



# CITY OF ORLANDO

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## Appearance Review Board Annual Report Fiscal Year 2013-14

### I. PURPOSE

- A. *Types of Cases.* The Appearance Review Board (ARB) only reviews development that is located within the boundaries of the Community Redevelopment Agency's downtown Community Redevelopment Area. Further, the ARB only reviews the appearance of development that is visible from the public right-of-way, required to obtain a building permit, engineering permit, sidewalk café permit, or right-of-way encroachment agreement, and can include exterior paint color though a permit is not required. The ARB reviews projects requiring Major Certificates of Appearance Approval including:
1. New streetscaping, including master streetscape plans.
  2. Signs equal to or greater than 30 square feet in area, including master sign plans proposing signs cumulatively equal to or greater than 30 square feet in area.
  3. New construction of principal structures except as otherwise provided in the LDC.
  4. New construction of parks and plazas, and substantial improvements thereto.
  5. Highrise signs.
  6. Accessory structures equal to or greater than 120 square feet in area.
  7. Substantial improvements to existing buildings that include exterior work.
  8. Telecommunications equipment visible from the public right-of-way.
  9. Any work typically requiring a minor certificate of appearance approval if a major certificate of appearance approval is requested by the applicant or required by the Appearance Review Official.
  10. Any work typically requiring a minor certificate of appearance approval if the minor certificate application is denied by the Appearance Review Official or if the applicant objects to conditions of approval.
- B. *Final Approval.* All ARB recommendations must be approved by City Council. Appeals are subject to the City's quasi-judicial hearing process.

### II. ADMINISTRATION

- A. *Staff.* The City Planning Division provides staff support and administration for the ARB. Key staff are as follows:
1. Dean Grandin, AICP, City Planning Division Manager
  2. Doug Metzger, AICP, Planner III, ARB Coordinator
  3. Richard Forbes, AIA, Appearance Review Official & Historic Preservation Officer
  4. Holly Stenger, AIA, Project Manager I, Staff Reviewer
  5. Ken Pelham, ASLA, Planner III, Staff Reviewer
  6. Jason Burton, AICP, Chief Planner, Staff Reviewer
  7. Shaniqua Rose, ARB Recording Secretary
- B. *Staff Changes.* Sylvia Johnson, acting ARB Recording Secretary, was replaced by Shaniqua Rose.

### III. BOARD MEMBERS

A. *Number.* The ARB has seven (7) members nominated by the Mayor and confirmed by the City Council.

B. *Attendance.* The annual attendance report is attached.

C. *Chairperson*

Greg Witherspoon  
500 Delaney Avenue  
Orlando, FL 32801  
**gwitherspoon@canin.com**  
407.422.4040

D. *Vice Chairperson*

Michael F. Beale  
1321 Edgewater Drive  
Orlando, FL 32804  
**mike@bishopbeale.com**  
407.254.0454

E. *Board Changes.*

Member	Appointed	Term Ended or Expires	Resigned
1. Greg Witherspoon*	12/31/11	12/31/16	--
2. Michael F. Beale**	12/31/11	12/31/15	--
3. Jeffrey Bush	12/31/11	12/31/16	--
4. Tim Lemons	12/31/11	12/31/15	--
5. Justin Ramb	11/04/13	12/31/17	--
6. Daisy Staniszki	12/31/11	12/31/15	--
7. Matt Taylor	12/31/11	12/31/16	--
N/A	--	--	--

\* Chair

\*\* Vice Chair

#### IV. MEETINGS

- A. *Day and Time.* The ARB meets on the third Thursday of each month at 2:00 p.m.
- B. *Number.* The ARB met 12 times this fiscal year.
- C. *Agendas.* The ARB uses a "Consent Agenda" meeting format to reduce the length of meetings by forgoing discussion on items where all parties are in agreement. The remaining agenda items are presented and discussed as part of the "Regular Agenda."

