

## RESOLUTION NO. 16-05

### RESOLUTION OF THE TOWN OF ST. LEO TOWN COMMISSION APPROVING PUD #13-A, MINOR MODIFICATION #2 TO THE BENEDICTINE SISTERS OF FLORIDA PUD MASTER PLAN.

WHEREAS, a Planned Unit Development (PUD) application (PUD #13-A) was approved by the Town of St. Leo Town Commission on April 8, 2013 to construct a new monastery for the Benedictine Sisters of Florida pursuant to the LDC Article XII, Development Review Procedures And Development Standards For General Site Plans and Planned Unit Developments, and

WHEREAS, On September 9, 2013, Minor Modification #1 to PUD #13-A was approved to grant a variance to LDC, Chapter IX, Section 12.2. Landscape Buffers between Incompatible Uses, and

WHEREAS, an application was filed by the Benedictine Sisters of Florida pursuant to the LDC Article XII, Development Review Procedures And Development Standards For General Site Plans and Planned Unit Developments, to construct a 3,794 square foot residence addition, and

WHEREAS, a public meeting was held on January 11, 2016, 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

The Applicant is requesting construction of a 3,794 square foot residence building with no variances to the Land Development Code (LDC).

#### SECTION B. FINDINGS AND CONCLUSIONS

No LDC variances are triggered by the new addition. The increase in total site building square footage is 27.3%, which triggers only a minor modification review by the Town Commission. Consequently, no public hearing is required. The PUD modification meets LDC requirements related to setbacks and parking.

Based on the proposed location of the new addition, several trees will be impacted. These trees will be relocated as shown on the draft preliminary revised Landscape Plan. In addition, new trees will be planted, to meet LDC parking lot landscaping requirements. Based on the draft preliminary plan submitted, LDC landscaping requirements are met.

Based on the facts and analysis presented in this report, it is recommended that the Town Commission APPROVE the building addition.

No building elevations were submitted. Building elevations are required to be reviewed pursuant to Sec. 10.9 PUD Development Guidelines PUD review criteria #5. Therefore, architectural elevations will be required to be submitted for review/approval by the Town Planner before building permits can be issued.

SECTION C. TOWN COMMISSION DECISION

Based on the facts and analysis presented in this report, the Town Commission APPROVES the addition with the following conditions:

1. Subject to conditions of approval for PUD #13-A and PUD #13-A, Minor Modification #1.
2. Submission of a final landscape plan for the new addition area that meets LDC requirements to the Town Planning Consultant for approval prior to the issuance of any building permit for the addition. The landscape plan shall address the new parking spaces, landscaping around the new parking spaces and relocation and/or replacement trees for the trees impacted by the addition.
3. Submission of final architectural drawings/elevations of the addition to the Town Planning Consultant for approval prior to the issuance of any building permit for the site.
4. That all other applicable state or federal permits be obtained before development commences and further that the issuance of the building permit does not in any way create any rights on the part of the Applicant to obtain a permit from a state or federal agency and does not create any liability on the part of the Town for issuance of the permit if the Applicant fails to obtain requisite approvals or fulfill the obligations imposed by a state or federal agency or undertakes actions that result in a violation of state or federal law.

If PUD #13-A Minor Modification #2 is approved, the “future canopy” and “future pool” shown on the PUD Plan will only require review/approval by the Town Planner. Any other modifications to the PUD will require review subject to LDC Sec. 10.10, Modifications to a PUD.

SECTION D. EXHIBIT A

The following documents are attached to this resolution and incorporated herein by reference:

Town Staff Report with exhibits, including the Applicant’s application and supporting documents.

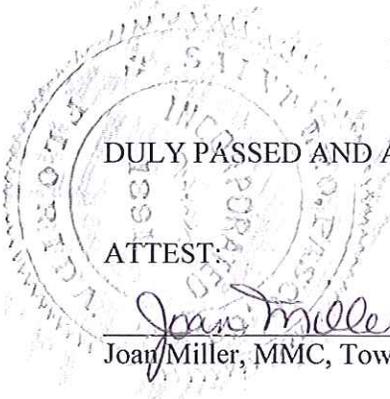
SECTION E. TOWN COMMISSION MOTION

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

Richard H. Christmas, Mayor  
James Hallett, O.S.B.  
Gregory P. Smith  
Donna DeWitt, O.S.B.  
Curtis Dwyer

DULY PASSED AND ADOPTED this 11<sup>th</sup> day of January, 2016.

