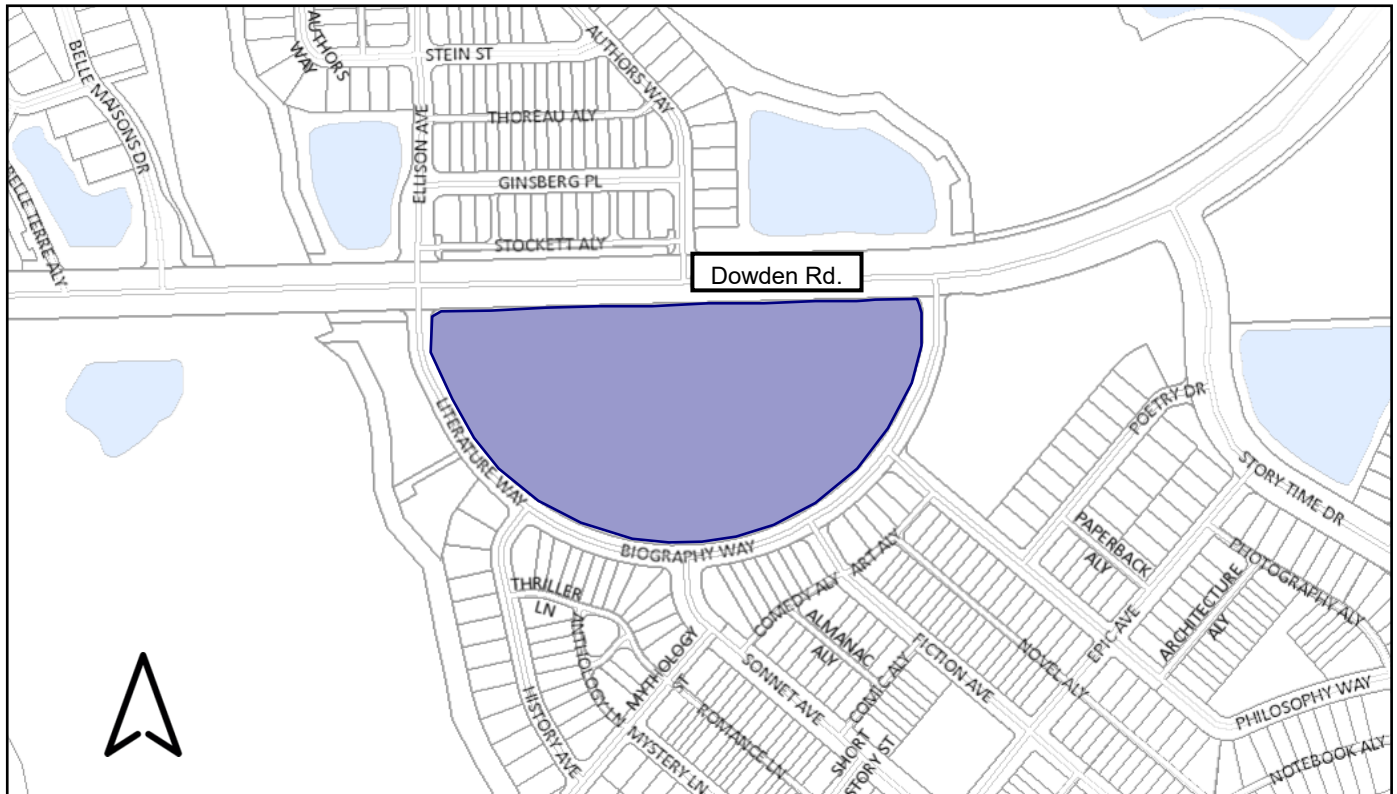


STOREY PARK MULTI-FAMILY DEVELOPMENT



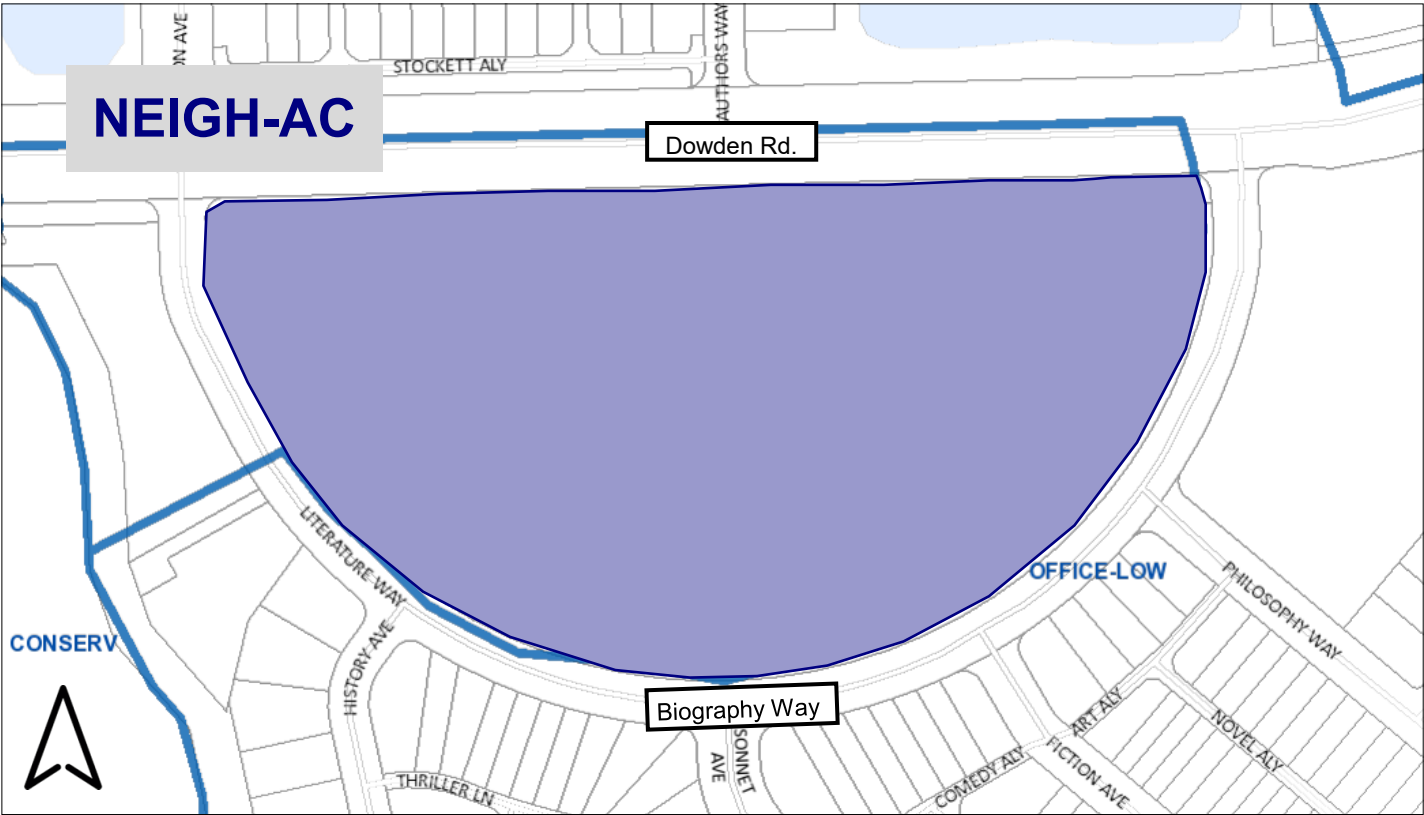
Location Map

 Subject Site

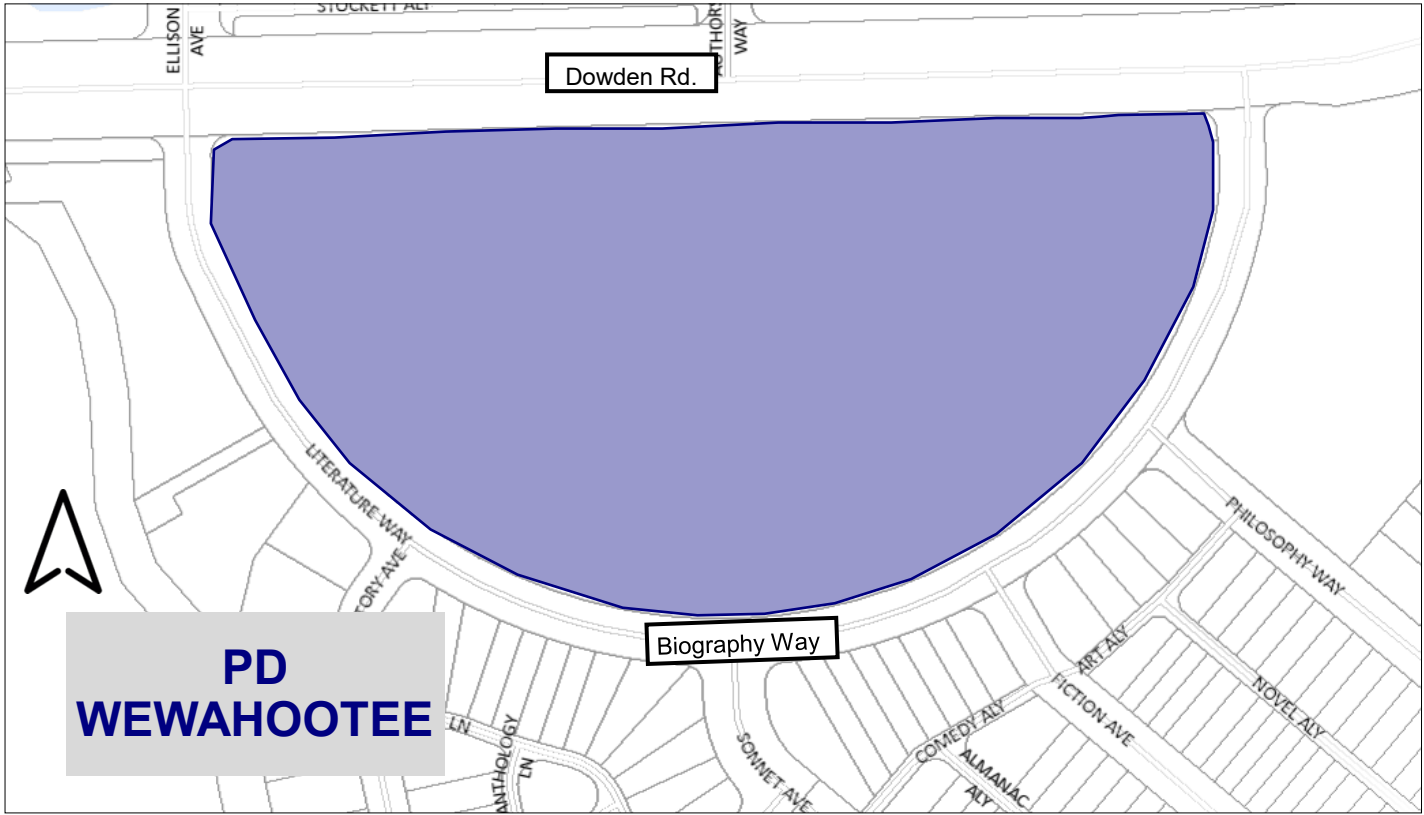
SUMMARY

Owner Linus LLC Applicant Rick Ortiz, Poulos & Bennett Project Planner Michele Gibbs Updated: October 12, 2022	Property Location: 11351 Biography Way (North of Biography Way, East of Moss Preserve Pkwy, South of Dowden Rd, West of Story Time Dr.) (±13.7 acres, District 1) Applicant's Request: The applicant is requesting Master Plan approval for a 325 dwelling unit multi-family development in four and five story buildings within the Wewahootee (Storey Park) Planned Development.	Staff's Recommendation: Approval of the request, subject to the conditions in this report. Public Comment Courtesy notices were mailed to property owners within 300 ft. of the subject property during the week of October 3, 2022. As of the published date of this report, staff has received several emails and phone calls from the public concerning this request.
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Future Land Use Map



Zoning Map



Project Analysis

Project Description

The +13.7 acre subject property is located North of Biography Way, East of Moss Preserve Pkwy, South of Dowden Rd, West of Story Time Dr. and is within the larger +1266 acre Wewahootee Planned Development. The applicant is requesting a Master Plan for a 325—unit multifamily development, on a portion of parcel I of the Wewahootee PD.

The site has a Future Land Use designation of Neighborhood Activity Center (NEIGH-AC) and a zoning designation of PD (Planned Development). The default zoning from Neighborhood Activity Center is AC-N. The proposal is consistent with the Zoning and Future Land Use designations.

Previous Actions:

- November 2013— City Council annexed the subject property. (ANX2013-1125, Doc. # 1311251202)
- December 2013— City Council approved the assigning of the Office Low Intensity, Neighborhood Activity Center, Community Activity Center and Conservation future land use designations and Planned Development zoning designation and the creation of Subarea Policy S.40.1. (GMP2013-00010, GMP2013-00011, Doc. # 1312161201, ZON2013-00015, Doc. # 1312161202) The PD ordinance includes land use approval for 627,000 sq. ft. of office, 713,845 sq. ft. of retail, 2,752 dwelling units and civic uses.

Project Context

The subject parcel is currently undeveloped. Surrounding uses, zoning, and future land uses are shown in Table 1 below. The majority of surrounding properties are within the Wewahootee PD. All of the surrounding property is residential.

