



CITY OF OKEECHOBEE, FLORIDA
MAY 21, 2020
TECHNICAL REVIEW COMMITTEE MINUTES

I. CALL TO ORDER

Chairperson Montes De Oca called the regular meeting of the Technical Review Committee for the City of Okeechobee to order on Thursday, May 21, 2020, at 10:04 A.M. in the City Council Chambers, located at 55 Southeast 3rd Avenue, Room 200, Okeechobee, Florida. Pursuant to Executive Order No. 20-69 issued by Governor DeSantis on March 20, 2020, and extended by Executive Order No. 20-112, effective May 4, 2020, the meeting was conducted utilizing communications media technology as provided by Florida Statutes 120.54(5)(b)2, by means of Zoom.com Meeting ID 2459713294. The Host computer was operated by Executive Assistant Brock. The video, audio, and digital comments are recorded and retained as a permanent record.

A. The Pledge of Allegiance was led by Chairperson Montes De Oca.

II. ATTENDANCE

Technical Review Committee Secretary Patty Burnette called the roll. City Administrator Marcos Montes De Oca, Public Works Director David Allen, Building Official Jeffery Newell, and Fire Chief Herb Smith were present. Police Chief Bob Peterson was absent and Major Donald Hagan was present in his place.

CITY STAFF

City Planning Consultant Ben Smith, Okeechobee Utility Authority (OUA) Executive Director John Hayford, Okeechobee County Environmental Health Director Victor Faconti, General Services Secretary Yesica Montoya and Executive Assistant Robin Brock were present. The City Attorney, School Board Representative were absent with consent.

III. AGENDA

- A.** Chairperson Montes De Oca asked whether there were any agenda items to be added, deferred or withdrawn. There were none.
- B.** A motion was made by Building Official Newell to approve the agenda as published; seconded by Fire Chief Smith.

Chairperson Montes De Oca, Public Works Director Allen, Building Official Newell, Major Hagan, and Fire Chief Smith voted: Aye. Nays: none. Motion Carried.

IV. MINUTES

- A.** A motion was made by Building Official Newell to dispense with the reading and approve the March 19, 2020 regular meeting minutes; seconded by Public Works Director Allen.

Chairperson Montes De Oca, Public Works Director Allen, Building Official Newell, Major Hagan, and Fire Chief Smith voted: Aye. Nays: none. Motion Carried.

V. NEW BUSINESS

- A.** City Planning Consultant Ben Smith of LaRue Planning and Management Services briefly reviewed the Planning Staff Report for Site Plan Review Application No. 20-003-TRC, which pertains to the construction of a proposed 5,411 square foot RaceTrac convenience store, with vehicle fueling positions on 18.86 ± unplatted acres located in the 900 to 1000 block along East North Park Street/State Road 70 (SR 70) East. The subject site is a vacant parcel located on the North side of SR 70 just East of Northeast 8th Avenue and across from Southeast 10th Avenue. Even though the subject parcel is 18.86 acres, only 6.63 acres located in the Southwest corner of the parcel are being proposed for the development. The Applicant, RaceTrac Petroleum Inc., has not offered at this time any plans for the remaining 12.23 acres. Besides the convenience store, the proposed development includes a canopy to the South side of the store covering 16 standard vehicle fueling stations, a canopy to the North side covering four large truck fueling stations, 30 standard vehicle parking spaces adjacent to the South and East side of the store, two ADA parking spaces, and at the rear of the development on the North side, 23 large truck parking spaces and a water retention area. In addition, he mentioned receiving revised plans from the Applicant due to his preliminary comments. The plans showed an additional landscape island providing some separation between the truck parking area in the rear, additional trees on the East side of the site, and revised photometric plans showing less lights casting on the residents to the West.

The Applicant has submitted a concurrent Special Exception request for approval of a convenience store with fueling pumps in the Heavy Commercial (CHV) Zoning District, which is scheduled to be heard at this evening's Planning Board/Board of Adjustment Meeting. The Applicant stated a 12-inch potable water main and an eight-inch gravity sewer main exist along SR 70, and both can be tapped into for this project. The potential increase in demand for the project is small and should have no effect upon the available capacities of OUA's potable and wastewater treatment facilities. Regarding solid waste disposal, service will be provided by Waste Management, which has stated service is available and adequate capacity exists in the County's solid waste facility to serve the proposed development. Thomas Engineering Group has prepared a site drainage report addressing drainage, water quality, and water quantity, which are being handled through the permitting requirements of the South Florida Water Management District (SFWMD). The traffic impact analysis performed by MacKenzie Engineering & Planning, Inc., estimates this proposed development will generate 1,038 daily external vehicle trips, 73 daily external vehicle trips during the AM and PM Peak hour, 4,719 daily driveway vehicle trips and 330 daily driveway vehicle trips during the AM and PM peak hour. Two new access driveways are proposed on SR70. The proposed driveway at the intersection of SR70 and Southeast 10th Avenue will allow for ingress and egress to and from both directions of SR70 and for vehicles Northbound on Southeast 10th Avenue. The other driveway will allow ingress and egress only for vehicles traveling Westbound on SR70. Interior circulation appears to be adequate with all drive aisles exceeding the minimum code requirements. The Applicant has furnished a truck circulation plan, which illustrates the path of the truck entering and exiting the site for refueling of the fuel storage tanks or accessing the loading space.

