

SEMINOLE COUNTY GOVERNMENT

1101 EAST FIRST STREET, 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:	SEVENTH DAY ADVENTIST - SSFLUA AND REZON	PROJ #: 25-20500013
APPLICATION FOR:	PZ - PD	
APPLICATION DATE:	9/02/25	
RELATED NAMES:	Z2025-020; 09.25SS.01	
PROJECT MANAGER:	KAITLYN APGAR (407) 665-7377	
PARCEL ID NO.:	34-21-30-300-009A-0000	
PROJECT DESCRIPTION	PROPOSED SMALL SCALE FUTURE LAND USE AMENDMENT FROM PD TO PD AND REZONE FROM A-1 TO PD FOR A RELIGIOUS FACILITY ON 6.67 ACRES LOCATED ON THE EAST SIDE OF EASTBROOK BLVD AND TOURNEY DR	
NO OF ACRES	6.67	
BCC DISTRICT	4: LOCKHART	
LOCATION	ON THE EAST SIDE OF EASTBROOK BLVD AND TOURNEY DR	
FUTURE LAND USE-	PD	
SEWER UTILITY	CITY OF CASSELBERRY	
WATER UTILITY	CITY OF CASSELBERRY	
APPLICANT:		CONSULTANT:
RYAN AMOS FLA CONFERENCE ASSOCIATION OF SEVENTH-DAY ADVENTISTS ALTAMONTE SPRINGS FL 32714 (407) 644-5000 BETTYJEAN.MADER@FLORIDACONFERENCE.COM		GREGORY CRAWFORD THOMAS & HUTTON ENGINEERING CO 5127 S ORANGE AVE STE 200 ORLANDO FL 32809 (407) 895-0324 CRAWFORD.G@TANDH.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 state the Floor Area Ratio (FAR), Hours of Operation, and proposed building height in order to calculate required buffers. Buffers will be determined once these values are stated.	Unresolved
2.	Buffers and CPTED	On the Master Development Plan page, please depict the buffer width and state the opacity of each buffer.	Unresolved
3.	Buffers and CPTED	On the east and west sides, the parking drive aisle or parking spot are located closer than twenty-five (25) feet to the boundary of a residential district. This requires a buffer of 0.2 opacity, width of ten (10) feet, and a three (3) foot high masonry wall in addition to the required buffer. Please show this buffer as well as state within the site data on the Master Development Plan page and/or revise layout.	Unresolved
4.	Buffers and CPTED	<p>The surrounding residential properties to the east, south, and west are considered a land use intensity of II. This will be used in calculating required buffers. Please see the following links for reference in calculating buffer requirements:</p> <p>Determination of land use intensity table- https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECO LADECO_CH30ZORE_PT14LASCBUOPSP_S 30.14.6DELAUSCLIN</p> <p>Required buffer tables- https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECO LADECO_CH30ZORE_PT14LASCBUOPSP_S 30.14.7REBU</p>	Info Only
5.	Comprehensive Planning	Please revise the proposed permitted uses to ones that are defined in the Seminole County Land Development Code. For example, Churches fall into Civic Assembly. See Sec. 30.6.17. - Civic assembly uses. to determine if the proposed civic assembly use is neighborhood, community, or regional. List any other proposed uses.	Unresolved
6.	Comprehensive Planning	Please revise the floor area ratio to state the ratio. The plan indicates the total floor area only. State the proposed AND the maximum you desire to be allowed for the PD. Otherwise, an increase in floor area in the future will require a major amendment.	Unresolved
7.	Comprehensive Planning	Per OBJECTIVE FLU 4.4 PLANNED DEVELOPMENTS A. Purpose and Intent: The purpose and intent of this land use designation is to implement innovative arrangements of land development features that are not possible with	Unresolved

		the use of standard land use designations and zoning districts. The proposed use and site design are possible with a standard land use designation. Staff recommends the land use be amended to LDR (Low Density Residential). Please revise the application to LDR, or provide justification/ alternative design to support the PD FLU. Staff understand the existing FLU is PD, but staff would support LDR.	
8.	Comprehensive Planning	The attachment A worksheet states a letter confirming available capacity was attached but it doesn't appear to be attached. Please provide the letter.	Unresolved
9.	Environmental Services	This development is not within Seminole County's utility service area. Please coordinate with the City of Casselberry to service it. No review required.	Info Only
10.	Planning and Development	<p>Please provide a narrative addressing the following PD criteria in accordance with SCLDC Sec. 30.8.5.3:</p> <p>Greater Benefit and Innovation Criteria. 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> <p>(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> <p>Please also address the following goals:</p> <p>(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.</p>	Unresolved
11.	Planning and Development	Please also demonstrate compliance with the following criteria:	Unresolved

