TOWN COMMISSION MEETING AGENDA

December 01, 2026 at 6:30 PM

COMMISSION CHAMBERS - 202 E. MAIN STREET, DUNDEE, FL 33838

Phone: 863-438-8330 | www.TownofDundee.com

CALL TO ORDER

PLEDGE OF ALLEGIANCE

INVOCATION

RECOGNITION OF SERGEANT AT ARMS

ORDINANCE #13-08, PUBLIC SPEAKING INSTRUCTIONS

ROLL CALL

DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR

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

APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR DECEMBER 01, 2026

A. AGREEMENTS

1. WaWa Project Proposal
2. IWORQ Software for the Building Department
3. Email Policy
4. Civility Pledge Agreement
5. Social Media Policy Agreement

APPROVAL OF AGENDA

NEW BUSINESS

1. **DISCUSSION & ACTION ORDINANCE 26-18 AMENDING THE FUTURE LAND USE MAP OF THE TOWN OF DUNDEE 2030 COMP PLAN**

2. **DISCUSSION & ACTION ORDINANCE 26-19, A VOLUNTARY ZONING MAP AMENDMENT**

3. **DISCUSSION & ACTION ORDINANCE 26-20, AN APPLICANT INITIATED FUTURE LAND USE MAP AMENDMENT**

4. **DISCUSSION & ACTION ORDINANCE 26-21, A VOLUNTARY ZONING MAP AMENDMENT**

5. **DISCUSSION & ACTION ORDINANCE 26-22, A VOLUNTARY ZONING MAP AMENDMENT**

6. **DISCUSSION & ACTION OF REPLACING LIGHTING IN COMMUNITY CENTER**

7. **DISCUSSION & ACTION OF REPLACING AIR CONDITIONING IN COMMUNITY CENTER**

8. **DISCUSSION & ACTION PURCHASE OF 1 FORD F-150 FOR UTILITY DEPARTMENT**

9. **DISCUSSION & ACTION PURCHASE OF MAINTENANCE EQUIPMENT - WELDER, GENERATOR, AIR COMPRESSOR, AND ADDITIONAL ITEMS**

10. **DISCUSSION & ACTION, 2027 MARTIN LUTHER KING JR. DAY PARADE AND/OR CELEBRATION**

11. **DISCUSSION & ACTION 2026 PROPORTIONATE FAIR SHARE FIRE STUDY**

12. **DISCUSSION & ACTION PROPOSAL TO UPDATE FIRE ASSESSMENT PROGRAM FY 2027-28**

REPORTS FROM OFFICERS

Polk County Sheriff's Office

Dundee Fire Department

Town Attorney

Town Clerk

Town Manager

Commissioners

Mayor

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 accommodations 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.

Town of Dundee

Meeting Agenda Coversheet

MEETING DATE:	December 1, 2026	**Submitted By: Erica Anderson, Town Clerk**			
SUBJECT: *This will be the name of the Item as it will appear on the Agenda*	Approval of the consent agenda				
STAFF RECOMMENDATION: **(**MOTION READY)	Staff recommends approval of the 12.1.2026 TC Consent Agenda				
SUMMARY *and/or* JUSTIFICATION:	**A. Agreements** **1.** WaWa Project Proposal $64,588.00 **2.** IWORQ Software for the Building Department **3.** Email Policy **4.** Civility Pledge Agreement **5.** Social Media Policy Agreement				
SELECT, *if applicable*	**AGREEMENT:**	X	**BUDGET:**		
	STAFF REPORT:		**PROCLAMATION:**		
	EXHIBIT(S):		**OTHER:**	X	
IDENTIFY EACH ATTACHMENT. *For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B*	**1.** WaWa Project Proposal **2.** IWORQ Software for the Building Department **3.** Email Policy **4.** Civility Pledge Agreement **5.** Social Media Policy Agreement				
SELECT, *if applicable*	**RESOLUTION:**		**ORDINANCE:**		
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE *(If Item is **not** a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank.)*					
FISCAL IMPACT *(if any):*	N/A				

Town of Dundee

Town Hall

◆202 E. Main Street ◆ PO Box 1000 ◆ Dundee, Florida 33838 ◆ (863) 438-8330 ◆ Fax (863) 438-8333

MEMORANDUM

November 19, 2026

To: Mayor and Commission
From: Ken Cassel, Town Manager
RE: WAWA Project

It was brought to my attention by the developer that there is an issue with the approvals and development plans for the site.

The plans show the developer connecting to an existing 6-inch water main running east and west on lemon street. When the developer excavated to begin the work there was no 6-inch water main. There was only a 2-inch water main. It appears the town's records (Diamond Maps) are incorrect, and the town did not field verify the lines during the application and approval process. Therefore, the developer was not required to install a new water main along Lime Street and now that falls to the Town to correct the issue.

