

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:	MARSDEN BUILDING - PD REZONE	PROJ #: 25-20500005
APPLICATION FOR:	PZ - PD	
APPLICATION DATE:	4/25/25	
RELATED NAMES:	Z2025-07	
PROJECT MANAGER:	KAITLYN APGAR (407) 665-7377	
PARCEL ID NO.:	18-21-30-515-0B00-0060	
PROJECT DESCRIPTION	PROPOSED PD REZONE FROM C-2 TO PD FOR COMMERCIAL USE ON 0.47 ACRES LOCATED ON THE SOUTHEAST CORNER OF DIVISION ST AND WELLS AVE	
NO OF ACRES	0.47	
BCC DISTRICT	4: LOCKHART	
LOCATION	ON THE SOUTHEAST CORNER OF DIVISION ST AND WELLS AVE	
FUTURE LAND USE-	MXD	
SEWER UTILITY	SEMINOLE COUNTY UTILITIES	
WATER UTILITY	CASSELBERRY	
APPLICANT:	CONSULTANT:	
DANIEL MARSDEN MARSDEN CONSTRUCTION COMPANY 617 PRAIRIE LAKE DR FERN PARK FL 32730 (321) 231-1607 DMARSDEN2000@YAHOO.COM	JOHNNY HERBERT AMERICAN CIVIL ENGINEERING CO 207 N MOSS RD STE 211 WINTER SPRINGS FL 32708 (407) 376-1777 JOHNNY@AMERICANCIVILENGINEERING.COM	

County staff members have reviewed the subject development project and offer the following comments. The comments below are a compilation of comments 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

	REVIEWED BY	TYPE	STATUS
1.	Buffers and CPTED	Please clarify the uses allowed within the PD and provide building height max. This is required in order to accurately calculate required buffer opacity. Please see the below link on how to calculate the Land Use Intensity (LUI). https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT14LASCBUOPSP_S30.14.6DELAUSCLIN	Unresolved
2.	Buffers and CPTED	<p>The adjacent developed parcel to the south has an approximate LUI of XIII based on the general commercial use and FAR. Wells Avenue and Division Street are local roads. Given these values, a buffer opacity corresponding to each side will be calculated based on proposed project data provided. There are two tables that determine required opacity based on those Land Use Intensities, see the following link: https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT14LASCBUOPSP_S30.14.7REBU</p> <p>The buffer opacity corresponds to a certain width, plant unit groups per 100 feet, and structural enhancements (as applicable). See the following link for standard bufferyards/widths: https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT14LASCBUOPSP_S30.14.5STBUPEAD</p> <p>Both opacities and widths are required to be shown on the Master Development Plan. Please show these.</p>	Unresolved
3.	Buffers and CPTED	<p>Please make the following notes on the Master Development Plan:</p> <p>"Parking Lot Landscaping will meet the requirements of SCLDC Section 30.30.11.5"</p> <p>"Buffer Composition will be determined at the time of site plan application."</p> <p>"Landscape buffers will meet the requirements of SCLDC sections 30.14.5 and 30.14.3.1"</p>	Unresolved
4.	Building Division	All structures that are required to be accessible per the 8th ed (2023) FBC, Florida Accessibility Code for Building Construction, shall show the accessible route from the required accessible parking spaces to the accessible entrance to the structure.	Info Only
5.	Building Division	In accordance with the 8th ed (2023) FBC, Florida Accessibility Code for Building Construction, at least one accessible route shall connect accessible buildings, facilities, elements, and spaces that are on the same site.	Info Only
6.	Building Division	The location of accessible parking spaces, loading zones, sidewalks, and exit ramps shall meet requirements of the 8th ed (2023) FBC, Florida Accessibility Code for Building Construction.	Info Only

