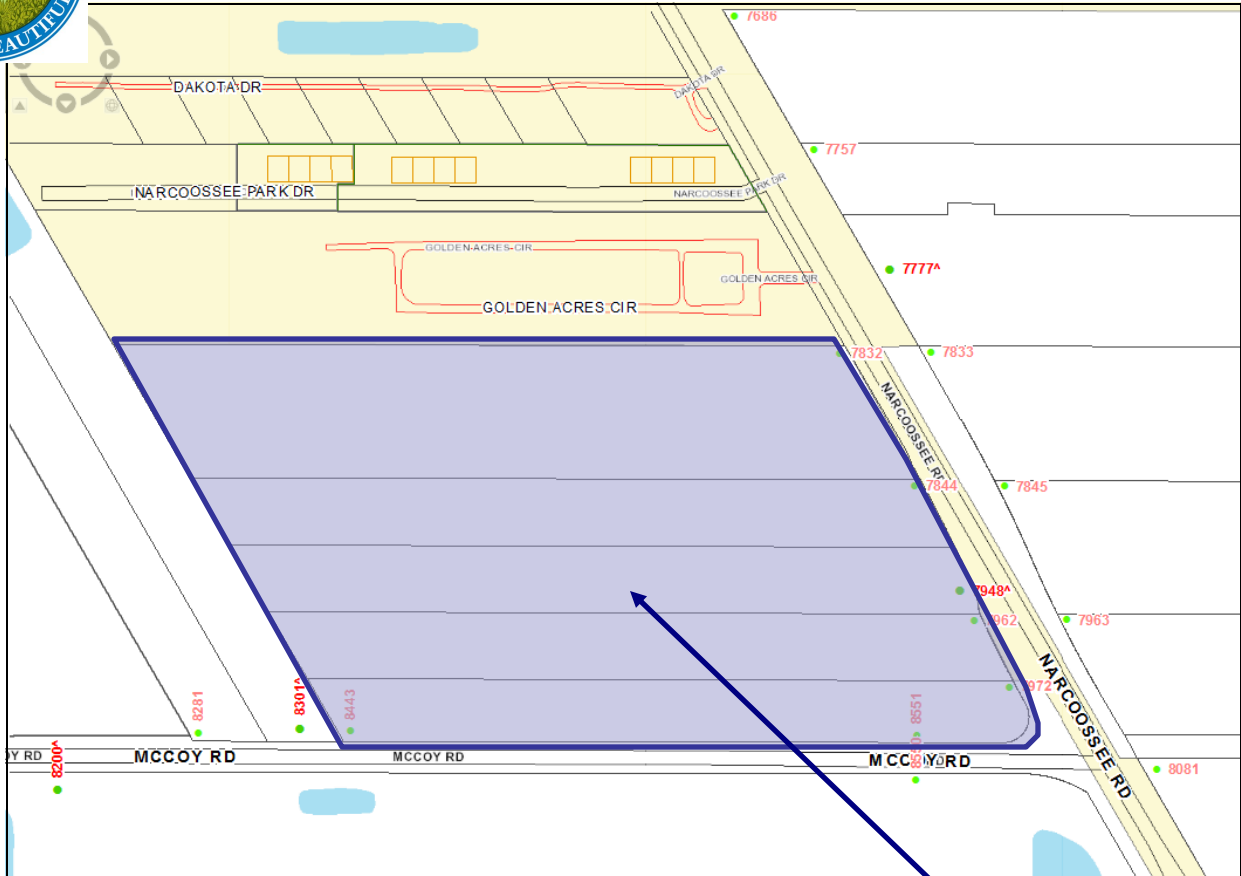




# OFF LEASE ONLY PD & MASTER PLAN



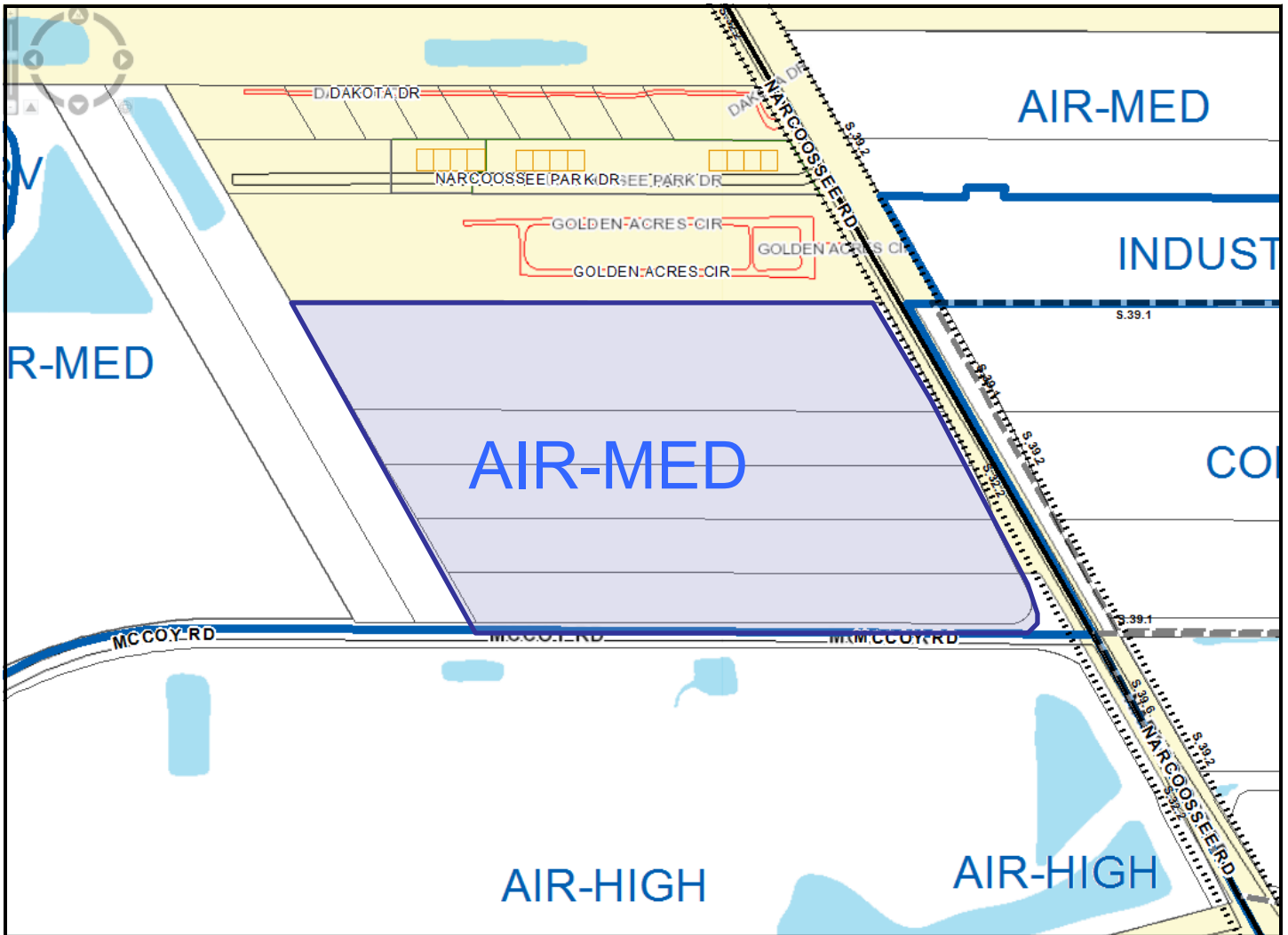
Location Map

Subject Site

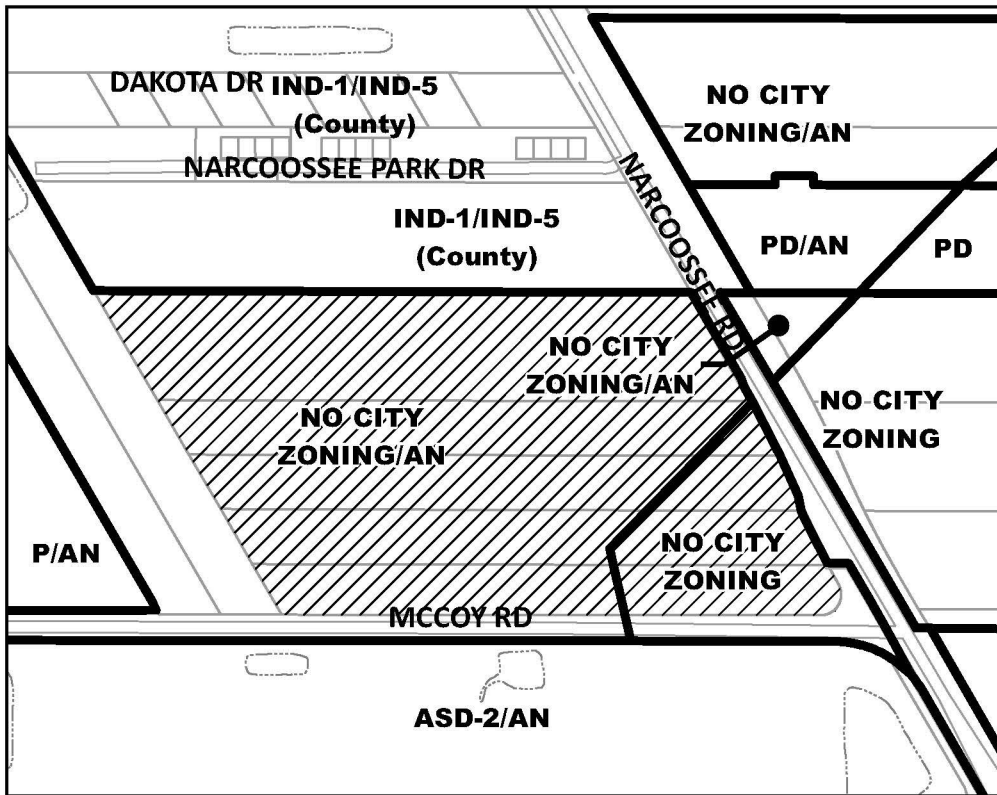
## SUMMARY

<p><b>Owner</b> Off Lease Only, Inc.</p> <p><b>Applicant</b> Jim Hall, VHB</p> <p><b>Project Planner</b> Michaëlle Petion, AICP</p> <p><b>Updated:</b> August 28, 2015</p>	<p><b>Property Location:</b> 7832, 7844, 7948, 7962, 7972 Narcoossee Rd. (north of McCoy Rd., south of Narcoossee Park Dr., east of S. Goldenrod Rd. Rd. and west of Narcoossee Rd. (Parcel ID #: 30-23-25-0000-00-007, 032 041, 060, 061) (±29.6 acres, District 1)</p> <p><b>Applicant's Request:</b> The applicant is requesting a framework Planned Development (PD) rezoning to allow commercial uses consistent with the AC-2 zoning designation. The request also includes a Phase 1 Master Plan to allow intensive retail (vehicle sales) on 19.5 acres.</p>	<p><b>Staff's Recommendation:</b> Approval of the request, subject to the conditions in this report.</p> <p><b>Public Comment</b> Courtesy notices were mailed to property owners within 400 ft. of the subject property during the week of August 31, 2015. As of the published date of this report, no inquiries have been received from the public.</p>
--	--	--

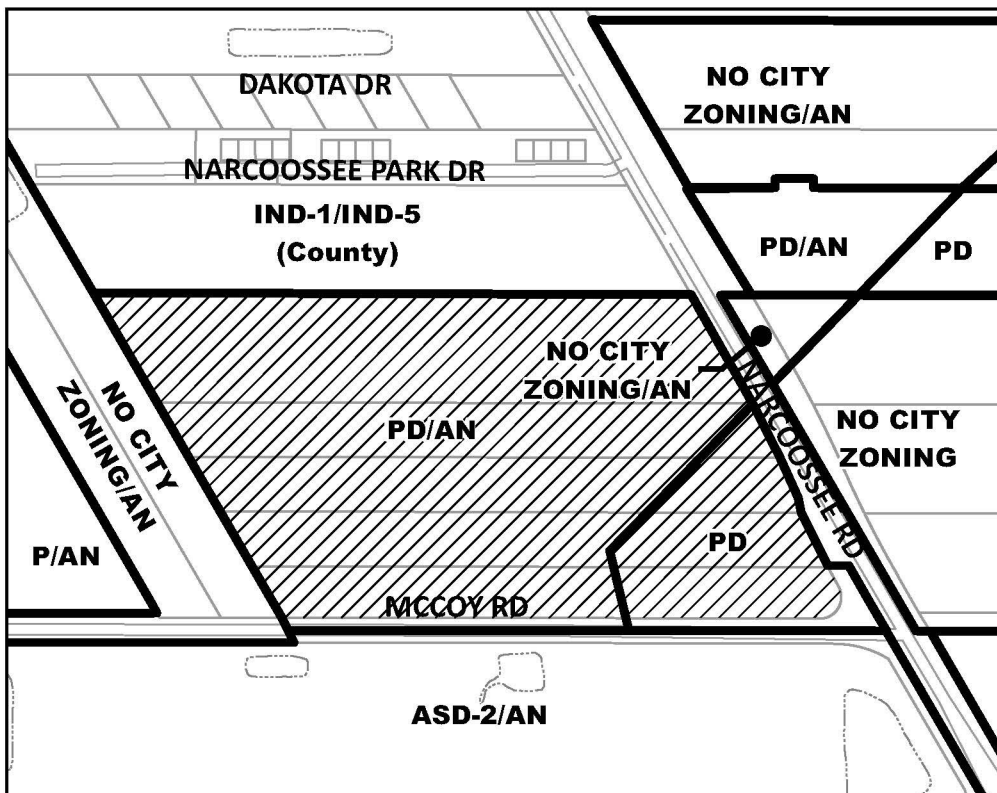
# FUTURE LAND USE MAP



# ZONING MAP



Zoning - Existing ZON2015-00022



Zoning - Proposed ZON2015-00022

