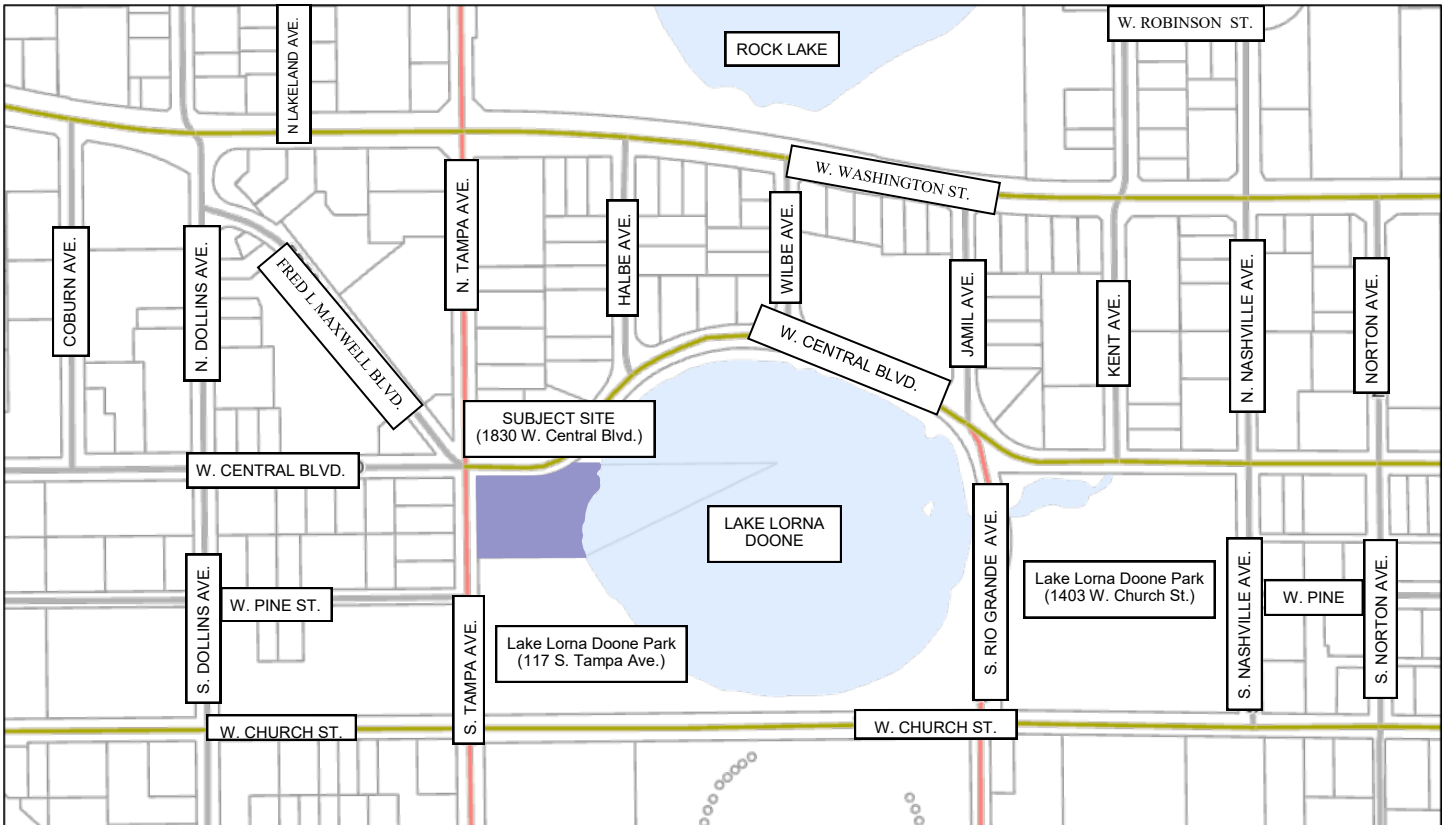


# LORNA DOONE PARK—CITY PARKS FACILITY



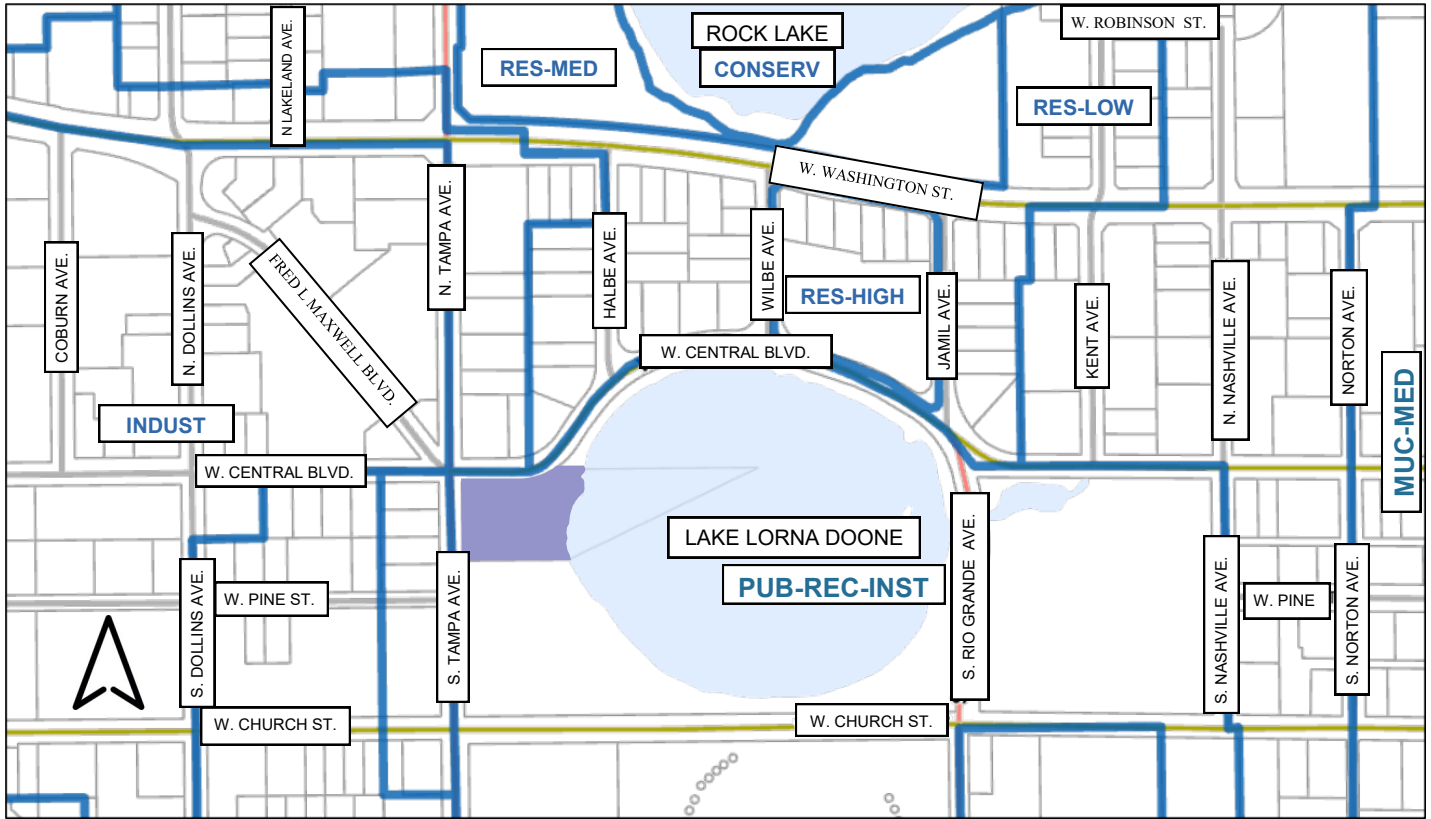
**Location Map**

 Subject Site

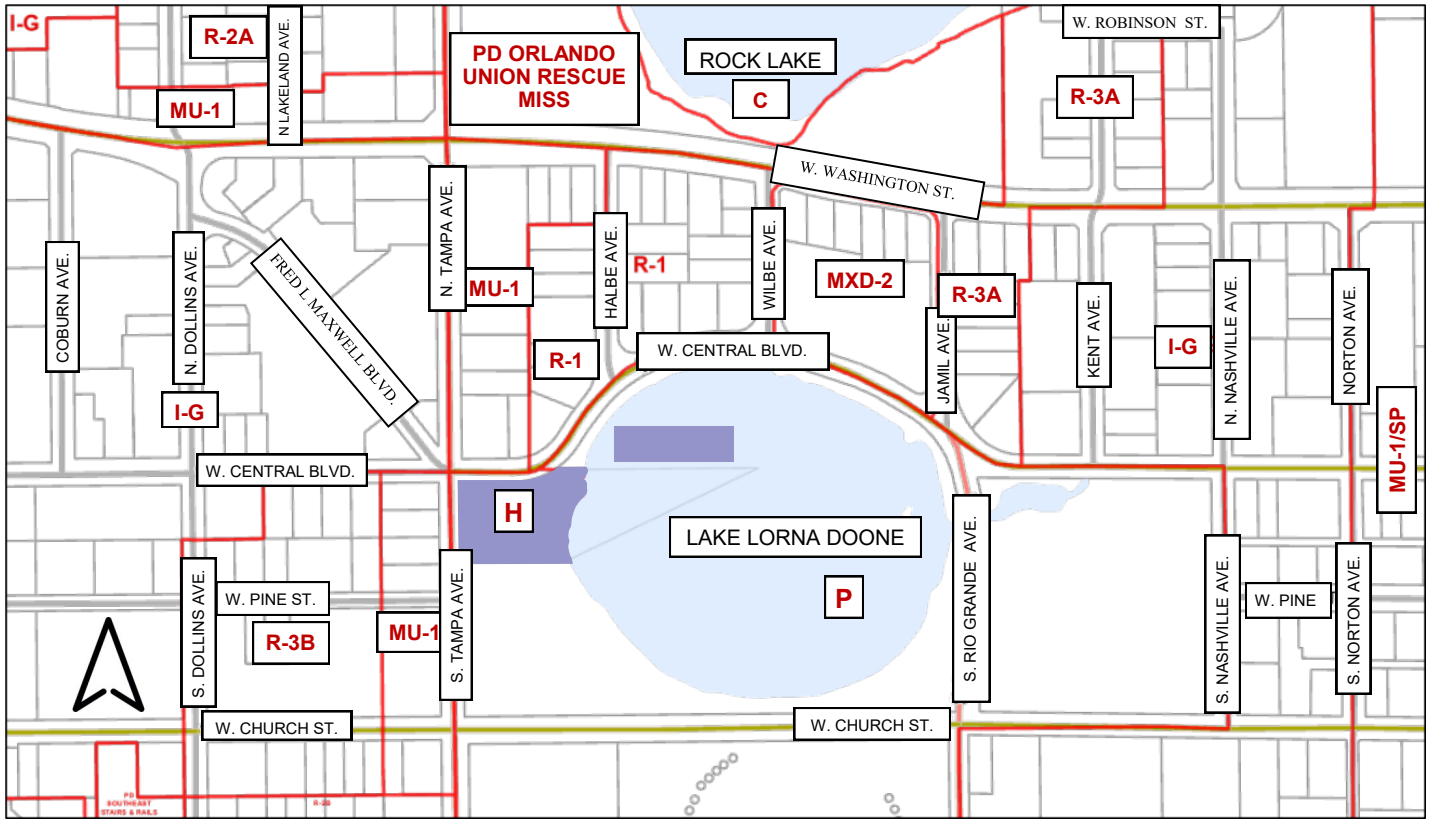
## SUMMARY

<p><b>Owner</b> City of Orlando</p> <p><b>Applicant</b> City of Orlando Families Parks and Recreation Department</p> <p><b>Project Planner</b> Raquel Lozano, Planner II</p> <p><b>Updated:</b> April 13, 2026</p>	<p><b>Property Location:</b> 1830 W Central Blvd. Parcel ID: 34-22-29-9272-01-110. Generally located on the north of W. Church St., east side of S. Tampa Ave., south side of W. Central Blvd., and west side of S. Nashville Ave., west of S. Orange Blossom Trl. (±2.6 acres, District 5).</p> <p><b>Applicant's Request:</b> The City of Orlando Families Parks and Recreation Department requests a Conditional Use Permit to construct a ±6,000 sq. ft. Parks with public assembly areas and a detached ±1,000 sq. ft. maintenance garage at Lorna Doone Park.</p>	<p><b>Staff's Recommendation:</b> Approval of the request, subject to the conditions in this report.</p> <p><b>Public Comment</b> Courtesy notices were mailed to property owners within 300 ft. of the subject property on April 5, 2026. As of the published date of this report, staff has not received any comments from the public concerning this request.</p>
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# FUTURE LAND USE MAP



# ZONING MAP



# PROJECT ANALYSIS

## Project Description

The subject property is southeast of the intersection of W. Central Blvd. and S. Tampa Ave., abutting Lake Lorna Doone. The property currently features an existing pedestrian pathway that provides connectivity to and around Lake Lorna Doone Park, forming part of the loop trail around the lake. The site also contains an existing ±1,500 sq.ft. structure, known as the former Boy Scouts Building. The park encompasses three different parcels: 1403 W. Church St., 117 S. Tampa Ave., and 1830 W. Central Blvd. (the subject lot). The overall park includes a pavilion, basketball courts, a large playing field, seating and boardwalk areas, splashpad, mini golf course, playground, and restroom facilities.

