

**SEMINOLE COUNTY GOVERNMENT**  
1101 EAST FIRST STREET, 2ND FLOOR, WEST WING  
SANFORD, FLORIDA 32771

Please review the comments below. If you determine that you would like to be scheduled for a 20 minute meeting with the Development Review Committee, please email your request to attend to [devrevdesk@seminolecountyfl.gov](mailto:devrevdesk@seminolecountyfl.gov) or call (407) 665-7372 **no later than noon on Friday, 12/1/2023**, in order to place you on the Wednesday, 12/6/2023 meeting agenda.

**MEETINGS ARE NOW BEING HELD IN A HYBRID FORMAT (IN-PERSON AND VIRTUALLY ON ZOOM). IF YOU REQUEST A MEETING, YOU MUST INDICATE WHETHER YOU WOULD LIKE TO ATTEND THE MEETING IN-PERSON OR REMOTELY VIA ZOOM.**

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

PROJECT NAME:	MERRITT RD COMMERCE CENTER - PRE-APPLICATION	PROJ #: 23-80000153
APPLICATION FOR:	DR - PRE-APPLICATION DRC	
APPLICATION DATE:	11/14/23	
RELATED NAMES:	EP RORY WILLIAMS	
PROJECT MANAGER:	DOUGLAS ROBINSON (407) 665-7308	
PARCEL ID NO.:	07-21-30-509-0B00-0060	
PROJECT DESCRIPTION	PROPOSED SITE PLAN FOR AN OFFICE WAREHOUSE ON 1.56 ACRES IN THE C-2 ZONING DISTRICT LOCATED ON THE NORTH SIDE OF MERRITT ST, EAST OF S RONALD REAGAN BLVD	
NO OF ACRES	1.56	
BCC DISTRICT	4: LOCKHART	
CURRENT ZONING	C-2	
LOCATION	ON THE NORTH SIDE OF MERRITT ST, EAST OF S RONALD REAGAN BLVD	
FUTURE LAND USE-	COM	
<b>APPLICANT:</b>		<b>CONSULTANT:</b>
RORY WILLIAMS REALTY CAP INVESTMENTS 2400 MAITLAND CENTER PKWY MAITLAND FL 32751 (407) 865-3007 RWILLIAMS@REALTYCAPINVESTMENTS.COM		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.

The development project review will be completed utilizing Electronic Plan Review (ePlan). For questions regarding this process, please consult the Electronic Plan Review Applicant User Guide that can be found [HERE](#).

## PROJECT MANAGER COMMENTS

The subject site is contiguous to the city limits of Altamonte Springs. The City of Altamonte Springs may require annexation of the site to obtain utilities. We recommend that the applicant contact the City of Altamonte Springs Planning & Development Department about completing a pre-annexation agreement. The Planning & Development Department can be reached at (407) 571-8150 or by email at gm@altamonte.org.

## PROJECT AREA ZONING AND AERIAL MAPS



## AGENCY/DEPARTMENT COMMENTS

REF #	REVIEWED BY	TYPE
1.	Buffers and CPTED	A parking buffer in accordance with Sec. 30.1287. - Parking buffers. will be required on the east, where the parking is proposed adjacent to a residential zoning district. This is in addition to the standard buffer requirements.
2.	Buffers and CPTED	Please refer to the SCLDC sections 30.1282 and 30.1284 on opacity and plant units.
3.	Buffers and CPTED	Parking lot landscaping will be required in accordance with SCLDC Sec. 30. 1292.

