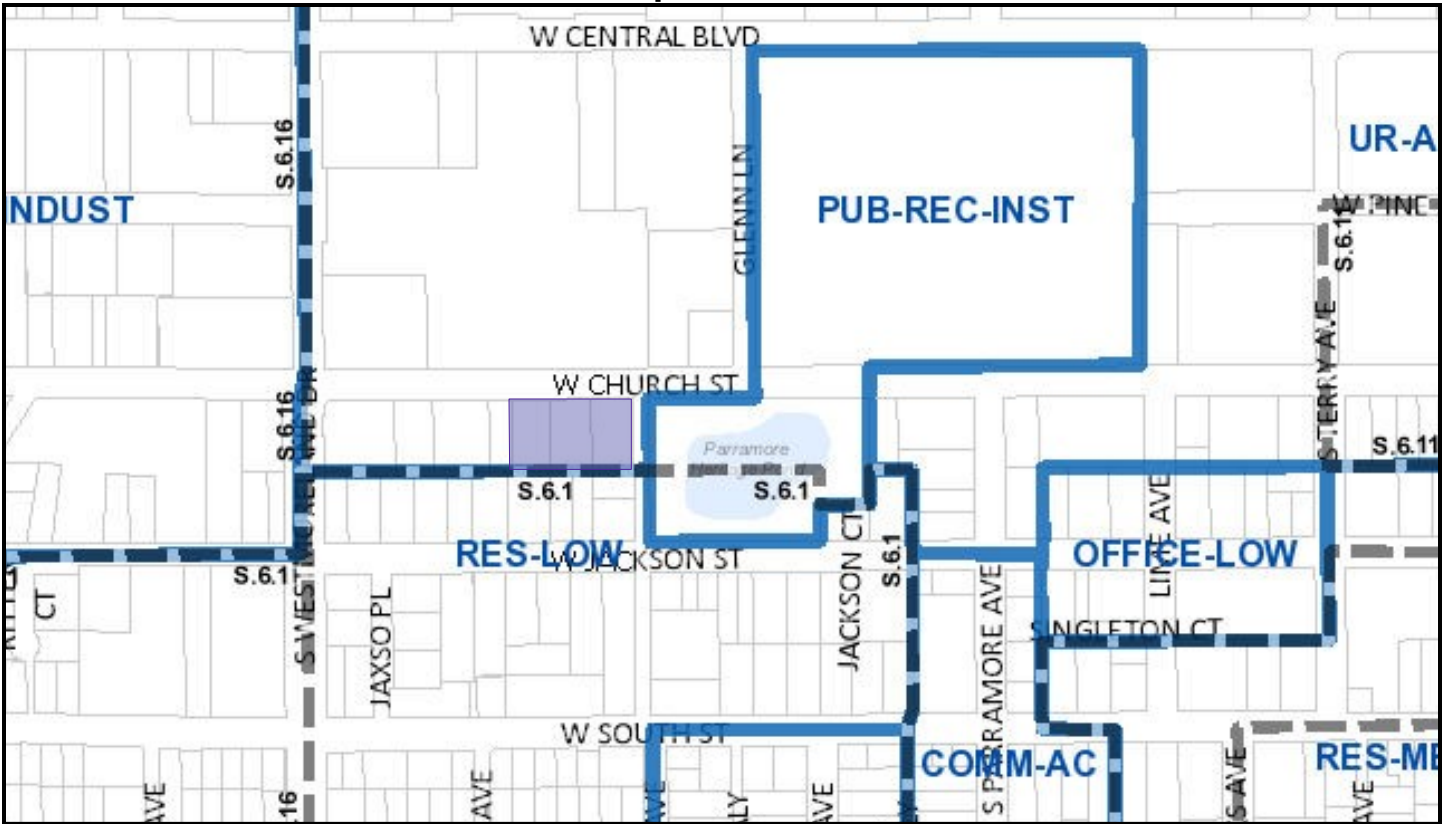
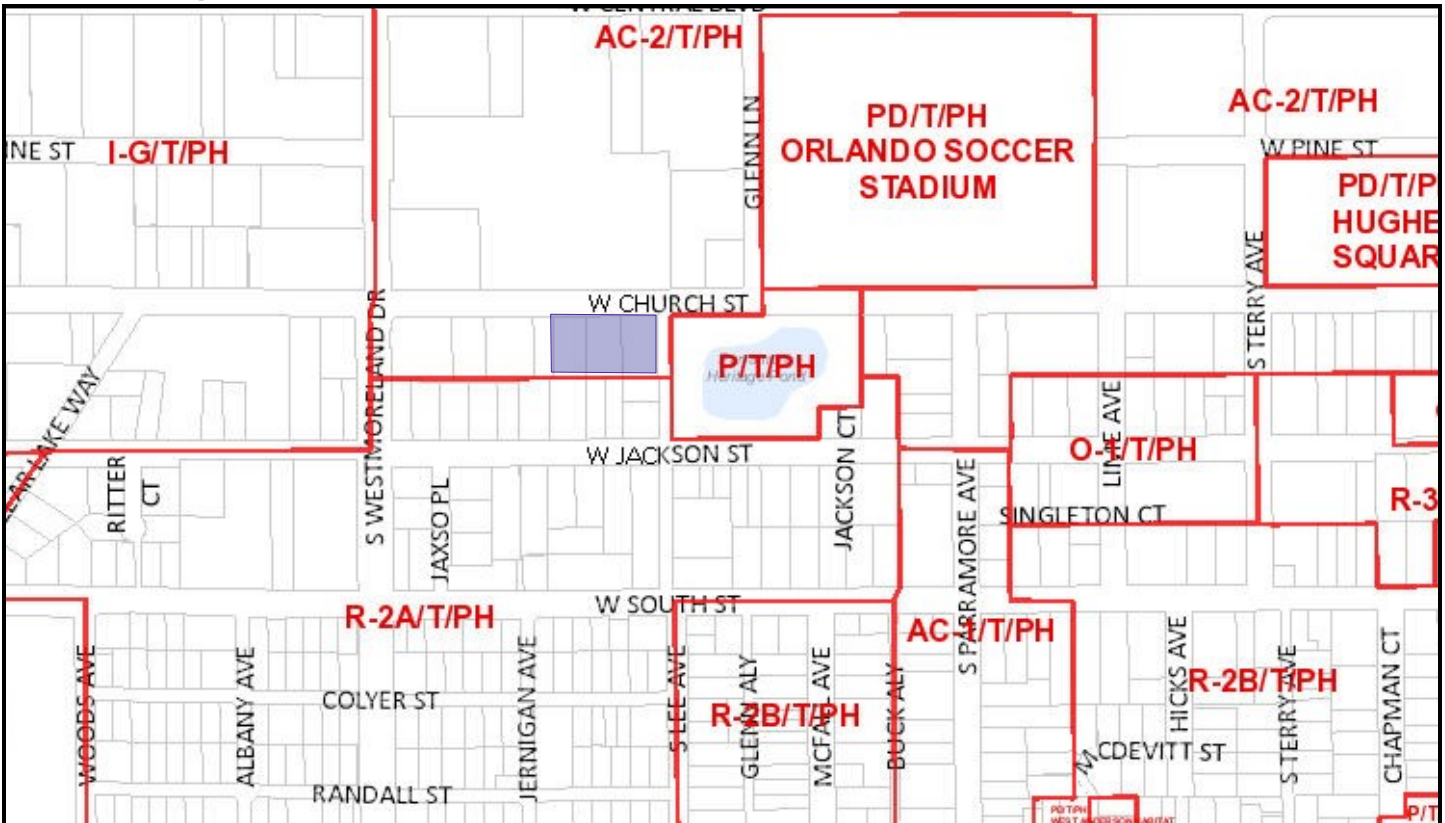


Staff Report to the Municipal Planning Board April 20, 2021

Future Land Use Map



Zoning Map



Project Analysis

Project Description

The 0.76 acre property is located south of W Church St., between S Lee Ave. and S Westmoreland Dr. in the Parramore/ Holden Neighborhood. The applicant is applying for a Master Plan to construct a 11,527 sq. ft. office building with ground floor retail and a 31 space surface parking lot.

The site is currently has a 6,485 office building with a surface parking lot and undeveloped land on the far eastern portion of the site. This request includes a request for a 32% parking reduction.

Previous Actions:

1885: Property platted as part of the John Farr Jr. Addition to Orlando subdivision (all parcels)

1947: a 6,485 sq. ft. warehouse building was constructed on the site (814 W Church St.)

2020: The current owner (814 Church Partners LLC) purchased the property (802,808,814 W Church St.)

Project Context

The property is currently developed with a 6,485 sq. ft. renovated office building, surface parking, and vacant commercial land. The subject site is surrounded by commercial and office uses to the north and west, public use to the east, and residential to the south. The property is south of (across W Church St.) the Orange County Health Department. The parcel is in the Parramore Comprehensive Neighborhood Plan study area.

Table 1—Project Context (AC-2/T/PH)

	Future Land Use	Zoning	Surrounding Use
North	UR-AC	AC-2/T/PH	Orange County Health Department Commercial
East	PUB-REC-INST	P/T/PH	Heritage Pond
South	RES-LOW	R-2A/T/PH	Convenient Store Duplex Single Family Homes
West	UR-AC	AC-2/T/PH	Commercial

Conformance with the GMP

The future land use designation for the site is UR-AC and zoning is AC-2/T/PH (Urban Activity Center in the Traditional City and Parramore Heritage overlay district). The UR-AC (Urban Activity Center) future land use designation has a maximum intensity of 1.00 FAR and minimum of .50 FAR. The proposal is for an intensity of 0.59 FAR which complies with the AC-2/T/PH entitlements.

This proposal must meet the additional requirements for a density and an intensity bonus, outlined in Chapter 58 Part 6B of the Land Development Code. *The following Future Land Use Policies apply to the subject site:*

Policy S.6.1 states: “In order to protect the residential character of the neighborhood, and in order to preserve housing opportunities for low and moderate income households, only residential uses shall be permitted. Public, recreational and institution uses may be permitted in this area only on land occupied by existing nonresidential uses (not vacant land).”

Policy S.6.3 states: “The City's Land Development Regulations shall protect the residential integrity of the Parramore Heritage area, and increase the opportunities for appropriately located neighborhood-serving retail development.”

Policy S.6.4 states: “The City shall support façade improvements in this subarea in accordance with the Parramore Heritage Urban Design Plan.”

Policy S.6.9 states: “The City of Orlando has determined that the over-concentration of social service uses in the Parramore Heritage Renovation Area has had a negative impact on the area's stability and prosperity. Likewise, the City has determined that the establishment of adult entertainment facilities would further limit the revi-

talization of the area. In order to protect existing residential areas, encourage reinvestment and promote the fair distribution of social service uses throughout the region, the City's Land Development Code shall include provisions to appropriately limit or prohibit the establishment, expansion, and relocation of such uses within Subarea 6.

Policy S.6.14 states: "The Parramore Comprehensive Neighborhood Plan and its Vision Plan shall be utilized by the City as the foundation for directing efforts to preserve, revitalize, and redevelop the Parramore community."

The proposed development program is consistent with the intent of the adopted future land use designation and associated subarea policies.

Conformance with the LDC

The subject site is zoned AC-2/T/PH (Urban Activity Center in the Traditional City and Parramore Heritage Overlays) on the official zoning map. The AC-2 zoning district provides guidelines for development which is:

intended to provide for concentrated areas of residential, commercial, office, industrial, recreational and cultural facilities serving major subregions of the Orlando urban area, and at intensities significantly higher than in surrounding neighborhoods. Although some Urban Activity Centers may be composed of a single type of use, a mixture of land uses is specifically encouraged. These activity centers are intended for locations where arterials and four lane collectors and mass transit service are available, providing access between metropolitan subregions and complementing the primary arterial transportation system.

