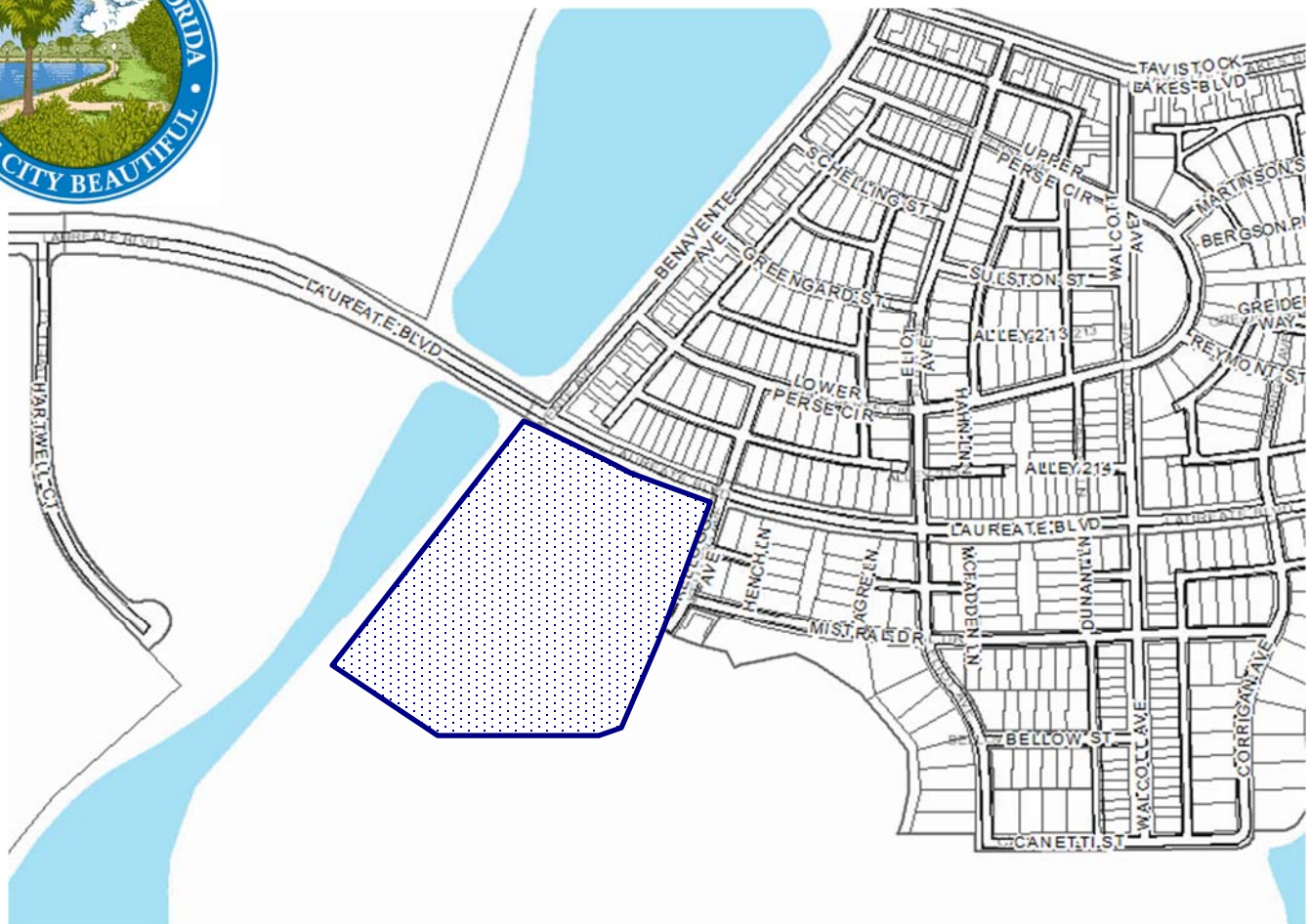




LAUREATE PARK ELEMENTARY SCHOOL



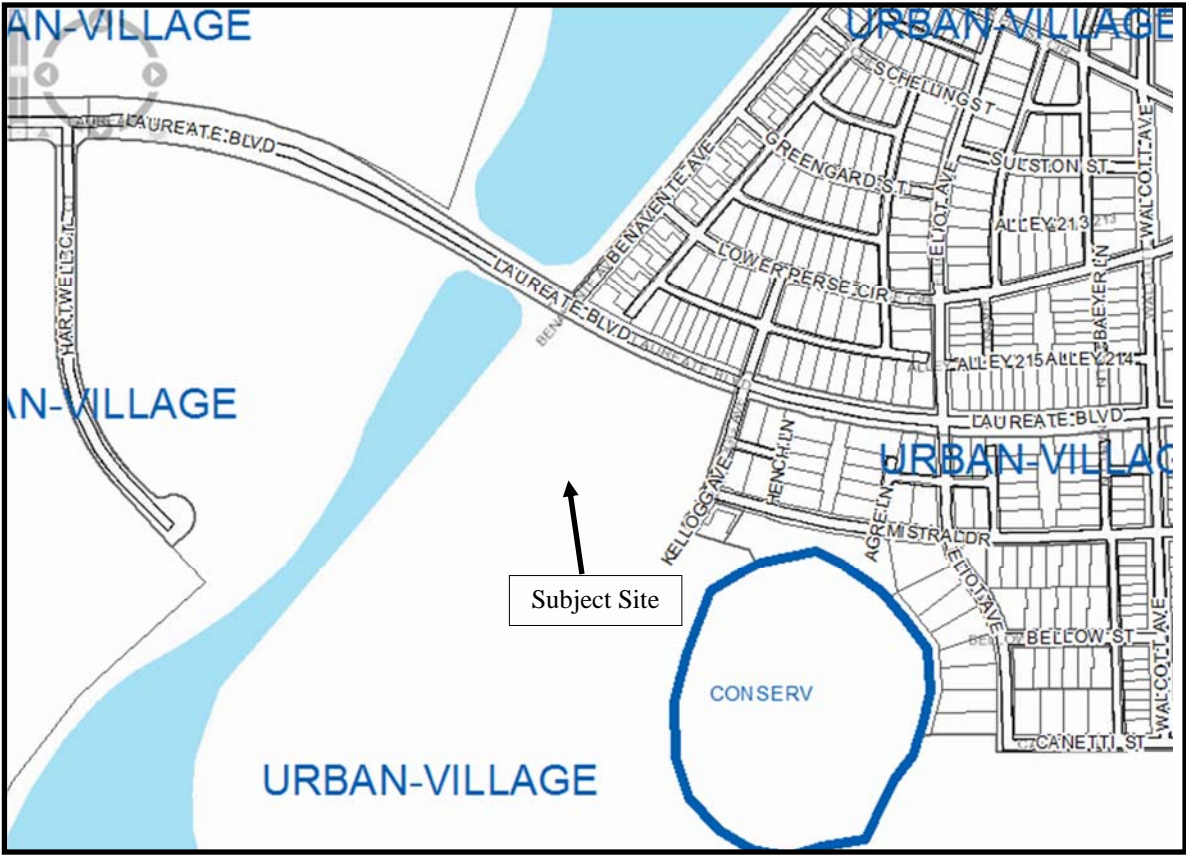
Location Map

 Subject Site

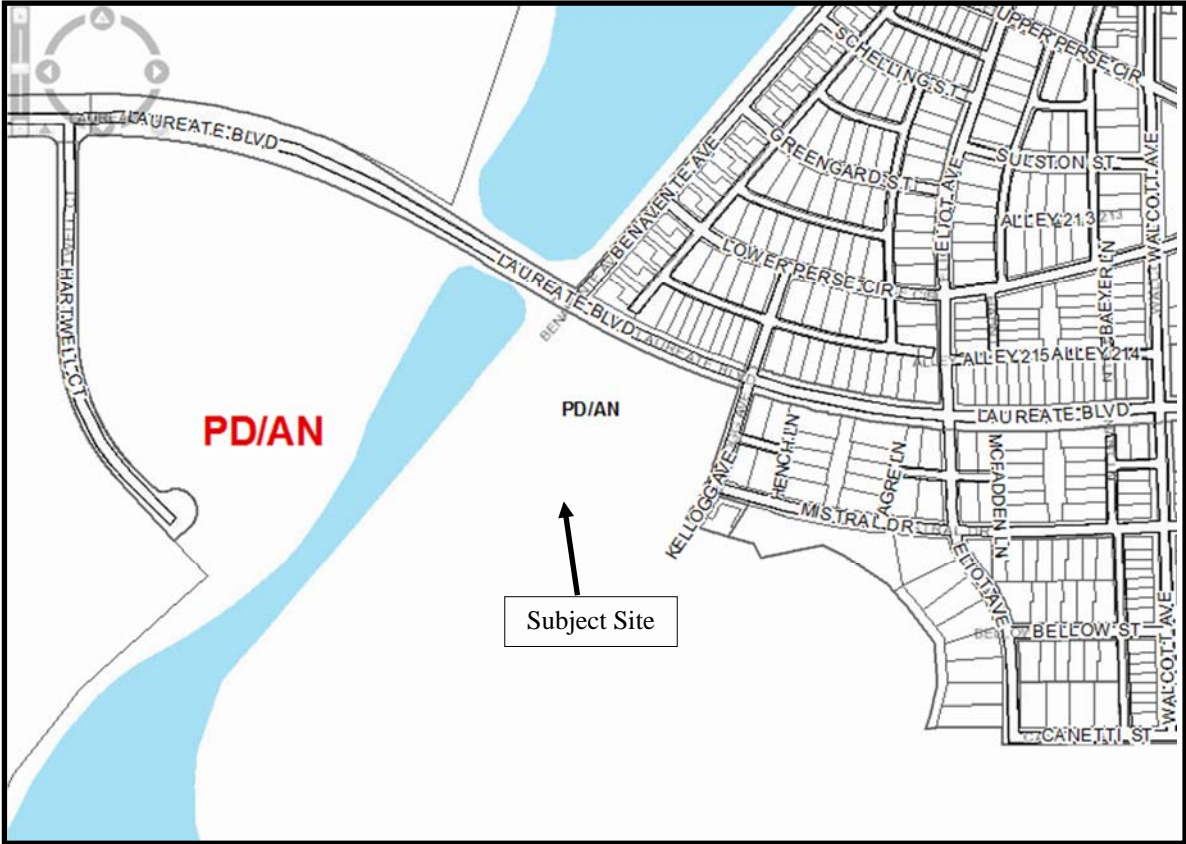
SUMMARY

<p>Owner Barbara M. Jenkins Orange County Public Schools</p> <p>Applicant Tyrone K. Smith, AICP Orange County Public Schools</p> <p>Project Planner Colandra Jones, AICP</p>	<p>Property Location: The subject property is generally located at the southwest corner of Laureate Boulevard and Kellogg Avenue (±13.1 acres, District 1).</p> <p>Applicant's Request: Specific Parcel Master Plan (SPMP) approval for a 111,289 square foot elementary school within the Laureate Park neighborhood.</p> <p>Staff's Recommendation: Approval of the request, subject to the conditions in this report.</p>	
<p>Updated: May 31, 2016</p>		

FUTURE LAND USE MAP



ZONING MAP



PROJECT ANALYSIS

Project Description

The subject site is generally located at the southwest corner of Laureate Boulevard and Kellogg Avenue and is approximately 13.1 acres. The site is currently designated Urban Village on the Official Future Land Use Map and is zoned PD/AN. The site is within the Lake Nona Development of Regional Impact (DRI parcel 24d) and is designated as “Civic” on the DRI Map H. This proposed SPMP depicts development of an elementary school that is 111,289 square feet in size and will accommodate 837 students.