The cost of installing 600 LF of 6-inch water main is $64,858.00 from the developer's contractor. We will be using funds from the water and wastewater impact / connection fees.

Under normal circumstances I would have worked with the land developer up front for them to construct and provide credits against the connection fees. This is a typical practice as it allows for the infrastructure to be constructed in an efficient manner. The developer constructs the assets and then turn them over to the Town.

A. T. CONSTRUCTION
Management Inc.
13799 Park Blvd. North
Seminole, Fl. 33776
727-729-1264
Fax (610) 622-7016

PROPOSAL

TO:	PHONE:	DATE: 11-18-2026
Town of Dundee 202 East Main Street Dundee, Fl. 33838 Attn: Ken Cassel	JOB NAME / LOCATION: Wawa Dundee 2498 US Hwy 1 S. Dundee, FL	

We hereby submit specifications and estimates for: Upsize existing watermain along Lemon Street from 2" to 6"

Scope Of Work

1.) Relocate Fencing to fence panels to complete work
2.) Excavate for new 6" Watermain
3.) Install 600LF of new 6" C900 DR-18 Blue PVC Watermain
4.) Pressure Test, Flush & Chlorinate line
5.) Cut in connection on either end of existing main **Assume tie in will have a 4hr downtime, "Boil Notice" to be provided by Town**
6.) Backfill trench & test densities
7.) As-built new service line and provide to Town of Dundee
8.) Supervision/General Conditions

Exclusions:

Permits, permit fees, any bonding
Environmental issues, Rock Removal, Unsuitable Soils.
Removal/replacement of Unsuitable and/or Hazardous Materials
Material pricing guaranteed for 15 days only due to potential volatile market pricing.
Product approval for all specified items in the State of Florida.
Fees for Utility Company service installations.
County or State of Florida Fees.
Maintenance of the site and roadways
Any work not listed in scope of work
Any unforeseen conditions
Excessive Dewatering
Labor Harmony Fees
Nightwork/Off hours work
Any piping over 600LF as provided by Town of Dundee

We Propose hereby to furnish material and labor-complete in accordance with the above specifications, for the sum of: **$ 64,858.00**

Sixty Four Thousand Eight Hundred Fifty Eight Dollars and Zero Cents

Payment to be made as follows:

Authorized
Signature _____

Note: This proposal may be
withdrawn by us if not accepted within **15** days

PROPOSAL Continuation Sheet

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature _____

Signature _____

Town of Dundee

Town Hall

◆202 E. Main Street ◆ PO Box 1000 ◆ Dundee, Florida 33838 ◆ (863) 438-8330 ◆ Fax (863) 438-8333

MEMORANDUM

November 19, 2026

To: Mayor and Commission
From: Ken Cassel, Town Manager
RE: IWORQ Software

We have been evaluating the processes and software within the Planning and Zoning department as well as the building department. It has become evident that the town needs to update its processes and software in order to process the applications more efficiently.

The current process is paper intense and tries to utilize the Edmonds software module however the module is lacking. As with all ERP software's some of their modules are not the best for some operations. Therefore, it is necessary to find other software that is better suited to the task. This is where iWorQ comes in. Their main focus is on development and public works.

Having stated the above, I am recommending we move to iWORQ software for the planning & zoning and the permitting processes. The annual cost for this service is $15,500.00 with a start up fee of $7,000.00 for an initial cost of $22,500.00. There are sufficient funds within the department budget as there are funds from the Contract Labor line item which will not be utilized this year. Next year it will be a budgeted line item within the budget.

Attached is a sole supplier letter as well as the proposal for the service.

November 2, 2026.

Town of Dundee, FL

To Whom It May Concern,

Thank you for your interest in iWorQ solutions. iWorQ Systems has been providing community development and public works software solutions for more than 20 years and serve more than 2,000 agencies throughout the United States and Canada. iWorQ Systems was the first in this market to provide a web-based solution to local government. The system's graphical user interface, including all screens and dashboards, is natively touch screen enabled allowing your staff the flexibility to determine the best device to utilize inside the office or in the field.

We are confident in providing a solution that will improve your internal and customer communication as well as increase your responsiveness to your customers, while reducing time and effort from your staff.

Our software is a uniquely designed platform that enables our customers the ability to easily configure and add data (numeric, lookup, text, and date fields) on the fly, which requires zero technical understanding or background to perform. In addition to being able to add new fields, iWorQ's integrated report builder automatically makes available all newly created fields for immediate tracking and reporting without any coding or SQL scripting allowing you to create ad-hoc or saved reports. The ease of steps and manner in which iWorQ allows you to configure the application is unlike any other platform in this market. iWorQ's ability to capture road-based imagery via a Trimble MX7 camera, to then pull it into the software to help make better-informed decisions on funding from a pavement management tool, is the only one of its kind in the market today. This letter is to confirm that iWorQ is the sole vendor/supplier/distributor/provider of our services and is available as a sole source product.

