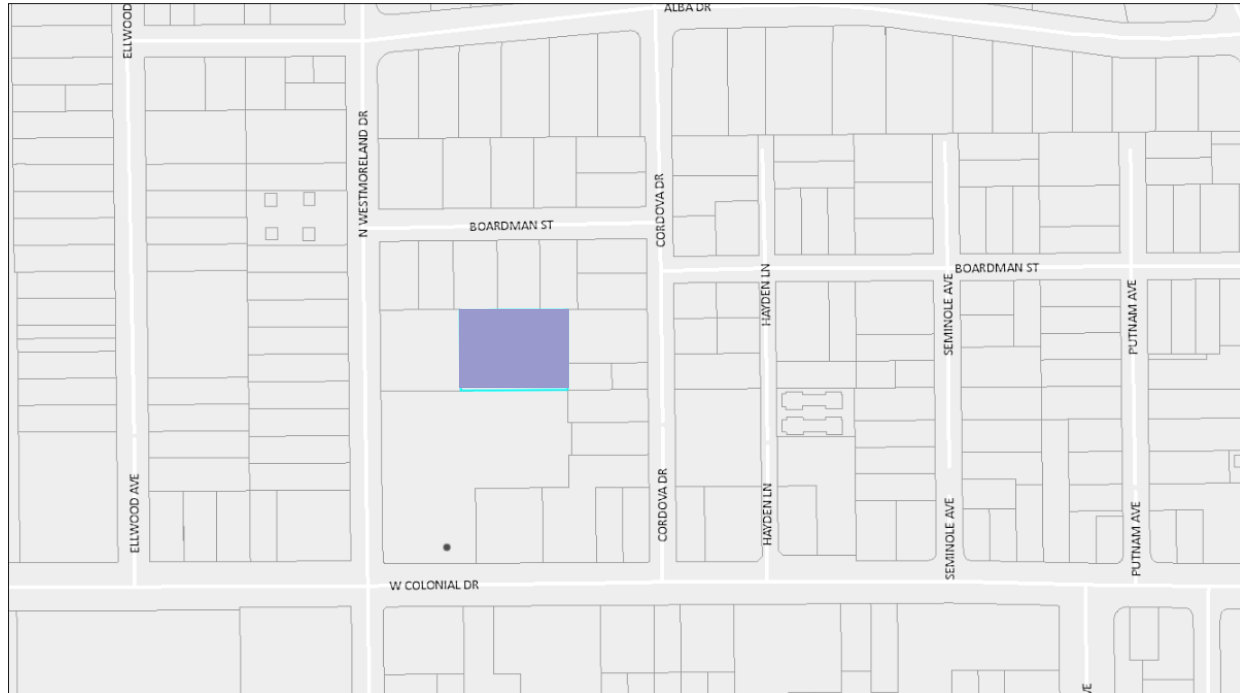


AMBASSADOR HOTEL CONVERSION TO APARTMENTS 929 OSWEGO STREET



Location Map

