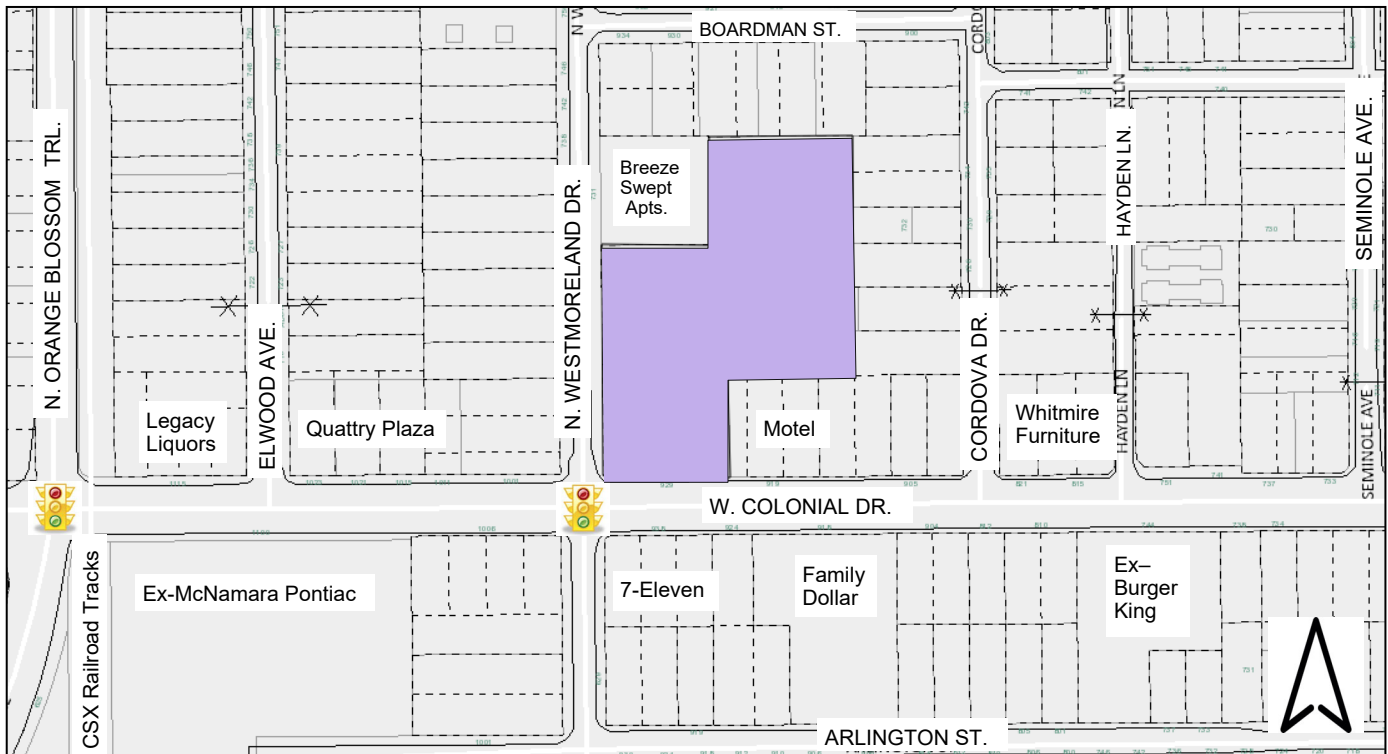


AMBASSADOR HOTEL - APARTMENT CONVERSION PLANNED DEVELOPMENT (PD)



Location Map

 Subject Site

SUMMARY

Applicant

Mark Vengroff
One Stop Housing, LLC

Owner

Sammys Investment LLC

Project Planner

Jim Burnett, AICP

Property Location: 929 W. Colonial Dr. (northeast corner of W. Colonial and N. Westmoreland Drives, in the Concord Park portion of southern College Park) (parcel #23-22-29-1604-00-080 & -0000-00-071, ±2.73 acres), District 3.

Applicant's Request: Planned Development (PD) approval to convert the existing Ambassador Hotel into the 150-room Palm Gardens Low Income Apartments, with a bonus to allow up to 55 dwelling units per acre. The property is zoned MU-1/T & O-1/T. A concurrent Future Land Use Map amendment is being requested to change the northern 0.69-acre portion

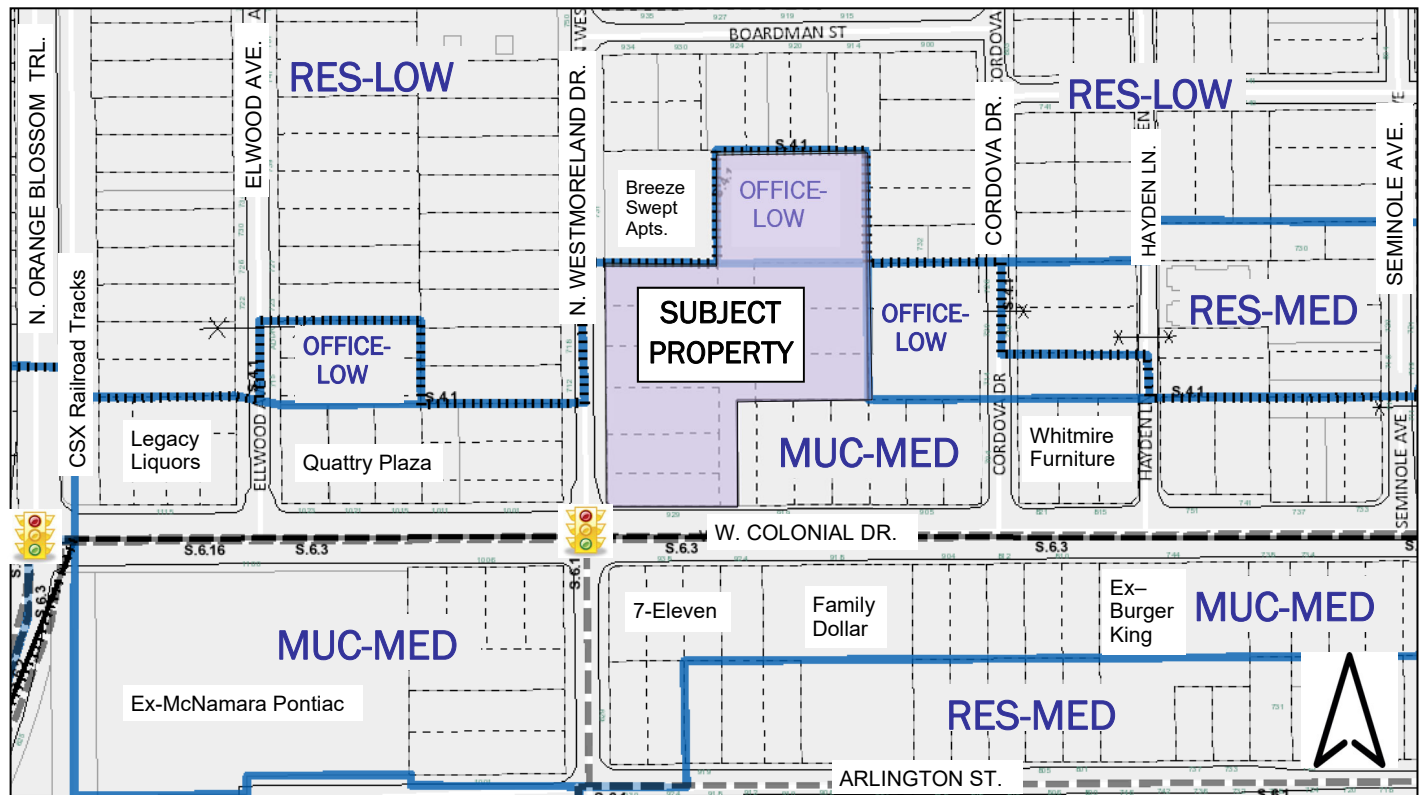
from Office Low Intensity to Mixed Use Corridor, Medium Intensity (GMP2022-10020, see separate report).

Staff Recommendation: Approval of the Planned Development (PD) with a bonus, subject to conditions in this staff report.

