OPENING SESSION:

☐ Call Meeting to Order
☐ Roll Call/Determination of a Quorum
☐ Welcome, General Rules of Order and Appeals

WELCOME!
We are glad you have joined us for today's meeting. The Appearance Review Board (ARB) is an advisory board to the Orlando City Council comprised of citizen members who voluntarily and without compensation devote their time and talents to review applications for Certificates of Appearance Approval. All ARB recommendations are subject to final action by City Council. We anticipate the minutes of today’s meeting will be presented at the City Council meeting on October 5, 2015 for approval of ARB recommended actions. Any person desiring to appeal a recommended action of the Board should observe the notice regarding appeals below. CAUTION: Untimely filing by any appellant shall result in an automatic denial of the appeal.

GENERAL RULES OF ORDER
The Board is pleased to hear all non-repetitive comments. However, since a general time limit of five (5) minutes is allotted to the proponents/opponents of an issue, large groups are asked to name a spokesperson. If you wish to appear before the Board, please fill out an Appearance Request/Lobbyist Registration Form and give it to the Recording Secretary. When the Chairman recognizes you, state your name and address. ROBERT’S RULES OF ORDER govern the conduct of the meeting. Persons with disabilities needing assistance to participate in any of these proceedings should contact the ARB Recording Secretary at (407) 246-2558 at least 24 hours in advance of the meeting.

APPEALS
ARB cases are quasi-judicial matters (implementing actions) and are to be conducted subject to the Florida Supreme Court ruling in Board of County Commissioners of Brevard County v. Snyder. The Board’s decision must be supported by “competent substantial evidence.” Persons dissatisfied with a board recommendation in such matters may be entitled to a de novo (new) hearing before an independent Hearing Officer in accordance with the provisions of Chapter 2, Article XXXII, of the City Code. A request for a new hearing (appeal) must be filed with the Appearance Review Board Recording Secretary by 2:00 P.M., Thursday, September 24, 2015. There is a $250 fee for this appeal. The ARB Recording Secretary is located in the Downtown Development Board Division of the Economic Development Department on the sixth floor of City Hall.

Any person who desires to appeal any decision at this meeting will need a record of the proceedings and for this purpose may need to ensure that a verbatim record of the proceedings is made that includes the testimony and evidence upon which the appeal is made. Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office 24 hours in advance of the meeting at 407-246-2251. Thank you for participating in your government and making Orlando truly “The City Beautiful.”
APPROVAL OF MINUTES:
1. Approval of July 16, 2015 Meeting Minutes.

CONSENT AGENDA: None.

REGULAR AGENDA:

1. 420 E. Church Street

Owner/Applicant: Jefferson Eola LLC/ Michael Mulhall
Location: 420 E. Church Street
District: 4
Project Planner: Doug Metzger


Recommended Action: Staff recommends APPROVAL of the 420 East Retail & Residential Master Sign Plan with the following conditions:

1. At no time shall the total sign area assigned exceed the maximum allowable 1,306 s.f. for all of the combined retail and residential signage.
2. It will be the responsibility of the tenant or sign applicant to include with every sign permit package a Management Control Letter signed by the property management company or landlord that includes a spreadsheet of all signs and their sizes as assigned by the landlord and permitted by the City for the entire property. The Management Control Letter will also include a statement authorizing a certain amount of sign area to the tenant and/or applicant.
3. All primary identity, secondary identity, door identity, business information sign locations and sizes are approved as submitted in this application.
4. Prior to application for a sign permit [BLD permit], the tenant/applicant will be required to apply for and receive an Appearance Review Board [ARB] Minor Certificate of Appearance Approval [CofAA]. Four copies of the CofAA will need to be submitted with the sign permit package.
5. Page P2
   i. Delete the second paragraph. This project site is outside the Downtown Special Sign District.
   ii. Revise the total allowable sign area table to match the 1,306 s.f. above; include the signage areas per street.
   iii. Add the total sign allocation table above including the sign types and total sign area for each sign type to page P2 of the MSP
   iv. Under Approval Process, revise “me” to “be” at the end of the first line of the second paragraph; also add the following ARB contact information and phone number to the end of the Approval Process section:
      Downtown Appearance Review Board
      Attention: ARB Recording Secretary
      Orlando City Hall. 6th Floor
      400 S. Orange Avenue
      Orlando, FL 32802
      407.246.2558
   6. Delete page P8 from the document since it is not applicable to the Master Sign Plan.
   7. Master Sign Plan Inventory Spreadsheet—include a spreadsheet in the Master Sign Plan that includes an inventory of all proposed signage including building identification signs, parking signs, tenant space number, and initial signage allocation for each tenant space [tenant sign + window graphics]. The spreadsheet shall be attached to each Management Control Letter, ARB Minor Review Application and sign permit application. The spreadsheet shall be updated and amended from time to time as needed to document actual signage authorized by the landlord.
   8. Window Graphics—Per Sec. 62.505. Street-Level Commercial Use (b) (4) At least 30% of the area of the street-level façade (as calculated from grade to ten feet above grade) must be comprised of transparent materials between three feet and seven feet above grade. Other than the front door, any window graphics on the outside or inside of the window should not be located between 3-feet and 7-feet and may not be larger than 25% of the total window area.
9. Blade Signs — In order to increase pedestrian awareness of the retail identity projecting blade signs shall be permitted as part of the Master Sign Plan. Blade signs shall project no more than 48 inches from the building façade, shall not exceed 10 s.f. in size, shall maintain a minimum height of 9-feet above finished grade to the bottom of the sign and shall not be permitted within 25-feet of another blade sign.