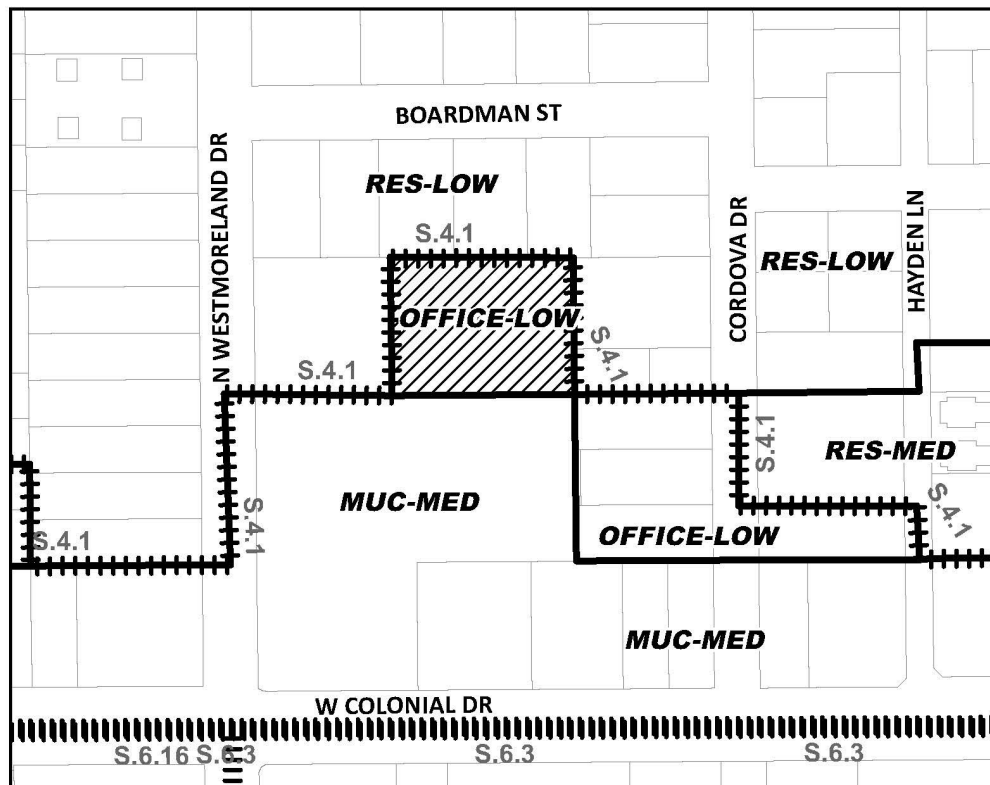


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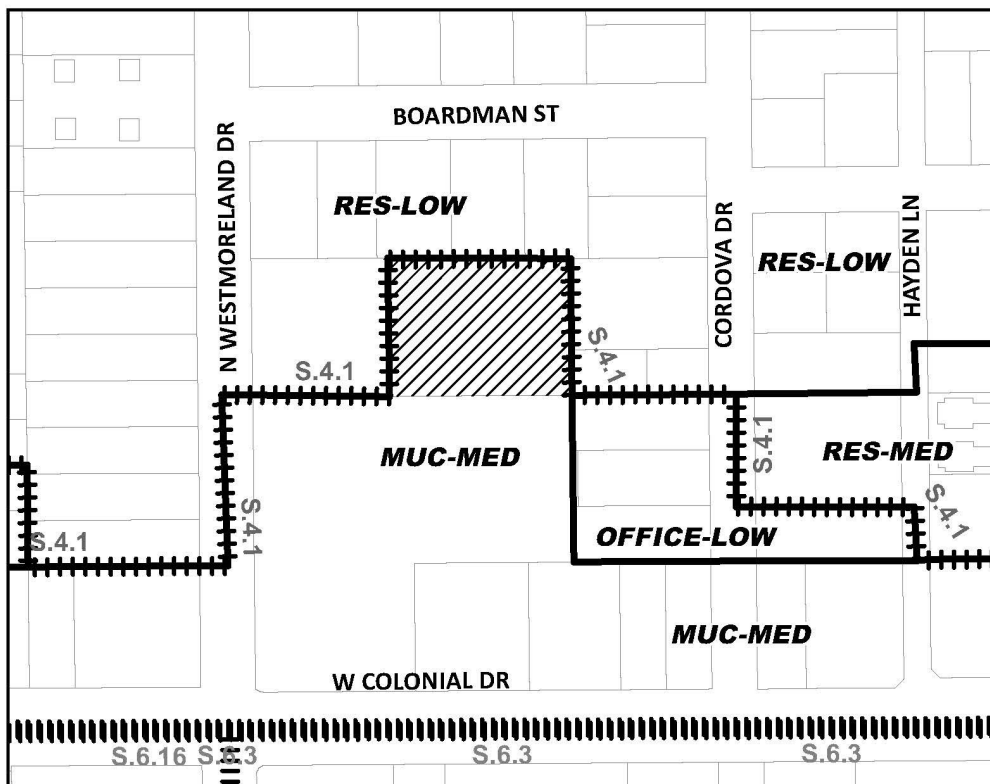
SUMMARY

