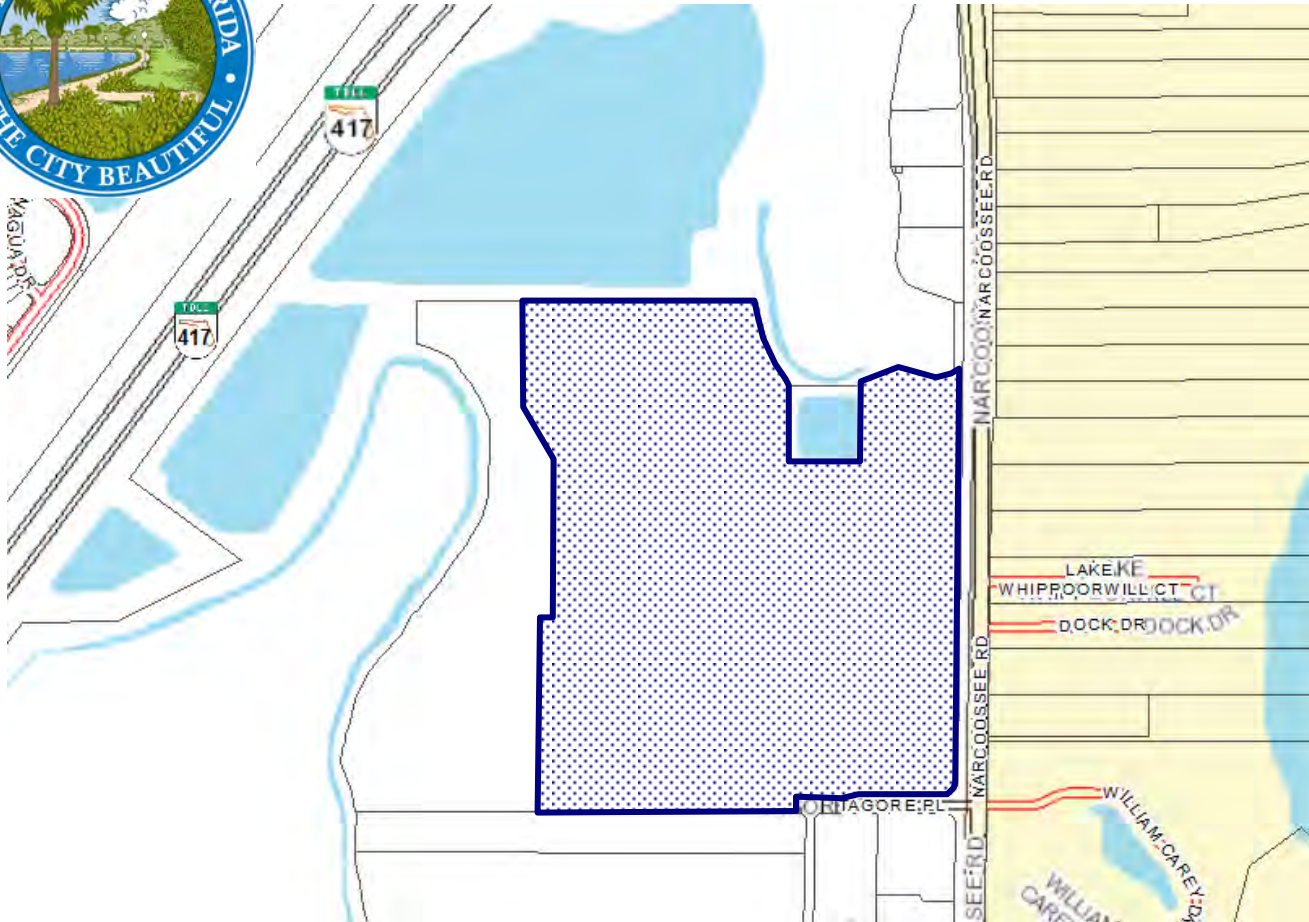




## EDUCATION VILLAGE PARCEL E & F



### Location Map

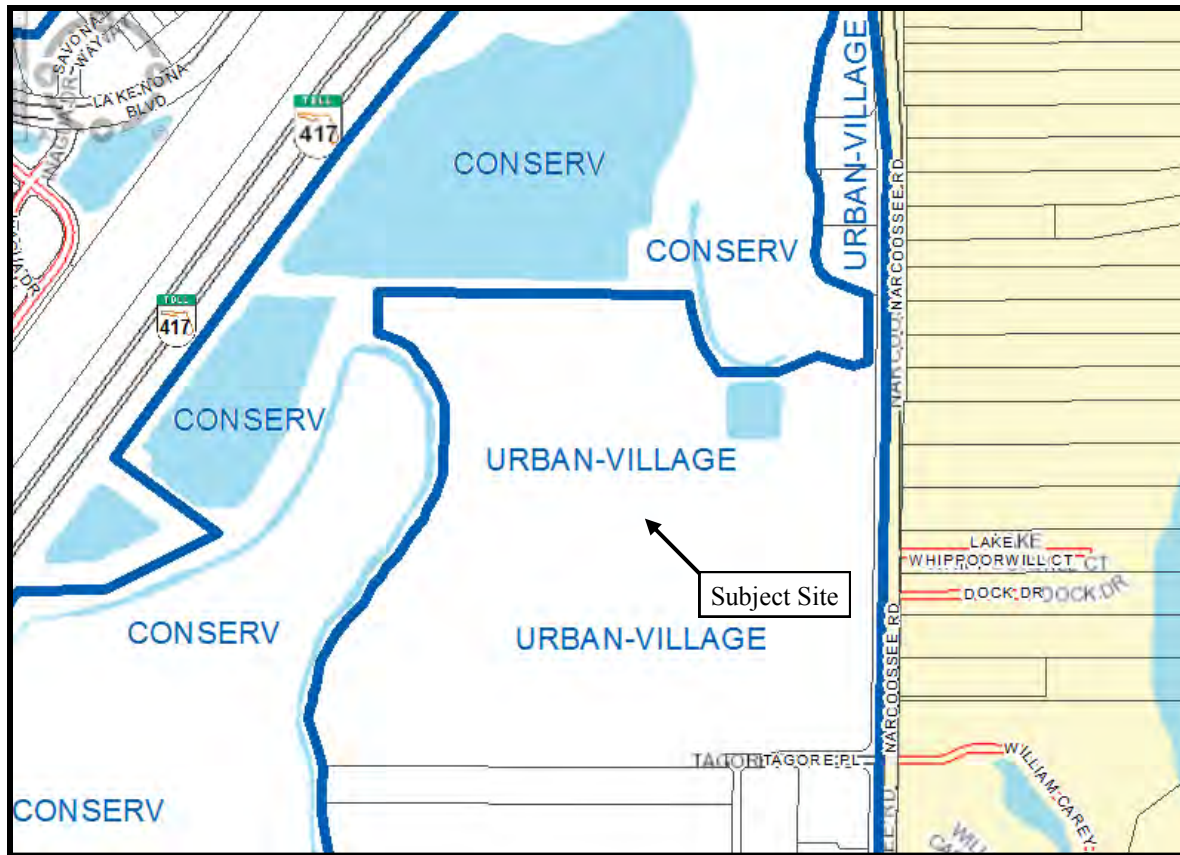


Subject Site

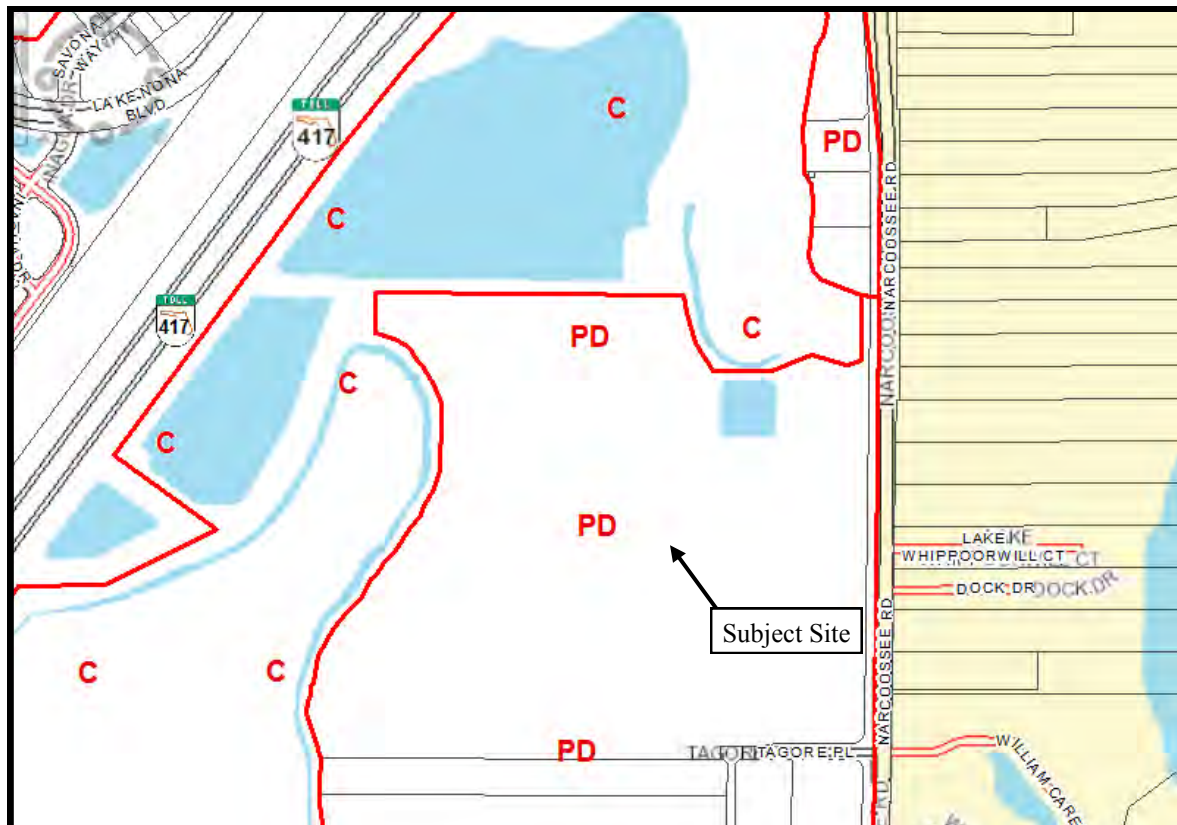
### SUMMARY

<p><b>Owner</b> James L. Zboril Narcoossee Land Holding Two, LLC</p> <p><b>Applicant</b> Heather Isaacs Tavistock Development Co.</p> <p><b>Project Planner</b> Colandra Jones, AICP</p> <p><b>Updated:</b> July 27, 2015</p>	<p><b>Property Location:</b> The subject property is located west of Narcoossee Road, north of Tagore Place, south and east of Central Florida Greenway (SR 417) (±52.45 acres, District 1).</p> <p><b>Applicant's Request:</b></p> <ol style="list-style-type: none"> <li>1. Specific Parcel Master Plan (SPMP) approval for 467,369 square feet development comprised of retail, restaurants, gas station and office uses on 6 parcels within the Education Village PD.</li> <li>2. Request for Major Subdivision Plat to create the Preliminary Plat for retail and office development.</li> </ol>	<p><b>Staff's Recommendation:</b> Approval subject to the conditions in the staff report.</p>
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# FUTURE LAND USE MAP



# ZONING MAP



# MASTER PLAN ANALYSIS

## Project Description

The subject site is generally located west of Narcoossee Road, north of Tagore Place, south and east of Central Florida Greenway (SR 417), and is approximately 52.45 acres. The site is currently designated Urban Village on the Official Future Land Use Map and is zoned PD and is designated as “Village Center” on the Education Village PD Development Plan. According to the PD, the development is proposed on Parcels E and F. Parcel E is allowed to have 148,000 square feet of Commercial/Retail/Service uses and Parcel F is allowed to have 420,000 square feet of Commercial/Retail/Service uses which also includes a Big Box Community Level Retail. This proposed SPMP depicts a development with a total of a 467,369 square feet of retail, restaurants, a gas station and office uses on 6 parcels within Parcel E & F. The proposed development program is depicted in the chart below. The two big box retail centers proposed are within Parcel F as required by the PD.

Proposed Development Program			
Parcel 1	14.91 acres	Big Box Retail	140,057 square feet
Parcel 2	0.9 acres	Gas Station	2,750 square feet & 8 gas pumps
Parcel 3	2.57 acres	Restaurants	12,000 square feet
Parcel 4	11.57 acres	Restaurants/Office/Retail	88,620 square feet
Parcel 5	16.76 acres	Big Box Retail	189,543 square feet
Parcel 6	5.74 acres	Restaurants/Office/Retail	34,399 square feet
<b>Total</b>	<b>52.45 acres</b>		<b>467,369 square feet</b>

## Previous Actions:

- June 2014—The Municipal Planning Board approved the PD amendment to combine the Education Village PD and Education Commerce Center PD into one PD, now called Education Village, and to amend the overall boundary of the consolidated PD to eliminate the Primary Conservation Network (PCN) to west of the subject property. (Case #ZON2014-00012).
- September 2014—The City Council adopted the consolidated Education Village PD.

## 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 Education Village PD, a community located in the southeast section of Orlando. The property for the SPMP is currently vacant and is designated as “Village Center” in the PD. Surrounding future land uses include Urban Village to the south, Urban Village and Conservation to the west and north, Orange County’s Commercial and Rural Settlement to the east. Existing uses are outlined in the table below. The proposed retail and office development would be compatible with the surrounding planned uses.

Table 1—Project Context			
	Future Land Use	Zoning	Surrounding Use
North	Urban Village & Conservation	PD & C	Gas Station, Daycare, & Wetlands
East	Commercial & Rural Settlement (Orange County)	C-2, A-2, & R-CE	Mobile Home Park, Auto Sales