The City of Orlando Families Parks and Recreation (FPR) Department proposes to demolish the existing building onsite to construct a new 5,989 sq.ft. park office building with access to both interior and exterior public assembly spaces. The new structure will serve mainly as a park office for FPR staff with integrated spaces that support community engagement, recreation, and public programming. The facility will include dedicated office space for city staff to support department operations and provide day-to-day accessibility for residents. The project also includes a ±1,000 sq.ft. detached maintenance garage to store equipment, supplies, and department vehicles for maintaining park operations. The project will provide indoor and outdoor public assembly areas, additional pedestrian walkways to the park and new landscaping on the property. The applicant has provided a project description, site plan, building floorplan, landscape plan, and a property survey.

The City Land Development Code (LDC) requires Public zoning districts to apply for a Conditional Use Permit for new development. To support the proposed development, the City FPR Department requests a rezoning of the site from H (Holding) to P (Public Use). This designation aligns with the zoning applied to the remainder of the park and will ensure consistency across the property. Figure 2B of the City code features a table of allowable uses for each zoning district. The subject property, zoned P (Public), details that development standards are established during the Conditional Use Permit review process. Chapter 65, Part 2D, outlines the procedures and review process for a Conditional Use Permit. Accordingly, FPR is requesting a Conditional Use Permit to allow the improvements to Lake Lorna Doone Park.

