Ordinance No. 2025-4834

An Ordinance of the City of Sanford, Florida amending the *City of Sanford Comprehensive Plan, as* previously amended; providing for amendment of the Future Land Use Map of the Future Land Use Element of *the City of Sanford Comprehensive Plan* relative to certain real property, approximately 1.19 acres in size, owned by Society of Saint Pius X Orlando FL, Inc. (Tax Parcel Identification Number 22-19-30-5AD-0000-0130), said property being addressed as 2520 Narcissus Avenue; providing for the future land use designation to be amended from Low Density Residential (LDR) (Seminole County) to Waterfront Downtown Business District (WDBD) (City); providing for legislative findings and intent; providing for assignment of the land use designation for the property; providing for severability; providing for ratification of prior acts of the City; providing for conflicts; providing for codification and directions to the code codifier and providing for an effective date.

Whereas, the fee simple title owner of the real property that is the subject of this Ordinance is Society of Saint Pius X Orlando FL, Inc. (the "Property Owner"); and

Whereas, the subject real property is assigned Tax Parcel Identification Number 22-19-30-5AD-0000-0130, as assigned by the Seminole County Property Appraiser; and

Whereas, the subject real property is a site 1.19 acres in size and is addressed as 2520 Narcissus Avenue and located on the north side of Narcissus Avenue, approximately 150 feet east of its intersection with Burton Lane; and

Whereas, a Citizens Awareness and Participation Plan (CAPP) meeting was held on May 7, 2025, and a copy of the CAPP report was provided to the City, which report has been found to be satisfactory to the City; and

Whereas, the applicant's request is to amend the Future Land Use for the subject property from Low Density Residential (LDR) (Seminole County) to Waterfront Downtown Business District (WDBD) (City); and

Whereas, the Property Owner also has submitted a companion application to rezone the subject property from Agriculture (A-1) (Seminole County) to Agriculture (AG) (City); and

Whereas, the City of Sanford's Planning and Zoning Commission, as the City's local planning agency, held a public hearing on September 4, 2025, to consider amending the Future Land Use Map of the Future Land Use Element of the *City of Sanford Comprehensive Plan* and recommended approval of the proposed Future Land Use Map amendment to the *Comprehensive Plan* for the subject property; and

Whereas, Section 163.3187, *Florida Statutes*, relates to the amendment of adopted local government comprehensive plans and sets forth certain requirements relating to small scale amendments, and which are related to proposed small scale development activities and provides, among other things, that such amendments may be approved without regard to statutory limits on the frequency of consideration of amendments to the *City of Sanford Comprehensive Plan*; and

Whereas, the City of Sanford has complied with all requirements and procedures of Florida law in processing this amendment to the *City of Sanford Comprehensive Plan* including, but not limited to, Section 163.3187, *Florida Statutes*; and

Whereas, the City of Sanford has complied with Florida's *Community Planning Act* which was amended during the 2021 Legislative Session by the passage of Committee Substitute for Committee Substitute for Committee Substitute for House Bill Number 59 (initially codified as Chapter Number 2021-195, *Laws of Florida*) to require every city and county within the State "to include in its comprehensive plan a property rights element" (Section 163.3177(6)(i)1, *Florida Statutes*).

Now, therefore, be it enacted by the People of the City of Sanford, Florida:

Section 1. Legislative Findings and Intent.

(a). The City of Sanford has complied with all requirements and procedures of Florida law in processing and advertising this Ordinance.

(b). The City Commission of the City of Sanford adopts the recitals (whereas clauses) of this Ordinance as legislative findings.

(c). This Ordinance is internally consistent with the goals, objectives and policies of the *Comprehensive Plan of the City of Sanford* and the proposed *Comprehensive Plan* amendment does not trigger any urban indicators and adoption of this amendment will discourage the proliferation of urban sprawl within the City of Sanford.

Section 2. Amendment to Future Land Use Map; Incorporation of Maps, Sketches and Legal Descriptions.

(a). The Future Land Use Plan Element of the *Comprehensive Plan of the City of Sanford* and the City's Future Land Use Map is hereby amended by changing the future land use designation from Agriculture (A-1) (Seminole County) to Agriculture (AG) (City) regarding the real property which is the subject of this Ordinance as set forth herein.

(b). The property which is the subject of this *Comprehensive Plan* amendment is assigned Tax Parcel Identification Number 22-19-30-5AD-0000-0130 by the Seminole County Property Appraiser.

(c). Any maps, sketches and legal descriptions attached to this Ordinance are hereby ratified and affirmed and incorporated into this Ordinance as a substantive part of this Ordinance, but the land which is the subject of this Ordinance consists of Tax Parcel Identification Number 22-19-30-5AD-0000-0130 as assigned by the Seminole County Property Appraiser.

Section 3. Implementing Administrative Actions. The City Manager, or designee, is hereby authorized to implement the provisions of this Ordinance as deemed appropriate and warranted.

Section 4. Ratification of Prior Actions. The prior actions of the City Commission and its agencies in enacting and causing amendments to the *Comprehensive Plan of the City of Sanford*, as well as the implementation thereof, are hereby ratified and affirmed.

Section 5. Severability. If any section, sentence, phrase, word, or portion of this Ordinance proves to be invalid, unlawful or unconstitutional, it shall not be held to impair the validity or effect of any other action or part of this Ordinance.

Section 6. Conflicts. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 7. Scrivener's Errors. Typographical errors and other matters of a similar nature that do not affect the intent of this Ordinance, as determined by the City Clerk and City Attorney, may be corrected with the endorsement of the City Manager, or designee, without the need for a public hearing.

Section 8. Codification/Instructions to Code Codifier. It is the intention of the City Commission of the City of Sanford, Florida, and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the codified version of the *City of Sanford Comprehensive Plan* and/or the *Code of Ordinances of the City of Sanford*, Florida in terms of amending the Future Land Use Map of the City.

Section 9. Effective Date. The small scale *Comprehensive Plan* amendment set forth herein shall not become effective, in accordance with Section 163.3187(5)(c), *Florida Statutes*, until 31 days after the enactment of this Ordinance. If

challenged within 30 days after enactment, the small-scale amendment set forth in this Ordinance shall not become effective until the State land planning agency or the Administration Commission, respectively, issues a final order determining that the subject small-scale amendment is in compliance with controlling State law; provided, however, that this Ordinance shall not take effect until the annexation ordinance annexing the property that is the subject of this Ordinance is final.

Passed and adopted this 10th day of November, 2025.

