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 July 10, 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, June 22, 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. NONE.

APPROVAL OF MINUTES:
   1. Approval of May 18, 2017 Meeting Minutes.

CONSENT AGENDA: None.

REGULAR AGENDA:

1. 725 Main Lane

   Owner/Applicant: Don Hellein/Beth Stoll
   Location: 725 Main Lane
   District: 4
   Project Planner: Doug Metzger

   Request for Major Certificate of Appearance
   Approval of the Master Sign Plan for the Crescent Lucerne multi-family and retail project.

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

1. Total Allowable Copy Area—ARB Staff has determined that the Promenade Street [façade G in the MSP] can be considered a street and therefore that building frontage may be added to the total allowable copy area for the project at a ratio of one square foot of sign for every one linear foot of building fronting the Promenade Street.

2. Promenade Street Signage—Because the Promenade Street has been determined to be a street the project leasing sign and blade sign on the Promenade Street must be counted against the total allowable sign copy area for the project.

3. Mid-Rise Signs — The proposed mid-rise blade signs that start below 30-feet above grade but extend above 30-feet are consistent with the previous ARB project approval. They are determined to be low-rise signs and their copy area counts against the total allowable project copy area.

4. Master Sign Plan Amendments— The Master Sign Plan may be amended as needed from time to time through an ARB Minor review.

5. Retail Tenant Signs — Tenant signs shall be reviewed by ARB staff for consistency with the Master Sign Plan in conjunction with the sign permits. Any signs not consistent with the MSP will require an ARB Minor Review if under 30 s.f. or an ARB Major Review if over 30 s.f. The MSP will also have to be amended to incorporate any design or sign type not in the approved MSP.

6. Real Estate Signs— Per chapter 64 of the LDC the property is entitled to one 32 s.f. real estate [i.e. “now leasing”] sign per street frontage. Real estate signs shall be located outside of the right-of-way. Real Estate signs also require a sign
permit and an ARB Minor Review.

7. **Banners and Flags**— Per Chapter 64 of the LDC banner signs and flag sign are prohibited sign types. A note stating this condition must be added to the Final Master Sign Plan.

8. **Window Signs**— Window signs are permitted sign types. They require a sign permit and will be reviewed by ARB staff during the sign permit process. In no instance may a window sign cover more than 25% of a window area. Additionally, window sign area may not be combined in a way that completely covers any individual window bay or section of windows.

9. **Menu Board Signs**— Menu board signs are included in the Master Sign Plan. Menu Board Signs require a sign permit and must be located in areas that do not block or interfere with pedestrian clear zone areas or other pedestrian spaces.

10. **Gore Street Window Signs**— The W. Gore Street project frontage of BLDG. 2000 [façade C in the MSP], because of the grocery store orientation, does not meet the 15% Traditional City transparency requirement. Therefore, window signs are not permitted along this façade because they will reduce the already lacking transparency along this highly visible façade.

11. **Earth Fare Small Directional Sign**— City code does not allow signs to extend more that four feet from the building façade, except for mid-rise blade signs. Therefore the Earth Fare Small Directional Sign, page 16, must be reduced in size so that it extends no more that four feet from the building façade.

12. **Outdoor Dining Areas**— Outdoor dining areas are outdoor seating areas or cafes that are outside of the right-of-way. Outdoor dining areas shall meet all the Land Development Code [LDC] requirements of sidewalk cafes, except for proof of liability insurance and will require an ARB Minor Review prior to beginning operations.

13. **Sidewalk Cafes**— Sidewalk cafes are outdoor dining areas that extend into the right-of-way. Sidewalk cafes shall meet all of the LDC requirements for sidewalk cafes and will requires a sidewalk café permit and an ARB Minor Review prior to beginning operations.

14. **Correction**— On Page 1, paragraph 2, line 4 the word “sinage” must be corrected to read “signage.”

15. **Final Master Sign Plan**— Upon ARB approval, the Master Sign Plan must be updated and corrected to comply with the ARB conditions of approval. A pdf file of the corrected MSP must be transmitted to ARB Staff for distribution and for City Staff use during the sign permitting process.

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### 2. 101 Lake Ave.

<table>
<thead>
<tr>
<th>Owner/Applicant:</th>
<th>Albert Socol/Matt Wheeldon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>101 Lake Avenue</td>
</tr>
<tr>
<td>District:</td>
<td>5</td>
</tr>
<tr>
<td>Project Planner:</td>
<td>Doug Metzger</td>
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**ARB2017-00021** Request for Major Certificate of Appearance Approval of the Master Sign Plan for the CitiTower multi-family and retail project including 800 square feet of high-rise signage and approximately 307 square feet of low rise signage.

