



APPEARANCE REVIEW BOARD

MEETING MINUTES

July 17, 2014

MEETING INFORMATION

Location

Agenda Conference Room
2nd Floor, City Hall
One City Commons
400 South Orange Avenue

Time

2:00p.m.

Board Members Present:

Greg Witherspoon, Chair

Jeffrey Bush

Matt Taylor

Daisy Staniszki

Justin Ramb

Board Members Absent:

Tim Lemons

Mike Beale, Vice Chair

OPENING SESSION:

- Chairman Greg Witherspoon called the meeting to order at 2:02 P.M.
- Shaniqua Rose, ARB Recording Secretary, conducted the Roll Call.
- Determination of a quorum was confirmed.
- Chairman Greg Witherspoon read the Welcome, General Rules of Order and the Appeals process.

MINUTES

A motion was made by Matt Taylor and seconded by Daisy Staniszki to approve the June 19, 2014 ARB Meeting Minutes. The motion carried unanimously.

ANNOUNCEMENTS

- There were no announcements.

CONSENT AGENDA

1. 625 Lake Dot Circle - Salvation Army

Applicant/Owner: Salvation Army/Mark Woodcock

Location: 625 Lake Dot Circle

District: 5

Project Planner: Kenneth Pelham

ARB2014-00066 Request for a Major Certificate of Appearance Approval for an entry canopy and accessory structure over 120 s.f.

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

1. Center the screen room and canopy support posts between the scored panels of the building façade.
2. Vertically center the horizontal top of the canopy and roof in the scored panels immediately above the doors and windows; or align it with the bottom of the horizontal score line that is centered in the brown portion of the façade.

3. The aluminum structure for the enclosure, and all trim pieces, shall be a dark bronze matching the window storefront system of the building.
4. The screen fabric shall be black.
5. Consider adding a solid kick plate at the base of the screen. The kick plate should match the color of the posts and beams.
6. Consider saw-cutting and removing the concrete base of the screen enclosure to create planters for landscaping; this will help give the structure the appearance of being original rather than an addition, and reduce the heat buildup around the enclosure. The addition of plants in decorative pots and raised planter is also encouraged to minimize views of the structure.
7. The final design will receive appearance review during permitting.

A motion was made by Jeff Bush and seconded by Matt Taylor to approve the Consent Agenda. The motion carried unanimously.

REGULAR AGENDA:

1. 480 North Orange Avenue - Crescent Central Station

Applicant/Owner: Crescent Central/Andi Leone
Location: 480 North Orange Avenue
District: 5
Project Planner: Holly Stenger, AIA

ARB2014-00065 Request for a Major Certificate of Appearance Approval for the master sign plan.

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

1. It will be the responsibility of the property Management Company or landlord to track and document the total amount of signage area assigned. At no time shall the total sign area assigned exceed the maximum allowable 530 s.f. for all of the combined retail and residential signage.
2. It will be the responsibility of the tenant or sign applicant to include with every sign permit package a Management Control Letter signed by the property Management Company or landlord that includes a spreadsheet of all signs and their sizes as assigned by the landlord and permitted by the City for the entire property. The Management Control Letter will also include a statement authorizing an amount certain of sign area to the tenant and/or applicant. At no time shall the total sign area assigned for the entire property exceed 530 total combined square feet, excluding the high rise signs and temporary construction signs and fence screen.
3. Prior to application for a sign permit [BLD permit] the Tenant/Applicant will be required to apply for and receive a Major or a Minor Appearance Review Board [ARB] Certificate of Appearance Approval [CofAA]. Four copies of the CofAA will need to be submitted with the sign permit package.
4. Signs H1.1 & H1.2 and H2 shall glow white at night.
5. Page 17; please insert the following sentence before the last sentence in the second paragraph: "Crescent Central Station is located in the Downtown Community Redevelopment Area [CRA] Overlay District, which requires review by the Appearance Review Board (ARB) prior to issuance of a Building Permit for new signage. Please contact the City Planning Division at 407.246.2821 to schedule a pre-application meeting with the ARB Coordinator.