Thank you for this opportunity,

Ty Pebley
Vice President of Sales
iWorQ Systems, Inc.

Service Agreement

For iWorQ Applications and Services

Prepared for:

Town of Dundee
PO Box 1000
Dundee, Dundee, FL 33838
Population: 3824.0

Prepared by:

Joseph Vernon
iWorQ Systems

Agreement ID: 264149

AMENDMENTS & EXCEPTIONS

AMENDMENTS AND EXCEPTIONS TO STANDARD SERVICE AGREEMENT

This section outlines approved amendments and exceptions to standard terms. In the event of a conflict, the terms in this section shall supersede the standard terms of this Agreement, but only to the extent expressly stated herein. All other provisions of the Agreement remain unchanged and fully enforceable.

Amendment - Setup Discount

- iWorQ Systems will waive $3,000.00 of the Setup Fee, if agreement is signed and returned by 10-30-2026 .

Amendment - Annual Subscription Fees Discount

- iWorQ Systems will waive $7,500.00 of the Annual Subscription Fees, if agreement is signed and returned by 10-30-2026 .

Town of Dundee hereafter known as ("Customer"), enters into THIS SERVICE AGREEMENT ("Agreement") with iWorQ Systems Inc. ("iWorQ") with its principal place of business 1125 West 400 North, Suite 102, Logan, Utah 84321.

1. SOFTWARE AS A SERVICE (SaaS) TERMS OF ACCESS:

iWorQ grants Customer a non-exclusive, non-transferable limited access to use iWorQ service(s), application(s) on iWorQ's authorized website for the fee(s) and terms listed in Appendix A. This agreement will govern all iWorQ application(s) and service(s) including the application(s) and service(s) listed in Appendix A.

2. CUSTOMER RESPONSIBILITY:

Customer acknowledges that they are receiving only a limited subscription to use the application(s), service(s), and related documentation, if any, and shall obtain no titles, ownership nor any rights in or to the application(s), service(s), and related documentation, all of which title and rights shall remain with iWorQ. Customer shall not permit any user to reproduce, copy, or reverse engineer any of the application(s), service(s) and related documentation. iWorQ is not responsible for the content entered into iWorQ's database or uploaded as a document or image.

3. TRAINING AND IMPLEMENTATION:

Customer agrees to provide the time, resources, and personnel to implement iWorQ's service(s) and application(s). iWorQ will assign a senior account manager and an account management team to implement service(s) and application(s). Typical implementation will take less than 60 days. iWorQ account managers will call twice per week, provide remote training once per week, and send weekly summary emails to the customer implementation team. iWorQ can provide project management and implementation documents upon request.

iWorQ will do ONE import of the Customer's data. This import consists of importing data, sent by the Customer, in an electronic relational database format. Acquisition of data is the responsibility of the client; iWorQ will not be involved in negotiation for data with third parties.

Customer must have clear ownership of all forms, letters, inspections, checklists, and data sent to iWorQ.

4. CUSTOMER DATA:

Customer data will be stored in AWS GovCloud. iWorQ will use commercially reasonable efforts to backup, store and manage customer data. IWorQ does backups twice per week and onsite backups twice per week. Customer can run reports and export data from iWorQ application(s) at any time.

Customer can pay iWorQ for additional data management services(s), onsite backups application(s) and other service(s).

Data upload and usage is provided to every customer. This includes uploading files up to 25MB and 100GB of managed data usage on AWS GovCloud. Additional upload file sizes and managed data usage sizes can be provided based on the application(s) and service(s) listed in Appendix A.

Customers can upload and store images with personal information like driver's license, and more. This data can be used by the customer to complete the permitting, licensing, or code enforcement processes. Customer understands that the data must be uploaded and stored in the sensitive data upload section of the iWorQ software for access and security purposes.

IWorQ is not responsible for: (1) For the content entered into iWorQ's database, (2) For images or documents scanned locally and uploaded by the iWorQ users, (3) For documents or images uploaded by citizen over the web, and (4) For data sent to the Customer by iWorQ.

5. CUSTOMER SUPPORT:

Customer support and training are FREE and available Monday-Friday, from 6:00 A.M. to 5:00 P.M. MST, for any authorized user with a login. iWorQ provides unlimited remote Customer training (through webinars), phone support, help files, and documentation. Basic support requests are typically handled the same day. iWorQ provides "Service NOT Software".

6. BILLING:

iWorQ will invoice Customer on an annual basis. iWorQ will send invoices by mail and by email to the address(s) listed in Appendix A. Terms of the invoice are net 30 days from the date of the invoice. Any billing changes will require that a new Service(s) Agreement be signed by the Customer.

