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 December 11, 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, November 23, 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 October 19, 2017 meeting minutes.

CONSENT AGENDA:

1. 486 N. Orange Ave.

Owner/Applicant: Daniel Tubb
Location: 486 N. Orange Ave.
District: 5
Project Planner: Doug Metzger

ARB2017-10019 Request for a Major Certificate of Appearance Approval for 7 Eleven signs totaling 50 s.f. at the Central Station Development.

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

ARB Staff recommends approval of the two 7-Eleven signs, with the following conditions:

1. The projecting sign face needs to be a solid sign face with routed push through lettering and graphics.
2. The raceway for the 7-Eleven channel letter sign needs to be painted the same color as the building area behind the sign.
3. Sign D Window Graphics — Per city Code, window graphics are limited to 25% of the area of the window they are mounted on.
4. The final design and construction must be in strict compliance with the proposed design. Any changes in design or sign area must be requested in writing and significant changes may require a new ARB approval.
5. Approval is for these signs only, and does not include any other on-campus signage.
6. Logos and individual letters must be mounted as shown in the proposed plan; an external raceway is not permitted.
7. ARB approval does not grant permission to install or construct; any and all relevant permits must be acquired prior to installation.

REGULAR AGENDA:

1. 255 S. Garland Ave

Owner/Applicant: Scott Stahley/Thomas Wannen
Location: 255 S. Garland Ave
District: 5
Project Planner: Doug Metzger

ARB2017-00017 Request for a Major Certificate of Appearance Approval for a 25-story mixed-use building. The building includes a 180 room hotel on 6 floors, plus 2 floors of check in and hotel amenity, 4,400 s.f. of restaurant; 204,500 s.f. of
office on 7 floors; and a 605 space, 9 floor integrated parking garage.

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

1. Streetscape
   a. Design Guidelines - All streetscape must be designed and constructed in accordance with the standards and specifications of the Downtown Orlando Streetscape Guidelines.
   b. Maintenance - Unless approved thru a separate agreement the City will only maintain those portions of the streetscape within the public right-of-way or a City Services easement. The City will not be responsible for nor maintain any section of streetscape not constructed in accordance with the Downtown Orlando Streetscape Design Guidelines.
   c. Minimum Width - The streetscape on South Street and S. Garland Avenue must be a minimum of 15-feet wide from back-of-curb and must provide a 6-foot Streetscape Furniture and Street Tree Zone [Furniture Zone] combined with an unencumbered 9-foot Pedestrian Clear Zone [Pedestrian Zone]. There must be no vertical impediments in the Pedestrian Zone.
   d. South Street— The 6-foot furniture zone must be light and dark vehicle rated hex pavers. The 9-foot pedestrian clear zone must be Lawrenceville Brick, consistent with Streetscape Treatment 1 of the Downtown Streetscape Design Guidelines.
   e. South Street Loading Zone—The site plan depicts a delivery zone on South Street. The delivery zone has been approved by the Transportation Engineering Division. A minimum 9-foot pedestrian zone with no vertical impediments must be maintained from the building face towards the street.
   f. South Garland Avenue — The streetscape treatment on S. Garland must be Streetscape Treatment 4, with a 5-foot by 5-foot sidewalk grid that matches the streetscape treatment to the north of the project on Garland Avenue — concrete sidewalk panels with a Lawrenceville brick window pane.
   g. Corner Treatment—The northeast corner of the South Street and S. Garland Avenue intersection on the project site must be Lawrenceville brick. The concrete sub-base of the corner treatment must be 6-inches thick.
   h. City Services Easement—A City Services Easement must be provided by the Applicant for any area of the 15-foot streetscape zone that occurs outside the right-of-way. Building overhangs, cantilevers and or balconies may project into the easement area but not the right-of-way. There must be a minimum clearance of 17’-6” for any projections in the City Services Easement area.
   i. Control Boxes—All valve boxes, utility boxes, vaults and their covers located inside the streetscape zone must be traffic bearing grade and flush with the sidewalk surface.
   j. Streetlights—All streetlights on South Street and Garland Avenue must be double acorn LED lights and include a 110-power outlet and trash can.
   k. Tree Wells — Street tree wells on South Street and S. Garland must be 6-feet by 9-feet; tree grates are optional.
   l. Street Trees — The street trees on South Street and Garland Avenue must be high-rise live oaks. Palms are acceptable on Garland Avenue to highlight the entry to the project.
   m. Structural Soil - To minimize root damage to adjacent pavement areas structural soil or a Planning Official approved equivalent must be installed around all canopy street trees and tree wells consistent with Detail 3.4-O and 3.4-P of the Downtown Streetscape Design Guidelines.
   n. Root Barriers - Where a canopy tree is installed within 10 feet of any existing or proposed underground utility line, a root barrier 2” in height and at least 9' in length must be installed along the underground utility or the utility must be wrapped in a root barrier.
   o. Crosswalks – The 15-foot minimum streetscape zone from back of curb must be the priority in all instances. Crosswalks at driveways and curb cuts must be raised to be at the same grade as the sidewalk adjacent to the driveway in order to clearly define the pedestrian area. Driveway slope transitions from the street grade to the sidewalk grade must occur in the 6-foot Furniture Zone. Crosswalk surfaces must be treated with the same streetscape treatment materials as the sidewalk surface, or a material, color or texture that contrasts with the surface of the vehicular use 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.
   p. Vehicle Drop-Off and Pick-Up Areas – Off-Street Vehicle Drop-Off and Pick-Up Areas must occur outside the dedicated 15-foot streetscape zone, with a minimum 5-ft planted buffer placed between the sidewalk and the drop-off area.

