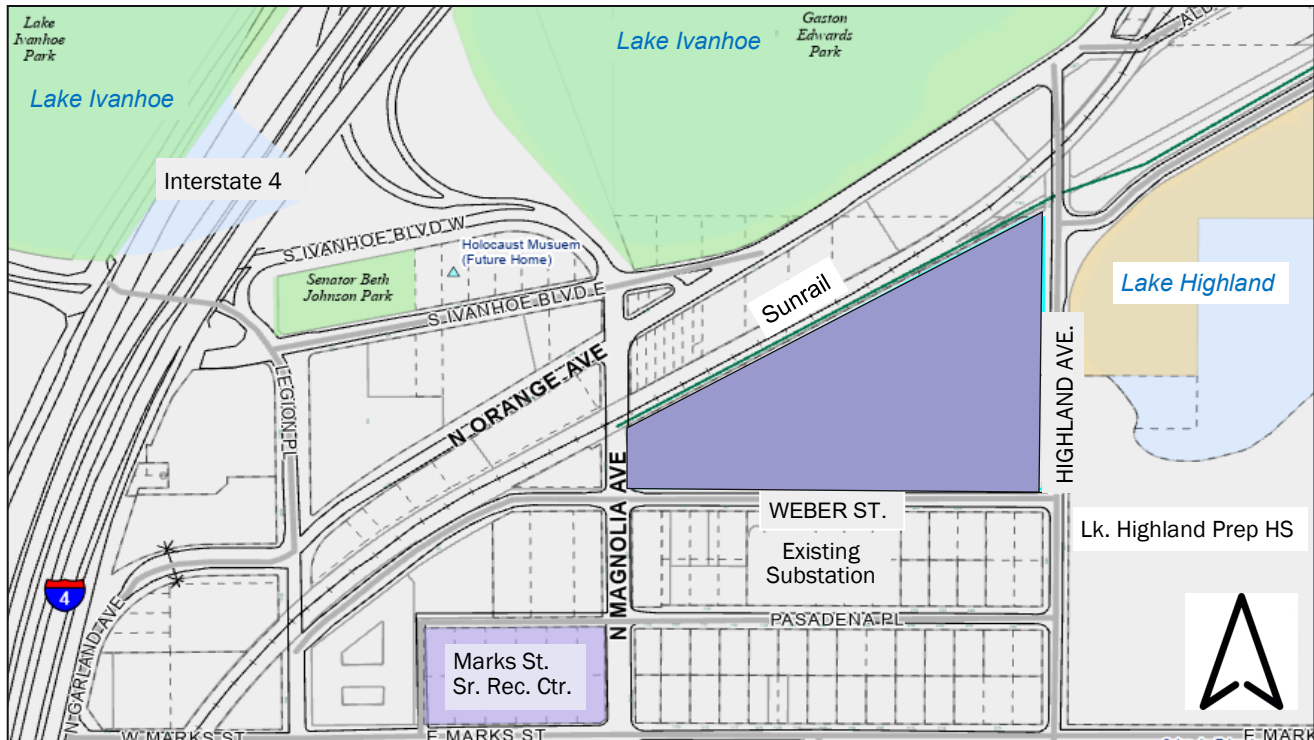


OUC SUBSTATION EXPANSION & GAC VESSEL IMPLEMENTATION



Location Map

 Subject Site

SUMMARY

Applicant

Rebecca Hammock
Pape-Dawson (fka
Poulos & Bennett)

Property Owner

OUC/City of Orlando

Project Planner

Jim Burnett, AICP

Updated:

April 13, 2026

Property Location: 1020 Highland Ave. (Parcel ID #01-23-28-5596-00-010, between the Sunrail tracks (north) and Weber St. (south) and between N. Magnolia Ave. (west) and Highland Ave. (east)) (±9.4 acres, District 3).

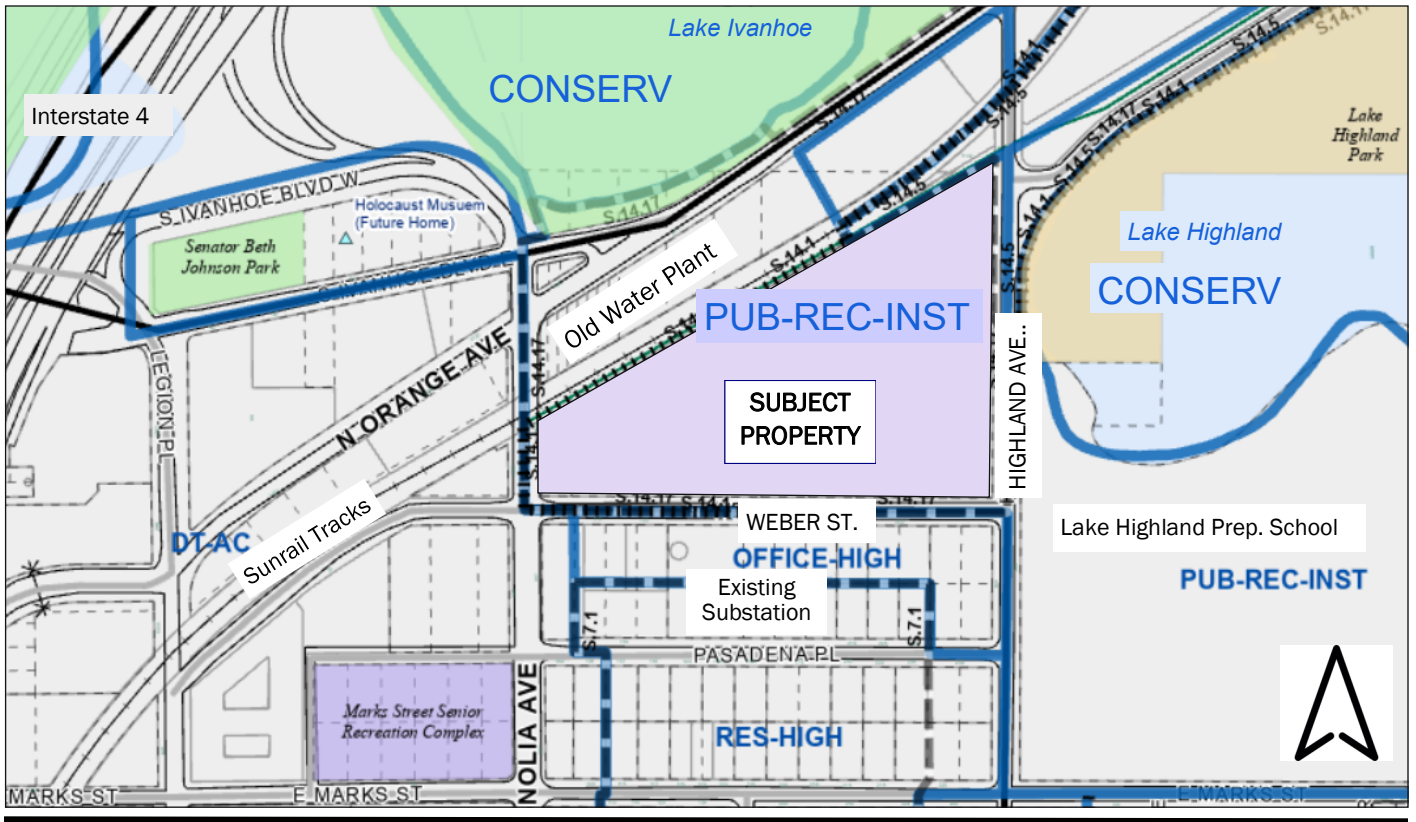
Applicant's Request: A Conditional Use Permit (CUP) amendment is being requested to expand the existing electrical OUC substation (a major utility/public benefit use) and to also update the water plant portion of the property via installation of Granular-Activated Carbon (GAC) vessels in the north parking lot. The property is located in the North Quarter neighborhood west of Lake Highland.

The request was also reviewed and recommended for approval by the Appearance Review Board (case #ARB 2026-10006) on March 19, 2026.

