


AUDUBON PARK COVENANT CHURCH ACCESSORY USES - CONDITIONAL USE PERMIT



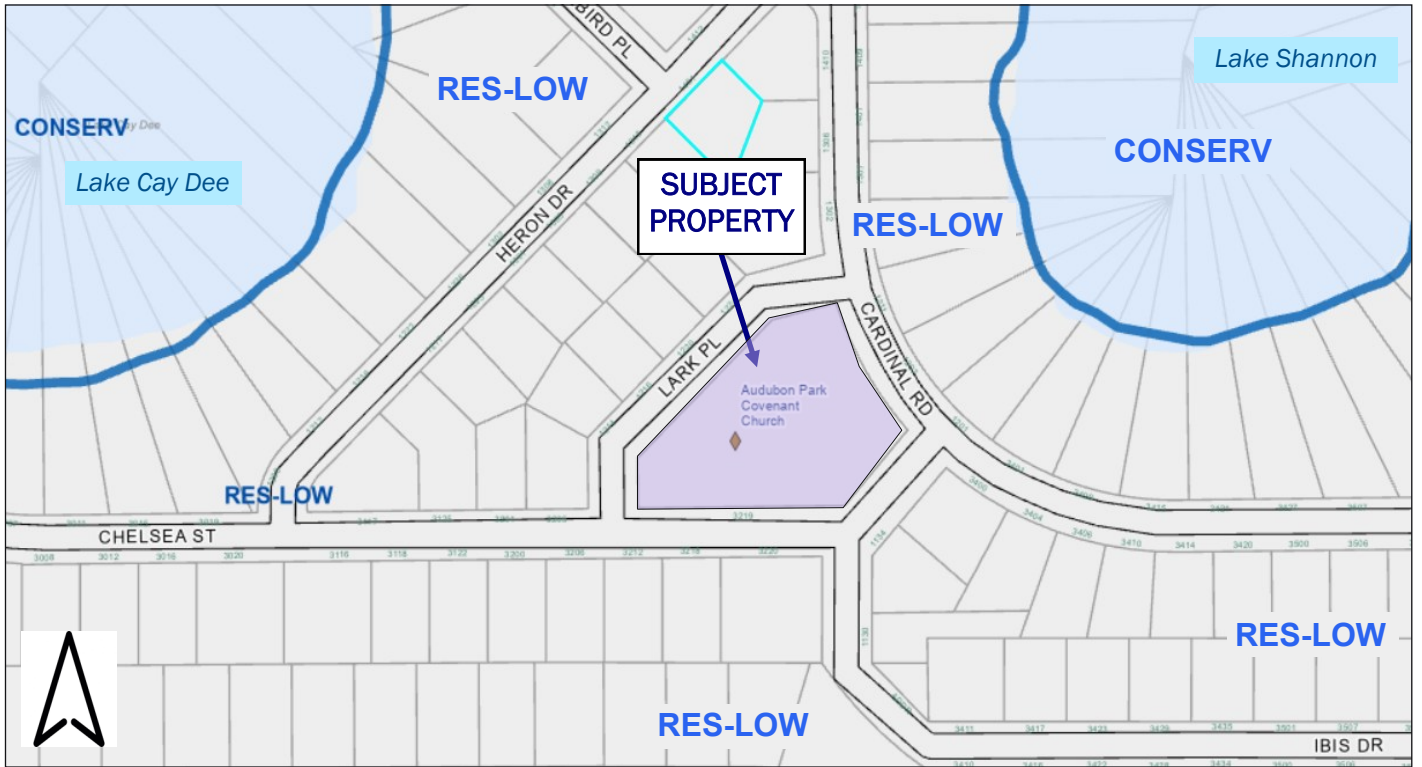
Location Map

 Subject Site

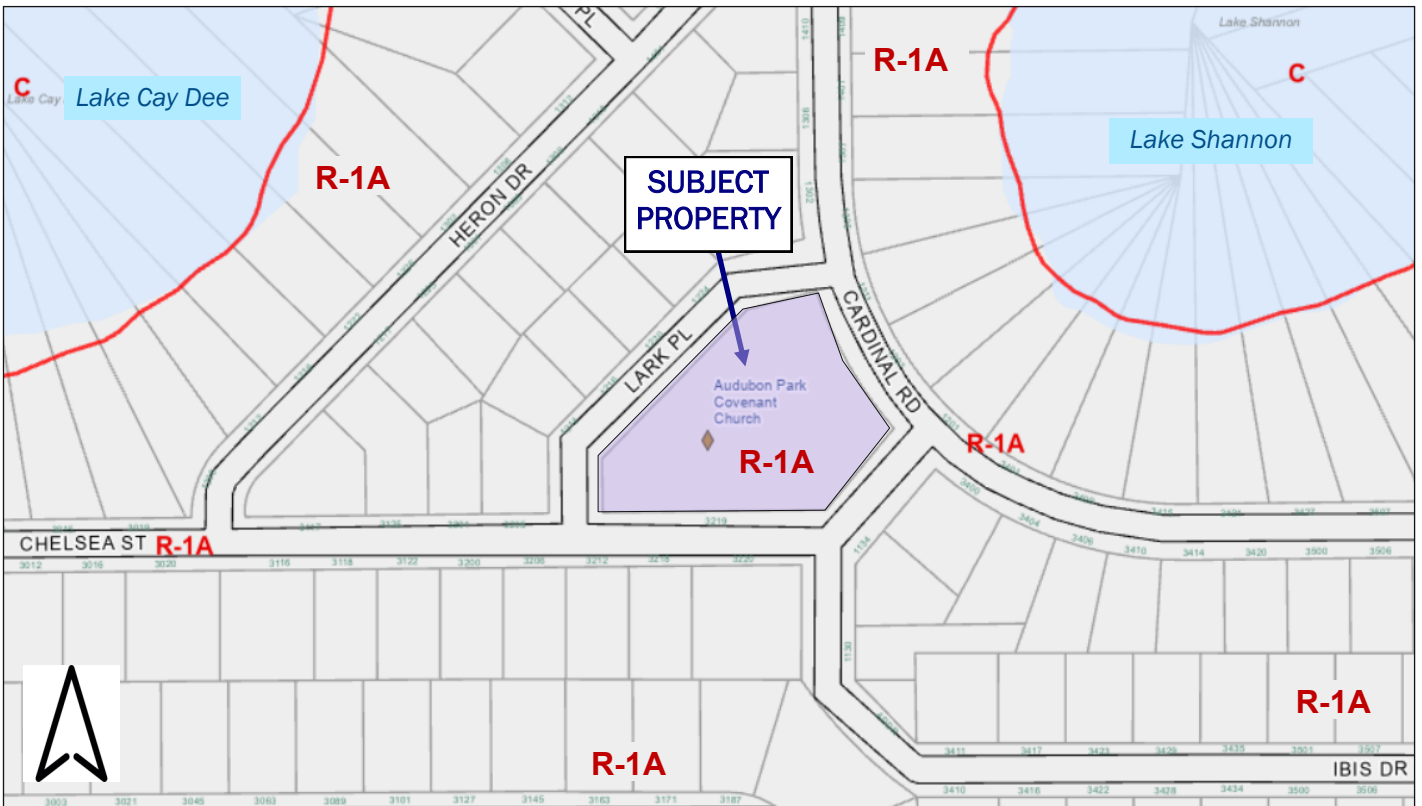
SUMMARY

<p>Owner Audubon Park Covenant Church of Orlando, FL</p> <p>Applicant Heather Isaacs, Dix-Hite, for Pastor Sarah Robinson, Audubon Park Covenant Church</p> <p>Project Planner Jim Burnett, AICP</p> <p>Updated: April 13, 2026</p>	<p>Property Location: 3219 Chelsea St. (Parcel #19-22-30-0324-23-000, located on the north side of Chelsea St., south side of Lark Place and west side of Cardinal Rd. in the eastern portion of the Audubon Park neighborhood) (±1.2 acres, District 3).</p> <p>Applicant's Request: The applicant requests Conditional Use Permit (CUP) approval to allow limited open storage of landscaping materials, a caretakers cottage and possible solar array in the parking lot as accessory uses to the existing Audubon Park Covenant Church. The church is in the R-1A zoning dis-</p>	<p>trict.</p> <p>Staff's Recommendation: Approval of the Conditional Use Permit expanding the principal church use to include the proposal, subject to the conditions in this report.</p> <p>Public Comment: Courtesy notices were mailed to property owners within 300 ft. of the subject property the week of April 6, 2026. As of the published date of this report, staff has received no new comments from the public concerning the CUP request.</p>
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FUTURE LAND USE