South	Urban Village	PD	Daycare, Valencia College
West	Urban Village & Conservation	PD & C	PD Parcel G (approved for Intensive Retail) & Wetlands

## 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 Policies S.35.3 and S.35.4, along with Goal 4 and its associated goals, objectives and policies.

**Conformance with the LDC—Chapter 68 Southeast Orlando Sector Plan**

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 “Village Center” in the Education Village PD. According to LDC Section 68.200 (a) (2), Village Center/Urban Transit Center (VC/UTC District) is described as such: “*Village Center districts shall be developed as important destinations for each Residential Neighborhood, providing a variety of shops, services, restaurants, and civic facilities that serve the needs of the surrounding neighborhoods.*”

**Conformance with the Education Village PD**

According to the PD, the development is proposed on Parcels E and F. Parcel E is allowed to have 148,000 square feet of Commercial/Retail/Service uses and Parcel F is allowed to have 420,000 square feet of Commercial/Retail/Service uses which also includes a Big Box Community Level Retail. This proposed SPMP depicts a development with a total of a 467,369 square feet of retail, restaurants, a gas station and office uses on 6 parcels within Parcel E & F. With this SPMP, Parcel E proposes a total of 77,209 sq. ft. of Commercial uses. Parcel F proposes 2 Big Box Retail stores and 3 retail stores that total 389,560 sq. ft. Both parcels are below the maximum square footage allowed by the PD.

**Development Standards**

According to LDC Figure 68-A, development in the Village Center designation with non-residential development less than 0.4 FAR, the standards of the Conventional LDC are allowed. Standards shall be consistent with the City’s AC-1 zoning district, with the exception of the FAR standard.

*Intensity*

According to Future Land Use Policy 4.1.9, there is no minimum intensity and the maximum intensity is 0.4 FAR (or no maximum if traditional design standards were used). The proposal has an FAR of 0.21.

*Building Height*

In the Southeast Sector Plan, height is limited by the number of stories, not the overall height to provide variety to the skyline in the mixed use centers. Commercial buildings shall have no more than 25 foot floor to floor heights. The Village Center designation allows for 1 to 3 stories. The proposed plan depicts one story buildings. The height for the Big Box Retail exceed the 25 foot floor to floor height, but is consistent with a two story building which is an allowed height limit.

*Impervious Surface Ratio (ISR)*

The maximum ISR permitted is 0.85 according to the Village Center standards. The development proposes an ISR of 0.83 which meets the ISR standards.

**Table 2—Development Standards**

Phase	Acreage	Use	Sq. Ft./ Dwelling Units	FAR (floor area ratio)		Building Height		ISR (impervious surface ratio)	
				Minimum / Maximum	Proposed	Minimum / Maximum	Proposed	Maximum	Proposed
1	14.91	Retail	140,057 sq. ft.	0 to 0.4 FAR	0.22 FAR	1 to 3story	1 story	0.85	0.83
2	0.9	Gas Station	2,750 sq. ft.	0 to 0.4 FAR	0.07 FAR	1 to 3story	1 story		
3	2.57	Restaurant/ Retail	12,000 sq. ft.	0 to 0.4 FAR	0.11 FAR	1 to 3story	1 story		
4	11.57	Restaurant/ Office/Retail	88,620 sq. ft.	0 to 0.4 FAR	0.18 FAR	1 to 3story	1 story		
5	16.76	Retail	189,543 sq. ft.	0 to 0.4 FAR	0.26 FAR	1 to 3story	1 story		
6	5.74	Restaurant/ Office/Retail	34,399 sq. ft.	0 to 0.4 FAR	0.14 FAR	1 to 3story	1 story		
<b>Total</b>	<b>52.45</b>		<b>467,369 sq. ft.</b>		<b>0.21 FAR</b>				

*Setbacks*

The required setbacks for the Village Center (AC-1 standards) are 0 feet for the front yard and street side yard, 0 or 3 feet for the side yard, and 20 feet for the rear yard setback. Refer to Table 3—*Setback Requirements* below.

