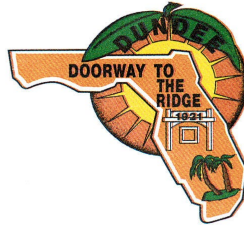


Town of Dundee



**AGENDA
PLANNING AND ZONING BOARD
MAY 19, 2022
5:30 P.M.**

LOCATION: TOWN HALL, 202 EAST MAIN STREET, DUNDEE, FLORIDA

- ❖ **CALL TO ORDER:**
- ❖ **PLEDGE OF ALLEGIANCE:**
- ❖ **ROLL CALL:**

TAB 1: APPROVAL OF MINUTES:

- A. APPROVAL OF MEETING MINUTES OF APRIL 21, 2022 MEETING

TAB 2: PUBLIC HEARINGS

- B. **FUTURE LAND USE MAP AMENDMENT – NORTHEAST POLK LAND INVESTMENTS, LLC**

A request by Northeast Polk Land Investments, LLC to amend the Future Land Use for property located in the Town of Dundee from Polk County Agriculture/Rural Residential (A/RR) to Low Density Residential (LDR) on 20.24 acres located west of Alford Road between Weiberg Road and Lake Hatchineha Road, further described as parcels 272822-000000-014010 and 272822-000000-012030.

- B. **ZONING MAP AMENDMENT – NORTHEAST POLK LAND INVESTMENTS, LLC**

A request by Northeast Polk Land Investments, LLC to amend the Zoning designation for property located in the Town of Dundee from Polk County Agriculture/Rural Residential (A/RR) to Moderate-Density Single-Family

Residential (RSF-3) on 20.24 acres located west of Alford Road between Weiberg Road and Lake Hatchineha Road, further described as parcels 272822-000000-014010 and 272822-000000-012030.

C. TOWN-INITIATED TEXT AMENDMENT TO THE LAND DEVELOPMENT CODE

A Town-Initiated Text Amendment to the Land Development Code relating to model homes.

DELEGATIONS- QUESTIONS & COMMENTS FROM THE FLOOR

(Each speaker shall be limited to three (3) minutes)

REPORTS FROM OFFICERS:

- PLANNING DEPARTMENT COMMENTS
- TOWN ATTORNEY COMMENTS
- BOARD MEMBER COMMENTS
- CHAIRPERSON COMMENTS

ADJOURNMENT

PUBLIC NOTICE

PLEASE BE ADVISED THAT IF YOU DESIRE TO APPEAL FROM ANY DECISIONS MADE AS A RESULT OF THE ABOVE HEARING OR MEETING, YOU WILL NEED A RECORD OF THE PROCEEDINGS AND IN SOME CASES, A VERBATIM RECORD IS REQUIRED. YOU MUST MAKE YOUR OWN ARRANGEMENTS TO PRODUCE THIS RECORD. (FLORIDA STATUTE 286.0105)

IF YOU ARE A PERSON WITH DISABILITY WHO NEEDS ANY ACCOMODATIONS IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE TOWN CLERK'S OFFICE AT 202 EAST MAIN STREET, DUNDEE, FLORIDA 33838 OR PHONE (863) 438-8330 WITHIN 2 WORKING DAYS OF YOUR RECEIPT OF THIS MEETING NOTIFICATION; IF YOU ARE HEARING OR VOICE IMPAIRED, CALL 1-800-955-8771.

DUNDEE PLANNING & ZONING BOARD

LOCATION: DUNDEE TOWN HALL
202 MAIN STREET, DUNDEE, FLORIDA



PLANNING & ZONING BOARD MEETING MINUTES for APRIL 21, 2022

CALL TO ORDER at 5:15pm by Chair Ron Hall
PLEDGE OF ALLEGIANCE: Lead by Chair Ron Hall
ROLL CALL: Jenn Garcia

MEMBERS PRESENT:

Chair Ron Hall
Ray Hunt
Jill Kitto

MEMBERS ABSENT:

Vice Chair Carl Warner
Sam Ahmed

STAFF PRESENT:

Marisa Barmby, CFRPC
Jenn Garcia, Town Clerk
Tracy Mercer, Planning/Special Projects
Clifton Bernard, Public Services Director
John Vice, Public Works Director

AGENDA

ITEM 01: APPROVAL OF MINUTES

Planning & Zoning Board Meeting Minutes 03/17/2022.

MOTION TO APPROVE the Planning & Zoning Board Meeting Minutes for 03/17/2022 made by Board Member Hunt. Seconded by Board Member Kitto. Passed Unanimously.

AYES: Hall, Hunt, Kitto

NAYS: None

ITEM 02: PUBLIC HEARING

A. ZONING MAP AMENDMENT- VALENCIA RIDGE RESERVE PUD

Marisa Barmby of Central Florida Regional Planning Council gave the analysis.

