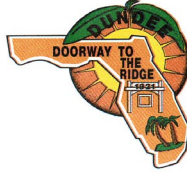


Town of Dundee



AGENDA PLANNING AND ZONING BOARD SEPTEMBER 15, 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 JULY 21, 2022 MEETING

TAB 2: DISCUSSION ITEMS

- A. POTENTIAL CODE OF ORDINANCE UPDATE – PARK AND RECREATION OPERATING HOURS.
- B. INTRODUCTION TO PROPOSED TECHNICAL STANDARDS MANUAL

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 JULY 21, 2022

CALL TO ORDER at 5:38pm by Chair Ron Hall
PLEDGE OF ALLEGIANCE: Chair Ron Hall
ROLL CALL: Melissa Glogowski

MEMBERS PRESENT:

Ron Hall
Suzetta Henson
Jill Kitto

MEMBERS ABSENT:

Ray Hunt
Sam Ahmed

Mrs. Glogowski stated that Ray Hunt notified Town Staff that he would be on shift and would not be able to attend the meeting, Town Staff did not receive notification from Sam Ahmed.

MOTION TO ACCEPT THE ABSENCE of Ray Hunt from the July 21, 2022 Planning and Zoning meeting made by Jill Kitto. Seconded by Ron Hall. Motion carried.

AYES: Hall, Henson, Kitto

NAYS: None

MOTION TO ACCEPT THE ABSENCE of Sam Ahmed at the July 21, 2022 meeting made by Jill Kitto. Seconded by Ron Hall. Motion carried.

AYES: Hall, Henson, Kitto

NAYS: None

Board Member Kitto requested that staff investigate the number of excused and unexcused absences of board member Sam Ahmed and what the Town Charter states regarding absences of Board Members.

STAFF PRESENT:

Marisa Barmby, CFRPC
Seth Claytor, Assistant Attorney
Melissa Glogowski, Executive Administrative Assistant
John Vice, Public Works Director

AGENDA

ITEM 01: APPROVAL OF MINUTES

Planning & Zoning Board Meeting Minutes 05/19/2022.

MOTION TO APPROVE the Planning & Zoning Board Meeting Minutes for 05/19/2022 made by Board Member Kitto. Seconded by Board Member Henson. Passed Unanimously.

AYES: Hall, Henson, Kitto

NAYS: None

ITEM 02: PUBLIC HEARING

A. ZONING MAP AMENDMENT- SLC IRA, LLC AND ABC IRA, LLC

Marisa Barnby of Central Florida Regional Planning Council gave the presentation.

A request by SLC IRA, LLC and ABC IRA, LLC to amend the Official Zoning Map for property located in the Town of Dundee from Polk County Agriculture/Rural Residential (A/RR) to Moderate Density Single Family Residential-3 (RSF-3) on 48.29 acres located at the northeast corner of the intersection of Alford Road with Weiberg Road and Edwards Road, further described as parcels 272823-000000-034010, 272823-000000-034020, 272823-000000-034030, and 272823-000000-032020

Board Member Kitto requested an explanation of how the water is allocated to these developments and what the numbers given in presentations reflects.

Mrs. Barnby explained that the water availability numbers given in presentations is non-binding reflecting the number at the time of the presentation.

Assistant Attorney Claytor stated that the Town can request a credit for our water use permit from SWFWMD if existing agriculture wells are present and dedicated to the Town. The well capacity can then be used for the development of the property.

Heather Wertz, engineer of record with Absolute Engineering, 1000 North Ashley Drive, Suite 925, Tampa, stated that she presumes that there would be at least one well on the considered property since it is a citrus grove.

MOTION TO RECOMMEND APPROVAL of the request 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-3 (RSF-3) on 48.29 acres located at the northeast corner of the intersection of Alford Road with Weiberg Road and Edwards Road made by Board Member Kitto. Seconded by Board Member Henson. Motion carried.

AYES: Hall, Henson, Kitto

NAYS: None

REPORTS FROM OFFICERS:

Planning Department:

Mrs. Barnby distributed maps of active project locations within the Town as of July 21, 2022.

Town Attorney

Thanked the Board for having him and he is looking forward to continuing to work with the board at the request of Town administration.