## Previous Actions

- 1886: Property platted as part of W. G. White’s Addition to Orlando.
- 1922: Lots 1-11 of W. G. White’s Addition acquired by City and replatted for park and holding purposes.
- 1954: The lot was deeded to Orlando Lodge No. 1079 of the Benevolent and Protective Order of Elks (a nonprofit organization) with land use conditions
- 1960: The existing Boy Scouts Club House was built
- 2018: Lot was purchased by the City from the Orlando Elks Lodge

## Project Context

Lake Lorna Doone Park is a revitalized public park along W. Church St. and W. Central Blvd, which underwent improvements in 2016. It is immediately adjacent to Camping World Stadium within the West Lakes and Parramore area. The park is a lake-centered, open-space recreational property designed to support active lifestyles, community gatherings, and outdoor use. Following a major redevelopment completed in 2021, the site now features modern infrastructure and amenities integrated into a landscaped waterfront setting. These improvements transformed the park into a multi-use recreational asset supporting wellness, family activities, and organized events.

The subject property primarily abuts Lake Lorna Doone Park, specifically the Lake itself and mini-golf course area, and nearby properties include the Camping World Stadium, three vacant commercial lots, and single-family residences. The property is currently zoned H (Holding) and is designated Public-Recreation-Institutional on the City’s Future Land Use Map. Adjacent uses, zoning and future land use designations are per Table 1 below.

	<b>Future Land Use</b>	<b>Zoning</b>	<b>Surrounding Use</b>
North	Medium Intensity (MUC-MED) and Residential Low Intensity (RES-LOW)	MU-1 (Medium Intensity, Mixed Use Corridor) & R-1	Mixed Use and Single-Family Residential
East	PUB-REC-INST and INDUST	P (Public Use)	Lorna Doone Park
South	PUB-REC-INST	P (Public)	Lorna Doone Park and Camping World Stadium
West	Medium Intensity (MUC-MED) and Residential Medium (RES-MED)	MU-1 & R-3B/T/PH	Multi-Family Housing

**Conformance with the GMP**

The existing and continued use is a public park, which necessitates the need to rezone the total property to P (Public Use). Within that zoning category, parks are considered a Public Benefit Use. Given the scope of work for the new community center and garage facility, City staff determined that a Conditional Use Permit (CUP) is required for the proposed improvement.

Development standards for Public Benefit Uses are determined at time of CUP review. The existing Lorna Doone Park features a multi-purpose playfield, basketball courts, a picnic area, a playground, miniature golf area, and public restrooms. The proposed development within the park is compatible with the future land use designation and proposed zoning of the property. Additionally, the proposal is compatible with existing passive and active uses within the park. To the south, across W. Church St., is the Camping World Stadium. The City's GMP supports continued development and upgrading of the park and the proposed rezoning and park expansion is consistent with the GMP and the Land Development Code.

**Conformance with the LDC**

In review and consideration of conditional use permit applications, the Municipal Planning Board and the City Council must consider the following factors:

*Purpose and Intent.* The purpose and intent and all other requirements of the Land Development Code.

*Growth Management Plan.* Whether the proposal is consistent with all applicable policies of the City's adopted Growth Management Plan.

*Compatibility.* The compatibility of the proposal with surrounding land uses and the general character of the area including such factors as height, bulk, scale, intensity, traffic, noise, drainage, dust, lighting, and appearance.

*Public Facilities and Services.* Whether necessary public facilities (both on-site and off-site), such as transportation, sanitation, water, sewer, drainage, emergency services, education, and recreation, will be adequate to serve the proposed use.

*Residential Displacement.* 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.

*Other Matters.* Any other lawful matter that the Municipal Planning Board deems appropriate and relevant to the specific proposal.

Based on the CUP factors of considerations, the proposed development meets the purpose and intent of the Public rezoning district, it is consistent with the applicable GMP policies for Public future land use, the community recreation center is compatible with the surrounding uses and general character of the area, the proposed use will include the necessary public facilities on-site, and it will not create residential displacement.

**Development Standards**

The development standards shown in Figures 1C.LDC and 2B.LDC refers to the CUP application process for the Public zoning district and requires a minimum building frontage of 25 ft. Only uses owned by a public body are allowed per Sec. 58.321 thru Sec. 58.323.

Section 58.323 establishes the Development Standards for Public Use. Development by a public body may have unique characteristics not typically found on other types of sites, such as a football stadium, water treatment plant, or transit station. Therefore, each development proposal must be evaluated according to its unique characteristics. A public body may submit an application for a Conditional Use (per Ch. 65 Part 2D) to address the following:

- Development standards shown in Figures 1A. LDC, 1B. LDC, and 1C. LDC.
- Allowable use shown in Figures 2A. LDC and 2B. LDC.
- Parking requirements per Sec. 61.322.
- Other requirements included in the Land Development Code as applicable.
- Interior renovations, improvements consistent with an approved Master Plan or Planned Development, uses that meet the definition of "light public benefit use" and other minor site improvements are permitted and not subject to Conditional Use review.

The subject project will tie into the remainder of the park grounds, utilizing the existing parking lot (south of the project

site), and create new sidewalks that connect to the existing sidewalks located on the park edges, adjacent to the streets, and along the east side of Lake Lorna Doone. Per LDC Section 61.333, bike racks need to be installed at various places throughout the park, in locations that avoid conflicts with vehicular and pedestrian traffic.

The Land Development Code requires the City Parks Department to install landscaping per Section 61.312. The City Parks Department proposes to install eight new trees, three of which are located along S. Tampa Ave. and the other trees would be installed east of the new building. Two trees may be removed in the process, dependent upon the location of the nearby sewer pipe. Additionally, hundred of new shrubs and sodding will be installed at the site. At the time of permitting, the applicant must provide a Landscape Worksheet to show compliance with code. Any tree removals will require a separate permit for City approval.

Signs

All building signs for the park must comply with LDC Section 64.255. The applicant must obtain a building permit prior to fabrication and installation.

Solid Waste

The applicant intends to use three roll-out dumpsters positioned alongside the maintenance garage building. Any new dumpsters serving the park must be visually concealed from the public right-of-way.

**Transportation**

This CUP application is submitted to establish conditions the recently rezoned 1.34-acre portion of the Lorna Doone Park. The remaining portion is located at 1830 W. Central Blvd, the southeast corner of the W. Central Ave./Tampa Ave. intersection, along the western shoreline of Lake Lorna Doone. This application seeks to establish the development conditions for the future construction of a 5,989-sq.ft. community center building, maintenance support and equipment structure(s). The city’s recent purchase of this parcel allows the continuation of park improvements initiated in 2016, with the approval of MPL2019-00054 and ZON2016-00027.

The concept plan provided does not show any parking for the new uses specified below. Be advised that curb/wheel stops will be required of all parking spaces per LDC Sec. 61.305.

<b>Table 2—Community Center Parking Requirements</b>			
<b>Use</b>	<b>Min-Max (Secs. 61.322, 61.333, 61.364)</b>		<b>Provided</b>
Community Center (5,989-SF)	0.25:1000 SF = 39	3.5:1000 SF = 545	
<b>ADA Accessible Parking Spaces</b>	A minimum of 1 ADA space		TBD
Two-Wheeled Vehicle (1:50 Spaces)	1 space	N/A	TBD
Bicycle:	Long-Term (covered)- 1:25k GFA=1 Short-Term- 8 spaces +, 1:5k GFA=8	N/A	TBD
Motorized Cycle	1:50 std. spaces=1	N/A	TBD

Traffic Impact Analysis (TIA)

A traffic analysis was not provided for this small parcel. However, the parcel abuts Tampa Ave. Right-of-way on the western property line and the W. Central Blvd. ROW on the northern property line. Access to the road network is anticipated via the existing southern parking lot where there is an existing connection to S. Tampa Ave. Given the size of the structures, the level of traffic impact is expected to be negligible.