ZONING



PROJECT ANALYSIS

Project Description

The subject 1.2-acre property consists of the Audubon Park Covenant Church, established in 1954 in the Audubon Park neighborhood, and pre-existed prior to the Master Planning and Conditional Use Permit process (CUP). Since 2015, the Church has served as the base for "fleet-farming," which is a volunteer-driven urban agriculture program of the non-profit IDEAS for Us, using bicycles and volunteers to operate 15 local "farmlettes" (residential front lawns that have been converted into small vegetable gardens) across the Audubon Park neighborhood. The fleet-farming base includes a seedling hatchery, a place to store farming tools and the meeting place for its "Swarm Ride" operations, where volunteers meet and depart to tend to the farmlettes scattered across the neighborhood, within a half mile of the church.

Recently IDEAS for Us consolidated operations at the church property. The Audubon Park Covenant Church continues to allow this non-profit partner/tenant to use their property as a meeting point and gathering place for the fleet-farming operations, which is a typical use for a church and an allowed use (vegetable gardens) on a residentially zoned property, considering that churches are gathering places for the community and are part of the church's own community outreach and activities. Unfortunately, the Church and IDEAS for Us have been cited numerous times in recent years, mainly for doing work without permits and parking non-residential vehicles on the church grounds, which is generally prohibited in residential zoning districts.

The Conditional Use Permit (CUP) amendment is viewed as a way to expand the church's activities, as a proposal to allow continuance of the Fleet-Farming activities on the church grounds as a church-sponsored activity. The CUP amendment would also allow a less than 500 sq. ft. caretakers cottage (akin to an accessory dwelling unit), a potential future solar array located over existing parking spaces and would also allow a fenced area to house the fleet farming operation.

Project Context/Process

The property is zoned R-1A, which allows smaller neighborhood-sized public benefit uses (PBUs, with a maximum 200 seats or fewer in the largest assembly space or a school of 500 students or fewer) as a permitted use subject to Appearance Review. From a zoning perspective, a landscape business can operate via a Home Occupation use from within a residential zoning district but storage of material and conveyance vehicles cannot be stored on the residentially zoned property. While outdoor and material storage is not a use allowed within the R-1A residential zoning district, it can be conditioned as an expansion of the church activity via a CUP or CUP amendment in order to "condition" the use to mitigate potential aesthetic, use and other impacts within the residential context, as the current church does not have a typical master plan. The accessory service use provision of the code may also provide a guide for considering the Fleet Farming use. Further, appearance review by Urban Design is part of the neighborhood-level public benefit use.

Previous Actions:

- 1953: Property part of the Audubon Park Annexation (City Doc. #847), platted as part of Audubon Park Tanager Section (Subdivision).
- 1954: 1-story 9,023 sq. ft. house of worship (church) constructed on the subject property (prior to adoption of City Zoning codes in 1959).
- 9/2022: Property cited by Code Enforcement for placement of a 192 sq.ft. shed and fence on the property without a permit (CE Case #s 2022-16408Z and 2024-14921Z); shed permit (BLD2023-18656) issued to place the shed in the Lark Ct. street side yard on 5/1/24, certificate of completion issued on 10/18/24; fence permit waived, due to R-1A zoning (CE cases closed).
- 8/2023: Property transferred into current ownership.
- 7/2025: Property cited numerous times by Code Enforcement (multiple violations) for placing unenclosed mulch & dirt piles on the property, failure to maintain property landscaping, parking of golf cart and commercial pickup truck and landscaping trailer on the adjacent street and site, placement of a storage container and erection of a fence, all without permits; permits (BLD2025-16463 (fence) and BLD2025-17847 (2nd 120sf shed)) submitted for new fence and shed in the front yard (corner of Lark and Cardinal).

In October 2025, the church and applicants originally applied for variances for placement of mulch & dirt piles in the yards adjacent to Lark Place and Cardinal Rd. The variance (VAR2025-10047) was scheduled for public hearing in December 2025 but was twice deferred and, after consulting with City staff, was subsequently converted to a Conditional Use Permit.

The previous variance requests addressed only dimensional and placement deviations (fence height and accessory structure location) and did not resolve the fundamental land-use issue: the appropriateness and expansion of the operational use on a residentially zoned site. Because the underlying concern involved use compatibility and operational intensity rather than solely dimensional relief, City staff recommended converting the applications to a Conditional Use review. This approach allows evaluation of the expanded church-related activities on the property, including the church’s authorization of Ideas for Us/Fleet Farming programming as part of its own sustainability programming.

City staff’s objective is to support the church’s desire to host the Fleet Farming activity as a community-serving use as part of the Church’s sustainability initiatives; while ensuring it operates with appropriate safeguards in a residential context. The Conditional Use Permit process provides the mechanism to expand the church’s approved operations on the site subject to conditions addressing storage, screening, fencing, vehicle parking, hours of operation, and overall neighborhood compatibility. The church is also using the opportunity to explore whether there are other improvements they may want to consider.

The church sits on its own 1.17 acre-block within a residential neighborhood, surrounded by streets. However, the adjacent uses that are across a street/right-of-way, including the zoning and future land use designations, are provided as follow on Table 1.

Table 1 - Project Context			
	<i>Future Land Use</i>	<i>Zoning</i>	<i>Adjacent Uses</i>
North	(Across Lark Place) Residential Low Intensity (RES-LOW)	R-1A One-Family Residential (no overlays)	Single-Family Homes
East	(Across Cardinal Rd.) RES-LOW		
South	(Across Chelsea St.) RES-LOW		
West	(Across Lark Place) RES-LOW		

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

1. Purpose and Intent. The purpose and intent of the use and all other requirements of the LDC. (see Conclusion section)
2. Growth Management Plan (GMP). The consistency of the proposal with all applicable policies of the City’s adopted GMP (See GMP Section, below)
3. Use and District Requirements. The proposal must conform to the requirements of the zoning district(s) in which it is located and, where applicable, to the requirements of Chapter 58 for the particular use or activity under consideration (see Conformance with LDC Section)
4. Performance and Design Regulations. The proposal must conform to all applicable performance and design regulations of LDC Chapters 58, 60, 61, and 62. (see Conformance with LDC Section)
5. Public Facilities and Services. Necessary public facilities (both on- and off-site), such as transportation, sanitation, water, sewer, drainage, emergency services, education, recreation, etc. will be adequate to serve the proposed use (not applicable).
6. Other Matters. Any other lawful matter that the Municipal Planning Board deems appropriate and relevant to the specific proposal. (see Conformance with LDC Section)

Conformance with the Growth Management Plan (GMP)

As previously noted, the property has Residential Low Intensity (RES-LOW) future land use and R-1A (One-Family Residential) zoning, which allows Neighborhood-level assembly uses (churches) as a permitted use subject to Appearance Review at time of permitting. However, the proposed use supports a number of the city’s Growth Management Plan’s policies in regards to sustainability.

