

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

Comment Document – Initial Submittal

PROJECT NAME:	SANFORD COMMERCE CENTER - SSFLUA AND PD MAJOR AMENDMENT	PROJ #: 26-20500003
APPLICATION FOR:	PZ - PD	
APPLICATION DATE:	2/12/26	
RELATED NAMES:	02.26SS.01; Z2026-06	
PROJECT MANAGER:	ANNE SILLAWAY (407) 665-7936	
PARCEL ID NO.:	21-19-30-513-0000-0020	
PROJECT DESCRIPTION	PROPOSED SMALL SCALE FUTURE LAND USE AMENDMENT FROM COM TO IND AND PD MAJOR AMENDMENT FOR INDUSTRIAL USES LOCATED ON THE SOUTH SIDE OF ORANGE BLVD, WEST OF MONROE RD	
NO OF ACRES	17.22	
BCC DISTRICT	5: HERR	
LOCATION	ON THE SOUTH SIDE OF ORANGE BLVD, WEST OF MONROE RD	
SEWER UTILITY	SEMINOLE COUNTY UTILITIES	
WATER UTILITY	SEMINOLE COUNTY UTILITIES	
APPLICANT:	CONSULTANT:	
BRENT SPAIN THERIAQUE & SPAIN 1809 EDGEWATER DR ORLANDO FL 32804 (407) 347-5388	CADE THOMPSON ARCO DESIGN/BUILD 2100 S TYRON ST STE 205 CHARLOTTE NC 28203 (848) 246-6008	

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.	Buffers and CPTED Annie Sillaway	On the MDP under the site data, staff requests that the western portion of the site maintain a twenty-five (25) foot landscape buffer, with 2.70 plant groups per 100 feet using Plant Group E. This is intended to provide a substantial canopy tree buffer between the subject property and the existing residential neighborhood.	Unresolved
2.	Buffers and CPTED Annie Sillaway	Off-site trees do not count toward the landscape buffer requirements.	Info Only
3.	Building Division Daniel Losada	-Permitting Requirements for Future Proposed Construction or Demolition- - Standard building permit will apply - Each separate building and structure requires a separate permit. Example: Standalone building, structure, dumpster enclosures, fence/gate systems, signage, access control systems, pools, etc...	Info Only
4.	Comprehensive Planning Maya Athanas	Please clearly indicate on the MDP which portions of the site are IND and COM Future Land Use and indicate which portions are proposed to be amended.	Unresolved
5.	Comprehensive Planning Maya Athanas	Please submit the Attachment A worksheet and text section so staff may evaluate the proposed land use amendment. https://www.seminolecountyfl.gov/departments-services/development-services/planning-development/forms-applications-resources/rezoning-l-use-amendment-application	Unresolved
6.	Comprehensive Planning Maya Athanas	Please provide justification and analysis on how this project will be designed to create compatibility with adjacent residential.	Unresolved
7.	Comprehensive Planning Maya Athanas	Additional comments may be generated once information has been provided for staff to review.	Unresolved
8.	Environmental Services Maliha Rahman	Seminole County Utilities has no objection to the proposed rezone.	Info Only
9.	Environmental Services Maliha Rahman	This development is within Seminole County's potable water service area and is required to connect. The nearest connection point is an 8" PVC potable water	Info Only

