



CITY OF OKEECHOBEE, FLORIDA
TECHNICAL REVIEW COMMITTEE MEETING
JULY 15, 2021
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 15, 2021, 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: Interim City Administrator Gary Ritter, Building Official Jeffery Newell, Fire Chief Herb Smith, and Public Works Director David Allen. Members Absent: Police Chief Bob Peterson (Lieutenant Bernst was present in his place). City Planning Consultant Ben Smith, Okeechobee Utility Authority (OUA) Executive Director John Hayford (entered the Chambers at 10:27), Environmental Health Director Victor Faconti, Committee Secretary Patty Burnette and General Services Secretary Yesica Montoya were present. City Attorney John Fumero and the Okeechobee County School Board representative were absent. Okeechobee County Fire Rescue Captain Justin Hazellief was present as well.

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- A. There were no items added, deferred, or withdrawn from the agenda.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.**

IV. MINUTES

- A. Motion by Building Official Newell, seconded by Fire Chief Smith to dispense with the reading and approve the May 20, 2021, Regular Meeting minutes. **Motion Carried Unanimously.**

V. NEW BUSINESS

- A. Site Plan Review Application No. 21-001-TRC, proposed expansion of the Okeechobee County Sheriff's Office and Jail facilities with associated retention, parking, and other ancillary support facilities on 14.794± acres located at 504 NW 4th Street.
 - 1. City Planning Consultant Mr. Ben Smith of LaRue Planning and Management Services reviewed the Planning Staff Report recommending approval.
 - 2. Chief Smith asked for clarification that the structure labeled single story garage on page C-200 of the site plan was actually the Emergency Operations Center (EOC). Also, he inquired as to whether the hydrant at the EOC which was notated on this same page was actually a fire department connection (FDC). A utility plan showing the proposed FDC connections and fire hydrant locations as well as a flow test is needed. He suggested the County consider sprinkling Fire Station One which is located on this same parcel since it is required by law to sprinkle all fire stations and, given they are considering this proposed project, this timing would be perfect. Public Works Director Allen suggested removing the proposed landscaping from the end of the Northwest 4th Street right-of-way and to cut off the "D" curb at the subject property line. OUA Director Hayford needs to see plans showing water mains and private gravity force mains. There are also some concerns with the pump station that may need upgrades.
 - 3. Mr. Steven Dobbs, on behalf of the Property Owner, Okeechobee County was in attendance as well as the Architect for the proposed project, Mr. Joseph Mrak, President of Securitecture, LLC. Mr. Dobbs clarified the structure labeled as a single-story building should be the EOC and the hydrant should be reflected as an FDC. He will pass the Chief's suggestion along to the County regarding sprinkling Fire Station One. Paperwork for an Alley Use Agreement for Northwest 4th Street has been submitted. The site does have a South Florida Water Management District Environmental Resource Permit. Utility plans will be submitted. The buffer for the new parking proposed adjacent to Northwest 5th Avenue does have adequate space between the property line and the parking area to accommodate the 10-foot buffer requirement along that right-of-way. Lastly, there are required dumpsters located in both the secured and unsecured areas in the Northwest and Northeast sections of the site.

V. NEW BUSINESS ITEMS CONTINUED

4. No public comments were offered.
 5. Chairperson Ritter and Fire Chief Smith disclosed they had spoken with Mr. Dobbs, regarding the proposed project. Building Official Newell disclosed he had spoken to Mr. Donnie Oden, Director of Facilities Maintenance and Development Services and Mr. Mrak.
 6. Motion by Building Official Newell, seconded by Public Works Director Allen to recommend approval for Site Plan Review Application No. 21-001-TRC as presented in [Exhibit 1, which includes the Planning Consultant's analysis of the findings and recommendation for approval as well as approval of the alternate landscape plan as submitted] with the following conditions: submittal of an updated utility plan that shows the proposed FDC and fire hydrant locations as well as the flow test received from Okeechobee County Fire Department; verification of submittal and approval of an alley use agreement for Northwest 4th Street, and Okeechobee County should bear the costs of the improvements required by the OUA to meet the potable water demands of the jail facility based on its peak capacity for inmates and staff. **Motion Carried Unanimously.**
- B. Site Plan Review Application No. 21-002-TRC, construction of a proposed 22,651 sq. ft. building with parking, loading docks and drainage facility on 4.82± acres located at 312 SW 7th Avenue.**
1. City Planning Consultant Smith reviewed the Planning Staff Report recommending approval. In addition, he commented the Applicant has submitted a joinder application for all associated parcels. It is currently being reviewed.
 2. Chief Smith commented there are no plans indicating hydrants or water mains and no sprinkler system for the building. Plans do not indicate the size or location of the gates for access to the parking lot and Knox boxes need to be on at least two of the gates, the North and South entrances of the parking lot. In addition, the width of the egress for the South drive should be increased to a 20-foot minimum for access to the site by fire trucks. Public Works Director Allen commented the new culverts need to be aluminum and should be reduced in size to 36 inches. The damaged sidewalks near the existing facility need to be replaced. He mentioned to keep the overhead power lines in mind when installing the landscaping. OUA Director Hayford needs water and wastewater and fire plans submitted. County Environmental Health Director Faconti commented there is an existing septic system that has an annual operating permit issued through the Health Department. Should it be decided to have sewage disposal through the OUA, the septic tank does not need to be removed just the location identified. Chairperson Ritter inquired as to what roadway improvements are needed and should the sidewalks be across the driveway entrances or meet where the driveways start and possibly replacing the North access to the site. The remainder of the parking landscape areas should be grass or some type of landscape material. The Committee discussed that a five-foot fence should extend to the East fence of the proposed new building.
 3. Mr. Steven Dobbs, agent for the property owner was in attendance. He commented Mr. Neal Markus unfortunately could not be present. A permit through South Florida Water Management has been applied for regarding the storm water system. His client is looking into installing a force main. He confirmed with Public Works Director Allen the culvert size needed for under the road for the new driveway entrances. Director Allen commented the existing pipe located to the far North at the existing facility is not good. Mr. Dobbs requested the site plan be reheard at the next possible meeting as he did not feel comfortable discussing the needed roadway improvements and cost associated with those improvements without his client being present.
 4. No public comments were offered.
 5. Chairperson Ritter disclosed he had spoken with Mr. Dobbs regarding the proposed project.

