

SEMINOLE COUNTY GOVERNMENT

1101 EAST FIRST STREET, WEST WING
SANFORD, FLORIDA 32771

PROJECT NAME:	125 MONROE RD - PRE-APPLICATION	PROJ #: 26-8000048
APPLICATION FOR:	DR - PRE-APPLICATION DRC	
APPLICATION DATE:	4/22/26	
RELATED NAMES:	EP JYOTHY VENUGOPAL	
PROJECT MANAGER:	HILARY PADIN (407) 665-7331	
PARCEL ID NO.:	28-19-30-503-0000-0110	
PROJECT DESCRIPTION	PROPOSED SPECIAL EXCEPTION FOR GROCERY STORE AND SMOKE SHOP ON 0.26 ACRES IN THE C-1 ZONING DISTRICT LOCATED ON THE NORTHEAST CORNER OF MONROE RD AND W 1ST ST	
NO OF ACRES	0.26	
BCC DISTRICT	5-HERR	
CURRENT ZONING	C-1	
LOCATION	ON THE NORTHEAST CORNER OF MONROE RD AND W 1ST ST	
FUTURE LAND USE	HIPTI	
SEWER UTILITY	CITY OF SANFORD	
WATER UTILITY	SEMINOLE COUNTY UTILITIES	
APPLICANT:	CONSULTANT:	
JYOTHY VENUGOPAL 1708 OLAMARSH CT SANFORD FL 32771 (321) 578-0900	N/A	

Please be advised, these comments are intended to assist you in finding information that will enable you to prepare for your plan review. They are not intended to replace or exempt you from the applicable Codes and Ordinances as they pertain to your project. These comments are informational only and do not grant any approvals. Also be advised, from time-to-time Codes and Ordinances are amended and the comments provided only reflect the regulations in effect at the time of review.

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.

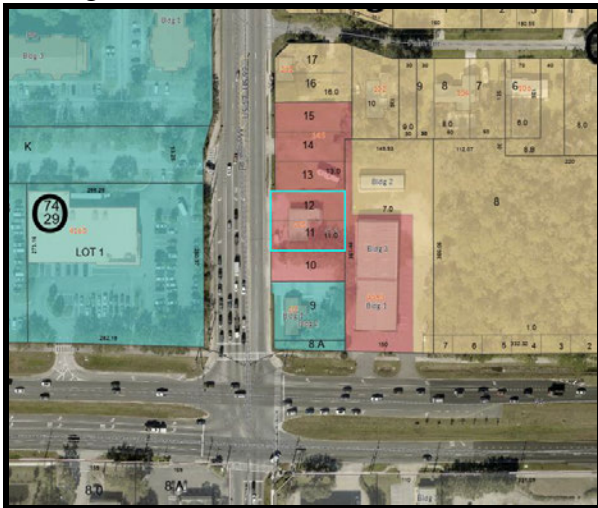
If you receive any invoice or payment request that appears suspicious or unfamiliar, contact the Planning Department at (407) 665-7371 or the Building Department at (407) 665-7050 prior to making any payment.

PROJECT MANAGER COMMENTS

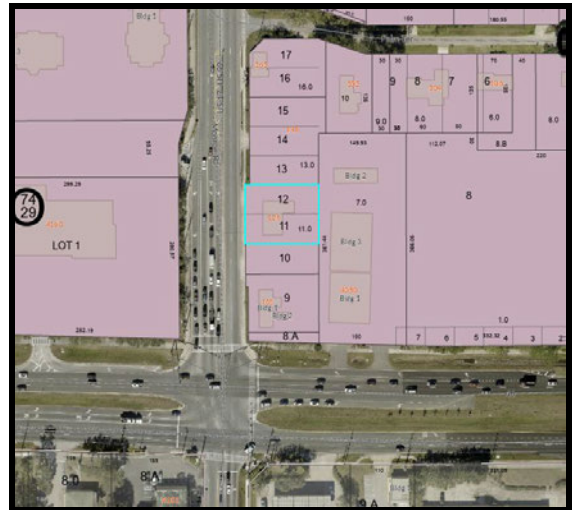
- The subject property has a Future Land Use designation of Higher Intensity Planned Development Target Industry and is in the C-1 (Retail Commercial) zoning district.
- The property's Future Land Use is designated as Higher Intensity Planned Development - Target Industry, and it is located within the North I-4 High Industry and Urban Center & Corridor Overlay. Since the site falls within the Urban Center & Corridor Overlay, uses such as a grocery store and smoke shop are not permitted.