ATTEST:

  
Joan Miller  
Joan Miller, MMC, Town Clerk

Richard H. Christmas  
Richard H. Christmas, Mayor

Approved as to form by:

Patricia A. Petruff  
Patricia Petruff, Esquire, Town Attorney

**EXHIBIT A**  
**Town Staff Report/Exhibits**  
**Applicant's Application and Supporting Documents**



**TOWN OF ST. LEO STAFF REPORT**  
**Benedictine Sisters of Florida Planned Unit Development Master Plan**  
**PUD #13-A, Minor Modification #2**  
**Town Commission Public Hearing Meeting**  
**January 11, 2016**

**Applicant:** Holy Name Academy

**Representative:** Brian G. Surak, P.E., Surak Engineering

**Request:** Approval of a minor modification to PUD #13-A to add a 3,794 square foot residence building.

**Location/Legal Description:** Generally the southeast corner of State Road 52 and Wichers Road. The area is an approximate 9.9 acre site within Folio #01-25-20-0000-02300-0030 along the east side of Wichers Road (Exhibit A).

**Land Use Designation:** Institutional

**Zoning:** Institutional

**PUD Modification #2 Application Overview**

On April 8, 2013, the Town Commission approved PUD #13-A, the construction of a new monastery for the Benedictine Sisters of Florida on an approximate 9.9 acre tract (Exhibit A). The monastery facility consists of two buildings (one-story in height) totaling approximately 13,900 square feet, including 20 bedrooms, central kitchen facility and other related facilities (96 seat chapel, library, recreation areas and administration offices) with 46 parking spaces. Other buildings were noted as "future" and will require review and approval at a future date pursuant to LDC Sec. 10.10, Modifications to a PUD.

As part of the PUD #13-A approval, variances were granted to not require a buffer wall along Wichers Road until such time as the adjacent property to the west that is zoned Residential were to be developed, permit 29 grass parking spaces and permit the stormwater pond to be located on the adjacent property, which is also owned by Holy Name Academy.

On September 9, 2013, the Town Commission approved PUD #13-A, Minor Modification #1, a variance to provide only 450 linear feet of buffer along Wichers Road, and to only plant canopy trees.

The Applicant's application submittal and supporting documents for the addition are provided in Appendix A.

**Staff Analysis:**

A comparison of the original approved PUD and Modification#2 is as follows:

Use	Original PUD	Modification #2	Total
Residence	6,414 sq. ft.	New: 3,797 sq. ft.	10,211 sq. ft.
Office	1,180 sq. ft.	No change	1,180 sq. ft.
Community	3,810 sq. ft.	No change	3,810 sq. ft.
Chapel	2,489 sq. ft.	No change	2,489 sq. ft.
<b>TOTAL</b>	<b>13,902 sq. ft.</b>	<b>New: 3,797 sq. ft.</b>	<b>17,699 sq. ft. (+27.3%)</b>
Required Parking	36 spaces	39 spaces	Provided: 52 spaces

Exhibit B illustrates the site plan for the new addition. No LDC variances are triggered by the new addition. The increase in total site building square footage is 27.3%, which triggers only a minor modification review by the Town Commission, no public hearing is required. The PUD modification meets LDC requirements related to setbacks and parking.

Based on the proposed location of the new addition, several trees will be impacted, which will be relocated as shown on the draft preliminary revised Landscape Plan, as well as new trees to be planted, to meet LDC parking lot landscaping requirements (Exhibit C). Based on the draft preliminary plan submitted LDC landscaping requirements are met.

**Consistency of the proposed development with the goals, objectives and policies in the Comprehensive Plan.**

Consistency was addressed in the original PUD approval; however, no building elevations were submitted which must be reviewed pursuant to LDC Sec. 10.9 PUD Development Guidelines review criteria #5:

*Lots and Buildings: Buildings shall be uniform in architectural design theme and building materials. A building or group of buildings shall have a compatible relationship with each other and surrounding properties based on, but not limited to, the following design elements:*

Consistency of the architectural design of the new addition with the overall design of the complex will be required. Therefore, architectural elevations will be required to be submitted for review/approval by the Town Planner.