Conformance with the GMP

The subject property is within the Neighborhood Activity Center (NEIGH-AC) future land use category .

Table 1—Project Context

	Future Land Use	Zoning	Surrounding Use
North	OFFICE-LOW	PD (Wewahootee)	Residential
East	OFFICE-LOW	PD (Wewahootee)	Residential
South	OFFICE-LOW	PD (Wewahootee)	Residential
West	CONSERV	PD (Wewahootee)	Residential

GMP Future Land Use Element Policy 2.1.1 states the purpose of NEIGH-AC as "To provide for concentrated areas of neighborhood-serving commercial, office, residential, recreational and cultural facilities, at intensities compatible with surrounding neighborhoods. Although some Neighborhood Activity Centers may be composed of a single type of use, a mixture of land uses is specifically encouraged. These activity centers are intended for locations where lower level thoroughfares and collectors are available, providing convenient access to the surrounding neighborhood."

The proposal's density is 23.8 du/ac, compiling with the FLU's density allowance of 15-30 du/ac. There is no minimum FAR; the maximum is 0.30.

With respect to uses, the proposal is entirely residential. While this complies with the letter of the GMP, FLU Policy 2.1.1 expresses a strong preference for diversification of uses. Staff supports the addition of higher-density apartments within an area dominated by single-family, detached homes on individual lots. However, inclusion of non-residential would be ideal. In this case, that could involve first-floor office and retail to offer additional job and local entrepreneurship opportunities, as well as to potentially reduce vehicle trips in the market area and encourage a more vibrant street atmosphere.

Environmental Assessment

The Growth Management Plan Conservation Element Policy 1.4.1 states that all projects requiring Municipal Planning Board and City Council review shall provide an Environmental Assessment; however, the City shall determine if the submittal is appropriate on a case-by-case basis. Developments exempt from this requirement include those located within Planned Developments (subject to the conditions therein) as well as within the "Urbanized Disturbed Lands" shown in Figure C-1 of the GMP Conservation Element. This property is within a PD that provided an environmental assessment at the time of annexation, so the City's GMP does not require any additional environmental information at this time. This

does not exempt the property from any state, federal, or other local assessment or permitting requirements, recommendations, or remediation related to existing and former uses.