7.	Building Division	All site lighting on Commercial parcels require a building permit prior to commencement of work. This is a standalone permit separate from all other required permits.	Info Only
8.	Building Division	Vertical construction will require a separate Building permit and will be reviewed for, and shall be designed and built in accordance with the 8th ed. Florida Building Code, Chapters 3, 4, 5, 6, 7 and 9, for 1) USE, 2) Height and area limitations, 3) Construction types and horizontal separation distances, 4) Building element protection and 5) Sprinkler and Alarm requirements and all other code requirements.	Info Only
9.	Comprehensive Planning	<p>Per 30.8.2.6 Site Design Requirements</p> <p>(a) Site Design Guidelines. The site should be organized to create an enhanced pedestrian realm and maximize pedestrian access. Buildings should be located close to sidewalks as stipulated by maximum setbacks and other design criteria...</p> <p>Please orient the building to be adjacent to the road frontage to comply with Comprehensive Plan Policy FLU 4.2.2 (F)(4) "...Any Planned Development shall meet or exceed the performance of Mixed-Use Corridor Development zoning district with respect to creation of a walkable environment. Alternatively, the Development Services Director has determined the pond side of the property may be used for frontage, In this case, the main building facade would face the pond band the sidewalk would need to connect to the sidewalk on 17-92.</p>	Unresolved
10.	Comprehensive Planning	<p>Since the development must achieve a walkable design per the Comprehensive Plan, please adjust the setbacks to the following:</p> <p>Along Wells Ave and Division St: Minimum setback measured from back of curb: 17 feet. Maximum setback measured from back of curb: 25 feet.</p> <p>HOWEVER: Per 30.8.2.5 (d)(2): Where the distance between the property line and the curb is greater than the maximum setback, the maximum setback shall be two (2) feet from the property line. All setbacks are subject to the requirement that no structure shall encroach onto the public right-of-way, nor shall any structure encroach into any utility easement without approval by the County.</p> <p>Alternatively, the Development Services Director has determined the pond side of the property may be used for frontage, In this case, the main building faade would face the pond band the sidewalk would need to connect to the sidewalk on 17-92.</p>	Unresolved
11.	Comprehensive Planning	The primary faade of the building must be located between the minimum setback and maximum setback. However, access to the building may also be provided from the side facing the rear/ parking area.	Unresolved

		<p>This is required because the Comprehensive Plan requires PD's in the MXD FLU to meet or exceed the performance of Mixed-Use Corridor Development zoning district with respect to creation of a walkable environment.</p> <p>Alternatively, the Development Services Director has determined the pond side of the property may be used for frontage. In this case, the main building faade would face the pond band the sidewalk would need to connect to the sidewalk on 17-92.</p>	
12.	Comprehensive Planning	Add a note that bicycle and motorcycle parking shall be provided consistent with Table 11.7A. This is required because the Comprehensive Plan requires PD's in the MXD FLU to meet or exceed the performance of Mixed-Use Corridor Development zoning district with respect to creation of a walkable environment	Unresolved
13.	Comprehensive Planning	The MXD FLU allows new single use non-residential developments, including commercial, office, hotel, service, and very light industrial, on sites containing fewer than six acres. The proposed uses of office, retail, and warehouse are permitted in this FLU.	Info Only
14.	Comprehensive Planning	Please state the Future Land Use Designation as Mixed-Use Development (MXD) in the "development Information" table of the mater development plan.	Unresolved
15.	Natural Resources	Trees less than six (6) inches DBH and palm trees are exempt from arbor regulations. SCLDC 60.4(h)	Info Only
16.	Natural Resources	Canopy trees used for replacement shall be a minimum of ten (10) feet in height and have a caliper no less than three (3) inches. SCLDC 60.9(d)(3)	Info Only
17.	Natural Resources	Understory trees shall not make up more than twenty-five (25) percent of the total number of trees planted to meet the required replacement for the site. Understory trees used for replacement shall be a minimum of four (4) feet in height and have a caliper no less than one and a half inches. SCLDC 60.9(d)(4)	Info Only
18.	Natural Resources	Palm trees listed in the recommended stock may be used as replacement trees with the following ratio: one (1) inch of palm caliper = 0.33 inches of canopy or understory tree. Palm trees may not account for more than twenty (20) percent of the required replacement trees. SCLDC 60.9(d)(5)	Info Only
19.	Natural Resources	For Planned Development rezone requests: Please demonstrate how the development proposes to meet or exceed the arbor, tree preservation, and tree planting requirements of this Code on a project-wide basis. SCLDC 30.8.5.3(c)	Unresolved
20.	Planning and Development	Please provide max building height in the site data table.	Unresolved
21.	Planning and Development	Please delineate approximate floodplain lines.	Unresolved
22.	Planning and Development	This parcel is located within the "Urban Core". Please state the net buildable acreage in the Site Data Table in accordance with the following definition: The total number of acres within the boundary of a development, excluding natural lakes and wetlands or flood prone areas.	Unresolved

