

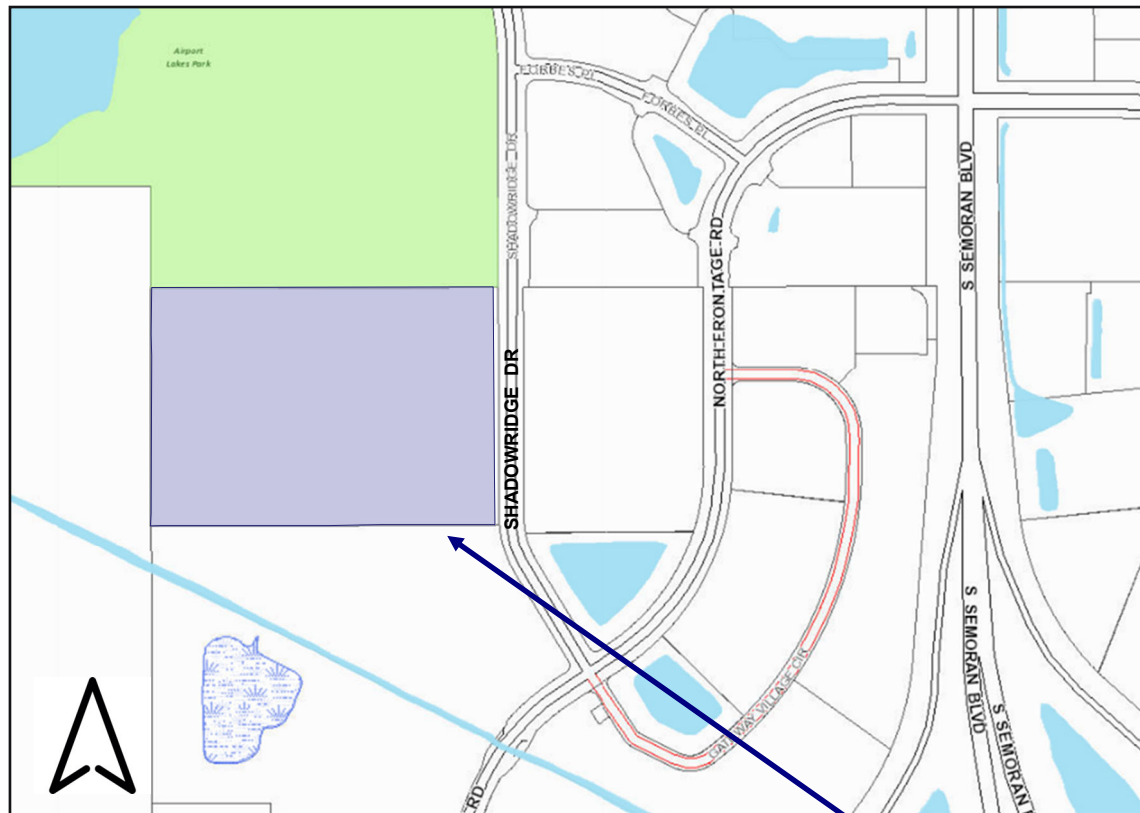


**Staff Report to the  
Municipal Planning Board  
October 18, 2022**

**MPL2022-10009  
ADDENDUM**

Following the distribution of the October 2022 MPB packets and staff reports it was noticed that information regarding unit counts as referenced on page 1, 3, and 5 were incorrect. The correct unit count is 871.

