

April 22, 2026  
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For: Jaime Iguá, VHB, 225 E. Robinson St. Unit 300 Orlando FL, 407.712.4613,  
[jiguá@vhb.com](mailto:jiguá@vhb.com)

Re: Temporary Use Permit renewal to allow the continued use of an unimproved parking lot  
at 18 N. Terry Ave. (DET2026-10059)

Mr. Iguá:

This letter addresses your renewal request to allow the continued use of an unimproved parking lot for Coalition for the Homeless of Central Florida (CHCF) at 18 N. Terry Ave. In your application submittals you have provided us with a site plan, parking layout, and location plan.

The Coalition for the Homeless has used this unimproved overflow parking lot for staff and visitors only. It is not used at night and accommodates 13 vehicles with wheel stops to delineate parking spaces. From 2019 to now, this lot has remained as there is intention to expand and improve the overall Coalition for the Homeless campus with the new building for Women and Children and additional improvements, through previous approvals.

This item will go to City Council for one hearing to allow the unimproved overflow parking lot for staff and visitors to remain. (DOC# \_\_\_\_\_) (staff to fill in doc# at future date after City Council approval).

**Analysis** – In review of your request and City Code, I have found the following:

- Site – The ±0.21 acre site is located west of Terry Avenue, north of W. Central Blvd.
- Zoning – The site has a Future Land Use designation of UR-AC (Urban Activity Center) and a zoning designation of AC-2/T/PH (Urban Activity Center in a Traditional City Overlay in the Parramore Heritage District).

#### **History**

- A temporary permit for a gravel parking lot was requested in 2019 for one year. (DET2019-10181)
- An extension was requested in October 2021 and approved for a one-year administrative extension, until November 11, 2021.
- The second administrative extension was requested on October 1st, 2021 for an additional one-year administrative extension, until November 11, 2022.

- An additional renewal request was made (DET2022-10163) to the Temporary Use Permit DET2019-10181 (construction and use of an unimproved parking lot) for an additional 2-years. This was a request for longer than 6 months, so this did go to city council for approval. This was approved on December 5, 2022. (DOC#221205C14)
- A PD amendment (ZON2024-10015), Master Plan (MPL2024-10049) and a Conditional Use Permit (CUP2024-10021) as well as a GMP Amendment (GMP2024-10019 and GMP2024-10020) were approved by the Municipal Planning Board and adopted by city council. The Coalition for the Homeless received final Appearance Review Board (ARB) approval (ARB2024-10047). This will anticipate an expansion of the Coalition for the Homeless facility that will eventually replace the unimproved parking. There will be 102 parking spaces for this site to accommodate the Coalition for the Homeless.
- Following these approvals, an extension was requested on December 18, 2025 and approved for a 6-month administrative extension, until June 22, 2026. (DET2025-10304)

In response to your request, I offer the following:

Since the expansion of the Coalition for the Homeless will be used for greater than 6 months, your request will require the approval of the Orlando City Council. Staff scheduled this to occur on the May 11, 2026 City Council meeting. This is a temporary request set to expire on May 11, 2028 (2 years) or until the lot is improved as part of the Coalition for the Homeless expansion from the recent Master Plan approval, whichever will come first. This can be extended in only 1, one - year extension by the Planning Official. This extension of the gravel parking lot will be essential for the Coalition for the Homeless expansion as they are in their construction phase.

