

# MetroWest

## DEVELOPMENT GUIDELINES

*REVISED JAN 2024*



# TABLE OF CONTENTS

- 1.0 INTRODUCTION.....1
  - 1.1 Relation to Master Declaration of Covenants and Restrictions .....1
  - 1.2 Application ..... 1
- 2.0 CONTENT .....2
- 3.0 PURPOSE AND USES .....3
  - 3.1 Purpose .....3
  - 3.2 Use .....3
- 4.0 OBJECTIVES.....4
  - 4.1 Economic .....4
  - 4.2 Functional.....4
  - 4.3 Aesthetic .....4
  - 4.4 Environmental .....4
  - 4.5 Flexibility .....4
  - 4.6 Energy .....4
  - 4.7 Phasing.....4
  - 4.8 Quality of Life .....4
  - 4.9 Safety .....4
- 5.0 MASTER SITE PLANS.....5
- 6.0 DESIGN REVIEW BOARD .....6
- 7.0 REVIEW AND APPROVAL .....7
  - 7.1 Specific Requirements .....7
- 8.0 PLANNING GUIDELINES .....8
  - 8.1 Planning Concept.....8
  - 8.2 Zoning .....9
    - 8.2.1 Intensity of Use .....9
    - 8.2.2 Setbacks ..... 10
  - 8.3 Building Envelopes ..... 11
  - 8.4 Vehicular Circulation ..... 11
  - 8.5 Parking ..... 11
    - 8.5.1 Parking Requirements ..... 11
    - 8.5.2 Parking Restrictions ..... 12
  - 8.6 Pedestrian and Bicycle Circulation ..... 13
  - 8.7 Open Space, Parks and Recreation ..... 13

<b>9.0</b>	<b>SITE DEVELOPMENT STANDARDS</b> .....	14
<b>9.1</b>	<b>Grading and Drainage</b> .....	14
<b>9.1.1</b>	<b>Grading Concept</b> .....	14
<b>9.1.2</b>	<b>Grading Standards</b> .....	14
<b>9.1.3</b>	<b>Drainage</b> .....	15
<b>9.2</b>	<b>Site Utilities</b> .....	15
<b>9.2.1</b>	<b>Underground Utilities</b> .....	15
<b>9.2.2</b>	<b>Power Transformers</b> .....	15
<b>9.2.3</b>	<b>Utility Appurtenances</b> .....	15
<b>9.2.4</b>	<b>Sanitary and Storm Water Sewer Connections</b> .....	15
<b>9.2.5</b>	<b>Potable Water Connections</b> .....	15
<b>9.2.6</b>	<b>Repair of Paving</b> .....	15
<b>9.3</b>	<b>Roadways</b> .....	15
<b>9.3.1</b>	<b>Coordination</b> .....	16
<b>9.3.2</b>	<b>Layouts</b> .....	16
<b>9.3.3</b>	<b>Design Standards</b> .....	16
<b>9.3.4</b>	<b>Street Names</b> .....	16
<b>9.3.5</b>	<b>Traffic Calming</b> .....	16
<b>9.4</b>	<b>Loading and Service Areas</b> .....	16
<b>9.4.1</b>	<b>Location</b> .....	16
<b>9.4.2</b>	<b>Design</b> .....	16
<b>9.5</b>	<b>Storage Areas</b> .....	16
<b>9.5.1</b>	<b>Location</b> .....	17
<b>9.6</b>	<b>Refuse Collection Areas</b> .....	17
<b>9.6.1</b>	<b>Location</b> .....	17
<b>9.6.2</b>	<b>Construction</b> .....	17
<b>9.6.3</b>	<b>Screening</b> .....	17
<b>9.7</b>	<b>Screen Walls</b> .....	17
<b>9.7.1</b>	<b>Items to be Screened</b> .....	17
<b>10.0</b>	<b>ARCHITECTURAL GUIDELINES</b> .....	18
<b>10.1</b>	<b>Site Organization—Access and Circulation</b> .....	18
<b>10.2</b>	<b>Site Organization—Buildings</b> .....	18
<b>10.3</b>	<b>Building Configuration</b> .....	18
<b>10.4</b>	<b>External Appearance</b> .....	18
<b>10.5</b>	<b>Building Design</b> .....	18

10.5.1	Outdoor Dining.....	19
10.6	Environmental Controls.....	19
10.7	Roof Projections.....	20
10.8	Roof Structures.....	20
10.9	Residential Architectural Guidelines.....	20
10.9.1	Site Plans.....	20
10.9.2	Street and Road Layout.....	20
10.9.3	Parking.....	20
10.9.4	External Appearance.....	21
10.9.5	Outdoor Uses.....	21
10.9.6	On-Site Parking—Other Vehicles.....	21
10.9.7	Exterior Lighting.....	21
10.9.8	Identification, Mailboxes and Garbage Collection Area.....	21
11.0	LANDSCAPE DEVELOPMENT GUIDELINES.....	22
11.1	Landscape Planting.....	22
11.1.1	Installation.....	22
11.1.2	Landscape Standards.....	22
11.1.3	Plant Material.....	22
11.1.4	Landscape Areas.....	22
11.1.5	Landscape Setbacks on Arterial Roads.....	22
11.1.6	Replacement Planting.....	23
11.1.7	Undeveloped Areas.....	23
11.1.8	Vacant Properties.....	23
11.1.9	Mulch.....	23
11.2	Irrigation Systems.....	23
11.3	Landscape Construction.....	24
11.4	Landscape Furnishings.....	24
12.0	SITE SIGNAGE.....	25
12.1	Project Identification Signage.....	26
12.1.1	Ground Mounted Project Identification Signage.....	26
12.1.2	Building Mounted Project Identification Signage.....	28
12.1.3	Building Mounted Specialty Identification Signage.....	28
12.2	Directional Signage.....	28
12.3	Secondary Signage.....	29
12.4	Temporary Signage.....	29
12.4.1	Window Signs.....	30

12.4.2	Bandit Signs .....	31
12.4.3	Flags .....	31
12.4.4	Banners .....	31
12.4.5	Tent Signs .....	32
12.4.6	Awning Signs .....	32
12.4.7	Human Directional.....	32
12.4.8	Sandwich Board Signs .....	32
12.5	Prohibited Signs.....	33
12.6	Procedures.....	33
12.7	Regulatory Signage.....	34
12.8	Approval Process .....	34
12.9	Noncompliance.....	35
13.0	SITE LIGHTING.....	36
13.1	Definitions.....	36
13.2	General provisions .....	36
13.3	Applicability .....	36
13.3.1	New Development.....	36
13.3.2	Expansion and Remodeling.....	37
13.3.3	Repair and Maintenance.....	37
13.4	Site Lighting Design Requirements .....	37
13.4.1	Fixture (luminaire).....	37
13.4.2	Fixture Height Limitations.....	37
13.4.3	Light Source (lamp).....	38
13.4.4	Mounting.....	38
13.4.5	Limit lighting to Periods of Activity.....	38
13.4.6	Illumination Levels.....	38
13.4.7	Automated Teller Machines .....	38
13.4.8	Convenience Businesses .....	39
13.4.9	Signage Lighting.....	39
13.4.10	Landscape Lighting/Ambient Lighting.....	39
13.4.11	Light Trespass Pollution and Glare.....	39
13.5	Site Lighting Submission Requirement.....	39
14.0	SHUTTERS/GATES.....	41
14.1	Objectives .....	41
14.2	Guidelines for Store Front Safety .....	41
14.3	Internal Shutters/Gates .....	42

14.4	Design Considerations .....	42
14.5	External Shutters/Gates .....	44
15.0	<b>NEW DEVELOPMENT/CONSTRUCTION PHASES.....</b>	<b>45</b>
15.1	Pre-Application Meeting .....	45
15.2	Pre-Construction Conference .....	45
15.3	Construction Site Submittals.....	45
15.4	Erosion Control.....	45
15.5	Permanent Landscape Treatment.....	45
15.6	Utilities.....	45
15.7	Construction Storage and Equipment .....	45
15.8	Construction Sites.....	46
15.9	Construction Access .....	46
15.10	Construction Damages .....	46
15.11	Conduct.....	46
15.12	Project Completion.....	46
16.0	<b>MAINTENANCE .....</b>	<b>47</b>
16.1	General Conditions.....	47
16.2	Damaged Improvements .....	47
16.3	Vacant Buildings.....	47
16.4	Information In or On Windows.....	47
16.5	Vehicles.....	47
16.6	Grounds Maintenance.....	47
16.7	Drainage .....	47
16.8	Planting Maintenance.....	48
16.9	Irrigation Systems.....	48
16.10	Remedial Actions .....	48
16.11	Eviction Procedures.....	48
17.0	<b>VARIANCES.....</b>	<b>49</b>
18.0	<b>AMENDMENT .....</b>	<b>50</b>

**APPENDIX A – DEVELOPMENT REVIEW PROCEDURES**

## **1.0 INTRODUCTION**

MetroWest is a community dedicated to creating a quality environment for residents, workers and visitors. It has been master planned to include a mix of residential, commercial, and recreational uses as indicated on the Master Development Plan. To establish and maintain the high-quality community that is MetroWest, development standards, requirements, and procedures are required for each use and improvement. These Development Guidelines have been created to explain and discuss the standards, requirements, and procedures for MetroWest, and may be amended from time to time.

### **1.1 Relation to Master Declaration of Covenants and Restrictions**

The Development Guidelines are a component of the Master Declaration of Protective Covenants and Restrictions (CC&R's). These Guidelines do not supersede, but rather supplement the CC&R's and are subject to their provisions.

### **1.2 Application**

The Guidelines shall apply to all development and modifications within MetroWest in addition to those requirements set forth by the City of Orlando, the State of Florida and other public agencies having jurisdiction.

## **2.0 CONTENT**

Included in the Development Guidelines are general provisions covering purpose and use, objectives, the MetroWest Design Review Board and review and approval procedures.

Following these provisions and specific guideline sections for planning, site development, architecture, signage, lighting, construction activities and maintenance. Various amendment procedures and appendix sections complete the written portion.



## **3.0 PURPOSE AND USES**

MetroWest Development Guidelines describe the intended quality, character, image and major functional requirements of development and redevelopment in MetroWest. The intent of these guidelines is to ensure development, redevelopment and maintenance of MetroWest with tasteful and aesthetically pleasing architectural design, constructed with long-lasting materials and high construction standards, harmonious with surrounding structures and topography, consistent and compatible with the aesthetic quality of MetroWest as a whole.

### **3.1 Purpose**

These guidelines provide overall requirements and expectations for development within MetroWest. These guidelines serve as a supplement to the Orlando City Code. All development shall be in compliance with City Code, and these guidelines.

### **3.2 Use**

New projects and expansion, changes and maintenance of existing improvements and uses, shall comply with the Guidelines. Changes that are subject to review include any maintenance or renovations that result in changes to materials, color and/or architectural features of the building or landscape. Information is included for prospective builders, their lenders and consultants; owners, agents and lessees; and residents, homeowners associations and other users.

## **4.0 OBJECTIVES**

Certain objectives have been established as a part of developing MetroWest. Carrying out the Development Guidelines can help achieve these objectives which include economic, functional, aesthetic, environmental, flexibility, energy, phasing and quality of life considerations.

### **4.1 Economic**

To establish, maintain and enhance the economic value of development within MetroWest.

### **4.2 Functional**

To require rational planning of improvements and uses for safe, orderly and efficient development.

### **4.3 Aesthetic**

To encourage superior engineering, architectural and landscape architectural designs.

### **4.4 Environmental**

To use the rolling topography of the site where possible and minimize undesirable environmental impacts.

