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 January 14, 2019 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, December 27, 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 November 15, 2018 meeting minutes.

PUBLIC COMMENT:

CONSENT AGENDA: NONE.

REGULAR AGENDA:

1. **504 W. Church St.**

   Owner/Applicant: Tim Green
   Location: 504 W. Church St.
   District: 5
   Project Planner: Doug Metzger

   **ARB2018-10010**

   Request for a Major Certificate of Appearance
   Approval for the development of an urban plaza and outdoor dining area.

   **Recommended Action:** ARB Staff has reviewed the proposed plaza design at 504 W. Church Street and is recommending approval with the following conditions:

   1. **Limits of Approval**—This ARB approval is limited to the proposed plaza area at 504 W. Church Street and the adjacent streetscape. This approval does not cover any proposed improvements outside the above areas. Alterations to the approved plans will require additional ARB staff review. Substantial changes to the approved plans may require full board approval.

2. **Proposed Layout and Materials**—The proposed layout, materials and furnishings are approved as submitted.

3. **Perimeter Wall**—The perimeter wall along W. Church St. and S. Division Ave. will be reconfigured so that the bottom 2-feet of the wall will be brick and the upper 4-feet of the wall will be welded wire fencing with 7-foot tall regularly spaced brick columns.

4. **Ingress/Egress Gates**—The east and west gates must be reconfigured so the gates swing out towards Church St., and not into the plaza area. The east gate will also need to be recessed towards the plaza interior so the gates do not swing into the streetscape zone.

5. **Street Trees**—The empty tree wells on W. Church St. must be restored and re-planted with high-rise live oak trees as part of the plaza area construction.

6. **Lighting**—All exterior lighting must comply with the City lighting code and a photometric plan must be included in the permit documents.

7. **Streetscape**—Any damage to the Church Street or Division Ave. streetscape during construction of the plaza area must be repaired area by the applicant or contractor prior to issuance of a Certificate of Occupancy for the plaza.

8. **Transformer Area Screening**—The transformer area outside the plaza area must be screened with landscaping including a hedge that is 36-inches tall at the time of planting.
9. **Signage**—Any proposed signage for the patio will require additional ARB review and sign permits prior to installation.

10. **Electric Meters and Switch Boxes**—Electric meters and switch boxes mounted to exterior walls shall not be located on street facing facades.

11. **Maintenance Agreement**—The developer will need to enter into a maintenance agreement with the CRA to define the operations and maintenance responsibilities for the plaza area since the developer is not the property owner.

12. **ARB Approval**—ARB approval does not grant permission to construct and install. All required permits must be reviewed and obtained from the city prior to the commencement of construction activity.

**OTHER BUSINESS:** NONE.

A. **ARB Minor Reviews completed since the November ARB Meeting:**

B. **Creative Village Development Review Committee Projects for Approval:**

**OLD BUSINESS:** NONE.

**ADJOURMENT:**

THE NEXT MEETING OF THE APPEARANCE REVIEW BOARD WILL BE THURSDAY JANUARY 17, 2018, AT 2:00 PM.