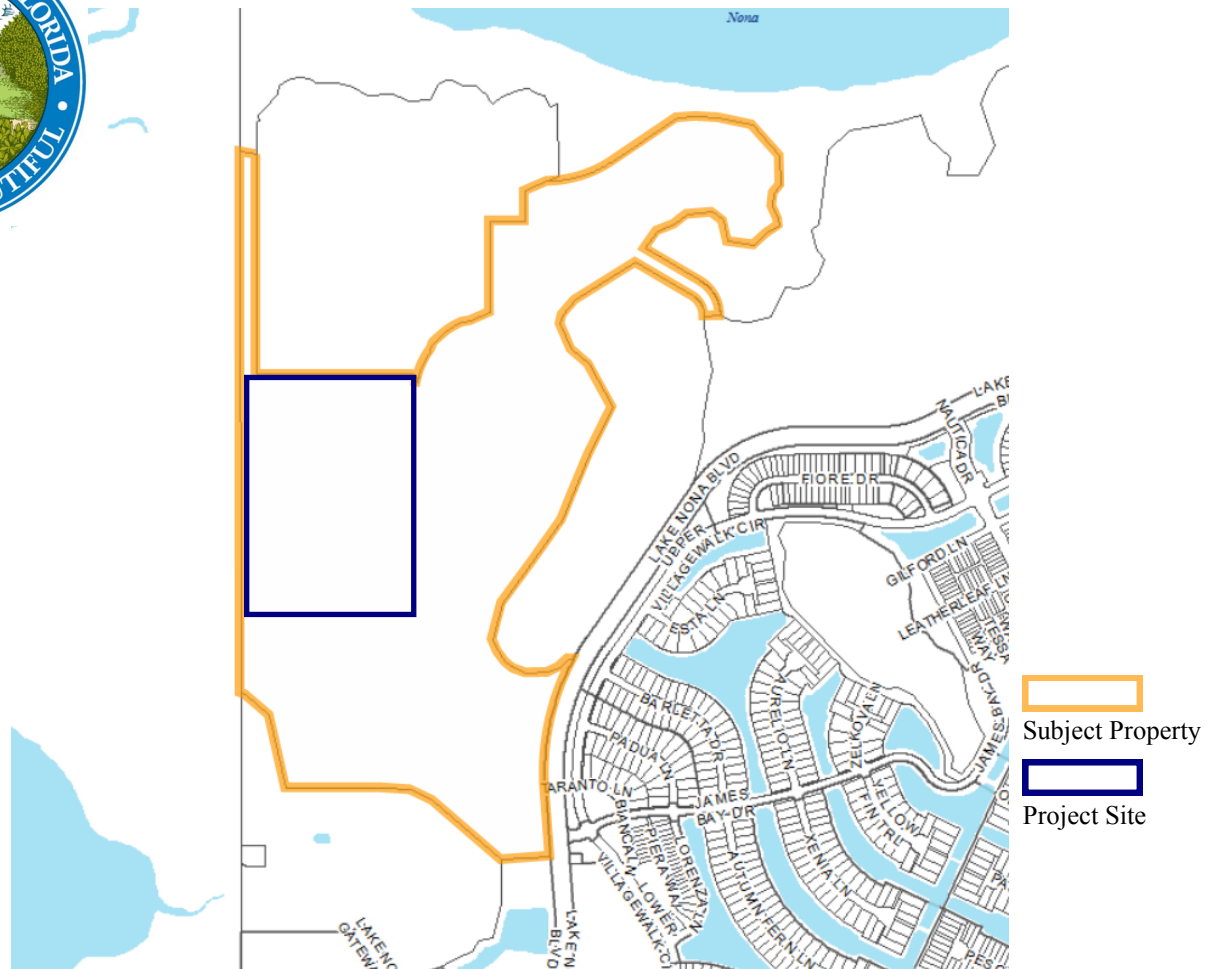




SPORTS VILLAGE AT LAKE NONA



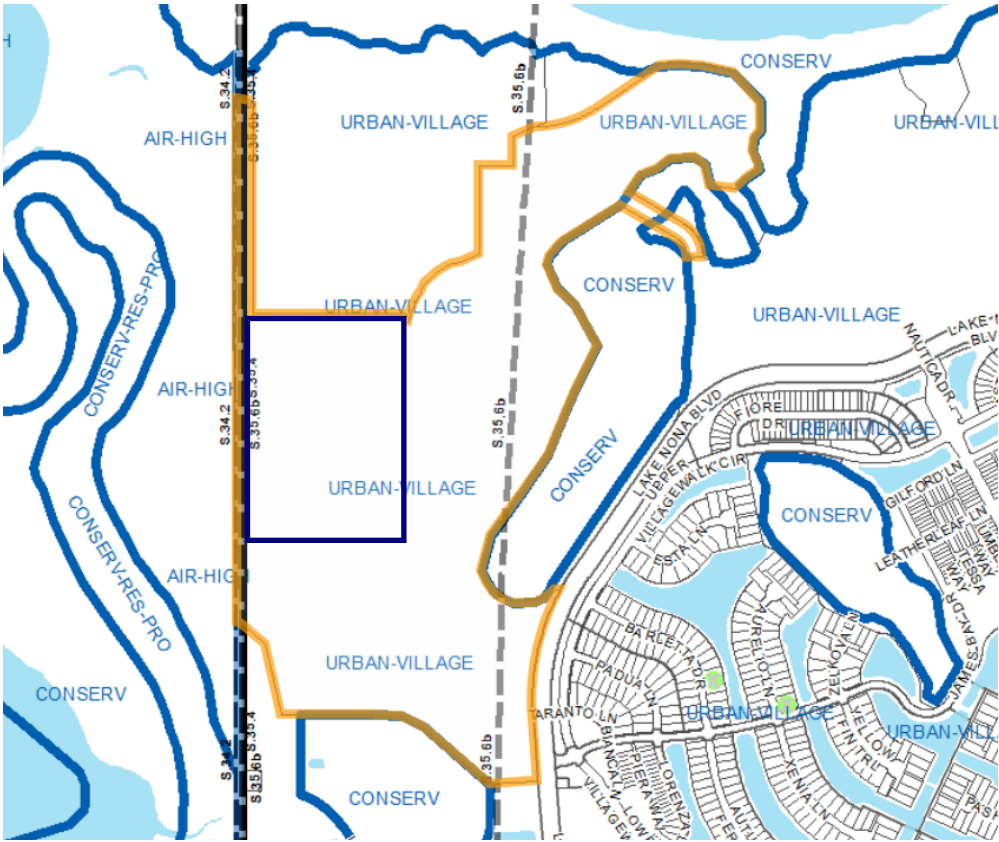
Location

Map

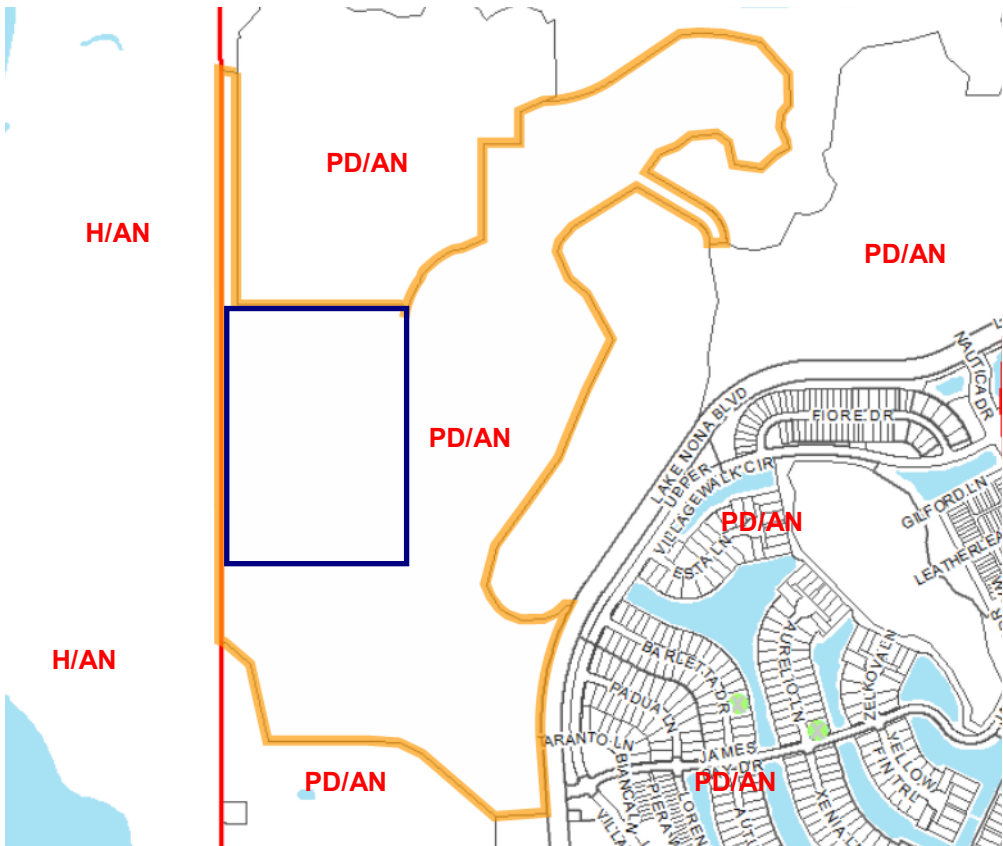
SUMMARY

<p>Owner</p> <p>Ralph Ireland, VP Lake Nona Land Company, LLC.</p> <p>Applicant</p> <p>Heather Isaacs Tavistock Development Company</p> <p>Project Planner</p> <p>Wes Shaffer</p> <p>Updated: March 7, 2016</p>	<p>Property Location: The project site is located northwest of Lake Nona Boulevard, southeast of Heintzelman Boulevard, south of Lake Nona (±40.1 acres, District 1).</p> <p>Applicant's Request:</p> <ol style="list-style-type: none"> 1. Specific Parcel Master Plan (SPMP) approval for the development of 118,877 square feet of office/showroom, six private athletic fields with 23,750 square feet of ancillary buildings, and associated surface parking. 2. Preliminary plat for Lake Nona Central Parcel 9 Phase 2 	<p>Staff's Recommendation:</p> <p>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 northwest of Lake Nona Boulevard, southeast of Heintzelman Boulevard, south of Lake Nona, and is approximately 40.1 acres in size. The site is contained within Parcel 9 of the Lake Nona Development of Regional Impact (DRI) and associated Planned Development (PD). The Official Future Land Use Map shows the subject site designated as Urban Village and The Official Zoning Map shows the subject site designated as PD/AN. The Lake Nona DRI Map H specifies the subject site as “Airport Support District—High Intensity”.

The applicant is proposing a Specific Parcel Master Plan (SPMP) to develop four lots consisting of two office buildings totaling 18,877 square feet, two 50,000 square feet office/showroom buildings, 23,750 square feet of ancillary building, and 6 private athletic fields.

Table 1—Development Program

Lot	Program
1	18,877 sq ft Office
2	50,000 sq ft Office/Showroom
3	50,000 sq ft Office/Showroom
4	6 private athletic fields & 23,750 sq ft ancillary buildings

Previous Actions in Parcel 9:

- June 2014—A planning Official Determination verifying zoning information was issued (LDC2014-00144)
- October 2014—Southeast Town Design Review Committee recommended approval of USTA at Lake Nona (MPL2014-00032 & SUB2014-00049) for a tennis facility that includes 103 tennis courts, office uses, player development and collegiate facilities, and player lodging.

Project Context

The subject property is located within the Lake Nona DRI in the southeast section of Orlando and is currently vacant. The site is completely surrounded by Urban Village future land uses with the United States Tennis Association (USTA) tennis complex to the north, GOAA property to the west, and vacant property to the east and south.

Table 2—Project Context

	Future Land Use	Zoning	Surrounding Use
North	Urban Village	PD/AN	USTA Home of American Tennis
East	Urban Village	PD/AN	Vacant
South	Urban Village	PD/AN	Vacant
West	Urban Village	PD/AN	GOAA property

Conformance with the GMP and LDC

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, Goal 4 and its associated objectives and policies.

Conformance with the Lake Nona DRI

According to Section 4.7 of the Fourth Amended and Restated Development Order for the Lake Nona DRI, “Golf and tennis recreational and teaching facilities shall be permitted in all land use categories and are subject to review by the City at the time of Specific Parcel Master Plan and preliminary plat submittal for the applicable parcel to ensure compatibility with surrounding existing and/or proposed developments.” Therefore, the proposed athletic facilities are allowed on the Airport Support District—High Intensity site (Parcel 9).

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 designated as “Airport Support District-High Intensity” in the Lake Nona DRI/PD/ According to LDC Section 68.200(c)(1), Airport Support District is described as such:

“Airport Support Districts shall be the primary employment locations within the Southeast Plan area. The Airport Support Districts have been divided into two distinct types or levels of intensity (high and medium). It is the goal of the Southeast Plan to create a community structure that will encourage people to both live and work in the community. Traditional Design standards shall not be applied in High Intensity Airport Support Districts unless desired by the property owner/developer.”

Development Standards