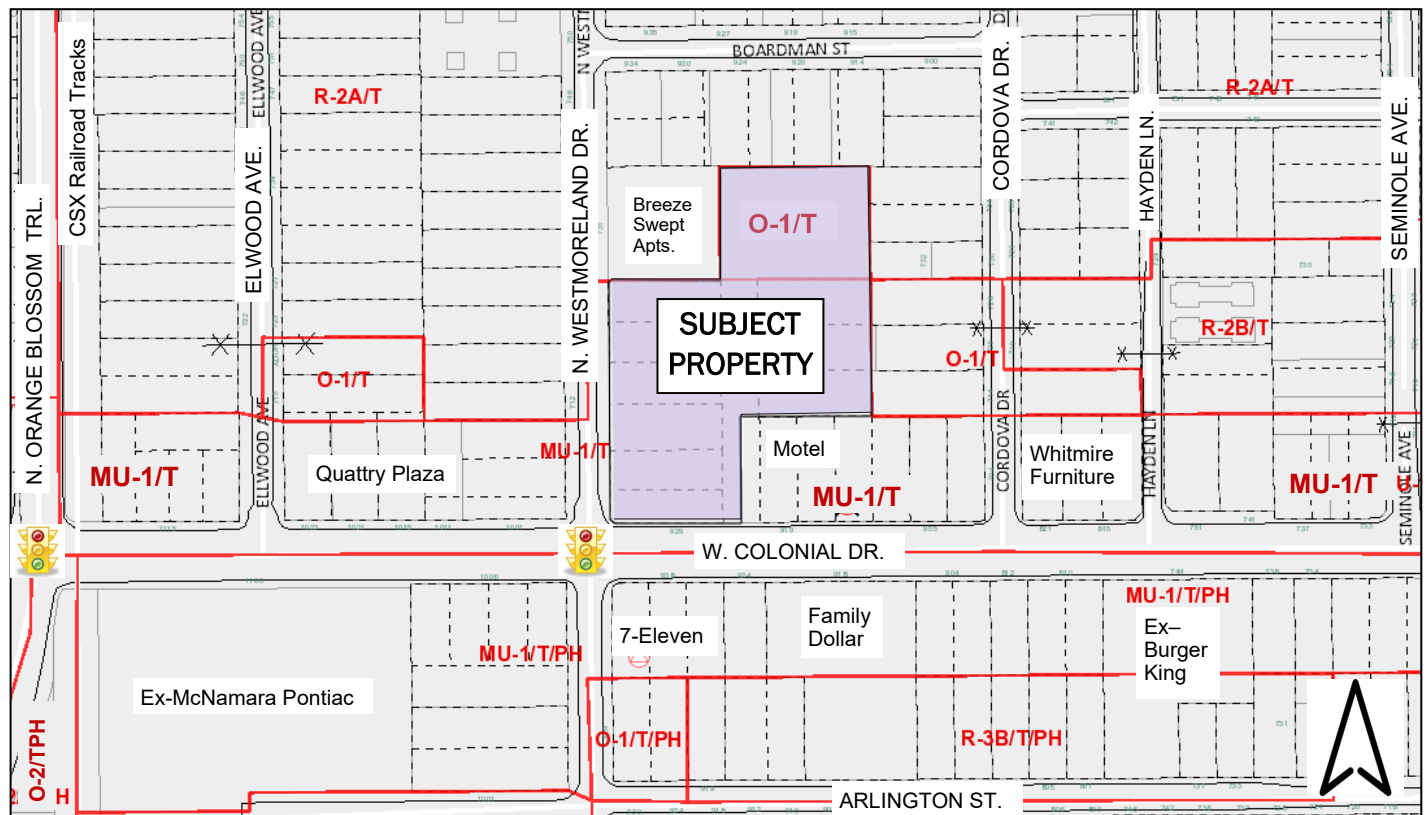
Public Comment: Courtesy notices were mailed to property owners within 400 ft. of the subject property the week of June 6, 2022. As of the mailout of the staff report, Staff has received ___ inquiries relative to the PD request. The applicant has conducted at least 2 neighborhood meetings, in Zone 5 (south) and in Zone 3 (College Park).

Updated:
June 15, 2022

FUTURE LAND USE MAP



ZONING MAP



PROJECT ANALYSIS

Project Description

The applicant is requesting a Planned Development (PD) rezoning with a bonus to allow up to 55 dwelling units per acre, for the conversion of the existing Ambassador Hotel into the 150-room Palm Gardens Low Income Apartments. The property is zoned MU-1/T & O-1/T, to be rezoned to PD/T, with default MU-1/T zoning.

A concurrent Future Land Use Map amendment is being requested to change the northern 0.69-acre portion of the property from Office Low Intensity to Mixed Use Corridor, Medium Intensity (GMP2022-10020, see separate report).

Previous Actions

1912: Property platted as part of Concord Park 2nd Addition to Orlando.

12/1957: Oswego St. (50-ft. wide street) vacated/abandoned by City Council.

1958: 95-room Holiday Inn opened on NE corner of W. Colonial and N. Westmoreland Drs. (2.04 ac.).

1960: 56-room hotel addition completed on 0.69-ac. portion north of existing hotel.

1995: Changed to a Howard Johnson Motor Lodge.

2001: Changed to Sunshine Resort Hotel.

2002: Property acquired by current owner, name changed to Ambassador Inn Hotel.

Project Context

The 2.73-acre property is located at the northeast corner of W. Colonial and N. Westmoreland Drives in the Concord Park portion of southern College Park. Adjacent uses, zoning and future land use designations are shown in Table 1 below.

Table 1 - Project Context			
	Future Land Uses	Zoning	Adjacent Uses
North	Residential Low Intensity (RES-LOW)	R-2A/T (One- and Two-Family Residential, with Traditional City Overlay)	Small Apartment Complex and Single-Family Homes
East	RES-LOW, Office Low Intensity (OFFICE-LOW) & Mixed Use Corridor, Medium Intensity (MUC-MED)	O-1/T (Low Intensity Office - Residential, with Traditional City Overlay) & MU-1/T (Medium Intensity Mixed Use Corridor, with Traditional City Overlay)	Duplexes, Single-Family Home, Vacant Lots and the Motel X
South	(across W. Colonial Dr.) MUC-MED	MU-1/T	7-Eleven & Motel X
West	(across N. Westmoreland Dr.) RES-LOW & MUC-MED	R-2A/T & MU-1/T	Vacant Residential Lots and Asian Palace Massage

Planned Development (PD) (Rezoning) Criteria (LDC Chapter 58 Part 2Q & Section 65.360)

The Municipal Planning Board and City Council shall consider the following in their review of Planned Development applications and amendments:

1. Purpose and Intent. The purpose and intent of the use and all other requirements of the LDC.
2. Growth Management Plan (GMP). The consistency of the proposal with all applicable policies of the City's adopted GMP.
3. Use and District Requirements. The proposal must conform to the applicable requirements of the zoning districts in which it is located, and, when applicable, to the requirements of LDC Chapter 58 for the particular uses or activities under consideration.
4. Performance and Design Regulations. The proposal must conform to all applicable performance and design regulations of LDC Chapter 58, 60, 61, and 62.
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. must be adequate to serve the proposed use(s).

Conformance with the GMP

The property has two future land uses, with the larger 2.04-acre property off W. Colonial Dr. having Mixed Use Corridor, Medium Intensity land use and zoned MU-1/T, and the smaller 0.69-acre parcel to the north

having Office Low Intensity land use with O-1/T zoning. The concurrent Growth Management Plan amendment (GMP2022-10020) will change the Office Low Intensity portion to Mixed Use Corridor, Medium Intensity, so that the entire site will be under one unified future land use designation and default zoning.

The purpose of the Planned Development is to allow a revised development plan for conversion of the former hotel into low income / affordable housing. A 25 dwelling unit per acre (du/ac) bonus is needed to achieve the requested 150 dwelling units on the 2.73 acre site, for an eventual density of 54.9 du/ac (below the maximum 60 du/ac allowed with a full bonus). The PD will allow a density bonus while eliminating the requirement to meet the bonus design criteria because the site will provide affordable housing in existing structures that will be rehabilitated (rather than a total demolition and rebuild of the site).

Conformance with the Growth Management Plan and Zoning

Multi-family uses are allowed under MU-1/T and O-1/T zoning; the project location under MU-1/T initially required Master Plan review, but owing to the split future land uses and nonconforming status of the property, staff is processing the commercial to residential change of use through a Planned Development (PD). Property development standards are provided in Table 2 below. The proposed Planned Development, with the density bonus requirements, is consistent with the MUC-MED future land use designation and other portions of the Growth Management Plan.