<b>Table 3—Setback Requirements</b>			
<b>Use or Phase</b>	<b>Yard</b>	<b>Building Setbacks</b>	
		<b>Minimum</b>	<b>Proposed</b>
Retail/Restaurant/ Office	Front– Narcoossee Road	0 ft.	100 ft.
	Side–north property line	0 or 3 ft.	50 ft.
	Street Side–Tagore	0 ft.	25 ft.
	Rear– west property line	20 ft.	50 ft.

*Signage*

The applicant did not submit a master sign plan for this project. It is noted that a master sign plan will be submitted prior to the issuance of building permits for monument, wayfinding and directional signage. All building signage will comply with Chapter 64 of the LDC.

*Parking*

The applicant is proposing 2,447 parking spaces on the entire site. Table 5 below provides the minimum and maximum parking ratios for the various individual uses on the property. To determine the maximum, the entire site is calculated as a shopping center (440,078 sq. ft. of shopping center at a maximum ratio of 4.5/1000 sq. ft. and 27,291 sq. ft. of restaurant at a maximum ratio of 20/1000 sq. ft.), the total maximum spaces permitted is 2,525 parking spaces. The proposed number of spaces is within the maximum permitted parking spaces. The applicant has indicated that some of the parking spaces will be eliminated with the cart corrals that are not depicted on the site plan.

<b>Table 5—Parking Requirements Per Parcel</b>						
<b>Parcel /Use</b>	<b>Sq. Ft./ Dwelling Units</b>	<b>Minimum Ratio</b>	<b>Minimum Spaces Required</b>	<b>Maximum Ratio</b>	<b>Maximum Spaces Permitted</b>	<b>Parking Spaces Proposed</b>
1. Big Box Retail	140,057 sq. ft.	2.5/1000 sq. ft.	350	4.5/1000 sq. ft.	630	558
2. Gas Station	2,750 sq. ft.	2.5/1000 sq. ft.	7	5/1000 sq. ft.	13	10
3. Restaurants (2)	12,000 sq. ft.	5/1000 sq. ft.	60	20/1000 sq. ft.	240	127
4. Retail (3)	60,560 sq. ft.	2.5/1000 sq. ft.	151	4.5/1000 sq. ft.	272	621
Restaurant	5,404 sq. ft.	5/1000 sq. ft.	27	20/1000 sq. ft.	108	
Office/Retail (3)	22,656 sq. ft.	2.5/1000 sq. ft.	57	4.5/1000 sq. ft.	102	
5. Big Box Retail	189,543 sq. ft.	2.5/1000 sq. ft.	474	4.5/1000 sq. ft.	852	779
6. Office/Retail (2)	24,512 sq. ft.	2.5/1000 sq. ft.	61	4.5/1000 sq. ft.	110	352
Restaurants (2)	9,887 sq. ft.	5/1000 sq. ft.	49	20/1000 sq. ft.	198	
Total Provided	467,396 sq. ft.		1,236		2,525	<b>2,447</b>

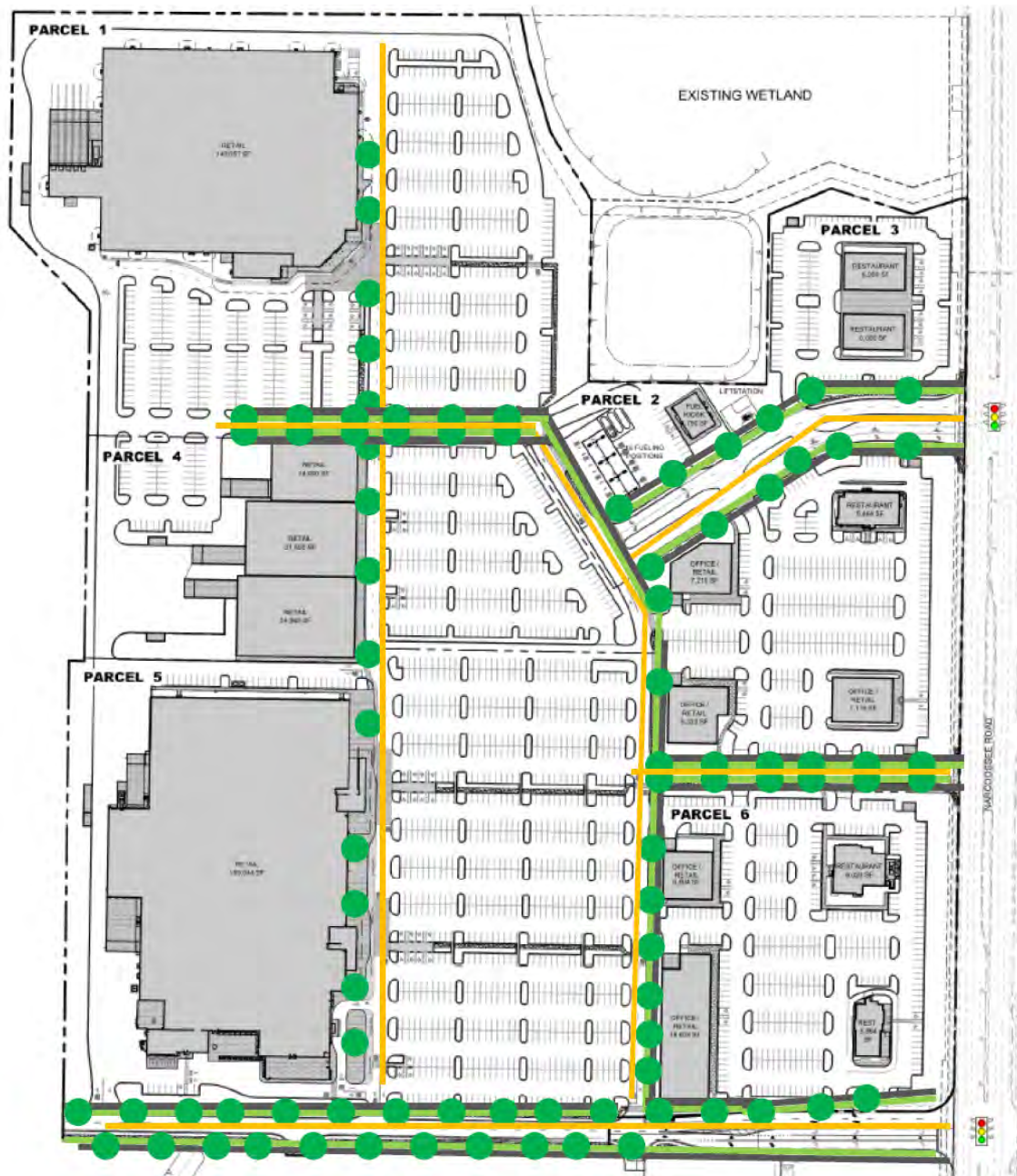


### Landscaping & Streetscape

The applicant did not submit a landscape plan with this application. It is noted that the landscape plan will be developed in accordance with Chapter 60 of the LDC. A final landscape plan, including plant list, will be submitted for Appearance Review prior to building permits. Street trees are required on Narcoossee Road.

Aerial photos show existing trees south of the retention pond. Consider moving the Parcel 2 Gas Station and replace with a restaurant or other outdoor use that can benefit from tree cover.

According to LDC Section 61.221(a), it states that “development shall provide multiple direct vehicular and pedestrian connections in its local street system and internal circulation to and between nearby local destinations, such as transit stops, parks, schools, residences, workplaces and shops, without requiring the use of arterial streets.” Urban Design Condition #12(b) of this report states, “A minimum of one pedestrian connection shall be provided from each parcel (as depicted on the exhibit provided identifying each parcel) from each public or private street, to the main entrance of each building. Multiple tenant buildings may consolidate to one connection if cross connections are provided.” And Urban Design Condition #12(e) states, “The main vehicular drives, pedestrian areas in front of the large retail stores, and the north/south vehicular drives between parcels 5 and 6 shall be designed to appear as streets, with street trees within minimum 7 foot wide park strips adjacent to the curb, and a minimum 5 foot wide sidewalk.” The diagram below explains these conditions in graphic form.

