

**TOWN OF ST. LEO
COMMISSION MEETING
June 09, 2014
7:00 PM**

OPENING Mayor Christmas

INVOCATION AND PLEDGE OF ALLEGIANCE – Commissioner Hallett

ROLL CALL Greg Smith – Commissioner
Richard Christmas – Mayor
James Hallett, O.S.B. – Mayor ProTem

STAFF Joan Miller – Town Clerk
Patricia Petruff, Esquire – Attorney
Jan Norsoph – Planner
Andrea Calvert - Assistant to the Town Clerk

GUESTS Approximately 40 guests

MINUTES **MOTION: TO APPROVE THE MINUTES OF THE COMMISSION MEETING HELD ON MAY 12, 2014.**

MOTION BY: Commissioner Hallett

SECOND: Commissioner Smith

Discussion.

VOTE: Unanimous for Approval, 3/0

EXPENSES AND BUDGET REVIEW

MOTION: TO ACCEPT FINANCIAL REPORT DATED JUNE 9, 2014.

MOTION BY: Commissioner Smith

SECOND: Commissioner Hallett

Discussion.

VOTE: Unanimous for Approval, 3/0

PUBLIC COMMENT - none

MAYORS REPORT

At the May 12, 2014, meeting the Town Commission was not aware that Robert Inslee and Raphael Davis were not qualified to be seated as commissioners. All motions that Inslee and Davis participated in were read.

Motion: To approve all motions as read by Mayor Christmas for approval.

Motion by: Commissioner Hallett

Second by: Commissioner Smith

Discussion.

Vote: Unanimous for Approval, 3/0

MOTION: TO EXTEND THE APPOINTMENT OF TOWN PLANNER JAN NORSOPH UNTIL MAY, 2015.

MOTION: Commissioner Hallett

SECOND: Commissioner Smith

Discussion.

VOTE: Unanimous for approval. 3/0

NEW COMMISSIONERS

Advertisements were executed and letters of intent were received for the two open commission seats. Tonight, Mayor Christmas recommended the seating of Donna DeWitt and Arnold Curington for the two empty seats.

MOTION: TO APPOINT DONNA DEWITT (SEAT #1) AND ARNOLD CURINGTON (SEAT #4) AS RECOMMENDED BY MAYOR CHRISTMAS.

MOTION BY: Commissioner Hallett

SECOND BY: Commissioner Smith

Discussion.

VOTE: Unanimous for approval. 3/0

Donna DeWitt was sworn in by Clerk Miller as commissioner, Seat #1.

SWEARING IN OF NEW COMMISSIONERS

Donna DeWitt, OSB was sworn into office by Clerk Miller.

PLANNER

Public Hearing Topics

- Saint Leo University PUD #10-A Major Mod #2
- Plant Operations Tree Removal Request TRP#14-B
- SPR/VAR#14-A Plant Operations Facility Site Plan Variance Review

Planner Norsoph spoke of the procedure that would be followed this evening.

All persons that wanted to speak on any of the Public Hearing topics were sworn in by Clerk Miller.

-Peter Hubbell, WRA, Inc. Michael Raysor, Traffic Engineer (Raysor Transportation Consulting), Joel Tew, Land Use Attorney (Tew and Associates) and Dan Fowler, Architect (Lunz, Prebor and Fowler) spoke on behalf of Saint Leo University. A broad overview of the PUD, Plant Operations Site Plan Variance review and grand tree removal was presented which included the standards that were required this evening.

-Justification of why the Plant Operations building was placed on the West campus was given.

-The Saint Leo University traffic analysis was provided.

-The tree removal permit request was withdrawn.

-An overview of the campus including the boat ramp & pavilion was discussed.

-Questions from Town Commissioners were answered. Commissioner Hallett requested Raysor to substantiate information given regarding traffic calculations.

-Jan Norsoph, Town Planner summarized his staff report and also added a correction on page 15, Alternative #3, Condition #5, line 4, to read 2015 instead of 2105. He said that the property included in the PUD encompasses several different land uses which will have to be changed to Institutional if it is going to be used for institutional purposes. The plant operation facility is

adjacent to Peggy's Hay Farm (Medium Density Residential) and requires special consideration of how the University site will become developed. Norsoph asked for more information on the University's rationalization for using Pompano Street as access to the facility. He said that the intent of a Planned Unit Development and Master Plan is to examine the whole project and not to be viewed in bits and pieces.

-Access and location are the factors to be concerned with in the PUD.

-Compatibility and concurrency with the Town Comprehensive Plan, the Town Visual Corridor Study, transportation issues and purpose/intent of the Planned Unit Development was discussed.

Norsoph presented the following options:

Defer action.

Defer action related to traffic issues.

Approve modification with conditions.

Attorney Petruff listed the following documents/exhibits to be included (for the record) with the in the Plant Operations Public Hearing file.

