SUMMARY

**Applicant**
Dr. Yalcin Akin, Exec. Dir.
Orlando Science Schools, Inc.

**Owners**
Discovery Education Properties at Technology, LLC; RMM, LLC; and Metvest, Inc.

**Project Planner**
Jim Burnett, AICP

**Updated:** June 8, 2016

**Property Location:** 2575, 2601 & 2611 Technology Dr., 900 N. Texas Ave. and 949 N. John Young Pkwy. (north side of Technology Dr., between N. John Young Pkwy. & N. Texas Ave.) (Five (5) Parcels, ±23.1 acres, District 3).

**Applicant's Request:** The applicant is requesting a Conditional Use Permit amendment to expand an existing K-8 charter school into an existing 2-story office building, with an access drive to N. Texas Ave. The expansion would add grades 9-12.

**Location Map**

**Subject Site**

**Staff Recommendation:** Approval of the Conditional Use Permit Amendment, subject to conditions in this staff report.

**Public Comment:** Courtesy notices were mailed to property owners within 300 ft. of the subject property the week of June 6, 2016. As of the mail-out of the staff report, staff has received ___ comments from the public relative to the CUP request. The applicant held a neighborhood meeting on May 31, 2016 but few area residents attended.
PROJECT ANALYSIS

Project Description
The applicant is requesting to amend the Conditional Use Permit (CUP) previously approved in October 2013 to expand a K-8 public charter school into an existing 2-story office building in the AC-2/W zoning district. The expanded K-12th grade school will continue to be operated by Orlando Science Schools, which is currently operating another charter school on Lynx Ln.

Previous Actions
1968: Subject property annexed into the City as part of the WDBO property (Doc. #8526).
1983: Subject property platted as part of Lot 2, Orlando Executive Center; Developer’s Agreement for Orlando Executive Center approved by the City Council (Doc. #17578); Variance approved to allow placement of a 32 sq. ft. office park sign.
1985: 2-story ±29,833 sq. ft. office building with 110 parking spaces constructed on the subject property (Lot 2B).
1985: Subject property (2601 Technology Dr.) replatted as part of Replat of Lot 2, Orlando Executive Center.
10/2013: Conditional Use Permit (CUP2013-00006) approved to allow K-8 charter school in 2-story former office building (@2611 Technology Dr.).
12/2013: Properties at 2575 Technology Dr. and 900 N. Texas Ave. acquired by Discovery Education Properties (for future school expansion).
3/2016: Office building at 2601 Technology Dr. placed under purchase agreement by Discovery Education Properties.
5/2016: Vacant property at 949 N. John Young Pkwy. placed under purchase agreement by Discovery Education Properties (for future school expansion).

Project Context
The subject site is located in the Orlando Executive Center off Technology Dr., east of N. John Young Pkwy. and west of N. Texas Ave., in the West Colonial neighborhood. The existing K-8 charter school intends to expand into an adjacent semi-occupied ±29,833 sq. ft. 2-story office building with staff parking in the rear. Sole access to the site is from N. John Young Pkwy. onto Technology Dr. (see Table 1 below for additional details on adjoining properties).

<table>
<thead>
<tr>
<th>Direction</th>
<th>Future Land Use</th>
<th>Zoning</th>
<th>Existing Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>Office Medium Intensity</td>
<td>O-2/W (Medium Intensity Office - Residential, Wekiva Overlay)</td>
<td>Vacant (Low-Lying) Land</td>
</tr>
<tr>
<td></td>
<td>(OFFICE-MED)</td>
<td></td>
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<tr>
<td>South</td>
<td>Across Technology Dr.</td>
<td>AC-2/W (Urban Activity Center, Wekiva Overlay)</td>
<td>Columbia College</td>
</tr>
<tr>
<td></td>
<td>Urban Activity Center (UR-AC)</td>
<td></td>
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</tr>
<tr>
<td>East</td>
<td>Across N. Texas Ave.</td>
<td>R-3B (Medium Intensity Residential Development)</td>
<td>Country Club Townhouse Estates</td>
</tr>
<tr>
<td></td>
<td>Residential Medium Intensity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>West</td>
<td>UR-AC</td>
<td>AC-2/W</td>
<td>Existing K-5 Charter School</td>
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</table>