# PROJECT ANALYSIS

## Project Description

The ±29.6 acre subject site is located in the northwest corner of the intersection of McCoy Rd. and Narcoossee Rd. in the Airport North neighborhood. The applicant is requesting a framework Planned Development (PD) rezoning to allow commercial uses, specifically Intensive Retail and Hotel/Commercial uses. The request also includes a Phase 1 Master Plan to allow vehicle sales on 19.5 acres. Currently the site has No City Zoning and a Future Land Use (FLU) designation of Airport Medium (AIR-MED).

### Previous Actions:

- 2000– City Council approved city initiated annexation of multiple acres to include southernmost subject parcel. (September, ANX2000-00029)
- 2001– City Council approved initial FLU designations of multiple acres to include the AIR-MED designation on the southernmost subject parcel. (April, GMP2000-00065)
- 2014– MPB recommended approval of the annexation (ANX2013-00012) and assigning the FLU designation of AIR-MED (GMP2013-00028) to the 4 northernmost subject parcels and a rezoning of PD/AN to the subject property. (ZON2013-00027) The GMP and ZON cases were withdrawn prior to City Council adoption of the ordinances.
- 2015– City Council approved initial FLU designation of AIR-MED for the 4 northernmost subject parcels. (February, GMP2014-00028)

## Project Context

The site is currently developed with a one story office structure (approximately 5,000 sq. ft.) and operates as vehicle sales. The surrounding uses and zoning/future land use designations are depicted in Table 1 below. The proposed development is compatible with the surrounding area.