The proposed Fleet Farming activity, operating as an expansion of the church’s existing functions, is consistent with the City’s Growth Management Plan and advances key Future Land Use (FLU) objectives. The initiative reinforces the neighborhood as the City’s foundational planning unit by creating a shared, accessible space where residents gather, collaborate, and support surrounding properties. In alignment with FLU Policy LU.1.7.1, the activity promotes sustainable land use practices, strengthens neighborhood identity, and enhances livability for a diverse population. The program’s emphasis on local engagement, food cultivation, and community interaction contributes to a resilient and socially cohesive environment.

Further, the proposal is consistent with FLU Policy LU.1.7.3 by introducing a neighborhood-serving civic use that complements the existing residential fabric without displacing housing. The proposed use functions as a low-impact, community-oriented amenity that enhances quality of life while utilizing existing church property efficiently. In accordance with FLU Policy LU.1.9.1, the shared use of the church site as both a place of worship and a center for community gardening exemplifies multi-objective planning, maximizing land use efficiency while fostering community beautification and engagement.

The project also supports the City’s Conservation policies by promoting environmental stewardship and public education. Consistent with Conservation Policies C.2.1.1 and C.2.1.6, the initiative encourages sustainable practices such as local food production, composting, and green education, aligning with broader City programs aimed at reducing environmental impact and increasing community awareness. By serving as a hub for environmentally responsible activities and outreach, the proposal advances the City’s leadership role in sustainability and contributes to long-term ecological and community health.

Conformance with the Land Development Code (LDC).

The proposal is to expand the church’s principal use operations to include support of the Fleet Farming activity, and address other accessory structures that are proposed in the future on the property, such as a parking-lot solar array and a caretaker/rectory structure that would serve the property. The support of neighborhood farming is appropriate for a church, which serves as a gathering place for the community, a furthers the church’s own teachings and activities regarding sustainability practices.

Accessory Service Use Provisions:

As such, the Land Development Code provides guidance for Accessory Service Uses which limits on other uses on the property that support the primary church use. Table 2 below provides a summary of the area used for Fleet Farming activities, which show that they are within acceptable accessory parameters of the Land Development Code.

Table 2 Accessory Service Allowances				
	Dimensions	Measure	Allowance	Proposed Areas
Site	1.2-ac. (52,272 sf)	≤10%	≤5,227sf - all accessory service uses on site	3,363.5sf fenced enclosure; ≤500sf caretakers cottage; & two storage sheds totaling 312sf = 4,175.5sf (8% of site)
Church Bldg.	9,023 sf	≤25%	≤2,256sf - accessory service uses in the church building	IDEAS for Us takes up minimal space in the church building, so this criterion will be met.

LDC Section 58.900 also provides a conduit for an accessory use to be allowed, after review and approval, via a Conditional Use Permit, in accordance with LDC Chapter 65, Part 2D (Conditional Use Permit review guidelines). In this case, material storage behind a fence in a cordoned area (for the Fleet-Farming initiative), a Caretakers Cottage and a potential solar array in the church parking area can be permitted through the Conditional Use Permit. As long as the church remains the principal use, the proposed CUP request will be consistent with the RES-LOW future land use designation and the City’s Growth Management Plan.

Fence Setbacks:

As mentioned, a fenced area is proposed to contain the Fleet Farming operations. Staff recommends that a 6-ft residential-style fence be maintained around this activity area as a condition of the CUP. Further, the setback of the fence should be placed so that it matches the requirements for residential properties. In the case of the R-1A zoning district that the property is within, that implies that a 6-ft fence should be placed

behind the front setback of 25-ft (and behind the principal structure) and 15-ft for street-side property lines.

The property’s block is unusual in that it is surrounded by streets on all sides. The front entrance to the church occurs on the southern boundary of the block, which should be the front yard of the church. This differs from the typical smallest dimension of the block for the frontage, as the property has the following approximate frontages on various streets:

- Lark Place (370-ft)
- Chelsea Street (365-ft)
- Cardinal Road (175-ft)

Normally, the zoning code would identify Cardinal Road as the front yard of the property. However, the church obviously is on a unique block, and the front yard is effectively the front of the church on Chelsea Street - which is the street that the church is addressed on.

The Zoning Official is allowed to identify different frontages for the front yard based on unique and/or corner properties throughout all zoning districts. Considering the unique block, the entry to the church, the address of the church, and the various improvements on the property, the staff and Zoning Official recommend that Chelsea Street be used as the front of the property, and the other two street frontages be treated as street-side yards.

In such situations, a 15-ft setback would be required for street side fences of 6-ft tall, which is recommended to contain the Fleet Farming uses to create an appropriate buffer. The current fence that contains the Fleet Farming use was placed without permits on and over the property line, and must be moved to accommodate the required 15-ft setback; the fenced area may expand on the block in its final configuration. It is further recommended that the landscaping be evaluated and enhanced in this area to provide a 7.5-ft landscaping buffer, as per Table 3 below.

Table 3 - Buffer / Landscaping Requirements			
Proposed Use	Yard	Setback	
		<i>Fence</i>	<i>Landscaping Buffer</i>
Neighborhood Church with Accessory Uses	<u>Front</u> - Chelsea Street	Adjacent to street side property line: 15-ft.	7.5-ft. Bufferyard A
	<u>Street Sides</u> - Lark Place, Cardinal Rd.		

Urban Design/Appearance Review

The CUP is expressly to allow certain accessory uses tied to the Fleet-Farming use, is to be shifted away from street side yards via a minimum 15-ft. street side setback. The proposed caretakers cottage will be located per R-1A required setbacks, very much like an accessory dwelling unit. The parameters of a solar array, to be located in the church parking lot, will need to be further administrative review when that phase of development occurs.

Therefore, it is recommended that the final landscaping buffer treatments in front of the fence receive approval via a Planning Official Determination for appearance review, as well as the future accessory dwelling unit (to match the appearance of the principal structure), and placement for the solar array.

Signage:

In regards to any new signage for the property, Per LDC Section 64.243, “In residentially zoned areas (R-1s, R-2s, R-3s), or the P (Public) zoning district, where the property shares a block face with a residential district and/or where the opposite block face contains a residential zoning district, one building sign or free-standing sign is permitted. The sign shall not exceed thirty-two (32) square feet in area and may not be in-

ternally illuminated. If freestanding, the sign shall not be located in the front fifty (50) percent of any required front yard and shall not exceed six (6) feet in height.” All signs must be permitted prior to fabrication; wind-operated signs (such as balloons, streamers and pennants) are prohibited.

Solid Waste: Trash receptacles are not shown on the provided site plan. Any additional trash receptacles must be contained within a requisite dumpster enclosure in an approved and accessible location to the City’s Solid Waste program, reviewed at the time of permitting.

School Impacts.

The existing church will remain, with a ≤500sf caretakers cottage (akin to an accessory dwelling unit) to be added as an accessory use. The accessory dwelling unit is not subject to OCPS concurrency/capacity requirements.

Transportation.

The current block surrounding the church is missing a sidewalk along the Lark Place frontage. Should the City install sidewalks along this frontage, the church agrees to provide a sidewalk easement to accomplish the sidewalk, adequate in order to avoid the removal of trees on the block. The property owner shall timely provide such easements via a form and description provided by the City, should the sidewalk installation be sought by the City.

Other Operational Matters:

Material Storage. Material storage must occur inside fenced areas of the site. The property shall within the fenced areas create “SWPPP” style silt-containment walls within the fenced areas for any outdoor materials to prevent deflation.