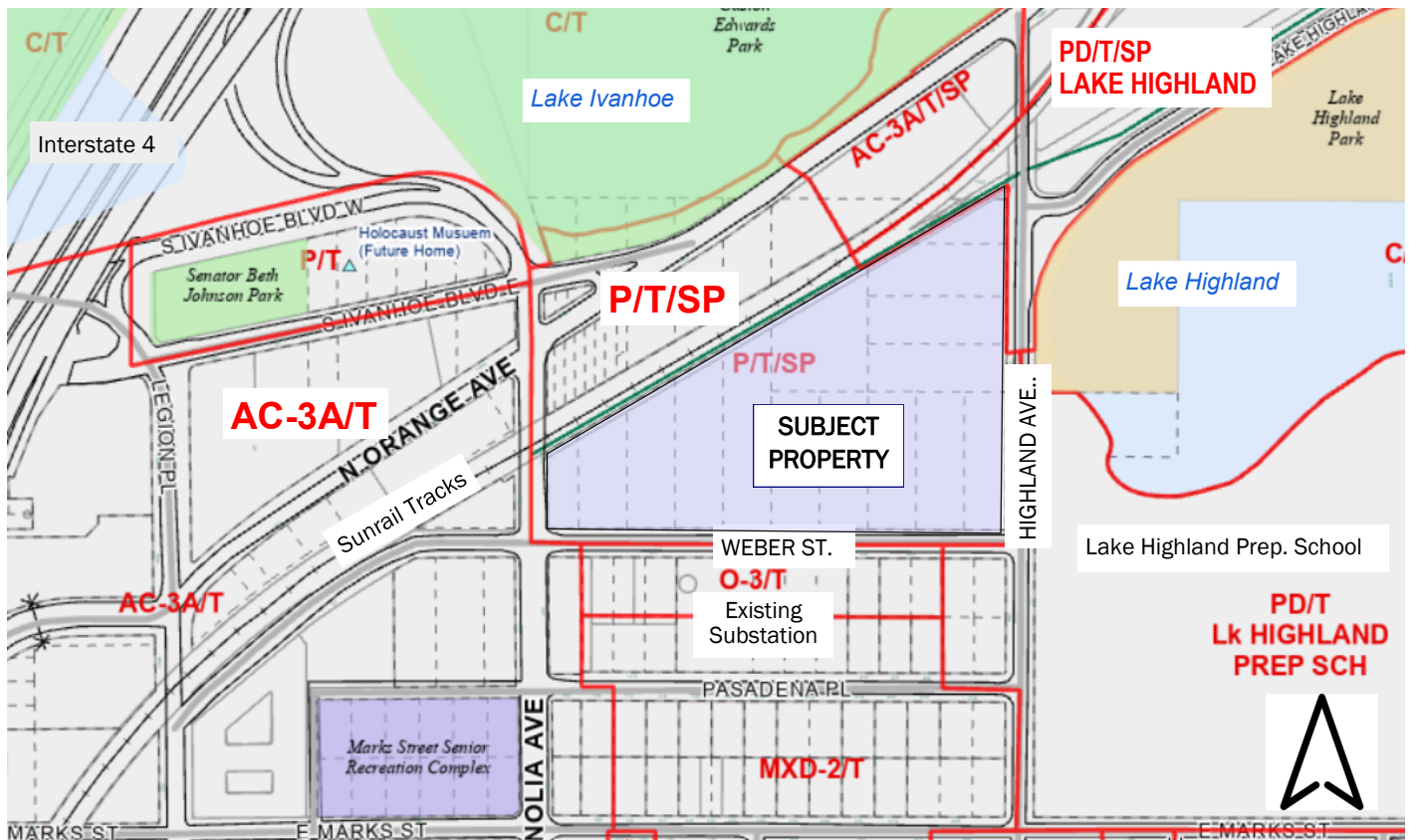
Staff Recommendation: Approval of the CUP amendment, subject to conditions in this staff report.

Public Comment: Courtesy notices were mailed to property owners within 300 ft. of the subject property the week of April 6, 2026. OUC opted to not conduct a neighborhood meeting for the CUP amendment application.

FUTURE LAND USE



ZONING MAP



PROJECT ANALYSIS

Project Description

The applicant is requesting to amend the existing Conditional Use Permit (CUP) to expand the existing OUC Weber St. electrical substation (a major utility/public benefit use) and to also update the water plant portion of the property via installation of Granular-Activated Carbon (GAC) vessels in the north parking lot. The property is located in the North Quarter neighborhood west of Lake Highland.

Previous Actions

- 1888: Subject property originally platted as part of Fair Oaks & Ivanhoe Subdivision.
- 1923: Orlando Utilities Commission (OUC) founded, power plant building constructed at 1111 N. Orange Ave., along with power plant addition on the south side of the Sunrail/FDOT tracks.
- 1997: Conditional Use Permit (CUP97-005) approved for construction of new ±22,680 sq. ft. OUC water treatment plant at northwest corner of Highland Ave. & Weber St. (plant completed 2000).
- 2001: Growth Management Sub Area Policy S.14.5 created (GMP2000-00072) and property rezoned as part of the OUC Lake Highland Planned Development (PD)(ZON2000-00005, Doc. #33840).
- 2009: OUC Lake Highland PD amended to distribute planned redevelopment across all five (5) properties within the PD (ZON2009-00011, Doc. #1004121101).
- 7/2019: GMP2018-10041, changed the future land use designation from Urban Village to Public/Recreation/Institutional and shifted Subarea Policy line S.14.5 to the north and east; and ZON2018-10037 rezoned the OUC property (Parcel A) from PD/T to P/T - both adopted by City Council; CUP2018-10025 approved to expand the existing electrical substation into Parcel A (CUP amendment expired in 2021).
- 3/19/2026: Request reviewed by the Appearance Review Board (case #ARB 2026-10006) and recommended for approval for the proposed improvements.

Project Context

The subject site is located south of the Sunrail railroad tracks, between N. Magnolia and Highland Aves., and the north side of Weber St., west of Lake Highland. The southeast portion of the OUC site is already developed with a ±22,680 sq. ft. OUC water treatment plant; the remainder of the site (semi-vacant portion) is to be developed with a 3.5-acre electrical substation (major utility/public benefit use), which requires a Conditional Use Permit (CUP) in the P/T/SP zoning district (see Table 1 below for additional details on adjoining properties).

<i>Direction</i>	<i>Future Land Use</i>	<i>Zoning</i>	<i>Existing Uses</i>
North	(Across Sunrail Tracks) Public– Recreation-Institutional (PUB-REC-INST) & Downtown Activity Center (DT-AC)	P/T/SP (Public Use, with Traditional City and Virginia Drive Special Plan Overlay) & AC-3A/T/SP (Downtown Activity Center, with Traditional City and Virginia Dr. Special Plan Overlay)	Former OUC Power Station & Lightstyle Lamp Showroom
South	(Across Weber St.) Office High Intensity	O-3/T (High Intensity Office - Residential, with Traditional City Overlay)	OUC Electrical Substation
East	(Across Highland Ave.) Conservation & PUB-REC-INST	PD/T (OUC Lake Highland Planned Development, with Traditional City and Virginia Drive Special Plan Overlays) & Lake Highland Prep School PD/T	Lake Highland & Lake Highland Prep School (Main Campus)
West	(Across N. Magnolia Ave.) DT-AC	AC-3A/T	General Offices

Conditional Use Permit Criteria (LDC Section 65.285) - The Municipal Planning Board and City Council shall consider the following factors in their review of Conditional Use Permit (and amendment) applications:

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. **Compatibility.** The compatibility of the proposed use with surrounding land uses and the general character of the area including such factors as height, bulk, scale, intensity, traffic, noise, drainage, dust, lighting, appearance, etc.
4. **Public Facilities and Services.** Will necessary public facilities (both on- and off-site), such as transportation, sanitation, water, sewer, drainage, emergency services, education, recreation, etc. be adequate to serve the proposed expanded use.
5. **Residential Displacement.** Determine 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, and consider alternative uses, locations and/or site designs which could minimize residential displacement.
6. **Other Matters.** Any other matter which the Board/Council may deem appropriate and relevant to the specific proposal.

Purpose and Intent. Again, the purpose of the CUP amendment is:

- A) to expand the existing OUC electrical substation (major utility / public benefit use (PBU)); and
- B) to update the water plant portion of the property via installation of Granular-Activated Carbon (GAC) vessels in what is now a parking lot.

The 2 million kilowatt substation is needed to serve the higher demands of the growing downtown area. The substation structure will be a large industrial yard area that, because of security concerns, will be surrounded by a solid and opaque perimeter wall. There is a 13-ft grade change from the southwest corner of the site at 98-ft (near the intersection of Weber St. and Magnolia Ave.) down to 85-ft near Highland Ave. and the northeast corner of the site. The substation yard area needs to be relatively flat, so the perimeter wall height varies greatly around the substation from 10-ft on the south side of the site to 12, 18, 16 and in one area on the east side of the site along Highland Ave, 25-ft height. Not only are these walls tall, but they are also long. The north wall adjacent to the Orlando Urban Trail is over 700-ft long and along that stretch, the wall height varies from 12- to 18-ft.