## ORLANDO GATEWAY APARTMENTS



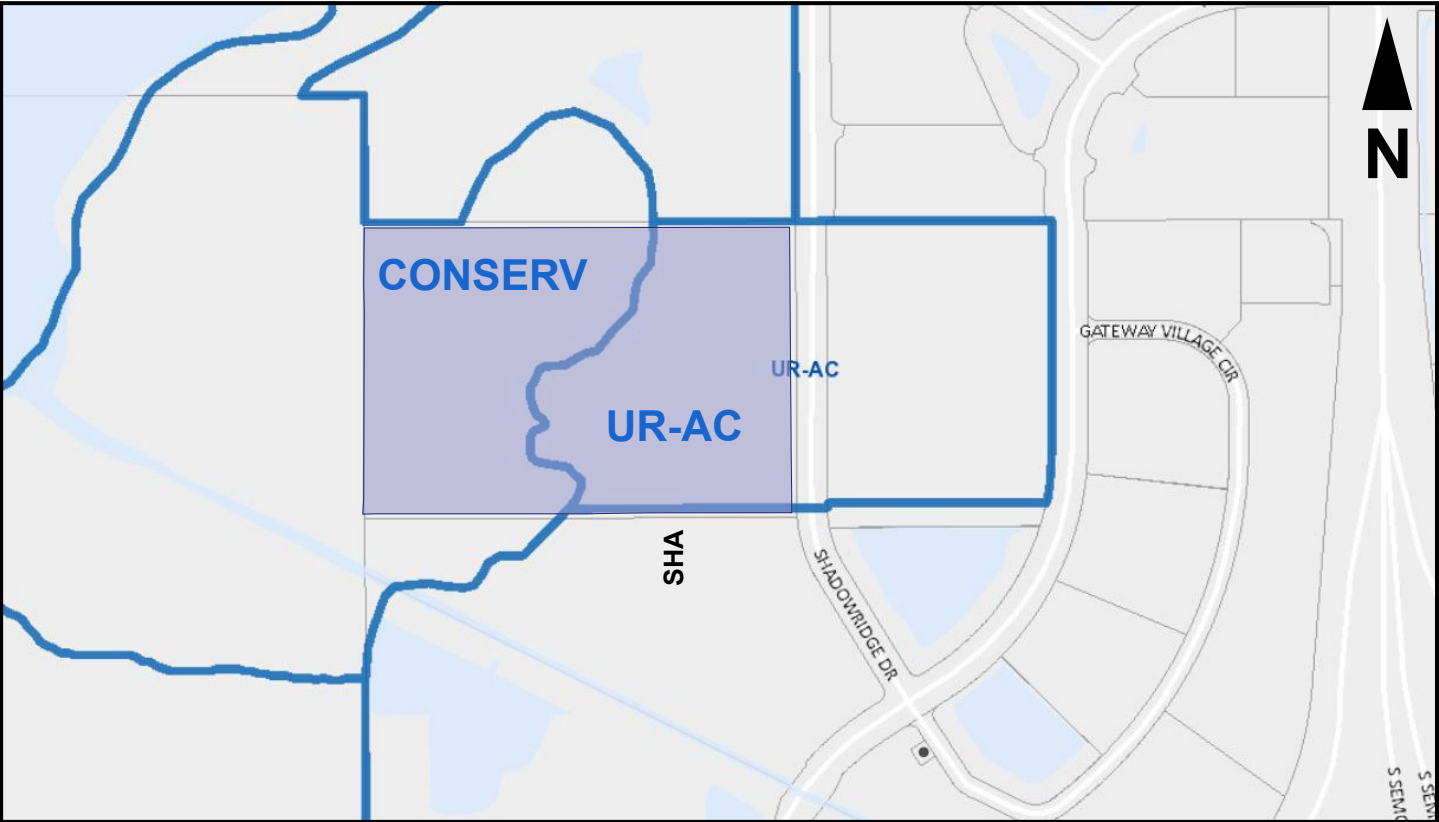
Location Map

Subject Site

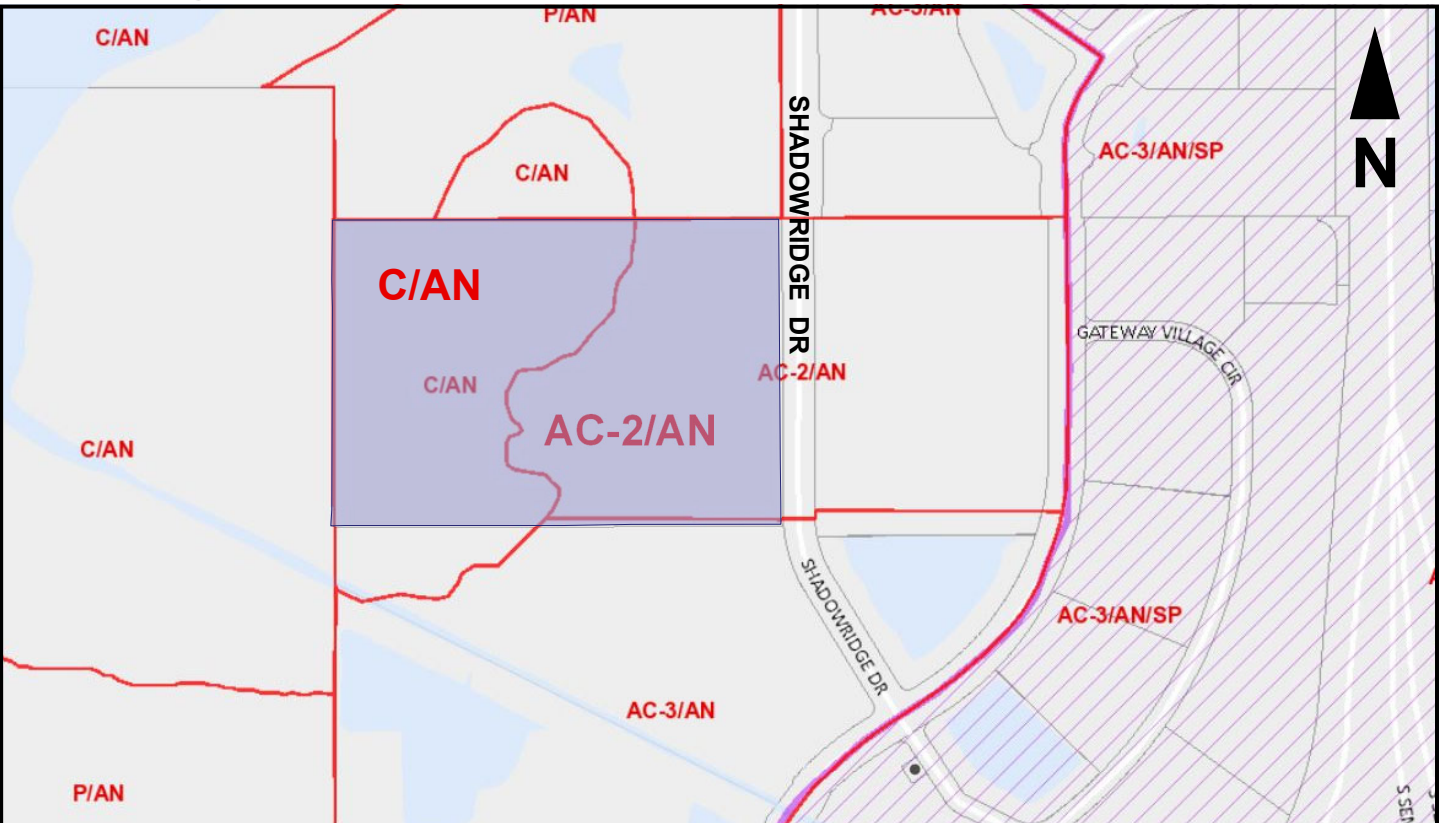
### SUMMARY

|                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Owner</b><br/>JBL Gateway</p> <p><b>Applicant</b><br/>Megan Dietz, Baker Barrios</p> <p><b>Project Planner</b><br/>Rosemary Culhane</p> <p><b>Updated:</b> October 17, 2022</p> | <p><b>Property Location</b><br/>Generally located west of Shadowridge Dr., south of Airport Lakes Park, and north of N. Frontage Rd. (±20.04 acres, District 1).</p> <p><b>Applicant's Request</b><br/>Master Plan request for a new 5-story apartment 871 unit complex, totaling 4 buildings with 1,447 parking spaces. Additionally, a request to change the future land use and zoning designations on 7.4 acres from Conservation (CONSERV and C) to Urban Activity Center (UR-AC and AC-2/AN). Related to GMP2022-10006, GMP2022-10007, and ZON2022-10005, described in a separate staff report</p> | <p><b>Staff's Recommendation</b><br/>Approval of the request subject to the conditions in the staff report.</p> <p><b>Public Comment</b><br/>Courtesy notices were mailed to property owners within 300 ft. of the subject property the week of October 3, 2022. As of the published date of this report, staff has not received any comments from the public concerning this request.</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

# Future Land Use Map



# Zoning Map



# Project Analysis

## Project Description

The applicant is seeking to construct a 871 unit apartment complex dispersed among 4 buildings, 5 stories in height. The subject property is located just north of the Orlando International Airport in the Airport North neighborhood. The  $\pm$  20.04 acre site is vacant and has never been developed on. This project will be developed in two phases.

### Previous Actions:

1985 - Property was annexed into the City of Orlando

2007 - 120-acre Orlando Gateway Master Plan was approved (MPL2017-00016);

Subject properties, as part of a larger parcel, are platted as Lot 2 of Orlando Gateway (SUB2007-00048).

MPB approves a GMP amendment from MET-AC and CONSERV to UR-AC and CONSERV, and corresponding rezoning to AC-2/AN and C/AN for an anticipated 800-unit housing development. (GMP2007-00035, ZON2007-00034). City Council approves GMP in Feb. 2008 (Doc. #0802041003) and zoning in Mar. 2008 (Doc. #0803171005).

2008 - Subject properties platted as Lot 1 of Orlando Gateway Partial Replat (SUB2008-00036).

2019 - Current owners acquired the property.

## Project Context

The subject site is generally located west of North Frontage Rd. and east of Shadowridge Dr. The property is split zoned with  $\pm$ 16.8 acres zoned  $(\pm$ 15.29 developable) AC-2/AN and  $\pm$ 3.24 acres zoned C/AN with a corresponding Future Land Use (FLU) designation of Urban Activity Center (UR-AC) and Conservation (CONSERV), respectively. The immediate area has hotels, restaurants, and retail shopping. Additional details on surrounding properties can be found in Table 1

**Table 1—Project Context**

|       | Future Land Use        | Zoning         | Surrounding Uses   |
|-------|------------------------|----------------|--------------------|
| North | PUB-REC-INST & CONSERV | P/AN & C/AN    | City Park & Vacant |
| East  | UR-AC                  | AC-2/AN        | Multifamily        |
| South | MET-AC & CONSERV       | AC-3/AN & C/AN | Vacant             |
| West  | CONSERV                | C/AN           | Vacant             |

below:

## Master Plan Criteria

The Municipal Planning Board and City Council shall consider the following factors in their review of Master Plan Applications (Land Development Code (LDC) Section 65.335):

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 requirements of the zoning district(s) in which it is located and, where applicable, to the requirements of Chapter 58 for the particular use or activity under consideration.
4. Performance and Design Regulations. The proposal must conform to all applicable performance and design regulations of LDC Chapters 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. will be adequate to serve the proposed use.

## Conformance with the GMP

As mentioned above the site has a split zoning of AC-2/AN and C/AN with a corresponding FLU of Urban Activity Center (UR-AC) and Conservation (CONSERV). The UR-AC portion of the property has a minimum density of 30 dwelling units (du) to the acre and a maximum density of 100 du/acre. The applicant is proposing 43 du/acre for the phase I & II of the project, and meets the minimum density required.

## Conformance with the LDC

The proposed site has a split zoning of AC-2/AN and C/AN. The AC-2 Urban Activity Center District (AC-2) is intended to provide for concentrated areas of residential, commercial, office, industrial, recreational and cultural facilities serving major sub-regions of the Orlando urban area, and at intensities significantly higher than in surrounding neighborhoods. Although some Urban Activity Centers may be composed of a single type of use, a mixture of land uses is specifically encouraged. These activity centers are intended for locations where arterials and four lane collectors and mass transit service are available, providing access between metropolitan sub-regions and complementing the primary arterial transportation system.

The (C) Conservation District is established for the purpose of identification, protection, preservation and the beneficial use of environmentally sensitive lands. It is intended that this district shall not be a holding category for land, but rather, a terminal category to insure that the present and future residents of the City of Orlando shall be able to enjoy the benefits of the natural environment.

The purpose of the Aircraft Noise (AN) Overlay District is to protect the health, safety, and welfare of persons and property in the vicinity of the OIA and OEA. Aircraft noise may be considered annoying, objectionable, or unhealthy to residents in the community surrounding the airports. The AN Overlay district is intended to reduce noise and safety hazards associated with aircraft operations, to preserve the operational stability of the airports, and assist in the implementation of policies and recommendations found in the City's Growth Management Plan and in appropriate FAA sponsored Part 150 Studies.

#### Development Standards

The site will be reviewed for the proposed change in zoning districts which is AC-2/AN. The site has frontage on Shadowridge Dr. Based on Tables 2 and 3 below, the applicant meets the standards of the zoning district. The site contains ±15.3 developable acres, ±1.5 acres will be utilized for stormwater, the remaining acreage is indicated as conservation.

**Table 2—Development Standards**

| Zoning  | Acres  | Use         | Sq. Ft./<br>dwelling<br>units | Density<br>(dwelling units per<br>acre) |          | Building<br>Height | ISR<br>(impervious surface<br>ratio) |          |
|---------|--------|-------------|-------------------------------|-----------------------------------------|----------|--------------------|--------------------------------------|----------|
|         |        |             |                               | Min./Max.                               | Proposed |                    | Max.                                 | Proposed |
| AC-2/AN | ±20.04 | Multifamily | 871 units                     | 30/100                                  | 43       | 100 ft.            | 0.90                                 | 0.60     |

**Table 3—Setback and Landscaping Requirements\***

| Use         | Yard                                | Building Setbacks   |                                 | Landscaping/Buffers           |          |
|-------------|-------------------------------------|---------------------|---------------------------------|-------------------------------|----------|
|             |                                     | Min. /Max.          | Proposed                        | Required                      | Proposed |
| Multifamily | Front - Shadowridge Dr.             | 0 ft.               | 12 ft.                          | 7.5 ft.                       | 7.5 ft.  |
|             | Rear -                              | 10 ft.              | 10 ft.                          | N/A                           | N/A      |
|             | Side - North & South Property Lines | 0 or 3 ft. / 30 ft. | North: ±15 ft.<br>South: ±8 ft. | North: 7.5 ft.)<br>South: 7.5 | 7.5 ft.  |

Bufferyards must meet the standards in Chapter 60, including the tree coverage percentage established in Figure 9.

