Ordinance No. 2025-4835

An ordinance of the City of Sanford, Florida providing for the rezoning of 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) by the Seminole County Property Appraiser which property is located within the Sanford City Limits addressed as 2520 Narcissus Avenue (map of the property is attached) from Agriculture (A-1) (Seminole County) to Agriculture (AG) (City); providing for findings and intent; providing for the taking of implementing administrative actions; providing for the adoption of a map by reference; providing for conflicts; providing for severability; providing for non-codification and providing for an effective date.

Whereas, an application has been submitted proposing to rezone 1.19 acres of real property generally addressed as 2520 Narcissus Avenue (the "Subject Property") from the Agriculture (A-1) (Seminole County) zoning district/classification to the Agriculture (AG) (City) zoning district/classification; and

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 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 Property is addressed as 2520 Narcissus Avenue and located on the north side of Narcissus Avenue and approximately 150 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 City's Planning and Development Services Department conducted a thorough review and analysis of the demands upon public facilities and recommended

that the subject rezoning application be approved having determined that the proposal is technically sufficient and consistent with the goals, objectives and policies of the *Comprehensive Plan of the City of Sanford*, the City's *Land Development Regulations* (*LDRs*), and the controlling provisions of State law; and

Whereas, Exhibit "B" of the 2015 City of Sanford/Seminole County Joint Planning Agreement (JPA) provides that the A-1, Agriculture Seminole County zoning district/classification is equivalent to the AG, Agriculture City of Sanford zoning district/Classification; and

Whereas, the City of Sanford Planning and Zoning Commission considered the rezoning application submitted by the Applicant at its September 4, 2025 meeting and recommended that the City Commission adopt an ordinance to rezone the Subject Property from the Agriculture (A-1) (Seminole County) zoning district/classification to the Agriculture (AG) (City) zoning district/classification based on the request being consistent with the goals, objectives and policies of the City's *Comprehensive Plan*; and

Whereas, the City planning and development staff have determined that the rezoning request is consistent with the underlying land use and the goals and objectives of the Comprehensive Plan and recommend approval of this Ordinance; and

Whereas, the City Commission has determined that the proposed rezoning of the Subject Property as set forth in this Ordinance is consistent with the *Comprehensive Plan of the City of Sanford*, the City's *LDRs*, and the controlling provisions of State law; and

Whereas, the City Commission of the City of Sanford, Florida has taken all actions relating to the rezoning action set forth herein in accordance with the requirements and

procedures mandated by State law.

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

Section 1. Legislative Findings and Intent.

(a). The City Commission of the City of Sanford hereby adopts and incorporates into this Ordinance the City staff report and City Commission agenda memorandum relating to the application relating to the proposed rezoning of the Subject Property as well as the recitals (whereas clauses) to this Ordinance.

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

(c). This Ordinance is consistent with the goals, objectives and policies of the *Comprehensive Plan of the City of Sanford*.

Section 2. Rezoning of Properties/Implementing Actions.

(a). Upon enactment of this Ordinance, the Subject Property, as depicted in the sketches and legal descriptions attached to this Ordinance (Tax Parcel Identification Number 22-19-30-5AD-0000-0130) is hereby rezoned from the from the Agriculture (A-1) (Seminole County) zoning district/classification to the Agriculture (AG) (City) zoning district/classification.

(b). The City Manager, or designee, is hereby authorized to execute any documents necessary to formalize approval of the rezoning action taken herein and to revise and amend the Official Zoning Map or Maps of the City of Sanford as may be appropriate to accomplish the action taken in this Ordinance and as set forth herein.

(c). No additional standards or conditions can be placed upon this type of rezone, as the rezone is determined to be consistent with the underlying land use and

the goals and objects of the City's *Comprehensive Plan*.

(d). Conditions of development relating to the Subject Property may be incorporated into the subsequent pertinent development orders and development permits and such development orders and development permits may be subject to public hearing requirements in accordance with the provisions of controlling law.

Section 3. Incorporation of Sketches and Legal Descriptions. The 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.

Section 4. Conflicts. All ordinances or part of ordinances in conflict with this Ordinance are hereby repealed.