**Recommended Action:** Staff recommends APPROVAL of the request with the following conditions:
1. **Total Allowable Copy Area**—Because of the high-rise signs the maximum allowable copy are for low-rise signage is 307 square feet.

2. **Master Sign Plan Amendments**—The Master Sign Plan maybe amended as needed from time to time through an ARB Minor Review.

3. **Retail Tenant Signs**—Tenant signs shall be reviewed by ARB staff for consistency with the Master Sign Plan in conjunction with the sign permits. Any signs not consistent with the MSP will require an ARB Minor Review if under 30 s.f. or an ARB Major Review if over 30 s.f. The MSP will also have to be amended to incorporate any design or sign type not in the approved Master Sign Plan.

4. **Real Estate Signs**—Per chapter 64 of the LDC the property is entitled to one 32 s.f. real estate [i.e. “now leasing”] sign per street frontage. This sign area cannot be aggregated or combined into a single sign. Real estate signs shall be located outside of the right-of-way, require a sign permit and an ARB Minor Review.

5. **Banners and Flags**—Per Chapter 64 of the LDC banner signs and flag signs are prohibited sign types. A note stating this condition must be added to the final Master Sign Plan.

6. **Window Signs**—Window signs are permitted sign types if the sign area and location are identified in the Master Sign Plan. Window signs require a sign permit and will be reviewed by ARB staff during the sign permit process. In no instance may a window sign cover more than 25% of a window area. Additionally, window sign area may not be combined in a way that completely covers any individual window bay or section of windows.

7. **Menu Board Signs**—Menu board signs are included in the Master Sign Plan. Menu Board Signs require a sign permit and must be located in areas that do not block or interfere with pedestrian clear zone areas or other pedestrian spaces.

8. **Outdoor Dining Areas**—Outdoor dining areas are outdoor seating areas or cafes and restaurants that are outside of the right-of-way. Outdoor dining areas shall meet all the Land Development Code [LDC] requirements of sidewalk cafes, except for proof of liability insurance and will require an ARB Minor Review prior to beginning operations.

9. **Sidewalk Cafes**—Sidewalk cafes are outdoor dining areas that extend into the right-of-way. Sidewalk cafes shall meet all of the LDC requirements for sidewalk cafes and will require a sidewalk cafe permit and an ARB Minor Review prior to beginning operations.

10. **Signs A, B and B1**—The lighting and electrical raceways must be a finish that matches the adjacent canopy or building fascia area.

11. **Sign B4 Tenant Blade Signs**—Tenant blade signs may project no more than four feet from the face of the building.

12. **High-Rise Signs**—The final Master Sign Plan must include sign, lighting and finish specifications for the high-rise signs.

13. **Review and Approval Procedures**—Written detail specifications for tenant review and approval procedures must be added to the final version of the Master Sign Plan. That text should include language on conformance, required lighting, blade signs, store fronts, use of retail space, sign sizing and approval processes.

14. **Final Master Sign Plan**—Upon ARB approval the Master Sign Plan must be updated and corrected to comply with the ARB conditions of approval. A pdf file of the corrected MSP must be transmitted to ARB Staff for distribution and for City Staff use during the sign permitting process.
3. 500 N. Orange Ave

Owner/Applicant: John Sabty/ Wayne Dunkelberger
Location: 500 N. Orange Ave.
District: 5
Project Planner: Doug Metzger

AR2017-00020

Courtesy Review for the substantial improvement of an existing 116,650 s.f. office building including new retail uses, exterior treatments, landscape, hardscape and the addition of a new 436 space parking garage.

Recommended Action: Courtesy Review, no action required.

