

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

Comment Document – Initial Submittal

PROJECT NAME:	ST ALBAN CHURCH - SPECIAL EXCEPTION	PROJ #: 26-32000001
APPLICATION FOR:	SPECIAL EXCEPTION - OTHER	
APPLICATION DATE:	2/03/26	
RELATED NAMES:	BS2026-01	
PROJECT MANAGER:	ANNE SILLAWAY (407) 665-7936	
PARCEL ID NO.:	31-21-31-300-020A-0000	
PROJECT DESCRIPTION	PROPOSED SPECIAL EXCEPTION FOR A SCHOOL ON 8.38 ACRES IN THE A-1 ZONING DISTRICT LOCATED ON THE NORTHWEST CORNER OF W SR 426	
BCC DISTRICT	Bob Dallari	
CURRENT ZONING	A-1	
LOCATION	ON THE NORTHWEST CORNER OF W SR 426 AND MYSTIC LAKE DR	
APPLICANT:	CONSULTANT:	
JARROD STERN GIANGRANDE ENGINEERING AND PLANNING 710 SE OCEAN BLVD STUART FL 34994 (772) 888-9076 [REDACTED]	N/A	

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

NO	REVIEWED BY	TYPE	STATUS
1.	Buffers and CPTED Annie Sillaway	The landscape buffers will be assessed at the time of the site plan review.	Info Only
2.	Buffers and CPTED Annie Sillaway	Off-site trees do not count toward the landscape buffer requirements.	Info Only
3.	Buffers and CPTED Annie Sillaway	Due to overhead utility lines along the portion of the property that faces SR 426, only understory trees and shrubs may be planted.	Info Only
4.	Buffers and CPTED Annie Sillaway	Please refer to the SCLDC sections 30.14.5 and 30.14.3.1 on opacity and plant groups.	Info Only
5.	Building Department Phil Kersey	Standard building permitting will apply. Each separate building/ structure will require a separate permit. Plan set can be collective, including the entire project/ building set, but each building or structure requires a separate permit application/ package.	Info Only
6.	Building Department Phil Kersey	All new work, work effected, and access to each portable classroom must be fully compliant with the Florida Accessibility Code.	Info Only
7.	Building Department Phil Kersey	It is encouraged to reach out to the Building Division, specifically, prior to final completion of site plan and building plans to ensure all required elements are accounted for.	Info Only
8.	Natural Resources Sarah Harttung	Specimen tree: Live oak, magnolia, bald cypress and longleaf pine trees twenty-four (24) inches DBH or greater. SCLDC Chapter 2	Info Only
9.	Natural Resources Sarah Harttung	Historic tree: Any live oak, bald cypress, or longleaf pine thirty-six (36) inches or greater DBH that is determined by Seminole County to be of such unique and intrinsic value to the general public because of its size, age, historic association or ecological value as to justify this classification. Prior to removal of any live oak, bald cypress, or longleaf pine thirty-six (36) inches or greater DBH, a report from a certified arborist must be submitted detailing the condition of the tree, if the condition of tree has a rating over 3 or above, the tree must be inspected by the Natural Resource Officer prior to removal. Any tree designated a Florida State Champion shall likewise be within this definition.	Info Only
10.	Natural Resources Sarah Harttung	Based on preliminary analysis, there may be endangered and threatened wildlife on the subject property. A threatened and endangered study along with a species of special concern survey will be required prior to final engineering or site plan approval. SCLDC 45.1(a)	Info Only
11.	Natural	Trees less than six (6) inches DBH and palm trees are	Info Only