**Determination** – In consideration of the above, we will allow/approve the renewal request to allow the continued use of an unimproved parking lot at 18 N. Terry Ave. with the following conditions:

1. Consistency – The proposed project shall be consistent with the description and attachments provided with your application and as described in this letter. All other applicable state or federal permits must be obtained before commencing development.
2. Timeframe – This is a temporary request set to expire on May 11, 2028 or until the lot is improved as part of the Coalition for the Homeless expansion from the recent Master Plan approval, whichever will come first. The container must be removed from the site no later than this date. You may discuss with the Zoning Official on potential renewal (pertaining to your request from your project description.)
3. Duration – The temporary use shall be permitted for the 2-year period once authorized by City Council. This can be extended in only 1, one - year extension by the Planning Official, given good cause to coincide with construction efforts for the campus.
4. The fence along N. Terry in front of the parking lot must be relocated to align with the property boundary of the Coalition for the Homeless. It can no longer extend into the City of Orlando right-of-way or encroach on the public sidewalk. This must be placed on the back on the public sidewalk.
5. Preliminary Review – This Determination does not constitute approval to develop. It addresses only the Land Development Code standards expressly represented in this letter. Because these plans are of a conceptual nature, staff has conducted only a

preliminary zoning review. Staff reserves the right to make further comments on the compliance of the project at the time of permitting.

**Sufficiency Review** – Pursuant to Florida Statute 166.033, this letter of determination also serves as your notice of sufficiency for your planning and zoning application. Any conditions of approval identified in this letter may require you to modify your plans prior to applying for building permits. However, there are no additional permits required at this time.

The applicant shall comply with all other applicable requirements of the Land Development Code, including any additional review requirements and shall receive all necessary permits before initiating development. Please contact the Permitting Section of the City of Orlando at 407.246.2271 to inquire on your next steps toward receiving a Building Permit.

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.

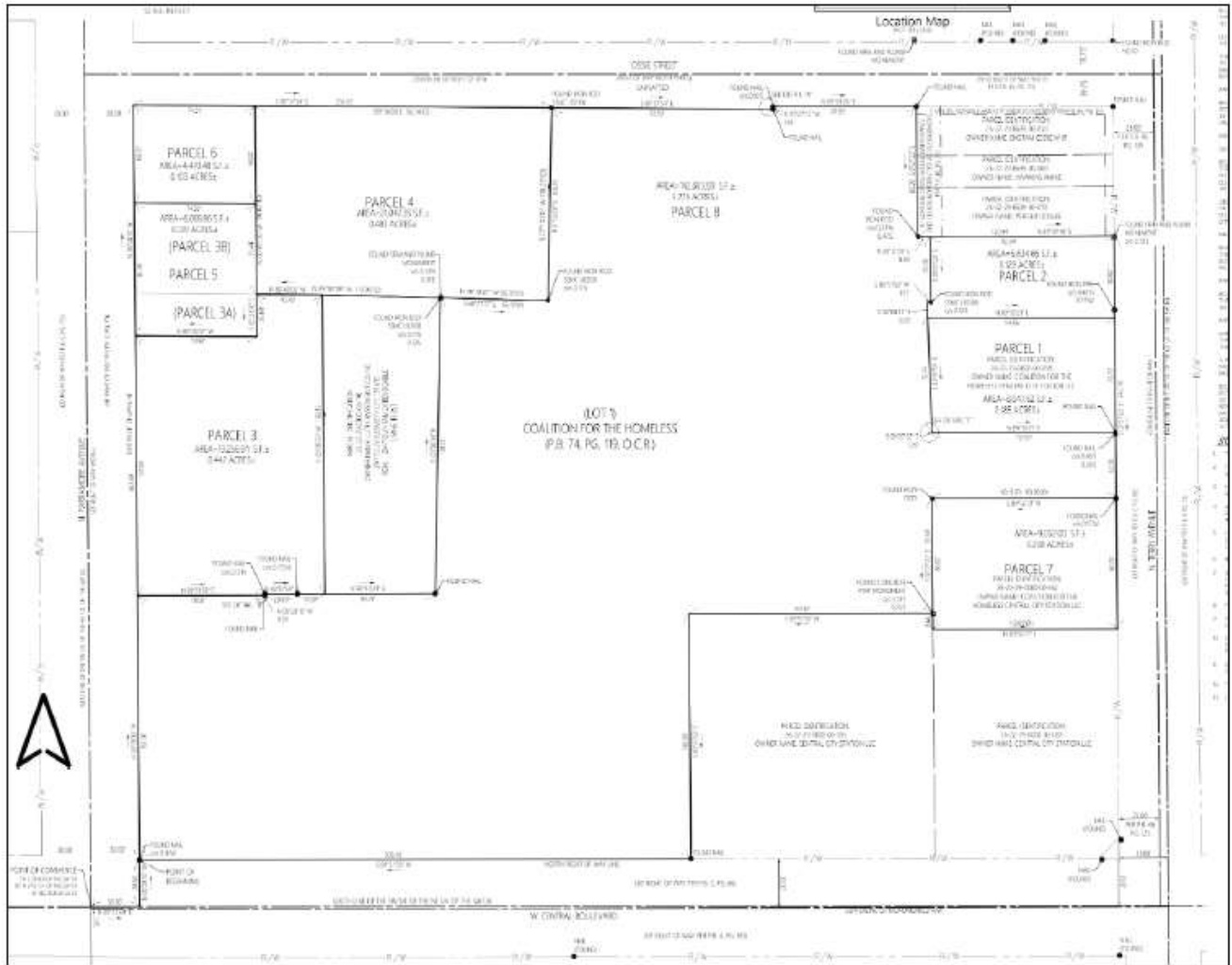
If you have any questions, feel free to contact Michele Gibbs, Planner III at [michele.gibbs@orlando.gov](mailto:michele.gibbs@orlando.gov) or via phone at 407.246.3355

