

RESOLUTION NO. 13-14

RESOLUTION OF THE TOWN OF ST. LEO TOWN COMMISSION  
APPROVING SAINT LEO UNIVERSITY INC. PLANT OPERATIONS PROJECT SITE  
PLAN (SPR#13-B) WITH CONDITIONS.

WHEREAS, a general site plan review application (SPR#13-B) was submitted by Saint Leo University, Inc. (Applicant) to approve construction of a new Plant Operations facility 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, a regularly scheduled meeting was held on August 12, 2013, 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 meeting.

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

SECTION A. REQUEST

This project was identified in PUD #10-A and updated, as to new location, pursuant to PUD #10-A, Major Modification #1.

SECTION B. FINDINGS AND CONCLUSIONS

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

SECTION C. EXHIBIT A

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

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

SECTION D. TOWN COMMISSION DECISION

Based on the above analyses, the Town of St. Leo Town Commission APPROVES WITH CONDITIONS the Plant Operations project as submitted, (Exhibits A). The proposed project is consistent with PUD 10-A and Major Modification #1 and LDC provided the following conditions are met:

1. A detailed landscape plan shall be provided to the Town Planning Consultant for approval prior to the issuance of any building permit for the site. The landscape plan shall comply with S.R. 52 and west property boundary buffer, parking lot and stormwater landscape requirements. Any variances will require a public hearing pursuant to Article IX.
2. Submit final architectural drawings/elevations to the Town Planning Consultant that breaks-up the long linear west and east façade elevations utilizing vertical elements or roof parapets and/or landscaping for approval prior to the issuance of any building permit for the site.

3. Submit a copy of the SWFWMD permit approval to the Town Clerk prior to issuance of a building permit for the site.
4. Any change to the architectural design of the building or landscape plan shall be approved by the Town Planning Consultant, unless such change is recommended for Town Commission approval.
5. The landscaping referenced in Condition #1 shall be planted by the Applicant and inspected by a Town representative prior to final building inspection of the project by the Town's Building Official.
6. No final inspection approval will be issued by the Town's Building Official until the above conditions are met.
7. One (1) year after the completion of the project, the Town Commission or its designee shall inspect all landscape buffers for compliance. The Applicant shall be required to replace any trees or shrubs deemed to be in poor or dead condition within 45 days of said inspection.

8. *All other applicable state or federal permits must be obtained before commencement of the development.*

SECTION E. TOWN COMMISSION MOTION

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

John "Jack" Gardner, Mayor  
Donna DeWitt, O.S.B.  
James Hallett, O.S.B.  
Robert Inslee  
James Wells

DULY PASSED AND ADOPTED this 12<sup>th</sup> day of August, 2013. This approval is valid for one (1) year from the date of approval, unless a construction/building permit has been issued prior to the expiration date.

ATTEST:  
JOAN MILLER, MMC, TOWN CLERK



MAYOR, TOWN OF ST. LEO



John "Jack" Gardner

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/LANDSCAPE PLAN REVIEW (SPR)  
STAFF REPORT  
SPR#13-B: Saint Leo University Plant Operations Project  
Town Commission meeting August 12, 2013**

**Property Owner:** Saint Leo University Inc.  
**Applicant:** Same  
**Representative:** Jeanne Plecenik  
**Request:** Site and Landscape Plan Approval for the Plant Operations Facility  
**Location/Legal Description:** Southwest Quadrant of the Saint Leo University West Campus  
**Property Appraiser Folio:** 01-25-20-0000-02300-0000  
**Land Use Designation:** Institutional  
**Zoning:** Business

**Project Overview**

The proposed project is located within the southwest corner of the West campus (Exhibit A) and entails construction of a new 15,200+/- square foot Plant Operations facility (office and warehouse)(Exhibit B). Pursuant to PUD 10-A, any University project is reviewed pursuant to General Site Plan Review requirements and approval by the Town Commission at a regularly scheduled meeting.

The project facade along S.R. 52 will be Mediterranean style architecture and color compatible with other campus buildings and the historic Abbey (Exhibit C). The application and detailed project description are contained in Appendix A.

**LDC Analysis**

The table below provides an analysis of the site plan related to the LDC based on Institutional use within the Business Zoning District.

