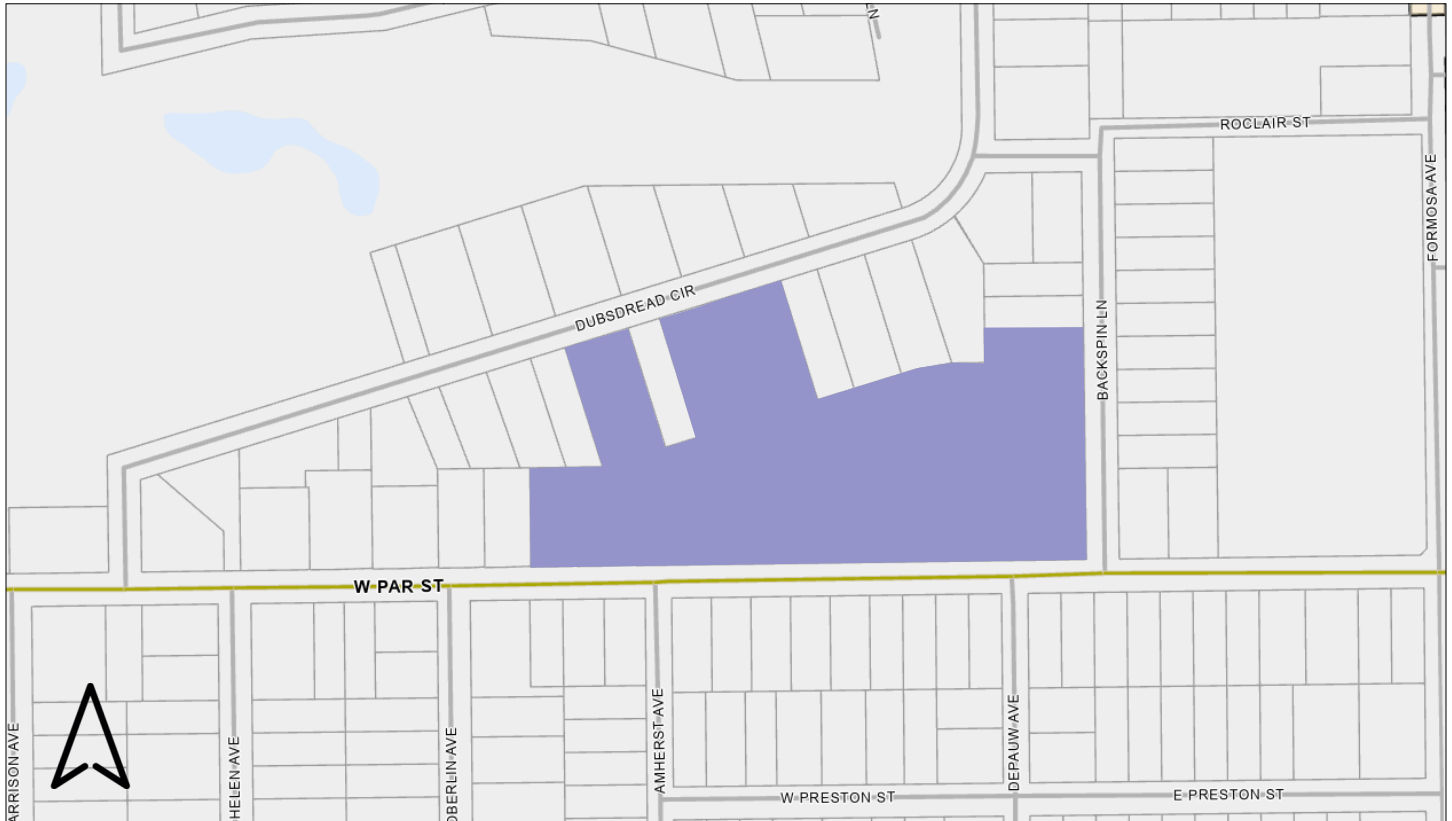


ST. PHILLIP CATHOLIC CHURCH PARISH HALL



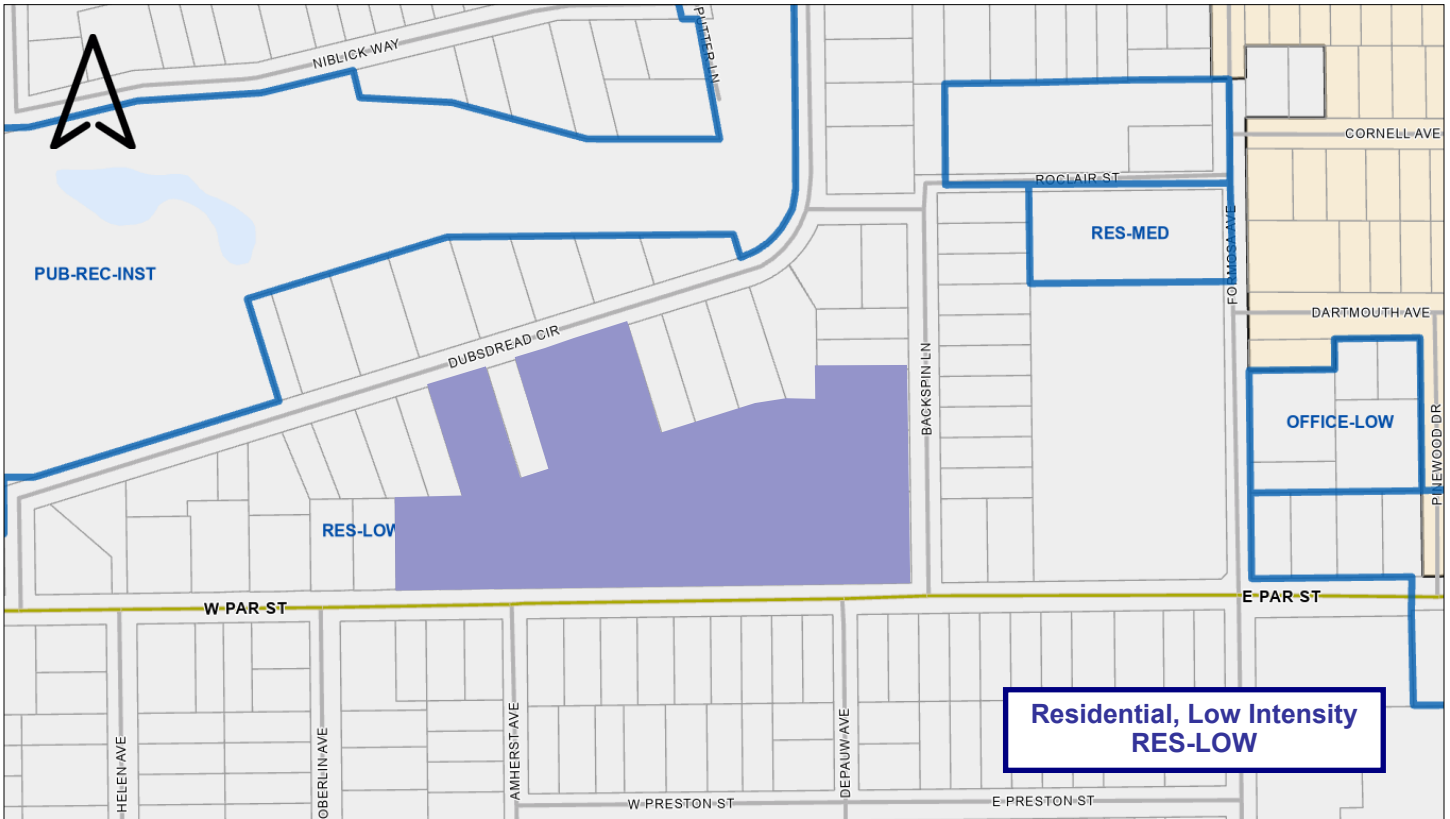
Location Map

 Subject Site

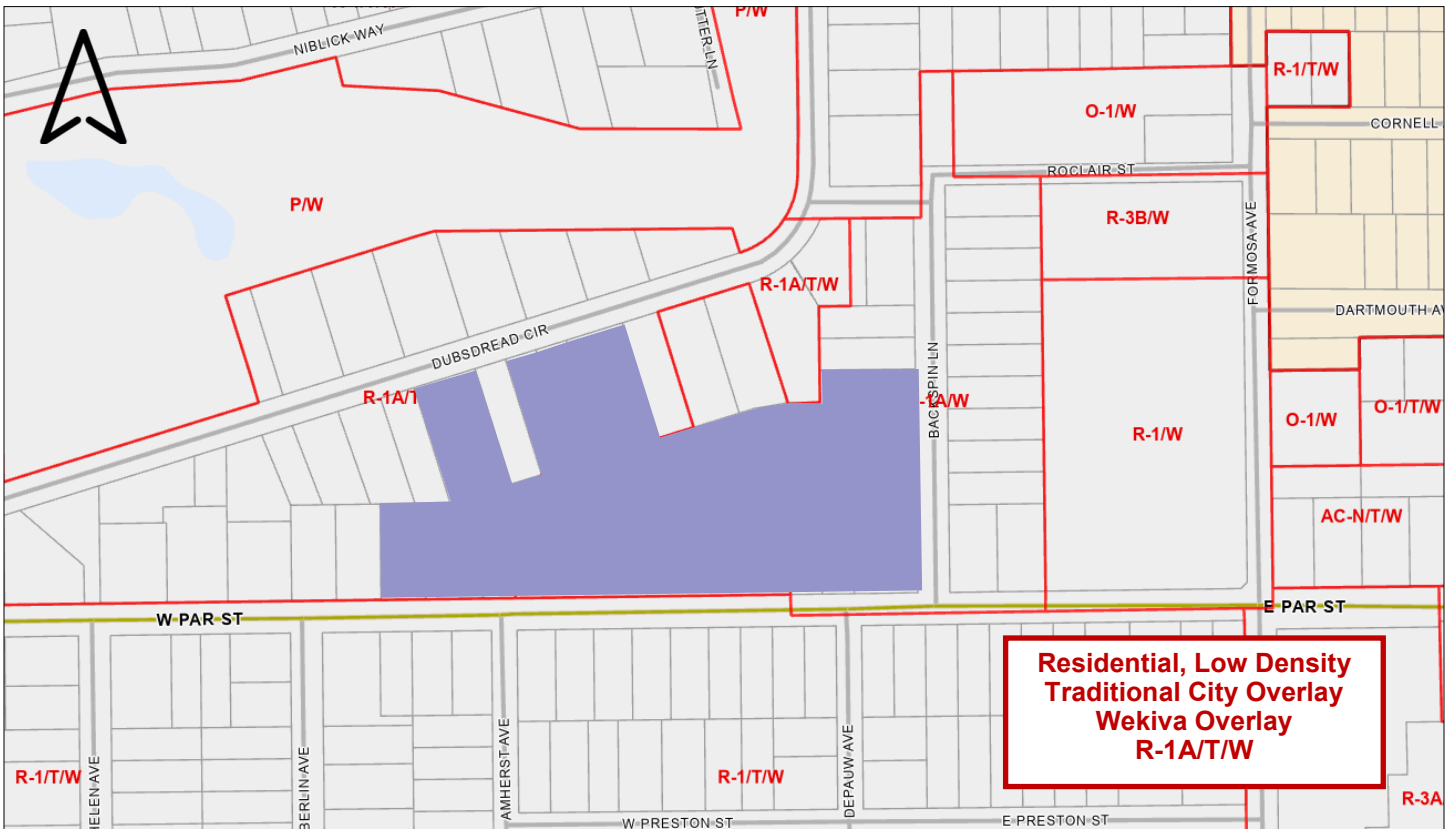
SUMMARY

<p>Owner Diocese of Orlando</p> <p>Applicant Tyler Fitzgerald, CPH Engineering</p> <p>Project Planner Laura Eng, Planner II</p> <p>Updated: December 10, 2025</p>	<p>Property Location: Address (PID: 11-22-29-3056-07-170; 410; 390; 380; 360; 130; 141; 160; 180; 190; 200; 220; 240) or generally west of Backspin Ln, north of W Par St, south of Dubsdread Cir. (±6 acres, District 3).</p> <p>Applicant's Request: The site is developed with a ±18,940 sq. ft. church, eleven single-family residences and associated parking lots.</p> <p>The applicant is requesting a Conditional Use Permit (CUP) to expand the existing church with:</p> <ul style="list-style-type: none"> • A two-story, +23,486 sq. ft. Parish Hall • Expansion of the existing parking lot • A new (±3,800 sq. ft.) single-story priest residence to replace an existing residence • A wet detention pond with a dock feature. <p>Per Sec. 58.811 of the Land Development Code,</p>	<p>Assembly Public Benefit Use (community facility type) are conditionally permitted in the R-1 and R-1A zoning district.</p> <p>Staff's Recommendation: Approval of the request, subject to the conditions in this report.</p> <p>Public Comment Courtesy notices were mailed to property owners within 300 ft. of the subject property on Dec 2, 2025. As of the published date of this report, staff has received 23 comments from the public concerning this request. A neighborhood meeting at the cathedral was held on 10/29/2025.</p>
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FUTURE LAND USE MAP



ZONING MAP



PROJECT ANALYSIS

Project Description

The applicant is requesting a Conditional Use Permit (CUP) to expand an existing church in the College Park Neighborhood. Per Sec. 58.811 of the Land Development Code, a conditional use permit is required for a church or Assembly Public Benefit Use (PBU) in residential zoning districts.

To accommodate for increased membership and attendance, the applicant proposes to renovate and add more internal buildings and improvements by combining adjacent parcels into a single lot, demolishing 7 of their existing residential structures, and adding the following:

- A two-story, ±23,486 sq. ft. Parish Hall with office and meeting rooms
- Expansion of the existing parking lot to include a total of 194 spaces (108 paved and 86 grass parking spaces)
- Replacement of existing ±1,000 sq. ft. residence with new single-story priest residence/rectory building (±3,800 sq. ft.)
- A wet detention pond with a dock feature

The applicant is proposing significant improvements to the subject site, requiring a Conditional Use Permit to classify the use and set forth development conditions per Sec. 58.812 of the Land Development Code.

Previous Actions:

- 1923: Property was platted as part of Golfview Subdivision
- 1955: Property was built as a public benefit use, meeting hall and recreation area
- 1987: Property was built with a second building serving as a church
- 2006: Purchased by current owner
- 2007-2024: 11 adjacent properties were acquired by the current owner
- October 29, 2025: Community Meeting held by applicant and owner at subject property

Project Context:

The subject property has been serving as a Public Benefit Use (PBU) since it was built in 1955, prior to the adoption of the Land Development Code which requires a Conditional Use Permit for Assembly PBUs. It was purchased by the current owner in 2006 and started operating as the existing cathedral in 2007.