The district is designed to accommodate high intensity development and support sub-districts with lower intensities and densities. The proposed office and commercial uses are permitted in the AC-2 zoning district. The property is in the Traditional City Overlay District, which denotes those areas generally platted or developed prior to World War II. The Parramore Heritage Overlay District is intended to:

Table 2—Development Standards (AC-2/T/PH)									
Phase	Acreage	Use	Sq. Ft.	INTENSITY (floor area ratio)		Building Height (feet)		ISR (impervious surface ratio)	
				Minimum / Maximum	Pro- posed	Minimum / Maximum	Pro- posed	Maximum	Proposed
1	0.76	Mixed Use	18,006 sq. ft.	0.50/1.0 FAR	0.59 FAR	100	58	0.90	0.79
♦Density/intensity bonus: No									

- *to promote the stability and prosperity of the Parramore Heritage neighborhood by reducing the over-concentration of social service uses within the district.*
- *to promote the stability and prosperity of the Parramore Heritage neighborhood by reducing the over-concentration of social service uses within the district.*

The proposed 0.79 impervious surface ratio complies with the Code maximum of 0.90 in this zoning district. Table 2-Development Standards details the total proposed intensity for the site. The AC-2/T has a maximum permitted height of 100 ft. The applicant is proposing a maximum height of 58 ft. This proposal complies with the maximum height and intensity permitted in the AC-2/T/PH zoning district.

Parramore Comprehensive Neighborhood Plan

The Parramore Comprehensive Neighborhood Plan (The Plan) was accepted by City Council on January 26, 2015. The Plan focuses on a healthy, sustainable and vibrant community that prepares for the future while preserving, enhancing, and celebrating the culture and heritage of Parramore. The plan is composed of the following Ten Healthy Community Principles:

1. *Drive Economic Development by Creating a Unique Identity*
2. *Improve Access to Job Opportunities*
3. *Promote Social and Environmental Justice*
4. *Increase Housing Opportunities*

5. Make Education the Cornerstone of Revitalization

Table 3—Setback and Landscaping Requirements

Use or Phase	Yard	Building Setbacks		Landscaping/Buffers	
		Minimum /Maximum	Proposed	Required*	Proposed
Office and Retail	Front– W Church St.	0 to 5 ft.*	0.9 ft.	7.5 ft.	5 ft. w/ 3 ft. street-wall
	Rear– South	10 ft.	20.1 ft.	Bufferyard B	9 ft. w/ 6 ft. wall
	Street Side—S Lee Ave.	0-5 ft./ 30 Ft.	2.0 ft.	N/A	N/A
	Side– West	0 to 5 ft./ 30 ft.	1.8 ft.	N/A	N/A

** Setback includes downtown streetscape requirements

** Setback includes downtown streetscape requirements

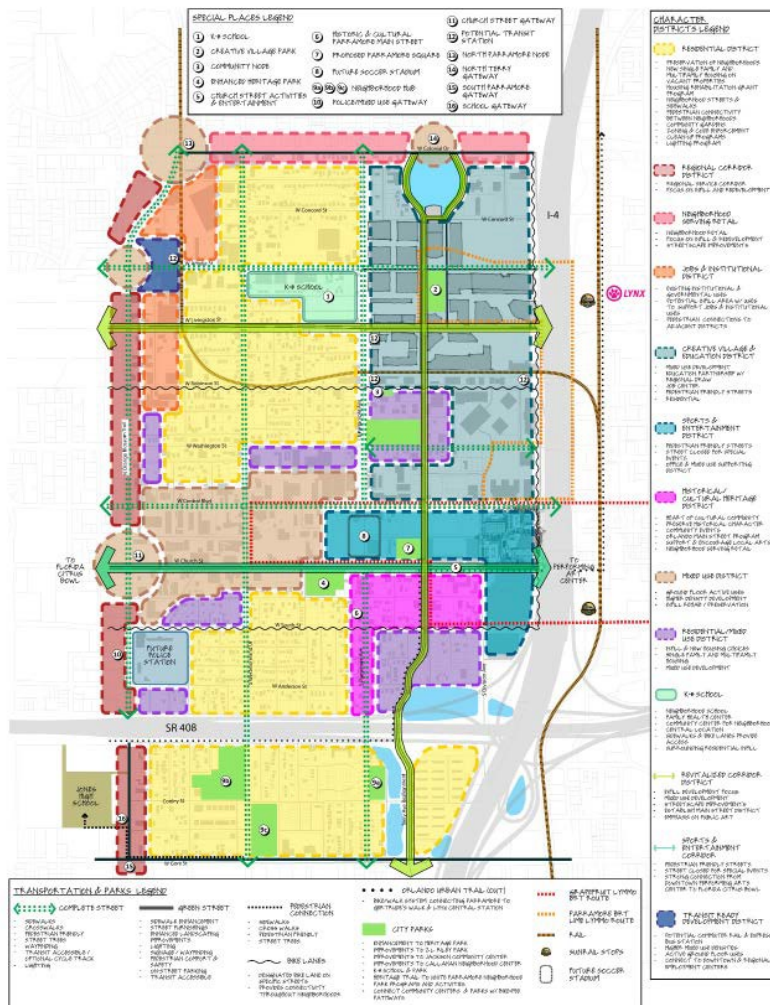
6. *Empower Champions for a Healthy Community*
7. *Promote Access to Healthy Food*
8. *Invest in People, not Cars*
9. *Maximize the Opportunity for All Residents to get Physical Activity*
10. *Encourage Mixed Use Development*

The subject site is located in the Mixed Use District of The Plan. The proposed office building with ground floor retail is in line with the intent of the Mixed Use District as outlines in the Parramore Comprehensive Plan.

Table 3—Setback Requirements lists the proposed standards compared to code requirements. The development is conforming to the setback and landscaping requirements along all property lines. It should be noted that the setbacks are to accommodate the required streetscape treatments.

Master Plan Criteria (LDC Section 65.335) - The Municipal Planning Board and City Council shall consider the following factors in their review of Master Plan applications:

1. Purpose and Intent. The purpose and intent of the use and all other requirements of the LDC. **The office and ground floor retail uses are consistent with the AC-2/T/PH zoning district and UR-AC future land use designation.**
2. Growth Management Plan (GMP). The consistency of the proposal with all applicable policies of the City's adopted GMP. **This proposal is consistent with the UR-AC (Urban Activity Center) future land use designation.**
3. Use and District Requirements. The proposal must conform to the requirements of the zoning district(s) in which it is located and, where applicable, to the requirements of Chapter 58 for the particular use or activity under consideration. **The office and retail uses are consistent with the AC-2/T/PH zoning district.**



4. Performance and Design Regulations. The proposal must conform to all applicable performance and design regulations of LDC Chapters 58, 60, 61, and 62. **The AC-2/T/PH zoning district has design standards for the principal building, parking lot, and parking garage. The Appearance Review Board will review this proposal and provide conditions of approval through the courtesy and forthcoming major reviews.**
5. Public Facilities and Services. Necessary public facilities (both on- and off-site), such as transportation, sanitation, water, sewer, drainage, emergency services, education, recreation, etc. will be adequate to serve the proposed use. **The necessary public facilities will be adequate to service the office and retail uses at time of build-out.**

Urban Design

The site is located within the Downtown Community Redevelopment Area and is therefore subject to review by the Appearance Review Board. A courtesy review was conducted at the April 15, 2021 meeting (ARB2021-10010) with the major review to follow at a later date. The project must receive a final major review prior to submittal for permitting. The initial design provides an interesting and unusual jewel-box form that is different from most other projects in this area of downtown and the project has the ability to enhance this area in both form and function. The building uses a palate of clear glass, metal and plaster. ARB staff supports the development of the project and finds the project design, at this Courtesy Review level, in an adequate state, however, there are questions about certain details of the project including but not limited to the open stairways.

ARB staff will continue to collaborate with the development team in order to advance the building design to help deliver a distinctive project that will enhance both the Orlando skyline and life at the street level. The streetscape on West Church Street is a special streetscape that was installed several years ago and that streetscape is to remain. Any damage to the streetscape during construction shall be repaired to match the Church Street streetscape standards. Staff recommends adding to the back of the side walk on Church St to create a wider sidewalk where feasible. S. Lee will need a wider sidewalk from back of curb of 8 feet if feasible. .

Table 4—Parking Requirements

Table 4—Parking Requirements					
Use	Sq. Ft.	Minimum Ratio	Minimum Spaces Required	Maximum Ratio (spaces per unit)	Maximum Spaces Permitted
Office	15,864	2.5 per 1,000 gfa	40	4 per 1,000 gfa	64
Retail	2,142	2.5 per 1,000 gfa	5	5 per 1,000 gfa	11
Total Required	-	-	45	-	75
Total Provided	31				
*The proposed parking reduction of 31% exceeds the 20% that can be approved per this development program. The applicant must provide an off-site parking agreement to accommodate the addition spaces required to meet the reduced minimum parking required of 36 spaces.					

Transportation

The applicant is seeking to redevelop the property with a new 3-story mixed use building located at the southwestern corner of W Church St. and S Lee Ave. with a surface parking lot to be located to the side and rear of the proposed building. Access to the site will be provided through two curb cuts along E Church St. with an additional exit to the east onto S Lee Ave.

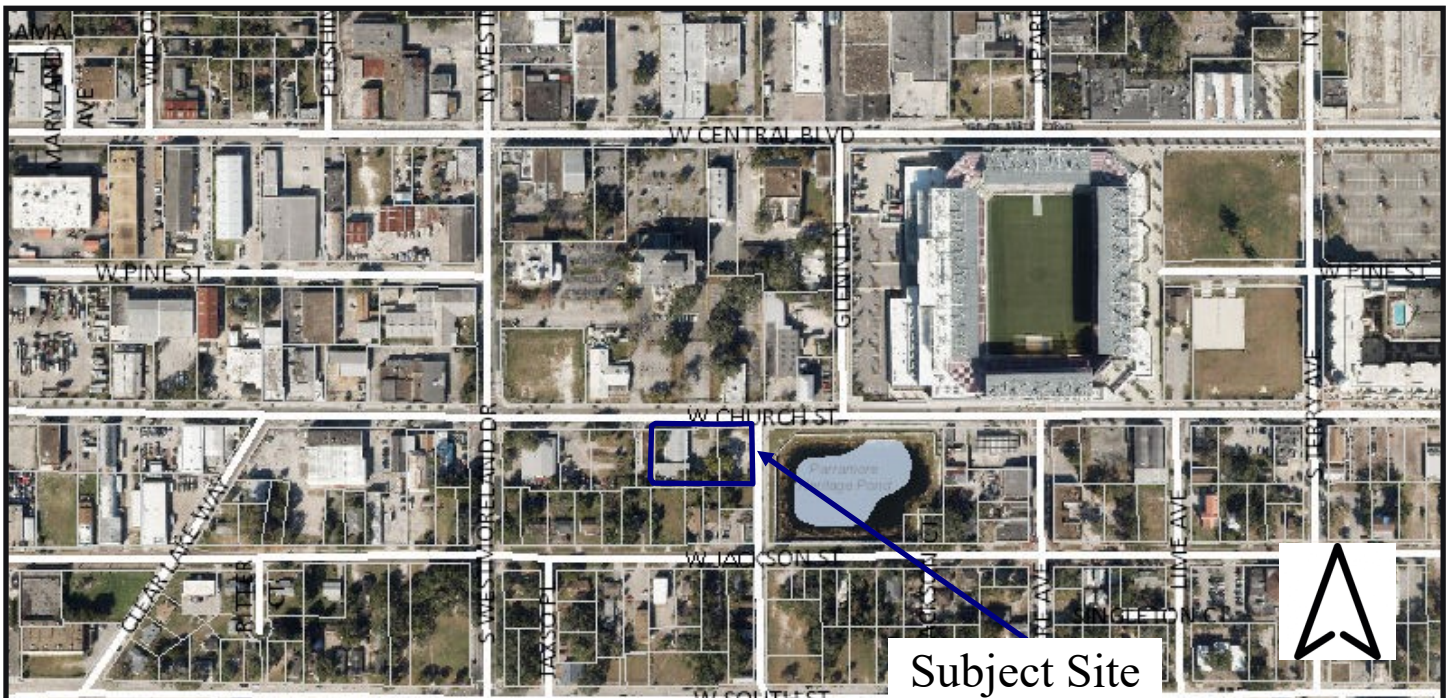
The site currently contains a 6,485 sq. ft. office to which the applicant is proposing to construct an additional 9,379 sq. ft. of office for a total of 15,864 sq. ft. of office as well as 2,142 sq. ft. of retail space. A minimum of 45 spaces is required to meet code. The applicant is proposing to provide 31 spaces on-site which would require a parking reduction of 31% Staff reviewed the possible parking reductions as noted in LDC CH 61, Figure 27-A and find that 20% is the greatest parking reduction available. A minimum of 36 parking spaces must be provided either on-site or through an off-site parking agreement.