According to LDC Figure 68-D, development in the Airport Support Districts is required to implement Conventional LDC Standards. This requirement was originally intended to accommodate a mix of industrial uses that would support airport operations. Since this site is being developed for uses other than Airport Support, City staff highly encourages that development implement Traditional Design standards. Moreover, AC-2 zoning district standards shall apply to the entire subject property.

Intensity

According to LDC Figure 68-D, there is no minimum intensity requirement and the maximum intensity is floor area ratio (FAR) of 1.5. The proposal complies with the requirement with an FAR of 0.082 (144,077 sqft / 40.1 acres).

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. According to the Lake Nona PD, Parcel 9 allows for a height limit of 2 stories. The proposed conceptual elevations for the two office buildings on Lot 1 show single story buildings, 14 feet high. In the proposal narrative, the applicant describes that the two office/showroom buildings on Lots 2 and 3 will be two story and the ancillary buildings on Lot 4 for will consist of a two story training facility building and a one story maintenance building.

Impervious Surface Ratio (ISR)

The maximum ISR permitted in the Airport Support District—High Intensity is 0.90 (AC-2 standards for uses other than industrial and office). Depending on the porosity of the soccer field turf, staff estimates an ISR ranging between 0.24 and 0.56 which meets the 0.90 maximum standard. The applicant has submitted a site plan that shows a storm water management pond offsite, south of the project site.

Setbacks

The required setbacks for the Airport Support District—High Intensity for uses other than industrial (AC-2 zoning) are 0 feet for the front yard and street side yard, 0 or 3 feet for the side yard and 10 feet for rear yard setback. The buildings on the site plan comply with the setback requirements.

Building Elevations

The applicant has submitted building elevations for the USPTA and USTA office buildings on Lot 1. These elevations (on pages 11 and 13) are acceptable. Prior to submittal of building permits for Lots 2, 3, and 4, the applicant shall electronically submit a request for a Planning Official Determination that includes a site plan, elevations for all four sides of each building, transparency calculations, and any other information needed to demonstrate compliance with the conditions of this report and the Southeast Sector Plan.

Landscaping

The applicant has not submitted a landscaping with this application. A complete landscape plan will be subject to Appearance Review prior to the issuance of building permits and shall comply with Chapter 60 of the LDC. The applicant has indicated that a final landscape plan, including the plant list, comply with LDC Chapter 60.

Signage

The applicant has submitted a plan that shows the locations of monument signage throughout the property (see page 17). A complete signage package will be subject to Appearance Review prior to the issuance of building permits and shall comply with Chapter 64 of the LDC.

Transportation Circulation

The site plan submitted by the applicant shows two entry roads from Performance Drive and cross access between parking lots.

Parking

Chapter 61 of the LDC restricts general office uses — such as the ones proposed for Lots 1, 2, and 3 — to a maximum of 4 parking spaces per 1,000 square feet of gross floor area (GFA). There is no maximum parking requirements for the proposed uses on Lot 4.

The applicant is requesting an alternative maximum parking standard for Lot 1 to accommodate 5 parking spaces per 1,000 square feet of gross floor area. To allow this overage, City Staff has required a letter from the Applicant/Owner giving an explanation of the need for these extra spaces and the estimated frequency of their use (letters included on pages 25 and 26 of this report).

Moreover, staff is requiring that the Applicant/Owner meet all parking Lot design requirements of Sec. 68.322 – 324 and use Southeast Orlando Sector Plan Development Guidelines and Standards to develop a design for the parking area that provides additional well shaded pedestrian pathways and seating areas in the parking area and enhanced landscaping demonstrating superior design as required for PD approval (see below for Parking Design Standards).