	<b>Future Land Use</b>	<b>Zoning</b>	<b>Surrounding Use</b>
North	Industrial (Orange County)	IND-1 & IND-5 (Orange County)	Park & fly
South	Airport Support High	ASD-2/AN	Vehicle storage
East	Community Activity Center	No City Zoning	Vacant land
West	Airport Support Medium	No City Zoning/AN	Vehicle repair

## Conformance with the GMP

The subject property has a future land use designation of Airport Support Medium Intensity and has no City zoning. The Airport Support Medium Intensity future land use designation has a maximum density of 25 du/acre and intensity of 0.7 FAR and a minimum density of 5 du/acre. The existing 5,000 sq. ft vehicle sales office on the 19.5 acres of Phase 1 results in an intensity of 0.01 FAR, which is consistent with the Airport Support Medium Intensity future land use designation.

The Airport Support Medium Intensity future land use designation also requires a mix of uses, which are as follows:

Use	Minimum Land Area Required	Maximum Land Area Allowed
Residential	0%	65%
Support Retail, Hotel and Services	10%	25%
Office	15%	70%
Industrial	0%	60%
Civic	10%	No maximum

With the current proposal only Support Retail, Hotel and Services and Office uses are provided. A minimum of 10% Civic use must be added to the framework PD for compliance.

# PROJECT ANALYSIS

## Conformance with the LDC

The PD district is intended to provide a process for the evaluation of unique, individually planned developments which are not otherwise permitted in the zoning districts and provide superior design. Proposed for the 29.6 acre site is a framework PD with specific parcel master plans to follow. Specific proposed uses are vehicle sales, hotel and commercial with a default zoning of ASD-1 (Airport Support Medium). The ASD-1 District is intended to be a primary employment location within the Southeast Orlando area. It allows a wide range of land uses and specifically prohibits heavy manufacturing. While conventional community shopping centers (grocery stores, strip centers) are not allowed within the district, big box retail is considered an appropriate use. Residential uses are

Phase	Acres	Use	Sq. Ft.	Density (dwelling units per acre)		FAR (floor area ratio)		Building Height		ISR (impervious surface ratio)	
				Min./Max.	Proposed	Max.	Proposed	Maximum	Proposed	Maximum	Proposed
1	19.5 acres	Vehicle sales	5,000	5-25 du	N/A	0.70 FAR	0.01 FAR	10-stories	1-story	0.90	0.72

\*PD standards per underlying zoning/ FLU designation

not allowed by right in the ASD-1 district; instead, they may be allowed as a component of a PD, though no residential is currently proposed. Overall allowable uses in the PD shall be consistent with the AC-2 zoning district with the exclusion of certain uses such as drive-throughs, group housing, treatment/recovery, schools, whole blood facilities, vertiports, etc.

Table 2– Development Standards details the total proposed intensity/density allowed within the PD as well as for phase 1 specifically. Density and intensity shall be consistent with the minimums and maximums allowed per code for the ASD-1 district. The same shall be true for maximum permitted height. The ISR and setbacks default to the AC-2 zoning district. Both shall be reviewed on an individual lot basis, with Phase 1 being code compliant as proposed. No bufferyards are required to the adjacent uses.

Use	Yard	Building Setbacks	
		Minimum	Proposed
Vehicle sales	Front– Narcoossee Rd.	0 ft.	112 ft.
	side– north property line	0 or 3 ft.	486 ft.
	side– south property line	0 or 3 ft.	23 ft.
	Rear-west property line	20 ft.	1224 ft.

\*Building setbacks shall be reviewed at time of MPL for consistency with underlying zoning. Listed setbacks are for phase 1.

## Transportation

The PD proposes access to the City’s street network via three access points on Narcoossee Rd. (Phases 1 & 3) and two access points on McCoy Rd. (Phases 2 & 3). Also proposed is the construction of a 2-lane roadway parallel to Narcoossee Rd that will be along the western edge of the properties. This roadway will provide direct access to Phases 1 & 3. Cross access will be provided between the various phases. Access to the Phase 1 site is through two Right-In/Right-Out driveways on Narcoossee Rd. with a Left-in turn movement allowed at the northernmost access. Both driveways utilize existing curb-cuts and median openings.

Vehicle sales requires a minimum of 4 parking spaces per 1,000 sq. ft. of gross floor area (GFA) for the first 3,000 sq. ft. of office/showroom and 1 space per 1,000 sq. ft. for the remaining area. No maximum exists. The applicant proposes 157 parking spaces and 1,499 vehicle storage spaces. Staff recommends the employee and customer parking be reduced to no more than 100 parking spaces due to the small building size and the predominance of parking visible from the ROW.

**Table 4—Parking Requirements (Phase I)**

Use	Units/sq. ft.	Minimum Ratio	Minimum Spaces Required	Maximum Ratio	Maximum Spaces Permitted
Vehicle sales	5,000 sq. ft.	4:1000 sq. ft GFA (1st 3,000 sf) 1:1000 sq. ft GFA	14	No Maximum	N/A*
Total Required:			14		N/A
Total Proposed:	<b>157**</b>				
*Staff recommends a maximum of 100 parking spaces.					
** Does not include for sale vehicle storage.					

