MEETING INFORMATION

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

Time
2:00 p.m.

Board Members
Fulvio Romano, Vice Chair
John Paul Weesner
Margaret Brock
Patrick Panza
Daniel Gordon
Jeffrey Arms

AGENDA January 18, 2018

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 February 12, 2018 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, January 25, 2018. 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:
1. Election of a new Chair and Vice-chair

APPROVAL OF MINUTES:
1. Approval of December 21, 2017 meeting minutes.

CONSENT AGENDA:

1. 15 N. Eola Drive

Owner/Applicant: Drew West
Location: 15 N. Eola Drive
District: 4
Project Planner: Doug Metzger

**ARB2017-10018**  
Request for a Major Certificate of Appearance Approval for the alteration of office interior, and re-open exterior front porch.

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

2. 617 W. Central Ave

Owner/Applicant: Ryan Young
Location: 617 W. Central Ave
District: 5
Project Planner: Doug Metzger

**ARB2017-10022**  
Request for a Major Certificate of Appearance Approval for the installation of new storefront windows and doors and stucco repair.

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

3. 200 E. Robinson – Eola Centre Canopy Replacement

Owner/Applicant: David Franks
Location: 200 E. Robinson St.
District: 4
Project Planner: Doug Metzger

**ARB2017-10024**  
Request for a Major Certificate of Appearance Approval for four new building canopies.
Recommended Action: Staff recommends APPROVAL of the request with the following conditions:

REGULAR AGENDA:

1. 55 W. Gore St. – Orlando Health Lucerne Annex Parking Garage Courtesy Review

Owner/Applicant: Matt Taylor/George Kramer
Location: 55 W. Gore St.
District: 4
Project Planner: Doug Metzger

ARB2017-10025

Courtesy Review for the first phase of a new 925 space, 5-story parking garage and other site improvement related to the construction of the parking garage.

Recommended Action: Courtesy Review, no action required

ARB Staff has reviewed the submittal documents and has the following comments:

2. 107 Hillcrest St. – Colonial & Magnolia Retail and Self Storage Courtesy Review

Owner/Applicant: John Hearn/Adam Mikkelson
Location: 107 Hillcrest St
District: 4
Project Planner: Doug Metzger

ARB2017-10020

Courtesy Review for a new 3-story building with 10,980 s.f. of retail, 2,909 s.f. of restaurant and parking on the ground floor with 97,047 s.f. of personal storage space on the 2nd and 3rd floors.

Recommended Action: Courtesy Review, no action required

ARB Staff has reviewed the submittal documents and has the following 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. Design Guidelines - All streetscape must be designed and constructed in accordance with the standards and specifications of the Downtown Orlando Streetscape Guidelines.
   b. Maintenance – The property owner must provide a City Services Easement for any portion of the required streetscape zone outside of the right-of-way in order to allow City maintenance of those portions of the streetscape zone outside of the right-of-way.
   c. Minimum Width - At a minimum the streetscape on E. Colonial Drive and N. Magnolia Avenue must be 15-feet from back-of-
curb and shall provide a 5-foot Streetscape Furniture and Street Tree Zone [furniture zone] combined with an unencumbered 10-foot Pedestrian Clear Zone [sidewalk]. The streetscape zone on Hillcrest must be a minimum 13-feet wide with a 7-foot wide parkway strip and a 6-foot sidewalk.

d. Treatment 4 - The streetscape treatment on Colonial and Magnolia must match Treatment 4 of the streetscape design guidelines. This includes, double-acorn street lights, large 5'x10' tree wells with high-rise live oak street trees, and a 5'x5' sidewalk grid with a 2" troweled edge and a medium broom finish.

a. Treatment 5 - The streetscape treatment on Hillcrest will be Treatment 5 and include single acorn streetlights and high-rise live oak trees in the parkway strip.

b. Curbing - Unless otherwise approved through a future SPMP Master Plan or ARB Major Review all streets must have Type “A”, vertical curb with gutter.

c. 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-O and 3.4-P of the Downtown Streetscape Guidelines.

d. 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 10’ in length shall be installed along the underground utility or the utility may be wrapped in the root barrier.

