

RESOLUTION NO. 11-10

RESOLUTION OF THE TOWN OF ST. LEO TOWN COMMISSION
APPROVING SAINT LEO UNIVERSITY INC. ADMISSIONS/SECURITY BUILDINGS
PROJECT SITE PLAN (SPR#11-E) AND PUD #10-A, MINOR MODIFICATION #3
WITH CONDITIONS.

WHEREAS, a general site plan review application (SPR#11-E) was submitted by Saint Leo University, Inc. (Applicant) to approve renovations/expansion for the Admissions/Security buildings pursuant to the LDC Article X, Development Review Procedures And Development Standards For General Site Plans and Planned Unit Developments, and Article IX. Variances, and

WHEREAS, existing and proposed building square footage related to this project were different than the figures contained in PUD #10-A, Minor Modification #1 data tables, thereby triggering a Minor Modification, and

WHEREAS, a public meeting was held on August 8, 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 site plan approval for renovations/expansion for the Admissions/Security buildings. The project consists of renovating the existing Admissions and Security buildings, enclosing a portion of an existing covered pavilion between the buildings and new construction to create a single unified building for admissions and security services. This project was identified in PUD #10-A, Modification #1 as a three year project.

SECTION B. FINDINGS AND CONCLUSIONS

Based on the facts and analysis presented in the staff report (Exhibit A), and the Applicant's application, justification and submittal documents (Exhibit B), approval of the site plan is warranted.

Further, pursuant to the PUD #10-A, minor Modification #1 plan data tables, the existing Admissions/Security buildings total 6,097 square feet and the proposed new construction is 3,250 square feet for a total of 9,347 square feet. Pursuant to the site plan application the existing buildings total 7,526 square feet and the proposed new construction will add an additional 3,010 square feet for a total structure of 10,536 square feet. This change in building square footage triggers a Minor Modification pursuant to PUD #10-A, Minor Modification conditions of approval. Based on the facts and analysis presented in the staff report (Exhibit A), approval of Minor Modification #3 is warranted.

SECTION C. TOWN COMMISSION DECISION

The Town Commission hereby APPROVES the site plan and Minor Modification #3 with following conditions:

1. The approval of the PUD #10-A Minor Modification #3 is valid for the same time frame as PUD #10-A (until June 4, 2020). Any change in the physical location of any of the projects identified in the application are deemed to be a minor PUD modification (pursuant to Section 10.10) provided there is no increase in project building square footage of fifty (50) percent or more.
2. The Applicant shall submit a revised PUD #10-A, Minor Modification #1, PUD Sheet #2 (Data tables) reflecting the noted changes to existing and proposed building square footage for the Admissions/Security building and update campus totals to the Town Clerk by December 30, 2011 or as part of any PUD modification submitted prior to that date.

SECTION D. EXHIBIT A

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

Exhibit A: Town Staff Report with exhibits

Exhibit B: Applicant's application and supporting documents.

SECTION E. TOWN COMMISSION MOTION

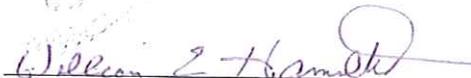
The foregoing resolution was adopted by the St. Leo Town Commission vote as follows:

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

DULY PASSED AND ADOPTED this 8th day of August, 2011. This approval is valid for one (1) year from the date of approval, unless a construction permit has been issued prior to the expiration date.

ATTEST:


Joan Miller CMC, Town Clerk


William E. Hamilton, Mayor, Town Of St. Leo

Approved as to form by:

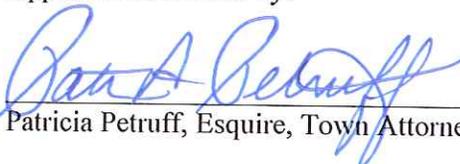

Patricia Petruff, Esquire, Town Attorney

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



Town of St. Leo

**SITE PLAN REVIEW (SPR) AND PUD MINOR MODIFICATION STAFF REPORT
SPR#11-E: Saint Leo University Admissions/Security Building and
PUD Minor Modification #3**

**Town Commission Meeting
August 8, 2011**

Property Owner: Saint Leo University Inc.

Applicant: Same

Representative: Frank Mezzanini

Request: Site Plan Approval for Renovations to Admissions/Security Buildings and PUD Minor Modification.