On the east side of the site closest to Highland Ave., there will be a landscaped retention pond. There is also open space on the southwest side of the substation along Weber St.

For the GAC vessel installation, a similar upgrade was previously approved in 2022 to the Conway Station Water Facility at 2725 Conway Rd., Orlando. Since installation, the improvement has positively impacted drinking water quality in the immediate area. Per an EPA Circular, "Granular activated carbon or "GAC" is a material used to filter harmful chemicals from contaminated water or air. It is composed of granules of coal, wood, nutshells or other carbon-rich materials that have been heated to "activate" the surface of the granules. As contaminated water or air flows through GAC, contaminants sorb (stick) to the GAC surface and are removed. GAC can sorb a wide range of contaminants such as fuel oil, solvents, polychlorinated biphenyls (PCBs), dioxins and other industrial chemicals. It also sorbs low levels of some types of metals. GAC is commonly used as a treatment step in other cleanup methods." The actual GAC vessels will be 20-ft or more in height, with a taller than usual wall/fence with landscaping to be installed along the west side of Highland Ave. to block direct view of the vessels.

Conformance/Consistency with the GMP and Zoning

The subject property has Urban Village future land use and is zoned P/T/SP (Public Use, with Traditional City and Virginia Drive Special Plan Overlays). The underdeveloped portion of the site north of the OUC Water Treatment Plant was previously intended as an annex to the earlier Orlando Power Station located on the north side of the Sunrail tracks (was subsequently home to the Orlando Ballet for awhile).

Under previous actions, in mid-2019, the property was removed from the OUC Lake Highland PD, which was created to encourage redevelopment of the overall 26-acre site extending from N. Magnolia Ave. northeastward to the south side of Brookhaven Dr., all east of the Sunrail tracks and Alden Rd. The OUC Lake Highland PD now includes a large area used by the Lake Highland Prep School for parking (for the school and sports/athletic fields) and some smaller parcels further to the east that are still being remediated from previous industrial uses.

Zoning Overlays - The property is located in the Traditional City (T) overlay, which denotes those areas in the older areas of the City platted or developed prior to WW2. The property is also within the Virginia Drive

Special Plan (SP) overlay, created in November 2017, to guide transportation improvements and development activities along Virginia Dr., Alden Rd., N. Orange Ave. and Lake Highland Dr.

The proposed major utility/PBU is consistent with allowed uses within the PUB-REC-INST future land use and is also consistent with the P/T/SP zoning district (default AC-N/T/SP zoning).

Compatibility. As noted in Table 1 on the previous page, the proposed substation is abutted by streets and the Orlando Urban Trail and adjacent Sunrail tracks to the north. Development standards for the proposed electrical substation expansion and water plant upgrades are determined through the CUP review, per LDC Chapter 58 Part 1B, footnote 8. All structures, parking areas, landscaping, fences and signs must be permitted prior to construction, and must meet all applicable City Codes with regard to setbacks, size and height per the default AC-N/T/SP development standards. Design and aesthetic features were reviewed and recommended for approval by the City’s Appearance Review Board (Case #ARB2026-10006) on March 19, 2026 (with ARB minutes to be approved by City Council on April 20, 2026). Development standards are provided in Table 2 below.

<i>Proposed Use</i>	<i>Front Setback (Weber St.) Min. / Existing</i>	<i>Street Side Setbacks (N. Magnolia & Highland Aves.) Min. / Existing</i>	<i>Rear Setback (north) Min. / Existing</i>	<i>Non-Res FAR Max. / Proposed</i>	<i>Imp. Service Ratio (ISR) Max. / Proposed</i>
Major Utility / Public Benefit Use	0 ft. / ±26.9 ft.	0 ft. / ±23-ft existing Highland Ave. (no structures other than perimeter wall adjacent to N. Magnolia Ave.)	20 ft. / ±253 ft.	0.3 / ±0.06	75% / ±60%

Public Facilities and Service. Public facilities already exist to serve the electrical substation expansion and implementation of GAC vessels on the north side of the water facility. Any on-site lighting must be shielded away from adjacent office and institutional uses.

Residential Displacement. No residential uses are proposed, so this criteria is not applicable.

Transportation Issues. There are two separate components to the proposed project, each with separate access points. For the GAC vessels at the existing water treatment facility the access points are not proposed to change with a driveway along Weber St. and a separate driveway along Highland Ave. As the use of the site is not changing and the improvements are primarily related to equipment upgrades, staff does not anticipate any additional traffic volume to be generated by the proposed improvements.

In terms of the proposed electrical substation the plans show the continued use and upgrading of the driveways that are already located along N Magnolia Ave. and Highland Ave. As detailed by the applicant the electrical substation is an unmanned facility only needing vehicular access at the rare event that equipment needs to be delivered to the site or other maintenance is required. The applicant also provided the following explanation on how the deliveries would occur given the size of the vehicles and equipment: *“These deliveries will be conducted under controlled conditions, including the use of flagging operations as necessary to maintain traffic safety. However, during the operational phase of the substation, the anticipated trucks entering the site will be utility service vehicles. These vehicles may utilize either driveway for ingress and egress, as operational needs dictate.”*

City code seeks to limit the number of access points to a site to reduce potential conflict points. The unique layout and needs of the proposed substation, as well as the infrequent use of the curbcuts, leads staff to support the proposed locations servicing the substation. While staff is comfortable with the location of the curbcuts, additional coordination between staff OUC, FDOT and the railroad will be required to ensure that the design of the curbcuts discourages non-OUC traffic from utilizing them and to ensure that the transition between the bike trail and driveways along each end of the site is thoughtfully designed.

In regard to the Orlando Urban Trail, the project is proposing a wall with landscaping fronting the trail, with details on the wall appearance and landscaping being handled through an Appearance Review application and review. It is also important to note that the area of the trail is currently under construction as part of the city’s Lift Station 2 Force Main Improvements Project, which includes the construction of a force main, a water main, and electric duct bank improvements from Legion Place and Garland Avenue east to Garden Plaza, including this section of the trail. While this is a separate project, city staff and OUC have and will continue to coordinate both projects.

Architecture/Urban Design. The new electrical substation is proposed on a currently vacant parcel adjacent to the existing OUC water plant on Weber St. between Highland and N. Magnolia Aves. The 2 million kilowatt substation is needed to serve the higher demands of the growing downtown Orlando area. Also, GAC (Granular Activated Carbon) vessels are proposed to be placed within the parking area adjacent to the existing OUC water treatment building (the parking lot is no longer used by OUC employees or visitors).

Signage. Sign area is based on building frontage facing a street. Under P/T/SP and LDC Section 64.243, permitted signage would need to be consistent with the zoning district of the opposite block face. In this case, the opposite block face to the east is Lake Highland Prep School, which has a default R-3A/T zoning; office uses zoned O-3/T to the south along Weber St.; and quasi-commercial uses zoned AC-3A/T to the west, across N. Magnolia Ave. Public utilities tend to be low-key relative to signage (not wanting to draw attention to the PBU); OUC has not proposed any new signage for the substation addition or GAC upgrades to the water plant.

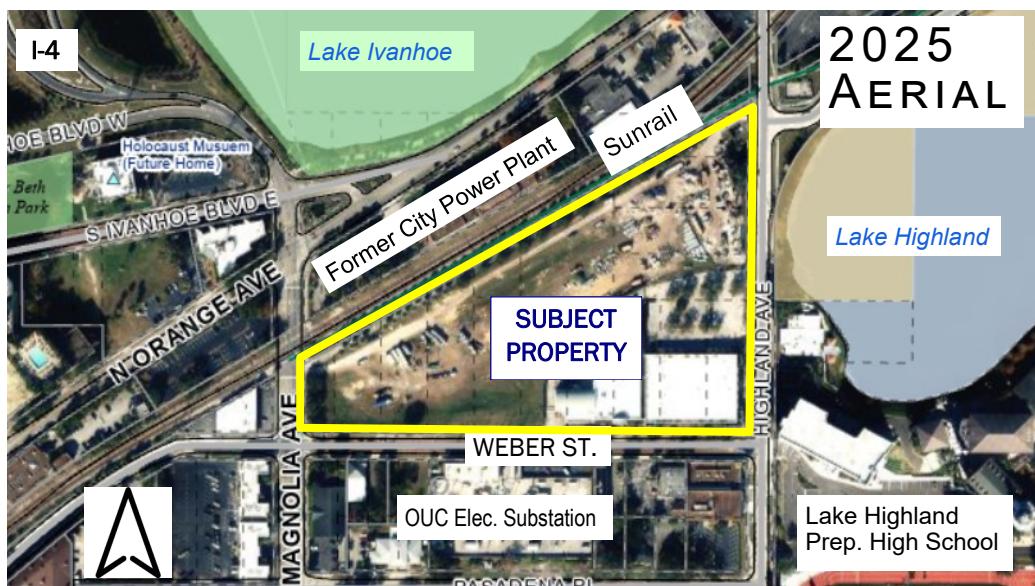
Buffers & Landscaping. Per LDC Section 60.219, Figures 6 & 7, the intensities of existing adjacent uses are less than or similar to the proposed substation additions, not enough to require additional buffers above existing lot line buffers prescribed by LDC Section 61.312(a7). Required landscaping, fencing and walls area being provided on the property per LDC requirements and Appearance Review oversight.