Section 5. Severability. If any section, sentence, phrase, word, or portion of this Ordinance is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word, or portion of this Ordinance not otherwise determined to be invalid, unlawful, or unconstitutional.

Section 6. Non-Codification; Implementation. This Ordinance shall not be codified in the *City Code of the City of Sanford* or the City's *LDRs*; provided, however, that the actions taken herein shall be depicted on the zoning maps of the City of Sanford by the City Manager, or designee.

Section 7. Effective Date. This Ordinance shall take effect immediately upon enactment.

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 legal sufficiency.

By:_____
Linsay N. Greene, Esq.
City Attorney

PROJECT INFORMATION – 2520 NARCISSUS AVENUE REZONE

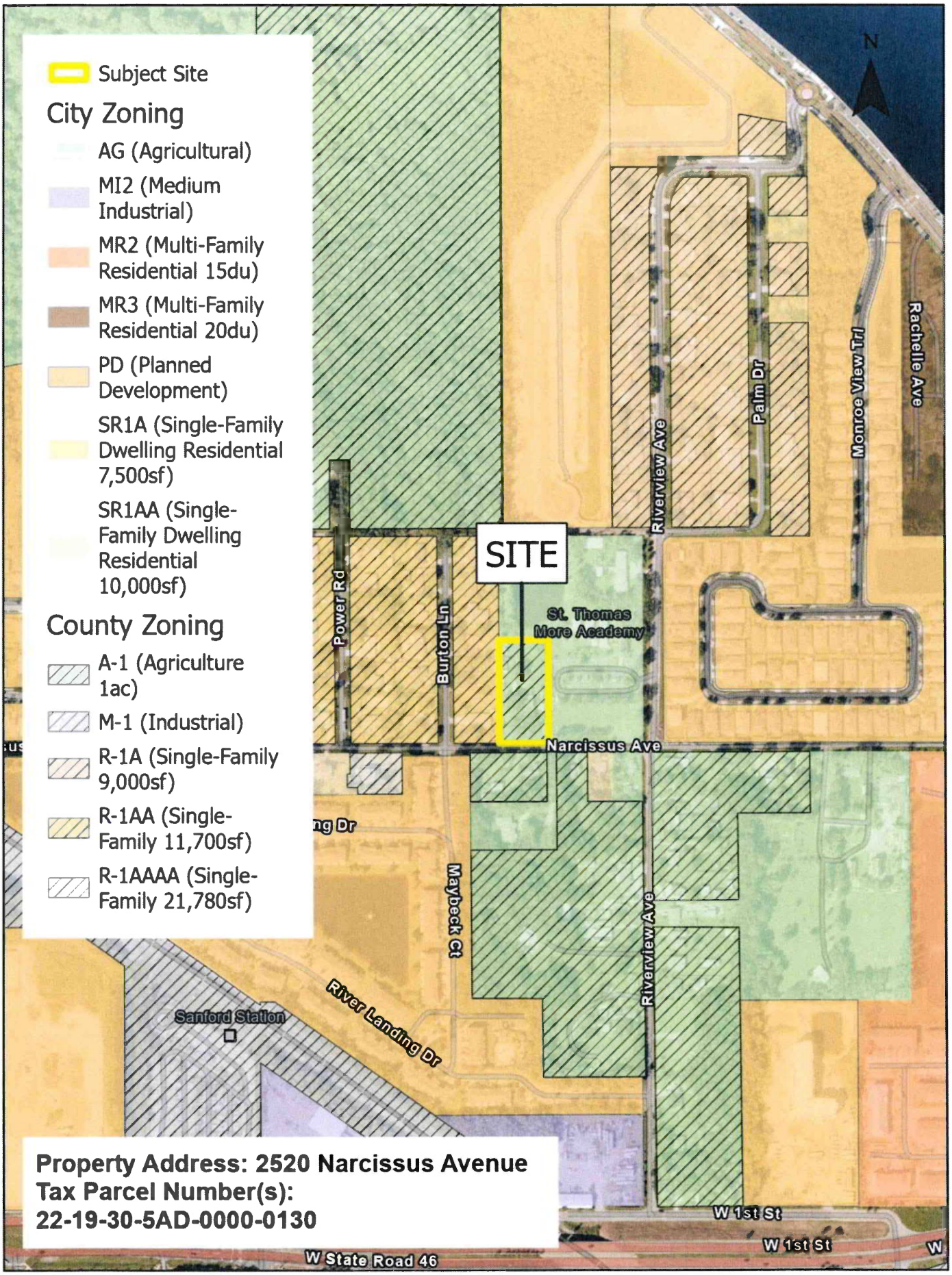
Requested Action:	Rezone 1.19 acres from A-1, Agriculture (Seminole County) to AG, Agriculture (City of Sanford) at project address 2520 Narcissus Avenue.
Proposed Use:	Church and Educational K-12 Educational Facility (Saint Thomas More Academy)
Project Address:	2520 Narcissus Avenue
Current Zoning:	Seminole County A-1, Agriculture
Proposed Zoning:	City of Sanford AG, Agriculture
Current Land Use:	Residential, Single-Family
Tax Parcel Number:	22-19-30-5AD-0000-0130
Site Area:	1.19 acres
Property Owner:	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 Email: kip@kc-acrhitecture.com Phone: (925) 595-4585
CAPP Meeting:	A CAPP meeting was held on May 7, 2025
Commission District:	District 1 – Commissioner Sheena Britton

