



**CITY OF OKEECHOBEE, FLORIDA**  
**TECHNICAL REVIEW COMMITTEE MEETING**  
**DECEMBER 21, 2023**  
**DRAFT 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, December 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) Deputy Fire Marshal Jessica Sasser on behalf of OCFR Bureau Chief Keith Bourgault, Police Chief Donald Hagan, and Public Works Director David Allen. City Planning Consultant Ben Smith was present via Zoom. General Services Secretary Keli Trimnal as well as Code Enforcement Officer Anthony Smith, were present. Okeechobee Utility Authority (OUA) Executive Director John Hayford, City Attorney Gloria Velaquez, the Okeechobee County Environmental Health representative, the Okeechobee County School Board representative, and Committee Secretary Patty Burnette 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- A. There were no items added, deferred, or withdrawn from the agenda.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 November 16, 2023, Meeting minutes. **Motion Carried Unanimously.**

**V. NEW BUSINESS**

- A. Site Plan Review Application No. 23-012-TRC, for a proposed two-phase expansion of an existing facility to include additional paved outdoor storage area with required storm water improvements and future shipping/receiving building with parking on 8.31± acres, located at 858 Northeast (NE) 12<sup>th</sup> Street, Lots 1 through 3, CITY OF OKEECHOBEE COMMERCE CENTER, Plat Book 7, Pages 10 through 14, public records of Okeechobee County
  - 1. City Planning Consultant Mr. Ben Smith of Morris-Depew Associates, Inc. reviewed the Planning Staff Report, and recommended approval based on the following conditions being met; Applicant must provide, letters of availability from OUA demonstrating adequate capacity of water and sewer services; provide a traffic impact statement, including how the site will be utilized for the manufacturing operations associated with the abutting site to the North, and demonstrating proposed vehicle circulation patterns and stacking capacity for vehicles waiting to drop off or pick up materials/products; provide dumpster location and dimensions on plans; provide elevation plans for proposed structure; indicate paving types to be utilized throughout plans; provide a landscape plan to either comply with all Land Development Regulations (LDR) or request approval by the TRC for an alternative landscape plan and indicate why it would be appropriate for the site; demonstrate that lighting intensities are appropriate for this location and will not disrupt surrounding areas; indicate light pole heights and provide light fixture specifications; clearly depict property boundaries on lighting plan; demonstrate that light poles are located on subject property and not in the public rights-of-way; and obtain Special Exception approval for structures exceeding 45 feet in height.

## V. NEW BUSINESS ITEM A CONTINUED

2. Administrator Ritter provided some history on the tile facility: it has been operating for years under different names before becoming Westlake Royal Roofing, LLC.; the proposed expansion will bring in approximately 30 employees and he sees the business being there for many more years; and the business will comply with all required LDR. Mr. Ritter advised a Special Exception (No. 05-001-SE) for the silos is in existence, and he mentioned a report would be needed from the Federal Aviation Administration prior to requesting Special Exception approval from the Board of Adjustment for the 90-foot-tall lighting poles. Director Allen expressed concern with the heavy truck traffic that would be entering and exiting the site as the roadways (NE 9<sup>th</sup> Avenue and 12<sup>th</sup> Street) would deteriorate quickly. He suggested extending the concrete across the roadways to make them more durable. Administrator Ritter was in favor of this as well. OCFR Deputy Fire Marshal Sasser stated a turnaround is required for the fire trucks since the access drive extends over 150 feet.
3. Project Managers, Mr. Andy Medina, Sloan Engineering Group and Mr. Chris Hedrick, Westlake Royal Roofing, LLC, were available for questions. Mr. Medina and Mr. Hedrick were both in agreement with staff comments. Mr. Hedrick is researching the 90-foot-tall lighting poles and is waiting on foundation plans for them. He understands they will need to apply for a special exception. Extending the concrete across the roadway will be discussed further with Director Allen to meet the City's requirements. There is not a need for a dumpster; the OUA water meter is already connected at the site, a final letter will be provided; sewer is in place, and they are currently working with Florida Power and Light to get power. Mr. Hedrick will resend the impact statement to Planner Smith.
4. No public comments were offered.
5. Administrator Ritter and Public Works Director Allen both disclosed they had spoken to Mr. Medina and Mr. Hedrick.
6. Motion by Public Works Director Allen, seconded by OCFR Deputy Fire Marshal Sasser, to approve Site Plan Application No. 23-012-TRC, as presented in [Exhibit 1, which includes the Planning Consultant's analysis of findings and recommendation of approval] with the following conditions: Applicant must provide, letters of availability from OUA demonstrating adequate capacity of water and sewer services; provide a traffic impact statement, including how the site will be utilized for the manufacturing operations associated with the abutting site to the North, and demonstrating proposed vehicle circulation patterns and stacking capacity for vehicles waiting to drop off or pick up materials/products; provide dumpster location and dimensions on plans; provide elevation plans for proposed structure; indicate paving types to be utilized throughout plans; provide a landscape plan to either comply with all LDR or request approval by the TRC for an alternative landscape plan and indicate why it would be appropriate for the site; demonstrate that lighting intensities are appropriate for this location and will not disrupt surrounding areas; indicate light pole heights and provide light fixture specifications; clearly depict property boundaries on lighting plan; demonstrate that light poles are located on subject property and not in the public rights-of-way; and obtain Special Exception approval for structures exceeding 45 feet in height; consider extending the concrete into and across the roadways to make them more durable for primary ingress and egress for truck traffic; and Fire Department access roads in excess of 150-feet in length shall be provided with a turnaround for fire trucks. **Motion Carried Unanimously.**

## VI. CITY ADMINISTRATOR UPDATE

Wished everyone a happy holiday and a safe New Years.

## VII. ADJOURNMENT

Chairperson Ritter adjourned the meeting at 10:33 A.M.

Submitted by:

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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.