School Impacts. (Not applicable, as the proposed use will be the expansion of an electrical substation and water treatment facility (public utility/public benefit use.)

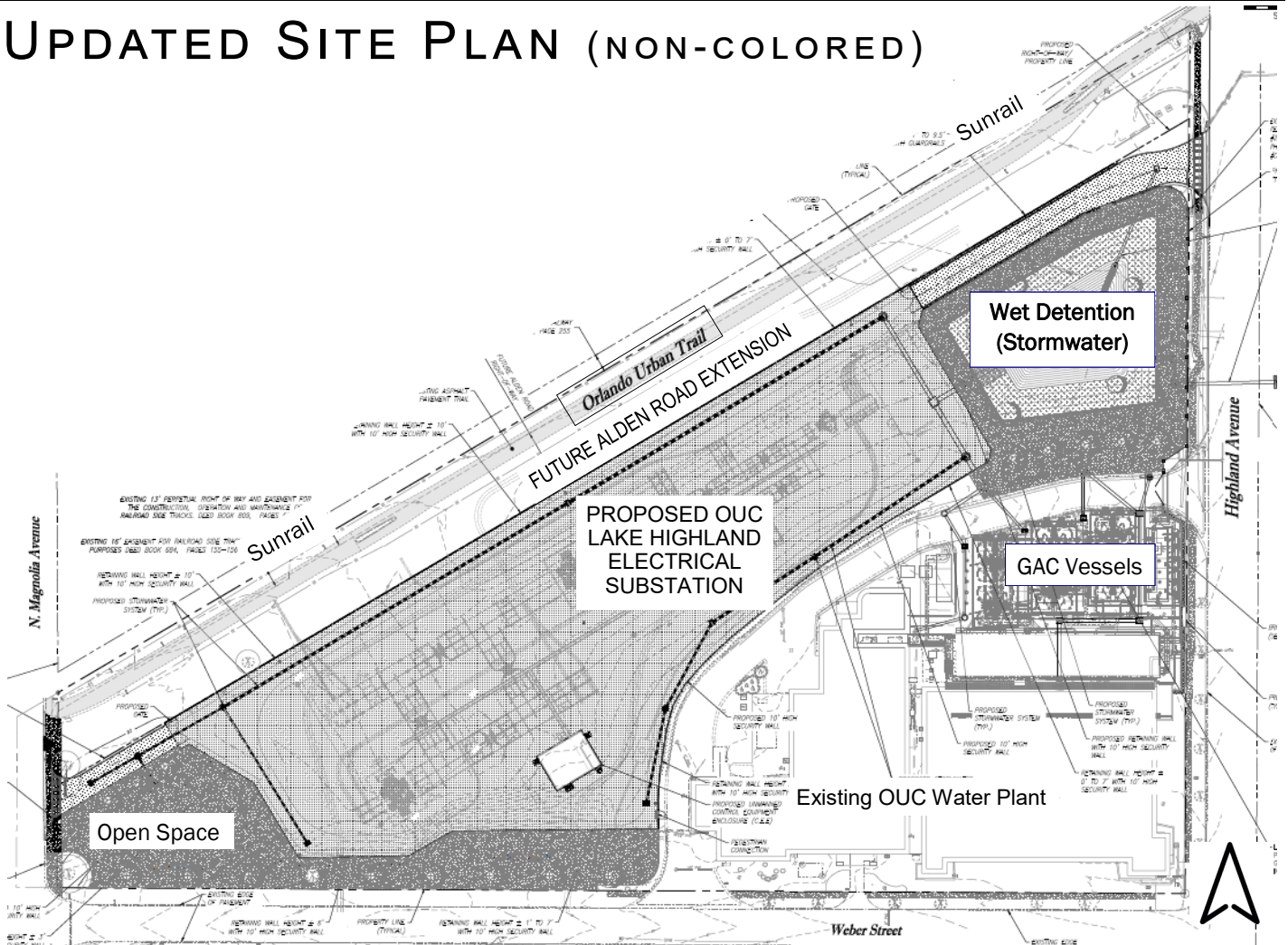
Conclusion

In conclusion, the proposed Conditional Use Permit amendment provides an appropriate and structured process to regulate the ongoing OUC Electrical and Water operations at existing facilities while ensuring compatibility with the surrounding office, commercial and institutional neighborhood. The request allows OUC to continue public utility functions on existing publicly-owned properties, while addressing needed buffers and landscaping needs through clearly defined conditions related to screening and operational parameters. By formalizing these activities within the CUP framework, the City can ensure that the public benefit use continues to operate in a predictable and controlled manner consistent with the intent of the Land Development Code.

The proposed CUP amendment remains consistent with the City’s Growth Management Plan, supporting major utility-oriented public benefit uses, all while maintaining the OUC facility as the principal use on the site. With the recommended conditions and continued oversight through appearance review and permitting processes, staff finds that the request will continue to protect the character and functionality of the surrounding office, commercial and institutional area/neighborhood. Therefore, staff supports the approval of the Conditional Use Permit amendment, subject to the conditions outlined in this report.

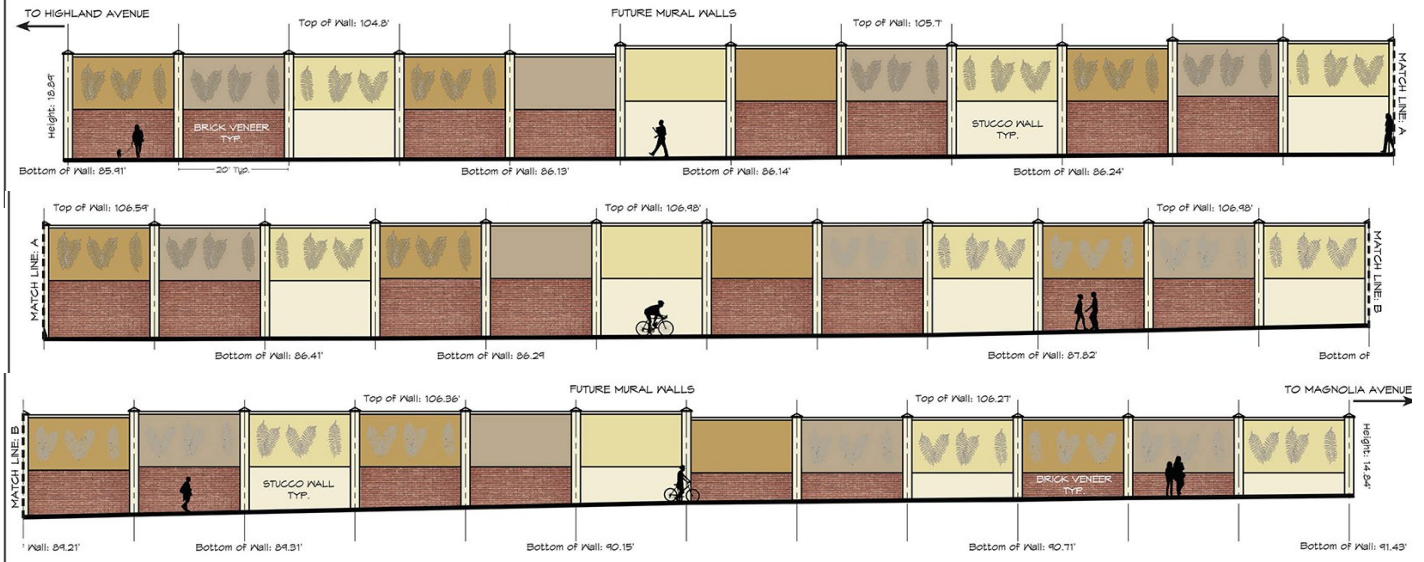


UPDATED SITE PLAN (NON-COLORED)