Schools

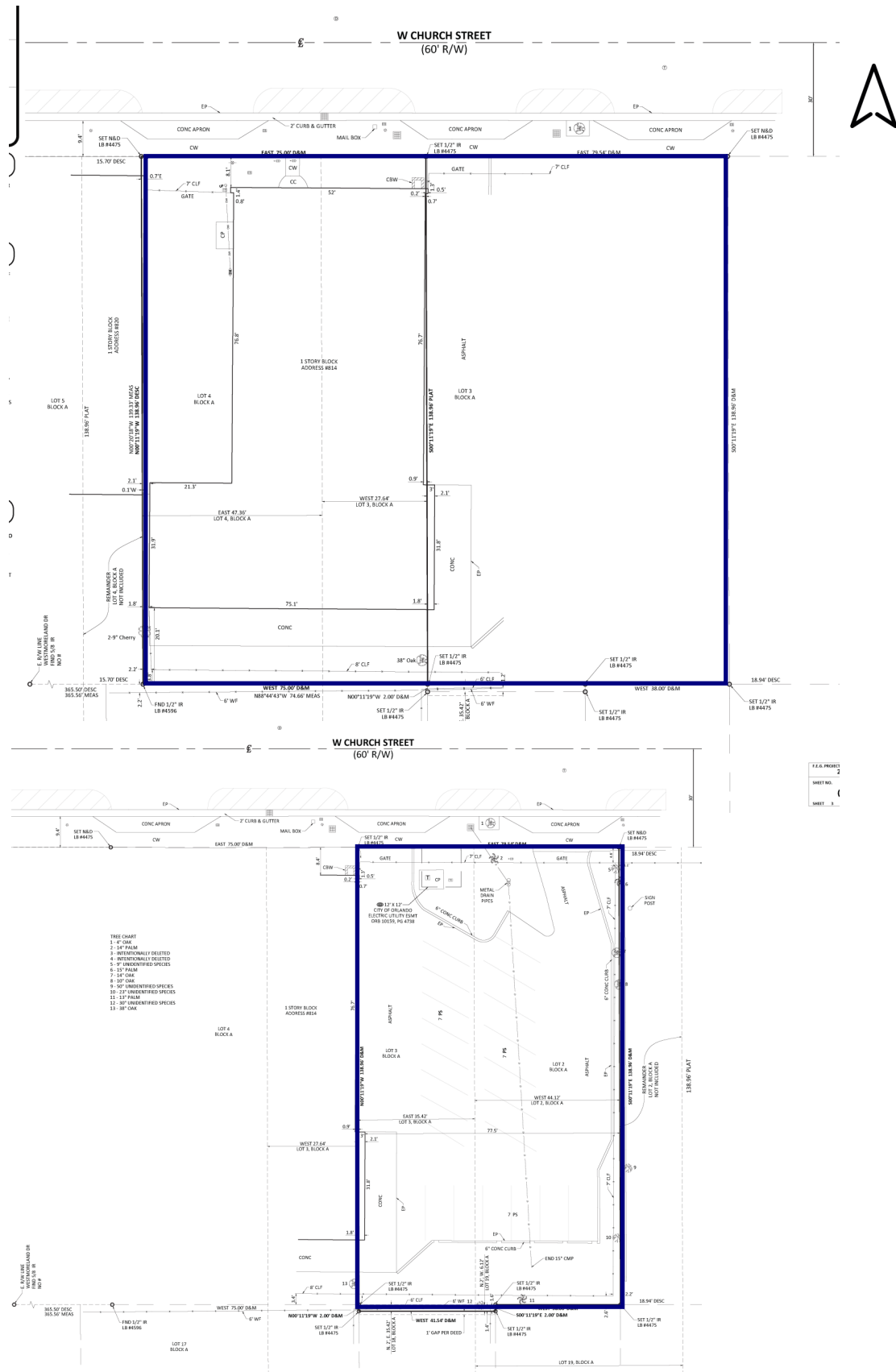
On July 7, 2008, the City adopted a Public School Facilities Element (PSFE) and the Amended Interlocal Agreement

for Public School Facility Planning and Implementation of Concurrency which requires all residential development be subject to school concurrency review. A list of exemptions from this review is provided under Section 16.2 of the Agreement. Included in the list of exemptions are DRIs that have filed a complete application for a development order prior to May 1, 2005 (Section 16.2(j)). Under the terms of the agreement, the City will advise OCPS of comprehensive plan amendments, zoning amendments, and development proposal that may have the effect of increasing existing density . This site is located within the Downtown DRI, which is included in the list of exemptions of DRIs that have filed a complete application, therefore this site is exempt from concurrency. This proposal does not include a residential component and thus is exempt from OCPS concurrency and capacity review.

