



**CITY OF OKEECHOBEE, FLORIDA**  
**TECHNICAL REVIEW COMMITTEE MEETING**  
**APRIL 18, 2024**  
**SUMMARY OF COMMITTEE ACTION**

**I. CALL TO ORDER**

Administrator Ritter called the regular meeting of the Technical Review Committee (TRC) for the City of Okeechobee to order on Thursday, April 18, 2024, at 10:00 A.M. in the City Council Chambers, located at 55 Southeast Third Avenue, Room 200, Okeechobee, Florida. The invocation was offered by Mr. Noel Chandler; followed by the Pledge of Allegiance led by Administrator Ritter.

**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 and OCFR Deputy Fire Marshal Jessica Sasser, Police Chief Donald Hagan, Public Works Maintenance Foreman Marvin Roberts, Code Enforcement Officer Anthony Smith, and Okeechobee Utility Authority Executive Director John Hayford. City Planning Consultant Ben Smith was present via Zoom. Committee Secretary Patty Burnette and General Services Secretary Keli Trimnal were also present. Okeechobee County Environmental Health Director David Koerner, City Attorney Stephen Conteaguero 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- A. There were no items added, deferred, or withdrawn from the agenda.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 OCFR Chief Bourgault, 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 OCFR Chief Bourgault, to dispense with the reading and approve the December 21, 2023, Regular Meeting minutes. **Motion Carried Unanimously.**

**V. NEW BUSINESS**

- A. Abandonment of Right-of-Way (ROW) Petition No. 24-001-SC, requests to vacate the portion of Northwest (NW) 5<sup>th</sup> Avenue between NW 9<sup>th</sup> Street and the Seaboard Coast Line Railroad, CITY OF OKEECHOBEE, Plat Books 1 and 5, Pages 10 and 5, 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 based on the following conditions being met prior to recording the ROW vacation; Applicant shall submit an access easement for review by the City Attorney that provides access to CSX Corporation and the Seaboard Coast Line Railroad. The legal description shall correctly identify the portion of the vacated area to be granted to Walpole Feed and Supply Co. Unless otherwise directed by Florida Power & Light (FPL), the Applicant shall submit a public utility easement for review by the City Attorney that provides access to FPL. Unless further delineated and directed by FPL, the legal description shall correctly identify the entirety of the area to be vacated. The easement shall be authorized by all owners of the subject property. Prior to the City Council Hearing, Planner Smith further recommends a detailed sketch of the proposed parcel configuration post-abandonment be provided and for it to include proposed parcel dimensions.
  - 2. **No** City Staff comments were received.
  - 3. Mr. Jay Walpole, Applicant, and Mr. Steven Dobbs, were available for questions. There were none.
  - 4. No public comments were offered.
  - 5. Administrator Ritter disclosed he had spoken with the Applicant.



**V. NEW BUSINESS ITEM A CONTINUED**

6. Motion by Police Chief Hagan, seconded by Building Official Newell, to recommend approval to the Planning Board for Abandonment of Right-of-Way Petition No. 24-001-SC as presented in [Exhibit 1, which includes the Planning Consultant's analysis of findings and recommendation for approval] with the following conditions being met prior to recording the ROW vacation; Applicant shall submit an access easement for review by the City Attorney that provides access to CSX Corporation and the Seaboard Coast Line Railroad. The legal description shall correctly identify the portion of the vacated area to be granted to Walpole Feed and Supply Co. Unless otherwise directed by FPL, the Applicant shall submit a public utility easement for review by the City Attorney that provides access to FPL. Unless further delineated and directed by FPL, the legal description shall correctly identify the entirety of the area to be vacated. The easement shall be authorized by all owners of the subject property. Prior to the City Council Hearing, Planner Smith further recommends a detailed sketch of the proposed parcel configuration post-abandonment be provided and for it to include proposed parcel dimensions. **Motion Carried Unanimously.**

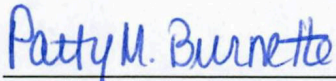
**VI. CITY ADMINISTRATOR UPDATE**

No updates provided at this time.

**VII. ADJOURNMENT**

Administrator Ritter adjourned the meeting at 10:13 A.M.

Submitted by:



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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.