

Document date:

SEMINOLE COUNTY GOVERNMENT

1101 EAST FIRST STREET, WEST WING
SANFORD, FLORIDA 32771

Comment Document – Initial Submittal

PROJECT NAME:	CSC PROPERTIES - SPECIAL EXCEPTION	PROJ #: 26-32000003
APPLICATION FOR:	SPECIAL EXCEPTION - OTHER	
APPLICATION DATE:	4/20/26	
RELATED NAMES:	BS2026-02	
PROJECT MANAGER:	CHAD HARVEY (407) 665-7341	
PARCEL ID NO.:	18-21-30-515-0D00-0010	
PROJECT DESCRIPTION	PROPOSED SPECIAL EXCEPTION FOR AUTOMOTIVE REPAIR SHOP ON 0.34 ACRES IN THE C-2 ZONING DISTRICT LOCATED ON THE SOUTHWEST CORNER OF U US HWY 17-92 AND PRAIRIE LAKE DR	
BCC DISTRICT	4-Amy Lockhart	
CURRENT ZONING	C-2	
LOCATION	ON THE SOUTHWEST CORNER OF S US HWY 17-92 AND PRAIRIE LAKE DR	
APPLICANT:	CONSULTANT:	
JOHN BALDWIN 2601 WELLS AVE FERN PARK FL 32730 (407) 257-9235 [REDACTED]	JIM HALL HDSI 1302 OSPREY AVE ORLANDO FL 32803 (407) 257-9235 [REDACTED]	

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.

PROTECT YOURSELF FROM FRAUDULENT INVOICES

Seminole County has received reports of fraudulent invoices targeting applicants in the Planning, Building Permitting, and Development Review processes. These invoices may appear professional and may use the County's logo, address, or terminology. However, they are not legitimate County communications. Seminole County never requests wire transfer payments for Planning or Building Permitting fees. All official fee invoices are issues through County online payment systems and can be verified by contacting the Development Services Department.

If you receive any invoice or payment request that appears suspicious or unfamiliar, contact the Planning Department at (407) 665-7371 or the Building Department at (407) 665-7050 prior to making any payment.

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.	REVIEWED BY	TYPE	STATUS
1.	Public Safety - Fire Marshal Matthew Maywald	Comment Type of use and size of building may require fire sprinklers and fire alarms.	Info Only
2.	Public Safety - Fire Marshal Matthew Maywald	Comment 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
3.	Public Safety - Fire Marshal Matthew Maywald	Comment 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
4.	Public Safety - Fire Marshal Matthew Maywald	Comment Access to a door: Fire department access roads shall extend to within 50 FT of at least one exterior door that can be opened from the outside and that provides access to the interior of the building per Section 18.2.3.2.1 NFPA 1	Info Only
5.	Public Safety - Fire Marshal Matthew Maywald	Comment Hose Lay: Fire Department access roads shall be provided such that any portion of the facility or any portion of an exterior wall of the first floor of the building is located not more than 150 FT (450 FT if equipped with an AUTOMATIC FIRE SPRINKLER SYSTEM) from Fire Department access roads measured by an approved route around the exterior of the building or facility (Section 18.2.3.2.2 and 18.2.3.2.2.1 NFPA 1)	Info Only
6.	Building Division Daniel Losada	Comment - Separate demolition permits are required for the demolition of each existing structure.	Info Only
7.	Building Division Daniel Losada	Comment - Separate permits are required for each building and standalone structures. Example: each building, standalone structure, dumpster enclosure, signage, fence/ gate systems, access control, retaining walls, etc....	Info Only
8.	Building Division Daniel Losada	Comment - All aspects of construction must meet the minimum requirements of the current Edition of the Florida Building Code	Info Only
9.	Building Division Daniel Losada	Comment - Type of use and size of building may require fire sprinklers and fire alarms.	Info Only
10.	Building Division Daniel Losada	Comment - All site alterations and upgrades must comply with the Florida Accessibility Code.	Info Only