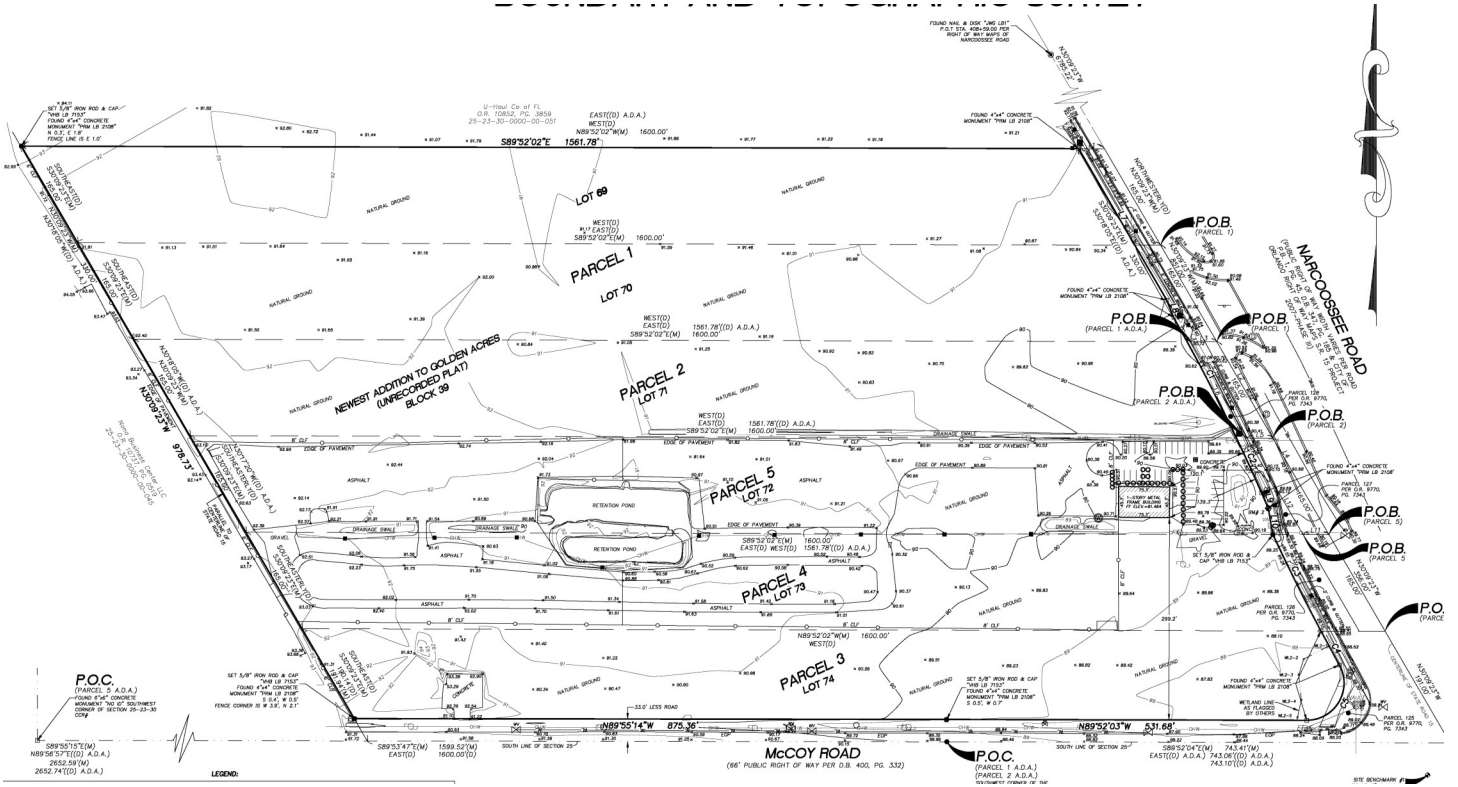
**Temporary Use Parking**

The applicant proposes the use of a temporary gravel parking area on Phase 3, adjacent to the southeast corner of Phase 1. This temporary area will be to allow the continued operation of the business during construction. The use of gravel shall not be permitted but a coarse aggregate, no smaller than standard size #4 may be used. To ensure the addition of temporary parking is not provided without the prescribed expansion, or that the temporary use is not continued upon completion of the expansion, several conditions relating to timing have been provided by staff.

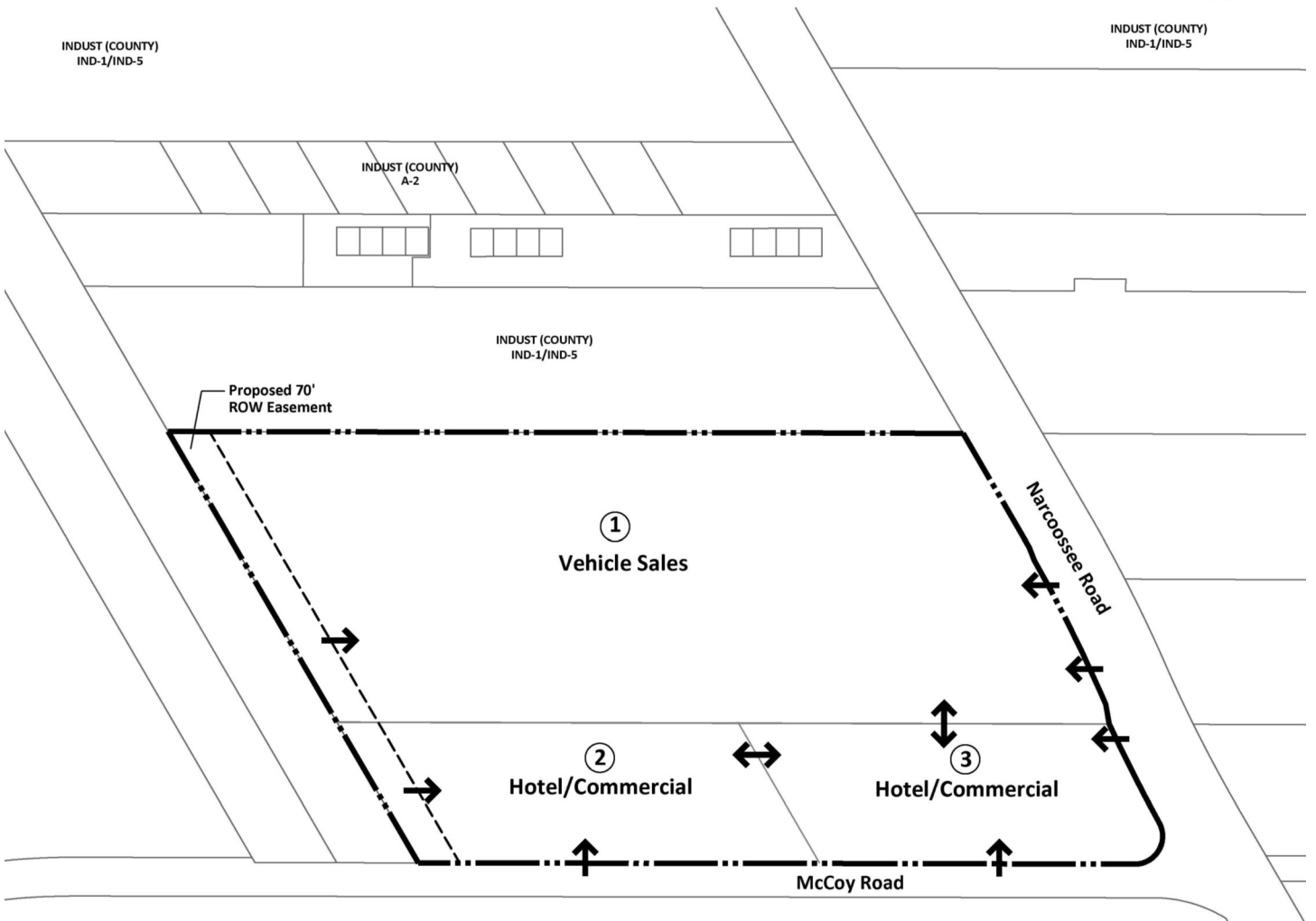
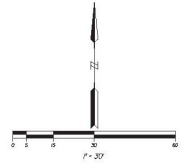
**Urban Design**

The Phase 1 development includes a 6 ft. tall wall around the perimeter of the vehicle storage area. The wall shall incorporate rod-iron or a similar CPTED type fencing to allow crime prevention while maintaining the security of the vehicle inventory. The final wall design shall require Appearance Review. A total sign copy area of 100 sq. ft. is permitted for Phase 1 based on the existing building proposed to remain onsite. A 6 ft. tall monument sign is proposed along Narcoossee Rd.

