MEETING INFORMATION

**Location**
Sustainability Conference Room
2nd Floor, City Hall
One City Commons
400 South Orange Avenue

**Time**
2:00 p.m.

**Board Members**
Justin Ramb, Chair
Fulvio Romano, Vice Chair
John Paul Weesner
Margaret Brock
Patrick Panza
Daniel Gordon

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**AGENDA**
May 18, 2017

**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 **June 5, 2017** 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, **May 25, 2017**. 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.”
NEW BUSINESS:
   A. Resignation of Catherine Price

APPROVAL OF MINUTES:
   1. Approval of March 16, 2017 Meeting Minutes.

CONSENT AGENDA: None.

REGULAR AGENDA:

1. 55 West Gore Street
   
   Owner/Applicant: Matthew Taylor/ Shanna Brogan
   Location: 55 West Gore Street
   District: 4
   Project Planner: Doug Metzger

   ARB2017-00015

   Request for Major Certificate of Appearance Approval to fabricate and install two non illuminated wall signs, one flush mount to wall, and the other to be mounted on a canopy. Also, four illuminated ground mount signs and three non illuminated pole mount directional signs.

   Recommended Action: Staff recommends APPROVAL of the request with no additional conditions

1. Design Intent—ARB Staff supports the general design intent, style, materials and finishes as submitted.

2. Sign Quantity Reduction — Per Sec. 64.228 of the Land Development Code the project site is only permitted one ground sign per frontage street. Therefore Sign C-1 on W. Gore Street and Sign C2 on Lucerne Terrace must be removed from the overall plan. A reduction of 56 square feet of signage.

3. Sign Permits
   A. ARB approval does not grant permission to begin or to construct any proposed improvements. All required building and engineering permits must be obtained prior to commencement of construction.
   B. Management Control Letter—A management control letter from the property owner or their representative containing a spreadsheet of the area of all existing and proposed signage must be submitted with sign permit applications.
   C. Sign permit documents need to be consistent with the ARB approved designs. Minor modifications to the plans approved in this application may be reviewed and approved by ARB Staff. Substantial changes to the approved plans may require an additional ARB Major Review.
2. 250 N. Orange Avenue

Owner/Applicant: Steve Parmee/ Mark Newman
Location: 250 N. Orange Avenue
District: 5
Project Planner: Doug Metzger

ARB2017-00016

Request for a Major Certificate of Appearance Approval to install new windows in exterior walls, relocate entrance door to the west, install green screens with planters at the bottom, install solar panels, install walk up ATM, install new roof top unit, and install an entry control system at main entrance on Orange Ave.

Recommended Action: Staff recommends APPROVAL of the request with the following conditions:

1. Architecture
   A. Design Intent
      i. ARB Staff supports the architectural direction, materials and detailing of the First Green Bank façade improvements and solar installation.
      ii. Continued focus on the design details including transparency, scale, finishes and architectural lighting should continue to be refined prior to submittal of building permits.
      iii. Final architectural plans, elevations, materials and finishes shall be reviewed by ARB staff prior to the submission of building permits to ensure consistency with the ARB approval.
   B. General Architectural Requirements
      i. Canopy — The canopy along the south façade must be a minimum of 9-feet above finished grade.
      ii. Windows—The windows on the south façade must be recessed 1 to 3 inches from the façade to provide additional design texture and shadow lines on the building façades. The mullion system should be clear aluminum.
      iii. Photovoltaic Solar Panels— The top of the solar panel system must not extend above the bottom of the tower windows.
   C. Transparency
      i. 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%.
      ii. No windows at the ground floor level shall be dry-walled, or have permanent partitions installed on the interior to block natural surveillance.
      iii. Tinted, reflective, spandrel glass or glass block does not count towards meeting the transparency requirements.

2. Landscape and Hardscape — Final landscape and hardscape plans shall be submitted for ARB Staff Review prior to submittal of building permits.

3. Lighting—A lighting plan compliant with the City’s lighting regulations [Chapter 63 2M.], including all proposed exterior lighting fixtures, shall be submitted with the building permit documents.

4. Mechanical Equipment
   A. Rooftop Mechanical Equipment—All rooftop mechanical equipment shall be screened from view and meet the screening conditions of the Land Development Code. An interior screen wall or parapet for rooftop mechanical equipment must be the same height of the installed mechanical equipment.
   B. Transformer Area Screening—Transformer areas outside the building envelope shall be screened with landscaping on three sides that is 4-feet in height at the time of planting.
5. Signage—

A. ARB Approval—All proposed signage shall require a separate ARB Minor [Staff] Review prior to submittal of sign permits.

B. Management Control Letter—A management control letter from the property owner or their representative containing a spreadsheet of the area of all existing and proposed on-site signage, as well as, owner authorization for the tenant to submit for new sign permits, must be submitted with the ARB Minor Review submission and sign permit applications.

6. ARB Approvals and Construction Procedures

A. ARB approval does not grant permission to begin or to construct any proposed improvements. All required building and engineering permits must be obtained prior to commencement of construction activities.

B. Minor modifications to the plans approved in this application may be reviewed and approved by ARB Staff. Substantial changes to the approved plans may require an additional ARB Major Review.

C. Prior to the commencement of construction, the general contractor, developer and architect must schedule a coordination meeting with ARB Staff to review the ARB conditions of approval and the ARB review process for any proposed changes that may occur during construction.

D. Prior to final inspection ARB Staff shall review the project site for compliance with the ARB conditions of approval.

OTHER BUSINESS:

A. ARB Minor Reviews completed since the March ARB Meeting:
   1. ARB2017-00009 – 400 Pittman Street – Replace Roof System
   2. ARB2017-00011 – 200 South Orange Avenue – Sign
   3. ARB2017-00017–30 N. Summerlin – Installation of Amazon Lockers

B. Creative Village Development Review Committee Projects for Approval:
   1. Creative Village Mobility Plan
   2. ARB2017-00012 – 500 W. Livingston – New 5 Story Building
   3. ARB2017-00013 – 611 W. Amelia – Amelia Court
   4. ARB2017-00014 – 600 W. Livingston – Roadway Extension
   5. ARB2017-00018 – 358 N. Terry Avenue – Student Housing

OLD BUSINESS: NONE

ADJOURMENT:
THE NEXT MEETING OF THE APPEARANCE REVIEW BOARD WILL BE THURSDAY, JUNE 15, 2017, AT 2:00 PM.