The proposed loading zone meets all minimum dimensional requirements and is located adjacent to the dumpster enclosure in order to facilitate solid waste removal.

The dimensional standards review appears to meet the requirements except for no depiction of monument sign area or height. The Applicant has stated a Variance application will be submitted. In conclusion, Planning Staff is recommending **approval** of the site plan with the following stipulations: The traffic impact analysis was conducted based on there being four large truck fueling stations and the Applicant has maintained that there will only be four large truck fueling stations. However, some of the plans are showing what appears to be five large truck fueling stations. This error should be corrected on the plans; consider providing a buffer wall between adjacent residential properties; and approval of Special Exception submitted for convenience store with fuel pumps in CHV Zoning District.

1. Building Official Newell noted an error referencing Northwest 2nd Avenue in the traffic report for the proposed project. He stated he had concerns with Westbound traffic on SR70 that may backup trying to enter the site at the Southeast 10th Street traffic light. He suggested maybe a possible right-hand turning lane for this intersection. He inquired as to whether there would be overnight parking as semi-trucks stay idling and there would be an increased smell of diesel fumes. In addition, he voiced concerns with the possible noise that would impact the residential area to the West of the proposed site and how that would be buffered.

Fire Chief Smith commented accessibility for the fire trucks had basically been built into the plans because of the semi-truck usage. He would like the fire lanes marked on both East and West sides so there will be no obstructions for the fire trucks to enter and exit the site. He commented the nearest hydrant is located too far away so one would be needed at the entrance on the West side of the East driveway. Director Hayford confirmed there is a watermain on the Southside of Southeast 10th Avenue.

Major Hagan commented some type of barrier wall needs to be considered as the Police Department will probably receive noise complaints. He inquired as to whether the Applicant was considering a turning lane for Eastbound traffic on SR70.

Public Works Director Allen commented a left turn lane would be required at the Southeast 10th Street intersection heading East on SR70. Regarding the traffic signal replacement, mask arms would be required. All signage needs to be high intensity prismatic. The stop signs at the West side exit back onto SR70 needs to be 36 x 36. A dead-end sign will be needed at the East side of the property near the entrance.

Also, at the North end of the developed property on the East side, install three OM4-1 signs to warn pedestrians that they cannot proceed further. He would like signage for a no U-turn at the Southeast 10th Avenue intersection.

Chairperson Montes De Oca recommended a 100-foot Cul-de-sac instead of dead-end signage at the back of where the proposed development would end. Need to install a draft hydrant located back by the retention pond. Agrees that some type of wall is needed for sound abatement. He also inquired as to whether the easement boarding the Eastern boundary of the parcel across from Southeast 10th Avenue would be a private road or public. He mentioned more as advisory that he was not a fan of open cell High Density Polyethylene (HDPE) pipe being used under heavy truck isles. Will need copy of FDOT permit when received. He mentioned the no U-turn at Southeast 10th Avenue stating he doesn't think it is as high priority because if FDOT approves a left-hand turn lane, traffic will be out of the travel lane which will help alleviate backups.

OUA Director Hayford inquired as to why the Applicant was proposing to install a larger meter for water flow than was needed. If this is what they are wanting, please provide something in writing explaining their reasons. He further mentioned OUA would set the irrigation meter not the contractor and then they would just tie into it. Commented that the fuel lines are close to the water lines. He would need to review the plumbing for the floor plans. County Environmental Health Dept: No issues were received.

