

RESOLUTION NO. 11-06

RESOLUTION OF THE TOWN OF ST. LEO TOWN COMMISSION  
APPROVING SAINT LEO UNIVERSITY INC. TEMPORARY USES (TUP #11-A)  
WITH CONDITIONS.

WHEREAS, a Temporary Use Permit application (TUP #11-A) was submitted by Saint Leo University, Inc. (Applicant) to approve a temporary uses for three (3) construction trailers and associated outdoor storage and parking areas and one (1) temporary office trailer are required for the various University projects pursuant to the LDC Article VIII, Special Exception, Conditional and Temporary Uses and Article X, Development Review Procedures And Development Standards For General Site Plans and Planned Unit Developments, and

WHEREAS, a public meeting was advertised and held on May 9, 2011, before the Town of St. Leo Town Commission, which gave full and complete consideration to the recommendations of the staff and evidence presented at the public meeting.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN OF ST. LEO TOWN COMMISSION:

SECTION A. REQUEST

The Applicant is requesting temporary use approval for three (3) construction trailers and associated outdoor storage and parking areas and one (1) temporary office trailer are required for the various University projects to expire when the Applicant deems said temporary uses are no longer necessary. No variances are required.

SECTION B. FINDINGS AND CONCLUSIONS

Based on the facts and analysis presented in the staff report (Exhibit A), and the Applicant's application and submittal documents, approval of the temporary uses is warranted with conditions.

SECTION C. TOWN COMMISSION DECISION

The Town Commission hereby APPROVES the temporary uses for three (3) construction trailers and associated outdoor storage and parking areas, and one (1) temporary office trailer with the following conditions:

1. The temporary uses shall cease on December 31, 2012. Upon request, the Town Commission may grant Saint Leo University, Inc., one (1) six month extension. Such extension must be granted at a public meeting.
2. The temporary uses are permitted to be located anywhere on the East University Campus provided site plan standards in Section 10.13 are met. Any outdoor storage areas visible (within 100 feet) from adjacent residential property or S.R. 52 shall be screened using solid fencing or other approved screening by the Town Commission or its designee.

SECTION D. EXHIBIT A

The following exhibit is attached to this resolution and incorporated by reference:

Exhibit A: Town Staff Report with exhibits and Applicant's application and supporting documents.

SECTION E. TOWN COMMISSION MOTION

The foregoing resolution was adopted by the St. Leo Town Commission vote as follows:

William E. Hamilton, Mayor  
Sister Donna DeWitt  
Richard Christmas  
Robert Courtney  
Jack Gardner

DULY PASSED AND ADOPTED this 9<sup>th</sup> day of May, 2011. This approval is valid for one (1) year from the date of approval, unless construction has started prior to the expiration date.

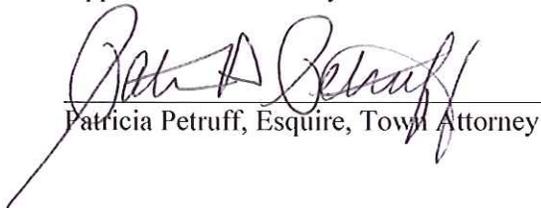
ATTEST:  
JOAN MILLER, CMC, TOWN CLERK

MAYOR, TOWN OF ST. LEO



William E. Hamilton

Approved as to form by:



Patricia Petruff, Esquire, Town Attorney

**EXHIBIT A**  
**Town Staff Report with exhibits and**  
**Applicant's application and supporting documents**



Town of St. Leo

**TEMPORARY USE PERMIT REVIEW (TUP) STAFF REPORT  
TUP#11-A: Saint Leo University Construction/Office Trailers  
Town Commission Meeting May 9, 2011**

**Case File #:** Temporary Use Permit (TUP#11-A)

**Applicant:** Saint Leo University Inc.

**Representative:** Frank Mezzanini

**Location/Legal Description:** Southwestern Quadrant of the Saint Leo University East Campus. Folio number 01-25-20-0000-030000-0000.