The concept plan shows pedestrian connections from the existing parking area to the new building and use areas. As part of the conditions, Transportation Planning will require pedestrian safety signage to ensure proper vehicular movement without compromising pedestrian safety.

High Injury Network (HIN)

As the proposed development area lies outside the City designated high injury network (HIN), no improvements to reduce pedestrian/vehicle conflicts are being recommended at this time. However, the northern intersection of S. Tampa Ave. and W. Washington St. is identified as a HIN intersection. The City reserves the right to request appropriate safety improvements, in the future.

**Micromobility**

The site plan does not show any bicycle parking. As a condition of approval, the provision of micromobility enhancements, including bicycle parking, will be requested per LDC Sec. 10. This will supplement the transportation demands of the proposed use.

**School Impacts**

Not applicable, as the proposed use will construct a City parks office.

**Summary**

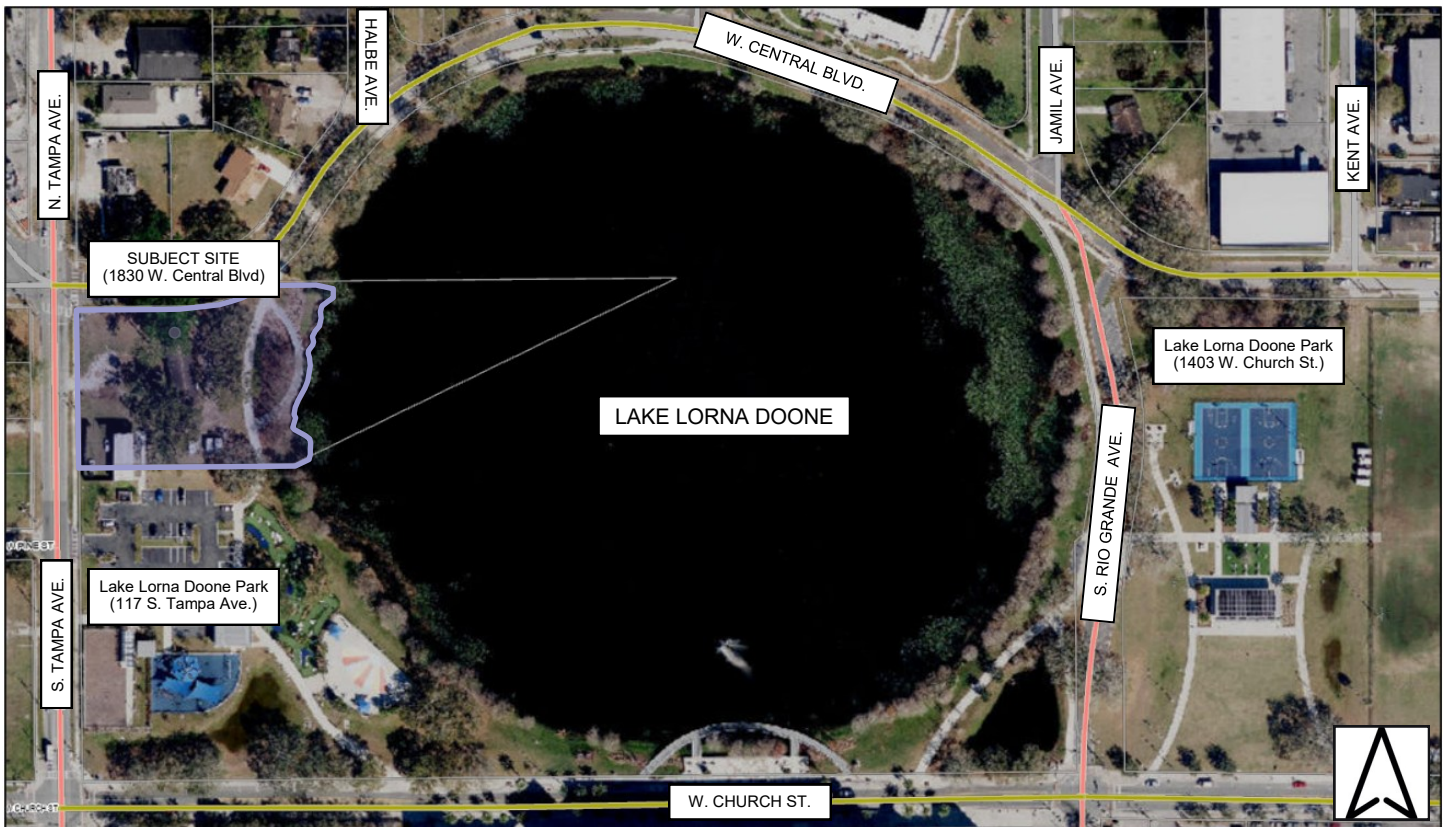
The City of Orlando Families Parks and Recreation Department is seeking approval for a Conditional Use Permit to redevelop a portion of Lorna Doone Park. The project involves demolishing an existing building and constructing a new approximately 6,000 sq. ft. park office facility, along with a separate 1,000 sq. ft. maintenance garage. The new building will primarily serve staff operations while also providing indoor and outdoor public assembly spaces to support community programs and park activities. Additional improvements include pedestrian walkways and updated landscaping.

To proceed, the site must be rezoned from Holding (H) to Public Use (P), aligning it with the rest of the park and complying with the City's Land Development Code, which requires a Conditional Use Permit for development in public zoning districts. City staff has reviewed the proposal and recommends approval of the permit, subject to outlined conditions of the staff report.

