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 March 19, 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, February 22, 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: None.

APPROVAL OF MINUTES:

1. Approval of January 18, 2018 meeting minutes.

CONSENT AGENDA: NONE.

REGULAR AGENDA:

1. 125 E. Pine St.

Owner/Applicant: Matt Wheeldon
Location: 125 E. Pine Street
District: 5
Project Planner: Doug Metzger

ARB2018-10001 Request for Major Certificate of Appearance Approval for the installation of signage for Modera Central.

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

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

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

2. **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.

3. **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.

4. **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.

5. **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.

6. **Menu Board Signs**— Menu board signs should be included in the Master Sign Plan. Menu board signs require a sign permit and must be located in areas outside of the right-of-way that do not block or interfere with pedestrian clear zone areas or other pedestrian spaces.

7. **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.

8. **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 café permit and an ARB Minor Review prior to beginning operations.

9. **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, storefronts, use of retail space, sign sizing and approval processes.
10. 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 to utilize during the sign permitting process.

2. 330 Broadway Ave

Owner/Applicant: Mark Kinchla
Location: 330 Broadway Avenue
District: 4
Project Planner: Doug Metzger

[ARB2017-10026] Courtesy Review for the construction of five (5) 4,010 s.q. f.t. living area 4 story four bed, four one-half bath townhouses overlooking Lake Eola.

Recommended Action: Courtesy review, no action required.

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

ARB Staff has reviewed the proposed Fountain Vu 5 townhouse project at 330 Broadway Avenue, and has the following Courtesy Review comments:

1. Appearance Review Board [ARB] Approval Required
   A. An ARB Major Certificate of Appearance Approval [CofAA] shall be required for the final project elevations prior to submittal of building permits.
   B. The ARB Major Certificate of Appearance Approval submittal must include a detailed site plan with dimensions, grading, roadway cross-sections, lighting, utilities, landscape, hardscape, signage and mechanical equipment plans including material details, colors and specifications of all proposed building, surfaces, fixtures and plant materials.

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, and the conditions of approval in this staff report.
      ii. Maintenance Agreement – If required, the applicant shall enter into a maintenance agreement with the City to define maintenance responsibilities for the streetscape and other aspects of the public realm.
      iii. City Services Easement – A city services easement shall be provided by the applicant for any portion of the streetscape zone outside of the right-of-way.

   B. General Streetscape Requirements:
      i. Curb and Curb Cuts – All existing curb cuts along the project street frontages must be removed during construction. The curb cut area must be replaced with a vertical concrete curb and grassed parkway strip.
      ii. Mid-Block Curb Cut – The mid-block curb cuts must meet the mid-block curb cut standards in the Downtown Streetscape Guidelines.
      iii. Existing Street Trees – The large existing oak trees, in the parkway strips between the sidewalk and back-of-curb, along E. Ridgewood and Broadway must be preserved.
      iv. Valve and Junction Boxes – All at-grade junction, hand hold, valve and control boxes in the streetscape zone must be traffic bearing grade boxes and lids, painted per the downtown streetscape standards.
      v. Pedestrian Crossings – The pedestrian crossings at the driveway cuts must be level and at the same grade as the sidewalk adjacent to the driveway.
      vi. Pedestrian Clear Zone – In no instance shall vertical structures or obstructions be allowed in the required pedestrian clear zone [sidewalk].
      vii. Specialty Paving – Specialty pavers 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. Specialty paving, materials and vertical structures are permitted outside of the City maintained streetscape zone.
3. Tree Preservation/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.

4. Architecture
   A. 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 facades. The addition of window sills or trim treatments is also recommended.

   B. Transparency
      i. Per Traditional City requirements, the ground floor building walls facing all streets must contain a minimum 15% of transparent materials. A minimum of 15% transparency shall be provided on all other floors facing the street above the ground level.
      ii. All glass at the ground level must 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%.
      iii. No windows at the ground floor level may be dry-walled, or have permanent partitions installed on the interior to block natural surveillance.
      iv. Tinted, reflective, spandrel glass or glass block does not count towards meeting the transparency requirements.

5. Lighting – A lighting plan complaint with the City’s lighting regulations [Chapter 63 2M], including photometrics and all proposed exterior lighting fixtures shall be submitted with the building permit documents.

6. Mechanical Equipment
   A. Transformer Area Screening – Transformer areas outside the building envelope must be screened, at a minimum, with landscaping on three sides that is 4-feet in height at the time of planting. Transformers should not be located between the primary façade and the street.
   B. At-Grade Mechanical Equipment – At-grade mechanical equipment must be screened with walls and/or vegetation that is the same height as the equipment it is screening. In no instance may mechanical equipment be located between a building and any street, public or private.
   C. Backflow Preventer – Backflow Preventer[s] must be located so as to not be directly visible from the right-of-way and should be screened from view where necessary. They must be clearly identified on the utilities plan.
   D. Fencing – Any fencing on the site must be an open, CPTED-approved fence, such as aluminum picket, architectural mesh or welded wire. Chain link fencing is prohibited.
   E. Final Elevations – the location and configuration of all exterior venting and mechanical equipment shall be submitted for ARB Staff review prior to submittal of building permits.

7. 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 January ARB Meeting:
   2. ARB2018-10004 – 151 E. Washington St. – Addition of open air bar with seating.

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

OLD BUSINESS: NONE.

ADJOURMENT:

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