# SURVEY



# PD DEVELOPMENT PLAN



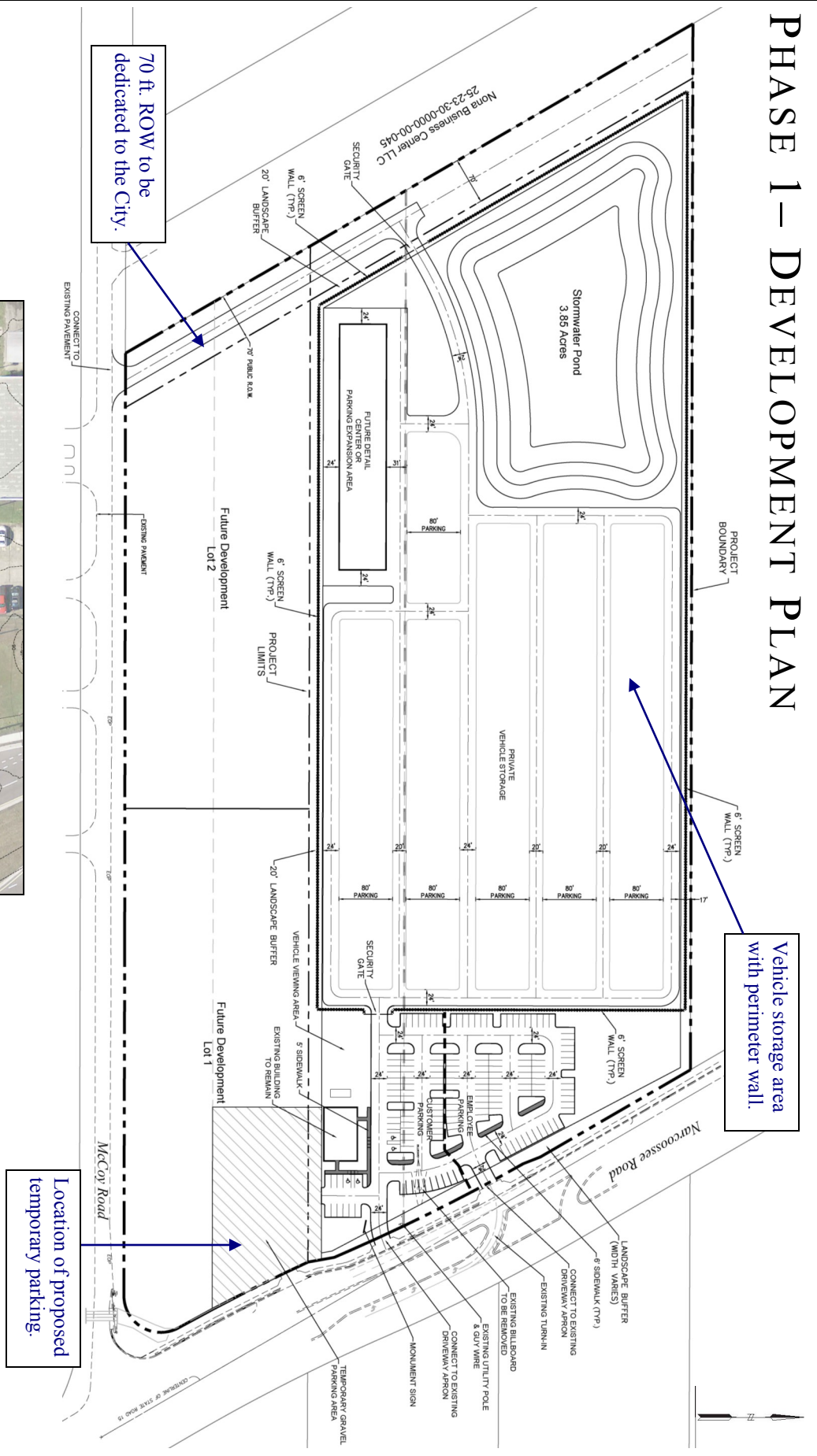
### Legend

- Project Boundary
- ➔ Access Point
- ① Parcel Number

ASD-2  
ASD-2/AN



# PHASE 1— DEVELOPMENT PLAN

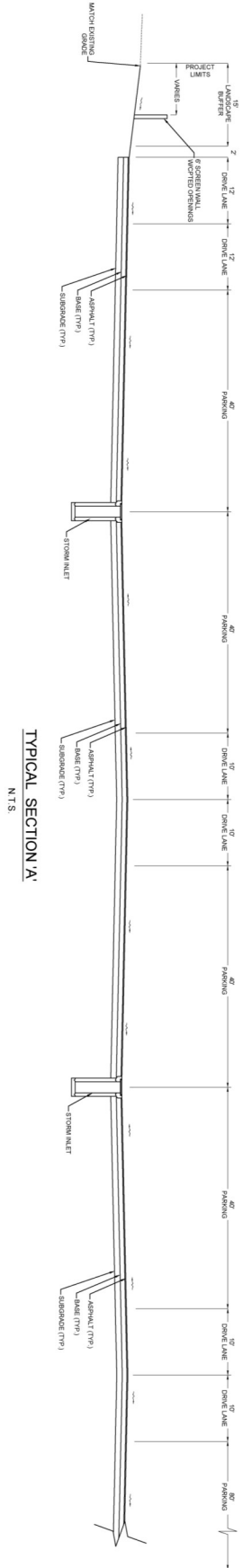


## TEMPORARY PARKING

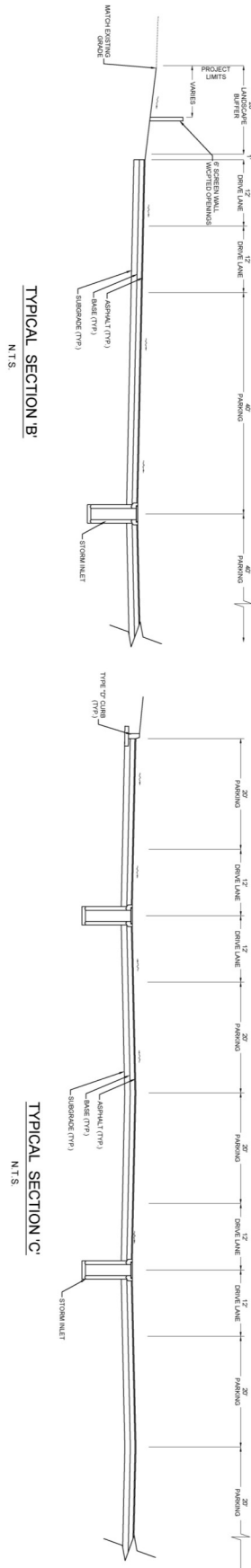


Area to remain landscaped with hedge to be provided for screening from ROW.

# CROSS SECTIONS & SIGNAGE

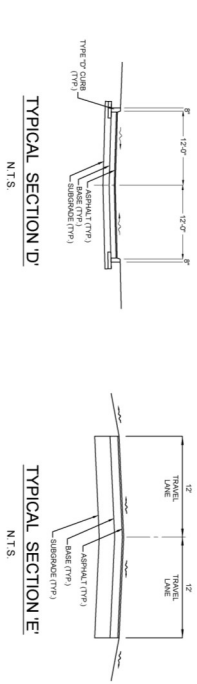


TYPICAL SECTION 'A'  
N.T.S.

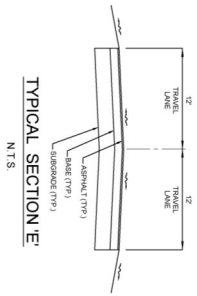


TYPICAL SECTION 'B'  
N.T.S.

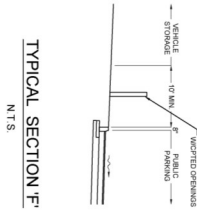
TYPICAL SECTION 'C'  
N.T.S.



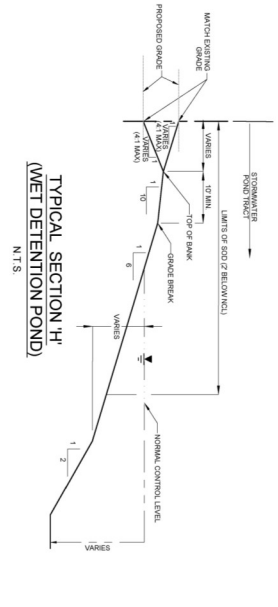
TYPICAL SECTION 'D'  
N.T.S.



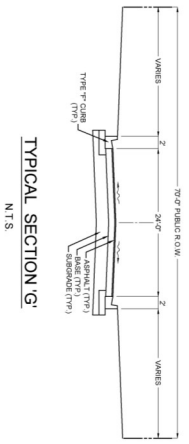
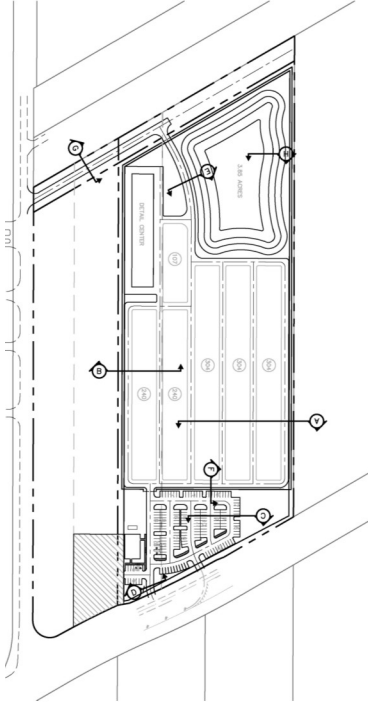
TYPICAL SECTION 'E'  
N.T.S.



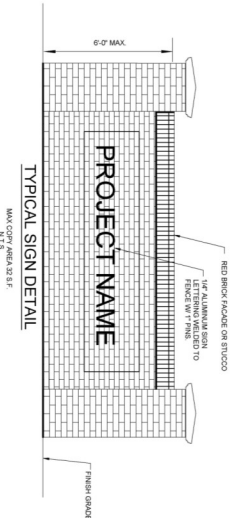
TYPICAL SECTION 'F'  
N.T.S.



