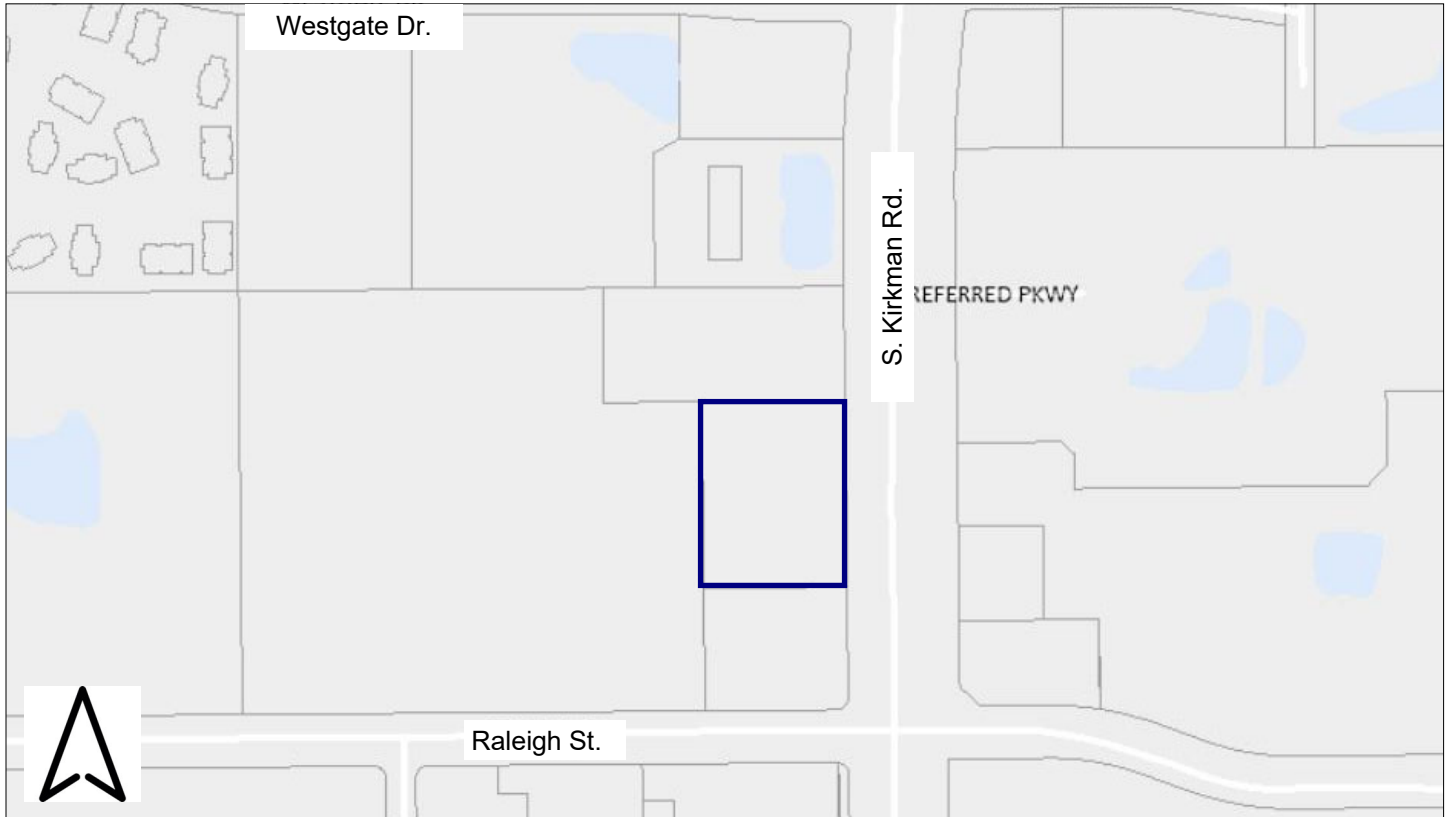




Staff Report to the  
Municipal Planning Board  
April 19, 2022

CUP2022-10002

## KIRKMAN RD. CARWASH



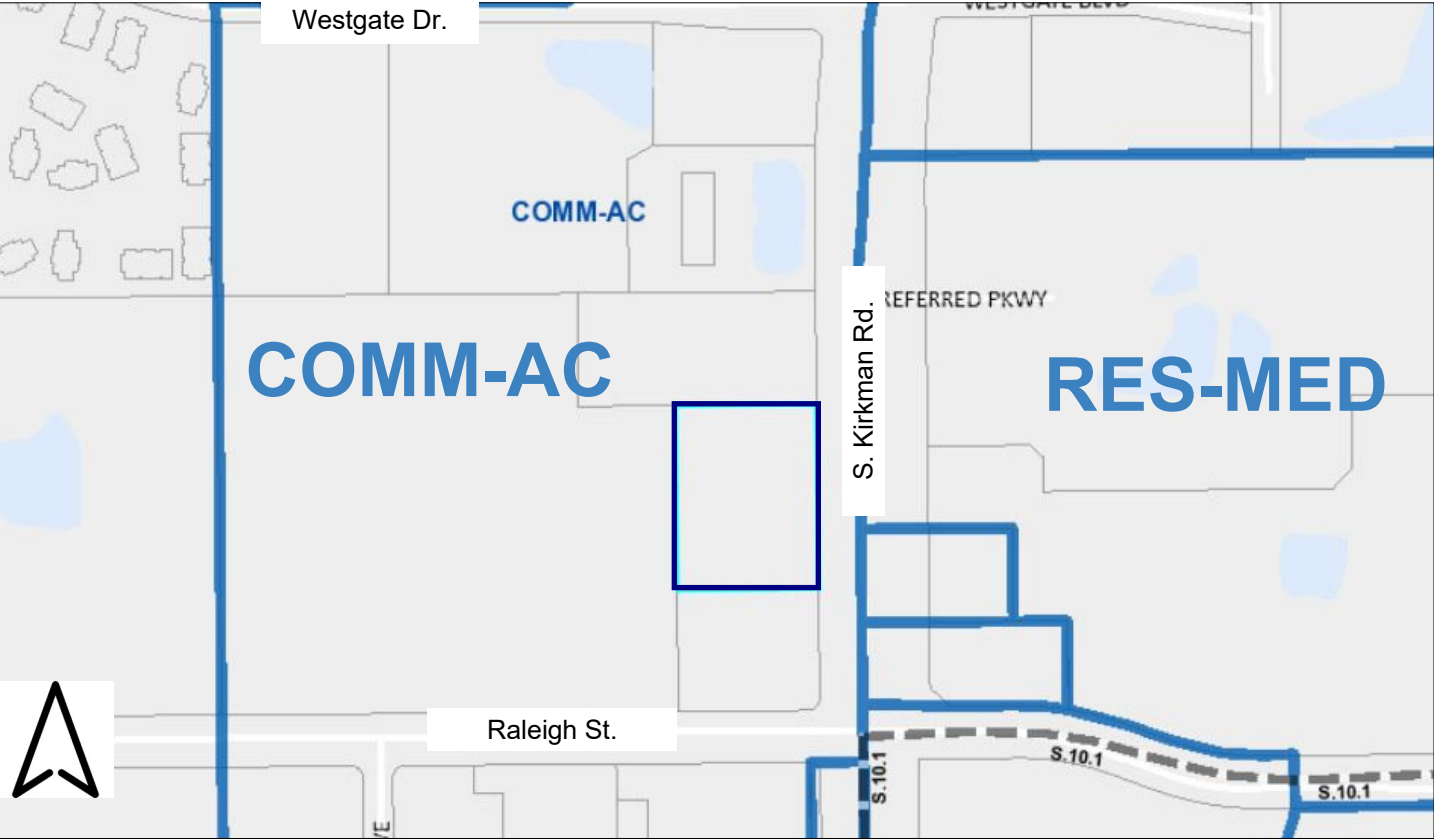
Location Map

 Subject Site

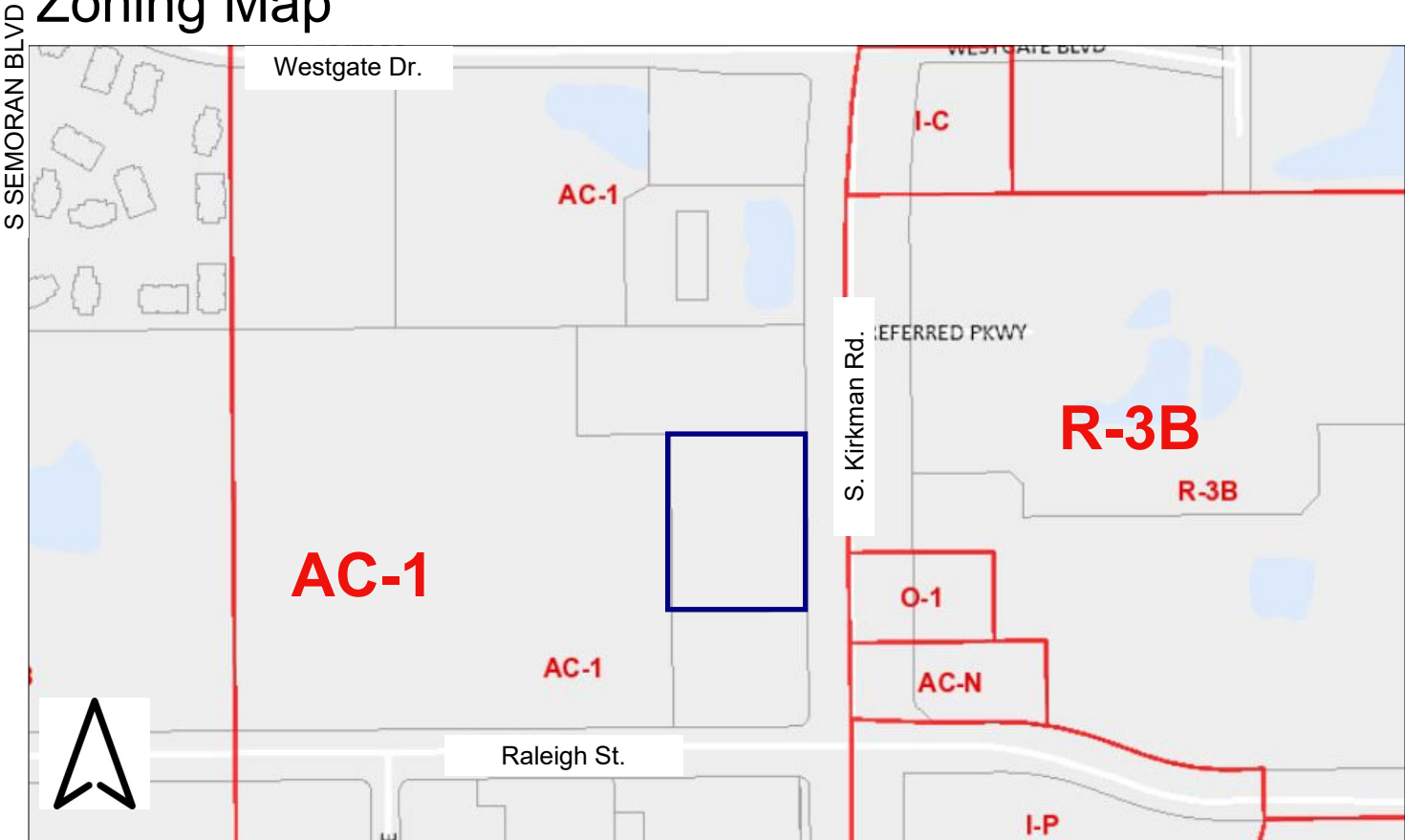
### Summary

|                                                                                                                                                                                 |                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Applicant</b><br>Patricia Ortiz<br>Ortiz Planning Solutions<br><br><b>Owners</b><br>Metrowest Properties Retail Parcel LLC<br><br><b>Project Planner</b><br>Rosemary Culhane | <b>Property Location:</b> 916 S. Kirkman Rd.<br>Located on west side of S. Kirkman Rd.<br>south of Westgate Dr. and north of Raleigh St., ± 2.5 acres, District 5<br><br><b>Applicant's Request:</b> Conditional Use Permit for an automated drive-through car wash (AC-1 ) | <b>Staff's Recommendation:</b><br>Approval of the request, subject to the conditions of the staff report.<br><br><b>Public Comment</b><br>Courtesy notices were mailed to property owners within 300 ft. of the subject property during the week of April 4th, 2022. As of the published date of this report, staff has received no comments from the public concerning this request. |
| <b>Updated:</b> April 7, 2022                                                                                                                                                   |                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                       |

# Future Land Use Map



# Zoning Map



# PROJECT ANALYSIS

## Project Description

The applicant is requesting a Conditional Use Permit (CUP) for an automated drive-through car wash with vacuum stations in AC-1 zoning district as required per Chapter 58 Part 1 Fig. 2B.LDC. The site consists of a ±2.5-acre vacant property on the west side of S. Kirkman Rd. between Westgate Dr. (north), and Raleigh St. (south).