The existing church occupies a single-story ±18,940 sq. ft. facility at the southwest corner of W. Par St and Backspin Ln. The church fronts on W Par St. and is surrounded by single-family homes on all sides—eleven of which have been acquired by the property owner between 2007-2024. Northwest of the subject site is the Dubsdread Golf Course, to the east of the property is another Assembly Public Benefit Use at 45 E Par St, Church of Jesus and Latter-Day Saints. See Table 1 for adjacent zoning and surrounding uses.

	Future Land Use	Zoning	Surrounding Use
North	Public, Recreational, Institutional & Residential, Low	P/W & R-1A/T/W	Single Family Residential & Dubsdread Golf Course
East	Residential, Low	R-1A/T/W	Single Family Residential & Church of Jesus Christ of Latter Day Saints
South	Residential, Low	R-1/T/W	Single Family Residential
West	Residential, Low	R-1A/T/W	Single Family Residential

PROJECT ANALYSIS

Conformance with the GMP

The subject property is within the RES-LOW (Residential, Low Intensity) future land use and the R-1, R-1A, (Residential, Low Density) zoning district with Traditional City and Wekiva overlay districts. A Conditional Use Permit is required for an assembly Public Benefit Use in residential zoning districts. (Sec. 58.811.)

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 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.
6. For public benefit uses, the Municipal Planning Board and the City Council must consider the extent to which the proposed use, location, and building site design would displace existing residential uses on the site or would encourage displacement of residential uses adjacent to the site. They must also consider alternative uses, location, and site designs that could minimize residential displacement.

Conformance with the LDC

The subject site has properties with both R-1 & R-1A zoning and within the Traditional City and Wekiva Overlay districts on their campus.

The R-1 & R-1A zoning districts are intended to conserve the general character of established one family neighborhoods, and to provide for new areas of low and moderate density one family development and a few non-residential uses including Assembly Public Benefit Use.

Churches, classified as Assembly Public Benefit use (community facility type), are permitted in the R-1 & R-1A zoning district by Conditional Use Permit. Where a conditional use permit is required for a public benefit use, the Municipal Planning Board and City Council shall consider the factors and standards applicable to all conditional use permits and may prescribe appropriate conditions and safeguards.

Traditional City Overlay District

The Traditional City Overlay District is intended to establish urban design standards to perpetuate the positive design elements and the residential and commercial development patterns found within the Traditional City.

The applicant has provided preliminary building elevations and plans incorporating positive design elements to meet Traditional City standards. An Appearance Review determination of the final elevations, site plan, civil plan, and landscape plan is required prior to applying for building permits to ensure conformance with the Traditional City Overlay District design standards.

Wekiva Overlay District

The Wekiva Overlay District is intended to promote a pattern of development that preserves open space and protects the most effective recharge areas, karst features and sensitive natural habitats within the Wekiva Study Area, while recognizing property rights and accommodating both rural and urban land use patterns.