e. Crosswalks - The 15-foot minimum streetscape zone from back of curb shall be the priority in all instances. Crosswalks at driveways and curb cuts shall be raised to be at the same grade as the sidewalk adjacent to the driveway in order to clearly define the pedestrian area. The driveway slope transition from street grade to the sidewalk grade shall occur in the 6-foot Streetscape Furniture Zone. The crosswalk surface shall be treated with the same streetscape treatment materials as the sidewalk surface, or a contrasting material color or texture from the vehicular use area. Reflective paint alone is not acceptable, however may be used in conjunction with pavers or other surface to outline the pedestrian path for night time safety. Refer to Detail 3.2K of the streetscape guidelines for more information.

f. Sidewalk Café / Outdoor Dining - Outdoor dining areas that utilize street right-of-way will require a Sidewalk Café Permit [SWC Permit]. All outdoor dining areas, whether in or out of the right-of-way will require an ARB Minor Certificate of Appearance Approval for layout, furniture and stanchions prior to opening for business.

g. Overhead Lines - All above ground utility lines should be undergrounded during construction of the proposed streetscape improvements.

h. Appearance Approval - Streetscape hardscape and landscape plans shall be provided for approval with the SPMP Master Plan and ARB Major Review for all phases and sub-phases of the SED PD where applicable.

i. St. Augustine Turf - The use of St. Augustine sod in planting areas inside the right-of-way is discouraged because of the turf’s high water needs. Alternative turfs such as Argentinean Bahia, Zoisa or groundcovers are encouraged.

j. Irrigation - The irrigation plan for all phases and sub-phases of the SED PD shall be designed for water efficiency and shall incorporate at least one of the following: 1) low-volume drip systems and emitters; 2) weather-based evapotranspiration (ET) controller; or 3) at least one soil-moisture sensor. Spray heads shall have pressure-compensating features. Impact sprinklers shall not be used.

3. Service Areas, Mechanical Equipment, Utilities, Venting

a. Service Area/Utilities - All utilities, trash disposal pick-up, and 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.

b. SPMP Master Plan - A trash, service areas, exterior mechanical equipment and above ground utilities plan shall be incorporated into the Master Plan and ARB submittals.

c. Mechanical Equipment - All ground and roof mounted mechanical equipment shall be screened and meet the conditions of the LDC including transformers, traffic signal control boxes, and other above ground utility structures. Rooftop equipment must be screened to the height of the mechanical equipment.

d. Telecommunications Equipment Screening - Buildings should be designed to accommodate placement of telecommunications equipment (including any communications equipment required by the Police Department). It is recommended that screening areas be built into rooftop areas so that the placement and screening of the equipment does not become an afterthought.

e. Streetscape Obstruction - In no instance shall any above grade transformer, utility box, traffic signal control box, or backflow preventer be located in the streetscape zone inside accessible rooms, recesses and spaces integrated into the architecture of the building.

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

g. Backflow Preventer - backflow preventer/s [BFP] must be located on the interior of parking garages and service areas and
should not be visible from the right-of-way.

a. Dumpsters - All dumpsters and trash compactors shall be internal to buildings and screened with solid walls to match the principal structure. Decorative gates shall be installed to coordinate with principal structure and shall be painted to match the color of the enclosure walls.
b. Fencing - Any fencing on the site shall be an open, CPTED-approved fence, such as welded wire, architectural mesh or aluminum picket fencing. Chain link fencing is prohibited (except for construction fencing).
c. Appearance Approval – Streetscape hardscape and landscape plans shall be provided for approval with the SPMP Master Plan and ARB Major Review for all phases and sub-phases of the SED PD where applicable.

