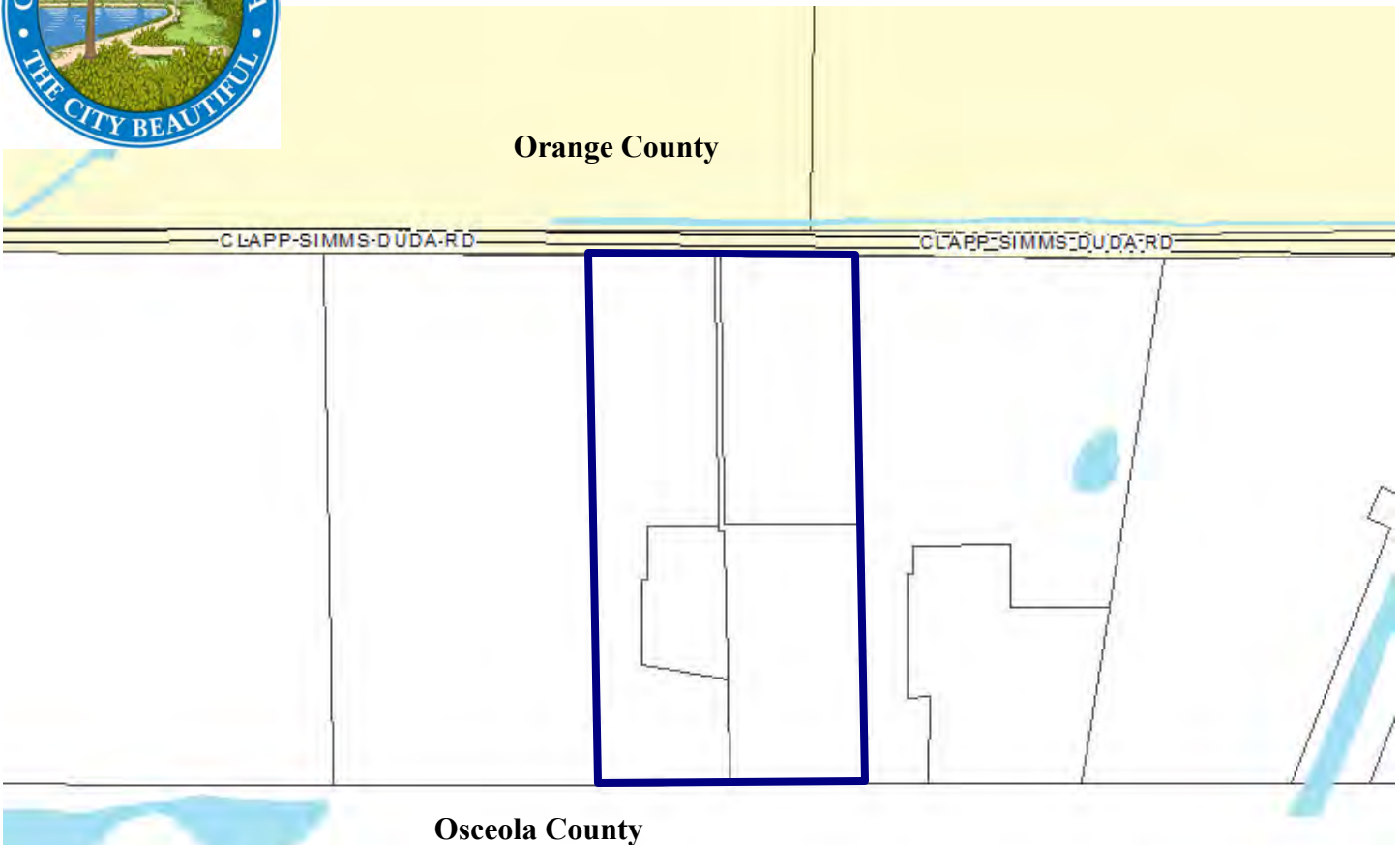




## SOUTHEASTERN OAKS TOWNHOMES



### Location Map



Subject Site

### SUMMARY

**Owner**

Charles & Kelly Mendenhall,  
Andrew & Josephine Fleming  
Valsamma Abraham

**Applicant**

Thomas Sullivan  
Gray Robinson Law Firm

**Project Planner**

Colandra Jones

Revised Post SETDRC

**Updated:** June 4, 2014

**Property Location:** The subject property is located east of Narcoossee Road, south of Clapp Simms Duda Road, north of the Osceola County line and west of Split Oak Forest (±20.1 acres, District 1).

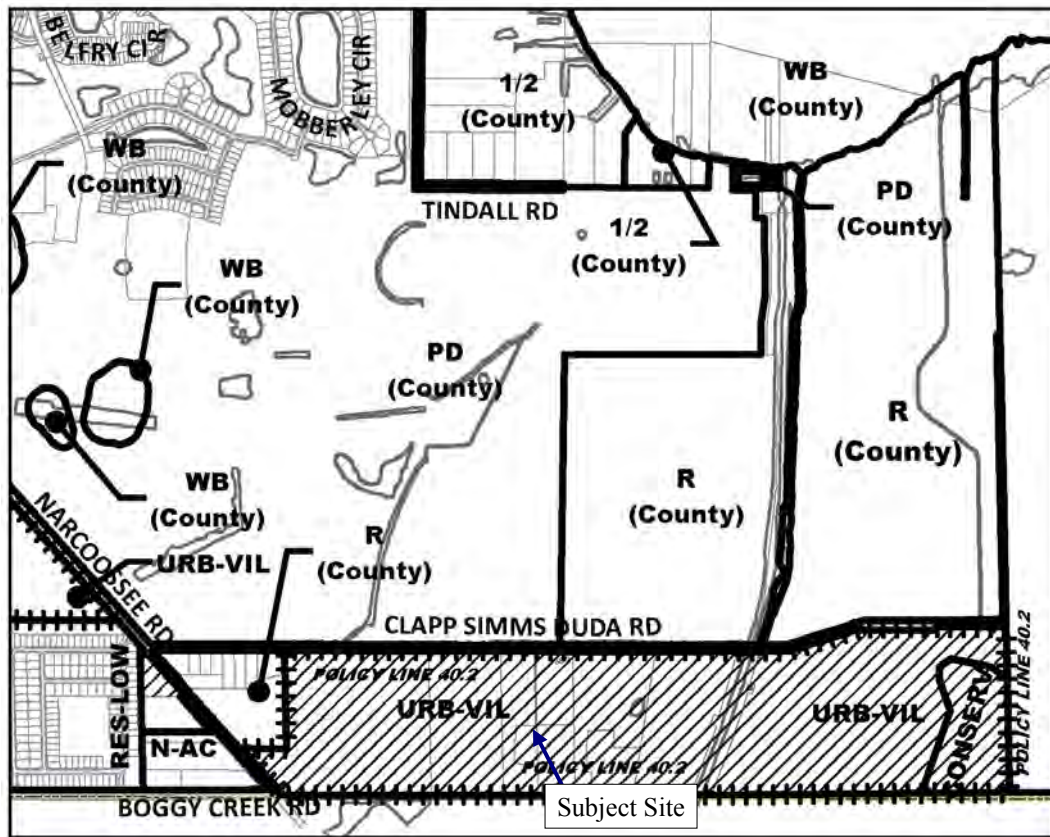
**Applicant's Request:**

Specific Parcel Master Plan (SPMP) approval for the Southeastern Oaks Townhome residential development. The project is comprised of 140 residential units.

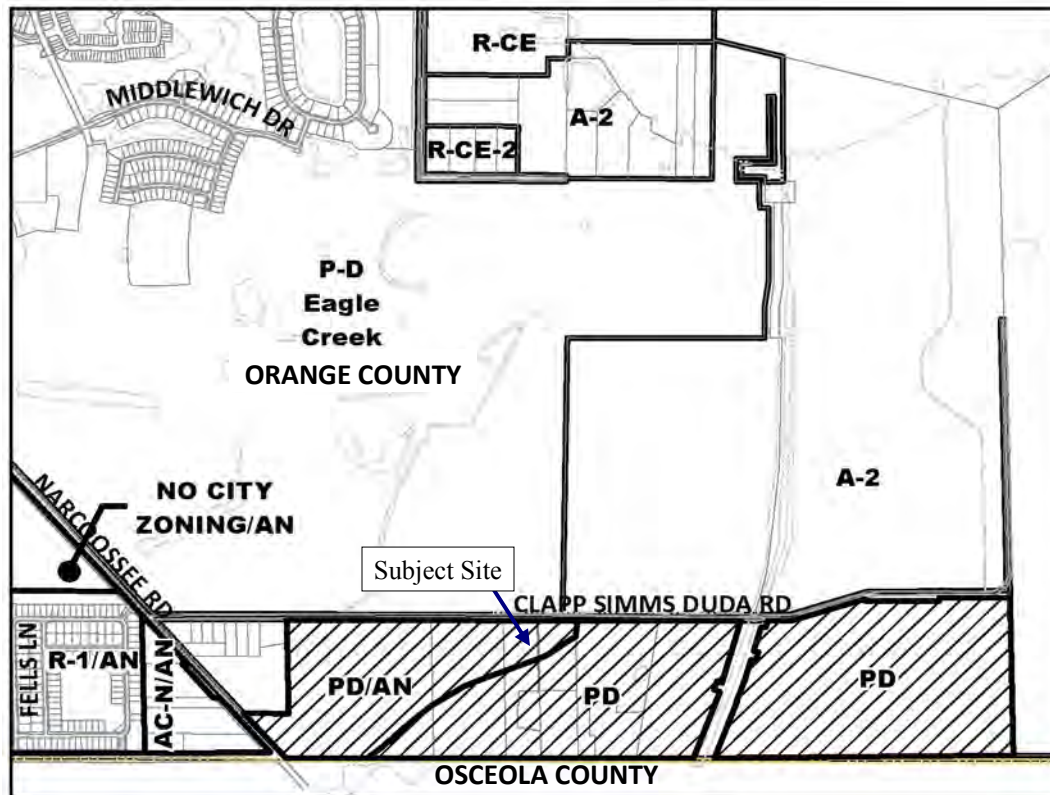
**Staff's Recommendation:**

Approval of the request, subject to the conditions in this report.