A request by Thomas Thayer to amend the official zoning map designation for property from Moderate-Density Single-Family Residential (RSF-2) and lake to Planned Unit Development-Residential (PUD-R) on approximately 161.1 acres of land, located east of State Road 17 (Scenic Highway), south of Lake Mabel Loop Road, and north of Almburg Road further described as parcels: 272835-000000-034020, 272835-000000-032040, 272835-000000-043030, 272835-000000-043010, 272835-000000-031020, 272835-000000-032010, 272835-000000-032020, 272835-000000-014020, 272835-000000-041010, 272835-000000-013000, and 272835-000000-014010.

Chair Hall opened the floor for delegation comment; the floor was closed after no comments.

Board Member Kitto inquired to why it was changed from RSF-3 to a PUD, the bad conditions of the roads, and if fences will be required.

Chair Hall made several comments related to the project. This development had much diversity in the homes that he appreciated. He stated concern for the 45-foot lots. If the homes are too close together, it could increase the possibility of a fire to spread to the other homes. The homes being close together would allow for neighbors being able to hear music and such in each other's homes. There could be parking issues, especially when homes have guests. Inquired to what the timeframe of the phases of the project.

Board Member Hunt responded to the fire concerns that as long as the fire department responds as trained there should be no greater risk for these homes.

David Holden, project engineer, 600 N. Blvd. Ave, Bartow, responded to the Boards questions and concerns. The potential 4 phases will be completed over the next 3 years, January of 2025. It was updated from RSF-3 to a PUD to have a mix of sized lots it will require open space dedication. A traffic study will be required which will dictate what will need to be done with the roads. He stated that the 45-foot lots are following the trends that are in demand right now. They are exceeding the fire code with 12-foot between homes. Concerning the neighbors noise levels, that becomes a code and law issue. The homes will be a minimum of 1200 sq ft. The development will be incorporating 48 designated overflow parking spaces.

Mrs. Barmby responded that part of the subdivision would be fenced consider the Town Code does require subdivisions to put up a fence or wall with landscaping along the road frontages.

Alan Rayl, Town Engineer consultant from Rayl Engineering and Surveying, 810 East Main Street, Bartow, stated that that the Town's Traffic Engineer Consultant has reviewed the traffic study that was submitted. Areas that are lacking are the exterior roadway network that impacts other areas. There is still work that needs to be addressed as to the impact the traffic will have on the existing road systems. Requested the applicant representative elaborate on the dedication of right-of-way and road improvements. He further stated that in areas where are no or insufficient rights-of-way that the developer would be requested to dedicate adequate right-of-way per Town Code to extend the roadway network as part of their development cost.

Mr. Holden responded to Mr. Rayl's comments and questions stating that they will be improving Steward and Welsh Roads and dedicating a couple of rights-of-way.

MOTION TO RECOMMEND APPROVAL to the Town Commission of a change in zoning classification from Moderate-Density Single-Family Residential (RSF-2) to Planned Unit

Development-Residential (PUD-R) on approximately 161.1 acres of land, located east of State Road 17 (Scenic Highway), south of Lake Mabel Loop Road, and north of Almburg Road made by Chair Hall. Seconded by Board Member Kitto. Passed Unanimously.

AYES: Hall, Hunt, Kitto

NAYS: None

ITEM 03: DUNDEE ANNEXATION INFORMATION PRESENTATION

Tracy Mercer, Planning & Special Projects Coordinator made a presentation to the board on annexation requirements and processes.

REPORTS FROM OFFICERS:

- **Board Members:**
 - **Board Member Kitto**
 - Appreciated the annexation presentation from Ms. Mercer, stated it was very informative.
 - Inquired on a plan for the elementary school pick up line considering it is only worsening with the Town growth especially 8th Street and Lincoln. Stated that Sgt. Tanner had a plan to attempt prior to his leaving.
- **Chairman Hall:**
 - Inquired on an update on the Trucking Company on US 27/Frederick code case.
 - Ms. Barnby responded that the case is ongoing and has already been before the Special Magistrate. They have applied for a PUD that will be coming before the Planning & Zoning Board meeting in May or June. The board will have to see if their request is consistent with the code and with the surrounding areas.

ADJOURNMENT

Meeting adjourned at 7:26pm.

Respectfully Submitted,

Jenn Garcia, Town Clerk



TOWN OF DUNDEE FUTURE LAND USE MAP AMENDMENT STAFF REPORT

TO: Town of Dundee Town Commission

PREPARED BY: Central Florida Regional Planning Council

AGENDA DATE: May 19, 2022

REQUESTED ACTION: **APPLICANT-INITIATED FUTURE LAND USE MAP AMENDMENT**

A request by Northeast Polk Land Investments, LLC to amend the Future Land Use for property located in the Town of Dundee from Polk County Agriculture/Rural Residential (A/RR) to Low Density Residential (LDR) on 20.24 acres located west of Alford Road between Weiberg Road and Lake Hatchineha Road, further described as parcels 272822-000000-014010 and 272822-000000-012030.

BACKGROUND:

The property, which is located west of Alford Road between Weiberg Road and Lake Hatchineha Road, includes two parcels comprising approximately 20.24 acres of land.

