



**CITY OF OKEECHOBEE, FLORIDA
TECHNICAL REVIEW COMMITTEE MEETING
SEPTEMBER 21, 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, September 21, 2023, at 10:00 A.M. in the City Council Chambers, located at 55 Southeast Third 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 Marshal Jessica Sasser was present in his place), Police Chief Donald Hagan, (Police Lieutenant Belen Reyna was present in his place), and Public Works Director David Allen. City Planning Consultant Ben Smith and Assistant Planner Bailey Schleifer were present via Zoom. Committee Secretary Patty Burnette and General Services Secretary Keli Trimnal were also present. Okeechobee County Environmental Health Director Dianna May, Okeechobee Utility Authority Executive Director John Hayford, City Attorney Gloria Velaquez, and the Okeechobee County School Board representative were absent.

III. AGENDA

- A. New Business Item B to be discussed before New Business Item A.
- B. Motion by Building Official Newell, seconded by Public Works Director Allen, to approve the agenda as amended. **Motion Carried Unanimously.**
- C. There were no comment cards submitted for public participation.

IV. NEW BUSINESS

- A. Abandonment of Right-of-Way Petition No. 23-002-AC, which requests to abandon a portion of the 15-foot wide Alleyway lying South to North between Lots 3 to 6 and 9 to 12 of Block 34, FIRST ADDITION TO SOUTH OKEECHOBEE, Plat Book 1, Page 17, public records of Okeechobee County, FL.
 - 1. City Planning Consultant Mr. Ben Smith of Morris-Depew Associates, Inc. reviewed the Planning Staff Report recommending approval.
 - 2. No City Staff comments were received.
 - 3. Ms. Jerri Hill, Real Estate Agent on behalf of property owners, Guelff Family Limited Partnership, and Porter Holdings of Okeechobee was available for questions. There were none.
 - 4. No public comments were offered.
 - 5. There were no Disclosure of Ex-Parte Communications by the Committee.
 - 6. Motion by Building Official Newell, seconded by Public Works Director Allen, to recommend approval to the Planning Board for Abandonment of Right-of-Way Petition No. 23-002-AC as presented in [Exhibit 1, which includes the Planning Consultant's analysis]. **Motion Carried Unanimously.**
- B. Site Plan Review Application No. 23-004-TRC, construction of a proposed 4,827 square foot Culver's restaurant with drive through service and associated parking on 2.16± acres, located within the 1200 block along the North side of North Park Street/State Road 70 East, just West of the eastern City Limits/Northeast 13th Avenue.
 - 1. City Administrator Ritter read into the record a letter dated September 19, 2023, that was received from Ms. Blair Knighting, with Kimley-Horn and Associates, Inc., requesting a deferral to the November 16, 2023, TRC Meeting.
 - 2. No City Staff comments were received.
 - 3. Ms. Knighting and Mr. Josh Cockriel, also with Kimley-Horn and Associates, Inc., were available (via Zoom) on behalf of the Applicant, Mr. Adam Ramsay, Registered Agent, Park Street Okeechobee, LLC, and confirmed the request to defer the Application to the November 16, 2023, TRC meeting.
 - 4. No public comments were offered.
 - 5. There were no Disclosure of Ex-Parte Communications by the Committee.

IV. NEW BUSINESS ITEM B CONTINUED

6. Motion by Building Official Newell, seconded by Public Works Director Allen to defer Site Plan Review Application No. 23-004-TRC, to November 16, 2023.
Motion Carried Unanimously.

V. CITY ADMINISTRATOR UPDATE

No updates provided at this time.

VI. ADJOURNMENT

Chairperson Ritter adjourned the meeting at 10:11 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.