Any additional costs imposed by the Customer including business licenses, fees, or taxes will be added to the Customer's invoice yearly. Support and services fees may increase in subsequent years but will increase no more than 5% per year.

Customer pricing is based on a 3 Year Term and reflects a discounted annual price. Changes to the Term or the Termination Policy (Section 7. Termination:), will affect the annual pricing and could double your annual cost. Customer reserves the right to pay the 3 Year Term upfront to secure discounted annual pricing

7. TERMINATION:

Either party may terminate this agreement after the initial 3-Year Term, without cause if the terminating party gives the other party sixty (60) days written notice. Should the Customer terminate any part of the application(s) and or service(s) the remaining balance will immediately become due. Should the Customer terminate any part of the application(s) and or service(s) a new Service(s) Agreement will need to be signed. Upon expiration of the Initial Term, this Agreement shall automatically be renewed for successive one (1) year terms unless either party provides notice of termination or non-renewal no less than sixty (60) days prior to expiration of the then-current term.

Upon termination of this Agreement, iWorQ will discontinue all application(s) and or service(s); iWorQ will provide customer with an electronic copy of all of Customer's data, if requested by the Customer (within 3-5 business days).

During the term of the Agreement, the Customer may request a copy of all of Customer's data, which shall be provided to Customer for a cost of no more than $2500 per copy. Please note, if the Customer is not in compliance with the material terms and conditions of this Agreement, iWorQ will not be required to provide Customer with the data.

8. ACCEPTABLE USE:

Customer represents and warrants that the application(s) and service(s) will only be used for lawful purposes, in a manner allowed by law, and in accordance with reasonable operating rules, and policies, terms and procedures. iWorQ may restrict access to users upon misuse of application(s) and service(s).

9. MISCELLANEOUS PROVISIONS:

This Agreement will be governed by and construed in accordance with the laws of the State of Utah. Customer recognizes that iWorQ Systems is a software company located in Utah. Any changes to this section, including changes to the Venue or Forum, will be subject to an increase in their annual pricing.

10. CUSTOMER IMPLEMENTATION INFORMATION:

Primary Implementation Contact: (* all fields required)

Name*: _____ Title*: _____

Office Phone*: _____ Cell*: _____

Email*: _____

Secondary Implementation Contact: (* all fields required)

Name*: _____ Title*: _____

Office Phone*: _____ Cell*: _____

Email*: _____

Portal Setup Contact: (* all fields required)

Name*: _____ Title*: _____

Office Phone*: _____ Cell*: _____

Email*: _____

(This person is responsible for placing the iWorQ Portal Link on the agency's website within 90 days of the agreement signature. The iWorQ Portal Link will remain on agencies website for the entire Term of the agreement. If the iWorQ Portal Link is not placed on the agency website within 90 days, the Agency agrees to pay an additional $1,000 dollars towards setup costs (this is to cover iWorQ's time).

Portal Setup Contact Signature*:

_____

11. CUSTOMER BILLING INFORMATION: (* all fields required)

Billing Contact*: _____ **Title*:** _____

Billing Address*: _____

Office Phone*: _____ **Cell*:** _____

Email*: _____

PO #: _____ **Tax Exempt ID # (required):** _____

Note: If a tax-exempt number is not provided, a 10% service increase will be added to the yearly invoice.

12. ACCEPTANCE: (* all fields required)

The effective date of this Agreement is listed below. Authorized representatives of Customer and iWorQ have read the agreement and agree and accept all the terms.

Signature*: _____ **Effective Date*:** _____

Printed Name*: _____ **Title*:** _____

Office Phone*: _____ **Cell*:** _____

Unless otherwise stated, Service Period starts the first day of the month after signature and Effective Date.

APPENDIX A
APPLICATIONS, SERVICES AND PRICING SCHEDULE

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Standard Billing Terms

Recurring Fees:

Standard Invoice Date	Amount	Invoice Purpose	First Year Service Period
30 Days Prior to the Period Start	$15,500.00	Annual Invoice	11-01-2026 - 10-31-2027

Setup Fees

Standard Invoice Date	Amount	Invoice Purpose	First Year Service Period
30 Days Prior to the Period Start	$7,000.00	Agreement Setup Amount	60 Days after Kickoff

Annual Subscription Fees

Application ID	Package / Classification	Application Name	Standard Pricing	Agreement Pricing
600	E - Added	Permit Management	$5,000.00	$5,000.00
400	E - Added	Code Enforcement	$2,500.00	$1,000.00
1000	E - Added	Portal Home	$1,000.00	$0.00
2000	E - Added	Planning & Zoning	$5,000.00	$5,000.00
1000	E - Added	Portal Home	$1,000.00	$0.00
ADD-22	Added	Payment Processing (Payroc)	$500.00	$0.00
1100	E - Added	Entity Management	$6,500.00	$3,500.00
1000	E - Added	License Portal	$1,000.00	$500.00
ADD-22	Added	Payment Processing (Payroc)	$500.00	$500.00

