

SEMINOLE COUNTY GOVERNMENT
1101 EAST FIRST STREET, 2ND FLOOR, 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:	WINTER PARK DUPLEXES - REZONE	PROJ #: 25-20000005
APPLICATION FOR:	PZ - REZONE (EXCL PD)	
APPLICATION DATE:	6/26/25	
RELATED NAMES:	Z2025-015	
PROJECT MANAGER:	KAITLYN APGAR (407) 665-7377	
PARCEL ID NO.:	26-21-30-300-0090-0000++	
NO OF ACRES	4.61	
BCC DISTRICT:	1-DALLARI	
LOCATION:	EAST SIDE OF GRAND ROAD, SOUTH OF DIKE RD	
FUTURE LAND USE:	LDR	
SEWER UTILITY:	SEMINOLE COUNTY UTILITIES	
WATER UTILITY:	SEMINOLE COUNTY UTILITIES	
APPLICANT:	CONSULTANT:	
AMIR KAZEMINIA 716 VIA BELLA WINTER PARK FL 32789 (310) 994-1001 JON.ROOH@GMAIL.COM	DAVID STOKES 431 EAST HORATIO AVENUE SUITE 260 MAITLAND FL 32751 (407) 629-8330 NICOLE@MADDEN-ENG.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	Per SCLDC Sec. 30.14.8 A parking buffer shall be required where a parking lot, or parking structure, drive aisle, and/or loading dock is located within twenty-five (25) feet of the boundary of a residential district or Future Land Use designation.	Info Only
2.	Buffers and CPTED	The allowable density of LDR is 4 du/net buildable acre. This categorizes the proposed project as a Land Use Intensity of II. The surrounding development is also considered an LUI of II. Grand Road is considered a local road. Due to these factors, no buffers are required. Any proposed buffering is encouraged. Composition of buffers can be determined at Final Engineering.	Info Only
3.	Building Division	All structures that are required to be accessible per the 8th ed (2023) FBC, Florida Accessibility Code for Building Construction, shall show the accessible route from the required accessible parking spaces to the accessible entrance to the structure.	Info Only
4.	Building Division	In accordance with the 8th ed (2023) FBC, Florida Accessibility Code for Building Construction, at least one accessible route shall connect accessible buildings, facilities, elements, and spaces that are on the same site.	Info Only
5.	Building Division	The location of accessible parking spaces, loading zones, sidewalks, and exit ramps shall meet requirements of the 8th ed (2023) FBC, Florida Accessibility Code for Building Construction.	Info Only
6.	Building Division	All site lighting on Commercial parcels require a building permit prior to commencement of work. This is a standalone permit separate from all other required permits.	Info Only
7.	Building Division	Vertical construction will require a separate Building permit and will be reviewed for, and shall be designed and built in accordance with the 8th ed. Florida Building Code, Chapters 3, 4, 5, 6, 7 and 9, for 1) USE, 2) Height and area limitations, 3) Construction types and horizontal separation distances, 4) Building element protection and 5) Sprinkler and Alarm requirements and all other code requirements.	Info Only
8.	Comprehensive Planning	The Low Density Residential Future Land Use designation allows up to 4 dwelling units per net buildable acre. Please revise the plan to comply.	Unresolved
9.	Comprehensive Planning	The adjacent properties have a FLU designation of Low Density Residential. In terms of maximum allowed density, the proposed project is considered compatible with the adjacent designations. However, thoughtful site design, including adequate landscape buffers must be provided to create a compatible transition between the existing character of the A-1 properties and the proposed housing typology of duplexes.	Info Only
10.	Comprehensive Planning	Per Comprehensive Plan Policy FLU 4.2.1 Missing Middle Development: "Missing Middle Housing" is a concept that provides greater housing choices in existing neighborhoods. These housing types are in the middle of the housing spectrum, between single-family detached homes and multi-story apartment buildings. Housing types include, but are not limited to duplexes, townhomes, multiplexes, cottage courts, and live-work units. Missing Middle housing complements the character	Info Only