Project Context

The subject property is located within the Lake Nona DRI, a community located in the southeast section of Orlando. The property is currently vacant but is designated as “Civic” in the DRI. The Urban Village future land use designation surrounds the subject property on the north, south, and west. The Conservation future land use designation is to the east of the subject site. Existing uses include the VA Hospital to the west, the Laureate Park residential development to the north and past the wetland on the east side, and vacant land to the south. The proposed elementary school would be compatible with the surrounding uses.

Table 1—Project Context

	Future Land Use	Zoning	Surrounding Use
North	Urban Village	PD/AN	Laureate Park Residential Neighborhood
East	Conservation	PD/AN	Wetland
South	Urban Village	PD/AN	Vacant Land (Planned City Park)
West	Urban Village	PD/AN	VA Hospital

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. Future Land Use Element Policy 4.1.9 outlines standards for various land uses found in the Southeast Sector Plan. According to this policy, elementary schools are allowed in the Public/Recreational/Institutional category. The project intensity is determined at the time of SPMP. Also, Traditional Design Standards shall apply to all development in this designation. The following analysis shall determine if the proposed SPMP meets the criteria of Policy 4.1.9.

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 categorized as “Civic” in the Lake Nona DRI/PD. According to LDC Section 68.200 (d) (1), Public/Recreational/Institutional is described as such: *“Public/Recreational/Institutional. This land use category is applied to proposed locations for schools and parks (community, neighborhood, plazas and greens).”* The proposed development of an elementary school is consistent with the Public/Recreational/Institutional designation by providing a civic facility for the use of the surrounding neighborhood.

Also, in Section 68.205 as it relates to Residential Neighborhood Guidelines, schools are encouraged to be located in these neighborhoods. Just north and east of the proposed elementary school is the Laureate Park Residential Neighborhood development which is designated as Residential Neighborhood on the Lake Nona DRI Map H. The Southeast Sector Plan describes that an elementary shall be located to serve every two to three neighborhoods and shall be situated so students from each neighborhood can easily walk or bike to school along safe, low traffic streets. The City shall encourage the use of neighborhood elementary schools as community gathering places. Infrastructure improvements shall be identified which are needed to make school sites available for evening and weekend use (e.g., better lighting and improved security). Where appropriate, elementary schools should be located within or adjacent to Neighborhood Centers and Residential Centers and explore opportunities for incorporating civic programs, such as places for cultural events, adult education recreation facilities, branch libraries, and child care. The proposal will meet these requirements.

Development Standards

According to LDC Figure 68-A, Traditional Design is required for all development in the Public/Recreational/Institutional designation. The applicant proposes the elementary school to meet the Southeast Orlando Sector Plan standards for civic uses. According to Section 58.812 of the Land Development Code, there are location criteria for elementary and middle schools. The Laureate Elementary School must comply with these standards prior to development.

Location criteria for elementary and middle schools include:

- *Elementary and Middle schools shall have direct access to a Collector road, Residential Collector road, an arterial road as shown on the Growth Management Plan Future Traffic Circulation Map, or access via at least two local streets.*

The Laureate Park Elementary School meets this criteria with access to Laureate Boulevard which is a Collector Road.

- *The site shall be within 1,750 feet from an existing or planned mass transit bus stop. The Planning Official may increase the distance by not more than twenty percent (20%) where he finds that a conforming bus stop will be constructed within 5 years after the opening of the school, or where a bus stop constructed at a conforming location would create a hazard to the public health, safety, or welfare.*

Currently, there is no existing mass transit bus route in the entire area. According to the Southeast Orlando Sector Plan, transit bus service will be implemented in village and neighborhood centers to provide a centrally-located connection within walking distance of most homes. According to the Lake Nona DRI Map H, there is a residential center to the north and a village center to the west is proposed to be developed near the school site. As the Southeast Plan area continues to develop, bus routes and stops will emerge connecting residents to various neighborhoods and centers in the Southeast and the entire city.

- *The elementary school site shall be adjacent to at least two (2) existing or planned sidewalks. If no sidewalks exist adjacent to the elementary or middle school site, the Orange County School Board shall coordinate with the City of Orlando, Orange County, and other appropriate agencies the construction of off-site sidewalks that shall be connected to an existing sidewalks and bikeways.*

The Laureate Park Elementary School meets this location criteria. According to the SPMP, there are sidewalks delineated along Laureate Boulevard and throughout the subject site on the along the north, east, and west side of the subject property.

Intensity

According to Future Land Use Policy 4.1.9, there is no minimum/maximum intensity for Public/Recreational/Institutional traditional design standards. The proposal has a total FAR of 0.20.

Building Height

In the Southeast Sector Plan, height is limited by the number of stories. Civic buildings may have an unlimited floor to floor height. According to the Lake Nona PD, Parcel 24D allows for a maximum of 4 stories. The proposed plan depicts a two story building that has a height of 32 feet which meet the building height requirements.

Impervious Surface Ratio (ISR)

The ISR for civic uses are to be determined during SPMP review. The development plan has indicated that the proposed ISR for this development will be 0.50.

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	13.1	Elementary School	111,289 sq. ft.	No min./ max.	0.2 FAR	1 to 4 story (per PD)	2 story	TBD w/ SPMP	0.50

Table 3—Setback Requirements

Use or Phase	Yard	Building Setbacks	
		Minimum	Proposed
Elementary School	Front— Laureate Blvd.	TBD w/SPMP	87 ft.
	Side— east property line	TBD w/SPMP	149 ft.
	Street Side— west property line	TBD w/SPMP	118 ft.
	Rear— south property line	TBD w/SPMP	143 ft.