# AERIAL PHOTO (ZOOM IN)



# AERIAL PHOTO (ZOOM OUT)

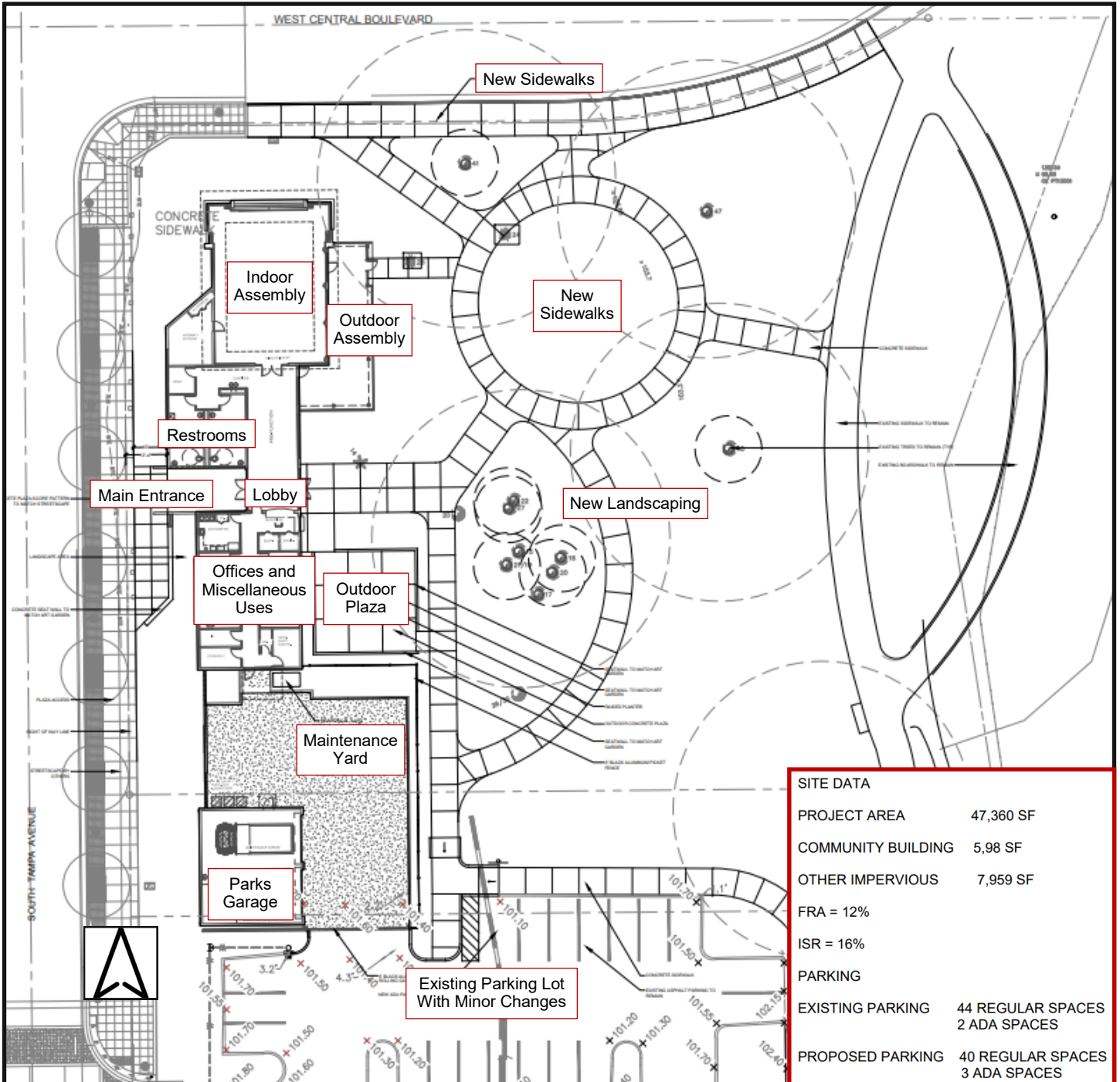




# SITE PLAN

The subject project will tie into the remainder of the park grounds, utilizing the existing parking lot (south of the project site), install new landscaping around the new building, and create new sidewalks that connect to the existing sidewalks located on the park edges, adjacent to the streets, and along the east side of Lake Lorna Doone.

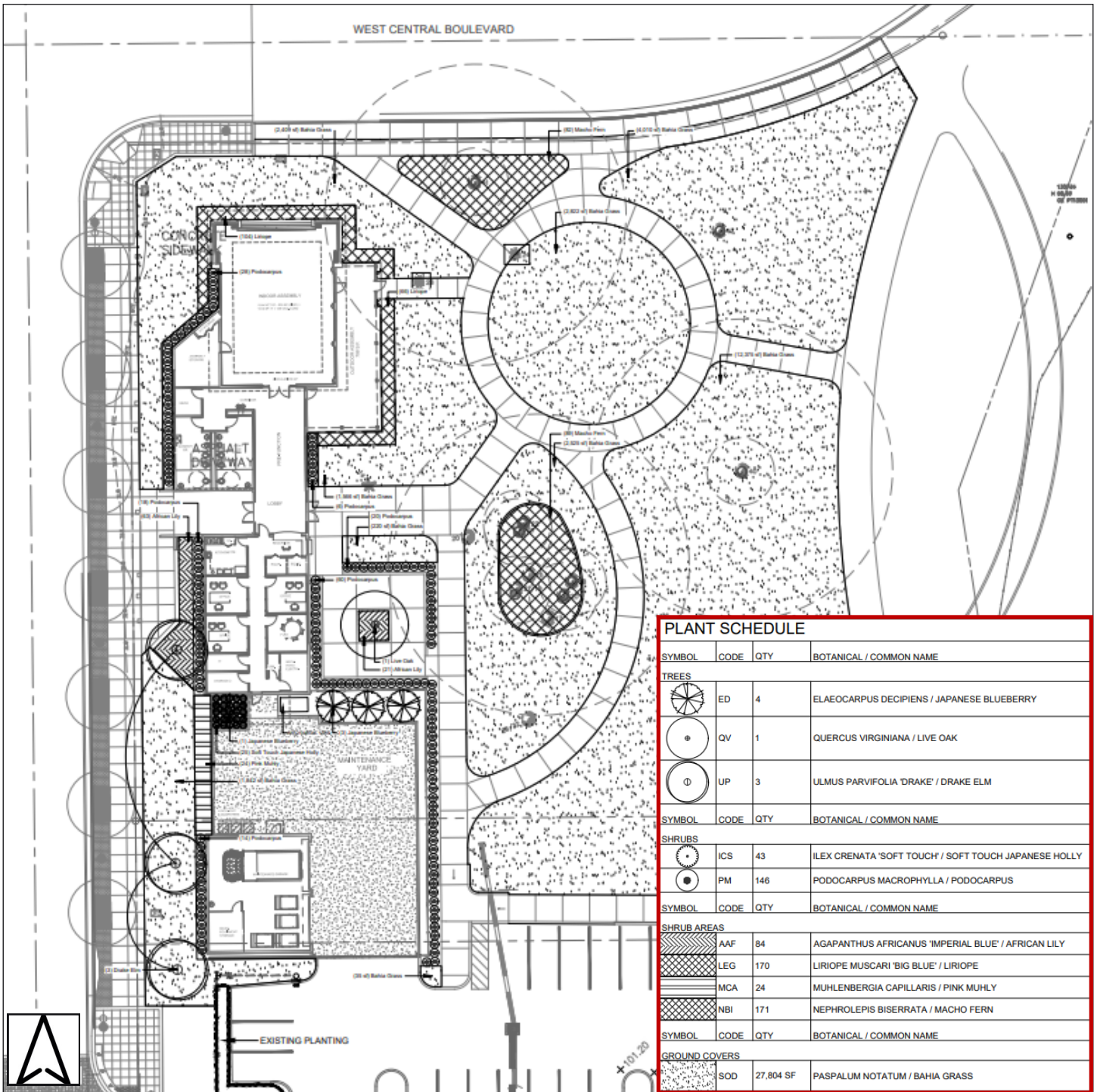
The new structure will serve mainly as a park office for FPR staff with public assembly spaces that support community engagement, recreation, and public programming. The facility will include dedicated office space for city staff to support department operations and provide day-to-day accessibility for residents. The project also includes a ±1,000 sq.ft. detached maintenance garage to store equipment, supplies, and department vehicles for maintaining park operations.