<p>Owner Sammy Investment, LLC</p> <p>Applicant Mark Vengroff, One Stop Housing Development</p> <p>Project Planner Yolanda Ortiz, Planner II</p> <p>Updated: June 14, 2022</p>	<p>Property Location: 929 Oswego St.; generally located north of W. Colonial Dr. between N. Westmoreland Dr. and Cordova Dr., south of Boardman St. (±0.69 acres with PID: 29-22-2300-00-00-071; District 3).</p> <p>Applicant's Request: Change the Future Land Use designation for 0.69 acres, from Office Low Intensity (Office-Low) to Mixed Use Corridor Medium Intensity (MUC-MED) to allow for conversion of existing 150 hotel rooms into efficiency multifamily units.</p>	<p>Staff's Recommendation: Approval of the request, subject to the conditions in this staff report.</p> <p>Public Comment Courtesy notices were mailed to property owners within 300 ft. of the subject property on the first week of June 2022. As of the published date of this report, staff has not received any comments from the public concerning this request.</p>
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Future Land Use Map



Future Land Use - Existing GMP2022-10020



Future Land Use - Proposed GMP2022-10020

PROJECT ANALYSIS

Project Description

The subject property, is generally located at north of W. Colonial Dr., south of Boardman St., east of N. Westmoreland Dr. and west of Cordova Dr., comprised of ±0.69 acres with the parcel ID: 29-22-2300-00-00-071, within Commissioner District 3 which is represented by Commissioner Robert Stuart.

The applicant is requesting to change the Future Land Use designation from Office Low Intensity (OFFICE-LOW) to Mixed Use Corridor Medium Intensity (MUC-MED) to allow the conversion of the existing Ambassador Hotel rooms into affordable apartments and to be consistent with the current designation of the main parcel (929 W Colonial Dr.). The existing hotel is comprised of two lots with a split future land use designation, with the adoption of this small scale amendment the designation will be uniform for the entire site.

The proposal is to convert a total of 150 hotel rooms into efficiency multifamily units with one habitable room together with cooking and sanitary facilities. Out of the 150 units, the subject parcel has a total of 56 rooms and 36 parking spaces. The development concept is the provision of transitional housing units with leasing agreements on a month by month basis and supporting services that will help residents in locating and securing permanent housing. A concurrent application for the rezoning of the property to Planned Development is also under revision and scheduled for the same Municipal Planning Board meeting, ZON2022-10016.

Project Context

Located within the College Park area at the intersection of N. Westmoreland with north of W. Colonial, the property is part of the Ambassador Hotel premises built in the 1960's. The surrounding area has traditionally been developed with mixed uses including retail, hotels, motels, offices and further north and south with low/medium density residential uses. Directly to the north of the subject site locates single family homes. To the east and west exist mainly multifamily apartments and to the south the Ambassador Hotel main premises. The proposed amendment is an appropriate designation and is compatible with the surroundings of the site.

Table 1—Project Context			
	Future Land Use	Zoning	Surrounding Use
North	RES-LOW	R-2A/T	Single family residences
East	RES-LOW	MU-1/T	Multifamily
South	MUC-MED	MU-1/T	Ambassador Hotel
West	RES-LOW & OFFICE-LOW	R-2A/T and O-1/T	Multifamily

Conformance with the Growth Management Plan- Land Development Code (LDC) (Sec. 65.397).

"In their review of Growth Management Plan Amendment applications, the Municipal Planning Board and City Council shall consider the following factors:

- *State Comprehensive Plan (Florida Statutes Chapter 187);*
- *East Central Florida Comprehensive Regional Policy Plan;*
- *F.A.C. ch. 9J-5;*
- *Florida Statutes ch. 163, Part II;*
- *City's adopted Growth Management Plan;*
- *Changed Conditions;*
- *Land Use Compatibility;*
- *Adequate Public Facilities."*

State Comprehensive Plan (Florida Statutes Chapter 187)

Chapter 187 of the Florida Statutes, is the State Comprehensive Plan adopted with its specific goals and policies as it relates to land use, public facilities, transportation, government efficiency among others. The proposed GMP amendment is in compliance with the State Comprehensive Plan.

East Central Florida Comprehensive Regional Policy Plan

The proposed GMP amendment is in compliance with the East Central Florida Comprehensive Regional Policy Plan, as it does not adversely impact the regional approach to development and sustainability for the region.

F.A.C. Ch. 9J-5

The proposed GMP amendment is in compliance with the Florida Administrative Code and the Florida Administrative Register, as it complies with the minimum criteria for review of Local Government Comprehensive Plan and Plan Amendments, Evaluation and Land Development regulations.

