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 9, 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/alternates 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 28, 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: NONE.

APPROVAL OF MINUTES:

1. Approval of August 17, 2017 meeting minutes.

CONSENT AGENDA: NONE.

REGULAR AGENDA:

1. 744 S. Parramore Avenue - Parramore Oaks

Owner/Applicant: Richard Cavalieri
Location: 744 S. Parramore Avenue
District: 5
Project Planner: Doug Metzger

AR2017-10011

Courtesy review for a 211 unit affordable housing project including 178 multi-family units and 33 townhouse units.

Recommended Action: Courtesy review, no action required.

ARB Staff has reviewed the proposed Parramore Oaks Project at 744 S. Parramore Ave. and has the following review comments:

1. **ARB Final Review**—Prior to submittal of building permits for vertical construction this project must receive a Major Certificate of Appearance Approval from the ARB. The final ARB submittal must include a comprehensive overview of the project including dimensioned site plans, landscape, hardscape, utilities, signage and lighting plans. Architectural floor plans, color elevation and color perspective renderings.

2. **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.

      II. 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. S. Parramore Avenue Streetscape
      
      I. Width—The streetscape width on S. Parramore Avenue between Carter Street and Conley Street shall be a minimum of 15-feet from the back-of-curb. The furniture zone shall be a minimum of 6-feet wide and include 6-foot by 9-foot street tree wells and double acorn street lights. The pedestrian clear zone shall be a minimum of 9-feet in width. South of Conley Street to the townhouse’s S. Parramore Avenue driveway cuts the streetscape shall be configured with a 7-foot wide grassed parkway strip and an 8-foot wide concrete sidewalk.

      II. Treatments —The S. Parramore Avenue streetscape between Carter Street and Conley Street shall meet the requirements of Treatment 4 in the streetscape design guidelines. The sidewalk cells shall be 5-feet by 5-feet with a troweled edge and medium broom finish from the back of curb to back of sidewalk or face of building. The streetscape treatment South of Conley Street shall meet the standards and requirements of Treatment 5 in the streetscape design guidelines.

      III. Corner Treatments — Lawrenceville brick consistent with the streetscape design guidelines standards shall be used in the corner treatments at Conley Street and Carter Street.

      IV. On-Street Parking — Striped on-street parking spaces shall be permitted along west side of S. Parramore Avenue. Long runs of on-street parking spaces shall be broken up with tree islands every four spaces.
C. Conley Street and Short Avenue

i. Width—The minimum streetscape width on Conley Street and Short Avenue shall be 13-feet from the back-of-curb with a 7-foot wide grassed parkway strip, 8-foot wide concrete sidewalk and single acorn streetlights in the parkway strips.

ii. Treatment 5—The Conley Street and Short Avenue streetscapes shall meet the standards of Treatment 5 in the streetscape design guidelines.

D. General Streetscape Requirements:

i. Street Trees – High rise live oaks trees shall be planted as the primary street tree in the furniture zone or parkway strips on Parramore Avenue, Conley Street and Short Avenue. Sylvester Palms may be used as accent street trees at project 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 street trees between Carter Street and Conley Street consistent with detail 3.4-o and 3.4-p of the Downtown Orlando Streetscape Guidelines.

iii. Curbing—Existing driveway cuts not utilized for access for the subject site shall be removed and the curbing shall be replaced with vertical curb. Existing damaged curb shall be repaired or replaced with the construction of the streetscape.

iv. Corner Treatments—Corner treatments at street intersections shall provide two directional accessibility ramps at each corner perpendicular to the centerline of the adjacent roadway.

v. 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. Valve and junction boxes in the grassed parkway strip shall be installed around all street trees between Carter Street and Conley Street consistent with detail 3.4.

vi. Pedestrian Crossings—The pedestrian crossings at driveway cuts shall be level and at the same grade as the sidewalk adjacent to the driveway. An alternative pavement treatment such as a Lawrenceville brick or stamped and colored concrete that contrasts with the vehicle lanes shall be used in order to clearly define the pedestrian zone. Reflective paint alone is not acceptable at internal and external pedestrian crossings, but may be used in conjunction with pavers or alternative paved surfaces to outline the pedestrian path for night time safety.

vii. Building Entries—Building entries should face the street and be recessed, or the doors shall open inward so that the entry doors do not conflict or open directly into the pedestrian clear zone.

viii. Pedestrian Clear Zone — In no instance shall vertical structures or obstructions be allowed in the required pedestrian clear zones or sidewalks.

ix. Streetscape Materials—Specially 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.

x. ARB Final Review—Final streetscape plans shall be submitted for ARB final review and approval prior to submittal of building permits.