4.	Buffers and CPTED	A landscape plan will need to be submitted with the site plan for review. It must indicate the buffer widths, opacities, plant units, plant quantity, species, size, and location of planting.
5.	Buffers and CPTED	A full buffer review will be done at time of site plan review, or at rezone if rezoning to a Planned Development. For a complete Buffer Review Please provide the following with the site plan application: 1. Net buildable Area. 2. Hours of Operation. 3. Floor Area Ratio. 4. Impervious Surface Ratio. 5. Building Height in feet. Based on limited available information, staff estimates the proposed use to be an intensity rating of IX, which may require the following buffers: (West: 25', 0.5 opacity) (South: 15', 0.4 opacity) (North: 15', 0.3 opacity) (East: 25' 0.3 opacity + 0.2 opacity parking buffer).
6.	Buffers and CPTED	Per Sec. 30.1294. - Screening: Mechanical equipment, refuse areas, and utilities visible from residential properties or public rights-of-way must be screened in accordance with this section.
7.	Building Division	Any building construction and/or modification will require Building permits and engineered plans to meet the current 8th ED (2023) Florida Building Codes.
8.	Building Division	Type of use and size of building may require fire sprinklers and fire alarms.
9.	Building Division	A hard surface accessible route from the required accessible parking spaces to the accessible entrance to the structure shall be required.
10.	Building Division	Separate building permit will be required for Site lighting, Signage, and Sprinkler and Alarm systems, etc.
11.	Comprehensive Planning	Seminole County Comprehensive Plan (SCCP) FLU-150: The Future Land Use (FLU) is Commercial (COM) which allows a maximum intensity of .35 floor area ratio (FAR).
12.	Comprehensive Planning	SCCP FLU-150: Some of the permitted uses include shopping centers, retail sales, restaurants, and mechanical garages. For a full list of possible uses please visit <a href="https://www.seminolecountyfl.gov/core/fileparse.php/3289/urlt/FLU-Element-Updated-thru-1.11.2022.pdf">https://www.seminolecountyfl.gov/core/fileparse.php/3289/urlt/FLU-Element-Updated-thru-1.11.2022.pdf</a>
13.	Comprehensive Planning	Policy IGC 1.5: The subject property is adjacent to the City of Altamonte Springs. Seminole County will provide an intergovernmental notice to the adjacent city.
14.	Comprehensive Planning	Issue FLU 6: The subject property is in the East Altamonte Target Area. The County has adopted community development and code enforcement programs to enhance target area living conditions and continues to encourage redevelopment of these areas through private development proposals and community development activities.
15.	Environmental Services	This development is not within Seminole County's potable water service area. Please coordinate with the City of Altamonte Springs to service this development.
16.	Environmental Services	This development is not within any reclaim water service areas. Irrigation would be provided by this development's potable water system.

17. Environmental Services	If this development is interested in connecting to a central sanitary sewer collection system, the City of Altamonte Springs may have sanitary sewer lines nearby capable of servicing this development. If they were to service sanitary sewer to this development, we could provide a letter stating that we have no objection to them doing so. Please coordinate with the City of Altamonte Springs to determine how best to service the sanitary sewer needs of this development.
18. Environmental Services	This development is within Seminole County's sanitary sewer service area but since we do not have sanitary sewer lines nearby, onsite sewage treatment and disposal systems (OSTDS) aka septic systems would be needed to service these lots. Per House Bill 1379, these lots would need enhanced nutrient-reducing (ENR) capable OSTDS since they would be new construction, on lots one acre or less, and located in a Florida basin management action plan (BMAP) area. To apply for a OSTDS permit, follow link: <a href="https://www.flrules.org/gateway/reference.asp?No=Ref-14359">https://www.flrules.org/gateway/reference.asp?No=Ref-14359</a> , download and complete an application form (DEP4015, page 1) and submit it, along with a site plan (DEP4015, page 2), a building floor plan, and the required application fee to your local Florida Department of Health location.
19. Natural Resources	Show the required mix of tree species for tree replacement with site plan submission. SCLDC 60.4(h)
20. Natural Resources	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)
21. Natural Resources	The development of the site shall make the most advantageous use of topography and preserve mature trees and other natural features wherever possible. No site plan shall be approved that would result in the removal of over seventy-five (75) percent of existing trees, with trunk diameters of six (6) inches or greater, from any site, unless the Planning Manager finds that the development of the site would be severely restricted. Special consideration and credit shall be given to the retention of trees having a trunk diameter of twenty-four (24) inches or larger. Show location, size, and species of trees with minimum DBH of three (3) inches being removed and saved with site plan submission. SCLDC 60.22
22. Natural Resources	Show tree preservation procedures for construction and development with site plan submission. SCLDC 60.22(c)
23. Natural Resources	Show tree replacement table with site plan submission. SCLDC 60.22(f)
24. Planning and Development	COMMUNITY MEETINGS: Seminole County requires community meetings for all Future Land Use Amendments, Rezones, Special Exceptions, and non-residential Variances. Please see the Community Meetings link below for the requirements that the applicant must meet. <a href="https://www.seminolecountyfl.gov/core/fileparse.php/3423/urlt/Community-Meeting-Procedure.pdf">https://www.seminolecountyfl.gov/core/fileparse.php/3423/urlt/Community-Meeting-Procedure.pdf</a>