## Previous Actions

1974: Property annexed into the City , Annexation Document Number 12081.

1986: Property initially platted.

2019: Property acquired by current owner.

2020: Property replatted.

## Project Context

The subject property is approximately ±2.5 acres located on the west side of S. Kirkman Rd. south of Westgate Dr. and north of Raleigh St. Adjacent uses, zoning and future land use designations are shown on Table 1 below.

| Table 1—Project Context |                 |            |                             |
|-------------------------|-----------------|------------|-----------------------------|
| Direction               | Future Land Use | Zoning     | Land Use                    |
| North                   | COMM-AC         | AC-1       | Public Self Storage         |
| East                    | COMM-AC         | R-3B & O-1 | Metro Place Apartments      |
| South                   | COMM-AC         | AC-1       | Walgreens                   |
| West                    | COMM-AC         | AC-1       | Alvista West Vue Apartments |

## Conformance with the GMP and Zoning

As previously noted, the property has Community Activity Center future land use and AC-1 (Community Activity Center) zoning. The purpose of the CUP request is to allow a drive-through car wash with vacuum stations. The proposed CUP is consistent with the Community Activity Center future land use designation and the City's Growth Management Plan. The CUP requirement for drive-through uses ensures that the proposed use complies with City Code. Development standards are provided in Table 2 below. Unless noted elsewhere in this report, the proposed CUP to operate a drive-through car wash with vacuum stations will comply with all aspects of Land Development Code.

| Table 2—Development Standards (AC-1/AN/SP zoning) |                  |                    |                               |      |                         |         |                 |
|---------------------------------------------------|------------------|--------------------|-------------------------------|------|-------------------------|---------|-----------------|
| Existing/Proposed Use                             | Lot Size (acres) | Setbacks (Min. Ft) |                               |      | FAR/<br>Density (du/ac) | ISR (%) | Building Height |
|                                                   |                  | Front              | Side                          | Rear |                         |         |                 |
| Minimum Requirements (unless otherwise stated)    | n/a              | 0                  | 0 or 3                        | 20   | .70 / 40 du/ac          | 0.85    | 75 ft.          |
| Drive-through Carwash                             | ±2.5             | 222.3              | 130.9 (north)<br>88.4 (south) | 29.5 | FAR                     | 0.05    | 30 ft.          |

**Conditional Use Permit Criteria** (LDC Section 65.285)

The Municipal Planning Board and City Council shall consider the following factors in their review of Conditional Use Permit (CUP) applications and amendments:

1. Purpose and Intent. The purpose and intent of the use and all other requirements of LDC.
2. Growth Management Plan (GMP). The consistency of the proposal with all applicable policies of the City's adopted GMP.
3. Compatibility. The proposal must be compatible with surrounding land uses and the general character of the area including factors such as height, bulk, scale, intensity, traffic, noise, drainage, dust, lighting, appearance, etc.
4. Public Facilities and Services. Will necessary public facilities (both on- and off-site), such as transportation, sanitation, water, sewer, drainage, emergency services, education, recreation, etc. be adequate to serve the proposed use.
5. Residential Displacement. Determine the extent to which the proposed use would potentially displace any existing residential uses.
6. Other pertinent matters/criteria as determined by the MPB or City Council.

**Transportation**

The site is accessed from S. Kirkman Rd. The development will connect to the apartment property on the west side of the property by a cross-access easement that connects to S. Kirkman Rd. Property will have adequate interior circulation, per Land Development Code.

**Urban Design**

The proposed drive-through car-wash building will be located along the rear property line facing S. Kirkman Rd. Vacuum stations and queuing lanes are to be located between street and carwash building.

**Landscaping & Bufferyards**

The proposed drive-through carwash abuts a multi-family development to the west and commercial properties to the north and south. Required and proposed buffers are provided in Table 3 below. The proposed 10 ft. landscape buffer is being modified (MOD2022-10009) per Sec. 65.302 (b) 5:

*Landscaping and Bufferyards. Locational and dimensional requirements of required landscaping areas may be reduced up to 50% of the required width. Required plantings shall be provided but may be relocated.*

Landscaping must be consistent with LDC Chapter 60.

| <b>Table 3 - Buffers &amp; Landscaping (AC-1/AN/SP)</b> |                                                    |                              |                                                  |
|---------------------------------------------------------|----------------------------------------------------|------------------------------|--------------------------------------------------|
| <b>Proposed Use</b>                                     | <b>Yard</b>                                        | <b>Landscaping / Buffers</b> |                                                  |
|                                                         |                                                    | Required                     | Proposed                                         |
| Drive-Through Carwash                                   | Front - S. Kirkman Rd.                             | 20 ft. landscape buffer      | 33ft. landscape buffer                           |
|                                                         | Sides - North (Public Self Storage)<br>South (CVS) | NA                           | 12ft. (north)<br>7.5ft. landscape buffer (south) |
|                                                         | Rear - Condominium                                 | 20 ft. landscape buffer      | 10 ft. landscape buffer                          |