The Town of Dundee annexed the property on May 10, 2022. Upon annexation, properties need a Town of Dundee assigned Future Land Use district. The applicant is requesting the property have a Low Density Residential (LDR) designation. This application has a companion zoning application.



FUTURE LAND USE MAP REQUEST:

The applicant is requesting a Future Land Use Map amendment from Polk County Agriculture Rural/Residential (AR/R) to Low Density Residential (LDR). Descriptions for both the existing and proposed Future Land Use are provided as follows.

EXISTING FUTURE LAND USE

Polk County Comprehensive Plan, Future Land Use Element, Section 2.101: Polk County A/RR

This land use category recognizes the importance of agriculture and provides for its protection and future continuance through the establishment of a base residential density of one dwelling unit per five acres (1 DU/5 AC).

PROPOSED FUTURE LAND USE

Town of Dundee Comprehensive Plan, Future Land Use Element, Policy 2.3 – Low Density Residential:

The primary function of the Low Density Residential classification is to accommodate low density residential development consisting primarily of single-family dwellings. Maximum density is 5.0 residential dwelling units per acre; Agricultural uses are permissible in this category.

REASON FOR REQUEST:

Upon annexation of land into Dundee, for development to take place, zoning and future land use designations must be assigned by the Town. The applicant is requesting a Future Land Use of Low Density Residential.

ANALYSIS:

Table 1 includes the density/intensity for the amendment to the Future Land Use Map amendment for the property, which results in a potential increase of 142 dwelling units.

**Table 1:
Analysis of Impacts from Proposed Future Land Use Map Amendment**

	Existing FLU: Polk A/RR (20.24 acres)	Proposed FLU: LDR (20.24 acres)
Density/Intensity	Polk A/RR: 1.0 DU/5 acres	LDR: 5.0 DU/acre
Density Potential	Polk A/RR: 4 DU	LDR: 101 DU
Difference	Increase of 97 DU	

SURROUNDING PROPERTIES:

The property includes citrus groves. The property to the north and west are in unincorporated Polk County, has a Future Land Use of Polk County Agriculture/Rural-Residential, and includes citrus. The property to the east is in unincorporated Polk County, has a Future Land Use of Polk County Agriculture/Rural-Residential, and includes mobile homes on lots ranging from approximately 1.3 acres in size. The property to the south is in the Town and has a Future Land Use designation of Low Density Residential and includes citrus.

PUBLIC FACILITIES AND SERVICES ANALYSIS:

Potable Water

Potable water lines are located approximately 0.87 miles to the east in the H. L. Smith right-of-way. The Town of Dundee will provide potable water services for the property and its development. The maximum development potential for the property under the existing Future Land Use designation generates a demand of 1,440 gpd. The maximum development potential for the property under the proposed Future Land Use designation generates a demand of 36,360 gpd. The change in Future Land Use designation increases the potential impact to the Town's potable water services by 34,920 gpd. See calculations below. The Town does has capacity to serve the project. The developer will be responsible for connecting to the Town's potable water system.

Estimated water consumption for residential based on 360 gallons per day (gpd) as established in the Code of Ordinances.

- Existing Future Land Use
 - 4 dwelling units * 360 gpd = 1,440 gpd
- Proposed Future Land Use:
 - 101 dwelling units * 360 gpd = 36,360 gpd

**Table 2a:
Impact on Town's Water Services – Existing Future Land Use**

	Total Town Capacity (gpcd)	Current Town Usage (gpcd)	Remaining Town Capacity (gpcd)	Demand for Project (gpcd)	Town Capacity Remaining (gpcd)
Existing FLU	917,500	780,579	136,921	1,440	135,481

**Table 2b:
Impact on Town's Water Services – Proposed Future Land Use**

	Total Town Capacity (gpcd)	Current Town Usage (gpcd)	Remaining Town Capacity (gpcd)	Demand for Project (gpcd)	Town Capacity Remaining (gpcd)
Proposed FLU	917,500	780,579	136,921	36.360	100,561

Sanitary Sewer

Sanitary sewer lines are located approximately 0.87 miles to the east in the H. L. Smith right-of-way. The Town of Dundee will provide sanitary sewer services for the property and its development. The maximum development potential for the property under the existing Future Land Use designation generates a demand of 1,080 gpd. The maximum development potential for the property under the proposed Future Land Use designation generates a demand of 27,270 gpd. The Future Land Use map amendment increases the potential impact to the Town's sanitary sewer services by 26,190 gpd. See calculations below. The Town has capacity to serve the project. The developer will be responsible for connecting to the Town's sanitary sewer system.

Estimated sanitary sewer consumption for residential is based on 270 gallons per day (gpd) as established in the Code of Ordinances.