# FUTURE LAND USE MAP



# ZONING MAP



# PROJECT ANALYSIS

## Project Description

The subject site, which was recently annexed into the City of Orlando, is generally located east of Narcoossee Road, south of Clapp Simms Duda Road and north of the Osceola County line and is approximately 20.1 acres in size. The site is designated Urban Village on the Official Future Land Use Map and will have a zoning of PD and PD/AN. The site is within the Southeastern Oaks PD and is designated as “Residential Neighborhood” on the PD Development Plan.

This SPMP and preliminary plat depicts the development of the Southeastern Oaks Townhomes which is comprised of 140 multi-family dwelling units with an amenity area for the residents. The SPMP depict buildings with six units and eight units. The applicant is also proposing that this community be gated.

## Previous Actions:

- August 20, 2013—The Municipal Planning Board (MPB) approved the annexation (ANX2013-00008) of 210 acres, the GMP amendments to assign the Urban Village and Conservation future land use designations (GMP2013-00016) and add Subarea Policy S.40.2 to the property (GMP2013-00017) and initial zoning of PD and PD/AN (ZON2013-00019) for the Southeastern Oaks property.
- November 25, 2013—The annexation was adopted by the City Council.
- March 17, 2014 —The Growth Management Plan Amendments was adopted by the City Council. The GMP amendments will be effective on April 17, 2014.
- March 31, 2014—The first reading of the PD ordinance was approved by the City Council.
- April 10, 2014—The Southeast Town Design Review Committee approved the Southeastern Oaks Phase 2 SPMP which is comprised of 122 single family residential units.

## Upcoming Actions:

The School Board is scheduled to adopt the Capacity Enhancement Agreement on May 13, 2014, which will allow the second reading of the PD ordinance to go before the City Council on June 2, 2014.

## Major Subdivision:

According to Section 65.425 of the Land Development Code, *“The purpose of the Major plat review process is to ensure compliance with the City’s Land Development Code and the City’s Comprehensive Growth Management Plan. This process also provides for a complete review of technical data and preliminary construction and engineering drawings for proposed subdivisions that are not eligible for a waiver of the platting requirements and that require construction of streets or public improvements. The review includes evaluation of potential impacts on both the site and surrounding areas, and resolution of planning, engineering, and other technical issues so that development may proceed.”*

## Project Context

The subject property is located within the Southeastern Oaks, a community located in the southeast section of Orlando. The property is currently vacant and is designated as “Residential Neighborhood” in the PD Development Plan. The surrounding future land uses and zonings is depicted in the table below. The proposed residential development would be compatible with the surrounding existing and planned residential uses.

Table 1—Project Context			
	Future Land Use	Zoning	Surrounding Use
North	Planned Development & Rural/Agricultural (Orange County)	PD & A-2 (Orange County)	Vacant Land (Eagle Creek PD)
East	Urban Village	PD	Vacant Land (Southeastern Oaks Phase 2)
South	Low Density Residential (Osceola County)	PD (Osceola County)	Lake Ajay Residential Neighborhood
West	Urban Village	PD & PD/AN	Vacant Land (Southeastern Oaks Village Center)

## Conformance with the GMP

The proposed SPMP is consistent with the GMP Policies related to the Southeast Orlando Sector Plan, including Future Land Use

Element Policy 2.4.4 (Urban Village policy), Subarea Policy S.40.2, along with Goal 4 and its associated goals, objectives and policies.

#### Conformance with the LDC— Southeastern Oaks PD

According to the Southeastern Oaks PD, the Traditional Design standards provided in the LDC Chapter 68 are required if residential development is equal to or greater than 3 du/gross acre. This proposed development (140 du on 20.1 acres = 6.9 du/ac) is greater than 3 du and is subject to the Traditional Design standards.

In order to be consistent with the Southeast Orlando Sector Plan, applications must be reviewed for compliance with LDC Chapter 68, which lays out the detailed development guidelines and standards for the Southeast Plan area. The proposed development is categorized as “Residential Neighborhood” in the Southeastern Oaks PD. According to LDC Section 68.200 (b) (1), Residential Neighborhood is described as such: *“The majority of housing in the Southeast Plan area shall be located in Residential Neighborhoods. These medium and low density areas shall be scaled to the needs of pedestrians, with local destinations, such as Centers, schools, and community parks, within walking distance.”*

#### Development Standards

Section 68.205 outlines the guidelines that applies to Residential Neighborhoods. The various components consist of Residential Neighborhood Structure, Location and Density, Housing Diversity, Housing Design and Orientation, Parks, Schools, Street Configuration, Street Design, Edges, Natural Features, and Phasing. The Land Use Guidelines for the Southeast Plan states that neighborhoods will be scaled to the pedestrian, and that neighborhoods shall have a maximum density of 12 dwelling units per gross acre, contain a mixture of residential housing types, and shall focus on a centrally located neighborhood center and/or school. Figure 68-E of the Southeast Plan summarizes approximate lot sizes and densities for a variety of housing types. The summary chart below outlines the townhomes and the proposed amount in this development. The plan depicts 2,400 sq. foot per townhome. According to the Southeast Orlando Sector Plan Figure 68-E Housing Types, the proposed lot types meet the residential building standards.

<b>Table 2—Townhomes Building Summary</b>		
<b>Building Type</b>	<b>Number of Lots</b>	<b>Corresponding Housing Type from Figure 68-E</b>
6 units	84	Townhome (1,500—3,000 sq. ft.)
8 units	56	Townhome (1,500—3,000 sq. ft.)
<b>Total</b>	<b>140</b>	

Part 3 of the Southeast Orlando Sector Plan describes the residential building standards. Section 68.301 requires a mix of housing types within residential neighborhoods. Housing types may vary by lot size and form. These criteria are intended to insure that homes integrate well with each other and share designs which make neighborhood streets safe and enjoyable to walk along. Lot sizes and patterns within a neighborhood shall be varied to avoid monotonous streetscapes and provide a diverse range of housing types. The Southeast Sector Plan requires a developer that has more than 15 acres to provide at least 3 housing types. Housing types are defined in Figure 68-E of the LDC. Even though this particular proposal only depicts one housing type (Townhomes), the overall PD will propose 3 housing types (Single Family Standard Lot, Single Family Large Lot and Townhomes).

Section 2, Part 2 of the Southeastern Oaks PD describes the residential building standards. It provides guidelines for typical development standards for residential uses. The SPMP process is intended to establish the actual dimensions for each lot and product type. Below is the table, as it pertains to the proposed development, that outlines the typical development standards for townhomes as stated in the PD.

<b>Table 3—PD Typical Residential Development Standards</b>								
	<b>Product Type</b>	<b>Minimum Lot Width</b>	<b>Minimum Lot Depth</b>	<b>Front Yard Setback</b>	<b>Rear Yard Setback</b>	<b>Side Yard Setback</b>	<b>Street Side Yard Setback</b>	<b>Maximum Building Height</b>
PD Standard	Townhome	20 ft.	100 ft.	16 ft.	5 ft. or greater than 16 ft	0 ft.	15 ft.	2 stories
Proposed SPMP	Townhome	24 ft.	100 ft.	17 ft.	6 ft.	0 ft.	10 ft.*	2 stories

\*Revision Required

*Building Height*

In the Southeast Sector Plan, height is limited by the number of stories. According to the Southeastern Oaks PD, “Residential Neighborhood” allows for a height limit of 2 stories. The proposed plan does indicate the height limit of 2 stories for the homes, therefore it meets the building height requirement.

*Impervious Surface Ratio (ISR)*

The PD development plan allows a maximum ISR of 0.85 for townhomes. The applicant has not specified in the development plan the ISR. The proposed development shall not exceed the maximum ISR allow by the PD of 0.85.

*Front Yard Setback*

The PD development plan requires a front yard setback of 16 feet. However, the PD has a provision for an alternative front yard setback. It states, “An alternative setback, not less than 11 feet, may be proposed in an SPMP for townhomes that are not across the street from, and do not share a block face with, single family units.” This proposal is eligible for this alternative standard. The SPMP depicts a 17 foot front yard setback.