Parking. Fleet Farming uses small semi-commercial vehicles (pick-up trucks and trailers) on the property, sometimes kept overnight. The property is a church, which is a non-residential use where it is not unusual to have other types of vehicles on-premises. However, if such vehicles are parked overnight, they should be parked in an area with appropriate parking lot screening of 7.5-ft wide landscaping strip with a hedge planted at a minimum 3-ft height at the time of planting. The property should be improved to the adjacent right-of-way, with vehicles to be kept on-site.

Unless noted elsewhere in this staff report, the proposed CUP to allow limited material storage, a ≤500sf caretakers cottage and a potential solar array as accessory uses to the church, will comply with all aspects of the Land Development Code.

Neighborhood Feedback

There was limited neighborhood opposition to the previously submitted variances (which never got to a public hearing and were eventually converted to a Conditional Use Permit), primarily from abutting property owners on Lark Place and on Cardinal Rd. There is a high level of neighborhood support, primarily from within Audubon Park. If the accessory uses function and are located as proposed, the Church and its accessory uses should co-exist with existing adjacent single-family residential uses.

Conclusion

In conclusion, the proposed Conditional Use Permit amendment provides an appropriate and structured mechanism to recognize and regulate the existing Fleet Farming operations as an accessory, church-sponsored activity while ensuring compatibility with the surrounding residential neighborhood. The request allows the church to continue functioning as a community anchor by supporting a well-established, non-profit-led sustainability initiative, while addressing prior code compliance issues through clearly defined conditions related to screening, setbacks, storage, parking, and operational parameters. By formalizing these activities under the CUP framework, the City can ensure that the use operates in a predictable and con-

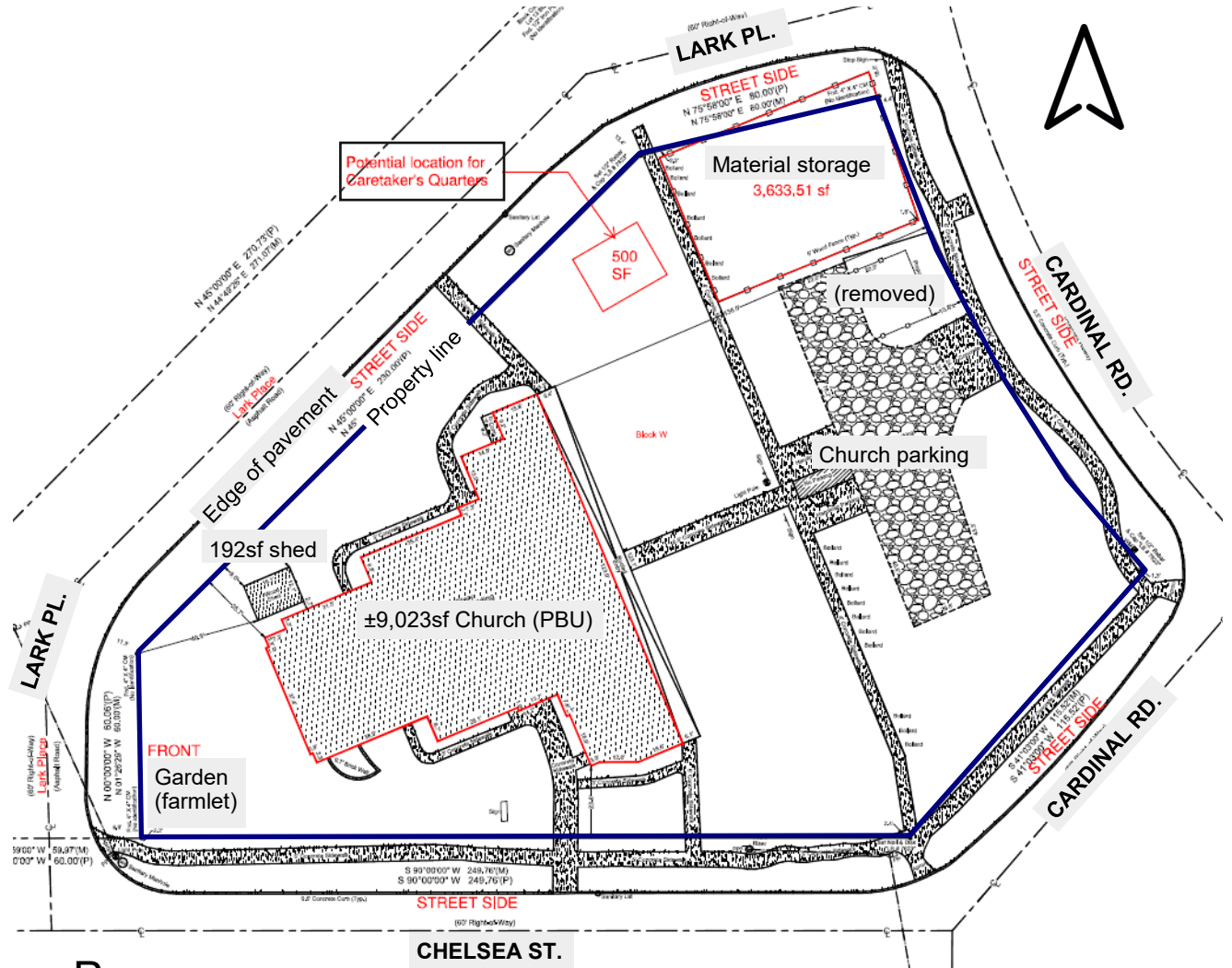
SITE PHOTOS

trolled manner consistent with the intent of the Land Development Code.

The proposal remains consistent with the City's Growth Management Plan, supports neighborhood-serving civic uses, and advances environmental stewardship objectives, all while maintaining the church 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 strikes a balance between enabling innovative, community-based programming and protecting the character and functionality of the surrounding residential area. Therefore, staff supports the approval of the Conditional Use Permit amendment, subject to the conditions outlined in this report.



SURVEY / SITE PLAN



SITE PHOTO

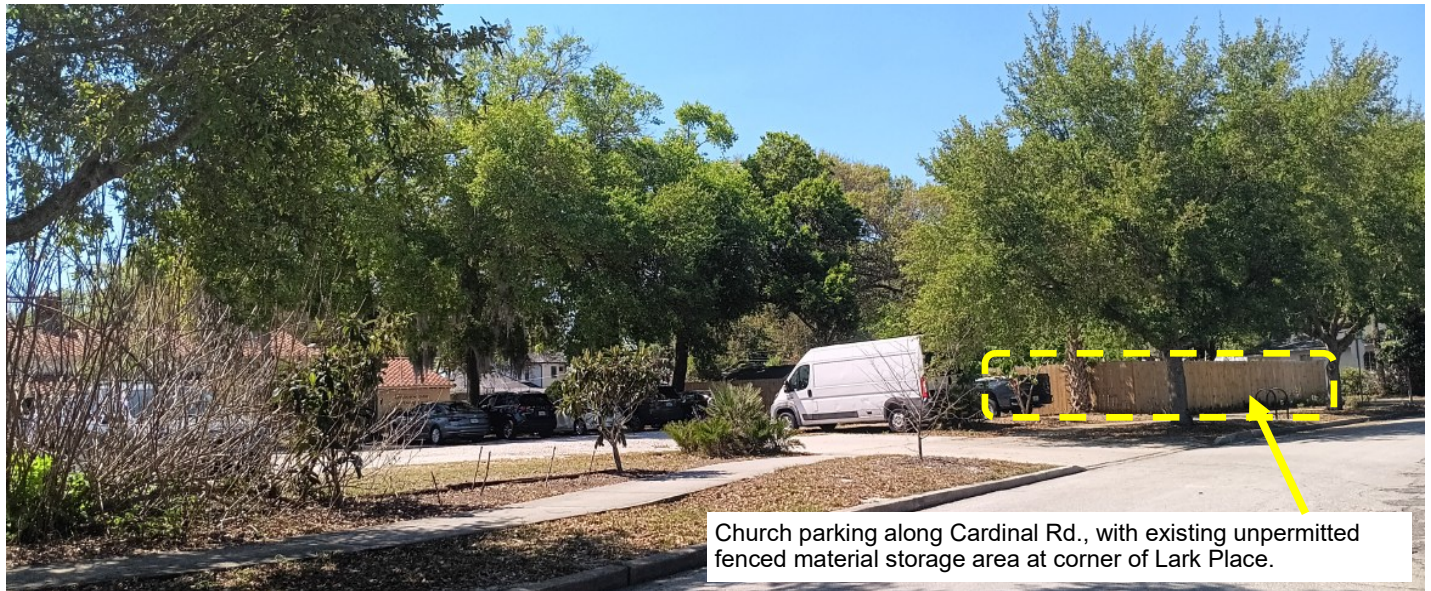


Audubon Park Covenant Church, as viewed from Chelsea St., with farmlet to the left front of the church.