Table 2 - Development Standards (PD/T, with default MU-1/T)								
	<i>Lot Size (acres)</i>	<i>Building Setbacks (Minimum) (ft.)</i>				<i>Density</i>	<i>ISR (%)</i>	<i>Building Height</i>
		<i>Front (W. Colonial)</i>	<i>Street Side (N. Westmoreland)</i>	<i>Side (E)</i>	<i>Rear (N)</i>			
Minimum Requirements (unless otherwise stated)	na	0	Max. 15	0 or 3	10	30 du/ac. max. (82 dus)	85	35 ft.
Hotel to Apartment Conversion 150 dwelling units	±2.73	±18.2	±63.3 over 64 ft. south of adjacent R-2A/T property, where 70% of building wall must be at max. 15 ft. setback (existing structure)	6	3	Proposed 150 dus (55 du/ac)	≤85	±30 ft.

Conformance with the LDC

The default zoning under the proposed PD will be MU-1/T (Mixed Use Corridor, Medium Intensity, with Traditional City Overlay).

Bonus Request - Per LDC Section 58.1103, a bonus is typically required to provide residential density above the highest limit of the established MU-1/T zoning, with the project to meet **all** of the following criteria for approval, in addition to providing one or more of the design enhancements provided under LDC Section 58.1104:

Bonus Criteria

- a. Public goods and services to serve the proposed use must be available, made available by the applicant in proportion to the demand generated by the development, or included in a financially feasible plan.
- b. The development must include space for at least two (2) of the following uses, with the secondary use comprising at least 10% of the building area. The secondary use cannot be reserved for use solely by the principal use (for example, a residents-only gym or an employee cafeteria). The secondary use must be a permitted use or a lawfully allowed conditional use in the applicable zoning district (in this case, the default MU-1/T zoning district).
 1. Multifamily residential (**primary use**)
 2. Office (possible secondary use)
 3. Light retailing
 4. Personal service
 5. Eating and drinking
 6. Hotel (**former use**)

As evidenced by the above, conversion of the hotel to affordable housing will not create the required 2nd use required for a bonus, hence the request to rezone to a Planned Development to specifically waive the density bonus criteria, to provide affordable housing in a location where such housing is sorely needed.

Affordable Housing

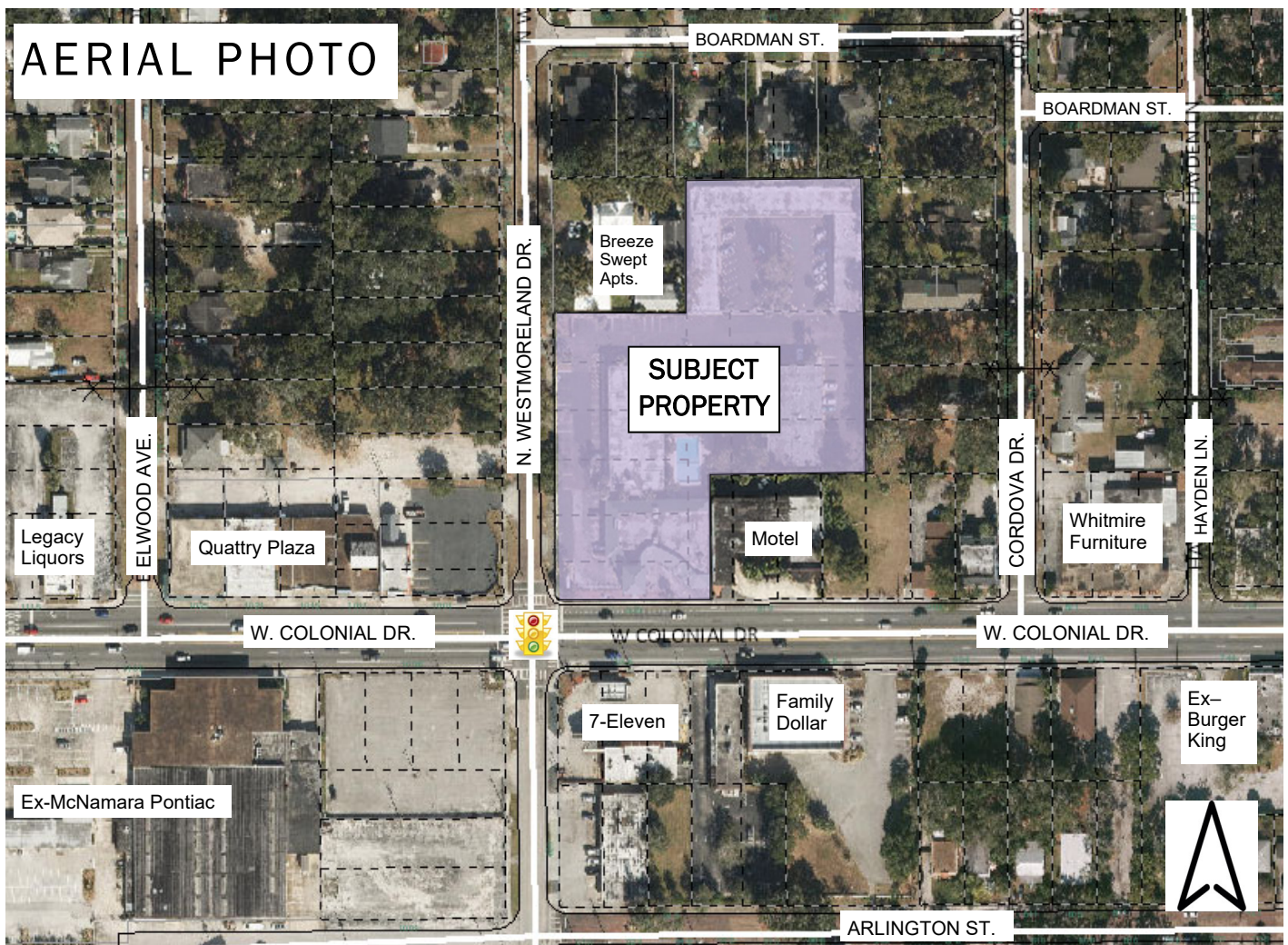
The City allows bonuses for Low- and Very Low Income Affordable Housing (LDC Section 58.1133) but those standards are antiquated in that any density bonuses are provided in exchange for a contribution by the developer to the City's Trust Fund for Low- and Very Low Income Housing or for an on-site housing alternative. The PD rezoning represents the ability to convert a hotel to affordable housing without having to totally demolish the former hotel and build new apartments, reducing the overall cost to the applicant and to the City as well. To achieve the Affordable Housing density bonus, a neighborhood analysis and compatibility review is performed, to demonstrate that the higher density will not overly impact adjacent less intense residential uses to the north and east.

A small apartment complex (BreezeSwept Apts., at 21.5 du/ac under R-2A/T zoning) is located to the north along N. Westmoreland Dr., with primarily single-family and duplex units located on the west side of N. Westmoreland Dr., on the south side of Boardman St. and along the west side of Cordova Dr. (all zoned R-2A/T). The pre-existing hotel represents a very transient use, wherein conversion of the hotel to residential apartments seeks to provide a more stable housing (less transient) environment, with appreciable fewer trips than would continue to be present if the property were to be retained as a hotel/motel. Staff finds that the proposed apartment use **will** be compatible with adjacent existing residential uses to the west, north and east.

Transportation

The site is currently accessed from W. Colonial and from N. Westmoreland Drives. Per the site plan, the site already enjoys adequate interior circulation.

Parking. Per LDC Section 61.322, Figure 27, the proposed 150-unit efficiency apartments will require at least 112 resident parking spaces, as illustrated in Table 3 on the following page; exactly 112 total spaces



are proposed, including handicapped spaces. Additional 2-wheeled spaces and a loading space may also be located on the premises.

Bicycle spaces must also be provided.

Urban Design

The configuration of the converted apartments will not significantly change, with resident parking to remain between N. Westmoreland Dr. and the street side units, and additional parking in the middle and east portion of the site and wrapped internal to the northernmost U-shaped apartment building. The proposed exterior finishes are shown on page _ of this report. The project will include sidewalks that will tie into the existing external pedestrian sidewalks on W. Colonial and N. Westmoreland Drives. The total amount of on-site stormwater should be reduced via the addition of greenspace and will continue to be piped into existing stormwater outfalls/drainage outlets.

Buffers & Landscaping. The proposed apartments abut another smaller apartment complex to the north (on the east side of N. Westmoreland Dr.) and single-family and duplex uses to the north (along Boardman St.) and Cordova Dr. (to the east). Required and proposed buffers are provided in Table 4 below. Landscaping must be consistent with LDC Chapter 60, unless otherwise stated in the Urban Design conditions within this report.