**Signage**

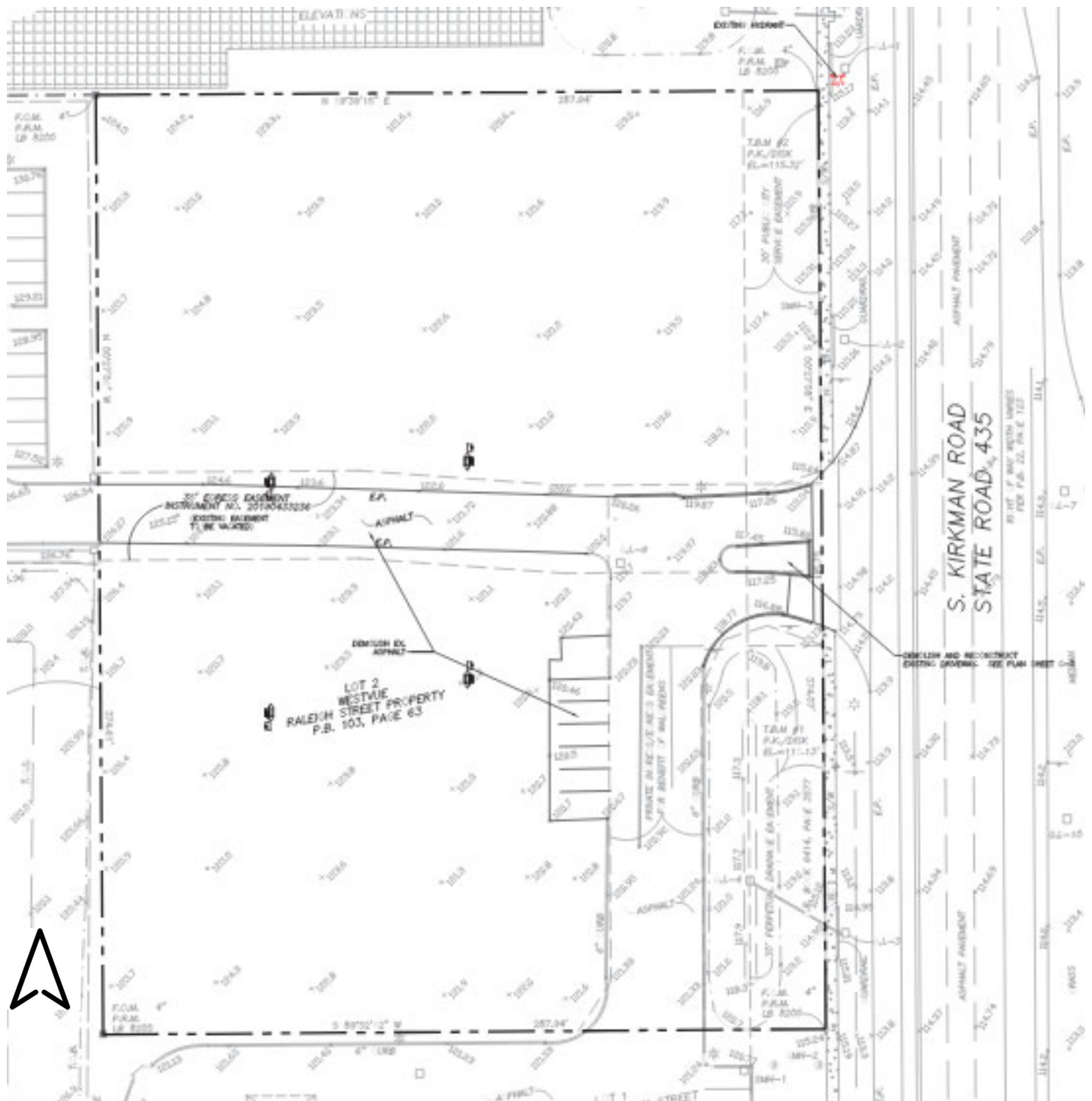
Allowed signage is based on 155 ft. of proposed building frontage facing S. Kirkman Rd., equating to no more than 310 sq. ft. of total sign area, to be allocated for monument, wall and awning signage. Digital reader boards and any wind operated devices are prohibited. All signs must be permitted prior to fabrication and installation.

**Solid Waste**

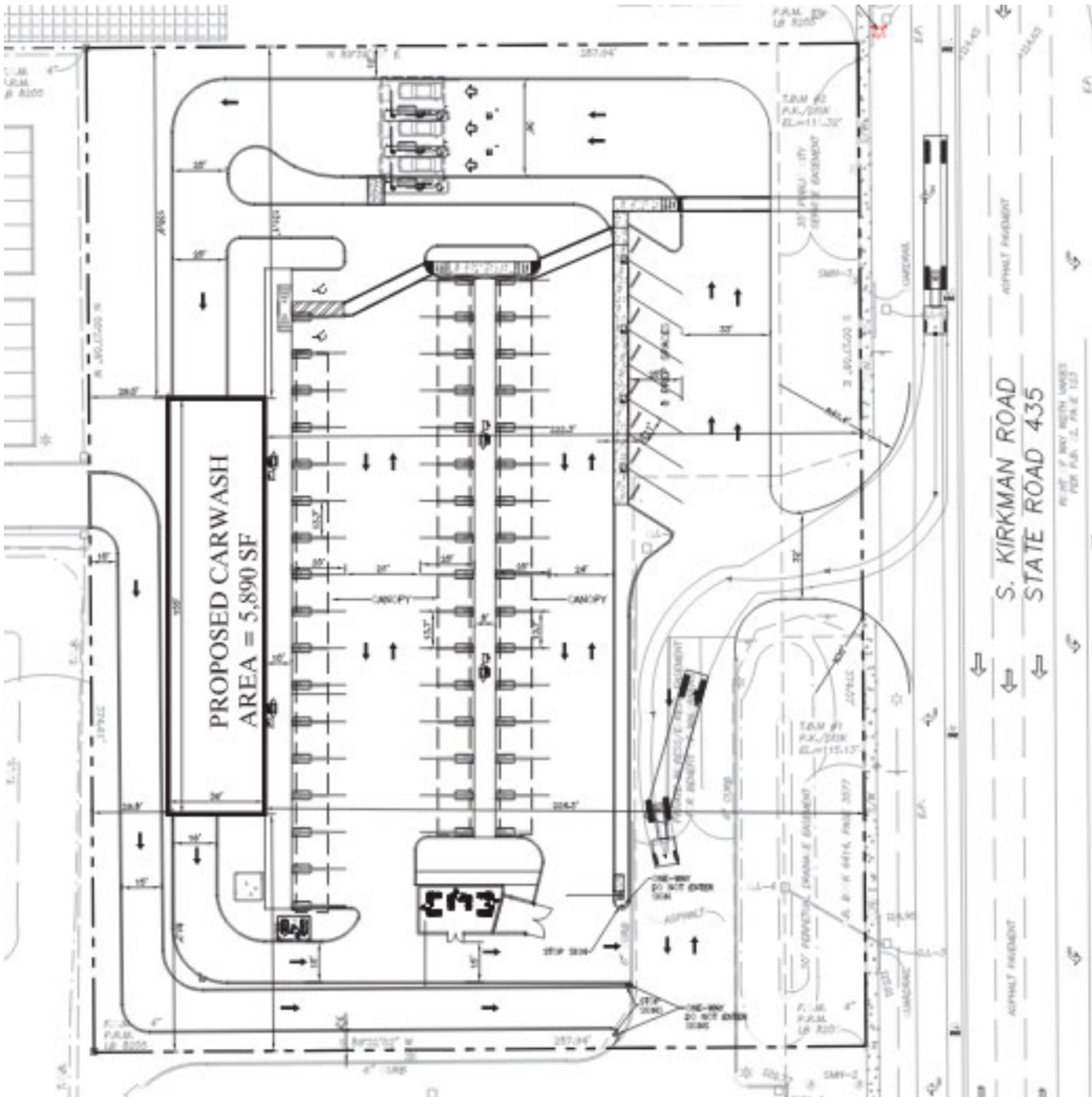
The site will have a dumpster in the south portion of the site. The dumpster will be within a Code-required landscaped and gated enclosure.