*Rear Yard Setback*

The PD development plan requires a rear yard setback of 5 feet or greater than 16 feet. The SPMP depicts a 6 foot rear yard setback from the principal building to the edge of the driveway. From principal building to property line is 12 feet, which includes the center line of the alley.

*Side Yard Setback*

The side yard setback requirement for this lot type is 0 feet with the minimum side yard setback for townhome end units being 5 feet. The SPMP depicts the interior end units with a building separation of 10 feet. This exceeds the PD requirements for interior end units.

*Street Side Yard Setback*

According to the PD, the street side yard setback is required to be 15 feet. However, the SPMP depicts a street side yard setback of 10 feet. The SPMP shall be revised to meet the PD requirement of 15 feet for the street side yard setback.

*Gated Subdivision*

The applicant is requesting the project to be gated. In general, gated entryways are prohibited in the City. However, Section 68.205 (g) of the LDC provides an exception to this standard. This section states, “In general, gated communities shall not be permitted unless the site is either surrounded by wetlands on only three sides or is a pocket of land within a street system that does not connect through some type of mixed use center.” The project is within a street system that does not connect through some type of mixed use center. Therefore the gated entry is permitted.

*Landscaping*

The applicant submitted a landscape plan with this application. The landscape plan can be found on pages 17 and 18. The landscape plan shall be developed in accordance with Chapter 60 Part 2 of the LDC. Individual lots will be reviewed at the time of building permit submittal. Street trees adjacent to townhome lots may be installed concurrent with the home’s landscaping. Street trees adjacent to common areas shall be installed concurrent with the infrastructure.

*Community Amenities*

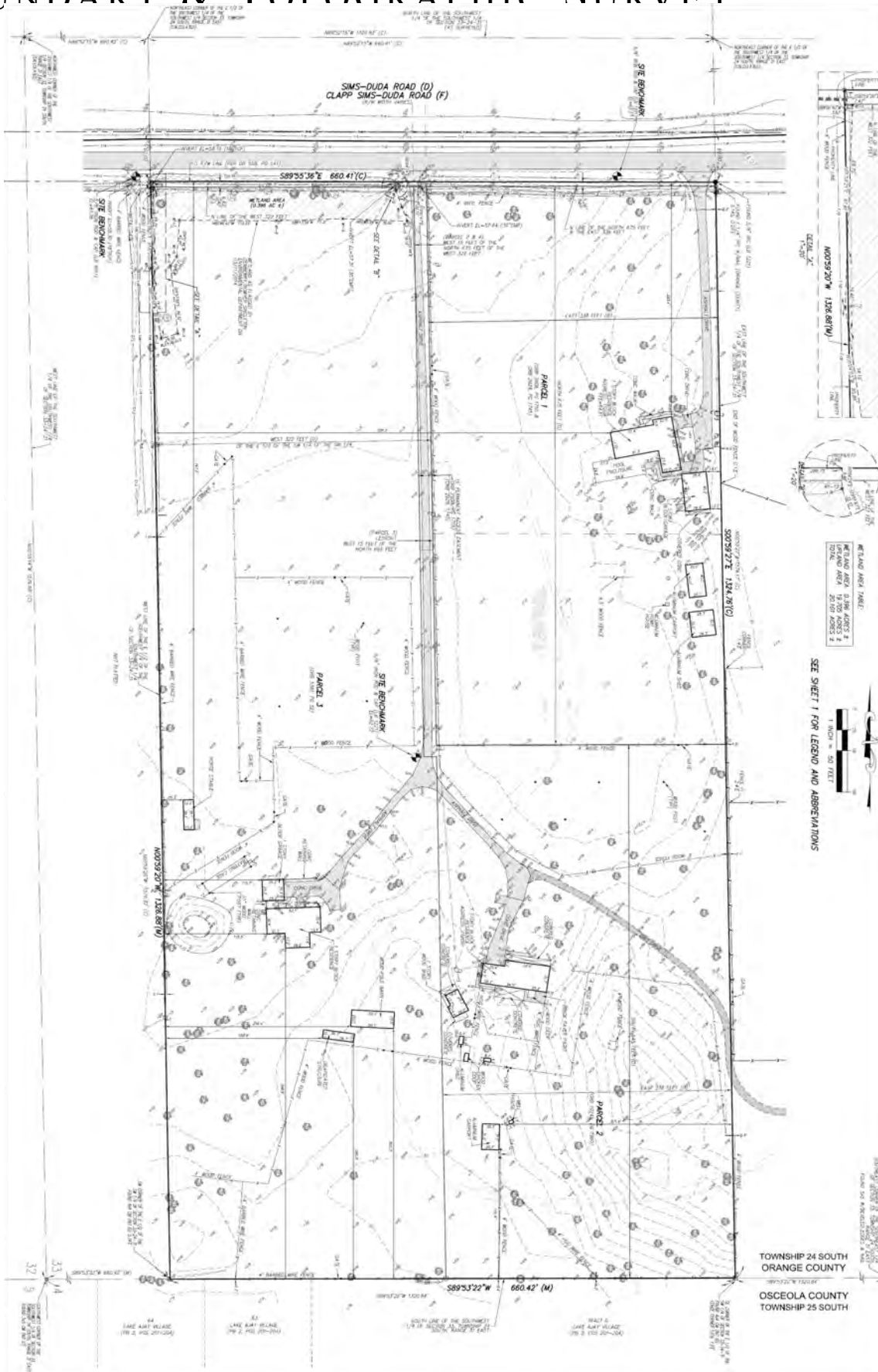
The Southeastern Oaks PD requires a total of 2.35 acres of park land and 1.35 acres of open space for the residential units. The townhome project depicts an amenity area that is 0.48 acres that is inside the gated portion of the community. The PD requires that parks be open to the public. The entire Southeastern Oaks project is planned to have a 4 acre linear park with a multi-purpose path that extends from the western edge of the townhome site to the eastern property boundary of Phase 1. Therefore, this linear park satisfies the PD requirement for park space.