23.	Planning and Development	Please add a note to the MDP stating "Bicycle parking will be provided in accordance with SCLDC Sec. 30.11.7.1." https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT11PALORE_S30.11.7MIDEST	Unresolved
24.	Planning and Development	On the PD Plan, under the development information, please provide the off-street parking requirements for office/retail and warehouse uses. Per the SCLDC Sec. 30.11.3 (b) - Developments containing more than one use shall provide parking and loading spaces in an amount equal to the total of the requirements for all uses. Please provide the required and proposed off-street parking calculations for both retail/office and warehouse uses. Per Sec. 30.11.3 - Table 11.3-A: General Business / Retail / Office (including Shopping Centers): First 10,000 sq. ft.: 4 spaces / 1,000 sq. ft. and Above 10,000 sq. ft.: 3 spaces / 1,000 sq. ft. Warehouse: Manufacturing Concerns and Warehouses: 1 space / 2 employees (Sec. 30.11.3 (d) - Where referenced, "employees" refers to the total number of employees on the largest shift.) Plus 1 space / company vehicle	Unresolved
25.	Planning and Development	On the PD plan, please provide a scale for the vicinity map.	
26.	Planning and Development	Unit number 1 is duplicated on the plan. Please revise to Unit 3.	
27.	Planning and Development	Under the Development Information section of the PD Plan, please update the existing land use designation from 'Commercial' to 'Mixed Development' and revise the existing zoning classification from C-2 (General Commercial) to PD (Planned Development).	
28.	Planning and Development	On the PD Plan, please provide a north arrow and a scale.	
29.	Planning and Development	On the PD Plan, please provide a note that states, "The stormwater system shall be designed in compliance with Seminole County".	
30.	Planning and Development	On the PD Plan, please provide a note that states, "Sidewalks will be constructed in compliance with Seminole County."	
31.	Planning and Development	On the PD Plan, please provide a note that states, "The developer will provide an internal pedestrian circulation system giving access to all portions of the development."	
32.	Planning and Development	A community meeting in accordance with SCLDC Sec. 30.3.5. - Community meeting procedure is required. Staff recommends sending the flyer out prior to mailing in order to check that it is meeting code requirements. The list of neighboring properties can be obtained from the Property Appraiser's office. Please see the following link for more information- https://www.seminolecountyfl.gov/core/fileparse.php/3423/urlt/Community-Meeting-Procedure.pdf	Unresolved

