



City of Okeechobee
TECHNICAL REVIEW COMMITTEE
55 SOUTHEAST THIRD AVENUE ♦ OKEECHOBEE, FL 34974
November 16, 2023
LIST OF EXHIBITS

Draft Minutes	Summary of Committee Action August 17, 2023
Draft Minutes	Summary of Committee Action September 21, 2023
Staff Report/Exhibit 1	Site Plan Review Application No. 23-004-TRC
Staff Report/Exhibit 2	Site Plan Review Application No. 23-007-TRC
Staff Report/Exhibit 3	Site Plan Review Application No. 23-011-TRC



CITY OF OKEECHOBEE, FLORIDA
TECHNICAL REVIEW COMMITTEE MEETING
AUGUST 17, 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, August 17, 2023, at 10:01 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 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- A. There were no items added, deferred, or withdrawn from the agenda.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) 3rd and 7th Avenues and 11th to 14th 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.



CITY OF OKEECHOBEE, FLORIDA
TECHNICAL REVIEW COMMITTEE MEETING
SEPTEMBER 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, 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, 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.

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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 3rd Avenue and South of the centerline of NW 11th 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, 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.

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