**Recommendation**

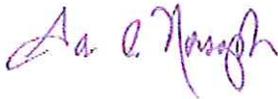
Based on the facts and analysis presented in this report, it is recommended that the Town Commission APPROVE the addition with the following conditions:

1. Subject to conditions of approval for PUD #13-A and PUD #13-A, Minor Modification #1.
2. Submit a final landscape plan for the new addition area that meets LDC requirements to the Town Planning Consultant for approval prior to the issuance of any building permit for the addition. The landscape plan shall address the new parking spaces, landscaping around the new parking spaces and relocation and/or replacement trees for the trees impacted by the addition.

3. Submit final architectural drawings/elevations of the addition to the Town Planner for review/approval prior to the issuance of any building permit for the site.
4. That all other applicable state or federal permits be obtained before development commences and further that the issuance of the building permit does not in any way create any right on the part of the Applicant to obtain a permit from a state or federal agency and does not create any liability on the part of the Town for issuance of the permit if the Applicant fails to obtain requisite approvals or fulfill the obligations imposed by a state or federal agency or undertakes actions that result in a violation of state or federal law.

If approved, PUD #13-A Minor Modification #2, the "future canopy" and "future pool" shown on the PUD Plan will only require review/approval by the Town Planner. Any other modifications to the PUD will require review subject to LDC Sec. 10.10, Modifications to a PUD.

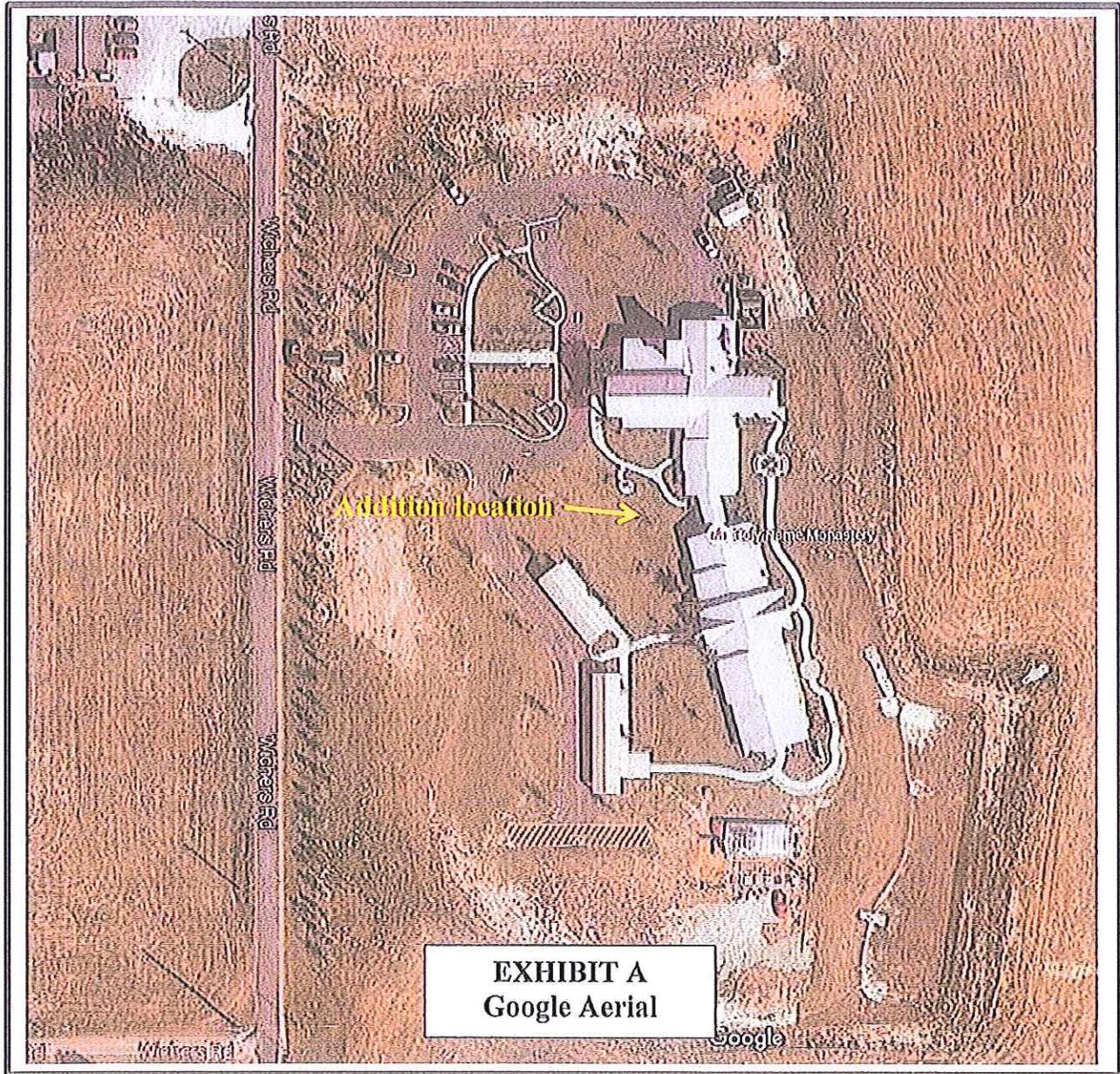
This report has been prepared by:

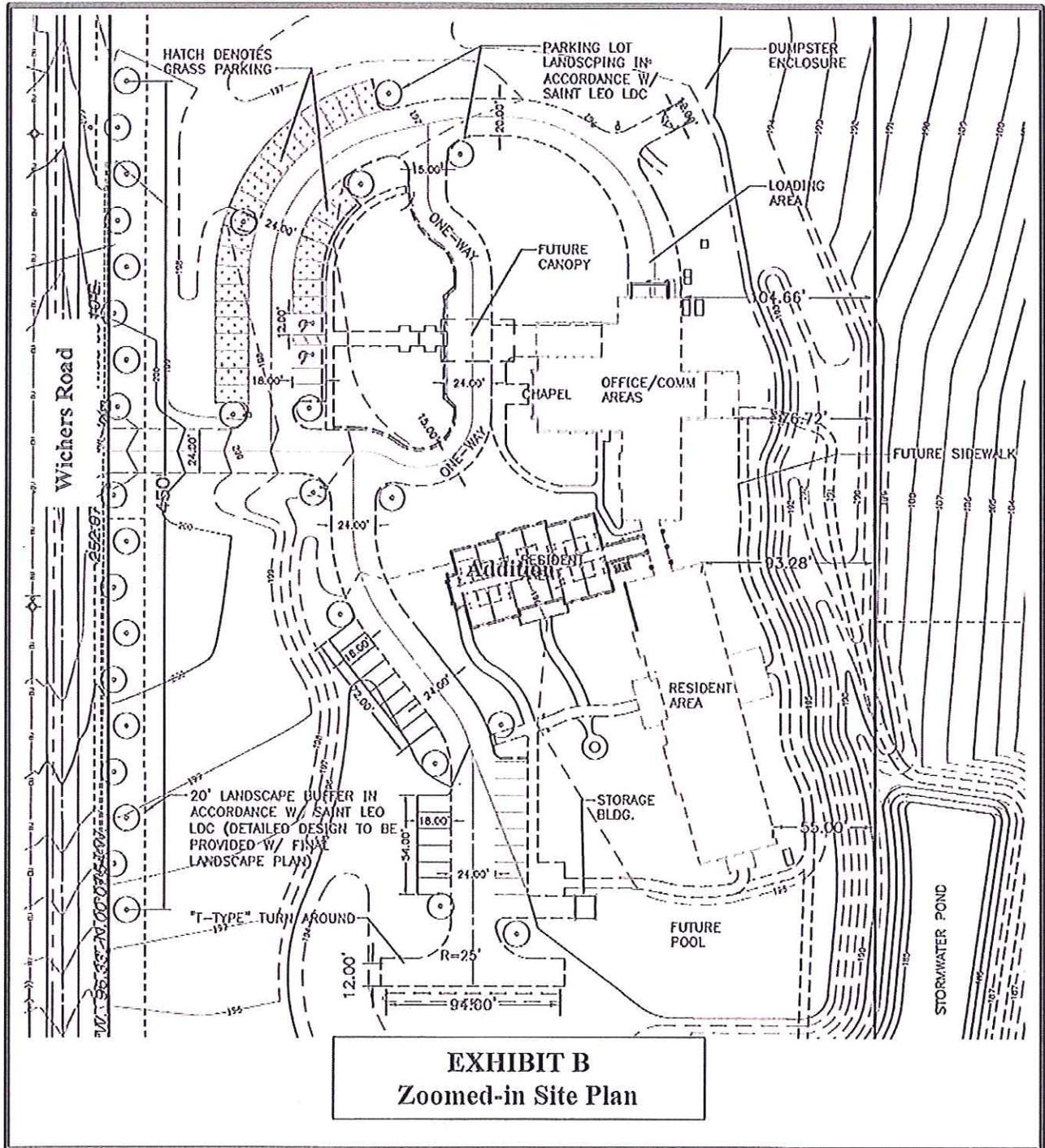


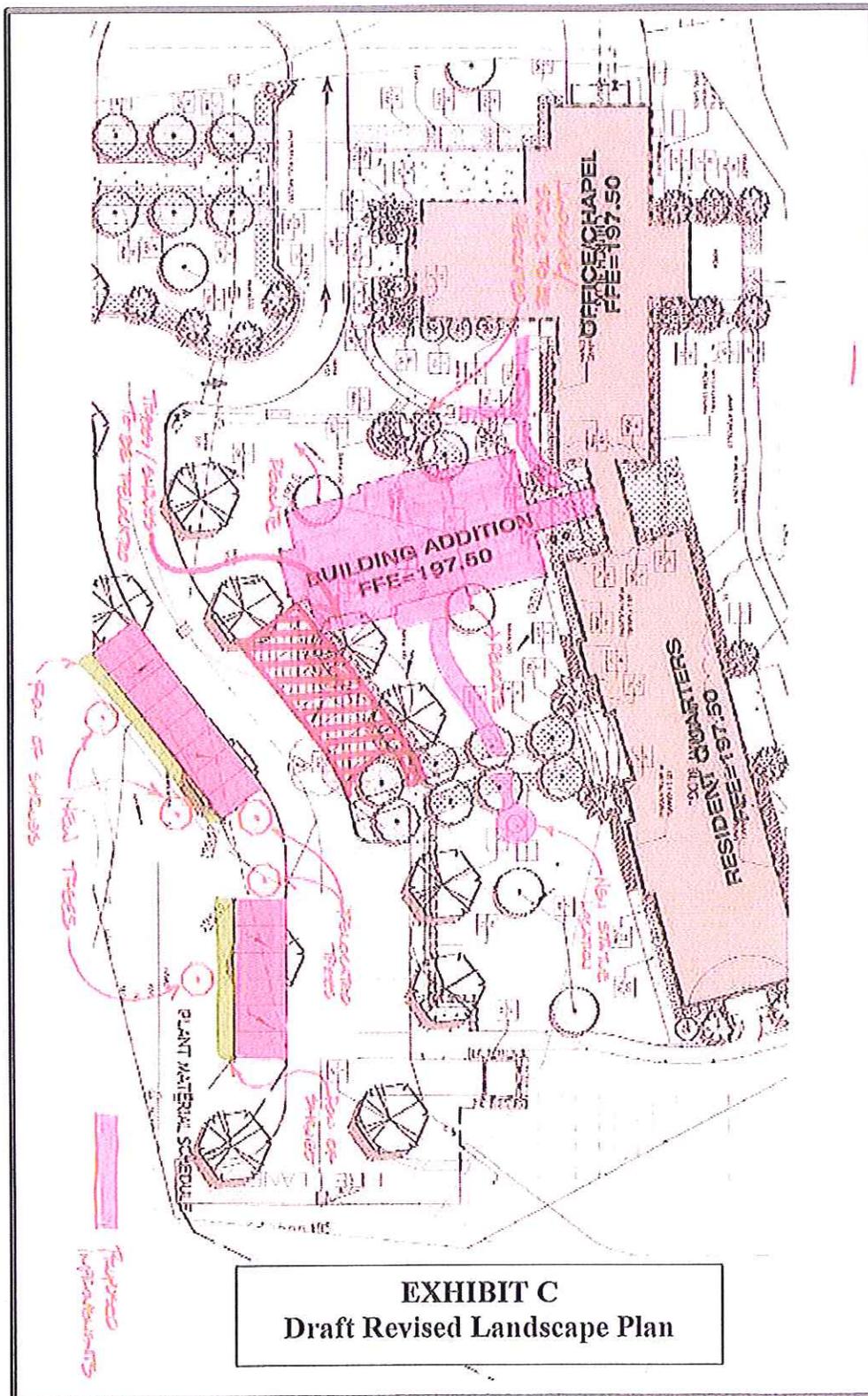
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Jan A. Norsoph, AICP  
Engelhardt, Hammer & Associates, Inc.  
Town of St. Leo Planning Consultant