**School Impacts**

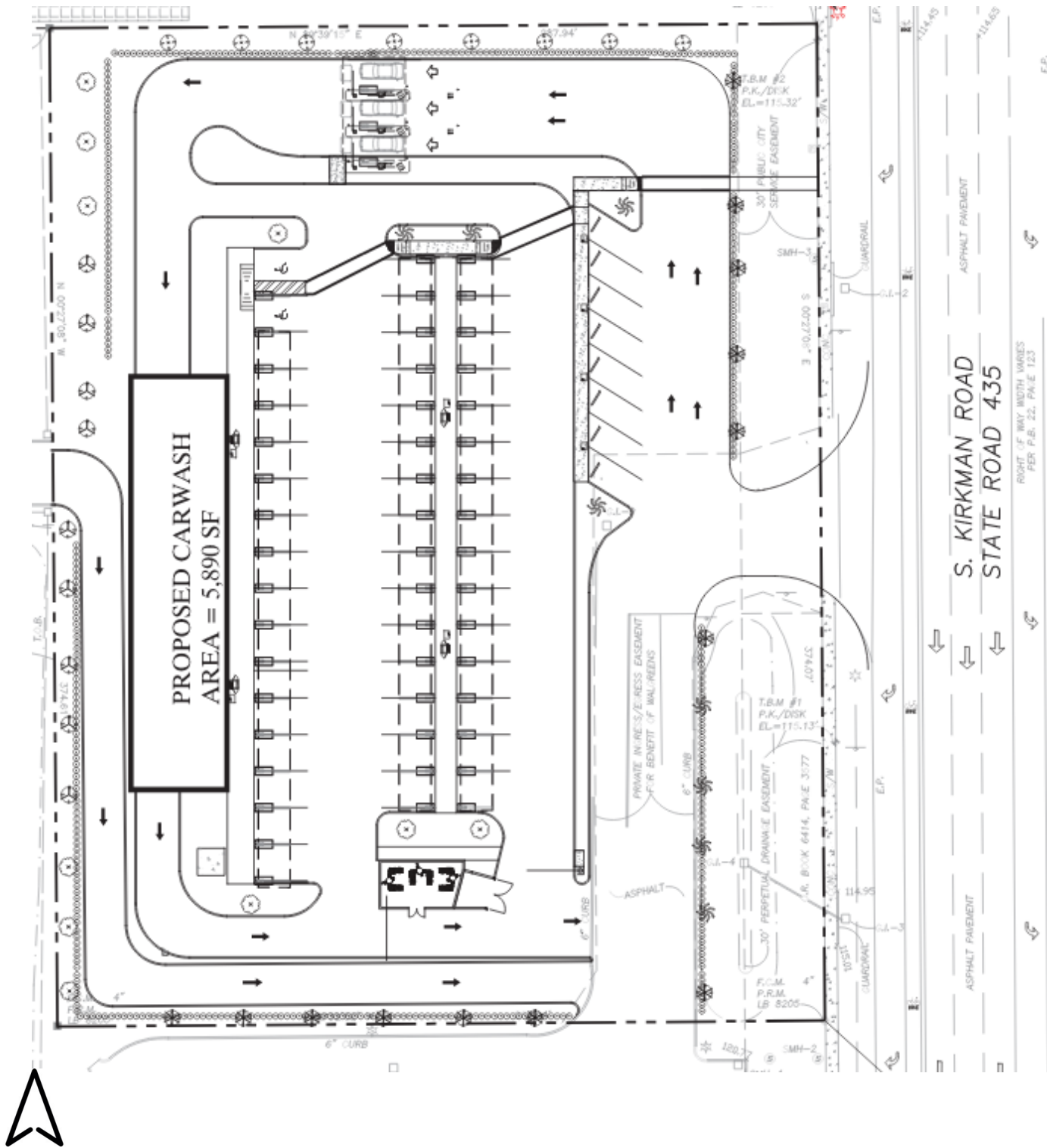
The site is proposed to be developed as a drive-through carwash with vacuum stations, there will be no school impacts associated with the CUP request.



