

## 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 10<sup>th</sup> day of November, 2025.

Attest:

**City Commission of the City of  
Sanford, Florida**

By: Traci Houchin, MMC, FCRM

Traci Houchin, MMC, FCRM  
City Clerk

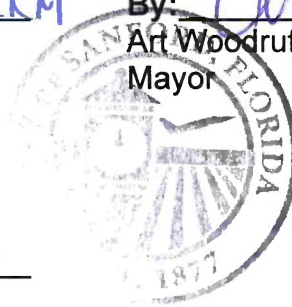
By: Art Woodruff

Art Woodruff  
Mayor

Approved as to form and legality:

By: Lindsay N. Greene

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.

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

Seminole County Low Density Residential, LDR  
City of Sanford Waterfront Downtown Business District, WDBD



 Subject Site

**SITE**

**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 Residential 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

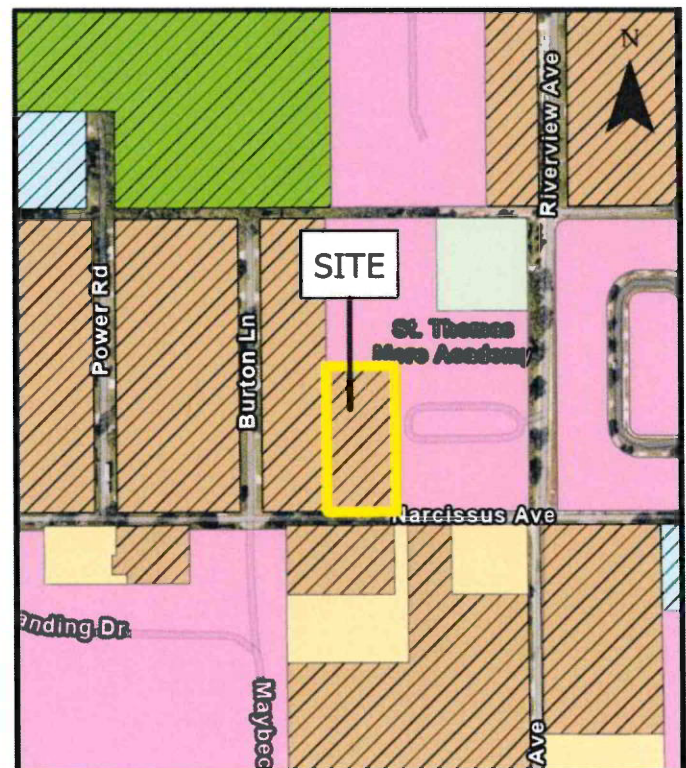
## PROPOSED FUTURE LAND USE



## EXISTING LAND USE



## EXISTING FUTURE LAND USE







CITY OF  
**SANFORD**  
FLORIDA

www.sanfordfl.gov

## **AFFIDAVIT OF OWNERSHIP AND DESIGNATION OF AGENT**

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<br>OR BENEFICIARY | ADDRESS | % OF<br>INTEREST |
|------|----------------------------------------|---------|------------------|
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(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

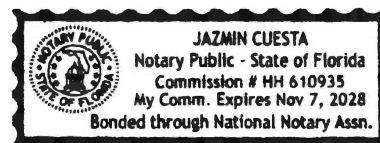
*[Signature]*

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.



Signature of Notary Public

*[Signature]*

Print, Type or Stamp Name of Notary Public

Personally Known ☒ 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

| <u>LOCATION:</u>                                             | <u>DATE:</u>                          | <u>TIME:</u> |
|--------------------------------------------------------------|---------------------------------------|--------------|
| Project Site<br>550 Riverview Ave.<br>Sanford, Florida 32771 | Wednesday, May 7 <sup>th</sup> , 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**

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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**

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## APPENDIX A

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

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





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](mailto: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,

A handwritten signature in blue ink, appearing to read 'Kip Coleman'.