**Request :** Extension of Time to Permit Temporary Use for Construction/Office Trailers

- Land Development Code Requirement (Sec 8.3 Temporary Uses): Maximum of six (6) weeks within any six month period for temporary uses such as construction trailers. A public hearing is required to extend a temporary use beyond six (6) weeks.
- Applicant's Request (Appendix A):
  1. Extension of time for one previously approved construction trailers and associated storage and contractor parking areas until Saint Leo University revokes authorization for the trailers to be on the campus. This permits the trailer associated storage and contractor parking areas to be in place for more than six (6) weeks.
  2. Permit two new construction trailers and associated storage and contractor parking areas until Saint Leo University revokes authorization for the trailers to be on the campus. This permits trailers associated storage and contractor parking areas to be in place for more than six (6) weeks.
  3. Permit one trailer to be used as temporary office space until Saint Leo University revokes authorization for the trailer to be on the campus. This permits the trailer to be in place for more than six (6) weeks.

**Land Use Designation:** Institutional

**Zoning:** Institutional

## Temporary Use Review Application Overview

The applicant is requesting extension of time for an existing approved temporary use for a construction trailer, which will expire in August. In addition, two additional construction trailers and associated outdoor storage and parking areas and one office trailer are also being requested. All of the construction trailers and associated outdoor storage and parking areas are required for the various University projects and the office trailer is required for temporary office location during renovation of administrative offices. The proposed locations of the trailers are in the interior of the campus as shown on the Applicants aerial (Appendix A).

The request is to permit these temporary uses to remain until such time the University no longer needs these facilities. The time frame is unspecified, but would be longer than permitted by the LDC. The LDC establishes a maximum of six (6) weeks within any six month period for temporary uses. Any extension beyond six (6) weeks requires a public hearing.

Based on information provided in the Applicant's PUD Minor Modification (PUD#10-A, Minor Modification #1) application, current projects including the two new residence halls, parking garage, Intramural and Practice Fields, and Admission and Security infill building would all be completed prior to or by the Summer of 2012.

## Town Commission Alternatives

The Town Commission has at least two decision-making alternatives:

Alternative #1: APPROVE the request for the temporary uses (three construction trailers and associated outdoor storage and parking areas and one office trailer) to expire when the Applicant deems said temporary uses are no longer necessary and subject to the following conditions.

1. The temporary uses are permitted to be located anywhere on the East University Campus provided site plan standards in Section 10.13 are met. Any outdoor storage areas visible (within 100 feet) from adjacent residential property or S.R. 52 shall be screened using solid fencing or other approved screening by the Town Commission or its designee.
2. Once the Applicant has determined the temporary use is no longer necessary, the Applicant shall provide a letter to the Town Clerk stating when the temporary use shall cease.

Alternative #2: APPROVE the temporary uses (three construction trailers and associated outdoor storage and parking areas and one office trailer) subject to the following conditions:

1. The temporary uses shall cease on December 31, 2012. Any extension beyond said date shall require approval by the Town Commission at a public hearing.
2. The temporary uses are permitted to be located anywhere on the East University Campus provided site plan standards in Section 10.13 are met. Any outdoor storage areas visible (within 100 feet) from adjacent residential property or S.R. 52 shall be screened using solid fencing or other approved screening by the Town Commission or its designee.

This report has been prepared by:



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Jan A. Norsoph, AICP  
Engelhardt, Hammer & Associates, Inc.  
Town of St. Leo Planning Consultant

*Engelhardt, Hammer & Associates reserves the right to update this report upon becoming aware of new or updated information.*

**APPENDIX A**  
**Temporary Use Application Submittal Documents**



TOWN OF ST. LEO  
TEMPORARY USE PERMIT APPLICATION - Extension

P.O. Box 2479, Saint Leo, Florida 33574  
352.588.2622 Fax 352.588.3010

Date 4-6-11

Applicant Creative Contractors, Inc. Telephone 352-588-6491

Email address tpowell@creativecontractors.com Fax 352-588-6430

Property Address 33701 State Road 52, Saint Leo, FL 33574

Property Parcel I.D.# 0000-03000-0000

Property Owner Saint Leo University, Inc. Telephone 352-588-8215

Address of Owner 33701 State Road 52, Saint Leo, FL 33574

Description and Duration of Time for Temporary Use Extension of temporary use permit # 064447 for existing construction trailer to be used as a business office at its present location until St. Leo University expressly revokes such authorization.