Conditional Use Permit Criteria (LDC Section 65.285)
The Municipal Planning Board and City Council shall consider the following factors in their review of Conditional Use Permit applications:
1. Purpose and Intent. The purpose and intent of the use and all other requirements of the LDC.
2. Growth Management Plan (GMP). The consistency of the proposal with all applicable policies of the City's adopted GMP.
3. Compatibility. The compatibility of the proposal with surrounding land uses and the general character of the area including such factors as height, bulk, scale, intensity, traffic, noise, drainage, dust, lighting, appearance, etc.
4. Public Facilities and Services. Will necessary public facilities (both on- and off-site), such as transportation, sanitation, water, sewer, drainage, emergency services, education, recreation, etc. be adequate to serve the proposed use.
5. Residential Displacement. Determine the extent to which the proposed use, location and building site design would
displace existing residential uses on the site or would encourage displacement of residential uses adjacent to the site, and consider alternative uses, locations and/or site designs which could minimize residential displacement.

6. Other Matters. Any other matter which the Board/Council may deem appropriate and relevant to the specific proposal.

Purpose and Intent
The purpose of the request is to expand a K-8th grade public charter school into the existing adjacent office building to the east (now occupied by Bogun, Munns & Munns law practice). The expansion would increase the grades to K-12th. Within the AC-2/W zoning district, elementary, middle and high schools require a Conditional Use Permit (CUP). The O-2/W (northern half of the office parcel) zoning district allows both elementary and middle schools as permitted uses but requires a CUP for the high school component.

The expanded school site now also includes a vacant property to the east, which will provide space for future expansion and will also provide a much needed 2nd vehicular access to N. Texas Ave. (which connects to W. Colonial Dr. further to the south). The eastern parcel is zoned R-3B and allows K-8th grade schools as a permitted use, but also requires a CUP for a 9-12th grade high school. The school is also in the process of acquiring vacant property to the north, to provide further additional space for future expansion of the K-12 school.

Conformance with the GMP and Zoning
The office building (school addition) is split between the Urban Activity Center (front half) and Office Medium Intensity (rear half) future land use designations and is split-zoned AC-2/W (Urban Activity Center, Wekiva Overlay) and O-2/W (Medium Intensity Office - Residential, Wekiva Overlay). The existing office building has been used solely as office space, but like the existing school building to the west, will be revamped for school purposes.

Compatibility. The existing office building was constructed in 1985. The expanded K-12th grade school will continue to have hours similar to an office use, with morning drop-offs and afternoon pick-ups. Parking lot usage is busiest during the staggered drop-off and pick-up times for the K-8 and 9-12th grade populations and during school special events.

Public Facilities and Service. Public facilities already exist to serve the expanded K-12th grade charter school. Any on-site lighting for the school, playground and any school special events must be shielded away from nearby residential uses and be shut off (except for security lighting) when school is not in session.

Residential Displacement. No residential uses will be displaced via the proposed expanded K-12th grade public charter school use.

Additional Analysis
Table 2 (at right) depicts applicable development standards for the subject property. Any new buildings, paved parking areas, permanent landscaping, fences and signs must be permitted prior to construction, and must meet all applicable City Codes with regard to setbacks, size and height per the development standards.

Recreation/Playground. As was the case for the existing K-8 school to the west, there will be no indoor gymnasium in the expansion into the former law firm building. A portion of the rear parking lot of the existing school was converted into an outdoor play area for the existing charter school. No other play areas are proposed, but staff has noted to the applicant that some of the cleared land to the east could be used for a larger outdoor play area.

Enrollment. Some of the students that currently attend the existing K-8th grade school on Lynx Ln. will be attending school at the expanded location, with eventual phase out of the Lynx Ln. campus. Approximately 60-70% of the existing 29,833 sq. ft. office building will be occupied by the expanded school in a floor plan configuration very similar to the existing school at 2611 Technology Dr. Building occupancy shall not exceed 820 students, based on floorplans.