Attest:

By:_____
Traci Houchin, MMC, FCRM
City Clerk

City Commission of the City of Sanford, Florida

By:_____
Art Woodruff
Mayor

Approved as to form and legality:

By:_____
Lindsay N. Greene, Esquire
City Attorney

PROJECT INFORMATION – 2520 NARCISSUS AVENUE COMPREHENSIVE PLAN AMENDMENT

Requested Action:	Amend the future land use designation of Seminole County LDR, Low Density Residential to City of Sanford WDBD, Waterfront Downtown Business District on 1.19 acres at project address 2520 Narcissus Avenue.
Proposed Use:	Church and Educational K-12 Educational Facility (Saint Thomas More Academy)
Project Address:	2520 Narcissus Avenue
Current County Zoning:	Seminole County A-1, Agriculture
Existing Land Use:	Residential, Single-Family
Tax Parcel Numbers:	22-19-30-5AD-0000-0130
Site Area:	1.19 acres
Property Owners:	Society of Saint Pius X Orlando FL, Inc. 500 Riverview Ave Sanford, Fl 32771
Applicant/Agent:	Kip Coleman Kip Coleman Architecture 6749 Tiffany Rose Place Sanford, FL 32771 Phone: (925) 595-4585 Email:kip@kc-architecture.com
CAPP Meeting:	A CAPP (Citizens Awareness and Participation Plan) meeting was held on May 7, 2025, and a copy of the report is attached.

	Zoning	Future Land Use	Current Use
North	City of Sanford AG, Agriculture	City of Sanford WDBD, Waterfront Downtown Business District	Institutional
South	Seminole County A-1, Agriculture	Seminole County LDR, Low Density Residential	Residential, Single-Family
East	City of Sanford AG, Agriculture	City of Sanford WDBD, Waterfront Downtown Business District	Institutional
West	Seminole County R-1AA, Single-Family	Seminole County LDR, Low Density Residential	Residential, Single-Family

COMPREHENSIVE PLAN COMPLIANCE REVIEW

Planning staff has reviewed the request and has determined the use and proposed improvements to be consistent with the Goals, Objectives and Policies of the Comprehensive Plan.

Current Future Land Use	Seminole County Low Density Residential, LDR
Proposed Future Land Use	City of Sanford Waterfront Downtown Business District, WDBD

Property Address: 2520 Narcissus Avenue
Tax Parcel Number(s):
22-19-30-5AD-0000-0130

CITY OF SANFORD COMPREHENSIVE PLAN AMENDMENT

Property Address: 2520 Narcissus Avenue
Tax Parcel Number(s): 22-19-30-5AD-0000-0130

Acreage: 1.19 Acres

Proposed Future Land Use:
Waterfront Downtown Business District (WDBD)

Seminole County - Existing Land Use

- Institutional
- Managed Environmental Lands
- Public - Other
- Residential - Multi-Family
- Residential - Single Family
- Other Vacant
- Residential - Vacant

City Future Land Use

- Low Density Residensital Single-Family (LDRSF)
- Suburban Estates (SE)
- Waterfront Downtown Business District (WDBD)

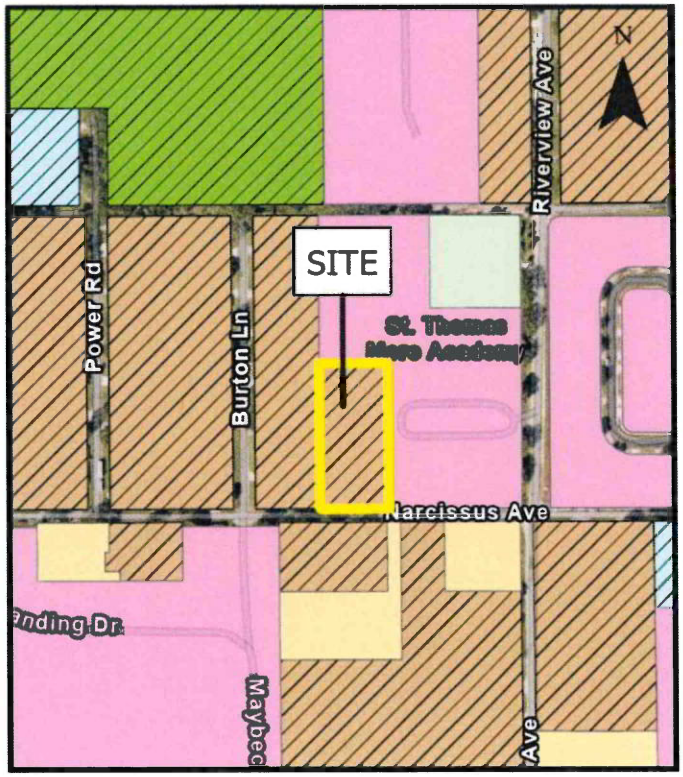
County Future Land Use

- Low Density Residential (LDR)
- Public, Quasi-Public (PUBC)
- Suburban Estates (SE)
- Subject Site

PROPOSED FUTURE LAND USE

EXISTING LAND USE

EXISTING FUTURE LAND USE



AFFIDAVIT OF OWNERSHIP AND DESIGNATION OF AGENT

www.sanfordfl.gov

Please use additional sheets as needed. If any additional sheets are attached to this document, please sign here and note below:

I. Ownership

I, Father Marc Vernoy for Society of St. Pius X Orlando FL, hereby attest to ownership of the property described below:

Tax Parcel Number(s): 22-19-30-5AD-0000-0130

Address of Property: 2520 NARCISSUS AVENUE, SANFORD FL 32771

for which this COMP PLAN AMMENDMENT TO LDR application is submitted to the City of Sanford.

II. Designation of Applicant's Agent (leave blank if not applicable)

As the owner/applicant of the above designated property for which this affidavit is submitted, I designate the below named individual as my agent in all matters pertaining to the application process. In authorizing the agent named below to represent me, or my company, I attest that the application is made in good faith and that all information contained in the application is accurate and complete to the best of my personal knowledge.

Applicant's Agent (Print): Kip Coleman Signature:

Agent Address:

Email: kip@kc-architecture.com Phone: 925.595.4585 Fax:

III. Notice to Owner

A. All changes in Ownership and/or Applicant's Agent prior to final action of the City shall require a new affidavit. If ownership changes, the new owner assumes all obligations related to the filing application process.

B. If the Owner intends for the authority of the Applicant's Agent to be limited in any manner, please indicate the limitations(s) below. (i.e.: limited to obtaining a certificate of concurrency; limited to obtaining a land use compliance certificate, etc.)