Zoning District for proposed Temporary Use: (circle one) Agricultural Business Institutional

**Application must include the following:**

1. An affidavit from the property owner authorizing the applicant to utilize the property for the proposed Temporary Use and its duration of time.
2. A scaled or dimensioned drawing of the total area to be utilized for the temporary use including setbacks from all streets and property boundaries, parking and any additional information deemed necessary to adequately review the temporary use permit application (see LDC Section 10.51 attached).
3. It is the responsibility of the applicant to obtain all other permits and licenses required for the operation of the Temporary Use, for example, building permit, business tax license or sign permit. These permits must be submitted to the Town Clerk prior to the issuance of the Temporary Use permit.

Based on the information submitted (site plan, type of temporary use and duration of use); this Temporary Use permit is (circle one) Denied, Approved or Approved with conditions as noted.

St. Leo Signature \_\_\_\_\_

Date \_\_\_\_\_

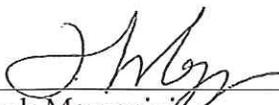
Packet

**Affidavit**

The undersigned declares that:

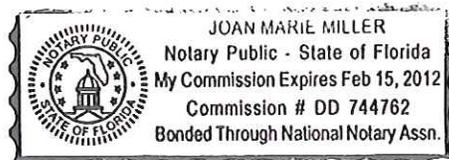
1. He is Frank Mezzanini, Vice President of Business Affairs of Saint Leo University, Incorporated.
2. The University has extended Creative Contractors' authorization to keep its construction trailer on Saint Leo University property in its present location until Saint Leo University expressly revokes such authorization.
3. Creative Contractors is also authorized to erect another construction trailer on Saint Leo University property in the same general location as the existing trailer from May 1, 2011, until Saint Leo University expressly revokes such authorization.
4. Creative Contractors is also authorized to erect a third construction trailer on Saint Leo University property on the construction site of the two new student residence halls from May 1, 2011, until Saint Leo University expressly revokes such authorization.

I declare under penalty of perjury that I have read the foregoing Affidavit and that the facts stated in it are true.