25. Planning and Development	<p>PUBLIC NOTIFICATION: Public Notification is required for all Future Land Use Amendments, Rezones, Special Exceptions, and non-residential Variances. Please see the Public Notification Procedures link below for the requirements: <a href="https://www.seminolecountyfl.gov/core/fileparse.php/3423/urlt/Public-Notice-Amendment-Procedures.pdf">https://www.seminolecountyfl.gov/core/fileparse.php/3423/urlt/Public-Notice-Amendment-Procedures.pdf</a></p>
26. Planning and Development	<p>The subject site is contiguous to the city limits of Altamonte Springs. The City of Altamonte Springs may require annexation of the site to obtain utilities. We recommend that the applicant contact the City of Altamonte Springs Planning &amp; Development Department about completing a pre-annexation agreement. The Planning &amp; Development Department can be reached at (407) 571-8150 or by email at gm@altamonte.org.</p>
27. Planning and Development	<p>Currently, a portion of the parcel has Medium Density Residential (MDR) Future Land Use Designation and R-2 (One and Two Family Dwelling) Zoning Classification. If the subject property were to develop in the County, a Small Scale Future Land Use Amendment (SSFLUA) and Rezone are required to create uniform Commercial (COM) Future Land Use Designation and C-2 (Retail Commercial) Zoning classification across the entire parcel.</p> <p>The SSFLUA and Rezone process may take four (4) to six (6) months and involves a community meeting and public hearings with both the Planning and Zoning (P&amp;Z) Commission and the Board of County Commissioners (BCC).</p>
28. Planning and Development	<p>The proposed use of "contractor space" would be considered a "contractor establishment with no outdoor storage", which requires a special exception in the C-2 Zoning District. Please refer to Seminole County Land Development Code Sections 30.762 for permitted uses and Section 30.763 for special exceptions. Furthermore, warehouses are not allowed in the C-2 Zoning District.</p>
29. Planning and Development	<p>A Small Scale Future Land Use Amendment from MDR to COM and a Rezone to C-3 (Retail Commercial) to allow warehouses would not be compatible with nearby residential properties located to the north and east.</p>
30. Planning and Development	<p>SETBACKS: The setbacks for the C-2 zoning district are: 25 feet Front Yard, 10 feet Rear yard, 0 feet Side Yard, 25 feet Side Street.</p>
31. Planning and Development	<p>Please refer to Seminole County Land Development Code Sec. 30.1223. for required parking space dimensions and access aisle width.</p>
32. Planning and Development	<p>Open Space Requirements: For non-residential properties, twenty-five (25) percent open space shall be required. The purpose of open space in non-residential developments is to set aside areas for landscaping, buffering, stormwater retention, recreation, and/or preservation of natural resources.</p>
33. Planning and Development	<p>The proposed project is subject to Site Plan Review Process: SCLDC Chapter 40. Information can be found at: <a href="http://cdn.seminolecountyfl.gov/departments-services/development-services/planning-development/development-processes-requirements/index.shtml">http://cdn.seminolecountyfl.gov/departments-services/development-services/planning-development/development-processes-requirements/index.shtml</a></p>