#### Transportation

The site will have access from Shadowridge Rd. via a pair of access points, with the northern access as ingress and the southern as egress. The applicant is proposing to meet code requirements for parking on site and by phase with no need for any parking reductions. Parking is internal to the buildings.

| Phase 1                 |         |      |             |
|-------------------------|---------|------|-------------|
| Unit Type               | # Units | Rate | Min Parking |
| Efficiency/Studio       | 94      | 1    | 94          |
| 1 bed<br>(>749 sq. ft.) | 135     | 1.5  | 202.5       |
| 2 <u>bed</u>            | 187     | 1.75 | 327.25      |
| 3 <u>bed</u>            | 6       | 2    | 12          |
| Total Res               | 422     |      |             |
| Min Parking Req.        |         |      | 636         |
| Parking Proposed        |         |      | 702         |

| Phase 2                 |         |      |             |
|-------------------------|---------|------|-------------|
| Unit Type               | # Units | Rate | Min Parking |
| Efficiency/Studio       | 95      | 1    | 95          |
| 1 bed<br>(>749 sq. ft.) | 155     | 1.5  | 232.5       |
| 2 <u>bed</u>            | 193     | 1.75 | 337.75      |
| 3 <u>bed</u>            | 6       | 2    | 12          |
| Total Res               | 449     |      |             |
| Min Parking Req.        |         |      | 677         |
| Parking Proposed        |         |      | 745         |

### A Traffic Impact Assessment (TIA)

A TIA was completed by the applicant's team and submitted to the City in March 2022. The proposed project is anticipated to generate up to 3,908 daily trips with 353 occurring in the AM peak and 324 in the PM Peak. All studied intersections and project driveways are anticipated to operate at an acceptable Level of Service with the proposed development.

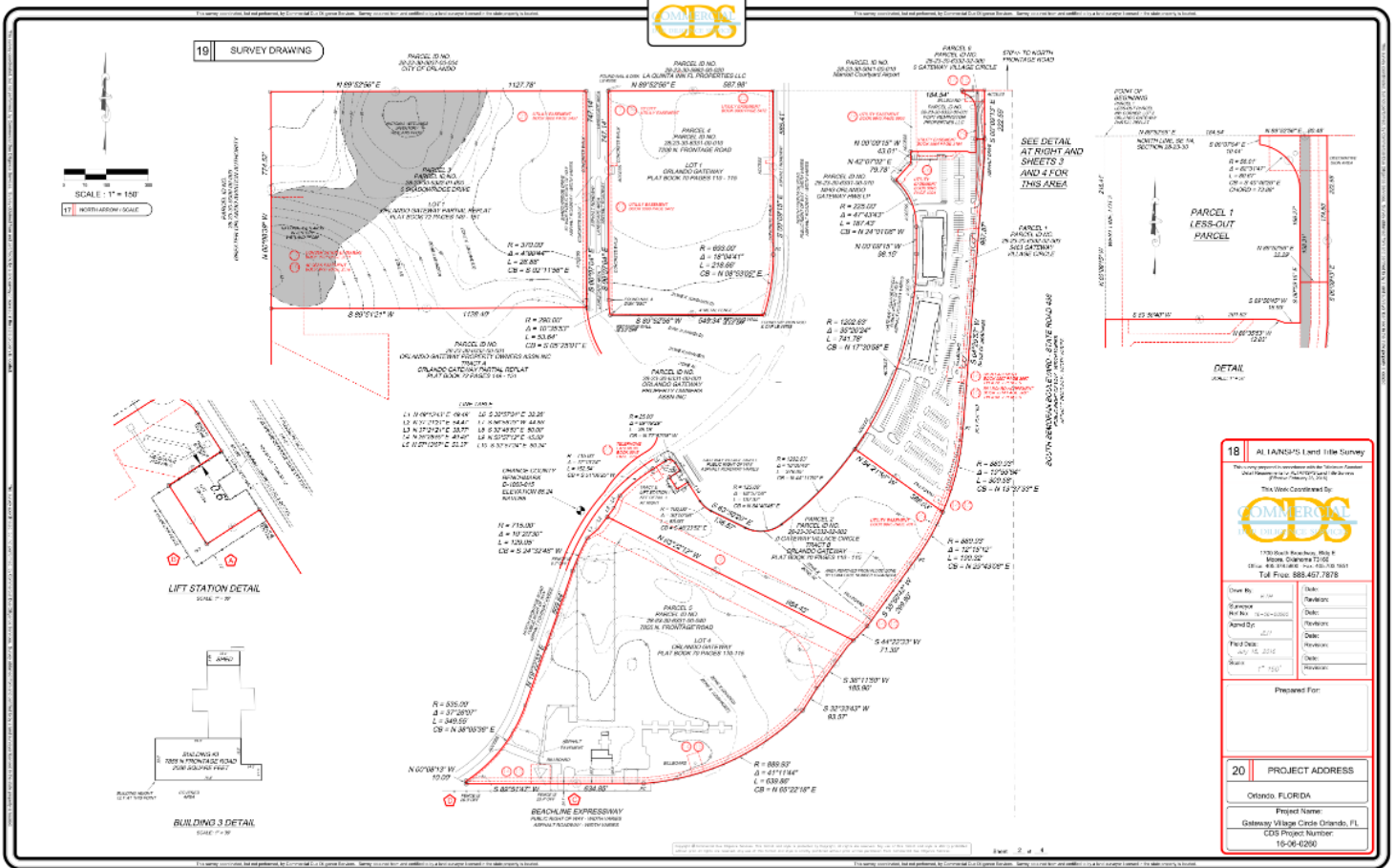
### School Impacts

The applicant must apply for school concurrency prior to TRC (Technical Review Committee). The proposed development will be adding 871 dwelling units. 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)).

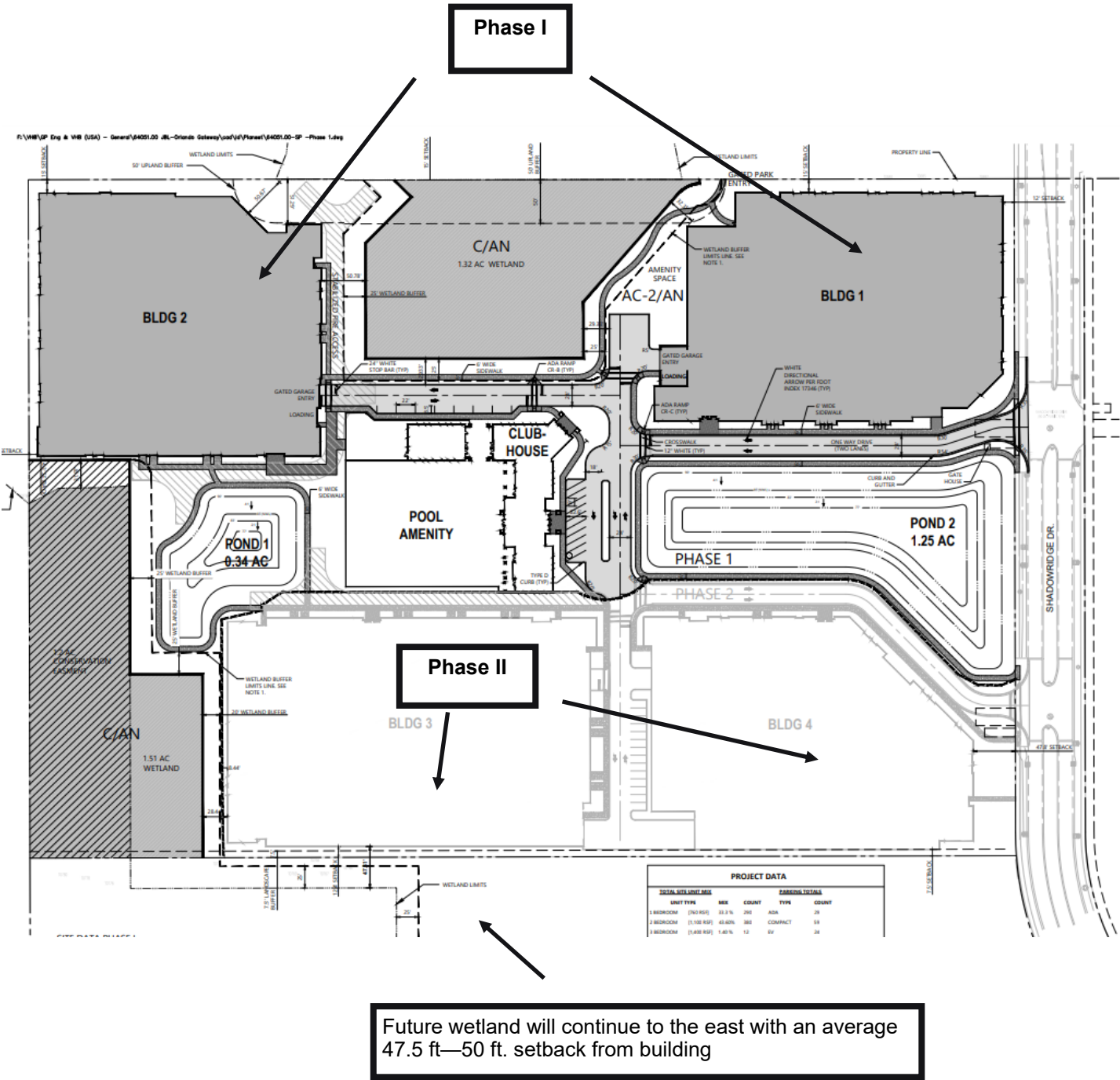
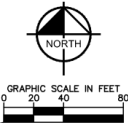
## Aerial Photo