SITE DATA	
PROJECT AREA	47,360 SF
COMMUNITY BUILDING	5,98 SF
OTHER IMPERVIOUS	7,959 SF
FRA = 12%	
ISR = 16%	
PARKING	
EXISTING PARKING	44 REGULAR SPACES 2 ADA SPACES
PROPOSED PARKING	40 REGULAR SPACES 3 ADA SPACES

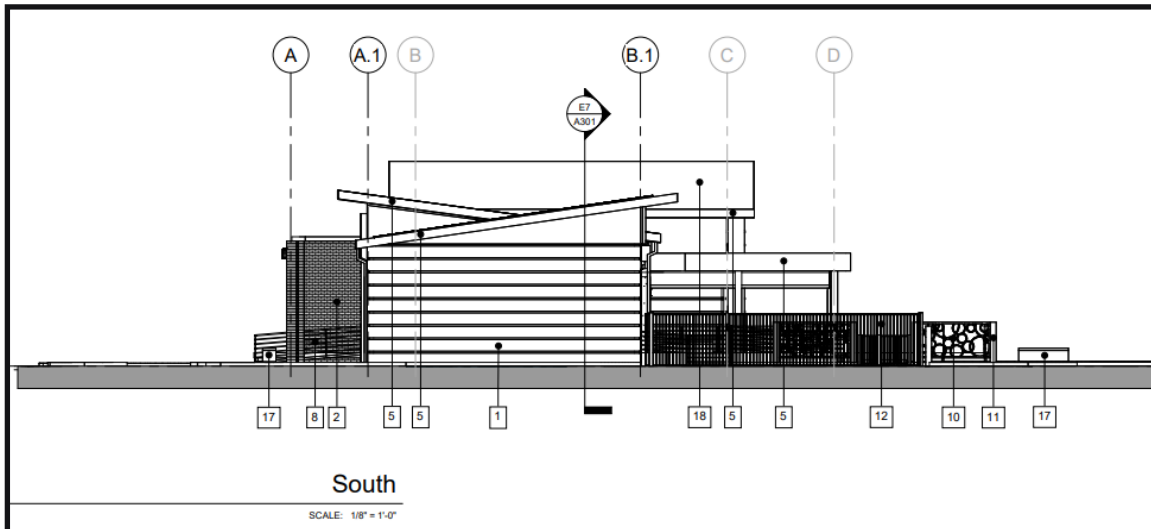
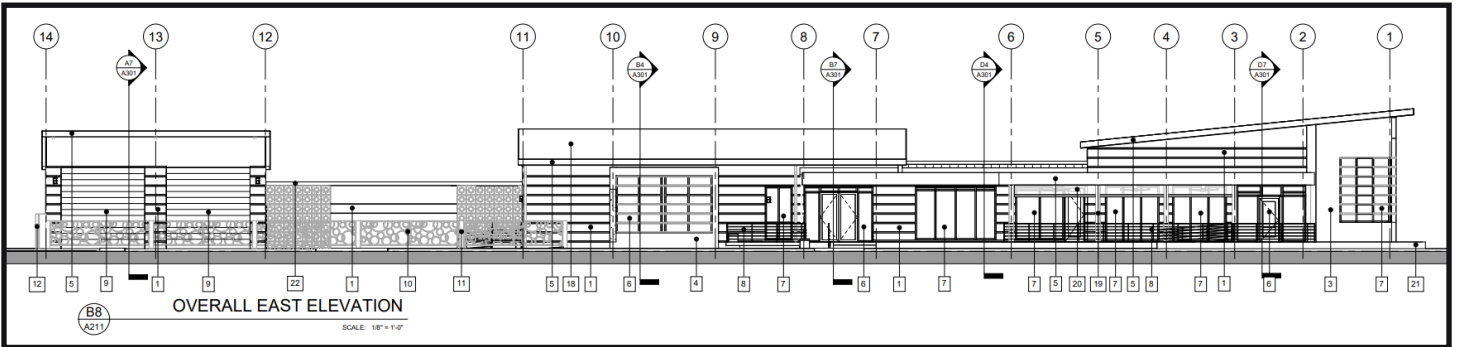
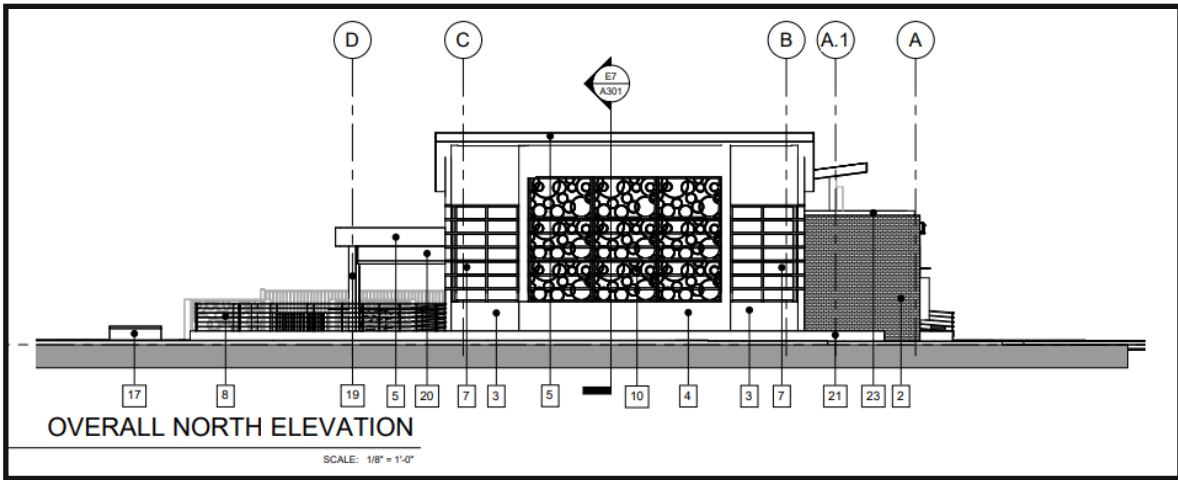
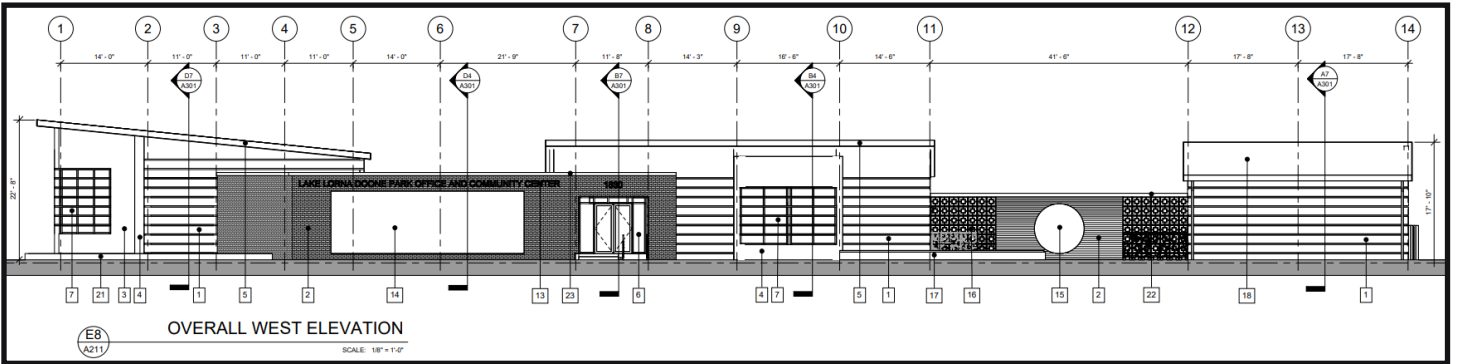