SITE PHOTOS



Grass and gravel church parking, to east of the church sanctuary as viewed from Chelsea St.



Church parking along Cardinal Rd., with existing unpermitted fenced material storage area at corner of Lark Place.



Fleet-farming assembly area with 192sf shed on Lark Pl next to church building (in street side yard). Tables will need to be pulled back to be out of the R-O-W.

APPLICANT'S REQUEST PG 1

The property owner, Audubon Covenant Church of Orlando, Inc. ("ACC"), is requesting conditional use approval to help fulfill the church's strategic plan to provide ecofriendly and sustainability education initiatives. The property was annexed into the City of Orlando and platted as part of the Audubon Park Tanager Section in 1953, and the church was built the following year as the first building in the neighborhood.

Pursuant to LDC Section 58.811(2), the Audubon Covenant Church is a 501(c)3 faith-based organization classified as an Assembly Public Benefit Use - Neighborhood Facility, which is permitted in the R-1A zoning district. Over the years, the church has evolved to provide various opportunities for educational initiatives, including but not limited to sustainability and urban agriculture education. Since 2014, the church engaged with another charitable organization (Ideas for Us, a sustainability 501(c)3) and provides office space within the APCC building.

This use meets the definition of an accessory service use as defined in LDC Section 58.910. As such, the Ideas for Us use is permitted by right, provided it meets the locational and maximum floor area criteria in LDC Sections 58.911 and 58.912. Currently, the Ideas for Us fenced area is approximately 6% of the overall site area and occupies less than 25% of the principal structure.

In addition, to address the code enforcement violations related to the fence height and lack of permit, the church will be applying for the building permit to move the 6-ft tall fence to meet the 15-ft street side yard setback line. The front yard is defined in LDC Chapter 66 as "A yard extending across the front of a lot, between the side lot lines, and being the minimum horizontal distance between the street right-of-way line and the front facade of the principal building." The site plan on page 7 of this report illustrates the front yard vs. street side yards for this property.

However, in anticipation of expansion of the church's sustainability initiatives, we are submitting this conditional use application to accommodate future plans to build a Caretaker's Quarters and a solar carport structure over the existing parking lot. The specific conditional use requests are to allow for:

- 1) Caretakers Quarters (≤500sf) to be constructed pursuant to LDC Section 58.925; and
- 2) Allow cumulative accessory service uses (Ideas for Us), and structures (solar carport structure), to potentially exceed the limit of accessory uses within the site area, not to exceed 15%, provided all other development standards and conditions are met.

Below is analysis and justification for the conditional use application based on LDC Section 65.285 (CUP Criteria):

Purpose and Intent. The purpose and intent of the requested Conditional Use Approval is to provide the church with the physical space to fulfill their mission and strategic plan. The Caretaker's Quarters will be used to provide housing for the owner/tenant or employee of the owner/tenant, receiving monetary or comparable payment.

In addition, the future covered parking structure with a solar array is to continue providing sustainable educational opportunities to the church and greater Audubon Park community. In addition, the proposed structures will meet all other requirements of the Land Development Code.

These uses and structures meet the purpose and intent of the Assembly Public Benefit Use – Neighborhood Designation.

Growth Management Plan. The proposal is consistent with all applicable policies of the City's adopted Growth Management Plan. Specifically, the following policies relate to the requested application:

Future Land Use (FLU) Policy LU.1.7.1 Orlando recognizes that the neighborhood represents the primary building block of the City, and that the health and vitality of existing and new neighborhoods is essential to building a livable, sustainable community. New development shall be encouraged to incorporate sustainable land use techniques and principles which ensure a strong local economy, produce communities of diverse livable neighborhoods, and conserve and protect the fragile natural and built environment. In every instance, the City shall strive to ensure through design that neighborhoods accommodate the needs of our children and elders by creating accessible places where they will feel comfortable and where a sense of community can be created and enhanced over time.

FLU Policy LU.1.7.3 Where possible, existing neighborhoods should be "retrofitted" with neighborhood-serving civic uses (parks, recreation centers, library branches, schools, day care, etc.) which offer opportunities for building community, but which do not unnecessarily dislocate viable existing housing stock.

FLU Policy LU.1.9.1 The concept of multi-objective planning and design should be fully integrated into the City's planning and operating philosophy. Dual and multi-use facilities should be encouraged as a way to improve efficiency and to beautify our various public works.

Conservation Policy C.2.1.1 The City shall lead by example and promote environmental stewardship, by partnering with other governments and nonprofits, educating citizens about "going green", and encouraging others to incorporate concern for the environment into the everyday workings of government, private business, and home life.

APPLICANT'S REQUEST (CONTINUED) PG 2

Conservation Policy C.2.1.6 The City shall provide "green" advocacy and education leadership by:

1. Partnering with Orange County and the Orlando Utilities Commission to promote conservation and efficiency programs;
2. Implementing to greatest extent possible the climate change initiatives outlined through national commitments, including Mayors National Climate Action Agenda, Carbon Disclosure Project, and Compact of Mayors;
3. Implementing to the greatest extent possible the State of Florida's Energy Plan;
4. Implementing to the greatest extent possible the US EPA's 50% food waste reduction goal by 2040;
5. Seeking community green designations from relevant organizations such as EcoDistricts designation, the Florida Green Building Coalition, Cities for Climate Protection and Best Workplace for Commuters, LEED and Audubon Co-operative Sanctuary; and
6. Increasing awareness by educating, encouraging and empowering City employees, residents and business owners to reduce climate pollution and live an environmentally-friendly lifestyle through such community programs as Green Up Orlando, One Person One Tree, PACE Financing Program, Keep Orlando Beautiful, Trees in the Parkway, Backyard Composting and Recycling, and the Community Footprint Reduction Campaign and to pursue grants to develop complimentary programs.

