



# **APPEARANCE REVIEW BOARD**

ANNUAL REPORT  
FISCAL YEAR 2015-16



## **APPEARANCE REVIEW BOARD**

### **PURPOSE**

- A. **MISSION STATEMENT.** The mission of the Appearance Review Board (ARB) is to ensure that new development projects, building renovations, signage, and other elements visible to, and within, the public realm are designed consistent with the City's Growth Management Plan, Land Development Code, as well as sound urban design, landscape architecture, and architectural principles.
- B. **TYPES OF CASES.** The ARB only reviews development that is located within the boundaries of the Community Redevelopment Agency's downtown Community Redevelopment Area. Further, the ARB only reviews the appearance of development that is visible from the public right-of-way, required to obtain a building permit, engineering permit, sidewalk café permit, or right-of-way encroachment agreement, and can include exterior paint color though a permit is not required. The ARB reviews projects requiring Major Certificates of Appearance Approval including:
  - 1. New streetscaping, including master streetscape plans.
  - 2. Signs equal to or greater than 30 square feet in area, including master sign plans proposing signs cumulatively equal to or greater than 30 square feet in area.
  - 3. New construction of principal structures except as otherwise provided in the LDC.
  - 4. New construction of parks and plazas, and substantial improvements thereto.
  - 5. High-rise signs.
  - 6. Accessory structures equal to or greater than 120 square feet in area.
  - 7. Substantial improvements to existing buildings that include exterior work.
  - 8. Telecommunications equipment visible from the public right-of-way.
  - 9. Any work typically requiring a minor certificate of appearance approval if a major certificate of appearance approval is requested by the applicant or required by the Appearance Review Official.
  - 10. Any work typically requiring a minor certificate of appearance approval if the minor certificate application is denied by the Appearance Review Official or if the applicant objects to conditions of approval.
- C. **FINAL APPROVAL.** All ARB recommendations must be approved by City Council. Appeals are subject to the City's quasi-judicial hearing process.

### **II. ADMINISTRATION**

- A. **STAFF.** The City provides staff support and administration for the Appearance Review Board. Key staff are as follows:
  - 1. Dean Grandin, AICP, City Planning Division Manager
  - 2. Doug Metzger, AICP, Project Manager I, ARB Coordinator
  - 3. Richard Forbes, AIA, Historic Preservation Officer
  - 4. Ken Pelham, ASLA, Planner III, Staff Reviewer
  - 5. Jason Burton, AICP, Chief Planner, Staff Reviewer
  - 6. Kyle Shephard, Chief Assistant City Attorney





## APPEARANCE REVIEW BOARD

7. Melissa Clarke, Assistant City Attorney II
8. David Bass, Assistant City Attorney II
9. Shaniqua Rose, ARB Recording Secretary
10. Thomas Chatmon, Executive Secretary
11. Walter Hawkins, Assistant Executive Secretary

### B. STAFF CHANGES.

1. Melissa Clarke from the City Attorney's Office joined the review team during the reporting period.

## III. BOARD MEMBERS

A. NUMBER. The Appearance Review Board has seven (7) members which are recommended to the Mayor for appointment by the Nominating Board, appointed by the Mayor, and confirmed by City Council.

B. REQUIREMENTS. Consistent with Land Development Code Section 65.123 – ARB Membership, at least five (5) members of the ARB must live, work, or own property within the Downtown Community Redevelopment Area, and at least four (4) members must be either a planner, architect, landscape architect, sign designer, graphic designer, or lawyer, with as many different professions represented as is practicable.