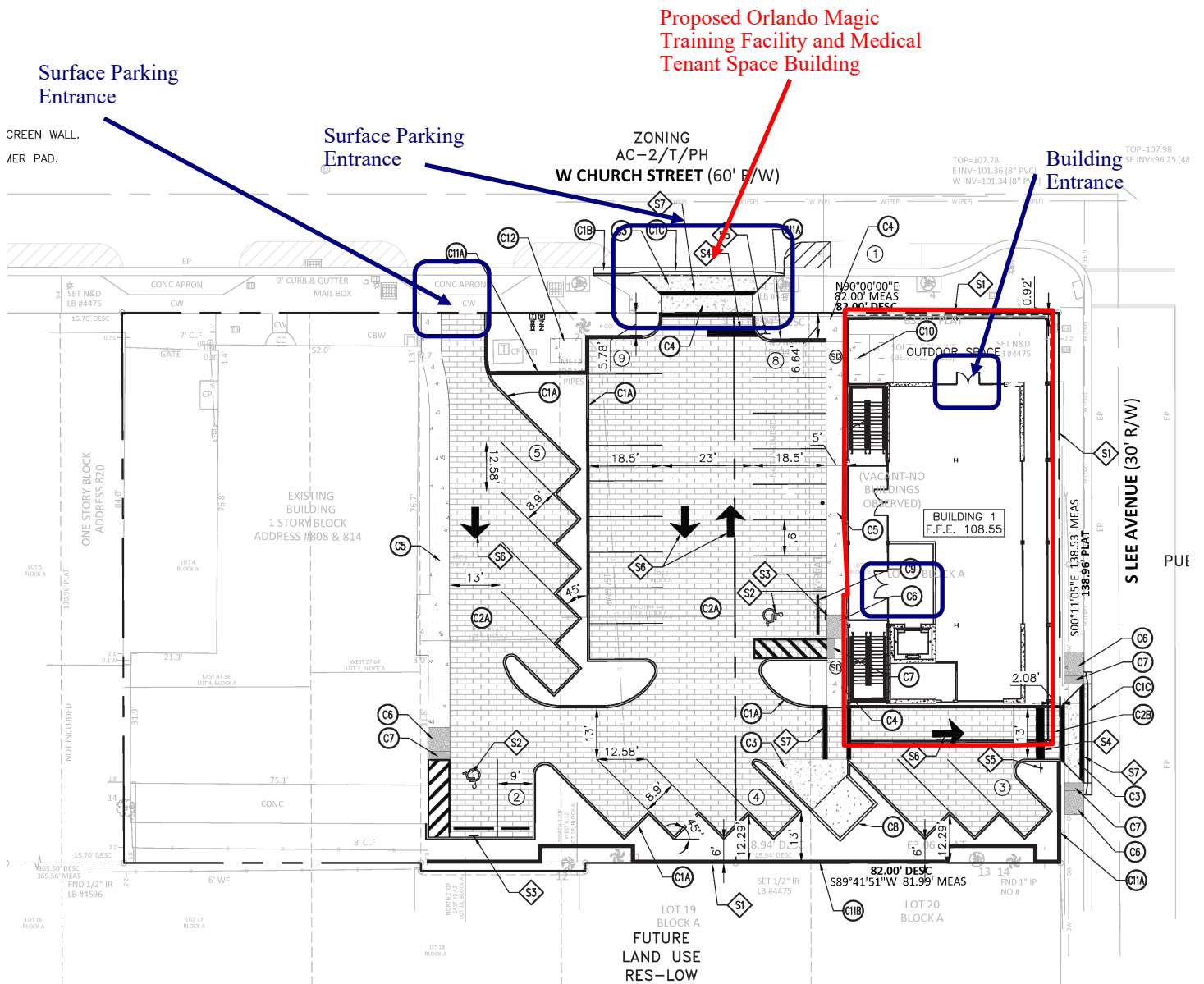
Aerial Photo



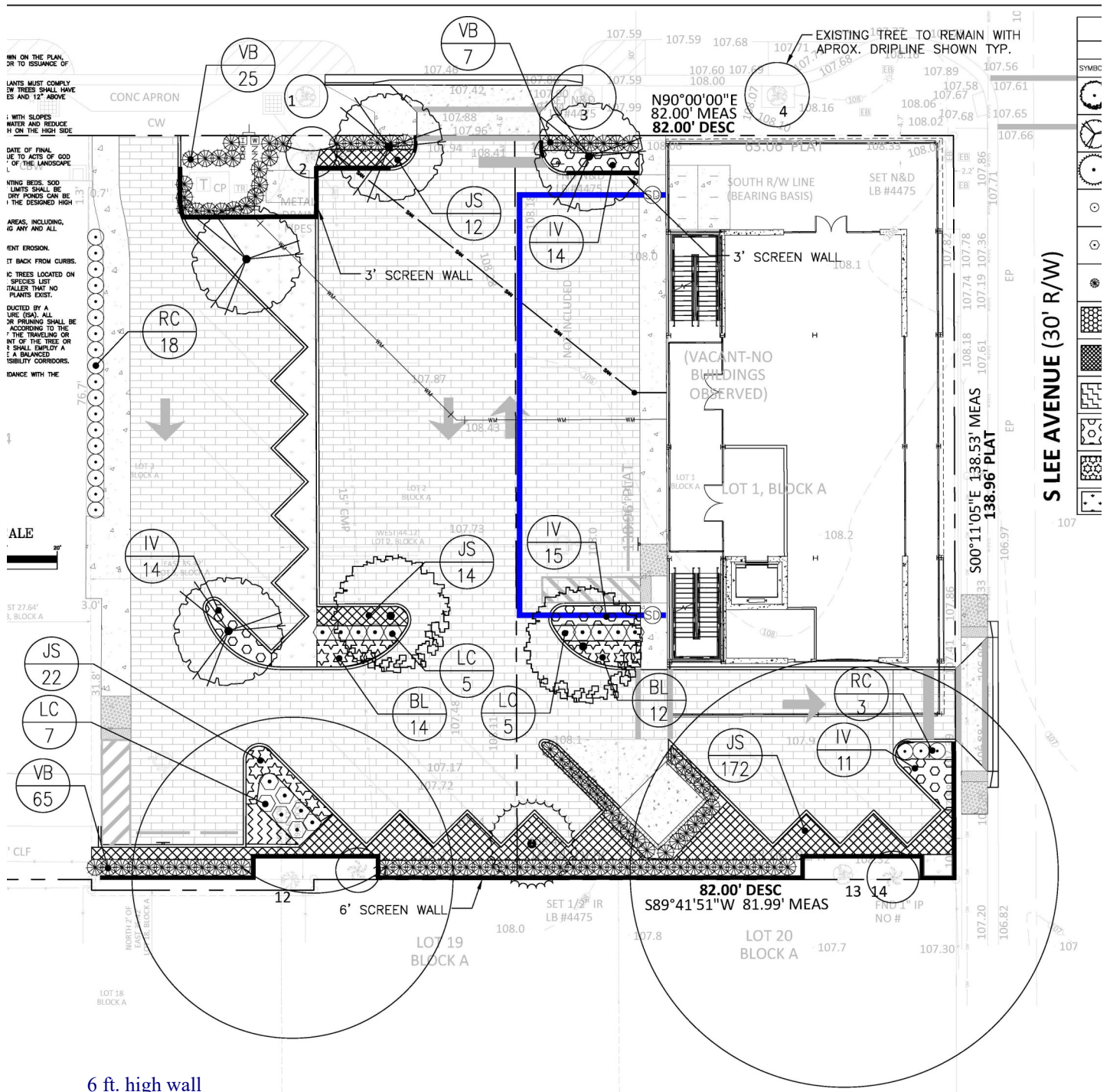
Survey



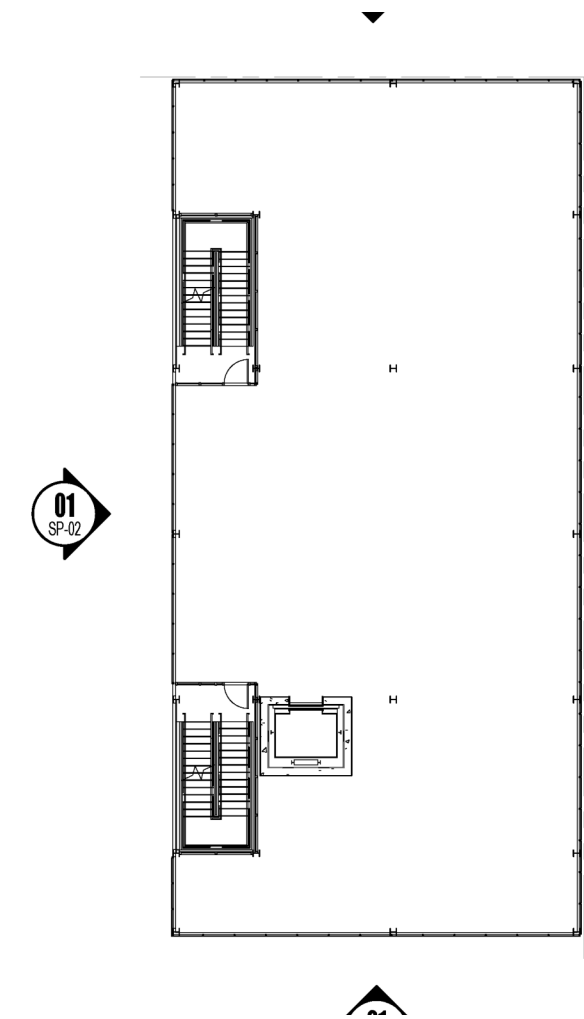
Site Plan



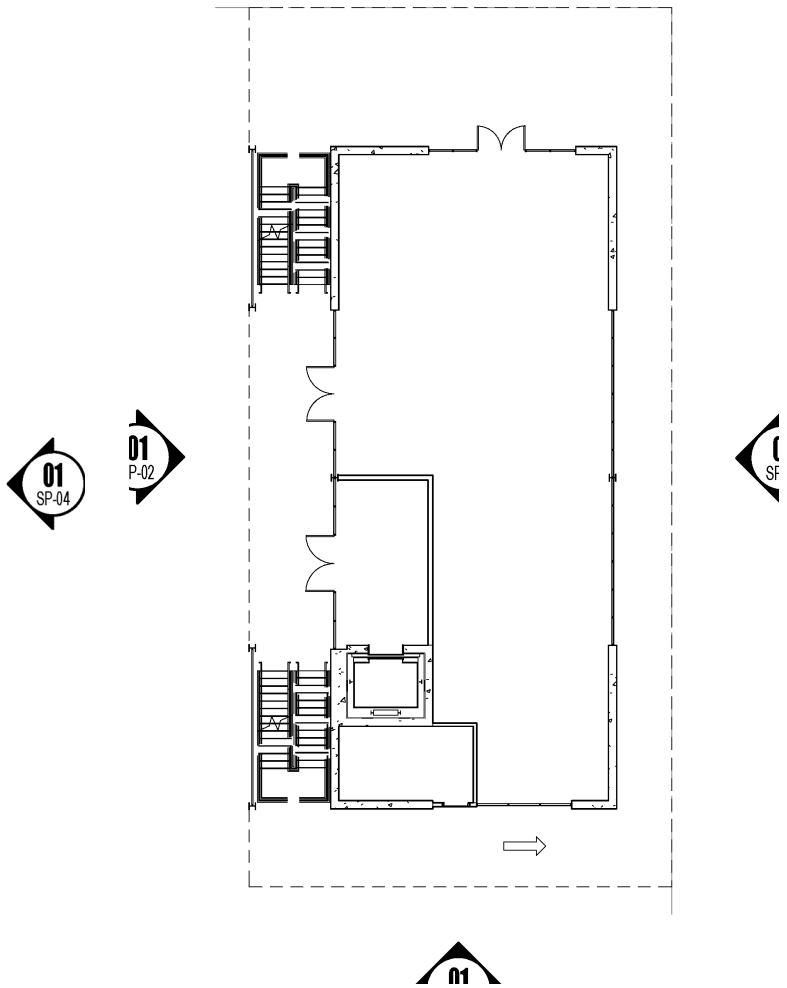
Landscape Plan



Floor Plans

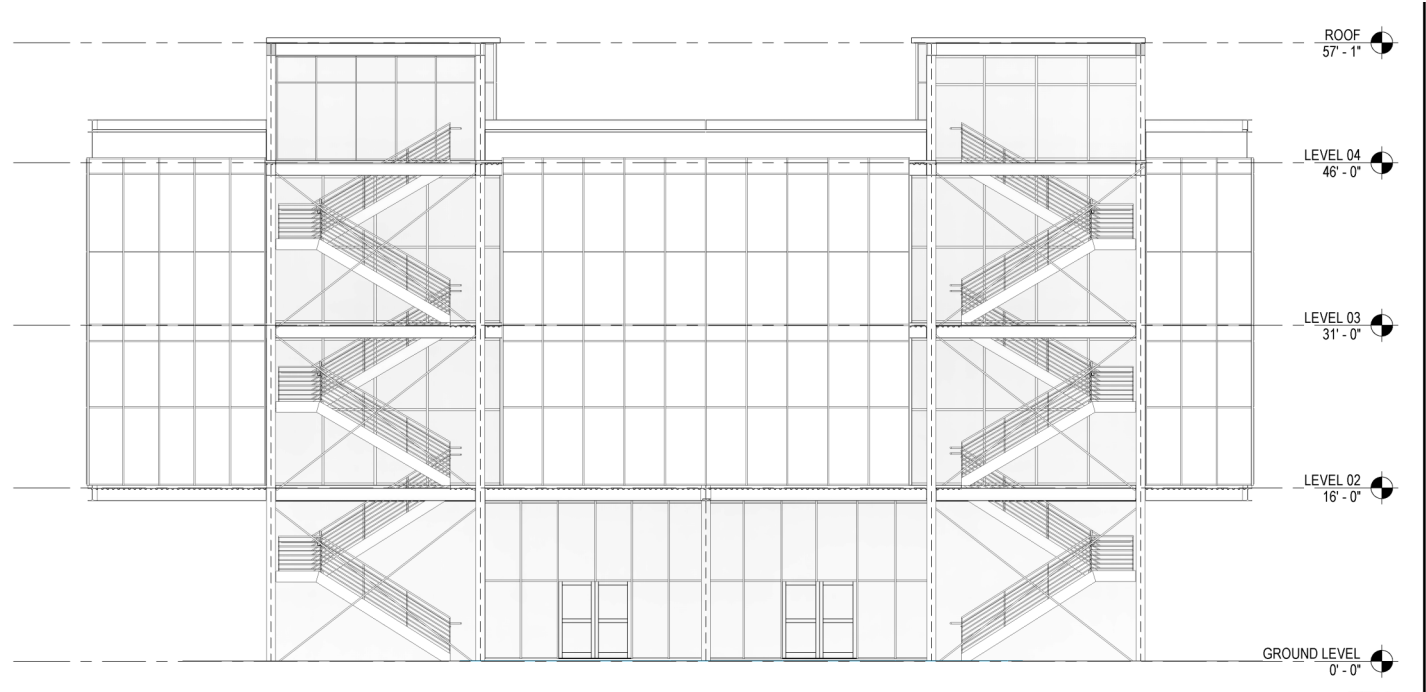