- Existing Future Land Use:
 - 4 dwelling units * 270 gpd = 1,080 gpd
- Proposed Future Land Use:
 - 101 dwelling units * 270 gpd = 27,270 gpd

**Table 3a:
Impact on Town’s Sanitary Sewer Services – Existing Future Land Use**

	Total Town Capacity (gpcd)	Current Town Usage (gpcd)	Remaining Town Capacity (gpcd)	Demand for Project (gpcd)	Capacity Remaining (gpcd)
Existing FLU	700,000	120,000	580,000	1,080	578,920

**Table 3b:
Impact on Town’s Sanitary Sewer Services – Proposed Future Land Use**

	Total Town Capacity (gpcd)	Current Town Usage (gpcd)	Remaining Town Capacity (gpcd)	Demand for Project (gpcd)	Capacity Remaining (gpcd)
Proposed FLU	700,000	120,000	580,000	27,270	552,730

Solid Waste

Dundee transfers solid waste collected in the Town to the Polk County Landfill. As the operators of the landfill, the County plans for capacity for all municipalities in the county, as well as unincorporated areas. Polk County determined that there is sufficient landfill space for the county, including Dundee, to dispose of household garbage for approximately 65 years.

Traffic/Transportation

The parcels have no direct access to right-of-way. Access may be provided via adjacent parcels. The nearest road is Weiberg Road on the south. This is a County maintained road. Based on ITE estimates, the estimated average annual daily trips (AADT) generation for this development is 953 trips per day (101 units * 9.44 = 953). The peak hour typically utilized is the weekday P.M. peak hour. Based on ITE estimates, the P.M. peak hour trip generation is estimated at 91 peak hour trips per day (101 units * 0.9 = 91). Any proposed development will require a full traffic study to determine necessary off-site improvements. Coordination with Polk County is required.

Recreation

The Town currently meets the level of service requirement of 4.5 acres per 1,000 residents as established in the Comprehensive Plan. The applicant will be required to provide recreational opportunities per the Land Development Code. The dedication of land for park and recreation services is 0.0116 acres/dwelling unit. The Town Commission may

approve a dedication of land, a fee paid in lieu of dedication, or a combination of the two. The Town Commission makes this determination at time of concept plan.

Environmental Impacts

According to the Fish and Wildlife Service (FWS), the sand skink (endangered species) is endemic to the sandy ridges of central Florida, occurring in Highlands, Lake, Marion, Orange, Osceola, Polk, and Putnam counties. This site is also located in areas identified as potential habitat for the Gopher Tortoise, a threatened species. Since this site is located in an area identified as potential sand skink and gopher tortoise habitat, as the project continues through to site development plan approval stages, specific environmental studies will be completed and requirements will be addressed.

School Impacts:

The Polk County School Board will review the project as it continues through to subdivision review and approval stages. Any development will have to address school concurrency issues and any necessary mitigation.

CONSISTENCY WITH THE COMPREHENSIVE PLAN:

The following Town of Dundee Comprehensive Plan polices are relevant to the proposed request. The policy is provided with an analysis of how the request may or may not be consistent with the Town’s Comprehensive Plan. The request is consistent with the Comprehensive Plan. The proposed Future Land Use Map amendment is consistent with the opportunities for surrounding properties within the Town of Dundee.

**Table 4:
Consistency with the Comprehensive Plan**

Comprehensive Plan Policy	Analysis
FLU Policy 5.1: Direct higher densities and intensity of use to areas where public facilities and services are available or are projected to be available. Limit the density and intensity of use in areas where public facilities and services are not available.	Public facilities (water and wastewater) are located approximately 0.87 miles from the property. The Town’s Code of Ordinances requires connection for a development of more than 20 homes if facilities are located within one mile.
FLU Policy 5.2: Ensure that development orders or permits for future development and redevelopment are issued only if the public facilities and services necessary to meet the adopted level of service standards are available concurrent with	The proposed impacts of the potential Future Land Use map amendment can be facilitated within the Town’s existing services; therefore, the adopted levels of service will be maintained.

<p>the impacts of the development as established within all Elements of the Town of Dundee Comprehensive Plan, including the level of service standards listed within the following Elements:</p> <ol style="list-style-type: none"> 1. Infrastructure Element 2. Transportation Element 3. Capital Improvements Element 4. Public School Facilities Element 	
<p>FLU Policy 5.4: Agricultural land uses shall not be converted to uses of higher density or intensity until adequate public facilities and services are available concurrent with the impacts of the proposed new development.</p>	<p>Adequate public facilities are available currently.</p>
<p>FLU Policy 6.1: Locate Future Land Uses at densities and intensities that will reduce greenhouse gas emissions while encouraging energy efficiency and will discourage urban sprawl and leap-frog development that unduly depletes the physical, social, and fiscal resources of the Town.</p>	<p>The property is located near existing residential development in unincorporated Polk County and projects under subdivision review within the Town of Dundee.</p>
<p>FLU Policy 6.2: Promote compact urban growth through the location of public facility expansions contiguous to existing developed areas</p>	<p>Single-family residential development is located adjacent to this location. There are subdivision applications on adjacent and near by properties within the Town. Public facility expansions to this property would provide connection opportunities for existing residents in the area.</p>
<p>CIE Policy 2.3: At the time a development permit is issued, adequate facility capacity is available or will be available when needed to serve the development.</p>	<p>Adequate public facilities are available at this time.</p>
<p>PSFE Policy 2.4.1: Final subdivision and site plan approvals for residential development shall be conditioned upon the availability of adequate school capacity as per the adopted level of service standards (LOS) of this element and as required by Section 163.3180(13) F.S.</p>	<p>The School Board will review any proposed projects for concurrency determination during the subdivision review process.</p>