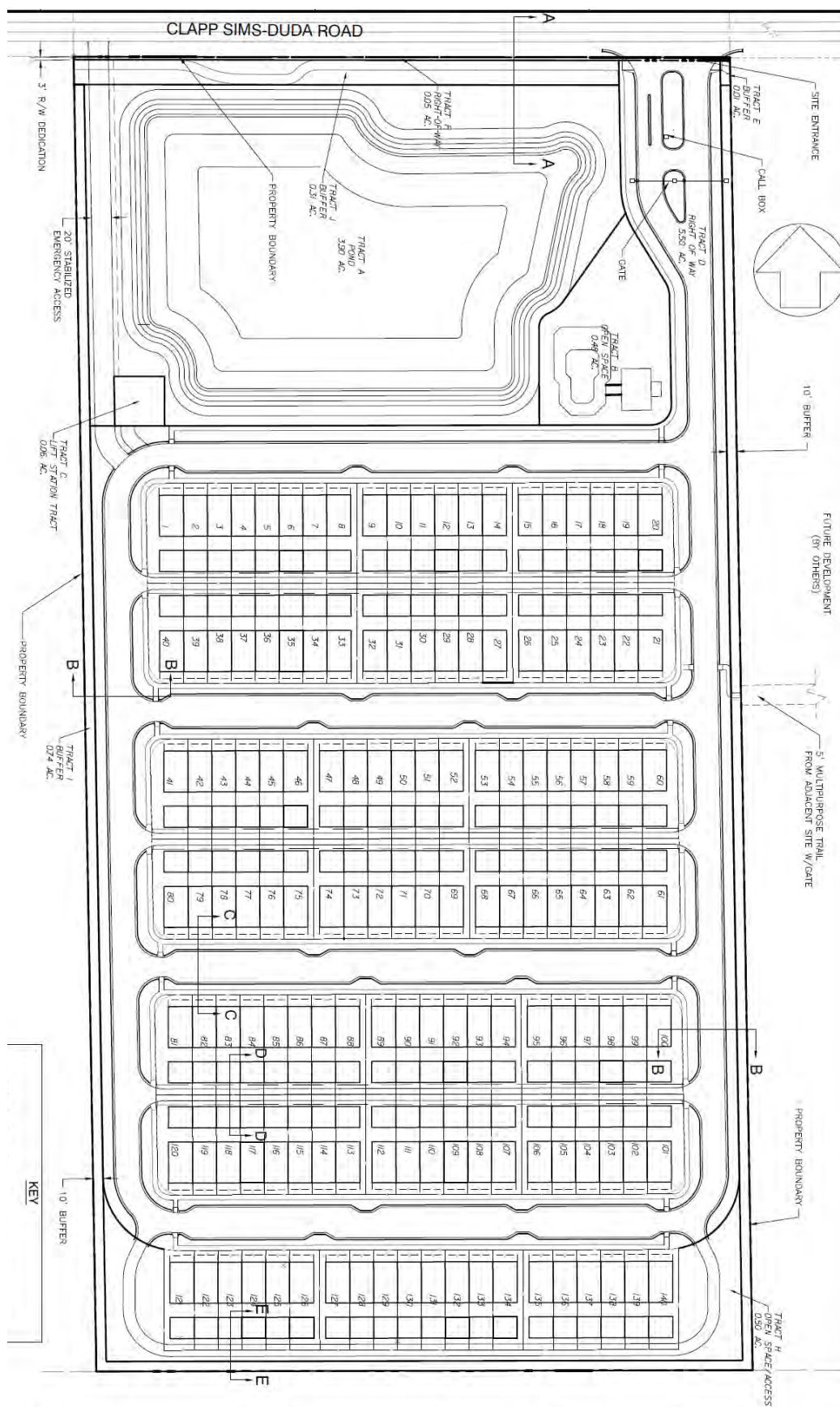
# AERIAL PHOTO



# BOUNDARY & TOPOGRAPHIC SURVEY

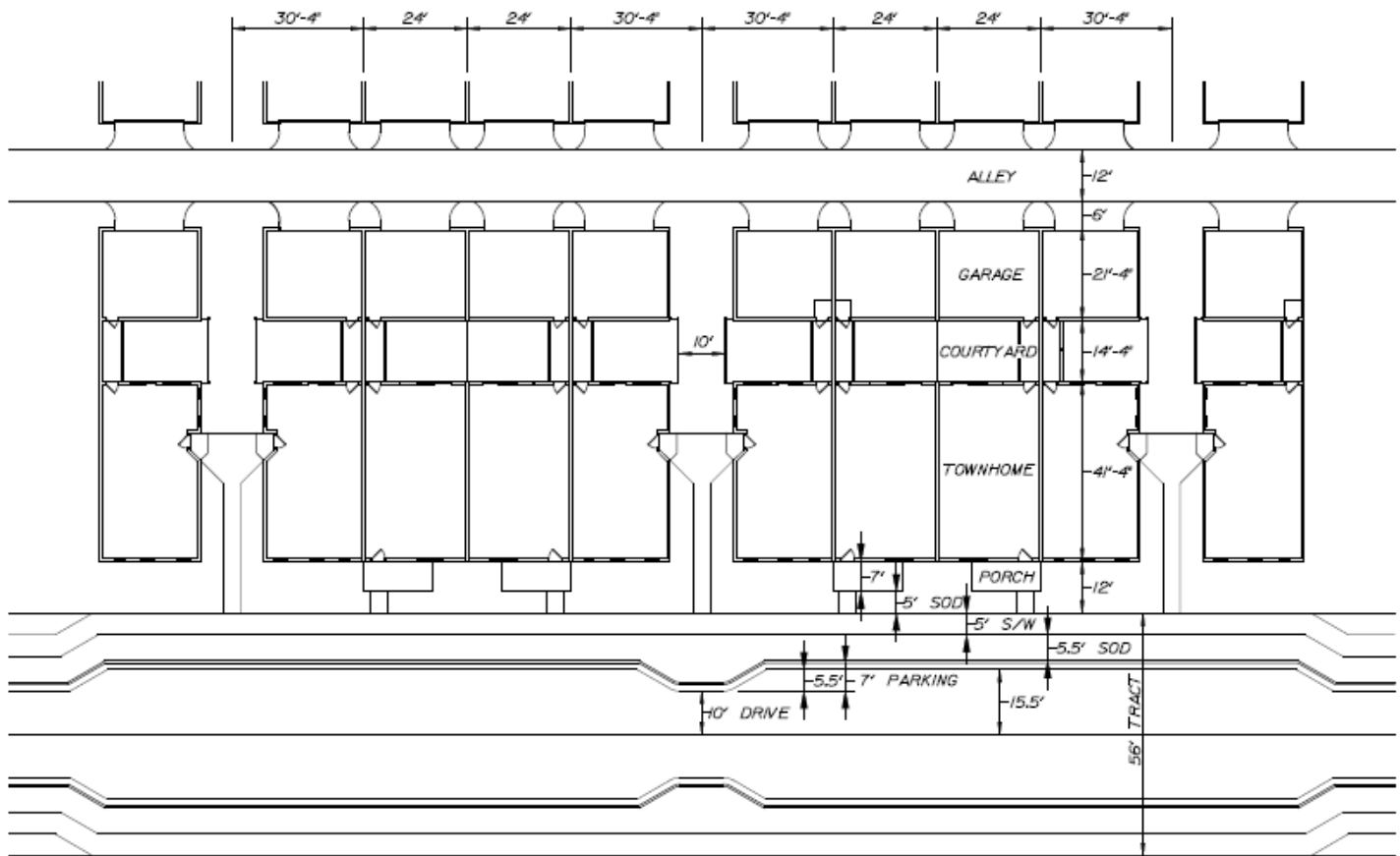








# DEVELOPMENT PLAN TOWNHOME DETAIL



TYPICAL TOWNHOME DETAIL

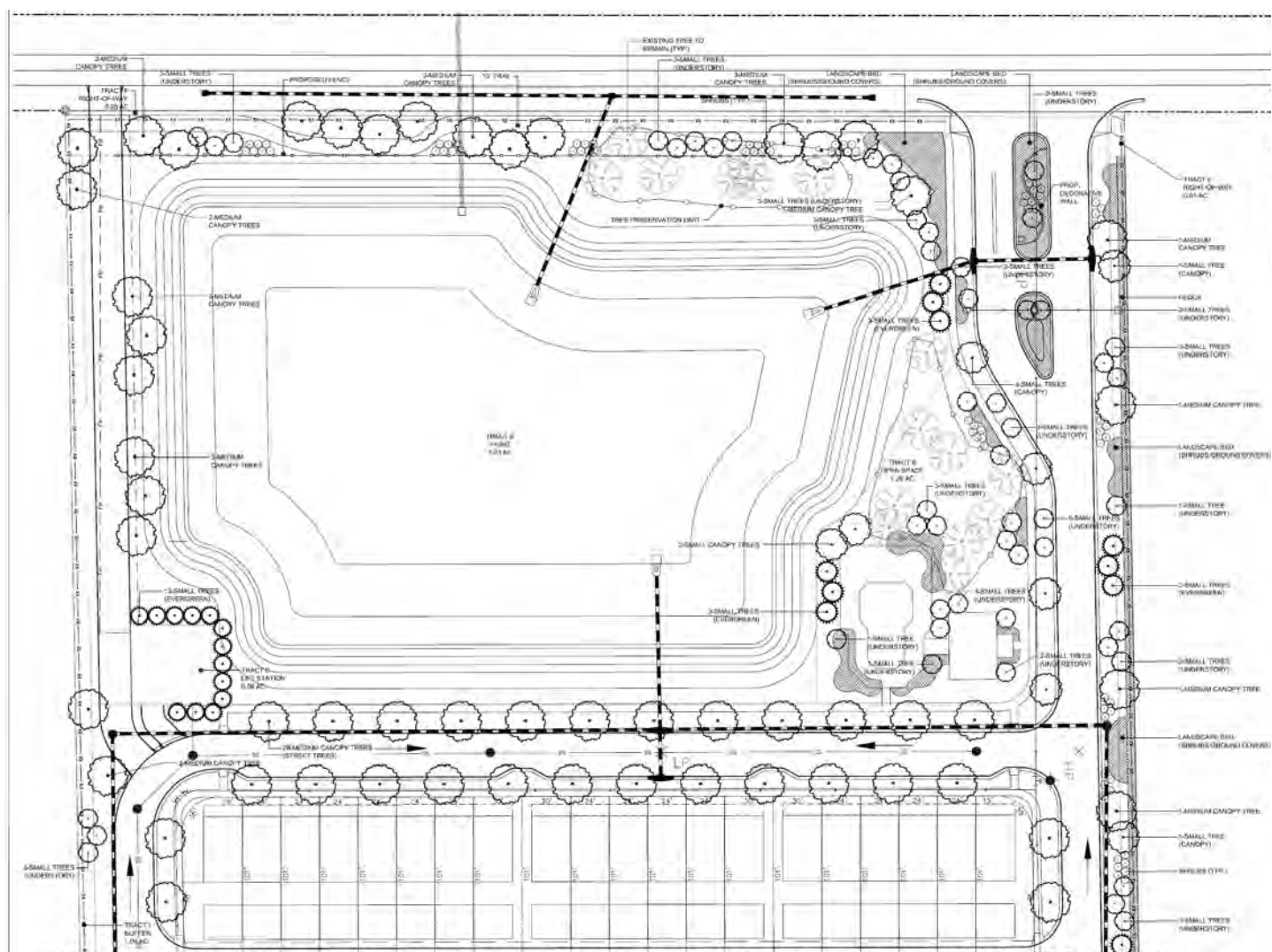
ELEVATIONS





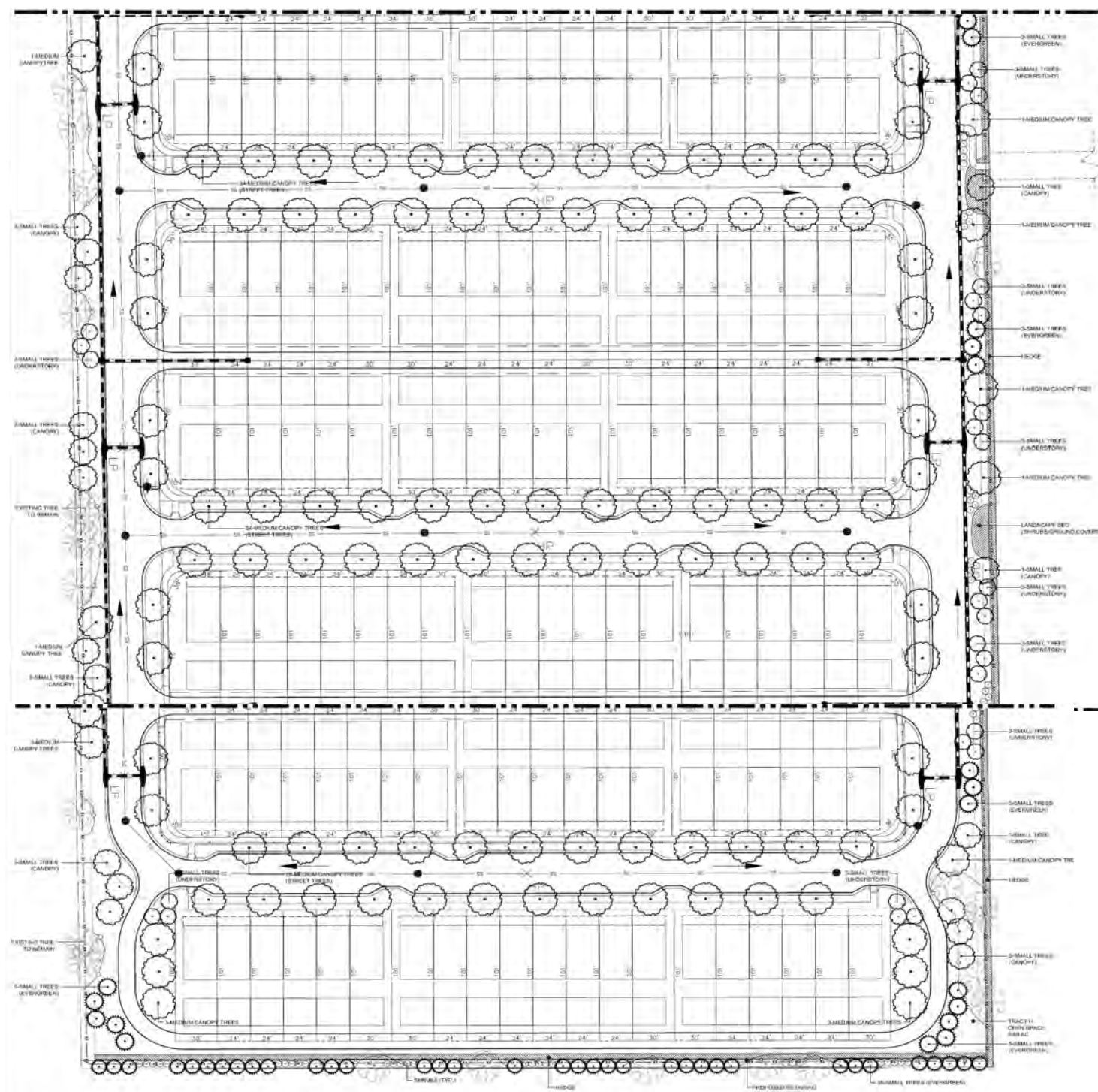
# ELEVATIONS



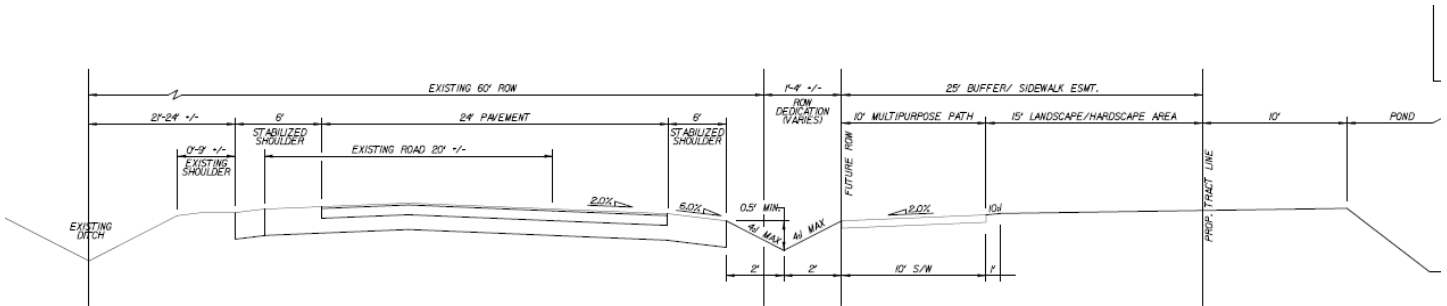




## LANDSCAPE PLAN

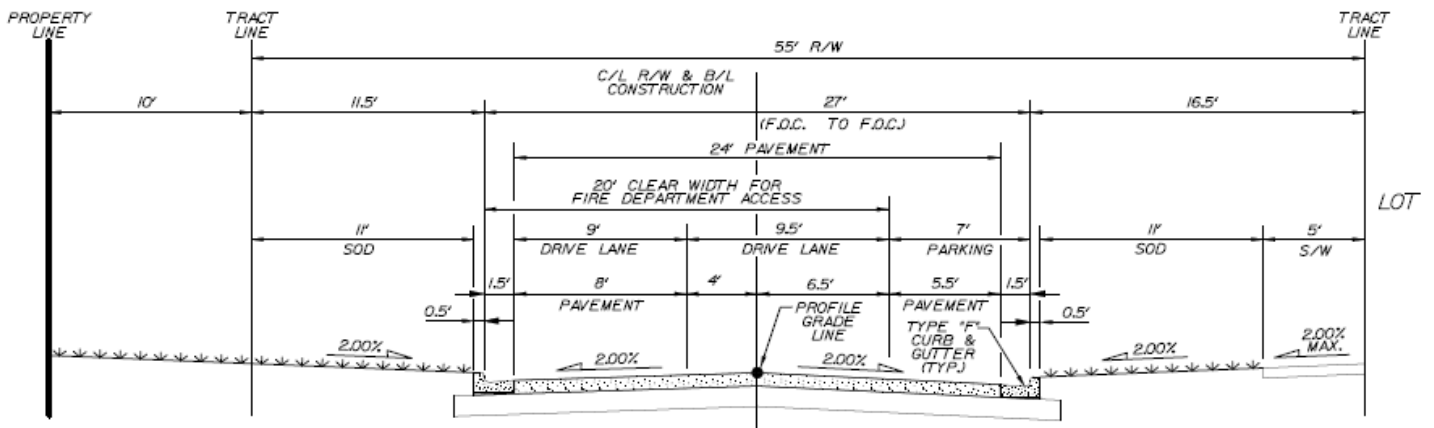


# ROAD CROSS SECTIONS

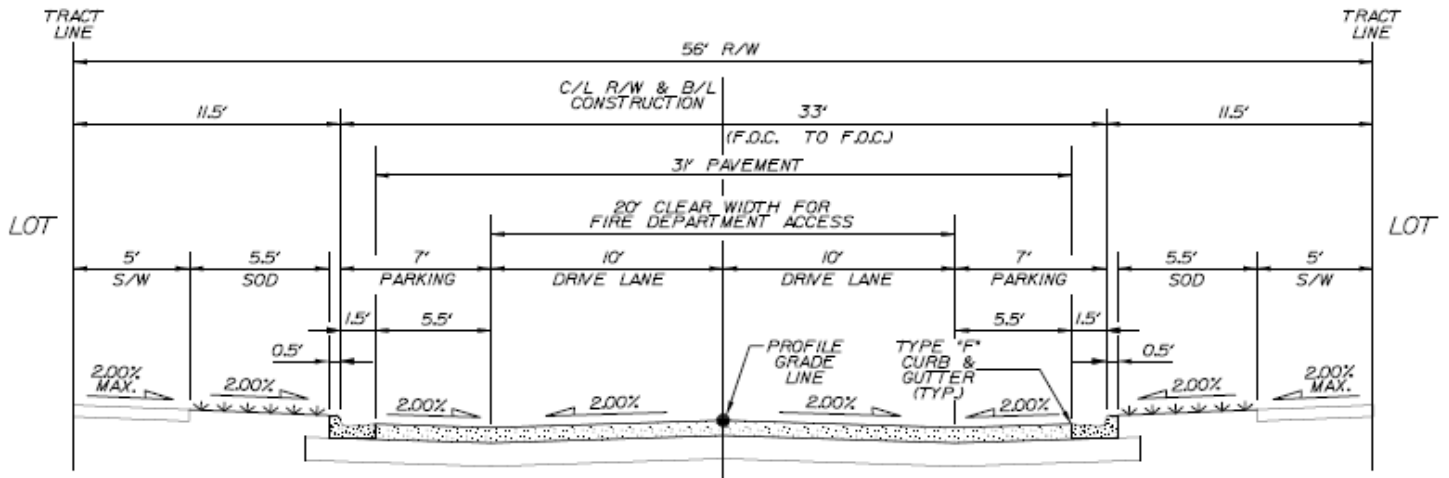


Clapp Simms Duda Road

SECTION A-A

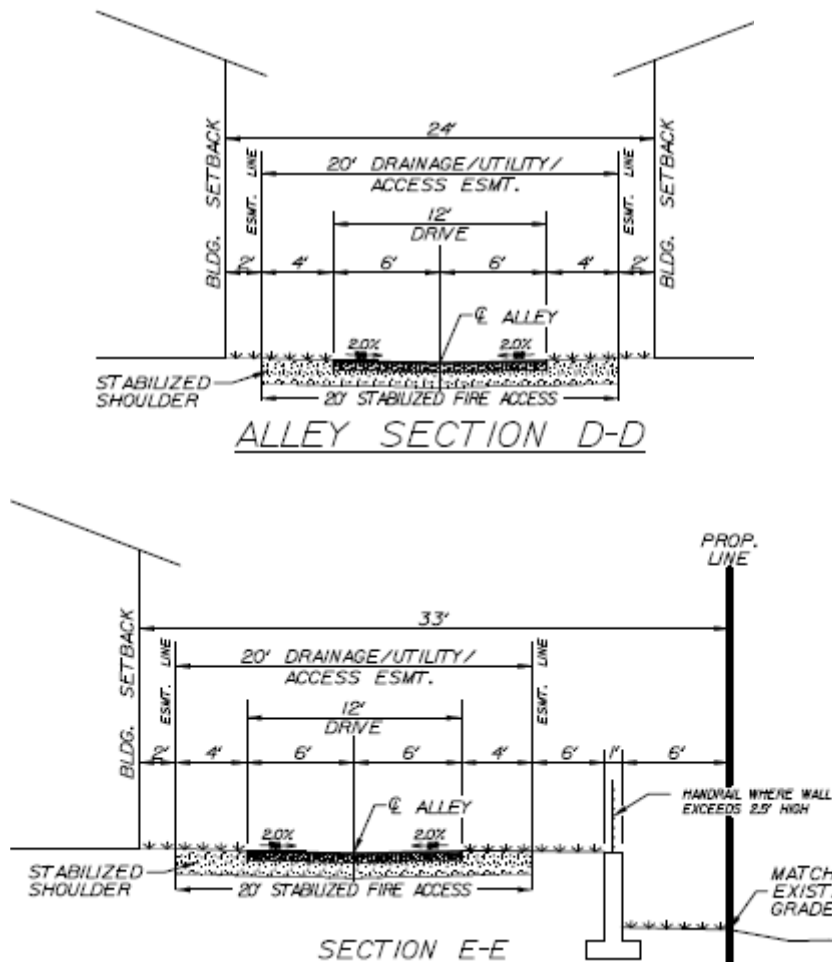


TYPICAL 55' TRACT. - SECTION B-B



TYPICAL 56' TRACT. - SECTION C-C

# ROAD CROSS SECTIONS



## FINDINGS

Subject to the conditions contained herein, the proposal is consistent with the requirements for approval of the proposed Specific Parcel Master Plan applications contained in Section 65.336 and with the requirements for approval for Major Subdivision applications contained in Section 65.432 of the Land Development Code (LDC):

1. The proposal is consistent with the State Comprehensive Plan (Chapter 187, Florida Statutes).
2. The proposal is consistent with the East Central Florida Strategic Policy Plan.
3. The proposal is consistent with the provisions of Chapter 163, Part II, Florida Statutes.
4. The proposal is consistent with the objectives and policies of the City's adopted Growth Management Plan (GMP); particularly, Future Land Use Policy 2.4.4, Figure LU-1, Goal 4 and its associated objectives, policies, and figures.
5. The proposal is consistent with and implements the Southeast Orlando Sector Plan, including Chapter 68 of the Land Development Code.
6. The proposal is consistent with the requirements of the Southeastern Oaks PD, as approved on first reading by City Council on March 31, 2014.
7. The proposal is compatible with the surrounding development and neighborhood pattern.
8. The proposal will not result in demands on public facilities and services that exceed the capacity of such facilities and services since it is subject to Chapter 59 of the City Code, the Concurrency Management Ordinance.

Staff recommends approval of the Specific Parcel Master Plan subject to the conditions on the following pages:

# CONDITIONS OF APPROVAL

## City Planning

### 1. *PD EFFECTIVE DATE*

No building permit shall be issued prior to the adoption and the effective date of the Southeastern Oaks PD.

### 2. *SUBJECT TO CODES –ZONING*

Except as provided herein, the development is subject to all codes and ordinances of the State of Florida, City of Orlando, and all other applicable regulatory agencies.