### **4.5 Flexibility**

The MetroWest Design Review Board may approve alternatives to the standards in these Design Guidelines to allow for flexibility in guideline application in response to changing market demands. Such variations to these design guidelines may be approved where the alternative design will be compatible with the surrounding development and will in otherwise be consistent with the intent of high-quality development.

### **4.6 Energy**

To encourage development which is energy efficient.

### **4.7 Phasing**

To convey a reasonably completed image of development during construction phases.

### **4.8 Quality of Life**

To provide an exceptional living, working, shopping and recreational setting for residents, workers and visitors.

### **4.9 Safety**

In order to promote a climate of Safety within MetroWest, all developments shall utilize Crime Prevention Through Environmental Design principles to prevent crime by designing a physical environment that positively influences human behavior. The theory is based on the following four principles: natural access control, natural surveillance, territoriality, and maintenance.

## **5.0 MASTER SITE PLANS**

Master site plans which illustrate in graphic form basic planning and design objectives as described in these guidelines, may be adopted by the MetroWest Design Review Board, and may be amended from time to time. Individual applicants for development approval within MetroWest shall comply with the concepts indicated on master site plans and/or as directed by the Design Review Board.

## **6.0 DESIGN REVIEW BOARD**

The Design Review Board shall be comprised of MetroWest representatives and others as needed, appointed from the design professions. The Design Review Board, or any professional/consultant as needed at Member's expense shall review all site plans, improvements and building designs for conformance with the overall intent of these guidelines. Approval of individual projects by the Board shall be required prior to submittal for approval to any public agencies. Development approval by the Board does not supersede submittals, reviews and approvals required by governmental authorities or others having jurisdiction.

In addition to review and approval of new projects as set forth in the Declaration of Protective Covenants and Restrictions for MetroWest, the Design Review Board shall review and approve changes to and maintenance of existing projects. Any modifications/renovations to the exterior of a project, including building exteriors, outdoor spaces, pedestrian/vehicular circulation, and major landscape or lighting renovations, may be subject to review by the Design Review Board professional consultant at the property owner's expense.

If a property is found to be in violation of these Design Guidelines, any new proposal will not be reviewed by the Design Review Board until the violation has been brought into compliance.

## **7.0 REVIEW AND APPROVAL**

A review and approval process of projects and maintenance conditions within MetroWest shall be established by the Design Review Board. At a minimum, this process shall include, in the case of development projects, a pre-design meeting with the Applicant and their consultants, submittal, review and approval of construction drawings and specifications. Regarding maintenance considerations, the Design Review Board will review maintenance practices and conditions of each use from time to time and may prescribe remedial actions if necessary.

Any changes made to a project design after it has been reviewed and approval by the Design Review Board (including changes at the direction of City Staff, Municipal Planning Board, or City Council) shall be brought back to the Design Review Board for review/approval of such changes.

### **7.1 Specific Requirements**

The Design Review Board shall maintain specific requirements for these submittals as well as rules of practice and procedure. To insure orderly and timely development, the Design Review Board shall act promptly on any request for approval.

## 8.0 PLANNING GUIDELINES

The following planning guidelines include a summary of the MetroWest master planning concepts, selected planning information from the City of Orlando Illustrated Land Development Code and Standards and requirements to be applied to individual development parcels.

### 8.1 Planning Concept

MetroWest's Master Development Plan groups the most intensive land use, highest density residential, commercial and office uses and the trade center towards the center of the site between Hiawassee and Kirkman roads with lower density residential, recreational and other open space uses extending out from the core "urban center." This grouping provides for compatible uses being placed adjacent to each other both internally within MetroWest as well as relating to existing use of adjacent properties. Four main arterial roads provide transition between the various uses in MetroWest and link with the existing road networks.

#### *Residential*

MetroWest provides for a diverse mix of housing types in response to the general Orlando market, and to accommodate demands generated by other MetroWest uses. In keeping with major marketing and demographic trends, increasing development costs and the need to provide more efficient housing, an overall medium density as planned. To provide this density, a mixture of housing types including patio, zero-lot line, condominium, townhouse, and garden apartment along with limited single-family detached housing will be provided.

These various housing types are to be combined within each residential neighborhood of an appropriately small number of units of any particular housing product is planned for each location or cluster. This residential development strategy provides for a diversity of density, housing types, building forms and family sizes within each neighborhood as well as providing maximum flexibility in phasing.

#### *Office Park*

Areas are indicated for general office park use. These parcels are suitable for single corporate users or could be divided into several sub-parcels served by an internal loop road system for a number of individual office developments. The intended intensity and quality of use would be campus-like settings with heavily planted open space and parking areas.

#### *Mixed Use Center*

The focus for MetroWest, a mixed use development is indicated between Hiawassee Road on the north, the golf course to the west and Turkey Lake to the south and east. Uses include retail/commercial, high density residential, and professional. Retail/commercial includes a shopping center along with specialty retail shopping. Shops, restaurants and offices will be encouraged on ground level with residential units on upper floors as well as separate multi-storied and townhouse units along the golf course and Turkey Lake. Parking areas will be clustered according to the uses served.

### *Urban Center*

A major urban center has been planned for within MetroWest that includes office, retail, multi-tenant, and facilities with access from Kirkman Road and frontage on Turkey Lake. The Urban Center site is located west of Kirkman Road, and south of MetroWest Boulevard.

### *Commercial*

In addition to the retail/commercial use in the urban center, the general commercial area is indicated on Kirkman Road south of the college adjacent to the proposed planned unit development. Commercial uses would be a mix between those associated with both highway and neighborhood commercial including retail service uses.

## **8.2 Zoning**

The Master Development Plan indicates land uses in intensity of use by density and gross floor area by tract. Specific requirements must be verified with the City of Orlando and the MetroWest Design Review Board.

Any proposed changes to the uses within the Master Development must demonstrate consistency with these guidelines and compatibility with existing uses within MetroWest.

Uses other than those stated in the Master Development Plan which are permitted or conditional permitted by the city of Orlando may be considered, if approved by the Design Review Board.

### **8.2.1 Intensity of Use**

Intensity of use is important to define within MetroWest to help ensure that environmental quality is maintained. Intensity of use includes traffic generation, density, building massing, open space, views and amount of landscape development in relation to impervious surfaces.

Residential density is expressed in dwelling units per acre (DU/AC). For other uses, a Floor Area Ratio (FAR) is used which is the gross floor area of a building divided by the site area. The amount of a room which may be covered by buildings, parking lots, internal roads, other improvements and paving is provided for in the Impervious Surface Ratio (ISR) for the amount of these impervious surface areas divided by the site area. Maximum height, or the vertical distance from an established grade elevation to the top of a building or structure is also controlled. A summary of these requirements as taken from the Orlando Land Development code in MetroWest requirements is indicated on Table 8-1.

Table 8-1

Intensity of Use

	Residential Parcels	Office Parcels	Hotel Parcels	Commercial Parcels	Town Center	Trade Center
Residential Density	4 to 12 DU/AC	NA	NA	NA	12 to 50 DU/AC	NA
Maximum FAR (Non- residential)	NA	.70	1.00	1.00	1.00	1.00
Maximum ISR	.70	.80	.90	.90	.90	.90
Maximum Height	55 ft.	100 ft.	100 ft.	100 ft.	100ft.	100 ft.

**8.2.2 Setbacks**

The purpose of setback requirements for buildings and improvements from street rights of way and property lines is to establish a coordinated streetscape image and to provide sufficient space between buildings, roads and other improvements for light, air, privacy and fire protection.

Setbacks of buildings and improvements beyond those required by the City of Orlando may be required by the Design Review Board based on special site conditions. The Design Review Board may require variations and setbacks from tract to tract within tracts to create a desired image, to maintain site lines, topographic features, vegetation and/or road alignment. minimum setback requirements for land uses are indicated on table 8-2. Minimum setback shall be increased by fifty percent (50%) over those indicated on table 8-2 for buildings of three or more stories located on parcels in manner or exterior walls about setback lines.

Table 8-2

Minimum Setback\*

	Front Yard	Side Yard	Rear Yard	Side Street Yard
Residential	25 ft.	varies	25 ft.	15 ft.
Office	35	10	10	NA
Hotel	35	10	10	NA
Commercial	35	10	10	NA
Village	35	10	10	NA
Urban Center	35	10	10	NA
Other	25	10	10	NA

\* Refer to City of Orlando Land Development Code for Setback requirements.



### **8.3 Building Envelopes**

Community design for MetroWest includes determining approximate building envelopes for each developed parcel. The Design Review Board may indicate where the general location and bulk within each proposed building can be placed on their sites. These building envelopes, as prescribed by the Design Review Board, they will be based on community design concepts and the relationship of future building locations on adjacent tracts.

### **8.4 Vehicular Circulation**

Four major arterials comprise the major roads in MetroWest. Three of these roads run east/west and intersect with Hiwassee Road, the main north/south spine of the project. These major arterials are limited access with wide planted medians and roadways sized for projected traffic volumes. Space for pedestrian and bicycle paths is provided within the road rights-of-way as part of the open space system.

Access in circulation within each parcel shall be provided by collector roads and local streets as part of the road network. All roads shall be planned to City of Orlando standards at a minimum. Traffic calming strategies may be required to enhance pedestrian safety.

### **8.5 Parking**

All parking facilities on each site shall be sufficient to serve the intended use without using adjacent streets. In the case of multiple-use buildings or properties, such as office and commercial, parking requirements shall be determined for each use separately. Whenever the use at an existing building is changed to another use that has a higher parking requirement, parking spaces shall be provided as required by the new use and reviewed by the Design Review Board

#### **8.5.1 Parking Requirements**

The City of Orlando Code establishes minimum and maximum parking space requirements for residential and non-residential uses. Except as noted below, off-street parking spaces shall be provided for each unit of measurement or fraction thereof as required by the City of Orlando. Parking requirements by use indicated on Table 8-3 are supplemental to and more restrictive than the minimum requirements set forth by the City. Additional parking spaces may be required by the Design Review Board.

Table 8-3

Parking Requirements

<u>Use</u>	<u>Parking space per unit of measurement</u>
Auto Service Station	3 spaces for each repair or service bay
Eating and drinking establishments	10 spaces/ 1,000 sq. ft. (GFA)
Event Centers	.25/seat for fixed seating or 1/5 rated patron capacity
Hotels	1 space/guest room
Office (general)	2.8 spaces/1,000 sq. ft. (GFA)
Office (medical & dental)	5 spaces/1,000 sq. ft. (GFA)
Residential	
Single-family dwelling	2 space/dwelling unit
Two-family dwelling	2 space/dwelling unit
Efficiency apartments	1 space/dwelling unit
Studio/one bedroom apartments	2 space/dwelling unit
Two Bedroom	2 spaces/dwelling unit
Three or more bedrooms	3 spaces/unit
Retail & Shopping Centers	3.3 spaces/1,000 sq. ft. (GFA)

**8.5.2 Parking Restrictions**

Parking shall be restricted to paved and designated parking spaces only. Reserved parking spaces in a multi-tenant project may be approved by the Design Review Board on a case-by-case basis subject to the following: No more than 40% of the required parking for an individual use or the entire project may be reserved. The Design Review Board may place limits on the duration, location, and time limits of any reserved parking spaces. Each owner and occupant shall be responsible for compliance by the respective employees and visitors. Any restrictions on parking shall be properly signed and updated on a regular basis.

Parking will not be permitted on any street.

Visitor drop-off zones and parking shall be provided near entrances.

All parking shall be screened from public streets by approvable landscaping.

The use of parking structures is allowed. Where used, special attention shall be given to the exterior design of the structure so that it is compatible with adjacent building architectures. Exterior walls of the perimeter of the structure shall be provided so that automobiles are screened up to height of at least three and one-half feet above the floor level.