PUBLIC HEARING: FUTURE LAND USE MAP AMENDMENT

MOTION OPTIONS:

1. I move the Planning & Zoning Board **recommend approval to the Town Commission** of the request by Northeast Polk Land Investments, LLC to amend the Future Land Use for property located in the Town of Dundee from Polk County Agriculture/Rural Residential (A/RR) to Low Density Residential (LDR) on 20.24 acres located west of Alford Road between Weiberg Road and Lake Hatchineha Road.
2. I move the Planning & Zoning Board **recommend approval with changes to the Town Commission** of the request by Northeast Polk Land Investments, LLC to amend the Future Land Use for property located in the Town of Dundee from Polk County Agriculture/Rural Residential (A/RR) to Low Density Residential (LDR) on 20.24 acres located west of Alford Road between Weiberg Road and Lake Hatchineha Road.
3. I move the Planning and Zoning Board **continue this item until a date certain.**



TOWN OF DUNDEE ZONING MAP AMENDMENT STAFF REPORT

TO: Town of Dundee Town Commission

PREPARED BY: Central Florida Regional Planning Council

AGENDA DATE: May 19, 2022

REQUESTED ACTION: **APPLICANT-INITIATED OFFICIAL ZONING MAP AMENDMENT**

A request by Northeast Polk Land Investments, LLC to amend the Zoning designation for property located in the Town of Dundee from Polk County Agriculture/Rural Residential (A/RR) to Moderate-Density Single-Family Residential (RSF-3) on 20.24 acres located west of Alford Road between Weiberg Road and Lake Hatchineha Road, further described as parcels 272822-000000-014010 and 272822-000000-012030.

BACKGROUND:

The property, which is located west of Alford Road between Weiberg Road and Lake Hatchineha Road, includes two parcels comprising approximately 20.24 acres of land.

The Town of Dundee annexed the property on May 10, 2022. The applicant is requesting the property have a Low Density Residential (LDR) designation (see companion Future Land Use amendment). This request is consistent with the proposed zoning classification.



ZONING MAP REQUEST:

The applicant is requesting a Zoning map amendment from Polk County Agriculture Rural/Residential (AR/R) to Moderate-Density Single-Family Residential (RSF-3). Descriptions for both the existing and proposed Zoning are provided as follows.

EXISTING ZONING

Polk County Land Development Code Section 204(A)(1): Polk County A/RR

The purpose of the A/RR district is to provide lands for the continuation of productive agricultural uses and to provide for very low density residential development within unincorporated rural areas. The A/RR district permits agricultural activities, agricultural support facilities, multi-family dwelling units, farm labor housing, group living facilities, and community facilities.

PROPOSED ZONING

Town of Dundee, Policy 2.02.02.04(B): RSF3 moderate-density single family residential

The purpose of the RSF3 single-family residential zoning district shall be to locate and establish areas within the Town of Dundee that are deemed to be suited for the development and maintenance of moderately, low density residential living of an urban character on minimum 55-foot wide lots; to designate those uses and services appropriate and proper for location and development within said zoning district; and to establish such development standards and provisions as are appropriate to ensure proper development in a moderately, low density residential environment. It is intended that the maximum residential density within the district shall be 5.0 dwelling units per net acre of land.

REASON FOR REQUEST:

The applicant is interested in developing the property as a single-family residential subdivision

ANALYSIS:

Table 1 includes the density/intensity for the amendment to the Zoning Map designations for the property, which results in a potential increase of 97 dwelling units. Table 2 includes the development standard requirements for the applicable zoning districts under the Low Density Residential district.

**Table 1:
Analysis of Impacts from Proposed Zoning Map Amendment**

	Existing Zoning: Polk A/RR (20.24 acres)	Proposed Zoning: LDR (20.24 acres)
Density/Intensity	Polk A/RR: 1.0 DU/5 acres	RSF-3: 5.0 DU/acre
Density Potential	Polk A/RR: 4 DU	RSF-3: 101 DU
Difference	Increase of 97 DU	

**Table 2:
Development Standard Requirements by Zoning District**

	Max. Density (units/ac)	Min. Lot Size	Min. Lot Width	Min. Floor Area	Floor Area Ratio	Setbacks			Max. Lot Coverage	Max. Bldg. Height
						Front	Rear	Side		
AL	1.0	1 ac.	100 ft.	1,000 s.f.	NA	30 ft.	35 ft.	10 ft.	10%	35 ft.
RSF1	3.2	10,000 s.f.	80 ft.	1,600 s.f.	NA	30 ft.	35 ft.	10 ft.	35%	35 ft.
RSF2	4.0	7,500 s.f.	60 ft.	1,500 s.f.	NA	25 ft.	25 ft.	7.5 ft.	40%	35 ft.
RSF3	5.0	6,000 s.f.	55 ft.	1,400 s.f.	NA	20 ft.	25 ft.	6 ft.	45%	35 ft.

