

**APPENDIX B**

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**OFFICE BUILDING GUIDELINES**

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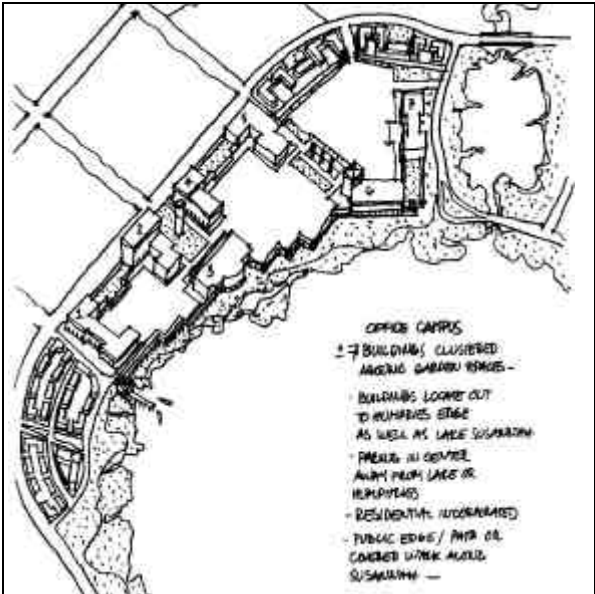
**Office Building Character**

Many of Orlando’s traditional neighborhoods feature high-quality buildings with a positive orientation to the street and a well-defined main entrance. The Office Guidelines propose:

- Buildings always oriented towards the street with main entrances and/or windows facing the street.
- Landscape as a foreground to the office building.
- Parking placed to the side and rear of the building in order to maintain pedestrian-friendly street edges.
- Service areas placed away from the addressing street and screened from view.
- Well-designed buildings which use high-quality materials including: brick, painted stucco and architectural precast concrete or natural stone.



*Main entrances and windows that address the street*



*Campus District Example*



*A landscaped foreground*

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#### Building Placement

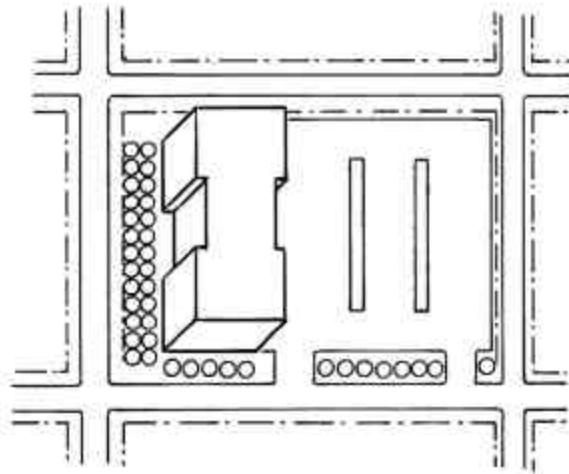
Buildings are encouraged to have a clear relationship to the street. Buildings sited close to the street, strengthens the activity and vitality of the street. On larger parcels, buildings should also address secondary streets.

#### Orientation to the Street

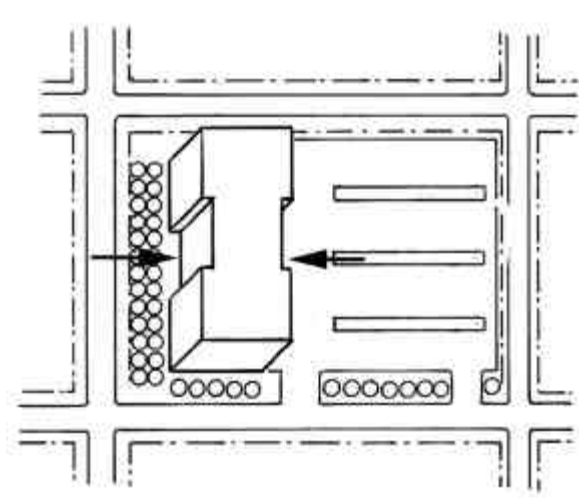
All district buildings are encouraged to reinforce the street framework by locating the “main” building facade either parallel or perpendicular to the street. Buildings placed at irregular or random angles to the street are not permitted. Similarly, multiple building complexes are encouraged to maintain a consistent street orientation and should be organized at right angles to each other.

#### Placement of Main Entrances

Main building entrances will be visible from the street, well-lit, and easily accessible by employees and visitors. Entrances that are conveniently located adjacent to visitor street parking and on site employee parking, and accommodate pedestrian access from public transportation are preferred. Canopies, lighting and roof forms are encouraged for marking identifiable entrances. Through-lobbies that address both the street and the parking lots are encouraged.



*Buildings sited close to the street*



*Office entry from street as well as parking area*

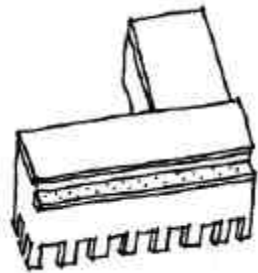
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#### Building Expression

Buildings are encouraged to have consistent window expressions visible from the street. A “punched” window expression is encouraged. Large expanses of glass curtain walls are not permitted. Streetside, windowless building elevations are also discouraged. Buildings should express a clear base, middle and top. Sloping roofs or strong cornice lines are also encouraged.



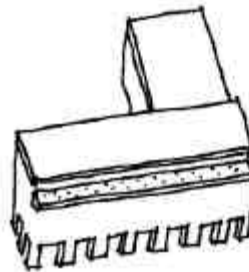
- Terraced upper floors and special balconies



- Expressed entries and through-lobbies



- Strong roof form and eave expression - "Old Orlando"



- Cluster buildings to create courtyard and gardens

*Office building massing & building expression*

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OFFICE BUILDING GUIDELINES

**Parking Locations**

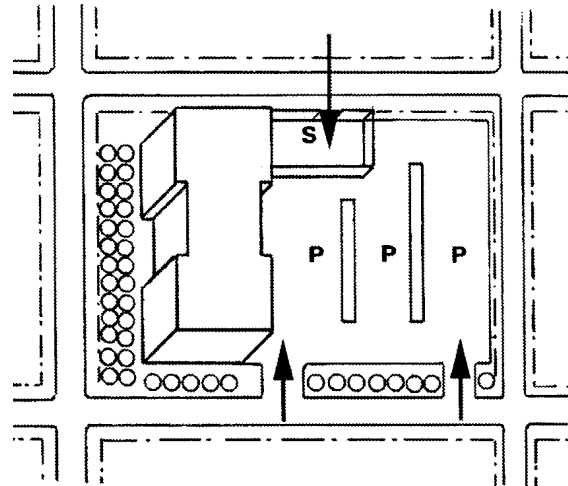
Parking with clear and convenient access for visitors and employees from the addressing streets is required. A landscape zone is encouraged between parking lots and secondary streets.

**Parking & Service Access**

Access to visitor/employee parking and service areas is recommended to be clearly marked from the major streets. Parking areas should have distinct access routes to allow for clear circulation within the site. Shared mid-block lanes between adjacent parcels may minimize the duplication of internal roadways.

**Service Location**

Service and loading activities must occur at the rear or side yard of the building, and must be screened from street view. Building service areas oriented away from major streets are encouraged. Service areas should be screened by walls of a material compatible with the exterior wall of the main building.



*Access to service and parking areas*