

**MEETING
INFORMATION****MINUTES • OCTOBER 19, 2017*****Location***

Sustainability Conf. Rm.
2nd Floor, City Hall
One City Commons
400 South Orange
Avenue

Time

2:00 p.m.

Board Members Present:

Justin Ramb, Chair

Fulvio Romano, Vice
Chair (arrived at 2:06 p.m.)

John Paul Weesner

Patrick Panza

Margaret Brock

Daniel Gordon

Absent:**OPENING SESSION**

- Chair, Justin Ramb. called the meeting to order at 2:00 p.m
- Ashley Edwards, Recording Secretary, conducted the Roll Call and determination of a quorum was confirmed.
- Chair, Justin Ramb read the Welcome, General Rules of Order and the Appeals process.

NEW BUSINESS

- NONE.

MINUTES

Patrick Panza moved to approve the September 21, 2017 ARB Meeting Minutes. The motion was seconded by Margaret Brock. The motion carried 6-0.

CONSENT AGENDA:**1. 701 W. Livingston St**

Owner/Applicant:	Barbara Jenkins
Location:	701 W. Livingston St.
District:	5
Project Planner:	Doug Metzger

ARB2017-10012	Request for a Major Certificate of Appearance Approval for the Boys and Girls Club and the Orange Blossom Pediatrics signage at the OCPS Academic Center for Excellence.
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Recommended Action: Staff recommends APPROVAL of the request with the following conditions:

1. The final design and construction must be in strict compliance with the proposed design. Any changes in design or sign area must be requested in writing and significant changes may require a new ARB approval.
2. Approval is for these signs only, and does not include any other on-campus signage.
3. Logos and individual letters must be mounted as shown in the proposed plan; an external raceway is not permitted.
4. ARB approval does not grant permission to install or construct; any and all relevant permits must be acquired prior to installation.

John Paul Weesner moved to approve the consent agenda . Patrick Panza seconded the motion. The motion carried 6-0.

REGULAR AGENDA

1. 101 E. Central Blvd

Owner/Applicant:	Dave Van Loon
Location:	101 E. Central Blvd.
District:	5
Project Planner:	Doug Metzger
ARB2017-10013	Request for a Major Certificate of Appearance Approval for the installation of new security fencing and landscaping.

Recommended Action: Staff recommends APPROVAL of the request with the following conditions:

1. Fencing — The proposed fencing design, materials, and location are approved as submitted. Permit drawings should exactly represent the design as approved by the ARB.
2. Gates—the decorative gates and their locations are approved as submitted. Permit drawings should exactly represent the design as approved by the ARB.
3. Landscape Plans—Final landscape plans, including a plant list with quantities must be submitted for ARB staff approval, prior to approval of building permits.
4. Lighting — It is recommended that the exterior lighting around the library remain in until 2:00 a.m. Monday thru Thursday and 3:00 a.m. Friday thru Sunday.
5. ARB Approval
 - A. Permits—ARB approval does not grant permission to construct or install improvements. All applicable permits must be obtained prior to commence of demolition and/or construction activities.
 - B. Modifications to the approved ARB plans must be submitted to ARB staff for review and approval. Significant modifications may require additional approval by the Appearance Review Board

Doug Metzger gave a PowerPoint presentation highlighting the conditions of approval. A Board discussion ensued regarding the fence material and cost of construction. John Paul Weesner suggested the applicant review the condition of the planter to ensure the vitality and maintenance of the plants. Daniel Gordon suggested the applicant revise the detailing on the South end of the building to reflect the symmetrical detailing of the building and to ensure consistency.

John Paul Weesner moved to approve with staff conditions. Patrick Panza seconded the motion, the motion carried 6-0.

2. 744 S. Parramore Avenue – Parramore Oaks

Owner/Applicant: Richard Cavalieri
 Location: 744 S. Parramore Avenue
 District: 5
 Project Planner: Doug Metzger

ARB2017-00011

Request for a Major Certificate of Appearance Approval Phase One of the Parramore Oaks PD which includes 101 multi-family units and 19 townhouse units for a total of 120 mixed-income rental units.