<table>
<thead>
<tr>
<th>Proposed Use</th>
<th>Front Setback (Technology Dr) (Min./Existing) (AC-2/W)</th>
<th>Side Setbacks (east &amp; west) (Min./Existing) (AC-2/W)</th>
<th>Rear Setback (north) (Min./Existing) (O-2/W)</th>
<th>Maximum Non-Res. FAR Existing (AC-2/W)</th>
<th>Maximum ISR (AC-2/W) &amp; O-2/W</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-12 Charter School</td>
<td>0 ft./±77 ft.</td>
<td>0 ft./±27 ft.</td>
<td>20 ft./+290 ft.</td>
<td>1.00/±0.20</td>
<td>90% (AC-2/W)</td>
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<td></td>
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<td></td>
<td>85% (O-2/W)/±56%</td>
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provided with the application and included within this report. The school expansion would allow the enrollment to increase, from ±500 students in grades K-8 (in the existing school building), with 45 faculty and staff, to close to 1,000 students in grades K-12 occupying both buildings, with future enrollment increases to the maximum building occupancy as determined by the City Fire Marshall. Any enrollment increases above the maximum occupancy loads or changes to the school charter that would add additional grades will require a further amendment to the CUP.

Transportation Planning

Parking. Parking for the expanded K-12 Charter School is based on SREF standards, per Table 3 at right. Paved parking for the existing and expanded school already exists in front of, on the east and west sides and behind the existing school and office building (see Site Plan on page 9 of this report).

Traffic. As previously noted, sole access to the site is from Technology Dr., a 94-ft. R-O-W with a 50-ft. wide paved surface with a central landscaped median. Technology Dr. intersects N. John Young Pkwy. west of the school site; the intersection is not signalized, with a southbound left-turn lane from John Young Pkwy. onto Technology Dr.

The applicant submitted a traffic impact and traffic signal warrant study for the initial school CUP in 2013. That study indicated that while the intersection of N. John Young Pkwy. and Technology Dr. met two (2) of the standard warrants for a signal, the proximity of the intersection to the N. John Young Pkwy./Colonial Dr. intersection and the existing and future characteristics of N. John Young Pkwy. made signal installation counterproductive and unsuitable. Therefore, the additional traffic generated by a K-8 (and now expanded to K-12) school use would accelerate the need to convert the N. John Young Pkwy./Technology Dr. intersection from a full-access median opening into a modified access opening that would only accommodate left turns from N. John Young Pkwy. into the minor approaches (shown on page 11 of this report). This modification was included as part of FDOT’s preliminary widening plan for John Young Pkwy. that was to have occurred by 2019. Right turns into and out of the east and west approaches to the intersection would not be restricted by the proposed median modification. As a part of the future intersection improvement, FDOT approved crosswalk pavement markings will also be installed for the north/south crosswalk on the east approach (Technology Dr.) to the intersection and directional ramp modifications will also be made. The owner/applicant shall continue to be responsible for costs of the of Technology Dr./N. John Young Pkwy. intersection improvements not to exceed $25,000.

Driveways & N. Texas Ave. The school’s traffic circulation plan for the K-12th grade charter school expansion will have full use of three (3) driveways onto Technology Dr., which currently ends in a cul-de-sac to the east, in front of the Mexican Consulate. The 2013 traffic impact study recognized the need for a 2nd means of egress to the school site other than Technology Dr. Thus, the applicant is now proposing to extend a two-way driveway from Technology Dr. east, along the southern edge of the vacant property north of the Consulate to N. Texas Ave., which is currently closed (gated off) north of where the new driveway will be located. To allay any concerns that additional vehicular or pedestrian traffic might get past the closed portion of N. Texas Ave. and into the residential area to the north, staff recommends that the new driveway be designed to blend into N. Texas Ave., with additional landscaping within the R-O-W via a R-O-W encroachment agreement. The additional driveways on Technology Dr. and to N. Texas Ave. should be adequate to promote safety and minimize negative impacts to the City’s roadway network.