Per Sec. 58.499.11, the Wekiva Overlay District requires a minimum 20% Open Space Ratio for development sites of 5 acres or more that include a residential component. The open space must consist of pervious surface. Up to 50% of the total open space can consist of a storm water retention area.

The applicant is proposing 25% open space consisting of landscaping, grass and stormwater retention areas for the project area, conforming to the Open Space standards of the Wekiva Overlay District.

PROJECT ANALYSIS

Conformance with LDC (cont'd)

Wekiva Overlay District

Per Sec. 58.499.12, the Wekiva Overlay District also requires applicants to submit an Environmental Assessment for development sites comprising 5 acres or more. This analysis shall include:

1. An analysis of soils, by a qualified professional, to determine the location of most effective recharge areas.
2. An analysis of the site, by a licensed professional geologist, to determine the location and nature of sinkholes and other karst features of the property.
3. An analysis of the site, by a qualified biologist, to identify flora and fauna, state and federal listed species, and vegetative habitat types including but not limited to wetlands and sensitive natural habitat defined as Longleaf Pine, Sand Hill, Sand Pine and Xeric Oak Scrub.
4. A summary, by a qualified professional, of the overall site to determine priorities for locating pervious and impervious surfaces, stormwater areas, and open space areas.

The applicant has provided an Environmental Assessment containing all four sections of analysis listed above, conforming with Environmental Assessment standards of the Wekiva Overlay District.

Finally, the Wekiva Overlay District has the following Groundwater Recharge standard:

Groundwater Recharge. New development shall, at a minimum, maintain surface and groundwater flow rates and volumes at pre-development levels, or enhance recharge so that the natural function of groundwater recharge areas is maintained or improved.

At the time of permitting, the applicant will show that, at a minimum, the project maintains surface and groundwater flow rates and volumes at pre-development levels to conform with the Wekiva Overlay District standards.

Assembly Public Benefit Use Classification

Per Sec. 58.810., Religious Institutions or churches are classified as Assembly PBUs. Sec.58.811 further categorizes Assembly PBUs by type, with the proposed *Community Facility* type defined as:

Community Facility—An assembly public benefit use generally designed for and intended to serve the residents of several neighborhoods within the same approximate geographic area. Community facilities are typically designed to accommodate a larger number of people for a wider geographic area than neighborhood facilities, but are more locally focused than regional facilities, and meet the following standards:

- a. *Maximum Lot Area: 10 acres of developable land.*
- b. *Maximum Assembly: 500 seats or fewer in the largest assembly space or a total student capacity of 1,500 students or fewer.*

The proposed Assembly PBU expansion meets the standards for a Community Facility as stated above, proposing 500 seats or fewer in the largest assembly space and a total lot size of 5.98 acres of developable land where 10 acres is the maximum permitted.

PROJECT ANALYSIS

Development Standards Tables

Table 2—Development Standards (Existing & Proposed)				
Campus Buildings	Use	Sq. Ft. (Gross Floor Area)	Building Height	
			Minimum /Maximum	Proposed
Proposed	Parish Hall	+23,486 sq. ft.	30 ft.	30 ft.
Proposed	Priest Residence	+3,800 sq. ft.	30 ft.	18 ft.
Existing (to remain)	Cathedral	+18,940 sq. ft.	30 ft.	NA
Existing (to remain)	Residential	+5,087 sq. ft. (2 structures)	30 ft.	NA
Existing (to re-move)	Residential	-18,860 sq. ft. (7 structures)	30 ft.	NA
Total	NA	+51,321 sq. ft.	30 ft.	30 ft.
♦ Proposed FAR (floor area ratio): 0.20 FAR where maximum of 0.25 is permitted ♦ Proposed ISR (impervious surface area) is 0.52 where a maximum of 0.55 is permitted ♦ Minimum Lot Size: 8,250 square feet ♦ Minimum Street Frontage: 25 feet ♦ Density/intensity bonus: No				

Table 3—Setback and Landscaping Requirements					
Use or Phase	Yard	Building Setbacks		Landscaping/Buffers	
		Minimum /Maximum	Proposed	Required*	Proposed
Office	Front– W Par St.	25 ft. / no max.	25 ft.	B (8 to 10 ft)	10 ft.
	Side– west property line	7.5 ft. / no max.	15 ft.	B (8 to 10 ft)	10 ft.
	Street-side– Backspin Ln.	15 ft. / no max.	15 ft.	B (8 to 10 ft)	10 ft.
	Rear– Dubsdread Cir	25 ft. / no max.	25 ft.	B (8 to 10 ft)	10 ft.
♦ Dimensions refer to a range of acceptable buffer depth; each requires plantings and/or screen wall					

PROJECT ANALYSIS

Lighting

- A. Per Sec. 58.812., *Lighting of outdoor areas must be cut-off or fully shielded to reduce glare and prevent light over-spill into adjacent properties. Lighting for outdoor recreation areas, where operational characteristics prevent the use of cut-off or fully shielded lights, must be turned off no later than 10 p.m. or be located such that the lights are not visible from a residential zoning district or residential uses in an approved PD.*
- B. Per City Code, Chapter 63, Section 63.405: *Illumination levels may not exceed 0.5 foot candles at the property line where the neighboring property is a residential use or is zoned for a residential use. For all other uses, illumination levels may not exceed 1.0 foot candles at the property line. To avoid glare and light spilling onto neighboring properties, fixtures must be installed with shields and reflectors.*

As part of the required Appearance Review Determination, the applicant must provide a photometric plan showing code compliance with the standards listed above.

Signage

For properties containing a public benefit use the following applies (Sec.64.243):

In residentially zoned areas (R-1s, R-2s, R-3s), or the P (Public) zoning district, where the property shares a block face with a residential district and/or where the opposite block face contains a residential zoning district, one building sign or freestanding sign is permitted. The sign shall not exceed thirty-two (32) square feet in area and may not be internally illuminated. If freestanding, the sign shall not be located in the front fifty (50) percent of any required front yard and shall not exceed six (6) feet in height.

The applicant is proposing a wall-mounted sign of the church's logo on the proposed Parish Hall and a monument sign of the church's name. Detailed plans showing code compliance of the proposed signs will be required for review as part of the Appearance Review determination.

Infrastructure

Underground utilities, solid waste, and waste water facilities will be reviewed when more technical details are submitted further into the permitting process.

Transportation

Site Access and Parking

The proposed church expansion site will consist of two main buildings. The transportation network boundaries are W. Par Street to the south, Backspin Lane to the east, and Dubsdread Circle to the north and west. The site proposes three (3) curb-cut access points along W. Par Street, two of which are full-access points and one designated as one-way-in only.

Currently, the applicant is proposing an emergency-access-only connection to Backspin Lane; however, the Transportation Planning Department does not support this proposed access. Operationally, the site can function adequately with circulation to and from W. Par Street. Therefore, the Department’s recommendation of approval is conditioned upon the applicant removing this access from the site plan.

Another condition requires the applicant to relocate the loading and unloading area, as the current location does not comply with the Land Development Code regarding parking dimensions and turning movements. Lastly, the grass parking area located in the northeast portion of the site must include appropriate signage to inform drivers about the one-way loop in that area.

The pedestrian network shown on the site plan is appropriately designed around the buildings, connecting both the existing and proposed buildings to the nearest rights-of-way. The applicant must also provide ADA-compliant routes that ensure safe connections from the accessible parking spaces to both buildings.