2. Service Areas, Mechanical Equipment, Utilities, Venting
   a. Service Areas/Utilities - All utilities, trash disposal and pick-up, or any other maintenance facilities should be located on the interior of the parking garage or building, and not adjacent to the pedestrian sidewalks or streetscape zones to the fullest extent possible. a. Mechanical Equipment - All ground and roof mounted mechanical equipment must be screened from view and meet the requirements of the Land Development Code [LDC] including transformers, traffic signal control boxes, and other above ground utility structures.
b. Traffic Signal Cabinet — The traffic signal cabinet on the northeast corner of Garland and South must be relocated outside of the streetscape zone and screened on three sides with a hedge that is a minimum 3-feet tall at installation. The hedge must be maintained at a minimum height of 4-feet.

c. Telecommunications Equipment Screening - Buildings should be designed to accommodate for future placement of telecommunications equipment (including any communications equipment required by the police or fire department). It is recommended that screening areas be designed into rooftop areas so that the placement and screening of potential telecommunications equipment does not become an afterthought.

d. Streetscape Intrusions - In no instance will any above grade transformer, utility box, traffic signal control box, lighting fixture, utility pole or backflow preventer be located in the 9-foot Pedestrian Clear Zone.

e. Venting & Exhaust - All restaurant venting and restaurant exhaust must be directed to the roof of the building, must not be visible from the public right-of-way and is not permitted on any street facing façade of the building. All other exterior venting and exhaust for mechanical and utility rooms must be a minimum of 12 ft. above grade must be designed and integrated into the building so the vent is seamless with the overall architecture of the building, and must not vent over pedestrian areas.

f. Backflow Preventer - Backflow preventer/s must be located to not be directly visible from the right-of-way and should be screened from view where necessary.

g. Fencing - Any fencing on the site must be an open, CPTED-approved fence, such as weld wire, architectural mesh or aluminum picket. Chain link fencing is prohibited (except for screened construction fencing).

h. Appearance Approval — Exterior venting and rooftop mechanical equipment design and location shall be included on the final building permit documents.

3. Architecture

a. East Elevation — The treatment of the parking garage area on the west elevation is different in the elevation and rendering. Exposed ramping per City policy is not acceptable and must be screened from view. Therefore, the screening treatment shown in the parking garage renderings must be incorporated into the final design and in the permit documents. Additionally, The outside edges of the ramps and bays must be painted a dark or black.

b. Opaque Wall—At a minimum all levels of the parking garage must incorporate and 3-foot tall opaque wall to screen headlight and views of parked vehicles.

c. Skyline Architecture — The design of the top or crown of the building is acceptable. However ARB Staff also recommends that significant architectural lighting be incorporated into the crown so that the tower will be unique and distinguished in the Orlando skyline.

d. Service Area — Decorative garage doors or gates that are architecturally integrated with the architectural style of the building must be utilized at the entrance to the service area and loading dock. The doors or gates must remained closed when the area is not being utilized.