### 3. *DEVELOPMENT REQUIREMENTS*

Except as modified herein, the project shall be developed in accordance with the requirements of the Growth Management Plan, Chapter 68 of the Land Development Code, the Southeastern Oaks PD, and any other pertinent provisions of the Conventional LDC. In particular, the traditional design standards of LDC Chapter 68 apply to this SPMP, except as modified by these conditions of approval and the PD.

### 4. *APPROVAL*

Approval of the Specific Parcel Master Plan by City Council shall grant the applicant authority to submit an application for site plan/master plan review for a building permit. The application must be submitted within thirty-six (36) months of approval of the Specific Parcel Master Plan (by the City Council) or the Master Plan shall expire. However, upon written application filed 30 days prior to the expiration date, the Planning Official may renew the Master Plan for one period of up to 12 months providing good cause is shown.

### 5. *REQUIREMENT*

The applicant is required to provide a revised submittal that meets the conditions of approval within 90 days of City Council approval of this SPMP.

### 6. *SETBACKS*

Street Side Yard Setback—The applicant shall revise the plan shall to depict the required 15 feet street side yard setback.

### 7. *IMPERVIOUS SURFACE RATIO (ISR)*

The ISR shall not exceed the maximum allowed of 85%.

### 8. *GATED SUBDIVISION*

Per LDC Section 68.205(g), gated streets are permitted due to the provision that the site is within a street system that does not connect through some type of mixed use center.

### 9. *RECORDING OF THE FINAL PLAT*

The final major plat shall be reviewed by City Planning to determine if all conditions are met prior to the recording of the plat.

### 10. *CONSTRUCTION PLANS*

The applicant may choose to submit final plat and construction plans to the Permitting Services Division immediately following approval of this SPMP by the SETDRC. However, the applicant should be aware that if the case is appealed or the PD is not approved by the City Council, the property owner risks not being able to move ahead with the project. After the PD ordinance is effective, the plat can be recorded and construction permits can be issued.

### 11. *LANDSCAPING*

The landscape plan shall be developed in accordance with Chapter 60 Part 2 of the LDC. Individual lots will be reviewed at the time of building permit submittal. Street trees adjacent to townhome lots may be installed concurrent with the home's landscaping. Street trees adjacent to common areas shall be installed concurrent with the infrastructure.