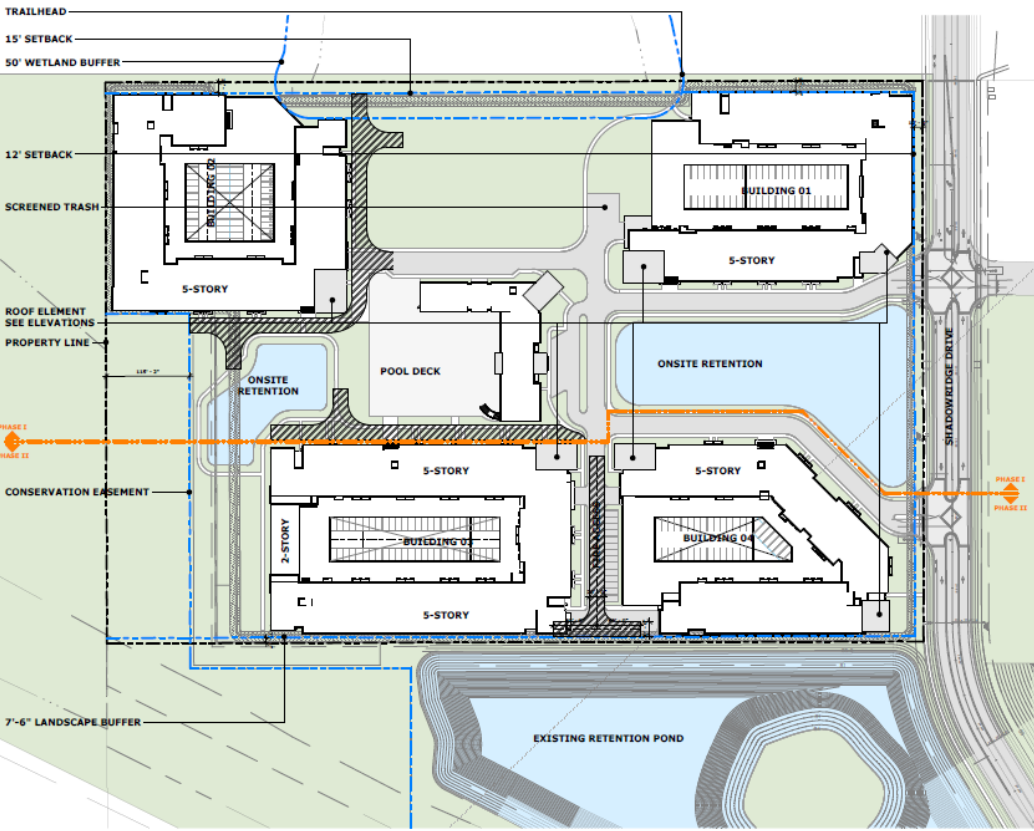
# Property Survey



# Site Plan



# Architectural Site Plan



NOTE: SITE SHOWN FOR ILLUSTRATIVE PURPOSES ONLY. REFERENCE LANDSCAPE & CIVIL DRAWINGS FOR PLANTINGS & HARDSCAPE.

PROJECT DATA

| TOTAL SITE UNIT MIX    |       |            | PARKING TOTALS |                    |
|------------------------|-------|------------|----------------|--------------------|
| UNIT TYPE              | MIX   | COUNT      | TYPE           | COUNT              |
| 1 BEDROOM (~760 RSF)   | 33.3% | 290        | ADA            | 29                 |
| 2 BEDROOM (~1,100 RSF) | 43.6% | 380        | COMPACT        | 59                 |
| 3 BEDROOM (~1,400 RSF) | 1.4%  | 12         | EV             | 24                 |
| MICRO (~400 RSF)       | 7.9%  | 69         | LOW-TURNOVER   | 30                 |
| STUDIO (~625 RSF)      | 13.8% | 120        | STANDARD       | 1309               |
|                        |       | <b>871</b> | TANDEM         | 6                  |
|                        |       |            |                | 1457 (+/- TANDERS) |
|                        |       |            |                | 1463 (+/- ADAPTS)  |

PHASE I

| BUILDING 01 UNIT MIX |            | PARKING BUILDING 01 |                  |
|----------------------|------------|---------------------|------------------|
| UNIT TYPE            | COUNT      | TYPE                | COUNT            |
| 1 BEDROOM            | 72         | ADA                 | 8                |
| 2 BEDROOM            | 96         | EV                  | 6                |
| 3 BEDROOM            | 3          | STANDARD            | 345              |
| MICRO                | 9          |                     | 359 (+/- ADAPTS) |
| STUDIO               | 25         |                     |                  |
|                      | <b>205</b> |                     |                  |

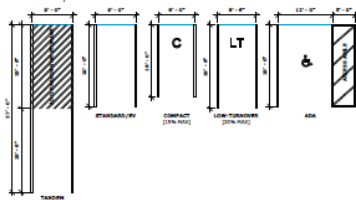
| BUILDING 02 UNIT MIX |            | PARKING BUILDING 02 |                  |
|----------------------|------------|---------------------|------------------|
| UNIT TYPE            | COUNT      | TYPE                | COUNT            |
| 1 BEDROOM            | 63         | ADA                 | 3                |
| 2 BEDROOM            | 91         | COMPACT             | 58               |
| 3 BEDROOM            | 3          | EV                  | 6                |
| MICRO                | 35         | LOW-TURNOVER        | 30               |
| STUDIO               | 25         | STANDARD            | 256              |
|                      | <b>217</b> |                     | 353 (+/- ADAPTS) |

PHASE II

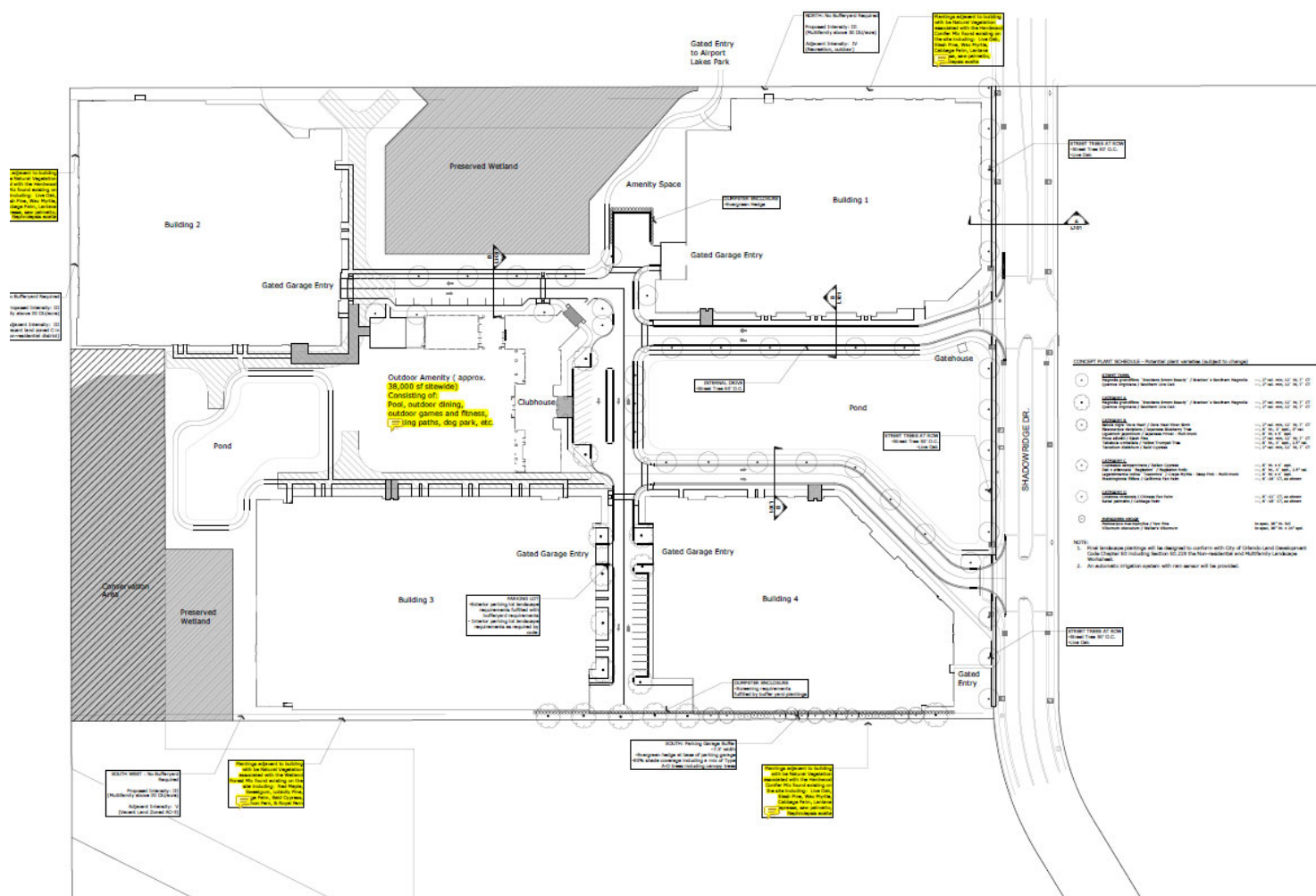
| BUILDING 03 UNIT MIX |            | PARKING BUILDING 03 |                  |
|----------------------|------------|---------------------|------------------|
| UNIT TYPE            | COUNT      | TYPE                | COUNT            |
| 1 BEDROOM            | 87         | ADA                 | 10               |
| 2 BEDROOM            | 111        | EV                  | 8                |
| 3 BEDROOM            | 3          | STANDARD            | 400              |
| MICRO                | 22         |                     | 418 (+/- ADAPTS) |
| STUDIO               | 38         |                     |                  |
|                      | <b>261</b> |                     |                  |