Florida Statutes Ch. 163, pt. II

The proposed GMP amendment is in compliance with the Florida Statutes, Chapter 163 Part II, and Section 163.3187, that stated the process for adoption of a small scale comprehensive plan amendment to the official Future Land Use Map. The project is in compliance, as it is considered a small scale development activity, site of less than 50 acres. According to Chapter 163, it requires one public hearing for adoption, there is a 30 days period for appeals, they become effective 31 days after adoption, if not challenge.

City's Growth Management Plan

Figure LU-1 of the Growth Management Plan, established the standards for future land use categories. The applicant is requesting on the property a Land Use designation of MUC-MED. According to the referred figure the standards for the district are:

MUC-MED:

Maximum Intensity: 30 units/acres and/or 0.50 FAR Minimum Intensity: 15 units/acres

Allowable uses included: office, residential, commercial and public recreational and institutional. The proposed GMP amendment is in compliance with the Growth Management Plan.

LDC Sec. 65.393. - Zoning Map Amendment Required

"Any amendment to the Official Future Land Use Map which requires a zoning map amendment shall require an application for zoning map amendment to be submitted in accordance with Ch. 65, Part 2I of the Land Development Code, unless waived by the Planning Official. The zoning map amendment shall be submitted at the time of application for the Growth Management Plan amendment".

The proposed project complies with section 65.393, as a concurrent zoning map amendment was submitted by the applicant. See Staff Report ZON 2022-10016 for the zoning analysis.

Subarea Policy 4.1

Subarea Policy 4.1 borders the north, east and west border of the subject property, the subarea policy states: "In order to protect residential neighborhoods from encroachment, the activity center, mixed use corridor and office areas shall not be permitted to expand". The requested map amendment will render the subject site consistent with the main site. It does not include an expansion into the existing neighborhood protected by this boundary. The proposal is in compliance with the subarea policy.

Changed Conditions

The uses surrounding the site include single family residential and multifamily; commercial, hotel, motel and some office/service related business. The conversion from the hotel to a multifamily development will occur within the existing structures. No additional residential buildings are proposed. The proposed GMP amendment conforms with the current conditions of the neighboring properties.

Land Use Compatibility

The subject property is consistent and compatible with the land uses around the site, see Table 1, on previous page.

Adequate Public Facilities

State law requires the City to performed a public facilities evaluation for GMP amendments that would increase the allowable density of a property. The proposed GMP amendment includes changing the Future Land Use Map from Office Low that allows a density/intensity of up to 21 units/ac and/or up to a 0.40 FAR (floor area ratio) to Mixed Use medium intensity that allows up to 30 du/acre and/or up to a 0.50 FAR. This evaluation assumes that the property is developed at the maximum intensity and density allowed by each future land use category. Typically, sites are developed at a lesser intensity, so these impacts represent an upper limit, rather than a true projection of demand.

Each year, the City prepares the Capacity Availability Report (CAR) to identify any surpluses or deficiencies in the ability to provide public services. The CAR also accounts for future population and employment growth consistent with the City's adopted future land use categories. Because the growth associated with this GMP amendment was not included in the growth projections, this analysis is performed to ensure capacity is available to serve the development.

Projected Demand

Evaluation 1- This evaluation considered the impact of developing the site at the maximum density/intensity permitted by the existing future land use designation of:

OFFICE-LOW on ±0.69 acres @ 21 units/ac and/or 0.40 FAR= 15 dwelling units and/or 12,021 sq. ft. of non-residential use

Evaluation 2- This evaluation considered the impact of developing the site at the maximum density/intensity permitted by the proposed FLU:

MUC-MED on ±0.69 acres @ 30 units/ac and/or 0.50 FAR= 21 dwelling units and/or 15,027 sq. ft. of non-residential use

The result is an increase of 6 residential units and ±3,000 sq. ft. of non-residential use.

The amount of development included in the evaluations above translates to a total project demand for public facilities shown in the Table 2, below. Details about how the above impacts were calculated are available in the City's Capacity Availability Report.