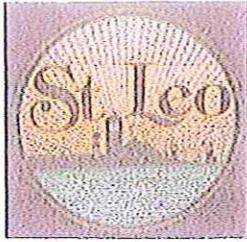
*Engelhardt, Hammer & Associates reserves the right to update this report upon becoming aware of new or updated information.*







**APPENDIX A**  
**PUD Application**  
**Full Size PUD Plan**



**Town of St. Leo**  
 P.O. Box 2479, 34544 State Road 52  
 Saint Leo, Florida 33574  
 Phone: 352-588-2622  
 Fax: 352-588-3010  
 TownClerk@TownofStLeo-FL.gov  
 www.TownofStLeo-FL.gov

**Planned Unit  
 Development Review  
 Application**

DATE SUBMITTED 12-22-15

All applications are to be filled out completely and correctly, and submitted in person (no fax or deliveries) to the Town Clerk by the scheduled deadline date. The applicant, by filing this application agrees he/she will comply with all requirements of the Town of St. Leo Land Development Code (LDC). It is necessary for the applicant or the applicant's representative to be present at the public hearing meeting. No revisions to the application request will be processed later than 21 days prior to the scheduled Town Commission meeting. The public hearing will be conducted pursuant to Quasi-Judicial Proceedings.

IT IS INCUMBANT UPON THE APPLICANT TO SUBMIT CORRECT INFORMATION. ANY MISLEADING, DECEPTIVE, INCOMPLETE OR INCORRECT INFORMATION MAY INVALIDATE THE APPROVAL.

Applicant (title holder[s]) Holy Name Academy  
 Applicant's Address PO Box 2450, Saint Leo, FL 33574  
 Phone 352-588-8320 Fax \_\_\_\_\_ Email roberta.bailey@saintleo.edu  
 Representative (Affidavit of Authorization /Ownership is required) Sister Roberta Bailey  
 Phone 352-588-8320 Fax \_\_\_\_\_ Email roberta.bailey@saintleo.edu  
 Architect/Engineer/Planner/ Contractor Surak Engineering, LLC  
 Address 3710 W. Horatio Street, Tampa, FL 33609  
 Phone 813-244-5136 Fax \_\_\_\_\_ Email bsurak@verizon.net  
 Date Property Title Obtained 1961 Parcel Folio# 01-25-20-0000-02300-0030  
 Legal Description See Attached

Property Address 12138 Wichers Road, San Antonio, FL 33576  
 Request (Use Additional Sheets if Necessary) Add a building addition for additional resident living quarters. Project will include minor modification to existing parking lot  
 SUBMITTAL REQUIRMENTS: The PUD site plan shall include the submittal requirements contained in the LDC, Chapter 10, Sec. 10.8.  
 Upon determination of completeness, two sets of the application and proposed PUD plans/building elevations are to be submitted. If trees are proposed to be removed, 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 a ~~\$50.00~~ 100.00 application fee and for the actual expenses related to the Town of St. Leo's Attorney, Planning Consultant and other Town of St. Leo staff review of the application. This may include, but is not limited to: cost of public notices, time spent reviewing the application for completeness, site inspection(s), preparing a report to the Town Commission, telephone conversations and/or written correspondence to the applicant and others, 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 and Attorney fees and expenses.

Signature of Title Holder(s)/Owner(s) *SR Bailey*  
 Date \$ 50.00 Application Fee Paid \_\_\_\_\_ Associated Fee Total \$ \_\_\_\_\_ Date Associated Fees Paid \_\_\_\_\_