**TABLE A  
LDC Analysis**

<b>LDC</b>	<b>Requirement</b>	<b>Provided</b>	<b>Variance</b>
Setbacks	50 feet (S.R. 52/west property boundary)	50+ feet	No
Parking (based on students)	N/A	20 spaces	No
<b>Landscape Buffers</b>			
• Landscape Buffer width (along S.R. 52)	Type "C"= 20 feet	20 Feet	No
• Landscape buffer planting (along S.R. 52; approx.285 linear feet)	Type "C" per 100 linear feet: 4 canopy trees= 11 trees 5 Understory trees= 14 trees 20 shrubs= 57 shrubs	Concept only, no detailed landscape plan submitted at this time	N/A
• Landscape Buffer width (along west boundary adjacent to Business)	Type "B"= 10 feet	10 Feet	No
• Landscape buffer planting (along west boundary; approx. 275 linear feet)	Type "B" per 100 linear feet: 2 canopy trees= 6 trees 4 Understory trees= 11 trees 25 shrubs= 69 shrubs	Concept only, no detailed landscape plan submitted at this time	N/A
• Stormwater (linear feet unknown)	1 canopy or 2 understory trees/50 linear feet along top of bank	Concept only, no detailed landscape plan submitted at this time	N/A
• Parking lot buffer	5 feet wide/1 tree/30 linear feet	No detailed landscape plan submitted at this time	N/A
• Parking lot interior planters	1 tree/10 parking spaces and 1 tree at each end island	1 tree/10 parking spaces and 1 tree at each end island	No
• Parking lot interior landscape (excess perimeter landscaping can count toward interior)	10% of vehicular use area (19,800 sq. ft.) or 1,980 sq. ft.	No detailed landscape plan submitted at this time	N/A
Stormwater Retention	On-site	On-site	No

The project is also subject to architectural review pursuant to the original PUD approval as required under LDC, Sec. 10.9. Relevant PUD Development Guidelines and Requirements are as follows:

*“5. Lots and Buildings: Buildings shall be uniform in architectural design theme and building materials.*

*g. Separations and/or changes in the building plane (facade and roof) and facade details.*

*6. Lake Jovita/S.R. 52 Visual Corridor: All proposed development shall be evaluated for visual impacts on St. Leo’s unique topography, natural forested landscape, historic sites, historic landmarks (such as the St. Leo Abbey and Bell Tower), and important adopted visual corridors and view sheds as identified in the Visual Corridor Study by Engelhardt, Hammer and Associates, Inc., adopted by the Town Commission on August 11, 2001 (Resolution No. 01-03). Factors to be considered in evaluating the impacts of development include, but are not limited, to the following:*

*b. Building façades that are visible within the view shed shall provide architectural details, landscaping and fencing/wall treatments appropriate for the architectural style of the building.”*

Review of the S.R. 52 building elevation demonstrates compliance with the above guidelines, specifically its Mediterranean design features (Exhibit C). The proposed color scheme for the entire building is the same as the School of Business as shown in Exhibit C.

The east and west elevations are visible from S.R. 52 and are long linear walls (185’+/- feet) with no wall plane breaks or vertical elements to provide visual relief from these long linear facades. Although there is some relief from the landscape buffer along the west property boundary, additional design elements are necessary on both facades. This design issue can be addressed in several ways:

1. Incorporate vertical elements (such as columns) along the facades.
2. Incorporate parapet roof elements in combination with canopy trees and/or Palm clusters along the facades.
3. Any combination of the above.

### **Staff Recommendation**

Based on the above analyses, staff recommends APPROVAL WITH CONDITIONS of the Plant Operations project as submitted, (Exhibits A, B and C and Appendix A). The proposed project is consistent with PUD 10-A and Major Modification #1 and LDC provided the following conditions are met:

1. A detailed landscape plan shall be provided to the Town Planning Consultant for approval prior to the issuance of any building permit for the site. The landscape plan shall comply with S.R. 52 and west property boundary buffer, parking lot and stormwater landscape requirements. Any variances will require a public hearing pursuant to Article IX.
2. Submit final architectural drawings/elevations to the Town Planning Consultant that breaks-up the long linear west and east façade elevations utilizing vertical elements or roof parapets and/or landscaping for approval prior to the issuance of any building permit for the site.