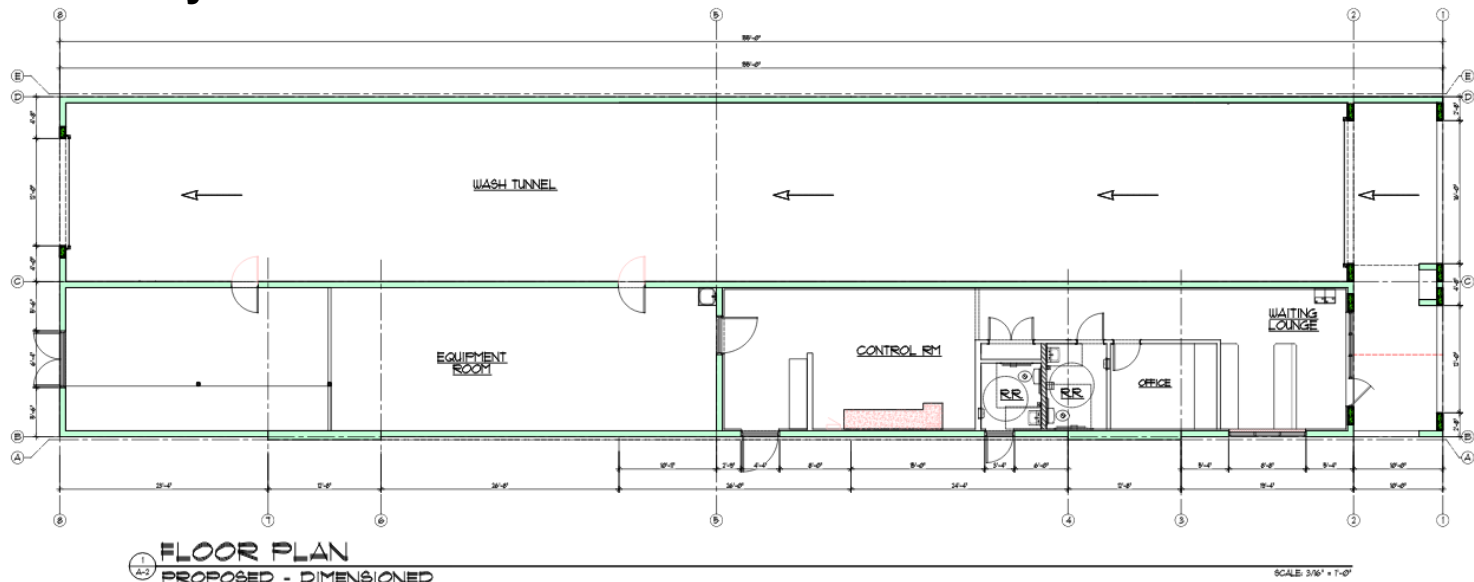
Site Plan



LANDSCAPE PLAN



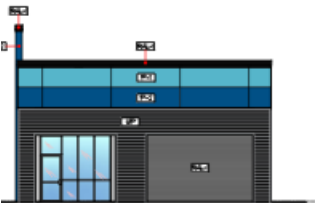
Floor Layout



Elevations

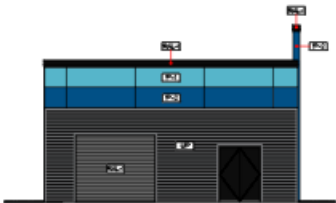
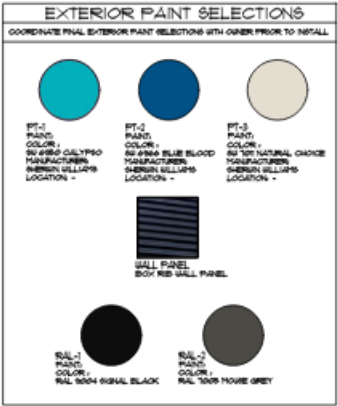


ELEVATION



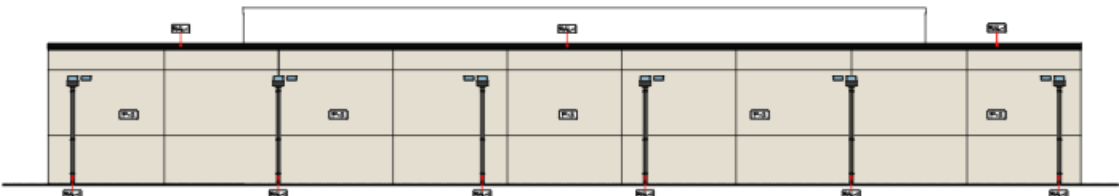
ELEVATION

SCALE 1/8" = 1'-0"



ELEVATION

SCALE 1/8" = 1'-0"



ELEVATION

SCALE 1/8" = 1'-0"

## FINDINGS

Staff finds that the proposed Conditional Use Permit (CUP) to allow a drive-through car wash with vacuum stations is consistent with the requirements for approval of CUP applications as contained in Section 65.285 of the Land Development Code (LDC):

1. The proposed CUP is consistent with the City's Growth Management Plan
2. The proposed CUP is consistent with the City's Land Development Code.
3. The proposed development will meet standards for development in the AC-1 zoning district.
4. Existing public facilities and services are adequate to serve the proposed development.

### Staff Recommendation

Based on the information provided in the staff report and the findings noted above, staff recommends approval of the S. Kirkman Rd. drive-through car wash with vacuum stations Conditional Use Permit, subject to the conditions in this staff report.

## CONDITIONS OF APPROVAL - REQUIRED

### Land Development Studio

1. Land Use and Zoning - Except as provided herein, development of the property shall be consistent with the development standards of the AC-1 district.
2. 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.
3. Development Requirements - Except as modified herein, the project shall be developed in accordance with the requirements of the Growth Management Plan, and any other pertinent provisions of the Conventional LDC.
4. CUP Expiration - Approval of the Conditional Use Permit by City Council shall grant the applicant authority to submit an application for tenant buildout review for a building permit. The permit application must be submitted and a permit issued within two (2) years of approval of City Council or the Conditional Use Permit shall expire. However, upon written application filed 30 days prior to the expiration date, the Planning Official may renew the Conditional Use Permit for a one period of up to 12 months providing good cause is shown.
5. Development Permits - As provided by subsection 166.033(5), Florida Statutes, issuance of a development permit by a 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.
6. 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 report and in accordance with the attached site plan and any other plans or commitments provided in the application package. 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.
7. Compliance - Plans must be modified to show compliance with the conditions in this report/letter when submitting for building permits.
8. Floor Area Ratio (FAR) - Non-residential intensity of the parcel cannot exceed 0.70.
9. Impervious Surface Ratio (ISR) - Total ISR is limited to 85% under AC-1 zoning.
10. Phasing - Development of the proposed car wash will be completed in a single phase.
11. Hours of Operation - The carwash can open no earlier than 7am and must close no later than 9pm.
12. Signs - Permits must be secured for all site signage prior to fabrication and installation. Digital signs, banners, tethered balloons and temporary "coming soon" and "grand opening" signs are not allowed.
13. Final Site Plan - Final Site Plan determination is required once the CUP has been approved to verify that development comments in this reports have been addressed. An appearance review must occur at time of permitting (to ensure site landscaping and signage conditions are satisfied).