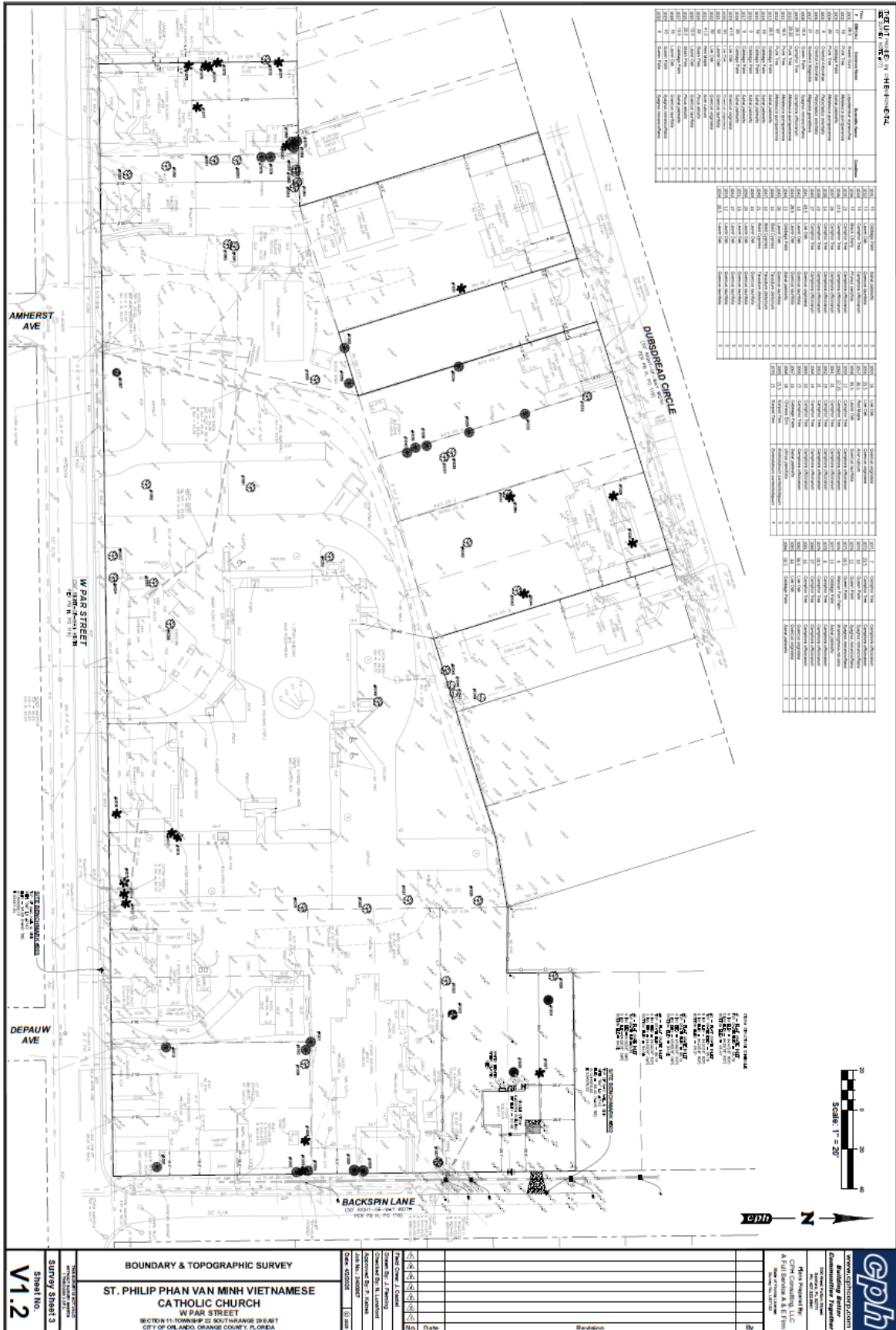
Traffic Impact Analysis

The applicant was required to submit a traffic memorandum, which included the trip generation analysis for the proposed site. In conclusion, the proposed church expansion is projected to generate an additional 11 AM peak-hour trips, 12 PM peak-hour trips, and 250 Sunday peak-hour trips.

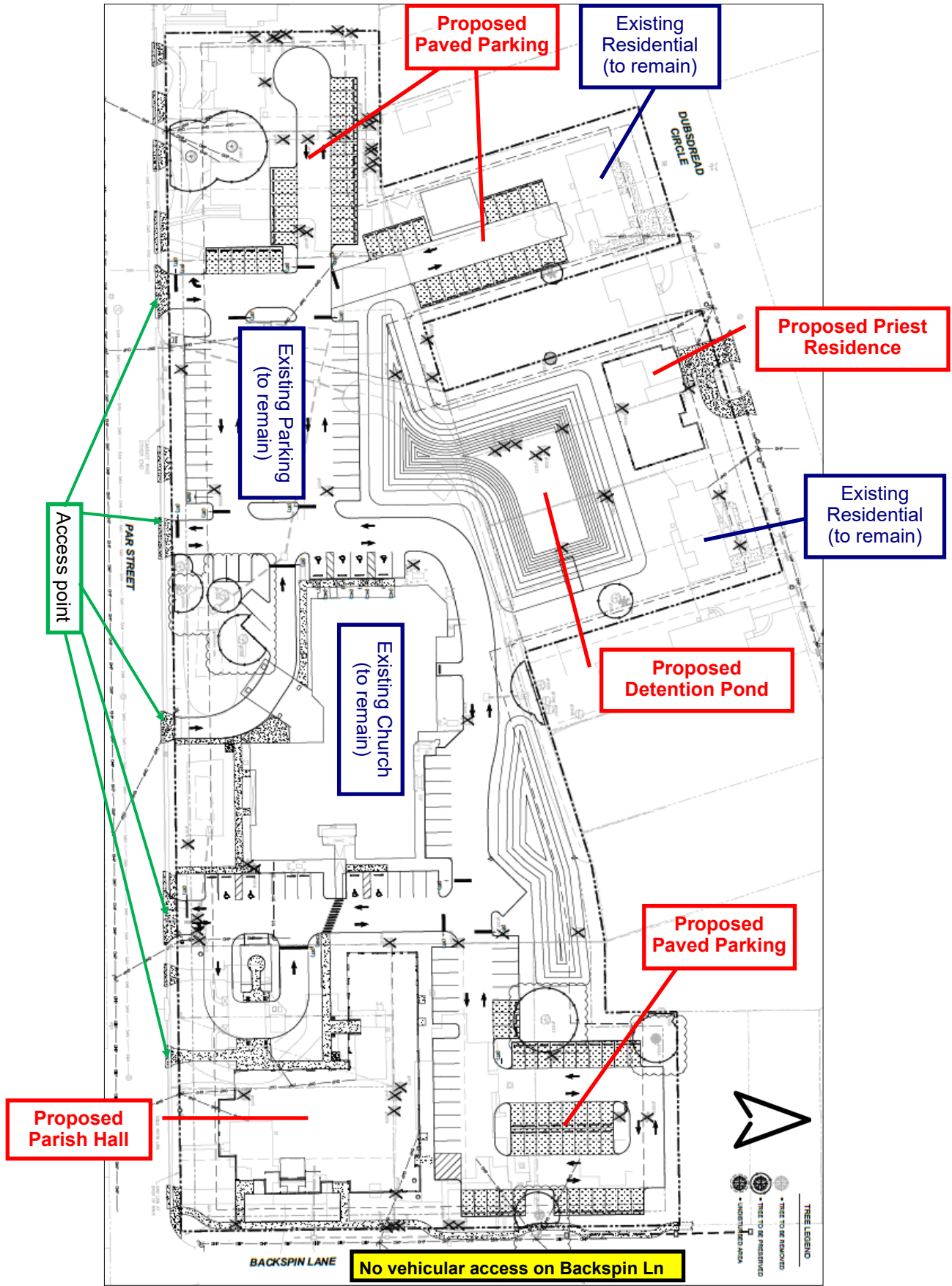
Based on the information provided, the Transportation Department concurs that the increase in trips will have a minimal impact on the adjacent roadways, as indicated in the documents submitted by the applicant.

Parking Table: St. Phillip Catholic Church Parish Hall			
Type	Required Min-Max (Secs. 61.322, 61.333, 61.364)		Provided
Regular Parking Spaces (Churches & Religious Institutions)	Min. 2 spaces: 1000 SF = 101 spaces	No Maximum	194 spaces, including: 108 paved spaces, and 86 grass spaces
ADA Parking Spaces	For a minimum of 194 regular parking spaces provided, at least six (6) must be ADA accessible spaces.		*No information provided.
Two-wheeled spaces	Sites containing at least 50 parking spaces, must provide a minimum of 2 two-wheeled motor vehicle parking spaces.		*No information provided.
Bicycle Parking	Long-term = None Short-term = 4 spaces plus 1:10,000 SF = 9		*No information provided.

EXISTING SURVEY



SITE & LANDSCAPE PLAN



ARCHITECTURAL ELEVATIONS—PARISH HALL



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NOT FOR CONSTRUCTION
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ARCHITECTURAL RENDERINGS—PARISH HALL