Table 4 - Buffer & Landscaping Standards

<i>Proposed Uses</i>	<i>Required (R) & Proposed (P) Buffer Widths/Depths (Min.)(ft.)*</i>			
	<i>Front (N) (W. Colonial Dr.)</i>	<i>Street Side (W) (N. Westmoreland Dr.)</i>	<i>Rear (N) (abutting MF & SF Homes)</i>	<i>East (Abutting SF Duplexes & Vacant)</i>
150-unit Affordable Apts.	R: 7.5 ft. lot line P: ft. with metal picket fence	R: 7.5 ft. lot line buffer P: ft. vegetated with metal picket fence	R: 7.5 ft. lot line buffer P: 3-ft. with fence	R: 7.5 ft. lot line buffer P: 6 ft. vegetated

* Dimensions refer to range of acceptable buffer depth; each requires plantings and/or screen fence or wall

Signage. Per LDC Section 64.257, the proposed apartments are entitled to minimal 18 sq. ft. wall or projecting signage (since the front setback on W. Colonial Dr. is less than 35 ft., per Traditional City requirements). Additional but equally less obtrusive signage is allowed on the N. Westmoreland Dr. frontage, across from other MU-1/T and R-2A/T zoned uses. No pennants, streamers or digital signs are allowed; grand opening and "coming soon" signs are also prohibited. All signs must be permitted prior to fabrication and erection.

Solid Waste. Several solid waste receptacles are shown within the total site, to be located in walled corrals with decorative walls and gates to match materials and finishes of the converted apartment buildings. Recycling dumpsters will also need to be added. All dumpsters will need to allow the required minimum 50-ft. back-up distance for solid waste vehicles.

School Impacts - The proposed use will be residential apartments, so an OCPS concurrency analysis is required. 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 changes. The applicant submitted a formal application to OCPS and that review is pending. Based on the information provided herein, staff is recommending approval of the GMP amendment and PD rezoning, as there appears to be available school capacity. A formal review with OCPS is needed, as well as a concurrency review, all to be finalized prior to permit issuance and replat of the property.

Table 3 - Parking Requirements (per LDC Sect. 61.322)

<i>Proposed Use</i>	<i>Min./Max. Parking Ratio</i>	<i>Required (spaces)</i>	<i>Spaces Provided</i>
150-du Efficiency Apartments	Min: 0.75 spaces/unit	112 (min.)	112 (includes ADA)
		Total	

APPLICANT'S NARRATIVE



Former Ambassador Hotel Orlando Florida Multi-Family Workforce Housing Conversion

Overview

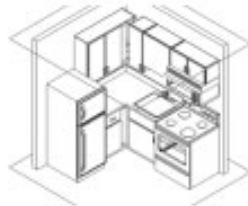
One Stop Housing is seeking to convert the Ambassador Inn Hotel located at 929 W Colonial A Orlando FL from Hotel to 150-unit low-income workforce housing apartments.

Property Description:

The property was built in 1958 and consists of three two story buildings on 2.04 acres of land. The front office management buildings has a small 1,768 square feet meeting space.

Overview of renovations we plan for the former Hotel

The property would go through a full renovation. This includes new plumbing, electrical systems, a monitored fire suppression system, tiled floors, bathroom ventilation system, fire rated walls, kitchenettes, and additional future-proofing improvements as needed into every unit. Aesthetic repairs to each property's exterior, security measures, renovations to parking lots, flood prevention, and damage caused by settling are addressed. Staircases are also repaired or replaced.



Full kitchenettes include cooking appliances, microwave, child-resistant cabinets and countertops, a full-sized refrigerator, and a sink.



Project Narrative:

The property operates as a motel with short term room rentals. One Stop Housing would convert the motel rooms into a low-income workforce housing, and it would go through a full renovation which would include the following.

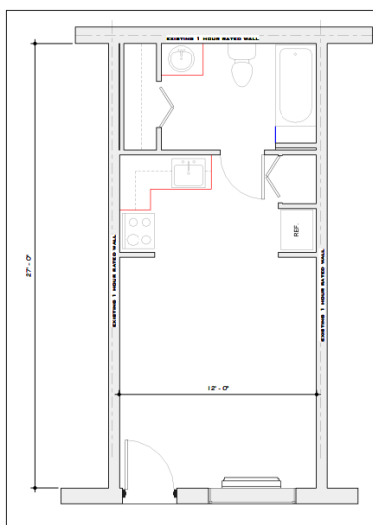
- Renovation of the roof
- Interior demolition of all the living units including all finishes, electrical, plumbing, and mechanical fixtures
- Removal of all electrical wires, plumbing water and drain lines
- Removal of the front entry wall including windows and entry doors
- After all demolition is completed reframe all the units as shown on the floor plan
- Install all new electrical wires and plumbing drain and water lines
- Install new air conditioning units
- Install new drywall and finishes
- Install all new kitchen cabinetry with energy star appliances
- Install new entry door, interior doors and low-e windows with
- Install new insulation
- All new color scheme on exterior
- Installing all new Fire Sprinkler and Fire Alarm System

All work will be meeting with ADA requirement and comply with Florida Building Code latest edition.

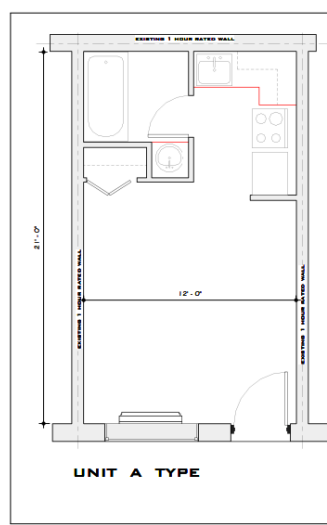
Amenities:

- Full Time on-site Property Mgmt
- Full Time on-site Maintenance Team
- Security Guard & Security Cameras
- Laundry Facility
- Free WIFI
- Rents include all Utilities
- Gated Community
- Community Center / Business Center