Table 3—Parking Requirements

Lot	Proposed Use	Gross Floor Area (sq ft)	Minimum Ratio	Minimum Spaces Required	Maximum Ratio	Maximum Spaces Required	Spaces provided in Site Plan
1	Office	18,877	2.5:1000 SF GFA	47	5:1000 SF GFA*	94	94
2	Office / Showroom	50,000	2.5:1000 SF GFA	125	4:1000 SF GFA	200	202
3	Office / Showroom	50,000	2.5:1000 SF GFA	125	4:1000 SF GFA	200	202
4	Private Athletic Fields with Ancillary Buildings	23,750	30 spaces per field**	180	No specified maximum	N/A	202
Total spaces provided in site plan							700

*alternative standard of 5/1000 sq ft GFA

** minimum standard used in MPL2015-00037

Parking Design Standards

Section 68.322 through Section 68.324 describe design standards for parking, connected walkways, and parking lot landscaping in the Southeast Orlando Sector.

Sec. 68.322—Parking.

Additional parking standards are included in Part 4, Circulation Standards. However, the following standards affect non-residential structures:

- Shared Parking.** Where a mix of uses creates staggered peak periods of parking demand, shared parking calculations may reflect a reduction in the total amount of required parking. Retail, office, and entertainment uses should share parking areas and quantities, particularly within mixed use centers.
- On-Street Parking.** Adjacent on-street parking shall be counted towards a land uses parking requirement. The amount of on-street parking should be maximized.
- Reduce Scale of Lots.** Large surface lots shall be visually and functionally segmented into several smaller lots. CPTED standards should be utilized in the design of parking areas. Designs that reduce visibility, especially between parking areas and business entrances, should be discouraged. Land devoted to surface parking lots should be reduced, over time, through redevelopment and/or construction of structured parking facilities.
- Surface Parking.** For all commercial or employment uses other than industrial and warehousing, surface parking areas should be planted with shade trees at an approximate ratio of one tree for every five spaces. Trees should be set into a tree grate or landscaped walkway and protected by bollards or tree guards.
- Permeable Paving.** The use of permeable paving to reduce surface run-off may be permitted, particularly in over-flow and seasonal parking areas. However, retention and detention facilities shall be required as per OUSWMM.

Sec. 68.323—Connected Walkways.

Connecting walkways shall link street sidewalks with building entries through parking lots. They shall meet the following minimum requirements:

- (a) Grading and Width. Connecting walkways shall be grade separated from the parking lot, with a paved surface a minimum of 6 feet in width.
- (b) Landscaping. Connecting walkways should be landscaped with either shade trees or climbing vines on trellises, in keeping with CPTED safety considerations.
- (c) Lighting. Connecting walkways should be equipped with lighting. Standards spaced a maximum of 30 feet apart, and a maximum of 10 feet tall are recommended. The type of lighting (high pressure sodium/metal halide, etc.) and intensity (foot-candles) shall be addressed on a project by project basis, but shall meet at least the minimum standards outlined in the Conventional LDC.
- (d) Screening. Any service areas (loading/storage areas) adjacent to connecting walkway shall be fully screened from view.

Sec. 68.324—Landscaping and Street Furnishings.

- (a) Parking Lot Frontage. Where parking lots occur along streets, a landscaped area in accordance with Conventional LDC standards shall be provided to minimize views of parked cars from the street and shall be permanently maintained.
- (b) Shade Trees. Broadleaf trees should predominate in parking areas and public plazas to provide shade in the summer and allow sun in the winter.
- (c) Screening Devices. Evergreen shrubs and trees should be used to screen mechanical equipment, loading areas, etc.
- (d) Pedestrian Seating Areas, Trash Receptacles and Transit Shelters. These items should be made of durable, high quality materials which visually reinforce nearby buildings.
- (e) Markers. Entry posts, columns, and/or landscaping should be installed where an internal sidewalk intersects with a public sidewalk.
- (f) Screening Loading Docks and Ground-Mounted Equipment. Loading areas, transformers, heating units and other ground-mounted equipment shall be visually screened with opaque walls or fences.

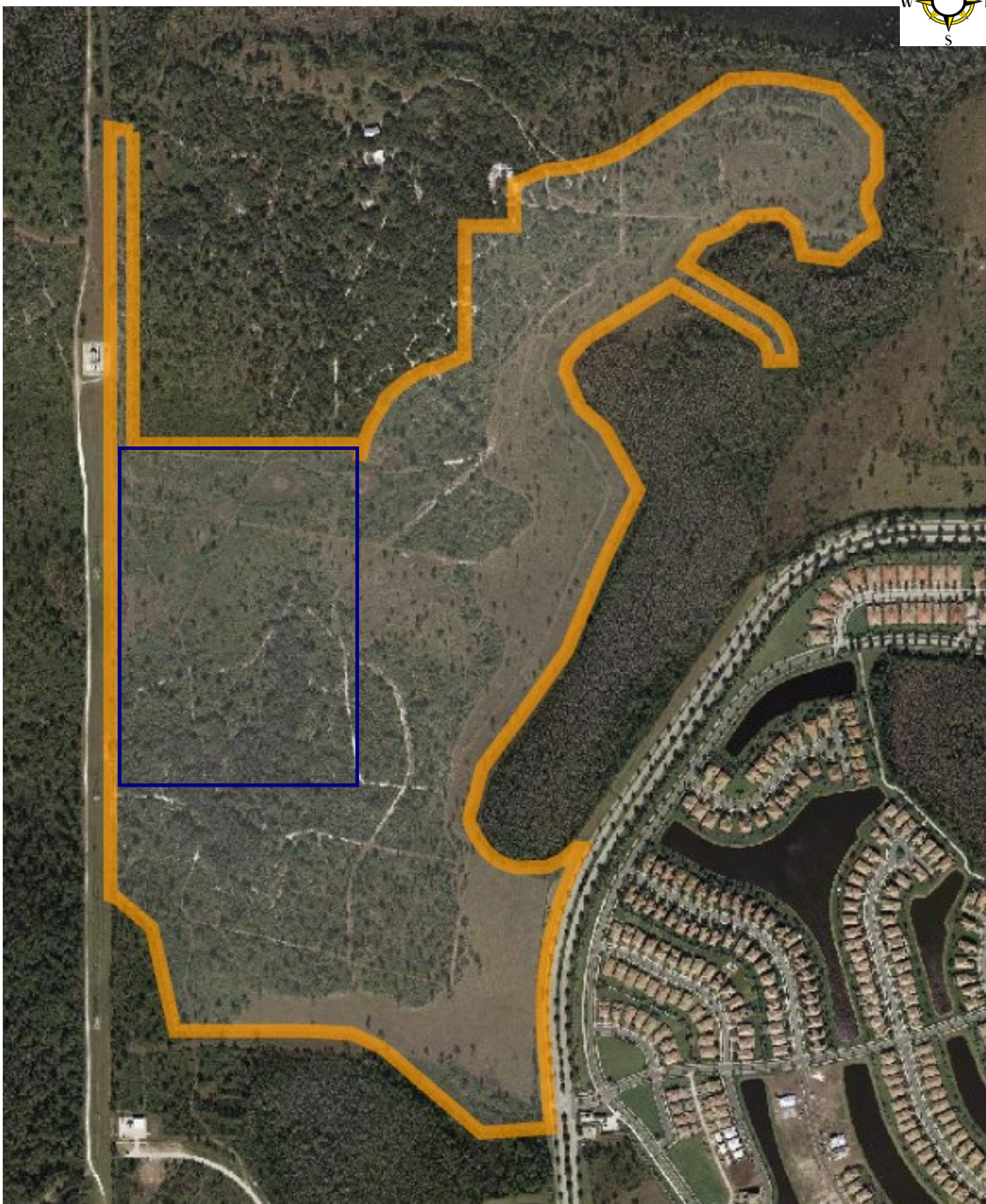
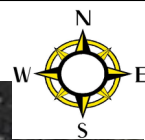
Parking Design Standards

The site plan submitted by the applicant does not show the locations of any short-term bicycle parking spaces. Per City Code Sec 61.333, five (5) short-term bike parking spaces shall be installed for each building on Tract A & Tract B. The racks shall conform to City standards and be located on an impervious surface so as not to interfere with pedestrian or other vehicular movements. Bike parking shall be provided at the time of construction for all development on Lots 2, 3 & 4 in the ratios required by City Code for the specific land use.

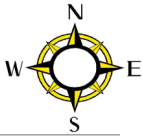
With regards to the specific location of bicycle racks, the applicant/developer should refer to Sec. 61.334 of the LDC which specifies the following standards for bicycle parking locations:

- (a) All bicycle parking facilities required by this Part shall be located on the same building site as the use being served. Short-term spaces shall be located within 120 feet of and clearly visible from the principal entrance of the building served (including both the patron and employee entrances where separate entrances are provided); long-term spaces shall be located within 500 feet of the principal entrance.
- (b) Bicycle parking facilities may be located in the rear 50% of any required front yard setback, but shall not be located in any vehicle parking space required under this Part, except where a vehicle parking space is specifically converted to bicycle parking spaces under the provisions of Section 61.333.