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6. No final inspection approval will be issued by the Town's Building Official until the above conditions are met.
7. One (1) year after the completion of the project, the Town Commission or its designee shall inspect all landscape buffers for compliance. The Applicant shall be required to replace any trees or shrubs deemed to be in poor or dead condition within 45 days of said inspection.



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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 Map



### West Campus Major Building Number, Name

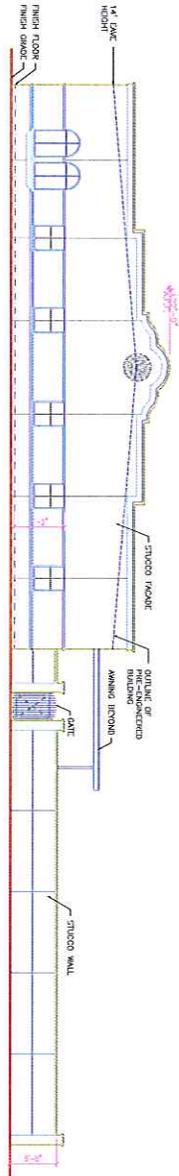
1. Marmion - Snyder Hall
2. Marmion Center (Admissions Department)
3. Monastery
4. Plant Operations

**EXHIBIT B**  
**Site/Landscape Plan**

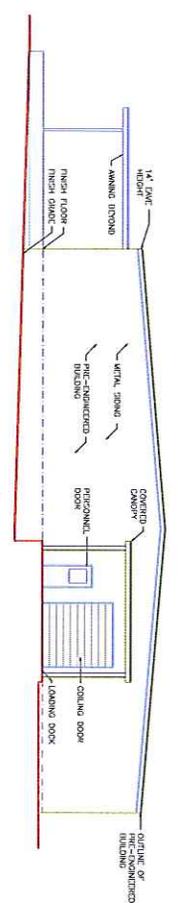


## **EXHIBIT C**

- **Building Elevations**
- **Color Scheme (School of Business)**

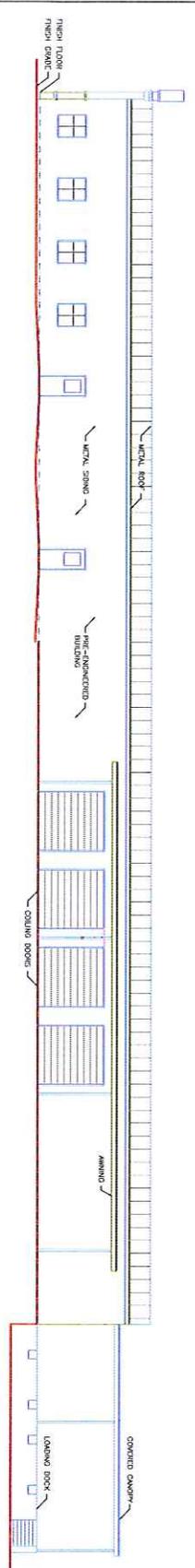


South Elevation  
1/8" = 1'-0"

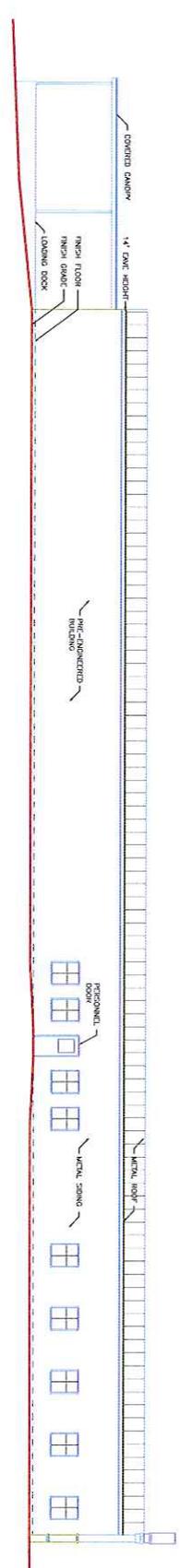


North Elevation  
1/8" = 1'-0"

NOTES:  
THE STUCCO WALLS, ROOF  
WILL BE FINISHED WITH A FINISH OF  
GOLDEN SAND. THE FINISH OF  
GOLDEN SAND SHOULD BE  
MATCHED TO THE FINISH OF THE  
ROOF WALLS. THE FINISH OF THE  
ROOF WALLS SHOULD BE MATCHED  
TO THE FINISH OF THE ROOF  
AND OTHER FINISH  
CONSTRUCTION.