Town Planner Staff Report for PUD #10-A Major Modification #2

Email dated 06/09/2014 from John Kilkenny, FDOT

Memo dated 06/05/2014 from Commissioner Hallett regarding Ex Parte Communication Letter from Lou Rinaldi dated June 9, 2014.

Correspondence report of letters from 02/10/14 through 06/08/2014.

Notebook/binder Joel Tew provided. All applications received by the Town.

Power point presentation given by Pete Hubbell, Michael Raysor, Joel Tew and Dan Fowler.

List of adjacent property owners to the PUD and Plant Operations property with a notation that there are three property owners who did not receive notice of the Public Hearing. David Friedman, Joseph Harper and Bruce & Johanna Howarth.

Jan Norsoph's resume.

Letter to Honorable Wilton Simpson dated 05/30/2014 from SLU President Arthur Kirk

Planner, Jan Norsoph asked Attorney Joel Tew why the legal description submitted is different than the original expansion area of the campus master plan previously submitted to the Town. Attorney Tew explained that when Saint Leo University obtained a survey of the property there were three areas that were questioned by the Title Company and surveyor. Town Commissioners had no questions for Planner Norsoph.

Public comment was opened.

John Herrmann – San Antonio

Mayor Tim Newlon – San Antonio

Louis Rinaldi – San Antonio

David Parrish – San Antonio

Elayne Bassinger - San Antonio

Dick Gates – San Antonio

Barbara Berberich – San Antonio

MOTION: TO DIRECT THE TOWN ATTORNEY AND TOWN PLANNER TO MEET WITH SAINT LEO UNIVERSITY REPRESENTATIVES TO DISCUSS POTENTIAL CONDITIONS, STIPULATIONS AND TO ENGAGE THE SERVICES OF A TRAFFIC EXPERT TO REVIEW POMPANIC STREET TRAFFIC ISSUES (TRAFFIC STUDY REVIEW, TURNING RADIUS, AND PRESENT ROAD CONSTRUCTION STANDARD) AND A LICENSED ARBORIST (FOR REVIEW OF PROTECTION OF THE GRAND TREE) AS DISCUSSED DURING THIS MEETING. ALSO TO DIRECT THE MAYOR TO EXECUTE ABOVE MENTIONED CONTRACTS.

MOTION BY: Commissioner Hallett

SECOND BY: Commissioner DeWitt

Discussion

VOTE: Unanimous for Approval, 4/0

MOTION: TO CONTINUE THE SAINT LEO UNIVERSITY PUD #10-A MAJOR MODIFICATION #2 AND SPR/VAR #14-A, PLANT OPS FACILITY SITE PLAN /VARIANCE REVIEW AT THE JULY 14 MEETING 7 PM OR AS SOON AS POSSIBLE THEREAFTER.

MOTION BY: Commissioner Hallett

SECOND BY: Commissioner Smith

Discussion.

VOTE: Unanimous for Approval, 4/0

The request for the removal of the grand oak tree was withdrawn by Saint Leo

PLANNER REPORT – Landscaping for the Reclaimed Water Pond is acceptable.

ATTORNEY REPORT

A legislative update impacting municipalities will be provided at a future meeting. Lighting and noise ordinances will be tabled until a future meeting.

COMMISSION REPORT

The local option gas tax will be discussed at the next meeting. During the last Municipal Association of Pasco meeting, information was provided as to the action Pasco County may take.

UNFINISHED BUSINESS

Cup of Organic – Doug Torres attended to request the extension of his Temporary Use Permit for another year. After one year additional issues will need to be addressed. Jan Norsoph will write a letter to assist Torres in moving forward to reclassify his business as permanent.

MOTION: TO EXTEND THE CURRENT TEMPORARY USE PERMIT FOR A CUP OF ORGANIC FOR ONE YEAR.

MOTION BY: Commissioner Smith

SECOND BY: Commissioner DeWitt

Discussion.

VOTE: Unanimous for Approval, 4/0

RESIGNATION Janet Kato resigned week ending June 13, 2014. Commissioner DeWitt felt that her resignation should be discussed further. Clerk Miller was directed to take Janet Kato out to lunch as a gesture of appreciation for her 8 years of service as Record Manager.

LAKE JOVITA HOMEOWNERS ASSOCIATION

Mayor Christmas will draft a letter to the Lake Jovita Homeowners Association regarding public use of Lake Jovita by property owners.

COMMISSIONER INTERESTS

Mayor Christmas asked commissioners to consider their areas of interest and thoughts on establishing specific areas to serve, such as parks, roads and building and zoning.

ADJOURNMENT

MOTION: TO ADJOURN MEETING AT 10:27 P.M.

MOTION BY: Commissioner Smith

SECOND BY: Commissioner DeWitt

Discussion.

VOTE: Unanimous for Approval, 4/0

Joan Miller, M.M.C.