

SEMINOLE COUNTY GOVERNMENT

1101 EAST FIRST STREET, WEST WING
SANFORD, FLORIDA 32771

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

PROJECT NAME:	SHOTVET CORPORATE HEADQUARTERS - PRE-APPLICATION	PROJ #: 25-80000107
APPLICATION FOR:	DR - PRE-APPLICATION DRC	
APPLICATION DATE:	10/03/25	
RELATED NAMES:	EP WESLEY BORGMAN	
PROJECT MANAGER:	TIFFANY OWENS (407) 665-7354	
PARCEL ID NO.:	35-20-29-501-0000-003B	
PROJECT DESCRIPTION:	PROPOSED SITE PLAN FOR A VETERINARY OFFICE AND CALL CENTER WITH COMPANY VEHICLE STORAGE ON 1.67 ACRES IN THE OP ZONING DISTRICT LOCATED ON THE SOUTH SIDE OF EE WILLIAMSON ROAD, WEST OF I-4	
NO OF ACRES	1.67	
BCC DISTRICT	3: CONSTANTINE	
CURRENT ZONING	OP	
LOCATION	ON THE SOUTH SIDE OF EE WILLIAMSON ROAD, WEST OF I-4	
FUTURE LAND USE-	OFF	
SEWER UTILITY	SUNSHINE WATER SERVICES	
WATER UTILITY	SUNSHINE WATER SERVICES	
APPLICANT:		CONSULTANT:
WESLEY BORGMAN SEMINOLE ANIMAL HOSPITAL SERVI 280 WEKIVA SPRING RD LONGWOOD FL 32779 (407) 731-0000 WES@SHOTVET.ORG		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.

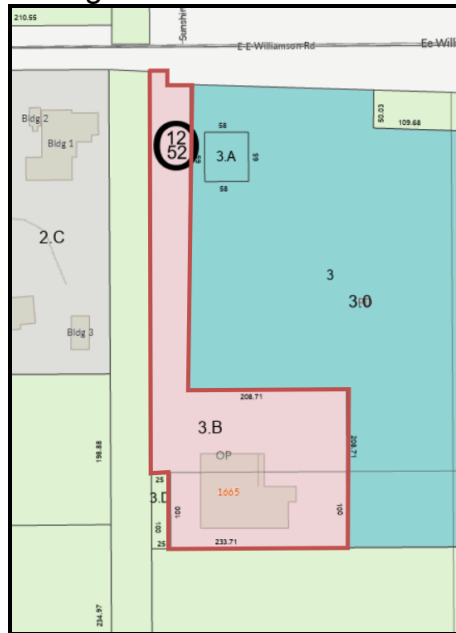
The development project review will be completed utilizing Electronic Plan Review (ePlan). For questions regarding this process, please consult the Electronic Plan Review Applicant User Guide that can be found [here](#).

PROJECT MANAGER COMMENTS

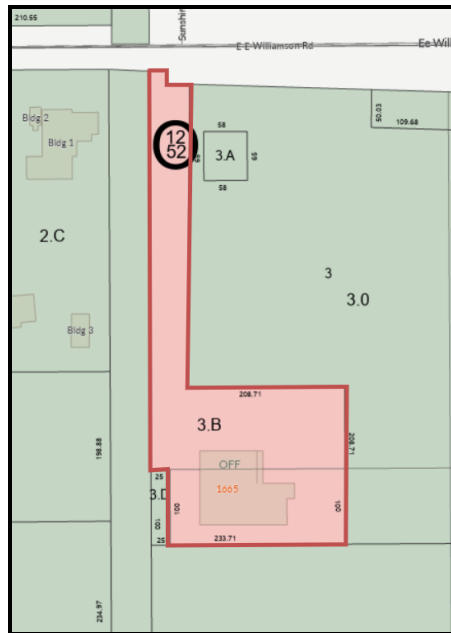
- The subject property has a Future Land Use of Office and an OP (Office) zoning designation. The proposed office and supporting incidental uses are permitted in OP (Office) Zoning District.
- An approved Small Site Plan will be required before a change of use building permit can be issued. The plan must show the removal of fencing and demonstrate that the proposed use meets the required parking. If there is any increase in impervious surface area, a detailed drainage analysis will be required, along with Development Review Engineering's approval of additional retention through a full Site Plan review.