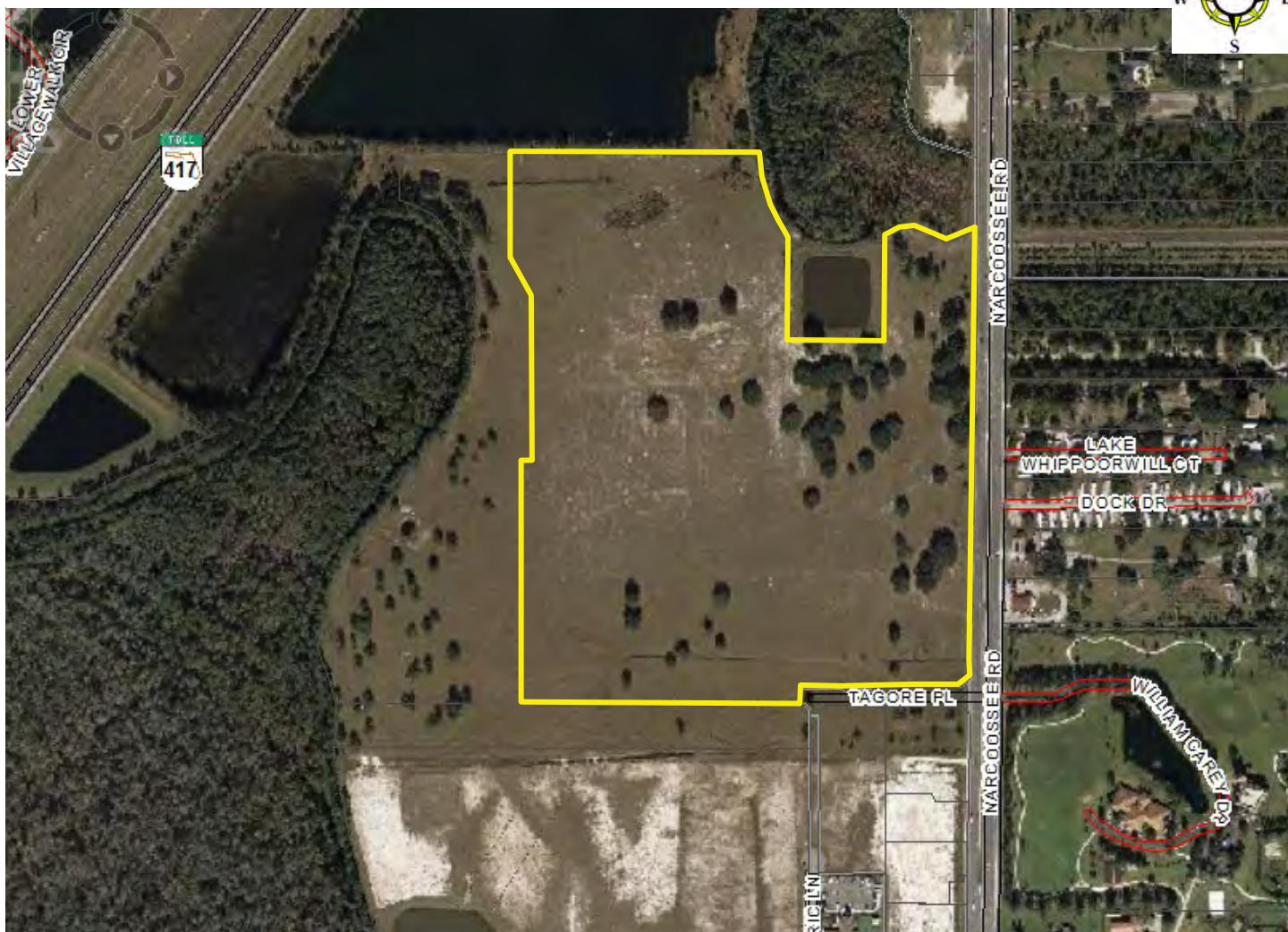




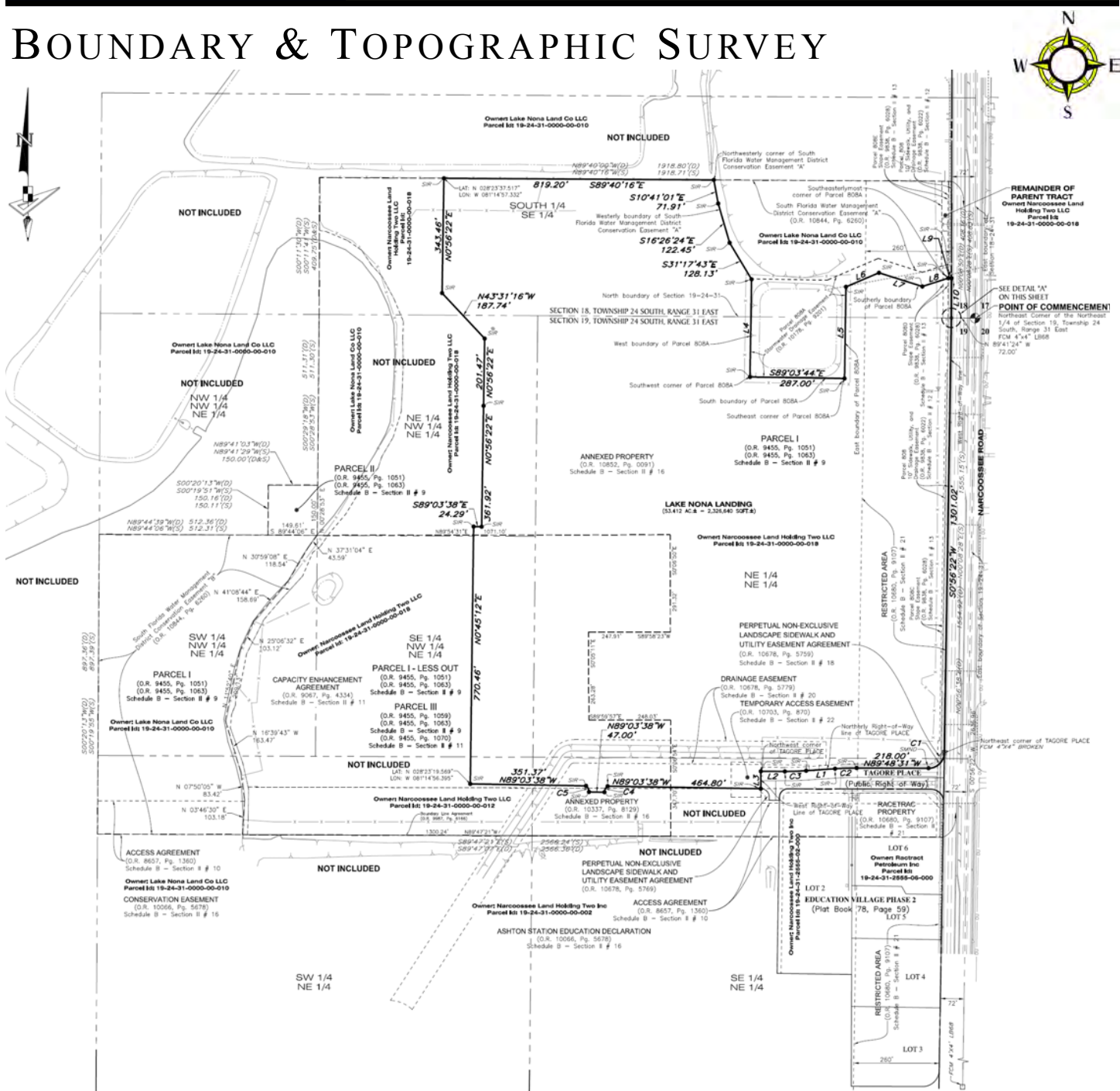
The photos below are examples where a similar treatment has been provided for a similar development.