ARB Staff has reviewed the proposed 500 N. Orange Avenue redevelopment plans 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 standards of the Downtown Orlando Streetscape Design Guidelines 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 zone and any proposed outdoor dining areas.
      iii. City Services Easement—A city services easement shall be provided by the applicant for any portion of the 15-foot streetscape zone outside of the right-of-way.
   B. General Streetscape Requirements:
      i. Street Trees – High rise live oaks trees shall be planted as the primary street tree in the planter islands. Sylvester Palms may be used as accent trees at the building entrances.
      ii. Structural Soil – To minimize root damage to adjacent pavement areas, structural soil or a Planning Official approved equivalent shall be installed around all canopy street trees consistent with Detail 3.4-0 and 3.4-P of the Downtown Orlando Streetscape Guidelines.
      iii. Street Lights – Double acorn LED streetlights, consistent with the Downtown Streetscape Design Guidelines shall be used on all streets and spaced based on OUC lighting requirements.
      iv. Corner Treatments—The corner treatment at all corners shall be Lawrenceville Brick, with a 6-inch thick concrete sub-base for the first 6-feet from back of curb and all ADA ramps transitioning to a 4-inch thick concrete sub-base to the face of building. Corner treatments shall provide two accessibility ramps at each corner perpendicular to the centerline of the adjacent street.
      i. Valve and Junction Boxes—All at grade junction, valve and control boxes in the streetscape zone shall be traffic bearing grade boxes and lids. Box lids must be painted a color that matches the adjacent streetscape material.
      ii. Pedestrian Crossings—The pedestrian crossings at driveway entries shall be at the same grade as the sidewalk adjacent to the driveway. A pavement treatment a minimum of 7-feet wide that contrasts with the vehicle lanes shall be used in order to clearly define the pedestrian area. Reflective paint alone is not acceptable, however may be used in conjunction with pavers or other surfaces to define the pedestrian path for night time safety. Slope transitions to the street shall occur between the sidewalk and edge of pavement.
      iii. Building Entries—Building entries must face the street and be recessed if they are directly adjacent to the streetscape zone. Doors should not open directly into the pedestrian clear zone.
   C. Outdoor Dining Areas/Sidewalk Cafes
      i. Outdoor dining areas and sidewalk cafes are permitted on streets with a minimum 10-foot wide pedestrian clear zone.
      ii. Outdoor dining areas and sidewalk cafes shall maintain a minimum 5-foot wide pedestrian clear between the planting strip or furniture zone and the stanchion base of the outdoor dining area.
      iii. Outdoor dining areas and sidewalk cafes shall comply with all the regulations of Sec. 54-28 of the City Code.
      iv. Outdoor dining areas that utilize a portion of the right-of-way must obtain a sidewalk café permit.
   D. N. Orange Avenue
      i. Width—The minimum streetscape width on N. Orange Ave. shall be a minimum of 15-feet from the back-of-curb. The existing on-street parking spaces and meters must be retained in the final design. Tree wells must be a minimum of 5-foot wide and 10-feet long. The pedestrian clear zone must be a minimum of 10-feet in width.
      ii. Treatment 4 – The N. Orange Ave. streetscape must meet the requirements of Treatment 4 in the streetscape design guidelines. The sidewalk must be scored on a 5-foot by 5-foot grid.
E. W. Concord Street

i. Width—The minimum streetscape width on W. Concord St. will be 15-feet from the back-of-curb. Tree wells must be a minimum of 5-feet wide and 10-feet long. The pedestrian clear zone shall be a minimum of 10-feet in width. The pedestrian clear zone or sidewalk may be reduced in the area around the two significant existing oaks on W. Concord to help ensure their preservation and future vitality.

ii. Treatment 4 —The W. Concord St. streetscape must meet the requirements of Treatment 4 in the streetscape design guidelines. The sidewalk will be scored on a 5-foot by 5-foot grid.

2. Architecture
   A. Design Intent
      i. ARB Staff supports the architectural direction and theme of the project. Continued focus on the design and details of the building, including architectural lighting will continue to be critically important through the design and development process.
      ii. ARB Approval – Final architectural plans, elevations, renderings, materials and finishes must be submitted for ARB Final Review and approval prior to submittal for building permits.

   B. General Architectural Comments
      i. Exterior Doors—A minimum 4"x6" security view panels shall be provided in all pedestrian accessible exterior doors, including emergency exit doors, to provide visibility and security for pedestrians exiting the building.
      ii. Transparency — All ground floor building walls facing a street shall contain a minimum of 30% transparent materials or glass. A minimum of 15% transparency shall be provided on all other floors above the ground level. 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%. No windows at the ground floor level shall be dry-walled or have permanent partitions installed on the interior to block natural surveillance. Tinted, reflective, or spandrel glass does not count towards meeting the transparency requirements.
      iii. Skyline Architecture — The proposed rooftop architecture should provide a unique identity to the building within the Downtown skyline. Refinement of the skyline architecture should continue to be addressed during the final design process. Special attention should also be paid to the lighting of the skyline architecture.
      iv. Service Area—Decorative doors or gates that are architecturally integrated with the building design shall be utilized at the loading area. The doors or gates shall be closed when the loading area is not in use.

3. Parking Garage
   A. Per Sec. 62.502 Parking Facility Design of the Land Development Code [LDC], in the AC-3A/T district, parking garages and lots fronting on Pedestrian Streets and Malls designated by the Streetscape requirements of Chapter 61 shall be designed as follows: Outside of the City Center Subdistrict, a landscaped pedestrian-oriented setback of at least 20 feet shall be required for all parking garages fronting on Pedestrian Streets. However, the setback shall not be required for any portion of the parking garage frontage which incorporates ground floor active uses other than parking. Section 62.502 is intended to create pleasing pedestrian-oriented spaces. Other design alternatives which achieve this intent may be approved by the appropriate reviewing authority.