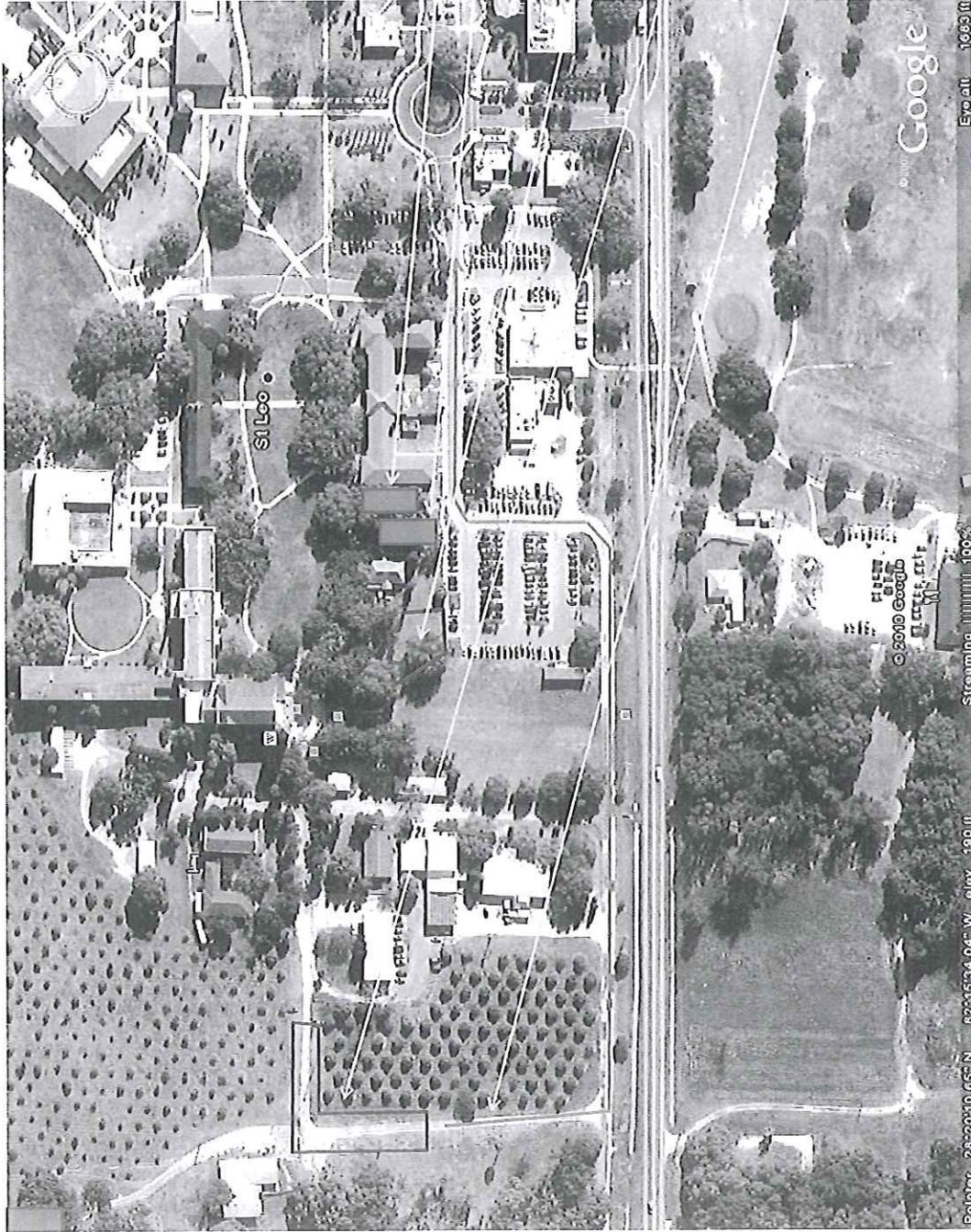
  
\_\_\_\_\_  
Frank Mezzanini

This Affidavit was acknowledged before me this 13<sup>th</sup> day of April, 2011, by Frank Mezzanini, personally known to me, as Vice President of Business Affairs of Saint Leo University, Incorporated.

Notary Signature: Joan Marie Miller  
Notary Name: Joan Marie Miller



**Photo #1: Parking, Storage, and Worker Travel Route**



- Existing Trailer
- Proposed New Trailer
- Fenced Storage Area
- Subcontractor Parking
- Subcontractor Travel Route





TOWN OF ST. LEO  
TEMPORARY USE PERMIT APPLICATION - EXTENSION

P.O. Box 2479, Saint Leo, Florida 33574  
352.588.2622 Fax 352.588.3010

Date 4/9/2011

Applicant Creative Contractors Inc Telephone 727.461.5522

Email address tpowell@creativecontractors.com Fax 727.447.4808

Property Address 33701 S.R. 52 St Leo FL 33574

Property Parcel I.D.# 0000-63000-0000

Property Owner Saint Leo University Telephone 352.588.8215

Address of Owner 33701 SR 52 St Leo FL 33574

Description and Duration of Time for Temporary Use Extension of TEMP USE PERMIT  
#064494 STORAGE TRAILER PLANNED TO BE MOVED FROM SCHOOL  
OF BUSINESS TO THE CONSTRUCTION SITE OF TWO NEW STUDENT RESIDENCE HALLS  
Zoning District for proposed Temporary Use: (circle one) Agricultural, Business, Institutional

**Application must include the following:**

1. An affidavit from the property owner authorizing the applicant to utilize the property for the proposed Temporary Use and its duration of time.
2. A scaled or dimensioned drawing of the total area to be utilized for the temporary use including setbacks from all streets and property boundaries, parking and any additional information deemed necessary to adequately review the temporary use permit application (see LDC Section 10.51 attached).
3. It is the responsibility of the applicant to obtain all other permits and licenses required for the operation of the Temporary Use, for example, building permit, business tax license or sign permit. These permits must be submitted to the Town Clerk prior to the issuance of the Temporary Use permit.