Imprint Fern Design

WALL DETAILS

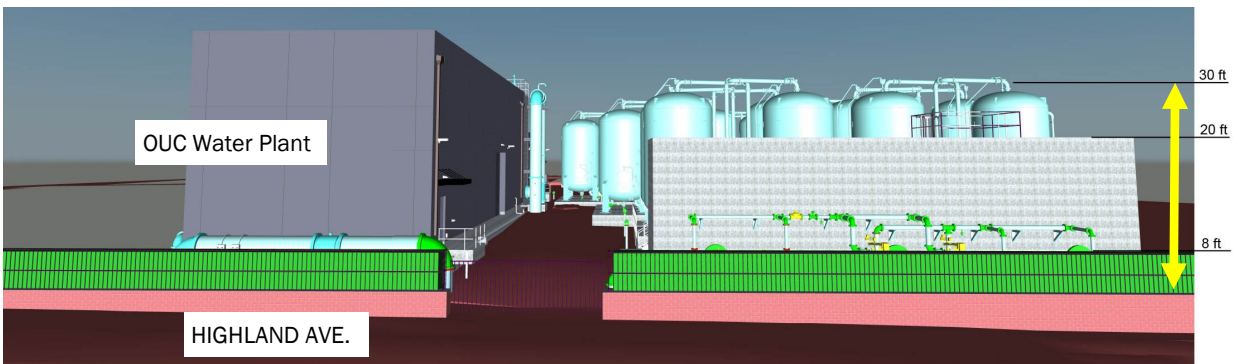
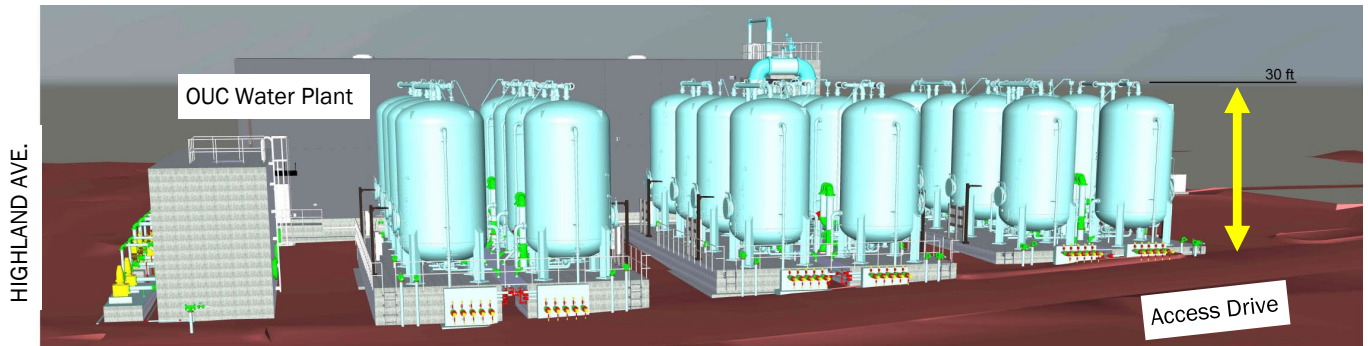


NOTE GRADE CHANGES BETWEEN HIGHLAND & N. MAGNOLIA AVES.

Decorative North & East Walls- The north and east walls will include the following aesthetics:

- *Brick Base*- All areas along the wall below the horizontal trim band on the north and east walls should be the brick pattern except for the mural panels.
- *Embossed Wall*- Embossed pineapples will replace select embossed fern leaf elements to honor Lake Ivanhoe’s history as one of the most prolific pineapple-growing areas in the country.
- *Mural Panels*- A minimum of five (5) blank wall panels will be provided for use by the City of Orlando for future murals.