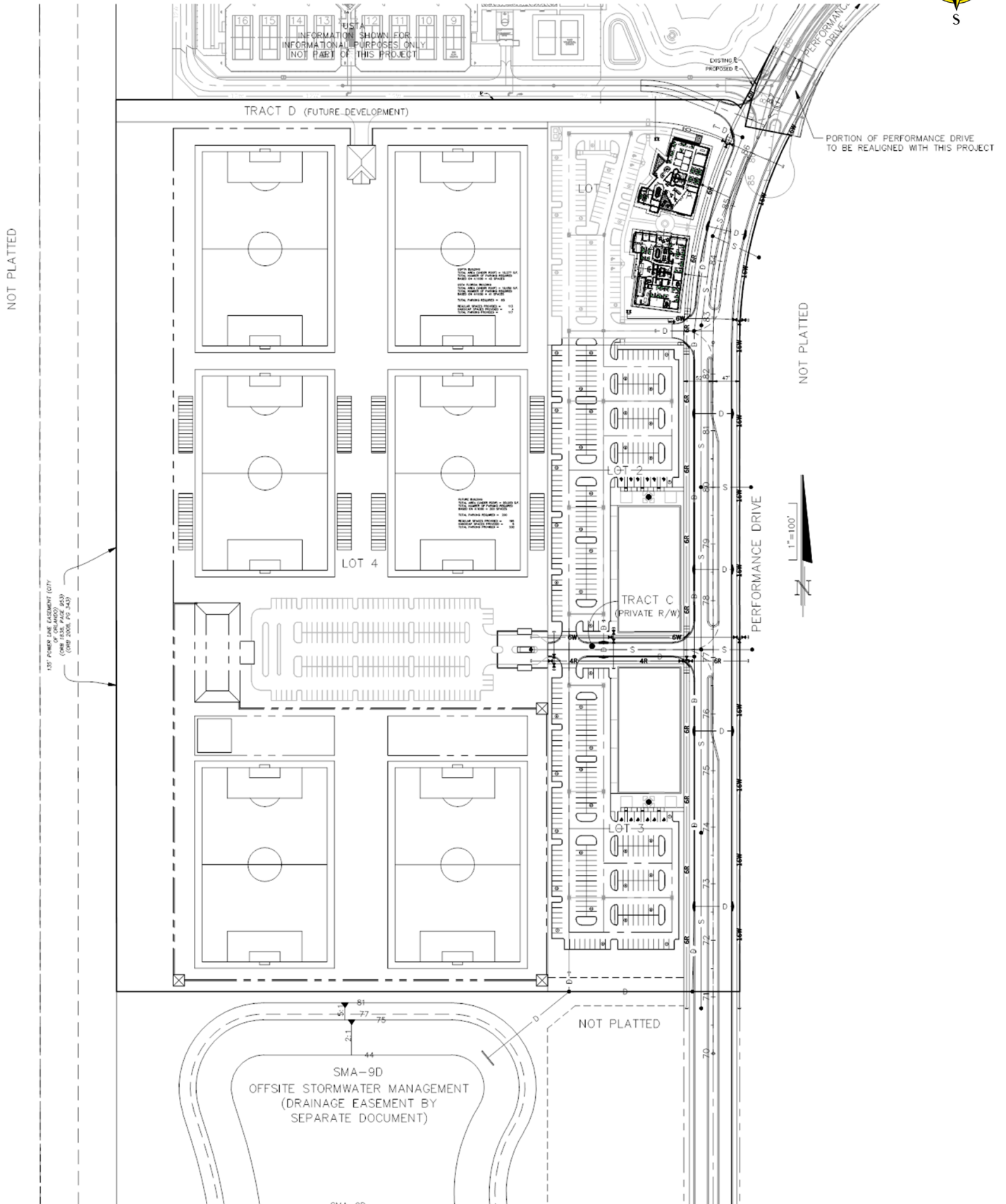
SUBJECT SITE AERIAL 2014



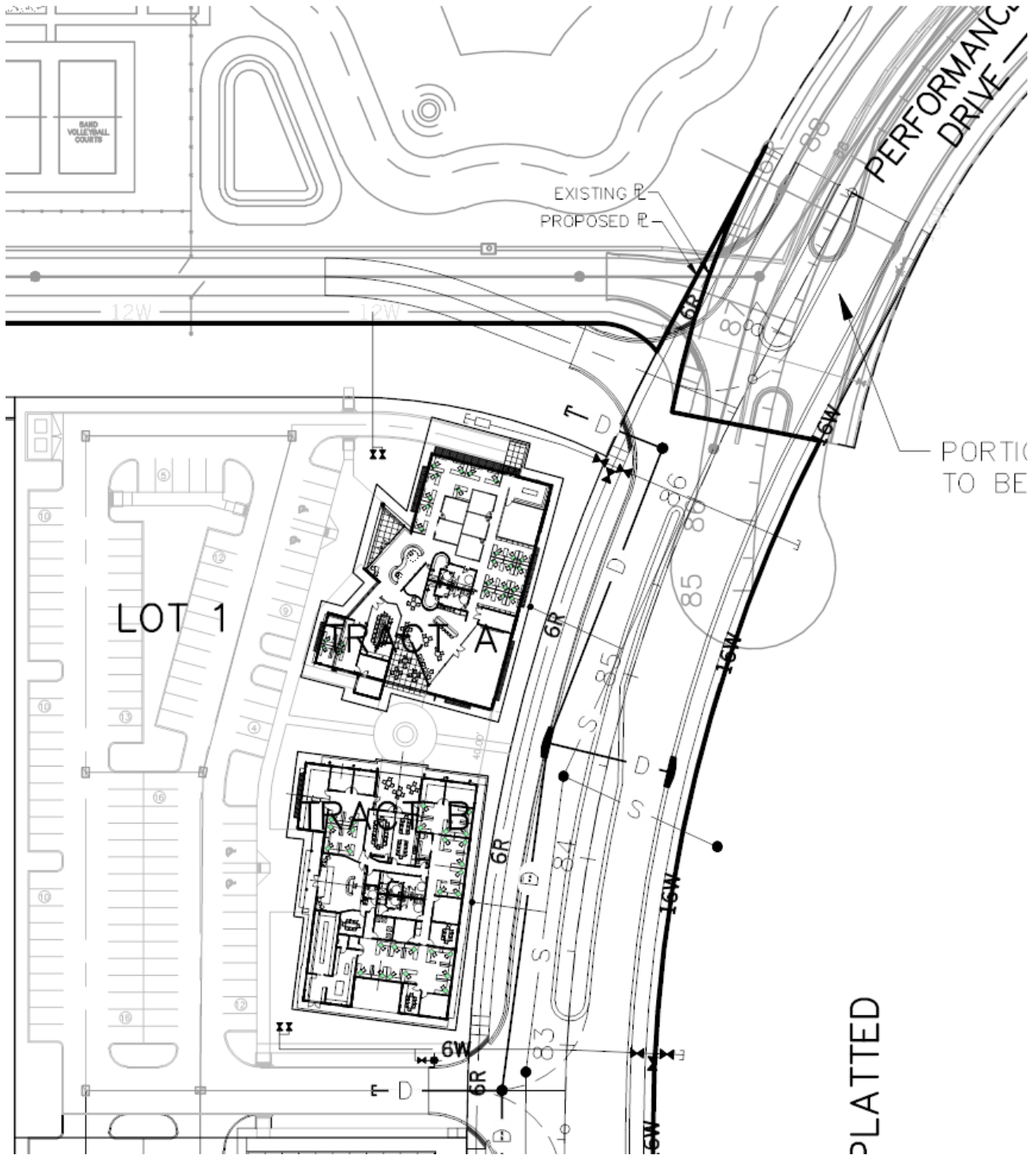
SUBJECT SITE AERIAL WITH PRELIMINARY PLAT