When additions or modifications are made to existing parking lots, the existing and new parking lots shall be coordinated for striping, signage and circulation. Existing parking areas shall be restriped and updated as needed.

Handicap spaces shall be provided for each use in accordance with City of Orlando Code, and shall be redesigned for new uses within existing development. All parking spaces must be designated by painted lines, changes in paving material, or other methods as may be approved by the Design Review Board.

## **8.6 Pedestrian and Bicycle Circulation**

The purpose of the Pedestrian and Bicycle Circulation guidelines is to promote free and safe movement of pedestrians and bicyclists throughout MetroWest.

Pedestrian access shall be provided from public streets and parking lots to building entries.

Sidewalks and pathway widths shall be determined by the Design Review Board.

Bicycle parking areas shall be provided as requested by the Design Review Board.

## **8.7 Open Space, Parks and Recreation**

MetroWest has been planned to include a comprehensive open space system comprised of areas set aside for good open space use, the golf course, major arterial road landscape development, landscape buffer areas, and pedestrian paths.

In addition to these principal open space elements, each parcel shall provide internal open space areas and recreation facilities as may be required by the Design Review Board.

## **9.0 SITE DEVELOPMENT STANDARDS**

Site development guidelines provide standards and requirements for site preparation and improvements on individual sites, such as on-site grading, utilities and roadways and parking. Master site improvements including arterial roads and utility trunklines have been constructed as part of MetroWest's basic infrastructure to each parcel.

### **9.1 Grading and Drainage**

Grading and drainage guidelines are intended to unify the grading of MetroWest in terms of earth forms, preservation of features, detention of stormwater and to provide a suitable relationship between buildings, parking areas, roads and adjacent properties.

Topography on the MetroWest site is gently rolling for the most part, providing a unique setting for development in Central Florida. Development that is planned to take advantage of the varying topography is encouraged. Site grading which levels large areas through extensive cutting and filling shall be prohibited.

#### **9.1.1 Grading Concept**

The overall grading concept for the community is comprised of three major elements—developed areas; roads and parking areas; and open spaces and water features. Developed areas including building pads and surrounding landscaped areas should be maintained where possible at the highest ground elevation in a particular area.

Major roads and parking areas should be constructed at intermediate elevations with open space areas. Stormwater from these areas shall be conveyed via an underground pipe network to the lowest tier.

#### **9.1.2 Grading Standards**

All site grading shall be designed to provide positive drainage and to meet the City standards and guidelines and any amendments thereof.

No cut or fill slopes of any type shall be steeper than 3.5:1, with smooth vertical transitions at the face and top of slopes required. Where space limitations demand, terracing with approved retaining wall shall be utilized.

Where retaining walls are required, they shall be of a material compatible with adjacent building materials.

Berms, channels, swales, etc., shall be graded in such a way as to be made an integral part of the overall site grading and pave surfaces. Smooth vertical transitions shall be made between changes in slope.

### **9.1.3 Drainage**

Each parcel's stormwater drainage shall be collected on-site and released at approved locations as indicated on the MetroWest Master Drainage Plan or as directed by the Design Review Board.

## **9.2 Site Utilities**

Site Utility Guidelines promote the coordinated installation of utilities in MetroWest to minimize utility costs and to reduce unsightly visual conditions caused by utility structures and appurtenances. All utility connections are to be verified with the appropriate utility providers.

### **9.2.1 Underground Utilities**

All permanent utility lines shall be underground. Provide utility easements as required.

### **9.2.2 Power Transformers**

Group power transformers with utility meters where possible. Screen in a manner approved by the Orlando Utilities Commission and MetroWest Design Review Board.

### **9.2.3 Utility Appurtenances**

Utility appurtenances including telephone pedestals, utility meters, irrigation system backflow preventers, transformers, etc., are not to be visible from adjacent properties, parking areas, public streets and pedestrian walkways. Screen in a manner approved by the respective utility and the Design Review Board.

### **9.2.4 Sanitary and Storm Water Sewer Connections**

Connect to sanitary and storm sewer stub outs as provided to avoid disturbance to existing pavements.

### **9.2.5 Potable Water Connections**

Connect to potable water main stub outs as provided to avoid disturbance to existing pavements.

### **9.2.6 Repair of Paving**

Where cuts in existing streets, curbs and/or sidewalks are made for utility work, all cutting, backfilling and paving shall be done in strict accordance with City of Orlando specifications and procedures. Materials, colors and finishes to match existing surfaces.

## **9.3 Roadways**

Roadway guidelines provide for coordination and uniform standards on arterials, streets and roads. On-site roadways to serve individual parcels shall be designed for the uses proposed.

### **9.3.1 Coordination**

Road layouts on individual parcels shall be coordinated with roads on adjacent parcels and major arterials in terms of intersections, points of access and interconnections, if appropriate.

### **9.3.2 Layouts**

Road layouts within individual parcels shall be approved by the Design Review Board.

### **9.3.3 Design Standards**

Determination of the roadway standards as indicated in these sections shall be approved by the Design Review Board.

### **9.3.4 Street Names**

Street names shall be approved by the Design Review Board.

### **9.3.5 Traffic Calming**

Traffic calming measures shall be incorporated into the design of all vehicular circulation areas, including parking lots and private streets or driveways. Traffic calming measures may include pavement surface treatments (including speed bumps, speed humps, etc.), street narrowing, or vehicle deflection. Traffic calming measures shall be utilized at or near pedestrian crosswalks or where the drive lane exceeds seventy-five (75) feet in length without any stops, turns, or other interruptions. Any pavement surface treatment traffic calming measures must be designed to prevent circumventing through traffic and shall be maintained for effectiveness.

## **9.4 Loading and Service Areas**

Loading and Service Area Guidelines provide for the design of loading and servicing areas in a functional and aesthetically pleasing manner. Off-street requirements in the Orlando Land Development code shall apply.

### **9.4.1 Location**

Loading and service areas shall be located out of the view corridor from adjacent properties, public streets and building entries whenever possible.

### **9.4.2 Design**

Loading and service areas shall be designed as an integral part of the building architecture so that the entire loading or servicing operation is conducted within the confines of the building, and so that the delivery vehicle can enter the site and attain necessary access to the loading and service area without backing in from the street.

## **9.5 Storage Areas**

Storage Area Guidelines ensure that all materials will be stored indoors.

### **9.5.1 Location**

No articles, goods, material, machinery, equipment, vehicles, plants, trash, animals or similar items shall be stored or kept in the open.

## **9.6 Refuse Collection Areas**

Refuse Collection Areas Guidelines provide for the design of these areas in a functional and aesthetically pleasing manner. Design of refuse collection areas shall incorporate a location for recycling along with all other waste disposal, including space for bulk items.

### **9.6.1 Location**

No refuse collection areas shall be permitted between a frontage street and a building line.

### **9.6.2 Construction**

All outdoor refuse collection areas including recycling and bulk trash shall be in an enclosed structure constructed of masonry material with wood or metal doors so as to eliminate or minimize debris, scatter, odors, insects, and similar nuisances. All refuse hardware shall be specified on architectural plans and must be specially approved by the Design Review Board.

### **9.6.3 Screening**

All outdoor refuse collection including recycling areas and bulk trash shall be visually screened from access streets and adjacent property and parking lots.

## **9.7 Screen Walls**

Screen Walls Guidelines provide for security, for screening of unsightly areas, for visual relief, and for buffering. No wall of any kind shall be constructed unless specifically approved by the MetroWest Design Review Board.

### **9.7.1 Items to be Screened**

Objects such as water towers, storage tanks, processing equipment, cooling towers and other air conditioning equipment, communication towers, vents and any other structures or equipment shall be compatible with the building architecture or screened from adjacent properties, parking areas, public streets and pedestrian walkways by using screen walls.

Vehicles shall be stored in specially designated areas only. If vehicles are to be stored for more than 48 hours, they shall be stored in an area screened from adjacent properties, parking areas, public streets and pedestrian walkways. Screen wall heights and material shall be approved by the Design Review Board.

## **10.0 ARCHITECTURAL GUIDELINES**

The following Architectural Guidelines provide general requirements and recommendations for the planning and design of office, commercial and hotel buildings within MetroWest. Included are considerations on-site organization, building configuration, external appearance, building design, environmental controls, roof projections and roof surfaces. Architectural Guidelines for residential buildings and uses are described separately (see Section 10.9). The MetroWest Design Review Board may, from time to time, adopt master site plans for various parcels and specific design guideline requirements which augment the following guidelines.

### **10.1 Site Organization—Access and Circulation**

Vehicular circulation, pedestrian circulation and service areas shall be organized and segregated on each site for safety purposes and to define each activity. On-site vehicular access, parking areas, drop-off zones, pedestrian walkways, bicycle paths (if any) and service areas shall be evaluated by the Design Review Board based on the intended uses, site characteristics, adjacent uses and other considerations that may be appropriate.

### **10.2 Site Organization—Buildings**

Cluster buildings and structures to provide an urban scale massing and quality. Treat building clusters to present a unity and consistency in appearance by the use of similar shapes, forms, themes, materials, surfaces, textures and colors. Locate taller buildings in relation to lower buildings on the same or adjacent site to maintain views, solar access and overall compatibility. Scale new buildings to be compatible with existing neighboring buildings.

### **10.3 Building Configuration**

Building masses, which vary in profile through the use of arcades, colonnades, stepbacks, clearstories, terraces, atriums and shading devices, are encouraged.

### **10.4 External Appearance**

The character of each building shall be generally contemporary in nature with all building sides receiving appropriate design consideration. Each building proposed shall be evaluated and approved by the Design Review Board in terms of form, shape, materials, colors and textures. Samples of exterior materials shall be submitted for this evaluation along with other required submittals.

Materials which may be approved include concrete, masonry, factory-fabricated casings and panels, wood, ceramic and clay tile, glass, exterior plaster and miscellaneous metals. Types, textures, colors and patterns of these materials shall be as approved by the Design Review Board.

### **10.5 Building Design**

Provide well-defined pedestrian entries and building lobbies at ground floor levels. Provide convenient weather-protective overhangs, arcades and covered walkways to provide shade and



rain protection for pedestrians. Articulate building forms to provide maximum visual interest and enhance distant views. Heavily mirrored glass, excessively dark glass and any other surface that does not provide the ability to see into a building or reflects concentrated sunlight on adjacent buildings or uses, is discouraged, but not prohibited. Any window treatments on the first floor of commercial buildings (blinds, draperies, etc.) shall be reviewed and approved by the Design Review Board for consistency with the architectural style of the building and compatibility with the overall development.

### **10.5.1 Outdoor Dining**

Sidewalk cafes and outdoor dining may be approved on a case-by-case basis on the private sidewalk area adjacent to a restaurant. The Design Review Board will consider the location, materials, color and compatibility with the surrounding businesses and properties. Outdoor seating areas must be in compliance with all permits associated with the restaurant, including, but not limited to impact fee assessments based on seating capacity. All outdoor dining areas are also subject to the following requirements:

- A site plan showing the number and location of all tables and chairs must be submitted to the MWMA for review and approval.
- Outdoor dining areas should include furniture and materials that provide an image of solidarity and permanence.
- A five (5) foot wide clear, unobstructed path must be maintained at all times for ingress/egress to the restaurant and for any cross-traffic through a multi-tenant shopping center.
- Outdoor dining areas shall be maintained in a clean and safe condition at all times.
- Any outdoor umbrellas or shade structures must be designed, secured, or removed to prevent any materials from becoming airborne in heavy winds.
- The design, appearance and dimensions of all furniture within the outdoor dining area is subject to review and approval by the Design Review Board.
- Signs are prohibited within the outdoor dining area except for menu boards consistent with Section \_\_\_ of these Design Guidelines.
- Subject to review and approval by the Design Review Board, outdoor speakers may be allowed in the outdoor dining area. Sound from outdoor speakers is subject to the City of Orlando Noise Ordinance.
- All outdoor furniture must be secured during non-business hours.