Location/Legal Description: Southwestern Quadrant of the Saint Leo University East Campus

Property Appraiser Folio: 01-25-20-0000-03000-0000

Land Use Designation: Institutional

Zoning: Institutional

Site Plan Review Application Overview

The project is located in the southwestern quadrant of the East Campus adjacent to the main campus entrance (Exhibit A). The project consists of renovating the existing Admissions and Security buildings, enclosing a portion of an existing covered pavilion between the buildings and new construction to create a single unified building for admissions and security services. This project was identified in PUD #10-A, Modification #1 as a three year project.

Pursuant to the PUD Modification plan data tables, the existing Admissions/Security buildings total 6,097 square feet and the proposed new construction is 3,250 square feet for a total of 9,347 square feet. Pursuant to the site plan application the existing buildings total 7,526 square feet and the proposed new construction will add an additional 3,010 square feet for a total structure of 10,536 square feet. Based on information from the Applicant, the data in PUD #10-A, Modification #1 came from the University's property insurance data base. For the Site Plan Review submittal, the Applicant utilized data from the original building drawings which were field verified, and therefore, are more accurate. The data used at the time of the PUD Modification #1 for the renovation/expansion was schematic in nature, and therefore, was only an estimate of the increased square footage. Based on a more detailed programming and design analysis, the square footage was increased.

The change (1,189 square feet) from the PUD #10-A, Modification #1 data table represents a 12.7 percent increase. This change does not change the overall Campus Master PUD relative to FAR (0.13), ISR (17.8 percent) or open space (81 percent). The maximum FAR permitted is 0.35, maximum ISR is 50 percent and required minimum open space is 50 percent. However, this change represents a minor modification pursuant to the PUD #10-A Modification #1 approval condition #5, which states the following:

“The approval of the PUD #10-A Modification #1 is valid for the same time frame as PUD #10-A (until June 4, 2020). Any change in the physical location of any of the projects identified in the application are deemed to be a minor PUD modification (pursuant to Section 10.10) provided there is no increase in project building square footage of fifty (50) percent or more.”

The increased building square footage (per the application) represents a 40 percent increase in building square footage compared to the existing, and therefore, would require any associated parking lot to be brought into compliance with LDC parking lot landscape requirements. However, the adjacent existing parking lot with 38 spaces (Lot H, Exhibit A) is conforming to the LDC parking lot landscape requirements.

The proposed architecture is Spanish Mission style similar to other campus buildings. No variances are required for this project.

Staff Recommendation

The staff recommends APPROVAL of the Admissions/Security building project and PUD Minor Modification #3 based on the application and site plan submitted by the Applicant and consistency with PUD#10-A, Minor Modification #1. The Approval is conditioned on the following:

1. The approval of the PUD #10-A Minor Modification #3 is valid for the same time frame as PUD #10-A (until June 4, 2020). Any change in the physical location of any of the projects identified in the application are deemed to be a minor PUD modification (pursuant to Section 10.10) provided there is no increase in project building square footage of fifty (50) percent or more.
2. The Applicant shall submit a revised PUD #10-A, Minor Modification #1, PUD Sheet #2 (Data tables) reflecting the noted changes to existing and proposed building square footage for the Admissions/Security building and update campus totals to the Town Clerk by December 30, 2011 or as part of any PUD modification submitted prior to that date.

This report has been prepared by:



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.