		<p>(1)Meet or exceed the arbor, tree preservation, and tree planting requirements of this Code on a project-wide basis.</p> <p>(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>	
12.	Planning and Development	On the Master Development Plan page, please state all permitted uses proposed for the PD in the Site Data Table. Religious is not considered a land use, if the building is being used for a church then you may want to put "house of worship" or "assembly" in proposed uses, as well as any other potentially anticipated uses.	Unresolved
13.	Planning and Development	On the Cover sheet and Master Development Plan pages, please remove the extra zero in the parcel ID. The PID should read, "34-21-30-300-009A-0000"	Unresolved
14.	Planning and Development	Is Parcel 34-21-30-300-009C-0000 part of this request? If not, please remove reference to this parcel in the surveys and total area in the legal description.	Unresolved
15.	Planning and Development	On the Master Development Plan, please state what each building will be used for. Please include number of seats in the assembly.	Unresolved
16.	Planning and Development	Please revise the building setbacks section on the Master Development Plan. Please state what the requested (or required) building setbacks are for this PD in addition to the actual proposed setbacks. Please include the front yard setback proposed at 34 feet. These values will be utilized to establish new setback requirements in the PD. You may still keep the note at the bottom regarding the front yard setback waiver for reference.	Unresolved
17.	Planning and Development	On the Master Development Plan, please change the Parking required description from "Office" to "Assembly". Please also state the parking stall dimensions (and number of spaces that have those dimensions) in accordance with SCLDC Sec. 30.11.6. See the following link for reference: https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECO_LADECO_CH30ZORE_PT11PALORE_S30.11.6DEOREPASP	Unresolved

18.	Planning and Development	Please provide net buildable acreage value for the Floor Area Ratio (FAR) value in the Site Data in accordance with the following definition per SCLDC: The total number of acres within the perimeter boundaries of a development, excluding areas devoted to rights-of-way widths, transmission and power line easements, lakes and areas defined as wetlands and floodprone areas. Please show this calculation.	Unresolved
19.	Planning and Development	<p>Please make the following notes on the Master Development Plan:</p> <p>"Dumpster enclosure will meet Seminole County Land Development Code Sec. 30.14.15, Miscellaneous Design Standards. Dumpster enclosure will require a separate permit"</p> <p>"Outdoor lighting will comply with Seminole County Land Development Code Section 30.15, Outdoor Lighting Requirements. Outdoor lighting will require a separate permit."</p> <p>"All project signage shall comply with the Seminole County Land Development Code. All signs will require a separate permit." "Any outside storage of parts, supplies or materials shall be permitted only in an enclosed area."</p>	Unresolved
20.	Planning and Development	Please provide the property legal description in a pdf.	Unresolved
21.	Planning and Development	Any variation from the code requirements should have written justification. Please address this in your narrative and on the plan sheet, if applicable.	Info Only
22.	Planning and Development	<p>Please provide bicycle parking in accordance with SCLDC Section 30.11.7.3 General Bicycle Parking Requirements. See the following link:</p> <p>https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECO_LADECO_CH30ZORE_PT11PALORE_S30.11.7MIDEST</p>	Unresolved
23.	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 aesthetic features or amenities such as benches and/or picnic tables.</p>	Unresolved

		<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>	
24.	Planning and Development	<p>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</p>	Unresolved
25.	Planning and Development	<p>On the Master Development Plan page, the site data states that total floor area after phase 2 will be 11,670 sq. ft., but the plan only calls out a single 6,600 sq. ft. building and does not dimension or identify the existing building. Please clearly depict the existing structure on this page.</p>	Unresolved
26.		<p>Per SCLDC Sec. 30.8.5.11 Phasing</p> <p>(1) Where a planned development is to be built in phases, the PD application shall include a proposed phasing plan for the site, including a schedule for completion of all improvements shown on the approved master development plan. Once a phasing plan has been approved, no land may be used and no building may be occupied except in accordance with such plan.</p> <p>(2)The purpose of a phasing plan is to ensure that crucial features serving the development are provided as needed and not delayed to the detriment of property owners and other users of the site. Such features may include, but are not limited to, buffers, stormwater retention, road access points and transit shelters. Phase configurations shall be logical and consistent with the purposes of the approved PD master plan. The Board of County Commissioners may stipulate that any or all portions of required landscaping and/or buffering, or other improvements and amenities be provided during the first phase of development, even though some buffer areas, improvements, or amenities or portions thereof lie outside the phase.</p>	