Table 2- Demand for Public Facilities					
	Potable Water (GPD)	Wastewater (GPD)	Comm. Parks (Acres)	Neigh. Parks (Acres)	Transportation (Trips)
Evaluation #1	4,803	3,812	0.04	0.02	227
Evaluation #2	6,154	5,342	0.05	0.03	799
Net Increase (Decrease)	1,350	1,531	0.02	0.01	572

Potable Water, Wastewater and Parks

Table 3, below, summarizes available capacity, existing demand, projected increases in demand from city-wide growth, projected increases in supply (such as from construction of a new facility) and the maximum demand expected from this GMP amendment. The proposed amendment will not adversely impact the city's level of service for potable water, wastewater, transportation and parks, there is sufficient capacity.

Table 3— Capacity, Demand, Supply and Impact of proposed GMP				
	Potable Water (MGPD)	Wastewater (MGPD)	Comm. Parks (Acres) for CPS 1	Neigh. Parks (Acres) for NPSP 4
Capacity	100.10	52.16	281.87	43.79
Reported Demand—2021	83.69	41.51	54.47	9.33
Projected increase in Demand 2022-2026	4.55	2.75	8.77	0.82
Projected increase in Supply 2022-2026	0.00	0.00	0.00	0.00
Demand from GMP2022-10020	0.00	0.00	0.02	0.01
Net Available Capacity	11.86	7.90	218.61	33.63

Stormwater, and Solid Waste

The City's adopted stormwater level of service standards require new development to provide on-site stormwater retention and/or detention consistent with the requirements of the St. John's River Water Management District. Therefore, each increment of new development, if properly permitted, will meet the stormwater level of service standard. Solid waste collection is funded by user fees; any new customers generate revenues sufficient to fund any capital costs. Therefore, a solid waste capacity analysis was not performed.

Environmental

The Growth Management Plan Conservation Element Policy 1.4.1. states that "all projects requiring Municipal Planning Board or City Council review shall provide an environmental assessment. However, the City shall determine if the submittal is appropriate on a case by case basis." Areas exempt from this requirement includes those located within the "Urbanized Disturbed Lands", Figure C-1 of the GMP, Conservation Element. The subject property lies inside the Urbanized Disturbed Lands, so it is not subject to an environmental assessment.

Conformance with the Land Development Code (LDC)

The applicant is requesting the rezoning of the property, from the existing O-1/T to Planned Development PD/T with the Traditional City overlay district. The proposed zoning designations are consistent with the purposes of the district as described in our Land Development Code, Chapter 58, Part 2, and summarized below:

"The PD district is intended to provide a process for the evaluation of unique, individually planned developments which are not otherwise permitted in the zoning districts established by this Chapter. The PD District is to be a voluntary process commenced by an applicant for such zoning designation. The standards and procedures of this district are intended to promote flexibility of design and permit planned diversification and integration of uses and structures, while at the same time retaining in the City Council the absolute authority to establish such limitations and regulations as it deems necessary to protect the public health, safety and general welfare". This zoning designation is appropriate as the subject site has an existing development with unique characteristics.

Transportation

The City has adopted a Transportation Concurrency Exemption Area (TCEA) citywide, Figure TE-3 of the GMP Transportation Element, and the subject property is included. The site has access to the public transportation system through LYNX bus services, there are various bus stops within walking distance.

Capital Improvement Program

The City has no Capital Improvement Program (CIP) projects in the vicinity of the subject property, see Figure CI-14 of the GMP, Capital Improvement Element, for additional information.

School Impacts

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 developments be subject to school concurrency review. A list of exemptions from this review is provided under Section 18.2 of the Agreement, none is applicable to this case. The requested item is subject to the concurrency process with Orange County Public Schools. Under the terms of the agreement, the City will advise OCPS of comprehensive plan amendments, zoning amendments, and development proposals that may have the effect of increasing existing density.

On January 11, 2021, the City amended GMP Policy 1.3.1 which allows school capacity to be taken into account when evaluating land use. The applicant submitted a formal application to OCPS and is pending review. Based on the information below staff recommends approval of the land use case, as there is school capacity available. A formal review with OCPS is needed, as well as a concurrency review.