EXHIBIT A
AERIAL

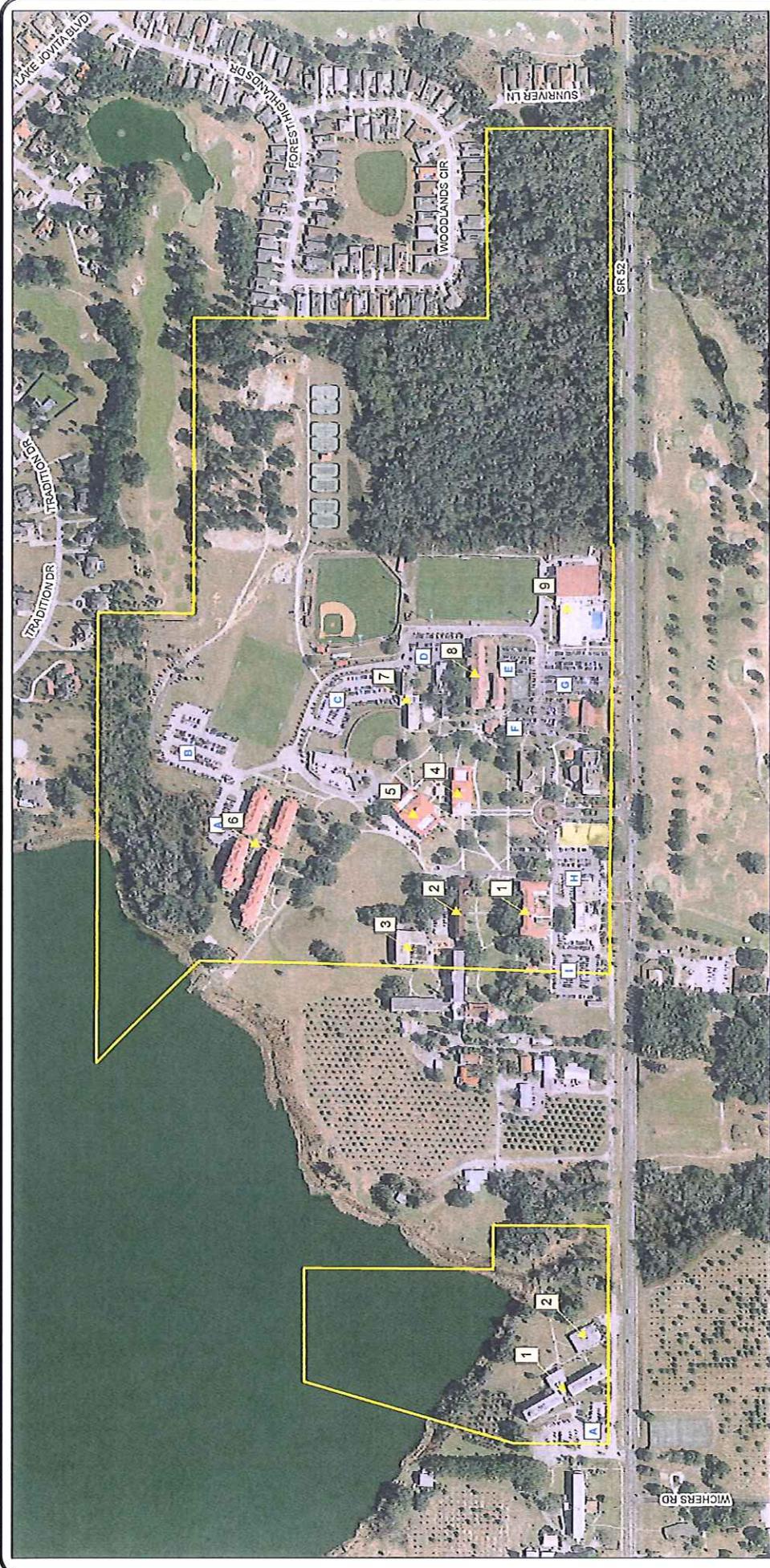
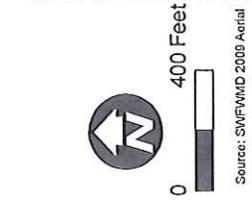


Exhibit A
Saint Leo
University Campus

ENGELHARDT, HAMMER & ASSOCIATES
 Land Planning • GIS • Expert Testimony
 4343 Inshore Plaza Parkway, Suite 220, Tampa, Florida 33634
 Telephone: 813.876.5100, Fax: 813.876.5811



West Campus Major Building Number, Name	East Campus Major Building Number, Name	West Parking Lot	East Parking Lots
<ul style="list-style-type: none"> 1, Marmion - Snyder Hall 2, Marmion Center 	<ul style="list-style-type: none"> 1, St. Edward Hall 2, Student Housing Buildings 3, Carmon Memorial Library 4, Student Activities Building 5, Student Community Center 6, Student Housing Buildings 7, Henderson Hall 8, Roderick Hall 9, Marion Bowman Activities Center 	<ul style="list-style-type: none"> Parking Lot, A 	<ul style="list-style-type: none"> Parking Lot, A Parking Lot, B Parking Lot, C Parking Lot, D Parking Lot, E Parking Lot, F Parking Lot, G Parking Lot, H Parking Lot, I