Second Floor

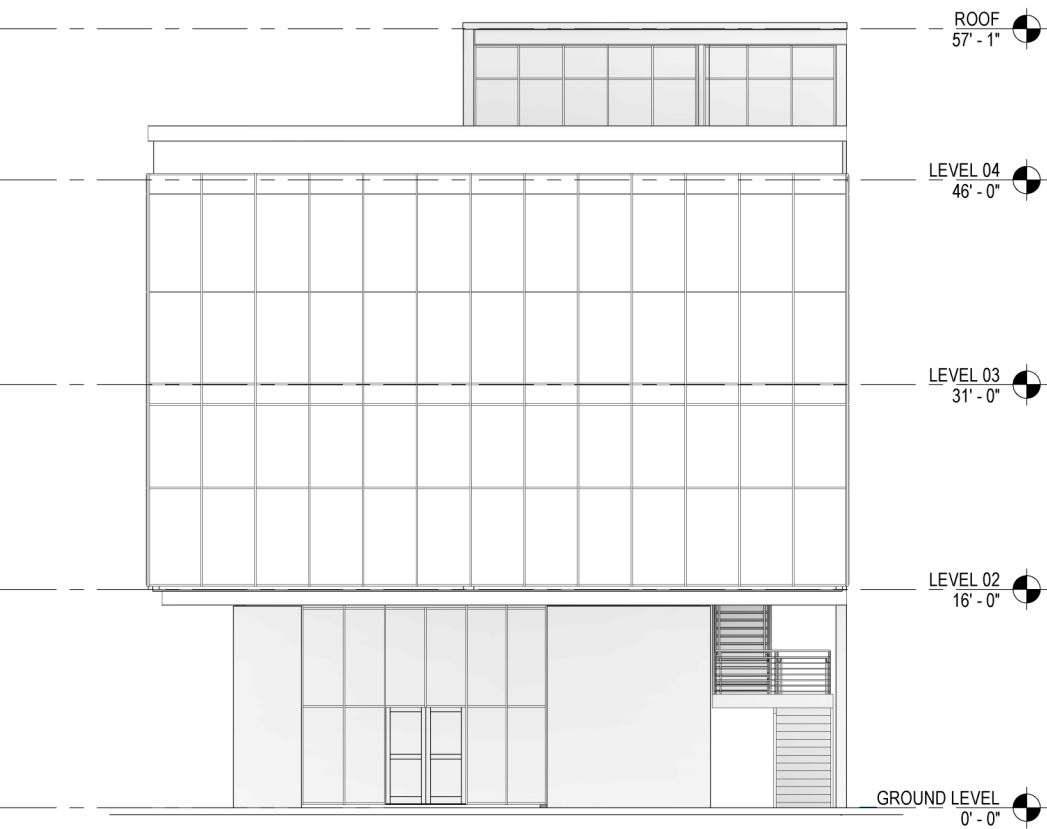


Ground Level

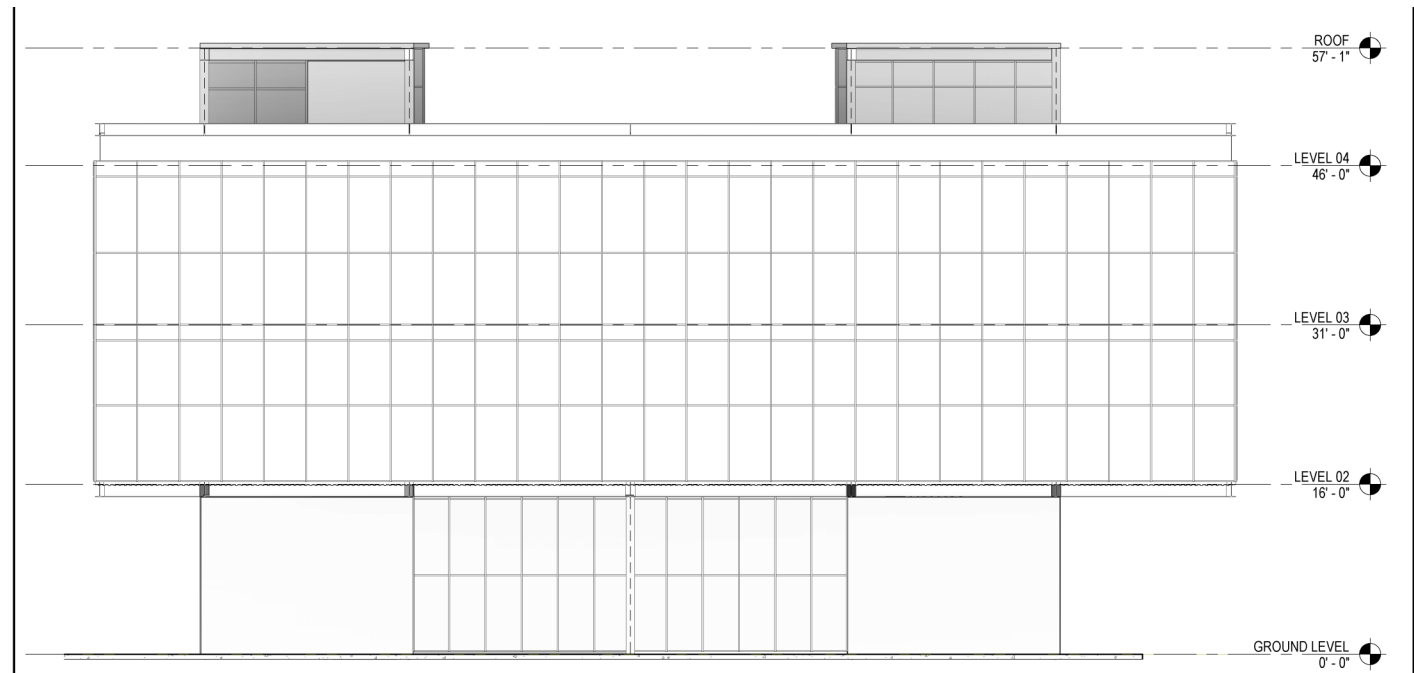
West Elevation



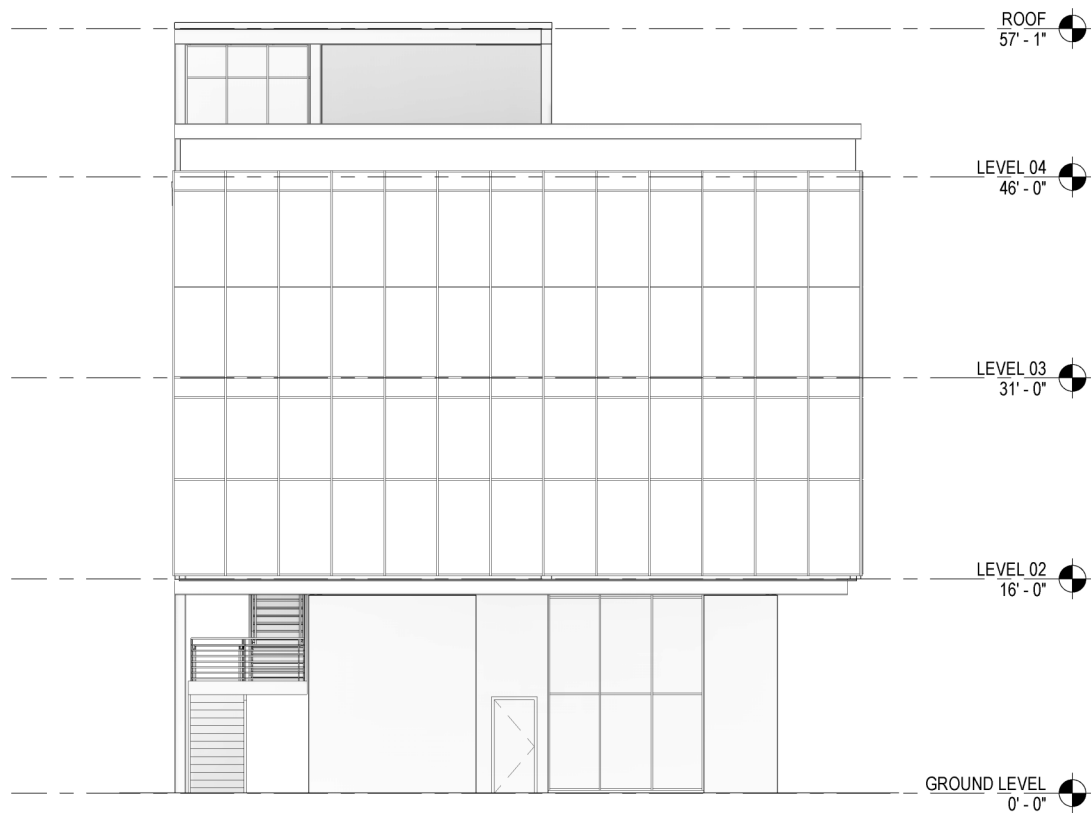
North Elevation—W Church St.



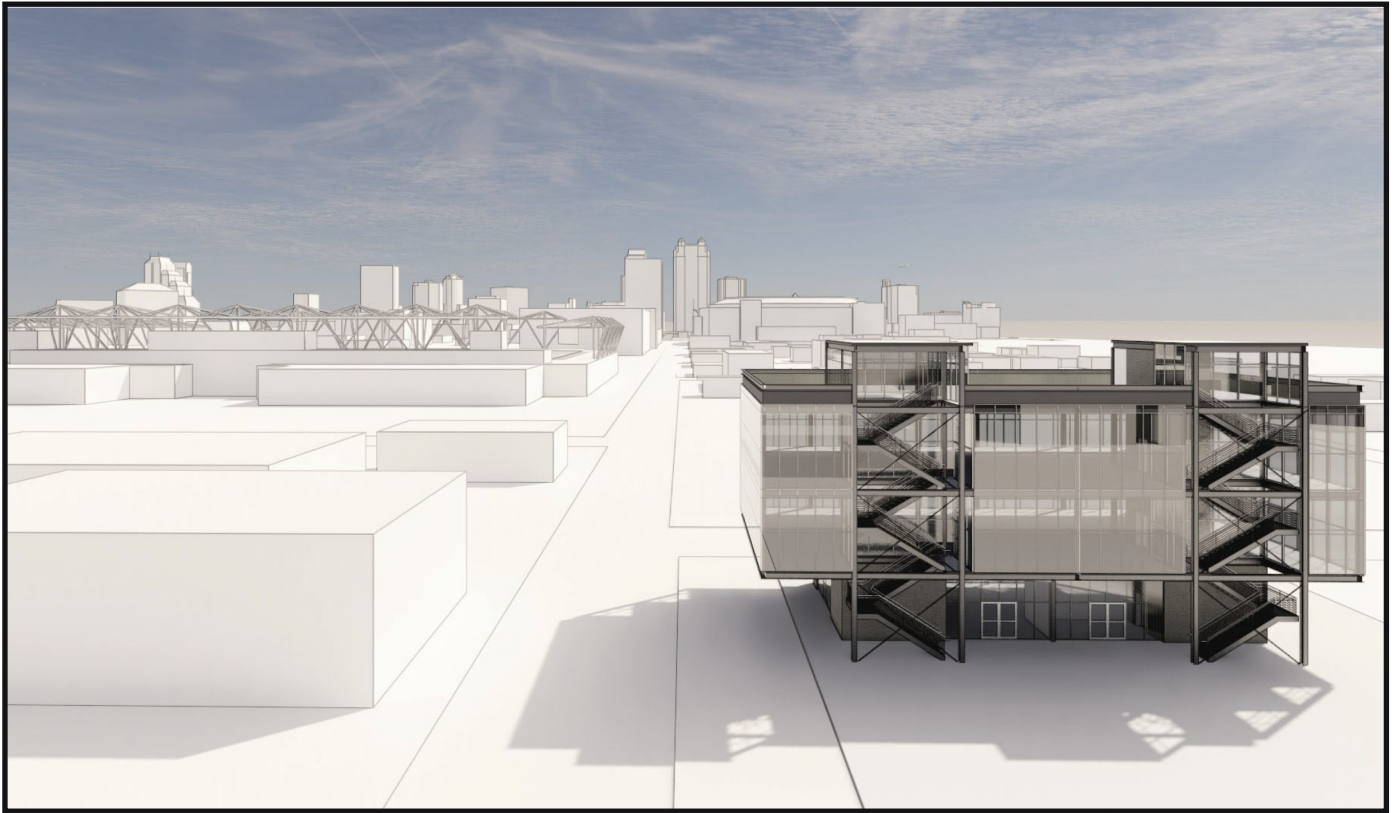
East Elevation— S Lee Ave.