Board Members:

Board Member Henson

Board Member Henson inquired of the traffic impacts related to the development that was discussed that night and the impact of the traffic at the elementary school and if it still being considered to make Frederick a one-way street during student pick up and drop off.

Mrs. Barmby explained that the elementary school in Town is a charter school that students must apply to get into. Most students in that area would attend the school they are zoned for unless they apply to the charter school and are accepted. She further stated that she is not aware of any discussions related to Frederick as a one-way street during student pick up and drop off. This would be something to be investigated during the traffic study that is being conducted.

Board Member Henson inquired of the maintenance of property along US 27. Many property owners are not maintaining their property well, can the Town maintain the property and then charge the property owners.

Assistant Attorney Claytor stated that this would be a part of the abatement process through Code Enforcement and Special Magistrate.

Board Member Kitto

Board Member Kitto requested an update on the status of the trucking company at US 27 as promised at the last meeting.

Assistant Attorney Claytor stated that there have been meetings with the property owner's engineer. Considering this is an open code case, we must be cautious of too much discussion. There are discussions of options available to the property owners. The Town is following the proper legal process as related to this case.

Board Member Kitto expressed many concerns over this ongoing case.

Board Member Kitto inquired of if there is property within the Town that could be an industrial park, she noticed property on Welsh Road near the water tower. And are there property owners coming in to build Town Houses or apartments?

Mrs. Barmby stated that she believes the Welsh property is owned by the State. She replied that there is a Town House development in process right now.

Board Member Kitto inquired of the impact fees for recreation increasing.

Assistant Attorney Claytor responded that she is correct, that the recreation impact fees increased from \$200 to around \$1200 because of the Impact and Connection Fee study that was implemented changes effective May 2022.

Chairman Hall

Chair Hall inquired of the use of road impact fees and if the board can request that the Town Commission begin spending these fees.

Assistant Attorney Claytor responded that the Town Commission has recently approved a \$183,000 task order for a traffic consultant to do a comprehensive traffic study/analysis on the internal road networks within the Town's corporate limits to identify where impact fees are necessary as related to the roads. These are restricted funds that can only be used for transportation related growth. Traffic impact fees cannot be used for maintenance.

Concern with the number of RSF-3 developments coming into Town and is campaigning to have a variety of types of development around the Town.

Assistant Town Attorney responded that in certain cases we can discuss other options for development but if they would like to come in under straight zoning if they meet the requirements and criteria the Town cannot do anything about it. We can encourage developments to consider other options but cannot force them if they meet the requirements.

Thanked Assistant Attorney Claytor for his presence at the meeting.

ADJOURNMENT

Meeting adjourned at 6:56pm.

Respectfully Submitted,


Jenn Garcia, Town Clerk



TOWN OF DUNDEE
DISCUSSION ITEM: PARK AND RECREATION FACILITY HOURS OF OPERATION
STAFF REPORT

TO: Planning and Zoning Board

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

AGENDA DATE: September 15, 2022

REQUESTED ACTION: Consider Town-Initiated Text Amendment to the Town of Dundee Code of Ordinances Relating to Town Park and Recreation Area Operating Hours

BACKGROUND:

The discussion of current park and recreation area operating hours and potential amendments to the language to ensure the requirements meet the needs of the residents and users of the facilities while ensuring the Town can provide adequate safety and maintenance requirements.

Section 38-5 of the Town of Dundee Code of Ordinances addresses the hours of operation of the parks and recreational areas within the Town. The Town adopted the language in 1976 and updated in 1992.