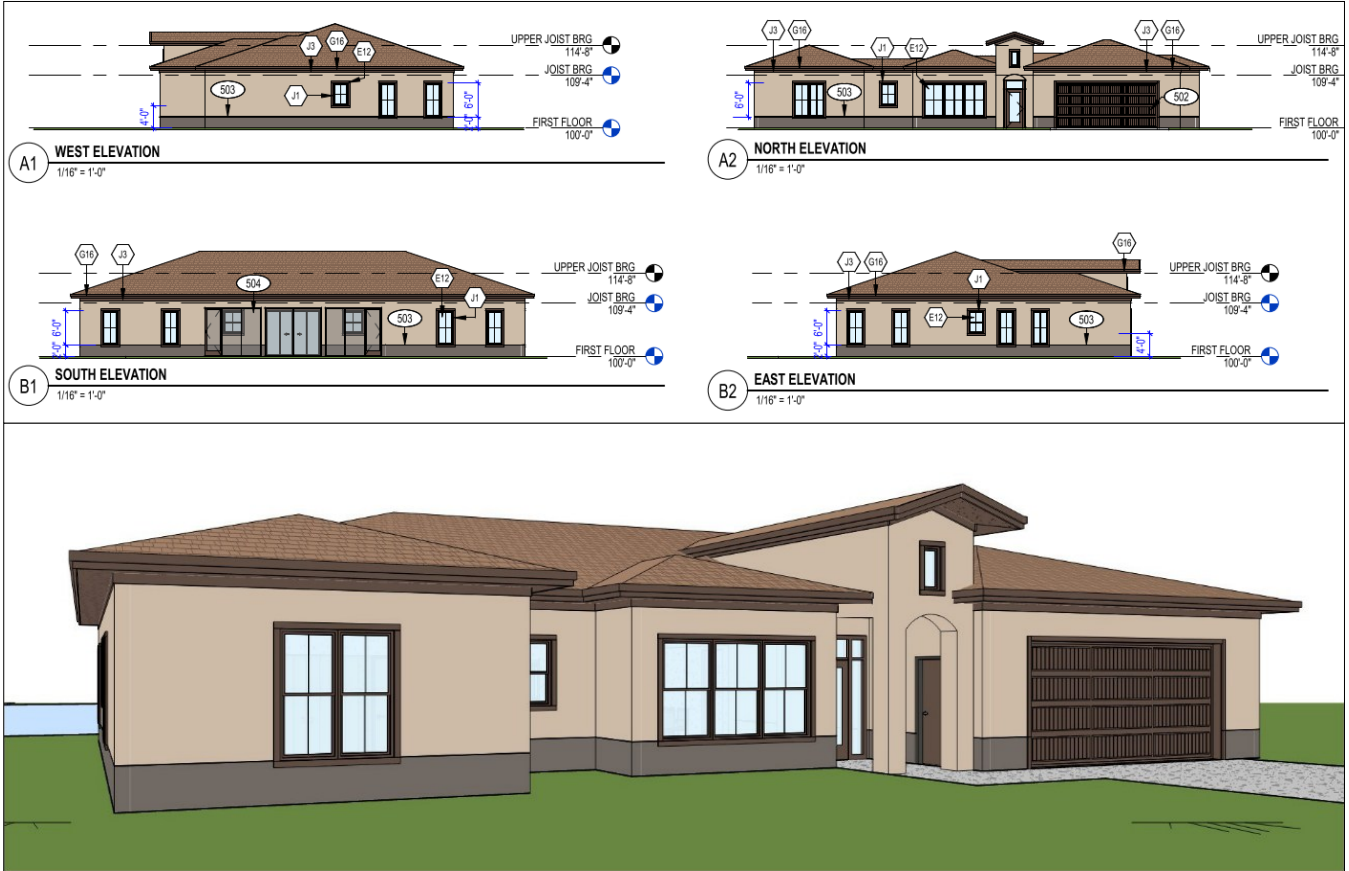


VIEW TOWARD MAIN ENTRANCE FROM PAR STREET

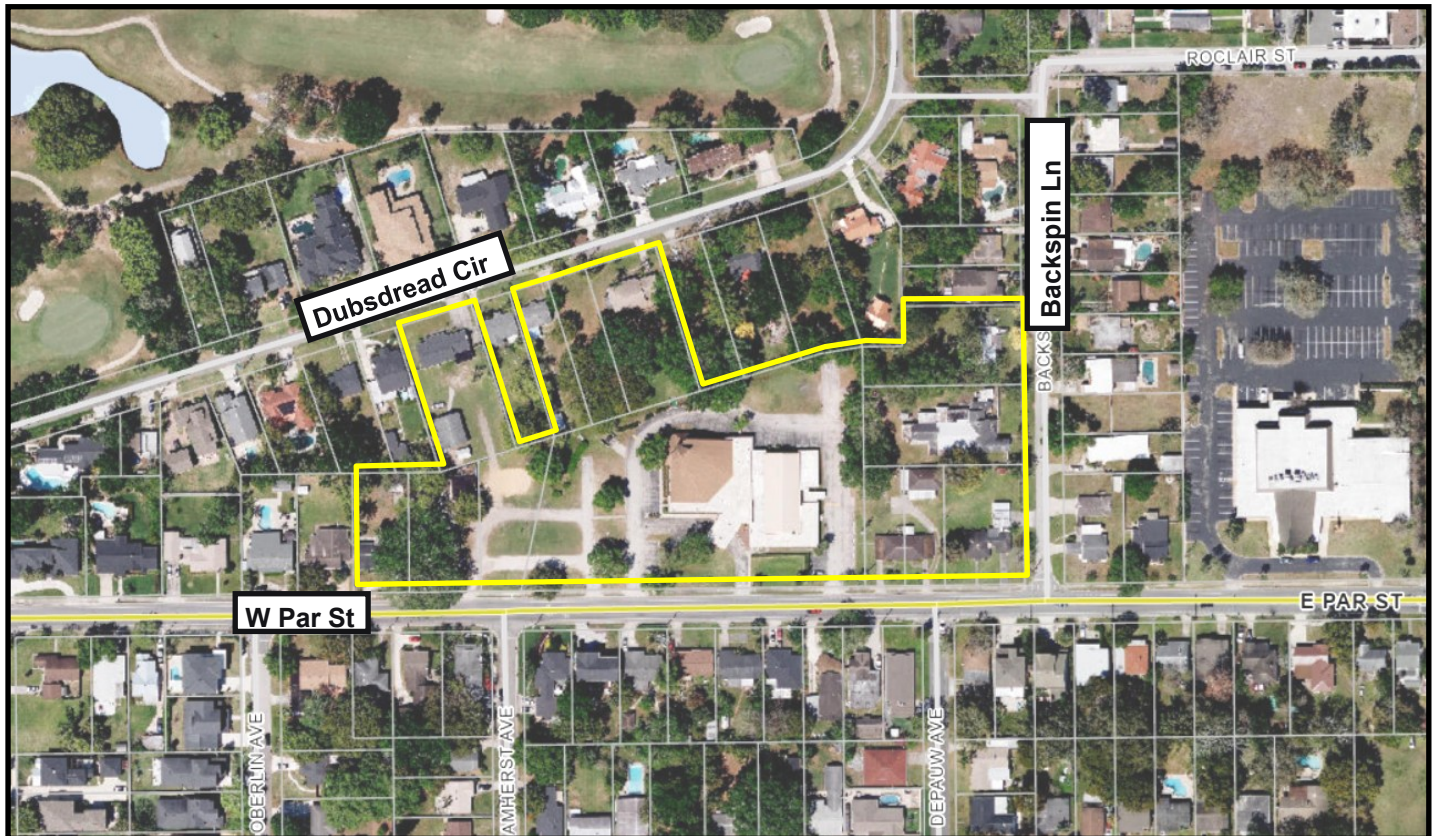


VIEW FROM BACKSPIN LANE

ARCHITECTURAL ELEVATIONS—PRIEST RESIDENCE



AERIAL VIEW



SITE PHOTOS– EXISTING CATHEDRAL & PARKING



Pictured above: Street view of Cathedral from W. Par St



Pictured above: Street view of grass parking lots (left) and Cathedral (right) from W. Par St

FINDINGS

Subject to the conditions contained herein, the proposal is consistent with the requirements for approval of Conditional Use Permit applications contained in Section 65.285 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 R-1 and R-1A zoning district, Traditional City Overlay District, Wekiva Overlay 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 CUP2025-10022 subject to the conditions below:

CONDITIONS OF APPROVAL

Land Development

1. Consistency – The proposed structure shall be consistent with the location and dimensions shown on the plans (attached) that were submitted with the application and as described above.
2. A replat will be required to combine all parcels into one whole lot, prior to construction per Sec. 65.421
3. A maximum of 500 seats in the largest assembly space is required to maintain Community Facility Assembly PBU classification per Sec. 58.811.
4. Desired Development Patterns. Assembly facilities located in residential zoning districts should function as compact, singular sites and all desired activities and required facilities (to include parking facilities, principal use buildings, and accessory use buildings) should be located on one development site consisting entirely of contiguous parcels of land per Sec. 58.812.
5. Acquisition of Land. If additional property is acquired for use by the assembly facility, an amendment to the special or conditional use permit shall be required prior to any development on the property per Sec. 58.812.

Urban Design

1.) Architectural

- a. An Appearance Review determination of the final elevations, site plan, civil plan, and landscape plan is required prior to applying for building permits.
- b. Durable materials such as stone, brick, or pre-cast concrete must be utilized at the base of the building(s); stucco is a prohibited base material.

2.) Site/Utilities

- a. All ground-mounted and rooftop mechanical equipment associated with the proposed new buildings shall be fully screened from view in accordance with the screening requirements of the Land Development Code (Ch. 58, Sec. 5B (18)). This includes both ground-mounted and roof-mounted mechanical equipment.
- b. Backflow preventer(s) should not be directly visible from the right-of-way or should be screened from view where necessary, through the use of walls, fences or landscaping around all four sides.
- c. Parking area lighting fixtures shall have a maximum height of 20 feet and must be shielded to reduce glare.
- d. Outdoor lighting must comply with Chapter 63, Part 2M, City Code. A photometric plan must be submitted at the time of permitting.

