

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

**Comment Document – Initial Submittal**

The DRC meeting allows 20 minutes per project to discuss and clarify any comments of concern. Additional comments or deletion of comments may result from discussions at the DRC meeting. The DRC Agenda can be found [HERE](#).

PROJECT NAME:	THE MASTER'S ACADEMY - SPECIAL EXCEPTION	PROJ #: 24-32000002
APPLICATION FOR:	SPECIAL EXCEPTION - OTHER	
APPLICATION DATE:	5/06/24	
RELATED NAMES:	BS2024-01	
PROJECT MANAGER:	KATHY HAMMEL (407) 665-7389	
PARCEL ID NO.:	16-21-31-5CA-0000-028A	
PROJECT DESCRIPTION	PROPOSED SPECIAL EXCEPTION FOR AN EXTENSION OF PORTABLES ON 30.79 ACRES IN THE A-1 ZONING DISTRICT LOCATED ON THE NORTHWEST CORNER OF LUKAS LN AND SLAVIA RD	
BCC DISTRICT	1-Bob Dallari	
CURRENT ZONING	A-1	
LOCATION	ON THE NORTHWEST CORNER OF LUKAS LN AND NORTH SLAVIA RD	
<b>APPLICANT:</b>		<b>CONSULTANT:</b>
RACHEL MARKS THE MASTER'S ACADEMY 1500 LUKAS LANE OVIEDO FL 32765 (407) 971-2221 RACHELMARKS@MASTERSACADEMY.ORG		RICHARD MCCREE MCCREE GENERAL CONTRACTORS 500 E PRINCETON ST ORLANDO FL 32803 (407) 898-4821 RTMJR@MCCREE.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.*

## AGENCY/DEPARTMENT COMMENTS

Ref #	Permit Type	Group Name	Reviewer Comment
1	Planning	Public Safety - Fire Marshal	All existing life safety features shall remain in place as previously permitted. Including any fire alarm, fire sprinkler, 20 ft fire department access, access to hydrants, etc..
25	Planning	Public Works - Engineering	No issues noted for drainage or traffic.
33	Planning	Planning and Development	Seminole County requires community meetings for all Future Land Use Amendments, Rezones, Special Exceptions, and non-residential Variances. Please see the Community Meetings link in the Resources tab located at the top of your ePlan task window or below for the requirements that the applicant must meet. <a href="https://www.seminolecountyfl.gov/core/fileparse.php/3423/urlt/Community-Meeting-Procedure.pdf">https://www.seminolecountyfl.gov/core/fileparse.php/3423/urlt/Community-Meeting-Procedure.pdf</a>
34	Planning	Planning and Development	New Public Notification Procedures are required for all Future land Use Amendments, Rezones, Special Exceptions, and non-residential Variances. Please see the Public Notification Procedures link in the Resources tab located at the top of your ePlan task window or below for the requirements: <a href="https://www.seminolecountyfl.gov/core/fileparse.php/3423/urlt/Public-Notice-Amendment-Procedures.pdf">https://www.seminolecountyfl.gov/core/fileparse.php/3423/urlt/Public-Notice-Amendment-Procedures.pdf</a>
35	Planning	Planning and Development	Special Exception application is not complete, please provide the following information that is listed as a required attachment in the application: 1) Detailed Conceptual Site Plan (Include: Size and dimension of the parcel, existing and/or proposed structures. Fences, and improvements, structure height(s), setbacks from each structure to the property lines, identification of available utilities, locations of wetlands, flood lines, abutting streets/right of ways, driveways, septic systems, drain fields, wells, easements, buffers, parking spaces, outdoor lighting, signage, fire lanes, etc.); and 2) Statement of Request (Include: Summary of business operation, square footage, hours of operation, seating capacity, number of clients/students and staff, employee shifts, site concerns that may impact adjacent properties, etc.)
39	Planning	Planning and Development	A Special Exception for Master's Academy was approved 1998. The addition of the portables will requires an amendment to the Special Exception. Seminole County Land Development Code Sec. 30.124 Special Exceptions: The Board of County Commissioners may grant special exception uses under the A-1 zoning classification. In granting any of the Special Exception uses, the Board may place additional restrictions and conditions in its sound discretion, deemed necessary to protect the character of the area or neighborhood and the public health, safety, and welfare of the community. The Board will consider the compatibility of the proposed use with surrounding land uses and development patterns in the area. Before granting a Special Exception, the Board must first determine that the proposed use: Is not detrimental to the character of the area or neighborhood or inconsistent with trends of development in the area. Does not have an unduly adverse effect on existing traffic patterns, movements and volumes. Is consistent with the Countys Vision 2020 Comprehensive Plan. Meets any additional requirements specified in the code section authorizing the use in a particular zoning district or classification. Will not adversely affect the public interest. Special Exceptions require two public hearings. The Special Exception request is presented to the Planning and Zoning Commission Board for a recommendation, followed by the Board of County Commissioners for approval/denial. Upon approval of a Special Exception by the Board of County Commissioners, the applicant must then submit an Engineered Site Plan for review and approval prior to site development.