The owner of the real property associated with this application or procurement activity is a (check one)

☐ Individual ☑ Corporation ☐ Land Trust ☐ Partnership ☐ Limited Liability Company

☐ Other (describe):

1. List all **natural persons** who have an ownership interest in the property, which is the subject matter of this petition, by name and address.
   N/A

2. For each **corporation**, list the name, address, and title of each officer; the name and address of each director of the corporation; and the name and address of each shareholder who owns two percent (2%) or more of the stock of the corporation. Shareholders need not be disclosed if a corporation's stock are traded publicly on any national stock exchange.
   SEE ATTACHED ANNUAL REPORT

3. In the case of a **trust**, list the name and address of each trustee and the name and address of the beneficiaries of the trust and the percentage of interest of each beneficiary. If any trustee or beneficiary of a trust is a corporation, please provide the information required in paragraph 2 above.
   Name of Trust: N/A

4. For **partnerships**, including limited partnerships, list the name and address of each principal in the partnership, including general or limited partners. If any partner is a corporation, please provide the information required in paragraph 2 above.
   N/A

5. For each **limited liability company**, list the name, address, and title of each manager or managing member; and the name and address of each additional member with two percent (2%) or more membership interest. If any member with two percent (2%) or more membership interest, manager, or managing member is a corporation, trust or partnership, please provide the information required in paragraphs 2, 3 and/or 4 above.

   Name of LLC: N/A

6. In the circumstances of a **contract for purchase**, list the name and address of each contract purchaser. If the purchaser is a corporation, trust, partnership, or LLC, provide the information required for those entities in paragraphs 2, 3, 4 and/or 5 above.

   Name of Purchaser:

   Date of Contract:

NAME	TITLE/OFFICE/TRUSTEE OR BENEFICIARY	ADDRESS	% OF INTEREST

(**Use additional sheets for more space.**)

7. As to any type of owner referred to above, a change of ownership occurring subsequent to the execution of this document, shall be disclosed in writing to the City prior to any action being taken by the City as to the matter relative to which this document pertains.

8. I affirm that the above representations are true and are based upon my personal knowledge and belief after all reasonable inquiry. I understand that any failure to make mandated disclosures is grounds for the subject rezone, future land use amendment, special exception, or variance involved with this Application to become void or for the submission for a procurement activity to be non-responsive. I certify that I am legally authorized to execute this Affidavit and to bind the Applicant or Vendor to the disclosures herein.

Date 3/25/25

Owner, Agent, Applicant Signature

STATE OF FLORIDA
COUNTY OF

Sworn to (or affirmed) and subscribed before me by
on this 25 day of March, 2025.

JAZMIN CUESTA
Notary Public - State of Florida
Commission # HH 610935
My Comm. Expires Nov 7, 2028
Bonded through National Notary Assn.

Signature of Notary Public

Print, Type or Stamp Name of Notary Public

Personally Known X **OR** Produced Identification

Type of Identification Produced

CITIZEN AWARENESS & PARTICIPATION PLAN
NEIGHBORHOOD MEETING SUMMARY REPORT

Project: St. Thomas More Church & Academy Comprehensive Plan Amendment

Date: 05/09/25

Owner: SSPX Orlando
550 Riverview Ave,
Sanford, FL 32771

Architect: Kip Coleman Architecture
AR102757

OVERVIEW

A neighborhood meeting was held at 550 Riverview Ave. The meeting was required as part of the Citizen Awareness and Participation Plan (CAPP) submitted in conjunction with the Comprehensive Plan Amendment Application & Annexation Petition.

LIST OF MEETING INVITEES

A list of affected parties that were notified of proposed project and invited to attend the Neighborhood Meeting is provided in Appendix A. Meeting notices were mailed prior to the meeting to property owners within the 500' buffer of the subject property, those that may potentially affected by the project, as well as Planning Department personnel at the City of Sanford.

MEETING NOTICE

A copy of the meeting notice is provided in Appendix B. Full size drawings of the Master Plan were provided at the meeting (see Appendix C & D)

DATE AND LOCATION OF THE NEIGHBORHOOD MEETING

LOCATION:	DATE:	TIME:
Project Site 550 Riverview Ave. Sanford, Florida 32771	Wednesday, May 7th, 2025	6pm-7pm

MEETING ATTENDANCE

One (1) member of the public attended the meeting, not including the Applicant or their representatives. A summary of those attending is provided below:

1) Greg Grayson, 525 Burton Lane, Sanford, FL 32771

SUMMARY OF CONCERNS

Mr. Grayson attended to review the proposed Master Plan and discuss the project. After seeing the plans and discussing the project, Mr. Grayson voiced his support of the project in its entirety.

SUMMARY OF CONCERNS

Mr. Grayson attended to review the proposed Master Plan and discuss the project. After seeing the plans and discussing the project, Mr. Grayson voiced his support of the project in its entirety.