3.) Landscaping

- a. A minimum of 30% of the pond's water edge shall incorporate littoral zone plantings.
- b. Priest's residence must achieve the Minimum Required Landscape Score (MRLS) required for one-family residential development and must comply with LDC Chapters 60 and 61. A spreadsheet showing compliance with the MRLS must be included with the plans. A digital spreadsheet form is available at <http://www.cityoforlando.net/city-planning/landscape-code/>.

CONDITIONS OF APPROVAL CONT'D

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.
- 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. Construction: For any construction work planned or required within a public right-of-way or an adjacent City easement (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.): The City requires that all projects receive authorization to close streets, lanes, public alleys or sidewalks in order to maintain public and worker safety. For any non-emergency project (whether permitted or not), the closure request must be submitted to City of Orlando Transportation Engineering via the following website link: <https://www.orlando.gov/Parking-Transportation/Request-a-Road-Lane-or-Sidewalk-Closure>. Advance notice for closures should include all phases of the work.
- b. Construction staging/parking plans: On-street parking is for the public and shall not be used for contractor or sub-contractor parking, construction staging, truck staging, storing of materials, etc. Contractor must identify contractor or sub-contractor parking, construction staging, truck staging, storing of materials locations in the Temporary Traffic Control Plan (TTCP).
- c. Roadway plans including paving, grading, pavement markings and signage (Contact the Permitting Transportation Engineering Reviewer at 407-246-3079 for details).

A copy of all required County and State permits (If permits are pending, attach a copy of the application).

3. Site Plan

- a. The Owner/Applicant must remove all unused or unapproved curbcuts/driveways and restore all curbs, gutters, parkways, and sidewalks to meet the Orlando Engineering Standards Manual (ESM) requirements and standards.
- b. At the final site plan determination, the applicant must remove the full-access connection to Backspin Lane. The Department is conditioning the CUP on all access being through W. Par Street. Additionally, the applicant, where applicable, must reconfigure the orientation of the driveways, operational flow, and auto-turns to demonstrate compliance with the Land Development Code in providing access to and from W. Par Street.
- c. At the time of the final site plan determination, the applicant must adequately identify and relocate the loading and unloading area. The area currently proposed in this site plan is neither supported by the Transportation Department nor in compliance with the Land Development Code. Please refer to Conditions #5-5.2.
- d. At the time of the final site plan determination, the applicant must provide, through a revised civil engineering site plan, the distance separation between all driveways along W. Par Street, including the separation distance from the easternmost access point at the intersection with Backspin Lane.

CONDITIONS OF APPROVAL CONT'D

Transportation

3. Site Plan (cont'd)

e. Any proposed work within the right-of-way along Backspin Lane must be approved by both the Transportation Planning Department and the Department of Public Works. As proposed, the site plan shows an altered and sharper turning radius for vehicles making a right turn while traveling southbound on this road.

4. Parking Spaces & Driveways

- a. Parking must be provided in accordance with Ch. 61 of the Land Development Code (LDC) and with the Engineering Standards Manual (ESM). At the time of permitting, include all parking dimensions. This includes, but is not limited to, the grass parking spaces located in the northeast portion of the property.
- b. A minimum of 101 parking spaces is required, with no maximum. The applicant is preliminarily proposing 194 parking spaces.
- c. The applicant is encouraged to provide EV parking spaces in alignment with LDC Ch. 61, Part 3G.
- d. Within the proposed number of parking spaces, at least six (6) ADA accessible parking spaces must be provided.
- e. At least two 2-wheel vehicle (motorcycle) parking spaces must be provided in accordance with LDC Sec. 61.322 (d).
- f. At the time of permitting, the northeast grass parking area must include signage to alert entering traffic that the parking area operates as a one-way loop.
- g. All grass parking spaces currently proposed, if not using raised landscaping or a pedestrian walkway as an overhang, must include concrete wheel stops.
- h. At the time of permitting, the applicant must provide ADA-accessible routes from all ADA-accessible parking spaces to the buildings.
- i. If desired, the applicant may shorten the paved parking spaces to use the landscaping buffers as overhangs. The Land Development Code requires standard parking spaces to be 18.5 feet deep by 9 feet wide, as proposed by the applicant. However, if landscaping or pedestrian walkways are present at the end of the parking stalls, the applicant may reduce the depth of the parking spaces by 2 feet. If this option is pursued, the applicant must comply with Condition 7.1. Additionally, if landscaping is used, no tall plants are allowed at the entrance of the overhang space.

5. Loading Area

- a. The off-street loading zone must comply with Chapter 61 of the Land Development Code (LDC) and the Engineering Standards Manual (ESM), including, but not limited to, Section 3F, Off-Street Loading.
- b. At the time of the final site plan determination, the applicant must provide a loading and unloading area that complies with Condition #3.3. During the community meeting, the transportation planner reviewer was made aware of the proposed loading/unloading area included in the submitted site plan. However, this area currently does not comply with the Land Development Code regarding parking for loading and unloading, as well as turning movements.

CONDITIONS OF APPROVAL CONT'D

Transportation

6. Bicycle Parking

- a. Bicycle parking must be provided in accordance with the standards of Chapter 61, Part 3D of the Orlando Land Development Code and must be available prior to the issuance of any Certificate of Occupancy for the associated use.
- b. For this development, the applicant is required to provide only nine (9) short-term bicycle parking spaces. The submitted plans identify two areas designated for both types of bicycle parking. At the time of permitting, the applicant must provide the final count of spaces at each designated bicycle parking location.
- 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. At the time of permitting, the applicant must provide specific details regarding the location of the long-term bicycle parking, as well as the dimensions of the concrete pad area for the short-term parking spaces.

7. Pedestrian Walkways

- a. On-site walkways must be a minimum of 5 feet wide; a minimum of 6 feet wide when adjacent to drive aisles; and a minimum of 7 feet wide when adjacent to perpendicular parking stalls, unless wheel stops are used.
- b. Where sidewalks or internal walkways cross vehicular access drives, the owner/applicant shall install a special pedestrian treatment that delineates the continuation of the pedestrian zone across the driveway through the use of colored or stamped concrete.

8. Auto-turn

- a. Provide auto-turn for the intended design vehicle on-site at time of permitting in order to avoid any delays in permit review. Utilize the latest approved Fire Truck specifications for the City of Orlando.
- b. The applicant must provide the appropriate auto-turns for fire and dumpster truck movements, as applicable. The site plan currently includes a cul-de-sac on the west side of the lot. If the applicant wishes to eliminate this cul-de-sac from the proposal, final approval must be obtained from the Fire Department, confirming that the cul-de-sac is not required for turning movements. If this occurs, the applicant must provide, in its absence, adequate spacing for vehicles to make turning movements.

9. Pavement Marking and Signage Plan

- a. In accordance with the MUTCD, the Florida Transportation Planning Department Guidelines, the City of Orlando Land Development Code, and the Engineering Standard Manual, provide a full PMSP at the time of permitting. This should include, but is not limited to, traffic control devices, crosswalks, and directional pavement signage in the parking lot areas.
- b. At the time of permitting, and throughout the development of the pavement marking and signage plan, the applicant must work with Transportation Engineering-Permitting to determine the most appropriate method for designating the grass parking striping.

10. Solid Waste

- a. 10.1. Dumpster location, pads, and access drives shall meet the most current edition of the City LDC and the Engineering Standards Manual, Section 3.18. All dumpster pad locations and enclosures shall be approved and accepted by the Solid Waste Management Collection Services prior to acceptance by Inspection Services.

CONDITIONS OF APPROVAL CONT'D

Transportation

11. Administrative

- a. 11.1. A final site plan determination (FSP) through the Zoning Official is required to finalize the Transportation Planning review. At the time of the FSP, the applicant must incorporate all corrections requested in the transportation conditions within a revised site plan.
- b. 11.2. Given the substantial redevelopment of the site, the applicant is required to replat the property. At that time, the proposed plat may require the applicant to provide sidewalk easements for any portions of the sidewalk located on private property along Backspin Lane.
- c. 11.3. The Transportation Planning Division's review was based on the submitted application, capping the total seats at 500. However, any future special events must comply with Chapter 18 of the Land Development Code, where applicable. If a formal application is required under Chapter 18, the applicant must include a parking contingency plan for any future special events.

CONDITIONS OF APPROVAL CONT'D

Development Review

1. Plat

- a. The property must be platted prior to Engineering/Zoning approval for building permit issuance. Per City Code 65.272, no application for a Building Permit for the construction of a principal building or substantial enlargement or improvement thereto shall be approved unless the principal building or substantial enlargement or improvement is located on a single, whole platted parcel or an assemblage of whole platted parcels, created by a plat that has been approved by the City Council and recorded in the official records of Orange County prior to the issuance of the Building Permit.
- b. Please provide a copy of the recorded plat or a Hold Harmless Agreement, for the Subdivision Plat, submitted to the Land Development Division of the City Planning Department, while the property is being platted. The plat needs to be submitted and reviewed by the City of Orlando Technical Review Committee before the Hold Harmless can take effect. Please contact Jim Burnett at (407) 246-3609 for assistance with submitting a Hold Harmless Agreement for review.