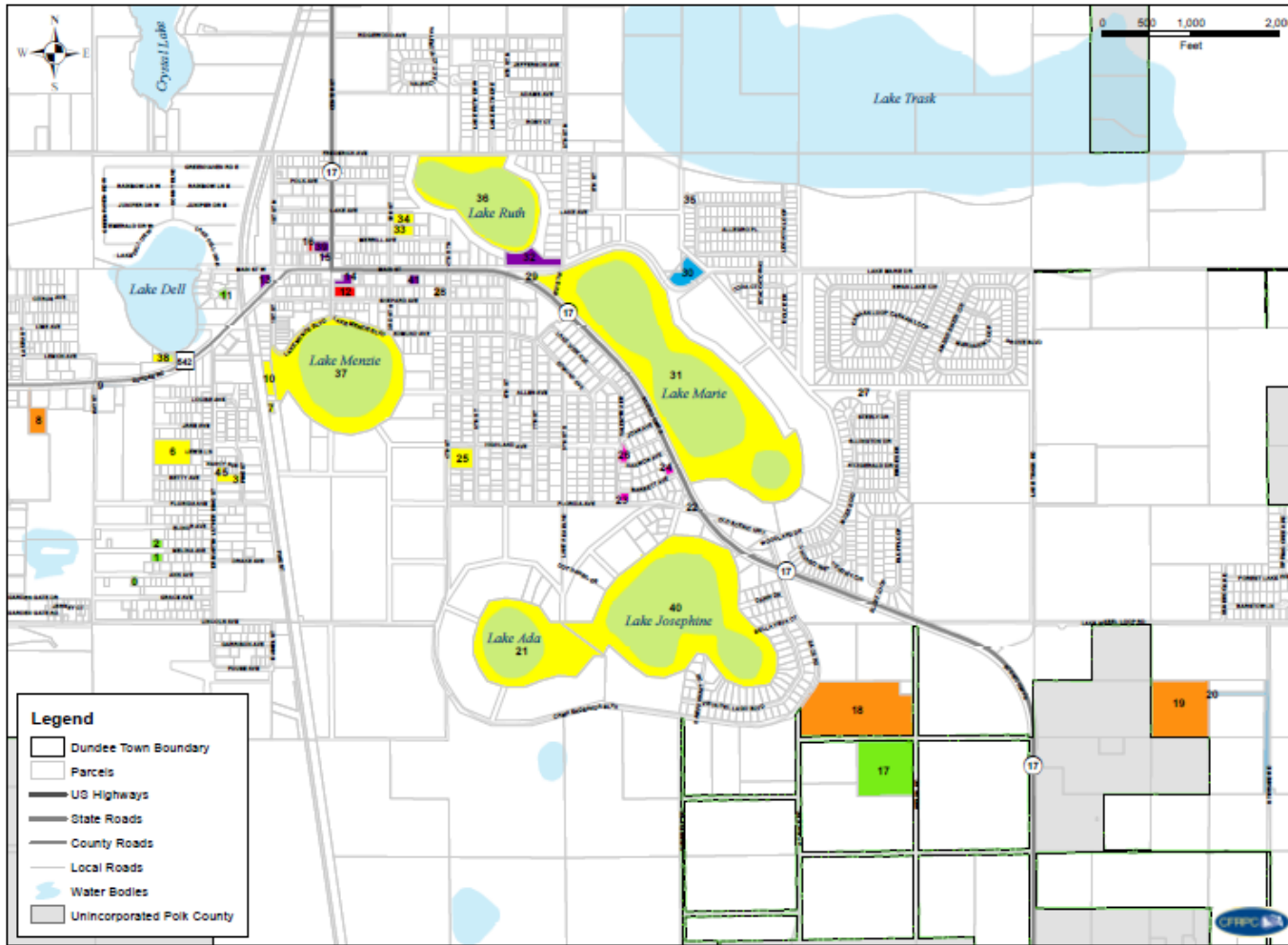
Section 38-5: Parks and recreational areas.

The town parks and recreation areas shall be open 24 hours a day to permit access to the lakes for the purposes of fishing and boating. For all other activities, the parks will be open from 5:00 a.m. until 10:00 p.m.

(Code 1976, § 11-21; Ord. No. 92-07, § 1, 8-11-92)

The map on the following page includes the Town Owned lands.

TOWN OF DUNDEE - Town Owned Parcels



Dundee Owned Parcels		
Use	Parcel ID	Acreage
0	272828844500003360	0.18
1	272828844500002390	0.30
2	272828844500001820	0.30
3	272828844000012090	0.62
4	272828844000012105	0.13
6	272828844000012101	0.07
8	272828844000008180	2.86
7	272828836000034001	0.19
8	272829000000021130	1.53
9	272828844000009010	0.07
10	272828836000035000	0.92
11	272828844000000120	0.25
12	272828836000016250	0.69
13	272828836000018000	0.39
14	272828836000016010	0.46
15	272828836000011110	0.11
16	272828836000011070	0.17
17	272834853000000110	9.03
18	272834853000000050	16.90
19	2728350000000031040	9.73
20	2728350000000031030	1.67
21	272828847020000160	22.51
22	272827835510000273	0.01
23	272827835821000570	0.25
24	272827835821000470	0.27
25	272828836000033010	1.46
26	272827835821000290	0.38
27	272827835824001550	0.06
28	272828836000015190	0.17
29	272828840000041010	0.09
30	272827835760000010	1.76
31	272827835510000400	73.80
32	272828847010000140	2.04
33	272828836000006070	0.69
34	272828836000006030	0.69
35	272827835825001440	0.10
36	272828847010000150	24.27
37	272828847030001203	34.66
38	272828844000000083	0.56
39	272828836000011090	0.52
40	272827835520000280	55.03
41	272828836000015060	0.34

