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 April 18, 2016 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, March 24, 2016. 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 February 18, 2016 Meeting Minutes.

CONSENT AGENDA: None.

REGULAR AGENDA:

1. 738 Highland Avenue – ParkLake Townhomes

Owner/Applicant: Dill Investment Partnership/Ryan Studzinski
Location: 738 Highland Ave
District: 3
Project Planner: Doug Metzger

ARB2016-00004 Request for a Courtesy Review of 21 new townhouses at Park Lake Street and Lake Highland.

ARB and City Staff has reviewed the Applicant’s submittal documents and has the following Courtesy Review comments:

1. Streetscape
   A. Streetscape Design Guidelines
      i. All streetscape design and construction is required to comply with the design and construction requirements of the Downtown Orlando Streetscape Design Guidelines as they may be amended from time-to-time and the conditions in this staff report.
      ii. Maintenance Agreement—The applicant shall enter into a maintenance agreement with the City to define maintenance responsibilities for the streetscape and other aspects of the public realm.
      iii. City Services Easement—A city services easement shall be provided by the applicant for any portion of the streetscape zone outside of the right-of-way.

   B. General Streetscape Requirements:
      i. Treatment — All streetscape shall be designed and constructed consistent with the requirements of Treatment 5 in the Downtown Streetscape Design Guidelines with a minimum 7.5-foot parkway strip and a minimum 6-foot sidewalk along the entire project street frontage.
      ii. Street Trees – The existing oaks on Park Lake Street and crepe myrtles on Highland Avenue shall be preserved.
      iii. Tree Ring — Along with the redevelopment of this property the damaged concrete tree ring around the large oak on Park Lake Street shall be repaired and/or replaced.
      iv. Street Lights – Single acorn 40-watt LED streetlights, consistent with the Downtown Streetscape Design Guidelines and spaced based on OUC lighting requirements shall be installed along the Park Lake Street and Highland Avenue project frontage in the parkway strip between the curb and sidewalk.
      v. Curbing—The existing curbing along the entire project frontage is damaged and degrading. The applicant shall replace all the curbing along the project street frontage.
      vi. Corner Treatments—Corner treatments shall be reconstructed to provide two directional accessibility ramps at the Park Lake/highland intersection. The ramps shall be perpendicular to the centerline.
      vii. Curb Cuts—All existing curb cuts shall be removed and the streetscape and curbing restored during construction.
      viii. Valve and Junction Boxes—All at-grade junction, valve and control boxes in the streetscape zone shall be traffic bearing grade boxes and lids, painted per the downtown streetscape standards.
      ix. Pedestrian Crossings—The pedestrian crossings at the driveway cuts shall be level and at the same grade as the sidewalk adjacent to the driveway. A pavement treatment that contrasts with the vehicle lanes shall be used in order to clearly define the pedestrian zone. Reflective paint alone is not acceptable, but may be used in conjunction with pavers or other surfaces to outline the pedestrian path for night time safety.
x. Pedestrian Clear Zone — In no instance shall vertical structures or obstructions be allowed in the required pedestrian clear zone.

xi. Specialty Paving — Specialty paving and other materials not consistent with the Downtown Streetscape Design Guidelines shall not be permitted inside the right-of-way or city services easements of the streetscape zone. Specialty paving, materials and vertical structures are permitted outside of the City maintained streetscape zone.

xii. ARB Final Review—Final streetscape plans shall be submitted for ARB Final [Major] Review and approval prior to submittal for building permits.

C. Tree Preservation/Mitigation
i. Preservation — There are several mature specimen trees remaining on the site, especially around the project edges. The applicant is attempting to preserve some of those trees located in the streetscape zone. ARB Staff encourages the applicant to use their best efforts to preserve as many of the edge mature trees as feasible. Each preserved tree will enhance the value and aesthetic vitality of the project area.

ii. Tree Removal/Mitigation— A tree removal permit is required to remove trees. As part of the tree removal permit process the applicant shall work with the City arborist to evaluate the viability of the existing on-site trees and if any mitigation will be required for the removal of any trees.

2. Architecture
A. Design Intent
i. ARB Staff supports the architectural direction and theme of the Park Lake Townhome project.

ii. Continued focused on the design and details at the base, through the middle and at the top of the buildings will continue to be critical through the design and development process.

iii. Final architectural plans, elevations, materials and finishes shall be submitted for ARB Final [Major] Review and approval prior to submittal for building permits.

B. General Architectural Comments
i. Balconies — The roof balcony railing detail appears out of context with the architectural style. ARB Staff recommends further refinement of this detail prior to the ARB Final Review.

ii. Windows—The windows on all facades shall be recessed 1 to 3 inches from the façade to provide additional design texture and shadow lines on the building façades. The addition of window sills or trim treatments is also recommended.

iii. Screen Wall — A six-foot tall decorative masonry screen wall shall be installed along the west and south property lines. The wall shall include a decorative top and columns or pilasters.

C. Transparency
i. Transparency Requirement — A minimum of 15% transparency shall be provided on all floors facing the street. Increased transparency shall be provided on the east and west elevations of Building A and the north and south elevations of Building B.

ii. Light Transmittance — All glass at the ground level shall be clear. Minimum light transmittance shall be 80%. High performance or low-e glass may be considered as an alternative with a minimum transmittance of 60%.

iii. No windows at the ground floor level shall be dry-walled, or have permanent partitions installed on the interior to block natural surveillance.

iv. Tinted, reflective, or spandrel glass does not count towards meeting the transparency requirements.

3. Lighting Plan — A lighting plan that complies with the City’s lighting regulations [Chapter 63 2M.] including photometrics and all proposed exterior lighting fixtures shall be submitted for ARB Final [Major] Review and approval prior to issuance of building permits.

4. Mechanical Equipment
A. Venting & Exhaust—All venting exhaust shall be directed to the roof or the rear of each building.

B. Transformers— Transformers shall not be located between a building and the adjacent street. Transformer areas shall be screened with landscaping and/or decorative, opaque fencing, up to 6-feet in height. Landscaping shall be a minimum of 36-inches tall at the time of planting.
C. Mechanical Equipment—All ground mounted and rooftop mechanical equipment shall be screened from view and meet the screening conditions of the Land Development Code. An interior screen wall for rooftop mechanical equipment may be required to provide additional screening at eye level.

D. Backflow Preventer—Backflow preventor[s] shall be located so as to not be directly visible from and as far away as possible from the right-of-way and should be screened from view where necessary. They shall be clearly identified on the final utilities plan.

E. Fencing—Any fencing on the site shall be an open, CPTED-approved fence, such as aluminum or wrought-iron picket, or architectural mesh. Chain link fencing is prohibited.

F. Overhead Powerlines—Existing overhead powerlines on the development site shall be undergrounded during construction.

G. Final Elevations—The location and configuration of all exterior venting and mechanical equipment shall be depicted on the building elevations in the Final ARB [Major] Review application.

5. Model
Prior to permitting, a physical 1” = 100’ scale model of the project should be provided for the DDB/CRA model located in the Downtown Information Center.

NEW BUSINESS: None.

OTHER BUSINESS:
ARB Minor Reviews completed since the February ARB Meeting:
1. ARB2016–00010 – 225 E. Robinson Street – Landmark II – Monument Sign

OLD BUSINESS: NONE.

ADJOURNMENT:
THE NEXT MEETING OF THE APPEARANCE REVIEW BOARD WILL BE THURSDAY, APRIL 21, 2016 AT 2:00 PM.