South Elevation



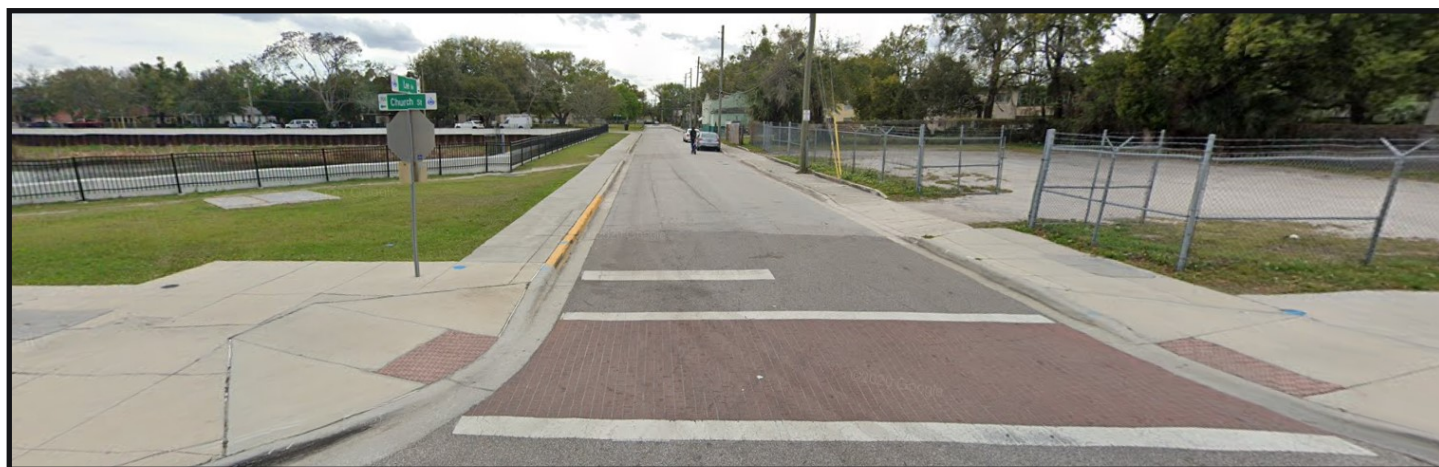
Renderings



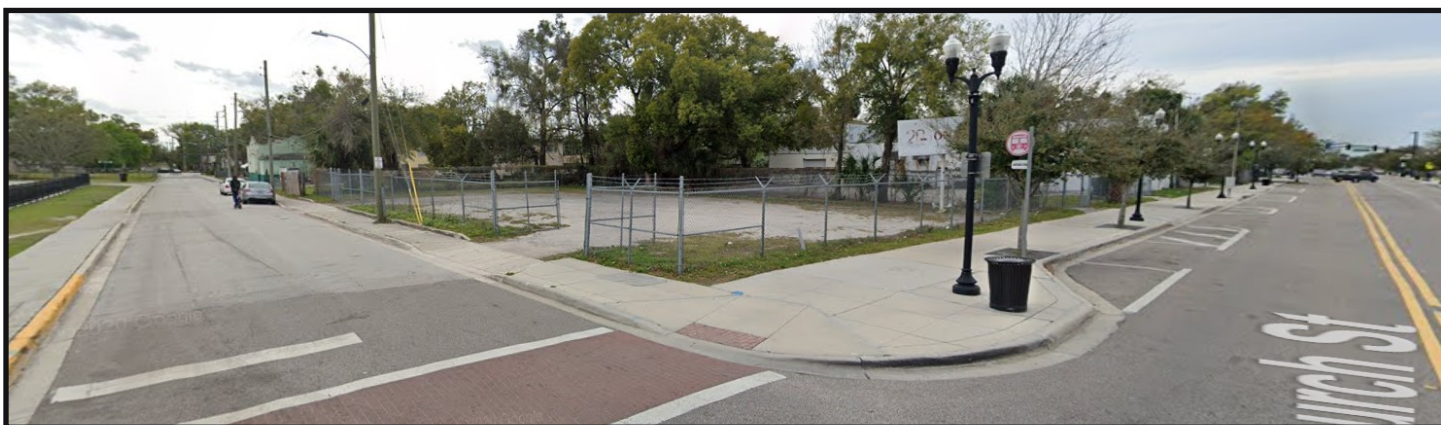
Site Photos



Northeast view of the subject site with the existing building shown.

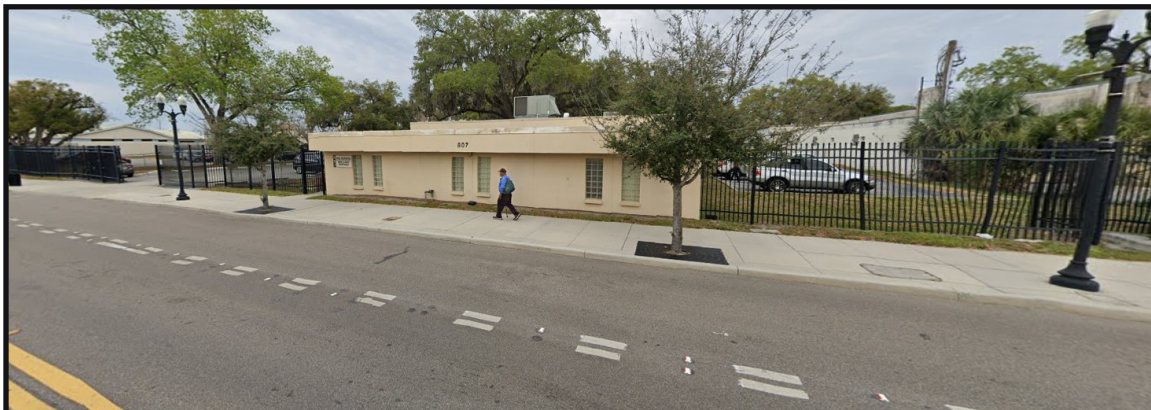


Southern portion of the subject site along S Lee Ave.

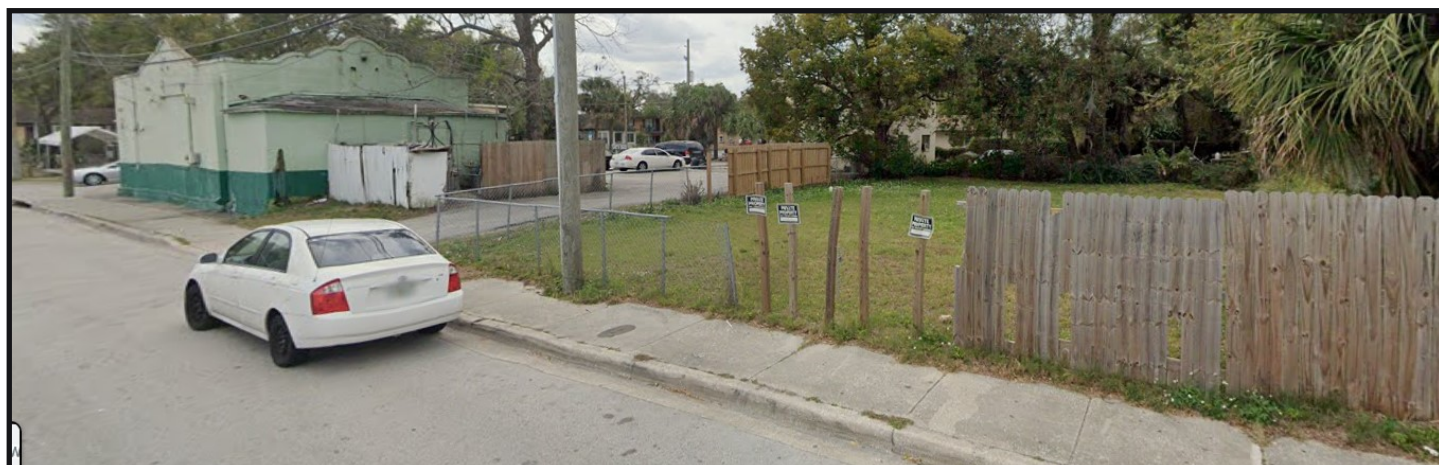


Northwest view of the subject site from the S Lee Ave. and W Church St. intersection.

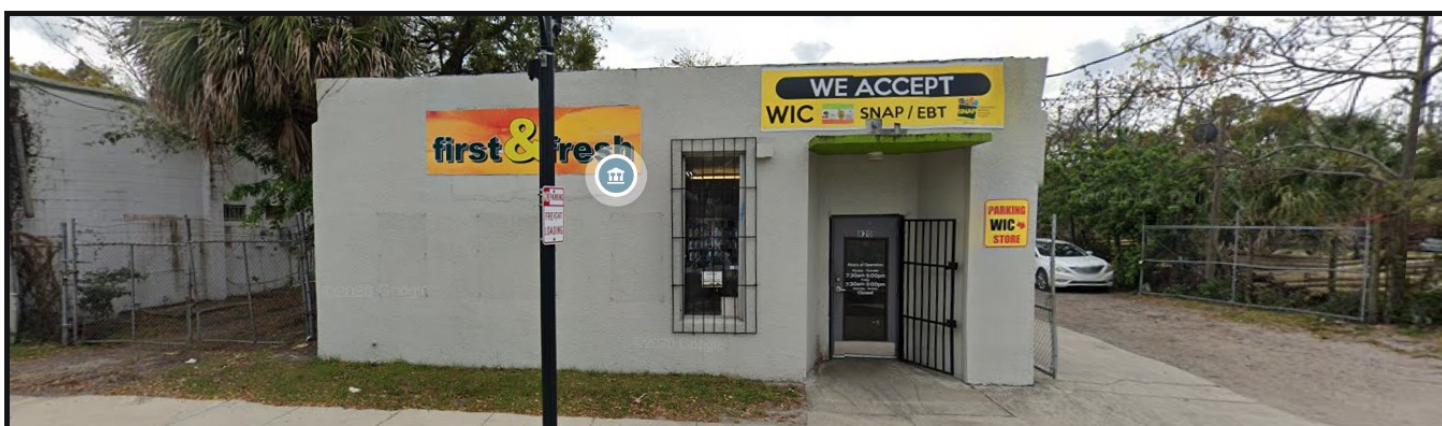
Site Photos



The Orange County Health Department building north of the site across W. Church St.



The vacant residential parcel located south of the subject site.



The site located west of the subject site.

FINDINGS

The request is consistent with the requirements for approval of a Master Plan as contained in LDC Section 65.335, per the findings below:

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 AC-2/T/PH zoning district and all other requirements of the Land Development Code (LDC).
3. The proposed use will 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 Recommendation

Based on the information provided in the staff report and the findings noted above, staff recommends approval of MPL2021-10008, per the conditions in the staff report.

Conditions of Approval

Growth Management Plan

1. The proposal is consistent with the City of Orlando, Growth Management Plan (GMP). It is located in a site that holds a Future Land Use designation of U-AC or Urban Activity Center and a zoning of AC-2/T/PH that allow uses such as residential, office, and commercial/retail. The district has a density of 30-100du/ac and/or 0.50-1.0 FAR. The proposal is for office and retail use at an intensity of 0.59 FAR which is in compliance with the designation.