Parks

Consistent with the GMP Recreation Element and with City Code Sec. 59.205, park land must meet overall City level of service standards (Table 2). Four recreation areas are proposed, including the clubhouse and proposed pond trail providing 2.89 acres of recreation space where 2.49 acres are required.

The PD requires 4.1 acres of neighborhood park space and 7.2 acres of community park space. Additional park acreage may be provided. Park design and phasing standards are addressed in the draft PD Ordinances text.

Neighborhood Parks - Min. 4.1 acres (0.0015 ac. X 2,752 units)

Community Parks - Min. 7.2 Ac. (0.0026 ac. X 2,752 units)

Total parks 20.0 ac.

*To be privately owned and maintained parks that are open to the public.

**The 20 acres set aside for parks are more than the minimum area required for parks. Size and location are to be determined during the review process for each phase of development.

Each specific parcel master plan (SPMP) shall contain timing requirements for the installation of parks, buffers and screen walls for that phase of development.

Neighborhood parks will be dispersed to each neighborhood and will be located generally within one-quarter mile from each home.

Table 2- Park Design and Phasing Criteria	
1 0.1 The Park level of service standard requires 0.0015 acres of neighborhood parks and 0.0026 acres of community parks per dwelling unit. Such parks shall be privately owned and maintained, and open to the public.	MET
10.2.1 Neighborhood parks shall be located within a single family or multifamily neighborhood on a neighborhood street.	MET
10.2.2 Neighborhood parks shall have street frontage sufficient to allow for passers-by to see into the property.	MET
10.2.3 Neighborhood parks shall have vehicular access sufficient for public safety vehicles.	MET
10.2.4 Neighborhood parks shall be reviewed for conformance with Crime Prevention through Environmental Design (CPTED) principles.	MET
10.2.5 Each phase of development that includes residential shall include sufficient park acreage to meet the neighborhood park level of service standard.	MET
10.2.6 Neighborhood parks shall be constructed concurrent with the infrastructure (streets, streetlights, etc) for each development phase.	MET
10.4 Additional parks, open spaces and passive recreation areas may be constructed subject to review for conformance with Crime Prevention through Environmental Design (CPTED) principles.	MET

Conformance with the LDC

The development site has an existing zoning designation of PD. The PD process is intended to facilitate unique, individually planned developments which are not otherwise permitted. 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. The Wewahootee PD, at build-out, is anticipated to be comprised of 2,752 residential units, 627,000 sq. ft. of office and 713,845 sq. ft. of retail. Within the PD, this parcel is permitted a maximum building height of 5 stories.

Development Standards:

Per the development having a density greater than 12 du/ac, the underlying zoning defaults to the associated FLU category (AC-N in Neighborhood Activity Center). 2,752 units residential units are the max number of residential units within this PD. With this development, there will be a total of 2,497 residential units built so far. (Table 4) The density for this development is 23.8 du/ac, compiling with the FLU's density allowance of 15-30 du/ac.

Residential District Standards

Per the Wewahootee PD, section 4.11 states, “A specific parcel master plan (SPMP) is required for each phase of development. The SPMP submittal shall be consistent with the master plan requirements of City Code, subject to review and approval by the Municipal Planning Board (MPB), and subject to final site plan approval by the City Planning Division. Development standards differing from those contained in this ordinance may be approved during the SPMP review and approval process. SPMPs are not required to include building elevations for single family or town home units.”

This development must meet section 5, “Residential Development Standards” in the Wewahootee PD, except for section 5.6.9 “The minimum building lot frontage on the primary street shall be 65% of the lot frontage.” The primary street for this development is Biography Way/Literature Way. The building frontage along Dowden Rd., Biography Way/Literature Way does not quite comply to a 65% building frontage. However, per section 4.11 of the Wewahootee PD, ‘Development standards differing from those contained in this ordinance may be approved during the SPMP review and approval process.’ (See Table 3)

Table 3—Building Frontage			
Street	Street Width (ft.)	Building Frontage (ft.)	Building Frontage (%)
Dowden Rd.	1,285 ft.	750 ft.	58.4%
Biography Way/ Literature Way	1,933 ft.	828 ft.	42.8%
All	3,218 ft.	1,578 ft.	49%

School Capacity

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 16.2 of the Agreement. Included in the list of exemptions are DRIs that have filed a complete application for a development order prior to May 1, 2005 (Section 16.2(j)).

Table 4—Development Standards									
Phase	Acreage	Use	Sq. Ft./ Dwelling Units	Density (dwelling units per acre)		Building Height		ISR (impervious surface ratio)	
				Minimum / Maximum	Proposed	Minimum / Maximum	Proposed	Maximum	Proposed
1	13.4	Multi-family	104,723 sq. ft. Units: 325 DU/ac	15-30	23.8	5 stories	5 stories 70 ft.	75%	70.1%

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 and zoning applications.

At the time of this report, the applicant has applied to OCPS. Concurrency may be reviewed at the time of platting. It should be noted, however, that lack of school capacity could be grounds for local government to recommend denial.

Transportation

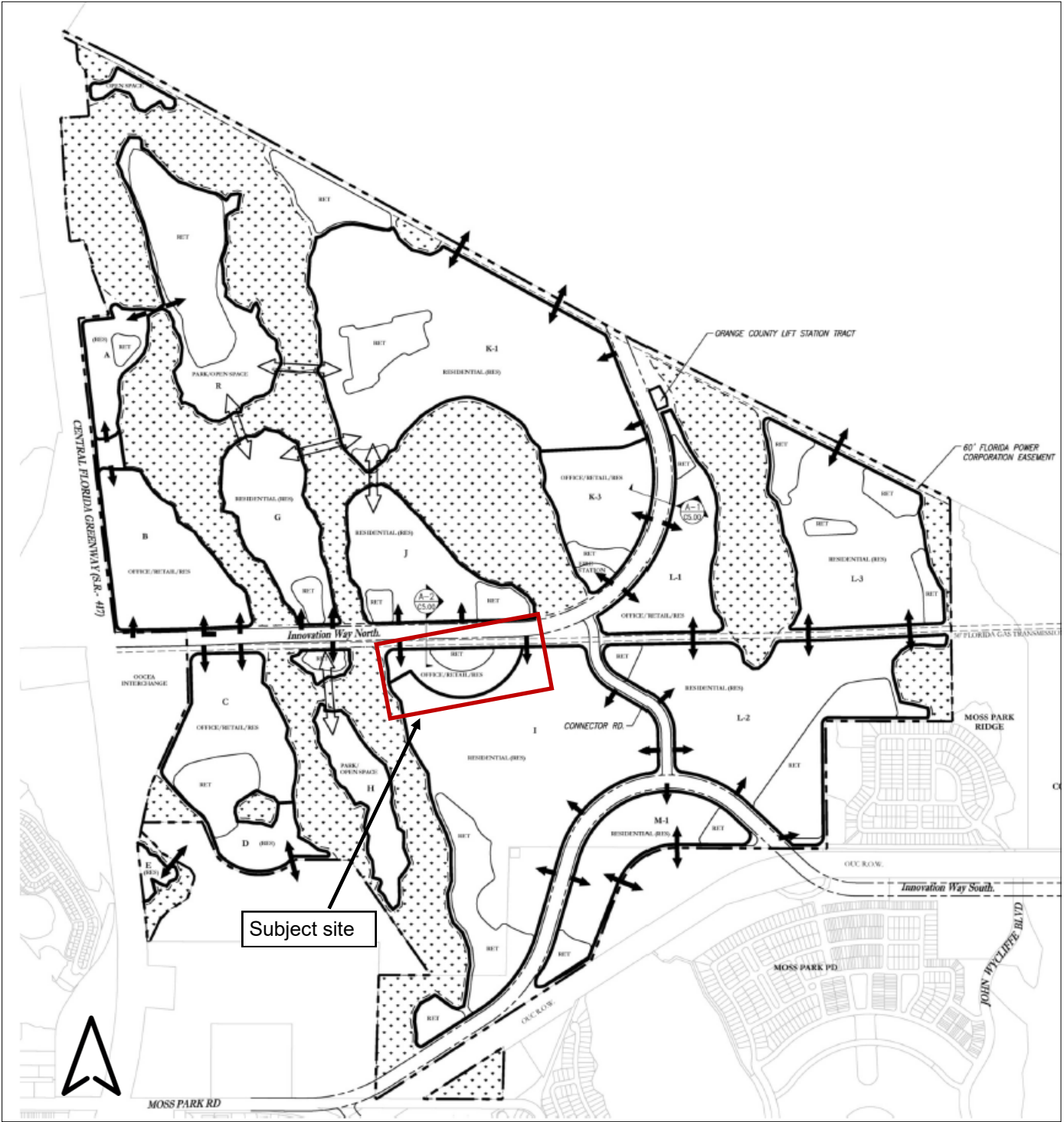
The project requires a minimum of 472 parking spaces including 94 EV (Electric Vehicle) capable spaces and 9 EVSE (Electric Vehicle Supply Equipment) installed spaces (Table 5). 495 parking spaces are proposed. With the 50 ft. gas easement along the portion of this parcel along Dowden Rd., the goal is to limit the number of access points from Dowden Rd.