### **10.6 Environmental Controls**

Buildings shall respond in practical terms to the conservation of energy and water. Long-term efficiency and economy shall be addressed to minimize energy consumption through consideration of the following:

- Climate conditions
- Massing, orientation and building shape
- Use of shading devices and planting
- Use of courtyards and atriums
- Reflective and absorptive characteristics of materials

- Natural ventilation
- Mechanical systems of heating, cooling, ventilation, lighting and others
- Application of solar energy

All buildings and uses shall conform to applicable provisions of federal, state and municipal energy codes and regulations.

## **10.7 Roof Projections**

Roof projections of buildings such as air conditioners, elevator lift sheds, towers, vents, solar equipment, and stacks of roof-mounted equipment shall be screened from view and/or integrated into the building form. Other roof penetrations such as skylights and clearstories shall be organized to fit into the overall roof form.

## **10.8 Roof Structures**

Sloping roof structures shall be covered in clay tile, concrete tile, wood shake or decorative shingle, or metal panels of other decorative materials as may be approved by the Design Review Board. Built-up tar gravel surfaces on sloping roofs shall not be permitted.

## **10.9 Residential Architectural Guidelines**

Residential Architectural Guidelines address residential buildings and uses in MetroWest. The intent of these guidelines is to provide for an attractive and pleasing residential environment within the development including a mix of single-family, patio, zero-lot-line, condominium, townhouse and multi-family housing types. The following guidelines shall apply in addition to those described elsewhere in the Development Guidelines pertaining to residential uses.

### **10.9.1 Site Plans**

Site plans for all residential buildings and uses shall be approved by the Design Review Board. Emphasis shall be placed on providing an appropriate residential character, variety in housing type, building setbacks and placement, roof forms, façade treatments, privacy, and solar access.

### **10.9.2 Street and Road Layout**

Local street and road layouts within residential areas shall limit through traffic. Reasonably short loop and cul-de-sac streets are preferred. Street and road layouts shall take advantage of site topography. Provision shall be made for bicycle and pedestrian pathways as directed by the Design Review Board.

### **10.9.3 Parking**

Common parking areas shall be screened from streets, residential uses, outdoor activity areas and adjacent uses by planting, fencing, screen walls and/or buildings. Garage doors and carports shall be placed, where possible, perpendicular to streets. Swing-type driveways are encouraged for single-family housing.

#### **10.9.4 External Appearance**

Buildings shall be of appropriate residential scale and character. For multi-family housing, each building shall be evaluated and approved by the Design Review Board in terms of location, form, materials and colors. Sample of exterior materials and colors shall be submitted along with other required submittals.

Materials which may be approved include masonry, exterior plaster, wood siding, wood shakes and shingles, clay tile, glass and miscellaneous metals. Other materials may be approved by the Design Review Board.

Façade treatment of residential units shall continue around buildings for a minimum of one-fourth of the side wall length.

Roofs of residential buildings shall be sloping with a pitch of not less than four (4) inches per vertical rise of twelve (12) inches horizontal (4 in 12).

#### **10.9.5 Outdoor Uses**

Active outdoor use areas such as swimming pools and tennis courts shall be located and screened in such a manner so as not to present a nuisance to adjacent uses.

#### **10.9.6 On-Site Parking—Other Vehicles**

On-site parking of recreation vehicles, motor homes and boats (where permitted) shall be screened from streets and adjacent uses in a manner approved by the Design Review Board.

#### **10.9.7 Exterior Lighting**

Exterior fixtures shall be appropriate in scale and intensity to residential use. Illumination sources shall be shielded from street and adjacent uses. See Section 13, for additional specific requirements for lighting.

#### **10.9.8 Identification, Mailboxes and Garbage Collection Area**

For multi-family developments, building identification and tenant/unit directories shall be provided. Location of mailboxes and garbage collection areas shall be approved by the Design Review Board in addition to the appropriate governmental agencies.

# 11.0 LANDSCAPE DEVELOPMENT GUIDELINES

Landscape development guidelines include planting and irrigation, landscape construction and features such as pedestrian pavements, walls, steps, pools, fountains, and arbors, and site furnishings such as benches, flagpoles, mailboxes, trash containers, planters, exterior signage.

These guidelines address landscape development for residential, office and commercial development parcels.

## 11.1 Landscape Planting

Planting is of primary importance in establishing the design character of MetroWest. These guidelines are intended to promote compatible, cohesive and continuous landscape development to enhance and unify MetroWest. More specifically, the guidelines are intended to provide for a neat and well-maintained appearance in areas not covered by buildings or parking, to capitalize on the existing site character, to minimize undesirable visual and environmental impacts of large paved areas and to promote the conservation of water.

### 11.1.1 Installation

Planting installation, in accordance with the approved plan must occur prior to building occupancy. All trees should be stabilized with stakes or other methods according to industry standards for up to one year, unless otherwise approved by the Design Review Board.

### 11.1.2 Landscape Standards

Landscape development shall at a minimum meet the Orlando Land Development Code for landscaping, parking lot landscaping and buffer yards in addition to requirements that may be set by the Design Review Board.

### 11.1.3 Plant Material

St. Augustine turfgrass is used throughout MetroWest and shall be the standard for all new developments. Alternative turfgrass may be considered by the Design Review Board on a case-by-case basis where it is consistent with the intent of the Design Guidelines and is not in conflict with adjacent properties. All other plant material shall be in accordance with the City of Orlando Approved Plant List (Figure 12, Chapter 60, City of Orlando Code of Ordinances).

### 11.1.4 Landscape Areas

In all cases, all areas not covered by buildings, parking areas and driveways, and pedestrian pavements and uses shall be landscaped.

### 11.1.5 Landscape Setbacks on Arterial Roads

Provide a minimum twenty-five (25) feet landscaped setback measured from the road right-of-way. Street trees and screening materials are encouraged.

Provide a minimum of five (5) feet for residential uses and ten (10) feet for other uses of landscaped setback from adjacent property lines.

#### **11.1.6 Replacement Planting**

Planting within the street setback that is damaged or removed must be replaced with plant materials that are equal to the size, form and species of the adjacent existing plant materials.

#### **11.1.7 Undeveloped Areas**

Undeveloped areas that are cleared and rough graded and held in reserve for future building development or pavement need not be irrigated or fully planted. These areas, however, shall, as a minimum, be seeded with a drought-resistant turf mixture to hold down weed growth and to minimize wind and water erosion. These areas should have perimeter lighting and be lit to at least the minimum standards of CPTED. The use of temporary, on-grade irrigation systems is encouraged. Undeveloped areas shall be manicured and maintained on a regular basis until development commences under an approved permit.

All public right-of-way and required vacant parcel setback areas must be planted within two years of the issuance of any development permit whether or not all phases of development are complete.

#### **11.1.8 Vacant Properties**

All vacant, ungraded properties shall be maintained in a manner to discourage illegal dumping and squatting on the property. "Private Property/No Trespassing" signs shall be placed along the road frontage of all vacant properties with one sign for each 200 feet of road frontage.

To maintain maximum visibility into the property from the adjacent rights-of-way, all existing, established canopy trees shall be maintained with a clear trunk to a minimum height of eight (8) feet. All undergrowth shall be maintained at a maximum height of twelve (12) inches.

Any accumulation of vegetation, weeds, plant matter, materials, trash, garbage, rubbish, or other waste material could constitute a threat to health or a fire hazard and shall be prohibited.

#### **11.1.9 Mulch**

A layer of organic mulch to a minimum depth of 3" shall be maintained in plant beds and around newly installed individual trees. Cypress mulch shall not be used. Artificially colored mulch as a landscape feature may be used subject to approval of the Design Review Board.

### **11.2 Irrigation Systems**

All irrigation systems are to be complete, below-ground, fully automated systems in compliance with all applicable building code requirements. Use of water-conserving systems such as trickle (drip) irrigation for shrub and tree plantings is encouraged. All backflow control devices are to be located or screened so that they are not visible from public streets or parking lots. All irrigation systems installed adjacent to parking areas, drives, and walks are to be adjusted to minimize spray onto pavements.

### **11.3 Landscape Construction**

Landscape construction, including pedestrian pavements, exterior walls, fences, steps, pools, fountains, arbors and other exterior improvement, shall be compatible with adjacent building architecture. Materials, finishes, and surfaces of these landscape improvements shall also be similar to or harmonious with adjacent architecture. The Design Review Board shall approve the quality and placement of all landscape construction elements.

### **11.4 Landscape Furnishings**

Landscape furnishings include such items as planters, benches, moveable outdoor furniture, flagpoles, mailboxes, newspaper stands, drinking fountains and waste receptacles. It is intended that these furnishings be of high quality and compatible with adjacent landscape construction and building architecture. The Design Review Board may, from time to time, require that specific furnishings, including their location, be approved by the Design Review Board.

# 12.0 SITE SIGNAGE

Signage Guidelines describe a coordinated graphic system that provides for identification and information communication in a distinctive and aesthetically pleasing manner. This graphic system is a major factor in creating and preserving the design character of MetroWest. Size and placement of all signage shall be considered an integral part of site development, and a signage plan shall be submitted for approval by the MetroWest Master Association, Inc. (MWMA) Design Review Board.

The Signage Guidelines apply to six separate categories of signage including: Project Identification Signage, Directional Signage, Secondary Signage, Temporary Signage, Prohibited Signs, and Regulatory Signage. At a minimum, signage regulations of the City of Orlando shall apply. Installation of signage within any landscape easement is prohibited, except where approved by the Design Review Board.

A Building Permit is required for all signage. No person shall erect, alter, repair or relocate any sign without first obtaining a Building Permit for such work from the Building Official of the City of Orlando. No permit shall be issued until the Building Official and Zoning Official determine that such work is in accordance with the requirements from MWMA and the City of Orlando.

Every application shall be accompanied by a drawing of the proposed sign showing the location, height, size, nomenclature, materials, placement and distance from property lines and street centerlines and from other signs where applicable, as well as all other information required to determine compliance with this Ordinance and the Orlando Building Code. The changing of advertising copy or message on signs which are specifically designed for the use of changeable copy shall not require a Building Permit.

Every application shall have an application fee and/or renewal application fee due at the time of application submittal. Payment shall be made out to the MetroWest Master Association. Application fees are subject to change. Application Fees are as follows:

Temporary Signage (Including Flags) Application Fee:	\$100.00
Temporary Signage (Including Flags) Renewal Application Fee:	\$150.00
Face Front Change-Out Application Fee:	\$150.00
Permanent Signage Application Fee (Including window signs/screens):	\$200.00
Permanent Window Logo Cling/Signage Application Fee:	\$ 50.00
All Other Application Fee:	\$200.00

Any light from any illuminated sign shall be shaded, shielded, or directed so that the light intensity or brightness shall not adversely affect the surrounding area or adversely affect operators of vehicles moving on public or private roads, highways or parking areas. Light shall not shine directly on or into residential structures.

No structure or framework may be exposed by removal of sign faces or advertising copy for a period in excess of thirty (30) days.

Should any sign become insecure or in danger of failing or otherwise unsafe in the opinion of the Building Official, the owner thereof, or the person or firm maintaining the same, shall upon written notice from the Building Official, forthwith in the case of immediate danger and in any case within ten (10) days, secure the same in a manner to be approved by the Building Official, in conformity with the provisions of this Code or remove such sign. If such order is not complied with in ten (10) days the Building Official shall remove such sign at the expense of the owner or lessee thereof.