| BUILDING 04 UNIT MIX |            | PARKING BUILDING 04 |                                    |
|----------------------|------------|---------------------|------------------------------------|
| UNIT TYPE            | COUNT      | TYPE                | COUNT                              |
| 1 BEDROOM            | 68         | ADA                 | 8                                  |
| 2 BEDROOM            | 82         | COMPACT             | 1                                  |
| 3 BEDROOM            | 3          | EV                  | 4                                  |
| MICRO                | 3          | STANDARD            | 308                                |
| STUDIO               | 32         | TANDEM              | 6                                  |
|                      | <b>188</b> |                     | 327 (+/- TANDERS) 333 (+/- ADAPTS) |

CITY OF ORLANDO PARKING DIMENSIONS



# Landscape Plan



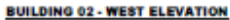
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# Building Renderings

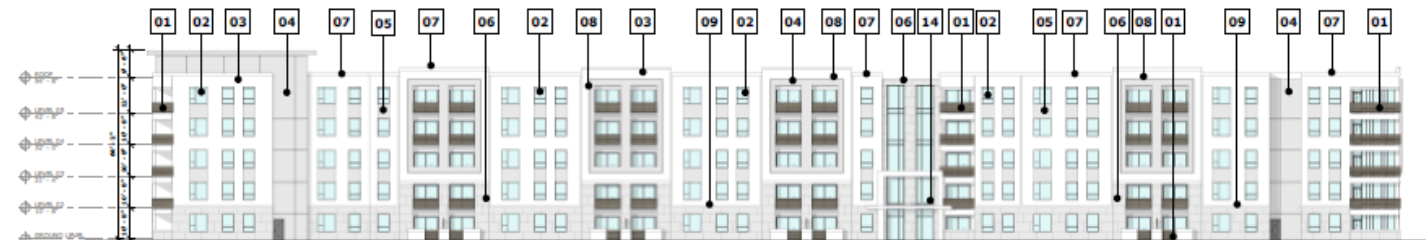


The image displays four architectural elevations of Building 01, a multi-story residential or commercial structure. Each elevation is annotated with callout numbers (01 through 14) and vertical dimension lines indicating specific heights and levels.

- BUILDING 01 - NORTH ELEVATION:** Shows the front facade with callouts 01 through 09. Vertical dimensions on the left indicate levels from 0.00' to 10.00'.
- BUILDING 01 - SOUTH ELEVATION:** Shows the rear facade with callouts 01 through 09. Vertical dimensions on the left indicate levels from 0.00' to 10.00'.
- BUILDING 01 - EAST ELEVATION:** Shows the side facade with callouts 01 through 09. Vertical dimensions on the left indicate levels from 0.00' to 10.00'.
- BUILDING 01 - WEST ELEVATION:** Shows the side facade with callouts 01 through 14. Vertical dimensions on the left indicate levels from 0.00' to 10.00'.