Sincerely,

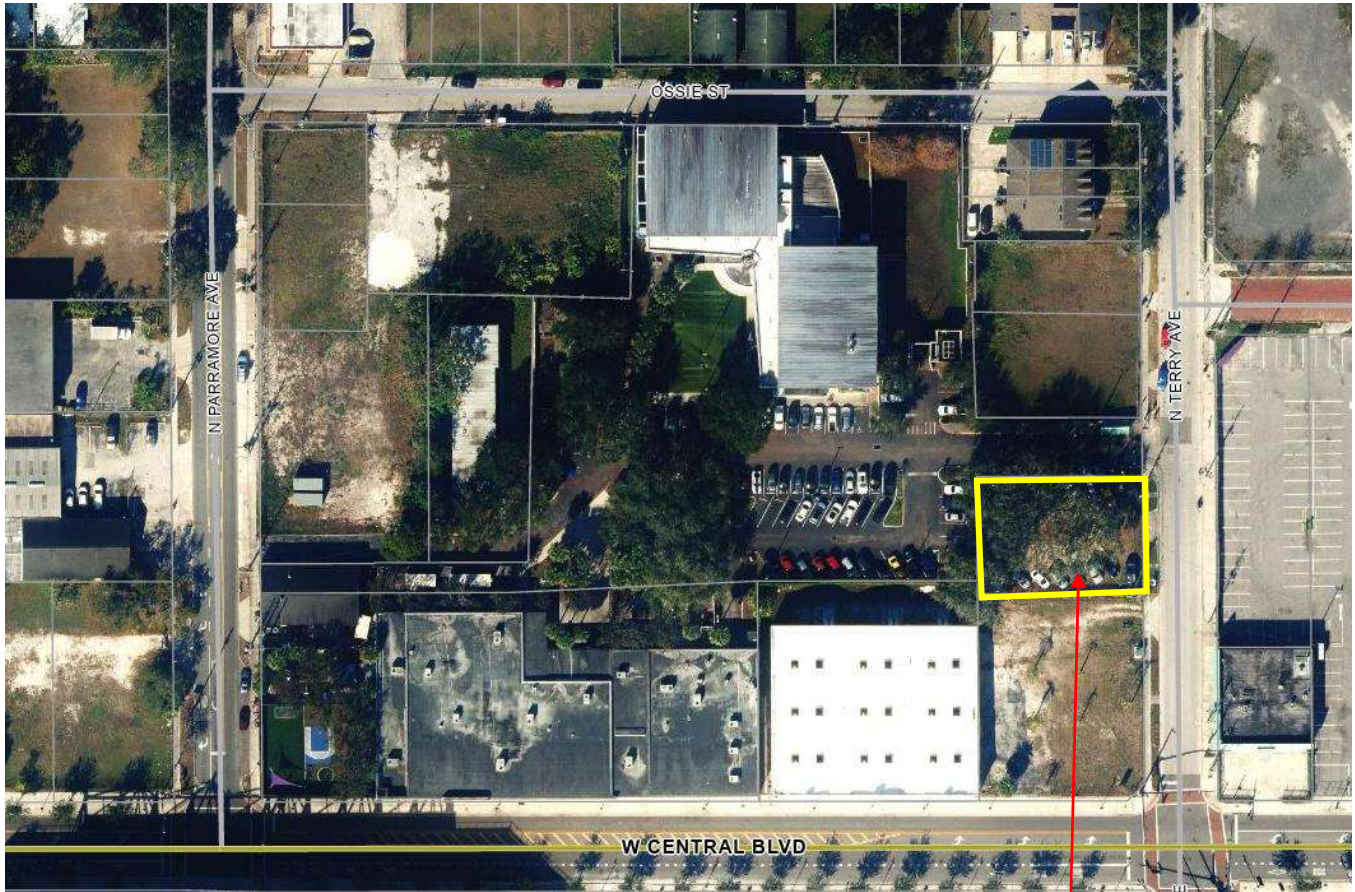


Jason Burton, AICP, CNU-A  
City Planning Division Manager / Planning Official