CONDITIONS AT AFFECTED SCHOOLS (AS OF OCTOBER 15, 2021)

School Information	LAKE SILVER ES	COLLEGE PARK MS	EDGEWATER HS
Capacity (2021-2022)	723	783	2,327
Enrollment (2021-2022)	425	715	1,997
Utilization (2021-2022)	59.0%	91.0%	85.0%
Adopted LOS Standard	110.0%	100.0%	100.0%
Students Generated	21	10	12

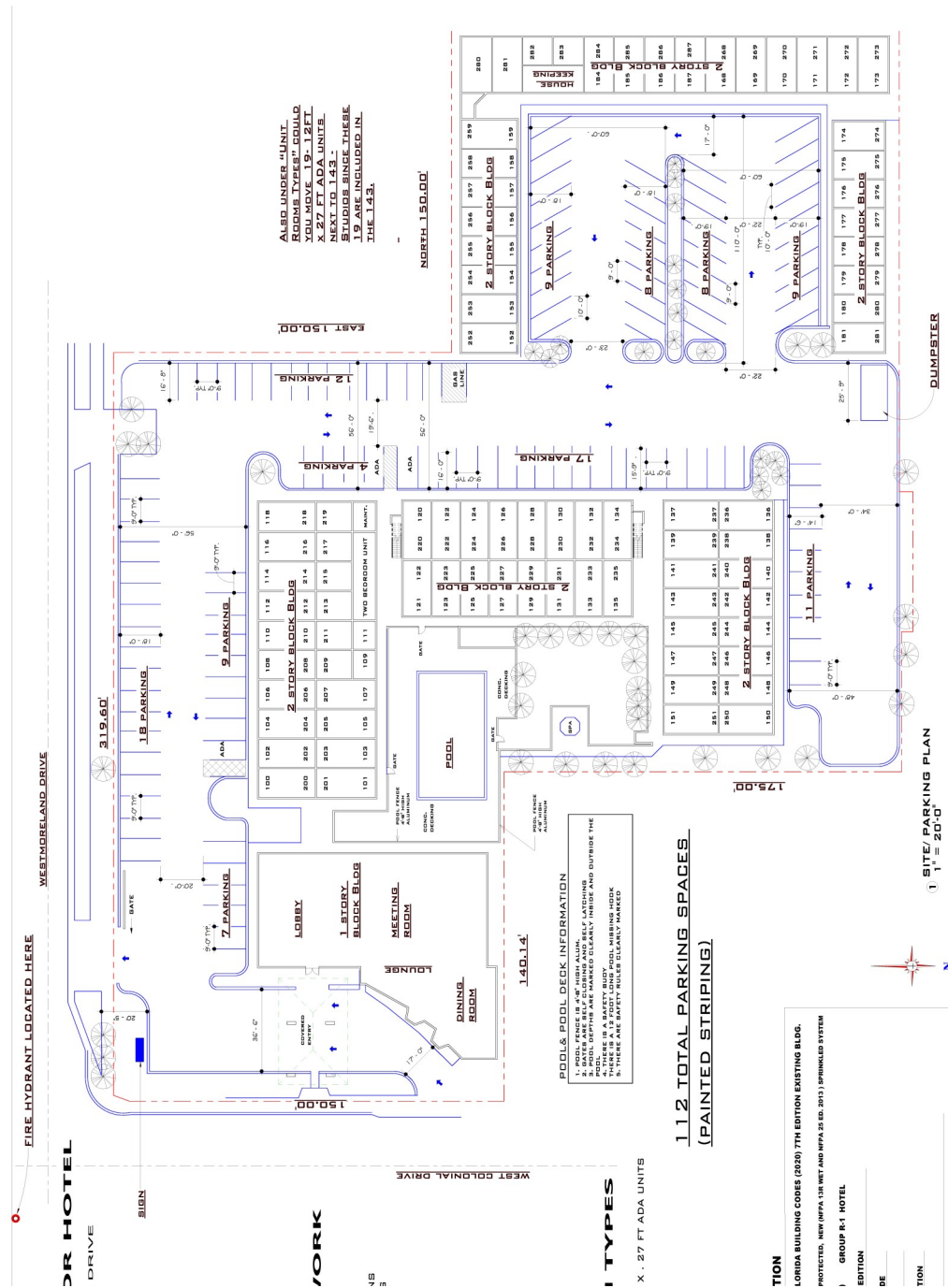
AERIAL PHOTO 2022



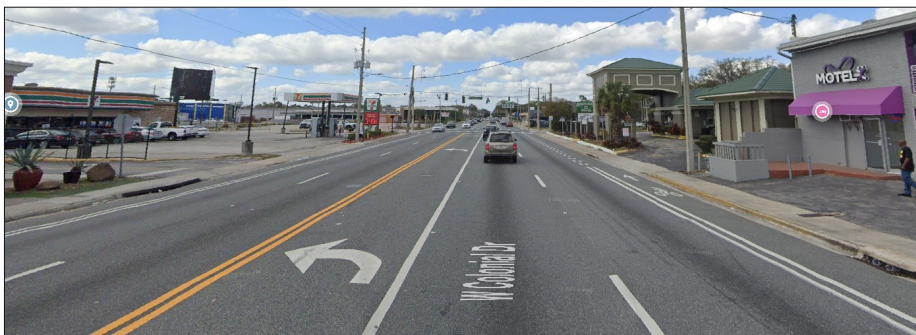
NOTES

1. THIS PLAN IS A PRELIMINARY DESIGN AND SHOULD BE USED ONLY FOR INFORMATIONAL PURPOSES.
2. THE DEVELOPER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
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SITE PLAN- (ZON2022-10016)



SITE PICTURES



West on W. Colonial Drive

FINDINGS

Subject to the conditions contained herein, the proposal is consistent with the requirements for approval of the proposed Growth Management Plan amendment proposal contained in Chapter 65 of the Land Development Code:

1. The proposal is consistent with the State Comprehensive Plan (Chapter 187, Florida Statutes).
2. The proposal is consistent with the East Central Florida Strategic Policy Plan.
3. The proposal is consistent with the provisions of Chapter 163, Part II, Florida Statutes.
4. The proposed amendment and rezoning is consistent with the City's Growth Management Plan.
5. The proposed amendment and rezoning is consistent with the Land Development Code.
6. The proposed amendment and rezoning is consistent with the surroundings and neighborhood.
7. 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 recommends approval of the GMP2022-10020 subject to the conditions below:

CONDITIONS OF APPROVAL

CITY PLANNING

Recommend Approval with Conditions

1) GENERAL CODE COMPLIANCE AND CONSISTENCY- The proposed FLU amendment and rezoning shall be consistent with the conditions in this report, the requirements of the Land Development Code, the Growth Management Plan of the City of Orlando, the State of Florida, and all other applicable regulatory agencies. All other applicable state or federal permits must be obtained before commencing development.

2) DENSITY OF DEVELOPMENT- Development of the subject property at densities/intensities higher than what is permitted by the current zoning designation's shall not be permitted prior to the effective date of this GMP amendment and rezoning.