APPENDIX A

Print using Adobe® Reader®'s "Actual size" setting

SOCIETY OF SAINT PIUS X ORLANDO FLA INC 11485 N FARLEY RD PLATTE CITY, MO 64079-8201	BENJAMIN, STEPHEN E & SANDRA 300 MAYBECK CT SANFORD, FL 32771-9527	BISMUTH PROPCO SERIES LLC C/O BROOKFIELD PROPERTIES 250 VESEY ST FL 15 NEW YORK, NY 10281-1052
GUIDA, THARY O 190 VENETIAN BAY CIR SANFORD, FL 32771-7978	GRAYSON, GREGORY L ENH LIFE EST & GRAYSON, JENNIFER C ENH LIFE EST 525 BURTON LN SANFORD, FL 32771-9508	OLIVERAS, JESUS M & TORRES, CORAL M 310 MAYBECK CT SANFORD, FL 32771-9527
ROUSSEAU, JOHN & KATHERINE 514 BURTON LN SANFORD, FL 32771-9508	GABLE, FIONA 304 MAYBECK CT SANFORD, FL 32771-9527	RIVERVIEW TOWNHOME OWNERS ASSN INC C/O SENTRY MANAGEMENT INC 2180 W SR 434 STE 5000 LONGWOOD, FL 32779-5041
RANIERI, WILLIAM & DAWN R 2517 NARCISSUS AVE SANFORD, FL 32771-7972	NSP HOLDINGS LLC 8241 VIA BONITA SANFORD, FL 32771-9728	ANGELS OF MERCY HOLDING INC 2635 S LAUREL AVE SANFORD, FL 32773-5133
MASTRAPA FAMILY REV TRUST 1654 GRANGE CIR LONGWOOD, FL 32750-3344	CAMPBELL, JAMES R JR LIFE EST & CAMPBELL, JODI L LIFE EST 1355 PRIDEAUX RD OSTEEN, FL 32764-8890	VENETIAN BAY PROP ASSN INC THE C/O PREMIER ASSOCIATION MGMT 3112 W LAKE MARY BLVD LAKE MARY, FL 32746-6024
RIVERVIEW TOWNHOME OWNERS ASSN INC C/O SENTRY MANAGEMENT INC 2180 W SR 434 STE 5000 LONGWOOD, FL 32779-5041	SOCIETY OF SAINT PIUS X ORLANDO FL INC 500 RIVERVIEW AVE SANFORD, FL 32771-9507	RIVERVIEW TOWNHOME OWNERS ASSN INC C/O SENTRY MGMT INC 2180 W STATE ROAD 434 # 5000 LONGWOOD, FL 32779-5061
RANIERI, WILLIAM & DAWN R 458 RIVERVIEW AVE SANFORD, FL 32771-9504	ROSADO, JUDITH 302 MAYBECK CT SANFORD, FL 32771-9527	MISURACA, CATHERINE J & DENNIS 2550 NARCISSUS AVE SANFORD, FL 32771-7914
2540 NARCISSUS LLC PO BOX 471007 LAKE MONROE, FL 32747-1007	ANONICK, BRUCE A & SUSAN D 2524 NARCISSUS AVE SANFORD, FL 32771-7973	DUNLAP, CHASE & DUNLAP, JOEL M & DUNLAP, AMY 511 BURTON LN SANFORD, FL 32771-9508
ALGER, ROBERTA M ENH LIFE EST 194 VENETIAN BAY CIR SANFORD, FL 32771-7978	LAWNICZAK, ANDREW & DEANNE 202 VENETIAN BAY CIR SANFORD, FL 32771-7980	DUMAS, PIERRE M JR 610 RIVERVIEW AVE SANFORD, FL 32771-9510
JOHN & CHARLOTTE FORD TRUST 515 BURTON LN SANFORD, FL 32771-9508	BIG PINE TREE INC 6326 CARRIE ANN CT ORLANDO, FL 32819-7500	NIKULINA, JULIA 2551 NARCISSUS AVE SANFORD, FL 32771-7972

MAXWELL, DEBORAH B 1406 ALDEN ST DELAND, FL 32720-4595	SANCHEZ MELENDEZ, JASON Y & ZHAN, PEIYING 611 RIVERVIEW AVE SANFORD, FL 32771-6702	
NSP HOLDINGS LLC 8241 VIA BONITA SANFORD, FL 32771-9728	MAYO, ORVINA M & BRIAN G 510 BURTON LN SANFORD, FL 32771-9508	
CONANT, CURTIS 2521 NARCISSUS AVE SANFORD, FL 32771-7972	CFG LLC 110 BEARSS CIR LONGWOOD, FL 32750-4009	
PENSCO TRUST CO 1801 CALIFORNIA ST STE 800 DENVER, CO 80202-2658	LEE, DANNY J & LORAYNE RYAN 511 POWER RD SANFORD, FL 32771-9506	
SOCIETY OF ST PIUS X ORLANDO FL 11485 N FARLEY RD PLATTE CITY, MO 64079-8201	BARKS, CYNTHIA G ENH LIFE EST 505 POWER RD SANFORD, FL 32771-9506	
LOGAN, SHARON 17044 CRESTMONT BLVD CLERMONT, FL 34711-8696	NIANG, ROKHAYA S & MBENGUE, BOUBACAR 306 MAYBECK CT SANFORD, FL 32771-9527	
FIOR, JACQUELINE 504 BURTON LN SANFORD, FL 32771-9508		
HOPSON, JOHN R & TORRES, BEATRIZ 516 BURTON LN SANFORD, FL 32771-9508		
2018-4 IH BORROWER LP C/O RYAN LLC PO BOX 4900 INVITATION HOMES SCOTTSDALE, AZ 85261-4900		
BROWN, TINA T 312 MAYBECK CT SANFORD, FL 32771-4969		

APPENDIX B

KIP COLEMAN ARCHITECTURE
WWW.KC-ARCHITECTURE.COM
PHONE: 925.595.4585

April 21, 2025

Re: St Thomas More Catholic Church & Academy – Comprehensive Plan Amendment to The City of Sanford Land Development Regulations/Master Plan
2520 Narcissus Ave, Sanford, FL 32771

Dear Neighbor:

We invite you to a neighborhood meeting to review and discuss the proposed Comprehensive Plan Amendment to the City of Sanford's Land Development Regulations and Master Plan of future uses. The proposal includes the current parcel at 2520 Narcissus Ave. to be annexed, from Seminole County, into the City of Sanford and integrated within the existing K-12 school and church uses.

The Master Plan is proposed of a single intermediate phase and (3) new construction phases:

Intermediate Phase: add (2) temporary portable buildings for church and school functions (see C1.0)

Phase 1: replacement of the temporary portables with a new, one-story, classroom building.

Phase 2: removal of existing classroom portable buildings and construction of a new church building;

Phase 3: conversion of the existing church building into a social hall.

Also proposed is the allowing for a reduction in required parking from the land development code standards based on the anticipated school parking demand not conflicting with the church parking demand.

The neighborhood meeting will provide the local community with a venue to discuss the proposed uses and improvements to the property, to provide support for the proposal, or voice any questions there may be with the plan. All are welcome. A full-sized copy of the conceptual Master Plan submitted to the city will be available for review at the neighborhood meeting. If you are unavailable to attend but have questions to ask or comments to provide, please email those questions or comments to Kip Coleman at kip@kc-architecture.com

Meeting Details:

The meeting will be held at the following location and time:

LOCATION:

St Thomas More Catholic Church
550 Riverview Ave, Sanford, FL 32771

DATE:

Wednesday, May 7th, 2025

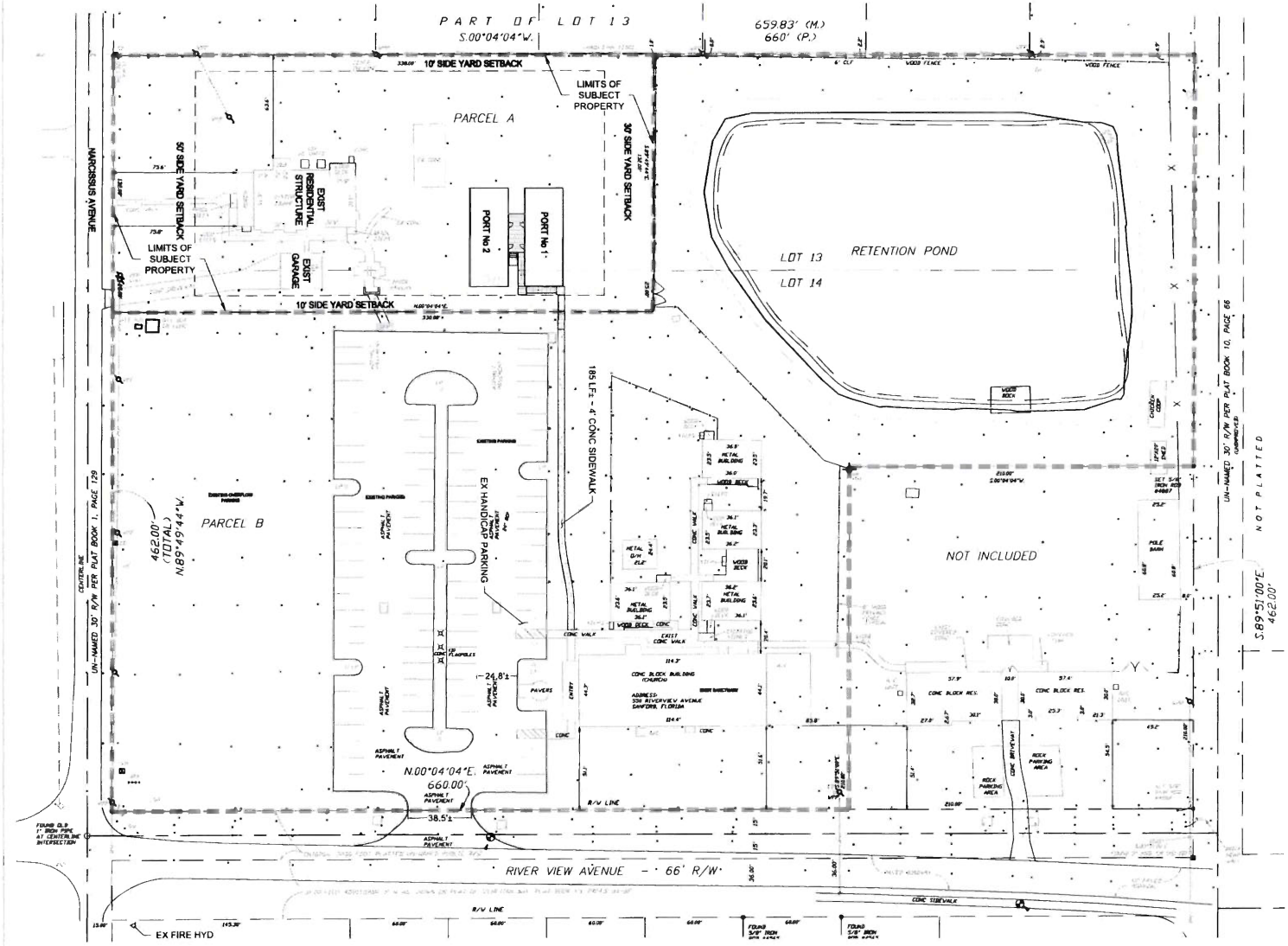
TIME: 6pm

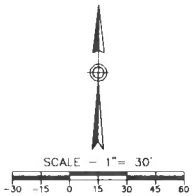
Meeting Site:

Regards,

Kip Coleman, NCARB
Principal Architect

APPENDIX C





MODULAR ADMIN BUILDINGS
2520 NARCISSUS AVENUE, SANFORD, FLORIDA

CONCEPTUAL SITE PLAN - PRE PHASE 1

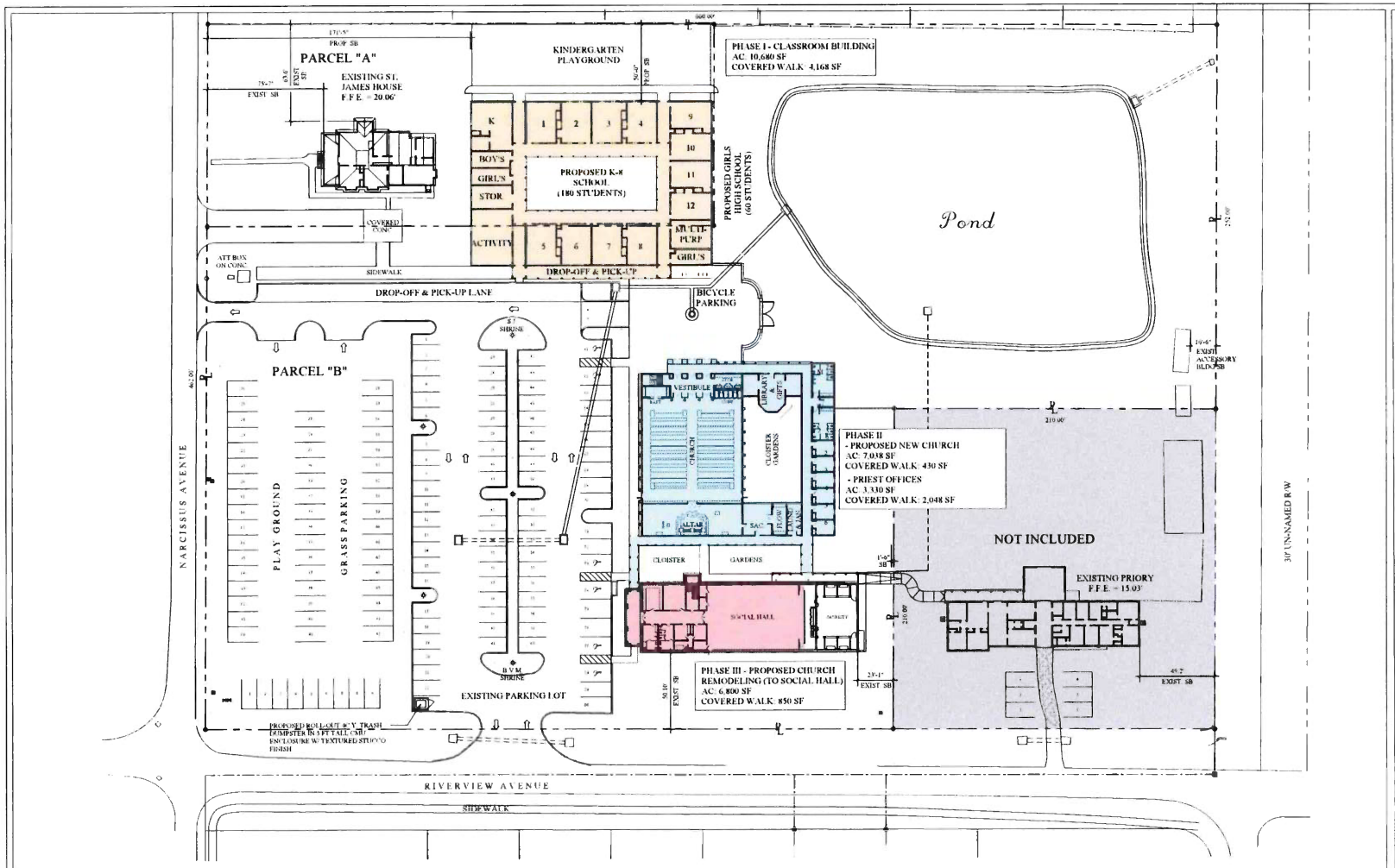
BRAVO ENGINEERING, LLC
7221 ALOMA AVE. STE. 300
WINTER PARK, FLORIDA 32792
Telephone: 407-252-1671