V. NEW BUSINESS ITEMS CONTINUED

6. Motion by Building Official Newell, seconded by Public Works Director Allen to rehear Site Plan Review Application 21-002-TRC at the September 16, 2021, to allow the Applicant to be present for discussion regarding roadway improvements to Southwest 7th Avenue, replacing the existing North access and to address the Committee's concerns regarding the following: supply hydrant location and utility plans; widen the egress width of the South drive to a 20-foot minimum to accommodate fire trucks; fit the existing and the South gate with knox locks for fire department access to the site; reduce the proposed culverts under the proposed access drives to 36-inches and use aluminum culverts; note landscape changes as discussed on plans; install a five-foot fence which extends to the East fence of the proposed new building; replace damaged sidewalks; submit plans for water and wastewater to OUA; and remainder of parking landscape areas should be grass or some type of landscape material. **Motion Carried Unanimously.**

CHAIRPERSON RITTER CALLED FOR A RECESS AT 11:26 A.M.AND RECONVENED THE REGULAR MEETING AT 11:29 A.M.

- C. Site Plan Review Application No. 21-003-TRC, construction of a proposed 4,867 sq. ft. building with parking and drainage facility on 1.03± acres (South half of existing parcel) located at 1600 S. Parrott Avenue for the proposed use of a car wash facility. In addition, requesting a parking reduction from 32 required spaces to 21.
 1. City Planning Consultant Smith reviewed the Planning Staff Report recommending approval.
 2. Building Official Newell expressed he has no concerns with the proposed car wash portion of the property although he does have concerns with the existing building and the uses that would be permitted there due to the remaining parking spaces that would be available. Fire Chief Smith noted there were no hydrants shown or any utility plans provided. He expressed concern with the access not being wide enough for the fire trucks to enter and in the case of emergencies how they would enter the site since there is an automatic stop bar for the exit area. They will need some type of knox box/gate for access. Regarding the building, the egress door cannot be the overhead door and one cannot egress through the equipment room from the office area. The Committee decided this concern could be addressed and handled during the building permit process. Public Works Director Allen commented the sidewalk located in the Southeast corner of the parcel needs to be a minimum of five-foot wide and both sidewalks need to connect. OUA Director Hayford commented the Applicant is working with them on the water and wastewater plans. Lieutenant Bernst inquired about whether an attendant would be on the site at all times. The Committee discussed deliveries with the Applicant, and he agreed with all deliveries being during off hours and also discussed should garbage pickup be between the hours of 4:00 and 7:00 AM, then there would not be a concern with the location of the dumpster area. The remainder of the parking landscape areas should be grass or some type of landscape material. Chairperson Ritter inquired as to what the intentions were for the existing building and commented he was fine with the proposed stormwater plans as they were an improvement to what was located there presently. The Committee agreed with the parking reduction request as most of the spaces will be used by customers who are vacuuming their cars or by the employees.
 3. Mr. Steve Dobbs and Mr. Wes Williamson, property owner for Williamson Cattle Company, were in attendance and available for questions. Mr. Williamson commented there is currently no occupancy in the existing building, and they may either sell or demolish the building in the future. An attendant will be on site at all times.
 4. No public comments were offered.
 5. Chairperson Ritter disclosed he had spoken with Mr. Dobbs and Mr. Williamson regarding the proposed project and Fire Chief Smith disclosed he had spoken to Mr. Dobbs.

V. NEW BUSINESS ITEMS CONTINUED

6. Motion by Public Works Director Allen, seconded by Fire Chief Smith to recommend approval for Site Plan Review Application 21-003-TRC as presented in [Exhibit 3, which includes the Planning Consultant's analysis of the findings and recommendation for approval] as well as a parking reduction from 32 required spaces to 21, with the following conditions: widen the egress width to accommodate fire trucks; supply knox access for emergency access to the site; sidewalk at Southeast corner needs to be a minimum of five-feet wide; note landscape changes as discussed on plans; supply hydrant location and utility plans. **Motion Carried Unanimously.**

VI. Chairperson Ritter adjourned the meeting at 11:58 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.