6. Page 17 please insert the following at the end of the fifth paragraph: “The Landlord, upon approval of the Tenants graphics package shall provide the Tenant with a “Management Control Letter.” The letter shall include the Landlord’s approval and location of the Tenants sign and graphics package. The letter shall also include a spreadsheet detailing the total square footage of signage allotted to the overall retail development and the square footage of signage allocated to each individual Tenant. The Tenant/Applicant shall attach a copy of the Management Control Letter to all Downtown ARB and City Sign Permit applications.”

7. Downtown Special Sign District—This project is part of the Midtown Section of the Downtown Special Sign District and shall comply with all codes and regulations governing that as well as be eligible to take advantage of the special sign conditions governing that district.

8. Promotional graphics—Per Sec. 62.505. Street-Level Commercial Use (b) (4) At least 30% of the area of the street-level facade (as calculated from grade to ten feet above grade) must be comprised of transparent materials between three feet and seven feet above grade. The promotional graphics interfere with the 3-foot to 7-foot transparency zone and therefore are not permitted at the proposed size and location on the storefront glass. They may be permitted outside of the 3 to 7 foot storefront transparency zone and may not be larger than 25% of the window area.

9. Cabinet Signs — Cabinet signs with translucent faces are prohibited, but cabinet signs with an opaque sign face and push-thru translucent letting and graphics are permitted.

10. Any substantial changes to the master sign plan, including changes in the identification signs, shall require ARB review.

Mr. Doug Metzger gave a PowerPoint presentation, explaining the elements of the master sign plan and reviewed staff conditions.

Jeff Bush declared a conflict of interest on this item.

A motion was made by Matt Taylor and seconded by Justin Ramb to approve the item based on the conditions in the staff report. The motion carried unanimously.

2. 620 Mariposa Street - Thornton Park Townhomes

Applicant/Owner:	Jackson-Mariposa/Franco Scala
Location:	620 Mariposa Street
District:	4
Project Planner:	Douglas Metzger, AIA

ARB2014-00015	Request for a Major Certificate of Appearance Approval for final elevations, materials and site plan.
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Recommended Action:	Staff recommends APPROVAL of the request with the following conditions:
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1. Architecture

- a. In order to provide some ground level transparency to the interior areas of the project windows or “lights” shall be added to the garage doors.
- b. Roof amenity improvements and proposed roof accessory structures will require property owner association, Appearance Review Board and building permit approval for each individual unit prior to installation.
- c. The windows on the residential units shall be recessed from the façade or trimmed with a material that is 1.5” in depth to provide more texture and shadow lines on the facades.

d. All mechanical equipment and switch boxes shall be screened from view and meet the screening requirements of the Land Development Code. [Sec. 58.982]

e. Screen Walls – The four HVAC units located west of unit 101, south of unit 201 and north of unit 208 shall be screened with a 48” tall masonry wall that matches the pre-cast concrete panels of the first floor elevations. The 48” screen wall shall also have a decorative top or decorative band that is consistent with the accent treatments and trim of the latest elevations. At a minimum a 36” tall hedge shall be planted in front of the screen walls to further reduce the visible and physical impacts the mechanical equipment. At a minimum the Screen wall shall be set back 5-feet from any adjacent sidewalk or property line.

f. Courtyard Screen Walls – Locating mechanical equipment inside the muse or courtyard area, the projects only community open space is discouraged and it is recommended the equipment be relocated outside the courtyard area. If the final plans locate the mechanical equipment inside the courtyard then the equipment shall be screened with a 48” tall masonry wall that matches the pre-cast concrete panels of the first floor elevations. The 48” screen wall shall also have a decorative top or decorative band that is consistent with the accent treatments and trim of the latest elevations. At a minimum a 36” tall hedge shall be planted in front of the screen walls to further reduce the visible and physical impacts the mechanical equipment.

2. Lighting

a. A signed and sealed lighting plan consistent with City of Orlando lighting ordinance (Ord. # 2013-73) or a Photometric Plan subject to approval by the Planning Official shall be submitted with permitting drawings.

b. Light-emitting diode (LED) lamps are encouraged.

c. On-site project lighting fixtures and security lighting fixtures will also be required to be submitted with the lighting plan.