11.	Public Works - Engineering Jim Potter	Comment The site does not show any stormwater retention. The site will have to meet water quality minimum and show no additional discharge for the 25-year, 24-hour storm event. Please show the retention area or if underground retention is proposed show the general area and provide a note on the plan that underground retention will be provided.	Unresolved
12.	Public Works - Engineering Jim Potter	Comment There is some concern with potential queueing out into the public ROW. A preliminary traffic analysis needs to be provided to show that queueing will not be an issue.	Unresolved
13.	Public Works - Engineering Jim Potter	Comment The inbound and outbound Radii has to be 35'. Revise accordingly.	Unresolved
14.	Public Works - Engineering Jim Potter	Comment Please add a note on the plan that states that the final engineering plans will meet Seminole and SJRWMD requirements.	Unresolved
15.	Public Works - Impact Analysis Arturo Perez	Comment A Traffic Impact Study (TIS) is not required for this project based on the new net external trip generation anticipated for the site to generate less than 50 weekday peak hour trips based on the ITE Trip Generation Manual, 12th Edition.	Info Only
16.	Planning and Development Chad Harvey	Comment The narrative states that the existing structure is being demolished and the concept plan shows a proposed structure of 1,732 square feet. Please revise the narrative to match the concept plan showing a proposed structure of 1,732 square feet.	Unresolved
17.	Planning and Development Chad Harvey	Comment On the concept plan, please provide the hours of operation for the new proposed use, including days and times (i.e. Monday – Friday 8am – 8pm).	Unresolved
18.	Planning and Development Chad Harvey	Comment Please provide the proposed number of employees to be present.	Unresolved
19.	Planning and Development Chad Harvey	Comment On the concept plan under site data, please state the required setbacks for the C-2 zoning district.	Unresolved
20.	Planning and Development Chad Harvey	Comment On the concept plan, please state the parking size for each parking stall being provided.	Unresolved
21.	Planning and Development Chad Harvey	Comment On the concept plan under the site data table, please provide the existing zoning and the existing and proposed future land use on the site.	Unresolved
22.	Planning and Development Chad Harvey	Comment A Small-Scale Future Land Use Amendment (FLU) for this property converting the existing FLU from MXD to Commercial must be approved prior to this special exception request being approved.	Info Only

23.	Planning and Development Chad Harvey	Comment Please add the legal description of the property to the site plan and provide the legal description in word format as part of this application submittal.	Unresolved
24.	Planning and Development Chad Harvey	Comment Please add the linear dimensions of the site.	Unresolved
25.	Planning and Development Chad Harvey	Comment On the concept plan, please provide a site data table on the site plan showing the required and proposed: - Setbacks, - Building Height, and - Floor Area Ratio	Unresolved
26.	Planning and Development Chad Harvey	Comment Please demonstrate how the traffic queueing will be handled entering and exiting the site.	Unresolved
27.	Planning and Development Chad Harvey	Comment Please provide a general plan for the proposed landscaping.	Unresolved
28.	Planning and Development Chad Harvey	Comment The Applicant needs to explain how the proposed use meets the criteria for the Special Exception: <ul style="list-style-type: none"> (1) Is not detrimental to the character of the area or neighborhood or inconsistent with trends of development in the area; and (2) Does not have an unduly adverse effect on existing traffic patterns, movements and volumes; and (3) Is consistent with the County's comprehensive plan; and (4) Will not adversely affect the public interest; and (5) Meets any special exception criteria described in Additional Use Standards 	Unresolved
29.	Buffers and CPTED Chad Harvey	Comment On the concept plan, please add a note that states that the landscape buffers will be assessed at the time of site plan review.	Unresolved
30.	Buffers and CPTED Chad Harvey	Library Comment Parking lot landscaping will be required in accordance with SCLDC Sec. 30.14.13 at the time of site plan review.	Info Only
31.	Buffers and CPTED Chad Harvey	Library Comment Per Sec. 30.14.15. Screening: Mechanical equipment, refuse areas, and utilities visible from residential properties or public rights-of-way must be screened in accordance with this section at the time of site plan review.	Info Only
32.	Buffers and CPTED Chad Harvey	Comment All plant material proposed to be installed on a site to meet the requirements of the SCLDC shall be site appropriate and selected from the Approved Plant Species list set forth in Figure 14.1 of SCLDC Sec. 30.14.18 or from Florida Friendly Landscaping Guide to Plant Selection & Landscape Design.	Info Only