		of already existing neighborhoods, while slightly increasing density and walkability. Missing Middle housing types promote infill development opportunities in established neighborhoods, as well as within the Mixed-Use Corridors District.	
11.	Comprehensive Planning	Maximum density within a Missing Middle development shall be governed by the applicable future land use designation, or the Urban Centers and Corridors Overlay subject to the provisions of Policy FLU 4.2.3. The property is not located within the Overlay and is limited to 4 dwelling units per net buildable acre.	Info Only
12.	Environmental Services	On Sheet C001: Cover Sheet, please update the water and wastewater phone number to (407) 665-2024.	Unresolved
13.	Environmental Services	On Sheet C002: General Notes, please update sanitary sewer note 2 to specify SDR26 PVC, not SDR 35. Update water note 27 to specify the C900 PVC shall have a minimum working pressure of 235 psi (for DR18) and update the polyethylene tubing as being SDR9, pressure class 250, not 160. Update water note 29 to be no more than 0.25% lead for all pipe and pipe fittings. Update reclaimed water note 1 to specify C900 DR18 minimum working pressure as 235 psi, not 150 psi.	Unresolved
14.	Environmental Services	No objection to the proposed rezone, further review of the utility plan will be reserved for site plan/final engineering.	Info Only
15.	Natural Resources	Street Trees. Street trees are required in Missing Middle Developments and on all streets abutting Missing Middle Typologies in Mixed-Use Developments. Street trees must meet the following standards: (1)Be planted an average of forty (40) feet on center on both sides of internal streets and on existing rights of ways adjoining the site. (2)Be located in a planting strip or tree well with a minimum width of eight (8) feet. Tree wells or planting strips less than ten (10) feet in width must incorporate a root barrier at the edge of pavement. (3)Be selected from the list of approved Canopy Street Trees (30.14.15(j)). (4)Meet the standards of Sec. 30.14.16. - General provisions for all landscaped areas.	Info Only
16.	Planning and Development	On the Cover Sheet, please amend the Future Land Use to State "Low Density Residential:". You may add under zoning "Proposed Zoning- Missing Middle (MM)" for clarity.	Unresolved
17.	Planning and Development	Please provide building elevations in accordance with Land Development Code Sec. 30.8.3.3	Unresolved
18.	Planning and Development	The net density of the proposed development must be consistent with the applicable Future Land Use District, per Missing Middle Standards as applicable within LDC Sec. 30.8.3.6. The Future Land Use allows for four (4) dwelling units per net buildable acre. Please show consistency with this. Please also amend the note in the Land Use Data Table on page C100 to reflect the max density per net buildable acre as four (4) dwelling units.	Unresolved
19.	Planning and Development	Please modify the dead-end drive to the north in accordance with SLDC Sec. 30.8.3.7 (4).	Unresolved
20.	Planning and Development	Per SCLDC Sec. 30.8.3.7, the development must provide "stub-outs" for future connectivity to adjacent lots. The lots to the north are zoned A-1, which are potentially appropriate for reclassification to greater development densities and intensities, as determined by the Comprehensive Plan. For this reason,	Unresolved

		please provide stub-outs to lots to the north for future connectivity.	
21.	Planning and Development	Please see the following Seminole County Land Development Code (SCLDC) link to MM Missing Middle District and Alternative Standards: https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT8SP_ZODI_S30.8.3MMMIMIDIALST	Info Only
22.	Planning and Development	Per SCLDC Sec. 30.8.3.7 (b) Street Trees. Street trees are required in Missing Middle Developments and on all streets abutting Missing Middle Typologies in Mixed-Use Developments. Street trees must meet the following standards: (1) Be planted an average of forty (40) feet on center on both sides of internal streets and on existing rights of ways adjoining the site. (2) Be located in a planting strip or tree well with a minimum width of eight (8) feet. Tree wells or planting strips less than ten (10) feet in width must incorporate a root barrier at the edge of pavement. (3) Be selected from the list of approved Canopy Street Trees (30.14.15(j)). (4) Meet the standards of Sec. 30.14.16. - General provisions for all landscaped areas. This will be required to be shown at the time of Final Engineering. Please make a note on the Final Development plan that this section of code will be adhered to.	Unresolved
23.	Planning and Development	Please add a note to the Final Development plan stating "Project shall adhere to all Missing Middle Standards contained within Seminole County Land Development Code Sec. Sec. 30.8.3. - MM Missing Middle District and Alternative Standards."	Unresolved
24.	Planning and Development	On the Final Development Plan, please state the current zoning as well as proposed zoning.	Unresolved
25.	Planning and Development	On the Final Development Plan, please state required parking and proposed parking in the Site Data as well as depicting the parking spaces on the plan. Per SCLDC 30.8.3.8 (c) Minimum Parking Requirements: (1) Two parking spaces are required per unit except that parking for units less than 1000 sq. ft. may be reduced to 1.5 spaces per unit. (2) On-street parking is required on streets adjacent to missing middle units. (3) Required parking may be located in common areas or on-street provided that such parking is within 150 feet of the unit.	Unresolved
26.	Planning and Development	On the Final Development Plan under Site Data, please provide the minimum and proposed living area of each unit. The minimum living area per SCLDC Sec. 30.8.3.9 (b). is 400 square feet.	Unresolved
27.	Planning and Development	On the Final Development Plan under Site Data, please provide proposed building height.	Unresolved
28.	Planning and Development	On the Final Development Plan, please provide open space calculation. A minimum eight (8) percent of net buildable acreage shall be set aside as Open Space subject to the following standards: a. Bordered by streets, stormwater ponds, natural lakes, or commonly accessible pedestrian pathways. b. A minimum of .20 contiguous acres. c. A minimum of forty (40) feet in width, except that open space areas adjacent to a stormwater pond or natural lake must be a minimum of twenty	Unresolved