Recommended Action: Staff recommends APPROVAL of the request with the following conditions:

- . **Phase Two ARB Final Review**—Prior to submittal of building permits for vertical construction Phase Two of this project must receive a Major Certificate of Appearance Approval from the ARB. The final ARB submittal must include a comprehensive overview of the Phase Two project including dimensioned site plans, landscape, hardscape, utilities, signage and lighting plans. Architectural floor plans, color elevations and color perspective renderings.

2. Streetscape

A. Streetscape Design Guidelines

- i. All streetscape design and construction is required to comply with the design and construction requirements of the Downtown Orlando Streetscape Design Guidelines as they may be amended from time-to-time.
- ii. City Services Easement—A city services easement shall be provided by the applicant for any portion of the 15-foot streetscape zone outside of the right-of-way.

B. S. Parramore Avenue Streetscape

- i. Width—The streetscape width on S. Parramore Avenue between Carter Street and Conley Street shall be a minimum of 15-feet from the back-of-curb. The furniture zone shall be a minimum of 6-feet wide and include 6-foot by 9-foot street tree wells and double acorn street lights. The pedestrian clear zone shall be a minimum of 9-feet in width. South of Conley Street to the townhouse's S. Parramore Avenue driveway cuts the streetscape shall be configured with a 7-foot wide grassed parkway strip and an 8-foot wide concrete sidewalk.
- ii. Treatments —The S. Parramore Avenue streetscape between Carter Street and Conley Street shall meet the requirements of Treatment 4 in the streetscape design guidelines. The sidewalk cells shall be 5-feet by 5-feet with a troweled edge and medium broom finish from the back of curb to back of sidewalk or face of building. The streetscape treatment South of Conley Street shall meet the standards and requirements of Treatment 5 in the streetscape design guidelines.
- iii. Corner Treatments — Lawrenceville brick consistent with the streetscape design guidelines standards shall be used in the corner treatments at Conley Street and Carter Street
- iv. On-Street Parking — Striped on-street parking spaces shall be permitted along west side of S. Parramore Avenue. Long runs of on-street parking spaces shall be broken up with tree islands every four spaces.

C. Conley Street and Short Avenue

- i. Width—The minimum streetscape width on Conley Street and Short Avenue shall be 13-feet from the back-of-curb with a 7-foot wide grassed parkway strip, 8-foot wide concrete sidewalk and single acorn streetlights in the parkway strips.
- ii. Treatment 5 —The Conley Street and Short Avenue streetscapes shall meet the standards of Treatment 5 in the streetscape design guidelines.

D. General Streetscape Requirements:

- i. Street Trees — High rise live oaks trees shall be planted as the primary street tree in the furniture zone or parkway strips on Parramore Avenue, Conley Street and Short Avenue. Sylvester Palms may be used as accent street trees at project entrances.
- ii. Structural Soil — To minimize root damage to adjacent pavement areas, structural soil or a Planning Official approved equivalent shall be installed around all street trees between Carter Street and Conley Street consistent with detail 3.4-O and 3.4-P of the Downtown Orlando Streetscape Guidelines.
- iii. Curbing—Existing driveway cuts not utilized for access for the subject site shall be removed and the curbing shall be replaced with vertical curb. Existing damaged curb shall be repaired or replaced with the construction of the streetscape.
- iv. Corner Treatments —Corner treatments at street intersections shall provide two directional accessibility ramps at each corner perpendicular to the centerline of the adjacent roadway.

- v. Valve and Junction Boxes—All at-grade junction, valve and control boxes in the streetscape zone shall be traffic bearing grade boxes and lids, painted per the downtown streetscape standards. Valve and junction boxes in the grassed parkway strip shall have a concrete collar.
- vi. Pedestrian Crossings—The pedestrian crossings at driveway cuts shall be level and at the same grade as the sidewalk adjacent to the driveway. An alternative pavement treatment such as Lawrenceville brick or stamped and colored concrete that contrasts with the vehicle lanes shall be used in order to clearly define the pedestrian zone. Reflective paint alone is not acceptable at internal and external pedestrian crossings, but may be used in conjunction with pavers or alternative paved surfaces to outline the pedestrian path for night time safety.
- vii. Pedestrian Clear Zone — In no instance shall vertical structures or obstructions be allowed in the required pedestrian clear zones or sidewalks.
- viii. Streetscape Materials — Specialty paving and other materials not consistent with the Downtown Streetscape Design Guidelines shall not be permitted inside the right-of-way or city services easements of the streetscape zone.
- ix. ARB Final Review—Final streetscape plans shall be submitted for ARB final review and approval prior to submittal of building permits.

