



CITY OF OKEECHOBEE, FLORIDA
TECHNICAL REVIEW COMMITTEE MEETING
FEBRUARY 16, 2023
SUMMARY OF COMMITTEE ACTION

I. CALL TO ORDER

Chairperson Ritter called the regular meeting of the Technical Review Committee (TRC) for the City of Okeechobee to order on Thursday, February 16, 2023, at 10:00 A.M. in the City Council Chambers, located at 55 Southeast 3rd Avenue, Room 200, Okeechobee, Florida, followed by the Pledge of Allegiance.

II. ATTENDANCE

The following TRC Members were present: City Administrator Gary Ritter, Building Official Jeffery Newell, Okeechobee County Fire Rescue (OCFR) Bureau Chief Justin Hazellief, Police Chief Donald Hagan, and Public Works Director David Allen. City Planning Consultant Ben Smith, Okeechobee County Environmental Health (OCEH) Director Dianna May, Okeechobee Utility Authority (OUA) Executive Director John Hayford, Committee Secretary Patty Burnette and General Services Secretary Keli Trimnal were also present. City Attorney Gloria Velazquez, and the Okeechobee County School Board representative were absent.

III. AGENDA

- A. The City Administrator update under VI, will be given before New Business Item A.
- B. Motion by Police Chief Hagan, seconded by Building Official Newell, to approve the agenda as amended. **Motion Carried Unanimously.**
- C. There were no comment cards submitted for public participation.

IV. MINUTES

- A. Motion by Building Official Newell, seconded by Public Works Director Allen, to dispense with the reading and approve the October 20, 2022, Regular Meeting minutes. **Motion Carried Unanimously.**

VI. CITY ADMINISTRATOR UPDATE

- Mentioned staff would be brainstorming to come up with a better process for the review of site plans. The application specifically lists required documents needed at time of submittal. Many applications are submitted with documents omitted which in turn causes a list of contingencies that most of the Committee Members cannot review sufficiently before a scheduled meeting. Going forward, applications will not be scheduled for hearing dates until all required documents have been submitted for review.

V. NEW BUSINESS

- A. Site Plan Review Application No. 23-001-TRC, to construct 28 rental units in two phases (six duplexes, two single-family homes and associated parking on each block) on 4.24± acres, located between Northeast (NE) 3rd and 5th Streets and NE 2nd and 3rd Avenues, Lots 1 to 12 of Blocks 110 and 121, CITY OF OKEECHOBEE.
 - 1. City Planning Consultant Mr. Ben Smith of Morris-Depew Associates, Inc. briefly reviewed the Planning Staff Report recommending the following conditions are satisfied prior to the issuance of any building permit: site plan must provide lot dimensions for each structure, demonstrating compliance with City Land Development Regulations (LDR) Section 90-450; site plan must include all building features and impervious surfaces including balconies, over hangs, and covered porches; site plan must provide setback measurements, lot coverage calculations, and impervious surface calculations for all lots, demonstrating compliance with LDR Section 90-450; the Applicant agrees that if utilities are not provided separately to each structure and lot, parcels may not be subdivided unless a master homeowners association is created to manage shared utilities; plans shall be revised to remove Dahoon Holly from list of species to be planted under overhead power lines and engineering review comments shall be addressed as required by the City Administrator and Public Works Director, (a four page report has been incorporated into the official minute packet).
 - 2. Building Official Newell asked what the Applicant's intent was given the plans depict the units as having four bedrooms with a bathroom for each and the single-family homes as having six bedrooms with bathrooms for each. Is the intent to treat the units like a dormitory type of use.

