

## MEETING INFORMATION

## MEETING MINUTES

February 20, 2020

*Location*

400 South Orange Avenue  
City Hall 2<sup>nd</sup> Floor  
Veterans Conference Room

*Time*

2:00 p.m.

*Board Members Present:*

Patrick Panza, Chairman

Margaret Brock

Jeff Arms

Clarisse Gates

Chad Cowart

*Board Members Absent*

Daniel Gordon

Jill Rose

## OPENING SESSION

Patrick Panza , Board Chair, called the meeting to order at 2:00 p.m. Gabriella Isaac, Recording Secretary, conducted the Roll Call and determination of a quorum was confirmed.

## PUBLIC COMMENTS: NONE

## MINUTES:

Chairman Patrick Panza MOVED to waive the reading of the January 16, 2020 ARB Meeting Minutes. The motion was seconded by Margaret Brock. The motion carried 5-0.

Margaret Brock MOVED to approve the January 16, 2020 ARB Meeting Minutes. The motion was SECONDED by Jeff Arms. The motion carried 5-0.

## CONFLICT DECLARATION:

- Chairman Panza declared a conflict pursuant to FS 112.3143 on item #1, ARB2020-10001- 520 Church St. Master Sign Plan.

## CONSENT AGENDA:

## 1. 520 E Church Street – Master Sign Plan

Owner/Applicant: Camden USA, Inc./ Autumn Thompson,  
Innovative Environments

Location: 520 East Church Street

District: 4

Project Planner: Richard Forbes

ARB2020-10001 A major review for approval of the Master Sign Plan for Camden Lake Eola at 520 East Church street.

Recommended Action: ARB Staff has reviewed the proposed plans and is proposing the following conditions of approval:

## 1. Final Master Sign Plan Submittal

A. Following City Council approval of the ARB minutes, and prior to issuance of the Major Certificate of Appearance Approval for this MSP, the applicant must submit a digital copy of the MSP that has been revised to meet the ARB Conditions of Approval to the Appearance Review Official. The final MSP will be added to the City's sign plan library as a reference document for sign permit reviewers.

B. The final version of the Master Sign Plan should include a cover sheet or title page for easy identification. And must be in a PDF file format.

## 2. ARB Approval

- A. Minor modification to this ARB approval or the approved Master Sign Plan will require ARB staff review and approval. Major Modifications may require additional ARB approvals.
- B. ARB approval does not grant permission to fabricate and/or install. All necessary permits must be obtained prior to commencement of installation activity.

### ~~2. 111 West Jefferson Street – Jerry Harvey Audio High Rise Sign~~

~~Owner/Applicant: Thrivent Financial for Lutherans/ Ereka Cleveland, Creative Signs Inc.  
 Location: 111 West Jefferson Street  
 District: 5  
 Project Planner: Jacques Coulon  
 ARB2020-10003 Request for Major Certificate of Appearance Approval for 3 new signs totaling 43.72 sq. ft. on an existing 3-story mixed use building.~~

~~Recommended Action: Approval of the proposed signs subject to the conditions below:~~

### 3. 150 North Orange Avenue – Fulcrum Master Sign Plan

Owner/Applicant: Kenneth Soday , Stellar Sign and Design, LLC  
 Location: 150 North Orange Avenue  
 District: 5  
 Project Planner: Jacques Coulon  
 ARB2020-10004 Request for a Major Certificate of Appearance Approval for a Master Sign Plan at the Fulcrum Mixed Use building located at 150 N. Orange Ave.

Recommended Action: Approval of the proposed signs subject to the conditions below:

#### 1. Sign Permits

- A. A sign permit including a Management Control Letter will be required for all signs prior to sign installation.

#### 2. Required Master Sign Plan Updates

- A. The following items must be revised within the Master Sign Plan, prior to the final master sign plan submittal to the City.
- B. Total Copy Area Calculations. The sign plan must reflect that there are only 2 frontages, N Orange Ave. and W Jefferson St., the building does not have any frontage to the west and is not allocated any additional copy area.
- C. High Rise Sign Note: The following note must be added regarding the high-rise signs, labeled as "B" in the master sign plan. "All high-rise signs must meet the requirements of LDC Sec. 64.246. - High Rise Building Identification Signs."

