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 9, 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, June 28, 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 May 17, 2018 meeting minutes.

PUBLIC COMMENT:

CONSENT AGENDA:

1. 301 E. Pine St. – Capital Plaza II TD Bank Signage

   Owner/Applicant: Gina Penney
   Location: 301 E. Pine
   District: 5
   Project Planner: Doug Metzger

   [ARB2018-10018] Request for a Major Certificate of Appearance Approval the installation of 2 new TD Bank high rise signs and 2 TD Bank logo building entry signs.

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

   Staff recommends approval of the proposed TD Bank signage with the following conditions:

   1. Any damage or discoloration to the building façade from the previous high-rise must be restored or repaired prior to installation of the new high-rise signs.
   2. The final design and construction must be in strict compliance with the proposed design. Any changes must be requested in writing and significant changes will require a new ARB approval.
   3. Approval is for the high-rise signs and doorway signs only, and does not include any other signs.
   4. Individual letters must be individually mounted as shown; a connecting raceway is not permitted.
   5. ARB approval does not grant permission to fabricate or install; any and all relevant permits must be acquired prior to installation.

REGULAR AGENDA:

1. 400 W. Robinson St. – DMS Zora Neale Hurston State Office Complex Plaza Renovation

   Owner/Applicant: Maxwell Spann
   Location: 400 W. Robinson St.
   District: 5
   Project Planner: Doug Metzger

   [ARB2017-10004] Request for a Major Certificate of Appearance Approval for the renovation of
the Zora Neale Hurston plaza area between the two office towers and the addition of ADA parking spaces on Beggs St.

Recommended Action: ARB Staff has reviewed the proposed redevelopment of the Zora Neal Hurston State Office Complex at 400 W. Robinson and is recommending approval with the following conditions:

1. Streetscape
   A. Streetscape Design Guidelines
      i. The Beggs Avenue streetscape design and construction is required to comply with the design and construction requirements of the Downtown Orlando Streetscape Design Guidelines and the conditions in this staff report.
      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.
      iii. 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.
   B. General Streetscape Requirements:
      i. Street Trees – Sylvestri palms, matching the palms on the south side of Beggs Ave., must be planted as the primary street tree on the north side of Beggs Avenue.
      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 and matching the street lights on the south side of Beggs shall be used along the north side of Beggs Avenue and spaced based on OUC lighting requirements.
      iv. 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.

2. Site Improvements—Design Intent – ARB Staff supports the design intent, site plan, materials, furniture and proposed finishes of in the ARB application package.

3. Lighting
   A. Parking Are Lighting—Lighting must be provided for the side and rear parking areas. The light fixtures must be shielded and comply with the City lighting ordinance. The maximum foot candles [f.c.] at the property line must be zero f.c. per city code.
   B. All exterior lighting and fixtures will be reviewed by ARB Staff during the building permit process. All exterior lighting must comply with the City lighting code and a photometric plan must be included in the permit documents.

4. ARB Approval
   A. Permits—ARB approval does not grant permission to construct or install improvements. All applicable permits must be obtained prior to commence of demolition and/or construction activities.
   B. Modifications to the approved ARB plans must be submitted to ARB staff for review and approval. Significant modifications may require additional approval by the Appearance Review Board.

2. 330 Broadway Ave.

Owner/Applicant: Mark Kinchla
Location: 330 Broadway Ave
District: 5
Project Planner: Doug Metzger
ARB2017-10026

Request for a Major Certificate of Appearance Approval for the construction of five (5) 4,010 sq. ft. living area 4 story four bed, four one-half bath townhouses overlooking Lake Eola

Recommended Action:
ARB Staff has reviewed the proposed Fountain Vu 5 townhouse project at 330 Broadway Avenue, and recommends approval with the following conditions:

1. 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 and curbing along the E. Ridgewood St. project frontage must be removed and replaced with concrete vertical curb during construction.
      ii. Sidewalks—Any damaged sidewalk panels must be removed completely and replaced. The pedestrian ramps at the intersection of E. Ridgewood and Broadway must be removed and replaced to Engineering Standards Manual specifications.
      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. Trimming may occur to accommodate the new structure. However, the City Arborist must approve any proposed trimming, prior to the trimming.
      iv. Pedestrian Crossings—The pedestrian crossings at the Broadway driveway cut must be level and at the same grade as the sidewalk adjacent to the driveway.
      v. Pedestrian Clear Zone — In no instance shall vertical structures or obstructions be allowed in the required pedestrian clear zone [sidewalk].

2. 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.

3. Architecture
   A. Windows—The windows on all facades shall be recessed a minimum of 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.
   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 must 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.

4. Lighting — A lighting plan compliant with the City’s lighting regulations [Chapter 63 2M.], including photometrics and all proposed exterior lighting fixtures, must be submitted with the building permit documents.