TYPICAL SECTION 'H'  
(WET DETENTION POND)  
N.T.S.



TYPICAL SECTION 'G'  
N.T.S.



TYPICAL SIGN DETAIL  
MAX. COPY AREA 25.5\"/>



# SITE PHOTOS



Existing Off Lease office as seen from Narcoossee Rd.



Northernmost portion of site seen from Narcoossee Rd.



Site as viewed from the intersection of Narcoossee Rd. and McCoy Rd.



# AERIAL PHOTO



## FINDINGS

Subject to the conditions contained herein, the proposal is consistent with the requirements for approval of Planned Development applications contained in Chapter 65 of the Land Development Code (LDC):

1. The proposal is consistent with the City's Growth Management Plan.
2. The proposal is consistent with the purpose and intent of the PD zoning district and all other requirements of the LDC.
3. The proposal is compatible with surrounding land uses and the general character of the area.
4. The necessary public facilities will be adequate to serve the proposed use, or will be provided by the applicant as a condition of this approval.

Subject to the conditions contained herein, the proposal is consistent with the requirements for approval of Master Plan applications contained in Section 65.335 of the Land Development Code (LDC):

1. The proposed use is consistent with the City's Growth Management Plan .
2. The proposed use is consistent with the purpose and intent of the proposed underlying zoning districts and all other requirements of the LDC.
3. The proposed use is be compatible with surrounding land uses and the general character of the area.
4. The necessary public facilities will be adequate to serve the proposed use, or will be provided by the applicant as a condition of this approval.

Staff recommends approval of ZON2015-00022 and MPL2015-00022, subject to the following conditions:

# CONDITIONS OF APPROVAL

## Growth Management

1. The Comprehensive Planning Studio has no objections to the PD Amendment as long as a minimum of 10% Civic use is added to the framework PD in order to adhere to the mix of use requirement in Future Land Use Policy 4.1.9, Airport Support District - Medium Intensity (ASD-1).

## Land Development

1. Land Use and Zoning. The underlying zoning shall default to the standards of the ASD-1 or AC-2, consistent with LDC section 68.207.

2. General Code Compliance. Development of the proposed project should be consistent with the conditions in this report and all codes and ordinances of the City of Orlando, the State of Florida, and all other applicable regulatory agencies. All other applicable state or federal permits must be obtained before commencing development.

3. Minor Modifications. Zoning variances and modification of standards may be approved pursuant to the procedures set forth in Part 2J and Part 2F, Chapter 65, Orlando City Code, respectively. The planning official may also approve minor modifications and design modifications to fences, walls, landscaping, accessory structures, signs, and bufferyard requirements. Additionally, recognizing that development plans can change in small ways between the planning and permitting stages of development, the planning official may approve up to a 10% modification of any applicable numerical development standard if the planning official finds that the proposed modification is consistent with the applicable goals, objectives, and policies of the GMP, is compatible with nearby existing land uses, would not result in inadequate public facilities, and is otherwise consistent with the public health, safety, and welfare. When approving such a modification of a development standard, the planning official may impose one or more of the conditions of development provided at section 65.334, Orlando City Code, but such condition or conditions must be reasonably calculated to mitigate the identifiable land use impacts of the modified standard.

4. Conformance with Master Plan Required. Construction and development shall conform to approved site plans, elevations, and landscaping plans on file with the City Planning Division and all conditions contained in this report, or as modified by the Municipal Planning Board and City Council. When submitting plans to the Permitting Division for permitting, the applicant shall attach to each submittal a copy of this staff report, and the excerpts of the Municipal Planning Board minutes.

5. Final Site Plan. Approval of the Master Plan by City Council shall give the applicant authority to submit an application for Final Site Plan approval. The Final Site Plan shall be prepared in accordance with LDC §65.346-50. The Project Planner, Zoning Official, and Planning Official shall review the Final Site Plan for conformance with the requirements of this Master Plan approval, and all final details shall be included in any approval for a building permit by the Permitting Division. The Final Site Plan may be submitted concurrently with an application for a building permit, but approval of the building permit shall be contingent upon satisfactory review of the Final Site Plan by the Project Planner, Zoning Official, and Planning Official and any changes required to the final details must be shown on all revisions to the permit documents.

6. Expiration. Upon approval of the Master Plan by City Council, a building permit shall be obtained for the work requiring the master plan within two years of the master plan approval. If the applicant does not receive the building permit within two years, then the master plan is no longer valid and the applicant must reapply for a master plan if the applicant wishes to proceed with a development requiring a master plan. If the building permit for the work requiring the master plan expires before a certificate of occupancy or certificate of completion is issued for the work requiring the master plan, then the master plan is no longer valid and the applicant must reapply for a master plan if the applicant wishes to proceed with a development requiring a master plan. However, the Planning Official may extend this time limit for one period of up to 12 months for good cause shown upon written application filed 30 days prior to the expiration date.

7. Review by City Attorney's Office. Municipal Planning Board recommendation of the conditions contained herein is subject to review by the City Attorney's Office for legal sufficiency and drafting of implementing documents.

8. Phasing. The Property may be developed in multiple phases, but if developed in multiple phases, each phase must be developed in a manner that allows the individual phases to function independently of each other. Master Plan approval shall be required for each phase. The area outside of the Phase 1 boundary may be further subdivided or reconfigured, provided the more customer oriented commercial uses are provided along the Narcoossee Rd. and McCoy Rd. intersection.

9. Cross Access. Cross access between the various parcels shall be provided as depicted in the framework development plan. The

## CONDITIONS OF APPROVAL(CONT.)

exact location shall be determined at the time of Master Plan but the quantity may not be reduced.

10. ISR. The maximum permitted ISR shall not exceed 0.90 and shall be calculated per building site.

11. Allowable Uses. Permitted uses shall be consistent with the AC-2 zoning district with the addition of Intensive retail. Big Box retail, Support retail and services shall be permitted.

12. Prohibited Uses. Drive-in facilities, Treatment/Recovery, Group housing, Mobile home, Residential Car facility, School (Elementary, Middle or High), Whole blood Facilities, Vertiports shall be prohibited. Full service grocery stores and retail shopping centers shall also be prohibited consistent with the ASD-1 district.

13. Billboard. The onsite Billboard shall be removed by completion of Phase 1.

14. Bufferyard. A minimum 10 ft. bufferyard shall be provided between the Phase 1 screenwall and the future developments to the south. Plantings shall be consistent with Bufferyard B option 2 on LDC section 60.222

15. Pole Signs. Pole signs are prohibited and monument signs shall not exceed 10 ft. in height.

16. Temporary Parking Lot:

A. Use of stone shall be prohibited within 15 ft. of the ROW.

B. A landscape hedge, minimum 24 inches at planting, shall be provided for screening along Narcoossee Rd.

C. Permits for this temporary lot shall not be issued until permit application has been made for Phase 1 construction.

D. The temporary parking area shall be restored to its original or an improved state by January 2017 or issuance of a certificate of occupancy or completion for Phase 1, whichever occurs first.

E. Vehicle repair and maintenance shall be prohibited in the employee/customer parking lot.

### Urban Design

1. An Appearance Review shall be required prior to building permits being issued.

2. No new buildings are proposed in this phase. Should the applicant decide to construct new buildings, they shall require additional Appearance Review. Each new building along Narcoossee Road shall have a primary façade oriented directly (parallel) to the Narcoossee Road right-of-way.

3. All utilities, including street light poles, shall be kept out of the pedestrian path.

4. Site lighting must comply with the new City outdoor lighting code. Light-emitting diode (LED) lamps are encouraged.

5. 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. Landscape screen including low hedge and groundcover required to soften the view from the public ROW.

6. Signs shall be of durable materials. Channel letters, halo-lit signs, externally lit, or metal faces with push through letters are preferred. Plastic cabinet signs shall be prohibited. Pole signs shall be prohibited.

