



**CITY OF OKEECHOBEE, FLORIDA  
TECHNICAL REVIEW COMMITTEE MEETING  
NOVEMBER 16, 2023  
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, November 16, 2023, at 10:07 A.M. in the City Council Chambers, located at 55 Southeast (SE) 3<sup>rd</sup> 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, Okeechobee Utility Authority (OUA) Executive Director John Hayford (entered the Chambers at 10:10 A.M.). City Attorney Gloria Velazquez (via conference call), Okeechobee County Environmental Health (OCEH) Doug McCoy, Committee Secretary Patty Burnette and General Services Secretary Keli Trimnal were also present. The Okeechobee County School Board representative was 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- A. There were no items added, deferred, or withdrawn from the agenda.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 August 17, 2023, and the September 21, 2023, Regular Meeting minutes. **Motion Carried Unanimously.**

**V. NEW BUSINESS**

- A. Deferred from the September 21, 2023, Meeting, 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 (NE) 13<sup>th</sup> Avenue, Lot 2, PARK STREET COMMERCE CENTER.
  - 1. City Planning Consultant Mr. Ben Smith of Morris-Depew Associates, Inc. briefly reviewed the Planning Staff Report recommending Approval with the following conditions: plans must be consistent with final plat approval and all conditions of that approval; sign plans and location of sign shall not be approved until submittal of sign plans consistent with the City's Land Development Regulations (LDR) or consistent with an approved sign Variance; approval of this site plan is contingent on approval of Special Exception Petition No. 23-001-SE; and no building permit may be issued until all conditions of approval of 23-003-TRC have been met.
  - 2. OUA Executive Director Hayford discussed the proposed location for the water and fire connections and suggested NE 13<sup>th</sup> Avenue as being the OUA's preferred location. He had concerns with addressing this smaller parcel before the infrastructure was reviewed for the entire proposed replating project. He had not had the opportunity to review the master documents yet. Administrator Ritter commented on the elevations for NE 3<sup>rd</sup> Street and 13<sup>th</sup> Avenue stating they appear to be going downhill.
  - 3. Ms. Blair Knighting and Mr. Josh Cockriel, with Kimley-Horn, were present via conference call. They agreed with the four conditions noted on page ten of the Planner's Staff Report and agreed with the additional fifth condition of relocating the water main connection from the State Road 70 right-of-way to the NE 13<sup>th</sup> Avenue right-of-way. Ms. Knighting commented that they would be submitting for signage permits. Mr. Cockriel stated the sanitary system would be owned by Culver's.



**V. NEW BUSINESS ITEM A CONTINUED**

4. No public comments were offered.
5. Administrator Ritter disclosed he had spoken with the Applicant.
6. Motion by Public Works Director Allen, seconded by Building Official Newell, to approve Site Plan Review Application No. 23-004-TRC as presented in [Exhibit 1, which includes the Planning Consultant's analysis of findings and recommendation for approval] with the following conditions: plans must be consistent with final plat approval and all conditions of that approval; sign plans and location of sign shall not be approved until submittal of sign plans consistent with the City's LDR or consistent with an approved sign Variance; approval of this site plan is contingent on approval of Special Exception Petition No. 23-001-SE; no building permit may be issued until all conditions of approval of 23-003-TRC have been met; and water main connection shall be relocated from the State Road 70 right-of-way to the NE 13<sup>th</sup> Avenue right-of-way. **Motion Carried Unanimously.**

**B. Site Plan Review Application No. 23-007-TRC, construction of a proposed 4,600 square foot automated carwash and self-service vacuum spaces on 1.58± 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 13<sup>th</sup> Avenue, Lot 1, PARK STREET COMMERCE CENTER.**

1. City Planning Consultant Smith briefly reviewed the Planning Staff Report recommending Approval with the following conditions: plans must be consistent with final plat approval and all conditions of that approval; provide at least 25 parking spaces, which is the minimum that may be permitted after granting of parking reduction request; provide a landscape island consistent with the City's LDR Section 90-533(6); provide an additional bush within the eastern landscape perimeter buffer; revise landscape plan to depict all proposed plantings in appropriate locations, (current landscape plan depicts a tree in parking space); approval of this site plan is contingent on approval of Special Exception Petition No. 23-002-SE; approval of this site plan is contingent upon obtaining all necessary approvals related to the proposed North Park Street/State Road 70 access point; and no building permit may be issued until all conditions of approval of 23-003-TRC have been met.
2. Building Official Newell inquired about the status of the approvals from the Florida Department of Transportation (FDOT). He further inquired as to what the alternative would be should access be denied from North Park Street/State Road 70. OUA Executive Director Hayford mentioned they would prefer to have the water meter tie in somewhere other than North Park Street/State Road 70 should the driveway access not be granted as this would be a safety concern for their staff in reading the meter each month. Planner Smith mentioned this could be a major issue with the overall Plat should access not be granted.
3. Mr. Johnny Herbert, Project Engineer with American Civil Engineering Co., on behalf of the Applicant, responded FDOT is reviewing their submittal now and the access part of the project would need to be relooked at should it be denied. Mr. Herbert agreed with Executive Director Hayford and stated they would revisit should access be denied.
4. There were no questions from the public.
5. Administrator Ritter disclosed he had spoken to the Applicant on numerous occasions.
6. Motion by Building Official Newell, seconded by Public Works Director Allen to approve Site Plan Review Application No. 23-007-TRC as presented in [Exhibit 2, which includes the Planning Consultant's analysis of findings and recommendation for approval] with the following conditions: plans must be consistent with final plat approval and all conditions of that approval; provide at least 25 parking spaces, which is the minimum that may be permitted after granting of parking reduction request; provide a landscape island consistent with the City's LDR Section 90-533(6); provide an additional bush within the eastern landscape perimeter buffer; revise landscape plan to depict all proposed plantings in appropriate locations, (current landscape plan depicts a tree in parking space);