Subscription Fee Total (This amount will be invoiced each year) $15,500.00

One-Time Setup

Service(s)	Standard Pricing	Agreement Pricing

Service(s)	Standard Pricing	Agreement Pricing
Implementation and Setup Cost (Year 1)	$10,000.00	$7,000.00

Recurring Agreement Pricing	$15,500.00
Agreement Setup	$7,000.00
Total Due Year 1	**$22,500.00**

NOTES AND SERVICE DESCRIPTION

I. Invoice for the (Annual Subscription Fee Total + One-Time Total) will be sent out immediately upon execution of the contract. Payment terms are net 30 days from the invoice date. Any changes to billing must be included in approved Amendments & Exceptions.

II. This Subscription Fee and Agreement have been provided at the Customer's request and is valid for 25 days.

III. This cost proposal cannot be disclosed or used to compete with other companies.

Package(s) Purchased

ComDev	Licensing
Community Development Enterprise, Planning & Zoning Enterprise	Entity Enterprise

Product Descriptions

Application / Feature	CD Basic	CD Department	CD Enterprise
Permit & Code Management	x	x	x
Available on Multiple Device Types	x	x	x
Configurable Reporting	x	x	x
Fees & Payments	x	x	x
Inspection & Plan Review	x	x	x
Sensitive File Uploads	x	x	x
OpenStreetMap w/ Quarterly Updates	x	x	x
Access to iWorQ Letter Template Library	x	x	x
File Usage Allowance	x	x	x
Custom Letters*	x	x	x
Custom Web Forms / Form Flows*		x	x
Online Portal		x	x
Online Citizen Messaging		x	x
Multi-Step / Conditional			x
Access to iWorQ Web Form Templates			x
Card Payment Processing			x
Texting Capabilities			x
Configurable System Workflows			x
iWorQ Notifications			x
Inspection Routing			x
Scheduled Reports*			x
GIS REST Services**			x

Application / Feature	CD Basic	CD Department	CD Enterprise
XworQ AI Features			x

* Available for Expansion Purchase

****GIS REST Services Requirements:**

iWorQ will be able to publish your agency's ESRI REST Services **monthly** if the following conditions are met:

1. The Rest Service URL is either a public access URL or the agency will allow iWorQ to be added to the user group of that data.
    1.1. User Group must have permission settings set to allow root access to pull the data.
2. The Rest Service data contains the information needed for system functionality and field types match.
    2.1. The format of that data must conform to iWorQ Systems

iWorQ will update property details monthly. Annual fees are $500 per layer.

*Note: If configuration changes (i.e. FTP location, name format, field changes, or interval for published updates) iWorQ will charge a minimum fee of $500 with each additional hour $250 to accommodate new configuration changes.

Application / Feature	Planning & Zoning Basic	Planning & Zoning Enterprise
Track Projects	x	x
Available on Multiple Device Types	x	x
Configurable Reporting	x	x
Fees & Payments	x	x
Inspections & Plan Reviews	x	x
Workflow Configuration	x	x
Meeting & Hearing Management	x	x
Plan Annotation & Review	x	x
File Usage Allowance*	x	x
Sensitive File Uploads	x	x
OpenStreetMap w/ Quarterly Updates	x	x
Access to iWorQ Letter Template Library	x	x
Custom Letters*	x	x
Card Processing		x
Online Portal		x
Custom Web Forms*		x
Access to iWorQ Web Form Templates		x
iWorQ Notifications		x
Scheduled Reports*		x
GIS REST Services**		x

Application / Feature	Planning & Zoning Basic	Planning & Zoning Enterprise
XworQ AI Features		x

* Available for Expansion Purchase

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Entity Type(s): Business Entity

Application / Feature	Entity Basic	Entity Department	Entity Enterprise
Entity & License Tracking	x	x	x
Available on Multiple Device Types	x	x	x
Field Structure	**Standard**	**Configurable**	**Configurable**
Configurable Reporting	x	x	x
Fees, Invoices & Payments	x	x	x
Inspections Tracking	x	x	x
Sensitive File Uploads	x	x	x
OpenStreetMap w/ Quarterly Updates	x	x	x
Access to iWorQ Letter Template Library	x	x	x
File Usage Allowance	x	x	x
Custom Letters*	x	x	x
License Structure Complexity	**Simple**	**Configurable**	**Configurable**
Renewal Configuration	**Standard**	**Simple**	**Advanced**
Online Portal		x	x
Custom Web Forms*		x	x
Custom Online Renewal Forms*		x	x