PROJECT AREA ZONING AND AERIAL MAPS

Zoning



Future Land Use



Aerial



AGENCY/DEPARTMENT COMMENTS

	REVIEWED BY	TYPE	STATUS
1.	Buffers and CPTED	Crime Prevention Through Environmental Design (CPTED) CPTED is defined as "the proper design and effective use of the built environment that can lead to a reduction in the fear and incidence of crime and an improvement in the quality of life." It is based on three overlapping strategies: 1. Natural access control 2. Natural surveillance 3. Territorial reinforcement The goal of CPTED is to reduce opportunities for crime that may be inherent in the design of structures and development sites. This goal is accomplished through the involvement of CPTED trained law enforcement officers in the planning and design review of development projects. CPTED uses various tools to evaluate environmental conditions, and look for ways to intervene to control human / criminal behavior and reduce the fear of crime. The comments provided below are intended to promote public safety on the property under review.	Info Only
2.	Buffers and CPTED	If major site changes are proposed a full buffer review would be completed at Site Plan review. Buffer information can be found here: https://www.municode.com/library/fl/seminole_county/codes/land_development_code?nodeId=SECOLA_DECO_CH30ZORE_PT67LASCBU	Info Only
3.	Comprehensive Planning	Future Land Use of OFF has maximum FAR of 0.35 and allows for zonings of OP, RP, A-1, PD or PLI. Uses are listed in Future Land Use section Policy FLU 5.3.1 Office as follows: Uses A Conversion of existing residential structures to low intensity professional office uses; B General office development; C Nursery schools, libraries, laboratories, and day care centers; D Public elementary schools, public middle schools, and public high schools; and E Special exception uses such as hospitals, funeral homes, medical clinics, banks, and public utility and service structures. F Missing Middle residential units within an office development, where such use occupies no more than 20 percent of next buildable area and 49 percent of total floor area. Based on this, the proposed use appears to be consistent with the OFF Future Land Use, the underlying zoning requirements must also be met.	Info Only
4.	Comprehensive Planning	Site is located adjacent to the Seminole Rails to Trails system. Consider a connection to the system to support outdoor recreation activities.	Info Only
5.	Environmental Services	This development is not within Seminole County's utility service area. Please coordinate with Sunshine Water Services to service it. No review required.	Info Only

6.	Planning and Development	INFORMATIONAL: County staff has reviewed the subject project based on the information you have provided to us and have compiled the following information for your use. 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. Seminole County Land Development Code: http://www.seminolecountyfl.gov/guide/codes.asp Seminole County Planning & Development: http://www.seminolecountyfl.gov/gm/	Info Only
7.	Planning and Development	The subject property has a Future Land Use of Office and an OP (Office) zoning designation.	Info Only
8.	Planning and Development	The proposed office and supporting incidental uses are permitted in the way described in OP (Office) Zoning District designation.	Info Only
9.	Planning and Development	The proposed project is subject to Small Site Plan Review Process: SCLDC Chapter 40. Information can be found at: http://cdn.seminolecountyfl.gov/departments-services/development-services/planning-development/development-processes-requirements/index.shtml	Info Only
10.	Planning and Development	Parking and landscaping requirements can be found in SCLDC Part 11 Chapter 30. Parking requirements for the subject use are: 4 parking spaces for every 1,000 square feet; <u>requiring 39 parking spaces.</u> While there are roughly 50 parking spaces on the site it appears that the fencing installed in 2020 is obstructing access to a number of the required parking spaces, this will need to be addressed during the Small Site Plan Review.	Info Only
11.	Planning and Development	The building setbacks required for the OP Zoning are: Twenty-five (25) foot Front Yard, Ten (10) foot Rear yard, and Zero (0) foot Side Yard.	Info Only
12.	Planning and Development	The subject site is within the Wekiva Study and shall comply with the following Policies in the Seminole County Comprehensive Plan Policy FLU 2.3.12: B. Most Effective Recharge Areas 1. Encourage, and if warranted by Policy FLU 2.3.13 Wekiva Study Area Cluster Development Standards, require planned developments and cluster developments;	Info Only

