

MEETING
INFORMATION

MEETING MINUTES

September 21, 2023

Virtual Meeting
To join Virtually:[https://orlando-
gov.zoom.us/j/99228810801](https://orlando.gov.zoom.us/j/99228810801)*Time*

2:00 p.m.

**Board Members
Present:**

Jill Rose, Chairperson

Clarisse Gates-Vice
Chair

Cecilia Maier

Jeff Arms

John Griffin

Jessica Burns

**Board Members
Absent**

Chad Cowart

OPENING SESSION

Jill Rose, Chairperson called the meeting to order at 2:00 p.m.
Ronald Waitekus, Recording Secretary, conducted the Roll Call and determination of a quorum was confirmed.

PUBLIC COMMENTS: NONE

MINUTES:

Board Member John Griffin MOVED to waive the reading of the minutes and to approve the minutes of the August 17, 2023. Board Member Jeffrey Arms SECONDED the motion, which was voted upon and PASSED by unanimous voice vote (6-0).

Note: Board Member Jessica Burns joined the meeting at 2:03 p.m.

ANNOUNCEMENTS

- None

REGULAR AGENDA

1. Case No: ARB2023-10037, 125 E. Colonial Dr.

| | |
|------------------|---|
| Applicant: | Andrew McCowen, 618 E. South St. Suite 700, Orlando, FL 32801 |
| Owner: | Florida League of Cities, 125 E. Colonial Dr., Orlando, FL 32801 |
| District: | Commissioner District 3 |
| Project Planner: | Richard Forbes |
| Description: | Request for a Final Review and major certificate of appearance approval for a new building and parking structure at 125 East Colonial Drive. |

Recommended Action: Approval of the request subject to the following conditions.

1. ARB Approval

- Minor modifications to this ARB approval will require additional ARB staff review and approval. Major modifications may require additional ARB board approvals.
- ARB approval does not grant permission to construct and/or install. All necessary permits must be obtained prior to commencement of construction activity.

2. Streetscape**A. Streetscape Design Guidelines:**

- All streetscape design and construction is required to comply with the design and construction requirements of the Downtown Orlando Streetscape Design Guidelines and the conditions in this staff report.
- Maintenance Agreement—The applicant must enter into a maintenance agreement with the City to define maintenance responsibilities for the streetscape zone.
- City Services Easement—A city services easement must be provided by the applicant for any portion of the required streetscape zone outside of the right-of-way.

B. General Streetscape Requirement

- i. Structural Soil – To minimize root damage to adjacent pavement areas structural soil, or a Planning Official approved equivalent, must be installed around all canopy street trees consistent with Detail 3.4-O and 3.4-P of the Downtown Orlando Streetscape Guidelines.
- ii. Street Lights – Double acorn LED streetlights consistent with the Downtown Streetscape Design Guidelines must be used on the East Colonial Drive portion. They should include banner arms and a 110 volt power outlet at the top of the pole.
- iii. Corner Treatments—Corner treatments must provide two directional pedestrian ramps at each corner perpendicular to the centerline of the roadway they are crossing.
- iv. Materials—Materials in the streetscape must be those approved in the Downtown Streetscape Design Guidelines. Specialty pavers and furniture other than those in the streetscape design guidelines are not permitted in the required streetscape zone.
- v. Valve and Junction Boxes—All at grade junction, valve and control boxes in the required streetscape zone must be traffic bearing grade boxes and lids.
- vi. Building Entries—Doorways must not swing open into the required streetscape zone. Building entries should be recessed into the façade so that ingress, egress and entry doors do not conflict or open directly into the pedestrian clear zone.
- vii. Curbing and Curb Cuts—All existing curb cuts must be removed with the construction of the new streetscape. The streetscape and the curbing along the entire project frontage must be restored during construction. All curbing in the ROW must be Type A curb and gutter per the LDC and ESM.
- viii. Landscape and Hardscape Plans— Detailed landscape and hardscape plans including the buffer area to the east must be submitted with the ARB Final Review application and must be approved prior to issuance of foundation permits.

C. Streetscape Treatments:

- i. Width—The minimum streetscape width on East Colonial Drive must be a minimum of 15-feet from back-of-curb. Irma Avenue adjacent to the new building shall have a 10 foot wide streetscape and 3 foot landscape buffer. Irma Avenue adjacent to the garage shall have a 10 foot wide streetscape and 5 foot landscape buffer. The Zelma Street is shown to have a 9 foot park strip and 6 foot sidewalk with an 11 foot landscape buffer to the face of the garage.
- ii. Treatments—The streetscape treatment on East Colonial Drive is a modified Treatment 4 with 5 x 10 foot tree wells with tree grates at the back of curb where applicable and the streetscape shall be scored on a 5' x 5' grid with a medium broom finish perpendicular to the centerline of the adjacent roadway. Irma Avenue shall be a modified Treatment 4 of the Downtown Streetscape Design Guidelines with 4 x 6 foot tree wells and concrete corner treatments. Zelma Street is a Treatment 5 with parkway strip and concrete sidewalk.
- iii. Pedestrian Crossing— The pedestrian crossings at driveway cuts must at the same grade as the sidewalk adjacent to the driveway. The crossing must be paved with an integrated colored concrete and scored on a 12-inch by 12-inch grid. The transition from street grade to sidewalk grade must occur in the parkway zone. The driveway ramp may be concrete.
- iv. Street Trees—The street trees on Irma Avenue and Zelma Street shall be understory trees because of the overhead power lines on Irma and Zelma Street. Street trees on East Colonial shall be "Skyclimber" live oak (or equivalent) trees.
- v. A landscape and hardscape maintenance agreement for the proposed streetscape improvements along East Colonial Drive must be initiated through FDOT. Additionally, an agreement between the property owner and the City to maintain the streetscape along E Colonial Dr. must be executed prior to permit approval.
- vi. Any trees placed within the East Colonial Drive ROW must meet the standards of the FDOT Design Manual section 212.11.6