#### 3. Final Master Sign Plan Submittal

- A. Following City Council approval of the ARB minutes, and prior to issuance of the Major Certificate of Appearance Approval for this MSP, the applicant must submit a digital copy of the MSP that has been revised to meet the ARB Conditions of Approval to the Appearance Review Official. The final MSP will be added to the City's sign plan library as a reference document for sign permit reviewers.

#### 4. ARB Approval

- A. Minor modifications to this ARB approval or the approved Master Sign Plan will require ARB staff review and approval. Major modifications may require additional ARB board approvals.
- B. ARB approval does not grant permission to fabricate and/or install. All necessary permits must be obtained prior to commencement of installation activity.

<b>4. Livingston to Jefferson –</b>	<b>Urban Trail</b>
Owner/Applicant:	City of Orlando/ Brandon Kelley, Kittelson & Assoc.
Location:	West Livingston to West Jefferson and Along Garland.
District:	5
Project Planner:	Jacques Coulon
ARB2020-10005	<b>Request for Major Certificate of Appearance Approval for the extension of the Orlando Urban Trail along W. Livingston, Garland and W. Jefferson.</b>

Recommended Action: Approval of the proposed signs subject to the conditions below:

#### 1. Streetscape

- A. Unless otherwise specified or detailed in this staff report, all streetscape design and construction is required to comply with the design and construction requirements of the Downtown Orlando Streetscape Design Guidelines and the conditions in this staff report.
- B. Valve and Junction Boxes—All at grade junction, valve and control boxes in the required streetscape zone must be vehicle bearing grade boxes and lids.
- C. Structural Soil – To minimize root damage to adjacent pavement areas structural soil, or a Planning Official approved equivalent, must be installed around all canopy street trees consistent with Detail 3.4-O and 3.4-P of the Downtown Orlando Streetscape Guidelines.
- D. Street Lights – Double acorn LED streetlights, consistent with the Downtown Streetscape Design Guidelines must be used on all streets and spaced based on OUC lighting requirements.
- E. Pedestrian Crossings—The pedestrian crossings at driveway entries must be constructed out of at the same grade as the sidewalk adjacent to the driveway. Gray plank pavers should be utilized across driveways (3 1/8" over concrete) in order to clearly define the pedestrian area.
- F. Palm trees are to remain and be protected during construction.

#### 2. ARB Construction Observation

- A. Prior to the commencement of construction, the designer, general contractor and team must schedule a coordination meeting with ARB Staff to review the ARB conditions of approval and the ARB review process for any proposed changes that may occur during construction.
- B. The general contractor must schedule periodic meetings with the ARB staff as needed to update staff on the project progress and potential issues complying with the ARB conditions of approval.

#### 3. ARB Approval

- C. Minor modifications to this ARB approval will require ARB staff review and approval. Major modifications may require additional ARB board approvals.
- D. ARB approval does not grant permission to construct and/or install. All necessary permits must be obtained prior to commencement of installation activity.

Jeff Arms MOVED to APPROVE the Consent Agenda. Chad Cowart SECONDED the Motion, which was voted upon and PASSED by a unanimous voice vote 5-0. Chairman Patrick Panza abstained from Item (1)

## REGULAR AGENDA:

There are no Regular Agenda items for this meeting.

## OTHER BUSINESS:

### A. ARB Minor Reviews completed since the January ARB Meeting:

1. ARB2019-10050 33 W Robinson St.
2. ARB2019-10053 150 N Orange Ave.
3. ARB2019-10055 420 W Church St.
4. ARB2019-10057 429 E Pine St.
5. ARB2020-10000 300 S Orange St.
6. ARB2020-10006 400 S Orange Ave.

**ADJOURMENT:**

THE NEXT MEETING OF THE APPEARANCE REVIEW BOARD WILL BE THURSDAY, March 19, 2020, AT 2:00 PM.

Patrick Panza adjourned the meeting at approximately 2:07 p.m.

**STAFF PRESENT**

Walter Hawkins, Director of Urban Development  
Heather Bonds, Historic Preservation Officer  
Sarah Taitt, Assistant City Attorney II  
Gabriella Isaac, Recording Secretary

Richard Forbes, City Planning  
Manuel Ospina, City Planning  
Jacques Coulon, City Planning  
Ian O. Sikonia, Transportation Planning

  
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Walter Hawkins, Acting Executive Secretary

  
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Gabriella Isaac, Recording Secretary