33.	Planning and Development Chad Harvey	Comment On the concept plan under site data, please provide the total lot area of the site plan.	Unresolved
34.	Planning and Development Chad Harvey	Comment Community Meeting Procedures Section 30.3.5.3 • Prior to staff scheduling the required public hearings, the Applicant must conduct a community meeting in compliance with SCLDC Sec.30.3.5.3 – Community Meeting Procedure (Ordinance #2021-30). The community meeting shall be held at least twenty (20) calendar days prior to the scheduled public hearing or public meetings in a location accessible to the public, near the subject property, and in a facility that is ADA compliant. • Prior to scheduling a Community Meeting, please provide the project manager with a draft community meeting notification flyer to ensure the flyer meets the requirements of SCLDC Sec. 30.3.4.2(e) - Community Meeting Procedure, before mailing out the surrounding neighbors. After the Community Meeting has commenced the applicant will be required to upload or email the project manager the community meeting minutes, sign-in sheet, and addresses).	Unresolved
35.	Planning and Development Chad Harvey	Comment Sec. 30.3.4: Public Notice Procedure for Amendments to the Future Land Use Map, Zoning Map, Non-Residential Variances and Special Exceptions: Placards shall be a minimum of 24"x 36" in size. A minimum of two (2) placards shall be required per property or project. At the discretion of the Division Manager the number of placards on a property or project may be increased. Placards shall be posted at least fifteen (15) days prior to a scheduled public hearing; Placards shall state the time and place of the hearing and the nature of the matter to be discussed; Affidavit of proof of the required publication and placards posting shall be presented to staff prior to the public hearing by the applicant/petitioner/appellant and shall be made a part of the record of the proceeding.	Info Only
36.	Planning and Development Chad Harvey	Comment On the concept plan under the site data, please provide required and proposed off-street parking calculation for the use of General Business – First 10,000 sq ft – 4 spaces/1,000 sq. ft.	Unresolved
37.	Planning and Development Chad Harvey	Comment On the concept plan under site data, please provide what the proposed uses are going to be on site (i.e. oil change facility, etc.).	Unresolved

AGENCY/DEPARTMENT EFORM COMMENTS AND PROJECT STATUS

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

Department	Reviewer	Email	Contact	Status
Public Works - Engineering	Jim Potter	jpotter@seminolecountyfl.gov	407-665-5764	Corrections Required
Planning and Development	Chad Harvey	charvey02@seminolecountyfl.gov	407-665-7341	Corrections Required
Public Safety - Fire Marshal	Matthew Maywald	mmaywald@seminolecountyfl.gov	407-665-5177	Corrections Required
Natural Resources	Jim Potter	jpotter@seminolecountyfl.gov	407-665-5764	Corrections Required
Buffers and CPTED	Chad Harvey	charvey02@seminolecountyfl.gov	407-665-7341	Corrections Required
Building Division	Daniel Losada	dlosada@seminolecountyfl.gov	407-665-7468	Corrections Required

A Development Review Committee (DRC) meeting will NOT automatically be scheduled for your item; you must request it. Please review the comments below. If you determine that you would like to be scheduled for a 20 minute DRC meeting, please email your request to attend to devrevdesk@seminolecountyfl.gov or call (407) 665-7775 no later than noon on Friday, **Month ##, 2026, in order to place you on the Wednesday, **Month ##**, 2026 meeting agenda.**

The DRC Agenda can be found [HERE](#).

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

1st RESUBMITTAL

DATE	RESUBMITTAL FEE DUE	ROUTE TO THESE STAFF MEMBERS FOR FURTHER REVIEW:
5/28/2026	The application fee allows for the initial submittal plus two resubmittals. <i>Note: No resubmittal fee for Small Site Plans or Special Exceptions</i>	Chad, Daniel, Matthew Maywald, Jim and Arturo

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:

Major Review (3+ reviewers remaining) – 50% of original application fee

Minor Review (1-2 reviewers remaining) – 25% of original application fee

Summary of Fees: <http://www.seminolecountyfl.gov/departments-services/development-services/planning-development/fee-information/fee-summary.stml>

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	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.scpafll.org