Table 5- Parking			
Unit Type	# Units	Rate	Min Parking
1 bed (<750 sq. ft.)	127	1	127
1 bed (>749 sq. ft.)	38	1.5	57
2 bed	128	1.75	224
3 bed	32	2	64
Total Res	325		
Min Parking Req.			472
*Parking Proposed			495

Water Reclamation

The proposed development is within Orange County's sanitary sewer area and reclaimed water service territory. Sanitary sewer and reclaimed water will be provided by Orange County Utilities. The sanitary sewer and reclaimed water design will need to be coordinated with and reviewed by Orange County Utilities.

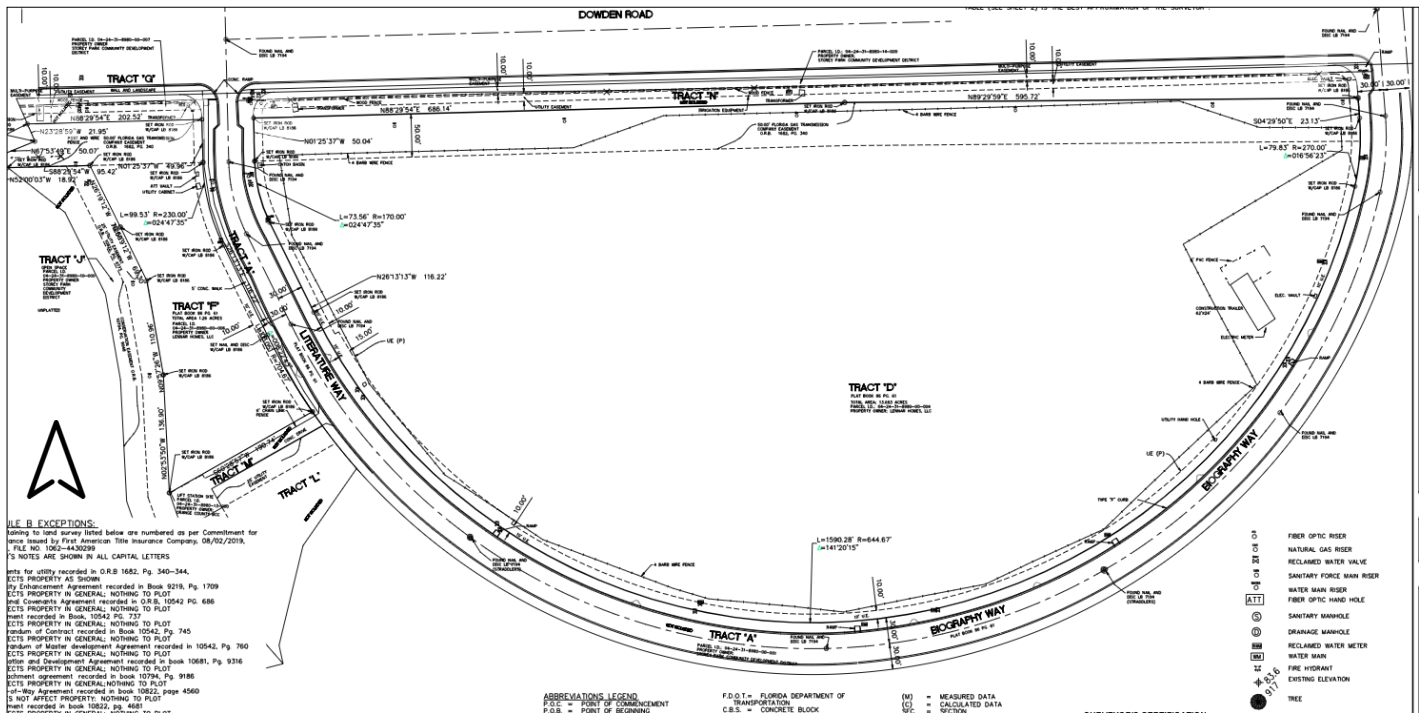
Wewahootee PD Master Site Plan

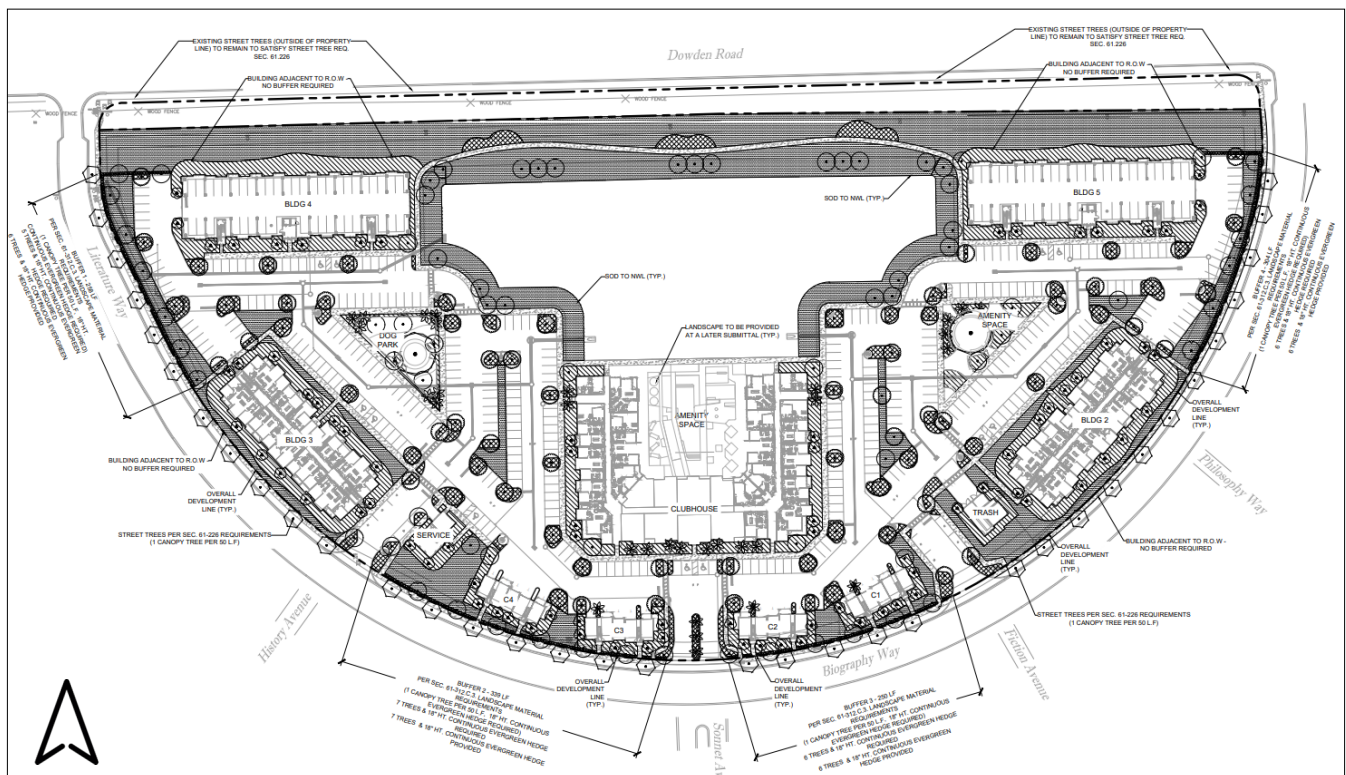
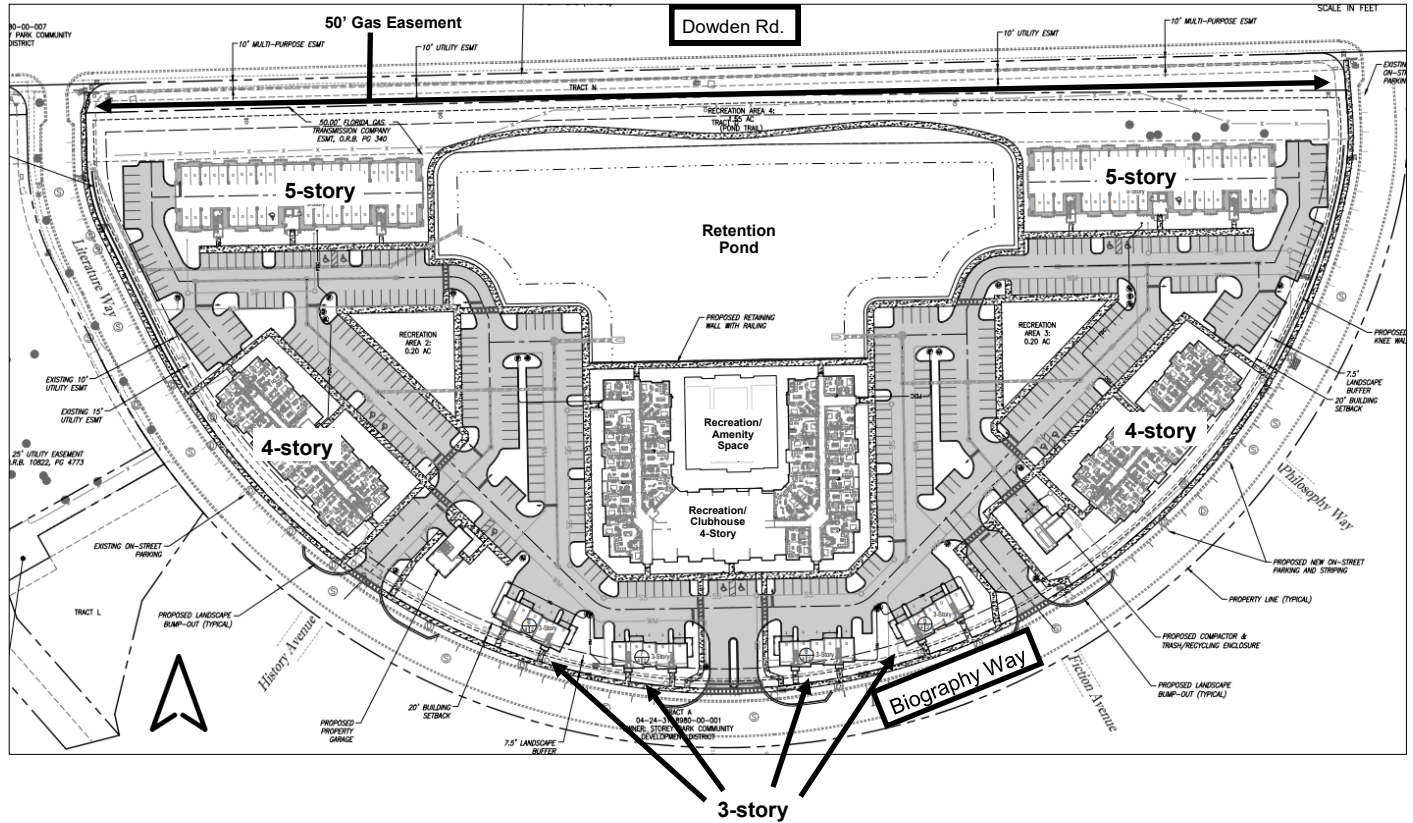


Aerial Photo



Survey





Elevations (4-Story clubhouse/Amenity area)



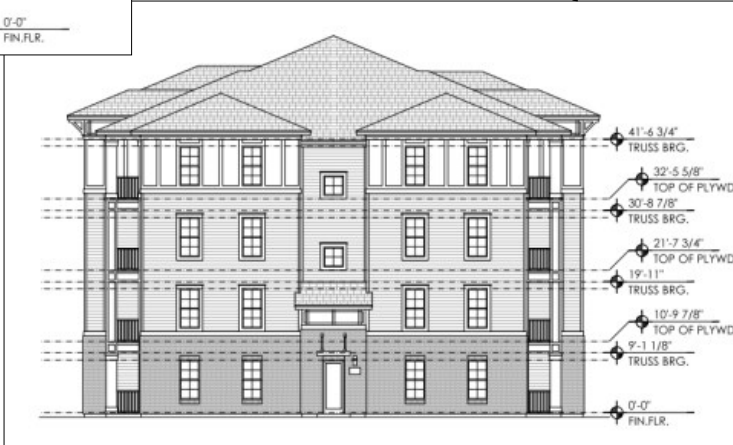
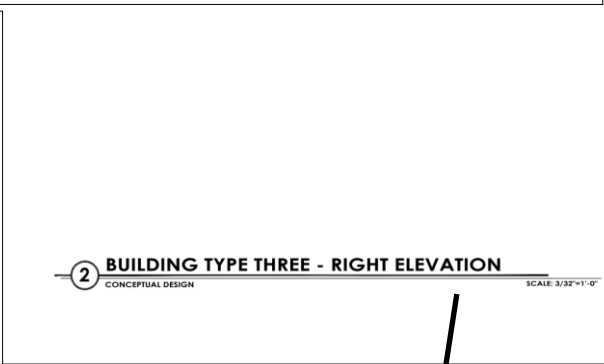
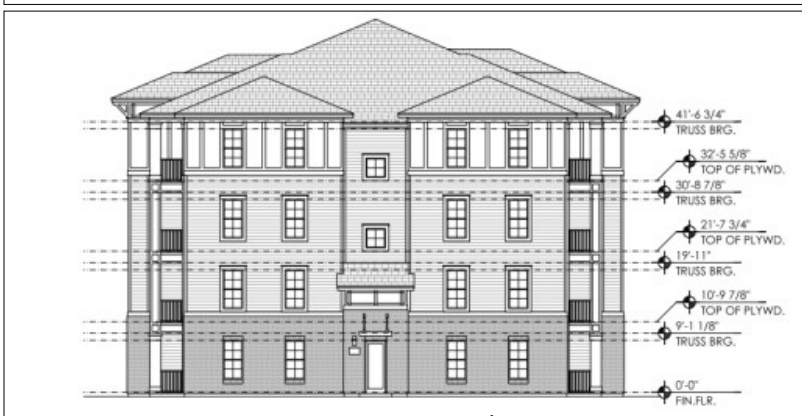
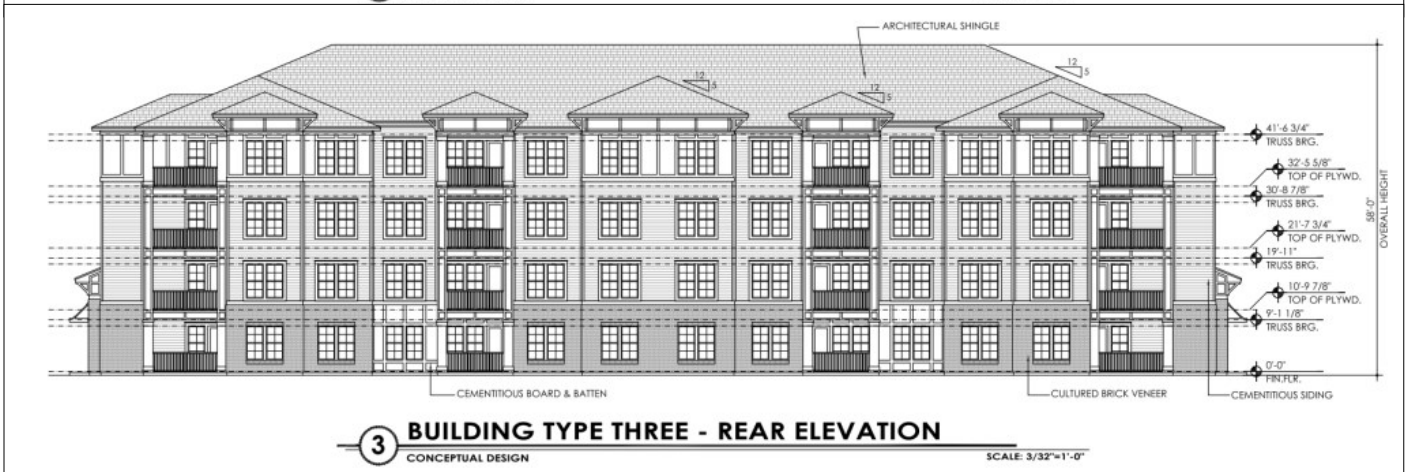
Elevations(cont.)(4-Story Clubhouse/ Amenity area)