NO.	DATE	DESCRIPTION
0	04/17/25	INITIAL SUBMITTAL TO CITY OF SANFORD FOR COMP PLAN

DRAWN BY: CTB
CHECK BY: CTB
PROJECT NO.: 2024-18
PROJECT DATE: 08/02/24

C1.0

CHRISTOPHER T. BRAVO, P.E.
REGISTRATION # 58562
C.A. # 28953



PROPOSED PHASES OF DEVELOPMENT		
	I	STMA K-8 SCHOOL & HIGH SCHOOL FOR GIRLS (1 STORY)
	II	NEW CHURCH & PRIEST OFFICES (1 STORY)
	III	CHURCH REMODELING - CONVERT TO SOCIAL HALL (1 STORY)

MASTER PLAN

Scale: 1/32"=1'-0"

ZONING INFORMATION

These notes stem from a face-to-face meeting in 2022 with Mr. Darren Ebersole, Senior Planner & Development Services for the City of Sanford and research conducted by this office in the City of Sanford Code of Ordinances - Part III Land Development Regulations, online content updated July 15, 2022. See https://library.municode.com/fl/sanford/codes/code_of_ordinances?nodeId=1958?

1. Two parcels comprise the total of the site.
   "A" Parcel 22-19-30-5AD-0000-0170 is within the Seminole County jurisdiction
   "B" Parcel 22-19-30-5AD-0000-0120 is within the City of Sanford jurisdiction
2. According to Staff, Unity of Title will be required for development of the site at large.
3. City of Sanford Zoning Atlas district designations: AG (Agriculture)
   Seminole County Zoning Atlas district designation: AG (Agriculture)
4. Permitted Uses (Article XI-Schedule B):
   a. House of Worship - Allowed only after being approved by the City of Sanford Planning and Zoning Commission as a major conditional use.
   b. **Educational facilities including Elementary School, Middle School, High School - Allowed only after being approved by the City of Sanford** Planning and Zoning Commission as a major conditional use.
5. Area and Dimension Regulations for district AG (Article XI-Schedule C):
   - Min. Parcel Area: Required = 217,800 SF (5 AC)
     Provided = 260,780 SF (5.99 AC)
   - Min. Parcel Frontage on a Street: Required = 20 FT
     Provided = 450 FT
   - Min. Front Yard: Required = 100 FT
     Existing = 51.10 FT
   - Min. Side Yard: Required = 50 FT
     Provided = 50 FT *
   - Min. Side Yard: Required = 50 FT
     Existing = 49.20 FT *
   - Max. Building Height: Allowed = 35 FT
     Provided = 35 FT
   - Accessory Bldg. Setback: Existing = 16.50 FT

*See Development Approval Procedures specific to Minor and Major Conditional Use Development (Article III-Sections 3.7 and 3.8 as well as the Citizen Awareness Participation Plan (CAPP), Section 3.9). Furthermore, Staff stated his willingness to exercise his favorable administrative determinations on deviations from code requirements up to 15%.

6. Minimum Off-street Parking Requirements (Article XI-Schedule G and H):
   - Church: Required: 0.3 spaces per seat = 454 x 0.3 = 138 spaces
     Provided: 80 paved + 58 grass = 138 spaces
     * grass parking weekends only
   - Educational Facilities:
     Elementary School and Middle School (180 students)
     * Required = 0.4 spaces per student enrolled = 0.4 x 180 = 72 spaces
     High School for Girls (60 students)
     * Required = 0.6 spaces per student enrolled = 0.6 x 60 = 36 spaces
     Totals for Educational Facilities
     * Required = 108 spaces
     * Provided = 138 spaces
   a. Handicapped Access Parking
   - Required = 5 spaces
   - Provided = 6 spaces
7. Joint Use of Parking Facilities (Article XI-Schedule H, Section 4.0)
   a. Shared Parking: the parking facilities for the Church use (on weekends) may be used to satisfy the parking required for the Educational Facilities (on weekdays).
   b. A covenant for any shared parking agreement shall be recorded in the office of the County Clerk.
   c. See Parking Analysis by Applicant attached to this submittal
8. **Bicycle Parking Required (Schedule Q, Section 4.0):**
   Required = 1 bicycle parking space per 20 parking spaces (138/20 = 7)
   Provided = 7 Spaces
9. Lot area and areas of construction
   a. Lot area = 260,780 SF (5.99 ac.)
   b. Existing Church Remodeling (to Social Hall) = AC: 6,800 SF, Cov. Walk: 850 SF
   c. Existing St. James House = AC: 2,260 SF, Porch: 326 SF
   d. Proposed Church Bldg. = AC: 10,680 SF, Stairs & Cov. Walk: 4,168 SF
   e. Proposed Church = AC: 7,038 SF, Cov. Walk: 430 SF
   f. Proposed Priest Offices = AC: 3,330, Cov. Walk: 2,048 SF

REVISIONS

MARK	DATE	DESCRIPTION

TRELLES CABARROCAS ARCHITECTS
[illegible]
[illegible]
[illegible]

SAINT THOMAS MORE ACADEMY & MASTER PLAN

[illegible]
[illegible]
AUGUST 25, 2023

SHEET A-1

CITY OF SANFORD FLORIDA

Business Impact Estimate

This form should be included in agenda packet for the item under which the proposed ordinance is to be considered, and must be posted on the City's website by the time notice of the proposed ordinance is published.