### Survey

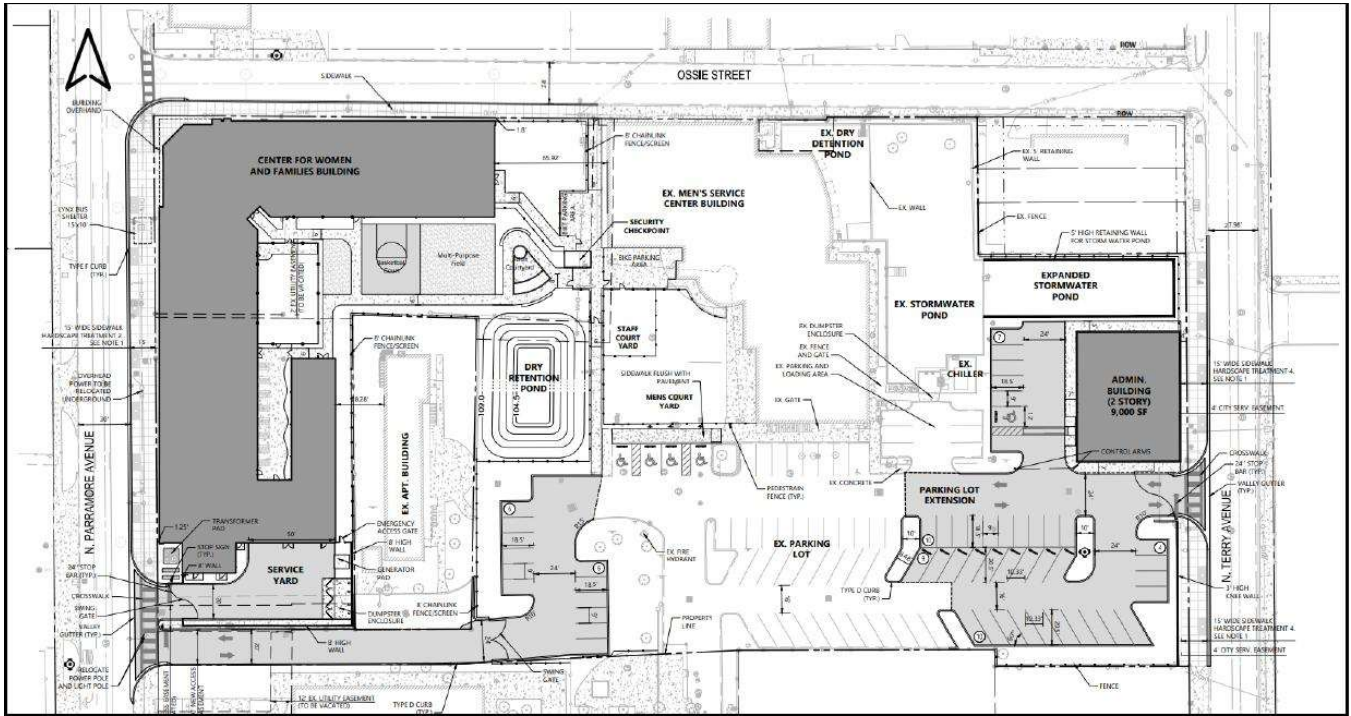


Location Plan (subject site highlighted in yellow)

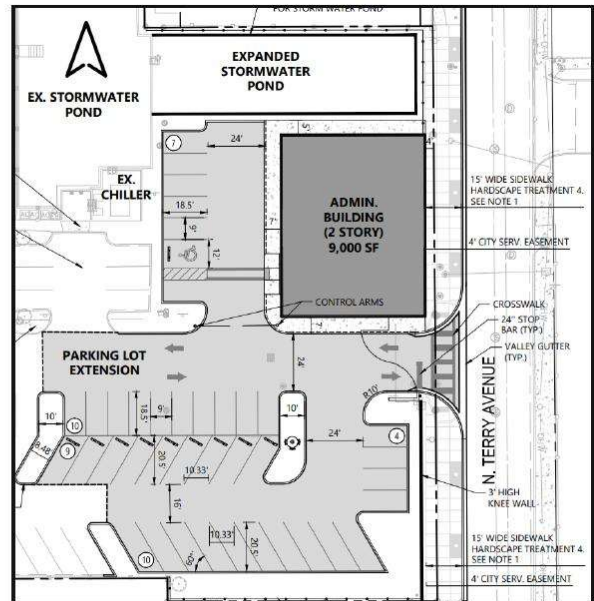