3. Streetscape

a. The pedestrian zone [sidewalk] shall be clear to the sky and unobstructed by vertical impediments in the sidewalk or architectural projections overhead. Awnings and canopies with a minimum 14-foot of clearance may be permitted to overhang the pedestrian zone. This pedestrian zone may occupy both public and private property.

b. The streetscape treatment shall be Treatment 5, Parkway Street, along Mariposa, Jackson and Summerlin. Treatment 5 is typified by concrete sidewalks with hand-troweled joints and a broom finish perpendicular to the street. Parkway strips with canopy street trees, single-acorn streetlights, and Lawrenceville brick corners at intersections. Planting beds of groundcovers are encouraged in lieu of grass strips.

c. Canopy street trees on Jackson Street shall be spaced 35-feet on-center. This should provide 2 canopy trees in each parkway strip area.

d. Upon redevelopment of the site and removal of the driveway cuts and aprons on Summerlin Avenue additional crepe myrtles shall be planted to supplement and complete the Summerlin Avenue street tree plantings. Multi-trunk crepe myrtles 100 gallons in size shall be planted to match the spacing of the existing crepe myrtles in the parkway strip.

e. Per the Downtown Streetscape Design Guidelines 3.5.7 “All street corners shall have two wheelchair ramps unless site conditions dictate otherwise and as approved by the City Architect and city Transportation Engineering Division.” Two wheelchair ramps shall be provided at the Mariposa and Jackson Street’s intersections with Summerlin Avenue. The wheel chair ramps shall be designed to align with the Summerlin Avenue sidewalk and existing wheelchair ramps and existing crossings parallel to Summerlin Avenue. The wheel chair ramps perpendicular to Summerlin Avenue may be offset from the corner as needed to provide a pedestrian crossing that is perpendicular to the center

line of Summerlin Avenue. Concrete paving shall be extended a minimum of 36-inches beyond the top of the transitional slope on both sides of the handicap ramps and shall be extended to the edge of sidewalk with an edge that is perpendicular to the centerline of either Mariposa, Jackson or Summerlin, as each occurrence dictates.

- f. Along S. Summerlin Avenue, the streetscape treatment shall be Treatment 5, Parkway Street with an 8-foot wide parkway strip and 7-foot wide concrete sidewalk, single-acorn light fixtures [per OUC spacing requirements] and understory street trees approximately 20-feet on-center. Existing driveway cuts shall be removed and the vertical curb and gutter shall be restored.
- g. Along Jackson Street, the streetscape treatment shall be Treatment 5, Parkway Street with an 8.5-foot wide on-street parking bay, a 7.5-foot parkway strip with single-acorn light fixtures [per OUC spacing requirements], canopy street trees spaced approximately 40-feet on-center, and a 7-foot wide sidewalk. Existing driveway cuts will be removed and the vertical curb and gutter shall be restored.
- h. Along Mariposa Street, the streetscape treatment shall be Treatment 5, Parkway Street with an 8.5-foot wide on-street parking bay or parkway strip with single-acorn light fixtures [per OUC spacing requirements], canopy street trees, and a 5-foot sidewalk. Existing driveway cuts will be removed and the vertical curb and gutter shall be restored.
- i. Street sidewalks crossing driveways shall be continuous, with a smooth level grade.
- j. All streetscape elements shall be constructed consistent with the Downtown Streetscape Design Guidelines. Structural soil or an approved equivalent and root shields shall be used for planting new street trees to reduce long term impacts to the hardscape and utilities. [See detail 3.5-A]
- k. All vertical obstructions and utility poles including street light poles shall be located in the parkway strips and not impact or impede the pedestrian paths/sidewalks; the existing utility pole on Summerlin shall be moved into the parkway area between the back-of-curb and sidewalk.
- l. Backflow preventer/s shall be located so as not to be directly visible from the right-of-way and should be screened from view where necessary with fencing or vegetative buffers. Their locations shall be clearly identified on the final site plan.
- m. Any decorative fencing on the site shall be an open, CPTED-approved fence, such as aluminum or wrought-iron picket fencing; excluding fencing that is used to buffer impacts to adjacent properties. Chain link fencing is prohibited.