3) DEVELOPMENT PERMIT- 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.

4) SCHOOLS- The applicant shall comply with the School Board of Orange County requirements regarding capacity and school concurrency.

INFORMATIONAL COMMENTS

DEPARTMENT OF TRANSPORTATION

Recommend for Approval

The Transportation Department is supportive of the Future Land Use amendment without further comment or condition.

DEVELOPMENT REVIEW

Recommend for Approval with Conditions

At the time of future Board Action or Development, the property will be subject to the following condition and/or requirements:

1) The Orlando City Council approved a Resolution at the January 27, 1997 City Council Meeting. Section 61.226 of the City's Land Development Code provides for a Street Tree Trust Fund. The developer is responsible for the installation of street trees prior to final of the building permit. The street tree speciation's are 12'-14' height of canopy tree.

2) 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.

- 3) All future elevation shown on a boundary/topographic survey shall use the North American Vertical Datum of 1988 (NAVD 88).
- 4) 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.
- 5) 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.
- 6) Contact the Bureau of Parks (407) 246-2283 for a tree removal permit before removing any 6" caliper or larger trees.
- 7) 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.
- 8) Construction activities including clearing, grading and excavating activities shall obtain an Environmental Protection Agency (EPA) National Pollution Discharge Elimination System (NPDES) permit, except: Operations that result in the disturbance of one acre total land area which are not part of a larger common plan of development or sale.
- 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.
- 10) The owner/developer is required to design and construct an on-site storm water system. Approval from St John River Florida Water Management District is required. The system is to be privately owned and maintained. Approval from the Army Corp of Engineers is required for any alteration to the existing wetlands on site.
- 11) The Office of Permitting Services recommends approval of the proposed Rezone, subject to the above listed conditions and requirements. 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.