PROJECT AREA ZONING AND AERIAL MAPS

Zoning



Future Land Use



Aerial



AGENCY/DEPARTMENT COMMENTS

#	REVIEWED BY	TYPE
1	Buffers and CPTED	Buffer information can be found here: https://www.municode.com/library/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT67LASCBU
2	Buffers and CPTED	A full buffer review will be done at time of Site Plan. Upon submittal of plans, to calculate the required buffers please provide: 1. Floor Area Ratio (FAR) 2. Height (feet) 3. Hours of Operation
3	Buffers and CPTED	Please refer to the SCLDC sections 30.14.5 and 30.14.3.1 on opacity and plant groups.
4	Buffers and CPTED	Parking lot landscaping will be required in accordance with SCLDC Sec. 30.14.13.
5	Buffers and CPTED	The buffer is calculated based on project intensity versus surrounding property (or roadway, as applicable) intensity. The subject property will be assigned a Land Use Intensity (LUI) rating based on proposed density/intensity. The adjacent properties will be estimated per guidelines in the code (vacant vs developed). See the link below for calculating LUI. Section 30.14.6: https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT14LASCBUOPSP_S30.14.6DELAUSCLIN
6	Buffers and CPTED	100 percent of landscaped areas are required to be irrigated. See the following link for requirements: https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT14LASCBUOPSP_S30.14.18LAPLIRPLSURE
7	Buffers and CPTED	Off-site trees do not count toward the landscape buffer requirements.
8	Buffers and CPTED	Required buffers shall not contain parking, including vehicle overhang areas in adjacent parking spaces. Driveways and other vehicular maneuvering areas shall not be permitted in a buffer, except that access points to adjacent roads may cross a buffer with minimum possible interference with the buffering function, as determined by the Development Services Director. SCLDC Section 30.14.4

9	Buffers and CPTED	<p>Per SCLDC Section 30.14.15, all solid waste containers, except approved recycling containers, shall be enclosed on at least three (3) sides with a six (6) foot screen. The screen shall consist of a brick or masonry wall, or other durable, low-maintenance material consistent with the finish of the primary building, as approved by the Development Services Director. Masonry walls shall have a finished surface on the exterior side. Refuse container enclosures shall have gates with spring-loaded hinges or the equivalent, and fasteners to keep them closed at all times except during refuse pick-up. The Development Services Director may require that a hedge or similar landscaping material surround the enclosure walls. The container and enclosure shall be oriented so that the opening faces away 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 or required landscape buffer. 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 based on compatibility with adjacent properties to limit noise.</p>
10	Building Division	<p>- To address the questions noted on your application from the Building Department side, please see the comments below. Other departments may provide additional requirements.</p> <ol style="list-style-type: none"> 1) An Indian grocery store is allowed by code. *See other departments for additional restrictions or requirements. 2) The mentioned occupancies are similar according to the FBC. If one side of the building is separated from the other by a wall without an opening, parts of the building will need to be brought up to code. 3) If this is the original permitted construction, the building would be regulated under the Florida Existing Building Code. Under the 2023 Florida Building Code Existing Building, the triggers for accessibility upgrades are: <ul style="list-style-type: none"> - A change of occupancy classification - A change of use - Alterations requiring permits - Additions... 4) Adding a drive-thru requires a permit and may trigger bringing other parts of the building/site into compliance with the current Florida Building Code. 5) Adding parking spaces will trigger bringing the site up to code. The site must meet all requirements of the Florida Accessibility Code. 6) Other departments may have additional restrictions or requirements. Please follow up with them for any further comments.
11	Building Division	<p>- Type of use and size of building may require fire sprinklers and fire alarms.</p>
12	Building Division	<p>-Permitting Requirements for Future Proposed Construction or Demolition- - 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....</p>