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.

Future Land Use:	Seminole County Low Density Residential, LDR
Proposed Future Land Use:	City of Sanford Waterfront Downtown Business District, WDBD
Existing Land Use:	Residential, Single-Family

Subject Site
N
SITE
Power Rd
Burton Ln
Riverview Ave
Palm Dr
Monroe View Trl
Rachelle Ave
Narcissus Ave
River Landing Dr
Maybeck Ct
Sanford Station
W 1st St
W 1st St
Property Address: 2520 Narcissus Avenue
Tax Parcel Number(s):
22-19-30-5AD-0000-0130



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

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 & Re-zone

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 / re-zone.

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.

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

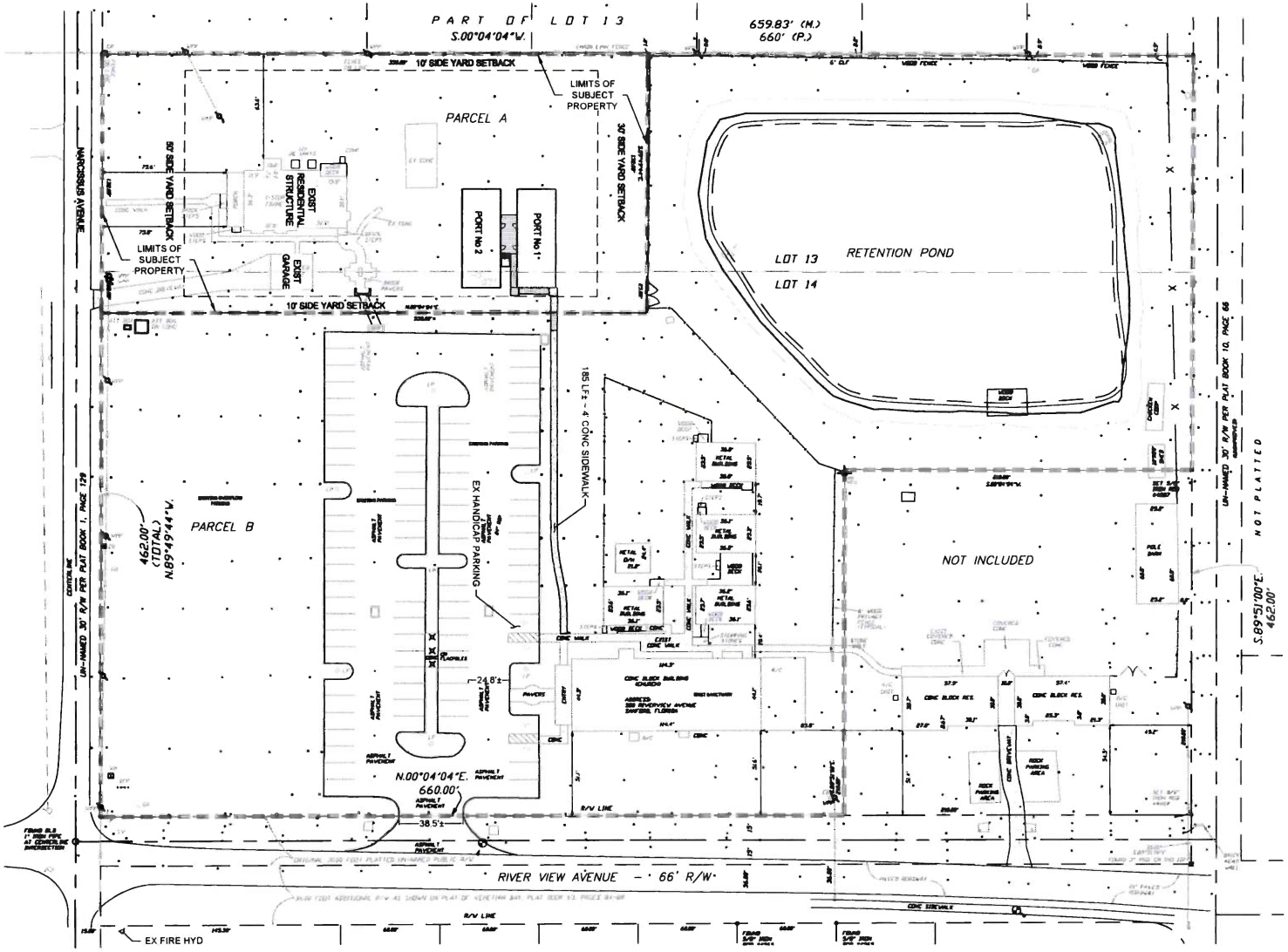
TIME: 6pm

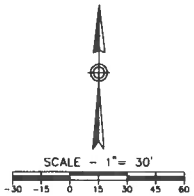
Meeting Site:

Regards,

Kip Coleman, NCARB
Principal Architect

APPENDIX C





MODULAR ADMIN BUILDINGS
2520 NARCISSUS AVENUE, SANFORD, FLORIDA

CONCEPTULA SITE PLAN - PRE PHASE 1

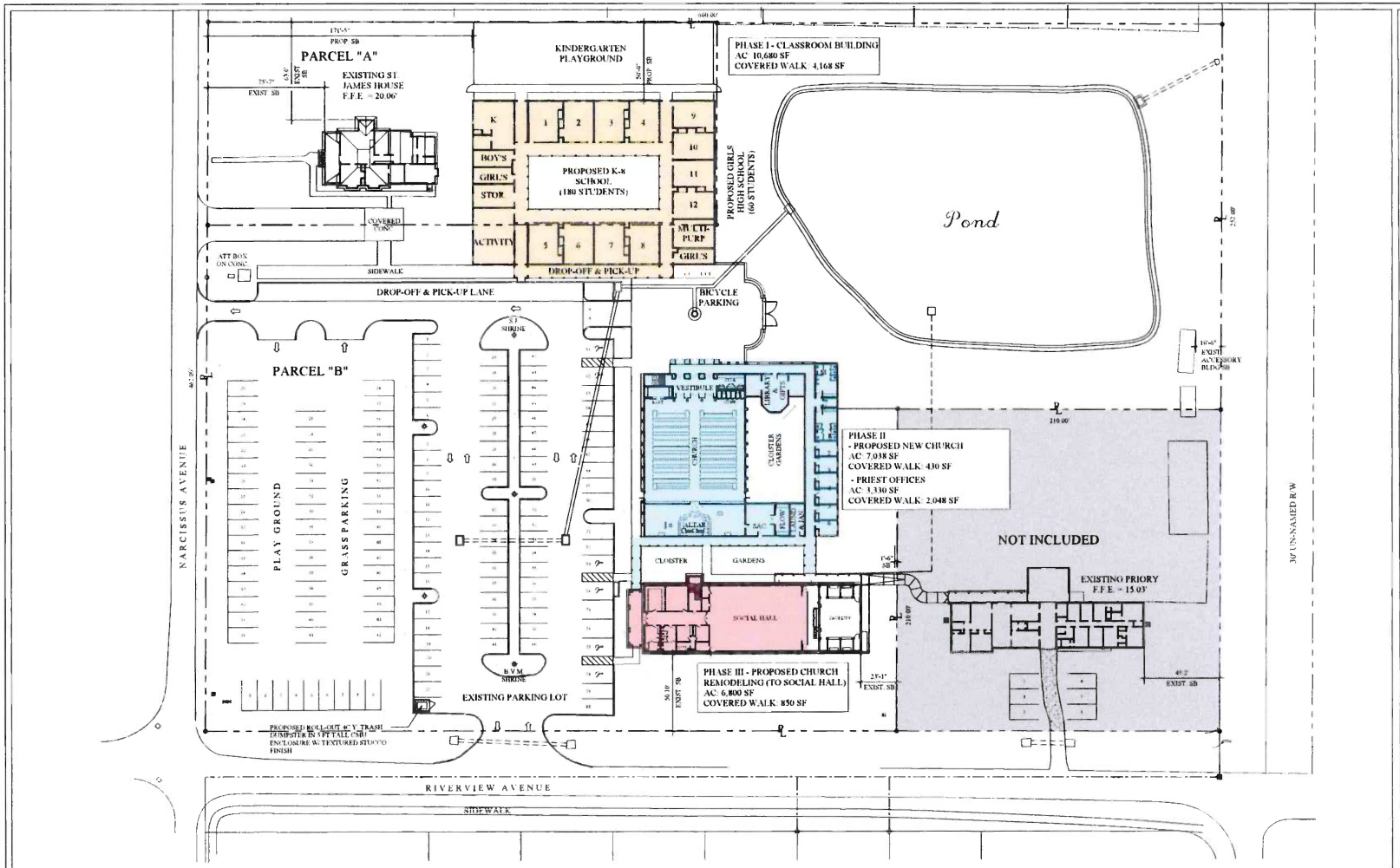
BRAVO ENGINEERING, LLC
7221 ALMA AVE. STE. 300
WINTER PARK, FLORIDA 32792
Telephone: 407-252-1871

NO.	DATE	DESCRIPTION
0	08/02/24	INITIAL SUBMITTAL TO CITY OF SANFORD FOR CONCP 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



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=10085

1. Two parcels comprise the total of the site.
   "A" Parcel 22-19-30-5AD-0000-0013B is within the Seminole County jurisdiction.
   "B" Parcel 22-19-30-5AD-0000-0013H 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 its willingness to exercise its 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 area 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 Classrm 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
108 E. PLANT STREET, SUITE 200
WINTER GARDEN, FLORIDA 34787
(407) 877-8250

SAINT THOMAS MORE ACADEMY & MASTER PLAN

500 RIVERVIEW AVE
SANFORD, FLORIDA 32771

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.

Rezone 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 25-252