e. 10-foot Pedestrian Connection to Garland — The 10-foot pedestrian path between the future SunRail platform and the existing ballroom that leads to Garland Avenue must include pedestrian level lighting to increase the security and comfort for pedestrians after dark. It is suggested that the decorative lighting be incorporated into the façade of Church Street Plaza in order to avoid adding vertical obstructions in the pedestrian area. It is also recommended that planter pots with drip irrigation be installed in the path area to provide a more pleasant environment for pedestrians.

f. Screen Wall — The north façade of the ground floor parking area must include a minimum 36” tall opaque screen wall between the parking garage and 10-foot pedestrian path adjacent to the ballroom building in order to separate the two uses and to help keep headlight glare from spilling into the pedestrian path area.

g. Materials — A durable material such as stone, brick, pre-cast, etc. is encouraged at the ground level. A granite water table base 24 to 36 inches tall should be added to all exterior walls of the hotel site including the west wall of the SunRail Platform.

h. Transparency – The ground floor building walls of all structures facing a right-of-way must contain a minimum of 30% of transparent materials, located between 3 and 7 feet high measured from ground level. Spandral glass, reflective glass and glass block are not considered transparent materials. Transparent materials on walls not parallel to the street and on doors shall not be counted toward the minimum transparency requirement.

i. Glazing - All glass at the ground level must be clear. Minimum light transmittance must be 80%. High performance or Low-E glass may be considered as an alternative with a minimum transmittance of 60%. No windows may be drywalled, or have permanent partitions installed on the interior to block natural surveillance. Tinted or reflective glass at thea. ground level is not be permitted.

j. Exterior Doors – At a minimum a 4-inch by 6-inch view panel shall be provided in all exterior solid doors to provide visibility for entering and exiting pedestrians.

k. Stormwater Run-off - Water shall not spill out onto the sidewalk or plaza areas from any downspout, nor shall any downspout project into the public ROW. Canopies shall incorporate downspouts or other rain water management systems to prevent water spill onto the pedestrian path or ROW. Roof overflow spouts must incorporate a trench drain between the spout and the street so that roof overflow does not sheet flow across sidewalk.

l. Model - Prior to issuance of a Certificate of Occupancy, a physical 1’= 100’ model of the principal structures of the PD should be provided for the DDB/CRA model.
4. Lighting
   a. Lighting Standards - Site lighting must comply with the City’s lighting code.
   b. Parking Garage Lighting - Interior fixtures must be shielded to prevent glare and light spilling outside the garage. Wattage shall not exceed 400 watts per bulb.
   c. Security Lighting - Security lighting must not be substituted for parking or pedestrian area lighting fixtures. Security lighting is restricted to lighting service, storage, loading and other similar uses. Security lighting must not extend beyond the fascia or rooftop of any building.
   d. Light Shields - Shields for security lighting must be similar in color to the surface to which the fixture is attached.
   e. Other Areas - Lighting under awnings, canopies, and porte-cochères should be recessed. If not recessed, the box type or other lighting fixture shall be opaque on all sides (no light shall emanate from any side of the fixture).
   f. Pedestrian Areas - Lighting fixtures must be decorative in appearance, style and finish and must not exceed 15’ in height.

5. Signage
   a. Master Sign Plan — Prior to submittal of sign permits a Master Sign Plan shall be submitted for an ARB Major Review. The Master Sign Plan shall include the dimensions, style and location of proposed project and tenant signage.
   b. Mid-rise Projecting Sign — The bottom of the proposed blade signs for the hotel shall be located no higher than 20-feet above grade. The sign face shall be no wider than 4-feet and no taller than 40-feet. The sign shall project no more than 5-feet from the façade.

7. ARB Approval
   A. Minor modifications to this ARB approval will require ARB staff review and approval. Major modifications may require additional ARB board approvals.
   B. ARB approval does not grant permission to commence construction activity. All necessary permits must be obtained prior to commencement of construction activity.

8. ARB Construction Observation
   A. Prior to the commencement of vertical 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.
   B. The general contractor must 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.

OTHER BUSINESS: NONE.

A. ARB Minor Reviews completed since the September ARB Meeting:

B. Creative Village Development Review Committee Projects for Approval:
   1. UCF Student Housing Elevations

OLD BUSINESS: NONE.

ADJOURMENT:

THE NEXT MEETING OF THE APPEARANCE REVIEW BOARD WILL BE THURSDAY, DECEMBER 21, 2017, AT 2:00 PM.