The proposed zoning change is compatible with the surrounding area based on the Future Land Use and zoning of adjacent and nearby properties. More information is available in the Land Use Analysis located below.

SURROUNDING PROPERTIES:

The property includes citrus groves. The property to the north and west are in unincorporated Polk County, has a Zoning of Polk County Agriculture/Rural-Residential, and includes citrus. The property to the east is in unincorporated Polk County, has a Zoning of Polk County Agriculture/Rural-Residential, and includes mobile homes on lots ranging from approximately 1.3 acres in size. The property to the south is in the Town and has a Zoning designation of RSF-3 and includes citrus.

PUBLIC FACILITIES AND SERVICES ANALYSIS:

Potable Water

Potable water lines are located approximately 0.87 miles to the east in the H. L. Smith right-of-way. The Town of Dundee will provide potable water services for the property and its development. The maximum development potential for the property under the existing Zoning

designation generates a demand of 1,440 gpd. The maximum development potential for the property under the proposed Zoning designation generates a demand of 36,360 gpd. The change in Zoning designation increases the potential impact to the Town’s potable water services by 34,920 gpd. See calculations below. The Town does has capacity to serve the project. The developer will be responsible for connecting to the Town’s potable water system.

Estimated water consumption for residential based on 360 gallons per day (gpd) as established in the Code of Ordinances.

- Existing Zoning
 - 4 dwelling units * 360 gpd = 1,440 gpd
- Proposed Zoning:
 - 101 dwelling units * 360 gpd = 36,360 gpd

**Table 3a:
Impact on Town’s Water Services – Existing Zoning**

	Total Town Capacity (gpcd)	Current Town Usage (gpcd)	Remaining Town Capacity (gpcd)	Demand for Project (gpcd)	Town Capacity Remaining (gpcd)
Existing Zoning	917,500	780,579	136,921	1,440	135,481

**Table 3b:
Impact on Town’s Water Services – Proposed Zoning**

	Total Town Capacity (gpcd)	Current Town Usage (gpcd)	Remaining Town Capacity (gpcd)	Demand for Project (gpcd)	Town Capacity Remaining (gpcd)
Proposed Zoning	917,500	780,579	136,921	36,360	100,561

Sanitary Sewer

Sanitary sewer lines are located approximately 0.87 miles to the east in the H. L. Smith right-of-way. The Town of Dundee will provide sanitary sewer services for the property and its development. The maximum development potential for the property under the existing Zoning designation generates a demand of 1,080 gpd. The maximum development potential for the property under the proposed Zoning designation generates a demand of 27,270 gpd. The Zoning map amendment increases the potential impact to the Town’s sanitary sewer services by 26,190 gpd. See calculations below. The Town has capacity to serve the project. The developer will be responsible for connecting to the Town’s sanitary sewer system.

Estimated sanitary sewer consumption for residential is based on 270 gallons per day (gpd) as established in the Code of Ordinances.

- Existing Zoning:
 - 4 dwelling units * 270 gpd = 1,080 gpd
- Proposed Zoning:
 - 101 dwelling units * 270 gpd = 27,270 gpd

**Table 3a:
Impact on Town’s Sanitary Sewer Services – Existing Zoning**

	Total Town Capacity (gpcd)	Current Town Usage (gpcd)	Remaining Town Capacity (gpcd)	Demand for Project (gpcd)	Capacity Remaining (gpcd)
Existing Zoning	700,000	120,000	580,000	1,080	578,920

**Table 3b:
Impact on Town’s Sanitary Sewer Services – Proposed Zoning**

	Total Town Capacity (gpcd)	Current Town Usage (gpcd)	Remaining Town Capacity (gpcd)	Demand for Project (gpcd)	Capacity Remaining (gpcd)
Proposed Zoning	700,000	120,000	580,000	27,270	552,730

Solid Waste

Dundee transfers solid waste collected in the Town to the Polk County Landfill. As the operators of the landfill, the County plans for capacity for all municipalities in the county, as well as unincorporated areas. Polk County determined that there is sufficient landfill space for the county, including Dundee, to dispose of household garbage for approximately 65 years.

Traffic/Transportation

The parcels have no direct access to right-of-way. Access may be provided via adjacent parcels. The nearest road is Weiberg Road on the south. This is a County maintained road. Based on ITE estimates, the estimated average annual daily trips (AADT) generation for this development is 953 trips per day (101 units * 9.44 = 953). The peak hour typically utilized is the weekday P.M. peak hour. Based on ITE estimates, the P.M. peak hour trip generation is estimated at 91 peak hour trips per day (101 units * 0.9 = 91). Any proposed development will require a full traffic study to determine necessary off-site improvements. Coordination with Polk County is required.

Recreation

The Town currently meets the level of service requirement of 4.5 acres per 1,000 residents as established in the Comprehensive Plan. The applicant will be required to provide recreational opportunities per the Land Development Code. The dedication of land for park and recreation services is 0.0116 acres/dwelling unit. The Town Commission may approve a dedication of land, a fee paid in lieu of dedication, or a combination of the two. The Town Commission makes this determination at time of concept plan.