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: Rezone 1.19 acres from Agriculture (A-1) (Seminole County) to Agriculture (A-1) (City of Sanford) at 2520 Narcissus Avenue; Owner: Society of Saint Pius X Orlando FL, Inc.; Ordinance No. 25-4835

THIS IS A MATTER INVOLVING THE QUASI-JUDICIAL PROCESS. THUS, COMMISSIONERS MUST DISCLOSE ALL EX-PARTE COMMUNICATIONS INCLUDING THE NAME OF THE COMMUNICATOR, AND THE TIME, PLACE AND SUBSTANCE OF THE COMMUNICATION. WRITTEN COMMUNICATIONS MUST BE DISCLOSED AND MADE A PART OF THE RECORD BEFORE FINAL ACTION IS TAKEN. A COMMISSIONER'S INVESTIGATION, SITE VISITS AND RECEIPT EXPERT OPINIONS MUST ALSO BE DISCLOSED AND MADE A PART OF THE RECORD. PERSONS WHO HAVE OPINIONS CONTRARY TO THOSE EXPRESSED IN AN ORAL OR WRITTEN EX-PARTE COMMUNICATION MUST BE GIVEN A REASONABLE OPPORTUNITY TO REFUTE OR RESPOND TO THE COMMUNICATION AT THE HEARING. THE PARTIES TO THIS PROCEEDING ARE THE CITY STAFF AND THE APPLICANT AND THEY ARE SUBJECT TO CROSS-EXAMINATION AND MUST GIVE THEIR TESTIMONY UNDER OATH. OTHERS WHO SEEK PARTY STATUS ARE ALSO SUBJECT TO CROSS EXAMINATION. PERSONS ONLY PARTICIPATING BY PROVIDING COMMENTS ARE NOT SUBJECT TO CROSS EXAMINATION AND ARE NOT SWORN IN AS EVIDENTIARY WITNESSES. THE QUALIFICATIONS OF CITY STAFF ARE EITHER PUBLISHED ON THE CITY'S WEBSITE OR SUBMITTED AT THE HEARING.