		main stub out approximately 50 ft east of the existing partial driveway on parcel 21-19-30-513-0A00-0000.	
10.	Environmental Services Maliha Rahman	This development is within Seminole County's sanitary sewer service area and is required to connect. The nearest connection point is an 8" PVC gravity sewer main and manhole extending approximately 150 ft south of the existing partial driveway on parcel 21-19-30-513-0A00-0000.	Info Only
11.	Environmental Services Maliha Rahman	This development is within Seminole County's reclaim irrigation service area but since there are no reclaim water lines nearby, irrigation will be provided by this development's potable water system or by an alternative irrigation source such as an irrigation well.	Info Only
12.	Environmental Services Maliha Rahman	If you would like to see a utility GIS map of the area, please submit a request form by following the provided link: https://www.seminolecountyfl.gov/departments-services/utilities/utilities-engineering/utility-gis-information.stml . This page can also be navigated to from our official website via Departments and Services - > Utilities -> Utilities Engineering -> Utility GIS Information. Once there, there will be a bold CLICK HERE in blue near the center of the page. A request form will be sent out to our department inbox for review, and we'll get back to you with a response as soon as we can. This is for the purpose of tracking the release of sensitive utility GIS map information.	Info Only
13.	Planning and Development Annie Sillaway	On the MDP, please revise number 2 to state the proposed future land use and revise number 3 revise to state existing future land use.	Unresolved
14.	Planning and Development Annie Sillaway	On the MDP under the maximum building height staff would like to keep the previously approved building height to setbacks from the west property line: 100 feet for a 1-story, and 120 feet for 2-story buildings. Please provide these setbacks on the MDP under the site data.	Unresolved
15.	Planning and Development Annie Sillaway	On the MDP, please list the property owner, consultant, engineer, utility providers.	Unresolved
16.	Planning and Development Annie Sillaway	On the MDP, please provide the parcel number and legal description that are being included in the PD Major Amendment.	Unresolved
17.	Planning and Development Annie Sillaway	On the MDP, state the Zoning and Future Land Use of the adjacent properties.	Unresolved
18.	Planning and Development Annie Sillaway	Please provide a separate document demonstrating how this proposed Planned Development meets the review criteria. Sec. 30.8.5.3 Review criteria. (a) Comprehensive Plan	Unresolved

		<p>Consistency. In approving a planned development, the Board of County Commissioners shall affirm that the proposed development is consistent with the Comprehensive Plan, and effectively implements any performance criteria that the Plan may provide. (b) Greater Benefit and Innovation Criteria. In addition, PD zoning may be approved only when the Board determines that the proposed development cannot be reasonably implemented through existing provisions of this Code, and that a PD would result in greater benefits to the County than development under conventional zoning district regulations. Such greater benefits must include two or more of the following:</p> <ol style="list-style-type: none">(1) Natural resource preservation.(2) Crime Prevention (CPTED).(3) Neighborhood/community amenities.(4) Provision of affordable or workforce housing.(5) Reduction in vehicle miles traveled per household.(6) Transit-oriented development.(7) Provision of new multimodal connectivity.(8) Innovation in water or energy conservation.(9) Innovative development types not currently provided within the County but consistent with the goals of the Comprehensive Plan. <p>(c) In addition, any proposed development under the PD ordinance must address the following goals:</p> <ol style="list-style-type: none">(1) Meet or exceed the arbor, tree preservation, and tree planting requirements of this Code on a project-wide basis.(2) Minimize transportation impacts through design elements, which may include but are not limited to: multimodal connectivity; electric vehicle charging; infrastructure of pedestrian or bicycle infrastructure exceeding the minimum standards; shared transportation parking or devices; pedestrian-oriented architectural design; accommodation or neighborhood electric vehicles; transportation demand management; or permitting complementary uses. <p>(d) The PD application shall include a narrative addressing the following:</p> <ol style="list-style-type: none">(1) How the proposed development addresses the goals of the Comprehensive Plan.(2) Why the proposed development cannot be achieved under an existing conventional or special zoning district.(3) How the proposed development provides an innovative approach to land development.(4) A description of benefits to the County that cannot be achieved under the existing provisions of this Code.	
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19.	Planning and Development Annie Sillaway	On the MDP under the site data, please state the proposed zoning.	Unresolved
20.	Planning and Development Annie Sillaway	On the MDP under the site data, state the minimum open space of twenty-five (25) percent.	Unresolved
21.	Planning and Development Annie Sillaway	On the MDP, please provide a traffic impact and water and sewer impact tables.	Unresolved
22.	Planning and Development Annie Sillaway	Any variation from the code requirements must have written justification. Please address them in a separate narrative and on the plan sheet, if applicable.	Unresolved
23.	Planning and Development Annie Sillaway	On the MDP, please provide a note that state the off-street parking requirements will meet the SCLDC under Sec. 30.11.3.	Unresolved
24.	Planning and Development Annie Sillaway	On the MDP, please provide a note that state the water and sewer provider and that the utility lines will be designed to meet Seminole County requirements.	Unresolved
25.	Planning and Development Annie Sillaway	On the MDP, please provide these notes: - Utility easements dedicated to Seminole County shall be provided over all water and sewer mains located outside the public right of way. - All project signage shall comply with the Seminole County Land Development Code. -State how many phases are being proposed: Project will be constructed in _____ phase. - Outdoor lighting will comply with Seminole County Land Development Code, and outdoor lighting adjacent to the west property line will be limited to decorative lighting affixed to the front facades of buildings.	Unresolved
26.	Planning and Development Annie Sillaway	PLANNED DEVELOPMENT PROCESS 1st step- Approval of the PD (Planned Development) Rezone, which includes the Master Development Plan (MDP) and the Development Order. This process requires a public hearing before the Planning and Zoning (P&Z) Commission, followed by a public hearing before the Board of County Commissioners (BCC). The timeline may range between 4 to 6 months, depending on staff review timelines and Board agenda scheduling deadlines. (Per Sec. 30.8.5.6 (a) - the Applicant has 5 years from the date of approval of the Master Development Plan to submit for an FDP).	Info Only