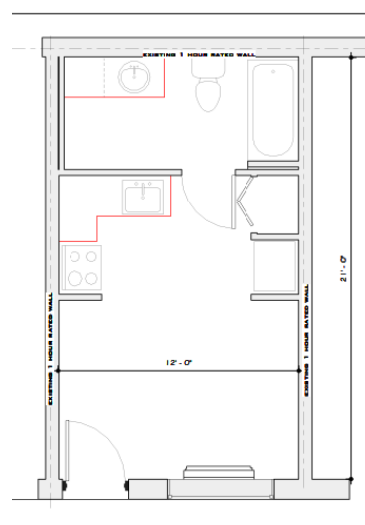
TYPICAL FLOORPLANS



1 NEW APARTMENT ACCESSIBLE UNIT C
3/8" = 1'-0"

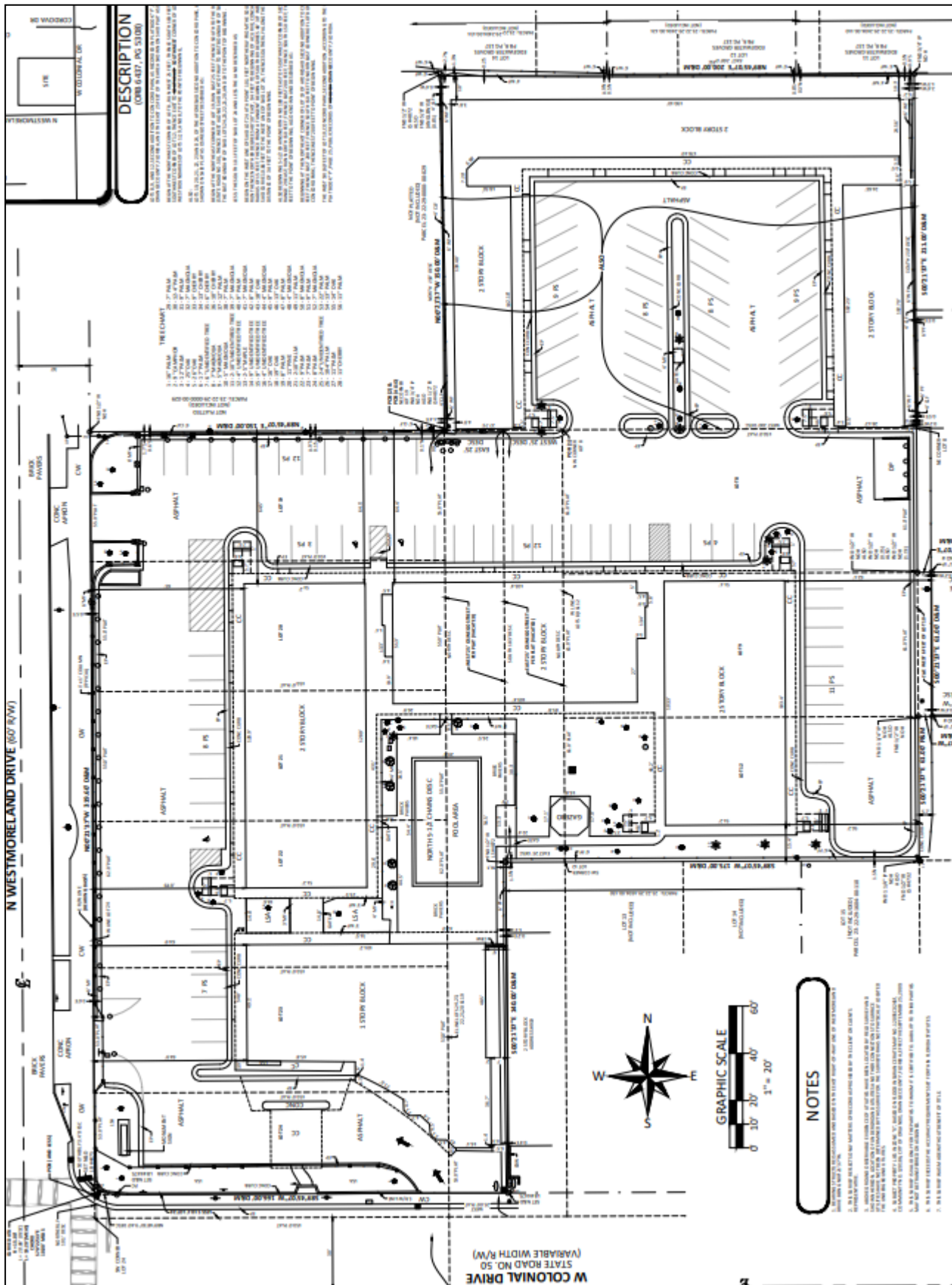


4 NEW APARTMENT FLOOR PLAN A & B
3/8" = 1'-0"

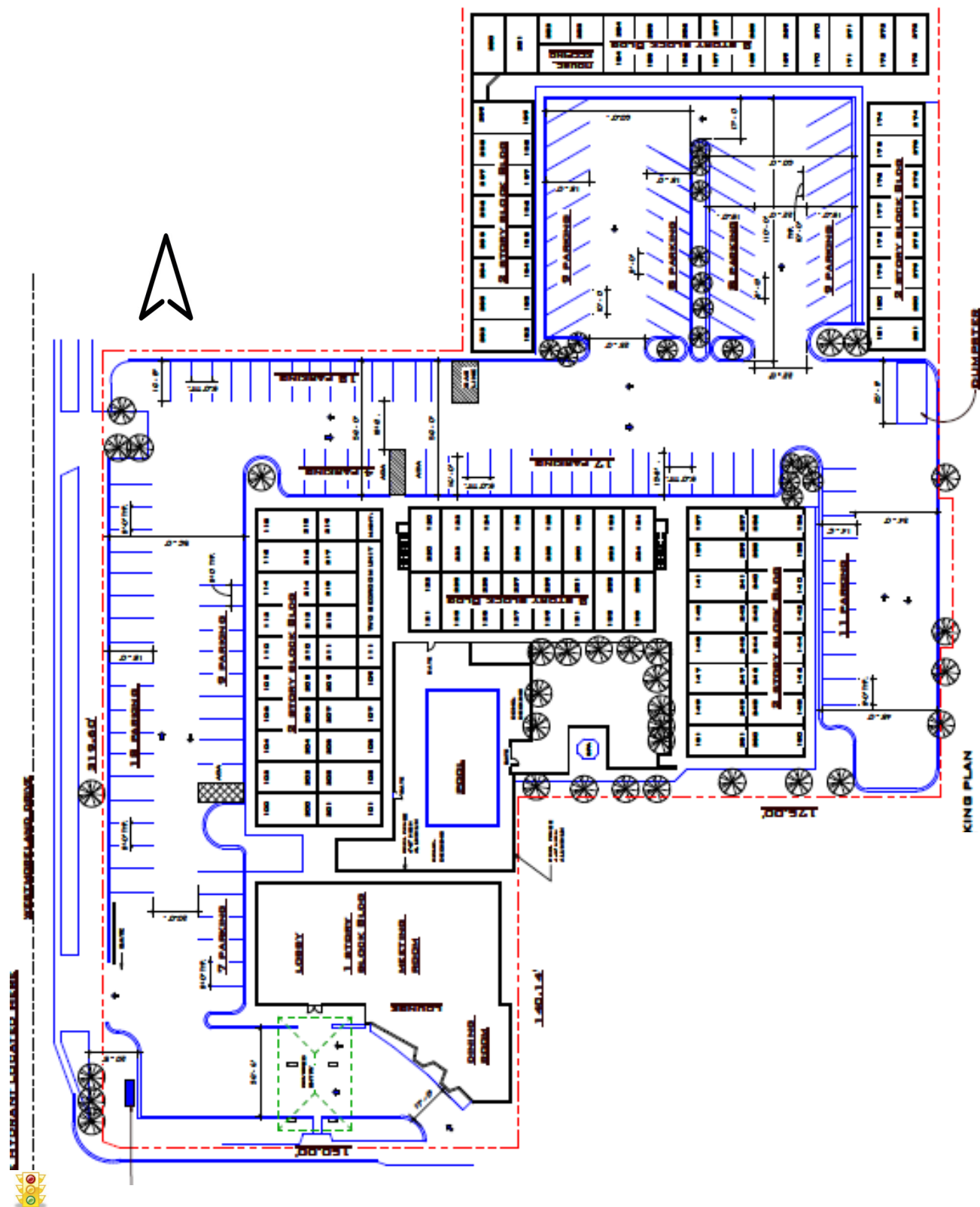


UNIT B ACCESSIBLE TYPE

SITE SURVEY



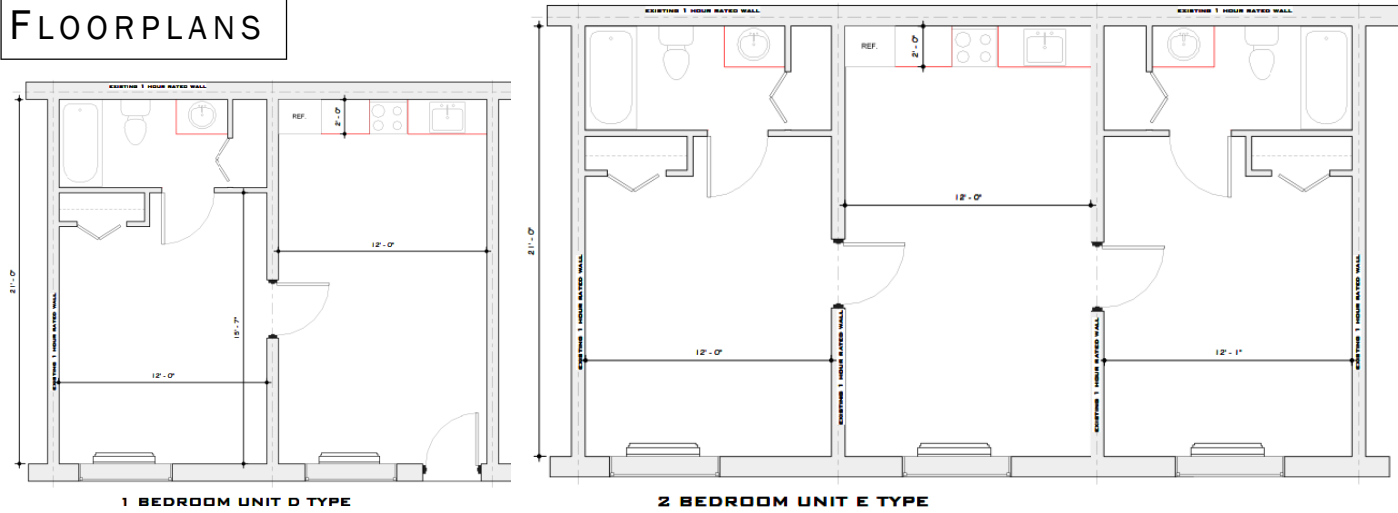
SITE PLAN



PROPOSED BUILDING ELEVATION

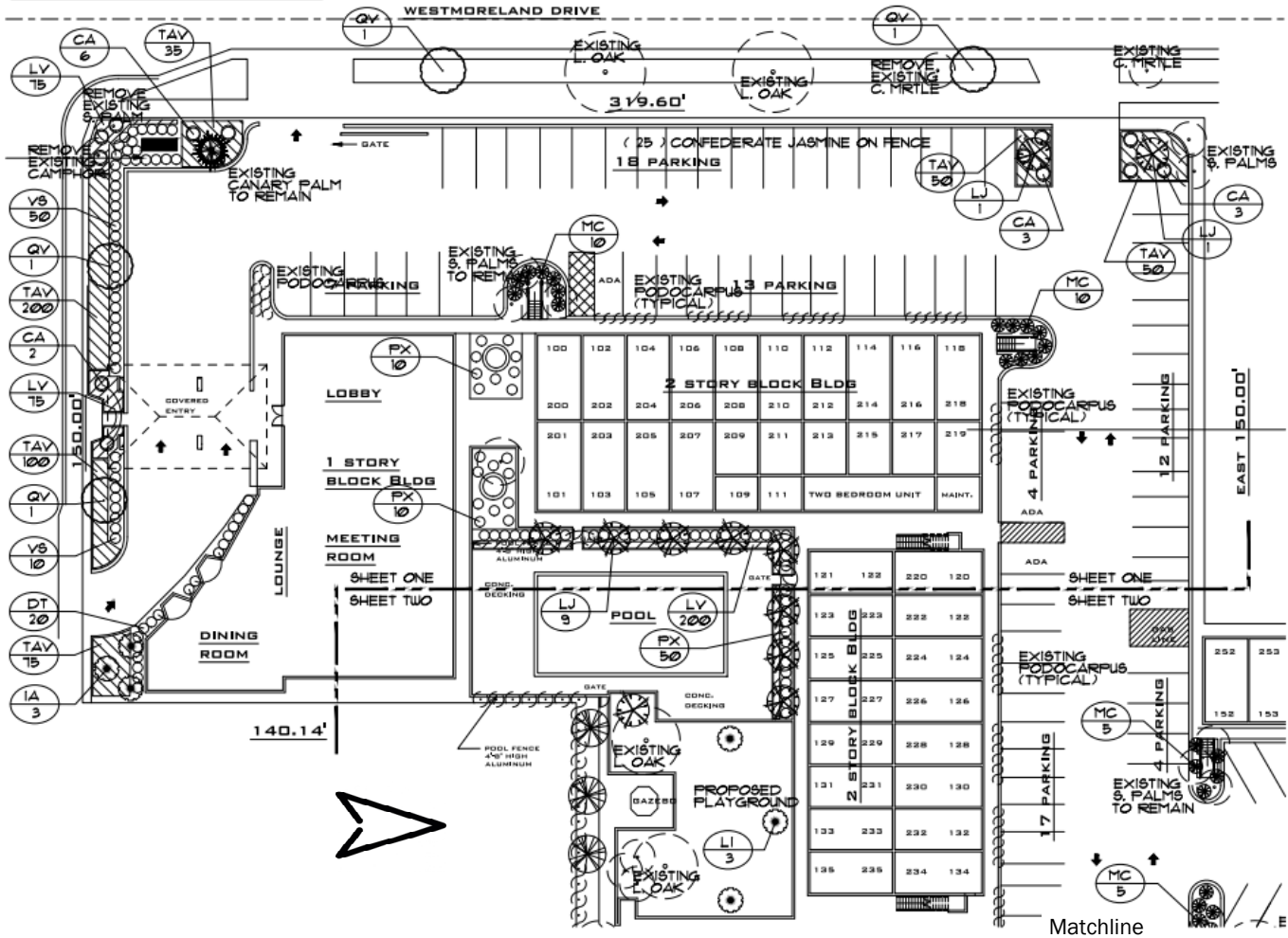


ADDITIONAL FLOORPLANS

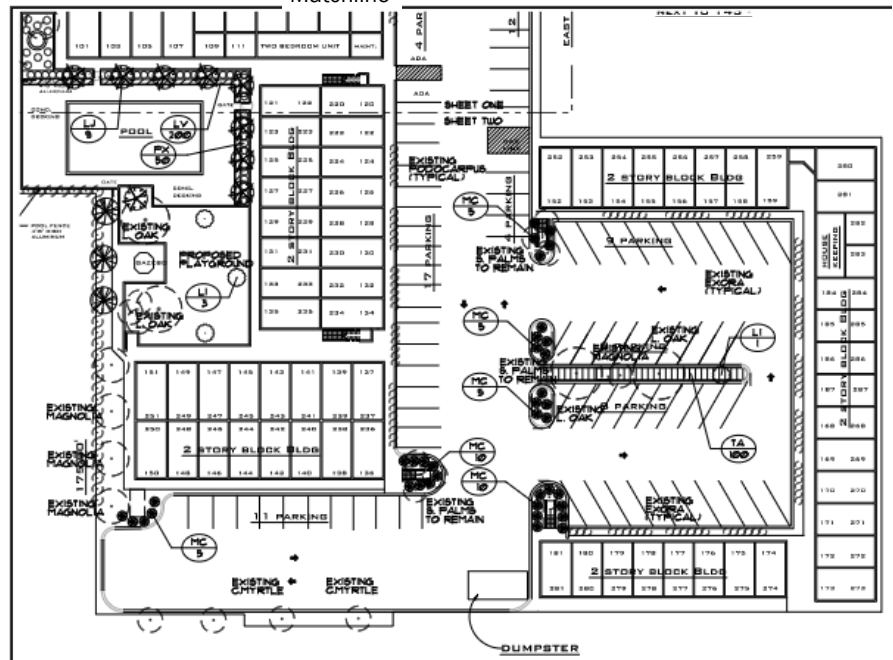


PROPOSED LANDSCAPE PLAN

FIRE HYDRANT LOCATED HERE



Matchline



FINDINGS & RECOMMENDATION

Staff finds that the proposed PD rezoning for the 150-unit Ambassador Hotel to Apartments conversion is consistent with the requirements for approval of a Planned Development as contained in Section 65.360 of the Land Development Code (LDC):

1. The proposed PD rezoning is consistent with the City's Growth Management Plan.
2. The proposed PD rezoning is generally consistent with the City's Land Development Code.
3. The proposed development will comply with the applicable regulations of the default MU-1/T 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 PD rezoning for the 150-unit Ambassador Hotel to Apartment conversion, per the conditions below.

CONDITIONS OF APPROVAL - REQUIRED

Growth Management Plan

With the adoption of the GMP amendment (GMP2022-10020), the project will be in compliance with the MUC-MED density of 15-30 du/ac with a near maximum affordable housing bonus up to 55 du/ac. The subject property lies within the Subarea Policy 4.1, which states "In order to protect residential neighborhoods from encroachment, the activity center, mixed use corridor and office areas shall not be permitted to expand." Since the hotel already exists within the existing Office Low Intensity future land use designation, and only the use is changing (to apartments), an expansion of the district is NOT proposed, thus the proposed land use change and PD rezoning remains in compliance with the subarea policy.

The applicant must comply with the Orange County Public Schools revision process for capacity and concurrency.