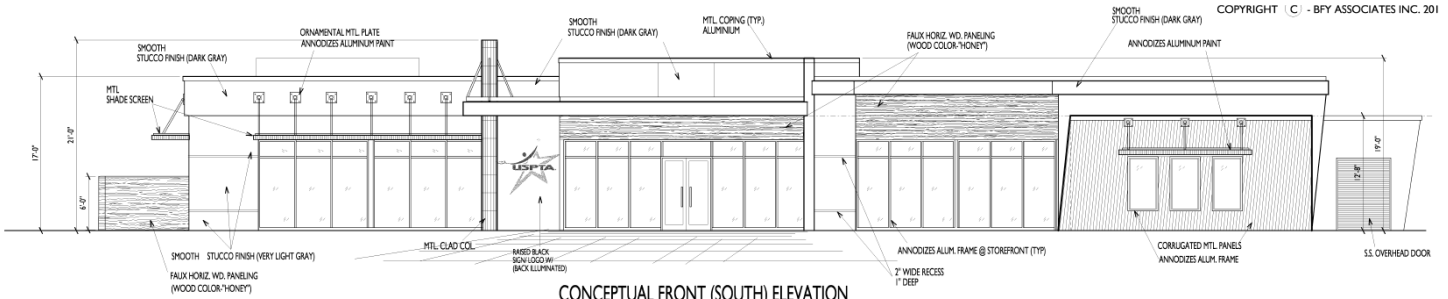
PROPOSED DEVELOPMENT PLAN



LOT 1 AND PERFORMANCE DRIVE REALIGNMENT

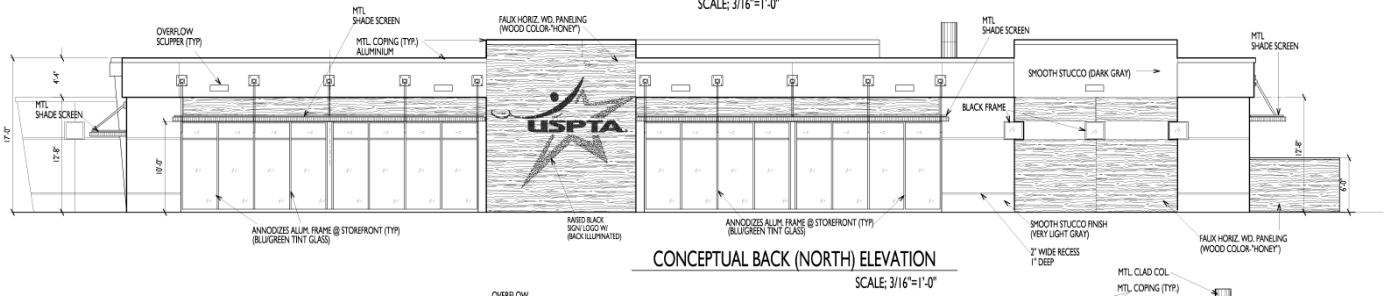


TRACT A: USPTA OFFICE BUILDING ELEVATIONS



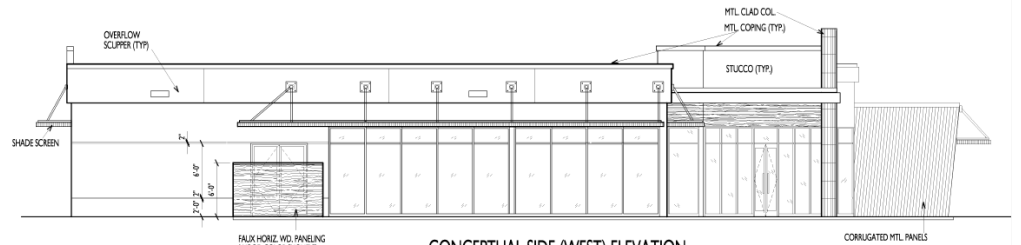
CONCEPTUAL FRONT (SOUTH) ELEVATION

SCALE: 3/16"=1'-0"



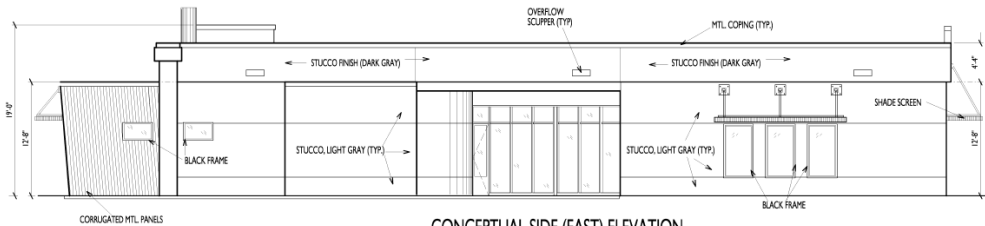
CONCEPTUAL BACK (NORTH) ELEVATION

SCALE: 3/16"=1'-0"



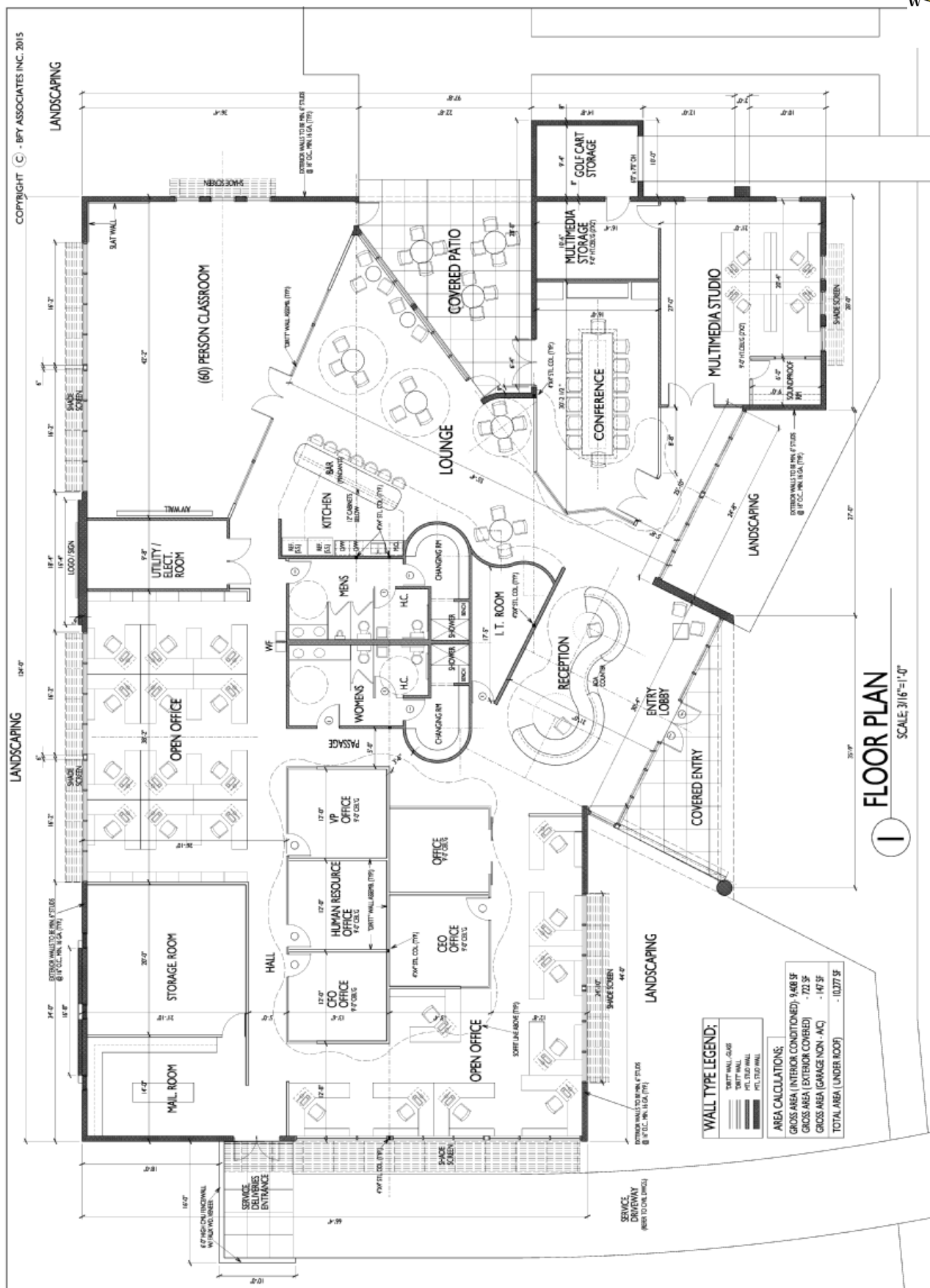
CONCEPTUAL SIDE (WEST) ELEVATION

SCALE: 3/16"=1'-0"



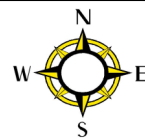
CONCEPTUAL SIDE (EAST) ELEVATION

SCALE: 3/16"=1'-0"