C. ATTENDANCE. The annual attendance report is attached.

D. TERMS. The ARB allows for a maximum of two (2) two-year terms.

E. CHAIRMAN. Jeffrey Bush  
225 E. Robinson Street  
Orlando, Florida 32801  
p. 407.648.9956 x24 · e. jrbush@hksinc.com

F. VICE CHAIRMAN. Justin Ramb  
500 S. Magnolia Avenue  
Orlando, Florida 32801  
p. 407.839.8599 · e. justin@bigeyecreative.com

### G. BOARD MEMBERS.

<u>MEMBER</u>	<u>TERM</u>	<u>APPOINTED</u>	<u>TERM EXPIRES</u>	<u>STATUS</u>
Greg Witherspoon	2	12/5/2011	12/31/2016	Active
Jeffrey Bush	2	12/5/2011	12/31/2016	Active
Matt Taylor	2	12/5/2011	12/31/2016	Active
Michael F. Beale	2	12/5/2011	12/31/2015	Inactive
Tim Lemons	2	12/5/2011	12/31/2015	Inactive
Daisy Staniszkis	2	12/5/2011	12/31/2015	Inactive
Justin Ramb	1	12/14/2016	12/31/2018	Active
Catherine Price	1	12/14/2016	12/31/2018	Active
Fulvio Romano	1	12/14/2016	12/31/2018	Active
John Paul Weesner	1	12/14/2016	12/31/2018	Active





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- H. BOARD APPOINTMENTS. There were three (3) new Board appointments made during the Fiscal Year 2015-16 reporting period.
- I. ELECTIONS. Jeffrey Bush has been Chairman and Justin Ramb has been Vice-Chairman of the ARB for half of the FY2015-16 reporting period.
- J. BOARD MEMBER TRAINING. Fulvio Romano on January 4, 2016, John Paul Weesner on January 6, 2016, and Catherine Price on January 8, 2016, attended a two (2) hour New Board Member Orientation session provided by the City staff. No other training was conducted during Fiscal Year 2015-16.

### IV. MEETINGS

- A. DAY AND TIME. The Appearance Review Board met on the third Thursday of each month at 2:00 p.m.
- B. NUMBER. The Appearance Review Board scheduled twelve (12) meetings in Fiscal Year 2015-16 and held ten (10) meetings dated: October 15, 2015; November 19, 2015; December 17, 2015; January 21, 2016; February 18, 2016; March 17, 2016; May 11, 2016; June 16, 2016; July , 2016; and September 22. 2016. Volunteer hours for the ARB for Fiscal Year 2015-16 totaled **113.40** cumulative hours.
- C. SPECIAL MEETINGS. The Appearance Review Board did not hold any meetings other than regularly scheduled meetings.
- D. AGENDAS. The ARB uses a "Consent Agenda" meeting format to reduce the length of meetings by forgoing discussion on items where all parties are in agreement. The remaining agenda items are presented and discussed as part of the "Regular Agenda."

### V. WORKLOAD

- A. SYNOPSIS. The following data summarizes the number of Certificates of Appearance cases reviewed after creation of the ARB, effective January 1, 2012, and does not include reviews conducted by the previous Downtown Development Board – Development Review Committee during the months of October through December 2011.

The total number of cases reviewed by the ARB (Major Certificates of Appearance) and staff (Minor Certificates of Appearance) in FY2015-16 are shown below:

	FY2012-13	FY2013-14	FY2014-15	FY2015-16
Major Certificates of Appearance Reviewed by ARB	34	31	29	30
Minor Certificates of Appearance Reviewed by Staff	75	90	60	47
Total Major & Minor Certificates of	109	121	89	77



## APPEARANCE REVIEW BOARD

Appearance Reviewed				
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### VI. MAJOR INITIATIVES/SPECIFIC ACCOMPLISHMENTS

A. MAJOR INITIATIVES. The ARB focused on applicant-initiated cases throughout the year, including such notable projects as:

- Crescent Lucerne at 725 Main Lane – new constructions of a 2-phase project consisting of 370 dwelling units, 24,000 sf grocery store and 7,000 sf og retail.
- 520 E Church Street at 514 E. Church Street – new construction 384 dwelling units with retail and restaurant.
- Parklake Townhomes at 738 Highland Avenue – new construction of 21 new townhouses at Park Lake Street and Lake Highland.
- Lake Eola Heights at 115 E. Concord Street – new construction of twelve (12), 3 and 4-story new townhouses.
- The Olive at 619, 621 and 623 E. Pine Street – new constructions of six (6), 3 story new townhouses.

Christel Brooks  
Administrative Specialist

Stephanie Herdocia  
Board Coordinator