3. Architecture

A. Design Intent

i. Staff fully generally supports the architectural direction and theme of the Parramore Oaks project.

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

iii. Final architectural plans, elevations, massing axiometric renderings, materials and finishes shall be submitted for ARB Final Review and approval prior to submittal of building permits for vertical construction.

B. Multi-Family Buildings

i. Street Wall—A minimum 36” tall opaque streetwall must be installed from the western edge of Building 2 on Conley Street to the project entry on Conley Street in order to screen views into the parking lot. The wall may be up to 5-feet tall but any portion of the wall above 36” must be 50% transparent. Columns and piers are permitted to extend up to 12” above the wall.

ii. Exterior Lighting—Exterior light fixtures on the front and rear of the units are a critical detail that will further enhance the contemporary architecture. The proposed exterior light fixtures and their locations should be included in the Final ARB submittal.

HVAC Units—The HVAC units should be located on the roof of the multi-family buildings. The roof parapets need to be tall enough to screen views of the HVAC units from the street. A rooftop mechanical equipment plan must be included in the i. Final ARB submittal.

ii. Backflow Preventers [BFP] - The two proposed water connections to the building would place a BFP between the front of the building and the street. The water connections to Buildings 1 and 2 should come from Carter and Conley Streets respectively. The BFP’s should be placed on the sides of the building and screened with a 36” tall hedge. In no instance should a BFP be located between the front of the building and the street. The location of BFP’s and their associated landscape buffers should be included in the Final ARB submittal.

iii. Transformers—Transformers for the multi-family building must not be located between the building and the street. Transformers should be located on the west sides of the buildings. The transformers should be screened on three sides with landscaping that is 36-inches tall at the time of planting. The location of transformers and associated landscape screening must be shown in the Final ARB submittal.
iv. Electric Meters—Electric meter clusters must be located on the rear [west side] of the multi-family buildings in an area not visible from the adjacent streets. Electric meter boxes should be painted the same color as the façade on which they are mounted.

C. Townhouses
i. Porch Columns—The materials on the porch columns in the front of the units blend and are lost with the materials on the first floor of the units. The columns should have a stucco finish and be painted white so they contrast with the front façade and highlight the entry to each townhome unit.

ii. Angled Roofs—The angled roofs on the 7 and 8 unit townhouse should be changed to a flat roof.

iii. Exterior Lighting—Exterior light fixtures on the front and rear of the units are a critical detail that will further enhance the contemporary architecture. The proposed exterior light fixtures and their locations should be included in the Final ARB submittal.

iv. HVAC Units—It appears, based on the floor plans, that the exterior HVAC units will be clustered on one end of each townhouse building. These locations are undesirable and diminish the heating and cooling efficiency to those units furthest from the HVAC clusters. The HVAC units should be relocated to either the roof of the townhouse units or the rear of the units in islands between the garages. Landscaping that screens views of the HVAC units should also be added to the islands. The location of the townhouse HVAC units must be included in the Final ARB submittal.

v. Backflow Preventers [BFP] - A BFP will be required for the water service connection to each unit, typically in the front of the units. ARB staff prefers the water service connection be at the rear of the units. If the water connection is at the front of the units, the BFP must be located as is physically possible to the front of the units and screened with landscaping. The location of the townhouse BFP’s and associated landscaping must be shown in the Final ARB submittal.

vi. Transformers—Transformers for the townhouse units must not be located between the townhouse units and the street. Transformers should be located in the side yards of the townhouse building behind the front facades. The transformers should be screened on three sides with landscaping that is 36-inches tall at the time of planting. The location of transformers and associated landscape screening must be shown in the Final ARB submittal.

vii. Electric Meters—Electric meters should be individually located on the rear of each townhouse unit. Electric meter boxes should be painted the same color as the façade on which they are mounted.

viii. Garage Doors—All garage doors must include glazing.