GRANULAR-ACTIVATED CARBON VESSELS NORTH OF WATER PLANT

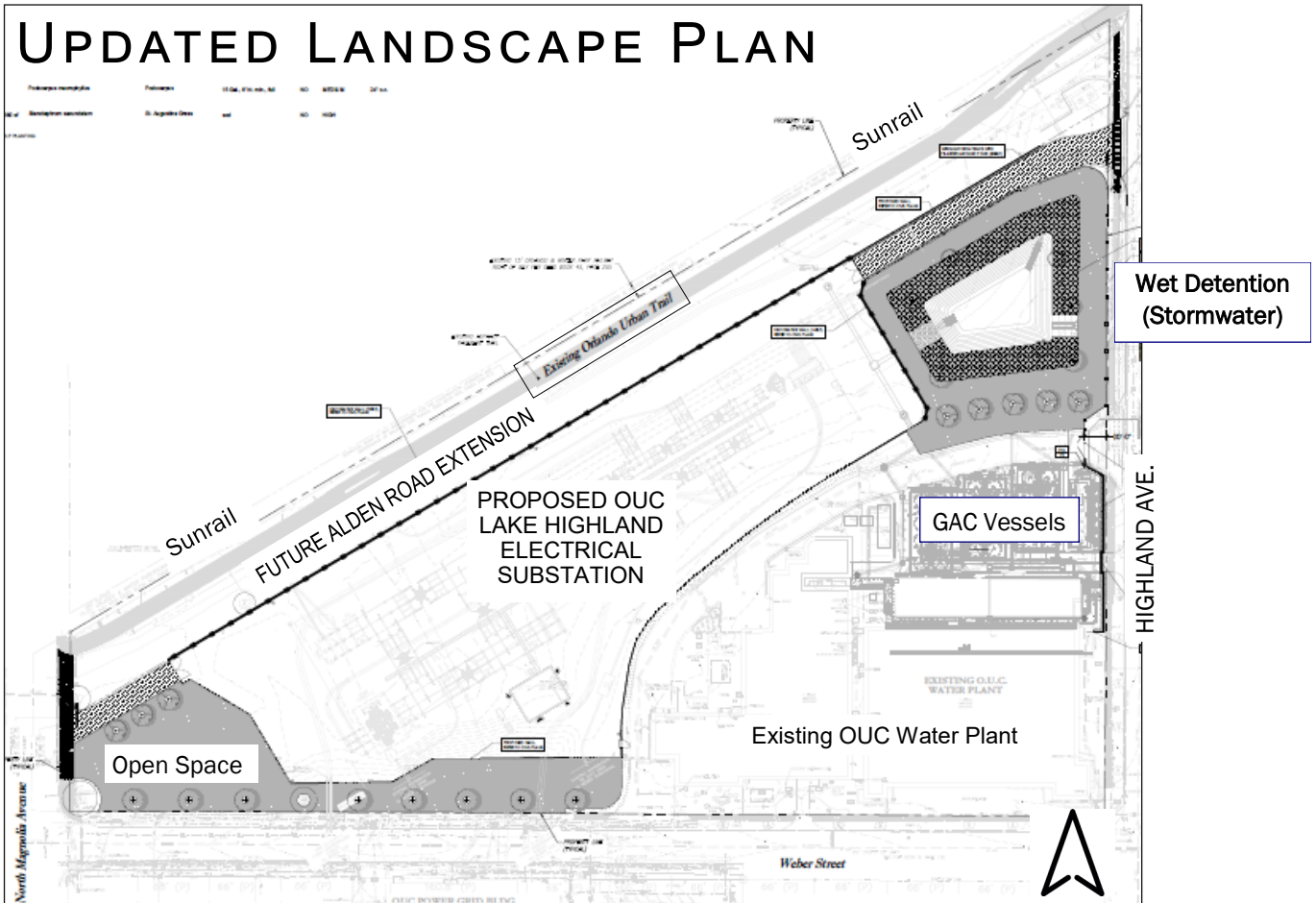




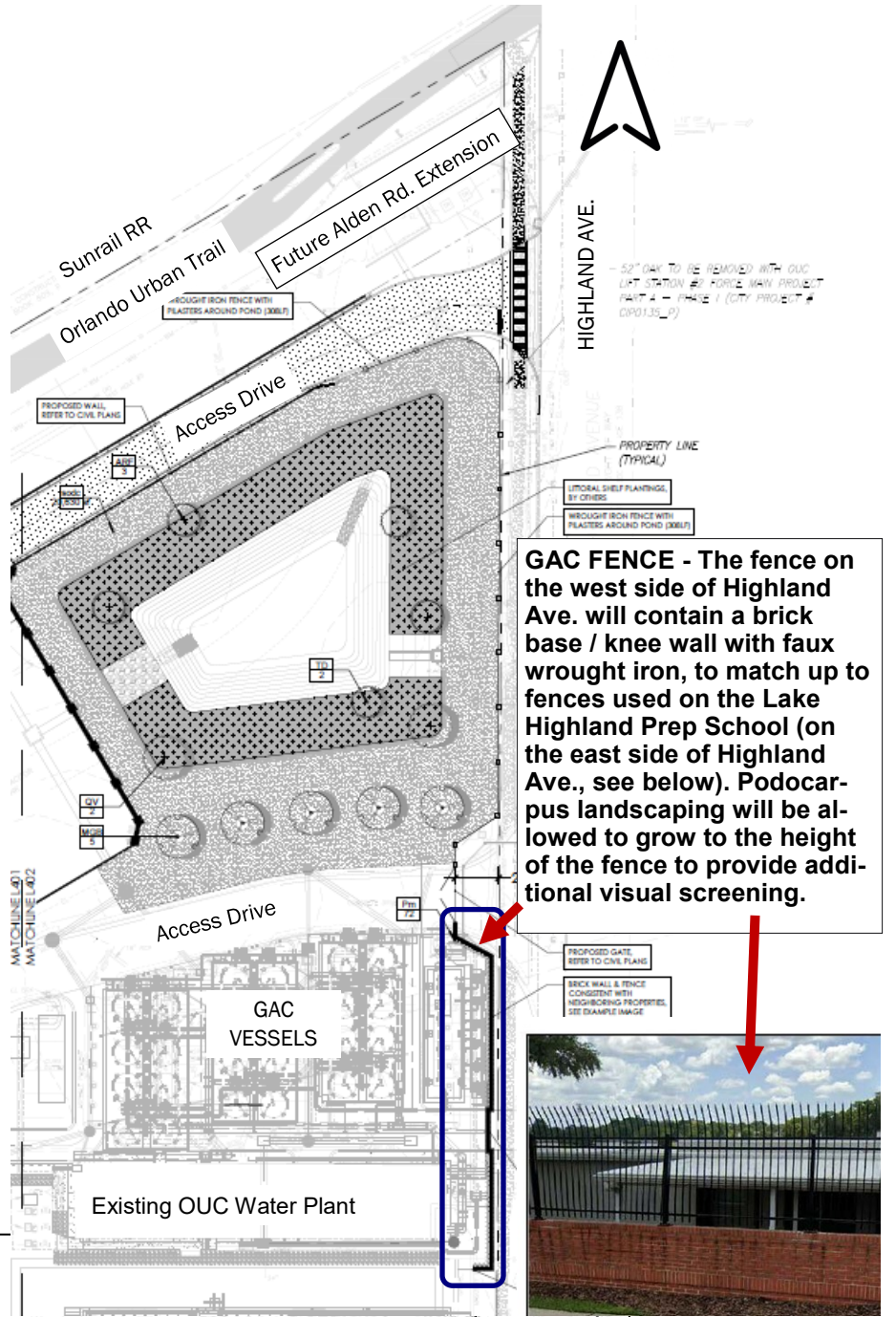
EXISTING GAC VESSELS -
CONWAY RD. &
E. MICHIGAN ST.



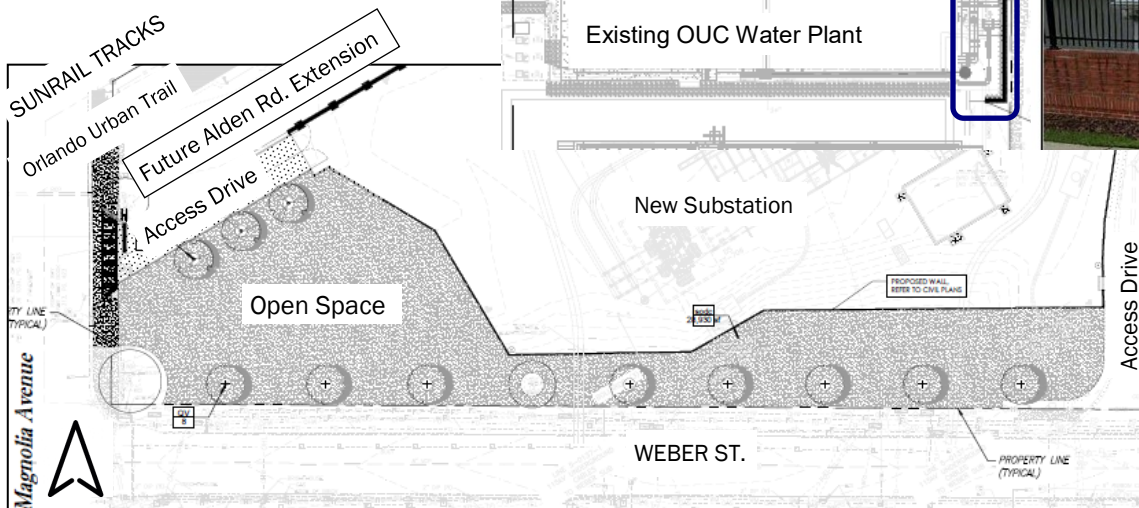
UPDATED LANDSCAPE PLAN



LANDSCAPING DETAILS - WEST SIDE OF HIGHLAND AVE.



OPEN SPACE AREA
NE CORNER OF WEBER
& N. MAGNOLIA AVE.



SITE PHOTOS



OUC Water Plant

View Looking North on Highland Ave.



Lake Highland Prep. High School

OUC Water Plant

View Looking South on Highland Ave.



Hilton Doubletree

Orlando Urban Trail

View Looking Southwest from Highland Ave. (future electrical substation).

SITE PHOTOS



View Looking west along Weber St.



View Looking Northeast from Weber St. and N. Magnolia Ave.



View Looking Northeast from N. Magnolia Ave.

FINDINGS

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

1. The CUP amendment is consistent with the City's Growth Management Plan;
2. The CUP amendment is consistent with the City's Land Development Code;
3. The proposed electrical substation expansion meets the standards for development in the default AC-N/T/SP zoning district; and
4. Public facilities exist to serve the expanded public utility use.

Staff Recommendation

Based on the information provided in the staff report and the findings noted above, staff recommends approval of the OUC Lake Highland Electric and Water Substation CUP amendment, subject to the conditions in this staff report.

CONDITIONS OF APPROVAL (REQUIRED)

Growth Management

The Growth Management studio has no objections to the request. The subject property is located at 1020 Highland Dr and has a future land use designation of PUB-REC-INST, and a zoning of P/T/SP with the Traditional City (T) and Virginia Drive Special Plan (SP) overlay districts. The proposal must comply with Subarea Policy 14.17 (relative to the Virginia Dr. SP Overlay) and must be consistent with the City's Growth Management Plan (GMP), surrounding uses, and the general character of the area.

Land Development

1. Impervious Surface Ratio (ISR) - ISR is limited to a maximum **75%** under the P/T/SP zoning.
2. Approved Site Plan - The CUP amendment is valid only for the site plan provided within this staff report and any changes necessary as a condition of this and the March 2026 ARB staff report. The CUP amendment is not transferable to another property.
3. Floor-Area-Ratio (FAR) - FAR is limited to a maximum **0.30** in the Public/Recreation/Institutional future land use and P/T/SP zoning (there is no minimum FAR in the default AC-N/T/SP zoning).
4. Signage - Very limited signage is allowed but unlikely. All new signs must be permitted prior to fabrication and placement. Electronic message board and digital signs are prohibited.
5. Buffers - Minimum lot line buffers are required along all property boundaries. Details of walls and fences will be as detailed and conditioned via the ARB2026-10006 staff report.
6. This property is required to be replatted in accordance with LDC Section 65.401 prior to the issuance of building permits. A Hold Harmless Agreement and deposit can allow early permit issuance provided a complete replat application is submitted beforehand.
7. CUP Amendment Expiration - Approval of the CUP Amendment by City Council allows the applicant to submit an application for site plan review & permits. The permit must be issued within 2 years of approval of the CUP Amendment or the CUP amendment will expire. However, upon written application filed 30 days prior to the expiration date, the Planning Official may extend the CUP amendment for one period of up to 1 year, providing good cause is shown. The CUP is effectuated with permit issuance.
8. Consistency - Unless amended by any conditions found herein or any modifications recommended by the MPB and approved by City Council, this project must operate and be developed only as described and conditioned within this report and in accordance with the attached site plan and any other plans or commitments provided in the application package. Any changes in the use of the site, the operation of the project, or the site plan as provided herein may require an amendment to the project and review by the MPB and City Council (see "Minor Modifications" condition below.) This approval is not transferable to another property. All other applicable state or federal permits must be obtained before commencing development.
9. Minor Modifications - Minor modifications to the project, including changes to the design and site plan reviewed by the MPB or City Council, may be approved by the Planning Official without further review by the MPB. Major changes will require additional review by the MPB.
9. OUC Review. Be advised that the electric, potable water and roadway plans must be reviewed and ap-

CONDITIONS OF APPROVAL (REQUIRED)

proved by OUC. Contact OUC Development Services at (407) 236-9651 or via email at development_services@ouc.com and check <https://www.ouc.com/solutions-programs/business/development-services/#design-guidelines>.