POLICE DEPARTMENT

Recommend Approval

The Orlando Police Department encourages the applicant to apply CPTED (Crime Prevention Through Environmental Design) principles. CPTED emphasizes the proper design and effective use of a created 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. For questions regarding the Orlando Police Department plan review, please contact Terrence Miller at 407.246.2454 or Terrence.Miller@cityoforlando.net.

WASTEWATER DEPARTMENT

Recommend Approval with conditions

The Water Reclamation Division recommends approval of the GMP application. The drawings and documents on record for this GMP are not proposing any upgrade to the building sanitary sewer or to existing sanitary sewer connection(s) to either W. Colonial Dr or N. Westmoreland DR public mains. Please contact Julio Morais, P.E., Civil Engineer IV at 407.246-3724 or julio.morais@cityoforlando.net, or Dave Breitrick, P.E., Engineering and Mapping Manager at 407.246-3525 or david.breitrick@cityoforlando.net with any questions about Water Reclamation Division review.

PARKS AND RECREATION DEPARTMENT

Recommend Approval with conditions

For informational purposes: The City has implemented a Parks Impact Fee on all residential housing units to help meet the recreation needs of Orlando's residents. All new housing units are subject to the fee. Any new construction, change in use, addition or redevelopment of a site or structure shall be subject to a review for Parks Impact Fees. Applicable fees will be due at the time of building permit issuance, subject to change upon final permit plan review. A Parks Impact Fee credit may be given on residential units that were or are going to be demolished if eligibility requirements are met. In addition, if new units are to be certified Affordable by the City of Orlando, Parks Impact Fees may be partially or fully credited. For questions and information regarding Parks Impact Fee rates you may contact Nancy Ottini at (407) 246-3529 or nancy.jurus-ottini@cityoforlando.net Any exemptions or credits against the Parks Impact Fee must be reviewed prior to permit issuance. All Parks Impact Fee Credits shall be reviewed and processed by the Parks Impact Fee Coordinator, if applicable, upon request by applicant.

FIRE DEPARTMENT**Recommend Approval with Conditions**

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. 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] 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.

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 or 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 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]

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 turnaround 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

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 manner. Entrances to fire department access roads that have been closed with gates and barriers shall not be obstructed by parked vehicles. **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

Multiple Access Roads: All site designs shall indicate fire department roads that access two sides of a structure. NFPA 1.18.2.3.3 **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

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.

PUBLIC WORKS

Recommend Approval with Conditions

Please note the following will need to be addressed and met during the Engineering permit review process. 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. 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. 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." 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 acres 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. 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 at 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. Please submit a signed and date private/public improvements cost sheet. Cost sheet forms and instructions are available at our website at www.cityoforlando.net/permits. For questions regarding Engineering Site issues contact Kyle Staats at kyle.staats@cityoforlando.net or 407-246-4326.

CONTACT INFORMATION

Growth Management

For questions regarding Growth Management plan review, please contact Yolanda Ortiz at 407.246.3792 or yolanda.ortiz@orlando.gov.

Transportation

For questions regarding Transportation Planning plan review, please contact Jacques Coulon at 407.246.2293 or Jacques.coulon@orlando.gov.

Development Review

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.

Public Works

For questions regarding Public Works plan review, please contact Kyle Staats at 407.246.4326 or kyle.staats@orlando.gov.

Police

For questions regarding Police plan review please contact Terrence Miller at 407.246.2454 or terrence.miller@orlando.gov.

Fire

For any questions regarding Fire review, please contact Kermit Johnson at 407.246.2676 or kermit.johnson@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.

Parks and Recreation

For questions regarding Parks review, please contact Denise Riccio at 407.246.4249 or denise.riccio@orlando.gov.

REVIEW/APPROVAL PROCESS—NEXT STEPS

1. MPB minutes scheduled for review and approval by City Council.
2. Review by the City Attorney's Office and Ordinance.
3. 1st reading of the Ordinance.
4. 2nd reading/adoption of the Ordinance.
5. GMP package sent to the Florida Department of Economic Opportunity (DEO) for review.