All signs, together with their parts, supports, braces, guys and anchors shall be maintained, treated and/or painted in accordance with the requirements of Chapter 14 of the City Code. Unless made of galvanized or non-corroding material, ***all painted signs shall be thoroughly repainted at least once every two years.***

Signs shall not be erected, constructed or maintained so as to obstruct any fire escape or any window or door or opening used as a means of egress or so as to prevent free passage from one part of a roof to any other part thereof. A sign shall not be attached in any form, shape or manner to a fire escape, nor be placed in such manner as to interfere with any opening required for ventilation.

## **12.1 Project Identification Signage**

Identification signage applies to signs used for the identification of buildings and/or owner/tenants. The basic form of this type of signage is a ground-mounted signage system which provides basic design continuity, while allowing for identity and variations in individual style.

In all industrial and commercial zoning districts, and unless otherwise specified, a total sign area of two square feet shall be allowed for each linear foot of building frontage along the primary street frontage of the building. If the building has frontage on more than one street, additional sign area shall be allowed, based on one 1 square foot of sign area for each linear foot of building frontage along the secondary street(s) frontage of the building site. (For the purposes of this Section, primary street frontage shall be the narrow dimension of the lot.)

In computing sign area in square feet, standard mathematical forms for common shapes will be used. Common shapes shall include squares, rectangles, trapezoids and triangles. The total sign area will be the area of the smallest common shape that encompasses the several components of the sign. All words and components of a sign or related message shall be included as one sign. Individual words or components may be considered separate signs only if they express a completely independent message and are separated so as to be obviously disassociated from other messages or components.

### **12.1.1 Ground Mounted Project Identification Signage**

Ground-mounted identification signage elements consist of various sizes of sign modules with low horizontal profiles in subdued colors. The address number must appear on all identification signs in the standard location.



Ground signs shall only be permitted when the building site upon which it is to be placed has a minimum of forty (40) linear feet of frontage and is located in an appropriate zoning district, such ground sign shall be erected closer than forty (40) feet to any other ground, except where the locations of existing ground on adjacent building sites would preclude the location of a ground on any existing building site with at least forty (40) feet of frontage.

The maximum number of ground signs on a building site shall not exceed one (1) per street frontage except that a building site with over four hundred (400) feet of frontage on an individual right-of-way shall be permitted two (2) ground on each such frontage. No part of any such sign shall extend beyond any building restriction line or encroach into the public right-of-way.

All identification signs are to be of monolithic construction with a precast or cast-in-place concrete base, supporting a metal sign cabinet with radiused ends.

Materials and style of the sign cabinet shall be complementary to the materials and style of the building architecture. The sign cabinet shall be painted in colors approved by the Design Review Board.

The identification signage system allows for a variety of sizes to meet differing owner/tenant identity needs, and to be compatible with sites and guidelines of various sizes. It is the intention of the guidelines that sign sizes be in aesthetic balance with site and building sizes. Size of signs is determined in the City of Orlando's signage regulations but at no time shall a sign exceed sixty (60) square feet per face, unless reviewed and approved by the Design Review Board

Ground-mounted identification signs shall be placed perpendicular to approaching vehicular traffic.

If the Owner so desires, signage graphics mounted to a wall may be utilized in lieu of the ground-mounted sign. The copy size requirements are given by the City of Orlando signage regulations and will vary depending on zoning. Signage walls may be constructed of building material or combination thereof, but cannot exceed 6'-0" feet height above average land elevation of the lot unless otherwise approved by the Design Review Board. Walls and materials used will be reviewed by the Design Review Board. Recommended material: stucco, metal, concrete etc. Exception: wood.

The sign must be placed so it does not obscure any other identification, information, or vehicular control signs. Generally, one identification sign is sufficient. More than one may be used where a site has more than one vehicular entrance on different sides of the buildings, or when the nature of the site and adjacent roadways require more than one sign for proper identification. The number of identification signs allowed shall be approved by the Design Review Board. Except for informational signs from the MetroWest Master Association, no signs shall be allowed in road medians.

The maximum allowable top-of-sign height for ground-mounted signs shall be six (6) feet above average land elevation of the lot unless otherwise approved by the Design Review Board.

### **12.1.2 Building Mounted Project Identification Signage**

Ground-mounted signs are encouraged for all building or tenant identification; however, signs may be attached to buildings with the following guidelines:

Signs are to be fabricated of individual metal channel-type letters. Color of metal letters shall match architectural detailing. No plastic or translucent type letters will be allowed, unless internally illuminated.

Sign letters shall be illuminated with neon tubes or LED lighting concealed within the letters to produce a halo-type illumination. All illuminated building signs shall be lighted every evening from sunset to sunrise.

Building-mounted signs shall be placed so no two building-mounted signs may be seen at the same time.

If a building-mounted sign is used, a ground-mounted sign containing the tenant or building name and the address number is required. This sign shall not exceed twenty (20) square feet per face unless approved by the Design Review Board.

### **12.1.3 Building Mounted Specialty Identification Signage**

Building-mounted specialty identification signage, as referred to in this section, applies to retail establishments and multi-tenant buildings with individual exterior entrances only. Any signs mounted on retail buildings shall be located on a building fascia panel specifically designed for this purpose so as to become integral to the architecture, and shall not extend higher than the roofline of the structure. The fascia panel may be routed out to accommodate individual letters and may be internally illuminated. Individual illuminated channel letters may also be applied to the fascia panel.

Only one system of signing will be allowed per building. The sign systems permitted are: routed out, *flush*, fascia panel, or individual channel style letters. No individual sign cabinets shall be allowed. Colors of sign letters shall be approved by the Design Review Board to complement the architecture. Sign letters may be of any style to accommodate individual symbols and identity programs. Only one sign per tenant shall be allowed. Maximum height of letters shall be twelve (12) inches. All retail and multi-tenant specialty sign programs as described in this section shall be consistent with the overall theme of MetroWest signage; shall be submitted to the Design Review Board for approval; and shall comply with City of Orlando regulations.

## **12.2 Directional Signage**

The second category in the MetroWest Signage system is information signage, including all information and directional signage other than identification signage.

The standard design for all information signage is consistent with the identification signage. In all cases, a sign cabinet, ground-mounted, is to be used. Signs may be single, double, triple, or

quadruple-faced. The background color of the cabinet shall be approved by the Design Review Board with and directional arrows.

Information signage shall be internally illuminated or non-illuminated depending on importance. Only graphics and typography may be illuminated.

The use of reflective material for typography and directional arrows is recommended on non-illuminated signs, since ambient light may not be adequate for night viewing.

Positioning of information signage is critical to its effectiveness. Each site requires careful analysis of vehicular and pedestrian traffic. Decision points must be identified, and proper information and directional signage provided.

If signage must communicate to vehicular traffic, it shall be placed so that it is visible and legible to approaching vehicles.

Information signage shall be placed no closer than six (6) feet to the curb of a road or driveway WHERE FEASIBLE.

Information signage shall be positioned so that there is a clear line-of-sight well before the point at which direction must be changed or action taken. It shall be positioned to avoid confusing backgrounds, particularly when directed to vehicular traffic.

### **12.3 Secondary Signage**

The secondary signage in the MetroWest signage system provides for vehicular control throughout the development.

All secondary signage shall be carefully sited to provide adequate sight lines from cars, buses and trucks. The use of reflective material for the symbol field and typography is required.

Secondary signage may be either post and panel or a pedestal-mounted sign. It must be painted in colors consistent with the color pallet within the development and cannot be more than 5'-0" tall. Height measured from average land elevation of the lot.

### **12.4 Temporary Signage**

Any application that is submitted to the MWMA Design Review Board, where the owner/member is delinquent in association dues beyond 30 days, will not be accepted. All association dues must be paid in full and current, prior to the Design Review Board approval.

Temporary signs can be used for construction and design team information or future tenant identification signage. The maximum size allowed for temporary signs shall be thirty-two (32) square feet or 4'x 8' per face and 6'0" height above average land elevation of the lot.

The maximum number of temporary ground or pole signs on a building site shall not exceed one (1) per street frontage except that a building site with over four hundred (400) feet of frontage on

an individual right-of-way shall be permitted two (2) temporary ground or pole signs on each such frontage.

No part of any such sign shall extend beyond any building restriction line or encroach into the public right-of-way.

**No real estate signage is permitted on either a permanent or temporary basis without the written approval of the Design Review Board.**

***Temporary signs will only be allowed for up to one hundred eighty (180) days from the date of approval. Then temporary signage must be removed or an application re-submitted to the Design Review Board for re-review.***

All temporary signs must be approved by the Design Review Board.

#### Temporary Signage Guidelines Re-Submitted (after 180 days)

- Application must be in compliance with all standards within the MWMA Development Guidelines listed above.
- Initial Approval for up to one hundred eighty (180) days only. After 180 days the temporary sign must be removed or an application re-submitted to the Design Review Board for re-review. If applicant's plan is for the temporary signage to remain, after one hundred fifty (150) days from original temporary signage was approved by the Design Review Board, the applicant must re-submit based on the following criteria:
  - ✓ Application must include a marketing plan, copy of the budget outlining a marketing/advertising line item, as well as a copy of the marketing plan outlining substantial active marketing efforts to present to the Design Review Board.
  - ✓ Vacancy List (percentage vacant from overall square footage of building).
- If temporary sign remains for three (3) renewal years, upon the fourth year renewal the sign face must be changed/redesigned.
- The approval is strictly at the discretion of the Design Review Board and the Design Review Board's decision is final. Approval will not be unreasonably withheld.
- Any sign erected without the prior approval of the Design Review Board, will be immediately removed at the owner's expense.

#### **12.4.1 Window Signs**

- Each Owner (Member) or Owner's (Member's) Representative of a commercial property has the obligation to ensure that all businesses within their property display window treatments and signs that are harmonious within their respective centers. Therefore, the owners are required to present a plan for the windows and signs to the Design Review Board for approval and the responsibility to enforce that plan is enforceable upon the owners of their centers.
- Branding and logos only. Colors and other verbiage other than branding to be approved by Design Review Board discretion.
- Signage on doors should be informational only, no advertisement signage will be allowed on doorways.
- Size of lettering not to exceed 8".

- “Tasteful” Signage (no lewd, distasteful offensive, etc. type signage verbiage).
- Window signage not to exceed 25% of any individual window area.
- All applicable signage criteria and renderings must be submitted to the Design Review Board for review prior to installation or potential fines will be enforced.

#### **12.4.2 Bandit Signs**

Bandit signs, mortgage signs, snipe signs, lawn banners, yard signs, or any sign(s) staked in the ground, are not allowed in any areas of the MWMA. Any and all type of bandit signs will be removed immediately and the MWMA member and/or the advertising entity responsible for installing will be charged a \$10.00 removal fee per sign.

#### **12.4.3 Flags**

All flagpoles shall be located in conformance with the yard requirements of the zoning district in which they are located.

- (a) Each building site shall be allowed a maximum of three (3) flagpoles.
- (b) Each building site shall be allowed a maximum of three (3) flags.
- (c) The maximum height of any flag shall be 20 percent of the total height of the flagpole. The maximum height of any flag pole shall not exceed 100 feet.
- (d) No flagpole within nonresidential districts shall be within forty feet of a residential district.
- (e) Use of flags or flagpoles in excess of this regulation may be allowed as a Conditional Use. Such usage shall be subject to all provisions of this code including, but not limited to, separation, allowable square footage, and height, and shall be counted as chargeable sign area.
- (f) Flags for the purpose of advertising, rental, sales, etc. for retail or commercial Members only, shall be placed at the property entrance of the property applying for via one application per year for a maximum allowance of thirty (30) days.
- (g) If the purpose of the flags is to lease space or property, the above Temporary Signage Guidelines must be followed.