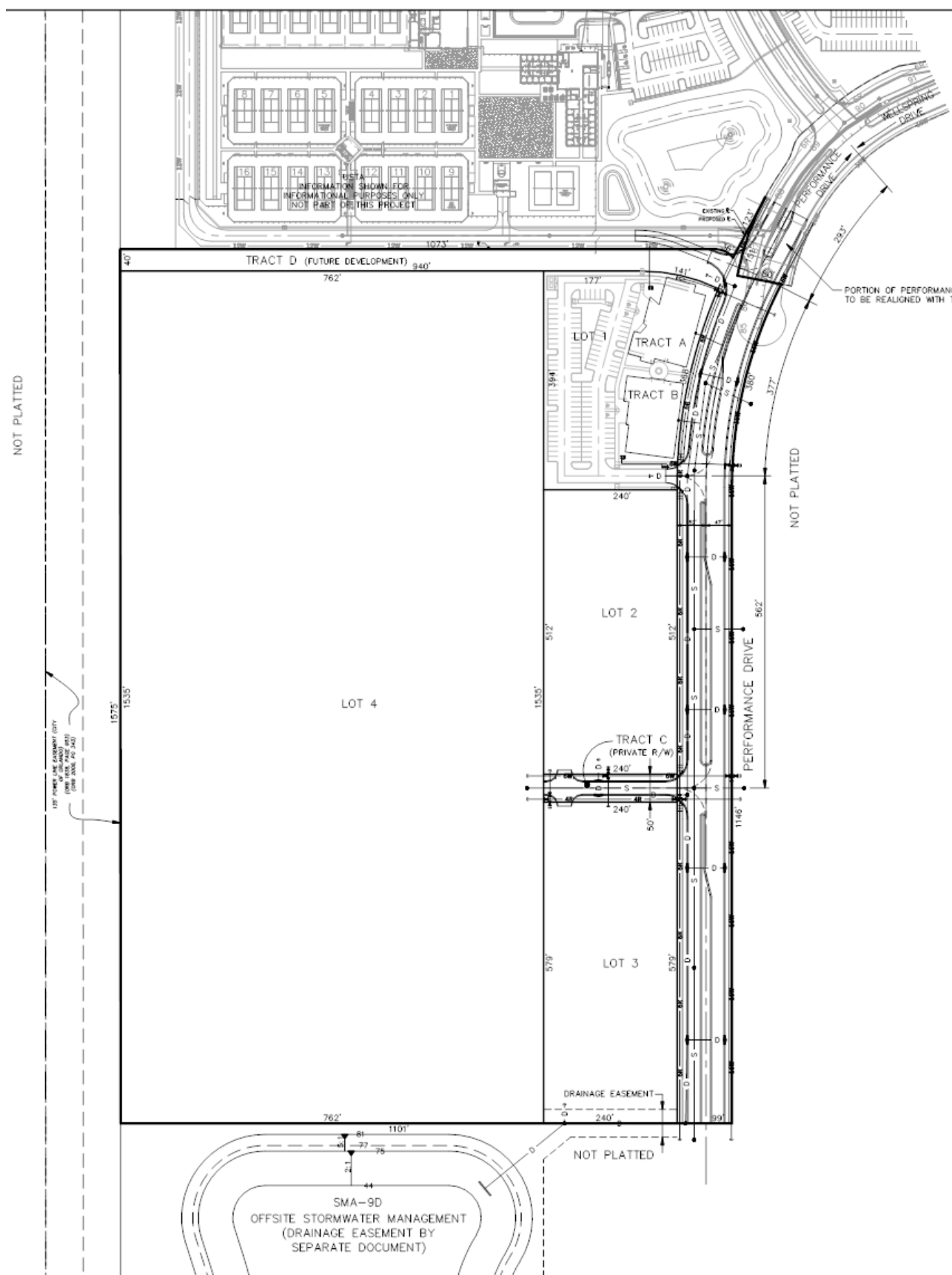




CONCEPTUAL ELEVATIONS FOR LOTS 2 & 3*

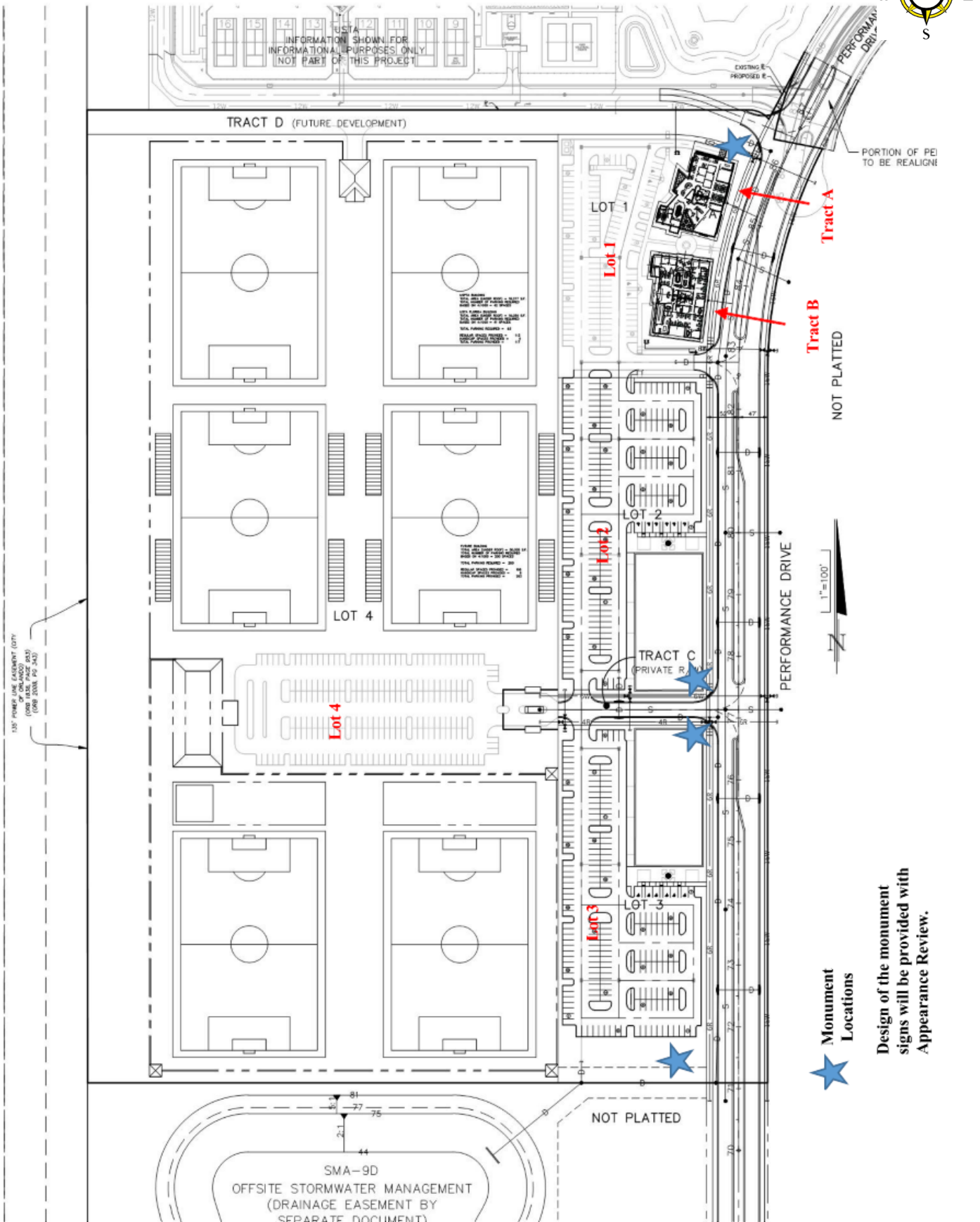


*will require approval through
Planning Official Determination





PROPOSED MONUMENT SIGN LOCATIONS



FINDINGS

Subject to the conditions contained herein, the proposal is consistent with the requirements for approval of the proposed Specific Parcel Master Plan amendment applications contained in Section 65.336 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 Lake Nona DRI/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 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 Lake Nona DRI/PD, and any other pertinent provisions of the Conventional LDC, the Lake Nona DRI/PD, the Southeast Orlando Development Plan Agreement, the 1994 Lake Nona Developer's Agreement, and all previous agreements between the City and property owner.