Compatibility. The proposed (1) Caretakers Quarters and (2) accessory service uses/structures are compatible with the surrounding land uses and general character of the area in the following manner:

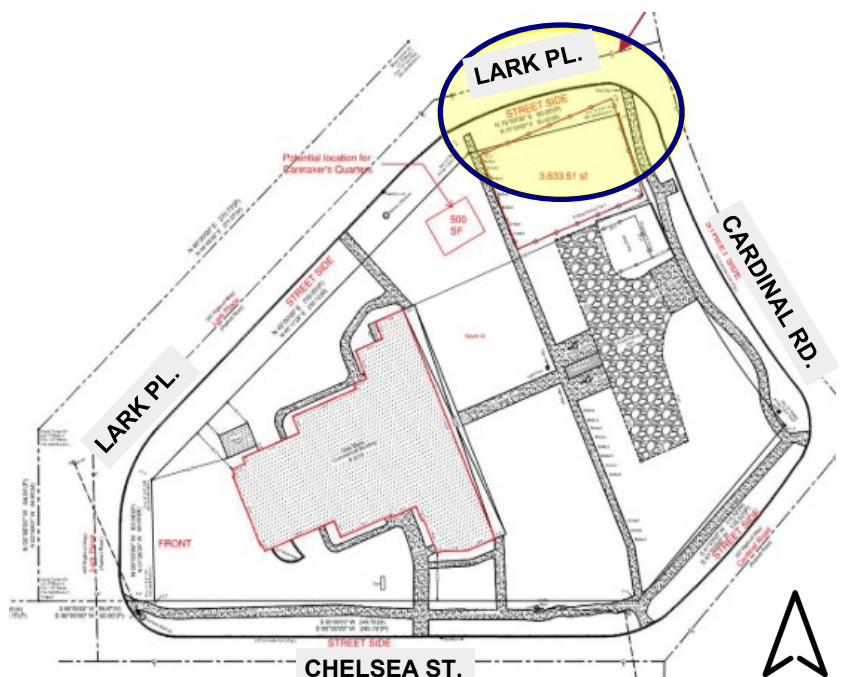
- Caretaker's Quarters are compatible with the surrounding land uses as it will be a residential structure and use, which is consistent with the R-1A zoning district. In addition, the City already allows accessory dwelling units for residential lots in the R-1A zoning district.
- The proposed solar carport structure is compatible with the surrounding land uses as the residential lots are permitted to have attached or stand-alone carports, provided they meet the setback requirements for the designated yard. The parking area is located along northeastern property line adjacent to Cardinal Rd, as shown on the site plan on page 7 of this report.

Public Facilities and Services. Neither the Caretaker's Quarters, nor the solar carport structure, will require additional public facilities and services not already provided to the church.

Residential Displacement. As discussed above, both structures are compatible with residential uses. The church use, a public benefit use, has been in place prior to the surrounding residences being built, so the addition of Caretaker's Quarters and the solar carport structure will not encourage the displacement of adjacent residential. Further, the property could be developed with a residential structure of equal size to the church, along with an accessory dwelling unit and solar carport structure by right in this zoning district. Finally, the conditional use request will increase residential use on the site, rather than displacing it.

ADDITIONAL INFO PROVIDED BY THE APPLICANT

Existing Material Storage Area - City staff requested additional information and photos about the fenced area highlighted in yellow at right, which was constructed to provide a secure yard for the accessory material storage service use. The fence was installed without a permit, and into a portion in adjacent Lark Place R-O-W. The applicant has submitted for the building permit (BLD2025-16463) for the fence, and once the CUP is approved, said fence will be relocated to comply with the required 15-ft. street side yard setbacks. Staff also inquired if the fenced yard could be moved to the middle of the property, between the parking lot and building; however, images on the following page show the significant trees that present challenges with that potential location.



APPLICANT'S REQUEST (CONTINUED) PG3



Existing fence location as shown from Lark Pl with native landscaping and substantial tree canopy.

Staff: This is the existing location of the material storage area that a building permit is yet to be issued for, with said enclosure to be relocated to be at least 15-ft. from the street side lot lines adjacent to Lark Place and Cardinal Rd.



Taken from Cardinal Rd looking toward Lark Pl – existing trees do not allow for moving the fenced yard.

Staff: The two potential alternate locations for the material storage yard are somewhat devoid of trees or overhead obstructions, unlike where currently located.

Material Storage Area

City staff requested additional information and photos regarding the materials stored within the fenced enclosure. The following photos display the interior of the enclosure, and as discussed, the Applicant has agreed to keep all loose mulch [and soil] stored in a location with protective silt fences to prevent erosion. In addition, the mulch piles will be kept in the southern half of the fenced enclosure, well away from adjacent streets (15-ft. setback from the adjacent lot line).



Plants and demonstration area.



Existing mulch piles and wheelbarrows
Silt fence will be required around the perimeter of the mulch piles within the fenced yard.



Permitted shed located inside fenced yard
BLD2025-17847

Staff: The small 120sf shed was permitted in error, since the fenced enclosure is yet to receive a permit.

APPLICANT'S REQUEST (CONTINUED) PG4

3) Caretaker's Quarters

City staff also requested additional information about the caretaker's quarters. As this is a future project, the Applicant does not have architectural drawings prepared; however, will agree to the following conditions of approval:

- Prior to building permit issuance, Appearance Review is required to confirm compatibility with the principal structure.
- The Caretaker's Quarters shall be built in the area generally depicted in the concept plan provided all setbacks are met.
- All conditions of the City's land development code, Part 5B(3) shall be met.

Below is an inspirational photo depicting the potential character consistent with the principal structure. Please note that size and scale may not be representative of what will be constructed.



FINDINGS & RECOMMENDATION

Staff finds that the proposed CUP request for Audubon Park Covenant Church Accessory Uses is consistent with the requirements for approval of CUP applications as contained in Section 65.285 of the Land Development Code (LDC):

1. The proposed CUP will be consistent with the City's Growth Management Plan;
2. The proposed CUP is consistent with the City's Land Development Code;
3. The proposed church-oriented accessory uses will meet standards for development in the R-1A zoning district; and
4. Existing public facilities and services are adequate or will be installed to serve the proposed accessory uses.

Staff Recommendation

Based on the information provided in the staff report and the findings noted above, staff recommends approval of the CUP for the Audubon Park Covenant Church Accessory Uses, subject to the conditions in this staff report.

CONDITIONS OF APPROVAL

Growth Management - (no issues)

Land Development

1. Land Use and Zoning - Unless otherwise stated, development must be consistent with the standards provided herein and with the R-1A zoning district.
2. Caretakers Cottage - Review of the caretakers cottage will require an Appearance Review before or during permitting to ensure building materials match those of the church.
3. Future Solar Arrays for Parking Areas - A Planning Official Determination will be required prior to any solar arrays being placed in the church parking areas or over the material storage area.
4. Impervious Surface coverage (under R-1A zoning) must not exceed 55% on the 1.2-acre site.
5. Accessory Structure Height is limited to 35-ft.
6. Material Storage - Materials stored within the fenced enclosure cannot be taller than the adjacent fence height.
7. Signage - All site signage must be consistent with LDC Chapter 64.243, Signs on Public Benefit Uses on Residentially Zoned lands. All site signage must be permitted prior to fabrication and installation. Wind-operated devices and pennants are prohibited.
8. Landscaping Buffers
 - A. A 7.5-ft wide/deep Bufferyard A (with bushes, plantings and street/canopy trees) are required within all street side yards with single-family homes located across the streets (Lark Pl. and Cardinal Rd.). A fence or wall is required for the material storage area, not to exceed 6-ft. in height, and to be no closer than 15-ft. from the street side lot line.
 - B. If semi-commercial vehicles (pickup-trucks and trailers) are to be parked on the church property over night, they should be parked in an area screened with 7.5-ft wide landscaping with a minimum 3-ft. tall hedge at the time of planting. The property should be improved up to the adjacent right-of-way line.
9. Accessory Use Hours of Operation will be the same as for a typical single-family use (7am to 6pm, 7 days a week), unless otherwise requested by the applicant.

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10. General Code Compliance. Development of the proposed clinic should be consistent with the conditions in this report and all codes and ordinances of the City of Orlando, the State of Florida, and all other applicable regulatory agencies. All other applicable state or federal permits must also be obtained before commencing development.
11. Minor Modifications. Minor modifications and design changes including interior alterations, that are required beyond those previously reviewed by staff and the Municipal Planning Board (MPB), may be approved by the Planning Official without further review by the MPB. Major changes may require additional review by the MPB.
12. Conformance with Site Plan Required. Construction and development shall conform to approved site plans, elevations, and landscaping plans on file with the City Planning Division and all conditions contained in this report, or as modified by the MPB and City Council. When submitting plans to Permitting, the applicant must attach a copy of this staff report, the excerpts of the February 2026 MPB minutes and any subsequent approval letters.
13. OUC Review. Be advised that the electric, potable water and roadway plans must be reviewed and approved 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. Storage of any dirt, mulch, or landscape materials must be behind a solid fence.
2. Fencing around the mulch pile should also include 3-ft tall hedges to soften the view.