Comprehensive Plan Amendment of the Future Land Use Map designation of 2520 Narcissus Avenue:

The City is of the view that the following exception(s) to the Business Impact Estimate requirement, that are checked off in a box below, apply to the above-referenced proposed ordinance. Although, the City is implementing the procedure required by statutory law to ensure that no inadvertent procedural issue could impact the enactment of the proposed ordinance.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant, or other financial assistance accepted by the
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
  a. Part II of Chapter 163, *Florida Statutes*, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
  b. Sections 190.005 and 190.046, *Florida Statutes*, regarding community development districts;
  c. Section 553.73, *Florida Statutes*, relating to the *Florida Building Code*; or
  d. Section 633.202, *Florida Statutes*, relating to the *Florida Fire Prevention Code*.

In accordance with the provisions of controlling law, even notwithstanding the fact that, an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include statement of the public purpose, such as serving the public health, safety, morals, and welfare):

The proposed ordinance is intended to incorporate the subject property into the City of Sanford at this time the intent is to expand an existing church and K-12 educational facility, Saint Thomas More Academy School, currently located to the north and east of the subject site. This will require further Conditional Use approval prior to any expansion. The proposed uses will have a an impact.

2. Estimate of direct economic impact of the proposed ordinance on private, for-profit businesses in the City:

The property of this site is Society of Saint Pius X Orlando FL, Inc., a non-profit organization.

3. Estimate of direct compliance costs that businesses may reasonably incur:

The applicant will be responsible for all permitting fees.

4. Any new charge or fee imposed by the proposed ordinance:

When annexed into the City, the property will be assessed the City of Sanford Millage rate in addition to the County Taxes.

5. Estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs:

It is impossible to quantify any potential regulatory costs of the proposed development.

6. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

It is unknown if any businesses will be impacted by the development of the site.

7. Additional information

Not applicable.

CITY OF SANFORD FLORIDA

APPROVED

WS __ RM _X_

Item No. 7A.3

CITY COMMISSION MEMORANDUM 25-251
NOVEMBER 10, 2025, AGENDA

TO: Honorable Mayor and Members of the City Commission
PREPARED BY: Eileen Hinson, AICP, Director of Planning
SUBMITTED BY: Norton N. Bonaparte, Jr., ICMA-CM, City Manager
SUBJECT: Amend the future land use designation of Seminole County LDR, Low Density Residential to City of Sanford WDBD Waterfront Downtown Business District on 1.19 acres at project address 2520 Narcissus Avenue; Owner: Society of Saint Pius X Orlando FL, Inc.; Ordinance No. 2025-4834

SYNOPSIS:

Requesting to approve and adopt Ordinance No. 2025-4834, amending the future land use designation of Seminole County LDR, Low Density Residential to City of Sanford WDBD, Waterfront Downtown Business District on 1.19 acres at project address 2520 Narcissus Avenue.

The property owners are the Society of Saint Pius X Orlando FL, Inc. The applicant is Kip Coleman of Kip Coleman Architecture. A CAPP (Citizens Awareness and Participation Plan) meeting was held on May 7, 2025, and a copy of the report is attached, which is satisfactory to the City.

The Affidavit of Ownership and Designation of Agent forms are attached, and other information is available to ensure that all potential conflicts of interest are capable of being discerned.

FISCAL/STAFFING STATEMENT:

According to the Property Appraiser's records, the subject property is a single-family residence and being assessed as Residential, Single Family with the assessed tax values and total tax bills for 2025 shown below:

Parcel Number	Assessed Value (2024)	Tax Bill (2024)	Property Status
22-19-30-5AD-0000-0130	$347,260	$0	Residential, Single Family

Upon annexation, the applicant's intent is to expand an existing church and K-12 educational facility, Saint Thomas More Academy School, currently located to the north and east of the subject site. When annexed, the proposed use will have impact on public facilities and services.

BACKGROUND:

The 1.19-acre parcel is located on the north side of Narcissus Avenue, approximately 150 feet east of its intersection with Burton Lane. The subject property is currently located in unincorporated Seminole County and zoned A-1, Agriculture 1-Acre with a Future Land Use designation of LDR,

Low Density Residential. As the property is within Seminole County, the applicant has submitted a request to annex the property into the City of Sanford.

When a property is annexed into the City, it maintains its Future Land Use and Zoning designation from the incorporated area until it is incorporated into the Future Land Use element of the Comprehensive Plan and assigned a City zoning classification.

The applicant has submitted a concurrent rezoning request to reassign the zoning designation to City of Sanford AG, Agriculture. It should be noted that expansion of the church and K-12 educational facility use to this site will require further approval from the City of Sanford's Planning and Zoning Commission of a conditional use.

Comprehensive Plan Review

Staff has outlined relevant Goals, Objectives and Policies (GOP's) that support the proposed land use amendment:

Objective FLU 1.1: Implement the Future Land Use Map Series. The City shall adopt and implement the Future Land Use Map (FLUM) series in the Future Land Use Element goals of the Comprehensive Plan. The maximum density and Floor Area Ratio for Waterfront Downtown Business District (WDBD) future land use is as follows:

LAND USE DESIGNATIONS	MAP SYMBOL	DENSITY/INTENSITY (MAX) / PERCENTAGE DISTRIBUTION (MIN/MAX)		
		COMMERCIAL	INDUSTRIAL	RESIDENTIAL
Waterfront/Downtown Business District	WDBD	2.0 FAR* / 30%/70%	0.5 FAR / 0%/10%	50 du/acre / 30%/40%

* The maximum intensity of nonresidential development, other than industrial, measured as a floor area ratio is 2.0 for the areas east of French Avenue, and 0.35 for the areas west of French Avenue.

OBJECTIVE FLU 1.2: Maintain Waterfront/Downtown Business District (WDBD)

The Waterfront/Downtown Business District is designed to provide centralized residential, governmental, cultural, institutional, and general commercial activities within the downtown and waterfront urban area, while preserving the City's historic character and cultural heritage through context-sensitive design. The designation provides a planning and management framework for promoting the revitalization, development and redevelopment of the Lake Monroe waterfront and the historic downtown commercial area as designated on the Future Land Use Map. This expanded land use category includes the City's historic central business district and is in response to the goals contained in the Lake Monroe Waterfront and Downtown Sanford Community Redevelopment Area Plan. The purpose of the WDBD is to:

- Generate a revitalization effort that attracts private sector investment and strengthens the City's economy;
- Establish the district as a regional center;
- Strengthen public/private partnerships;
- Enhance the livability of North Seminole County by encouraging improved residential, retail, educational, cultural and entertainment opportunities; and

- Provide the framework for redevelopment and infill. The WDBD is in Seminole County's Urban Service Area. It is comprised of those areas that are near and have historically been most influenced by the St. Johns River and Lake Monroe. The Waterfront/Downtown Business District is designated as the City's central business district. The western portion of the WDBD contains commercial uses based upon the railway line as well as significant institutional, residential, and recreational facilities located therein.