Transit & Bicycle Parking. The existing and expanded charter school is not served by LYNX transit, but there are dedicated bicycle lanes on N. John Young Pkwy. However, due to the industrial/commercial nature of the surrounding area and the characteristics of the arterial roadways (N. John Young Pkwy. to the west and W. Colonial Dr. to the south) serving the property, bicycling to the facility by students is not a recommended option. With expansion of the school to K-12th grades, the applicant shall provide a minimum of one (1) long-term space and six (6) short-term parking spaces, the same standard for an office use of the same size.

<table>
<thead>
<tr>
<th>Table 3 - Parking Requirements (spaces)</th>
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<tbody>
<tr>
<td>(per Chap. 5, Section 5 (f)(10), 2014 SREF)</td>
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<tr>
<td>Drivers</td>
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<tr>
<td>School Faculty &amp; Staff</td>
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<tr>
<td>Grades</td>
</tr>
<tr>
<td>K-10</td>
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<tr>
<td>11 &amp; 12</td>
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<tr>
<td>Visitors</td>
</tr>
<tr>
<td>Total Required (SREF)</td>
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<tr>
<td>(Total Required Parking per LDC Sec. 61)</td>
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<tr>
<td>Total for 800+ K-10 &amp; 200 11-12th grade students</td>
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</tbody>
</table>
There are sidewalks on the north and south sides of Technology Dr. and on both sides of N. John Young Pkwy. Staff discourages pedestrian crossings of N. John Young Pkwy. at the Technology Dr. intersection. Pedestrian crossings shall be made at the signalized intersection of N. John Young Pkwy. and W. Colonial Dr.

Architecture/Urban Design

The existing school and proposed school expansion structures were built for office uses and, even when the building is converted for the expanded K-12th grade charter school, will still resemble the other office buildings within the Orlando Executive Center.

Buffers & Landscaping. Per LDC Section 60.262, Figures 6 & 7, a bufferyard “B”, with a minimum 10-ft. deep buffer with a 5-ft. tall wall or durable landscape screen at least 4 ft. tall at planting and grown to 5 ft. in height one year after planting, is required on the north (rear) portions of the property where the expanded school will abut single-family residential uses. The area to the north, current being acquired by the applicant (school), is already heavily vegetated, so additional plantings are not needed. When the school opts to expand into the property to the north, then additional plantings may be needed to bring the portion of the site adjacent to residential uses up to Code.

Signage. Sign allowances are based on the requirements of LDC Section 64.201. A variance was approved in 1983 allowing for a 24 sq. ft. office center pylon sign (located at the southwest corner of the existing school, closest to N. John Young Pkwy.) listing tenants within the office park. Any new on-site signage will need permits prior to sign fabrication and placement. Digital reader/message board signs are prohibited.

School Impacts

(Not applicable, as the use will continue to be a non-residential expanded public K-12 charter school.)
**SPOT SURVEY - 2601 TECHNOLOGY Dr.**

**SITE PHOTOS**

- Easterly access point to new school building/addition.
- Vacant area to the east for possible school play area & future expansion.
- Current Bogun Munns & Munns office (proposed school expansion)
SITE PHOTOS

North side of Technology Dr. leading to the entrance of the Mexican Consulate.

Technology Dr. looking west, with N. John Young Pkwy. at end.

Intersection of Technology Dr. and N. John Young Pkwy.
SITE PLAN - PHASES 1 (EXISTING) & 2 (PROPOSED)

Site Overview Map

Note interior circulation arrows for drop off & pick-up.

Possible future driveway connection in line with entrance to Frito-Lay on west side of N. John Young Pkwy.

This intersection is full-access now, but to be altered by FDOT to be left in for southbound traffic and right-out for westbound traffic on Technology Dr.

Barricade on N. Texas Ave. to remain (no northbound traffic into the residential neighborhood to the north)

Intersection of N. Texas Ave. and W. Colonial Dr. is currently right-out only from N. Texas Ave.