SREF

Schools are governed by development standards of the State Requirements for Educational Facilities (SREF). These may supersede City requirements. The City does not issue building permits, therefore conditions of approval in this report are advisory.

Signage

The applicant is proposing a monument sign on the northwest side of the site and one on the north side of the building (see Front Elevation on Page 8 of report).

Parking

The proposal is providing a total of 197 parking spaces. Elementary schools are required to provide one space per faculty member and one space per 100 students. The number of faculty for this school is 84 and has a capacity of 837 students. So the required parking is 93 spaces plus 4 handicap spaces for a total of 97 spaces. The school is providing a total of 197 parking spaces to accommodate school functions and community events. The elementary school also provides on-site stacking for 176 vehicles and bus queuing for 10 school buses.

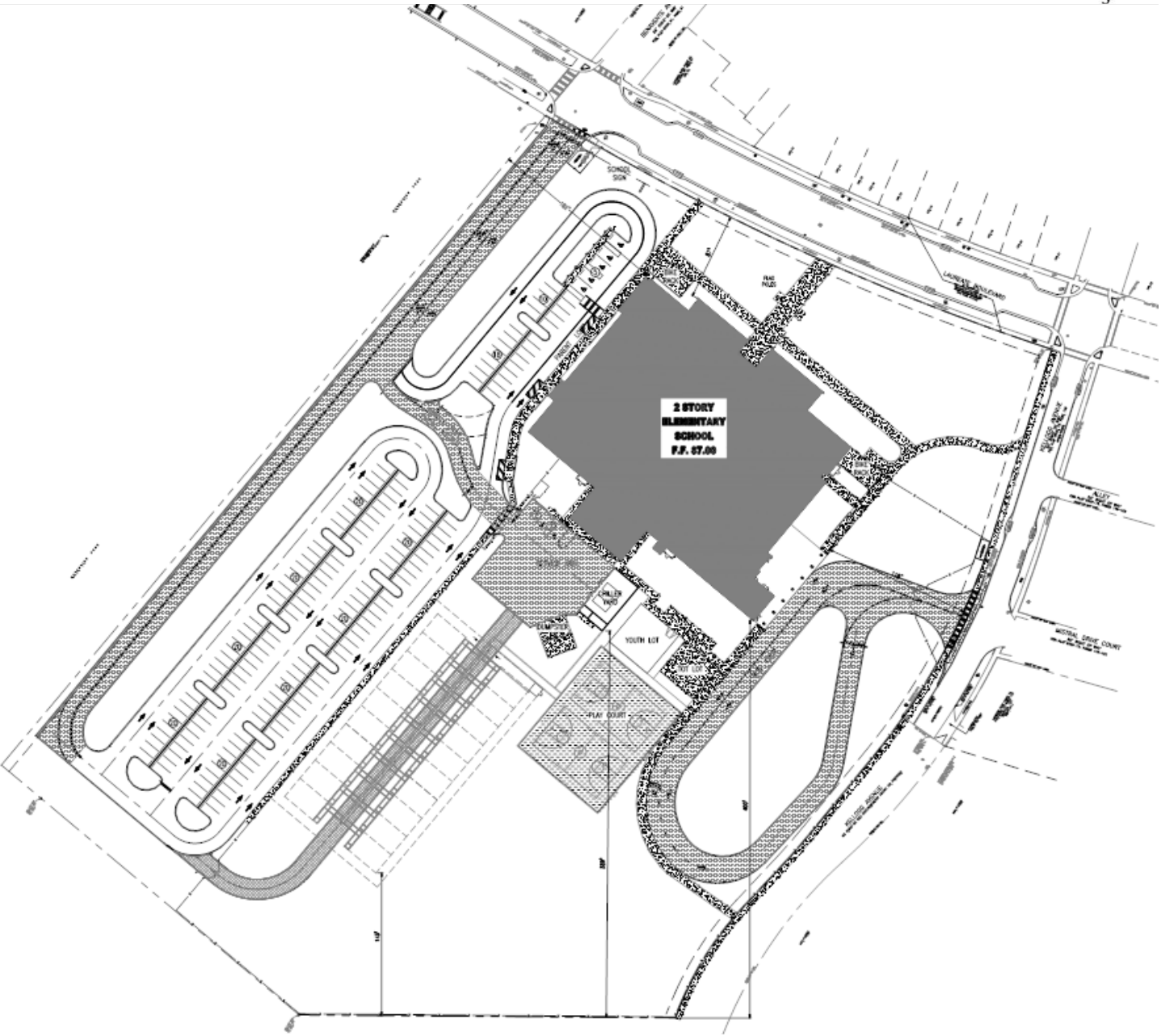
Transportation Access

The western boundary is a driveway that is a continuation of Benavente Avenue. This area maybe dedicated as ROW in the future. Staff encourages additional connectivity to the park as planned to the south, as well as continuation of public access to lakefronts.