10. Cabinet Signs — Cabinet signs with translucent faces are prohibited, but cabinet signs with an opaque sign face and push-thru translucent lettering and graphics are permitted.

11. Master Sign Plan Amendments — Any future amendments to the 420 East Master Sign Plan will require an ARB review and issuance of a Minor certificate of Appearance Approval for the changes.

12. ARB Approval — ARB approval does not grant permission to construct or install any signage. All required sign permits shall be obtained prior to installation of any sign on the property.

13. Final Master Sign Plan — Upon ARB approval, the Master Sign Plan document shall be revised to meet the conditions of approval above. Two copies of the Master Sign Plan and one digital version of the Master Sign Plan shall be submitted to the ARB Coordinator for inclusion in the property’s case file.

2. 744 W. Colonial Drive – Burger King Corporation

Owner/Applicant: Burger King Corporation/ Keith Brown
Location: 744 W. Colonial Drive
District: 5
Project Planner: Doug Metzger

ARB2015-00056

Recommended Action: Request for a Major Certificate of Appearance Approval for the Façade renovation.

1. Architecture
   a. The proposed elevations, colors and materials are approved as submitted.
   b. The ARB approved plans shall be generally consistent with the building permit plans. Any alterations or modifications to the proposed designs shall require an ARB Minor Review prior to issuance of building permits.

2. Signs
   a. Final sign designs shall require an ARB Minor Review and approval prior to application for a sign permit.
   b. Maximum Allowable Copy Area — Per Sec.64-201 of the Land Development Code [LDC] The property is permitted 78 square feet of signs. The proposed application shows 165 square feet of signage. Either the quantity of signage will need to be reduced or a variance will need to be approved from the City’s Board of Zoning Adjustment [BZA].
   c. Master Sign Plan — Because the proposed project signage exceeds 30 square feet, an ARB Major Review and Approval will need to be completed prior to issuance of building permits.

3. Mechanical Equipment and Venting
   a. All rooftop and ground mounted equipment shall be screened from per LDC Sec. 58.982
   b. All venting shall be directed to the roof and directed to the sky, scrubbers shall be included in the venting system to reduce grease and food odor

4. Other Improvements and Permits
   a. Any future improvements to the property, such as landscaping, lighting and hardscape shall require an ARB Minor review and approval.
   b. ARB approval does not provide permission to construct. All necessary building permits shall be acquired prior to the commencement of construction activities.
3. 250 N. Orange Avenue – Sentinel Capital

Owner/Applicant: Sentinel Capital/Mike Beale
Location: 250 N. Orange Ave
District: 5
Project Planner: Doug Metzger

ARB2015-00058

Request for a Major Certificate of Appearance Approval for the Façade renovation.

Recommended Action: ARB Staff has reviewed the Applicant’s submittal and is recommending APPROVAL with the following conditions:

1. General ARB Conditions
   a. Required Permits—ARB approval does not grant permission to construct. All required permits shall be obtained prior to commencement of demolition or construction.
   b. Modifications—Significant modifications to these ARB approved plans shall require an additional ARB Minor Review.

2. New Orange Avenue Arcade — The location, design, materials and colors are approved as submitted with the following Conditions:
   a. Entry Canopy—the two proposed entry canopies shall include a stormwater management system that prevents storm run-off from draining into pedestrian areas. Outfall shall be directed towards the street unless an alternative method is proposed. Final ARB review of the canopy design and drainage system shall occur during the building permit process. ARB Staff would suggest the incorporation of urban rain gardens into the plans to assist with accommodating the canopies’ stormwater run-off.
   b. Arcade Mullions—The arcade mullion system needs additional design attention. The applicant will continue to work with ARB staff during completion of the design documents to refine the mullion system design. ARB final review of the mullion design shall occur during the building permit process.