Environmental Impacts

According to the Fish and Wildlife Service (FWS), the sand skink (endangered species) is endemic to the sandy ridges of central Florida, occurring in Highlands, Lake, Marion, Orange, Osceola, Polk, and Putnam counties. This site is also located in areas identified as potential habitat for the Gopher Tortoise, a threatened species. Since this site is located in an area identified as potential sand skink and gopher tortoise habitat, as the project continues through to site development plan approval stages, specific environmental studies will be completed and requirements will be addressed.

School Impacts:

The Polk County School Board will review the project as it continues through to subdivision review and approval stages. Any development will have to address school concurrency issues and any necessary mitigation.

CONSISTENCY WITH THE COMPREHENSIVE PLAN:

The following Town of Dundee Comprehensive Plan polices are relevant to the proposed request. The policy is provided with an analysis of how the request may or may not be consistent with the Town’s Comprehensive Plan. The request is consistent with the Comprehensive Plan. The proposed Zoning Map amendment is consistent with the opportunities for surrounding properties within the Town of Dundee and the companion Future Land Use Map amendment.

**Table 4:
Consistency with the Comprehensive Plan**

Comprehensive Plan Policy	Analysis
FLU Policy 5.1: Direct higher densities and intensity of use to areas where public facilities and services are available or are projected to be available. Limit the density	Public facilities (water and wastewater) are located approximately 0.87 miles from the property. The Town’s Code of Ordinances requires connection for a development of

and intensity of use in areas where public facilities and services are not available.	more than 20 homes if facilities are located within one mile.
FLU Policy 5.2: Ensure that development orders or permits for future development and redevelopment are issued only if the public facilities and services necessary to meet the adopted level of service standards are available concurrent with the impacts of the development as established within all Elements of the Town of Dundee Comprehensive Plan, including the level of service standards listed within the following Elements: 1. Infrastructure Element 2. Transportation Element 3. Capital Improvements Element 4. Public School Facilities Element	The proposed impacts of the potential Zoning map amendment can be facilitated within the Town's existing services; therefore, the adopted levels of service will be maintained.
FLU Policy 5.4: Agricultural land uses shall not be converted to uses of higher density or intensity until adequate public facilities and services are available concurrent with the impacts of the proposed new development.	Adequate public facilities are available currently.
FLU Policy 6.1: Locate Future Land Uses at densities and intensities that will reduce greenhouse gas emissions while encouraging energy efficiency and will discourage urban sprawl and leap-frog development that unduly depletes the physical, social, and fiscal resources of the Town.	The property is located near existing residential development in unincorporated Polk County and projects under subdivision review within the Town of Dundee.
FLU Policy 6.2: Promote compact urban growth through the location of public facility expansions contiguous to existing developed areas	Single-family residential development is located adjacent to this location. There are subdivision applications on adjacent and near by properties within the Town. Public facility expansions to this property would provide connection opportunities for existing residents in the area.
CIE Policy 2.3: At the time a development permit is issued, adequate facility capacity is available or will be available when needed to serve the development.	Adequate public facilities are available at this time.
PSFE Policy 2.4.1: Final subdivision and site plan approvals for residential development shall be conditioned upon the	The School Board will review any proposed projects for concurrency determination during the subdivision

availability of adequate school capacity as per the adopted level of service standards (LOS) of this element and as required by Section 163.3180(13) F.S.	review process.
---	-----------------

PUBLIC HEARING: ZONING MAP AMENDMENT

MOTION OPTIONS:

1. I move the Planning & Zoning Board **recommend approval to the Town Commission** of the request by Northeast Polk Land Investments, LLC to amend the Zoning designation for property located in the Town of Dundee from Polk County Agriculture/Rural Residential (A/RR) to Moderate-Density Single-Family Residential (RSF-3) on 20.24 acres located west of Alford Road between Weiberg Road and Lake Hatchineha Road.

2. I move the Planning & Zoning Board **recommend approval with changes to the Town Commission** of the request by Northeast Polk Land Investments, LLC to amend the Zoning designation for property located in the Town of Dundee from Polk County Agriculture/Rural Residential (A/RR) to Moderate-Density Single-Family Residential (RSF-3) on 20.24 acres located west of Alford Road between Weiberg Road and Lake Hatchineha Road.

3. I move the Planning and Zoning Board **continue this item until a date certain.**



**TOWN OF DUNDEE
LAND DEVELOPMENT CODE AMENDMENT
STAFF REPORT**

TO: Town of Dundee Town Commission

TO: Planning and Zoning Board

PREPARED BY: Marisa M. Barmby, AICP
Program Manager, Central Florida Regional Planning Council

AGENDA DATE: May 19, 2022

REQUESTED ACTION: Consider Town-Initiated Text Amendment to the Land Development Code relating to model homes

BACKGROUND:

Dundee's Land Development Code permits model homes under the Planned Unit Development section of the Land Development Code. Section 7.09.08 of the Land Development Code includes the requirements for model homes. The language needs to be relocated from under the Planned Unit Development Section of the Code and expanded to provide more detail for model homes and temporary sales offices.