Town Owned Parcels Uses	
USE	Description
Blue	Municipal Buildings
Yellow	Park, Vacant or Improved
Red	Parking, Current or Future
Light Blue	RCW
Pink	Stormwater Ponds
Orange	Utilities
Green	Vacant, Unimproved

DISCLAIMER: The information on this map should be considered conceptual and subject to change. This map is not a survey. | Data Sources: Central Florida Regional Planning Council, Florida Department of Transportation, Polk County Property Appraiser, Town of Dundee | Date: 10/7/2021 | Document Path: D:\Projects\Polk\City\Dundee\Map\2021\Dundee_Town_Owned_01-28-21.mxd



TOWN OF DUNDEE
DISCUSSION ITEM: INTRODUCTION TO PROPOSED ENGINEERING DESIGN AND
CONSTRUCTION STANDARD DETAILS MANUAL
STAFF REPORT

TO: Planning and Zoning Board

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

AGENDA DATE: September 15, 2022

REQUESTED ACTION: Introduction to Proposed Engineering Design and Construction Standard Details Manual

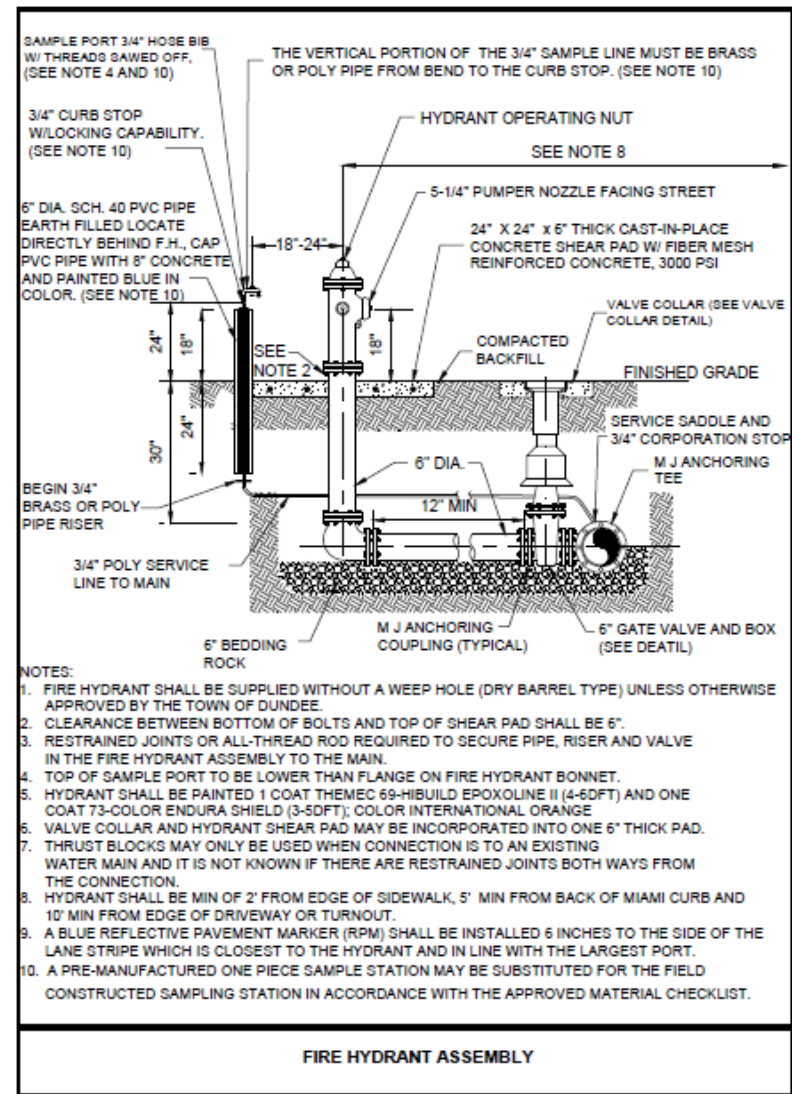
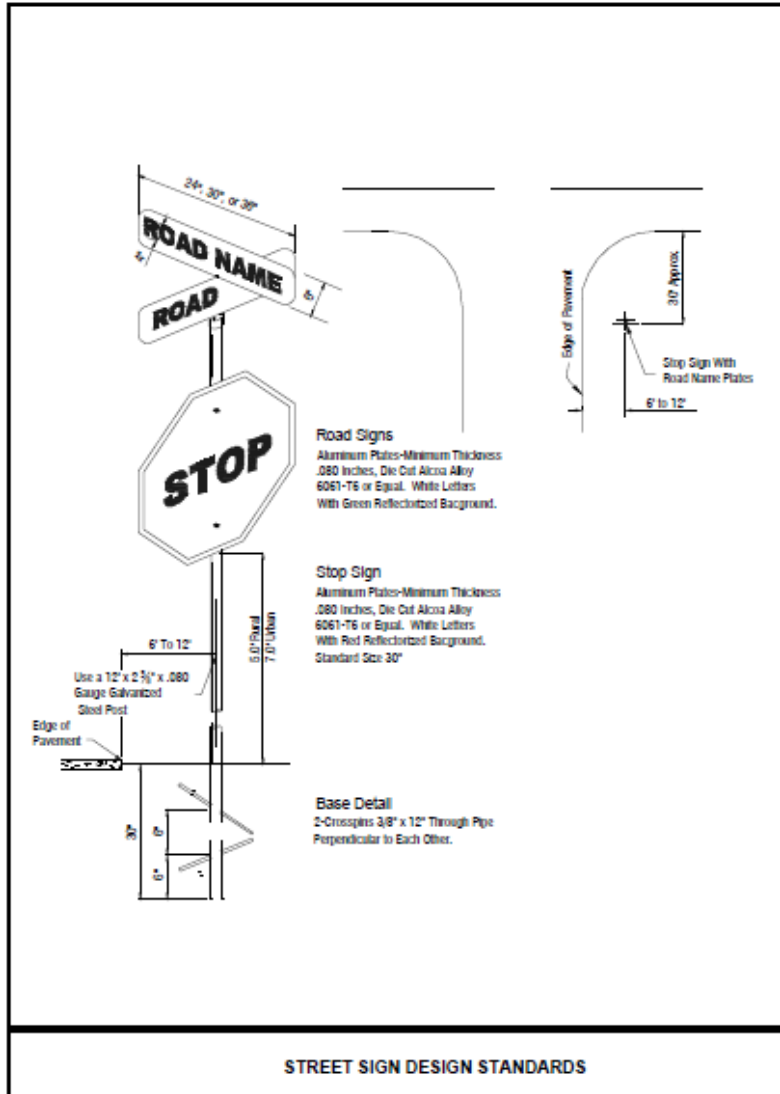
BACKGROUND:

The Town of Dundee Land Development Code includes references to adopted engineering design and construction standards. These address items such as transportation systems, utilities, and Final plats. The Land Development Code and the Code of Ordinances include specific requirements for items such as sidewalk locations, widths, and material but do not provide the specific details as to construction.

The Town desires to develop an Engineering Design and Construction Standard Details Manual for the Town to implement the requirements in the Town's Land Development Code and Code of Ordinances and to ensure proper, consistent, and uniform design, installation, and construction of public infrastructure (roads, water, and wastewater utilities) and certain regulated private installations pertaining to stormwater management, access and circulation (such as streets, sidewalks, bicycle paths, etc.), street lighting, parking, utilities, solid waste, landscaping, parks and recreational components, etc.

The development of an Engineering Design and Construction Standard Details Manual will include the Town's requirements in an easy to access format which will facilitate developers and project designers being able to move more quickly through the Town's development review and approval process.

The images on the following page show examples of what technical standards include.



EXAMPLES OF TECHNICAL DESIGN STANDARDS