To N. Texas Ave. (via driveway off east end of Technology Dr.)

SITE OVERVIEW MAP
Floorplans for New (Converted) School Building

1st Floor, new school addition

2nd floor, new school addition
Additional traffic generated by a school use will accelerate the need to convert the N. John Young Pkwy./Technology Dr. intersection from a full-access median opening into a modified access opening that only accommodates left turns from N. John Young Pkwy. to the minor approaches from the east and west. This modification is included as part of FDOT’s preliminary widening plan for John Young Pkwy. that may occur within the next five (5) years. Right turns into and out of the east and west approaches to the intersection will not be restricted by the proposed median modification. As a part of the intersection improvement, FDOT-approved crosswalk pavement markings will also be installed for the north/south crosswalk on the east approach (Technology Dr.) to the intersection and directional ramp modifications will also be made. The owner/applicant shall be responsible for costs of the of Technology Dr./N. John Young Pkwy. intersection improvements not to exceed $25,000.
FINDINGS

Staff finds that the proposed expansion of the Orlando Science K-12th grade Public Charter School CUP is consistent with the requirements for approval of Conditional Use Permit amendment applications as contained in Section 65.285 of the Land Development Code (LDC):

1. The Conditional Use Permit is generally consistent with the City’s Growth Management Plan.
2. The Conditional Use Permit is consistent with the City’s Land Development Code.
3. The proposed development meets the standards for development in the AC-2/W, O-2/W and R-3B zoning districts.

Staff Recommendation

Based on the information provided in the staff report and the findings noted above, staff recommends approval of the amendment to the Orlando Science K-12th grade Public Charter School CUP, subject to the conditions in this staff report.

CONDITIONS OF APPROVAL (REQUIRED)

Land Development

1. Impervious Surface Ratio (ISR) - ISR is limited to 90% for that portion of the property zoned AC-2/W, and 85% for that portion of the property zoned O-2/W. ISR is limited to 60% in the R-3A/W zoning district.
2. Approved Site Plan - The Amended Conditional Use Permit is valid only for the survey/site plan shown on pages 7 & 9 of this staff report and any changes necessary as a condition of this staff report. The CUP is not transferable to another property.
3. Parking - Per Chapter 5, Section (f)(10), SREF, a minimum 107 parking spaces are required for the expanded K-12th grade public charter school.
4. Parking Surfaces - On-site parking must be constructed of a durable all-weather surface (not gravel, stone or dirt), per SREF standards. Said parking will count toward total site impervious surface coverage.
5. Floor-Area-Ratio (FAR) - The added building, as an office use solely on the AC-2/W portion of the property, has a non-residential FAR of 0.54, compliant with Code. However, the combined building area, divided by the total acreage with multiple zoning designations, equates to a .06 FAR, which is much less than the required minimum FAR. Thus, the expanded school buildings and site are considered existing non-conforming and as such, the total FAR must be increased with subsequent phases of development beyond the proposed school expansion.
6. Signage - Not more than 392 sq. ft. of signage is allowed for the new (ex-office) school building. Any new signs must be permitted prior to fabrication and placement. Electronic message board and digital signs are prohibited.
7. Enrollment - An expanded enrollment of ±1000 students is anticipated with the expansion from a K-8th grade to a K-12th grade charter school. A determination has yet to be made regarding the occupiable space within the building addition, but a cap of 870 students was previously placed on the existing K-8th grade school in the existing school building to the west. Given that high-schoolers are being added to the student population, no more than 1,500 students may enroll/attend classes in the two (2) combined school buildings, subject to extension of a drive way to N. Texas Ave., with access to W. Colonial Dr., and required median modifications at the John Young Pkwy./Technology Dr. intersection. Any added increase in student enrollment or population will require a further amendment to the CUP.
8. Portable Classrooms - Placement of portable/modular classrooms on the subject property will require a CUP amendment or possibly a Master Plan (would then be considered a phased project).
9. CUP Expiration - Approval of the Conditional Use Permit amendment by City Council allows the applicant to submit an application for site plan review & permits. The permit must be issued within 2 years of approval of the CUP amendment or the Conditional Use Permit amendment will expire. However, upon written application filed 30 days prior to the expiration date, the Planning Official may extend the CUP amendment for one period of up to 1 year, providing good cause is shown.
10. Consistency - Unless amended by any conditions found herein or any modifications recommended by the MPB and approved by City Council, this project must operate and be developed only as described and conditioned...
CONDITIONS OF APPROVAL (REQUIRED)