PROPOSED LANGUAGE:

~~7.09.08. Model homes.~~

~~All model dwelling units shall be subject to the following restrictions:~~

- ~~(A) Model dwelling units shall not be used for a period of longer than one year; however, the town commission may grant an extension for a period not to exceed one year.~~
- ~~(B) The number of model dwelling units shall not exceed eight in number, and shall not be connected to water and sewer facilities until a plat of record has been provided for the subdivision area in which the models are located.~~
- ~~(C) At least two off street parking spaces per model unit shall be provided on the same lot as the model dwelling unit or on contiguous lots, and shall be maintained as long as the model dwelling unit is used as such.~~

2.01.15 Model Homes

Model home dwelling units and temporary sales offices shall be subject to the following requirements. The term model home shall be deemed to include temporary sales offices (“sales trailer”) unless stated otherwise herein:

- (A) The phase or site where model homes are to be built shall have an approved set of final construction plans and an approved and recorded final plat. All improvements to be publicly dedicated and not yet constructed shall be secured via surety according to Town regulations before a model home or temporary sales office permit can be issued.
- (B) Model homes shall meet all lot area, setbacks, square footage, and all other zoning code requirements of the district in which they are located and the plat within which they lie.
- (C) The number of model homes shall not exceed 5 or the greater of 10 percent of the total building lots within any single platted phase, not to exceed 10 total units. Fractions shall be rounded to the nearest whole number.
- (D) Model homes and temporary sales offices may continue operation until all lots or houses within that subdivision are sold. Construction of temporary sales offices shall not commence until a performance bond adequate to ensure the removal of the structure has been posted with the administrative official and approved by the town attorney.
- (E) Fire protection:
 - (1) Each model home shall be accessible by a stabilized road base meeting the minimum requirements of the latest edition of the NFPA 1 Fire Code.
 - (2) Prior to start of construction on any model home or temporary sales office site, fire suppression water shall be available from a fully functioning hydrant within 1,000 feet of the structure measured by the route of vehicle travel along approved roadways and/or stabilized road base. These fire protection facilities shall be in place and approved by the fire agency having jurisdiction to the model home lot(s) prior to the issuance of the model home building permit.

- (F) There shall be no water, electric, or sanitary sewer service to individual model homes until the utility systems have been accepted for service by the Town of Dundee and the final plat is recorded.
- (G) Parking:
- (1) One off-street parking space shall be provided for each employee plus one per model dwelling unit.
 - (2) Parking areas including drive aisles shall be provided on the same lot as the model dwelling unit or on a contiguous lot, and shall be maintained as long as the model dwelling unit is used as such. Parking areas must be surfaced with non-dust producing materials such as asphalt, concrete, or gravel.
 - (3) In addition, one space shall be provided for handicapped parking. The handicapped parking space shall meet ADA requirements for size, grade slope, and accessibility via an ADA-compliant travel path to the sales office and any other areas used for sales activities. The handicapped parking space and travel path shall be paved with concrete, asphalt, or ADA-compliant pavers.
- (H) Signs shall not be illuminated after 9:00 p.m.
- (I) The model dwelling units shall not be used for any business activity later than 9:00 p.m.
- (J) The requirements above assume that the constructed model home will be converted for residential sale after the need for model homes has passed. If, however the model home is not intended for future sale, and is displayed for advertising purposes only but not intended to be sold or occupied as a dwelling, construction shall not commence until a performance bond adequate to ensure the removal of the structure has been posted with the administrative official and approved by the town attorney.
- (K) In those zoning districts where multi-family dwelling uses are permitted, a temporary structure ("sales trailer") may be used as a preconstruction sales office for the purpose of displaying a typical dwelling unit arrangement, subject to the following restrictions:
- (1) Adequate off-street parking facilities (a minimum of five spaces) and access driveways shall be developed within those locations approved for such facilities in conjunction with the permanent apartment structure, and no additional parking areas or access driveways shall be permitted.

- (2) At least one handicapped parking space shall be provided in accordance with the requirements listed above in this section.
- (3) The structure shall be completely and totally removed within six months from the date of the issuance of a Building Permit for the permanent residential dwelling structure or upon the completion of the permanent residential dwelling structure whichever date is later.
- (4) In the event that the temporary structure is not removed by the owner or other parties in interest within the terms of this section, the Town of Dundee, to the extent permitted by law, acting through its Building Inspector, is authorized to vacate, demolish, or remove, either with forces or by independent contractor submitting the lowest and best bid, any such building or structure. The Town shall assess the entire costs of such vacation, demolition, or removal against the owner or other parties in interest.
-

MOTION OPTIONS:

1. I move **recommendation of approval to the Town Commission** for the Town-initiated text amendment related to model homes.
2. I move **recommendation of approval with changes to the Town Commission** for the Town-initiated text amendment related to model homes.
3. I move **continuing to a date certain** for the Town-initiated text amendment related to model homes.