#### **12.4.4 Banners**

**Banners will be approved on a limited basis.** Banners will be approved solely at the discretion of the Design Review Board. If approved, maximum size of banner mounted on buildings shall not exceed 5% of the area of the face of the building to which the banner shall be attached or 40 square feet, whichever is greater. Banner shall be maintained in good condition at all times, or shall be removed within twenty-four (24) hours of notice that such action is required.

Maximum allowance of banner, if not mounted on a building, must be at least fifteen (15) feet from the adjacent property lines and not over twenty (20) feet above the ground. Banner will be allowed up to a maximum of than thirty (30) days, with two possible extensions up to a total of ninety (90) days, with MWMA approval. Also, in addition to any MWMA requirements or guidelines, those requirements set forth by the City of Orlando, the State of Florida and other public agencies having jurisdiction must be complied with as well.

#### **12.4.5 Tent Signs**

Tent signs shall not exceed eight (8) square feet in area and shall be removed prior to or in conjunction with the removal of the tent. No variances to signage shall be considered by the Board of Zoning Adjustment.

#### **12.4.6 Awning Signs**

An awning sign where allowed by the City Traffic Engineer and built in accordance with the Standard Building Code shall be permitted upon prior review and approval of the Design Review Board, but shall count in allowable signage for the building. An awning sign may be placed on an awning legally encroaching in a centerline setback or right-of-way, and no variance shall be required.

#### **12.4.7 Human Directional**

Any and all human-directional individuals shall stay on sidewalk right-of-way areas and will not trespass on any land areas. At no time shall any sidewalk or walkway be blocked or obstructed to pedestrian traffic. Human-directional individuals will remain in perpetual motion and dress in decent attire. Desired location of human directional must be identified on the application and will be reviewed by the Design Review Board. All signage needs the prior approval of the Design Review Board. Human directional will only be allowed once per year for a maximum allowance of thirty (30) days. The Design Review Board has final approval of all signage and locations of any human directional.

#### **12.4.8 Sandwich Board Signs**

One temporary A-frame sign, sandwich board sign, portable sign or menu board may be allowed per establishment outside the business subject to the following conditions:

- Such sign may not impede pedestrian circulation, and shall maintain a clear pathway of five (5) feet for ingress/egress to the business as well as any cross traffic in a multi-tenant center.
- The sign must be no more than five (5) feet in height with a copy area no more than twenty-four (24) inches by thirty-six (36) inches.
- Signs must be safely secured and removed in windy conditions and removed when the business is not open.
- Signs must have a static message and there shall be no illumination of any kind on the sign or within the sign.
- Signs shall not have a computer screen or TV monitor of any kind to display messages, images or information.
- Such signs should identify the business and not function as off-site advertising for a particular product, brand or service.
- The Design Review Board has final approval of all signage and locations of sandwich board signs.

## 12.5 Prohibited Signs

The following signs are restricted from use within MetroWest:

- Political signs; (exception: Designated Polling Districts and on day of election only. The signs can only be placed at the property entrance of the polling district location. All signs MUST be removed by 8:00 a.m. of the day following the election).
- Roof signs.
- Freestanding signs except as provided in these standards.
- Advertising devices or advertising displays.
- Rotating, scintillating, revolving, flashing or moving signs.
- Projecting signs.
- Time/temperature signs.
- Hazardous or confusing signs.
- Advertising signs which in any way simulate emergency vehicles, traffic-control signs and devices, or directional, informational and warning signs which are erected or maintained by the State of Florida, a political subdivision thereof, or by any railroad, public utility or similar agency concerned with the protection of the public health or safety.
- Signs on Public Property. Any private sign placed on public property or any public right-of-way, including the median, is prohibited, except transit shelter signs.

## 12.6 Procedures

The following procedures are to be followed in carrying out the MetroWest signage guidelines. In every case, a site analysis must be conducted when the building has been designed. This analysis is normally conducted in conjunction with a landscape architect.

In the event there is a dispute, disagreement, misunderstanding, etc., the determination by the Design Review Board shall be final and binding on all parties.

The correct size for identification signs is determined according to size of site, building and the zoning. Please review the MetroWest signage guidelines and consult the City of Orlando regulations. This is essentially an aesthetic judgment. Placement of the sign(s) must respond to two factors: best position for viewing from the roadway and best visual relationship to the architecture of the building. Final location of all signs must be approved in the field by the Design Review Board.

Exterior pedestrian and vehicular traffic flow must be analyzed to define those points at which people make decisions. Once the decision points are defined, information signage can be placed on the site plan in its most effective location, according to the distance and placement rules contained in these guidelines. The text for each information sign must be determined, and the decision made as to whether to illuminate some or all of the signs. Illuminated signs are strongly recommended wherever a significant volume of after-dark traffic is anticipated.

In some cases, particularly larger sites, secondary (vehicular control) signage may be required within a site. That signage is the responsibility of the owner or tenant. Vehicular control, as distinct from information signage, will normally be necessary where there is more than one entrance, one-way internal roadways, cross-walks or complicated loading or parking areas.

The final signage plan shall be incorporated into the architectural plans for the project and submitted to the Design Review Board for approval. All signage sizes, placement, nomenclature and materials should be clearly defined.

Requirements for additional signage must be submitted to the Design Review Board for approval as they arise.

All signs erected without the approval of the Design Review Board and a Building Permit having been obtained, or if the sign was erected contrary to the provisions or limitations of a Building Permit, shall be considered unlawful and shall be subject to removal in accordance with the City or Orlando's provisions of Sign Regulations Section 64.302.

Any sign, or sign structure which is constructed, erected, operated, used, maintained, posted, or displayed in violation of The City of Orlando's Sign Regulation Chapter 64, is hereby declared to be a public and private nuisance by virtue of the fact that the sign endangers the public health, safety and welfare and is manifestly injurious to the aesthetics of the community and shall be forthwith removed by the Zoning Official, and for that purpose its agents, authorized representatives or an independent contractor secured through normal purchasing process may enter upon private property without incurring any liability thereof.

Any abandoned or nonconforming signs shall be removed by the owner or lessee of the premises upon which a sign is located when the business which a sign advertises is no longer conducted on the premises. If the owner or lessee fails to remove the sign, the MWMA may remove the sign at the owner's expense.

The MWMA may assess the cost and expense of the removal of signs which are in violation of Chapter 64 or the Building Code of the City of Orlando as a public improvement lien upon the real property which liens shall be superior to all other private liens. Such liens shall be enforced by suit to foreclose following the procedures regarding inspections, filing and service of notice and hearing as set forth in Laws of Fla. ch. 63-1720 (Chapter 13, Section 39-6 of City Charter).

Signs placed on public property or rights-of-way without authorization shall be subject to immediate removal.

## **12.7 Regulatory Signage**

MetroWest regulatory signage is made up of standard D.O.T. sign panels mounted on 4" diameter poles. Poles and backs of signs are painted high gloss black consistent with existing signage (#99U Dupont Imron).

Sign mounting height as per D.O.T. and City of Orlando specifications.

## **12.8 Approval Process**

Once an Owner has submitted a Site Plan as required by subsection 5.4.1 of the MetroWest Master Declaration or has submitted the Submittals to the Design Review Board, the Design Review



Board must advise the Owner in writing within ten (10) business days that either (1) the Site Plan or Submittals (as the case may be) is (are) not complete, specifying what additional information, details or material samples are required; or (2) reject the Site Plan or Submittals (as the case may be) specifying the reasons for such rejection; or (3) approve the Site Plan or Submittals (as the case may be). If the Design Review Board does not advise the Owner of either (1) or (2) above within said ten (10) business days, the Design Review Board shall be presumed to have approved the Site Plan or Submittals (as the case may be) as submitted.

## **12.9 Noncompliance**

If, during any inspection, whether interim, final or thereafter, the Design Review Board finds that the work is or was not performed, or the Improvements are not being or were not constructed in substantial compliance with the approved Submittals; or if during subsequent inspections the Design Review Board notes that previously inspected Improvements are not being maintained in compliance with the MetroWest Master Declaration or with the aesthetic standards or other standards imposed by the Design Review Board; then the Design Review Board shall notify the Owner and the Board in writing of such noncompliance.

The notice shall specify the particulars of noncompliance and shall demand that the Owner immediately bring such Improvements into compliance.

If correction of the noncompliance is not commenced within fifteen (15) days, or if such correction is not continued thereafter in an expeditious manner until completion, the Master Association shall be entitled to seek legal action to force the Owner, or any grantee of the Owner, to complete the construction of Improvements substantially in accordance with the Submittals. The Master Association shall also have the right to enter upon the Property Unit, make such corrections or modifications as are necessary to cause the Improvements to be completed substantially in accordance with the approved Submittals, or make such corrections or modifications as are necessary to correct any condition on the Property Unit which is detracting from the value or aesthetics of the Property and/or adjacent Property Units, or if under the circumstances it is more practical to remove incomplete Improvements, remove any Improvements on the Property Unit. The cost of any such corrections, modifications or removal shall remain the obligation of the Owner.

## 13.0 SITE LIGHTING

Site Lighting Guidelines provide for a safer, functional, visually attractive and coordinated site lighting system: Site lighting plan and fixture selection shall be approved by the MetroWest Design Review Board (and any Public Safety program that may be in place).

### 13.1 Definitions

*Exterior Lighting.* Illumination emanating from any source, including walkways, marquees, and hallways exposed toward the property line.

*IESNA.* Illuminating Engineering Society of North America

*LLF.* Lost lighting factor.

*One Foot-Candle.* The amount of illumination provided by one lumen uniformly distributed on one square foot of surface.

*Uniformity.* The evenness of the distribution of light on the surface. Uniformity standards have been established by the IESNA.

*CPTED.* The abbreviation refers to Crime Prevention Through Environmental Design. This unit of MetroWest Public Safety helps to reduce crime, improve neighborhoods and business environments and improve the quality of life of its citizens by utilizing the CPTED principle “*the proper design and effective use of the built environment can lead to a reduction in the incidence and fear of crime and improvement in the quality of life.*”

### 13.2 General Provisions

Non-residential and multiple-family buildings and projects, including their out parcels, shall be designed to provide safe, convenient, and efficient lighting for pedestrians and vehicles. Lighting shall be designed in a consistent and coordinated manner for the entire site. The fundamentals of CPTED are encouraged to be utilized in all principles of lighting occurring within the MetroWest Community. The lighting and lighting fixtures shall be integrated and designed so as to enhance the visual impact of the project on the community/neighborhood and/or should be designed to blend into the surrounding landscape. Lighting design and installation shall ensure that lighting accomplishes on-site lighting needs without intrusion on adjacent properties.

As noted in Section 12.1.2 of these Development Guidelines, all signage shall be lighted from sunset to sunrise.

### 13.3 Applicability

#### 13.3.1 New Development

These regulations shall apply to all new non-residential or multiple-family developments. A site photometric lighting plan shall be required to demonstrate compliance with these regulations to be submitted at time of permitting. Such photometric lighting plan shall include lighting source, fixture type, fixture color, pole design, mounting height, light distribution type and documentation

on manufacturer and specifications on all of the lights. The photometric plan shall include and account for all exterior and off-site lighting sources.

The photometric plan will be reviewed for the following, but not limited to:

- Lighting source type,
- Distribution type,
- Fixture type,
- Uniformity,
- Foot candles (consistency of the foot candles, within minimum and maximum requirement for MWMA per table 13.1.

### **13.3.2 Expansion and Remodeling**

These regulations shall apply to any expansion or remodeling of existing non-residential or multiple-family developments that exceed 50 percent of the structures' assessed valuation as per the Property Appraisers Office. A site lighting plan shall be required to demonstrate compliance with these regulations, and shall be submitted with the appropriate documents for permitting. Assessed valuation shall be determined by reference to the official property tax assessment rolls of the year the structure(s) is to be remodeled.