Transportation

1. Compliance. 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 (ESM) that are in force at the time of any construction of this project.
2. Support of this submittal by the Transportation Dept. does not constitute final engineering approval of

REQUIRED CONDITIONS (CONTINUED)

- 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 ESM in effect at the time of submittal to Permitting Services.
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- 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.
 4. **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 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 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.
 5. Construction staging/parking plans: On-street parking is for the public and shall not be used for contractor or sub-contractor parking, construction staging, truck staging, storing of materials, etc. Contractor must identify contractor or sub-contractor parking, construction staging, truck staging, storing of materials locations in the Temporary Traffic Control Plan (TTCP).
 6. 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.
 7. A copy of all required County and State permits (If permits are pending, attach a copy of the application).
 8. At the time of the building construction, the minimum required parking spaces within the existing parking lot must be striped to reflect proper size and design in accordance with LDC Sec. 61 and the ESM.
 9. All parking shall be provided in accordance with LDC Sec. 61.300. Additionally, at the time of permitting, the applicant must show the appropriate ADA-accessible route from the parking area to the building in accordance with 2010 ADA Standards for Accessible Design manual.
 10. The applicant is encouraged, but not required, to provide an EV parking space consistent with LDC Chapter 61, Part 3G.
 11. At the time of permitting, the existing bicycle parking station within the Cardinal Rd. ROW must be recorded as an access and use easement per LDC Sec. 10 and LDC Sec. 61. 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.
 12. At the time of permitting, the applicant must record an easement to accommodate construction of a future sidewalk by the City on private property to be maintained by the City for use by the public in accordance with LDC Sec. 61.221 or Sec. 61.263.
 13. The installation of six-foot wide sidewalk is required along the Lark Place ROW to connect with the Cardinal Rd. and Chelsea St. sidewalks per LDC Sec. 61.221 Fig. 5(B). If necessary, payment may be made into the City's Sidewalk Fund rather than constructing said sidewalk.
 14. 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.
 15. In accordance with the MUTCD, the Florida Department of Transportation Guidelines, the City LDC, and the ESM, a full Pavement Marking and Signage Plan (PMSP) must be submitted at the time of permitting. This should include, but is not limited to, traffic control devices, crosswalks, and directional

REQUIRED CONDITIONS (CONTINUED)

pavement signage in the parking lot areas.

16. At the time of permitting, a stop bar, a R-1 stop sign, and proper pedestrian path marking is required to be installed at the driveway connection to Cardinal Rd.
17. An AutoTurn 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 of vehicles 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.

Water Reclamation (Sewer) Division (WRD)

The future caretakers quarters shall have a connection to City sewer in compliance with Chapter 30 of City Code, Chapter 9 of the Engineering Standards Manual (ESM), and applicable City Standard details pertaining to sanitary sewer.

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Site Engineering (8th floor, Public Works)

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

1. Per Section 7.01 of the City's ESM, any proposed project to be built in the City of Orlando which alters the existing topographic characteristics will be required to provide stormwater treatment. Alterations of surface drainage (with the exception of resurfacing and landscaping elements only) is defined as: changing the flow patterns within the redevelopment area; changing the mode of transport from overland flow or open channel to a closed conduit, etc.; changing an impervious surface's character (from building to parking, wet bottom pond or a new building or vice versa); changing the character of a parking surface (from shell base to asphalt, etc.); or remodeling of an existing building which changes its footprint or number of floors. When applying for an Engineering Permit, please submit the Drainage Report, Geotech Report, Stormwater Tabulations, and all necessary docs needed in order to verify the City's and Water Management District standards are met.
2. Water quality recovery shall be recovered per the requirement of the Water Management District. Please provide model demonstrating the recovery analysis. A Water Management District water treatment permit may be required.
3. Provide a certification signed by the Engineer, licensed in the State of Florida, responsible for the stormwater design which reads as follows: "I hereby certify that to the best of my knowledge and belief, the design of the Stormwater Management System for the project known as: (Project Name) meets all of the requirements and has been designed substantially in accordance with the City of Orlando Stormwater Management Criteria."
4. All proposed and existing sidewalk that is touched during construction will need to be updated to the newest ADA requirement.
5. Sidewalk construction shall be required at the time of this substantial improvement per Sec. 54.39 of the City of Orlando's Muni Code. Proposed sidewalks must be constructed along the entire length of the property and shall be located against the public right-of-way.
6. A City Service Agreement is required by the Owner if portion of sidewalk is within private property. The easement would protect the Owner from maintaining the sidewalk and from other potential issues. Otherwise, the Owner would be responsible to maintain and be liable for potential litigation if someone is injured on a failing sidewalk that is in disrepair.
7. Clarify whether the sidewalk will be paver. Please note that if pavers are to be constructed beyond the property line and out into the City's Right of Way the owner is required submit a signed and recorded a Right-of-Way Pavers Agreement. Sidewalk portion of driveway must still be composed of 3,000 psi concrete. Refer to the Right of Way Pavers Agreement under Engineering Permit Forms <https://www.orlando.gov/Building-Development/Permits-Inspections/Get-a-Permit/Forms-Documents>.
8. Construction activities including clearing, grading and excavating activities shall obtain an EPA NPDES permit, except: Operations that result in the disturbance of less than one acre total land area which are not part of a larger common plan of development or sale. The NPDES permit must be received in the Office of Permitting Services prior to the issuance of City of Orlando permits. If the disturbed area is

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- less than one acre, provide a note on the plans indicating the City of Orlando's Guidelines for Erosion Sediment Control (aka the Blue Sheet) will serve as a guide for the implementation of erosion sediment control measures. Blue Sheet can be found under the City of Orlando website. Attach this sheet in your permit submittal.
9. Submit a detailed, scalable, fully dimensioned site plan of the location. The site plan should include but not be limited to the site legal description, the building, streets, sidewalks and property lines, and the location of the proposed work. Site plans should clarify what is existing and what proposed.
 10. Provide a signed and sealed existing topographic survey with datum and official benchmark in the NAVD88 vertical datum. Per the City's ESM Section 7.01.A.1, survey data shall be gathered to least 25 feet beyond the property line or as far offsite as required to assure offsite drainage patterns are maintained. Please submit a hard copy of survey (with sign and seal) to City Hall 8th floor addressed to Richard Allen, City Surveyor.
 11. Submit a signed and dated private improvements cost sheet. Cost sheet forms and instructions are available at our website under Engineering Permit Forms at www.orlando.gov/Building-Development/Permits-Inspections/Get-a-Permit/Forms-Documents.
 12. Other comments may arise depending on the contents submitted to permitting.
 13. Artificial turf and gravel areas must be treated as impervious area and must be included in the impervious area for stormwater management (unless otherwise mandated via a pending State Rules change).
 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 or decorative asphalt/concrete, etc. are not permitted within the Right of Way (R-O-W) without permission from the City Engineer. Buildings or building foundations are also not permitted within the R-O-W.
 16. All impervious areas must be routed to the stormwater system for treatment and attenuation.
 17. The 25-year 24-hour post development discharge rate must be less than or equal to pre-development discharge rates.
 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 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. Use the following link, <https://permitlookup.cityoforlando.net/WebPermits/> to check the permit status and to view comments/conditions; enter the permit number, and click on the Plan Review Tab.