4. Landscaping

- a. All landscaping shall meet or exceed the minimum requirements of the landscape code and shall additionally comply with the Downtown Orlando Streetscape Guidelines.
- b. A report from the City Arborist on the health and viability of existing trees is required. Removal of existing healthy specimen trees will require mitigation based on the recommendation of the City Arborist.
- c. Street tree species shall be determined in conjunction with City staff. City staff shall have the right to inspect and select street trees at the nursery supplier prior to shipping to the site.
- d. A 6-foot tall, solid PVC vinyl fence with landscaping shall be installed along the western boundary of the property. The buffer yard shall be consistent with the landscaping requirements of Buffer yard A. [Sec. 60-260]
- e. A fast-growing hedge, such as viburnum or ligustrum, should be planted adjacent to the dumpster enclosure. The hedge should be a minimum of 30-inches in height at installation and be maintained to a minimum height of 36-inches after the first year. Understory trees shall also be utilized to help soften and screen the dumpster enclosure.
- f. A final landscape and hardscape plan shall be submitted to ARB for an additional Major Review and compliance with these conditions of approval prior to submittal for building permits.

5. Model

a. Prior to permitting, a physical 1"= 100' model of the project (or each building as it's developed) should be provided for the DDB/CRA model. At time of permitting, submit a 3D virtual model in the City of Orlando's digital format for the Virtual Orlando model (See CAD Standards City of Orlando for format).

6. Board Members are in support of staff Summerlin Avenue solution.

Mr. Doug Metzger gave a PowerPoint presentation, explaining the changes to the project and reviewed the changes to the staff conditions of approval.

Jeff Bush requested clarification on the corner recessed treatments on the building. Bob Rabbits, project architect, explained that the corner recessed treatments mirrored all around the building and clarified that the rendering Mr. Bush was looking at was not accurate to design intent.

Daisy Staniszkis asked if the trees on Summelrin and Jackson were being saved. Mr. Rabbits said that they were.

Justin Ramb asked if the power pole was not there what the treatment be to that area. Mr. Metzger explained that there would just be more sidewalk area.

A motion was made by Matt Taylor to modify condition # 1 e and condition # 6. The motion was seconded by Daisy Staniszkis to approve the item. The motion carried unanimously.

3. 100 West Livingston Street - Ace Cafe

Applicant/Owner:	Tim Lemons
Location:	100 West Livingston Street
District:	5
Project Planner:	Douglas Metzger, AICP

ARB2014-00067	Request for a Courtesy Review for Phase I Master Plan, landscape, hardscape, and exterior improvements.
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Recommended Action:	Courtesy Review, no action required. ARB Staff review comments are as follows:
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1. General

- a. ARB Staff supports the redevelopment and the proposed phase one re-use of the existing structures on-site. Final elevations, materials and finishes will require an ARB Major Review and Certificate of Appearance Approval prior to submittal for a building permit.
- b. The proposed redevelopment of the site is a substantial improvement to the property which requires the entire property be brought into compliance with current zoning and land development codes or obtain re-zoning or variances for development conditions that cannot be brought into compliance with current codes.
- c. Phase Two of the project will require an additional and separate Major Certificate of Appearance Approval.
- d. Though there are currently no active planning take place, the east side of Garland Avenue has been identified as a future light rail corridor. Other development sites have been required to provide easements for the light rail corridor up to 35 feet in width plus an additional 13-foot for streetscape thru the Municipal Planning Board Master Plan process.
- e. Future considerations from the property owner may be needed for the future development of Gerturde's Walk as it is extended from W. Amelia Street to W. Washington Street.
- f. ARB Staff reserves the right to provide additional comments and conditions with future, more detailed ARB submittals.

2. Site Plan

- a. Additional information and installation specifications are needed for the proposed grass-crete areas including details and

specifications for the sub grade, turf grass and irrigation.