Land Development

1. Impervious Surface Ratio (ISR) - Total ISR is limited to 85% under MU-1/T zoning.
2. Density - Total density cannot exceed 55 dwelling units per acre, per the Mixed Use Corridor, Medium Intensity future land use and default MU-1/T zoning designations.
3. Parking - A minimum 112 parking spaces are required, based on a proposed 150 efficiency apartments.
4. Signs - Per LDC Section 64.257, the proposed apartments are entitled to minimal 18 sq. ft. wall or projecting signage (since the front setback on W. Colonial Dr. is less than 35 ft., per Traditional City requirements). Additional but equally less obtrusive signage is allowed on the N. Westmoreland Dr. frontage, across from other MU-1/T and R-2A/T zoned uses. No pennants, streamers or digital signs are allowed; grand opening and "coming soon" signs are also prohibited. All signs must be permitted prior to fabrication and erection.
5. Buffers - Minimum 7.5 ft. lot line buffers are encouraged along the front of the property adjacent to W. Colonial Dr., on the west streetside (N. Westmoreland Dr.), north (rear) and east (side), with all buffers to be landscaped consistent with LDC Chapter 60 where possible, realizing that the site is existing non-conforming and buffers and required landscaping can only be better than what currently exists.
6. Phasing - The proposed hotel to apartment conversion will be constructed in one phase, which may be spread out over time.
7. Scope of Planned Development - The proposed redevelopment must be as described within this report. Any changes in the future use and operation of the site as described herein may require an amendment to the approved PD. This approval is not transferable to another property or parcel.
8. Affordable Housing - The property must be certified as Affordable by the City's Housing Department prior to issuance of building permits.
9. Bonus - The design criteria for a bonus are waived. The site plan, elevations and density as proposed/ submitted are deemed to satisfy LDC Chapter 58 Part 6B, subject to the conditions in this staff report.