**Based on the information submitted (site plan, type of temporary use and duration of use); this Temporary Use permit is (circle one) Denied, Approved or Approved with conditions as noted.**

St. Leo Signature

Date

**Affidavit**

The undersigned declares that:

1. He is Frank Mezzanini, Vice President of Business Affairs of Saint Leo University, Incorporated.
2. The University has extended Creative Contractors' authorization to keep its construction trailer on Saint Leo University property in its present location until Saint Leo University expressly revokes such authorization.
3. Creative Contractors is also authorized to erect another construction trailer on Saint Leo University property in the same general location as the existing trailer from May 1, 2011, until Saint Leo University expressly revokes such authorization.
4. Creative Contractors is also authorized to erect a third construction trailer on Saint Leo University property on the construction site of the two new student residence halls from May 1, 2011, until Saint Leo University expressly revokes such authorization.

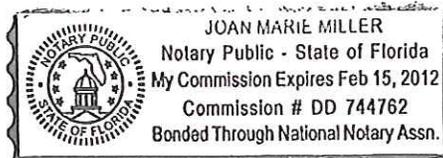
I declare under penalty of perjury that I have read the foregoing Affidavit and that the facts stated in it are true.

  
\_\_\_\_\_  
Frank Mezzanini

This Affidavit was acknowledged before me this 13<sup>th</sup> day of April, 2011, by Frank Mezzanini, personally known to me, as Vice President of Business Affairs of Saint Leo University, Incorporated.

Notary Signature: \_\_\_\_\_

Notary Name: \_\_\_\_\_





TOWN OF ST. LEO  
TEMPORARY USE PERMIT APPLICATION

EXTENSION

P.O. Box 2479, Saint Leo, Florida 33574  
352.588.2622 Fax 352.588.3010

Date 4-6-11

Applicant Creative Contractors, Inc. Telephone 352-588-6431

Email address tpowell@creativecontractors.com Fax 352-588-6430

Property Address 33701 State Road 52, Saint Leo, FL 33574

Property Parcel I.D.# 0000-03000-0000

Property Owner Saint Leo University, Inc. Telephone 352-588-8215

Address of Owner 33701 State Road 52, Saint Leo, FL 33574

Description and Duration of Time for Temporary Use Construction trailer to be used as a business office until St. Leo Univ. revokes such authorization Permit #4870

Zoning District for proposed Temporary Use: (circle one) Agricultural Business Institutional

Application must include the following:

1. An affidavit from the property owner authorizing the applicant to utilized the property for the proposed Temporary Use and its duration of time.
2. A scaled or dimensioned drawing of the total area to be utilized for the temporary use including setbacks from all streets and property boundaries, parking and any additional information deemed necessary to adequately review the temporary use permit application (see LDC Section 10.51 attached).
3. It is the responsibility of the applicant to obtain all other permits and licenses required for the operation of the Temporary Use, for example, building permit, business tax license or sign permit. These permits must be submitted to the Town Clerk prior to the issuance of the Temporary Use permit.

Based on the information submitted (site plan, type of temporary use and duration of use); this Temporary Use permit is (circle one) Denied, Approved or Approved with conditions as noted.

St. Leo Signature

Date

Exhibit "A"



New Construction Office Trailer  
Trailer

Existing Construction Office Trailer  
Trailer

Proposed Admissions  
Office Trailer Location  
Trailer

Proposed New Location  
For Existing Jobsite Trailer  
Trailer