D. General Architectural Requirements
i. Balconies, Canopies and Awnings — Balconies, canopies and awnings on the buildings may project into the city services easements. Canopies or awnings that project into the right-of-way will require Transportation Engineering approval. Balconies and canopies that encroach into the city services easement shall be no less than 12-feet above finished grade to meet maintenance access requirements. Awnings shall be a minimum of 9-feet above finished grade.

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. Exterior Doors—A minimum 4"x6" security view panels shall be provided in all common exterior doors including emergency exit doors to provide visibility and security for pedestrians exiting the building.

E. Transparency
i. A minimum of 15% transparency shall be provided on all floors facing the street. For consistency in the transparency calculation it is assumed that all residential floors have an 8-foot floor to ceiling height.

ii. 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%. Tinted, reflective, frosted or spandrel glass does not count towards meeting the transparency requirements.

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

4. Tree Preservation/Mitigation
A. Tree Survey – A tree survey overlaid on the site plan shall be included in the ARB Final Review submittal documents for each phase.

B. Preservation — There are several mature specimen trees on the site, especially around the project edges. ARB Staff encourages the applicant to use their best efforts to preserve as many of the mature trees as is feasible. Each preserved tree will enhance the value and aesthetic vitality of the project area.

C. 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.

5. Lighting—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 ARB Final Review and approval prior to submittal of vertical building permits.

6. Mechanical Equipment
A. Venting & Exhaust—All venting and exhaust for mechanical equipment and other utilities shall directed towards the rear of the buildings and integrated into the building design. All vents shall be painted to match the surrounding façade color.
B. 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 ARB Staff review prior to submittal of building permits.

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

D. Mail Cluster Boxes – Exterior mail cluster boxes shall be located on the interior of the site and shall not be located between the building and any right-of-way.

E. Telecommunications Equipment — Telecommunications equipment should be integrated into the building architecture.

7. Signage
   A. Project Identification Signage – The design and dimensions of all project identification signs shall be included in the ARB Final Review package.
   B. Mid-Rise Projecting/Blade Signs — Mid-rise projecting/blade signs are not currently permitted in the City sign code, so therefore the proposed mid-rise blade signs must meet the following conditions:
      I. A building site is allowed one [1] mid-rise projecting sign per each building face adjacent to a street, walkway or plaza.
      II. The area of each permitted mid-rise projecting sign shall be counted as part of the low-rise signage allocation for the building site.
      III. Mid-rise projecting signs shall only contain a single message and shall be permitted to incorporate a logo.
      IV. Mid-rise projecting sign faces shall be parallel to themselves; no opposing or angled sign faces.
      V. Mid-rise projecting sign text and graphics shall be push-through letters, illuminated channel letters with no visible racetrack or halo-lit dimensional solid letters. The sign face background shall be a solid color unless the Appearance Review Officer approves an alternative. Backlit cabinet sign faces shall not be permitted.
      VI. Mid-rise projecting signs shall not be allowed to incorporate digital screens or components, but may include kinetic features in the sign design.
      VII. A mid-rise projecting sign shall be located so as to not conflict with the architectural elements or character of a building; decorative brackets may be utilized to attach the sign face to the structure but shall comply with the following location and size requirements.
      VIII. The sign face of a mid-rise projecting sign shall be no wider than four feet and shall be no thicker than 18-inches. The sign face and/or mounting brackets shall project no more than 5-feet from the building facade.
      IX. In no instance shall a mid-rise projecting sign face be more than 40-feet tall.
      X. The bottom of a mid-rise projecting sign shall be no less than 17'-6" above finished grade.
      XI. The top of a mid-rise projecting sign shall be no more than 60-feet above finished grade or no higher than the finished floor elevation of the top floor of a multi-story building, whichever is less.
      XII. Mid-rise projecting signs shall be included in the MSP.

8. Telecommunications Equipment Screening—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.

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: NONE.

A. ARB Minor Reviews completed since the August ARB Meeting: NONE.

B. Creative Village Development Review Committee Projects for Approval:
   1. No cases for the August CVDRC, the monthly meeting was cancelled.

OLD BUSINESS: NONE.

ADJOURMENT:

THE NEXT MEETING OF THE APPEARANCE REVIEW BOARD WILL BE THURSDAY, OCTOBER 19, 2017, AT 2:00 PM.