



**CITY OF OKEECHOBEE, FLORIDA**  
**TECHNICAL REVIEW COMMITTEE MEETING**  
**AUGUST 17, 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, August 17, 2023, at 10:01 A.M. in the City Council Chambers, located at 55 Southeast 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 (OCFR Deputy Fire Marshall Jessica Sasser was present in his place), Police Chief Donald Hagan, Public Works Director David Allen. City Planning Consultant Ben Smith, 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, Okeechobee Utility Authority (OUA) Executive Director John Hayford, and 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- A. There were no items added, deferred, or withdrawn from the agenda.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 Police Chief Hagan, 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 July 20, 2023, Regular Meeting minutes. **Motion Carried Unanimously.**

**V. NEW BUSINESS**

- A. Mallard Landing Pre-Application Plat Review/Site Plan Application No. 23-010-TRC, for a replat of Blocks 4-6, 11-13, 20, and 22, Lots 1-3 and 10-26 of 21, OKEECHOBEE, Plat Book 5, Page 5, for a single-family residential subdivision, totaling 29.736± vacant acres located between Northwest (NW) 3<sup>rd</sup> and 7<sup>th</sup> Avenues and 11<sup>th</sup> to 14<sup>th</sup> Streets.
  - 1. City Planning Consultant Mr. Ben Smith of Morris-Depew Associates, Inc. reviewed the Planning Staff Report in detail recommending all of the comments contained within that report, be addressed prior to final plat approval.
  - 2. Building Official Newell inquired about a Homeowners Association (HOA) Community Center and was advised by Mr. Jeff Sumner, Engineering Consultant for the Applicant, Holiday Builders, that there would not be an HOA. A long discussion ensued regarding the alleyways being dedicated back to the City. Public Works Director Allen expressed concern with having the responsibility for the maintenance.
  - 3. Mr. Sumner, and Mr. James Hill, with Holiday Builders were present via Zoom and Mr. Zach Hill-Thiry also with Holiday Builders, was in attendance and available to answer questions from the Committee Members.
  - 4. No public comments were offered.
  - 5. Administrator Ritter disclosed he had spoken with both Mr. Sumner and Mr. Hill-Thiry.



6. Motion by Building Official Newell, seconded by OCFR Deputy Fire Marshall Sasser to approve the Mallard Landing Pre-Application Plat Review/Site Plan Application No. 23-010-TRC, as presented in [Exhibit 1, which includes the Planning Consultant's analysis of findings] with the following conditions: 1. Provide detectable warning strips for proposed sidewalks; 2. Sidewalk locations should be based on City of Okeechobee Typical Rural (Non-Guttered) Section adjacent to right-of-way, (Appendix E Chapter 11 – Construction Standards and Details); 3. Common detention areas for subdivision should be depicted as “general purpose areas” outside of the proposed lots on the plat; 4. Label lots and tracts on Lot Geometry plan as depicted on the proposed plat as they do not match; 5. Provide horizontal dimensions between proposed water and sewer mains from existing and proposed; 6. Provide for fire hydrant locations; 7. Provide plan and profile plans for proposed water and sewer main; 8. Provide locations of proposed water and sewer service laterals to the right-of-way limits; 9. Provide proposed lot numbers on utility plans matching the proposed plat numbers to allow for better reference of water and sewer service locations; 10. Prior to construction commencement, provide a sewage collection/transmission system construction permit from Florida Department of Environmental Protection (FDEP) and approval from local sewer authority; 11. Prior to construction commencement, provide a water main extension construction permit from FDEP and approval from local water authority; 12. Provide for typical driveway design with culverts for future driveways, (Chapter 46 Article 2), include calculations for typical driveway culvert size; 13. Provide fire hydrant locations not more than 500 feet as the fire hose lays; 14. Provide correspondence from Fire Marshall that the location and number of fire hydrants as proposed are sufficient for the development; 15. Provide additional spot elevations of proposed roadside ditches and intersection edge of pavements; 16. Provide additional information for the discharge and flow direction of runoff that shows flows East of the centerline of NW 3<sup>rd</sup> Avenue and South of the centerline of NW 11<sup>th</sup> Street; 17. Provide additional signage and striping design to Public Works Department for approval prior to construction, remove note 2 from sheet D.1.1 requiring the contractor to provide, the Engineer of Record is to provide signage and striping details, also include speed limit and directional street name signs; 18. Provide radius of proposed cul-de-sac; 19. Certification of Ownership & Dedication; title commitments name different fee simple owners; 20. Certificate of Title; title commitments name different fee simple owners; 21. Legal Description; plat description and survey description don't match title commitments, and commitments are greater than 90 days old; 22. Typo; Dedication Acknowledgement spelling error, Legal Description: Lots 1 through 26, remove period and add comma; 23. Block 2, Stormwater Tract “2B” missing bearings and distance calculation error between PT #1004 and PT # 1011; 24. Block 2, Lot 3, missing bearings. distance calculation error between PT #1012 and PT # 1019; 25. Block 5, Lot 5, missing bearings. distance calculation error between PT #1028 and PT # 1035; 26. Block 5, Lot 12, missing bearings. distance calculation error between PT #1036 and PT # 1043; 27. Block 8, Lot 12 missing distance following bearing N 89°49'20" E; 28. Block 8, Lot 6 missing bearing preceding distance 149.99'; 29. Block 9, Lot 11, missing distances.

**Motion Carried Four to One with Allen voting No.**

**VI. CITY ADMINISTRATOR UPDATE**

No updates provided at this time.

**VII. ADJOURNMENT**

Chairperson Ritter adjourned the meeting at 10:34 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.