3. Architecture

A. Design Intent

- i. Staff fully supports the architectural direction and theme of the Parramore Oaks project.
- ii. Continued focused on the design and details at the base, through the middle and at the skyline of the buildings will continue to be critical through the design and development process.

B. Multi-Family Buildings

- i. Street Wall—A minimum 36" tall opaque streetwall must be installed from the western edge of Building 2 on Conley Street to the project entry on Conley Street in order to screen views into the parking lot. The wall may be up to 5-feet tall but any portion of the wall above 36" must be 50% transparent. Columns and piers are permitted to extend up to 12" above the wall.
- ii. Exterior Lighting—Exterior light fixtures on the front and rear of the units are a critical detail that will further enhance the contemporary architecture. The proposed exterior light fixtures and their locations should be included in the Final ARB submittal. ~~for the apartment porches are not approved. ARB Staff must approve the light fixtures prior to submittal of building permits.~~
- iii. HVAC Units—The HVAC units should be located on the roof of the multi-family buildings. The roof parapets need to be tall enough to screen views of the HVAC units from the street. ~~A rooftop mechanical equipment plan must be included in the Final ARB submittal.~~
- iv. Townhouse HVAC Units—The roof access ladder for the townhouse cluster must be moved to the rear of the the clusters.
- v. Backflow Preventers [BFP] - The location of the multi-family backflow preventer is approved. The backflow preventer must be screen with a hedge that is 36-inches tall at the time of planting. ~~The two proposed water connections to the building would place a BFP between the front of the building and the street. The water connections to Buildings 1 and 2 should come from Carter and Conley Streets respectively. The BFP's should be located on the sides of the building and screened with a 36" tall hedge. In no instance should a BFP be located between the front of the building and the street. The location of BFP's and their associated landscape buffers should be included in the Final ARB submittal.~~
- vi. Transformers—Transformers for the multi-family building must not be located between the building and the street. Transformers should be located on the west sides of the buildings. The transformers should be screened on three sides with landscaping that is 36-inches tall at the time of planting. The location of transformers and associated landscape screening must be shown in the Final ARB submittal.
- vii. Electric Meters—Electric meter clusters must be located on the rear [west side] of the multi-family buildings in an area not visible from the adjacent streets. Electric meter boxes should be painted the same color as the façade on which they are mounted.

C. Townhouses

~~Porch Columns—The materials on the porch columns in the front of the units blend and are lost with the materials on the first floor of the units. The columns should have a stucco finish and be painted white so they contrast with the front façade and highlight the entry to each townhome unit.~~

~~Angled Roofs—The angled roofs on the 7 and 8 unit townhouse should be changed to a flat roof.~~

- i. Exterior Lighting—Exterior light fixtures on the front and rear of the units are a critical detail that will further enhance the contemporary architecture. The proposed exterior light fixtures and their locations should be included in the Final ARB submittal. ~~for the townhouse porch and balconies are approved. The proposed fixture for the garage is not approved. ARB Staff must approve the light fixtures prior to submittal of building permits.~~
- ii. HVAC Units—~~It appears, based on the floor plans, that the exterior HVAC units will be clustered on one end of each town-house building. These locations are undesirable and diminish the heating and cooling efficiency to those units furthest from the HVAC clusters. The HVAC units should be relocated to either the roof of the townhouse units or the rear of the units in islands between the garages. Landscaping that screens views of the HVAC units should also be added to the islands. The location of the townhouse HVAC units must be included in the Final ARB submittal.~~ The roof access ladder must be moved to the rear of the townhouse clusters.