### 12. *HOUSING MODEL VARIETY*

LDC Section 68.302 requires each development of 100 or more homes to provide at least 4 models with 3 elevations each. Given that the units are attached, this project shall include at least 3 sets of building elevations, which are subject to Appearance Review. The models shown on pages 10 & 11 were submitted after the SETDRC meeting and meet this requirement.

### 13. *FRONT ENTRIES*

LDC Section 68.303(c) requires front doors to face the street. This SPMP approves alternative development standards that will allow the interior end units and corner unite to have a front door facing the side.



# CONDITIONS OF APPROVAL

## City Planning (cont.)

### 14. PEDESTRIAN ACCESS

The landscaping and hardscape plan shall be revised to show the pedestrian gate connection consistent with the Phase 2 approval.

### 15. SCHOOL CAPACITY AND CONCURRENCY

This project is part of Capacity Enhancement Agreement #ORL-13-006. The applicant is required to contact OCPS to determine if a separate concurrency agreement is required. Prior to recording the final plat, the applicant shall submit a letter of authorization form OCPS. This letter ensures that the project is in compliance with the terms of the project's OCPS agreement(s).

### 16. CONNECTIVITY INDEX

This project is not required to meet the minimum connectivity index because the agreement with Orange County does not allow additional streets to connect to Clapp Simms Duda Road.

## Transportation Planning

### 1. MOBILITY MANAGEMENT

The proposed development project is located within Mobility Area C and is expected to generate more than 40 daily trips. The Owner/Applicant shall comply with the Mobility Management Requirements of Orlando City Code, Chapter 59, Part 2, Section 59.209. The Owner/Applicant shall submit a completed Request for Mobility Management Determination at the time of building permit application.

### 2. ACCESS 30+ UNITS

The Orlando Land Development Code (LDC), Section 60.124, requires that subdivisions containing more than 30 dwelling units shall provide a minimum of 2 connections to the surrounding street system, and where possible shall be interconnected with adjacent residential development. The City Transportation Engineer shall be authorized to waive this requirement where technically impractical. Documentation of such a waiver shall be attached to all sets of engineering plans submitted for approval for this subdivision.