(see additional informational comments on page 15 of this report)

Urban Design

REQUIRED CONDITIONS (CONTINUED)

Overall Site

1. An Appearance Review (AR) must be completed at time of permitting to ensure all comments and conditions have been met. If a final site plan determination is required, the AR review may be completed at that time.
2. Direct pedestrian connectivity from W. Colonial and N. Westmoreland Dr. rights-of-way to the building must be maintained/provided.

Architecture

3. Primary pedestrian entries must be clearly expressed and highlighted and recessed or framed by a sheltering element such as an awning, arcade, porch, portico, or canopy.
4. Where possible, minimum building transparency should be maintained via replacement of windows and doors.

Landscaping

5. Street trees are required along W. Colonial and N. Westmoreland Drives. Said Street trees must be canopy trees and planted per LDC Sec. 60.216. If an obstruction exists (i.e. powerlines), understory trees may be used in lieu of canopy trees.
6. Where possible, landscaping must achieve the Minimum Required Landscape Score (MRLS) required for the proposed type and intensity of development (per City Code Chapters 60 and 61). A spreadsheet showing compliance with the MRLS 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/>.
7. Where possible, all vehicular use areas should be sufficiently screened from adjacent streets, with screening to utilize a combination of groundcovers, hedges, and understory trees. This screening is in addition to any canopy trees that are required around the perimeter of vehicular use areas and in any row-end/intermediate landscape islands.
8. Additional information is needed on sheet L-0001 regarding bufferyards (pursuant to LDC Chapter 60, Part 2, Section 2E) and street tree installation (pursuant to LDC Chapter 60, Part 2, Section 2D) for the frontages along W. Colonial and N. Westmoreland Drives.
9. Where possible, required canopy trees must be provided for all parking lot landscape islands.
10. An opaque synthetic fence screening material is recommended in lieu of confederate jasmine.
11. The proposed minimum height and width information for all tree specifications must be provided on the landscape plan. The plans list MT under most plant specifications, but clarify the minimum height of the plant.
12. Existing trees used to satisfy the requirements of LDC Chapter 60 must meet the tree health provisions of LDC Chapter 60, Part 2, Sec. 2J(d).
13. Existing trees (not including those classified as invasive, exotic species) must be preserved to the extent practical. The placement of underground utilities, including irrigation, within the driplines of existing trees to be preserved must be done by means of tunneling rather than trenching.
14. Any plants identified as a Category I invasive exotic species by the Florida Exotic Pest Plant Council must be removed.
15. Tree clearing (excluding the clearing of invasive exotic species) cannot commence on the development site until all required Master Plans and final site plans, and variances have been approved, and applications for full site and building development permits have been submitted for review. Contact the City Parks Division prior to any clearing or tree removal occurring on-site.
16. Additional information is needed on sheet L-0001 indicating where tree protection fences will be installed surrounding existing/preserved trees.
17. Additional information is needed on sheet L-0002 to ensure that dumpsters are enclosed within a solid masonry wall finished to match the building, with solid decorative gates provided to screen the openings when not in use.
18. Additional information is needed on sheet L-0002 to identify if the Gazebo is existing or proposed. If it is proposed, please provide elevations and dimensions of the proposed structure.
19. Additional information is also needed on sheet L-0002 regarding the proposed playground surface material and fall attenuation details.

Utilities

20. All ground mounted and rooftop mechanical equipment must be screened from view and must meet applicable LDC screening conditions. An interior screen wall or parapet for rooftop mechanical equip-

REQUIRED CONDITIONS (CONTINUED)

- ment is required, with the interior screen wall or parapet to be the same height as the installed mechanical equipment.
21. Backflow preventer(s) must be located to not be directly visible from the R-O-Ws and should be screened from view where necessary. Backflow preventers must be clearly identified on the final utility, site, and landscape plan(s).
 22. 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 that is a minimum 36 in. tall at the time of planting and maintained at a minimum 48 in. height. They must be clearly identified on the final utility, site, and landscape plan(s).
 23. All a/c units and mechanical equipment must meet applicable LDC screening requirements.
 24. All utilities, including street light poles, must be kept out of the pedestrian path. Outdoor lighting must comply with LDC Chapter 63, Part 2M. Lighting fixtures must be decorative in appearance, style and finish and must not exceed 15 ft. in height.
 25. A signed and sealed lighting plan consistent with LDC Sec. 63.404 & -.405 must be submitted with permitting drawings.

Transportation

1. Except 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 (ESM) 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 ESM in effect at the time of submittal to Permitting Services.
3. 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 must submit the following:
 - a. Maintenance of Traffic (MOT) plans (for more 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)
4. Access Points: All site plans must be updated to show the proposed conditions of each access point, median and the existing conditions of the ROW on the opposite side of the street from each proposed curbcut (existing or proposed).
5. An AutoTurn analysis for emergency vehicles and solid waste collection must be attached to plans at time of permitting to prevent delays in processing.
6. Solid Waste: The final site plan must show the location and size of the on-site double solid waste compactor(s) / dumpster(s) with concrete pads, and enclosures with doors. Dumpsters must be located to provide a minimum 50 feet of clear backup space and constructed per Orlando Engineering Standards Manual (ESM) requirements, or documentation must be provided from the City's Solid Waste Division indicating curb pick-up or other approved arrangement. Provisions for both solid-waste as well as recycling are required.
7. Sight Lines: 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 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 must be trimmed or spaced according to FDOT Design Index 546.

Pedestrian Access/Sidewalks

REQUIRED CONDITIONS (CONTINUED)

8. Crosswalks must be installed across each driveway entrance and wherever a designated pedestrian path crosses a vehicle travel lane. Each crosswalk must be clearly marked / designated with high intensity markings in a "ladder" pattern per Manual of Uniform Traffic Control Devices (MUTCD) standards where the driveways cross the sidewalks on W. Colonial and N. Westmoreland Drs.
9. Sidewalk connections must be provided from the public sidewalk along the streets to the front of each proposed building. This may be accommodated through a sidewalk connection at the driveway entrances as well as at the location of the front door to the building. As shown, there are few pedestrian connections between the public sidewalks and apartment buildings.
10. On-site sidewalks must be a minimum of 5- or 6-ft wide when adjacent to drive aisles or parallel parking and 7-ft wide when adjacent to parking stalls unless wheel stops are used. As shown, all sidewalks adjacent to parking spaces must be a minimum of 7 ft. in width where wheel stops are not proposed. On-site sidewalks must connect to each other to allow access to the front doors of the apartment buildings as well as to the public sidewalks.
11. Unused Curbcuts: 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.

Parking

12. Parking Spaces: All parking must meet the space requirements for efficiency apartment units as noted in the LDC (0.75 spaces per efficiency apartment unit).
13. Two-wheeled Parking: A minimum of 2 two-wheeled motor vehicle parking spaces per building site, must be provided convenient to the main entrance of the building. The spaces must be sized and placed in accordance with LDC Sec. 61.322 (d).
14. Bicycle Parking for each building must be provided in accordance with the standards of LDC Chapter 61, Part 3D, and must be made available prior to the issuance of any Certificate of Occupancy for the use being served. 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. 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.

Water Reclamation (WRD)

1. The drawings and documents on record for this case 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.
2. Sanitary sewer analysis, 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.

Solid Waste

Plans for double enclosures for refuse containers must be provided. Per City Code Chapter 28 Mandatory Recycling, all new commercial and multi-family residential properties are required to have a double enclosure that accommodates both a garbage and recycling container. Further specifications can be found in City Code Chapters 28 and 58, as well as the Engineering Standards Manual (on the last page of the "details" section).

INFORMATIONAL COMMENTS

Land Development

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.
2. PD Expiration - Approval of the PD by the City Council (via approval of the associated GMP amendment and PD ordinance) allows the applicant to apply for building permits (see Urban Design Appearance Re-

INFORMATIONAL COMMENTS (CONTINUED)

view comment on page 12). If initial permits for conversion of the hotel to new apartments are not issued within five (5) years of approval of the PD, the PD will expire.

3. Regulations Subject to Code - Except as provided herein, the proposed project is subject to the conditions of this report and all codes and ordinances of the State of Florida, City of Orlando and all other applicable regulatory agencies.

Orlando Police Department (OPD)

CPTED Review - The Orlando Police Department reviewed the plan for the proposed Ambassador Hotel to Apartments conversion utilizing CPTED (Crime Prevention Through Environmental Design) principles, which emphasize the proper design and effective use of the built environment to reduce crime and enhance the quality of life. The four (4) overlapping strategies in CPTED that apply to any development are Natural Surveillance, Natural Access Control, Territorial Reinforcement and Target Hardening.