Kip Coleman, NCARB  
Principal Architect

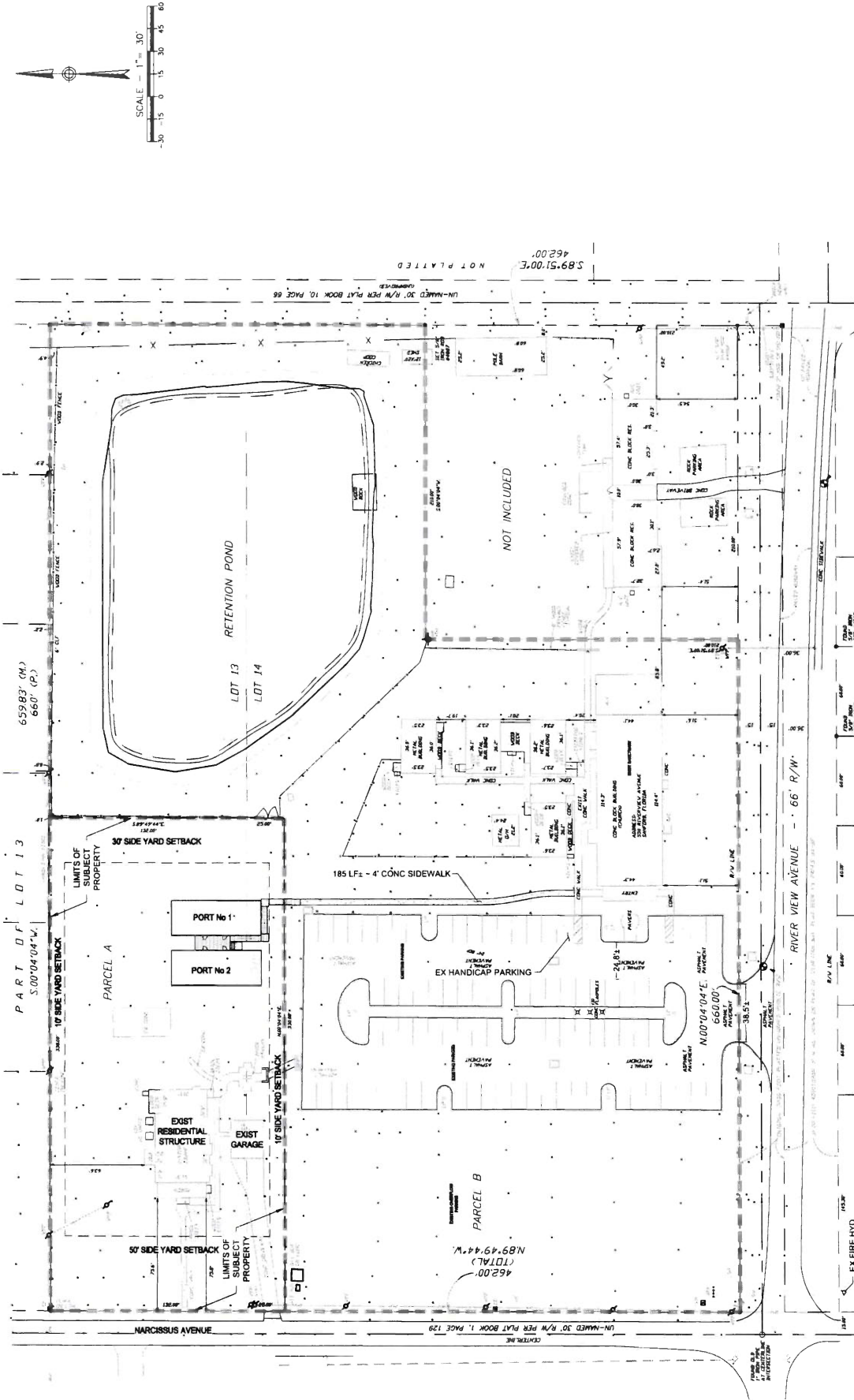
MODULAR ADMIN BUILDINGS  
2520 NARCISSE AVENUE, SANFORD, FLORIDA  
CONCEPTUAL SITE PLAN - PRE PHASE I

BRAVO ENGINEERING, LLC  
7221 ALOMA AVE. STE 300  
WINTER PARK, FLORIDA 32792  
Telephone: 407-252-1571

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









## **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,<br>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*                          | 0.5 FAR    | 50 du/acre  |
|                                       |            | 30%/70%                           | 0%/10%     | 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