		2nd step- Approval of the Final Development Plan (FDP) as an Engineered Site Plan and Developer's Commitment Agreement which is approved administratively. (Per Sec. 30.8.5.9 – If Substantial Development has not occurred within 8 years of approval of the Master Development Plan, the entitlements expire, and a rezone shall be required).	
27.	Planning and Development Annie Sillaway	<p>A PD Major Amendment requires the Applicant to conduct a community meeting. Community Meeting Procedures Section 30.3.5.3</p> <ul style="list-style-type: none"> • 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
28.	Planning and Development Annie Sillaway	Please provide a clear narrative explaining the purpose of the PD Major Amendment and the Small-Scale Future Land Use change.	Unresolved
29.	Planning and Development Annie Sillaway	On the MDP, there is a proposed billboard at the southwest portion of the site, which has a recorded billboard agreement. Please revise the language to state the ORB and Page number of the Voluntary Outdoor Advertising Sign Agreement.	Unresolved
30.	Planning and Development Annie Sillaway	<p>Based on the proposed MDP, staff is proposing the following permitted and prohibited uses:</p> <p>Permitted Uses in C-1, C-2, C-3, M-1A.</p> <p>In an effort to protect existing residential neighborhood to the western portion of the site, the following uses are:</p> <p>Prohibited Uses: Car Wash, Convenience Store, Commercial Kennels, Self-Service Laundry, automobile wrecking lots, bottling and distribution plants,</p>	Unresolved

		incineration of organic materials, Junk and Recycling Yards, Laundry and Dry Cleaning Plants, Lithography and Publishing Plants, Machine Shops, Soap Manufacturing, Feed Mill Manufacturing, Fertilizer manufacturing, Concrete Block plants, and redi-mix concrete plants, animal processing, water based and/or epoxy-based coatings, adhesives, sealants and paints, Sawmill, Wholesale storage of flammable liquids or gases, Testing of materials, equipment, and products, Trade Shops (including upholstery, metal), Sanitary landfill, solid waste transfer, storage and recovery station, truck terminal, Retail Plant Nursery, Landscape contractor accessory to wholesale nursery or tree farm, Alcohol Establishment, Drive-In Theater, Outdoor recreation and amusement uses, intensive, Flea Market, adult entertainment, multi-family. Please revise these uses on the Master Development Plan.	
31.	Planning and Development Annie Sillaway	On the MDP, please state the minimum parking stall size for the subject property.	Unresolved
32.	Planning and Development Annie Sillaway	Due to the subject property's proximity to an existing residential neighborhood, provide the following hours of operation, 7:00 a.m. to 9:00 p.m. under the site data.	Unresolved
33.	Planning and Development Annie Sillaway	Number 4 under the site data, please revise to state what the proposed use is intended to be developed on site.	Unresolved
34.	Planning and Development Annie Sillaway	The Applicant proposes, through the MDP, to vacate only a portion of the seventy (70) foot access, drainage, and utility easement on Lot 2. However, the Applicant must complete a separate vacation application process, which requires approval by the Board of County Commissioners. The vacation process may run concurrently with the FLU Amendment and PD Major Amendment. The Applicant can obtain the vacate application through this link: https://www.seminolecountyfl.gov/docs/default-source/pdf/vacate-12-2024.pdf?sfvrsn=c80f545f_3	Unresolved
35.	Public Safety - Fire Marshal Matthew Maywald	Type of use and size of building may require fire sprinklers and fire alarms.	Info Only
36.	Public Safety - Fire Marshal Matthew Maywald	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
37.	Public Safety - Fire Marshal Matthew	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