2. Mr. Kevin Betancourt, PE, with Thomas Engineering Group, Consultant for the Applicant, RaceTrac Petroleum Inc., on behalf of the Property Owner, H2oldings LLC, was present for questions as well as Samantha Jones, Engineering Project Manager, and Cleo Chang, Engineering Project Analyst, for RaceTrac Petroleum Inc., being present via Zoom.com. He stated the Cul-de-sac may not be something RaceTrac can provide right now as the reasoning for the dead end was because they did not know what would become of the rest of the property. A dead end would make it easier to continue development to the North in the future. After discussing this, it was decided to do a dead end and have it in line with the Eastern most truck parking space continuing East in line with that parking area and the landscape island. The traffic engineer is working on the signalization plans to be submitted to the Florida Department of Transportation (FDOT) for a left turning lane. Copies will be provided to the City for review. Regarding the access road on the East side of the property, Mr. Betancourt responded it will be private. It will be a shared access road for any future development. Regarding Chief Smith's comments about fire lane striping, he asked if they could do no parking signs instead. Chief Smith agreed with this. There will be no overnight parking or washing of trucks. The hydrant was discussed that is needed on the West side of the East driveway.

Mr. Betancourt commented if they could move it a little further North that would work better as the mask arm needed to be installed on the West side of the East driveway. Chief Smith agreed. He would reach out to the traffic engineer to make the corrections in the traffic report that were mentioned as Northwest 2nd Avenue. Ms. Jones commented they would be more than happy to add onto the wall on the West side.

3. Chairperson Montes De Oca asked whether there were any comments or questions from those in attendance from the Public. There were none.
4. Public Works Director Allen disclosed he had spoken to Shaun MacKenzie, PE, with MacKenzie Engineering and Planning, Inc., regarding the traffic analysis. There were no other disclosures offered.
5. A motion was offered by Public Works Director Allen to approve Site Plan Review Application No. 20-003-TRC, which pertains to the construction of a proposed 5,411 square foot RaceTrac convenience store, with vehicle fueling positions on 18.86 ± unplatted acres located in the 900 to 1000 block along East North Park Street SR70 East with the following contingencies; revision of plans showing there to only be four large truck fueling stations instead of five, with the Northern most one being with eliminated; placing a sound barrier wall on West side of the site; add landscape buffering to North; modification of the end of private access road and install three OM4-1 signs to warn pedestrians that they cannot proceed further; addition and shifting of hydrant to the West side of the Eastern most driveway; add draft (dry) hydrant back by retention pond; clarification of error discussed in traffic report; signage for no overnight parking; approval from FDOT with copy of permit submitted to the City; approval by the Board of Adjustment (BOA) for the Special Exception use of convenience store with fuel pumps; approval by the BOA of Variance for signage before building permit can be issued; add fire lanes no parking signage; plans for plumbing to be submitted to the OUA; approval by Health Department for the fuel tank installation; seconded by Fire Chief Smith.
 - a) The Committee offered no further discussion.
 - b) **Chairperson Montes De Oca, Public Works Director Allen, Building Official Newell, Major Hagan, and Fire Chief Smith voted: Aye. Nays: none. Motion Carried.**

- B. City Planning Consultant Smith briefly reviewed the Planning Staff Report for Site Plan Review No. 20-004-TRC, which pertains to the construction of a proposed 4,750 square foot building contractor office with parking and drainage on 1.6 vacant acres located in the 500 to 600 blocks of Northwest 7th Street, Lots 11 to 20 of Block 62, CITY OF OKEECHOBEE, as recorded in Plat Books 1 and 5, Pages 10 and 5, Public Records of Okeechobee County. The subject property was recently approved under Application No. 20-003-SSA for a Comprehensive Plan Small Scale Future Land Use Map (FLUM) Amendment to change the Future Land Use from Single Family Residential to Industrial. The property is currently zoned Industrial. The Applicant is proposing to construct a building containing a 1,400 square foot contractor office, a 2,227 square foot warehouse and a 1,080 square foot covered area. Parking and water management areas are also included.

Potable water will be provided by the OUA, the 3,627 square feet of building floor area indicates a demand of about 544 gallons of water per day. The potential increase in demand for the project is relatively small and should have no effect upon the available capacities of OUA's potable and wastewater treatment facilities. Regarding solid waste disposal, service will be provided by Waste Management, which has stated service is available and adequate capacity exists in the County's solid waste facility to serve the proposed development. Mr. Steven L. Dobbs Engineering, LLC, has prepared a site drainage report addressing drainage, water quality, and water quantity, which are being handled through the permitting requirements of the South Florida Water Management District (SFWMD). The Applicant submitted a traffic impact statement which estimates this proposed development is expected to generate 33 daily total daily trips, with five of those trips being during the PM peak hour.

The plans indicate that asphalt will be added to extend Northwest 6th Avenue an additional 320 feet North from the intersection of Northwest 6th Avenue and 7th Street. Three ingress/egress locations are proposed along that right-of-way on Northwest 6th Avenue; one for the standard vehicle parking area, one in front of the warehouse and one leading to a crushed shell yard adjacent to the covered area. Interior circulation appears to be adequate. No designated loading space is required, and no dumpster enclosure is depicted on the plans.