	Resources Sarah Harttung	exempt from arbor regulations. SCLDC 60.4(h)	
12.	Natural Resources Sarah Harttung	Impervious surfaces placed beneath the drip line of any preserved tree shall not exceed forty (40) percent of the drip-line area and shall not be placed closer than six feet from the trunk of any such trees without prior approval from the Development Services Director, or designee. SCLDC 60.8(f)	Info Only
13.	Natural Resources Sarah Harttung	All preserved trees shall have their natural soil level maintained. Tree wells and/or planter islands shall be provided, if necessary, to maintain the natural existing soil level of at least seventy-five (75) percent of the drip line. SCLDC 60.8(g)	Info Only
14.	Natural Resources Sarah Harttung	Replacement of non-specimen trees shall be based on a one-to-one ratio of the cumulative DBH of the trees to be removed to the cumulative caliper of the trees to be installed. Specimen trees shall be replaced on a two-to-one ratio of the cumulative caliper of the trees to be installed to the cumulative DBH of the trees removed. SCLDC 60.9(d)(1)	Info Only
15.	Natural Resources Sarah Harttung	The cumulative DBH of specimen trees preserved on site shall count two (2) to one (1) toward meeting the total replacement requirement. SCLDC 60.9(d)(6a)	Info Only
16.	Natural Resources Sarah Harttung	In the case of any development which requires site plan approval by the Planning and Zoning Commission, the Board of County Commissioners, or both; permits for removal, relocation or replacement of trees covered under this Chapter 60 shall be obtained by making application at the time of site plan submittal. SCLDC 60.10(a)(2)	Info Only
17.	Natural Resources Sarah Harttung	The review may include, but need not be limited to, a field check of the site and referral of the application for recommendations to other appropriate administrative departments or agencies. SCLDC 60.10(d)	Info Only
18.	Natural Resources Sarah Harttung	The proposed development is within the Aquifer Recharge Overlay Zoning Classification. Please see SCLDC 30.10.1 for regulations pertaining to this overlay.	Info Only
19.	Natural Resources Sarah Harttung	Please provide a sealed or certified tree survey prepared by a professional surveyor, completed within the past 2 years. Show the location, DBH, common name, and, if applicable, indicate specimen tree status of all protected and preserved trees. SCLDC 60.10(b)(1) Identify oaks to the species level (e.g. live oak, laurel oak, water oak, etc.). Conversely, contact the reviewer to coordinate a site visit to identify the trees.	Info Only
20.	Planning and Development Annie Sillaway	Step 1 – Special Exception: The request goes to the Planning and Zoning Commission as a public hearing item, followed by the Board of County Commissioners for	Info Only

		final approval or denial. Step 2 – Site Plan Approval: If the Applicant is proposing any site work included in the special exception, this would require site plan review by staff.	
21.	Planning and Development Annie Sillaway	<p>The Applicant will be required to conduct a Community Meeting as part of the Special Exception process. 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
22.	Planning and Development Annie Sillaway	Based on Public Works - Impact Analysis, there may be an issue with traffic volumes based on the increase in the number of students. Staff will need to get with Arturo Perez with Public Works - Impact analysis after the Traffic Impact Analysis has been provided to see if Sec. 30.3.1.5 (a)(2) can be met as part of the Special Exception criteria.	Info Only
23.	Planning and Development Annie Sillaway	In 2003, St. Alban's church was approved for a special exception for a daycare for 25 children. Is the daycare as an accessory to the church still active? If so, please make sure to state that under the site data on the concept plan.	Unresolved
24.	Planning and Development Annie Sillaway	<p>On the concept plan, please provide the off-street parking requirements for all of the uses that are on site that exist and are proposed. Off-street parking requirements are:</p> <p>Church: Assembly Spaces – 1 space/4 seats</p> <p>Daycare, Preschool, and Kindergarten - 1 space/employee</p>	Unresolved

		Elementary and Middle - 1.75 spaces/classroom High School and Above - 5 spaces/classroom Assembly Spaces - 1 space / 4 seats	
25.	Planning and Development Annie Sillaway	Based on the statement of intent, the applicant proposes adding grades to the existing K-5 school. However, the purpose of the additional portable classrooms is unclear. Please revise the statement to specify whether these portable classrooms are intended to accommodate the added grades of 6 th thru 12 th grade.	Unresolved
26.	Planning and Development Annie Sillaway	Please provide a concept plan demonstrating the layout the Applicant is proposing on site for the three (3) portables. There were three concept plans uploaded; however, one concept needs to be chosen. Please provide the following information on the conceptual plan: <ul style="list-style-type: none"> • Legal description • Lot area • Site dimensions • Right-of-way location and width • Tentative parking areas • Number of parking spaces • Proposed building location • Setbacks from lot lines • Total floor area proposed for building • Existing and proposed Floor Area Ratio (F.A.R.) • Proposed points of access with tentative dimensions • Locations of identification signs not on building • Proposed location of existing easements • Location of existing trees on-site and their common name • Number of trees to be removed and retained as required by Seminole County Arbor Regulations • General plan for proposed landscaping 	Unresolved
27.	Planning and Development Annie Sillaway	Per Sec. 30.3.1.5 (a)(1-5) -The Applicant needs to provide a separate document explaining how they meet the review criteria listed below for the special exception: <ol 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 	Unresolved