within this report and in accordance with the attached site plan and any other plans or commitments provided in the application package. Any changes in the use of the site, the operation of the project, or the site plan as provided herein may require an amendment to the project and review by the MPB and City Council (see "Minor Modifications" condition below.) This approval is not transferable to another property. All other applicable state or federal permits must be obtained before commencing development.

11. Minor Modifications - Minor modifications to the project, including changes to the design and site plan reviewed by the MPB or City Council, may be approved by the Planning Official without further review by the MPB. Major changes will require additional review by the MPB.

Urban Design

1. SREF - In addition to the conditions listed below, all landscaping and site work must comply with 2012 State Requirements for Educational Facilities (SREF Rule 2012). In the event that there is a conflict between SREF Rule 2012 and the conditions below, SREF Rule 2012 shall rule. Where there are no conflicts, the stricter requirements shall apply.

2. A landscape area at least 10 ft. in width, to include a tree, must be provided in all interior parking rows; one (1) landscaped area must be located every ten (10) parking spaces in a row. Any existing parking lot landscape areas that are missing trees must have new trees installed.

3. The campus irrigation system must have a control system complying with LDC Section 60.231.

4. Any new playground areas must meet national standards for playground safety, and must be separated from vehicular use areas by appropriate fencing. Shade shelter above playgrounds is recommended.

5. If gaps or broken sections of sidewalk exist in the perimeter sidewalk system along the public rights-of-way, they must be completed and/or repaired.

6. Site lighting must comply with LDC Chapter 63, Part 2M.

7. Pedestrian crosswalks must be clearly marked.

Transportation Planning (no issues)

Transportation Impact Fees

1. Fees - Any new construction, change in use, addition, or redevelopment of a site or structure shall be subject to a review for Transportation Impact Fees. In this case, the existing office use is more intense than the proposed school use, so no (zero) transportation impact fees will be due.

2. Concurrency - All new construction, changes in use, additions or redevelopments are required to submit a Concurrency Management application as a part of the building plan review process. A Concurrency Management application is available on the City's website: http://www.cityoforlando.net/permits/forms/concurrency.htm.

The applicant shall comply with all applicable requirements of Chapter 59, the Concurrency Management Ordinance, to ensure that all public facilities and services are available concurrent with the proposed development. Approval of this application shall not be deemed to provide any vested rights.

Transportation Engineering

1. A 24-foot wide drive aisle connection from Technology Dr to Texas Ave shall be provided. The drive aisle shall be designed such that parallel parking can be added at a later stage of development.

2. The asphalt between the new driveway connection and the existing wall (blocking N. Texas Dr.) shall be removed and replaced with landscaping or a grass strip to prevent parking or standing. Additional signage prohibiting parking or standing shall also be installed at this location.

3. A clearer plan of the drop off/pick up and queue length lines for the parent loop will be required. This may necessitate adjustments to the site plan.

4. Provide a pedestrian circulation plan.

5. Provide (or identify on the site plan) a pedestrian connection from both N. John Young Pkwy. and Technology Dr.

Wastewater
REQUIRED CONDITIONS (CONTINUED)

A sewer capacity analysis shall be conducted to determine the impacts of the change of use from an office to a school use. See City of Orlando Sewer Service Policy and Growth Management Plan, Wastewater Element, for Level of Service (LOS) factors for use in the analysis. Contact Vince Genco (vince.genco@cityoforlando.net or David Breitrick david.breitrick@cityoforlando.net) with the Wastewater Division to schedule a pre-application meeting to discuss analysis to be prepared for review by the Wastewater Division.