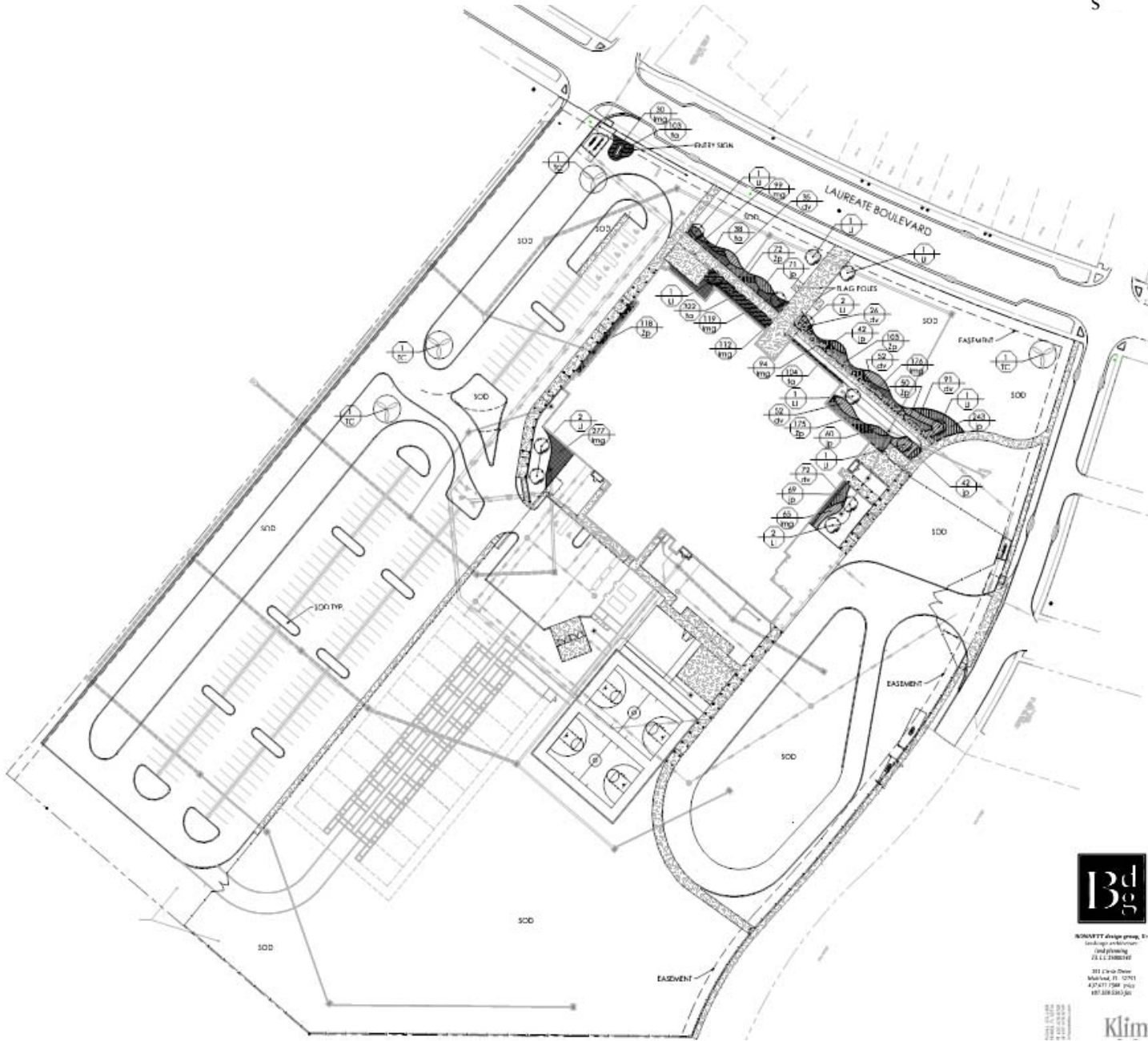
AERIAL PHOTO—2014



DEVELOPMENT PLAN



LANDSCAPE PLAN



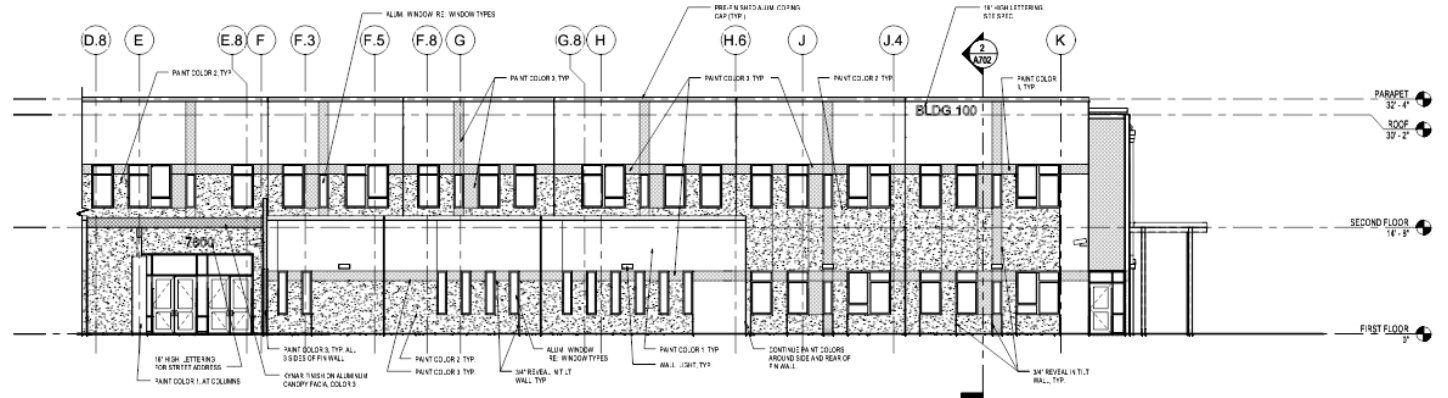
BENTLEY design group, Inc.
landscape architecture
and planning
221 E. 11th Street
Minneapolis, MN 55401
612.338.1234
www.bentleydesigngroup.com



