



**CITY OF OKEECHOBEE, FLORIDA**  
**TECHNICAL REVIEW COMMITTEE MEETING**  
**JANUARY 20, 2022**  
**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, January 20, 2022, at 10:00 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- A. There were no items added, deferred, or withdrawn from the agenda.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 Police Chief Hagan, seconded by Building Official Newell, 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 Police Chief Hagan to dispense with the reading and approve the December 16, 2021, Regular Meeting minutes. **Motion Carried Unanimously.**

**V. NEW BUSINESS**

- A. Site Plan Review Application No. 22-001-TRC, to construct a 2,940-SF triplex with sidewalk and six parking spaces on 0.32± acres located at Northeast 3<sup>rd</sup> Avenue and 5<sup>th</sup> Street.
  - 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; verification of curbside pickup for trash collection and the City's engineering department should review the proposed stormwater facilities and the submitted drainage report to ensure onsite stormwater all be captured and released according to all applicable standards.
  - 2. Building Official Newell asked for clarification from the Applicant as the plans submitted indicate a duplex instead of triplex. In addition, he inquired to the Planner as to whether a sidewalk was required adjacent to each of the rights-of-way (Northeast 3<sup>rd</sup> Avenue and 5<sup>th</sup> Street) as indicated in Section 78-36 of the City's Land Development Regulations (LDRs). OCFR Captain Hazellief, and Police Chief Hagan encouraged sidewalks if possible. Public Works Director Allen commented he isn't sure whether there was adequate space to install sidewalks due to the existing drainage swales. He would research and get back in touch with the Applicant. Chairperson Ritter read into the record an email received from OUA Executive Director Hayford regarding missing utility plans that would need to be submitted for his review.
  - 3. Mr. Mike Jimenez, Budget Homes, LLC was present and available for questions. He stated he would contact Mr. Hayford, with OUA, to comply and have his planner make the appropriate changes on the plans to indicate the structure is a triplex not a duplex. He further commented he had no issues with installing sidewalks, he would just need guidance on where to install them due to the drainage swales.
  - 4. No public comments were offered.
  - 5. There were no disclosures of Ex-Parte Communications.

V. NEW BUSINESS ITEM A CONTINUED

- 6. Motion by Building Official Newell, seconded by Public Works Director Allen to approve Site Plan Review Application No. 22-001-TRC, as presented in [Exhibit 1, which includes the Planning Consultant’s analysis of findings and recommendation for approval] with the following conditions: submit utility plans to the OUA; and determination by the Public Works Director on whether it is feasible to install sidewalks adjacent to the rights-of-way. Either installation instructions will be provided to the Applicant or a recommendation to the City Council will be made to deviate from the standards listed in LDR Section 78-36. **Motion Carried Unanimously.**

VI. Chairperson Ritter adjourned the meeting at 10:32 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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