## AERIAL PHOTO—2014

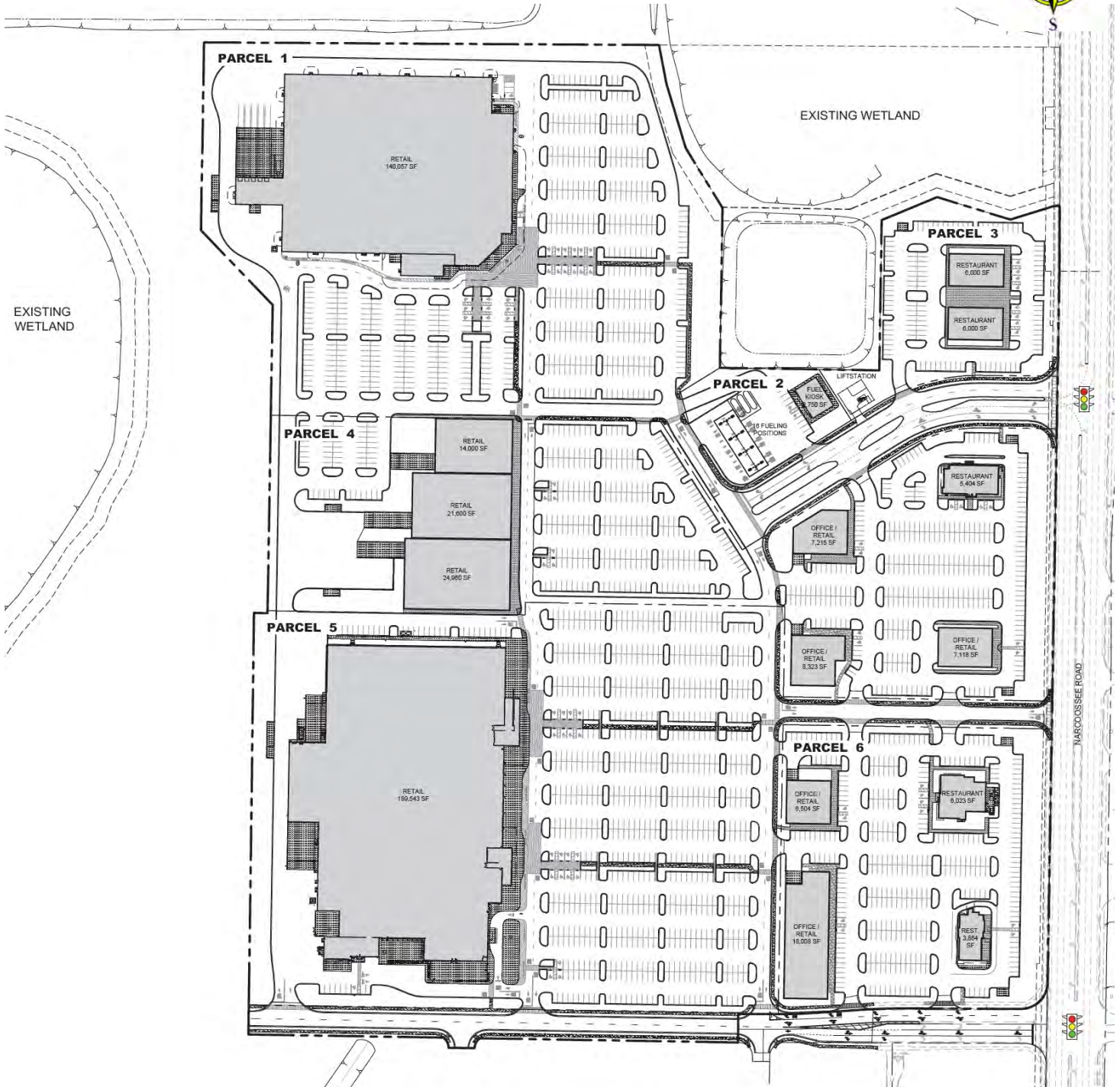


# BOUNDARY & TOPOGRAPHIC SURVEY





# PROPOSED SITE PLAN/PRELIMINARY PLAT

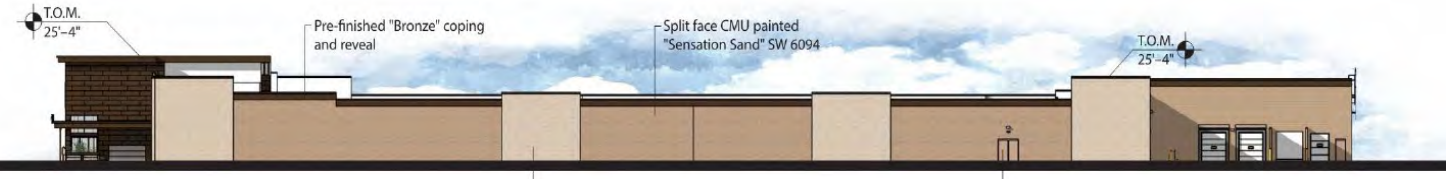


# PROPOSED SITE PLAN/PRELIMINARY PLAT



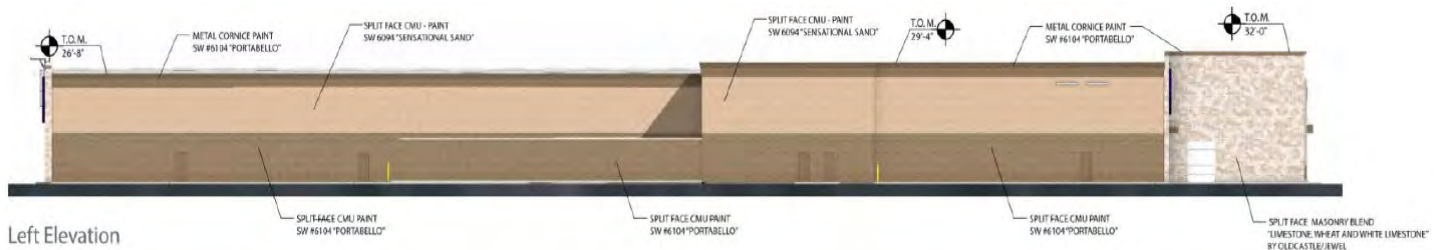
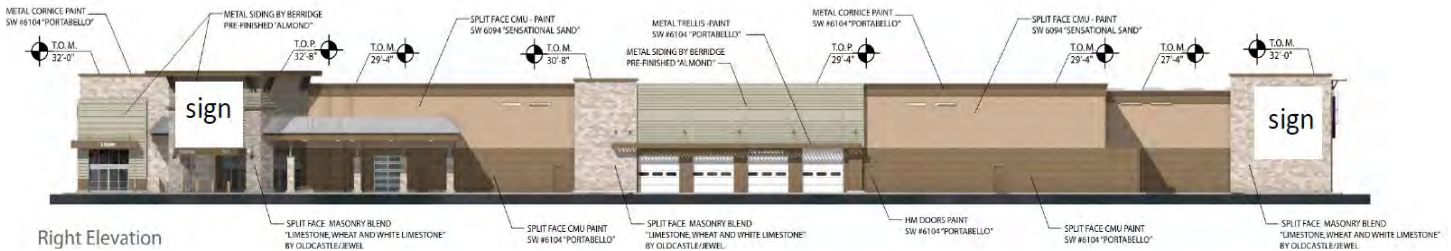


# ARCHITECTURAL ELEVATIONS—PARCEL 5





# ARCHITECTURAL ELEVATIONS—PARCEL 6



## 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 Plat applications contained in Section 65.425 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, Chapter 68 of the Land Development Code.
6. The proposal is consistent with the requirements of the Education Village PD.
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 and Preliminary Subdivision subject to the conditions below:

## CONDITIONS OF APPROVAL

### City Planning

#### 1. *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.

#### 2. *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 Education Village PD, and any other pertinent provisions of the Conventional LDC, and all previous agreements between the City and property owner.

#### 3. *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.

#### 4. *LANDSCAPING PLAN*

The landscaping plan shall be developed in accordance with LDC Chapter 60. A final landscape plan, including plant list, shall be submitted for Appearance Review prior to building permits. A tree survey and tree removal permit is required. If the future use of Parcel G requires a bufferyard, it shall be provided on Parcel G. Aerial photos show existing trees south of the retention pond. Consider moving the Parcel 2 Gas Station and replace with a restaurant or other outdoor use that can benefit from tree cover.

#### 5. *APPEARANCE REVIEW*

All Buildings and site plans for Parcels 2, 3, 4, and 6 shall be reviewed administratively through Planning Official Determinations prior to submitting for building permits.

#### 6. *REQUIRED PARKING*

The applicant has indicated that some of the parking spaces will be eliminated with the cart corrals that are not depicted on the site plan. The overall site plan shall not exceed the maximum number of parking spaces permitted by the LDC of 2,525.

#### 7. *SIGNAGE*

The applicant shall submit a master signage plan prior to the issuance of building permits.

#### 8. *DUMPSTERS*

All dumpsters and trash compactors shall be screened with solid walls to match the principal structure. Decorative gates shall be installed to coordinate with principal structure. No dumpsters or mechanical equipment shall face Narcoossee Road or Tagore Place.

# CONDITIONS OF APPROVAL

## City Planning (cont.)

### 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. *BOLLARDS*

Curb cuts along building frontages shall be designed to minimize the need for vertical bollards and “No Parking Signs”. Bollards shall be compatible with the materials and colors of the principal structure.