2. Photometric

- a. Per City Code, Chapter 63, Section 63.405: [Illumination levels may not exceed 0.5 foot candles at the property line where the neighboring property is a residential use or is zoned for a residential use. For all other uses, illumination levels may not exceed 1.0 foot candles at the property line. To avoid glare and light spilling onto neighboring properties, fixtures must be installed with shields and reflectors.]

3. Landscaping

- a. Per Orlando Municipal Code Chapter 60, Section 60.228: All landscape plans must achieve the Minimum Required Landscape Score (MRLS) required for the proposed type and intensity of development. Applicants shall submit a completed copy of the Non-Residential and Multifamily Landscape Worksheet with the application for landscape plan approval. All landscaped areas shall be irrigated in accordance with Section 60.232 (e) Orlando Land Development Code.

4. Parking

- a) Interior rows of parking must be broken every 100' with a landscaped island that has a minimum 10' wide interior dimension.

Waste Water

The following conditions need to be acknowledged by the applicant and addressed by the applicants engineer prior to building (BLD) and engineering (ENG) permit issuance:

1. Design and construction of the private sewers (outside of 5 from the new and/or expanded buildings) on the subject property will need to comply with City's Engineering Standards Manual (ESM).
2. A site utility plan shall be included in the civil/site plan set associated with an ENG permit required for the site improvements associated with the new and expanded buildings. The site utility plan shall depict the private sanitary sewer network including existing and new sewer services to clarify where new and existing buildings are connected to the City's sewer network. All sewer connections to the City's network shall demonstrate compliance with the City's Engineering Standards (min 6" diameter for non-residential connections; min 4" diameter for single family residential connections).

CONDITIONS OF APPROVAL CONT'D

Public Works

The following will need to be addressed and met during the Engineering (ENG) 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. 54.39 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. 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 the Right of Way Pavers Agreement under Engineering Permit Forms <https://www.orlando.gov/Building-Development/Permits-Inspections/Get-a-Permit/Forms-Documents>

CONDITIONS OF APPROVAL CONT'D

Public Works

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, 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. Attach this sheet in your permit submittal.

9. 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. 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. Submit a signed and dated private improvements cost sheet. Cost sheet forms and instructions are available at our website under Engineering Permit Forms at <https://www.orlando.gov/Building-Development/Permits-Inspections/Get-a-Permit/Forms-Documents>

12. Other comments may arise depending on the contents submitted to permitting.

13. Artificial turf and gravel areas must be treated as impervious area and must be included in the impervious area for stormwater management.

14. All roadways must meet the ESM standards. The Season High Water Table must be a minimum of 2 ft from the bottom of the base. New private and public roadways will require a pavement design similar to the method shown in the FDOT Flexible Pavement Design Manual. Limerock base is not permitted in certain areas where the Season High Water Table has historically been close to the ground surface.

15. Retaining walls, walls, stamped asphalt/concrete, decorative asphalt/concrete, etc are not permitted within the Right of Way without permission from the City Engineer. Buildings or building foundations are not permitted within the Right of Way.

16. All impervious area must be routed to the stormwater system for treatment and attenuation.

17. The 25 year 24 hour post development discharge rate must be less than or equal to pre development discharge rate.

18. Per Orlando Engineering Standards Manual Chapter 7, off-site flood elevations cannot be made worse in any circumstance.

19. If the project is located within the FEMA regulated special flood hazard area (i.e. floodplain) a conditional letter of map revision (CLOMR) will be required before the ENG/BLD permit is issued and a letter of map revision (LOMR) will be required before issuance of the certificate of occupancy (for BLD cases) or final inspection (for ENG cases). Compensating storage must be provided for all floodwater displaced by development within the 100-year floodplain.

20. Any broken or damaged curb, sidewalk, driveway, concrete panels, etc within the Right of Way must be replaced and meet City requirements. Drainage and other roadway improvements may be required during the BLD/ENG submittal depending on the existing condition.

21. During the BLD/ENG submittal, Backspin Ln and Par St must be evaluated to determine if additional stormwater lines or stormwater structures are required. Additional stormwater lines, stormwater structures, and roadway improvements may be required as part of the permit submittal.

22. Please use the following link, enter the permit number, and click on the Plan Review Tab to check the permit status and to view comments/conditions, <https://permitlookup.cityoforlando.net/WebPermits/>
For questions regarding Engineering Site issues contact Owen Blakely at owen.blakely@cityoforlando.gov

CONDITIONS OF APPROVAL CONT'D

Police

1.) Natural Surveillance:

Lighting plays a vital role in CPTED. It is crucial that lighting sends the right messages to the public about the safe and appropriate use of space at different times of the day and night.

All lighting for this project will meet or exceed the guidelines in the Orlando City Code.

To create a sense of safety, pedestrian-scale lighting should be used in all high pedestrian-traffic areas, including building entrances, parking facilities, walkways, and service areas.

Illumination, uniformity, and glare should all be considered. Lighting fixtures should also be reliable, easy to maintain, withstand the elements, and vandal resistant.

Full cut-off or shielded light fixtures can direct light where intended while reducing light trespass, glare, and waste.

Appropriate lighting should be included in all areas anticipated to be used after dark.

Lighting should not be screened out by landscaping or building structures such as overhangs or awnings.

Any illumination shall not cause a glare or excessive brightness that adversely affects the vision of pedestrians or motor vehicle operators on public or private property.

Public spaces should be lit so that a person with normal vision can identify a face from a distance of 30 feet at night.

Landscaping is another crucial aspect of CPTED. Tree branches should be trimmed to no lower than 6 feet from the ground, and shrubs should be cut to no higher than 30 inches. Avoid conflicts between landscaping and lighting, especially lighting adjacent to canopy trees. Landscaping should not create blind spots or hiding places and should not block or cover windows. Open green spaces should be observable from nearby structures.

Outdoor furniture placed in common areas can increase surveillance and encourage positive community interaction while creating more "eyes on the street." Consider furniture designs that encourage stopping and resting but reduce opportunities for potential offenders (e.g., a ribbed design rather than solid and center rails or armrests to discourage sleeping).

Bicycle parking (if installed) should be observable from entrances or high-traffic areas, securely fastened, not hidden behind landscaping or sheer walls, and covered by the property's video surveillance system.

Public transportation stops on or around the property should be lit after dark and located where there is a lot of activity and good natural surveillance.

All sides of a building should contain windows to allow for observation of walkways, parking areas, and driving lanes.

Entry doors should contain a minimum of 180° viewers or small windows with security glass.

Consider using convex mirrors or reflective materials to support surveillance around, into, and out of interior corners, stairwells, elevator lobbies, and elevator cars.

Advertisements and product displays should not be located on windows. If advertisements must be used, they should be small and located where visibility through the windows will not be hindered.

Vehicle and pedestrian entrances should be well-lit and defined by landscaping, signage, and architectural elements.

CONDITIONS OF APPROVAL CONT'D

Police

2.) Natural Access Control:

Walkways, signs, and landscaping should clearly define public entrances. Landscaping used around building and parking facility entrances should create clear wayfinding, be well-lit, and not block entrances or create ambush points.

There should be no easy access to the roof of any building.

Wayfinding should provide clear guidance for authorized users while discouraging potential offenders. Signs should indicate - using words, international symbols, characters, colors, maps, etc. - the location of authorized parking, amenities, residential units, public and residential entrances, restrooms, and public or private use routes.

3.) Territorial Reinforcement:

Addresses should be visible from roadways, parking areas, and entry points and made of non-reflective material contrasting with the surface to which they are affixed.

Bollards are an excellent feature for discouraging or controlling access. Spacing between bollards should meet ADA standards yet deter intrusion from vehicles and unauthorized users. Use bollard styles appropriate for the application; bollards designed to stop vehicle traffic have a different density and strength than those used to direct pedestrian flow. Bollards can also serve a dual purpose when incorporated with lighting and wayfinding.

Fences can add security, delineate property lines, allow transparency for surveillance, be unobtrusive, and create a sense of community. CPTED-style fencing made of commercial-grade iron or steel is an excellent option. Another option is landscape buffers, which include hostile vegetation, to delineate public from private spaces. Using fencing and a landscape buffer together can further define and control spaces.

Maintenance is an essential aspect of territorial reinforcement. A well-maintained area sends the message that people notice and care about what happens in an area. This, in turn, discourages vandalism and other crimes.

To discourage vandalism and unwanted behavior, consider some options for outdoor furniture elements: low walls, curbs, stairs, water features, or planter boxes: skate deterrents, armrests, seat dividers, breaks, bumps, or height variations.

4.) Target Hardening:

Entry doors should contain a minimum of 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.

All windows that open should have locks.