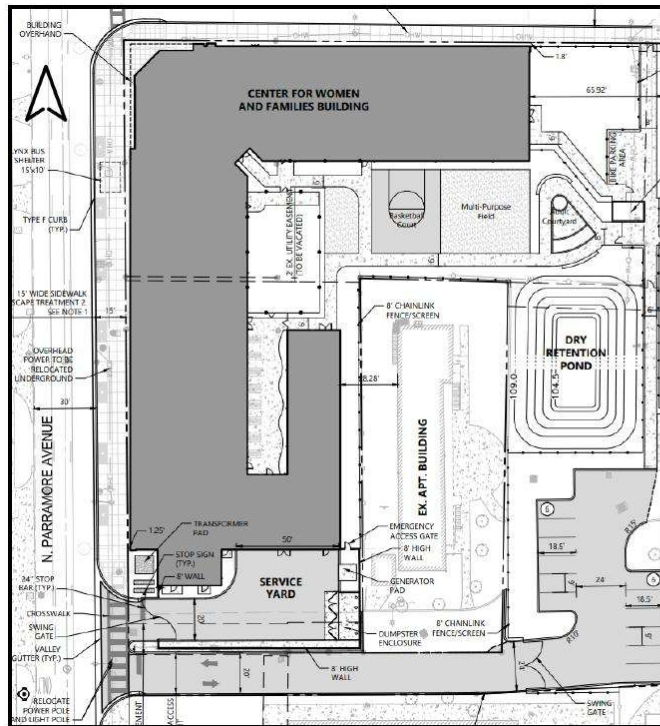


Current gravel parking lot

### Recently Approved Site Plan



### Zoomed in Site Plan



### Gravel Parking Lot Site Plan