Land Development

1. Subject to Codes. Except as provided herein, the development is subject to all codes and ordinances of the state of Florida, City of Orlando, and all other applicable regulatory agencies.
2. Development Permits. As provided by subsection 166.033(5), Florida Statutes, issuance of a development permit by municipality does not in any way create any right on the part of an applicant to obtain a permit from a state or federal agency and does not create any liability on the part of the municipality for issuance of the permit if the applicant fails to obtain requisite approvals or fulfill the obligations imposed by a state or federal agency or undertakes actions that result in a violation of state or federal law. In accordance with subsection 166.033(5), Florida Statutes, it is hereby made a condition of this permit that all other applicable state or federal permits be obtained before commencement of the development.
3. Consistency. Unless amended by any conditions found herein or any modifications recommended by the MPB and approved by City Council, this project shall operate and be developed only as described and conditioned within this re-port and in accordance with the attached site plan and any other plans or commitments provided in the application pack-age. Any changes in the use of the site, the operation of the project, or the site plan as provided herein may require an amendment to the project and review by the MPB and City Council (see "Minor Modifications" condition below.) This approval is not transferable to another property. All other applicable state or federal permits must be obtained before commencing development.
4. Minor Modifications. Minor modifications to the project, including changes to the design and site plan reviewed by the Municipal Planning Board or City Council may be approved by the Planning Official without further review by the Municipal Planning Board. Major changes shall require additional review by the Municipal Planning Board.
5. Floor Area Ratio (FAR). The site is limited to a maximum FAR of 1.00.
6. Signs. Signage must comply with Chapter 64. A master sign plan is required and must be approved by the ARB.
7. Impervious Surface Ratio [ISR]. The is limited to 0.90.
8. Vehicular Use Buffer. Min. 7.5' of landscape width, to include trees and hedge or wall, is required between vehicular use areas and the public rights-of-way. See parking lot landscape requirements of Chapter 61 of City Code.
9. Off-site Parking Agreement. A Zoning Official letter of determination must be obtained for the review of the off-site parking agreement prior to submitting for building permits.
10. Bufferyard B. Minimum of 8' width; 80% tree coverage; continuous 6' height wall' vegetative cover over remainder of bufferyard. Or minimum of 10' width; 80% tree coverages; 1 row of evergreen shrubs; vegetative cover over reminder of bufferyard.

Urban Design

1. ARB Final Review—Prior to submittal of building permits for vertical construction the project must be submitted for an ARB Major Certificate of Appearance Approval. The final ARB submittal must include a comprehensive overview of the project including dimensioned site plans, landscape, hardscape, utilities, signage and lighting plans. Architec-

Conditions of Approval

tural floor plans, color elevations and color perspective renderings and samples or information on the materials and colors. Include perspectives that show the views of the building from the vantage point of the pedestrian from each building angle. Elevations and perspectives must be at a scale and level of detail so that the architectural details and materials are evident. One perspective should show the structure lit at night.

2. Design:

- a) Provide additional information/details on the materials of the proposed building including the spaces created by the cantilevers.
- b) Additional renderings will be required for the final review that show the building from all view angles.
- c) Final materials selection will be required at the final review

3. Streetscape

- a) The streetscape on West Church Street is a special streetscape that was installed several years ago and that streetscape is to remain. Any damage to the streetscape during construction would need repair to match the Church Street streetscape standards
- b) Recommend adding to the back of the side walk on Church St to create a 15 foot sidewalk where feasible.
- c) S. Lee will need a wider sidewalk from back of curb of 8 feet if feasible.
- d) Pedestrian Crossings— The pedestrian crossings at driveway entries shall be at the same grade as the sidewalk adjacent to the driveway. A pavement treatment a minimum of 7-feet wide that contrasts with the vehicle lanes shall be used in order to clearly define the pedestrian area. Reflective paint alone is not acceptable, however may be used in conjunction with pavers or other surfaces to define the pedestrian path for night time safety. Slope transitions to the street shall occur between the sidewalk and edge of pavement.

4. Mechanical Equipment

- a) Venting & Exhaust—All potential venting and exhaust shall be directed to the roof of the building and shall not be visible from the public right-of-way. If visible from the right-of-way the equipment shall be screened with louvers or architectural mesh that extends to the full height of the equipment. Exhaust venting is not permitted on any street facing building façade. All other venting and exhaust for mechanical equipment and other utilities shall be a minimum of 12 ft. above grade, shall be integrated with the building design so as to be seamless with the overall architecture of the building, and must not be directed over pedestrian areas. Exterior vent panels shall be painted to match the building façade color surrounding them.
- b) Transformer Area Screening—Transformer areas outside the building envelope shall be screened on three sides with a hedge that is 36-inches tall at the time of planting and maintained at the height of the transformer.
- c) Mechanical Equipment—All ground mounted and rooftop mechanical equipment shall be screened from view and meet the screening conditions of the Land Development Code. An exterior screen wall or parapet for rooftop mechanical equipment may be required. The exterior screen wall or parapet shall be the same height as the installed mechanical equipment height.
- d) Backflow Preventer—Backflow preventer[s] shall be located so as to not be directly visible from the right-of-way and should be screened from view where necessary. They shall be clearly identified on the final utilities plan.
- e) Final Elevations—The location and configuration of all exterior venting and mechanical equipment shall be depicted on the building elevations. Final building elevations with venting depicted on the elevations shall be submitted for ARB Staff review prior to issuance of building permits.

4. Signage— Signage will require additional ARB review.

Water Reclamation

The following shall be incorporated into the construction plans submitted for review and approval prior to building permit issuance and be incorporated into the Planner's Staff Report for review and acceptance by the Applicant:

1. The Applicant's Engineer shall verify there is a street side clean out at the proposed point of connection prior to construction plans submittal.
2. The Applicant's Engineer shall verify the lateral in the ROW is 6" diameter, in good condition and will enable a gravity connection from the anticipated finished floor elevation prior to construction plans submittal.
3. Sanitary sewer design and construction shall be in accordance with Chapter 9 of the current Engineering Standards Manual (ESM) and applicable City Standard Details available on the City's website.

Conditions of Approval

Transportation

1. Except as where noted in this staff report, all aspects of the site plan are required to conform to all applicable minimum standards set forth in the editions of the City Code and the City Engineering Standards Manual that are in force at the time of any construction of this project.
2. Support of this submittal by the Transportation Dept. does not constitute final engineering approval of this concept for development. Materials and designs for transportation related elements of the project must meet or exceed standards in the versions of the City Code and Engineering Standards Manual in effect at the time of submittal to Permitting Services.
3. At all project entrances, clear sight distances for drivers and pedestrians must not be blocked by signs, buildings, building columns, landscaping, or other visual impediments. No structure, fence, wall, or other visual impediment must obstruct vision between 3 feet and 8 feet in height above street level. The street corner/ driveway visibility area must be shown and noted on construction plans and any future site plan submittals. The applicant must design the site plan as necessary to comply with the Florida Greenbook requirements for sight distance at intersections. Sight lines must be shown on both the site plan and landscape plan. Landscaping located within intersection triangles as defined by the Florida Greenbook shall be trimmed or spaced according to FDOT Design Index 546
4. Maintenance of Traffic Plans—For any construction work planned or required within a public right-of-way or City sidewalk easement adjacent to a public right-of-way (including but not limited to: irrigation, drainage, utility, cable, sidewalk, driveway, road construction/reconstruction or landscaping), the Owner/Applicant shall submit the following:
 - a. Maintenance of traffic plans (M.O.T.) (For more information/detailed requirements contact the Office of Special Events & Permits at 407-246-3704)
 - b. Roadway plans including paving, grading, pavement markings and signage (Contact the Permitting Transportation Engineering Reviewer at 407-246-3079 for details)
 - c. A copy of all required County and State permits (If permits are pending attach a copy of the application)
5. A city services easement is required to be granted for any portion of the sidewalk that is planned to be located outside of the ROW.
6. The owner/Applicant must remove all unused or unapproved curb cuts / driveways and must restore all curbs, gutters, parkways and sidewalks to Orlando Engineering Standards Manual (ESM) requirements and standards.
7. The sidewalk located at the western edge of the 13 ft. drive aisle must be widened to a minimum of 6 ft. in width.
8. The sidewalk located between the building and the eastern parking stalls must be widened to 7 ft. in width, 2 ft. of the parking space may overhang into this parking area. Alternatively, wheel stops may be used in the row of parking to prevent cars from overhanging the sidewalk.
9. Vehicle Parking. With the proposed 20% parking reduction, a total of 36 parking spaces must be provided on-site or through an off-site parking agreement in accordance with LDC Sec. 61.303.
10. One standard vehicle parking space must be converted to two-wheel motor vehicle parking, sized in accordance with LDC. 61.322 (d). One standard vehicular parking space may be converted into parking for up to 3 two-wheel motor vehicles.
11. Additional bicycle and pedestrian amenities, above code required minimums, must be provided in order for the 5% parking reduction for “enhanced bicycle and pedestrian facilities”. While the following are illustrative and not prescriptive, a minimum of two additional amenities, approved through the Transportation Planning Official, must be detailed at the time of permitting such as:
 - a. Additional protected bicycle parking past code required minimums
 - b. A bicycle repair station on-site
 - c. Locker Room/Showers for employee use
 - d. The provision of additional or decorative public bicycle parking rack along W Church St.
12. Bicycle parking must be provided in accordance with the standards of Chapter 61, Part 3D of the Orlando Land Development Code, and shall be made available prior to the issuance of any Certificate of Occupancy for the use being served.
 - a. A total of 9 short term and 2 long-term bicycle parking spaces are required for the proposed uses. Outdoor bike racks meeting the requirement for short term parking must be installed on an impervious surface, within 50 ft. of the primary entrance, and situated to avoid conflicts with pedestrians or other vehicles.
 - b. Long-term bicycle parking must be located on the same building site as the use being served. All long-term bicycle parking spaces must be located within 200 feet of the principal entrance to the building.
13. Provisions for both recycling and refuse containers must be provided on-site in accordance with LDC CH 58, Part 5B.

Public Works

Please note the following will need to be addressed and met during the Engineering permit review process.

1. Per Section 7.01 of the City's ESM, any proposed project to be built in the City of Orlando which alters the existing

Conditions of Approval

topographic characteristics will be required to provide stormwater treatment. Alterations of surface drainage (with the exception of resurfacing and landscaping elements only) is defined as: changing the flow patterns within the redevelopment area; changing the mode of transport from overland flow or open channel to a closed conduit, etc.; changing an impervious surface's character (from building to parking, wet bottom pond or a new building or vice versa); changing the character of a parking surface (from shell base to asphalt, etc.); or remodeling of an existing building which changes its footprint or number of floors. When applying for an Engineering Permit, please submit the Drainage Report, Geotech Report, Stormwater Tabulations, and all necessary docs needed in order to verify the City's and Water Management District standards are met.

2. Water quality recovery shall be recovered per the requirement of the Water Management District. Please provide model demonstrating the recovery analysis. A Water Management District water treatment permit may be required.
3. Provide a certification signed by the Engineer, licensed in the State of Florida, responsible for the stormwater design which reads as follows: "I hereby certify that to the best of my knowledge and belief, the design of the Stormwater Management System for the project known as: (Project Name) meets all of the requirements and has been designed substantially in accordance with the City of Orlando Stormwater Management Criteria."
4. All proposed and existing sidewalk that is touched during construction will need to be updated to the newest ADA requirement.
5. Sidewalk construction shall be required at the time of this substantial improvement per Sec. 61.225 and 66.200 of the City of Orlando's Muni Code. Proposed sidewalks must be constructed along the entire length of the property and shall be located against the public right-of-way.
6. A City Service Agreement is required by the Owner if portion of sidewalk is within private property. The easement would protect the Owner from maintaining the sidewalk and from other potential issues. Otherwise, the Owner would be responsible to maintain and be liable for potential litigation if someone is injured on a failing sidewalk that is in disrepair.
7. Please clarify whether the sidewalk will be paver. Please note that if pavers are to be constructed beyond the property line and out into the City's Right of Way the owner is required submit a signed and recorded a Right-of-Way Pavers Agreement. Sidewalk portion of driveway must still be composed of 3,000 psi concrete. Refer to http://www.cityoforlando.net/permits/wp-content/uploads/sites/29/2014/03/Pavers_Encroach_Agmt1.pdf.
8. Construction activities including clearing, grading and excavating activities shall obtain an EPA NPDES permit, except: Operations that result in the disturbance of less than one acre total land area which are not part of a larger common plan of development or sale. The NPDES permit must be received in the Office of Permitting Services prior to the issuance of City of Orlando permits. If the disturbed area is less than one acre, please provide a note on the plans indicating the City of Orlando's Guidelines for Erosion Sediment Control (aka the Blue Sheet) will serve as a guide for the implementation of erosion sediment control measures. Blue Sheet can be found under the City of Orlando website. Please attach this sheet in your permit submittal.
9. Please submit a detailed, scalable, fully dimensioned site plan of the location. The site plan should include but not be limited to the site legal description, the building, streets, sidewalks and property lines, and the location of the proposed work. Site plans should clarify what is existing and what proposed.
10. Please provide a signed and sealed existing topographic survey with datum and official benchmark in the NAVD88 vertical datum. Per the City's ESM Section 7.01.A.1, survey data shall be gathered to least 25 feet beyond the property line or as far offsite as required to assure offsite drainage patterns are maintained. Please submit a hard copy of survey (with sign and seal) to City Hall 8th floor addressed to Richard Allen.
11. Please submit a signed and dated private/public improvements cost sheet. Cost sheet forms and instructions are available at our website at www.cityoforlando.net/permits.
12. A performance guarantee for public improvements is needed in the amount of 110% of the public improvements cost. Cost sheet forms and instructions are available at our website at www.cityoforlando.net/permits. Performance Guarantee is required before the issuance of the permit. The original needs to be hand delivered to the receptionist at Permitting Services with the referenced case number. In addition, attach a copy of this in the resubmitted package. Please allow approximately 1 week after the Performance Guarantee is submitted to allow for the City's Legal Office to review.
13. Please be advised that proposed open cuts will be reviewed by pavement manager upon submittal for building permit.