4. Architecture
   a. The applicant will continue to work with ARB Staff to refine the building architecture and elevations prior to submittal for the ARB Final Approval.
b. Buffer Wall – A 6-foot masonry wall should be installed along the eastern property line to screen views into the ground floor vehicular use area, parking area and drive-thru.
c. Materials - Durable materials such as stone, brick, pre-cast, etc. are encouraged at the ground level. Stucco may be appropriate on upper levels, but not at the base of any building.
d. Architectural Form – All buildings shall be designed to express a unique base, middle and distinctive skyline architecture.
e. Principal Entrances – All buildings shall have at least one entrance oriented directly toward [i.e. parallel to] the public street. Principal pedestrian entrances from the right-of-way shall be architecturally treated and emphasized with canopies, awnings, hardscape, landscape or other material changes at the ground level.
f. Floor Height – The minimum ground floor height, in order to accommodate internal compactors and transformers, must be a minimum 17'-6".
g. Articulation – Not more than 30 feet of any exterior façade shall be unbroken by architectural changes such as materials, colors, patterns, windows, columns, canopies, recesses, projections, etc.
h. Transparency – The ground floor building walls of all structures facing a right-of-way shall contain a minimum of 15% of transparent materials, located between 3 and 7 feet measured from ground level. All other floors must also have 15% transparency. Reflective glass and glass block are not counted as 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 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 shall be dry-walled, or have permanent partitions installed on the interior to block natural surveillance. Tinted or reflective glass shall not be permitted. Spandrel glass shall not be counted toward transparency.
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 flow across the streetscape 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. Exposed rooftop overflow spouts must incorporate a trench drain from the spout to the street so rooftop overflow does not sheet flow across sidewalks or streetscape zones.
l. Appearance Approval – Architectural elevations and perspective renderings shall be provided for approval with the SPMP Master Plan and ARB Major Review for all phases and sub-phases of the SED PD.
m. Models - Prior to permitting, a physical 1"= 100' model of the principal structures of the PD should be provided for the DDB/CRA model. If available, submit a 3D virtual model in the City of Orlando's digital format for the Virtual Orlando model (See CAD Standards City of Orlando for format).

5. Parking Area
   a. Cladding - Cladding should be provided that reflects the fenestration pattern, finish materials and colors of the building.
b. Screening - Screening on the ground floor of parking garages should be security grade mesh.
c. Parking Area Openings – Parking area openings should incorporate materials, mullion patterns and/or architectural accents that mimic and compliment architecture of the building. The ground floor areas of the parking garage that do not have an active use should have a minimum 36" tall opaque wall to block headlights and views of vehicles.
d. Ground Floor Entries - Ground floor entrances may have gates with open grate gates and should provide connections from the pedestrian entries to the public sidewalks.
e. Exterior Doors – At a minimum a 4-inch by 6-inch view panel shall be provided in all solid exterior doors to provide visibility for entering and exiting pedestrians.
a. Pedestrian Connections – a minimum 5'-wide pedestrian connection to the public sidewalk shall be provided at all vehicle entries and exits into the parking area.
b. Parking Area Lighting - Interior fixtures must be shielded to prevent light spilling from the parking area. Wattage must not exceed 400 watts per bulb.
c. 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.

6. Lighting
   a. Lighting Standards -- A lighting plan compliant with the City’s lighting regulations [Chapter 63 2M.] including photometrics and all exterior lighting fixtures shall be submitted for ARB approval prior to submittal of building permits.
   b. Security Lighting - Security lighting shall not be substituted for parking or pedestrian area lighting fixtures. Security lighting is restricted to lighting service, storage areas, loading areas and other similar uses. Security lighting shall not extend beyond the fascia or roofline of any building.
   c. Light Shields - Shields for security lighting shall be similar in color with the surface to which the fixture is attached.
   d. Service Areas - Lighting under awnings, canopies, and porte-cochere 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).
   e. Pedestrian Areas - Lighting fixtures shall be decorative in appearance, style and finish and shall not exceed 15’ in height.
   f. Appearance Approval – Proposed lighting fixtures and photometrics must be provided for approval with the Final ARB Major Review.

10. Master Sign Program
   b. Sign Program Guidelines - The Master Sign Plan must establish a uniform sign format or program for the project and include individual sign area, design criteria, sign type, location for all exterior signs and a total sign area allocation for the project.
   c. Amendments - The Master Sign Plan may be amended as needed from time-to-time thru an ARB Minor Review.
   d. Sign Permit – A sign permit including a Management Control Letter will be required for all signs prior to sign installation.

OTHER BUSINESS: NONE.

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

B. Creative Village Development Review Committee Projects for Approval:
   1. Amelia Court Final Building Elevations
   2. Student Housing Building Final Elevations and Parking Garage Treatment

OLD BUSINESS: NONE.

ADJOURMENT:

THE NEXT MEETING OF THE APPEARANCE REVIEW BOARD WILL BE THURSDAY, FEBRUARY 15, 2018, AT 2:00 PM.