		2. Evaluate the Aquifer Recharge Overlay Zoning Classification, which sets alternative design criteria and standards to protect the functions of most effective aquifer recharge areas as part of each Comprehensive Plan Evaluation and Appraisal Report; and, 3. Enforce standards for the most effective recharge areas, as defined in the Aquifer Recharge Overlay Zoning Classification and Exhibit FLU: Aquifer Recharge Areas such as, but not limited to: a. The maximum area covered by structures and impervious surface shall not exceed 65% for nonresidential uses and 60% for residential uses of the total land area; and b. With the exception of handicapped parking spaces, no more than 25% of the total number of required off-street parking spaces shall not be paved.	
13.	Planning and Development	If outdoor lighting is proposed, a photometric plan may be required. (Part 64 Chapter 30, sec. 30.1234.)	Info Only
14.	Planning and Development	Outdoor Lighting will require a separate permit. Outdoor lighting must comply with Seminole County Land Development Code Sec. 30.1234. – Outdoor Lighting Requirements. https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT15OULIRE	Info Only
15.	Planning and Development	Dumpsters will require a separate permit. Dumpster enclosure must meet the standard of Seminole County Land Development Code Sec. 30.1233. - Miscellaneous design standards. PART 14. - LANDSCAPING, SCREENING, BUFFERING, AND OPEN SPACE Land Development Code Seminole County, FL Municode Library	Info Only
16.	Public Safety - Fire Marshal	Type of use and size of building may require fire sprinklers and fire alarms.	Info Only
17.	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
18.	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,	Info Only

		Section 18.2.3.5.1.1	
19.	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 21/2 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
20.	Public Safety - Fire Marshal	A change of use application shall be applied for through the building department and any type of modifications to the structure shall have proper permitting as well.	Info Only
21.	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 www.sjrwmd.com or permit modification,	Info Only
22.	Public Works - Engineering	A National Pollutant Discharge Elimination System (NPDES) Permit is required for all projects that disturb greater than one acre. (http://cfpub.epa.gov/npdes/home.cfm?program_id=45)	Info Only
23.	Public Works - Engineering	A detailed drainage analysis will be required at final engineering.	Info Only
24.	Public Works - Engineering	Based on a preliminary review, the site appears to outfall across multiple private properties to an isolated landlocked depression.	Info Only
25.	Public Works - Engineering	Based on 1 ft. contours, the topography of the site appears to slope west.	Info Only
26.	Public Works -	Based on a preliminary review, the site is either,	Info Only

	Engineering	Land Locked, does not have a viable discharge (piped system, canal or connected waterbody) or a known drainage issues exists downstream, therefore the site will be required to retain the entire 100-year, 24-hour storm event volume onsite without discharge for any new impervious proposed.	
27.	Public Works - Engineering	Based on SCS Soil Survey GIS overlays, the site generally has well drained soils. The site is considered high recharge.	Info Only
28.	Public Works - Engineering	The proposed project is located within the Little Wekiva drainage basin.	Info Only
29.	Public Works - Impact Analysis	A Traffic Impact Study (TIS) may be required for this project if the new net external trip generation (Day Care vs Professional Office) 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 Traffic Study 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 J. Perez, P.E. for requirements at (407) 665-5716 or via email to aperez07@seminolecountyfl.gov.	Info Only

DEPARTMENT PROJECT STATUS AND CONTACT

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

DEPARTMENT	REVIEWER
Buffers and CPTED	Tiffany Owens (407) 665-7354 towens04@seminolecountyfl.gov
Building Division	Phil Kersey (407) 665-7460 pkersey@seminolecountyfl.gov
Comprehensive Planning	David German (407) 665-0311 dgerman@seminolecountyfl.gov
Environmental Services	James Van Alstine (407) 665-2014 jvanalstine@seminolecountyfl.gov
Natural Resources	Sarah Harttung (407) 665-7391 sharttung@seminolecountyfl.gov
Planning and Development	Tiffany Owens (407) 665-7354 towens04@seminolecountyfl.gov
Public Safety - Fire Marshal	Matthew Maywald (407) 665-5177 mmaywald@seminolecountyfl.gov
Public Works - Engineering	Jennifer Goff (407) 665-7336 jgoff@seminolecountyfl.gov
Public Works - Impact Analysis	Arturo Perez (407) 665-5716 aperez@seminolecountyfl.gov

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