		(20) feet in width from the top of berm to the public right of way or lot line or a dog park. d. Open Space shall be proximate to Missing Middle units.	
29.	Planning and Development	Per SCLDC 30.8.3.9 Missing Middle Dimensional Standards: Where units are located on a common lot, minimum separation between structures must be ten (10) feet. Please dimension between each building to show that the distance between structures meets the minimum separation of ten (10) feet.	Unresolved
30.	Planning and Development	Are the proposed duplexes fee simple or will they remain as one unified property? Please provide a note on the plan or revise the plan to show the proposed division of lots.	Unresolved
31.	Planning and Development	On the Final Development Plan, please show adjacent property parcel lines for clarity.	Unresolved
32.	Planning and Development	Please provide the legal description of the property in PDF format.	Unresolved
33.	Planning and Development	Per SCLDC Sec. Sec. 30.11.7. (c), Attached single-family units with garages are required to be served by an alley regardless of unit size, unless otherwise approved by the Board of County Commissioners. Please show compliance with this provision and adherence to other applicable development standards within the section.	Unresolved
34.	Planning and Development	Prior to staff scheduling the required public hearings, the Applicant must conduct a community meeting in compliance with SCLDC Sec.30.49 – 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. 30.49 - 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	Please clarify the ingress/egress to the south. It appears that this section of land is a separate property/parcel. An easement document was found, but ingress/egress entitlements do not seem to front the subject property. Please see the easement document in the resources folder. It appears that there is ten (10) feet in between the easement and the subject property that was not included in the agreement. Please provide additional documentation and/or clarification regarding this.	Unresolved
36.	Planning and Development	Please provide a school impact analysis (SIA). All questions on School Concurrency should be directed to Joy Ford at 407-320-0069 or joy_ford@scps.k12.fl.us.	Unresolved
37.	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	Info Only

		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 During site plan please revise truck size to meet these specs.	
38.	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
39.	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
40.	Public Safety - Fire Marshal	Type of use and size of building may require fire sprinklers and fire alarms.	Info Only
41.	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 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
42.	Public Works - County Surveyor	Either the Center of Section you found is the center of section and your client doesn't own the south 10 feet of what they are trying to rezone. Or Plat Book 19 PGs 14-15 is correct and you do own it. Also why are you not holding the Monument at the SE corner of your property if you don't hold it you create a hiatus (is it a witness corner? Technically the line from the west 1/4 to the east 1/4 should be straight). You may need more section work to determine what is correct.	Unresolved
43.	Public Works - County Surveyor	My review of the deeds for Tract Recreation Area I question the ownership of it and thier ability to grant an ingress/egress easement (when you go to plat your going to have to show clear chain of title for said area. Also this one may have an issue due to your section work, you know the plat states that it went to the center of section. The call would hold over recent monumentation.	Unresolved
44.	Public Works - Engineering	There appears to be substantial drainage storage onsite in the pre-development condition. This also discharges to a sub-basin with known drainage issues. The site will have to hold a	Info Only

		volumetric difference for the 25-year, 24-hour storm event. The predevelopment storage will have to be modeled.	
45.	Public Works - Engineering	The tract table does not appear to show the ROW on the tract table. Please address this.	Unresolved
46.	Public Works - Engineering	There is some concern with the access onto Garden Lake Boulevard. This appears to be platted as a recreation area. Also based on property appraisers there is an area that appears to be a ROW. Please provide a title search showing the history of this area. Show that it can legally be used as a road into the project or remove this access.	Unresolved
47.	Public Works - Impact Analysis	No Review Required. Trips generated of 14 in AM, and 17 in PM are less than 50 required for a TIS to be submitted.	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	Approved
Building Division	Jay Hamm	jhamm@seminolecountyfl.gov	407-665-7468	Review Complete Recommend Approval
Comprehensive Planning	Maya Athanas	mathanas@seminolecountyfl.gov	407-665-7388	Corrections Required
Environmental - Impact Analysis	Becky Noggle	bnoggle@seminolecountyfl.gov	407-665-2143	No Review Required
Environmental Services	James Van Alstine	jvanalstine@seminolecountyfl.gov	407-665-2014	Corrections 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	407-665-57	No Review Required

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

☒ 1st RESUBMITTAL

DATE	RESUBMITTAL FEE DUE	ROUTE TO THESE STAFF MEMBERS FOR FURTHER REVIEW:
7/30/2025	<p>The application fee allows for the initial submittal plus two resubmittals.</p> <p><i>Note: No resubmittal fee for small site plan</i></p>	<p>Maya Athanas, Kaitlyn Apgar, Jim Potter, James Van Alstine, Jay Hamm, Arturo Perez, Matthew Maywald, Sarah Harttung (send back to all reviewers due to update in application to FLU Amendment)</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:

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.shtml>

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