#### V. WORKLOAD

The following data summarizes the number of Certificate of Appearance cases reviewed after creation of the ARB, effective January 1, 2012, and does not include reviews conducted by the previous Downtown Development Board – Development Review Committee during the months of October through December 2011. The total number of cases reviewed by the ARB (Major Certificates of Appearance) and staff (Minor Certificates of Appearance) in FY 2013-2014 increased by 11% from the previous year as shown below:

	FY 2011-2012	FY2012-2013	FY2013-2014	Change (%) from FY2012-2013
Major Certificates of Appearance Reviewed by ARB	18	34	31	-9.7%
Minor Certificates of Appearance Reviewed by Staff	40	75	90	+20.0%
Total Major & Minor Certificates of Appearance Reviewed	58	109	121	+11.0%

#### VI. MAJOR INITIATIVES

The ARB focused on applicant-initiated cases throughout the year, including such notable projects as the Orlando Citrus Bowl renovations, Dr. Phillips Center for the Performing Arts Plaza, and the Orlando Magic Sports & Entertainment District Phase 1. The ARB was also actively involved in the Project DTO Advancing Downtown initiative.

# **APPEARANCE REVIEW BOARD ANNUAL ATTENDANCE REPORT 2013-2014**

Meetings 2013-14												
NAME	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
Length of meeting (hrs)	2.22	0.77	1.90	2.60	2.55	1.35	1.88	2.62	2.60	1.33	1.57	1.55
Greg Witherspoon*	X	X	X	X	X	A	X	X	X	X	X	A
Michael F. Beale**	X	X	A	X	X	X	A	X	X	A	X	X
Jeffrey Bush	X	X	X	A	X	X	X	X	X	X	A	X
Tim Lemons	X	A	X	A	X	X	X	A	X	A	X	X
Justin Ramb			X	X	X	X	X	A	A	X	X	X
Daisy Staniszkis	X	X	X	X	X	X	X	X	X	X	X	X
Matt Taylor	A	X	X	X	X	X	X	X	X	X	X	X
Total Volunteer Hours												130.62

Instructions: Indicate attendance or non-attendance, as follows: X = Attended A = Absent Res. = Resigned TE = Term Ended \*Chairperson / \*\*Vice Chairperson

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**Appearance Review Board Annual Report for Fiscal Year 2013-2014**

3 messages

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**Paul Lewis** <paul.lewis@cityoforlando.net>

Tue, Oct 28, 2014 at 9:27 AM

To: Greg Witherspoon &lt;gwitherspoon@canin.com&gt;

Hi Greg,

Attached for your review and approval is the ARB Annual Report for Fiscal Year 2013-2014. Every City advisory board is required to prepare and submit an annual report regarding board activity to the City Clerk by November 1 every year. For your convenience, we have prepared the report in the format required by the City Clerk. If the report is prepared by City staff, the Board Chairperson is required to review and sign-off. This sign-off can simply be an e-mail back from you (a physical signature is not required). Please let me know if you have any questions or comments regarding the attached ARB Annual Report. If you find the report acceptable, we will submit the report to the City Clerk upon hearing back from you.

Thanks,

Paul

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Paul S. Lewis, AICP, Chief Planning Manager  
City of Orlando  
400 South Orange Avenue  
Orlando, Florida 32801  
p. 407.246.3358  
f. 407.246.2895  
cityoforlando.net/city-planning/

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If you do not want your email address released in response to a public records request, do not send electronic mail to this office. Instead, contact our office by phone or in writing.

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 **ARB Annual Report 2013-2014 with Attendance.pdf**  
176K

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**Greg Witherspoon** <gwitherspoon@canin.com>  
To: Paul Lewis <paul.lewis@cityoforlando.net>

Thu, Oct 30, 2014 at 8:13 AM

Hello Paul,

This report is acceptable.

Please let me know if you need anything else.

Thanks,

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greg witherspoon, aicp, rla  
principal

## **canin associates**

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**From:** Paul Lewis [mailto:paul.lewis@cityoforlando.net]  
**Sent:** Tuesday, October 28, 2014 9:27 AM  
**To:** Greg Witherspoon  
**Subject:** Appearance Review Board Annual Report for Fiscal Year 2013-2014

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**Paul Lewis** <paul.lewis@cityoforlando.net>  
To: Greg Witherspoon <gwitherspoon@canin.com>

Thu, Oct 30, 2014 at 8:15 AM

Thanks Greg. Much appreciated. Paul  
[Quoted text hidden]