- iii. Backflow Preventers [BFP] - ~~A BFP will be required for the water service connection to each unit, typically in the front of the units. ARB staff prefers the water service connection be at the rear of the units. If the water connection is at the front of the units, the BFP must be located as close as is physically possible to the front of the units and screened with landscaping. The location of the townhouse BFP's and associated landscaping must be shown in the Final ARB submittal. The BFP for the townhouse units must be located no closer to the right than the front façade. BFP's must be screened with a landscape material that matches the height of the BFP at the time of planting.~~
 - iv. Transformers—Transformers for the townhouse units must not be located between the townhouse units and the street. Transformers should be located in the side yards of the townhouse building behind the front facades. The transformers should be screened on three sides with landscaping that is 36-inches tall at the time of planting. The location of transformers and associated landscape screening must be shown in the Final ARB submittal.
 - v. Electric Meters—Electric meters should be individually located on the rear of each townhouse unit or clustered and screened on a non-street facing façade. Electric meter boxes should be painted the same color as the façade on which they are mounted.
 - vi. Garage Doors—All garage doors must include glazing.
- D. General Architectural Requirements
- i. Balconies, Canopies and Awnings — Balconies, canopies and awnings on the buildings may project into the city services easements. Canopies or awnings that project into the right-of-way will require Transportation Engineering approval. Balconies and canopies that encroach into the city services easement shall be no less than 12-feet above finished grade to meet maintenance access requirements. Awnings shall be a minimum of 9-feet above finished grade.
 - ii. Windows—The windows on all facades shall be recessed 1 to 3 inches from the façade to provide additional design texture and shadow lines on the building façades. The addition of window sills or trim treatments is also recommended.
 - iii. Exterior Doors—A minimum 4"x6" security view panels shall be provided in all common exterior doors including emergency exit doors to provide visibility and security for pedestrians exiting the building.
- E. Transparency
- i. A minimum of 15% transparency shall be provided on all floors facing the street. For consistency in the transparency calculation it is assumed that all residential floors have an 8-foot floor to ceiling height.
 - ii. All glass at the ground level shall be clear. Minimum light transmittance shall be 80%. High performance or low-e glass may be considered as an alternative with a minimum transmittance of 60%. Tinted, reflective, frosted or spandrel glass does not count towards meeting the transparency requirements.
 - iii. No windows at the ground floor level shall be dry-walled or have permanent partitions installed on the interior to block natural surveillance.
4. Tree Preservation/Mitigation
- A. Tree Survey – A tree survey overlaid on the site plan shall be included in the ARB Final Review submittal documents for each phase.
 - B. Preservation — There are several mature specimen trees on the site, especially around the project edges. ARB Staff encourages the applicant to use their best efforts to preserve as many of the mature trees as is feasible. Each preserved tree will enhance the value and aesthetic vitality of the project area.
 - C. Tree Removal/Mitigation— A tree removal permit is required to remove trees. As part of the tree removal permit process the Applicant shall work with the City arborist to evaluate the viability of the existing on-site trees and if any mitigation will be required for the removal of any trees.
5. Lighting—A lighting plan compliant with the City's lighting regulations [Chapter 63 2M.] including photometrics and all proposed exterior lighting fixtures must be submitted ~~for ARB Final Review and approval prior to submittal of vertical building permits~~ with the building permit documents.
6. Mechanical Equipment
- A. Trash Compactor—The trash compactor is an accessory structure. Per Land Development Code [LDC] requirements, accessory structures need to be setback 5-foot from the property line. Landscaping must be added to the area between the compactor and the property line, such as bamboo or a tall growing hedge material.
 - B. Venting & Exhaust—All venting and exhaust for mechanical equipment and other utilities shall directed towards the rear of the buildings and integrated into the building design. Small exhaust vents for dryer and bathroom venting are permitted on street facing facades. All vents shall be painted to match the surrounding façade color.
 - C. Final Elevations—The location and configuration of all exterior venting and mechanical equipment shall be depicted on the building permit elevations. ~~Final building elevations with venting depicted shall be submitted for ARB Staff review prior to submittal of building permits.~~
 - D. Fencing—Any fencing on the site shall be an open, CPTED-approved fence, such as architectural mesh, welded wire or aluminum picket fencing. Chain link fencing is prohibited.
 - E. Mail Cluster Boxes – Exterior mail cluster boxes shall be located on the interior of the site and shall not be located between the building and any right-of-way.
 - F. Telecommunications Equipment — Telecommunications equipment should be integrated into the building architecture.