# Proposed Elevations



BUILDING 03 - NORTH ELEVATION



BUILDING 03 - SOUTH ELEVATION

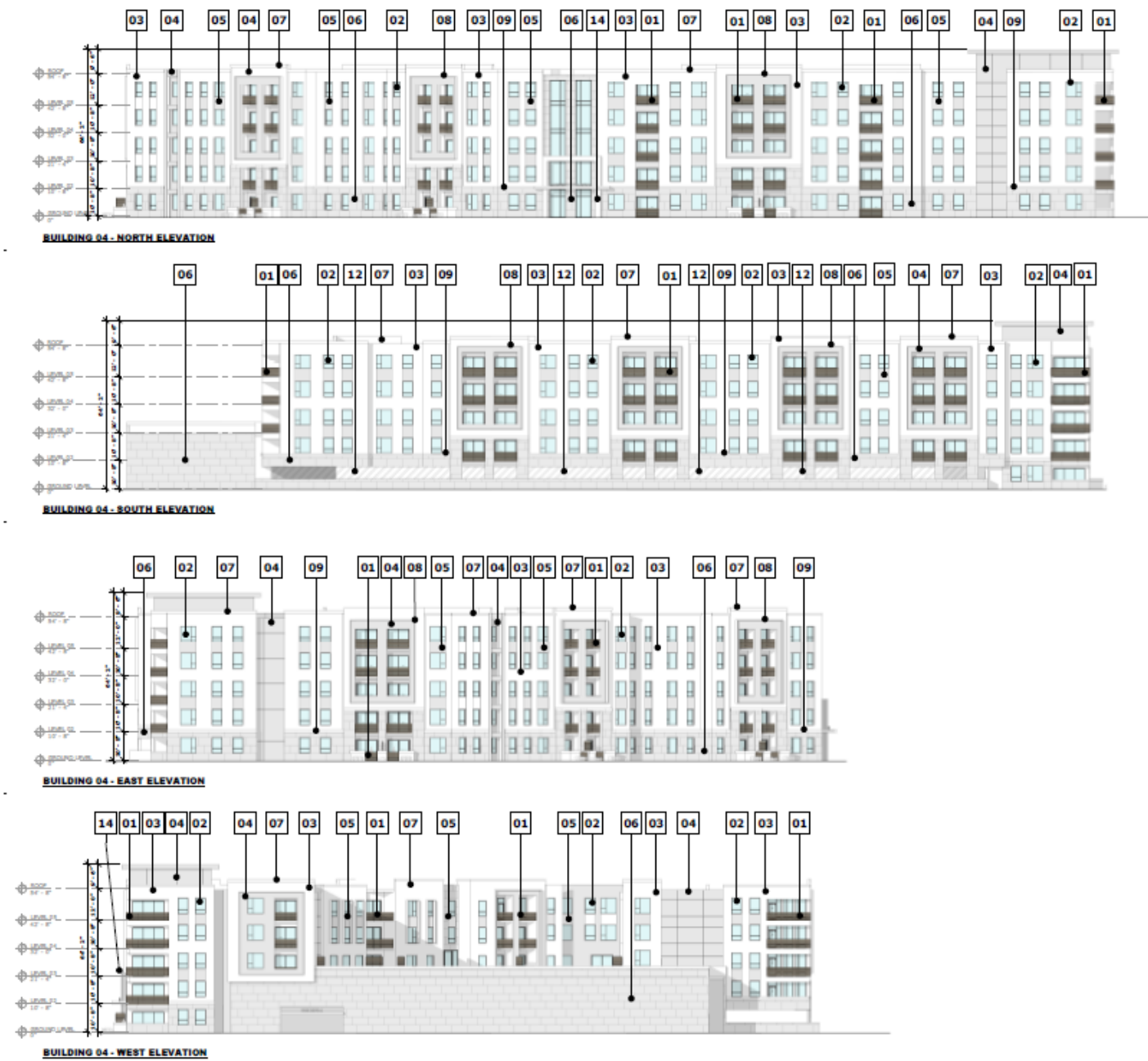


BUILDING 03 - EAST ELEVATION

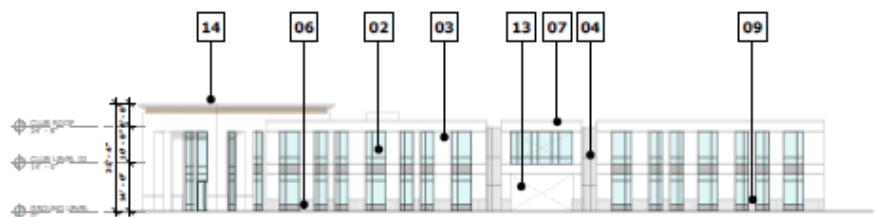


BUILDING 03 - WEST ELEVATION

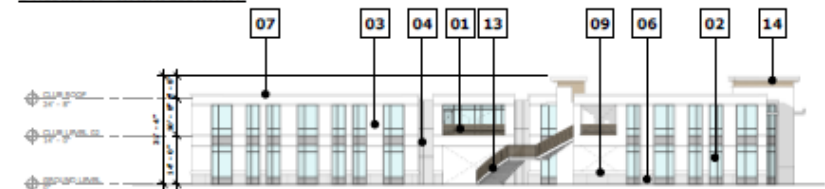
# Proposed Elevations



# Proposed Elevations



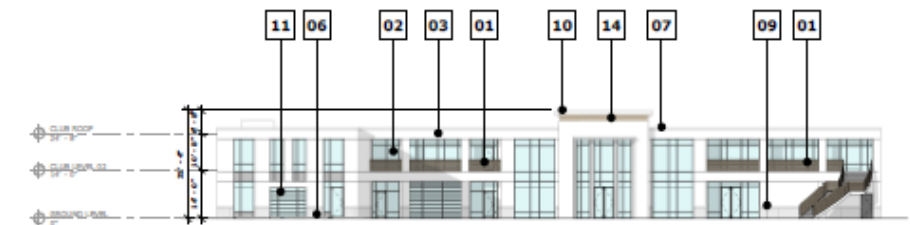
**BUILDING 05 - NORTH ELEVATION**



**BUILDING 05 - SOUTH ELEVATION**



**BUILDING 05 - EAST ELEVATION**



**BUILDING 05 - WEST ELEVATION**

# Site Photos



Site as viewed from Shadowridge Dr., looking west

# Findings

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

1. The proposed use is consistent with the City's Growth Management Plan.
2. The proposed use is consistent with the purpose and intent of the 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 MPL2022-10009 subject to the conditions below.

# Conditions of Approval

## Growth Management

1. The proposed project is consistent with the existing uses in the area and adjacent properties and complies with the City's Growth Management Plan. The applicant shall submit a school concurrency application to OCPS prior to TRC.

## Land Development

1. **Land Use and Zoning.** Except as provided herein, development of the property shall be consistent with the development standards of the AC-2/AN & C/AN zoning districts as well as Chapter 58, Part 3I of City Code for multifamily developments above 8 units.
2. **Conditions of Approval.** The conditions of approval in this Staff Report must be adhered to and the necessary changes must be made on the plans submitted for building permit. Failure to do so will delay the issuance of your permit.
3. **General Code Compliance.** Development of the proposed project should be consistent with the conditions in this report and all codes and ordinances of the City of Orlando, the State of Florida, and all other applicable regulatory agencies. All other applicable state or federal permits must be obtained before commencing development.
4. **Minor modifications.** Zoning variances may be approved pursuant to the procedures set forth in Part 2J Chapter 65, Orlando City Code. Additionally, recognizing that development plans can change in small ways between the planning and permitting stages of development, the planning official may approve up to a 10% modification of any applicable numerical development standard if the planning official finds that the proposed modification is consistent with the applicable goals, objectives, and policies of the GMP, is compatible with nearby existing land uses, would not result in inadequate public facilities, and is otherwise consistent with the public health, safety, and welfare. When approving such a modification of a development standard, the planning official may impose one or more of the conditions of development provided at section 65.334, Orlando City Code, but such condition or conditions must be reasonably calculated to mitigate the identifiable land use impacts of the modified standard.
5. **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. All other applicable state or federal permits must also be obtained before commencing development.
6. **Consistency:** Development within the subject property must remain consistent with all exhibits provided within this application subject to the conditions ultimately approved by City Council.
7. **Expiration of the Master Plan.** The applicant must receive a building permit for the work requiring the master plan within two years of the master plan approval. If the applicant does not receive the building permit within two years, then the master plan is no longer valid and the applicant must reapply for a master plan if the applicant wishes to proceed with a development requiring a master plan. If the building permit for the work requiring the master plan expires before a certificate of occupancy or certificate of completion is issued for the work requiring the master plan, then the master plan is no longer valid and the applicant must reapply for a master plan if the applicant wishes to proceed with a development requiring a master plan.
8. **Florida Statutes.** As provided by subsection 166.033(6), Florida Statutes, issuance of a development permit by a municipality does not in any way create any right on the part of an applicant to obtain a permit from a state or federal agency and does not create any liability on the part of the municipality for issuance of the permit if the applicant fails to obtain requisite approvals or fulfill the obligations imposed by a state or federal agency or undertakes actions that result in a violation of state or federal law. In accordance with subsection 166.033(6), Florida Statutes, it is hereby made a condition of this permit that all other applicable state or federal permits be obtained before commencement of the development.

## Conditions of Approval (Cont'd)

9. **Landscaping and Bufferyards.** Landscaping and bufferyards must be consistent with the LDC. The site is required to include an average 25 ft. buffer as measured from the delineated wetland lines that must be maintained with native plantings consistent with GMP Conservation Policy 1.4.5.
10. **Perimeter Landscaping.** Perimeter landscape areas required for vehicular use areas adjacent to property lines and public rights-of-way shall contain at least one tree for every 50 lineal feet or fraction thereof. Required trees shall have a minimum caliper of 3 in., a minimum overall height of 12 ft., and a minimum clear-trunk height of 6 ft. Perimeter landscape areas shall also contain a continuous row of evergreen groundcovers and plants not to exceed 4 feet in height. Required plants shall be a minimum height of 18 in. at time of planting. At least 60% of the required plants shall have a natural mature height of 3 ft.
11. **Final Site Plan.** A final site plan will be required for each phase prior to permitting.

### Urban Design

#### Architecture

1. Appearance Review (via Planning Official Determination) is required prior to submitting building permits, showing compliance with all conditions of approval. Detailed plans, including perspective views from all four corners of the building and a color site plan are required. Additionally, utility plans, landscape and hardscape plans, and color elevations of all 4 sides of the buildings with material and color specifications are also required.
2. The building entry module should be increased in height and should be the most defined and articulated module in all buildings.
3. Building 1. The eastern elevation shows a blank wall, approximately 20 ft wide, towards the southern side. Additional architectural details must be provided along the wall to compliment and provide continuity to the front facade, as to soften the views of the wall as viewed from Shadowridge Drive.
4. A minimum 15% of transparency is required on all facades facing a public street, private street, or courtyard, on each story below the roof line. No windows at the ground floor level can dry-walled, or have permanent partitions installed on the interior to block natural surveillance. Tinted, reflective, spandrel glass or glass block does not count towards meeting the transparency requirements.

#### Site

1. All crosswalks at driveways and curb cuts must be designed with textured/colored concrete or asphalt or similar treatment to clearly define the pedestrian zones. Reflective paint alone is not acceptable, but may be used in conjunction with other surfaces to outline the pedestrian path for night time safety.
2. Any front yard or amenity fencing must be a decorative wrought-iron or aluminum picket fencing. Chain link may be used elsewhere, but must be vinyl-clad black chain link, minimum 9-gauge wire mesh, with top and bottom rails, with hardware painted black.
3. A Final Site Plan Determination to satisfy the Site conditions will be required prior to building permits being issued for the proposed development.

#### Landscaping

1. All landscape plans must achieve the Minimum Required Landscape Score (MRLS) for the proposed type and intensity of development. The project must meet the requirements of the Land Development Code Chapters 60 and 61. A spreadsheet showing compliance with the Minimum Required Landscape Score must be included with the plans when submitted for building permits. A digital spreadsheet form is available at <https://www.orlando.gov/Building-Development/Planning-Approvals/Landscape-Code#section-3>
2. Landscape Plan legend must include plant schedule, with type and quantity of shrubs, understory trees, and canopy trees.

## Conditions of Approval (Cont'd)

3. Bufferyards must meet the standards in Chapter 60, including the tree coverage percentage established in Figure 9.
4. There are mature trees on this site that are significant in size and beauty. A tree removal permit and tree mitigation plan will need to be approved by the city arborist prior to any demolition or site preparation work commences on the project site. It is highly encouraged that existing mature trees are incorporated into the new landscape plan.
5. Street trees proposed along the pond must be Live Oaks.
6. The proposed eastern pond must be treated as a site amenity per Section 60.144. This shall be accomplished by the following:
  - i. Planting at least 15% of the length of the pond's edge in a planting area at least two feet in width above and below the mean water elevation pursuant to the following formula:  
Length of Pond's Edge x 0.15 = Result (Y)  
 $Y \times 2 = \text{Required Landscape Area}$
  - ii. at minimum 2 fountain jets.
  - iii. The storm water ponds can act as a source for landscape irrigation water. This is encouraged.

### Utilities

1. Electrical transformers/Backflow preventers must be located in such a way to minimize the appearance towards the ROW and must not be located between any principal buildings and the ROW, where possible.
2. Transformer areas outside the building envelope shall be screened on three sides with landscaping and/or a decorative, opaque wall and gates up to 6-feet in height. Landscaping shall include a hedge that is a minimum 36-inches tall at the time of planting.
3. No above grade transformer, utility box, traffic signal control box, backflow preventer or vertical impediment can be located in the Pedestrian Clear Zone. The location of said equipment must be included in the Planning Official Appearance Review submittal.
4. Service areas and dumpster enclosures must incorporate architectural materials and design details similar to the principal buildings, screened with solid walls to match the principal structure. Service areas must have gates or screens that shield the areas from view when not in use. Design of gates shall be solid and have architectural interest to complement the building. Landscape screen including low hedge and groundcover is required to soften the view from the public ROW.
5. It is unclear as to the proposed location of the A/C mechanical equipment. All a/c units must be located in such a way to minimize the appearance towards the ROW and must not be located between any principal buildings and the ROW. They all must be screened thorough the use of walls, fences or hedging along three sides. An interior screen wall or parapet for rooftop mechanical equipment is required. The interior screen wall or parapet must be the same height, or higher as the installed mechanical equipment height. The utility plan at the time of permit must clearly show the location of the equipment.