34. Planning and Development	<p>The subject property is located within an Urban Centers and Corridors Overlay and within the East Altamonte Springs SunRail Study Area. The site is also adjacent to the City of Altamonte Springs East Town Vision Plan area. Please refer to the following websites for further details:</p> <p>City of Altamonte Springs East Town Vision Plan  <a href="https://altamonte.org/695/East-Town-Vision-Plan">https://altamonte.org/695/East-Town-Vision-Plan</a></p> <p>East Altamonte Springs SunRail Study Area  <a href="https://www.seminolecountyfl.gov/core/fileparse.php/3207/urlt/FinalReportDraft-08212014.pdf">https://www.seminolecountyfl.gov/core/fileparse.php/3207/urlt/FinalReportDraft-08212014.pdf</a></p>
35. Planning and Development	<p>Seminole County has performance standards to avoid creating potential offensive or injurious conditions such as noise, vibration, glare and more. Please see Part 68 of the Seminole County Land Development Code:  <a href="https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT68PEST">https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT68PEST</a></p>
36. Planning and Development	<p>Parking and landscaping requirements can be found in SCLDC Part 64 Chapter 30. Parking requirements for general business and personal service establishments the parking requirements are: one (1) parking space for every 200 square feet of gross floor area. Please see Land Development Code Section 30.1221 for other Commercial parking requirements that may apply.</p>
37. Planning and Development	<p>If outdoor lighting is proposed, a photometric plan may be required. (Part 64 Chapter 30, sec. 30.1234.)</p>
38. Public Safety - Fire Marshal	<p>Type of use and size of building may require fire sprinklers and fire alarms.</p>
39. Public Safety - Fire Marshal	<p>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</p>
40. Public Safety - Fire Marshal	<p>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</p>
41. Public Safety - Fire Marshal	<p>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</p>
42. Public Safety - Fire Marshal	<p>Hose Lay: Fire Department access roads shall be provided such that any portion of the facility or any portion of an exterior wall of the first floor of the building is located not more than 150 FT (450 FT if equipped with an AUTOMATIC FIRE SPRINKLER SYSTEM) from Fire Department access roads measured by an approved route around the exterior of the building or facility (Section 18.2.3.2.2 and 18.2.3.2.2.1 NFPA 1)</p>

Public Safety - 43. Fire Marshal	<p>"All the following items shall be acknowledged and added to the site plan sheets as note:</p> <ol style="list-style-type: none"> <li>1. Fire department access roads provided at the start of a project and shall be maintained throughout construction. (NFPA 1, 16.1.4).</li> <li>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.</li> <li>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).</li> <li>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).</li> <li>5. Fire flow testing shall be performed in accordance with NFPA 291, recommended practice for fire flow testing.</li> <li>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 212 in. NFPA 1, 18.5.7.</li> <li>7. Hydrant shall be marked with a blue reflector in the roadway in accordance with NFPA 1, chapter 18.5.10.</li> <li>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"</li> </ol>
Public Safety - 44. Fire Marshal	<p>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:</p> <p>Pierce Arrow XT Chassis  Aerial Platform 100  Inside Cramp Angle: 40 Degrees  Axle Track: 82.92 inches  Wheel Offset: 5.30 inches  Tread Width: 17.5 inches  Chassis Overhang: 68.99 inches  Additional Bumper Depth: 22 inches  Front Overhang: 90.99 inches  Wheelbase: 270 inches  Overall length: 581.75 inches  Calculated Turning Radius:  Inside Turn: 25 ft. 7 in.  Curb to Curb: 41 ft. 8 in.  Wall to Wall: 48 ft. 5 in.  Overall length: 48 ft 6in.</p>

45.	Public Works - Engineering	The proposed project is located within the Little Wekiva (Cranes Roost) drainage basin.
46.	Public Works - Engineering	Based on SCS Soil Survey GIS overlays, the site generally has A class soils.
47.	Public Works - Engineering	Based on preliminary review, the site is within a landlocked basin. If adequate connection and conveyance is verified, the site will be required to hold the 25-year, 96-hour pre/post volumetric discharge. If adequate connection and conveyance cannot be verified, the site will be required to retain the entire 100-year/24-hour event.
48.	Public Works - Engineering	Based on 1 ft. contours, the topography of the site appears to slope northwest.
49.	Public Works - Engineering	Based on a preliminary review, the site appears to outfall to the storm pipe system within the Ronald Regan Blvd ROW but is within a landlocked basin. Connection and conveyance to the system will need to be verified.
50.	Public Works - Engineering	A detailed drainage analysis will be required at final engineering.
51.	Public Works - Engineering	A permit from the St. John's River Water Management District or Florida Department of Environmental Protection is generally required for projects with more than 5,000 sq. ft. of new impervious or 4,000 sq. ft. of new building for a total of 9,000 sq. ft. of new impervious surface. For more information see <a href="http://www.sjrwmd.com">www.sjrwmd.com</a> .
52.	Public Works - Engineering	A National Pollutant Discharge Elimination System (NPDES) Permit is required for all projects that disturb greater than one acre. ( <a href="http://cfpub.epa.gov/npdes/home.cfm?program_id=45">http://cfpub.epa.gov/npdes/home.cfm?program_id=45</a> )



## AGENCY/DEPARTMENT EFORM COMMENTS AND PROJECT STATUS

This section shows the reviewers of this project from the various County agencies. It may also include additional comments for review and response.