Application / Feature	Entity Basic	Entity Department	Entity Enterprise
Access to Standard Web Form Templates			x
Card Processing			x
Configurable System Workflows			x
Inspection Routing			x
iWorQ Notices			x
GIS Rest Services**			x
Scheduled Reports*			x
Compare Business Records to Records Found Online			x
XworQ AI Features			x

* Available for Expansion Purchase

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Town of Dundee

Doorway to the Ridge

202 Main Street • Dundee, FL 33838 • (863) 438-8330 • Fax (863) 799-2011

EMAIL USE POLICY

The Town of Dundee provides emails to employees to carry out their daily functions. All Town related email communications must be carried out through this email to comply with public records requests. The Town email can be accessed via web or on approved town devices only. All employees with access to email will need to comply with the following requirements:

1. No employee with Town email access can use Town email to Send or forward an email through a Town Email System or Network for any purpose if such email transmission violates laws, regulations or Town policies and procedures.

2. Town employees shall not use any Email System other than an approved Town Email System to conduct Town business or to represent oneself or one's business on behalf of the Town. Examples of Email Systems that are not approved include a personal email account or other outside email account.

3. Town Emails shall not misuse Town emails to send nuisance emails or other online messages such as chain letters, obscene or harassing messages, or unsolicited emails. Mass emails, or emails to large groups must be approved by the city administration or department director prior to sending the emails.

4. Town employees are responsible for Town email use and information. Staff shall not tamper with email headers. Any form of impersonation or any other form of modification to deceived recipients is not permitted. Sensitive Data is not to be transmitted in the "Subject" line of an email. Any employee who requires guidance in determining whether an email message or attachment contains Sensitive Data must contact his/her supervisor or the HR Office before initiating email communication.

5. Joining, or opting into any subscription, or mailing list, not pertaining to Town business is not permitted. This includes streaming subscription and mailing lists for vendors.

The Town allows for Town email use for official Town business, when emails are used outside of the office environment on approved devices, employees are expected to follow proper out of office requirements below:

1. Employees are responsible for safe use outside the office when using authorized devices in an outside network, as well as checking email on the web browser. They are expected to exercise best practice according to cybersecurity training.

2. No automatic forwarding, redirection or automated delivery of email to outside or nonauthorized emails.

All Town emails for Town employees must be in the following format, anything outside the guidelines below must be approved by department director and Town administration before being used.

The background for Town emails shall be kept clear of any adjustments and remain blank or white. This will allow readers to be able to read the text without any difficulties regardless of the device they are using to read the email.

The signature format should be as follows:

1. Line 1 should contain Full Name and optional certifications, degree, or other applicable honors. This information should be written with a black font size of 12 and with one of the following three fonts, Calibri, Arial, Aptos. A signature like font can be added above this line or below line 2 with the Edwardian Script ITC font, with a minimum font size 16 and maximum of 20. Example: *John Smith*
2. Line 2 will contain the job title with the same font and size as line.
3. Line 3 will contain the full email for the employee, with the same font and size as line 1. The email may turn into a hyperlink in blue highlighted text, this is allowed.
4. Line 4 will contain the full address of the physical or billing address for the employee. Both can be added by using line 5 for the other, if only one is used line 5 will not be used and line 6 will follow instead. Line 4, and 5, if used, will have the same font and size as line 1
5. Line 6 will contain the contact phone number and extension for the employee with the same font and size as line 1.
6. Line 7 is optional, if used it will contain the contact cellphone number for the employee with the same font and size as line 1. If the line is not used line 8 will take its place.
7. Line 8 is optional, if used it will contain the fax number for the employee. It will use the same font and size as line 1.
8. From here to the bottom the following should be pasted to everyone's signature at the bottom, this section of the email format can remain in the colors it has below. Fire department will use their respective logos instead of the Town logo.

Visit us online at http://www.townofdundee.com/

Please consider the environment before printing this email

Mission: One Team One Town

Disclaimer:Under Florida Law, email addresses are public records. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity, contact this office by phone, or in writing.

The Town has the right to revoke email access if the above policy is not followed or the user is deemed unfit to operate and access email safely and responsibly.

I, _____, hereby state that I have received and will abide by the new email policy, rules and regulations set forth in this Email Policy, and all other existing policies, procedures, and employment practices.

I understand that there may be a need to clarify, amend and/or supplement information contained in the manuals as well as the other policies, procedures and employment practices, and that I will be informed.

I agree that I will abide by the Email Policy and work in a safe and responsible manner and understand that violations of the email rules/regulations will be grounds for disciplinary actions, up to and including termination.