APPENDIX A
Site Plan and Application Submittal Documents



**APPLICATION FOR GENERAL SITE PLAN REVIEW
BY THE ST. LEO TOWN COMMISSION
Saint Leo University Admission/Security Renovation**

NOTE: All applications are to be filled out completely and correctly, and submitted in person (no fax or deliveries) to the Town Clerk. General Site Plan review is typically a staff review. However, if a variance to the LDC is required, then a variance public hearing will be scheduled. It is necessary for the applicant or the applicant's representative to be present at the public hearing meeting. No revisions to the General Site Plan application will be processed later than 14 days prior to the scheduled Town Commission meeting. The Public Hearing will be conducted pursuant to Quasi-Judicial Proceedings.

Note: it is incumbent upon the applicant to submit correct information. Any misleading, deceptive, incomplete or incorrect information may invalidate your approval.

Applicant (Title Holder(s)) Saint Leo University

Address 33701 State Road 52, Saint Leo, Florida Zip 33574 Phone/Fax 352.588.8215/352.588.8211

Representative (Owner Authorization Affidavit is required) Frank Mezzanini, V.P. of Finance

Address 33701 State Road 52, Saint Leo, Florida Zip 33574 Phone/Fax 352.588.8215/352.588.8211

Architect/Engineer Lunz Prebor Fowler Architects

Address 58 Lake Morton Drive Zip 33801-5344 Phone 863.682.1882

When Property Title Obtained 1889

Property Legal Description Refer to accompanying site plan drawing.

PIN Number(s) [County] 01-25-20-0000-03000-0000 (Pasco County)

General Location (Address) 33701 State Road 52, Saint Leo, Florida 33574

Zoning Institutional Land

The applicant, by filing this application agrees he/she will comply with all requirements of the Town of St. Leo Land Development Code (LDC). One copy of the application, narrative and proposed general site plans/building elevations is to be submitted for a determination of application sufficiency with General Site Plan review submittal requirements pursuant to the LDC (see attached). Upon a determination of completeness, two sets the application and proposed general site plans/building elevations are to be submitted. Please note: If trees are proposed to be removed, then a tree survey for all trees over 3" d.b.h. on site may be required if deemed applicable by staff.

FEE: The applicant will be billed for the actual expenses related to the Town of St. Leo's Planning Consultant and other Town of Leo staff review of the application. This may include, but not be limited to, time spent reviewing the application for completeness, site inspection, preparing a report to the Town Commission, telephone conversations and/or written correspondence to the applicant, attending any meetings with the applicant and attending public hearings. The Town Commission may request an advanced partial payment based on an estimate of the Planning Consultant's fees and expenses.

Signature _____

Frank Mezzanini
Title Holder(s)/Owner(s)

REQUEST: (Explain proposal in detail): use additional sheets if necessary

Saint Leo University
Admission/Security Renovation
Application for General Site Plan Review
By the St. Leo Town Commission
7.18.11

Project Overview:

This project consists of renovating the existing Admission and Security buildings, enclosing the covered pavilion which is in-between the buildings, and minimal new construction to connect the three pieces together to create one building.