27.	Planning and Development	On the Master Development Plan page, please separate the floor area of the existing building and proposed building (as well as dimensions of each building) in the site data table. Please keep the total floor area for each phase.	Unresolved
28.	Planning and Development	On the Master Development Plan page, please state the proposed Floor Area Ratio and Floor Area Ratio maximum for the PD.	Unresolved
29.	Planning and Development	Please give dimensions as well as metes and bounds description of the parcel boundaries on the MDP page.	Unresolved
30.	Planning and Development	On the Master Development Plan page, please place a note stating that, "Water and Sewer are provided by the City of Casselberry. Any proposed utility lines will be designed to meet City of Casselberry requirements. "	Unresolved
31.	Planning and Development	Please add a note to the Master Development Plan page stating, "The developer will provide an internal pedestrian circulation system giving access to all portions of the development.".	Unresolved
32.	Planning and Development	Please provide a utility capacity letter from the City of Casselberry.	Unresolved
33.	Planning and Development	This property is located in the Econlockhatchee Protection Area. Please place a note on the Master Development Plan that states, "This property is located in the Econlockhatchee Protection Area and is subject to all Land Development Code provisions and Comprehensive plan policies that apply under this protection area."	Unresolved
34.	Public Safety - Fire Marshal	Type of use and size of building may require fire sprinklers and fire alarms.	Info Only
35.	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
36.	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
37.	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	Info Only

		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"	
38.	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
39.	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
40.	Public Works - County Surveyor	The boundary survey does not meet the requirements of 5j-17.052 review the requirements, at a minimum most of the corner monumentation is not identified.	Unresolved
41.	Public Works - Engineering	The site is in a FEMA flood Zone "A". There is a Seminole County basin study with a known elevation of 82.73' NGVD 29. The finished floor is required to be 1-foot above this elevation preferably higher. Please adjust the FFE or remove it and add a note that the FFE will be a minimum 1' above the flood elevation.	Unresolved
42.	Public Works - Engineering	Most of the site is well below the flood elevation. No impacts are allowed to the flood elevation based on the County basin study without volumetric compensation. Please provide a note on the plans stating as such.	Unresolved
43.	Public Works - Engineering	Please remove all elevation data from the preliminary plans or revise to be out of the flood plains and show where the compensation.	Unresolved

44.	Public Works - Engineering	All post development flood plains are required to be placed in conservation. This will have to be calculated and addressed at final engineering.	Info Only
45.	Public Works - Engineering	The site should have a left turn lane off of Eastbrook Boulevard. Based on a church use this may be waved with traffic justification statement and approval from the County Engineer. Please show the turn lane or provide the justification statement.	Unresolved
46.	Public Works - Impact Analysis	A Traffic Impact Study (TIS) may be required for this project if the new net external trip generation for the site generates more than 50 weekday peak hour trips based on the ITE Trip Generation Manual, 11th Ed. The TIS is to be prepared in accordance with the County's TIS Requirements for Concurrency guidelines. A methodology for the TIS is to be submitted to County Staff 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 .	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	Daniel Losada	dlosada@seminolecountyfl.gov	407-665-7468	No Review Required
Comprehensive Planning	Maya Athanas	mathanas@seminolecountyfl.gov	407-665-7388	Corrections Required
Environmental Services	James Van Alstine	jvanalstine@seminolecountyfl.gov	407-665-2014	No Review Required
Natural Resources	Sarah Harttung	sharttung@seminolecountyfl.gov	407-665-7391	Review Complete Recommend Approval
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	Arturo Perez	aperez07@seminolecountyfl.gov	(407) 665-5716	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:
12/11/2025	The application fee allows for the initial submittal plus two resubmittals. <i>Note: No resubmittal fee for small site plan</i>	Raymond Phillips, Maya Athanas, Kaitlyn Apgar, Jim Potter
<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>		

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.scpafl.org