5. 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 any 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.

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3. **409 N. Magnolia – Travelodge Site Redevelopment**

Owner/Applicant: Raymond Stangle
Location: 409 N. Magnolia
District: 5
Project Planner: Doug Metzger

**ARB2018-10017**

Recommended Action: ARB Staff has reviewed the proposed redevelopment plans for the property at 409 N. Magnolia Avenue and has the following comments.

1. **Appearance Review Board [ARB] Final 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 future applications for ARB Major Certificate of Appearance Approval shall also include detailed site plans that include: dimensions, grading, roadway cross-sections, lighting, utilities, landscape, hardscape, signage and mechanical equipment plans including 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 and the comments in this staff report.
      ii. Maintenance Agreement—The applicant must enter into a maintenance agreement with the City to define maintenance responsibilities for the streetscape zone and any proposed outdoor dining areas inside of the right-of-way.
      iii. City Services Easement—A city services easement must 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. 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 in the streetscape zone consistent with Detail 3.4-O and 3.4-P of the Downtown Orlando Streetscape Guidelines.
      ii. Street Lights – Double acorn LED streetlights consistent with the Downtown Streetscape Design Guidelines must be used on N. Magnolia Ave. and E Livingston St. They must be spaced based on OUC lighting requirements.
      iii. Corner Treatments—Intersection corner treatments at N. Rosalind Ave and E. Livingston St. must be Lawrenceville brick and installed with a 6-inch thick concrete sub-base for the first 6-feet from back of curb transitioning to 4-inches to the outward edge of the 15-foot streetscape zone. Corner treatments at Rosalind and Livingston must provide two directional pedestrian ramps at each corner perpendicular
to the centerline of the roadway they are crossing.

iv. Corner Clip—A 10-foot corner clip may need to be provided at the intersection of N. Magolia Ave. and E. Livingston St. in order to move the existing traffic signal pole outside of the pedestrian clear zone.

v. Materials—Materials in the streetscape must be those approved in the Downtown Streetscape Design Guidelines. Specialty pavers and furniture other than those in the streetscape design guidelines are not permitted in the required streetscape zone.

vi. Valve and Junction Boxes—All at grade hand hold and valve boxes in the required streetscape zone must be traffic bearing grade boxes and lids.

vii. Building Entries—Doorways must not swing open into the required streetscape zone. Building entries should be recessed into the façade so that ingress, egress and entry doors do not conflict or open directly into the pedestrian clear zone.

viii. Pedestrian Crossings—The pedestrian crossing at the Magnolia and Livingston entries must be raised to be at the same grade as the sidewalk adjacent to the driveway with a continuous Lawrenceville brick crosswalk. The grade transition from street grade to sidewalk grade must occur in the furniture zone. The driveway ramp may be concrete.

ix. Curbing and Curb Cuts—All existing curb cuts must be removed and the streetscape and the curbing along the entire project frontage restored during construction. All curbing in the ROW must be Type A curb and gutter per the Land Development Code [LDC] and Engineering Standards Manual [ESM].

C. E. Livingston Street:

i. Width—The minimum streetscape width on E. Livingston St. must be a minimum of 13-feet from back-of-curb. The furniture zone must be a minimum of 5-feet along the entire project frontage. The concrete sub-base in the furniture zone must be 6-inches thick. The pedestrian clear zone [sidewalk] must be a minimum of 8-feet in width.

ii. Treatment 2—The streetscape treatment on E. Livingston St. must match Treatment 2 of the Streetscape Design Guidelines. The furniture zone must be hex pavers. The pedestrian clear zone must be a minimum of 8-feet wide and must have a Lawrenceville brick window pane with infill concrete sidewalk cells. The sidewalk cells must have a 2-inch troweled edge with a medium broom finish. The broom finish must be perpendicular to the centerline of the street.

iii. Street Trees—Street tree wells must be 6-feet by 9-feet, the use of tree grates is optional. The street trees on E. Livingston St. must be high rise live oak trees.

D. N. Rosalind Avenue:

i. Width—The minimum streetscape width on N. Rosalind Ave. must be a minimum of 15-feet from back-of-curb. The furniture zone must be a minimum of 5-feet along the entire project frontage. The pedestrian clear zone must be a minimum of 10-feet in width. The sub-base in the furniture zone must be a minimum of 6-inch thick concrete transitioning to a 4-inch thick concrete sidewalk in the pedestrian clear zone.

ii. Treatment 2—The streetscape treatment on N. Rosalind Ave. must match Treatment 2 of the Streetscape Design Guidelines. The furniture zone must be hex pavers. The pedestrian clear zone must have a Lawrenceville brick window pane with concrete infill sidewalk cells. The sidewalk cells must have a 2-inch troweled edge with a medium broom finish. The broom finish must be perpendicular to the centerline of the street.

iii. Street Tree Wells—Street tree wells must be 5-feet by 9-feet, the use of tree grates is optional. The street trees on N. Rosalind Ave. must be high rise live oak trees.

iv. Sidewalk Café—A Sidewalk café may be permitted to extend into the 15-foot streetscape zone in front of the N. Magnolia retail/restaurant space. The sidewalk café must meet the requirements in the Land Development Code [LDC] including the preservation of a 5-foot pedestrian clear zone adjacent to the furniture zone. 