### Urban Design

#### Site/Utilities

1. All crosswalks at driveways and curb cuts must be designed with textured or colored concrete or similar material to clearly define the pedestrian zone, as required by LDC Section 61.314(e). Thermoplastic paint may be incorporated but cannot meet this condition alone.
2. Backflow preventer[s] shall be located so as to not be directly visible from the right-of-way or should be screened from view where necessary, thorough the use of walls, fences or hedging around all four sides. The utility plan at the time of permit must clearly show the location of all backflow preventers.

## CONDITIONS OF APPROVAL - [CONT'D]

3. Transformer areas outside the building envelope must be screened on three sides with landscaping and/or a decorative, opaque wall and gates up to 6 ft. in height. Landscaping must include a hedge a minimum 4-ft tall at the time of planting and maintained at a height to screen the equipment.
4. A landscape island that is a minimum of 10 ft. in width must be added to the middle of each row of parking associated with the vacuum cleaning. These landscape islands must contain a canopy tree (min. 3 in. caliper and 12 ft. in height) for each row of parking.
5. All utilities, including street light poles, must be kept out of the pedestrian path. Outdoor lighting must comply with Chapter 63, Part 2M, City Code. Lighting fixtures must be decorative in appearance, style and finish and must not exceed 15 ft. in height.
6. A signed and sealed lighting plan consistent with Sec. 63.404-405 must be submitted with permitting drawings.
7. All dumpsters and trash compactors must be screened with solid walls to match the principal structure. Decorative gates must be installed to coordinate with the principal structure. A Landscape screen including low hedge and groundcover is required to soften the view.

### Landscaping

1. All landscape plans must achieve the Minimum Required Landscape Score (MRLS) required for the proposed type and intensity of development. Meet City Code Chapters 60 and 61. A spreadsheet showing compliance with the Minimum Required Landscape Score must be included with the plans when submitted for permits. A digital spreadsheet form is available at <http://www.cityoforlando.net/city-planning/landscape-code/>. A landscape plan showing exact species of plants to be installed must also be submitted with your building permit applications.
2. Street trees are required to be installed along S. Kirkman Rd., in accordance with Sec. 60.216. Street trees must be canopy trees unless if located near an obstruction like power lines. If such an obstruction exists, understory trees may be used.
3. Canopy trees are required in all parking lot row-end and intermediate landscape islands. The proposed palms are insufficient.
4. Vehicle use area perimeter trees must be canopy trees. Said trees must be a minimum of 3 in. caliper with a height of 12 ft. at the time of planting. If located within a sight line triangle, the tree must have a clear trunk height of 7 ft.

### Elevations

1. Architectural finishes and details must be carried through on all sides of the building. The bases of buildings should be designed with durable materials to provide a quality pedestrian experience.
2. Both the front and rear facades need to be revised to meet the above. A durable base other than stucco needs to be added.
3. Canopies or sheltering elements must be used along active street fronts to provide pedestrian protection from the elements. Every main entrance is required to have a special emphasis appropriate to the architectural style of the building.
4. All ground-mounted and rooftop mechanical equipment must be screened from view and must meet LDC screening requirements. An interior screen wall or parapet for rooftop mechanical equipment is required. The interior screen-wall or parapet must be the same height as the installed mechanical equipment.
5. All projecting parapet walls must wrap a minimum depth of 5 ft. or more whichever is proportionate to the parapet wall, in efforts for the projecting parapet walls to appear 3D.
6. A base, middle, and top must be expressed with materials finished and wrapped on all facades.

### Transportation

1. Compliance
  - A. 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.
  - B. 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.
2. Sightlines. Proper sightlines must be maintained at all driveways and parking areas. Site plans and landscaping plans submitted to Permitting Services should include sightline triangles and dumpster pad locations. AutoTurn analysis for emergency vehicles, solid waste collection and the intended design vehicle should be attached to plans to prevent delays in processing.
3. Construction. 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

## CONDITIONS OF APPROVAL - [CONT'D]

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. Any planned construction within the Kirkman Rd ROW, including the proposed sidewalk and any curb cut alterations, will require review and approval by FDOT. Copies of FDOT approval must be provided at the time of permit submission to the City of Orlando for on-site work. (If permits are pending attach a copy of the application)

### 4. Parking.

- A. Parking lot and parking space dimensions must comply with Orlando LDC and ESM guidelines.
- B. A minimum of 2 parking spaces will be needed for employees.

5. Solid waste and recycling must be accommodated on site and must be located within a solid enclosure. The dumpster needs 50 feet of clearance from the gate to allow for the garbage truck to reverse out from the dumpster area.

6. ADA curb ramps must be provided at all intersection corners adjacent to the site. If a new or reconstructed curb ramp leads to a non-compliant or non-existent ramp, then a new ramp will be constructed on that receiving side.

### 7. Access.

- A. The turning radius on the north side of the driveway on S Kirkman Rd for the right turn into the site off of should be tightened to the minimum radius necessary to allow for a fire truck to enter the site.

8. Egress from the multifamily development to the west should be signed to prohibit large trucks and trailers. Pavement markings at the eastern end of the egress lane should make it clear that it is a one-way drive.

## Fire

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. 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.

1. 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.
2. 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] 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, 2025. However, by January 1, 2024, 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, 2025. 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 January 1, 2024.
3. 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
4. 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]
5. 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. The turnabout shall be the minimum 20ft. width of the fire department access road

## CONDITIONS OF APPROVAL - [CONT'D]

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

6. 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. The minimum required width of a fire department access road shall not be obstructed by parking spaces or reduced in any other manner. Entrances to fire department access roads that have been closed with gates and barriers shall not be obstructed by parked vehicles.
7. 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
8. Multiple Access Roads: All site designs shall indicate fire department roads that access two sides of a structure. NFPA 1.18.2.3.3
9. Water Supply: All site plans shall indicate the location of fire hydrants. All portions of an unsprinklered 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
10. 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% of a 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. 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. 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. Should a meeting be scheduled, the insight provided during cursory discussions and do not serve as official determinations of projects independent of the formal plan review process wherein all details are provided.

### 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 topographic characteristics will be required to provide stormwater treatment. When applying for an Engineering Permit, please submit a drainage report to demonstrate the capacity of the proposed storm system for this development. Please be advised that a SFWMD [or SJRWMD, check which] permit will be required prior to commencement of work.
2. 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."
3. Construction activities including clearing, grading and excavating activities shall obtain an EPA NPDES permit, except for 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 (via ProjectDox upload) 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.
4. 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.
5. 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](http://www.cityoforlando.net/permits).