### Signage

1. Signage is subject to LDC section 64.257 Multifamily Identification signs.

### Lighting

1. A full photometric plan showing compliance with Chapter 63 Part 2M of City Code is required at time of permitting.

### **Transportation**

1. Compliance
  - a. Except as where noted in this staff report, all aspects of the site plan are required to conform to all applicable minimum standards set forth in the editions of the City Code and the City Engineering Standards Manual that are in force at the time of any construction of this project.

## Conditions of Approval (Cont'd)

- 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 / drive way 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. Phasing: Phase 1 must include both the ingress and egress points from Shadowridge Rd. to the project.
6. Access Management
- a. Gated Access: The gate along the entry drive must be repositioned to allow a vehicle denied entry a way to safely exit the development. Vehicles may not be required to reverse from the gate onto Shadowridge Dr.
  - b. Shadowridge Dr. NB left: Should a left turn lane into the project from Shadowridge Dr. be warranted in the future it will be the responsibility of the property owner to fund the design and construction of the turn lane.
7. 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.
8. 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. Phase 1: Minimum 610 parking spaces including 122 EV capable spaces and 12 EVSE installed spaces.
  - b. Phase 2: Minimum 616 parking spaces including 123 EV capable spaces and 12 EVSE installed spaces.
  - c. 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."
  - d. 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."
  - e. EV Design Requirements: All EV Parking spaces provided must meet the requirements of LDC CH61, Part 3G.
  - f. 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).
9. 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.

## Conditions of Approval (Cont'd)

- a. Phase 1: A total of 61 short term and 61 long-term bicycle parking spaces are required.
- b. Phase 2: A total of 61 short term and 61 long-term bicycle parking spaces are required.
- c. 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.
- d. 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

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.

1. 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.
2. 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](http://www.fldeportal.com/DepPortal/go/apply)
3. COMMENTS FOR CONSIDERATION TOWARDS 100 PERCENT DRAWINGS 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 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

# Conditions of Approval (Cont'd)

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. 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
17. Needed Fire Flow: The required fire flow for commercial structures shall be determined as specified in the standard: Determination of Required Fire Flow as published by the Insurance Services Office (ISO). The fire flow for a building when sprinkler protected in accordance with NFPA 13 will be calculated at 50% of a non-sprinkler protected building, but shall not be less than 1000 gpm. Calculations and a water supply analysis shall be provided to demonstrate delivering of fire flow.

## Public Works

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.
2. When applying for an Engineering Permit, please submit the Drainage Report, Geotech Report, Stormwater Tabulations, and all necessary docs needed in order to verify the City's and Water Management District standards are met. Provide a certification signed by the Engineer, licensed in the State of Florida, responsible for the stormwater design which reads as follows: "I hereby certify that to the best of my knowledge and belief, the design of the Stormwater Management System for the project known as: (Project Name) meets all of the requirements and has been designed substantially in accordance with the City of Orlando Stormwater Management Criteria."
3. Construction activities including clearing, grading and excavating activities shall obtain an EPA NPDES permit, except for operations that result in the disturbance of less than one acres total land area which are not part of a larger common plan of development or sale. The NPDES permit must be received in the Office of Permitting Services (via ProjectDox upload) prior to the issuance of City of Orlando permits. If the disturbed area is less than one acre, please provide a note on the plans indicating the City of Orlando's Guidelines for Erosion Sediment Control (aka the Blue Sheet) will serve as a guide for the implementation of erosion sediment control measures. Blue Sheet can be found under the City of Orlando website. Please attach this sheet in your permit submittal.
4. Please provide a signed and sealed existing topographic survey with datum and official benchmark in the NAVD88 vertical datum. Per the City's ESM Section 7.01.A.1, survey data shall be gathered to at least 25 feet beyond the property line or as far offsite as required to assure offsite drainage patterns are maintained. Please submit a hard copy of survey (with sign and seal) to City Hall 8th floor addressed to Richard Allen.
5. Please submit a signed and date private/public improvements cost sheet. Cost sheet forms and instructions are available at our website at [www.cityoforlando.net/permits](http://www.cityoforlando.net/permits).
6. For questions regarding Engineering Site issues contact Kyle Staats at [kyle.staats@cityoforlando.net](mailto:kyle.staats@cityoforlando.net) or 407-246-4326.

## Police

### Natural Surveillance:

- A photometric plan was not provided for review.
  - o All lighting for this project will meet or exceed the guidelines in Orlando City Code.
  - o In order to create a sense of safety, pedestrian-scale lighting must be used in all high-pedestrian traffic areas to include building entrances, pedestrian promenades, parking facility entrances, amenities and common areas, open green spaces, walkways and service areas.
- Entry doors on all units must contain a minimum 180° viewers.

## Conditions of Approval (Cont'd)

- For interior corners, elevator lobbies and elevator cars, using convex mirrors or reflective materials to support surveillance around, into and out of these areas must be used/provided.
- For interior stairwells it is strongly encouraged for the use of convex mirrors or reflective materials at each landing to improve the opportunity for users to view potential offenders or threats when entering these areas.

### Natural Access Control:

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

### Target Hardening:

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

- Entry doors to the property, offices, common areas must contain a minimum 180° viewers or small windows with security glass, interior or security hinges, single cylinder deadbolt locks with a minimum one-inch throw, metal frames with three-inch screws in the strike plates, and be made of solid core material.
- A video surveillance system capable of recording and retrieving an image to assist in offender identification and apprehension is strongly encouraged.
- The use of tempered, impact resistant, or security glass or security film is encouraged for all large glass doors and windows. If security film is utilized, ensure that the light transmittance of the security film is greater than or equal to the light transmittance of the window's glass.

### Maintenance and Management:

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

### Construction Site Crime Prevention:

Due to the continued trend of theft of building materials and equipment from construction sites, Orlando Police Department's Crime Prevention Unit strongly recommends that the developer institute the following crime prevention/security measures at this project site:

- 1) Post signs at the site that theft from the site or trespassing on a construction site is a felony under Florida Law and that the developer will prosecute.
- 2) To improve visibility of potential offenders by OPD patrol officers, perimeter lighting is encouraged but not required. Lighting should be installed at a minimum of 150-foot intervals and at a height not less than fifteen (15') from the ground. The light source used should have a minimum light output of 2,000 lumens, will be protected by a vandal resistant cover, and will be lighted during the hours of darkness.
- 3) In addition to lighting, one of the following physical security measures should be installed:
  - a. Fencing, not less than six (6') feet in height, which is designed to preclude human intrusion, should be installed along the perimeter boundaries of the site and should be secured with chain and fire department padlocks for emergency vehicle access; post in a clear area, an emergency contact person and phone numbers for after hours, in case of an emergency; or
  - b. A uniformed security guard should be hired to continually patrol the construction site during the hours when construction work has ceased.
- 4) Valuable construction materials and tools should be protected in a secondary fenced, locked cage.
  - a. Post in a clean, open area, the name and numbers of an emergency contact person for OPD in case of a night-time emergency.

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](mailto:Edgar.Malave@Orlando.gov).

### **Parks**

1. Project may impact a treed parcel. If tree removal is desired the applicant must obtain a permit from a Parks department official prior to any trees being removed from the site. Tree removal will require mitigation by the replanting of all tallied inches of caliper removed from the site. 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. A landscape plan can be submitted along with the construction plans to reduce any fees associated with tree removal.
2. Aerial photos show existing trees on the site. Per City Code Section 65.339, Master Plan submittals must include tree surveys showing all existing trees of 10" diameter at breast height (DBH) or larger. City Code Section 65.340

## Conditions of Approval (Cont'd)

requires a preliminary tree protection plan with the master plan submittals. Please provide, showing existing trees in relation to the layout plan. In lieu of the required tree survey, the Parks Division Arborist may approve a statistical analysis of the tree cover in some cases involving heavily forested sites. Such analysis may be in the form of sample plots of representative areas, or "timber cruises" representative of the overall site.

3. Park Access: Pedestrian access to Airport Lakes Park must be from the sidewalk along Shadowridge Dr., not from the interior of the site. Please remove the sidewalk entering the park from the southern property line. Please provide information regarding recreation amenities that will be provided for residents. \*\*\*For informational purposes: The City has implemented a Parks Impact Fee on all residential housing units to help meet the recreation needs of Orlando's residents. All new housing units are subject to the fee. Multi-family residential units are assessed at \$825 per unit. A reduction in fees may apply on units that meet certain criteria, including on units that are certified for affordable housing. Any new construction, change in use, addition or redevelopment of a site or structure shall be subject to a review for Parks Impact Fees. Applicable fees will be due at the time of building permit issuance, subject to change upon final permit plan review. Any exemptions or credits against the Parks Impact Fee must be reviewed prior to permit issuance. All Parks Impact Fee Credits shall be reviewed and processed by the Parks Impact Fee Coordinator, if applicable, upon request by applicant.
4. This project will impact a densely wooded area. A tree survey is required to be submitted during the review of project. A mass grading permit is not a permit to remove trees from the site. A tree removal permit must be obtained from a parks department official prior to any tree being removed from the site. Tree removal will require mitigation by the replanting of all tallied inches of tree caliper removed from the site. 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. A landscape plan can be submitted along with the construction plan for the project to reduce any fees associated with tree removal.