Elevations (cont.)(4-Story Buildings)



Elevations (cont.)(4-Story Buildings)



Elevations (cont.)(3-Story Buildings) Carriage Homes



REAR ELEVATION (SCHEME 2)



FRONT ELEVATION (SCHEME 1)



2 BUILDING TYPE FOUR - REAR AND RIGHT ELEVATION

CONCEPTUAL DESIGN

SCALE: 3/32"=1'-0"



1 BUILDING TYPE FOUR - LEFT AND FRONT ELEVATION

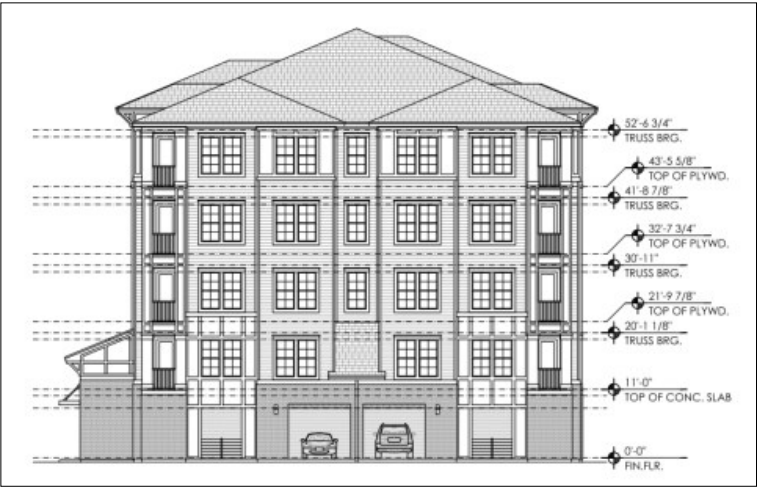
CONCEPTUAL DESIGN

SCALE: 3/32"=1'-0"

Elevations (cont.)(5-Story Buildings)

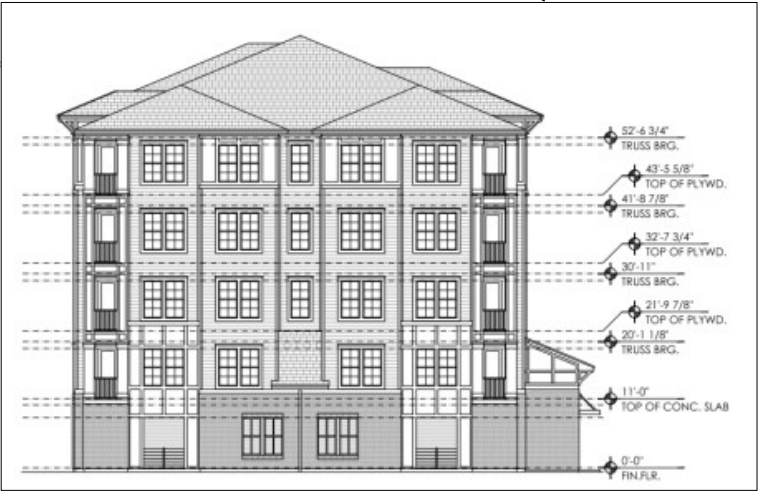


Elevations (cont.)



2 BUILDING TYPE TWO - RIGHT ELEVATION
CONCEPTUAL DESIGN
SCALE: 3/32"=1'-0"

4 BUILDING TYPE TWO - LEFT ELEVATION
CONCEPTUAL DESIGN
SCALE: 3/32"=1'-0"



Rendering



Findings

Subject to the conditions contained herein, the proposal is consistent with the requirements for approval of Master Plan applications contained in Section 65.331 of the Land Development Code (LDC):

1. The proposed use is consistent with the City's Growth Management Plan.
2. The proposed use is consistent with the purpose and intent of the PD zoning district and all other requirements of the LDC.
3. The proposed use will be compatible with surrounding land uses and the general character of the area.
4. The necessary public facilities will be adequate to serve the proposed use, or will be provided by the applicant as a condition of this approval.

Staff recommends approval of MPL2022-10073 subject to the conditions below:

Conditions of Approval

Land Development

1. Subject To Codes. Except as provided herein, the development is subject to all codes and ordinances of the State of Florida, City of Orlando, and all other applicable regulatory agencies. The default zoning is AC-N, consistent with the FLU and default zoning for setbacks, landscape buffers and ISR per lot.
2. 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, and the Wewahootee PD.
3. Approval. Approval of the Specific Parcel Master Plan by City Council shall grant the applicant authority to submit an application for site plan/master plan review for a building permit. The application must be submitted within twenty-four (24) months of approval of the Specific Parcel Master Plan (by the City Council) or the Master Plan shall expire. However, upon written application filed 30 days prior to the expiration date, the Planning Official may renew the Master Plan for one period of up to 12 months providing good cause is shown.
4. As provided by subsection 166.033(6), Florida Statutes, issuance of a development permit by a municipality does not 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. A municipality shall attach such a disclaimer to the issuance of development permits and shall include a permit condition that all other applicable state or federal permits be obtained before commencement of the development.
5. 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. All other applicable state or federal permits must be obtained before commencing development.
6. Minor Modifications. Minor modifications to the project, including changes to the design and site plan reviewed by the Municipal Planning Board or City Council may be approved by the Planning Official without further review by the Municipal Planning Board. Major changes shall require additional review by the Municipal Planning Board.
7. Compliance. Plans must be modified to show compliance with the conditions in this report/letter when submitting for building permits.
8. Phasing. If developed in multiple phases, each phase must function independently of each other and meet all requirements independently.
9. This development must meet section 65.335 of the LDC. *Standards of Review for Master Plan Applications.*
10. Primary Street. Biography Way/Literature Way of the multifamily site will be considered the primary street for PD purposes.