# LANDSCAPE PLAN



PLANT SCHEDULE			
SYMBOL	CODE	QTY	BOTANICAL / COMMON NAME
<b>TREES</b>			
	ED	4	ELAEOCARPUS DECIPIENS / JAPANESE BLUEBERRY
	QV	1	QUERCUS VIRGINIANA / LIVE OAK
	UP	3	ULMUS PARVIFOLIA 'DRAKE' / DRAKE ELM
SYMBOL	CODE	QTY	BOTANICAL / COMMON NAME
<b>SHRUBS</b>			
	ICS	43	ILEX CRENATA 'SOFT TOUCH' / SOFT TOUCH JAPANESE HOLLY
	PM	146	PODOCARPUS MACROPHYLLA / PODOCARPUS
SYMBOL	CODE	QTY	BOTANICAL / COMMON NAME
<b>SHRUB AREAS</b>			
	AAF	84	AGAPANTHUS AFRICANUS 'IMPERIAL BLUE' / AFRICAN LILY
	LEG	170	LIRIOPE MUSCARI 'BIG BLUE' / LIRIOPE
	MCA	24	MUHLENBERGIA CAPILLARIS / PINK MUHLY
	NBI	171	NEPHROLEPIS BISERRATA / MACHO FERN
SYMBOL	CODE	QTY	BOTANICAL / COMMON NAME
<b>GROUND COVERS</b>			
	SOD	27,804 SF	PASPALUM NOTATUM / BAHIA GRASS

# ARCHITECTURAL PERSPECTIVES/ELEVATIONS



# SITE PHOTOS



Photo Above: The subject property facing northwest view.

Photo Below: The subject property facing north view.



# SITE PHOTOS



Photo Above: The subject property from a southeast view.

Photo Below: The Lake Lorna Doone parking lot and minigolf course is southeast of the subject lot.



## FINDINGS

Staff finds that the proposed Lake Lorna Doone Conditional Use Permit is consistent with the requirements for approval of a CUP, as contained in Section 65.285 of the Land Development Code (LDC):

1. The proposed Conditional Use request is consistent with the City's Land Development Code;
2. The proposed Conditional Use Plan request is consistent with the City's Growth Management Plan;
3. The community recreational center and park use meet the standards for development in the proposed P zoning district;
4. The rezoning is not the result of changed conditions on the subject or adjoining properties;
5. The proposed expanded park use conforms to all applicable performance and design standards within the LDC and will be compatible with the general character of the Lorna Doone neighborhood; and
6. Existing public facilities, infrastructure and services are adequate to serve the proposed park uses.

Staff recommends approval of the Conditional Use Permit, subject to the conditions below:

## CONDITIONS OF APPROVAL

### Growth Management

1. The proposed Conditional Use Permit shall not become effective until after the effective date of the proposed rezoning (Case #ZON2026-10000).

### Land Development

1. Impervious Surface Ratio (ISR) - There is no minimum or maximum ISR for the park use.
2. Floor Area Ratio (FAR) - There is no minimum or maximum FAR for the park use.
3. Approved Site Plan - The Conditional Use request is valid for the site plan provided in this staff report and any changes necessary as a condition of this staff report. The Conditional Use request is not transferable to other properties.
4. Expiration of the Conditional Use Permit - The applicant must receive a building permit for the work requiring the conditional use permit within two years of the conditional use permit approval. If the applicant does not receive the building permit within two years, then the conditional use permit is no longer valid and the applicant must reapply for a conditional use permit if the applicant wishes to proceed with a development requiring a conditional use permit. If the building permit for the work requiring the conditional use permit expires before a certificate of occupancy or certificate of completion is issued for the work requiring the conditional use permit, then the conditional use permit is no longer valid and the applicant must reapply for a conditional use permit if the applicant wishes to proceed with a development requiring a conditional use permit.
5. Parking - The Lorna Doone Park currently has a dedicated parking area south of the project site. The development standards for Public zoning district does not establish a minimum parking count requirement. The applicant must meet the conditions required by Transportation Planning.
6. Signs - Proposed signs must be consistent with the requirements of LDC Section 64.255. All signs must receive permits prior to fabrication and installation.
7. Phasing - The project will be developed in a single phase.
8. State & Federal Permits - All applicable state (including Florida Department of Environmental Protection (FDEP)) or federal permits must be obtained before commencing development.

### Urban Design

1. Any fencing on the site shall be an open, CPTED approved fence, such as aluminum or wrought iron picket fencing.
2. All at grade mechanical equipment including transformers and backflow preventers, must also meet applicable LDC screening requirements. All equipment must be screened from the street and public pathways by low walls, hedges, or other decorative fences and may not exceed 4 feet above grade.
3. Site lighting must comply with the City outdoor lighting code, section 63.406 Orlando City Code. Light -emitting diode (LED) lamps are encouraged.
4. All utilities, including light poles, must be kept out of the pedestrian path.
5. A landscape worksheet is required to be submitted at the time of permitting. All landscape plans must achieve the Minimum Required Landscape Score (MRLS) required for the proposed type and intensity of development and meet the requirements of Chapters 60 and 61, Orlando City Code. A spreadsheet showing compliance with the Minimum Required Landscape Score must be included with the plans. A digital spreadsheet form is available at <http://www.cityoforlando.net/city-planning/landscape-code/>

### Transportation

1. Except where noted in this staff report, all aspects of the future site plan are required to conform to all applicable

- minimum standards set forth in the editions of the City Code (LDC) and the City Engineering Standards Manual (ESM) that are in force at the time of any construction of this project.
2. Support for 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 LDC and ESM in effect at the time of submittal to Permitting Services.
  3. 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: 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.
  4. 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).
  5. Roadway plans include paving, grading, pavement markings and signage (Contact the Permitting Transportation Engineering Reviewer at 407-246-3079 for details) should be provided at permitting.
  6. A copy of all required County and State permits (If permits are pending, attach a copy of the application).
  7. At the time of the building construction, the minimum required parking; including design and construction, must be provided in accordance with LDC Sec. 61 and the ESM.
  8. Bicycle parking must be provided in accordance with LDC 61, Part 3D and must be available prior to the issuance of any Certificate of Occupancy for the associated use. At the time of permitting, one (1) long-term and 8 short-term bicycle spaces must be provided. The long-term bicycle space must be located within 200 feet of the principal building entrance. 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.
  9. At the time of permitting, a minimum six-foot wide sidewalk is required along the W. Central Blvd. and S. Tampa Ave. public rights-of-way per LDC Sec. 61.221 Fig. 5(B).
  10. On-site pedestrian 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.
  11. In accordance with the MUTCD, the Florida Department of Transportation Guidelines, the City of Orlando LDC, and the ESM, provide a full Pavement Marking and Signage Plan (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.
  12. At the time of permitting, a stop bar and an R-1 stop sign is required to be installed at the maintenance yard exit to the existing parking lot.
  13. An Auto-Turn analysis using the largest anticipated design vehicle (delivery vehicle, Fire/EMS vehicle, solid waste collection) must be provided at the time of permitting to demonstrate adequate maneuverability within the site. The site plan should be updated to demonstrate that access for these vehicle types can be undertaken in a safe manner without conflicting with other vehicles, pedestrian, or bicycle access.
  14. At the time of permitting, the Owner/Applicant must remove all unused or unapproved curb cuts/driveways and must restore all curbs, gutters, parkways, and sidewalks to Orlando EMS requirements and standards.