3. Streetscape
   a. Streetscape Zone—The applicant shall provide 13-feet from the back-of-curb for a streetscape zone that includes a 5-foot wide furniture zone and an 8-foot wide pedestrian clear zone. The 13-foot wide streetscape zone shall extend from the north property line to the corner at the intersection of South Orange Avenue and Jefferson Street.
   b. City Services Easement—The applicant shall provide a City Services Easement to the City for any portion of the streetscape zone that extends outside the right-of-way.
   c. Downtown Orlando Streetscape Design Guidelines—All streetscape shall be designed and constructed based on Treatment 4 of the Downtown Streetscape Design Guidelines. A copy of the streetscape design guidelines is available on the ARB website.
   d. Furniture Zone — A 5-foot wide furniture zone shall be provided from the north property line to the Orange and Jefferson corner. The furniture zone shall include 5-foot by 8-foot street tree wells with sylvestri palm street trees and double acorn LED street lights spaced to OUC standards. All valve boxes and covers in the furniture zone shall be traffic bearing grade.
   e. Pedestrian Clear Zone — An 8-foot wide pedestrian clear zone shall be provided from the north property line to the Orange and Jefferson corner. The pedestrian clear zone shall be free of vertical obstructions. Sidewalk panels shall be 8-feet by 8-feet with a 2-inch troweled edge and medium broom finish. Valve boxes and covers shall be traffic bearing grade.
   f. Structural Soil — Structural soil is required where tree wells are used along the public rights-of-way. Structural soil shall be placed with each tree well to a depth of 3-feet in an area of not less than 100 square feet per tree. Show detail on final landscape plans. An alternative material to structural soil may be used but will require Planning Official approval.
   g. Drainage—Rainwater from building shall not sheet flow across pedestrian areas. Rainwater drainage from building shall be conveyed by pipe underneath the sidewalk and discharge into the street.
h. Smart Park Sign — The Existing Smart Park sign and concrete pole shall be removed and replaced with a sign and post consistent with Downtown Streetscape Guidelines.

4. Streetwall — The timber streetwall is approved with the following conditions:
   a. Height — The streetwall shall be a minimum of 36-inches tall above finished grade.
   b. Alignment — The street wall alignment along Orange Ave shall be parallel to the parking lot curb with a minimum of 2-feet from the back-of-curb to face of wall; a break in the streetwall may occur if the alignment is impeded by the existing oak tree. Along Jefferson the streetwall shall go down the centerline of the existing landscape area.
   c. Finishes — The streetwall timbers shall have a smooth, planed surface and shall be stained a dark bronze color. The pipe spacers in the wall shall also be a bronze color to match the wall color.
   d. Mock-Up — Because the proposed streetwall is an alternative material to the customary masonry streetwall ARB Staff is requesting that prior to installation of the streetwall a mock-up section of the streetscape wall be constructed on site for ARB Staff Review.
   e. Planter Box — If feasible, in order to visually tie the street wall into the building a timber planter shall be constructed in the area between the arcade and the façade of the former bank space.
   f. Streetwall Maintenance — The streetwall shall be stained bi-annually in order to maintain a fresh contemporary appearance.

5. Signs
   a. Location — The conceptual location and size of the three proposed blade signs is approved. The bottom of the sign shall be a minimum of 9-feet above finished grade and shall not encroach into the Orange Avenue right-of-way.
   b. Specifications — The sign faces shall be a solid panel with push through routed lettering and graphics. The sign frame shall incorporate a bronze colored trim.
   c. ARB Approval — All signs will require an ARB Minor Review prior to submittal of sign permits.
   d. Sign Permit — ARB approval does not grant permission to construct and install signage. All necessary sign permits shall be required prior to installation of signs.

NEW BUSINESS:
   1. Project DTO Update
   2. ARB Calendar for 2016

OTHER BUSINESS:
ARB Minor Reviews completed since the July ARB Meeting:
   1. ARB2015-00038 – 225 E. Marks Street – American Heart Association – Expand existing parking lot and landscape
   3. ARB2015 - 00046 – 111 N. Magnolia Avenue – Lincoln Property – Art Panels
   4. ARB2015 – 00047 – 70 S. Lucerne Circle W – Three (3) Year Temporary Parking Improvements
   5. ARB2015 - 00048 – 611 N. Magnolia Avenue – Building Colors and Exterior Improvements
   6. ARB2015 - 00051 – 934 N. Magnolia Avenue – Blade Sign
   8. ARB2015 – 00053 – 225 E. Robinson Street – Hardscape, landscape, signage, outdoor dining
   9. ARB2015 - 00054 – 208 Garden Avenue – Demolition

OLD BUSINESS: NONE.

ADJOURNMENT:
THE NEXT MEETING OF THE APPEARANCE REVIEW BOARD WILL BE THURSDAY, OCTOBER 15, 2015 AT 2:00 PM.