	Maywald		
38.	Public Safety - Fire Marshal Matthew Maywald	<p>"All the following items shall be acknowledged and added to the site plan sheets as note:</p> <ol style="list-style-type: none"> 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
39.	Public Works - County Surveyor Raymond Phillips	My problem with the boundary survey is that it doesn't hold the original monumentation of the plat, which is required. The surveyor should hold the southwest prm of Lot 2 unless they can show original monumentation for the adjacent subdivision being different. Now. does that affect the rezoning, no because the description will still be Lot 2 of the plat, but if further work is done such as replatting Lot 2 into more lot then there would be more comments.	Info Only
40.	Public Works - Engineering Jim Potter	No specific issues noted for drainage with the SSFLUA AND PD MAJOR AMENDMENT. Please note that if at final engineering there is additional impervious the existing retention may have to be expanded.	Info Only
41.	Public Works - Engineering Jim Potter	No specific issues noted for traffic with the SSFLUA AND PD MAJOR AMENDMENT. Please note that at final engineering the traffic will have to be evaluated.	Info Only
42.	Public Works -	A Traffic Impact Study (TIS) may be required for this	Info Only

	Impact Analysis Arturo Perez	project based on the new net external trip generation anticipated for the site, to generate more than 50 weekday peak hour trips based on the ITE Trip Generation Manual, 11th or 12th Edition. The TIS is to be prepared in accordance with the County's TIS Requirements for Concurrency guidelines. *** VERY IMPORTANT***: A Methodology document for the TIS must be submitted in ePlan for review and approval prior to submittal of the TIS itself. Contact Mr. Arturo Perez, P.E. for requirements at (407) 665-5716 or via email to aperez07@seminolecountyfl.gov .	
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AGENCY/DEPARTMENT EFORM COMMENTS AND PROJECT STATUS

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

DEPARTMENT	STATUS	REVIEWER
Public Safety - Addressing	No Review Required	Lily Kay 407-665-5045 lkay@seminolecountyfl.gov
Buffers and CPTED	Corrections Required	Annie Sillaway 407-665-7936 asillaway@seminolecountyfl.gov
Natural Resources	Review Complete Recommend Approval	Sarah Harttung 407-665-7391 sharttung@seminolecountyfl.gov
Public Works - County Surveyor	Approved	Raymond Phillips 407-665-5647 rphillips@seminolecountyfl.gov
Planning and Development	Corrections Required	Annie Sillaway 407-665-7936 asillaway@seminolecountyfl.gov
Public Works - Impact Analysis	No Review Required	Arturo Perez 407-665-5716 aperez07@seminolecountyfl.gov
Public Safety - Fire Marshal	Approved	Matthew Maywald 407-665-5177 mmaywald@seminolecountyfl.gov
Comprehensive Planning	Corrections Required	Maya Athanas 407-665-7388 mathanas@seminolecountyfl.gov
Environmental Services	Approved	Maliha Rahman 407-665-2033 mrahman@seminolecountyfl.gov
Environmental - Impact Analysis	No Review Required	Becky Noggle 407-665-2143 bnoggle@seminolecountyfl.gov
Public Works - Engineering	Review Complete Recommend Approval	Jim Potter 407-665-5764 jpotter@seminolecountyfl.gov
Building Division	Approved	Daniel Losada 407-665-7468 dlosada@seminolecountyfl.gov

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

1st RESUBMITTAL

DATE	RESUBMITTAL FEE DUE	ROUTE TO THESE STAFF MEMBERS FOR FURTHER REVIEW:
4/9/2026	The application fee allows for the initial submittal plus two resubmittals. <i>Note: No resubmittal fee for Small Site Plans or Special Exceptions</i>	Annie, Maya
<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/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