- b. The street wall design is acceptable as proposed. In order to increase visibility into the vehicle display areas ARB Staff would also support a street wall design that was opaque to 24 inches with up to 36-inches of aluminum picket on top.
- c. The proposed street wall design can be increased to 6-feet in height along the south and east property boundaries.
- d. It is recommended that the N. Garland entry be gated and primarily used only during deliveries, staging and set-up for exterior shows and events.
- e. It is recommended that the dumpster and dumpster enclosure be relocated either closer to the Garland Ave. driveway entry or the Phase two area of the project. The proposed location interferes with the potential use of the open space area and shade provided by the tree canopy that is proposed to be preserved at the current dumpster location on the site plan.
- f. The dumpster shall be enclosed and the dumpster enclosure shall be designed and shall utilize materials that match and/or complement the existing architecture and finishes.
- g. Any decorative fencing on the site shall be an open, CPTED-approved fence, such as aluminum or wrought-iron picket, excluding fencing that is used to buffer impacts to adjacent properties. Chain link fencing is prohibited.
- h. Venting and Exhaust—All restaurant venting and restaurant exhaust shall be directed to the roof of the building/s, shall not be visible from the public right-of-way, and is not permitted on any façade of the building. All other venting and exhaust for mechanical and utilities shall be a minimum of 10 ft. above grade, and shall be designed and integrated with the building so as to be seamless with the overall architecture of the building.
- i. Mechanical Equipment - All mechanical equipment shall be screened and meet the requirements of the Land Development Code. A roof plan, detailing the mechanical equipment locations, quantities and screening methods shall be submitted for ARB Minor Review prior to submittal for building permit.
- j. Backflow Preventer - Backflow preventer/s shall be located so as not to be directly visible from the right-of-way and should be screened from view where necessary. They shall be clearly identified on the final site plan.

3. Landscape

- a. Landscape plans will need to comply with the current landscape code adopted in April 2014.
- b. A 3-foot landscape area is required between vehicular use areas and adjacent structures; a minimum 7.5 foot landscape area is required between vehicular use areas and adjacent property boundaries and rights-of-way. [Sec. 61-312]
- c. Landscape Area Material Requirements. Landscaping in vehicular use areas shall be provided in accordance with Chapter 60 and the following additional requirements: (1) Landscape parking islands shall contain a minimum of one canopy tree with 3" caliper, a minimum overall height of 12 feet, and a minimum clear-trunk height of 6 feet. (2) Perimeter landscape areas required for vehicular use areas adjacent to property lines and public rights-of-way shall contain at least one tree for every 50 lineal feet or fraction thereof. Required trees shall have a minimum caliper of 3", a minimum overall height of 12 feet, and a minimum clear-trunk height of 6 feet. Perimeter landscape areas shall also contain a continuous row of evergreen groundcovers and plants not to exceed 4 feet in height. Required plants shall be a minimum height of 18" at time of planting. At least 60% of the required plants shall have a natural mature height of 3 feet.
- d. Site landscaping shall meet the requirements of Chapter 60—Part 2. - Landscaping and Tree Protection, 2G. Non-Residential and Multi-Family Landscaping Requirements.
- e. All landscaping shall meet or exceed the minimum requirements of the landscape code and shall additionally comply with the Downtown Orlando Streetscape Guidelines.
- f. A report from the City Arborist on the health and viability of existing trees is required. Removal of existing healthy specimen trees will require mitigation based on the recommendation of the City Arborist.
- g. Street tree species shall be determined in conjunction with City staff. City staff shall have the right to inspect and select street trees at the nursery supplier prior to shipping to the site.
- a. Final landscape and hardscape plans will require an ARB Major Review and Certificate of Appearance Approval prior to issuance of a building permit.

4. Lighting

- a. Exterior lighting plans and fixtures require an ARB Major Certificate of Appearance Approval.
- b. A signed and sealed lighting plan consistent with City of Orlando lighting ordinance (Ord. # 2013-73) or a Photometric Plan subject to approval by the Planning Official shall be submitted with permit drawings.
- c. Light-emitting diode (LED) lamps are encouraged.
- d. On-site project lighting fixtures and security lighting fixtures will also be required to be submitted with the lighting plan.