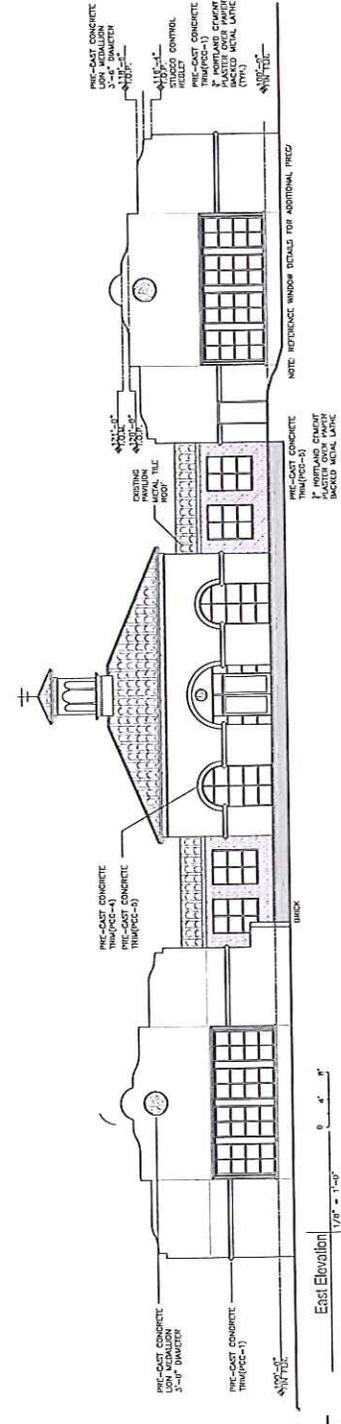
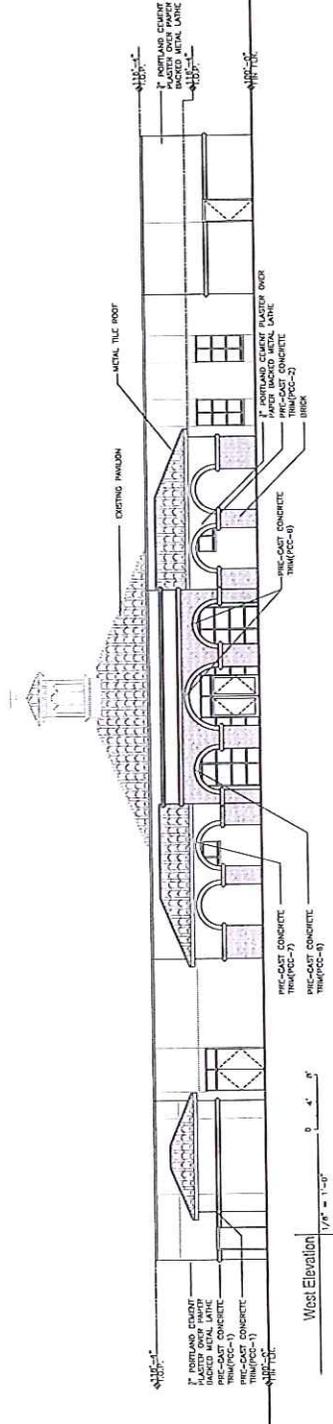
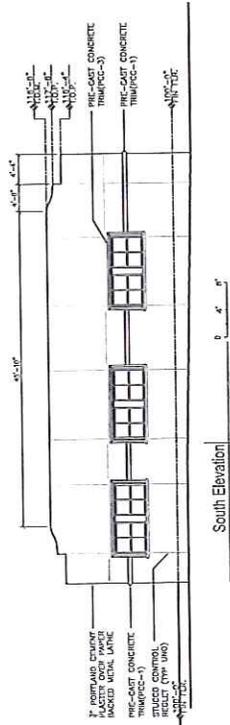
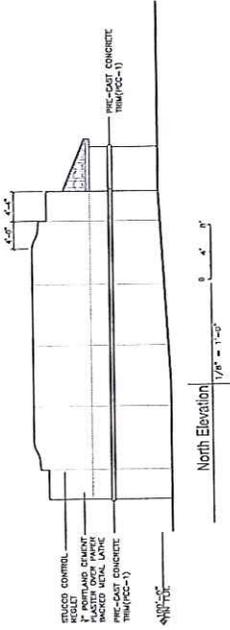
The architecture will be Spanish Mission so as to blend with the previous new construction and the original campus buildings.

The project does not impact or change the existing vehicular roads, parking lot, or pedestrian sidewalks, all existing will remain in place.

The project does not impact existing trees, all will remain in place and not be disturbed.

Because of the additional square footage, we have applied to SWFWMD for a Permit Modification to the existing stormwater permit. The existing stormwater retention pond to the south was oversized to accommodate future construction so we know this will be a routine approval. The submittal will be sent to you separately.

Refer to drawing SP-011 for additional information.



Town of Saint Leo Site Plan Review
 Saint Leo University
 1000 W. 10th Street
 Oklahoma City, Oklahoma 73101

DATE: 08/14/2018
 DRAWN BY: J. HARRIS
 CHECKED BY: J. HARRIS
 PROJECT NO.: 18-001
 SHEET NO.: 003.00

SP-012

EXHIBIT B
Applicant's application and supporting documents



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BY THE ST. LEO TOWN COMMISSION
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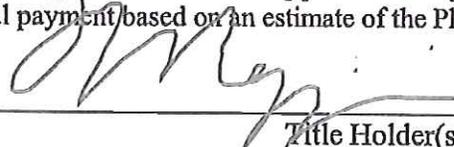
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