### Wastewater

The following shall be incorporated into the Planner's Staff report and addressed by Applicant before the Water Reclamation Division can support the approval of the MPL application:

1. The development proposes a two phase-project with an estimated 800 multifamily units. The estimated peak flow from the proposed development exceeds the regulated capacity of the existing 10" PVC gravity main in Shadowridge Dr.
2. Capacity of the sanitary sewer main downstream of the point of connections shall be evaluated to determine needed offsite pipe upsizing. The point of analysis and methodology shall be verified with the Water Reclamation Division prior to conducting the sewer capacity analysis. Contact the WRD to discuss the methodology to follow in the preparation of the capacity analysis report.
3. Wastewater capacity allocation to the project shall be determined using the City of Orlando Sewer Service Policy Allocation Factors and/or the Growth Management Plan (GMP) Level of Service (LOS).
4. Reclaimed water point of connection is available at Shadowridge Dr and Forbes PL. Reclaimed water infrastructure shall be designed and constructed in accordance with the City of Orlando Engineering Standards Manual (ESM), Chap. 10 (current Edition) and applicable City Standard Wastewater details.
5. The on-site sanitary system shall be private and designed and constructed in accordance with the City of Orlando Engineering Standards Manual (ESM), Chap. 9 (current Edition) and applicable City Standard Wastewater details.
6. For questions about Water Reclamation Division review, please contact Julio Morais, P.E., 407.246-3724 or [julio.morais@cityoforlando.net](mailto:julio.morais@cityoforlando.net), and/or Dave Breitrick, P.E., Engineering and Mapping Manager 407.246-3525 or [david.breitrick@cityoforlando.net](mailto:david.breitrick@cityoforlando.net).

### Solid Waste

1. At least one of the 2 refuse location areas will be required to have an additional enclosure for recycling. Additionally, front-end-loaded refuse collection trucks will need 50' of clearance for backing up from the enclosure. Recycling enclosure should be co-located with MSW compactor if possible. Specifications and requirements for the enclosure can be found in the City's Engineering Standards Manual.
2. Approved as long as recycling enclosure measures at least 24' across by 10' deep.

### Building

Plan review for permitting services will require threshold inspection plans for this project. Building code compliance will be adjudged during the permitting application and plan review process.

# Conditions of Approval (Cont'd)

## Development Review

For questions regarding Engineering or Zoning contact Keith Grayson at (407)246-3234 or keith.grayson@cityoforlando.net.

The Office of Permitting Services recommends approval of the proposed Master Plan, subject to the listed conditions and requirements.

1. The Orlando City Council approved a Resolution at the January 27, 1997 City Council Meeting. Section 61.226 of the City's Land Development Code provides for a Street Tree Trust Fund. The developer is responsible for the installation of street trees prior to final of the building permit. The Street Tree specifications are 12'-14' height of canopy tree.
2. Contact the Bureau of Parks (407) 246-2283 for a tree removal permit before removing any 6" caliper or larger trees.
3. Contact the Bureau of Parks (407) 246-2283 for a tree encroachment permit prior to encroaching within the canopy of any 6" caliper or larger trees
4. At the time of development, the owner/developer is required to pay an on-site inspection fee that is a percentage of the cost of the on-site improvements, excluding the building, in accordance with City Land Development Code, Section 65.604.
5. Construction activities including clearing, grading and excavating activities shall obtain an Environmental Protection Agency (EPA) National Pollution Discharge Elimination System (NPDES) permit, except: Operations that result in the disturbance of one acre total land area which are not part of a larger common plan of development or sale.
6. The City Council Adopted the Engineering Standards Manual (ESM), Fifth Edition on April 18, 2016. All plans must conform to the ESM and all construction must be accomplished in accordance to the ESM.
7. All future elevation shown on a boundary/topographic survey shall use the North American Vertical Datum of 1988 (NAVD 88).
8. All new construction, change in use, additions, or redevelopments are required to submit a Concurrency Management application as a part of the building plan review process.
9. This property is required to plat in accordance with Section 65.401 of the City's Land Development Code prior to the issuance of building permits.
10. Based on the conceptual site plan the phase line needs to be adjusted to reflect the two outgoing (exiting) traffic lanes shown with this project.
11. All new Multi-Family construction, Townhomes, Single Family Subdivision, change in use to residential and/or redevelopments of residential properties are required to submit a Concurrency Encumbrance letter (CEL) from Orange County Public Schools as a part of the building plan review process.
12. This project requires a Florida Department of Environmental Protection (FDEP) permit for the sanitary sewer system.
13. The City Council Adopted the Engineering Standards Manual (ESM), Fifth Edition on April 18, 2016. All plans must conform to the ESM and all construction must be accomplished in accordance to the ESM.
14. All future elevation shown on a boundary/topographic survey shall use the North American Vertical Datum of 1988 (NAVD 88).
15. FLOODPLAIN  
Part of this site is located within a floodplain, the finished floor elevation must be one (1) foot above the 100' flood elevation. Any flood storage volume displaced by the building must have compensating storage.
16. In accordance with Federal Emergency Management Act (FEMA) requirements; a letter of map revision maybe required by the owner or engineer as part of this application review
17. The a/c condensing units shall be screen from adjacent view.

## Conditions of Approval (Cont'd)

18. Park Fees

A Parks Impact Fee in the amount of \$825.00/unit shall be due at the time of building permit issuance.

19. In accordance with City Code Section 28.6 (f) 1-3, the Office of Permitting Services is authorized to make a determination of approval/disapproval of refuse container sites.

20. In accordance with City Code Section 28.15, as approved by City Council on March 11, 2019, all new Multi-Family and Commercial developments are required to participate in the Recycling Program.

21. For questions regarding Engineering or Zoning contact Keith Grayson at (407)246-3234 or [keith.grayson@cityoforlando.net](mailto:keith.grayson@cityoforlando.net).

22. The Office of Permitting Services recommends approval of the proposed Master Plan, subject to the above listed conditions and requirements.

23. As per Section 61.225 of the Land Development Code, a 5 foot wide concrete sidewalk is required along all rights-of-way. Any existing sidewalk damaged or broken is to be repaired.

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# Contact Information

**Growth Management**

For questions regarding Growth Management plan review, please contact Megan Barrow at 407.246. 3363 or [megan.barrow@orlando.gov](mailto:megan.barrow@orlando.gov)

**Land Development**

For questions regarding Land Development review, please contact Rosemary Culhane at 407.246.3422 or [rosemary.culhane@orlando.gov](mailto:rosemary.culhane@orlando.gov)

**Urban Design**

For questions regarding Urban Design plan review, please contact Fernanda Paronetto at 407.246.3427 or [fernanda.paronetto@orlando.gov](mailto:fernanda.paronetto@orlando.gov)

**Transportation**

For questions regarding Transportation Planning review, please contact Jacques Coulon at 407.246.2293 or [jacques.coulon@orlando.gov](mailto:jacques.coulon@orlando.gov)

**Development Review**

For questions regarding Development Review contact Keith Grayson at 407.246.3234 or [Keith.Grayson@orlando.gov](mailto:Keith.Grayson@orlando.gov)

**Fire**

For any questions regarding fire issues, please contact Chip Howard at 407.246.2143 or at [Charles.Howard@orlando.gov](mailto:Charles.Howard@orlando.gov)

**Building**

For questions regarding Building Plan Review issues contact Don Fields at 407.246.2654 or [Don.Fields@orlando.gov](mailto:Don.Fields@orlando.gov)

**Parks**

For questions regarding Parks Plan Review issues contact Denise Riccio at 407.246.4249 or at [denise.riccio@orlando.gov](mailto:denise.riccio@orlando.gov)

**Water Reclamation**

For questions regarding Wastewater Review issues contact Julio Morais at 407.246.3525 or [Julio.Morais@orlando.gov](mailto:Julio.Morais@orlando.gov)

**Impact Fees**

For questions regarding Impact Fee issues contact Nancy Jurus-Ottini at 407.246.3529 or [Nancy.Jurus-Ottini@orlando.gov](mailto:Nancy.Jurus-Ottini@orlando.gov)

**Police**

For questions regarding Police plan review, please contact Terrence Miller at 407.246. or [terrence.miller@orlando.gov](mailto:terrence.miller@orlando.gov)

**Public Works**

For questions regarding Public Works plan review, please contact Kyle Staats at 407.246.4326 or [kyle.staats @orlando.gov](mailto:kyle.staats@orlando.gov)

## Review Process—Next Steps

1. MPB minutes scheduled for review and approval by City Council.
2. Building permits may be submitted following the MPB recommendation of approval but cannot be approved until the City Council minutes approving the action of the MPB are published.