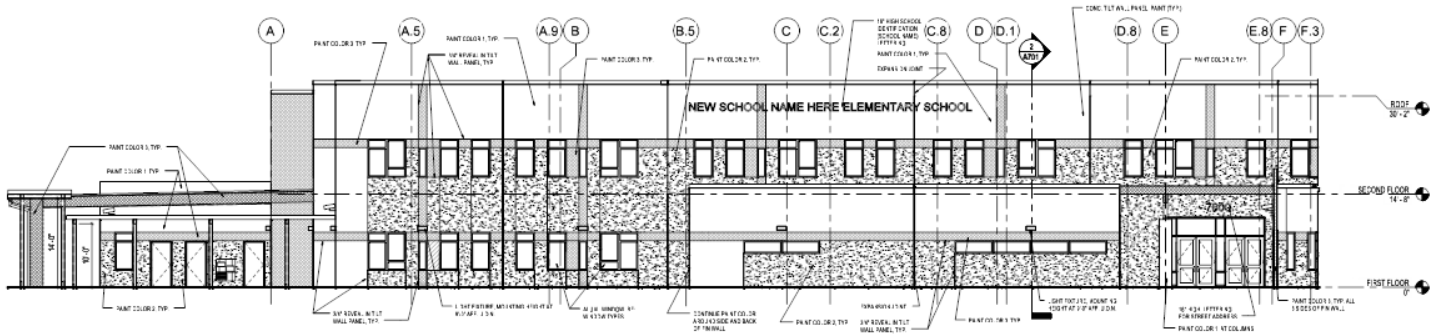
ARCHITECTURAL ELEVATIONS



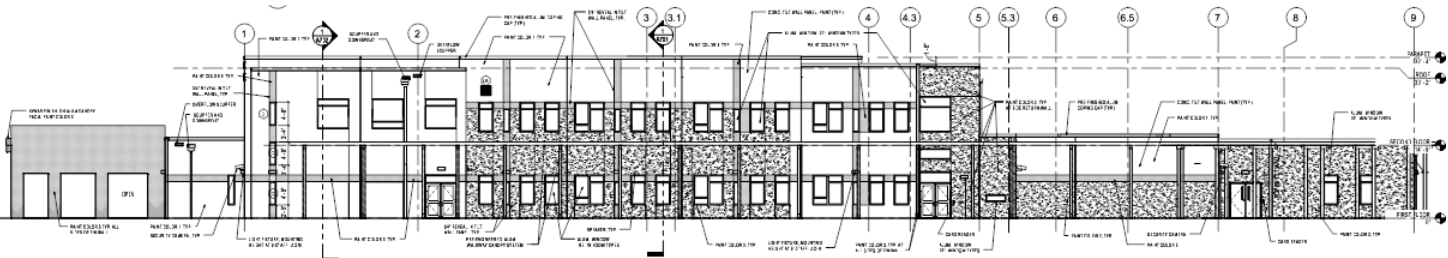
FRONT ELEVATION



FRONT ELEVATION, RIGHT SIDE



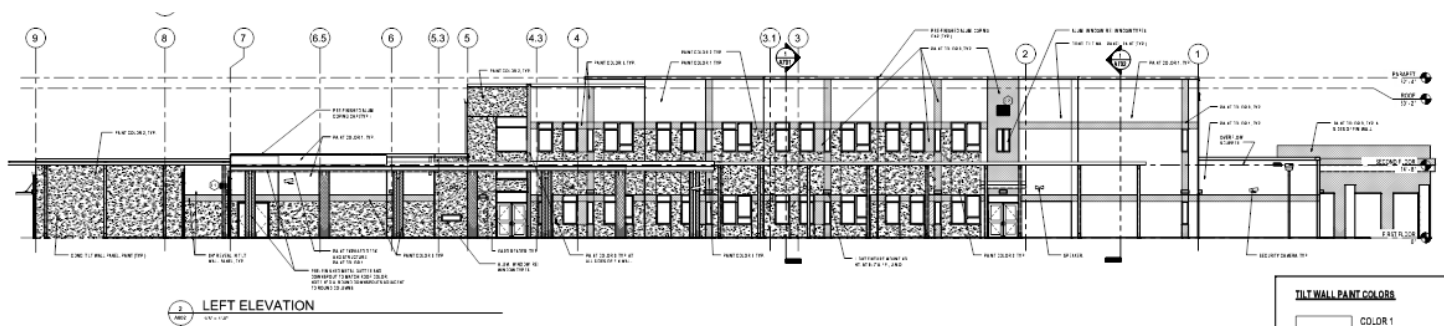
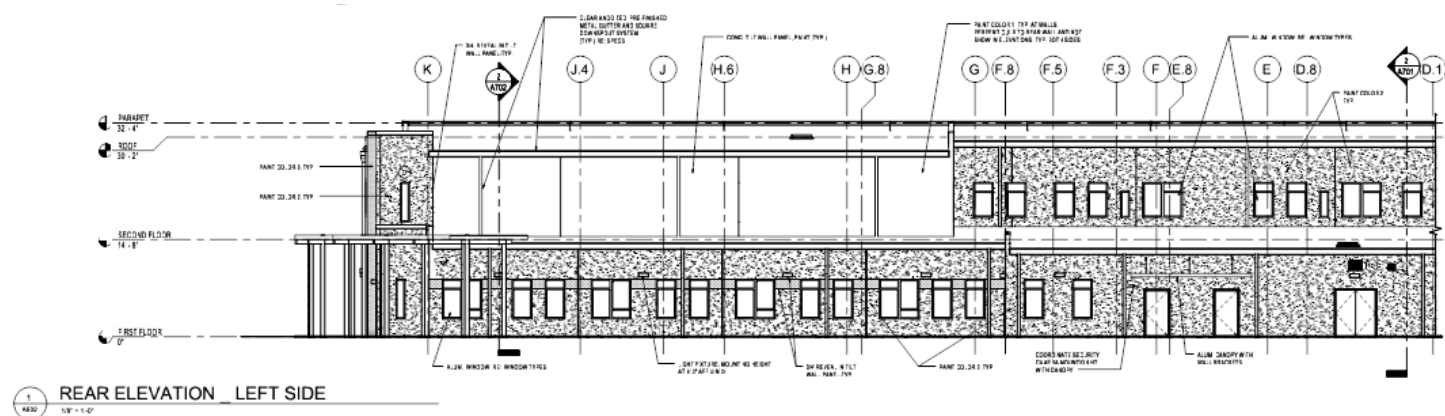
FRONT ELEVATION, LEFT SIDE



RIGHT ELEVATION

REAR ELEVATION RIGHT SIDE

1/8" = 1'-0"



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 (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. Building permits are issued by the State, therefore the City cannot review to ensure compliance with this SPMP. The City requests that OCPS submit any substantial changes to the City for review.