Employee's Signature: _____

Date Signed: _____

Department: _____

A RESOLUTION OF THE TOWN OF DUNDEE ADOPTING A CIVILITY PLEDGE TO BE USED BY LOCAL GOVERNMENT OFFICIALS ENGAGED IN PUBLIC DISCOURSE.

WHEREAS, in Florida the county and municipal governments feature elected legislative and representative bodies known as commissions and councils, and said bodies meet regularly in public in accordance with state public meeting laws to conduct business, govern collectively and administer as necessary; and

WHEREAS, these Constitutionally mandated responsibilities as local governments include their respective Home Rule powers and locally adopted ordinances to govern, and as such enumerate their types of meetings and details on the procedures for such sessions to occur; and

WHEREAS, such public meetings have upon occasion included unnecessary and improper displays of temper and other actions causing dismay to the elected officials, those citizens and residents in attendance and those observing via electronic means and have led to many solicitations for codes of conduct to be enacted to ensure an improved public meeting process for all involved; and

WHEREAS, elected officials, citizens and residents now routinely communicate and engage in public discourse via electronic communications such as social media posts and such public discourse has upon occasion included unnecessary and improper displays of temper and other actions causing dismay to the elected officials, citizens and residents; and

WHEREAS, one means for this improvement is a civility pledge, wherein the elected officials of the county or municipality enact the pledge toward one another, toward the public, and toward staff with an understanding that the public and staff will further abide by the same pledge and in doing so ensure a civil discourse at public meetings or when communicating via electronic means; and

WHEREAS, it is recommended that each Florida county and each Florida municipality enact a civility pledge if said government has not already done so, and that this policy provide that public discourse shall focus upon the governmental issues and not personal issues, that the pledge ensure that the elected officials treat one another with respect and courtesy and extend the same behavior and attitude toward citizens, residents and observers of such public discourse, and that said persons will extend that same behavior toward the officials and staff of the county or municipality; and

WHEREAS, that the result of this pledge and its enactment will be thoughtful debate and discussion of legislative issues facing Florida's counties and municipalities and that in setting this public example there will be more deliberative, thoughtful and issue-based consideration of the matters before these government bodies, and that better policies will result along with a more informed electorate.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF DUNDEE :

Section 1. That the TOWN OF DUNDEE has adopted a civility pledge and through enacting it does commit to its full enforcement for all public discourse.

Section 2. That this civility pledge will be communicated to all those in attendance at public meetings including the officials, staff and audience, both physically in attendance and virtually.

Adopted in meeting assembled this ____ date of _____, 202_.

Signed:

Attest:

PROPOSED CIVILITY PLEDGE

"The council and staff of **TOWN OF DUNDEE COMMISSION** pledge to conduct all public discourse in a civil manner. The mayor/commission chair and all members council/commission will treat one another with courtesy and respect and ask the public to do the same toward the council/commission, each other and toward staff. We will be respectful of one another even when we disagree. We will direct all comments toward the issues. We will avoid personal attacks.

TOWN OF DUNDEE
SOCIAL MEDIA POLICY

This Social Media Policy ("**Policy**") establishes Town of Dundee ("**Town**") policy and practices addressing the use of social media for official Town business by elected officials, employees, and officers and offers policy information for public's use of social media for Town business. For purpose of this Policy, ("**Social Media**") means and includes websites and applications that enable users to create, post, convey or otherwise share information, ideas, messages, text images, GIF's, pictures, audio, videos, or other content (collectively "**Content**") which includes but is not limited to, Facebook, Instagram, Tumbler, Twitter, Flikr, Nextdoor, and You Tube. This Policy shall govern and supersede all previous policies and practices on the subject of Town's use of Social Media, Any questions regarding this Policy or its application should be directed to the Town Manager's office.

TOWN USE OF SOCIAL MEDIA
PURPOSE AND INTENT

The purpose and intent of the Town's use of Social Media shall be to:

1. Increase and promote awareness of the Town's programs, policies, and services and promote public participation; and

2. Maintain open, transparent, appropriate, and professional communications amongst the Town, the public, and the news media for relevant Town business, including but not limited to , providing information regarding Town events, crime prevention, time sensitive information, emergency alerts, construction updates, road closings and other Town activities and functions.

The Town's intent in use of Social Media is not to create a public forum, but instead to provide a means to disseminate Town information to educate and inform the public through the effective and inexpensive communication tools of Social Media in compliance with applicable open meetings ("Sunshine Law") and Public Records Laws. The Town Manager, in conjunction with other Town Charter Officers ("**Charter Officers**"), is authorized to modify the terms and application of this Policy as and to the extent required from time to time to ensure compliance with applicable state law.

City Employee Use of Social Media will also be implemented in the Town's Personnel Rules, adopted by Town Commission Resolution _____.