11. Height. Per the PD, this parcel is limited to a maximum building height of 5 stories.
12. Gas Easement. A 50 ft. gas easement exists along the north side of the property. The property does not need to go through a replat because it already has an original plat. (Storey Park—Phase 1: Plat Book 101 page 96) Please coordinate with OUC on any utility easements or improvements required for the proposed development. Landscaping along the northern gas easement that does not cause accessibility issues is preferred.

Urban Design

Architecture

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. Stucco or EIFS is not an acceptable base material.
2. Every main entrance is required to have a special emphasis appropriate to the architectural style of the building.
3. 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.
4. 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.
5. 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.
6. Elevations must match what's proposed in the master plan submittal. Any substantial changes to the elevations may have to go back through the process for approval.

Landscaping

1. All landscape plans must achieve the Minimum Required Landscape Score (MRLS) required for multifamily and non-residential uses and must comply with the Land Development Code (LDC) Chapters 60 and 61. A spreadsheet showing compliance with the MRLS must be included with the plans. All existing, non-invasive mature trees shall be preserved to the best extent possible.
2. Row-end and intermediate landscape islands must be a minimum of 10 ft. in width.
3. Canopy trees are required in all parking lot row-end and intermediate landscape islands. Required trees shall have a minimum caliper of 3 in., and a minimum overall height of 12 ft.
4. Canopy trees must also be planted every 50 lineal feet or fraction thereof around the perimeter of the parking lot(s). Required trees do not have to be uniformly spaced as long as the required number is provided.
5. Street trees must be planted along all street frontages. If they are existing, they must still be shown on the landscape plan submitted for permitting.

Site/Utilities

1. A 4 ft. kneewall is required at both corners of the property. The kneewall must wrap the corner and screen the parking lot from all ROWs.
2. A direct pedestrian path from each building entrance to the ROW must be provided. Some of the buildings are missing this direct connectivity.
3. 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.
4. 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, through 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.
5. 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.
6. The retention pond must act as an amenity for the development. This includes (but is not limited to) landscaping, benches, a fountain and a perimeter pathway.

Transportation

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.

- C. 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 2 feet and 8 feet in height above street level. The street corner / driveway visibility area must be shown and noted on construction plans and any future site plan submittals. The applicant must design the site plan as necessary to comply with the Florida Greenbook and the FDOT Design Standards Index. Sight lines shall be provided on both site plans and landscape plans.
2. 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 plans (M.O.T.) (For more information/detailed requirements contact the Office of Special Events & Permits at 407-246-3704)
 - b. Roadway plans including paving, grading, pavement markings and signage (Contact the Permitting Transportation Engineering Reviewer at 407-246-3079 for details)
 - c. A copy of all required County and State permits (If permits are pending attach a copy of the application)
 3. Provide auto-turn for the intended design vehicle on-site at time of permitting.
 4. The Owner/Applicant must remove all unused or unapproved curbcuts / driveways and must restore all curbs, gutters, parkways and sidewalks to Orlando Engineering Standards Manual (ESM) requirements and standards at time of permitting
 5. The final site plan must show the location and size of the on-site solid waste compactor(s) / dumpster(s) with concrete pads, and enclosures with doors. The solid waste container(s) must not be located adjacent to any single-family houses or directly adjacent to the public street. 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.
 6. Parking must be provided in with CH 61 of the Land Development Code, each phase and building must provide the required parking at the time of that phase/building of development. A minimum 472 parking spaces including 94 EV capable spaces and 9 EVSE installed spaces.
 - a. EV Capable parking spaces: EV capable means: "These parking spaces prepare for future Electric Vehicle Supply Equipment (EVSE) installation by providing dedicated electrical capacity in the service panel (40amp breaker for every two EV Capable two spaces) and conduit to the EV Capable space. These spaces do not require wiring to the space or a receptacle."
 - b. EVSE Installed parking spaces: EVSE Installed means: "EVSE Installed: These parking spaces are reserved for EVs and provide drivers the opportunity to charge their electric vehicle using EV charging stations rated at a minimum of 32amp 7.2 kW. These spaces should be installed per the requirements of the National Electrical Code (NFPA 70) as adopted and amended by the State of Florida."
 - c. EV Design Requirements: All EV Parking spaces provided must meet the requirements of LDC CH61, Part 3G.
 - d. Two Wheeled Vehicle Parking: At least two 2-wheel vehicle (motorcycle) parking spaces, per phase, must be provided in accordance with LDC Sec. 61.322 (d).
 - e. Bicycle parking must be provided in accordance with the standards of Chapter 61, Part 3D of the Orlando Land Development Code and shall be made available prior to the issuance of any Certificate of Occupancy for the use being served. Bicycle parking should be spread across the development as evenly as possible to provide equitable access to bicycle parking. A total of 33 short term and 33 long-term bicycle parking spaces are required.
 - f. 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.
 - g. 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.

Fire

1. 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.
2. The architectural design of the building, floor plans, life safety egress system, fire protection systems, and fire department access will be reviewed in detail for State, Fire Code, FFPC and City Fire Code compliance at the time of permit application for formal plan review of 100% drawings. ZERO LOT LINE BUILDING DESIGN. The conceptual design should indicate the location of stairs in relation to the access road, hydrants – existing and proposed, sprin-

- kler riser room, fire pump room, and access roads – existing or proposed. The following conditions are to be considered in zero lot line designs.
3. **REQUIRED ACCESS.** The Orlando Fire Department requires access to two sides of a building or structure.
 4. **HAZARD DETERMINATION.** The location of a hazard natural or manmade cannot be predetermined. As such designs incorporating predetermined locations for staging by OFD apparatus are not applicable for review of fire department access.
 5. **MANUAL STAGING.** The Orlando Fire Department does not conduct manual staging operations under a structure. Any travel otherwise under a structure must be reviewed and approved by Orlando Fire Department prior to formal plan review.
 6. **FIRE PROTECTION FEATURES.** Zero Lot Line site conditions often do not meet the specific requirements of the FIRE CODE. Wherein no access is provided to the sides or rear of a building. In such cases, the AHJ is authorized to require additional fire protection features to offset increased hazard and or delays created by the design. NFPA 1.18.2.3.1.4. **PRESUBMITTAL MEETING WITH PERMITTING SERVICES.** A TRC review is not applicable for review of conceptual architectural drawings. A pre-submittal meeting is required in order to receive cursory insight into Florida Building Code (FBC) and Florida Fire Prevention Code (FFPC, NFPA) requirements impacting a conceptual architectural drawings. Official determinations are not provided at these discussions.
 7. Architects of Record and or Consultants are asked to prepare an agenda with questions pertaining to your project. This will afford staff to do research in advance before meeting. To schedule an appointment, see the following link. www.orlando.gov/Building-Development/Schedule-an-Appointment/Schedule-a-Permitting-Appointment
 8. **FEDERAL DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP).** An FDEP clearance is required to release water supply to a construction site. Vertical construction of a building without water supply is prohibited. NFPA 1.16.4.3.1.3. It is therefore, critical, that the process to receive a FDEP permit and clearance for the use of treated water to sites and projects begins early in the conceptual stage. To begin the process see the following link www.fldeportal.com/DepPortal/go/apply

COMMENTS FOR CONSIDERATION TOWARDS 100 PERCENT 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 Safety Management is required before use can be granted. Call 407-246-3144 to schedule an inspection.
2. **FIRE DEPARTMENT ACCESS, A MANDATORY REQUIREMENT.** Approved fire department access roads shall 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
3. Fire department access roads shall consist of roadways, fire lanes, parking lot lanes, or a combination thereof.
4. **SURFACE AND DIMENSIONS:** All fire department access roadways shall meet the roadway design specifications of Policy on Geometric design of highways and Streets, American Association of State Highway and Transportation Officials and ESM Chap.6 for (Pavement, asphalt, concrete, brick and surfaces)
5. The access road 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.
6. The minimum required width of a fire department access road shall not be obstructed by parking spaces or reduced in any other manner.
7. Entrances to fire department access roads that have been closed with gates and barriers shall not be obstructed by parked vehicles.
8. **TURNS.** 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.
9. **ACCESS TO BUILDINGS.** 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
10. **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]