### **13.3.3 Repair and Maintenance**

These regulations shall apply to replacement of individual lighting fixtures in any non-residential or multiple-family development.

## **13.4 Site Lighting Design Requirements**

### **13.4.1 Fixture (luminaire)**

The light source shall be completely concealed within an opaque housing and shall not be visible from any street right-of-way or adjacent properties. The light source shall be horizontal to the ground. A maximum fifteen (15) degree angle is permitted if the light source is not visible and the angled direction does not face a residential zoned district or property. Pole and luminaire shall design shall be approved by the Design Review Board.

### **13.4.2 Fixture Height Limitations**

- (a) Residential: Ten (10) feet in single-family, two-family, cluster, and agricultural zoned districts.
- (b) Multi-Family: Twenty-two and one-half (22-1/2) feet in multi-family residentially zoned districts.
- (b) Tennis Courts: Seventeen and one-half (17-1/2) feet shall be permitted for tennis court lighting.
- (d) Commercial/Industrial: Twenty (20) feet within that portion of commercial and industrially zoned districts located within fifty (50) feet of residentially zoned property and thirty-five (35) feet for those sites more than fifty (50) feet from residentially zoned property. Lighting fixtures shall be a maximum of 30 feet in height within the parking lot and shall be a maximum of 15 feet in height within non-vehicular pedestrian areas.

### 13.4.3 Light Source (lamp)

Only LED, incandescent, fluorescent, metal halide, or color-corrected high-pressure sodium may be used. The same light source type must be used for the same or similar types of lighting on any one site throughout any development.

### 13.4.4 Mounting

Fixtures shall be mounted in such a manner that the cone of light is contained on-site and does not cross any property line of the site to prevent light trespass.

### 13.4.5 Limit Lighting to Periods of Activity

The use of sensor technologies, timers or other means to activate lighting during times when it will be needed are required.

### 13.4.6 Illumination Levels

All site lighting shall be designed so that the level of illumination as measured in foot candles at any one point meets the standards in the following table. Light levels shall utilize a .72 LLF.

Table 13.1  
Lighting Level Requirements

Type of Lighting	Lighting Level (Foot-Candles)	
	Minimum	Maximum
Architectural lighting	1	5
Canopy area lighting	10	20
Multiple family parking lots and garages	2	8
Nonresidential and multiple family entrances	5	15
Nonresidential parking lots and garages	2.5	15
Storage areas (security lighting)	2	10
Vehicle sales and display	5	20
Walkways, landscape or decorative lighting	1.5	5

Minimum and maximum levels are measured on the pavement within the lighted area. Average level is the overall, generalized ambient light level, and is measured as a non-to-exceed value calculated using only the area of the site intended to receive illumination.

### 13.4.7 Automated Teller Machines

Lighting for automated teller machines shall be required to meet the standards of F.S. Statute 655.962.

### **13.4.8 Convenience Businesses**

Lighting for “convenience business” shall be required to meet the standards of F.S. Statute 812.171.

### **13.4.9 Signage Lighting**

Lighting for signage shall follow all other requirements of these Design Guidelines as it relates to light trespass, light pollution and glare. Lighting with strobe effects, color changes or other animation is prohibited. Any other lighting effects, including color lighting effects for branding/advertising purposes shall be approved by the Design Review Board.

### **13.4.10 Landscape Lighting/Ambient Lighting**

Any landscape lighting/ambient lighting or other lighting for decorative purposes shall follow all other requirements of these Design Guidelines as it relates to light trespass, light pollution, and glare.

### **13.4.1 Light Trespass Pollution and Glare**

Lighting within any lot that unnecessarily illuminates and substantially interferes with the use or enjoyment of any other adjoining lot is prohibited. Lighting unnecessarily illuminates another lot if it clearly exceeds the requirements of this section.

All outdoor lighting shall be designed and located such that the maximum illumination measured in foot candles at the property line does not exceed 0.5 on adjacent residential sites, and 0.8 on adjacent commercial sites and public rights-of-way.

Lighting shall not be oriented so as to direct glare or excessive illumination onto streets in a manner that may distract or interfere with the vision of drivers on such streets.

Fixtures used to accent architectural features, landscaping or art shall be located, aimed or shielded to minimize light spill into the night sky.

Illumination using illuminated tubing or strings of lights that completely outline or define property lines, sales areas, roofs, doors, windows or similar area in a manner that is not primarily for safety purposes, as determined by the director of building, zoning and code enforcement, is prohibited. However, this shall not be construed to preclude holiday/seasonal light displays or art in public places as approved by the City prior to submission for permit.

## **13.5 Site lighting Submission Requirement**

Development shall submit a site plan with a point-by-point photometric grid superimposed over the site that clearly indicates the proposed site improvement lighting levels. A fixture legend indicating the fixture type and fixture mounting height shall be located on this drawing. Two (2) separate copies of the site lighting plan shall be submitted at the time of or before the final building or site development is submitted for permit.

Submission shall be signed by engineer of record and shall be addressed to the MetroWest Master

Association Design & Review Board at the time of application submittal.

- a. *Large-scale project review:* The CPTED Unit of MetroWest Public Safety offers to developers of large-scale projects a review for compliance with the principles of CPTED strategies to promote a safe public environment.
- b. *MWMA Consultant Review:* All large-scale or new development projects will be reviewed by the MWMA consultant (outside of the MWMA Design Review Board).
- c. *Construction Certification:* The MWMA Consultant shall perform a field inspection of the final installation of the site lighting as indicated on the approved site lighting plan and shall certify that the installation conforms to the approved site photometric plan.

## **14.0 SHUTTERS/GATES**

### **14.1 Objectives**

The objective of this section is to maintain and improve the appearance and quality of the built environment having regard to the need to plan against crime.

The document elaborates on policies within the MetroWest Plan and will be a material consideration in determining planning applications.

This document has the following objectives:

- To inform developers and the general public of the need for planning permission and of the MWMA's approach to the installation of internal/external shutter/gates.
- To improve the character, appearance and safety of commercial areas.
- To assist applicants in identifying those designs likely to receive planning permission.
- To achieve a coordinated approach throughout MetroWest.

### **14.2 Guidelines for Store Front Safety**

To minimize the impact of safety shutter/gates, MWMA encourages the use of solutions other than external shutter/gates. It also advocates that before considering the need for shutter/gates any company should look at its existing security arrangements.

There are a number of measures, that can be taken, that do not detrimentally affect the appearance of the property while still providing improved safety. These include:

- Strengthening doorways and their locks, hinges and safety devices.
- Use of internal grille shutter/gates.
- Providing alarm systems.
- Providing bright interior lighting, which is highly visible from the outside.
- Installing strengthened glass. The use of laminated glass reduces incidental damage and theft compared with the normal float glass. The thicker it is the stronger it will be and often the time taken and the noise involved in breaking the glass will act as a deterrent to some burglars. Plastic glazing can be extremely strong but it scratches easily and therefore is often regarded as inappropriate.
- Reducing the size of each glazed area by incorporating additional glazing bars. The windows thereby become less susceptible to incidental damage and that which is damaged becomes cheaper to replace.
- The use of strengthened glass and a reduction in the size of individual window panes is beneficial in sensitive design settings.
- Construction of solid stall risers. On traditional storefronts the use of a stall riser is often an appropriate form and can act as a deterrent against Ram Raiding. Depending on the location of flower planters, bollards or a high curb can also keep vehicles away from storefronts.

### **14.3 Internal Shutters/Gates**

Internal Shutters/Gates require planning permission from the MetroWest Design & Review Board prior to installation. Preferred type would be the lattice or grill type, which enable protection for products on display and reasonable visibility of store window displays. Shutters/Gates will be installed in accordance with Florida Building Code.

### **14.4 Design Considerations**

There are a variety of shutter/gate designs available and in considering the suitability of the design every care must be taken to minimize the visual impact. The following should be considered:

- The use of internal display lighting to soften the impact of shutter/gates. Lighting itself can minimize the impact and from a distance can give the appearance of a more open frontage.
- The incorporation of existing features or new features to minimize the impact of any shutter/gate boxes or equipment and canopies.

In determining any proposal within the MetroWest Area, special regard will also be taken as to the location of the property and its setting within the MetroWest area.

- There are a variety of shutter/gate designs available and it is important that if they are to be used in MetroWest area that every care must be taken to minimize the visual impact. The following should be considered:
- Grill type shutter/gates should be of an open nature. Grilles can, to differing degrees depending on the particular design, obscure or distort the appearance of the shop front. The more subtle and delicate designs minimize this impact. Ideally, grille size should be small enough to deflect projectiles but slim enough to maintain a clean view of the goods displayed.
- Open grilles allow view to any window display and give a better appearance to the street scene whereas solid shutter/gates often detract from the visual appearance.
- Locating the shutter/gate box internally minimizes the visual impact.
- Existing external shutter/gates should not extend below window level and should leave the stall risers visible. Shutter/gates should not obscure design features of the property such as pilasters, cornices and fascia.
- The shutter/gates must correlate with the size of the openings to be covered. A wide store frontage covered by a continuous shutter/gate has much more impact than individual shutter/gates on smaller openings.
- Recessed doors should be protected by storm doors, grilles or gates the full height and width of the entrance. Appropriate lighting can enhance safety.
- Open grilles can secure doors flush with the frontage.
- Shutter/gates and shutter/gate guides should be in a color to match and enhance the existing shop frontage, rather than be of a plain galvanized finish. It is considered that the shutter/gates should either be powder coated or plastic-coated rather than painted as the latter requires careful maintenance due to the effects of weathering and usage.



*Acceptable Shutters/Gates Examples*



**14.5 External Shutters/Gates**

Within MetroWest Area externally mounted metal security shutter/gates or grilles will not be considered acceptable (unless use for Hurricane declared a state of emergency situation and housing must be integral to building structure)

*Unacceptable Shutters/Gates Examples*



# 15.0 NEW DEVELOPMENT/CONSTRUCTION PHASES

All new development shall coordinate with the MetroWest Master Association to minimize the undesirable impacts of construction-related activities on existing or future uses and activities. A Development Review Procedures checklist is provided in **Appendix A** of this document to facilitate this coordination. A summary of these requirements is provided below.

## 15.1 Pre-Application Meeting

Pre-application meeting will be held with the MetroWest Master Association to review preliminary plans for consistency with the Design Guidelines, compatibility with the community, scheduling, and public safety.

## 15.2 Pre-Construction Conference

Prior to commencement of any construction activity including fencing, grading, demolition, clearing, signage, or utilities, the Applicant shall conduct a preconstruction conference attended by the MetroWest Design Review Board representatives, the applicant’s design consultants, the general contractor and, if necessary, representatives of the appropriate utility and service companies.

The general purpose of the pre-construction conference is to outline phasing and responsibilities of key tasks including, but not limited to: construction; utility connections; grading and drainage; protective measures for adjoining properties; and driveway and sidewalk construction. See Appendix A of these Development Guidelines for additional information on the construction procedures.

## 15.3 Construction Submittal

See Appendix A

## 15.4 Erosion Control

Erosion control measures shall be required for cleared and/or graded areas as required by the City of Orlando.

## 15.5 Permanent Landscape Treatment

Permanent landscaping shall be installed within sixty (60) days after substantial completion of the structural improvements on a site.

## 15.6 Utilities

All utilities are underground, and the Applicant is responsible for knowing their whereabouts and protecting them during construction.

## 15.7 Construction Storage and Equipment

All construction storage and equipment yards shall be fenced in a manner approved by the Design Review Board and shall be located on the site in a manner to minimize their impact on properties and public streets.