			Please include with your application how this project meets the Special Exception Criteria and any other conditions deemed necessary to protect the character of the area or neighborhood.
--	--	--	--

## 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
Environmental - Impact Analysis	Becky Noggle	bnoggle@seminolecountyfl.gov
Public Works - Engineering	Jim Potter	jpotter@seminolecountyfl.gov
Building Division Review Coordinator	Tony Coleman	acoleman@seminolecountyfl.gov
Natural Resources	Sarah Harttung	sharttung@seminolecountyfl.gov
Buffers and CPTED	Maya Athanas	mathanas@seminolecountyfl.gov
Public Safety - Fire Marshal	Matthew Maywald	mmaywald@seminolecountyfl.gov
Planning and Development	Kathy Hammel	khammel@seminolecountyfl.gov
Building Division	Tony Coleman	acoleman@seminolecountyfl.gov

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

☒ 1<sup>st</sup> RESUBMITTAL

DATE	RESUBMITTAL FEE DUE	ROUTE TO THESE STAFF MEMBERS FOR FURTHER REVIEW:
6/27/24	The application fee allows for the initial submittal plus two resubmittals.	KH
<p>The initial application fee allows for the initial submittal review plus two resubmittal reviews. For the fourth review and each subsequent review, the resubmittal fees are as follows:</p> <p><b>Major Review (3+ reviewers remaining) – 50% of original application fee</b></p> <p><b>Minor Review (1-2 reviewers remaining) – 25% of original application fee</b></p> <p>Summary of Fees: <a href="http://www.seminolecountyfl.gov/departments-services/development-services/planning-development/fee-information/fee-summary.stml">http://www.seminolecountyfl.gov/departments-services/development-services/planning-development/fee-information/fee-summary.stml</a></p>		

**NOTE:** Other fees may be due. See comments for any additional fees due for your development project. (example: Addressing fee)

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	<a href="http://www.altamonte.org">www.altamonte.org</a>
Casselberry	(407) 262-7700	<a href="http://www.casselberry.org">www.casselberry.org</a>
Lake Mary	(407) 585-1449	<a href="http://www.lakemaryfl.com">www.lakemaryfl.com</a>
Longwood	(407) 260-3440	<a href="http://www.longwoodfl.org">www.longwoodfl.org</a>
Oviedo	(407) 971-5555	<a href="http://www.cityofoviedo.net">www.cityofoviedo.net</a>
Sanford	(407) 688-5000	<a href="http://www.sanfordfl.gov">www.sanfordfl.gov</a>
Winter Springs	(407) 327-1800	<a href="http://www.winterspringsfl.org">www.winterspringsfl.org</a>

**Other Agencies:**

Florida Dept of Transportation	<b>FDOT</b>		<a href="http://www.dot.state.fl.us">www.dot.state.fl.us</a>
Florida Dept of Enviro Protection	<b>FDEP</b>	(407) 897-4100	<a href="http://www.dep.state.fl.us">www.dep.state.fl.us</a>
St. Johns River Water Mgmt Dist	<b>SJRWMD</b>	(407) 659-4800	<a href="http://www.sjrwmd.com">www.sjrwmd.com</a>
Health Department	<b>Septic</b>	(407) 665-3621	

**Other Resources:**

Flood Prone Areas	<a href="http://www.seminolecountyfl.gov/gm/building/flood/index.aspx">www.seminolecountyfl.gov/gm/building/flood/index.aspx</a>
Watershed Atlas	<a href="http://www.seminole.wateratlas.usf.edu">www.seminole.wateratlas.usf.edu</a>
Seminole Co. Property Appraiser	<a href="http://www.scpafl.org">www.scpafl.org</a>