Tree Removal and/or Encroachment (Parks)

For Tree Removals, contact Justin Garber, Parks Department at (407) 246-4047 or at justin.garber@cityoforlando.net for a tree removal permit before removing any 4 in. caliper or larger trees. For Tree Encroachments, a Tree Encroachment permit is needed prior to encroaching within 6 ft. of any existing 4 in. caliper or larger tree per LDC Section 60.211.

INFORMATIONAL COMMENTS

Engineering/Zoning (no comments/conditions)

OPD Public Safety Communications System

Distributed Antenna Systems (DAS): All buildings shall provide an adequate level of indoor coverage for public-safety radio service for the City of Orlando radio communications system, including but not limited to police, firefighters, and other emergency responders. A DAS system will also improve commercial cellular service for building occupants. The system will enable all first responders to communicate with dispatch and other field units. Inadequate coverage not only puts first responders at risk but also the citizens they are protecting.

Adequate indoor radio coverage shall include the following standards:

1) Inbound into the building: A minimum average in-building field strength of 10 dbm above the noise floor throughout ninety-five (95%) of the area on each floor of the building when transmitted from the city’s police dispatch center and the appropriate emergency service dispatch centers which are providing fire and emergency medical protection service to the building.

2) Outbound from the building: A minimum average outbound field strength of 10 dbm above the noise floor throughout ninety-five percent (95%) of the area on each floor of the building when transmitted from the field units portable radio to the appropriate emergency service dispatch centers which are providing fire and emergency medical protection service to the building.

3) The City’s Communications Unit with consideration of the appropriate police, fire and emergency medical department services shall determine the frequency range or ranges that must be supported. For the purpose of this section, adequate radio coverage shall constitute a successful communications test between the equipment in the building and the Communications Centers for all appropriate emergency service providers for the building.

4) If any part of the installed system or systems contains an electrically powered component, the system shall be capable of an independent battery or generator system for a period of at least twelve hours without external power input or maintenance. The battery system shall automatically charge in the presence of external power.

5) FCC authorization: All amplification equipment must be FCC Type Accepted.

6) Developments must comply with NFPA 72-2010 – National Fire alarm and Signaling Code, Public Safety In-Building Requirements, as it pertains to emergency communications systems (ECS), and their components.

If you have any questions regarding the requirements as listed above, it is suggested that you contact the OPD Radio Systems Administrator, Rebecca Gregory at 321.235.5314 or Rebecca.gregory@cityoforlando.net. The OPD Technical Review Committee representative, Audra Nordaby 407.246.2454, can also assist the applicant in contacting the Emergency Communication Representatives.
CONTACT INFORMATION

Land Development
Contact Jim Burnett at 407-246-3609 or at james.burnett@cityoforlando.net.

Urban Design/Community Development
Contact Ken Pelham, at 407-246-3235 or at kenneth.pelham@cityoforlando.net.

Transportation Planning
Contact John Rhoades at 407-246-2293 or at john.rhoades@cityoforlando.net.

Transportation Impact Fee
Contact Nancy Jurus-Ottini at 407-246-3529 or at nancy.jurus-ottini@cityoforlando.net.

Transportation Engineering
Contact Lauren Torres at 407-246-3220 or at lauren.torres@cityoforlando.net.

Permitting Services
Contact Keith Grayson at 407-246-3234 or at keith.grayson@cityoforlando.net.

Police
Contact Audra Nordaby at 407-246-2454 or at audra.nordaby@cityoforlando.net.

Parks
Contact Justin Garber at (407) 246-4047 or at justin.garber@cityoforlando.net.

Wastewater
Contact Vince Genco (vince.genco@cityoforlando.net) or David Breitrick (david.breitrick@cityoforlando.net).

REVIEW/APPROVAL PROCESS - NEXT STEPS

1. Minutes from the June 21, 2016 MPB meeting are scheduled for review and approval by City Council on Mon. July 25, 2016.

2. Permits may be submitted following the MPB meeting but cannot be issued until the City Council approves said MPB meeting minutes.