13	Building Division	- All alterations will require an approved building permit prior to commencing work.
14	Building Division	- All site alterations and upgrades must comply with the Florida Accessibility Code.
15	Comprehensive Planning	For Target Industry Uses, please note Policy FLU 7.3.3 Target Industries: The Board of County Commissioners shall define Target Industries and the specific businesses offering high wage jobs by adopting specific recruitment and retention guidelines. A catalogue listing the specific companies that fit the profile of targeted Industries shall be continually maintained (see Exhibit FLU: Target Industry Uses). Based on this, the proposed uses of smoke shop and grocery store are not consistent with the Target Industry Uses required for HIPTI as outlined in Policy FLU 7.3.3 Target Industries and in Future Land Use Exhibit 36.
16	Comprehensive Planning	Site has a Future Land Use of HIPTI (High Intensity Planned Development - Target Industry).
17	Comprehensive Planning	Per Policy FLU 4.5.1 Higher Intensity Planned Development (HIP) General Uses and Intensities: Performance Standards and Allowable Uses: The County shall apply Performance standards through the Planned Development rezoning process to implement this Policy and its requirement that HIP development will be undertaken consistent with standards that protect the character of surrounding neighborhoods while encouraging the development of employment-based uses. Such standards address, but are not limited to, the following criteria in the Higher Intensity Planned Development future land use designation: building setbacks or build-to lines, buffers, landscaping, building heights and step-backs, access, parking, lighting, signage, and hours of operation. Buffering standards will be required in Development Orders based on the intensity of the proposed new or redevelopment use versus the intensity of the existing use to be protected, and may include those detailed in the Bufferyards provisions of the Seminole County Land Development Code, or unique landscaping and buffering standards addressing specific characteristics of surrounding neighborhoods, in order to ensure compatibility with adjacent land uses.
18	Comprehensive Planning	Per Future Land Use Element, Exhibit 9: Seminole County Future Land Use Designations and Allowable Zoning Classification for HIPTI, the DU/AC is 50; the minimum is 20 DU/AC when abutting residential density. The FAR (floor area ratio) abutting single-family residence area is 0.35 and the FAR all other areas is 1.5.
19	Comprehensive Planning	Site is located in the Urban Corridor. Please note Policy FLU 4.2.3 Urban Centers and Corridors Overlay. Infill development and redevelopment projects that are located along major arterial roadways included within the Urban Centers and Corridors Overlay must be planned as pedestrian-oriented, either with requirements to build to a sidewalk located on the corridor, or with minimal setbacks from that sidewalk or pedestrian path. Such redevelopment and infill projects must share vehicle access from the arterial and may not be designed to provide multiple individual vehicle accesses for each individual use. Please note this if there is proposed redevelopment.

20	Comprehensive Planning	Site is located in North I-4 Corridor HIP-TI Area. Please note Policy FLU 4.5.3 North I-4 Corridor Higher Intensity Planned Development-Target Industry (HIP-TI) Permitted Uses and Locational Standards: To maintain adequate lands for target industry in close proximity to and high visibility from major interchanges, the HIPTI area comprises: - Commercial uses located adjacent to the Seminole Towne Center Mall, at major roadway intersections, which are defined as collector and arterial intersections, or as an accessory use or a use supportive of the Target Industry and which is located either within a principal office structure or on-site within walking distance of the Target Industry and occupying a lesser square footage than the Target Industry; - Infill commercial uses on parcels less than one acre along major collector and arterial roads, when commercial uses are the predominant existing use along the roadway in both directions from the project site, and therefore the proposed commercial development represents infill development; and Additional uses for HIPTI are listed in Policy FLU 4.5.3 North I-4 Corridor Higher Intensity Planned Development-Target Industry (HIP-TI) Permitted Uses and Locational Standards; however, since this site is located in the Urban Centers and Corridors overlay, this would not apply per Policy FLU 4.5.3(6): "In addition, for those parcels located east of I-4 and north of State Road 46, and not included within a mile radius of the SunRail station and not within the Urban Centers and Corridors Overlay District." The proposed use is not consistent with the HIPTI FLU, North I-4 Corridor Overlay or the Urban Centers and Corridors overlay.
22	Environmental Services	Seminole County Utilities will continue to be the provider for water. Existing utility connections can be reused. If increased water demands are required, connections may need to be upsized to meet new demands.
23	Environmental Services	This development is not within Seminole County's sanitary sewer service area. Please coordinate with the City of Sanford to service this development.
24	Environmental Services	This development is not within any reclaim irrigation service areas so irrigation will be provided by this development's potable water system or by an alternative irrigation source such as an irrigation well.
25	Environmental Services	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. Be advised that licensed professional engineer or professional surveyor will be required to provide their credentials for access. 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.
26	Environmental Services	This development may need to be registered with and monitored by the Seminole County Industrial Pretreatment Program (IPP) if deemed appropriate. You may contact the Seminole County Industrial Pretreatment Program by email at industrialpretreatment@seminolecountyfl.gov or by phone at 407-665-2842 if you have any questions/concerns about the program's applicability to this development.