**V. NEW BUSINESS ITEM B CONTINUED**

6. Site Plan Review Application No. 23-007-TRC, conditions continued: approval of this site plan is contingent on approval of Special Exception Petition No. 23-002-SE; approval of this site plan is contingent upon obtaining all necessary Local, State, and Federal approvals related to the proposed North Park Street/State Road 70 access point; no building permit may be issued until all conditions of approval of 23-003-TRC have been met; and the water main connection point needs to be relocated should access from North Park Street/State Road 70 be denied by FDOT.  
**Motion Carried Unanimously.**

**C. Site Plan Review Application No. 23-011-TRC, construction of two proposed metal buildings for an expansion of an existing manufacturing facility on 10.816± acres, located at 1289 NE 9th Avenue, Lots 7 through 9 and the South 40 feet of Lot 6, CITY OF OKEECHOBEE COMMERCE CENTER.**

1. City Planning Consultant Smith briefly reviewed the Planning Staff Report recommending revisions to the application package to include the following: parcel acreage should be provided on survey; a revised site plan for the entire parcel to include: lot coverage calculations, existing and proposed impervious surface area calculations, correct exterior dimensions of existing and proposed structures (mobile equipment is not required to be depicted), setbacks for proposed structures from property lines and existing structures, parking space dimensions, access points, driveway and internal drive aisle dimensions, loading area locations and dimensions, vehicle circulation patterns, areas dedicated to outdoor storage, waste storage/disposal location and dimensions, existing and proposed paved areas and types of paving to be provided, and areas dedicated to outdoor storage; elevation plans for all proposed structures (not to include mobile equipment); paving and grading plan; if total impervious area is being increased, stormwater management plans shall be provided; a detailed description of the existing and proposed uses, and the business operations should be provided, including truck routing, loading and queuing management; landscape plans shall be provided demonstrating compliance with the LDR, or Applicant shall submit alternative landscape plan to be approved by TRC; confirmation of water and sewer availability to accommodate proposed expansion; traffic impact statement to include existing and proposed trip generation for all vehicles, including trucks, Applicant shall demonstrate that proposed expansion will not impact surrounding roadway network and light poles may be considered appurtenances allowed to exceed 45-foot height limit, provided Applicant demonstrates compliance with Federal Aviation Administration (FAA) height limitations.
2. OCFR Deputy Fire Marshal Sasser inquired as to whether the buildings would be separated as ten feet is required between them, whether they would be sprinkled, and commented there needed to be enough room provided to maneuver the fire equipment. OUA Executive Director Hayford commented that revised civil plans were needed which better showed where the domestic waste and water connections were located and that the meter/backflow were not located in the stormwater pond as shown. Administrator Ritter inquired as to how the trucks would be routed during construction. He further commented that the Committee has expressed some issues and would like to see changes made. Planner Smith commented that the Applicant should better demonstrate the existing and proposed uses and how the stacking of trucks will be coordinated during construction.



## V. NEW BUSINESS ITEM C CONTINUED

3. Mr. Chris Hedrick, Project Manager on behalf of the Property Owner, Westlake Royal Roofing, LLC, was present and responded that the buildings will not be separate and will not be sprinkled. The stormwater pond is existing, and they can change where the meter connections are shown. He explained there were not a lot of modifications being made because most of the site exists. He further explained they had submitted an additional site plan application for three parcels located to the South of this parent site and that truck traffic would be routed and staged from there.
4. There were no questions from the public.
5. There were no Disclosures of Ex-Parte Communications by the Committee.
6. Motion by Building Official Newell, seconded by OCFR Deputy Fire Marshal Sasser to approve Site Plan Review Application No. 23-011-TRC, as presented in [Exhibit 3, which includes the Planning Consultant's analysis of findings and recommendation of approval] with the following conditions: revisions to the application package to include: parcel acreage should be provided on survey; a revised site plan for the entire parcel to include: lot coverage calculations, existing and proposed impervious surface area calculations, correct exterior dimensions of existing and proposed structures (mobile equipment is not required to be depicted), setbacks for proposed structures from property lines and existing structures, parking space dimensions, access points, driveway and internal drive aisle dimensions, loading area locations and dimensions, vehicle circulation patterns, areas dedicated to outdoor storage, waste storage/disposal location and dimensions, existing and proposed paved areas and types of paving to be provided, and areas dedicated to outdoor storage; elevation plans for all proposed structures (not to include mobile equipment); paving and grading plan; if total impervious area is being increased, stormwater management plans shall be provided; a detailed description of the existing and proposed uses, and the business operations including the expansions should be provided, including truck routing, loading and queuing management; landscape plans shall be provided demonstrating compliance with the LDR, or Applicant shall submit alternative landscape plan to be approved by TRC; confirmation of water and sewer availability to accommodate proposed expansion; traffic impact statement to include existing and proposed trip generation for all vehicles, including trucks, Applicant shall demonstrate that proposed expansion will not impact surrounding roadway network and light poles may be considered appurtenances allowed to exceed 45-foot height limit, provided Applicant demonstrates compliance with FAA height limitations; allow permitting and construction of the building; and use of building cannot take place until all conditions and contingencies are met and all applicable State, Local, and Federal Codes are met. **Motion Carried Unanimously.**

## VI. CITY ADMINISTRATOR UPDATE

No updates provided at this time.

## VII. ADJOURNMENT

Chairperson Ritter adjourned the meeting at 11:46 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.