### 3. TRAIL DESIGN

The trail that is shown on the adjacent property to the west shall connect to the townhome property with a curb ramp to allow bikes to return to on-street traffic. As required by the PD, the trail shall be complete prior to issuing a certificate of occupancy for any of the homes.

### 4. ALLEYS

Alleys will have an inverted crown.

## Transportation Engineering

### 1. REQUIREMENTS

- On-street parking width shall be 7' wide.
- All alley cross sections must provide sufficient pavement width for fire apparatus and solid waste vehicles.
- Additional emergency access is required for the development.
- All interior roads shall be private and labeled as such.
- A 42 inch to 72 inch high metal picket fence will be required at southern alley due to the change in grade elevations.
- A minimum 10' wide drive aisle on local streets is required; gutter cannot be counted in this width.
- Provide on plat that interior roads will be private.
- Interior road cross sections may need to be adjusted based on Fire Department requirements. An Auto-Turn exhibit will be required that depicts fire apparatus will have the ability to access detached garages at the south end of the project.
- Alleys will have an inverted crown.

# INFORMATIONAL COMMENTS

## Engineering/Zoning (MPL2014-00013)

### 1. SIGNS-LDC

See Chapter 64 Orlando Land Development Code for sign requirements and regulations. Separate permit applications are required for signs.

# INFORMATIONAL COMMENTS

## Engineering/Zoning (MPL2014-00013) (cont.)

### 2. CONCURRENCY

All new construction, change in use, additions, or redevelopments are required to submit a Concurrency Management application as a part of the building plan review process.

### 3. ENGINEERING STANDARDS MANUAL

The City Council Adopted the Engineering Standards Manual (ESM), Fourth Edition on March 9, 2009. All plans must conform to the ESM and all construction must be accomplished in accordance to the ESM.

### 4. SEWER-ORANGE COUNTY

Per the Orlando-Orange County Wastewater Territorial Agreement the subject property is located within Orange County's territorial service area. The site will be serviced by Orange County Public Utilities, prior to issuance of building permits the owner/developer must provide an invoice or payment receipt from Orange County Public Utilities for payment of sewer fees.

### 5. SEWER-FDEP

This project requires a Florida Department of Environmental Protection (FDEP) permit for the sanitary sewer collection system, a copy of the permit must be provide to the Office of Permitting Services prior to issuance of an Engineering Permit. At the time of FDEP permit submittal to the Office of Permitting Services, the following is required:

1. Permit Application - signed/sealed by the owner. This Office will complete page 10 of 11 when the construction plans are approved.
2. Construction Plans - four sets, signed/sealed by the engineer. The plans are to include the on-site and off-site sewer design together with the City's details. If a lift station is part of the sewer design, the engineer is to submit the shop drawings for the lift station (private or public).

The construction plans are reviewed by the City of Orlando's Waste Water Bureau and returned to the Office of Permitting Services when approved. This Office will contact the engineer to pick up the application and two sets of the approved plans or the transport to FDEP. The remaining sets will be retained by the Office for distribution. Reminder: PLEASE ALLOW 3-4 WEEKS FOR THIS PROCESS

### 6. STORM-NPDES

Construction activities including clearing, grading and excavating activities shall obtain an Environmental Protection Agency (EPA) National Pollution Discharge Elimination System (NPDES) permit, except: Operations that result in the disturbance of one acre total land area which are not part of a larger common plan of development or sale.

### 7. STORM-WATER MANAGEMENT DISTRICT

The owner/developer is required to design and construct an on-site storm water system in accordance with the Orlando Urban Storm Water Management Manual and the approved Master Drainage Plan. Approval from South Florida Water Management District is required. The system is to be privately owned and maintained.

### 8. STORM-FEMA

In accordance with Federal Emergency Management Act (FEMA) requirements, a letter of map revision is required by the owner or engineer.

### 9. STORM-FLOODPLAIN

This project is in the 100 year Floodplain. The owner/developer is required to provide compensating storage, positive legal out-fall in accordance with Orlando Urban Storm Water Management Manual (OUSWMM) 2nd edition.

### 10. FLOODPLAIN

This site is located within a floodplain. The finished floor elevation must be one (1) foot above the 100' flood elevation.

### 11. PLAT

This property is required to plat in accordance with Section 65.401 of the City's Land Development Code prior to the issuance of building permits.

## Engineering/Zoning (SUB2014-00022)

### 1. SIDEWALK

As per Section 61.225 of the Land Development Code, a minimum 5 foot wide concrete sidewalk is required along all dedicated rights-of-way. Any existing sidewalk damaged or broken is to be repaired.

# INFORMATIONAL COMMENTS

## Engineering/Zoning (SUB2014-00022) (cont.)

### 2. CONCURRENCY MANAGEMENT/PLAT

The final recorded plat shall contain the following note: "Development on the property depicted on this plat is subject to the requirements of Chapter 59, the Concurrency Management Ordinance of the City of Orlando, which governs the City's ability to issue building permits on this property. Approval of this application shall not be deemed to provide any vested rights, except as to those matters depicted hereon, that are consistent with the requirements of Chapter 177, Florida Statutes, or were required by the City of Orlando as a condition of platting."

### 3. ROADWAY-MISC.

Additional right of way dedication or easement for sidewalk and ditches along Clapp Simms Duda Road will be required.

### 4. CONCURRENCY-CHAP 59 RESERVATION FOR WATER, WASTEWATER & PARKS

A Concurrency Management application must be completed and reservation of capacity must be made prior to the final plat being recorded in accordance with the provisions of Concurrency Management Chapter 59 of the City Code. The application is available on our website, [www.cityoforlando.net/permits](http://www.cityoforlando.net/permits). The application fee is \$250.00.

### 5. S&S SURVEYS

Provide signed and sealed topographic and boundary surveys.

### 6. UTILITY INSTALLATION

Install conduit (4" with 3x1.25" innerduct) along the north-south public road for future traffic signal communications. This will be separate and independent of any common carrier fiber optic communications utilities.

### 7. LIGHTING PLAN

Design needs to address lighting of sidewalks behind the trees, which can shadow the street lighting and cause a dark and unsafe walking environment.

## Police

### 1. CPTED REVIEW

The Orlando Police Department has reviewed the plans for Southeastern Oaks Townhomes located at 11150 Clapp Simms Duda Rd., utilizing CPTED (Crime Prevention Through Environmental Design) principles. CPTED emphasizes the proper design and effective use of a created environment to reduce crime and enhance the quality of life. There are four overlapping strategies in CPTED that apply to any development: Natural Surveillance, Natural Access Control, Territorial Reinforcement and Target Hardening.

### 2. NATURAL SURVEILLANCE

Design the site to keep intruders easily observable. This is promoted by features that maximize visibility of people, parking areas and building entrances; doors and windows that look out onto streets and parking areas; pedestrian-friendly sidewalks and street; porches or patios and adequate nighttime lighting.

- Lighting plays a very important role in CPTED. It is crucial that lighting sends the right messages to the public about the safe and appropriate use of space at different times of the day and night.
  - A lighting plan was not available at the time of this review. All lighting for this project shall meet the guidelines in Orange County Ordinance No. 2003-08 and Orlando city code.
  - In order to give residents a sense of safety, pedestrian-scale lighting should be used in high-pedestrian traffic areas to include all walkways, at entry doors and throughout common areas.
  - Appropriate lighting should be included in any areas throughout the project if it is anticipated these areas will be utilized after dark. This would include common areas and interior garage access routes (alleys).
- Landscaping is another crucial aspect of CPTED. Trees branches should be kept trimmed to no lower than 6 feet from the ground and shrubs should be kept trimmed to no higher than 30 inches. Avoid conflicts between landscaping and lighting, especially lighting adjacent to canopy trees. Landscaping should not create blind spots or hiding places and should not block/cover windows. Open green spaces should be observable from nearby units.
- Outdoor furniture and amenities in common areas or open green spaces is a good way to increase natural surveillance and encourage community interaction. Consider designs that encourage stopping and resting but reduce opportunities for potential offenders (i.e. a ribbed design rather than solid and center rails or arm rests to discourage sleeping).
- All sides of the buildings should have windows to observe the walkways, common areas and garages.
- Bicycle parking pads (if installed) shall meet Chapter 61, part 3, 3D of Orlando city code and should be observable from building entrances, securely fastened and not obstructed by landscaping.
- Ensure that any canopies or awnings do not interfere with lighting.

# INFORMATIONAL COMMENTS

## Police (cont.)

### 3. *NATURAL ACCESS CONTROL*

Design the site to decrease crime opportunity by denying access to crime targets and creating in offenders, a perception of risk. This can be accomplished by designing street, sidewalks, building and parking lot entrances to clearly indicate public routes and discourage access to private areas with structural and landscape elements.

- Public entrances should be clearly defined by walkways, signs, and landscaping. Landscaping used around building entrances should create clear way-finding, be well lit and not block entrances or create ambush points.
- There should be no easy access to the roof of any of the buildings.
- Way-finding located throughout the property should help guide users to authorized areas while discouraging potential offenders.
- Traffic calming techniques such as surface and gateway treatments are recommended to encourage safe vehicle speeds, reduce collision frequency and increase the safety and the perception of safety for non-motorized users.
- Walkways throughout the project should be a minimum of 5 feet in width to support pedestrian flow and safety.