## **15.8 Construction Sites**

Construction sites shall be maintained in a neat and orderly manner. All trash shall be kept in enclosed containers and removed frequently. The Design Review Board will require, as needed, 6' high ground-anchored fencing/screening, on all or part of the construction site for security and to contain trash and debris.

## **15.9 Construction Access**

Construction access shall be coordinated with and approved by the Design Review Board. Special care shall be taken to maintain vehicular and pedestrian safety and to protect existing pavement and landscaping from damage. Dirt and mud shall be removed properly from adjacent streets and sidewalks.

## **15.10 Construction Damages**

Any damage to vegetation or common area facilities caused by the Applicant, its contractors, subcontractors, agents, or employees activities shall be corrected immediately to the satisfaction of the MetroWest Master Association, and to the owner of the damaged property. If damage is not corrected, the MetroWest Master Association may repair such damage and assess the costs of repair directly to the Applicant.

## **15.11 Conduct**

The Applicant shall ensure that all contractors and subcontractors control the conduct of their employees while working within MetroWest. Loud music, profanity and other behavior that is unbecoming of a quality operation will not be tolerated. Employees may be asked to leave the premises and may be denied access at the construction entrance.

## **15.12 Project Completion**

A FINAL REVIEW/INSPECTION IS REQUIRED TO BE SCHEDULED WITH THE MWMA DRB CONSULTANT AT THE DEVELOPER'S EXPENSE.

A Certificate of Approval will be provided for a project after all construction is completed and inspected, including removal of all construction debris, erosion control materials and any other related clean-up.

At the end of the construction period, the Applicant shall submit to the Design Review Board reproducible copies of record drawings (as-builts) showing the actual locations of all underground utilities, landscape, irrigation systems, fire safety, buildings and addresses, paved areas, amenities, security systems, etc.

# MetroWest

## NEW DEVELOPMENT REVIEW PROCEDURES

*All development needs to follow the “CPTED” guidelines:  
Crime Prevention Through Environmental Design*

### ➤ 15.1 Pre-application Meeting


- Meet w/Management to discuss development plans
  - Schedule appointment to meet with Management/Public Safety
  - Present preliminary plan
  - Review MetroWest Master Association (MWMA) HOA Governing Documents ([www.metrowestcommunity.com](http://www.metrowestcommunity.com) under **Resource** tab and **MWMA Documents**)
  - Submit MWMA Architectural Modification Application Form with all supporting documents shown below in “Preconstruction Conference” section
  - Must be harmonious with surrounding structures
  
- Set meeting with MWMA Design Review Board to present development plans (*In person at a duly called DRB meeting with application, application fee and conceptual presentation*)
  
- Once MWMA DRB approves, MWMA DRB Consultant reviews City Staff Report and all construction submittals PRIOR TO MPB (**at Developer’s/ Member’s Expense**)
  
- Once reviewed and approved by MWMA DRB Consultant, set meeting to present to MWMA Board & Community
  
- After MWMA Board Meeting, Municipal Planning Board Public Hearing (*Notice to be posted 300’ from development location at least 14 days before MPB*)
  
- Once approved by MPB, can move to City Council approval
  
- City Council Agenda - Once approved by City Council without objection development can move forward & set MWMA Preconstruction Conference

# MetroWest

## NEW DEVELOPMENT REVIEW PROCEDURES

*All development needs to follow the “CPTED” guidelines:  
Crime Prevention Through Environmental Design*

### ➤ 15.2 Preconstruction Conference

-  **PRIOR to equipment or any ground breaking or construction activity, the following (but not limited to) must be received, reviewed, and approved:**
- Construction Schedule
  - Construction Site Plan
  - Interior & Exterior Roadway Cleaning/Drainage During Construction
  - Construction Cleaning Description and Schedule (*including roadway runoff/flooding impact and sediment filter sock installs*)
  - Construction Signage (*Trespassing posted in accordance with FL Statute, Road/Detour Closure(s), Hardhat Area*)
  - Construction Operational Hours
  - Fencing/Screening Layout Rendering (*must be screened around all visibly seen roadway(s)/sidewalk perimeters and be 6’ minimum height, show entrance(s), and be ground anchored every 12’-15’*)
  - Security (*security systems: security officers, fencing locks, lights, cameras, etc*)
  - Construction Entrance(s) Staging (*no equipment stored outside construction fenced area, layout of construction trailer, parking (if and what overnight parking needed) and portalets*)
  - Loading/Unloading Area (if outside fenced areas)
  - Delivery entrances and drop location(s) and Times of Deliveries
  - Pedestrian Traffic (*sidewalk impact, closure/detour necessity, planned reroute or MOT*)
  - Contact List for Project (Project Manager, Site Foreman and Lead Foreman emergency email & cell phone # contacts)
  - No sub-dividing of parcels without PRIOR approval from MWMA *MWMA Declaration sections 1.49, 4.9.5 and 4.9.26*

# Metrowest

## NEW DEVELOPMENT REVIEW PROCEDURES

*All development needs to follow the “CPTED” guidelines:  
Crime Prevention Through Environmental Design*

### ➤ 15.3 Construction Site Submittals

☒ Once MWMA DRB approves, MWMA DRB Consultant reviews City Staff Report and all construction submittals **PRIOR TO MPB (at Developer’s/ Member’s Expense)**

- **Master Site Plan (Engineering Drawings)**
- City Staff Report-**PRIOR** to any City Municipal Planning Board meeting
- Building Design, shape, size/measurements
- Building Color Pallet
- Specs of all Materials
- Signage (rendering/specs, size, illumination, etc.)
- Engineering Study
- Traffic Study
- Site Analysis
- Landscape & Irrigation Schematic
- Dumpster Enclosures-including recycling
- Grocery Cart Plan (*if any business with grocery carts, must have plan for cart corral and/or pickup*)
- Floor Plan(s)
- Foundation & Framing Plan
- Roof Design
- Drawings, Plat, Pictures/Rendering
- Utility Plan/Lighting-(*Including Photometric, fixture type(s), color, design*)
- Parking Plan
- Drainage System
- Any interior street names shall be approved by DRB
- Security System(s)
- Must be harmonious with surrounding structures
- Construction staging, fencing and curb appeal during construction

***Must be screened around all visibly seen roadway/sidewalk perimeters & be 6’ minimum height, show entrance(s), and be ground anchored every 12’-15’***

- Construction Signage (*Trespassing posted in accordance with FL Statute, Road/Detour Closure(s), Hardhat Area, etc*)
- Management/Leasing Trailer Layout/Location
- Construction Schedule and Site Plan PRIOR to work commencing
- Any and all Permits PRIOR to work commencing
- Design Review Board (DRB)-*Third Wednesday each month 2p*  
***In person at a duly called DRB meeting with application, application fee and conceptual presentation***
- MWMA Board of Directors Review/Approval
- Three Consultant Reviews (up front, 50% completed, and final)-***at developer expense***
- MWMA DRB Chairman and MWMA Director of Public Safety included in all inspections/reviews
- ***Certificate of Approval provided by MWMA once development is all complete and all As-Builts are received***



# MetroWest

## NEW DEVELOPMENT REVIEW PROCEDURES

*All development needs to follow the “CPTED” guidelines:  
Crime Prevention Through Environmental Design*

### ➤ 15.12 Project Completion

- Once construction is complete, MWMA will scheduled final review/inspection w/DRB Consultant (at Developer/Member expense) for MWMA Certificate of Approval.
  - Includes both Day & Night Inspections
  - ALL final As-Builts (including locations of all unground utilities, irrigation systems, final landscape plans, buildings and addresses, fire safety, security systems, amenities, paved areas, etc.), Building COs, and completed Permits must be submitted to MWMA at time of completion

## **16.0 MAINTENANCE**

Maintenance Guidelines define minimum maintenance standards to promote a uniform, neat, and clean appearance throughout MetroWest.

### **16.1 General Conditions**

All owners or occupants of property shall maintain all building drives, parking lots, other structures and improvements in good and sufficient repair and shall keep such premises painted, windows clean, paving swept and otherwise maintain property in an aesthetically pleasing manner.

### **16.2 Damaged Improvements**

Any structure, driveway or parking lot surface which is damaged by the elements, vehicles, fire or any other cars shall be repaired as promptly as the extent of damage will permit. A repair schedule shall be submitted for Design Review Board approval within ten (10) days of the date damage occurs.

Any structural damage caused by natural disasters (flood, hurricane fire, lightning, hail) that requires temporary repairs (tarps on roofs, boarded up windows) shall be repaired within ninety (90) days.

### **16.3 Vacant Buildings**

Buildings which should happen to be vacant for any reason shall be kept locked and the windows shall be glazed in order to prevent entrance by vandals.

### **16.4 Information In or On Windows**

No advertisements, signs, paper or foil shall be placed in or on windows without Design Review Board approval. This applies to buildings under construction, as well as occupied facilities.

### **16.5 Vehicles**

All parked vehicles are required to be operational and properly licensed with plates that are not expired and are legible. Vehicle covers must include windows so that the license plate is clearly visible.

### **16.6 Grounds Maintenance**

Grounds shall be maintained in a safe, clean and neat condition free of rubbish and weeds. Roads and pavements shall be kept true to line and grade in good repair.

Preventative maintenance shall be utilized to prevent erosion on any sloped areas.

### **16.7 Drainage**

Preventative maintenance shall be utilized on a regular basis to ensure that all drainage facilities operate as designed. There shall be no interference or modification of established drainage patterns on any property. Drainage ditches shall be kept clean and free of any obstacles or obstructions. Water should not pond on walkways, sidewalks, or driveways into the street.

## **16.8 Planting Maintenance**

All plantings shall be maintained in healthy growing condition. Fertilization, cultivation and pruning are to be carried out on a regular basis.

Dead or dying plants shall be removed and replaced as quickly as possible within thirty (30) days maximum except where seasonal conditions prohibit. Adjust tree guys, steaks, etc., on a regular basis to maintain a neat appearance and to prevent damage to trees.

All plantings are to be irrigated as often as necessary to maintain healthy growing conditions.

## **16.9 Irrigation Systems**

Irrigation systems are to be kept in proper working condition. Adjustment, repair and cleaning are to be done on a regular basis.

## **16.10 Remedial Actions**

If minimum maintenance standards are not achieved by the owner or occupant, the Design Review Board shall issue a letter requesting action. If the maintenance deficiency is not remedied in ten (10) days, the Design Review Board shall have the maintenance work performed and shall charge the violating owner for all costs incurred, including interest charges, court costs and attorneys' fees, if any. The violator shall pay for the work within ten (10) days of being invoiced. Interest, at the highest interest rate permitted by law, shall be charged by the Design Review Board to any amounts not paid within ten (10) days of invoice.

## **16.11 Eviction Procedures**

Upon a judgment in favor of the landlord to evict a tenant, the landlord (property owner) may remove any of the tenant's personal property from the building to a designated area on the premises for retrieval by the tenant. The personal property may not be placed on public right-of-way or any common area managed by the MWMA. The landlord shall make every effort to make the personal property available to the tenant for a maximum of a twenty-four (24) hour period. If the personal property has not been retrieved within the allotted twenty-four-hour period, then the landlord is responsible for the proper removal and disposal of the personal property.

## **17.0 VARIANCES**

The MetroWest Design Review Board may authorize variances from compliance with the provisions of these Development Guidelines as set forth in the CC&R's. Any such variance shall ensure that compatibility with adjacent properties and the community as a whole is maintained or enhanced.

## **18.0 AMENDMENT**

The MetroWest Design Review Board may from time to time amend, supplement or modify these Development Guidelines as it deems necessary or appropriate.