Permitting Review (1st floor)

1. The development is subject to all codes and ordinances of the State of Florida, City of Orlando, and all other applicable regulatory agencies. Any proposed work, outside the City of Orlando jurisdiction, requires permits and approval from appropriate State or County agencies.
2. All plans must conform to the City of Orlando's Engineering Standards Manual (ESM) and all construction must be accomplished in accordance with the ESM.
3. Per the City's Land Development Code, 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 the City's Impact Fee Coordinator Nancy Ottini at (407) 246-3529 or by email at nancy.ottini@orlando.gov.
4. The owner/developer is required to pay any applicable Sewer Benefit Fees, in accordance with the Sewer Service Policy and Chapter 30 of City Code, for the proposed development of the site. 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 for City sanitary sewer systems.
5. CONCURRENCY MANAGEMENT - All new construction, change in use, additions, or redevelopments

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- are required to submit a Concurrency Management application as a part of the building plan review process.
6. 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.
 7. All future elevation shown on a boundary/topographic survey shall use the North American Vertical Datum of 1988 (NAVD 88).
 8. Landscape and irrigation plans, achieving the minimum required landscape score, must be prepared and submitted by a Florida-registered landscape architect at the time of permitting. Per City Code, canopy trees shall not be provided near any overhead utility power lines. Understory trees shall be substituted, at a rate of two (2) understory trees, for each required canopy tree. In addition, approval documentation from the Orlando Utility Commission (OUC), for the proposed landscaping and trees being installed near any overhead utility lines, will be required for plan review approval.
 9. In accordance with Section 28.15, City Code, all new Commercial developments are required to participate in the City's Recycling Program. As a condition of approval, approval from the City of Orlando's Solid Waste Division will be required unless a prior agreement, for solid waste and recycling removal, has been arraigned. A copy of the notarized, solid waste removal agreement will be required for plan review approval.

Orlando Fire

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

1. FORMAL REVIEW OF ARCHITECTUAL DESIGNS. The architectural design of a building, floor plans, life safety egress system, fire protection systems, and fire department access will be reviewed in detail for State, Fire Code, Florida Fire Prevention Code and City of Orlando, Life Safety Fire Code compliance at the time of permit application for formal plan review of 100% drawings.
2. FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP). An FDEP clearance is required to release water supply to a construction site. Vertical construction of a building without water supply on the site of construction is prohibited. NFPA 1.16.4.3. It is therefore, critical, that the process to receive a FDEP permit and clearance for the use of treated water to construction sites and projects begin early in the conceptual stage. To begin the process, see the following link: [Apply | DEP Business Portal \(fldepportal.com\)](http://fldepportal.com)
3. PRESUBMITTAL MEETING WITH PERMITTING SERVICES PLAN REVIEW STAFF. The TRC review is not applicable for review of conceptual architectural drawings for Fire Protection purposes. A pre-submittal meeting is required in order to receive cursory insight into Florida Building Code (FBC) and Florida Fire Prevention Code (FFPC, NFPA) requirements impacting the design. Official determinations are not provided at these discussions.
 - (a) ****Architects of Record and or Consultants are asked to prepare an agenda with questions pertaining to your project. This will afford staff to do research in advance before meeting. To schedule an appointment, see the following link: www.orlando.gov/Building-Development/Schedule-an-Appointment/Schedule-a-Permitting-Appointment.
4. FIRE DEPARTMENT APPARATUS ACCESS ROAD. An approved fire department apparatus access road shall be provided for every facility, building, or portion of a building constructed or relocated. NFPA 1.18.2.3. Fire department apparatus access roads shall consist of roadways, fire lanes, parking lot lanes, or a combination thereof.
5. ALL WEATHER SURFACE. The access road shall have an all-weather driving surface, capable of supporting the load of fire apparatus, an unobstructed width of not less than 20 ft. and a minimum vertical clearance of at least 13 ft. 6 in. NFPA 1.18.2.3. The minimum required widths and clearances shall be maintained at all times.
6. 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 fire department access roads that have been closed with gates and barriers shall not be obstructed by parked vehicles. Access by use of an approved device,

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system or manual means shall be provided. The entrance width shall not be obstructed by parked vehicles and sufficient to accommodate the largest piece of fire apparatus available.

Entrances to fire department access roads that have been closed with gates and barriers in accordance with 18.2.4.2.1.

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 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 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.
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.
12. **Power Shutoff:** Please provide locations of power shunt to charging stations prior to submission for building permit.

Orlando Police

The Orlando Police Department has reviewed the proposed CUP for Accessory Uses for the Audubon Park Covenant Church, applying 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 overlapping strategies in CPTED that apply to any development: Natural Surveillance, Natural Access Control, Territorial Reinforcement, Target Hardening, and Site Maintenance and Management.

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-traffic areas for pedestrians, including entrances, pedestrian promenades, parking facilities, walkways, and service areas.
4. Illumination, uniformity, and glare should all be taken into consideration.
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 or cover windows. Open green spaces should be observable from nearby structures.
12. Outdoor furniture placed in common areas can increase surveillance and encourage positive community interaction while creating more "eyes on the street." Consider furniture designs that encourage stopping and resting but reduce opportunities for potential offenders (e.g., a ribbed design rather than solid

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and center rails or armrests to discourage sleeping).

13. 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 should create a clear wayfinding path, be well-lit, and not block entrances or create ambush points.
2. Wayfinding should provide clear guidance for authorized users while discouraging potential offenders using words, international symbols, characters, colors, maps, etc.

Territorial Reinforcement:

1. The property address 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.
2. 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.
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.

Maintenance and Management:

1. Requirements of City Code Chapters 60 and 61 must be met.
2. Maintenance is an essential aspect of territorial reinforcement. Requirements of City Code Chapter 14 will be enforced.
3. Construction Site Crime Prevention:
4. 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:
 - A) 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.
 - B) 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.
5. In addition to lighting, one of the following physical security measures should be installed:
 - A) 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.
 - B) Post in a clear area, an emergency contact person, and phone numbers for after-hours, in case of an emergency; or
 - C) A uniformed security guard should be hired to patrol the construction site continually during the hours when construction work has ceased.
 - D) Valuable construction materials and tools should be protected in a secondary fenced and locked cage.
 - E) 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: We strongly encourage property owners/management companies to register your security cameras with Orlando Connect today at <https://orlandoconnect.orlando.gov/> to help identify

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area cameras in case of an incident. Camera sharing allows Orlando Police Department access to your camera feed in case of an emergency near your location. For more information and assistance with 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 Crime Prevention liaison for this district. The OPD Crime Prevention officer can discuss with you alarms (residential or business), personal safety, crime prevention strategies and neighborhood or community watch programs. Please contact him at Milton.sumpter@orlando.gov or at 407-246-2196.

CONTACT INFORMATION

Land Development

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

Growth Management

Contact Deidre Oge at 407-246-3624 or at deidre.oge@orlando.gov.

Transportation

Contact Steve Greene at 407-246-3278 or at steve.greene@orlando.gov.

Orlando Police Department

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

Urban Design

Contact Tamira Farmer at 407-246-3292 or at Tamira.farmer@orlando.gov.

Sewer/Wastewater

Contact David Breitrack at 407-246-3525 or at David.breitrack@orlando.gov.

Permitting (1st floor)

Contact at (407) 246-_____ or at _____@orlando.gov.

Site Engineering (8th floor)

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

Solid Waste

Contact Steve McMahon at 407.246.2316 or at steven.mcmahon@orlando.gov.

Orlando 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 Monday, May 11, 2026.
2. Following the April 2026 MPB meeting, the applicant can make needed site plan revisions and resubmit for building or engineering permits. These permits cannot be approved/issued until the City Council approves the April 2026 MPB minutes. Go to <https://www.orlando.gov/Building-Development/Permits-Inspections/Get-a-Permit>.