The dimensional standards review appears to meet the requirements except for no landscaping between the buildings and vehicular use areas; no landscape indicated for the remainder of the parking area; not enough trees and shrubs provided in the landscape buffer areas; no indication of species of plantings or tree size indicated; and no sidewalks provided. However, there are no existing sidewalks along Northwest 7th Street in the vicinity of this property.

In conclusion, Planning Staff is recommending **approval** of the site plan with the following stipulations: it is recommended the Applicant submit a landscape plan which meets the requirements of the City's Land Development Regulations Chapter 90, Article IV, Division 4, which addresses the deficiencies outlined above prior to issuance of a building permit.

1. Building Official Newell inquired about the activity of the shop, what inventory will be stored there and if the inventory is flammable. Lastly, he commented more landscaping is needed.

Fire Chief Smith requested an inventory of what will be stored in the building. He inquired as to the location of the hydrant.

Major Hagan: No issues were received.

Public Works Director Allen requested dead end signage to be placed at the end of the Northwest 6th Avenue; the 36-inch culvert under Northwest 7th Street needs to be replaced and he would prefer galvanized pipe to not be used. All signage is to be high intensity prismatic.

Chairperson Montes De Oca commented the site needs to be landscape even though currently nothing is developed. Fence needs to have green or black mesh covering it. Add 40 or 50 linear feet of double yellow striping at the stop bar of Northwest 6th Avenue and six-foot yellow skip stripe down the remainder of the road. Add a four to five-foot sod strip between shell parking area and the swale on the North side of the project. Upgrade paving in the rear of the building.

OUA Director Hayford commented that the Applicant will need to install the water main for the fire hydrant and he suggests having the water service come down the West side of Northwest 6th Avenue to the front of the building.

County Environmental Health Department Director Faconti inquired as to whether this project would be using a septic tank or sanitary sewer. If septic, since this is an Industrial site, will need to be covered by an annual operating agreement.

2. Mr. Steve Dobbs, Project Manager on behalf of the Property Owner, Mitchell G. Hancock, Inc, was present for questions. The garage area will be enclosed with a lean-to in the back. He stated the building will be used for parking the construction equipment inside and for minor repairs. He also stated that the Property Owner was offering to give the City money to build a sidewalk instead of him doing it himself. It was decided the Property Owner would construct the sidewalk on the South side of Northwest 7th Street. When referring to landscaping he stated he is confident the Property Owner will do more than what is required.
3. Chairperson Montes De Oca asked whether there were any comments or questions from those in attendance from the Public and there were none.
4. Chairperson Montes De Oca disclosed he had spoken to Mr. Dobbs.

5. A motion was offered by Fire Chief Smith to approve Site Plan Review Application No. 20-004-TRC, construction of a proposed 4,750 square foot building contractor office with parking and drainage on 1.6 vacant acres located in the 500 to 600 Blocks of Northwest 7th Street, Lots 11 to 20 of Block 62, CITY OF OKEECHOBEE, as recorded in Plat Books 1 and 5, Pages 10 and 5 with the following contingencies; revise landscaping plan to meet the City's LDR's for location and buffering; sidewalk needs to be constructed on the South side of Northwest 7th Street; provide an inventory list of what will be stored in the building with the building permit submittal; place end of road markers, (high intensity prismatic signage) at the North end of Northwest 6th Avenue; replace the culvert under the crossing from Northwest 7th Street to 6th Avenue; upgrade paving in the rear of the building; add 40 or 50 linear feet of yellow striping at the stop bar of Northwest 6th Avenue and six foot yellow skip stripe down the remainder of the road; add a four or five foot sod strip between shell parking area and swale on the North side of the property; add green or black screening to fence; move the water service to the West side of Northwest 6th Avenue; given this is an industrial site, the septic tank will need to be covered by an annual operating agreement and additional pretreatment to the dry detention area needs to be added; seconded by Public Works Director Allen.

- a) The Committee offered no further discussion.
- b) **Chairperson Montes De Oca, Public Works Director Allen, Building Official Newell, Major Hagan, and Fire Chief Smith voted: Aye. Nays: none. Motion Carried.**

- VI. There being no further items on the agenda, Chairperson Montes De Oca adjourned the meeting at 11:25 A.M.

Please take note and be advised that any person desiring to appeal any decision made by the Technical Review Committee with respect to any matter considered at this proceeding, such interested person will need a record of the proceedings, and for such purpose may need to ensure a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. General Service's media are for the sole purpose of backup for official records of the Department.

Marcos Montes De Oca, Chairperson

ATTEST:

Patty M. Burnette, Secretary

Patty M. Burnette