Urban Design

1. ARB Approval (from ARB2026-
 - A. Permits - ARB approval does not grant permission to construct or install improvements. All applicable permits must be obtained prior to commence of demolition and/or construction activities.
 - B. Modifications to the approved ARB plans must be submitted to ARB staff for review and approval. Significant modifications may require additional approval by the Appearance Review Board.
2. Wall Treatments - The conceptual wall design should be modified to include:
 - A. Pineapples - In the early 1900's the area around Lake Ivanhoe was the most prolific pineapple growing area in the country. A pineapple should be utilized for the embossed wall image along with the ferns shown in the submitted wall elevations.
 - B. Brick base - All areas along the wall below the horizontal trim band on the north and east walls should be the brick pattern. Those panels shown without the brick treatments should be converted to the brick pattern.
 - C. The location of the mural panels should be adjusted so the top of the mural panels in not even and not interrupted by a wall elevation change.
3. Landscaping - Add additional trees to the retention pond area, especially along the southern side of the pond to help screen views of the GAC facility.
4. Lighting - A lighting plan compliant with the City's lighting regulations [Chapter 63 2M.] including photometrics and all proposed exterior lighting fixtures must be submitted for ARB staff approval prior to approval of building permits.
5. Fencing - Any permanent, visible fencing on the site must be an open, CPTED-approved style, such as aluminum picket or welded wire. Chain link fencing is prohibited.

Transportation Dept.

1. Compliance
 - 1.1 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.
 - 1.2 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.
 - 1.3 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:
 - 2.1 Maintenance of Traffic (MOT) Plans: 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 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.
 - 2.2 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. Con-

INFORMATIONAL COMMENTS (CONTINUED)

tractor must identify contractor or sub-contractor parking, construction staging, truck staging, storing of materials locations in the Temporary Traffic Control Plan (TTCP).

2.3 Roadway plans including paving, grading, pavement markings and signage (contact the Permitting Transportation Engineering Reviewer at 407-246-3079 for details).

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

3. Site Plan

3.1 At the time of permitting, the applicant must ensure that new driveways are able to provide adequate visibility in compliance with the Land Development Code, thereby promoting safer connections.

3.2 At the time of permitting, the applicant must include the radii for all new driveways. These radii must comply with both the Land Development Code and the Engineering Standards Manual.

4. Pedestrian Infrastructure

4.1 For the newly proposed driveways, the ROW sidewalk connections at the curb openings must include ADA-compliant curb ramps with appropriate detectable warnings, as approved by FDOT.

5. Pavement Marking & Signage Plan (PMSP)

5.1 In accordance with the MUTCD, the Florida Department of Transportation (FDOT) Guidelines, the City's Land Development Code (LDC) and the Engineering Standard Manual (ESM), a full PMSP must be provided at time of permitting. This should include, but is not limited to, traffic control devices, crosswalks, and directional pavement signage in the parking lot areas.

5.2 At the time of permitting, the applicant must propose appropriate warning signs in accordance with MUTCD, FDOT, and City standards for the proposed driveways, trail, and any general or mid-block crosswalks. Signage should warn drivers exiting the site of approaching pedestrian and bicycle activity. This applies not only to newly proposed driveways but also to existing ones, in order to enhance overall site safety given nearby activity.

5.3 All newly proposed and existing driveways must include high-visibility, ladder-style crosswalk markings.

6. Auto Turn

6.1 Provide an auto-turn analysis for the intended design vehicle on-site at the time of permitting to avoid delays in the permit review process.

7. Administrative

7.1 Given the current construction plans on or near the site, the site plan submitted with the application package must adhere to previously approved design elements. If this site plan proposes any modifications to elements that were previously approved as part of a construction plan or project for the same area, final approval must be obtained from the City.

Water Reclamation Division (WRD)

The following conditions will need to be satisfactorily addressed during construction plan phase:

1. As the project moves into construction plan phase, the Water Reclamation Division will need to conduct reviews at all design milestones prior to construction.
2. Wastewater discharges from the water treatment plant upgrade shall be in compliance with Chapter 30 of City Code. Contact the Water Reclamation Division's Environmental Manager, Susan Sitkoff at (407) 246-5015 or at susan.sitkoff@orlando.gov.
3. Connection into the City's sewer network shall be reviewed by the Water Reclamation Division.
4. A point of sewer connection to serve wastewater discharge from the water treatment plant on Highland Ave will need to be coordinated with the City's Capital Improvements (CIP) Project Manager. A CIP project on Highland Ave may be scheduled in advance of OUC's work.

Parks

If a park space is to be dedicated to the City (southwest part of site, off Weber St.), a separate design review may be required, with possible approval through the Parks & Recreation Board (otherwise, via the Appearance Review Board). Approval of this CUP amendment does not convey approval of said conceptual park site plan, in case it is subsequently dedicated to the City.

INFORMATIONAL COMMENTS

Permitting Review

1. The Office of Permitting Services recommends approval of the proposed substation addition, subject to the listed conditions of approval and requirements of the City's Land Development Code (LDC), the City's Engineering Standards Manual (ESM) and any other applicable regulatory agencies within the City or the State of Florida. Any proposed work, outside of the City's jurisdiction, requires permits and approvals from appropriate State or County agencies.
2. All plans must conform to the City ESM and all construction must be in accordance with the ESM.
3. Per the City's LDC, impact fees may be due at the time of issuance of the permit. Any available impact fee credits will be applied towards the impact fee assessment for the proposed development of the property. For Impact Fee information, contact Nancy Ottini, the City's Impact Fee Coordinator, at (407) 246-3529 or by email at nancy.ottini@orlando.gov.
4. The owner/developer will be required to pay any applicable Sewer Benefit Fees, per the Sewer Service Policy and Chapter 30 of City Code, for the proposed development. Any applicable Sewer Benefit Fee credits will be applied at the time of permitting. Individual laterals are required for each lot within the development; a "Y" sewer connection is not allowed within the City's sanitary sewer systems.
5. All new construction, change in use, additions, or redevelopments are required to submit a Concurrency Management application as a part of the building plan review process.
6. For the installation of a new sanitary sewer system, or the extension/alterations of the existing sanitary sewer system, a permit is required to be submitted to the Florida Department of Environmental Protection (FDEP), 3319 Maguire Blvd, Suite 232, Orlando, 32803, phone: 407-894-7555.
7. All new commercial/institutional developments must participate in the City's Recycling Program.
8. Lighting fixtures and site photometric plans must be submitted for review at time of permitting and must comply with LDC Chapter 63, Part 2M.
9. A separate building permit is required for all on-site signs (see Planning's comments on signage).
10. At the time of development, the owner/developer is required to pay an on-site inspection fee that is a percentage of the cost of the on-site improvements, per LDC Section 65.604.
11. All future elevations shown on a boundary/topographic survey shall use the North American Vertical Datum of 1988 (NAVD 88).
12. If any portion of this site is located within a floodplain, the finished floor elevation must be one (1) ft above the 100-ft flood elevation. Any flood storage volume displaced by the development must have compensating storage. Per Federal Emergency Management Act (FEMA) requirements, a letter of map revision (LOMR) may be required by the owner or engineer as part of this application review.
13. A final landscape plan, including any required bufferyards and street trees, must be provided per LDC Chapter 60 and submitted at the time of building permits. Per LDC Section 60.225, required landscape plans must be prepared and submitted by a Florida-registered landscape architect at the time of permitting.
14. All landscape plans for non-residential properties shall achieve the Minimum Required Landscape Score (MRLS) for the proposed type and intensity of development. An irrigation plan must also be submitted compliant with LDC Chapter 60 Part 2(I).
15. Street trees must be provided within the parkway areas to meet the requirements of LDC Chapter 60.
16. Required bufferyards shall meet the standards of LDC Sec 62.496.
17. All ground-mounted mechanical equipment shall meet the setback requirements of LDC Chapter 58 Part 5B(18) and be screened from the view of any adjacent lot or Right-of-Way. Mechanical equipment mounted on the roof of any building shall be positioned and organized towards the center of the roof as feasible, at a minimum distance of 10 ft from the building edges, and screened from view at ground level as viewed from any public or private right-of-way or from any abutting property. All ground-mounted electrical transformers, RPZ units and backflow preventers must also be screened using walls, fences or hedging along three sides.
18. If any trees, with a trunk diameter of 10 inches or more, will be removed from the property, an issued Tree Removal permit (requested and issued through the Parks Division) will be required prior to said trees being removed. For any on-site trees that will remain on-site, a written statement must be provided from the City's Parks Department stating that a Tree Encroachment permit is **not** required. Contact the Parks Bureau at (407) 246-2701 or by email at trees@orlando.gov, for assistance with obtaining the re

INFORMATIONAL COMMENTS (CONTINUED)

quired permit or letter.