Ground signs (also known as monument signs) must have details and finishes that match or complement the exterior finishes of the principal building, or of decorative site design features which match or complement those of the overall site design. Ground signs may be internally or externally lit, but internally lit plastic façade panels are prohibited.

Light-Enhancing Diode (LED) lamps are preferred.

7. Fencing and free-standing walls are not required. However, any fencing along and within 80 feet of the Narcoossee Road right-of-way shall be open, CPTED-approved fence, such as aluminum or wrought-iron picket fencing, or welded-wire picket fencing, black. Any chain link fencing on site shall be 6-gage vinyl-clad black fencing, with top and bottom rails. Solid screen walls are acceptable, but shall not be more than 6' in height (although decorative pilasters and features may be up to 7' in height); and shall have openings or apertures not more than 60 feet apart, for Crime Prevention Through Environmental Design (CPTED) purposes. The openings

## CONDITIONS OF APPROVAL(CONT.)

may have CPTED fences. No perimeter wall shall have more than 60' of length without a pilaster. All screen walls shall have a cap, and be finished appropriately with durable materials.

8. Sidewalk Connections - A complete pedestrian circulation plan shall be provided that links all parcels with continuous pathways. A minimum 5-foot wide pedestrian pathway shall connect from all principal building entrances and exits to the sidewalks.

9. Street tree planting shall be completed along all roadway frontages abutting and through the site. The street trees shall be installed in accordance with City Code. In locations where installation of street trees within the street right-of-way or a City services easement is infeasible, the trees shall be installed on the site within 10 feet of the right-of-way.

10. Existing trees (not including those classified as invasive, exotic species) shall be preserved to the extent practical. The placement of underground utilities, including irrigation, within the driplines of existing trees to be preserved shall be done by means of tunneling rather than trenching. Any melaleuca, chinaberry, Chinese tallow, Brazilian pepper, camphor, or Australian pines existing on the site shall be removed.

11. Tree clearing (excluding the clearing of invasive exotic species) shall not commence on any phase until full site and building development plans have been approved for that phase.

12. An overall landscape concept shall be developed which repeats at least 15% species and sizes across all phases.

13. City Code Chapter 61 requires trees and landscaping in all parking areas. However, due to the nature of this business, auto leasing, it is understood that strict adherence to that code is not preferable in the lease car parking / display areas. Therefore, the number of trees normally required in a standard parking lot design for that area may be placed in the perimeter of the lease car parking area or elsewhere on the site.

### **Transportation Planning**

The Transportation Planning Division supports the applicant's request provided that the owner/applicant complies with the following:

1. Parking Space Requirements. The number of parking stalls constructed outside the walled inventory area shall be limited to a maximum of 100 stalls, four (4) of which shall be handicapped accessible. The area between the building and the inventory area that is to be used for customer viewing of vehicles is not considered as part of the parking area and shall not be included in the 100 stall limit. Assignment of parking to employees or customers is not regulated by this condition.

2. Pedestrian Crossings. Clearly marked crosswalks shall be designated with high-intensity markings in a "ladder" pattern per MUTCD standards where the driveways cross the sidewalk on Narcoossee Rd and between the handicapped accessible parking stalls located north of the building and the walkway in front of the building.

3. Road ROW/ Easement. Per City Code requirement, roadways in commercial districts need 70 ft. of ROW or easement. This right of way shall extend along the entire west edge of the property.

4. On-site Sidewalk System. The applicant shall provide a 5 ft min width sidewalk connection from the building to the sidewalk in the Narcoossee Rd right of way.

5. Bike Parking— Numbers. Per City Code Chapter 61, Part 3D, all developments are required to provide Bicycle Parking spaces for the use of patrons and employees. For this particular use, 5 short-term spaces and no long-term spaces are required. Bike racks shall be located near entrances to the building and in such a way that they do not create conflicts with pedestrians or other vehicles.

6. Temporary Parking Lot. A temporary stone parking area (maximum area = 30,000 sq ft) located to the south of the existing employee parking lot is allowed subject to the following:

- a. All aspects of the design and construction shall comply with City of Orlando Code 61.303.
- b. The owner shall submit a building permit application to construct the stone parking lot.
- c. A copy of the required approval of the City Engineer shall be attached to any plans submitted to City Permitting.
- d. The stone parking area shall be removed from service and the area restored to a grassed condition by January 31, 2017.

# CONDITIONS OF APPROVAL(CONT.)

## Transportation Engineering

1. Driveway Spacing. The proposed driveways on McCoy Road shall meet separation requirements and distance from the signalized intersection as outlined in the Orlando Land Development Code.
2. Driveway Removal. The center curbcut on Narcoossee Road shall be removed due to Narcoossee Road classification on the Major Thoroughfare plan. The Owner/Applicant shall remove all unapproved curbcuts / driveways and shall restore all curbs, gutters, parkways and sidewalks to Orlando Engineering Standards Manual (ESM) requirements and standards
3. Pedestrian Access– General. The Orlando Land Development Code (LDC), Section 61.225, requires that sidewalks be provided on both sides of all streets.
4. Parking Surfaces. All parking lots, loading areas, and vehicular use areas shall have a durable all-weather surface with drainage and surface water control as required by the City Engineer, in accordance with Chapter 61 of the Orlando Land Development Code (LDC). Stone shall be permitted only to meet tree protection requirements, and only where minimum parking requirements would otherwise go unmet, as approved by the City Engineer. Where stone is permitted, the Owner/Applicant shall pave the driveway/ driving aisle within the first 15 feet of the driveway measured from the street right-of-way (R-O-W) line. Coarse aggregate, such as gravel, smaller than standard size #4 (in accordance with the Florida Department of Transportation's Standard Specifications for Road and Bridge Construction, Section 901) is not permitted.
5. Pedestrian Crossings. The main pedestrian crossing areas between the buildings and the parking areas shall be clearly marked with pavement markings and maintained at all times in accordance with Manual of Uniform Traffic Control Devices (MUTCD) standards. High emphasis ladder style crosswalks shall be installed within the ROW.
6. HC Ramps at Street Intersections. 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.
7. Driveway: Sight Distance. 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 and the FDOT Design Standards Index latest edition.
8. Cross Access Easements. The subject property is adjacent to the major thoroughfare, Narcoossee RD. Per Orlando Land Development Code (LDC), Chapter 61 (Sections 61.108 - 61.113), such parcels shall provide cross access easements to adjacent properties at time of development to ensure that the parking, access, and circulation may be easily connected to create a unified off-road system.

Cross access easements may be created as a blanket easement covering the entire parcel or at a specific location and size on the property. If a specific location and size for the cross access is identified, the width shall be no less than 24 ft.

Cross access easements may be created by depiction on the plat or by a separate recorded instrument. However, if the latter method is used, reference to the recorded document shall be included on the plat.

## Engineering/Zoning

1. Tree Removal. Contact the Bureau of Parks (407) 246-2283 for a tree removal permit before removing any 4" caliper or larger trees. Contact the Bureau of Parks (407) 246-2283 for a tree encroachment permit prior to encroaching within the canopy of any 4" caliper or larger trees.
2. Roadway Design. The proposed typical road section needs to be designed and constructed in accordance with the City of Orlando standards. The typical road section is 70 feet of right-of-way with two (2) 5' wide sidewalk easements, 24 feet of pavement with 2" FDOT Type S-III Asphalt, two (2) feet of standard curb and gutter each side. The Sub-base shall have a stabilization of 95 FBV (Florida Bearing Value) in addition to the stated compaction.
3. Plat. This property is required to plat in accordance with Section 65.401 of the City's Land Development Code prior to the issu-



## CONDITIONS OF APPROVAL(CONT.)

ance of building permits.

4. Orange County. Any construction within the Narcoossee Road right-of-way will require Orange County approval/permit prior to construction.

5. 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.

6. Storm- Water Management district. The owner/developer is required to design and construct an on-site storm water system in accordance with the Orlando Urban Storm Water Management Manual and the approved Master Drainage Plan. Approval from South Florida Water Management District is required. The system is to be privately owned and maintained.