Door locks should be located a minimum of 40 inches from adjacent windows.

A uniform access control system is a good option so that only authorized personnel can access restricted areas. Common area doors or gates should have locks that automatically lock when the doors close.

Secondary access control between public areas and other parts of the facility is a good option to reduce the opportunity for unauthorized access to restricted or private areas and uncontrolled movement throughout the facility.

Maintenance and Management:

Requirements of City Code Chapters 60 and 61 must be met.

Maintenance is an essential aspect of territorial reinforcement. Requirements of City Code Chapter 14 will be enforced.

CONDITIONS OF APPROVAL CONT'D

Police

5.) 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:

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.

To improve the visibility of potential offenders by OPD patrol officers, perimeter lighting should be installed at 150-foot intervals and a height not less than fifteen (15') feet from the ground. The light source should have a minimum light output of 2,000 lumens, be protected by a vandal-resistant cover, and be lighted during the hours of darkness.

For additional precautions, Officer Milton Sumpter is the Crime Prevention liaison for this district. The OPD Crime Prevention officer can discuss alarms (residential or business), personal safety, crime prevention strategies, and neighborhood or community watch programs with you. Please contact Officer Sumpter at Milton.Sumpter@Orlando.gov or 407-246-2196.

If you have questions about the Orlando Police Department plan review, please contact Audra Rigby at 407.246.2454 or Audra.Rigby@Orlando.gov.

CONDITIONS OF APPROVAL CONT'D

Fire

The sole intent of the cursory input provided, is to alert Civil Engineers and Architectural designers to site conditions and/or other Code criteria that require a deeper consideration of the FFPC, Florida Fire Code, NFPA 1 chapters 16 and 18 before finalizing the plans for formal plan review.

1. FORMAL REVIEW OF ARCHITECTUAL DESIGNS. The architectural design of a building, floor plans, life safety egress system, fire protection systems, and fire department access will be reviewed in detail for State, Fire Code, Florida Fire Prevention Code and City of Orlando, Life Safety Fire Code compliance at the time of permit application for formal plan review of 100% drawings.

2. FLORIDA 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 on the site of construction is prohibited. NFPA 1.16.4.3. It is therefore, critical, that the process to receive a FDEP permit and clearance for the use of treated water to construction sites and projects begin early in the conceptual stage. To begin the process, see the following link Apply | DEP Business Portal (fldepportal.com)

3. PRESUBMITTAL MEETING WITH EDV, PERMITTING SERVICES PLAN REVIEW STAFF. 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 the design. Official determinations are not provided at these discussions.

(a) ****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

4. FIRE DEPARTMENT APPARATUS ACCESS ROAD. An approved fire department apparatus access road shall be provided for every facility, building, or portion of a building constructed or relocated. NFPA 1.18.2.3. Fire department apparatus access roads shall consist of roadways, fire lanes, parking lot lanes, or a combination thereof.

5. ALL WEATHER SURFACE. 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. The minimum required widths and clearances shall be maintained at all times.

6. 20FT NOT INCLUSIVE OF PARKING SPACES. The minimum required width of a fire department access road shall not be reduced by the inclusion of parking spaces or obstructed in any other manner.

(a) ***Cross-sections presented shall indicate the dimensions for both, the approved apparatus access width and the parking space. The street width presented would thereby be the total for both.

7. MARKING OF APPARTUS ACCESS ROAD. Where required by the AHJ, approved signs, approved roadway surface markings, or other approved notices shall be provided and maintained to identify fire apparatus access roads or to prohibit obstruction thereof or both.

8. TWO SIDES OF BUILDING ACCESS REQUIRED. The Orlando Fire Department requires access to TWO SIDES of a building or structure. The apparatus 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.

9. 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.

10. MANUAL SURPRESSION OPERATION. Use of not more than 150 ft. pre-connected hose from a fire department apparatus parked on an access road as measured by an approved route around the first story of the exterior of the building or facility. The distance can be increased to 450ft. if the building is protected by an automatic sprinkler system. This provision is not applicable for use in lieu of required access by apparatus. See NFPA 1.18.2.3.

CONDITIONS OF APPROVAL CONT'D

Fire

11. ACCESS TO FIRE COMMAND CENTER AND FIRE PUMP ROOMS. The location of a Fire Command Center and Fire Pump Room shall be approved by the Orlando Fire Department. NFPA 1.11.9; NFPA 20.4.13.1.1.4, 2016 edition. As such, these important building services shall be directly accessible from a fire department access road located adjacent to the building of service.

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. 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).

13. 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 (A cul-de-sac dimension shall be sized to 100 ft. in diameter with or without offset island. When an offset island is used a 20 ft. road width shall be maintained.)

14. APPARATUS DIMENSIONS. The dimensions for calculation of auto-turn analysis shall include the following for the Orlando Fire Department apparatus. Width 10 ft, Truck body length 50 feet, Weight 75,000 pounds, maneuvering radius shall be 50 FEET- EXTERIOR and not less than 25 FEET - INTERIOR. The interior radius dimension shall be increased when the roadway design submitted is not adequate to accommodate fire apparatus.

15. WATER SUPPLY: All site plans shall indicate the location of fire hydrants. All portions of a building not protected by an automatic sprinkler system must be within 300 ft. distance of a fire hydrant. All portions of a building protected by an automatic sprinkler system must be within 500 ft. distance of a fire hydrant.

CONDITIONS OF APPROVAL CONT'D

Parks Planning

1. A Tree Removal and Encroachment Permit will be required for this site and must be submitted prior to the application for your demo, engineering and building permits.
2. Any pruning of the tree canopy may be incorporated into the overall tree removal permit for the site; a separate permit will not be required.
3. Prior to the start of work, an arborist/contractor shall:
 - o Identify locations for tree protection fencing, with signage posted explaining restrictions and contact information.
 - o Recommend trunk protection measures if machinery will operate near trees.
4. The developer shall submit a Proposed Tree Protection Plan at the time of permitting in compliance with Chapter 60, Part 2 of the City of Orlando Land Development Code.
5. Because the existing dry ponds along W Par St are to remain, Tree #1055, #1056 are to remain as well.
6. In addition to the trees above, Trees, #1022, and #1007 shall also be preserved due to their healthy condition and ability to be protected within the site design layout.
7. Mitigation for approved tree removals shall be provided per City Code, ensuring at least sixty percent (60%) of replacement trees are native species.

Parks Trees

This project may impact large trees within the proposed parking lot areas. We would like see that these trees are preserved. If tree removal is desired the applicant must obtain an approved tree removal permit from a Parks official prior to any trees being removed from the site. Tree removal will require mitigation by the replanting of all tallied inches of tree caliper removed and or a payment into a tree fund.

Orlando Utilities Commission

Please be advised that the electric, potable water and roadway plans must be reviewed and approved by OUC. Please contact Development Services at (407) 236-9651; fax' (407) 236-9628 or email developmentservices@ouc.com and please check <https://www.ouc.com/solutions-programs/business/development-services/#design-guidelines>.

CONTACT INFORMATION

Growth Management

For questions regarding Growth Management review, contact Deidre Oge at 407-246-3624 or at deidre.oge@orlando.gov

Land Development

For questions regarding Land Development review, please contact Laura Eng at 407.246.2290 or laura.eng@orlando.gov.

Urban Design

For questions regarding Urban Design review, please contact Tamira Farmer at 407.246.3676 or at tami-ra.farmer@orlando.gov

Transportation

For questions regarding Transportation Planning review, please contact Mike Zayas at 407.246.2231 or at michael.zayas@orlando.gov.

Engineering/Zoning

For questions regarding Development review, please contact John Groenendaal at 407.246.3437 or john.groenendaal@orlando.gov.

Police

For questions regarding Police review, please contact Audra Rigby at 407.246.2454 or audra.rigby@orlando.gov.

Fire

For any questions regarding fire issues, please contact Yong Guo or at yong.guo@orlando.gov.

Building

For questions regarding Building review, please contact Brandon Albright at 407.246.3443 or brandon.albright@orlando.gov.

Parks Trees

For questions regarding City Parks Trees Division review, contact Condredge Mallory at 407.246.3857 or condredge.mallory@orlando.gov.

Parks Planning

For questions regarding City Parks Planning Division review, contact Condredge Mallory at 407.246.3857 or terrence.miller@orlando.gov

Public Works

For questions regarding Public Works review, contact Owen Blakely at 407.246.3758 or at owen.blakely@orlando.gov.

Wastewater

For questions regarding Waste Water review, contact David Breitrick at (407) 246-3525 or david.breitrick@orlando.gov.

Orlando Utilities Commission

For questions regarding Orlando Utilities Commission review, please contact OUC at 407.246.9651 or email developmentsservices@ouc.com.

REVIEW/APPROVAL PROCESS—NEXT STEPS

- 1.MPB minutes scheduled for review and approval by City Council on January 26, 2025.
- 2.Plat
- 3.Final Site Plan
- 4.Building permits