



**CITY OF OKEECHOBEE, FLORIDA**  
**TECHNICAL REVIEW COMMITTEE MEETING**  
**DECEMBER 16, 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, December 16, at 10:10 A.M. in the City Council Chambers, located at 55 Southeast Third Avenue, Room 200, Okeechobee, Florida, followed by the invocation and Pledge of Allegiance.

**II. ATTENDANCE**

The following TRC Members were present: City Administrator Gary Ritter, Building Official Jeffery Newell, Okeechobee County Fire Rescue (OCFR) Captain Justin Hazellief, Police Chief Donald Hagan, and Public Works Director David Allen. City Planning Consultant Jim LaRue, Committee Secretary Patty Burnette and General Services Secretary Keli Trimnal were also present. Fire Chief Herb Smith, City Attorney Gloria Velazquez, Okeechobee County Environmental Health Director Victor Faconti, Okeechobee Utility Authority (OUA) Executive Director John Hayford, and the 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- A. There were no items added, deferred, or withdrawn from the agenda.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 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 18, 2021, Regular Meeting minutes. **Motion Carried Unanimously.**

**V. NEW BUSINESS**

- A. Site Plan Review Application No. 21-007-TRC, to construct a parking lot with drainage and landscaping to the East side of an existing 2,250 sq. ft. commercial building to be converted for a medical marijuana dispensary located at 1300 N. Parrott Avenue.
  - 1. City Planning Consultant Mr. Jim LaRue of LaRue Planning and Management Services briefly reviewed the Planning Staff Report recommending approval of the site plan with the following criteria being met prior to issuance of any building permits; Applicant must adhere to all landscape requirements; parking spaces need to meet the 9-foot by 20-foot standard and drainage requirements must meet the approval of the Public Works Director.
  - 2. Building Official Newell and OCFR Captain Hazellief suggested turnaround/T-Turn for the fire trucks, Police Chief Hagan inquired about whether the new parking lot would be paved, or if it would be asphalt millings as indicated in the application.
  - 3. Mr. Steven Dobbs, Engineer on behalf of the Applicant, Karrie Larson of Trulieve, Inc. was available for questions. He stated the parking lot would be paved, and all contingencies noted in the Planning Staff Report would be met.
  - 4. No public comments were offered.
  - 5. OCFR Captain Hazellief disclosed he spoke with Mr. Dobbs about the project.
  - 6. Motion by Building Official Newell, seconded by Public Works Director Allen to approve Site Plan Review Application No. 21-007-TRC, as presented in [Exhibit 1, which includes the Planning Consultant's analysis of findings and recommendation for approval] with the following conditions: the Applicant must adhere to all landscape requirements; parking lot must be asphalt and not asphalt millings; parking spaces need to meet the 9-foot by 20-foot standard; add a turnaround/T-Turn for fire trucks; and drainage requirements must meet the approval of the Public Works Director. **Motion Carried Unanimously.**

**VI.** Chairperson Ritter adjourned the meeting at 10:22 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.