### Engineering/Zoning

1. No issues.

### Waste Water

The following conditions shall be satisfactorily completed at the time of construction plan review prior to issuance of related building (BLD) and engineering (ENG) permits:

1. An existing 27-inch diameter sewer main is located along the east side of Tampa Ave and may encroach onto the subject property. The location of this sewer main shall be field located by survey and depicted on construction plans. All new buildings including associated underground foundations and spread footings shall be at least 10-feet from the 27-inch sewer main.
2. The horizontal location and depth of the 27-inch sewer main shall be determined and depicted on the plans.
3. Cross-sections shall be prepared by the project Civil Engineer and reviewed by the project Structural Engineer to verify that new building foundations would not be undermined by excavation for repair of the existing 27-inch sewer pipe. Cross-sections will determine if greater separation than 10-feet from the 27-inch sewer main would be required.
4. New sewer service connections will not be allowed into the 27-inch sewer main.
5. New sewer services connections can be made into an existing 8-inch sewer main located in W Central Blvd.
6. The sitework sewer network to serve the new buildings shall be designed and installed in accordance with all applicable City Standards including Chapter 9 of the Engineering Standards Manual (ESM) and applicable City Standard Details.

# INFORMATIONAL COMMENTS

## Police

### Natural Surveillance

1. 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.
2. All lighting for this project will meet or exceed the guidelines in the Orlando City Code.
3. To create a sense of safety, pedestrian-scale lighting should be used in all high pedestrian-traffic areas, including building entrances, pedestrian promenades, parking facility entrances, amenities and courtyards, walkways, and service areas.
4. Illumination, uniformity, and glare should all be considered.
5. Lighting fixtures should also be reliable, easy to maintain, withstand the elements, and vandal-resistant.
6. Full cut-off or shielded light fixtures can direct light where intended while reducing light trespass, glare, and waste.
7. Appropriate lighting should be included in all areas anticipated to be used after dark.
8. Landscaping or building structures, such as overhangs or awnings, should not obstruct lighting.
9. 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.
10. Public spaces should be lit so that a person with normal vision can identify a face from a distance of 30 feet at night.
11. 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/cover windows. Open green spaces should be observable from nearby structures.
12. Outdoor furniture placed in common areas is a good way to 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).
13. Bicycle parking (if installed) should be visible from entrances or high-traffic areas, securely fastened, not hidden behind landscaping or sheer walls, and covered by the property's video surveillance system.
14. 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.
15. All sides of a building should contain windows to allow for observation of walkways, parking areas, and driving lanes.
16. Entry doors should contain a minimum of 180° viewers or small windows with security glass.
17. Consider using convex mirrors or reflective materials to support surveillance around, into, and out of interior corners, stairwells, elevator lobbies, and elevator cars.
18. 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.
19. Vehicle and pedestrian entrances should be well-lit and defined by landscaping, signage, and architectural elements.

### Natural Access Control

1. 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.
2. There should be no easy access to the roof of any building.
3. 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.

### Territorial Reinforcement

1. Addresses should be visible from roadways, parking areas, and entry points and made of non-reflective material in a contrasting color from the surface to which they are affixed.
2. 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; that is, 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.
3. 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.
4. 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 forms of crime.

### Target Hardening

1. Entry doors should contain a minimum of 180° viewers or small windows with security glass, interior or security hing-

es, 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.

2. All windows that open should have locks.
3. Door locks should be located a minimum of 40 inches from adjacent windows.
4. Uniform access control systems are a good option, so only authorized personnel have access to their parking areas, business or residential floors and entrances, and any amenities or restricted areas. Common area doors or gates should have locks that automatically lock when the doors close.
5. 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.

For additional precautions, Officer Eddie Rosado 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 Rosado at Edward.Rosado@orlando.gov or 407-246-2489.

### **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. 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.
7. 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.
8. 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>
9. Other comments may arise depending on the contents submitted to permitting.
10. Artificial turf and gravel areas must be treated as impervious area and must be included in the impervious area for stormwater management.
11. All impervious area must be routed to the stormwater system for treatment and attenuation.
12. The 25 year 24 hour post development discharge rate must be less than or equal to pre development discharge rate.
13. Per Orlando Engineering Standards Manual Chapter 7, off-site flood elevations cannot be made worse in any circumstance.
14. 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.
15. Drainage and other roadway improvements must be improved, including new pavement, F curb and gutter, sidewalk,

drainage structures, and stormwater lines as part of the BLD/ENG submittal per the most current City of Orlando Engineering Standards Manual. Any broken or damaged curb, sidewalk, driveway, concrete panels, etc within the Right of Way must be replaced and meet City requirements.

16. 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.net](mailto:owen.blakely@cityoforlando.net).

### 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 ARCHITECTURAL DESIGNS. At the time of permit application, a comprehensive review of architectural design, floor plans, life safety egress systems, fire protection systems, and fire department access will be conducted to ensure full compliance with State codes, Fire Code, the Florida Fire Prevention Code, and the City of Orlando Life Safety Fire Code during the formal plan review of 100% drawings.
2. PRESUBMITTAL MEETING WITH EDV, PERMITTING SERVICES PLAN REVIEW STAFF. A pre-submittal meeting with Permitting Services plan review staff is required in order to receive cursory insight into Florida Building Code (FBC) and Florida Fire Prevention Code (FFPC, NFPA) requirements impacting the architectural 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](http://www.orlando.gov/Building-Development/Schedule-an-Appointment/Schedule-a-Permitting-Appointment).
3. 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.
4. 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.
5. MARKING OF APPARATUS 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.

### Building

No issues.

### Parks Tree

No issues. Two trees may be removed in the process, dependent upon the location of the nearby sewer pipe.

# CONTACT INFORMATION

**Growth Management**

For questions regarding Growth Management, please contact Deidre Oge at 407.246.3624 or [deidre.oge@orlando.gov](mailto:deidre.oge@orlando.gov).

**Land Development**

For questions regarding Land Development review, please contact Raquel Lozano at 407.246.3297 or at [raquel.lozano@orlando.gov](mailto:raquel.lozano@orlando.gov).

**Urban Design**

For questions regarding Urban Design plan review, please contact Nicole Palacios at 407.246.3422 or at [nicole.palacios@orlando.gov](mailto:nicole.palacios@orlando.gov).

**Transportation**

For questions regarding Transportation Planning plan review, please contact Steven Greene at [steve.greene@orlando.gov](mailto:steve.greene@orlando.gov).

**Development**

For questions, regarding Engineering/Zoning review, please contact Valencia Gilley at 407.246.3532 or [valencia.gilley@orlando.gov](mailto:valencia.gilley@orlando.gov).

**Police**

For questions regarding Orlando Police Department plan reviews or to obtain a copy of the brochure, contact Audra Ridby at 407.246.2454 or [audra.rigby@orlando.gov](mailto:audra.rigby@orlando.gov).

**Fire**

For questions regarding fire review, please contact Yong Guo at 407.246.3887 or [yong.guo@orlando.gov](mailto:yong.guo@orlando.gov).

**Building**

For questions regarding building review, please contact Brandon Albright at 407.246.3443 or [brandon.albright@orlando.gov](mailto:brandon.albright@orlando.gov).

**Parks**

For questions regarding City Parks Division, please contact Condredge Mallory at 407.246.3857 or [condredge.mallory@orlando.gov](mailto:condredge.mallory@orlando.gov).

**Public Works**

For questions regarding public works review, please contact Owen Blakely at 407.246.3758 or at [owen.blakely@orlando.gov](mailto:owen.blakely@orlando.gov).

**Wastewater**

For questions regarding waster water review, please contact David Breitrack at 407.246.3525 or [David.breitrack@orlando.gov](mailto:David.breitrack@orlando.gov).

## REVIEW/APPROVAL PROCESS—NEXT STEPS

1. Following the MPB meeting, the City Council must review the April 2026 MPB meeting minutes.
2. City Council is scheduled to review and approve the MPB minutes on May 11, 2026.
3. Applicant may apply for Building permits.