27	City of Sanford	On behalf of the City of Sanford Pretreatment Program: If the facility converts from septic to sewers, and if there will be any type of cooking/beverage prep and/or catering/warming onsite, an appropriately sized grease interceptor(s) will be required. Include grease interceptor capacity calculation on any submitted plans and if the PDI sizing method will be used, please utilize a one minute drain time. Grease interceptor(s) must be accessible for inspection/cleaning at all times and can't be situated in parking spaces or the drive thru. This also includes minimizing landscaping around manholes. A two way cleanout must be included before/after each grease interceptor(s). Include City grease interceptor spec on plans. All fixtures that have the potential to be impacted by oils/greases including sinks, floor drains, dishwashers, mop sinks, hand sinks (outside of restrooms) bar sinks etc. are required to connect the grease interceptor(s). Please contact Hope Duncan at 407-688-5000 x5512 or duncanh@sanfordfl.gov with any questions.
28	Planning and Development	The subject property has a Future Land Use designation of Higher Intensity Planned Development Target Industry and is in the C-1 (Retail Commercial) zoning district.
29	Planning and Development	The property's Future Land Use is designated as Higher Intensity Planned Development - Target Industry, and it is located within the North I-4 High Industry and Urban Center & Corridor Overlay. Since the site falls within the Urban Center & Corridor Overlay, uses such as a grocery store and smoke shop are not permitted.
30	Public Safety - Fire Marshal	Change of use and building alterations shall require appropriate building permits.
31	Public Safety - Fire Marshal	Type of use and size of building may require fire sprinklers and fire alarms.
32	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
33	Public Works - Engineering	The modifications to the site mentioned (additional parking and drive-thru) will require a site plan with detailed grading, paving and drainage plans to be submitted to and approved by Seminole County Development Services.
45	Public Works - Engineering	The area of the site has known drainage issues. Addition of any impervious surface will require a detailed drainage plan to bring drainage system to current county regulations; and retain water quality and volume of discharge.
47	Public Works - Impact Analysis	No Review Required.

DEPARTMENT PROJECT STATUS AND CONTACT

This section shows the reviewers of this project from the various departments.

DEPARTMENT	REVIEWER
Buffers and CPTED	Hilary Padin (407) 665-7331 hpadin@seminolecountyfl.gov
Building Division	Daniel Losada (407) 665-7468 dlosada@seminolecountyfl.gov
Comprehensive Planning	David German (407) 665-7377 dgerman@seminolecountyfl.gov
Environmental - Impact Analysis	Becky Noggle (407) 665-2143 bnoggle@seminolecountyfl.gov
Environmental Services	Maliha Rahman (407) 665-2033 mrahman@seminolecountyfl.gov
Natural Resources	Jim Potter (407) 665-5764 jpotter@seminolecountyfl.gov
Planning and Development	Hilary Padin (407) 665-7331 hpadin@seminolecountyfl.gov
Public Safety - Fire Marshal	Matthew Maywald (407) 665-5177 mmaywald@seminolecountyfl.gov
Public Works - Engineering	Andrew Broxton (407) 665-7334 abroxton@seminolecountyfl.gov
Public Works - Impact Analysis	Arturo Perez (407) 665-5716 aperez07@seminolecountyfl.gov

If upon reviewing the comments you determine that you would like to be scheduled for a 20 minute meeting with the Development Review Committee (DRC), please email your request to attend to devrevdesk@seminolecountyfl.gov or call (407) 665-7775 no later than noon on Friday, May 8, 2026, in order to place you on the Wednesday, May 13, 2026 meeting agenda.

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

RESOURCE INFORMATION

Seminole County Land Development Code:

https://library.municode.com/fl/seminole_county/codes/land_development_code

Seminole County Comprehensive Plan:

<http://www.seminolecountyfl.gov/departments-services/development-services/planning-development/codes-regulations/comprehensive-plan/index.stml>

Development Services:

<http://www.seminolecountyfl.gov/departments-services/development-services/>

Seminole County Property Appraiser Maps:

<https://map.scpafl.org/>

Seminole County Wetland Information:

<http://www.seminolecountyfl.gov/departments-services/development-services/planning-development/forms-applications-resources/wetl-dock-information.stml>

Wekiva Consistency form:

<https://www.seminolecountyfl.gov/docs/default-source/pdf/WekivaRiverAreaConsistencyFormNovember2024ADA.pdf>

FEMA LOMR (Letter of Map Revision):

www.fema.gov

Cities:

Altamonte Springs	(407) 571-8150	www.altamonte.org
Casselberry	(407) 262-7751	www.casselberry.org
Lake Mary	(407) 585-1369	www.lakemaryfl.com
Longwood	(407) 260-3462	www.longwoodfl.org
Oviedo	(407) 971-5775	www.cityofoviedo.net
Sanford	(407) 688-5140	www.sanfordfl.gov
Winter Springs	(407) 327-5963	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) 665-3605	www.floridahealth.gov

Other Resources:

Flood Prone Areas	www.seminolecountyfl.gov/gm/building/flood/index.aspx
Watershed Atlas	www.seminole.wateratlas.usf.edu