V. NEW BUSINESS ITEM A

2. Continued: OCFR Bureau Chief Hazellief also inquired about the exact intended use and expressed concern about the use of the single-family homes having six bedrooms. Plans indicate a hydrant although another one may be needed. Police Chief Hagan, asked about the proposed lease cost for each unit and asked for clarification too on the intended use. Will they be duplexes or dormitories as the plans depict four bedrooms and four bathrooms for each unit. Public Works Director Allen expressed concern with stormwater detention; inquired about where the existing stop sign would be relocated to and where would it be placed should the property be divided in the future by the owner. Lastly, he expressed concern with residents backing out into the street as opposed to a turnaround which would be more sufficient and safer. OCEH Director May confirmed there would be no pool for the proposed project. OUA Director Hayford advised that the wastewater collection system and pump station was not the property of OUA, it is privately owned. No force main is shown on the plans; the Applicant should contact Public Works directly regarding a private collection system being located under the road right-of-way; and there would be future conversations regarding hydrants. Chairperson Ritter commented this application submittal was missing many required documents that are provided on a checklist that is part of the application itself.
3. Mr. Steven Dobbs, on behalf of the Applicant, Mr. Frank Michell Stephens, Registered Agent, Glenwood Park, LLC, was present. Mr. Dobbs did not know what the intended use was for the buildings. He discussed/reviewed with the Committee the six comments listed on page nine of the Planning Staff Report and added there will be no Homeowners Association.
4. No public comments were offered.
5. Chairperson Ritter disclosed he had spoken to both Mr. Dobbs and Mr. Stephens.
6. Motion by Police Chief Hagan, seconded by Public Works Director Allen, to deny Site Plan Review Application No. 23-001-TRC as presented and continue it to the May 18, 2023, Meeting, to allow the Applicant time to address comments contained within the Planning Staff Report and the Engineers' Report [as presented in Exhibit 1]. **Motion Carried Unanimously.**

B. Site Plan Review Application No. 23-002-TRC, requests to pave an existing outdoor storage lot to include, storm water management system, on 3.153± acres located at NE 9th Avenue.

1. City Planning Consultant Smith briefly reviewed the Planning Staff Report. Applicant is proposing improvements to an existing outdoor storage lot that involves a parcel owned and managed by Westlake Royal Roofing, LLC. The Applicant has indicated that the property will continue to operate as an outdoor storage yard and no new uses are proposed. Staff is recommending approval of the site plan with the following conditions: dumpster must be located on-site with location approved by Public Works or owner is responsible for all solid waste removal; a landscape plan must be submitted which complies with the City's LDR; and revise plans to demonstrate compliance with culvert requirements.
2. Building Official Newell noted the Covenants for the Commerce Center may require a fence. OCFR Bureau Chief Hazellief requested a Knox box for gate access should a fence be built; mentioned for open storage one cannot fill in the entire space as fire lanes with proper width of a 20-foot minimum are needed for maneuvering of the fire trucks and a turnaround is required after 150-feet. Chairperson Ritter commented in lieu of a dumpster they would need to be responsible for waste removal.
3. Mr. Andy Medina, Project Manager, on behalf of Property Owner, Westlake Royal Roofing, LLC, was present. Mr. Medina is working on the South Florida Water Management District permit, landscaping plans with the Architect and replacing the culverts.
4. There were no questions from the public.
5. City Administrator Ritter disclosed he had spoken Mr. Medina.

V. **NEW BUSINESS ITEM B**

6. Motion by Building Official Newell, seconded by Public Works Director Allen to approve Site Plan Review Application No. 23-002-TRC, as presented in [Exhibit 2, which includes the Planning Consultant's analysis of findings and recommendation for approval] with the following conditions: fire lanes meet a minimum 20-foot width and after 150-feet a turnaround is required; if fencing is required by the Covenants, then requested access for the Fire Department must be provided; dumpster must be located on-site with location approved by Public Works or owner is responsible for all solid waste removal; a landscape plan must be submitted which complies with the City's LDR, and revise plans to demonstrate compliance with culvert requirements. **Motion Carried Unanimously.**

VII. Chairperson Ritter adjourned the meeting at 11:09 A.M.

Submitted by:

Patty M. Burnette

Patty M. Burnette, Secretary

Please take notice and be advised that when a person decides to appeal any decision made by the Technical Review Committee with respect to any matter considered at this proceeding, he/she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. General Services' media are for the sole purpose of backup for official records.