



January 9, 2018

Cade Braud – Traffic Operations Engineer  
Transportation Engineering Division  
400 S Orange Avenue  
Orlando, FL 32801

RE: DET2018-10006 – TEMPORARY USE PERMIT  
UNIMPROVED PARKING LOT – DOWNTOWN RECREATION CENTER

The City of Orlando's Downtown Recreation Center is in need of a Temporary Use Permit to allow a temporary surface parking lot on City property at the northwest corner of Parramore Avenue and Bentley Street, near the Creative Village. One temporary lot is proposed: an approximately 30-space lot located at 322 N Parramore Avenue.

The lot is intended for use on an interim basis by the Downtown Recreation Center, which will be moving to a new location at the Grand Avenue School in the future. As such, a temporary parking lot is appropriate to accommodate near-term needs for parking, as the Downtown Recreation Center's existing parking is being utilized for the ultimate development of the Creative Village. For example, most of the Downtown Recreation Center's parking is being transferred to the University of Central Florida and is being incorporated into the new Downtown Campus.

The property is a City owned property, and has a zoning of MU-1/T/PH, which is an appropriate zoning district for a temporary surface parking lot to support a public benefit use. Due to the interim nature of preparing the Creative Village for development, the ultimate moving of the Downtown Recreation Center to the Grand Avenue School site, the supply of parking in the area available for these specific uses, and further needs to provide phased construction activities for the Creative Village, it is necessary to provide temporary parking on the site at this time.

Part 4N, Chapter 58 describes the allowable authority for Temporary Uses under the Land Development Code available to the Planning Official for administratively approved uses; the maximum amount of time that a Temporary Use may be approved administratively is limited to six month without City Council action.

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**ECONOMIC DEVELOPMENT • CITY PLANNING**

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Therefore, the Planning Official recommends that the City Council approve a Temporary Use Permit for a maximum two (2) years for a 30-space lot at this site, subject to the conditions below:

- The first 15-ft of the drive aisle into the property shall be paved (typically with 4-inches of asphalt), in order to control for the deflation of soil off of the project site and the design of the parking lot itself. An ENG Permit is required for this improvement.
- The projects shall apply for engineering (ENG) permits with the Permitting Division, and provide lighting, stormwater retention and handicapped access according to applicable codes.
- The drive aisles of the temporary parking lot shall be paved with FDOT #4 stone or larger, installed to a minimum depth of 6-inches, or a 4" of asphalt milling with an additional 1-inch of asphalt layering on top.
- Close any unused curb cuts, and improve any needed access onto the subject site.
- Wheel stops shall be installed to delineate the parking spaces.
- Lighting shall be installed to meet the City's minimum standards for lighting (1.0 footcandles) as required by the City Lighting Code; ambient lighting of the area may be utilized in meeting this requirement.
- The existing trees on the site shall be retained that are clear of the parking spaces, so long as they are not exotic species.
- Welded wire fencing shall be installed and landscaping shall be installed according to code requirements.
- The final landscaping plan, engineering plans and fencing will be reviewed at the time of permitting to ensure compliance with the project description and conditions.

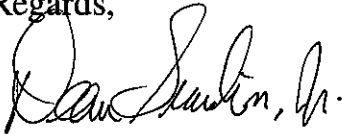
The work will include debris removal; demolition of concrete slabs; removal of existing dead or exotic invasive trees; and construction of new parking and related amenities. The new parking lot will provide approximately 30 parking spaces in a layout that complies with the requirements of Chapter 61 of City Code, with trees, hedges, and sod. Landscaping will be placed on the Parks Division watering truck schedule for irrigation. The surface will be graded and compacted for positive drainage. Paved driveways will be provided from both North Parramore Avenue and Bentley Street. Drive aisles will be 23 feet in width, and parking spaces will be 9' in width by 18.5' in length, with concrete or recycled plastic wheel stops. Fencing will be provided on the perimeter of the site and will be 4' to 6' in height, of either 9-gage vinyl-clad black chain link with top and bottom rails, or decorative black welded-wire pickets. Site lighting will be provided.

Due to the nature of preparing the Grand Avenue School for the Downtown Recreation Center's ultimate move, it is recommended that the Planning Official be granted the ability to extend the duration of the temporary parking lot for two additional one year terms.

The authorization as a temporary use permit only addresses the Land Development Code standards expressly represented in this letter. The approval is restricted to the location in question and is not transferrable to other parcels of land. The applicant is still responsible to comply with all other applicable requirements of all other regional, state, and federal laws. Please contact the Permitting Division to inquire on your next steps toward receiving an Engineering (ENG) Permit for each phase of improvements.

Should you have any questions regarding this Temporary Use Permit, please contact Jason Burton of my staff at [Jason.Buton@cityoforlando.net](mailto:Jason.Buton@cityoforlando.net) or 407.246.3389.

Regards,



Dean Grandin, Jr. AICP  
Planning Director/Official

cc: Kathy Devault  
Kelly Moody