D. Fencing—All fencing on the site must be an open, CPTED-approved fence, such as a decorative aluminum picket. Chain link fencing is prohibited except for construction fencing.

E. Recommend that the wall between the existing building and the new building facing Colonial be solid up to 48 inches and be at least 50% transparent between 48 and 72 inches.

3. Architecture

A. Design—The new office building shall have a pedestrian entrance facing East Colonial Drive. The garage structure shall have a 42 inch high solid opaque wall at all parking levels. The metal screening material for the garage openings has not been provided and the degree of transparency is unknown and will require additional staff review and approval prior to permitting.

B. Transparency

- i. The ground floor building walls facing all streets must contain a minimum of 30% transparent materials. A minimum of 15% transparency must be provided on all floors facing the street above the ground level.
- ii. All glass at the ground level must be clear with a minimum light transmittance of 80%. High performance or low-e glass may be considered as an alternative with a minimum transmittance of 60%.

- iii. No windows may be dry-walled, or have permanent partitions installed on the interior to block natural surveillance.
- iv. Tinted, reflective, or spandrel glass does not count towards meeting the transparency requirements.

4. Lighting

- A. A lighting plan that complies the requirements of the City's lighting codes [Chapter 63 2M.], including photometrics and all proposed exterior lighting fixtures, must be submitted for ARB Staff Review and approval prior to submittal of vertical building permits.
- B. Lighting of the roof top level of the garage must be done in such a way as to not create a nuisance to the neighborhood to the north and east. Maximum height of roof fixtures shall be 15 feet.

5. Mechanical Equipment

- A. Rooftop Mechanical Equipment — Rooftop mechanical equipment shall be screened from view, at a minimum, to the height of the mechanical equipment with parapets, louvered panels and/or perforated metal screen walls.
- B. Venting & Exhaust—All potential restaurant venting and exhaust must be directed to the roof of the building and must not be visible from the public right-of-way. Restaurant venting is not permitted on any façade of the building nor is it permitted to vent over or towards pedestrian areas. All other venting and exhaust for mechanical and other utilities must be integrated with the building design so as to be seamless with the overall architecture of the building. Venting and louver panels must be painted to match the surrounding façade area.
- C. Transformers—The transformers are located outside of the building envelope and must be screened with decorative, opaque walls and gates up to 6-feet in height or they should be screened with a vegetative buffer and understory trees.
- D. Backflow Preventer—Backflow preventers [BFP] must be located so as to not be directly visible from the right-of-way or located between the building and the street. The BFP should also be screened from view where necessary. The BFP must be clearly identified on the final utilities plan in the Final ARB submittal.

6. Signage. Signage will need a separate minor ARB certificate of appearance approval. High rise signs and signs over 30 square feet require a major ARB review.

Board Comments:

Board members discussed the streetscape and specifically the street lighting.

Board member Jeffrey Arms MOVED to APPROVE item ARB2023-10037 subject to staff conditions, and the following additional conditions to be added under: 2. Streetscape, section B, subsection ii:

- Double acorn lights to be placed on Irma Ave. and E. Colonial Dr.
- Single acorn lights to be placed on Zelma St.

Board member John Griffin SECONDED the MOTION, which was VOTED upon and PASSED by unanimous voice vote (6-0).

NEW BUSINESS:

- Return to in person meetings in 2024.

OTHER BUSINESS:

- ARB Minor Reviews report.

ADJOURMENT:

Chairperson Jill Rose adjourned the meeting at approximately 3:07 p.m.

THE NEXT MEETING OF THE APPEARANCE REVIEW BOARD WILL BE THURSDAY, October 19, 2023 AT 2:00 PM

STAFF PRESENT

Mercedes Blanca, CRA/DDB
Richard Forbes, AIA, City Planning

Ronald Waitekus, City Planning
Doug Metzger, AICP, City Planning

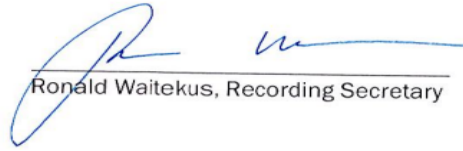
Tim McClendon, AICP, City Planning

Stacy Fallon, City Attorney's Office



Richard Forbes, AIA

for Mercedes Blanca, Executive Secretary



Ronald Waitekus, Recording Secretary