East Elevation  
1/8" = 1'-0"



West Elevation  
1/8" = 1'-0"



Saint Leo University Master Plan  
13571 State Road 62  
Saint Leo, Florida 32776-1600  
Plant Operations Site Plan Review  
Plant Operations Elevations

SP-018  
DATE: 02/03/00  
DRAWN BY: [Name]  
CHECKED BY: [Name]  
APPROVED BY: [Name]



## **APPENDIX A**

- **Application**
- **Project Narrative**



Town of Saint Leo

APPLICATION FOR GENERAL SITE PLAN REVIEW  
BY THE ST. LEO TOWN COMMISSION

NOTE: All applications are to be filled out completely and correctly, and submitted in person (no fax or deliveries) to the Town Clerk. The applicant, by filing this application agrees he/she will comply with all requirements of the Town of St. Leo Land Development Code (LDC). 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 no 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.

Application Date July 15, 2013  
Applicant (Title Holder(s)) Saint Leo University  
Address 33701 State Road 52, Saint Leo, Florida Zip 33574 Phone/Fax 352.588.8215/352.588.8511  
Representative (Owner Authorization Affidavit is required) N.A.  
Address N.A. Zip \_\_\_\_\_ Phone/Fax \_\_\_\_\_  
Architect/Engineer Lunz Prebor Fowler Architects  
Address 58 Lake Morton Dr., Lakeland, Florida Zip 33801 Phone/Fax 863.682.1882/863.687.6346  
When Property Title Obtained September 2012  
Legal Description See attached Boundary Survey  
PIN Number(s) [County] 01-25-20-0000-02300-0000  
General Location (Address) 33701 State Road 52, Saint Leo, Florida

Pursuant to the LDC, included with this application must be:

- a written narrative describing the proposed use and development, including any variances and identification of impact to established visual corridors
- a property survey, including topographic vertical contours no greater than five-foot contour intervals and identification of soils
- a letter of authorization/affidavit from the property owner should a representative be acting on the owner's behalf

Upon 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 or other Town of St. 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 meeting 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 \_\_\_\_\_  
Title Holder(s)/Owner(s)

Request: (Explain proposal in detail): use additional sheets if necessary See attached.

## Site Plan Review Narrative

The university's Plant Operations Department has been in an old and inadequately sized building for several years due to the rapid expansion of the school. Recall the previous expansion plans to create a new facility wrapping around the Chiller Building.

Because it was felt that the proposed relocation at the Chiller Building, due to its "hemmed in" nature might prove inadequate in time, the university did not proceed with that concept.

With the acquisition of the Monastery adequate expansion area is now available, and the university plans to erect a new Plant Operations office and warehouse at the southwest corner of the property. This new warehouse will provide space for the bulk storage of materials needed by the university, and will allow greater savings due to bulk purchasing. The office will allow proper space for a growing staff.

Parking will be provided at the new facility for visitors, including accessible parking spaces, and for office staff. The bulk of the plant operation staff will park at the garage and, using golf carts parked nightly at the garage, transport to the new facility and other campus assignments.

Although situated on the SR 52 view corridor, the location is next to a produce retail store that does not contribute to the view corridor. The property itself is an old orange grove damaged by freezes over the years and as such, provides a negative impact to the view corridor. While a pre-engineered building is to be utilized, the front of the building will have stucco "Mission Style" façade that ties in to the recent architecture on campus. Together with the landscaping that will be installed in conformance with the Land Development Code, visual impact will serve as an improvement for that part of the view corridor.

This development does not require any variances to the Land Development Code nor do any protected trees, pursuant to the Tree Ordinance, need to be removed.