33.	Planning and Development	Please add an additional hyphen after the first two digits of the parcel ID within the Site Data table. Should read "18-21-30-515-0B00-0060"	Unresolved
34.	Planning and Development	Please add a note to the MDP stating "Project signage will comply with the Seminole County Land Development Code and will require a separate permit."	Unresolved
35.	Planning and Development	Please add a note to the MDP stating "Dumpster enclosure will meet Seminole County Land Development Code Section 30.1233 and will require a separate permit."	Unresolved
36.	Planning and Development	Please add a note to the MDP stating "Any outside storage of parts, supplies or materials shall be permitted only in an enclosed or fenced area."	Unresolved
37.	Planning and Development	<p>Please provide a narrative addressing the following:</p> <p>(1) How the proposed development addresses the goals of the Comprehensive Plan.</p> <p>(2) Why the proposed development cannot be achieved under an existing conventional or special zoning district.</p> <p>(3) How the proposed development provides an innovative approach to land development.</p> <p>(4) A description of benefits to the County that cannot be achieved under the existing provisions of this Code. (</p> <p>5) Two or more of the Greater Benefit criteria as referenced in SCLDC Sec. 30.8.5.3 (b)</p> <p>https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT8_SPZODI_S30.8.5PDPLDE</p>	Unresolved
38.	Planning and Development	<p>Please revise the "Statement of Intended Uses" on the PD Plan to clearly reflect Permitted Uses. This is a Planned Development (PD), the Applicant is required to state all proposed uses for the subject site. The current building layout indicates uses including retail/office and warehouse; however, the Statement of Intended Uses references only commercial retail and showroom, and does not mention the warehouse uses.</p> <p>To ensure consistency and clarity, please update the PD Plan to provide a comprehensive and consistent list of all Permitted Uses across both the narrative, and site layout documentation.</p> <p>Please further clarify the permitted uses proposed on the Master Development Plan. Please also phrase this as "Permitted Uses" and list all permitted uses in this PD.</p>	Unresolved
39.	Planning and Development	Please provide a boundary survey of the subject site along with a legal description in a separate pdf document.	Unresolved
40.	Planning and Development	<p>Please be aware:</p> <p>Stormwater retention ponds may be counted toward the minimum required open space area subject to the following criteria:</p> <p>(1)The pond shall be sodded or dressed with equivalent ground cover; and</p> <p>(2)The pond shall be accessible to all employees and visitors and shall be landscaped and configured in a manner that results in a visual amenity for the site and shall include</p>	Unresolved

		<p>aesthetic features or amenities such as benches and/or picnic tables.</p> <p>(3)For wet ponds, if reclaimed water is unavailable, then the pond shall be designed to be utilized for landscape irrigation.</p> <p>(4)For wet ponds, littoral zones of ponds shall be vegetated with emergent native vegetation to the maximum extent possible, provided that maintenance of the pond is not impeded. Plans shall be reviewed and approved by the Natural Resource Officer or designee.</p>	
41.	Public Safety - Fire Marshal	Type of use and size of building may require fire sprinklers and fire alarms.	Info Only
42.	Public Safety - Fire Marshal	Adequate water supply with fire flow calculations for fire protection (hydrants) shall be provided per section 18.3 and 18.4 of NFPA 1.	Info Only
43.	Public Safety - Fire Marshal	Fire department access road shall have an unobstructed width of not less than 20 ft in accordance with the specifications of NFPA 1, Section 18.2.3.5.1.1	Info Only
44.	Public Safety - Fire Marshal	"All the following items shall be acknowledged and added to the site plan sheets as note: 1.Fire department access roads provided at the start of a project and shall be maintained throughout construction. (NFPA 1, 16.1.4). 2.A second entrance/exit might be required per AHJ if the response time for emergency is exceeded per NFPA 1, Section 18.2.3.3 Multiple Access Roads. 3.A water supply for fire protection, either temporary or permanent, shall be made available as soon as combustible material accumulates. This applies to both commercial and residential developments. (NFPA 1, 16.4.3.1). 4.Where underground water mains and hydrants are to be provided, they shall be installed, completed, and in service prior to construction work. (NFPA 1, 16.4.3.1.3). 5.Fire flow testing shall be performed in accordance with NFPA 291, recommended practice for fire flow testing. 6.A 36 in. clear space shall be maintained around the circumference of fire hydrants and a clear space of not less than 60 in. (1524 mm) shall be provided in front of each hydrant connection having a diameter greater than 2 1/2 in. NFPA 1, 18.5.7. 7.Hydrant shall be marked with a blue reflector in the roadway in accordance with NFPA 1, chapter 18.5.10. 8.Access to gated Subdivisions or Developments shall provide Fire Department access through an approved SOS and Seminole County Knox Key Switch. NFPA 1, 18.2.2.2"	Info Only
45.	Public Safety - Fire Marshal	Include turning radius analysis with plans. * Turning radius analysis based on aerial truck Specifications. (Section 18.2.3.4.3. NFPA 1) Fire Truck Parameters: Pierce Arrow XT Chassis Aerial Platform 100 Inside Cramp Angle: 40 Degrees Axle Track: 82.92 inches Wheel Offset: 4.68 inches Tread Width: 16.3 inches Chassis Overhang: 78 inches Additional Bumper Depth: 26 inches Front Overhang: 137.6 inches Wheelbase: 266 inches Overall length: 576 inches Calculated Turning Radius: Inside Turn: 25 ft. 4 in. Curb to Curb: 41 ft. 1 in. Wall to Wall: 48 ft. 1 in. Overall length: 48 ft	Info Only
46.	Public Safety - Fire Marshal	Dead end fire department access roads in excess of 150 ft in length shall be provided with approved provisions for the fire apparatus to turn around per section 18.2.3.5.4 of NFPA 1	Info Only

