

MEETING  
INFORMATION

## MEETING MINUTES

January 15, 2026

Live-Virtual Meeting

In Person: City Hall, 400  
S. Orange Ave.  
Sustainability  
Conference Room.

## To join Virtually:

<https://orlando-gov.zoom.us/j/99228810801>

## Time

2:00 p.m.

## Board Members

## Present:

John Griffin-  
Chairperson

Briana Johnson- Vice  
Chairperson

Mike Brown

Hanna Elmasry

Damon Kolb

Cecilia Maier

Keith Oropeza

## Absent:

None

## OPENING SESSION

John Griffin, Acting Chairperson, called the meeting to order at 2:00 p.m. Betsy Brown, Recording Secretary, conducted the Roll Call and determination of a quorum was confirmed.

## Public comments:

- None

## MINUTES:

**Board Member Oropeza MOVED to waive the reading of the minutes and to approve the minutes of the November 20, 2025, ARB meeting. Board Member Kolb SECONDED the motion, which was voted upon and PASSED by unanimous voice vote (6-0).**

## ANNOUNCEMENTS

- Acting Chairperson Griffin presented the presentation of resolution and certificate of appreciation to board member, Clarisse Gates, for her invaluable service rendered to the Appearance Review Board from December 2019 - December 2025.
- Chairperson & Vice Chairperson voting commenced. Board members Oropeza, Maier, and Johnson nominated John Griffin as Chairperson. Board members Oropeza, Maier, and Griffin nominated Briana Johnson as Vice Chairperson.

**Board Member Johnson MOVED to nominate and approve John Griffin as Chairperson. Board Member Kolb SECONDED the motion, which was voted upon and PASSED by unanimous voice vote (6-0).**

**Board Member Maier MOVED to nominate and approve Briana Johnson as Vice Chairperson. Board Member Griffin SECONDED the motion, which was voted upon and PASSED by unanimous voice vote (6-0).**

## CONSENT AGENDA

- None

## REGULAR AGENDA

### 1. Case: **ARB2025-10078, 610 LAKE DOT CIR. (Greenlogic Properties, LLC)**

Applicant/Owner: Katie Liang, Greenlogic Properties, W. Colonial Drive, Suite 150, Orlando, FL, 32801

District: Commissioner District 5

Project Planner: Richard Forbes

Description: Request for a Courtesy Review to construct a 3 unit, 2-story residential building.

*Recommended Action: Courtesy Review only, no action required.*

Using PowerPoint, Richard Forbes, Appearance Review Official, described the request of the applicant. Mr. Forbes noted that there are some things to be considered in terms of appearance, including the addition of an entry porch with a minimum of 6 feet to enhance the front door presence. Mr. Forbes also noted that the design should include appropriate windows and sills with a durable base, asphalt shingles that mirror neighboring roofing, and suggested shifting the structure to the west by 5 feet. He answered board questions regarding impervious surface ratio, placement of the swale, landscaping, and the removal of trees. Mr. Forbes noted that the number of units in the ARB proposal differed from the number of units in the master plan application. He explained the different applications and approval processes for the applicants.

Allen Liang, 1605 Hempel Ave, Windermere, FL 34786, spoke in support of the applicant. He asked about the proposed structure being shifted back 5 feet to create more space in the front. The exterior entryway options were discussed. Mr. Liang stated that due to the overall space the units were condensed from 4 units to 3 units. Mr. Liang also expressed that he wanted the site plan to be approved before adding more details.

Katie Liang, 1605 Hempel Ave, Windermere, FL 34786, spoke as the applicant in support of the request. Ms. Liang asked about the parking criteria, which Mr. Forbes explained will be addressed by Transportation, once the final design has been approved.

Board Member Oropeza stated that he would like to see more details on the exterior design. The board began discussing considerations for the applicant such as a required porch feature, adjusting the windows, and looking at craftsman-style homes in the surrounding area for inspiration.

## NEW BUSINESS:

- None.

## OTHER BUSINESS:

- Nominations for ARB representative to the Creative Village Subcommittee of the DRC.  
***Board Member Oropeza MOVED to nominate and approve Cecilia Maier to be the representative for the Creative Village Subcommittee. Board Member Kolb SECONDED the motion, which was voted upon and PASSED by unanimous voice vote (6-0).***
- Welcome Courtney Karins, new ARB Recording Secretary.
- Welcome Mike Brown, newest board member.

## ADJOURNMENT:

Chairperson Giffin adjourned the meeting at approximately 2:40 p.m.

THE NEXT MEETING OF THE APPEARANCE REVIEW BOARD WILL BE THURSDAY, February 19, 2026 AT 2:00 PM

**STAFF PRESENT**

Justin Eason, AICP, Executive Secretary, CRA/DDB  
Richard Forbes, Appearance Review Official, AIA, City Planning  
Betsy Brown, Recording Secretary, City Planning  
Courtney Karins, Recording Secretary, City Planning

Doug Metzger, AICP, City Planning  
Stacy Fallon, City Attorney's Office  
Tim McClendon, AICP, City Planning



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Richard Forbes, Appearance Review Official



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Betsy Brown, Recording Secretary