SYNOPSIS:

A request to adopt Ordinance No. 2025-4835 to rezone 1.19 acres from A-1, Agriculture (Seminole County) to AG, Agriculture (City of Sanford) at project address 2520 Narcissus Avenue has been received.

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 property is currently located in unincorporated Seminole County and zoned A-1, Agriculture 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 unincorporated 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 Comprehensive Plan Amendment which was heard as the previous item.

Per the City of Sanford's Comprehensive Plan, the AG, Agriculture zoning classification is consistent with the Waterfront Downtown Business District. Per the Seminole County /City of Sanford Joint Planning Agreement (JPA), Exhibit B the A-1, Agriculture (Seminole County) zoning is equivalent to the AG, Agriculture (City of Sanford) zoning. Therefore, the applicant is requesting to rezone the property from A-1 (Seminole County), Agriculture to AG, Agriculture (City of Sanford) zoning. This zoning district is compatible with the adjacent properties and would be the same zoning and future land use designation of the property to the north and east of it where the existing church and K-12 educational facility are located.

It should be noted that for the proposed expansion of the Church and K-12 Education Facility to be permitted within the AG, Agriculture zoning district further approval from the Planning and Zoning Commission of a Conditional Use must be obtained.

Upon review of the request, staff has determined that the proposed rezone is compatible with the surrounding uses and is consistent with the goals, objectives, and policies of the Comprehensive Plan, and the JPA.

LEGAL REVIEW:

The City Attorney may or may not have reviewed the staff report and the specific analysis provided by City staff has noted the following that should be adhered to in all quasi-judicial decisions.

Section 166.033, *Florida Statutes*, as amended in the 2022 Legislative Session, in Chapter 2021-224, *Laws of Florida* (deriving from Committee Substitute for Committee Substitute for House Bill Number 1059) provides as follows (please note **emphasized** text):

"**166.033 Development permits and orders.—**
(1) Within 30 days after receiving an application for approval of a development permit or development order, a municipality must review the application for completeness and issue a letter indicating that all required information is submitted or specifying with particularity any areas that are deficient. If the application is deficient, the applicant has 30 days to address the deficiencies by submitting the required additional information. Within 120 days after the municipality has deemed the application complete, or 180 days for applications that require final action through a quasi-judicial hearing or a public hearing, **the municipality must approve, approve with**

conditions, or deny the application for a development permit or development order. Both parties may agree to a reasonable request for an extension of time, particularly in the event of a force majeure or other extraordinary circumstances. An approval, approval with conditions, or denial of the application for a development permit or development order must include written findings supporting the municipality's decision. The timeframes contained in this subsection do not apply in an area of critical state concern, as designated in s. 380.0552 or chapter 28-36, *Florida Administrative Code*.

(2)(a) **When reviewing an application for a development permit or development order that is certified by a professional listed in s. 403.0877, a municipality may not request additional information from the applicant more than three times, unless the applicant waives the limitation in writing**.

(b) If a municipality makes a request for additional information and the applicant submits the required additional information within 30 days after receiving the request, the municipality must review the application for completeness and issue a letter indicating that all required information has been submitted or specify with particularity any areas that are deficient within 30 days after receiving the additional information.

(c) If a municipality makes a second request for additional information and the applicant submits the required additional information within 30 days after receiving the request, the municipality must review the application for completeness and issue a letter indicating that all required information has been submitted or specify with particularity any areas that are deficient within 10 days after receiving the additional information.