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. *CROSS ACCESS*

In the event Benavente Avenue is not continued as a public street, OCPS shall provide cross access to the south for future park use. Operation hours and potential gating of this access should be addressed as part of a joint use agreement with the City.

Urban Design

Consider centering school sign over entrance to the school, as viewed from the street. The entrance to the school is relatively obscured and doesn't read throughout the building - the sign cue may help to better define the pedestrian entrance.

Transportation Planning

1. *DUMPSTER*

Please consider relocating the dumpster away from the play court area.

2. *SIDEWALK CONNECTION*

Please consider adding a flare to the edge of the western walkway and primary walkway where it meets the sidewalk located on Laureate Boulevard.

3. *CROSSWALK*

Please consider adding a crosswalk into the main parking area located in the southwest area of the site plan. Adding a crosswalk from the walkway into the main parking area will provide a clear and safe path of travel for faculty and students.

Transportation Engineering

1. Reduced speed school zone signage and pavement markings shall be required on Laureate Boulevard.
2. The sidewalks leading to the main building entrance and the bike racks along Laureate Boulevard shall be designed to direct pedestrians and bicycles east and west along Laureate Boulevard and/or to the nearest intersection to discourage mid-block crossings.

CONDITIONS OF APPROVAL

Transportation Engineering (cont.)

3. 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 2 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 and the FDOT Design Standards Index. Sight lines shall be provided on both site plans and landscape plans.

INFORMATIONAL COMMENTS

Engineering/Zoning

1. SEWER-FDEP

This project requires a Florida Department of Environmental Protection (FDEP) permit for the sanitary sewer system. The Office of Permitting Services processes the permit for projects with reserved sewer capacity. 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 - six sets, signed/sealed by the engineer. The plans are to include the on-site and off-site sewer design together with the City's details. If a lift station is part of the sewer design, the engineer is to submit the shop drawings for the lift station (private or public).

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

2. 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.

3. FLOODPLAIN

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

4. STORM-FEMA

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

Police

1. CPTED REVIEW

The Orlando Police Department has reviewed the plans for Laureate Park Elementary School located at 9301 Tavistock Lakes Blvd., utilizing CPTED (Crime Prevention Through Environmental Design) principles. CPTED emphasizes the proper design and effective use of a created environment to reduce crime and enhance the quality of life. There are four overlapping strategies in CPTED that apply to any development: Natural Surveillance, Natural Access Control, Territorial Reinforcement and Target Hardening.

2. NATURAL SURVEILLANCE

Design the sites 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 streets; and adequate nighttime lighting.

- A photometric plan was not available at the time of this review. All lighting for this project shall meet or exceed the guidelines in Orlando City Code, Title II, Chapter 63, Part 2M.
 - Lighting is universally considered to be the most important security feature. Illumination, uniformity, and glare should all be taken into consideration.
 - Good lighting provides visual guidance and orientation to staff and students and improves the perception of their safety especially in areas not easily observed from main walkways.
 - Appropriate lighting should be included in any areas anticipated to be utilized after dark. These include parking facilities, outdoor seating or patio areas, entrances, trash, recycle, service and delivery areas, courtyards and outdoor sports/recreation areas.
 - Lighting should not be screened out by landscaping or building structures such as overhangs or awnings.

INFORMATIONAL COMMENTS

Police (cont.)

- 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, service 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.
- Lighting fixtures should be shielded or full-cutoff, reliable, easy to maintain, withstand the elements, and be vandal-resistant.
- Landscaping: Low-growing shrubs are an excellent means for defining an area that requires visual surveillance.
 - Shrubs should be kept trimmed to no higher than 2 ½ feet and should not block windows.
 - Tree canopies should be kept trimmed to a minimum of 6 feet from the ground; branches should be kept away from roofs; trees should not prevent building occupants from viewing entrances or sidewalks; tree canopies should not interfere with lighting or mechanical surveillance.
 - A maintenance plan is essential in landscaping.
- Since there is typically no natural surveillance between buildings and dumpsters, be sure this area is well-lit and that lighting is well maintained.
- Outdoor furniture is a good way to increase surveillance and encourage community interaction. 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 should be observable from building entrances, securely fastened and not hidden behind landscaping.
- All sides of the building should have windows to observe the walkways, parking areas and driving lanes.
- Window signs should cover no more than 15% of the windows.
- Public restrooms should be visible from common areas and away from outside exits.
- Where possible, offices, reception areas, and lobbies should have exterior windows and furniture oriented to improve surveillance of public areas.