Parks Trees

1. Project may involve scattered trees on lot. Must obtain a tree removal permit prior to any trees being removed from a parks department official. Tree removal permit may require mitigation by the replanting of all inches of tree caliper removed from the site. A monetary payment can be paid into the tree fund for inches of tree caliper unable to replant due to design of project. Landscape plans can be submitted to reduce fees associated with tree removal.

Informational Comments

Permitting

1. Future submittal of development plans will need to locate and label the "property lines" on the elevation plans, foundation plans, and the "building section's plans" (showing the foundation footer(s)). No encroachment shall occur over the property lines or into requested city services sidewalk easements.
2. The owner/developer is required to pay the Sewer Benefit Fee in accordance with the Sewer Service Policy and Chapter 30 of the Land Development Code.
3. Parking Stall Width. Parking stalls shall have a minimum width of 9 feet, except that a width of 8 feet 6 inches may be permitted for low turnover spaces. The module (M) and the associated aisle width (A) may be reduced by up to 2 inches for each 1 inch of additional stall width (SW) to a maximum width of 9 feet 6 inches. Where walls, columns, and other vertical obstructions are located immediately adjacent to the sides of parking stalls, the stall width shall be increased by a minimum of 1 foot
4. The City Council Adopted the Engineering Standards Manual (ESM), Fifth Edition on April 18, 2016. All plans must conform to the ESM and all construction must be accomplished in accordance to the ESM.
5. All future elevation shown on a boundary/topographic survey shall use the North American Vertical Datum of 1988 (NAVD 88).
6. 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.
7. This property is required to plat in accordance with Section 65.401 of the City's Land Development Code prior to the issuance of building permits.
8. 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.
9. As per Section 61.225 of the Land Development Code, a 5 foot wide concrete sidewalk is required along all rights-of-way. Any existing sidewalk damaged or broken is to be repaired .

Fire

The following shall be considered for future development:

1. TRC fire code site review of conceptual designs is preliminary in nature as such, the comments posted are not official determinations. The intent of comments provided is to alert designers to conditions and/or other considerations that require a deeper consideration of the FFPC, Florida Fire Code, NFPA 1. 18, State administrative requirements and City Fire Municipal Code (Chapter 24) when finalizing the design for formal plan review.
2. The architectural design of the building, floor plans, life safety egress system, fire protection systems, and fire department access will be reviewed in detail for State, Fire Code, FFPC and City Fire Code compliance at the time of permit application for formal plan review of 100% drawings.
3. CUP - CONDITION USE PLAN: The change of use is granted conditional to compliance with the NFPA requirements for life safety and Fire Department Access. For use of an existing space or building an inspection from the Office of Fire Life Safety Command is required before use can be granted. Call 407-246-3144 to schedule an inspection.
4. DAS (Distributed Antenna System) Requirement. Florida Statute 633.202 (18) The authority having jurisdiction shall determine the minimum radio signal strength for fire department communications in all new high-rise and existing high-rise buildings. [NFPA 1.11.10, NFPA 101.11.8; NFPA 1.20.16]
5. Existing buildings are not required to comply with minimum radio strength for fire department communications and two-way radio system enhancement communications as required by the Florida Fire Prevention Code until January 1, 2022. However, by December 31, 2019, an existing building that is not in compliance with the requirements for minimum radio strength for fire department communications must apply for an appropriate permit for the required installation with the local government agency having jurisdiction and must demonstrate that the building will become compliant by January 1, 2022.
6. Existing apartment buildings are not required to comply until January 1, 2025. However, existing apartment buildings are required to apply for the appropriate permit for the required communications installation by December 31, 2022.
7. Fire Department Access to Buildings: Conditional to this review the design of all buildings must account for fire department access. The access road itself must extend 50ft. from an exterior doorway that allow access to the building's interior via a common hall or common lobby area, or the largest tenant area if the building does not have a common interior area. NFPA 1.18.2.3.2.1
8. Manual Suppression: any portion of the building or exterior wall of the first story shall be located not more than 150 ft. from the fire department access road as measured by an approved route around the exterior of the building or facility. The distance can be increased to 450ft. if the building is protected by an automatic sprinkler system. [NFPA 1.18.2.3.2.2 and NFPA 1.18.2.3.2.2.1]
9. Approved Turnaround: an approved turnaround shall be provided for fire apparatus where an access road is a dead end in excess of 150 ft. When a dead end road will not accommodate an approved t-turn or turn-a-bout a minimum width of 25 ft. will be required.

Informational Comments

10. The turnabout shall be the minimum 20ft. width of the fire department access road and sized for the dimensions of the largest OFD apparatus. Use of areas subject to obstruction by vehicles such as loading docks and parking garages are prohibited. Acceptable turnarounds can include T-turn, Y-turn or cul-de-sac (designs and dimensions are subject to the approval of Orlando Fire Department). See Exhibits in NFPA Fire Code handbook. NFPA 1.18.2.3.5.4
11. Fire Department Access Road: All fire department access roadways shall have an all-weather driving surface, capable of supporting the load of fire apparatus, an unobstructed width of not less than 20 ft. and a minimum vertical clearance of at least 13 ft. 6 in. NFPA 1 18.2.3.5; NFPA 1 18.2.3.5.1.1 and NFPA 1.18.2.3.5.1.2. The minimum required widths and clearances shall be maintained at all times.
12. The minimum required width of a fire department access road shall not be obstructed by parking spaces or reduced in any manner.
13. Entrances to fire department access roads that have been closed with gates and barriers shall not be obstructed by parked vehicles.
14. Turning Radius: City of Orlando apparatus requires a turning radius dimension of 30 inside and 50 exterior and shall maintain the minimum 20ft. width. An auto-turn analysis is required for the radius turns indicated on the site plan. NFPA 1.18.2.3.5.3.1 and NFPA 1.18.2.3.5.3.2
15. Multiple Access Roads: All site designs shall indicate fire department roads that access two sides of a structure. NFPA 1.18.2.3.3
16. Water Supply: All site plans shall indicate the location of fire hydrants. All portions of a non-sprinklered building must be within 300 ft. distance of a fire hydrant. All portions of a sprinklered building must be within 500 ft. distance of a fire hydrant. Residential properties are required to indicate a hydrant within 500 ft. of the residence and street width for the fire department access. City Code Chapter 24.30; NFPA 1.18.3
17. Needed Fire Flow: The required fire flow for commercial structures shall be determined as specified in the standard: Determination of Required Fire Flow as published by the Insurance Services Office (ISO). The fire flow for a building when sprinkler protected in accordance with NFPA 13 will be calculated at 50% for non-sprinkler protected building. But shall not be less than 1000 gpm. Calculations and a water supply analysis shall be provided to demonstrate delivering of fire flow.
18. Request for cursory discussion with the Fire Department. The design chapter of FFPC, Fire Code, NFPA 1.18 has specific mandatory criteria to be included when designing Fire Department Access and calculating water supply. The OFD, Fire Marshal adopts the entire chapter as applicable to the City of Orlando territory by which it serves.
19. The consideration of Fire Department Access is an essential element and mandatory requirement in site design. Should existing conditions, topography and/or grading require an official determination from the Fire Department please Call 407-246-2310 to schedule a cursory discussion with the Fire Marshal and/or representative of the Fire Life Safety Command. Future parcel development:

Orlando Police

1. The Orlando Police Department has reviewed the plans for the new office building located from 802 to 814 W. Church St., applying CPTED (Crime Prevention Through Environmental Design) principles. CPTED emphasizes the proper design and effective use of the built environment to reduce crime and enhance the quality of life. There are overlapping strategies in CPTED that apply to any development: Natural Surveillance, Natural Access Control, Territorial Reinforcement, Target Hardening, and Maintenance and Management.

Contact Information

Growth Management

For questions regarding Growth Management plan review, please contact Yolanda Ortiz at (407) 246-3792 or yolanda-ortiz@orlando.gov.

Land Development

For questions regarding Land Development review, please contact TeNeika Neasman at (407) 246-4257 or teneika.neasman@orlando.gov.

Urban Design

For questions regarding Urban Design review, please contact Richard Forbes at Richard.forbes@orlando.gov.

Transportation

For questions regarding Transportation Planning plan review, please contact Jacques Coulon at 407-246-2293 or jacques.coulon@orlando.gov.

Engineering/Zoning

For questions regarding Concurrency Management contact Keith Grayson at 407.246.3234 or keith.grayson@orlando.gov. To obtain plan review status, schedule/cancel an inspection and obtain inspection results, please call PROMPT, our Interactive Response System at 407.246.4444.

Police

For questions regarding the Orlando Police Department plan review, please contact Audra Rigby at 407.246.2454 or Audra.Rigby@orlando.gov.

Fire

For any questions regarding fire issues, please contact Charles Howard at 407.246.2143 or at charles.howard@orlando.gov. 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.

Building

For questions regarding Building Plan Review issues contact Eric Kuritzky at (407) 246-2654 or eric.kuritzky@orlando.gov.

Parks

For questions regarding Parks Plan Review issues contact Denise Riccio at 407.246.4249 or denise.riccio@orlando.gov.

For questions regarding Tree Review issues contact Ken Pelham at 407.246.4280 or kenneth.pelham@orlando.gov.

Water Reclamation Division

For questions about Water Reclamation Division review, please contact Julio Morais, P.E., (407) 246-3724 or julio.morais@cityoforlando.net, and/or Dave Breitrick, P.E., Engineering and Mapping Manager (407) 246-3525 or david.breitrick@cityoforlando.net.

Public Works

For questions regarding Engineering Site issues contact Jacqueline (Jackie) Dabney at jacqueline.dabney@orlando.gov or 407-246-3978.

REVIEW/APPROVAL PROCESS—NEXT STEPS

1. Following the MPB meeting, the City Council will review and approve the May 2021 MPB meeting minutes.
2. Following the MPB meeting, the applicant may submit for Final Site Plan (FSP) via Planning Official Determination. This is a 2-week administrative review. Once the FSP determination has been approved, building permits for the development can be submitted for permitting, but said permits cannot be issued until the City Council has approved the corresponding May 2021 MPB minutes.