   B. Design Intent
      i. Continued focus on the design and details of the parking garage façade treatments need to be further refined. ARB staff is currently not satisfied with the proposed treatments. The final parking garage façade treatments will need to address the garage’s significant exposure to Orange Ave. and the exposed ramping on the north garage façade. The applicant and staff will continue to work together to develop an acceptable design solution.
      ii. ARB Approval – Final architectural plans, elevations, renderings, materials and finishes of the parking garage must be submitted for ARB Final Review and approval prior to submittal for building permits.

4. Lighting
   A. A lighting plan compliant with the City’s lighting regulations [Chapter 63 2M.], including photometrics and all proposed exterior lighting fixtures, shall be submitted for final ARB Review and approval prior to issuance of building permits.
   B. It is encouraged that the skyline architecture of the building be lit in order to make the building unique in the night time skyline.
   C. Night time building elevations shall be submitted for final ARB Review prior to submittal of building permits.

5. Mechanical Equipment and Utilities
   A. Venting & Exhaust—All restaurant venting and exhaust shall be directed to the roof of the building, unless an acceptable alternative is approved by the Appearance Review Officer. Restaurant venting is not permitted on any street facing façade of the building and must not be visible from the public right-of-way. All other vents and exhaust must be a minimum of 12 ft. above grade and must be integrated into the building design so as to be seamless with the overall architecture of the building. Exterior vents shall be painted to match the color of the façade around them.
   B. Transformer Area Screening—Transformer areas outside the building envelope shall be screened with landscaping including a...
hedge that is 48-inches tall at the time of planting.

C. Mechanical Equipment—All ground mounted and rooftop mechanical equipment shall be screened to the top of the equipment and meet the screening conditions of the Land Development Code. An interior screen wall or parapet for rooftop mechanical equipment may be required. The interior screen wall or parapet shall be the same height as the installed mechanical equipment height.

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

E. Fencing—Any fencing on the site shall be an open, CPTED-approved fencing, such as architectural mesh, welded wire or aluminum picket fencing. Permanent chain link fencing is prohibited.

F. Electric Meters and Switch Boxes—Electric meters and switch boxes mounted to exterior walls shall not be located on street facing facades.

G. Final Elevations—The location and configuration of all exterior venting and mechanical equipment shall be depicted on the building elevations. Final building elevations with venting depicted shall be submitted for final ARB review and approval.

6. Signage
   A. A Master Sign Plan [MSP] including both the residential, retail and high-rise signage must be submitted for a separate ARB Major Review approval prior to the issuance of a Certificate of Occupancy for the building. The MSP shall clearly show how signage will be allocated between the tenants and the site as a whole and provide placeholders for locations of proposed signage. High-rise signs are permitted consistent with Sec. 64.246 of the Land Development Code but will require an ARB Major Review prior to permitting unless incorporated into the MSP.
   B. All signage shall meet the requirements of Chapter 64 of the Land Development Code [LDC]. High-rise signs are permitted consistent with Sec. 64.400, Downtown Special Sign District of the LDC, but will require an ARB Major Review prior to permitting. All other signage will require an ARB review prior to submittal for sign permits.

   A. High-Rise Signs—Per Sec. 64.246 The maximum copy area for high rise building identification signs is five square feet for every 1,000 square feet of gross floor area of the principal building, provided, however, that in no event may the total sign area for high rise building identification signs exceed 800 square feet per building. Based on the LDC the project high-rise signs are limited to a total of 583 square feet total,

7. Telecommunications Equipment Screening
   A. Buildings should be designed to accommodate future placement of telecommunications equipment. Screening areas should be built into rooftop areas so that the placement and screening of the equipment does not become an afterthought.
   B. DAS — Distributed Antennae Systems [DAS] for life safety, police department and fire department localized communication services should be integrated into the building architecture.

8. ARB Construction Observation
   A. Prior to the commencement of vertical construction, the general contractor, developer and architect shall 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.
   B. The general contractor shall schedule periodic meetings with the ARB Staff as needed to update staff on the project progress and potential issues complying with the ARB conditions of approval.
   C. Prior to issuance of a Certificate of Occupancy ARB Staff shall review the project site for compliance with the ARB conditions of approval.

9. 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.

OTHER BUSINESS:

A. ARB Minor Reviews completed since the March ARB Meeting:
   1. ARB2017-00019 – 225 E. Robinson St. – Installation of aluminum canopies.
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, JULY 20, 2017, AT 2:00 PM.