark #02 - Total Site Area	Please provide the Total Site Area in acreage and square feet. Please place between the Parcel ID and the Property Owner.	Annie Sillaway

AGENCY/DEPARTMENT EFORM COMMENTS AND PROJECT STATUS

This section shows the reviewers of this project from the various County agencies. It may also include additional comments for review and response.

Department	Reviewer	Email	Status	Reviewer Comments
Environmental Services	Paul Zimmerman	pzimmerman@seminolecountyfl.gov	Corrections Required	407-665-2040
Environmental - Impact Analysis	Becky Noggle	bnoggle@seminolecountyfl.gov	Review Complete Recommend Approval	
Public Safety - Fire Marshal	Diane Gordon	dgordon@seminolecountyfl.gov	Corrections Required	407.665.2681
Public Works - Engineering	Dave Nikunj	ndave@seminolecountyfl.gov	Corrections Required	Nikunj Dave 407.665.5661
Public Works - Impact Analysis	William Wharton	wwharton@seminolecountyfl.gov	No Review Required	
Buffers and CPTED	Maya Athanas	mathanas@seminolecountyfl.gov	Corrections Required	(407) 665-7388
Planning and Development	Annie Sillaway	asillaway@seminolecountyfl.gov	Corrections Required	407-665-7936
Natural Resources	Sarah Harttung	sharttung@seminolecountyfl.gov	Corrections Required	Phone: 407-665-7391
Public Safety - Addressing	Manny Cheatham	echeatham@seminolecountyfl.gov	Approved	Manny Cheatham 407-665-5045
Building Division	Tony Coleman	acoleman@seminolecountyfl.gov	Approved	Please see informational checklist items.

The next submittal, as required below, will be your:

1st RESUBMITTAL

DATE	RESUBMITTAL FEE DUE	ROUTE TO THESE STAFF MEMBERS FOR FURTHER REVIEW:
3/9/2023	The application fee allows two resubmittals. <i>Note: No resubmittal fee for small site plan</i>	Annie, Diane, Dave, Maya, Sarah, Paul
<p>The application fee allows two resubmittals. For the third review, the resubmittal fees are:</p> <p>Major Revision: 50% of original application fee. Minor Revision: 25% of original application fee.</p> <p>Summary of Fees: http://www.seminolecountyfl.gov/departments-services/development-services/planning-development/fee-information/fee-summary.stml</p> <p>NOTE: Other fees may be due: see comments for any additional fees due for your development project. (example: Addressing fee)</p> <p>REQUIRED FOR THE SECOND (2ND) AND ALL SUBSEQUENT SUBMITTALS:</p> <p>DIGITAL SIGNATURES – The use of PEDDS signing method sunsetted on June 30, 2015. Design professionals must use digital signatures that have been verified through a 3rd party Certificate Authority.</p> <p>This is a commercial service that the consultant would contract with a provider for. Seminole County does not endorse any specific certificate authority. Digital signing (with a certificate issued through a 3rd party Certificate Authority) should contain an image that includes the design professional's seal, name and license number. This is required by law for all design professional's and will be returned for correction if the signature does not meet the minimum requirements of the Florida Statutes and Florida Administrative Code.</p> <p>Customers may, at their discretion, wish to send the County their digital signature certificate in advance of any reviews of their work. To do so, customers must complete the Digital Signature Affidavit form and follow the instructions as noted on the ePlan Review web page. http://www.seminolecountyfl.gov/departments-services/development-services/planning-development/electronic-plan-review/digital-signature.stml</p>		

Upon completion of your plan review process, Planning and Development staff must authorize and stamp plans for construction use. Once you receive an approval letter from Seminole County, the site contractor must contact Seminole County Planning and Development Inspections to schedule a pre-construction conference prior to the start of any site work. Upon issuance of the site permit, your approved drawings and/or documents will be released to you through the ePlan System. For questions regarding this process, please consult the Electronic Plan Review Applicant User Guide <http://www.seminolecountyfl.gov/core/fileparse.php/3321/urlt/ePlanApplicantUserGuide.pdf>

Cities:

Altamonte Springs	(407) 571-8000	www.altamonte.org
Casselberry	(407) 262-7700	www.casselberry.org
Lake Mary	(407) 585-1449	www.lakemaryfl.com
Longwood	(407) 260-3440	www.longwoodfl.org
Oviedo	(407) 971-5555	www.cityofoviedo.net
Sanford	(407) 688-5000	www.sanfordfl.gov
Winter Springs	(407) 327-1800	www.winterspringsfl.org

Other Agencies:

Florida Dept of Transportation	FDOT	www.dot.state.fl.us
Florida Dept of Enviro Protection	FDEP	(407) 897-4100 www.dep.state.fl.us
St. Johns River Water Mgmt Dist	SJRWMD	(407) 659-4800 www.sjrwmd.com
Health Department	Septic	(407) 665-3621

Other Resources:

Flood Prone Areas	www.seminolecountyfl.gov/gm/building/flood/index.aspx
Watershed Atlas	www.seminole.wateratlas.usf.edu
Seminole Co. Property Appraiser	www.scpafl.org