3. *APPROVAL*

Approval of the Specific Parcel Master Plan amendment by the Southeast Town Design Review Committee (SETDRC) 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 amendment (Southeast Town Design Review Committee) 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. *APPEARANCE REVIEW*

Building elevations for lots 2, 3, 4 and Landscape Plan for all lots will be subject to appearance review that is approved via a Planning Official Determination. Prior to submittal of building permits, the applicant shall electronically submit a request for a Planning Official Determination that includes a site plan, elevations for all four sides of each building, transparency calculations, and any other information needed to demonstrate compliance with the conditions of this report and the Southeast Sector Plan.

5. *IMPERVIOUS SURFACE RATIO (ISR)*

The development plan shall not exceed the maximum ISR of 0.90.

6. *SIGNAGE*

A complete signage package will be subject to Appearance Review prior to the issuance of building permits and shall comply with Chapter 64 of the LDC.

7. *BUILDING HEIGHTS*

The building heights for all proposed buildings shall not exceed 2 stories according to the Lake Nona PD for Parcel 9.

8. *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.

Urban Design

1. *SCREENING*

Evergreen shrubs, trees, opaque walls, or fences should be used to screen loading area and dumpster locations according to Sec. 68.324 of the LDC.

CONDITIONS OF APPROVAL

2. *LIGHTING*

All parking lot and vehicular site lighting shall meet LDC Section 63.408 standards. The maximum pole height for site lighting is 30' in all zoning districts, except in industrial districts where 50' is permitted. Soccer fields are not specifically addressed as to the pole height, however, the Planning Official may approve variances to the quantitative standards through the determination process. Conditions of approval may be necessary to minimally mitigate the land use impacts of the variances. If field lighting pole heights exceed the maximum permitted, the IES (Illuminating Engineering Society) sports field lighting guidelines and best practices shall be used in the review of the photometric plans, through a Determination of the Planning Official, prior to permits being issued. Being that the subject property is designated as Airport Support-High Intensity, the applicant/developer shall coordinate with Greater Orlando Aviation Authority with regards to appropriate lighting.

Transportation Planning

1. *NUMBER OF PARKING SPACES*

The applicant has requested 117 spaces for Lot 1 although 115 are shown on the plans. Either number is more than 50% above the number of spaces allowed by Code. To allow this overage, City Staff requires a letter from the Applicant/Owner giving an explanation of the need for these extra spaces and the estimated frequency of their use. The Applicant/Owner shall also meet all parking Lot design requirements of Sec. 68.322 – 324 and use SOUTHEAST ORLANDO SECTOR PLAN DEVELOPMENT GUIDELINES AND STANDARDS to develop a design for the parking area that provides additional well shaded pedestrian pathways and seating areas in the parking area and enhanced landscaping demonstrating superior design as required for PD approval.

2. *PARKING LOT CONSTRUCTION*

Parking on Lots 2 & 3 shall not be constructed until the buildings on these respective Lots are constructed. If the applicant provides documentation demonstrating that parking on either Lot 2 or Lot 3 is required to meet the parking needs for the training facilities on Lot 4, the Lot 2 and/or Lot 3 parking may be constructed concurrent with Lot 4 development.

3. *PARKING LOT DESIGN*

Typical dimensions for parking stalls, aisles, driveways, and pedestrian paths shall be shown on the submitted plans. All dimensions shall comply with City Code and ESM requirements.

4. *BIKE PARKING*

Per City Code Sec 61.333, five (5) short-term bike parking spaces shall be installed for each building on Tract A & Tract B. The racks shall conform to City standards and be located on an impervious surface so as not to interfere with pedestrian or other vehicular movements. Bike parking shall be provided at the time of construction for all development on Lots 2, 3 & 4 in the ratios required by City Code for the specific land use.

5. *FUTURE ROADWAY CROSS SECTION*

A typical cross section shall be shown for the future road that may be constructed in Tract D. If this cross section cannot be accommodated in Tract D, easements or notes describing where the additional reserved land will be obtained shall be indicated on this plat.

Transportation Engineering

1. *CROSS SECTIONS*

Cross sections of the proposed new alignment and road extensions are required and will be reviewed by the City Transportation Engineer at time of permitting. The City Transportation Engineering department will work with the owner to make design changes necessary in the roadway to provide safety and maneuverability and to ensure the proposed realignment and extension of Performance Drive logically follows the cross sections approved in MPL2014-00032.

2. *HANDICAP RAMPS*

Handicap (HC) ramps shall be constructed at the street intersection(s) and driveway connection(s) to comply with the Americans with Disability Act (ADA). Pedestrian ramps at street corners shall be designed to provide a separate ramp in each direction. These ramps will be a type approved by the FDOT.

3. *SIDEWALKS NEXT TO PARKING SPACES*

Sidewalks next to parking spaces shall be a minimum of 6 feet wide without wheel stops, 4 feet wide with wheel stops.

CONDITIONS OF APPROVAL

4. *SIGHT LINES*

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 and landscape plan submittals. The applicant shall design the site plan as necessary to comply with the Florida Greenbook and the FDOT Design Standards Index most current editions.

5. *HIGH EMPHASIS CROSSWALKS*

High emphasis crosswalks shall be used within the ROW and shall comply with standards found in the most recent FDOT Standard Index 17346.

6. *CONDUITS FOR SIGNALIZATION*

At the time of construction, each segment of the primary roads shown shall include fiber optic conduits for signalization. The type and size shall be reviewed and approved by the City Transportation Engineering Department.

7. *LET TURN LANE*

Left Turn lanes on Performance drive shall be designed to meet FDOT Designs Standard requirements for storage, width, and taper length.

8. *DESIGN SPEEDS*

Performance Drive shall be designed to a minimum of 30 MPH design speed.

9. *STRIPING AND SIGNAGE*

All striping and signage will follow MUTCD requirements.

10. *CROSS SECTIONS WITH PUBLIC SIDEWALK AND TRAIL*

Update cross sections to show all of the public sidewalk and trail are within the ROW.

11. *SHEET 5 OF 5 UPDATE*

Sheet 5 of 5 Note 4; update to read "The use of pavers in travel lanes shall be decided by both the City Engineer and Developer for areas within the City ROW."

12. *PRIVATE DRIVES*

All driveways off of Performance Drive shall be called out as "Private ROW" on the plat.

Engineering/Zoning

1. *ON-SITE STORMWATER MANAGEMENT*

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.

2. *FLOW-THRU EASEMENT*

The owner/developer needs to provide a flow-thru easement to the City of Orlando for the purpose of accepting Storm Water runoff from publicly dedicated roadways into their private retention system.

3. *PRIVATE RIGHT AWAY STREET NAME*

The proposed name of the new street shall be submitted to the Engineering Bureau for review for duplication of established street names, same sounding name, type of spelling, etc., in accordance with the City Land Development Code, Sections 58.64c34 (b) and 58.3122.

4. *PLAT REQUIREMENTS*

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

5. *DRAINAGE CONVEYANCES*

The preliminary plan shows several drainage conveyances outside of the boundary of the property, additional easement needs to be provided prior to construction.

CONDITIONS OF APPROVAL

6. *ON-SITE STORMWATER*

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.

INFORMATIONAL COMMENTS

Engineering/Zoning

1. *FINAL PLAT*

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

1. Blue or Black line copy of the Plat 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 Engineering.
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. 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. A copy of the completed Statement of Lien from Orange County is required by this office. The original Statement of Lien must be delivered to this office prior to recording the plat.

2. *CONCURRENCY MANGEMENT*

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

3. *DRAINAGE CALCULATIONS*

Need to provide drainage calculation and Geotechnical report for this development. A Stormwater Pollution Prevention Plan need to be submitted in accordance with the Florida Department of Environmental Protection (FDEP) requirement.

4. *CONSTRUCTION ACTIVITIES*

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.

5. *ON-SITE INSPECTION 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.

6. *LANDSCAPE PLAN*

The landscape plan needs to be designed in accordance with Chapter 60, Section 60.241 of the Land Development Code.

7. *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.

8. *NAVD 88*

All future elevation shown on a boundary/topographic survey shall use the North American Vertical Datum of 1988 (NAVD 88).

9. *TREE REMOVAL*

Contact the Bureau of Parks (407) 246-2283 for a tree removal permit before removing any 4" caliper or larger trees and/or for a tree encroachment permit prior to encroaching within the canopy of any 4" caliper or larger trees.

INFORMATIONAL COMMENTS

10. LIMITS OF ROAD EXTENSION

Need to provide additional plans showing the limits of the road extension with terminus of the roadway shown, along with the balance of the proposed offsite stormwater management tract.