### 11. *DRIVE THRU*

Drive thru shall be oriented to the side or rear and not face Narcoossee Road. It shall also be reviewed for code compliance as part of the Appearance Review.

## Urban Design

### 1. *APPEARANCE REVIEW*

Elevations were provided for the grocery store and bulk-retail store. All other retail buildings and out parcels shall require an appearance review through Planning Official determination prior to submitting to Permitting.

### 2. *TRANSPARENCY*

- a. The following method shall be used to calculate the total transparency area: Total transparency shall be calculated by linear store frontage times the height from grade to 12 feet above grade.
- b. Principal facades shall refer to all exterior walls that face public R.O.W., and for calculation purposes only, include those facades facing Narcoossee Road and all cross access drives where entrances face parking lots or public street ROW.
- c. Clear glass is required on ground floor in order to be included in required transparency calculations. Minimum 80% transmittance for clear glass or minimum 60% transmittance for low-e glass is required.
- d. Large Scale Retail (Parcel 1 & 5, Large Retail on Parcel 4): The ground floor principal facades shall have 15% transparency. The secondary façade facing pedestrian connections or public or private streets shall have 10% transparency. Glazing in garage doors on secondary façade may count toward transparency calculation.
- e. Outparcels, Retail and Restaurants (Parcel 2,3,6 & Outparcels on 4): Principal facades for any façade facing a street, pedestrian path or plaza shall have a minimum of 30% transparency in ground floor elevations. Secondary facades shall have a minimum of 15% transparency in ground floor elevations.
- f. Tinted, mirrored, and spandrel glass does not count toward transparency.

### 3. *ORIENTATION*

- a. Each building, outparcel, and tenant space shall have a clearly defined, highly visible customer entrance.
- b. The entrances of the buildings shall address Narcoossee Road, Tagore Place Extension, or a main vehicular drive.

### 4. *FAÇADE ARTICULATION*

At least four of the following façade treatments shall be integrated into the principal façade, and at least three integrated into secondary facades facing Narcoossee Road or a parking lot:

- a. Minimum 12-inch-wide vertical architectural elements at intervals of no more than 25 feet.
- b. Minimum 3-foot-wide building projections and recessed.
- c. Minimum two color changes between the principal building and the architectural accents (i.e., columns, wainscot, reliefs, etc.).
- d. Minimum two textures and/or material changes between the principal building and the architectural accents (i.e., columns, wainscot, reliefs, etc.).
- e. Minimum two pattern changes between the principal building and the architectural accents (i.e., columns, wainscot, reliefs, etc.).
- f. Architectural banding to create shadow lines.
- g. Awnings and/or canopies.
- h. Arcades.

### 5. *ROOF ARTICULATION*

The roof line shall be articulated with the following requirements:

- a. Parapets that conceal flat roofs and rooftop equipment such as HVAC units from all sides. The average height of such parapets shall not exceed an average of fifteen (15) percent of the height of the supporting wall. Parapets shall incorporate a three (3) dimensional cornice treatment.



# CONDITIONS OF APPROVAL

## Urban Design (cont.)

- b. Overhanging eaves that extend beyond the supporting walls, as appropriate to the architectural style.
  - c. Sloping roofs that do not exceed the average height of the supporting walls. Sloping roofs shall have a minimum average slope of one (1) foot of vertical rise for every three (3) feet of horizontal run.
6. *OUTDOOR RETAIL AREA (Garden Center)*

The black ornamental fence shall have columns at a minimum 10-foot spacing that match architecturally with the building. The columns shall continue around the entire length of fence at the south side elevation. Chain-link fencing shall be prohibited.
7. *LIGHTING*

A lighting plan was not submitted with the application. All lighting proposed on the site and on the buildings shall meet the requirements of the City of Orlando Outdoor Lighting Ordinance, LDC63.400. Landscaping and lighting shall be coordinated.
8. *MECHANICAL EQUIPMENT*

Rooftops of all commercial buildings shall have mechanical equipment screened from view and/or treated architecturally. LDC section 58.982 shall also be met.
9. *ALL SERVICE AREAS*

Architectural elements and design details shall continue along loading and service areas of all buildings, however loading and service areas will not need to be treated to the same extent Principal and Secondary facades are treated. To the extent practical, landscaping, screen walls, etc. shall screen all views of loading and service areas visible from the public ROW or private internal drive or parking lot. Gates shall be required where landscaping and screen walls are not possible, however periodic breaks in screening to allow access to rear service areas shall be permissible without the use of gates being required. Gates shall be decorative in nature and match the architectural style of the principal buildings. Screen walls shall conceal trailers when parked at loading bays to the extent that such loading bays are not otherwise screened from the public ROW, private internal drives, or parking lots. Customer loading and pick-up areas are exempt from screening requirements.
10. *DUMPSTERS*
  - a. All dumpster enclosures shall be solid masonry construction and shall have finished materials that match the principal structures on site. Gates shall be decorative and be of similar design and materials from principal structures. Chain link is prohibited.
  - b. Dumpsters shall be located so that they are not visible from, or adjacent to the public or internal streets, nor adjacent to a pedestrian sidewalk.
  - c. Dumpsters should be shared where possible to reduce the number of dumpsters around the property.
  - d. Landscape screens shall be required for all enclosures not adjacent to buildings.
  - e. Dumpsters or service areas for the restaurant and multi-retail buildings are strongly encouraged to be incorporated into the building, by the screening walls being attached to the building, and architectural treatments continued along the walls. Location and screening treatments shall be reviewed at the time of appearance review.
11. *SIGNS*

A Final Master Signage package shall be submitted by developer and approved by the Planning Official and the Appearance Review Officer prior to signage permits being issued.

  - a. allowed per the Education Village Master Sign Plan standards, as may be amended, whichever is greater.
  - b. Separate monument signs for separate platted outparcels may be permitted.
  - c. Backlit awning and canopy signs are not permitted.
  - d. Signs are prohibited within the ROW, and signs shall be outside any street corner visibility areas.
12. *LANDSCAPE, STREETSCAPE, AND SITE PLAN*
  - a. Tree islands in parking lot should be staggered or alternate across the isles to create more variety and shade throughout the parking lot. All other parking lot landscaping shall meet the requirements of LDC Chapters 60 and 61.
  - b. A minimum of one pedestrian connection shall be provided from each parcel (as depicted on the exhibit provided identifying each parcel) from each public or private street, to the main entrance of each building. Multiple tenant buildings may consolidate to one connection if cross connections are provided.
  - c. Sidewalks shall be installed along the entire frontage of the property and connect to any existing sidewalks adjacent to the property.
  - d. All pedestrian crosswalks shall be constructed with pavers and/or texture-colored concrete or similar.

## CONDITIONS OF APPROVAL

- e. The main vehicular drives, pedestrian areas in front of the large retail stores, and the north/south vehicular drives between parcels 5 and 6 shall be designed to appear as streets, with street trees within minimum 7 foot wide park strips adjacent to the curb, and a minimum 5 foot wide sidewalk (*See Page 6 for diagram*).
- f. Detention ponds— Any new wet stormwater ponds that are visible from the street shall serve as a visual and physical amenity to the site according to Sec. 60.144 of the LDC and include the following:
  - Integrated into the landscape and site design.
  - The side slopes are 5:1 or less and the depression or swales shall appear as a lawn or landscape area.
  - Designed as an entrance feature to the site or development.
  - Incorporate approved aquatic plants.
  - Includes a water feature such as a fountain or spray jet.
- g. Minimum 10' wide perimeter landscape buffer along western property line (on outside of fences) shall consist of the following plant materials:
  - 12' - 14' high canopy trees planted 50-100 feet on center.
  - 3' high continuous shrub row, 3-gal. planted 36" on center
  - 8"-12" high groundcover, 1-3 gal. planted 12"-24" on center.
- h. Street trees shall be planted between the curb and sidewalks within a minimum 7-foot park strip within the Narcoossee R.O.W. or on-site behind Orange County easements.

### 13. CART CORRAL SCREENING

Cart corrals within parking lots shall be screened with solid masonry walls, fences or landscaping material to match or complement other onsite landscaping themes, meet the goal of durability and be consistent with the aesthetic design of the rest of the site. Screening shall be subject to review and approval by the Appearance Review Officer. Walls shall be no taller than the top of the cart or not to exceed 4 feet in height from grade.

## Transportation Planning

### 1. BICYCLE PARKING

Per City Code Chapter 61, Part 3D, all developments are required to provide Bicycle Parking spaces for the use of patrons and employees. Each building shall meet this requirement for long-term and short-term spaces and shall show the location of all spaces on the plans submitted for permitting. Required long-term spaces may be inside the buildings or outside in weather protected lockers or an enclosure. The locations for short-term spaces or racks shall be placed so as not to create conflicts with pedestrian or other vehicular movements. All racks do not need to be clustered together, and should be distributed to logically serve the various building entrances.