19. Loading docks must be adequately screened from public streets. Enhanced landscaping that includes trees, shrubs, and groundcovers, especially with potential views from adjacent streets.
20. Retention ponds must be treated as site amenities, with side slopes at a 5:1 or less slope, with the depressions / swales appearing as a lawn or landscaped area. Wet stormwater detention facilities must incorporate approved aquatic plants, as listed in LDC Chapter 60, Part 2C, Landscape and Vegetation Protection, including placement of a water feature (i.e., fountain or spray jet).

Site Engineering

The following will need to be addressed and met during the Engineering (ENG) permit review process:

1. Per Engineering Standards Manual (ESM) Section 7.01, 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 (WMD) standards are met.
2. Water quality shall be recovered per the applicable WMD requirements. Provide a model demonstrating the recovery analysis. A WMD 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's Stormwater Management Criteria."
4. All proposed and existing sidewalks that are touched during construction will need to be updated to the newest ADA requirement.
5. Sidewalk construction shall be required at the time of the substantial improvement per LDC Sec. 54.39. 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 a portion of sidewalk is within private property (property is owned by the City, so not applicable).
7. (Not applicable, see above)
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 Permitting Services prior to the issuance of City permits. If the disturbed area is less than one acre, provide a note on the plans indicating the City's Guidelines for Erosion Sediment Control (aka the Blue Sheet) will serve as a guide for the implementation of erosion sediment control measures. The Blue Sheet can be found under the City 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 is proposed.
10. Provide a signed and sealed existing topographic survey with datum and official benchmark in the NAVD88 vertical datum. Per Section 7.01.A.1 of the City's ESM, survey data shall be gathered to least 25-foot beyond the property line or as far offsite as required to assure offsite drainage patterns are maintained. A signed & sealed hard copy of the survey must be submitted to City Hall 8th floor addressed to Richard Allen, City Surveyor.
11. Submit a signed and dated private improvements cost sheet, 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.

INFORMATIONAL COMMENTS (CONTINUED)

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 City ESM standards. The Seasonal 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 areas must be routed to the stormwater system for treatment and attenuation.
17. The 100-year 24-hour post development discharge rate must be less than or equal to pre-development discharge rate.
18. Per Orlando ESM 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 and past the effective date on the LOMR letter 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. If the drainage basins are determined to be landlocked system, the modeling and design shall meet applicable storm recurrence interval and duration. The models and designs shall demonstrate no adverse impact to the stormwater, roadways, floodplain, drainage basins and surrounding properties. Land-locked basins must attenuate for the 100 year 96 hour storm event.
21. 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 ESM. Any broken or damaged curb, sidewalk, driveway, concrete panels, etc within the R-O-W must be replaced to meet City requirements.
22. Use the following link to check the permit status and to view comments/conditions: <https://permitlookup.cityoforlando.net/WebPermits/>, enter the permit number, and click on the Plan Review Tab.

Orlando Police Dept. - CPTED

The Orlando Police Department has reviewed the plans for the proposed OUC Substation Expansion, to be located on the north side of Weber St., south of the Sunrail tracks and Orlando Urban Trail, utilizing CPTED (Crime Prevention Through Environmental Design) principles. CPTED emphasizes the proper design and effective use of a created environment to reduce crime and enhance the quality of life. There are four overlapping strategies in CPTED that apply to any development: Natural Surveillance, Natural Access Control, Territorial Reinforcement and Target Hardening.

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.
- Illumination, uniformity, and glare should all be considered.
- Lighting fixtures should 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.
- Landscaping or building structures, such as overhangs or awnings, should not obstruct lighting.
- 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.
- 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.

INFORMATIONAL COMMENTS (CONTINUED)

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

Natural Access Control: Walkways, signs, and landscaping should clearly define public entrances. Landscaping used around building and parking facility entrances should create a clear wayfinding path, 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 using words, international symbols, characters, colors, maps, etc.

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. The spacing between bollards should meet ADA standards while also deterring 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, including 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 forms of crime.

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.

- Door locks should be located at least 40 inches from adjacent windows.
Uniform access control systems are a good option, allowing only authorized personnel to access parking areas, residential floors, and any amenities or restricted areas. Common area doors or gates should have locks that automatically lock when the doors close.

Maintenance and Management: Maintenance is an essential aspect of territorial reinforcement. Requirements of City Code Chapter 14 will be enforced. Requirements of LDC Chapters 60 and 61 must also be met.

Construction Site Crime Prevention: Due to the continued trend of theft of building materials and equipment from construction sites, the 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 at 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.
- In addition to lighting, one of the following physical security measures should be installed:
- Fencing, not less than six (6') feet in height, which is designed to preclude human intrusion, should be installed along the site's perimeter and secured with chain and fire department padlocks for emergency vehicle access.

INFORMATIONAL COMMENTS (CONTINUED)

- Post in a clear area, an emergency contact person, and phone numbers for after-hours, in case of an emergency; or
- A uniformed security guard should be hired to patrol the construction site continually during the hours when construction work has ceased.
- Valuable construction materials and tools should be protected in a secondary fenced and locked cage. Post the name(s) and number(s) of an emergency contact person for OPD in a clean, open area in case of a nighttime emergency.

Security Camera Program: Residents and business owners are encouraged to register their security cameras with Orlando Connect today at <https://orlandoconnect.orlando.gov/> to help identify area cameras in the event of an incident. Camera sharing allows the Orlando Police Department access to your camera feed in case of an emergency near your location. If you want more information and help in participating in this program, contact Sergeant David Cruz at David.Cruz@CityofOrlando.net or at 407-246-2926.

For additional precautions, Corporal Milton Sumpter is the Community Liaison Officer for this district. He 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 at 407-246-2196.

Orlando Fire Dept.

The sole intent of the cursory input provided, is to alert civil engineers and architectural designers of site conditions and/or other Code criteria that may require a deeper consideration of the Florida Fire Prevention Code (FFPC), NFPA 1 chaps 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 Permit 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. ****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: 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. 20-FT 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.
6. 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.
7. ENTRANCES AND GATES. Entrances to apparatus access roads secured with gates or barriers must remain clear of parked vehicles at all times. Access must be ensured through an approved device, system, or manual method. The entrance width shall not be impeded by parked vehicles and must be adequate to accommodate the largest available fire apparatus.
8. 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.
9. MANUAL SUPPRESSION OPERATION. Use of not more than 150 ft. pre-connected hose from a fire

INFORMATIONAL COMMENTS (CONTINUED)

- 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.
10. 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 lbs, maneuvering radius shall be 50 FT- EXTERIOR and not less than 25 FT - INTERIOR. The interior radius dimension shall be increased when the roadway design submitted is not adequate to accommodate fire apparatus.
11. 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.

CONTACT INFORMATION

Growth Management

Contact Yolanda Ortiz at 407-246-3792 or at Yolanda.ortiz@orlando.gov.

Land Development

Contact Jim Burnett at 407-246-3609 or at james.burnett@orlando.gov.

Urban Design/Community Development

Contact Richard Forbes at 407-246-3350 or at Richard.forbes@orlando.gov.

Transportation Division

Contact Mike Zayas at 407-246-2231 or at mike.zayas@orlando.gov.

Permitting Services

Contact Michael Folts at (407) 246-3079, or at michael.folts@orlando.gov.

Site Engineering (Public Works)

Contact Russell Owen Blakely at 407.246.3758 or at owen.blakely@orlando.gov.

Police

Contact Audra Rigby at 407-246-2454 or at audra.rigby@orlando.gov.

Water Reclamation

Contact Dave Breitrick, P.E. at 407- 246-3525 or at david.breitrick@orlando.gov.

Fire Dept.

Contact Yong Guo, Planner II, at 407.246.3887 or at yong.guo@orlando.gov.

REVIEW/APPROVAL PROCESS - NEXT STEPS

1. Minutes from the April 21, 2026 MPB meeting are scheduled for review and approval by City Council on Mon. May 11, 2026.
2. Permits may be submitted following the MPB meeting but cannot be issued until the City Council approves the April 2026 MPB meeting minutes.