7. Signage

- A. Project Identification Signage – The design and dimensions of all project identification signs shall be included in the ARB Final Review package. must receive ARB approval prior to submittal of sign permits.
- B. Mid-Rise Projecting/Blade Signs – Mid-rise projecting/blade signs are not currently permitted in the City sign code, so therefore the proposed mid-rise blade signs must meet the following conditions:
- i. A building site is allowed one [1] mid-rise projecting sign per each building face adjacent to a street, walkway or plaza.
 - ii. The area of each permitted mid-rise projecting sign shall be counted as part of the low-rise signage allocation for the building site.
 - iii. Mid-rise projecting signs shall only contain a single message and shall be permitted to incorporate a logo.
 - iv. Mid-rise projecting sign faces shall be parallel to themselves; no opposing or angled sign faces.
 - v. Mid-rise projecting sign text and graphics shall be push-through letters, illuminated channel letters with no visible racetrack or halo-lit dimensional solid letters. The sign face background shall be a solid color unless the Appearance Review Officer approves an alternative. Backlit cabinet sign faces shall not be permitted.
 - vi. Mid-rise projecting signs shall not be allowed to incorporate digital screens or components, but may include kinetic features in the sign design.
 - vii. A mid-rise projecting sign shall be located so as to not conflict with the architectural elements or character of a building; decorative brackets may be utilized to attach the sign face to the structure but shall comply with the following location and size requirements.
 - viii. The sign face of a mid-rise projecting sign shall be no wider than four feet and shall be no thicker than 18-inches. The sign face and/or mounting brackets shall project no more than 5-feet from the building facade.
 - ix. In no instance shall a mid-rise projecting sign face be more than 40-feet tall.
 - x. The bottom of a mid-rise projecting sign shall be no less than 17'-6" above finished grade.
 - xi. The top of a mid-rise projecting sign shall be no more than 60-feet above finished grade or no higher than the finished floor elevation of the top floor of a multi-story building, whichever is less.
 - xii. Mid-rise projecting signs shall be included in the MSP.

8. **Telecommunications Equipment Screening**—Buildings should be designed to accommodate future placement of telecommunications equipment. Screening areas should be built into rooftop areas so that the placement and screening of the equipment does not become an afterthought.

9. **Model**—Prior to permitting, a physical 1"= 100' scale model of the project should be provided for the DDB/CRA model located in the Downtown Information Center.

Doug Metzger gave a PowerPoint presentation highlighting the conditions of approval.

A Board discussion ensued regarding the trash compactor location. Margaret Brock added the condition that the applicant submit landscaping detail around the trash compactor area.

Patrick Panza declared a conflict.

Fulvio Romano moved to approve with added conditions. Margaret Brock seconded the motion. The motion carried 5-0 with Patrick Panza abstaining.

OTHER BUSINESS**A. ARB Minor Reviews completed since the September ARB Meeting:**

1. ARB2017-10013 – 114 S. Terry Ave – Father Pinder Monument.

B. Creative Village Development Review Committee Projects for Approval:

1. No cases for the August CVDRC, the monthly meeting was cancelled.

OLD BUSINESS: None

DATE OF NEXT MEETING

THE NEXT MEETING OF THE APPEARANCE REVIEW BOARD WILL BE THURSDAY, NOVEMBER 16, 2017 AT 2:00 PM.

ADJOURNMENT

There being no further business to come before the Appearance Review Board, Chairman Justin Ramb adjourned the meeting at approximately 3:18 p.m.

STAFF PRESENT

Sarah Taitt, Assistant City Attorney II
Walter Hawkins, Director of Urban Development
Doug Metzger, City Planning
Ashley Edwards, Board Secretary
Jason Burton, Chief Planner
Richard Forbes, Senior Planner
Christopher DeLoatche, Planning Technician
Kimberley Allonce, Economic Development Coordinator III



Walter Hawkins, Acting Executive Secretary



Ashley Edwards, Recording Secretary