### 2. SIGNAL WARRANT ANALYSIS

The developer/owner shall be responsible to coordinate the analysis, funding, and construction of traffic signals serving this development with Orange County Public Works. This condition also applies to any deceleration lanes needed under Orange County's rules of operation.

### 3. CROSS ACCESS

Emergency cross access easement to the west Parcel (PD Parcel G) is required.

## Transportation Engineering

1. Tagore Place shall have a cross section that has three lanes, one lane in each direction running east or west, and one center turn lane. This cross section will begin after the existing concrete center median and continue the length of Tagore Place. A 60 foot wide ROW will be required to accomplish this, currently 55 feet is being proposed.
2. In Parcel 6, the multiple north and south curb cuts will be combined to one and a drive aisle that runs north and south will connect each of the sub-parcels. This will help with circulation of proposed drive-thru's and reduce multiple conflicts on interior roads.
3. The curb cut on Tagore Place from Parcel 6 shall be a right-in/right-out only. A physical barrier shall be placed at the driveway to accomplish this.
4. All handicapped curb ramps along City Row shall be bi-directional and be a type approved by FDOT .
5. A 30x30 corner clip will be required at each intersection onto Narcoossee Rd for signalization needs.
6. Realign the center drive aisle on the north side of Parcel 6 that runs perpendicular from Narcoossee Rd, this can be accomplished by decreasing the size of the median on the eastern side of Parcel 5 or by increasing the offset to create a "T" intersection.
7. Provide a pedestrian circulation route from Narcoossee Rd to all the specific businesses proposed and an interior pedestrian circulation from one building to the next that are all ADA compliant.

# INFORMATIONAL COMMENTS

## Transportation Engineering (cont.)

8. Drive thru currently shown at "Big Box" retail location does not meet Orlando LDC requirements. Design issues will be worked out during permitting stage.
9. After review of the traffic impact study conducted by Kittelson and Associates, there is a high concentration of vehicles, about 36%, making a left turn at the Narcoossee Road and North Power Center entrance intersection. The City of Orlando would require a left turn lane but since this is an Orange County road, provide a letter or email from Orange County Public Works that a left turn lane is not required. This can be resolved at the permitting stage.
10. For any construction work planned or required within a public right-of-way or City sidewalk easement adjacent to a public right-of-way (including but not limited to: irrigation, drainage, utility, cable, sidewalk, driveway, road construction/reconstruction or landscaping), the Owner/Applicant shall submit the following: Maintenance of traffic plans (M.O.T.) Please contact Scott Walker at 407-246-2372 or Lauren Torres at 407-246-3322.
11. At all project entrances, clear sight distances for drivers and pedestrians shall not be blocked by signs, buildings, building columns, landscaping, or other visual impediments. No structure, fence, wall, or other visual impediment shall obstruct vision between 3 feet and 8 feet in height above street level. The street corner / driveway visibility area shall be shown and noted on construction plans and any future site plan submittals. The applicant shall design the site plan as necessary to comply with the Florida Greenbook for sight distance at intersections and FDOT Design Standards Index 546. Sight triangles shall be shown on site plans and landscape plans.

## Engineering/Zoning (MPL2015-00014)

### 1. 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.

### 2. ZONING-PLATTING

The property must be platted prior to Engineering/Zoning approval for building permit issuance, plat is being process under SUB2015-00027.

### 3. SIGNS-LDC

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

### 4. 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.

### 5. 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.

### 6. SEWER-ORANGE COUNTY

Per the Orlando-Orange County Wastewater Territorial Agreement the subject property is located within Orange County's territorial service area. This site will be serviced by Orange County Public Utilities, prior to issuance of permits an invoice or receipt will be required by the Office of Permitting Services.

### 7. 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.

### 8. STORM-WATER MANAGEMENT DISTRICT

The owner/developer is required to design and construct an on-site storm water system in accordance with the approved Master Drainage Plan. Approval from South Florida Water Management District is required. The system is to be privately owned and maintained. All future elevation shown on a boundary/topographic survey shall use the North American Vertical Datum of 1988 (NAVD 88).



# INFORMATIONAL COMMENTS

## Engineering/Zoning (MPL2015-00014) (cont.)

### 9. *ON-SITE FEES*

At the time of development, the owner/developer is required to pay an on-site inspection fee that is a percentage of the cost of the on-site improvements, excluding the building, in accordance with City Land Development Code, Section 65.604.

### 10. *REFUSE CONTAINERS*

In accordance with City Code Section 28.6 (f) 1-3, the Office of Permitting Services is authorized to make a determination of approval/disapproval of refuse container sites. The dumpster must have a minimum opening of 12' wide and a clear depth of 10' forward of any bollards within the enclosure. Approval/disapproval of the use of commercial hand pick-up of refuse from any non-residential entity shall be determined solely by the Refuse Collection Bureau Staff.

### 11. *ROADWAY-MASTER PLAN*

The proposed roadway cross section needs to be consistent with the approved Planned Development.

### 12. *ENGINEERING/ZONING-MISC.*

Contact the Bureau of Parks (407) 246-2283 for a tree removal permit before removing any 4" caliper or larger trees.

All proposed mechanical equipment must be properly screened from view in accordance with Chapter 58, PART 5B (18). Mechanical Equipment; Section 58.982 of the Land Development Code.

## Engineering/Zoning (SUB2015-00027)

### 1. *SEWER-FDEP*

This project requires a Florida Department of Environmental Protection (FDEP) permit for the sanitary sewer system. 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 Wastewater Division 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

### 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. *STORM-UNDERDRAINS*

Underdrain construction is required in accordance with Section 17.01 of the Engineering Standards Manual.

### 4. *STORM-WETLAND*

If the proposed wetlands are to be altered, the owner/developer needs to submit documentation from South Florida Water Management District and/or the Army Corp of Engineers.

### 5. *EASEMENT-ENCROACHMENT*

The final plat shall contain the following note: There shall be no building encroachment, roof-over-hang or underground structure in the easement.

### 6. *STREET TREE FUND*

The Orlando City Council approved a Resolution at the January 27, 1997 City Council Meeting. Section 61.226 of the City's Land Development Code provides for a Street Tree Trust Fund. The developer is required to contribute funds to the Trust Fund prior to issuance of the building permit. The City is responsible for installation of the trees. The cost is \$350 for each 12'-14' height of canopy tree. The developer may install the street trees in lieu of contribution to the Trust Fund in accordance with Section 61.226.

# INFORMATIONAL COMMENTS

## Engineering/Zoning (SUB2015-00027) (cont.)

### 7. *EROSION & SEDIMENTATION CONTROL*

Storm water control measures to minimize the impact of the erosion/sedimentation shall be incorporated in the plan of the development for all projects in the City of Orlando and a detailed description of these measures are to be included with the final engineering submittal.

### 8. *UTILITY CONSTRUCTION*

Section 1.04 of the Engineering Standards Manual provides that all utility lines shall be installed beneath the surface of the ground. Subdivision construction plans must include all proposed utilities.

### 9. *PLAT-MAJOR*

Final Plat: At the time of final plat submittal, the following is required:

1. Mylar plat (executed by the owner and signed and sealed by the surveyor).
2. Certificate of Title or Title Opinion (A title insurance policy is not acceptable.) Refer to Florida Statutes 177.041 for additional information.
3. Initial 2 percent inspection fee (based on estimated cost of the improvements. An itemized cost estimate is to be submitted to this office for approval.
4. Six sets of approvable construction plans.
5. Performance Bond - 110 percent of the cost of the improvements. The form is available in the Office of Permitting Services.
6. Joinder and Consent to Plat - If there is a mortgage on the property, a joinder and consent to plat document is required from each mortgage holder. The document is recorded with the plat. Refer to Florida Statute 177.081 for additional information.
7. Fixed Asset Report - The form is available in the Office of Permitting Services or at our website [www.cityoforlando.net/permits](http://www.cityoforlando.net/permits).
8. The plat must be reviewed by Orange County prior to recording. Begin this process by taking a copy of the executed plat to Room 1700 (Orange County Property Appraiser's Office, Attn. Rocco Campanale), 200 S. Orange Avenue, Sun Trust Bank Center. The original completed Statement of Lien from Orange County is required by this office. The Statement of Lien must be received in this office prior to recording the plat.