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. Sewer Applications. The owner/developer should contact this office relative to filing an application for the proposed development. The owner/developer is required to pay the Sewer Benefit Fees in accordance with the Sewer Service Policy. Construction is to be in accordance with the Engineering Standard Manual Fourth Edition.

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

10. ESM. 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.

11. Sidewalk. As per Section 61.225 of the Land Development Code, a 5 foot wide concrete sidewalk is required along all dedicated rights-of-way. Any existing sidewalk damaged or broken is to be repaired.

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

13. 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.

### Police

1. CPTED Review. The Orlando Police Department has reviewed the plans for Off Lease Only, Inc. (and only Phase I SPMP) located at 7948 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.

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.
  - o All lighting for this project shall meet or exceed the guidelines in Orlando City Code, Title II, Chapter 63, Part 2M.
  - o In order to create a sense of safety, pedestrian-scale lighting should be used in any high-pedestrian traffic areas to include building entrances, parking facility entrances, and common areas.
  - o Appropriate lighting should be included in all areas anticipated to be used after-dark.
  - o Lighting should not be screened out by landscaping or building structures such as overhangs or awnings.
  - o Uniformity of light is crucial to avoid 'dark' spots, especially in parking areas.
  - o Any illumination shall not cause a glare or excessive brightness that adversely affects the vision of pedestrians or motor

## CONDITIONS OF APPROVAL (CONT.)

vehicle operators on public or private property.

o 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.

o The use of full cut-off or shielded light fixtures can direct light where it is intended while reducing light trespass, glare, and waste.

- 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.
- Benches or outdoor furniture placed in common areas are a good way to increase surveillance and encourage positive 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 (if installed) should be observable from entrances, securely fastened and not hidden behind landscaping or shear walls.
- Ensure that any canopies or awnings do not interfere with pedestrian scale lighting, especially in all locations used during nighttime hours.
- Vehicle and pedestrian entrances into the parking facility should be well lit and defined by landscaping, signage and/or architectural design.
- 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 reliable, easy to maintain, withstand the elements, and be vandal-resistant.
- Exterior or non-public doors should contain 180° viewers/peep holes.
- Since there is typically no natural surveillance between buildings and dumpsters or service areas, be sure these areas are well-lit and that lighting is well maintained.
- A security camera system (CCTV) capable of recording and retrieving an image to assist in offender identification and apprehension should be installed in areas without natural surveillance including parking facilities, service areas and any place a shear wall may exist.
- Where possible, offices, reception areas, lobbies, or host stands should have exterior windows and furniture oriented to improve surveillance of public areas.
- All sides of a building 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 where observation in or out of the building will not be obstructed.
- 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.

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 and parking facility 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 facilities should remind users to lock their vehicles and keep valuables out of sight.
- 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 can promote 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.
- Bollards are a good means for discouraging or controlling access. Use bollard styles that are appropriate for the application; that is, bollards designed to stop vehicle traffic are a different density and strength than those used to direct pedestrian flow. Bollards can also serve a dual purpose when incorporated with lighting and/or way-finding. They can be used in key locations around the property to protect pedestrians, life-safety elements, critical utilities and control or direct traffic.

## CONDITIONS OF APPROVAL(CONT.)

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.
- The address should be clearly visible from the roadway and parking areas with numbers a minimum of five-inches high made of non-reflective material.
- 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/or 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.

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.

- Door locks should be located a minimum of 40 inches from adjacent windows.
- Air conditioner units should be caged and the cages should be securely locked.
- An access control system should be considered so only authorized personnel have access to restricted or non-public areas.
- If an alarm or security system is installed, it should be regularly tested and maintained. During working hours, commercial alarm systems should be programmed so that a short beep sounds 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 high angles often results in images of the offender's hat). CCTVs should also be placed in several locations throughout the parking facility, property access points and common areas; especially areas with limited or no natural surveillance.
- Back or service doors (non-public) should be kept locked from the outside at all times and should contain 180° viewers/peepholes or small windows with security glass. Internal business policy should prohibit the "propping open" of exterior doors.
- Large glass doors and windows should be made of impact resistant glass or a security film (such as Lexan™) to reduce the opportunity for burglaries. If installing security film, ensure that the light transmittance of the security film is greater than or equal to the light transmittance of the window's glass.
- Any windows that open should have locks.
- Including signage and an access control system is a good option to delineate public vs. private areas (i.e. customer parking vs. vehicle lot) and further define and control spaces.

Additional precautions, such as silent alarms, hold-up alarms, retail training and Business Watch, should be discussed with OPD's Crime Prevention Unit Officer Edgar Malave, 407.246.2513.

6. Construction Site Crime Prevention. 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:

- 1) 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.
- 2) 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.
- 3) In addition to lighting, one of the following physical security measures should be installed:
  - a. 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 emer-

## CONDITIONS OF APPROVAL(CONT.)

gency vehicle access; post in a clear area, an emergency contact person and phones numbers for after hours, in case of an emergency; or

b. A uniformed security guard should be hired to continually patrol the construction site during the hours when construction work has ceased.

4) 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.

### **Transportation Impact Fees**

1. Any new construction, change in use, addition, or redevelopment of a site or structure shall be subject to a review for Transportation Impact Fees. An estimated Transportation Impact Fee in the amount of \$32,625.00, based on the construction of 5,000 sf of auto sales facility, will be due at the time of building permit issuance, subject to change upon final permit plan review.

For a copy of the complete ordinance or impact fee rate chart, you may reference our website at: <http://www.cityoforlando.net/planning/Transportation/ifees.htm>

2. Any exemptions or credits against the Transportation Impact Fee must be reviewed prior to permit issuance. All Transportation Impact Fee Credits shall be initiated and processed by the Transportation Impact Fee Coordinator. Credit shall be available for the previous use located on the subject site.

3. The applicant shall comply with all applicable requirements of Chapter 59, the Concurrency Management Ordinance, to ensure that all public facilities and services are available concurrent with the proposed development, and that the potential impacts on public facilities and services are mitigated.

All new construction, changes in use, additions or redevelopment are required to submit a Concurrency Management application as a part of the building plan review process. A Concurrency Management application is available on the City's website: <http://www.cityoforlando.net/permits/forms/concurrency.htm>

## CONTACT INFORMATION

### **Growth Management**

For questions regarding Growth Management plan review, please contact Michelle Beamon at (407) 246-3145 or michelle.beamon@cityoforlando.net

### **Land Development**

For questions regarding Land Development review, please contact Michaëlle Petion at (407) 246-3837 or Michaëlle.Petion@cityoforlando.net.

### **Urban Design**

For questions regarding Urban Design plan review, please contact Ken Pelham at 407.246.3235 or Kenneth.pelham@cityoforlando.net.

### **Transportation Planning**

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 Engineering plan review, please contact Lauren Torres at 407-246-3220 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. 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.

### **Wastewater**

For questions regarding Wastewater review, please contact David Breitrick at 407-246-3525 or david.breitrick@cityoforlando.net.

### **Police**

For questions regarding Police plan review, please contact Audra Nordaby at 407-246-2454 or Audra.Nordaby@cityoforlando.net.

### **Building**

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

### **Parks**

For questions regarding Tree removal issues contact Justin Garber at (407) 246-4047 or justin.garber@cityoforlando.net

### **Transportation Impact Fees**

For questions regarding Transportation Planning plan review, please contact Nancy Ottini at 407-246-3529 or nancy.jurusottini@cityoforlando.net

## REVIEW/APPROVAL PROCESS—NEXT STEPS

1. MPB minutes scheduled for review and approval by City Council.
2. City Council review and approval of First reading of ordinance.
3. City Council review and approval of Second reading of ordinance.
4. Applicant submits for building permits for Phase 1.
5. Applicant submits for building permits for temporary parking lot.
6. Apply for Major Subdivision.