		<p>(5) Meets any special exception criteria described in Additional Use Standards; and Sec. 30.3.1.5</p> <p>(6)</p> <p>(a) - Meets the following additional requirements if located in the applicable zone: a. If located in A-10, A-5, A-3, or A-1:</p> <p>i. Is consistent with the general zoning plan of the rural zoning classifications; and</p> <p>ii. Is not highly intensive in nature; and</p> <p>iii. Is compatible with the concept of low-density rural land use; and iv. Has access to an adequate level of public services such as sewer, water, police, fire, schools and related services. Please provide a written narrative that the proposed addition of the buildings meets the criteria for the Special Exception.</p>	
28.	Planning and Development Annie Sillaway	The Office Future Land Use has a maximum Floor Area Ratio of 0.35.	Info Only
29.	Planning and Development Annie Sillaway	Staff are concerned about high school kids driving to school that potentially may impact the increase in traffic on site. Staff would like to add a condition in the Development Order to prohibit students from driving to school to eliminate any traffic impact to the overall site.	Unresolved
30.	Planning and Development Annie Sillaway	Staff recommends that the Applicant consider staggering student drop-off and pick-up times by grade level to help reduce traffic impacts. Please include details on the concept plan specifying the proposed staggered schedule.	Unresolved
31.	Public Safety - Fire Marshal Matthew Maywald	Type of use and size of building may require fire sprinklers and fire alarms.	Info Only
32.	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
33.	Public Safety - Fire Marshal Matthew Maywald	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
34.	Public Safety - Fire Marshal Matthew Maywald	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
35.	Public Safety - Fire Marshal	New and existing fire hydrants shall be identified on plan to meet the requirements of section 18.5 of NFPA 1.	Info Only

	Matthew Maywald		
36.	Public Works - Engineering Jim Potter	No specific issues with the special exception for drainage. Please note that the drainage will have to be evaluated with a site plan to ensure it meets all drainage requirements.	Info Only
37.	Public Works - Engineering Jim Potter	No specific traffic issues noted for the special exception. Please note that the driveway just east of the main entrance is required to be removed at final engineering as it does not meet separation requirements.	Info Only
38.	Public Works - Impact Analysis Arturo Perez	<p>A Traffic Impact Study (TIS) will be required for this 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 Countys TIS Requirements for Concurrency guidelines.</p> <p>*** 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. Trip Generation Information (ITE 11th Edition) 75 additional students ITE Land Use Code 532 (Private School (K-12), $R^2=0.95$ AM Peak Hour: Fitted Curve= 72 (Total), 45 (Entry), 27 (Exit). 72 New net external peak hour trips. >> 50 peak hour trip threshold --> A TIS is required at this stage of the application!</p>	Unresolved

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 - Fire Marshal	Approved	Matthew Maywald 407-665-5177 mmaywald@seminolecountyfl.gov
Planning and Development	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 - Impact Analysis	Corrections Required	Arturo Perez 407-665-5716 Aperez@seminolecountyfl.gov
Public Works - Engineering	Review Complete Recommend Approval	Jim Potter 407-665-5764 jpotter@seminolecountyfl.gov
Buffers and CPTED	No Review Required	Annie Sillaway 407-665-7936 asillaway@seminolecountyfl.gov
Environmental - Impact Analysis	No Review Required	Becky Noggle 407-665-2143 bnoggle@seminolecountyfl.gov
Building Division	Approved	Phil Kersey 407-665-7460 pkersey@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:
3/19/2026	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, 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.scpafl.org