



**CITY OF OKEECHOBEE, FLORIDA**  
**TECHNICAL REVIEW COMMITTEE MEETING**  
**JULY 20, 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, July 20, 2023, at 10:05 A.M. in the City Council Chambers, located at 55 Southeast (SE) 3<sup>rd</sup> 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 Keith Bourgault and OCFR Deputy Fire Marshal Jessica Sasser, Police Chief Donald Hagan, Public Works Director David Allen. City Planning Consultant Ben Smith attended electronically via Zoom and Okeechobee Utility Authority (OUA) Executive Director John Hayford (entered the Chambers at 10:10 A.M.). Committee Secretary Patty Burnette and General Services Secretary Keli Trimnal were also present. City Attorney Gloria Velazquez, Okeechobee County Environmental Health (OCEH) Director Dianna May, and the Okeechobee County School Board representative were absent.

**III. AGENDA**

- A. There were no items added, deferred, or withdrawn from the agenda.
- B. Motion by Building Official Newell, seconded by Public Works Director Allen, to approve the agenda as presented. **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 June 15, 2023, Regular Meeting minutes and the July 5, 2023, Special Meeting minutes. **Motion Carried Unanimously.**

**V. NEW BUSINESS**

- A. Site Plan Review Application No. 23-008-TRC, to redevelop a vacant 2,425 square-foot building formerly used as a convenience store and gas station to a Medical Marijuana Dispensary, on 1.06± acres, located at 510 Northeast (NE) Park Street.
  - 1. City Planning Consultant Mr. Ben Smith of Morris-Depew Associates, Inc. briefly reviewed the Planning Staff Report recommending the following conditions/outstanding code deficiencies: provision of complete landscape buffers, reduction in the width of the southern access to SE 6<sup>th</sup> Avenue, provision of landscaping between the building and parking area, the elevated concrete island located within the drive aisle connecting the Northern and Southern areas of the site should either be removed, or a more substantial blocking of that access should be proposed, provision of improved access to dumpster, demonstration that all two-way drive aisles are at least 24 feet wide and provision of a sidewalk along the entire SE 6<sup>th</sup> Avenue frontage.
  - 2. Building Official Newell inquired about the plans for blocking the path between the Wendy's Restaurant to the West and the site. OCFR Deputy Fire Marshal Sasser commented the circulation for fire access is good and requested a knoxbox for access to the building. Police Chief Hagan inquired as to whether there were any open Code Enforcement cases, and Administrator Ritter responded there were none. In addition, he requested for improvements to be made to the South end of the property and retention pond area, which is not being maintained. He is not in support of a gravel parking area. Public Works Director Allen requested the new sidewalk along SE 6<sup>th</sup> Avenue be extended like was done on the East side with the Burger King Restaurant build, and ADA curbing to meet Florida Department of Transportation (FDOT) specifications. OUA Executive Director Hayford pointed out that there is a 2-inch water main running along the South side of the property and that there possibly could be utility lines as well. Administrator Ritter also suggested improvements being made to the South side and proposed using sod, shell, concrete or paving. He mentioned if should they be proposing to tie in the irrigation with the landscaping, they want to consider irrigation for the South end if proposing sod.



**V. NEW BUSINESS ITEM A CONTINUED**

Planner Smith commented there could be a concern with drainage should the City require paving, since no increase in impervious surface calculations were being proposed.

3. Mr. Ammar Adnan, and Mr. Aaron Pakulak, both with Pennoni, and Mr. Jesse Balaity with Balaity Property Enhancement, on behalf of the Applicant, Mr. Nicholas Jones, were present electronically via Zoom. The seven comments listed on page 11 of the Planning Staff Report were discussed. Their client would prefer to have the area to the South as gravel due to costs. Deliveries would be in the front only by either small SUVs or mini vans.
4. No public comments were offered.
5. No disclosures of Ex-Parte Communications.
6. Motion by Building Official Newell, seconded by Public Works Director Allen, to approve Site Plan Review Application No. 23-008-TRC as presented in [Exhibit 1, which includes the Planning Consultant's analysis of findings and recommendation for approval] with the following conditions: provision of complete landscape buffers on all four boundary areas; reduction in the width of the Southern access to SE 6<sup>th</sup> Avenue; provision of landscaping between the building and parking area; the elevated concrete island located within the drive aisle connecting the Northern and Southern areas of the site should either be removed, or a more substantial blocking of that access should be proposed; provision of improved access to dumpster; demonstration that all two-way drive aisles are at least 24 feet wide; provision of a sidewalk along the entire SE 6<sup>th</sup> Avenue frontage, additional buffering to the SE (backside) of the building; remediation to the rear swale; ADA access for NE corner of sidewalk; and enhancement and cleanup of the rear (South) area. **Motion Carried Unanimously.**

**B. Bridgewater on Taylor Creek Pre-Application Plat Review/Site Plan Application No. 23-009-TRC, review re-plat of Lots 6 through 10, TAYLOR CREEK MANOR, Plat Book 3, Page 4, Okeechobee County Public Records, into 12 Lots (one for each townhome), common area and access tracts, totaling 1.31± acres located at 116 SE 8<sup>th</sup> Avenue.**

1. City Planning Consultant Smith commented the Plat was reviewed for conformance with the City's Land Development Regulations (LDRs) and Statutory platting requirements. Only one minor formatting error was discovered on page 2, Abbreviations and Legend Table. Legend is covering abbreviation under South Florida Water Management District (SFWMD). Staff finds the proposed Plat plan to be consistent with the approved site plan (Application No. 21-005-TRC), the subdivision requirements of the City's LDRs, and the statutory platting requirements, therefore recommending approval with the following corrections to be made prior to final plat approval: correct the formatting error on page 2 of the Plat regarding the Abbreviations and Legend table, Lots need to be numbered instead of lettered.
2. Administrator Ritter mentioned it is not recommended to receive revisions right before meetings as it does not allow Members time to review. No other comments were offered.
3. Mr. John Rice, on behalf of Property Owner, B & T Fair Investments, Inc. was not present. Prior to the start of the meeting, he emailed an updated copy of the Plat.
4. There were no questions from the public.
5. There were no disclosures of Ex-Parte Communications.
6. Motion by Public Works Director Allen, seconded by Building Official Newell to approve the Bridgewater on Taylor Creek Pre-Application Plat Application No. 23-009-TRC, as presented in [Exhibit 2] with the following contingencies: correct the formatting error on page 2 of the Plat regarding the Abbreviations and Legend table; lots need to be numbered instead of lettered; and minor amendment to one of the tracts due to location of a manhole. **Motion Carried Unanimously.**



**VI. CITY ADMINISTRATOR UPDATE**

No updates provided at this time.

**VII. ADJOURNMENT**

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.