### 10. *TREE REMOVAL*

A Tree Encroachment / removal permit prior to encroaching within 6' of or removing any existing 4" caliper or larger tree as per Orlando Land Development Code, Section 60.211 may be required for this location. Contact the Bureau of Parks at (407) 246-2283. A copy of this permit must be submitted to Permitting Services for review prior to a building or engineering permit being issued.

### 11. *SOILS REPORT-SUBMIT*

Two copies of the soils report are required for this site in accordance with Section 65.418 (f) of the City Land Development Code. They shall be submitted with the engineering or building permit application.

### 12. *STORM-MISC.*

A stormwater conveyance easement shall be established for stormwater crossing all lots.

### 13. *SEWER-MISC.*

Ownership/dedication and maintenance of the lift station shall be shown on the face of the plat in the dedication or surveyors notes.

## Legal Affairs Office

A title opinion or certificate of title pursuant to FS 177 must be submitted. A schedule A Commitment for Title is not acceptable. More comments will follow upon receipt of a proper title document.

## Police

### 1. *CPTED REVIEW*

The Orlando Police Department has reviewed the plans for Education Village Parcel E & F (shopping center) located at 11900 Narcoossee 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.

# INFORMATIONAL COMMENTS

## Police (cont.)

### 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.

Overall Project:

- A lighting plan was not available at the time of this review. 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.
- All lighting for this project shall meet or exceed the guidelines in Orlando City Code, Title II, Chapter 63.
- Lighting is universally considered to be the most important security feature in a parking facility. Illumination, uniformity, and glare should all be taken into consideration. Lighting fixtures should be shielded or full-cutoff, reliable, easy to maintain, withstand the elements, and be vandal-resistant.
- Good lighting provides visual guidance and orientation to employees and visitors and improves the perception of their safety, especially in areas not easily observed from main walkways.
- Appropriate lighting should be included in all areas anticipated to be used after dark. This includes parking areas, entrances, trash and recycle enclosures, pick-up or drive-thru windows, service or delivery areas and between trellis walls/screens and buildings.
- Lighting should not be screened out by landscaping or building structures such as overhangs or awnings.
- Uniformity of light is crucial to avoid 'dark' spots, especially in parking areas.
- Any illumination shall not cause a glare or excessive brightness that adversely affects the vision of pedestrians or motor vehicle operators on public or private property.
- Pedestrian walkways, back lanes and access routes open to public spaces should be lit so that a person with normal vision is able to identify a face from a distance of 30 feet during nighttime hours.
- 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 structures.
- Outdoor furniture placed in common areas is a good way to increase surveillance and encourage interaction. If used, consider furniture 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).
- Bicycle parking (if installed) should be observable from building entrances, securely fastened and not hidden behind landscaping.
- Ensure that any canopies do not interfere with lighting, especially pedestrian scale, if these locations are to be used during nighttime hours.

Retail and Restaurant Spaces:

- Since there is typically no natural surveillance between buildings and dumpsters or buildings and screen walls, be sure these areas are well-lit and that lighting is well maintained.
- Where possible, offices, reception areas, lobbies, or host stands should have exterior windows and furniture oriented to improve surveillance of entrances and public areas.
- All sides of the buildings should have windows to observe the walkways, parking areas and driving lanes.
- Advertisements and product displays should not be located in windows. If advertisements must be used, they should be small in size and located in an area that will not interfere with visibility through the windows.
- Decals which display height measures should be posted inside any public entrance.
- Public restrooms should be visible from the main customer areas and away from outside exits.

Fuel Station: The design and operation for this facility shall meet or exceed the guidelines in the Convenience Business Security Act Fla.Sta. § 812.1701-812.175.

### 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, walkway, 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 building.
- Signs located throughout the parking areas should remind users to lock their vehicles and keep valuables out of sight.



# INFORMATIONAL COMMENTS

## Police (cont.)

- Way-finding located throughout the property should help guide users to authorized areas while discouraging potential offenders.
- Signage with hours of operation should be clearly visible at any public entrance.
- The use of traffic calming measures as well as surface and gateway treatments is encouraged to promote 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 6' in width to enhance pedestrian flow.
- Bollards are a good option to consider in key locations to protect pedestrians, life-safety elements, critical utilities and control or direct traffic.

## 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 users.
- Each separate building or business should have an address that is clearly visible from the street and parking areas with numbers a minimum of five-inches high made of non-reflective material.
- Fencing could be used in select areas to add security, delineate property lines, allow transparency for surveillance, be unobtrusive, and create a sense of community. CPTED open style fencing is a good option to consider. These fences may contain pedestrian access points that utilize mechanical access control. Another option is landscape buffers, which include hostile vegetation, to delineate public from private spaces. The fencing and landscape buffer may be used together to further define and control 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.

Overall Project:

- Door locks should be located a minimum of 40 inches from adjacent windows.
- Exterior non-public and service doors should contain 180° viewers/peep holes or small windows made of security glass, interior hinges, single cylinder deadbolt locks with a minimum two-inch throw, metal frames with 3" screws in the strike plates, and be made of solid core material.
- Air conditioner units should be caged and the cages should be securely locked.
- If alarm or security systems are installed, each business should have a separate system that can be regularly tested and maintained by the occupants. During working hours, commercial alarm systems (to include any common areas) should be programmed so that a short beep is sounded if an exterior door opens.
- A security camera system capable of recording and retrieving an image to assist in offender identification and apprehension should be used throughout this project. Security cameras should be mounted at an optimal height to capture offender identification ("aiming" down from steep angles often results in images of the offender's hat). CCTVs should also be placed in several locations throughout the parking areas and property access points, especially areas with limited or no natural surveillance such as sheer walls.
- Back or service doors not open to the public should be kept locked from the outside at all times. Internal business policy should prohibit the "propping open" of exterior doors.
- Each retail, restaurant or convenience business space should contain a drop safe or cash management device.
- A conspicuous sign should be placed at the entrance which states that the cash register contains \$50 or less.
- The use of tempered or impact resistant glass is encouraged for all large glass doors and windows or a security film (such as Lexan™) to reduce the opportunity for burglaries, i.e. "smash and grabs". 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, hold-up alarms and retail training (what to do during a robbery), should be discussed with OPD's Crime Prevention Unit Officer Edgar Malave, 407.246.2513.

# INFORMATIONAL COMMENTS

## Police (cont.)

### 6. CONSTRUCTION SITE PROTECTION

Due to the continued trend of theft of building materials and equipment from construction sites, Orlando Police Department's Crime Prevention Unit strongly recommends that 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.
- To improve visibility of potential offenders by OPD patrol officers, 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.
- In addition to lighting, one of the following physical security measures should be installed:
  - Fencing, not less than six (6') feet in height, which is designed to preclude human intrusion, should be installed along the perimeter boundaries of the site and should be secured with chain and fire department padlocks for emergency vehicle access; post in a clear area, an emergency contact person and phones numbers for after hours, in case of an emergency; or
  - A uniformed security guard should be hired to continually patrol the construction site during the hours when construction work has ceased.
- 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 an emergency contact person 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.

### 7. 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:

- 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.
- 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.
- 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.
- 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.
- FCC authorization: All amplification equipment must be FCC Type Accepted.
- 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](mailto: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.

## INFORMATIONAL COMMENTS

### 8. *(I.R.I.S.) CAMERA SYSTEM*

Innovative Response to Improve Safety (I.R.I.S.) Camera System:

OPD recommends that the developer contact OPD in an effort to coordinate camera system technology. OPD has the ability to monitor specified external camera systems from private facilities at the will of the developer or building owner. OPD monitoring will be in addition to self- monitoring and will not replace building camera monitoring. OPD will not have the ability to interfere with or manipulate building camera systems, only view. The additional monitoring is beneficial to both the developer/owner and OPD as a crime prevention and overall public safety solution.

IRIS questions should be directed to the Orlando Police Department, Sgt. Andy Brennan, at [andrew.brennan@cityoforlando.net](mailto:andrew.brennan@cityoforlando.net).

## 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 plan review, please contact Holly B. 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 please contact Lauren Torres at 407-246-3322 or [lauren.torres@cityoforlando.net](mailto:lauren.torres@cityoforlando.net). Information regarding plan review, permit issuance, and inspections can be obtained by using our interactive voice response system PROMPT at 407-246-4444.

### **Engineering/Zoning (MPL2015-00014)**

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 (SUB2015-00027)**

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 Orlando Police Department plan review, please contact Audra Nordaby at 407.246.2454 or [Audra.Nordaby@cityoforlando.net](mailto:Audra.Nordaby@cityoforlando.net).

## REVIEW/APPROVAL PROCESS—NEXT STEPS

1. SETDRC minutes scheduled for review and approval by City Council.
2. Appearance Review by the Urban Design staff.
3. Final Plat Review.
4. Building permits.