3. NATURAL ACCESS CONTROL

Design the sites to decrease crime opportunity by denying access to crime targets and creating in offenders, a perception of risk. This can be accomplished by designing streets, 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 the property 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 in the parking areas should remind staff and visitors to lock their vehicles and keep valuables out of sight.
- Way-finding located throughout the property should provide clear guidance for authorized users while discouraging potential offenders. Signs should clearly indicate - using words, international symbols, and maps - the location of entrances, restrooms, retail space, public or private use routes and authorized entrances.
- Signage with hours of operation should be clearly visible at any public entrance.
- Traffic calming techniques as well as surface and gateway treatments should be used to encourage safe vehicle speeds, reduce collision frequency and increase the safety and the perception of safety for non-motorized users.
- Walkways should be a minimum 6' in width to enhance pedestrian flow.
- Staff working at or near entrances should have unobstructed views of approaching staff, students, vendors, and visitors.
- Bollards are a good option in key locations around the property to protect authorized users, 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 features that define property lines and distinguish private spaces from public spaces using landscape plantings, pavement designs, gateway treatments and CPTED open design (see-through) fences.

- The campus should have an address that is clearly visible from the parking areas and street with numbers a minimum of five inches high made of non-reflective material.
- If the parking area has spaces that are reserved, the numbers should not coincide with names, titles, or room numbers for the safety of the staff and students.
- Fencing can add security, delineate property lines, allow transparency for surveillance, be unobtrusive, and create a sense of community. CPTED style open design is a good option to consider. These fences may contain vehicle and pedestrian access points that utilize mechanical access control for the property. 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.

INFORMATIONAL COMMENTS

Police (cont.)

- Fencing can add security, delineate property lines, allow transparency for surveillance, be unobtrusive, and create a sense of community. CPTED style open design is a good option to consider. These fences may contain vehicle and pedestrian access points that utilize mechanical access control for the property. 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.
- Air conditioner units should be caged and the cages should be locked at all times.
- Exterior architectural features should not allow footholds or handholds on exterior walls.

5. TARGET HARDENING

This is accomplished by incorporating features that prohibit entry or access such as window locks, single-cylinder dead bolts for doors and interior door hinges.

- Exterior doors should contain 180° viewers/peep holes (or small windows with 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.
- Door locks should be located a minimum of 40 inches from adjacent windows.
- An access control system should be utilized to restrict access to authorized users and secure private areas of the property such as employee break areas, storage and supply rooms, and employee only entrances.
- A video surveillance system capable of recording and retrieving an image to assist in offender identification and apprehension is a good option at entry points and areas with limited or no natural surveillance. Cameras should be mounted at an optimal height to capture offender identification. "Aiming" down from steep angles often presents challenges to or hinders clear identification.
- If a commercial alarm system is installed, each separate room or special use space should be clearly identified with the monitoring company and it should be regularly tested and maintained. During normal hours, the alarm system should be programmed so that a short beep is sounded if a door opens or is left open for a predetermined amount of time.
- The use of tempered or impact resistant glass is encouraged for all large glass doors and windows or a security film (such as Lexan™). 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.
- Non-public doors should be kept locked from the outside at all times. Internal policy should prohibit the "propping open" of exterior doors.

6. 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:

- 1) 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.
- 2) 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.
- 3) 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.
- 4) 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.
- 5) FCC authorization: All amplification equipment must be FCC Type Accepted.

INFORMATIONAL COMMENTS

Police (cont.)

- 6) 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. The OPD Technical Review Committee representative, Audra Nordaby 407.246.2454, can also assist the applicant in contacting the Emergency Communication Representatives.

7. 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.

8. MAINTENANCE AND MANAGEMENT

Proper maintenance and management of landscaping, lighting, furniture, outdoor equipment and other features are necessary to ensure that CPTED elements serve their intended purpose. Failure to maintain the property and manage to stop harmful use of property by its legal occupants can rapidly undermine the impact of the best CPTED design elements. While CPTED principles supplement effective maintenance and management practices, they cannot make up for the negative impacts of ineffective management. Damage, unclean areas, graffiti, litter and debris, broken windows, as well as such factors as inattentive, lax, or overly-permissive management practices can advertise an environment of permissiveness to potential offenders and, equally, undermine the desire of responsible users to remain in an area. In effect, this is the direct application of what has come to be known as the Broken Window Theory - ensuring that indicators of disorder are corrected promptly in order to prevent the greater disorder they may attract.

Good maintenance and management can be accomplished by incorporating features and procedures that prohibit undesired behavior while creating a welcome, inviting environment. Such features and procedures may include:

- People naturally protect a territory that they feel is their own, and have a certain respect for the territory of others. Clear boundaries between public and private areas achieved by using physical elements such as fences, pavement treatment, art, signs, good maintenance and landscaping are ways to express ownership. Identifying intruders is much easier in well-defined spaces.
- Security or maintenance staff should routinely patrol parking and other common areas.
- Walkways should be cleared of undesirable litter, grass and weeds should be trimmed back from walkways, and walkway pavement should be promptly repaired or maintained.
- Maintenance of storage and delivery areas with limited natural surveillance should be carried out regularly. Inappropriate outdoor storage should be discouraged.
- Outdoor activity areas can produce both positive and negative results. The selection of what activities a site supports will reflect the use of space and define the user's perception. Such activities should be well planned to include additional staff, security, lighting (if during nighttime hours), etc.

Additional precautions, such as silent alarms and security training (what to do during a robbery), should be discussed with OPD's Crime Prevention Unit Officer Edgar Malave, 407.246.2513.

CONTACT INFORMATION

City Planning

For questions regarding City Planning review, please contact Colandra Jones at 407.246.3415 or colandra.jones@cityoforlando.net.

Urban Design

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

Transportation

For questions regarding Transportation Planning plan review, please contact Ian Sikonia at 407.246.3325 or ian.sikonia@cityoforlando.net

Transportation Engineering

For questions regarding Transportation Engineering review, please contact Jeremy Crowe at 407.246. or lauren.torres@cityoforlando.net

Engineering/Zoning

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

Police

For questions regarding 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. Permits for any city-related approvals.
3. Building permits addressed by the State of Florida.