6. All proposed and existing sidewalk that is touched during construction will need to be updated to the newest ADA requirement. - 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. For questions regarding Engineering Site issues contact Kyle Staats at [kyle.staats@cityoforlando.net](mailto:kyle.staats@cityoforlando.net).

### **Waste Water**

The following shall be incorporated into the Construction Plans submitted for review and be incorporated into the Planner's Staff Report for review and acceptance by the Applicant: 1. A Utility Plan that clearly lays out the proposed sewer collection system and point of connection to the public sewer main shall be incorporated into the Construction Plans for submittal to the WRD for review and approval prior to construction permit issuance. 2. The property will serve as a carwash facility; therefore, there may be a need to provide a sampling point for water quality monitoring. Coordinate with the Division's Industrial Pretreatment Section for further discussion and clarification about sampling requirements. Contact Steve Howe, Environmental Supervisor at 407.246.4041 or [steven.howe@cityoforlando.net](mailto:steven.howe@cityoforlando.net). 3. The site plan shall be reviewed and approved by the Water Reclamation Division prior to construction permit issuance. Sewer design and construction shall be in compliance with Chapter 9 of the current Engineering Standards Manual (ESM) and applicable City Standard Details available on the City's website. 4. Please contact Julio Morais, P.E. at 407.246.3724 or [julio.morais@cityoforlando.net](mailto:julio.morais@cityoforlando.net), or Dave Breitrick, P.E. at 407.246.3525 or [david.breitrick@cityoforlando.net](mailto:david.breitrick@cityoforlando.net) with any questions regarding Water Reclamation review.

### **Police**

#### **Natural Access Control:**

- The location of a roof ladder(s) must be located in such a place on the building, that access cannot be gained from the general public.

**Target Hardening:** This can be accomplished by features that prohibit entry or access such as window locks, dead bolts for doors and interior door hinges.

- Entry doors to the property, offices, common areas must contain a minimum 180° viewers or small windows with security glass, interior or security hinges, single cylinder deadbolt locks with a minimum one-inch throw, metal frames with three-inch screws in the strike plates, and be made of solid core material.
- If alarm or security systems are installed, each unique space should be clearly identified with a monitoring center and should be regularly tested and maintained by the authorized users. During working hours, commercial alarm systems (to include any common areas) should be programmed so that a short beep is sounded if an exterior door opens or is left open for a predetermined amount of time.
- A video surveillance system capable of recording and retrieving an image to assist in offender identification and apprehension is strongly encouraged.
- The use of tempered, impact resistant, or security glass or security film is encouraged for all large glass doors and windows. If security film is utilized, ensure that the light transmittance of the security film is greater than or equal to the light transmittance of the window's glass.

#### **Maintenance and Management:**

- Requirements of City Code Chapters 60 and 61 must be met.
- Maintenance is an important aspect of territorial reinforcement. Requirements of City Code Chapters 14 will be enforced.

Additional precautions, such as alarms, personal safety, crime prevention strategies and neighborhood or community watch programs, should be discussed with OPD's Crime Prevention Unit, MPO Richard Patterson at [Richard.Patterson@Orlando.gov](mailto:Richard.Patterson@Orlando.gov).

### **Solid Waste**

Please include refuse collection areas in plans. All new commercial and multifamily properties (or existing properties undergoing significant renovations) are required to have a double enclosure if they intend to use dumpster based service. Dimensional details for this enclosure and its additional requirements can be found in chapters 28 and 58 of the City's municipal code as well as the Engineering Standards Manual (details).

1. Minor Modifications - Minor modifications and design changes including but not limited to fences, signs, landscaping, interior alterations, and other minor changes, that are required beyond those previously reviewed by the Municipal Planning Board, may be approved by the Planning Official without further review by the Municipal Planning Board. Major changes will require additional review by the Municipal Planning Board.

## CONTACTS

**Building**

For questions regarding Building Plan Review issues contact Don Fields at 407-246-2654 or [don.fields@orlando.gov](mailto:don.fields@orlando.gov).

**Development Review**

For questions, contact Keith Grayson at 407-246-3234 or at [keith.grayson@orlando.gov](mailto:keith.grayson@orlando.gov)

**Fire**

For questions, contact Charles Howard at 407-246-2143 or at [charles.howard@orlando.gov](mailto:charles.howard@orlando.gov).

**Growth Management**

For questions, contact Lucky Carson at 407-246-2120 or at [lucky.carson@orlando.gov](mailto:lucky.carson@orlando.gov).

**Land Development**

For questions, contact Rosemary Culhane at 407-246-3422 or at [rosemary.culhane@orlando.gov](mailto:rosemary.culhane@orlando.gov).

**Parks**

Contact Denise Riccio in the City Parks Division at [denise.riccio@orlando.gov](mailto:denise.riccio@orlando.gov), to inquire about tree encroachment or removal permits.

**Police**

For questions regarding Orlando Police Department plan reviews or to obtain a copy of the brochure, contact Terrence Miller at 407-246-2454 or [terrence.miller@orlando.gov](mailto:terrence.miller@orlando.gov).

**Public Works**

For questions, contact Kyle Staats at 407-246-4326 or at [kyle.staats@orlando.gov](mailto:kyle.staats@orlando.gov)

**Transportation**

For questions, contact Evan Magley at 407-246-3227 or at [evan.magley@orlando.gov](mailto:evan.magley@orlando.gov).

**Urban Design**

For questions, contact Chris DeLoatche at 407-246-3624 or at [chris.deloatche@orlando.gov](mailto:chris.deloatche@orlando.gov).

**Water Reclamation**

For any questions about Water Reclamation Division review, please contact Julio Morais at 407-246-3724 or [julio.morais@orlando.gov](mailto:julio.morais@orlando.gov) or Dave Breitrick, PE, Engineering and Mapping Manager 407-246-3525 or [david.breitrick@orlando.gov](mailto:david.breitrick@orlando.gov)

## NEXT STEPS

1. MPB minutes from the April 19, 2022 meeting are scheduled for review and approval by City Council on Mon. May 16, 2022. Following the MPB meeting, building permits may be submitted but cannot be approved until the City Council approves the May 2022 MPB meeting minutes.