1. Natural Surveillance:

- A photometric plan was not provided for review.
- All lighting for this project must meet or exceed the guidelines in Orlando City Code.
- It is strongly encouraged that all apartments continue to have windows to observe walkways, parking areas and driving lanes.
- All entry doors on all buildings must contain a minimum 180° viewers or small windows with security glass.

2. Natural Access Control:

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

3. 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 and all dwelling units 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.
- Door locks must be located a minimum of 40 inches from adjacent windows.
- A uniform access control system is strongly encouraged so only authorized personnel have access to their respective business or residential areas, and any amenities or restricted areas. Common area doors or gates should have locks that automatically lock when the doors close.
- If alarm or security systems is 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.
- If a video surveillance system is installed, it must be capable of recording and retrieving an image to assist in offender identification and apprehension is a good option to consider. Cameras should be mounted at an optimal height to capture offender identification. Cameras should be placed in several locations to include parking areas, walkways, entrances, outdoor seating areas, amenities decks, and anyplace with limited or no natural surveillance such as sheer walls and around trash receptacles, service and loading zones.
- Back or side (non-public) doors should always be kept locked from the outside. Internal policies should prohibit the "propping open" of exterior doors.
- 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.

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, CPL Edgar Malave at Edgar.Malave@orlando.gov or at 407-808-5110.

Site Engineering (8th floor City Hall)

The following issues 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 that alters the

INFORMATIONAL COMMENTS (CONTINUED)

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 and Geotech Report, Stormwater Tabulations, and all necessary docs needed in order to verify the City's and Water Management District standards are met.

2. A certification signed by the Engineer, licensed in the State of Florida, responsible for the stormwater design must be provided to read 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 must obtain an EPA NPDES permit. The NPDES permit must be received in the Office of Permitting Services prior to the issuance of City of Orlando permits.
4. A signed and sealed existing topographic survey with datum and official benchmark in the NAVD88 vertical datum must be provided. Per the City's ESM Section 7.01.A.1, survey data must be gathered to at least 25 ft beyond the property line or as far offsite as required to assure offsite drainage patterns are maintained. Also, a hard copy of the signed and sealed survey must be submitted to City Hall 8th floor, addressed to Richard Allen, City Surveyor.
5. Please submit a signed and dated private improvements cost sheet. Cost sheet forms and instructions are available at www.cityoforlando.net/permits.
6. Water quality must be recovered per the requirement of the Water Management District. Please provide a model demonstrating the recovery analysis. A Water Management District water treatment permit may be required.
7. All proposed and existing sidewalks touched during construction will need to be updated to the newest ADA requirement.
8. A City Service Agreement is required by the Owner if portions of the sidewalk along W. Colonial and N. Westmoreland Drives will be within private property. The easement will 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.
9. Please clarify whether any portion of the front or streetside sidewalks will be paved. Please note that if pavers are to be used beyond the property line and into the adjacent ROWs, the owner is required to submit a signed and recorded a Right-of-Way Pavers Agreement. The sidewalk portion of all driveways 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.
10. A detailed, scalable, fully dimensioned site plan must be provided for 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 between existing and proposed.
11. A signed and dated private improvements cost sheet must also be provided. Cost sheet forms and instructions are available at www.cityoforlando.net/permits.

Site Engineering (Permitting)

1. This property (as depicted on the site plan in this report) is required to **plat** in accordance with LDC Section 65.401 prior to the issuance of building permits. A Hold Harmless agreement and deposit can be submitted at time of replat submittal to allow temporary satisfaction of the replat condition following TRC review of the plat application.
2. 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, per LDC Section 65.604.
3. All plans must conform to the Engineering Standards Manual (ESM), Fifth Edition, and all construction must be accomplished in accordance with the ESM.
4. All new construction, change in use, additions, or redevelopments are required to submit a Concurrency

INFORMATIONAL COMMENTS (CONTINUED)

Management application as a part of the building plan review process.

5. LDC Section 61.226 provides for a Street Tree Trust Fund, wherein the developer is responsible for the installation of 12-14 –ft. tall street trees prior to finalization of the building permit.

Fire Permit Review

The site review of the conceptual designs presented is preliminary and cursory in nature, as such, the comments communicated 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 of Orlando, Municipal Code (Chapter 24) Fire Prevention, 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.

The following comments *may* require a revision of the conceptual design presented and include but not limited to the following.

1. 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.
2. Required Fire Department Access (Mandatory Requirement): Approved fire department access roads must be provided for every facility, building, or portion of a building hereafter constructed or relocated. NFPA 1.18.2.3.1.1; NFPA 1.18.2.3.1.2 Fire department access roads shall consist of roadways, fire lanes, parking lot lanes, or a combination thereof. The Orlando Fire Department requires access to two sides of a building or structure. 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
3. 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]
4. 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 and sized for the dimensions of the largest OFD apparatus. Use of areas subject to obstruction 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
5. APPARATUS DIMENSIONS AND SPECIFICATIONS. • Overall lengths tower Ladder Dimensions 95-95 ft • Width 12' Ft • Truck body length 60' Feet • Weight 75,000 pounds • H Jack Outriggers 6' feet each side • Truck width including outriggers is 21' feet • Boom fully retracted at 90 degrees truck length 29' ft • Vertical of Boom is 93' feet 7" inches.
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.

INFORMATIONAL COMMENTS (CONTINUED)

7. **URNS.** Turns in fire lanes shall be constructed to provide sufficient width to accommodate the largest piece of fire apparatus available to be operated on the fire access road, but in no case shall the radius to the outside curb line be less than 50 ft. and 30ft. interior.
8. **ENGINEERED STABILIZATION.** Fiber products installation for soil and turf reinforcement will be conditionally approved by the AHJ. A statement indicating that current and future owners of this property will maintain the integrity and stability of this treated soil or turf for the use of City of Orlando Fire Truck Apparatus must be recorded with the property's deed. Recorded documentation must be provided before final inspection (Document Hold Required). Also, the soil or turf access treated with this product will be made available to City of Orlando Fire Department Vehicles at any and all times for testing purposes. [NFPA 1:18.2.3.5 and 18.2.3.5.2]
9. **POINT LOAD CALCULATION.** The ground contact area for each stabilizer shall be such that a unit pressure of not greater than 75 psi (500 kPa) will be exerted over the ground contact area when the apparatus is loaded to its maximum in-service weight and the aerial device is carrying its rated capacity in every position permitted by the manufacturer. NFPA 1901.19.21.4.2
10. **Water Supply:** All site plans shall indicate the location of fire hydrants. All portions of an unsprinkled building must be within 300 ft. distance of a fire hydrant. All portions of a sprinkled building must be within 500 ft. distance of a fire hydrant. City Code Chapter 24.30; NFPA 1.18.3
11. **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 must be provided to demonstrate delivery of fire flow.

CONTACT INFORMATION

Growth Management - Yolanda Ortiz at 407-246-3792 or at Yolanda.ortiz@orlando.gov.

Land Development - Jim Burnett at 407-246-3609 or at james.burnett@orlando.gov.

Urban Design - Max Spann at 407.246.3292 or at Maxwell.spann@orlando.gov.

Transportation - Jacques Coulon at 407-246-3427 or at Jacques.coulon@oforlando.gov.

Police - Terrence Miller at 407-246-2454 or at terrence.miller@orlando.gov.

Sewer/Water Reclamation - Julio Morais at 407-246-3724 or at julio.morais@orlando.gov, or David Breitrick at 407-246-3525 or at david.breitrick@orlando.gov.

Parks/Tree Encroachment or Removal - Greg Mallory at 407-246-3857 or at greg.mallory@orlando.gov.

Site Engineering - Jackie Dabney at 407-246-3978 or at jacqueline.dabney@orlando.gov.

Permitting - Keith Grayson at 407-246-3234 or at keith.grayson@cityoforlando.net.

Fire Review - Chip Howard at 407-246-2143 or at Charles.howard@cityoforlando.net.

Solid Waste - Evan Novell at 407-246-4139 or at Evan.novell@orlando.gov.

REVIEW/APPROVAL PROCESS-NEXT STEPS

1. Following the MPB meeting, the City Council will review and approve the June 2022 MPB meeting minutes on Monday July 18, 2022. An ordinance will then be prepared for the GMP amendment and PD rezoning and will subsequently be scheduled for City Council readings and a 2nd hearing (likely in August 2022).
2. Following the MPB meeting, the applicant can apply for the Minor Plat and can apply for site plan permits but permits cannot be issued until the City Council approves the GMP amendment and PD rezoning and the Plat is recorded. A Hold Harmless agreement and deposit can be provided to allow early permit issuance once the minor plat gets past the Technical Review Committee (TRC).