47.	Public Works - County Surveyor	change the plan to only work within the area that the plat dimensions, unless you want to provide a survey of the whole block showing how the lots are prorated.	Unresolved
48.	Public Works - Engineering	Add a note to the PD Rezone stating that the site plan will meet Seminole County and SJRWMD requirements.	Unresolved
49.	Public Works - Engineering	Staff has concerns with the drainage of the site. Currently there does not appear to be a defined outfall from the site. The site may be required to hold the entire 25-year storm event onsite without discharge. There are also some other requirements that do not seem to be met with this plan. 10' berms, etc. At final engineering these will need to be addressed fully. The outfall will also need to be addressed fully. Approval of the general layout does not mean that the design is approved as is. Changes may be needed to make the system meet County requirements.	Info Only

AGENCY/DEPARTMENT REVIEWER CONTACT AND STATUS

This section shows the reviewers of this project from the various County agencies.

Department	Reviewer	Email	Contact	Status
Buffers and CPTED	Kaitlyn Apgar	kapgar@seminolecountyfl.gov	407-665-7377	Corrections Required
Building Division	Jay Hamm	jhamm@seminolecountyfl.gov	407-665-7468	Review Complete Recommend Approval
Comprehensive Planning	Maya Athanas	mathanas@seminolecountyfl.gov	407-665-7388	Corrections Required
Environmental - Impact Analysis	Becky Noggle	bnoggle@seminolecountyfl.gov	407-665-2143	No Review Required
Environmental Services	James Van Alstine	jvanalstine@seminolecountyfl.gov	407-665-2014	Review Complete Recommend Approval
Natural Resources	Sarah Harttung	sharttung@seminolecountyfl.gov	407-665-7391	Corrections Required
Planning and Development	Kaitlyn Apgar	kapgar@seminolecountyfl.gov	407-665-7377	Corrections Required
Public Safety - Fire Marshal	Matthew Maywald	mmaywald@seminolecountyfl.gov	407-665-5177	Approved
Public Works - Engineering	Jim Potter	jpotter@seminolecountyfl.gov	407-665-5764	Corrections Required
Public Works - Impact Analysis	William Wharton	wwharton@seminolecountyfl.gov	407-665-5730	No Review Required
Public Works- County Surveyor	Raymond Phillips	rphillips@seminolecountyfl.gov	407-665-5647	Corrections Required

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

☒ 1st RESUBMITTAL

DATE	RESUBMITTAL FEE DUE	ROUTE TO THESE STAFF MEMBERS FOR FURTHER REVIEW:
5/22/2025	The application fee allows for the initial submittal plus two resubmittals. <i>Note: No resubmittal fee for small site plan</i>	Kaitlyn Apgar, Maya Athanas, Sarah Harttung, Jim Potter, Raymond Phillips
<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>Major Review (3+ reviewers remaining) – 50% of original application fee</p> <p>Minor Review (1-2 reviewers remaining) – 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>		

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/urlit/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