11. **STAGING UNDER STRUCTURES.** The Orlando Fire Department does not conduct manual staging operations under a structure. All travel designed under a structure must be reviewed and approved by Orlando Fire Department prior to formal plan review.
12. **APPROVED TURNAROUND:** An approved turnaround shall be provided for fire apparatus where an access road is a dead end in excess of 150 ft.
13. The turnout shall be the minimum 20ft. width of the fire department access road and sized for the dimensions and maneuvering space of the largest OFD apparatus (60 ft. length / 20 ft. width).
14. **AREAS SUBJECT TO OBSTRUCTION.** 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 1.18.2.3.5.3]
15. **APPARATUS DIMENSIONS.** The dimensions for calculation of auto-turn analysis shall include the following for the Orlando Fire Department apparatus. Width 10' Feet, Truck body length 52' feet 22" Inches, Weight 75,000 pounds, Maneuvering radius 50 ft. exterior and 30 ft. interior.
16. **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. 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]
17. **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
18. **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
19. **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.

Solid Waste

1. Approved as long as recycling enclosure dimensions measure at least 12' across by 10' deep.

Development Review

1. Because this will not trigger a replat please work with OUC on any utility easements or improvements they may require.

Building

1. This is a threshold building. When submitted for Permitting a Threshold inspection plan will be required.

Parks Planning

1. Please provide information regarding recreation amenities that will be provided for residents in Recreation Areas 1, 2 and 3 through a Planning Determination or other method required by Planning Official. Playground equipment should be provided for children living in the units. Please follow all safety standards for equipment and surfacing.

Parks Trees

1. The project may impact scattered trees located on the property. If tree removal is desired the applicant will be required to obtain an approved tree removal permit from a Parks department official prior to any trees being removed from the site. Tree removal will require mitigation by replanting of all tallied inches of tree caliper removed. A payment can be made into the tree fund for any remaining inches of caliper unable to replant due to the design of the project.

Wastewater

1. The proposed development is within the Orange County Utilities' sanitary sewer area and reclaimed water service territory. Sanitary sewer and reclaimed water design will need to be coordinated with, reviewed, and approved by Orange County Utilities. Verification of acceptance by Orange County Utilities of sanitary sewer connection and permission to put into use will be required prior to issuing certificate of occupancy.

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. Alterations of surface drainage (with the exception of resurfacing and landscaping elements only) is defined as: changing the flow patterns within the redevelopment area; changing the mode of transport from overland flow or open channel to a closed conduit, etc.; changing an impervious surface's character (from building to parking, wet bottom pond or a new building or vice versa); changing the character of a parking surface (from shell base to asphalt, etc.); or remodeling of an existing building which changes its footprint or number of floors. When applying for an Engineering Permit, please submit the Drainage Report, Geotech Report, Stormwater Tabulations, and all necessary docs needed in order to verify the City's and Water Management District standards are met.
2. Water quality recovery shall be recovered per the requirement of the Water Management District. Please provide model demonstrating the recovery analysis. A Water Management District water treatment permit may be required.
3. Provide a certification signed by the Engineer, licensed in the State of Florida, responsible for the stormwater design which reads as follows: "I hereby certify that to the best of my knowledge and belief, the design of the Stormwater Management System for the project known as: (Project Name) meets all of the requirements and has been designed substantially in accordance with the City of Orlando Stormwater Management Criteria."
4. All proposed and existing sidewalk that is touched during construction will need to be updated to the newest ADA requirement.
5. Sidewalk construction shall be required at the time of this substantial improvement per Sec. 61.225 and 66.200 of the City of Orlando's Muni Code. Proposed sidewalks must be constructed along the entire length of the property and shall be located against the public right-of-way.
6. A City Service Agreement is required by the Owner if portion of sidewalk is within private property. The easement would protect the Owner from maintaining the sidewalk and from other potential issues. Otherwise, the Owner would be responsible to maintain and be liable for potential litigation if someone is injured on a failing sidewalk that is in disrepair.
7. Please clarify whether the sidewalk will be paver. Please note that if pavers are to be constructed beyond the property line and out into the City's Right of Way the owner is required submit a signed and recorded a Right-of-Way Pavers Agreement. Sidewalk portion of driveway must still be composed of 3,000 psi concrete. Refer to http://www.cityoforlando.net/permits/wp-content/uploads/sites/29/2014/03/Pavers_Encroach_Agmt1.pdf.
8. Construction activities including clearing, grading and excavating activities shall obtain an EPA NPDES permit, except: Operations that result in the disturbance of less than one acre total land area which are not part of a larger common plan of development or sale. The NPDES permit must be received in the Office of Permitting Services prior to the issuance of City of Orlando permits. If the disturbed area is less than one acre, please provide a note on the plans indicating the City of Orlando's Guidelines for Erosion Sediment Control (aka the Blue Sheet) will serve as a guide for the implementation of erosion sediment control measures. Blue Sheet can be found under the City of Orlando website. Please attach this sheet in your permit submittal.
9. Please submit a detailed, scalable, fully dimensioned site plan of the location. The site plan should include but not be limited to the site legal description, the building, streets, sidewalks and property lines, and the location of the proposed work. Site plans should clarify what is existing and what proposed.
10. Please provide a signed and sealed existing topographic survey with datum and official benchmark in the NAVD88 vertical datum. Per the City's ESM Section 7.01.A.1, survey data shall be gathered to least 25 feet beyond the property line or as far offsite as required to assure offsite drainage patterns are maintained. Please submit a hard copy of survey (with sign and seal) to City Hall 8th floor addressed to Richard Allen.
11. Please submit a signed and dated private improvements cost sheet. Cost sheet forms and instructions are available at our website at www.cityoforlando.net/permits.
12. Other comments may arise depending on the contents submitted to permitting.
13. Artificial turf must be treated as impervious area and must be included in the impervious area for stormwater management.
14. Attenuation must be provided for the 100 year 24 hour storm as the site discharges to the floodplain. For questions regarding Engineering Site issues contact Owen Blakely at owen.blakely@cityoforlando.net or 407-246-3758.

Contact Information

Land Development

For questions regarding Land Development review, please contact Michele Gibbs at 407.246.3355 or michele.gibbs@orlando.gov

Building

For questions regarding Building Plan Review issues contact Roy Eden at 407.246.3351 or roy.eden@orlando.gov.

Development Review

For questions regarding Parks Trees Review issues contact John Groenendaal at 407.246.3857 or John.Groenendaal@orlando.gov

Fire

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

Growth Management

For questions regarding Growth Management plan review, please contact Megan Barrow at 407.246.3363 or Megan.Barrow@orlando.gov.

Parks

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

For questions regarding Parks Trees Review issues contact Condredge Mallory at 407.246.3857 or Condredge.Mallory@orlando.gov

Police

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

Public Works

For questions regarding Public Works Review issues contact Owen Blakely at 407.246.3758 or Russell.blakley@orlando.gov

Solid Waste

For questions regarding Solid Waste Review issues contact swcustomersvc@orlando.gov.

Transportation

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

Urban Design

For questions regarding Urban Design Plan review, please contact Chris DeLoatche at Chris.DeLoatche@orlando.gov.

Waste Water

For any questions regarding Waste Water issues, please contact Julio Morais at 407.246.2213 or at Julio.Morais@orlando.gov.

Review/Approval Process—Next Steps

- 1.MPB minutes scheduled for review and approval by City Council
- 2.Plat
- 3.Determinations for final site plan review and master sign plan
- 4.Building permits