### 4. *TERRITORIAL REINFORCEMENT*

Design can create or extend a sphere of influence, where users develop a sense of territorial control, while potential offenders are discouraged. This is promoted by incorporating features that define property lines and distinguish private spaces from public spaces such as; landscape plantings, pavement designs, gateway treatments and CPTED open design (see-through) fences.

- The property should be designed to encourage interaction between neighbors.
- Each residence should have an address that is clearly visible from the street (and internal road network) with numbers a minimum of five-inches high made of non-reflective material.
- Fences may be considered to add security, delineate property lines, allow transparency for surveillance, be unobtrusive, and create a sense of community. CPTED style fencing, at least 6-foot in height, made of commercial grade steel is a good option to consider. Another option is landscape buffers, which include hostile vegetation, to delineate public from private spaces.
- Maintenance is an important aspect of territorial reinforcement. A well-maintained area sends the message that people notice and care about what happens in an area. This in turn discourages vandalism and other crimes.

### 5. *TARGET HARDENING*

This can be accomplished by features that prohibit entry or access such as window locks, dead bolts for doors and interior door hinges.

- Entry doors on all residential units should contain 180° viewers/peep holes.
- Exterior doors should be hinged on the inside (or contain hinge pin locks) and should have a single cylinder deadbolt lock with a minimum two-inch throw, metal frames with 3-inch screws in the strike plates, and be of solid core construction. These recommendations should also be considered on doors from garages or storage rooms into a residence.
- Door locks should be located a minimum of 40 inches from adjacent windows.
- The use of jalousie, casement or awning-style windows is discouraged.
- All windows that open should have locks.
- Sliding glass doors should have one permanent door on the outside and the inside moving door should have a docking device and a pin.
- Air conditioning units should be caged and the cages should be securely locked.
- Common areas should have signs that clearly state that facilities are only for use by residents.
- In addition to the entry gate (into the neighborhood) access control should be considered at all pedestrian points of entry/exit.
- If alarm or security systems are installed, each residence should have a separate system that can be regularly tested and maintained by the residents.
- OPD's Crime Prevention Unit recommends that large glass doors and windows be made of impact resistant glass or a security film (such as Lexan™) to reduce the opportunity for burglaries. If security film is utilized, ensure that the light transmittance of the security film is greater than or equal to the light transmittance of the window's glass.

Additional precautions, such as silent alarms and Neighborhood Watch training, should be discussed with OPD's Crime Prevention Unit Officer Edgar Malave, 407.246.2513 or a Neighborhood Watch specialist at 407.246.2369.

### 6. *CONSTRUCTION SITE PROTECTION*

Due to the threat of theft of building materials and equipment from construction sites, Orlando Police Department's Crime Prevention Unit strongly recommends the developer institute the following crime prevention/security measures at this project site:

- Post signs at the site that theft from the site or trespassing on a construction site is a felony under Florida Law and that the developer will prosecute.



# INFORMATIONAL COMMENTS

## Police (cont.)

- So that OPD patrol officers can see possible offenders, perimeter lighting should be installed at a minimum of 150 foot intervals and at a height not less than fifteen (15') from the ground. The light source used should have a minimum light output of 2,000 lumens, shall be protected by a vandal resistant cover, and shall be lighted during the hours of darkness.
- Valuable construction materials and tools should be protected in a secondary fenced, locked cage.
- Post in a clean, open area, the name and numbers of emergency contact persons for OPD in case of a night-time emergency. If you have any questions, please call the Crime Prevention Unit, Officer Edgar Malave, 407.246.2513.

## Fire

### 1. *GATED PROPERTIES*

All gated properties without 24-hour staffed guardhouses and with automatic opening devices shall be provided with an automatic optical detector emergency access device approved by the Fire Marshall. [City Fire Code, Section 24.24(g)]

### 2. *FLORIDA FIRE PREVENTION CODE*

Be advised that any new construction must adhere to the requirements of the Florida Fire Prevention Code, 2010 Edition, and The City of Orlando Fire Prevention Code.

### 3. *FIRE CODE REVIEW*

TRC fire code review is preliminary in nature, and is intended to expose or prevent evident design deficiencies with State and City Fire Codes. The design will be reviewed in detail for State and City Fire Code compliance at the time of permit application.

### 4. *FIRE PERMITS REQUIRED*

Underground main contractor must apply for a Fire permit for the installation or modification of any underground mains serving fire hydrants and/or fire protection systems prior to any installation. If the water distribution system and fire hydrants are located in a right-of-way or recorded easement and owned/installed/maintained by the water purveyor, we will only require installation to the water purveyor's standards for underground components and connections. However, hydrants must be in compliance with hydrant spacing, location, distribution, color coding, and needed fire flow minimums as specified in City Fire Code. Underground main and fire hydrant installations on private property will require an FIR permit and full compliance with NFPA 24. [City Fire Code, Section 24.13(t)(13)]

### 5. *CONSTRUCTION PHASE*

Please inform contractor that where underground mains and hydrants are to be provided, they shall be installed, completed, and in service prior to construction work. [NFPA 1: 16.4.3.1] Fire department access shall be provided at the start of the project and shall be maintained throughout construction. [NFPA 1: 18.2.2.1] In all buildings more than one story in height, at least one stairway shall be provided that is in usable condition at all times and that meets the requirements of 7.2.2 of the Life Safety Code, NFPA 101. [NFPA 1: 10.2]

### 6. *REQUIRED FIRE FLOW*

All structures must be protected by fire hydrants in accordance with City Fire Code 24.30(f). A determination will be made at the time plans are submitted for permitting. We will need a Required Fire Flow calculation in accordance with the ISO method demonstrating the water distribution system and new/existing fire hydrant(s) can deliver the demand.

### 7. *DEPARTMENT ACCESS*

Every building constructed shall be accessible to fire department apparatus by way of access roadways with all-weather surface of not less than 20 feet of unobstructed width, adequate roadway turning radius, capable of supporting the imposed loads of fire apparatus, and having a minimum vertical clearance of 13 ft. 6 in. [NFPA 1: 18.2.3] The secondary access point must receive Orlando Fire Department approval.

### 8. *ACCESS TO BUILDINGS*

A fire department access road shall extend within 50 ft of a single exterior door providing access to the interior of the building. Fire department access roads shall be provided such that any portion of the facility or any portion of an exterior wall of the first story of the building is located not more than 150 ft (450 ft for sprinkler protected structures) from fire department access roads. [NFPA 1: 18.2.3.2]

### 9. *SOUTHEAST SECTOR FIRE SPRINKLERS*

All new structures with greater than 100 square feet of habitable area must be protected by an approved automatic fire sprinkler system. [City Code Sections 68.310 and 68.321(f)] or as otherwise allowed by the PD and approved by the Fire Department.

## CONTACT INFORMATION

### **City Planning**

For questions regarding City Planning review, please contact Colandra Jones at 407.246.3415 or [colandra.jones@cityoforlando.net](mailto:colandra.jones@cityoforlando.net).

### **Urban Design**

For questions regarding Urban Design review, please contact Holly Stenger at 407.246.2861 or [holly.stenger@cityoforlando.net](mailto:holly.stenger@cityoforlando.net)

### **Transportation Planning**

For questions regarding Transportation Planning plan review, please contact John Rhoades at 407.246.2293 or [john.rhoades@cityoforlando.net](mailto:john.rhoades@cityoforlando.net).

### **Transportation Engineering**

For questions regarding Transportation Engineering issues, please contact Lauren Torres at 407-246-3220 or [Lauren.Torres@cityoforlando.net](mailto:Lauren.Torres@cityoforlando.net)

### **Engineering/Zoning (MPL2014-000013)**

For questions regarding Engineering or Zoning contact Keith Grayson at (407)246-3234 or [keith.grayson@cityoforlando.net](mailto:keith.grayson@cityoforlando.net).

### **Engineering/Zoning (SUB2014-00022)**

For questions regarding Engineering or Zoning contact Shirley Green at 407.246.2134 or [Shirley.Green@cityoforlando.net](mailto:Shirley.Green@cityoforlando.net). To obtain plan review status, schedule/cancel an inspection and obtain inspection results, please call PROMPT, our Interactive Voice Response System at 407.246.4444.

### **Police**

For questions regarding the Orlando Police Department plan review, please contact Audra Nordaby at 407.246.2454 or [audra.nordaby@cityoforlando.net](mailto:audra.nordaby@cityoforlando.net).

### **Fire**

For any questions regarding fire issues, please contact Jack Richardson at 407.246.3150 or at [jack.richardson@cityoforlando.net](mailto:jack.richardson@cityoforlando.net). To obtain plan review status, schedule/cancel an inspection and obtain inspection results, please call PROMPT, our Interactive Voice Response System at 407.246.4444.

## REVIEW/APPROVAL PROCESS—NEXT STEPS

1. City Council adopts PD ordinance.
2. SETDRC minutes scheduled for review and approval by City Council.
3. Major Plat Review and approval by City Council.
4. Building permits.