Policy FLU 1.11.1: Maintain Density/Intensity Standards.
Intensity and density standards within the WDBD have been designed to attract quality private investment and stimulate the vibrant atmosphere of mixed-use activity that is typical of a thriving downtown. Developers in the WDBD may utilize the Urban Infill Redevelopment (UIR) program, outlined in Policy FLU 2.2.7 to further maximize floor area ratios and multifamily residential densities. The maximum intensity of nonresidential development, other than industrial, measured as a floor area ratio is 2.0 for the areas east of French Avenue, and 0.35 for the areas west of French Avenue. These floor area ratios are intended to illustrate the amount of development on both specific parcels and in the district overall. However, through the implementation of the UIR program, individual developments may exceed these, maximum, floor area ratios and residential densities. The maximum density residential development shall be 50 units per acre. The maximum floor area ratio for industrial uses shall be 0.50. Distribution of specific densities and intensities for this district shall be in accordance with Table FLU-2.

Policy FLU 1.11.2: Apply Performance Criteria.
All new developments shall comply with the following criteria, all of which shall be implemented through mandatory site plan review of new development:

a. Historic District Compatibility:
   The design of future development and redevelopment within the vicinity of the historic district shall be compatible with the design of buildings of historic significance which are located within the historic area and its environs. Site plan review shall incorporate criteria to ensure that the design of new structures, including building materials, roof lines, fenestration and setbacks, are compatible with buildings of historic significance.
b. Parking Provisions:
   New development within the WDBD shall be served by adequate parking resources. New developments shall provide off-street parking sufficient to serve each proposed new development either on site or through the provision of a shared parking agreement or shall otherwise comply with the provisions of this Comprehensive Plan and implement land development regulations.
c. Urban Design Amenities:
   Proposed new development shall provide a higher level of urban design amenities including landscaping, compatible signage, and pedestrian linkages together with a broader mix of land uses attractive to potential users of the downtown area.
d. Site Plan Review Process:
   The site plan review process shall include management procedures necessary to implement the WDBD development criteria, objectives and policies cited in the Comprehensive Plan. Where appropriate, the site plan review process shall ensure the preservation and enhancement of the "original" traditional neighborhood by implementing the recommendations of the historic surveys of the downtown area and the historic residential area along the Park Avenue Corridor.
e. Reinforce/Regenerate Historic Buildings:
   Encourage development and redevelopment of projects that reinforce and regenerate the historic significance of buildings and corridors within the historic area and its environs.
f. Strategic Parking Resources:

Promote development of adequate parking resources in strategic areas of the WDBD and pedestrian walkways linking major retail activity centers, as well as social, civic, recreational, or cultural attractions within the downtown and waterfront area.

g. Mix of Land Uses:
Achieve a higher level of urban design amenities together with a broader mix of land uses attractive to potential users of the downtown and waterfront area.

h. Regulatory Concepts:
Provide a planning and management framework that incorporates regulatory concepts necessary to implement redevelopment planning objectives together with the recommendations of the historic surveys of the downtown area and the historic residential area along the Park Avenue Corridor.

Joint Planning Agreement

The subject property is located within Sub-Area 9 of the Seminole County/City of Sanford Joint Planning Agreement (JPA). Per Exhibit C of the following excerpts apply to this land use conversion:

The City has established a new land use designation for this area, Waterfront Downtown Railroad/South Business District, to provide a planning and management framework for promoting of US 17-92 the revitalization, development, and redevelopment of the Lake Monroe waterfront and the historic downtown area. All parcels between the railroad and US 17-92 from Mellonville Ave. to 1-4 will take this designation as they are annexed into the City. The maximum intensity of nonresidential development, other than industrial, measured as a floor area ratio (FAR) is 2.0 for the areas east of French Ave., and .35 for the areas west of French Ave. These FAR's are intended to illustrate the amount of development on both specific parcels and in the district overall. The maximum density for residential development shall be 50 units per acre. The maximum FAR for industrial uses will be .5.

The implementation of the Waterfront/Downtown Business Land Use Designation will not require amendments to the zoning map and land development regulations and all underlying zoning requirements and land development restrictions will remain in place, including those that ensure the protection of environmentally sensitive lands, wetlands, floodplains and drainage ways, aquifer recharge areas, aquatic habitats, native vegetation and wildlife habitats. All efforts should be made to protect existing single-family areas from the impacts of more intense development with added buffering and transition of building heights.

The proposed land use amendment is consistent with the Seminole County/Sanford Joint Planning Agreement.

Upon review of the request, staff determined that the proposed amendment is compatible with the surrounding uses and consistent with the goals, objectives and policies of the Comprehensive Plan, and JPA. The City has established the WDBD land use designation to be the appropriate land use designation for any property annexed into the City within this area.

LEGAL REVIEW:

This matter is not a quasi-judicial matter as amendments to local government comprehensive plans are legislative in nature. If a proposal to amend the City's Comprehensive Plan is to be recommended for denial, it would be appropriate to state a particular reason for such a recommendation to be considered by the City Commission - such as the proposal is internally inconsistent with a goal, objective or policy of the Comprehensive Plan or inconsistent with

controlling State law or the like. When land is subject to the provisions of the City/County JPA; the City is bound to adhere to the provisions of the JPA. Also, Section 171.062, Florida Statutes, pertaining to the effects of annexations or contractions, anticipates that cities will expeditiously incorporate annexed properties into their comprehensive plans and land development regulations upon being located within the city limits of the annexing municipality.

The City Commission approved Ordinance No. 2025-4834, on first reading, on October 13, 2025.

The City Commission continued the second reading on October 27, 2025 until November 10, 2025.

RECOMMENDATION:

Staff finds that the small-scale land use amendment is appropriate and suitable for the subject site and is compatible with the surrounding land uses and is consistent with the City of Sanford Comprehensive Plan, Joint Planning Agreement, and Chapter 163 of Florida Statutes.

At the September 4, 2025, Planning and Zoning Commission meeting per the recommendation of Staff, the Planning and Zoning Commission recommended the City Commission approve the request to amend the future land use from Agriculture (A-1) (Seminole County) to Agriculture (AG) (City of Sanford) on 1.19 acres at project address 2520 Narcissus Avenue.

Additional comments or recommendations may be presented by staff at the meeting.

SUGGESTED MOTION:

"I move to adopt Ordinance No. 2025-4834."

Attachments:
1. Project Information Sheet
2. Aerial Map
3. CPA MAP
4. Affidavit of Ownership
5. CAPP Meeting Report
7. Business Impact Statement
8. Ordinance No. 2025-4834