3. Architecture

A. Design Intent: —ARB staff does support the design intent of the proposed hotel redevelopment project. ARB staff desires to work with the development team in order to advance the building design and to help deliver a distinctive project that will enhance both the Orlando skyline and life at the street level.

B. Brick Usage - Switching the use of the brick. Masonry Color # 3 should be moved to the south wing of the building in order to compliment the brick of Trinity Luthern Church, Banner Project and to compliment the Lake Eola Heights Historic District. Masonry Color #2 should be moved to the north tower of the building.

C. Watertable/Wainscoat—The height of Masonry Color #1 is our of proportion with the rest of the facade and the mid floor transition is awkward. The transition from Color #1 to the dark brick above should occur below the bottom of the second story windows. Additionally a coping or trim transition element should be incorporated
between Color #1 and Colors #2 and #3 above. Additionally a coping or trim band transition should also be added at the top of the building between the synthetic stucco area and Masonry Colors #2 and #3.

D. Artwork/Building Graphics—While possibly appropriate at the Magnolia and Livingston intersection, the proposed artwork/graphic patterns on the east and north facades should be removed or changed to something different, especially on the east façade. That artwork should be of a style and variety that compliments the historical character of the area to the east of the project site.

E. Transparency
   i. The ground floor building walls facing all streets must contain a minimum of 30% transparent materials. A minimum of 15% transparency must be provided on all floors facing the street above the ground level.
   ii. All glass at the ground level must be clear, except as noted in Condition E. above, with a minimum light transmittance of 80%. High performance or low-e glass may be considered as an alternative with a minimum transmittance of 60%.
   iii. No windows must be dry-walled, or have permanent partitions installed on the interior to block natural surveillance.
   iv. Tinted, reflective, or spandrel glass does not count towards meeting the transparency requirements.

4. Lighting
   A. A lighting plan compliant with the City's lighting regulations [Chapter 63.2M.] including photometrics and all proposed exterior lighting fixtures must be submitted for ARB staff approval prior to approval of vertical building permits.
   B. It is encouraged that the top of the building be appropriately lit in order to make the building distinct in the nighttime skyline.

5. Mechanical Equipment
   A. Rooftop Mechanical Equipment — Rooftop mechanical equipment must be screened to the height of the mechanical equipment with parapets, louvered panels or perforated metal screen walls.
   B. Venting & Exhaust—All potential restaurant venting and exhaust must be directed to the roof of the building or the east façade and must not be visible from the public right-of-way. Restaurant venting is not permitted to vent over or towards pedestrian areas. All other venting and exhaust for mechanical and other utilities must be integrated with the building design so as to be seamless with the overall architecture of the building. Vents and louvered panels must be painted to match the surrounding façade area.
   C. Transformer—Transformers must be screened with decorative, opaque walls and gates up to 6-feet in height or they must be located inside of the parking garage.
   D. Backflow Preventer—The proposed backflow preventer [BFP] location is too close to the Rosalind/Ridgewood intersection and is not acceptable. The BFP must be located so as to not be directly visible from the right-of-way and should be screened from view where necessary. ARB Staff's preferred location is in the 20-foot buffer yard on the east side of the parking garage. The BFP must be clearly identified on the final utilities plan in the Final ARB submittal. Backflow preventers may also be incorporated into the interior of the parking garage.
   E. Fencing—Any fencing on the site must be an open, CPTED-approved fence, such as aluminum picket or welded wire. Chain link fencing is prohibited.

6. Signage
   A. Master Sign Plan—A Master Sign Plan [MSP] for the building, including both low-rise and high-rise signage must be submitted for a separate ARB Major approval prior to the issuance of a Certificate of Occupancy. The MSP shall clearly show how signage will be allocated throughout the project including the type, style, location, and sign area.
   B. High-Rise signs—The building is allowed to have two different high-rise signs because the project is inside the Downtown Special Sign District, those signs, if different can not be visible from the same vantage point. This will need to be adjusted from what is shown on the submittal documents.

7. 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.

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.

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 May ARB Meeting:

B. Creative Village Development Review Committee June Meeting Cancelled:

OLD BUSINESS: NONE.

ADJOURMENT:

THE NEXT MEETING OF THE APPEARANCE REVIEW BOARD WILL BE THURSDAY JULY 19, 2018, AT 2:00 PM.