DEPARTMENT	REVIEWER	STATUS	CONTACT INFORMATION
Buffers and CPTED	Maya Athanas	Review Complete	Phone: 407-665-7388 Email: mathanas@seminolecountyfl.gov
Building Division	Tony Coleman	Review Complete	Phone: 407-665-7581 Email: acoleman@seminolecountyfl.gov
Comprehensive Planning	Tyler Reed	Review Complete	Phone: 407-665-7398 Email: treed@seminolecountyfl.gov
Environmental Services	James Van Alstine	Review Complete	Phone: 407-665-2024 Email: jvanalstine@seminolecountyfl.gov
Impact Analysis Coordination	William Wharton	No Review Required	Phone: 407-665-5730 Email: wwarton@seminolecountyfl.gov
Natural Resources	Sarah Harttung	Review Complete	Phone: 407-665-7391 Email: sharttung@seminolecountyfl.gov
Planning and Development	Doug Robinson	Review Complete	Phone: 407-665-7308 Email: drobinson03@seminolecountyfl.gov
Public Safety - Fire Marshal	Matthew Maywald	Review Complete	Phone: 407-665-5177 Email: mmaywald@seminolecountyfl.gov
Public Works - Engineering	Jose Gomez	Review Complete	Phone: 407-665-7383 Email: <a href="mailto:jgomez@seminolecountyfl.gov">jgomez@seminolecountyfl.gov</a>

## RESOURCE INFORMATION

### Seminole County Land Development Code:

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

### 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/>

### Wekiva Consistency form:

<http://www.seminolecountyfl.gov/core/fileparse.php/3207/urlt/WekivaConReview.pdf>

### Seminole County Property Appraiser Maps:

<http://www.scpafl.org>

### Seminole County Wetland Information:

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

### Seminole County Public Works Engineering Manual:

<https://www.seminolecountyfl.gov/departments-services/public-works/development-review-engineering/>

### FEMA LOMR (Letter of Map Revision):

[www.fema.gov](http://www.fema.gov)

### Cities:

Altamonte Springs	(407) 571-8000	<a href="http://www.altamonte.org">www.altamonte.org</a>
Casselberry	(407) 262-7700	<a href="http://www.casselberry.org">www.casselberry.org</a>
Lake Mary	(407) 585-1449	<a href="http://www.lakemaryfl.com">www.lakemaryfl.com</a>
Longwood	(407) 260-3440	<a href="http://www.longwoodfl.org">www.longwoodfl.org</a>
Oviedo	(407) 971-5555	<a href="http://www.cityofoviedo.net">www.cityofoviedo.net</a>
Sanford	(407) 688-5000	<a href="http://www.sanfordfl.gov">www.sanfordfl.gov</a>
Winter Springs	(407) 327-1800	<a href="http://www.winterspringsfl.org">www.winterspringsfl.org</a>

### Other Agencies:

Florida Dept of Transportation	<b>FDOT</b>		<a href="http://www.dot.state.fl.us">www.dot.state.fl.us</a>
Florida Dept of Enviro Protection	<b>FDEP</b>	(407) 897-4100	<a href="http://www.dep.state.fl.us">www.dep.state.fl.us</a>
St. Johns River Water Mgmt Dist	<b>SJRWMD</b>	(407) 659-4800	<a href="http://www.sjrwmd.com">www.sjrwmd.com</a>
Health Department	<b>Septic</b>	(407) 665-3621	

### Other Resources:

Flood Prone Areas	<a href="http://www.seminolecountyfl.gov/gm/building/flood/index.aspx">www.seminolecountyfl.gov/gm/building/flood/index.aspx</a>
Watershed Atlas	<a href="http://www.seminole.wateratlas.usf.edu">www.seminole.wateratlas.usf.edu</a>
Seminole Co. Property Appraiser	<a href="http://www.scpafl.org">www.scpafl.org</a>