5. Streetscape

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- a. The pedestrian zone [sidewalk] shall be clear to the sky and unobstructed by vertical impediments in the sidewalk or architectural projections overhead. Awnings and canopies with a minimum 14-foot of clearance may be permitted to overhang the pedestrian zone. This pedestrian zone may occupy both public and private property.
 - b. It is recommended that the hardscape paving pattern along W. Livingston Street be preserved. A minimum of 15-feet from the back of curb shall be reserved for the streetscape along W. Livingston.
 - c. It is recommended that the sycamore street trees along W. Livingston be removed and replaced with Phoenix dactylifera [date palm] to match the date palms on the north side of W. Livingston Street.
 - d. For Phase One a minimum of 13-feet shall be preserved along N. Garland Avenue for be preserved for the streetscape to include a 13-foot sidewalk with tree wells.
 - e. Prior to issuance of a Certificate of Occupancy for Phase One of this project the N. Garland streetscape shall be constructed by the applicant from the south property line to the W. Livingston intersection. The streetscape shall meet the requirements of Streetscape Treatment 4 [window pane] and shall be constructed consistent with the Downtown Streetscape Design Guidelines. Structural soil or an approved equivalent and root shields shall be used for planting new street trees to reduce long term impacts to the hardscape and utilities.
 - f. All vertical obstructions and utility poles including street light poles, shall be located in the streetscape furniture zone and shall not impact or impede the pedestrian clear path/sidewalk.
 - g. A final streetscape plan shall be submitted for an ARB Major Review and compliance prior to submittal for building permits.

6. Signage

- a. Prior to receiving a Certificate of Occupancy a Sign Master Plan shall be submitted and approved for an ARB Major Certificate of Appearance Approval. Building permits for exterior signage shall not be approved prior to approval of the Master Sign Plan. The Master Sign Plan shall clearly show how and where signage will be allocated on the exterior of the building for tenant, retail, restaurant and project signage for Phase One and shall provide details of allowed signage types, materials and colors.
- b. Sign Tower—Signage shall only be permitted on the north, east and south sides of the sign tower. All signage on the tower shall be considered to be low-rise signs that extend above 30 feet if approved by a master plan or re-zoning application. The bottom of the circular Ace Café logo signs shall be no higher than 30 feet above finished grade.

7. Model

Prior to permitting, a physical 1"= 100' model of the project (or each building as it's developed) should be provided for the DDB/CRA model. At time of permitting, submit a 3D virtual model in the City of Orlando's digital format for the Virtual Orlando model (See CAD Standards City of Orlando for format).

Mr. Doug Metzger gave a PowerPoint presentation, outlining the project, its location and reviewed some of the staff comments.

Mark McKee gave a brief history on Ace Café. Tim Lemons, project architect, presented the Board with updated layouts for the project. He gave a PowerPoint Presentation on the building and the intent for different areas of the facility.

Brief conversation ensued between the Board, the applicant and staff about the overall project and different suggestions that might help the applicant. Mr. Chatmon expressed that this project will be iconic nationally as well as locally.

The Board thanked Mr. Lemons for the Courtesy Review of the project and look forward to seeing the final submission.

NEW BUSINESS: None.

OTHER BUSINESS:

ARB Minor Reviews completed since the April ARB Meeting:

1. ARB2014-00068 - 529 N. Magnolia Avenue - Illuminated Sign
2. ARB2014-00069 - 400 S. Orange Avenue - Bike Racks

OLD BUSINESS:

ARB2014-00036 - 925 W. Church Street - Parramore Heritage District Gateway Feature

ADJOURNMENT: CHAIRMAN GREG WITHERSPOON ADJOURNED THE MEETING AT 3:22 P.M.

THE NEXT MEETING OF THE APPEARANCE REVIEW BOARD WILL BE THURSDAY, AUGUST 21, 2014 AT 2:00 PM.

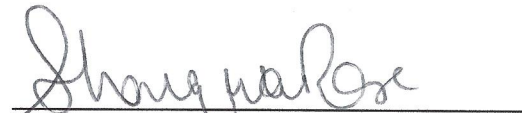
STAFF PRESENT

Kyle Shephard, Assistant City Attorney II
Doug Metzger, City Planning
Shaniqua Rose, Board Secretary

Jason Burton, City Planning
Thomas C. Chatmon Jr., Executive Secretary



Thomas C. Chatmon Jr., Executive Secretary



Shaniqua Rose, Board Secretary