(d) Before a third request for additional information, the applicant must be offered a meeting to attempt to resolve outstanding issues. If a municipality makes a third request for additional information and the applicant submits the required additional information within 30 days after receiving the request, the municipality must deem the application complete within 10 days after receiving the additional information or proceed to process the application for approval or denial unless the applicant waived the municipality's limitation in writing as described in paragraph (a).

(e) Except as provided in subsection (5), if the applicant believes the request for additional information is not authorized by ordinance, rule, statute, or other legal authority, the municipality, at the applicant's request, shall proceed to process the application for approval or denial.

(3) **When a municipality denies an application for a development permit or development order, the municipality shall give written notice to the applicant. The notice must include a citation to the applicable portions of an ordinance, rule, statute, or other legal authority for the denial of the permit or order.**

(4) As used in this section, the terms "development permit" and "development order" have the same meaning as in s. 163.3164, but do not include building permits.

(5) For any development permit application filed with the municipality after July 1, 2012, **a municipality may not require as a condition of processing or issuing a development permit or development order that an applicant obtain a permit or approval from any state or federal agency unless the agency has issued a final agency action that denies the federal or state permit before the municipal action on the local development permit.**

(6) Issuance of a development permit or development order by a municipality does not create any right on the part of an applicant to obtain a permit from a state or federal agency and does not create any liability on the part of the municipality for issuance of the permit if the applicant fails to obtain requisite approvals or fulfill the obligations imposed by a state or federal agency or undertakes actions that result in a violation of state or federal law. A municipality shall attach such a disclaimer to the issuance of development permits and shall include a permit condition that all other applicable state or federal permits be obtained before commencement of the development.

(7) This section does not prohibit a municipality from providing information to an applicant regarding what other state or federal permits may apply."

The above-referenced definition of the term "development permit" is as follows:

"(16) 'Development permit' includes any building permit, zoning permit, subdivision approval, rezoning, certification, special exception, variance, or any other official action of local government having the effect of permitting the development of land." (Section 163.3164(16), *Florida Statutes*).

The term "development order" is defined as follows and, as can be seen, refers to the "granting, denying, or granting with conditions [of] an application":

"(15) 'Development order' means any order granting, denying, or granting with conditions an application for a development permit." (Section 163.3164(15), *Florida Statutes*).

Thus, if this application is denied, a denial development order must be issued which must cite to the applicable portions of each ordinance, rule, statute or other legal authority supporting the denial of the application. For example, if a goal, objective or policy of the *Sanford Comprehensive Plan* were to be the basis for a denial, then such goal, objective or policy must be part of the motion proposing the denial. A denial development order would be drafted to implement the actions of the City Commission in the event of such occurrence. Accordingly, any motion to deny must state, with particularity, the basis for the proposed denial.

The City Commission has also expressed its desire for all who vote against the majority decision to express their rationale for their vote regarding all matters.

When voting on matters such as whether to recommend approval of an amendment to the City's *Comprehensive Plan* or the enactment of, or amendment to, a land development regulation, those matters are legislative in nature and not quasi-judicial matters.

The City Commission approved Ordinance No. 2025-4835, on first reading, on October 13, 2025.

The City Commission continued this item on October 27, 2025 until the November 10, 2010 meeting.

RECOMMENDATION:

On September 4, 2025, at its regularly scheduled meeting, the City of Sanford's Planning and Zoning Commission, in agreeance with staff's recommendation, voted to recommend that the City Commission adopt an ordinance rezoning 1.19 acres located at address at project address 2520 Narcissus Avenue from Agriculture (A-1) (Seminole County) to Agriculture (AG) (City of Sanford) based on consistency with the Joint Planning Agreement and the City of Sanford's Comprehensive Plan.

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

SUGGESTED MOTION:

"I move to adopt Ordinance No. 2025-4835."

Attachments:
1. Project Information Sheet
2. Aerial Map
3. Zoning Map
4. Affidavit of Ownership
5. CAPP Meeting Report
7. Business Impact Statement

8. Ordinance No. 2025-4835