11. ADDITIONAL PLANS REQUIRED

Cross access shall be provided between lots 1 - 4 with a note placed on the final plat or by separate instrument. Need to identify the intended use of Tracts A & B. Based on the current layout of the development lot 4 does not have frontage to a private or public street in accordance with City Code.

Stormwater

1. STORMWATER CONVEYANCE AND TREATMENT

Exhibits 1 & 2 show development on land with no existing infrastructure. More details about stormwater conveyance and treatment is required including evidence of an existing permit from the water management district and if such a permit need amending.

Fire

1. FIRE DEPARTMENT ACCESS ROADS

The radius for fire department vehicles shall be 30 ft inside and 50 ft outside with a 20 clear unobstructed width. NFPA 18.2.3.4.1.1 & 18.2.3.4.3.1

Building

1. NO REVIEW REQUIRED AT THIS TIME

Building Plan Review is not applicable to this case at this time. The building design will be reviewed for code compliance during the design development and construction documents phase. This project shall comply with the 2014 Florida Building Code, Florida Fire Prevention Code, Florida Fuel Gas Code, Florida Mechanical Code, Florida Plumbing Code, Florida Accessibility Code, and NEC 2011.

OUC Development Services

1. OUC SERVICES

Applicant / Developer / Customer shall contact OUC regarding requests to establish new or modify existing electric, water or convenient lighting services. Please be advised that OUC approval is subject to respective reviews and approval by OUC Water, Electric and Lighting. Please submit detailed utility construction plans to OUC's Development Services email address: DevelopmentServices@ouc.com Additionally, please refer to the OUC Pre-Application Checklist for City of Orlando Permits.

Police

1. CPTED REVIEW

The Orlando Police Department has reviewed the plans for Sports Village at Lake Nona located at 7851 Lake Nona Blvd., utilizing CPTED

2. NATURAL SURVEILLANCE

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

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

INFORMATIONAL COMMENTS

- All sides of the building should have windows to observe the walkways, parking and common areas.
- Bicycle parking pads (if installed) shall meet Chapter 61, part 3, 3D of Orlando city code and should be observable from building entrances, securely fastened and not obstructed by landscaping.
- Ensure that any canopies or awnings do not interfere with lighting.

3. *NATURAL ACCESS CONTROL*

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

- Public entrances should be clearly defined by walkways, signs, and landscaping. Landscaping used around building entrances should create clear way-finding, be well lit and not block entrances or create ambush points.
- There should be no easy access to the roof of any of the building.
- Way-finding located throughout the property should help guide users to authorized areas while discouraging potential offenders.
- Traffic calming techniques such as surface and gateway treatments are recommended to encourage safe vehicle speeds, reduce collision frequency and increase the safety and the perception of safety for non-motorized users.
- Walkways throughout the project should be a minimum of 6 feet in width to support pedestrian flow and safety.

4. *TERRITORIAL REINFORCEMENT*

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

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

5. *TARGET HARDENING*

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

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

Additional precautions should be discussed with OPD's Crime Prevention Unit Officer Edgar Malave, 407.246.2513.

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:

INFORMATIONAL COMMENTS

- 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 night time 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 around the perimeter boundaries of the site where material and equipment is store 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.

USPTA PARKING REQUEST LETTER

United States Professional Tennis Association, Inc.

Elevating the standards of tennis-teaching professionals and coaches



Date: February 29, 2016

To: City of Orlando Southeast Town Design Review Committee

From: John R. Embree, CEO/Executive Director: United States Professional Tennis Association

Subject: Parking spaces for new USPTA World Headquarters in Lake Nona

It has come to our attention that the City of Orlando would like further justification behind the requested allocation of 5 parking spaces per 1,000 square feet of office space. Please see below our reasoning for keeping the allocation as is:

1) While our current full time employee number is 20, we have planned the building with enough office space to expand to 25 over the course of the next 12-18 months.

2) Each month, we will conduct at least one *certification exam* for up to 8 people, and a maximum of two instructors who would conduct these exams. These certification exams are typically over a two day period.

Classroom training conducted inside our building is an integral part of these certifications.

3) *Board Meetings*: we conduct 4 board meetings per year at our corporate offices involving 10 people from across the country. These meetings usually are 2 days in length.

4) *Executive Committee Meetings*: two are conducted per year involving 60+ people from all over the country. Each meeting lasts 2-3 days.

5) *National Surface Championships*: while our USPTA National Hard Court, Indoor and Clay Court Championships are held at varying locations across the country at present, we could host them at the new USTA National Campus in the near future. Participation in these events can include up to 60 people. We also anticipate receptions and hospitality to be hosted in our new location in conjunction with events held at the USTA Home of American Tennis.

6) *FL Division Conferences*: held one time per year, this annual conference typically rotates throughout the state, but with our relocation to Lake Nona, this function will more than likely be held at our new World Headquarters. Attendance can include up to 200 people.

In addition, the district of USPTA Central FL convenes quarterly meetings. Many of these will be held in our new HQ with attendance ranging up to 100 people.

7) *2017 World Conference*: this major convention is held one time per year and usually in late Sept/early October. Over 1,000 people from the entire industry in the USA and across the globe attend. With the opening of our new facility in Lake Nona, I would anticipate that we would host our 2017 event there and make it part of our normal 3 year rotation.

8) *Training sessions*: given access to the USTA National Campus and to our new corporate offices, I would anticipate the scheduling of training sessions and educational seminars conducted at our facility on a regular basis. Our classroom is set to host 60+ people.

Thank you for your attention to this matter. Should there be any questions, please feel free to contact me at 713-978-7782, ext. 117 or at john.embree@uspta.org

USTA PARKING REQUEST LETTER



FLORIDA

1 Deuce Court, Suite 100
Daytona Beach, FL 32124
www.ustaflorida.com

February 29, 2016

TO: City of Orlando Southeast Town Design Review Committee

FR: Doug Booth, USTA Florida

A handwritten signature in blue ink that reads "Doug Booth".

RE: Parking Ratio; Sports District SPMP MPL2016-00001/SUB2016-00004

Please consider our request to allow a parking ratio of 5/1,000 Sq.Ft. in the above requested Sports Village at Lake Nona. The reason for this ratio is as follows.

USTA Florida presently has 32 staff members, seven of which work outside our office on a day to day basis. When our office is completed in Lake Nona it will allow us to bring some of these staff positions back into our office due to space constraints we presently have. On most days at least 25 to 30 of these staff will be in the office needing the same number parking spots. We also are planning for staff expansion over the next 18 to 24 months with a new initiative that could add 10 additional positions. This will necessitate a need for 40 parking spots daily for just our staff before visitors.

One aspect of USTA Florida as a Not for Profit association is our volunteer structure. We presently have a board of 17 individuals who meet on a regular basis, in addition to a volunteer committee structure that includes well over 100 volunteers who meet at various times of the year. With our new office we are planning to host many of these meetings in Lake Nona. This will require more parking as well when these meetings are held.

We also expect more of our USTA members who will be playing tennis next door at the new USTA National Campus to visit our office to get information about events and activities that we conduct throughout Florida.

Based on the above expectations we do not see a ratio of 4/1,000 Sq.Ft. working from the first day we open, and definitely being a problem as we grow being a part of this exciting development.

We hope you will consider and give approval to the request for 5/1,000 Sq.Ft. of parking.

Telephone (386) 671-8949 • Fax (386) 671-8948

"To Promote and Develop Tennis in Florida"

CONTACT INFORMATION

City Planning

For questions regarding City Planning review, please contact Wes Shaffer at 407.246.3792 or thomas.shaffer@cityoforlando.net.

Urban Design

For questions regarding Urban Design plan review, contact Jason Burton at 407.246.3389 or jason.burtonr@cityoforlando.net.

Transportation

For questions regarding Transportation Planning plan review, please contact John Rhoades at 407.246.2293 or john.rhoades@cityoforlando.net

Transportation Engineering

For questions regarding Transportation Planning plan review, please contact Lauren Torres at 407.246.3220 or lauren.torres@cityoforlando.net

Development Review and Engineering/Zoning

For questions regarding Development Review and Engineering or Zoning contact Keith Grayson at 407.246.3234 or keith.grayson@cityoforlando.net.

Building

For questions regarding Building Plan Review issues contact Don Fields at (407) 246-2654 or don.fields@cityoforlando.net.

Police

For questions regarding the Orlando Police Department plan review, please contact Audra Nordaby at 407.246.2454 or Audra.Nordaby@cityoforlando.net.

REVIEW/APPROVAL PROCESS—NEXT STEPS

1. SETDRC minutes scheduled for review and approval by City Council.
2. Final Site Plan Approval by the Planning Official.
3. Building permits.