USE OF SOCIAL MEDIA FOR TOWN BUSINESS
PROCEDURE

1. CREATING A SOCIAL MEDIA ACCOUNT FOR TOWN BUSINESS. The Town Manager authorizing the continued use of Social Media by the Town of Dundee.

2. ACCESS. The Town Manager shall designate one or more Town employees to create, maintain, and monitor the Social Media (**"Publisher")**. The Publisher shall provide information to the Town Manager or designee and will regularly monitor the Social Media for compliance with this Policy.

    a. If possible, the Publisher shall use an Official email address to create and access the Social Media.
    b. The Publisher shall employ strong passwords that cannot easily be compromised and shall periodically change passwords and communicate said changes to Human Resources, to be obtain by the Town's IT Team.
    c. The Publisher shall immediately address any issues which could be in violation of this Policy.
    d. The Town Manager or designee who oversees the Social Media platform has the authority to discontinue use of Social Media for Town business at any time.
    e. The Town has the right to restrict public access to its Social Media.
    f. The Publisher, Town Manager shall decide which Social Media platform/s shall be used.

3. PUBLISHING CONTENT. The Town has an overriding interest and expectation in deciding what Content is displayed or disseminated on its Social Media. The Publisher shall access and contribute Content only in their official Town capacity in accordance with this Policy using the login information for the official profile.

    a. Only the Publisher is permitted to post, share, convey, or comment on the Town's behalf. Nothing in this Policy is intended to restrict or prohibit Social Media use in an individual's private capacity.
    b. The Publisher may not use Social Media where the Content cannot be properly archived in accordance with Public Records laws or as provided under Florida Statutes.
    c. Content shall be limited to the scope and purpose of the Town, for (but not limited) events and announcements.
    d. The Publisher shall not address individual inquires, complaints, concerns, or service request via Social Media, all such communications shall be directed to the appropriate Town Staff member for resolution.
    e. Content that violates a legal ownership interest of any part or copyright should not be posted or submitted in any form without permission of the rights holder.

4. PUBLIC RECORDS COMPLIANCE. The Town Clerk shall be the designated custodian in order to ensure compliance with records retention in accordance with applicable Public Records laws.

5. PROHIBITED CONTENT. The Town Manager or designee is authorized to edit, archive, or remove Content deemed prohibited by this Policy.

6. SH+UNSHINE LAW. Two or more members of the same Town advisory committee or Commission ("**Board**") are cautioned to avoid engagement on Social Media. Engaging includes (but is not limited to) likes, friends, followers, shares, comments, post, messages or any other activity occurring on the same Social Media platform or regarding the same topic which may come before the Board for discussion or consideration. A violation of this section could be a

violation of open meetings/Sunshine Laws resulting in fines, criminal charges, and/ or removal from office.

TERMS OF USE

Comments, messages, post, videos, pictures, or other content posted, shared, or otherwise conveyed may be considered “public records” under the Florida Public Records Laws, found in Chapter 119, Florida Statutes, and will be subject to inspection and copying by any person who requests such pursuant to Florida Law.

RESTRICTIONS

Pursuant to law, any use of the Town seal or logo is prohibited without the express written permission by the Town’s governing body. Content that violates a legal ownership interest of any party or copyright should not be posted or submitted in any form without permission of the rights of the holder.

DISCLAIMERS

The Town strives to post accurate and relevant Content, but does not guarantee the accuracy of any information posted on Social Media and assumes no liability for damages resulting from reliance on any inaccuracies. The Town does not guarantee that its Social Media will be uninterrupted, permanent, or error free. By submitting content the user confirms and agrees that they have read, understand and agrees to the following terms and conditions, as outlined in this Policy

PERSONNEL SOCIAL MEDIA POLICY

At the Town of Dundee, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and coworkers. However, the use of social media also presents certain risks and carries significant responsibilities. To assist you in making responsible decisions about

your use of social media, the following guidelines have been established for the appropriate use of social media for personnel associated with the Town of Dundee.

GUIDELINES

In the rapidly expanding world of electronic communication, social media can be many things. Social media includes all means of communicating or posting information or content of any sort on the internet, including to your own, or someone else's web log or blog, journal or diary, personal web site, social networking, or affinity website, web bulletin board or chat room, whether or not associated or affiliated with the Town of Dundee as well as any other form of electronic communication. The same principles and guidelines found in the Town of Dundee Personnel Policies apply to your activities online as an employee of the Town of Dundee. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise affects members, customers, suppliers, people who work on behalf of the Town of Dundee may result in disciplinary action up to and including termination.

KNOW AND FOLLOW THE RULES

Carefully read these guidelines, the Town of Dundee discrimination and harassment prevention policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

BE RESPECTFUL

Always be fair and courteous to fellow workers, customers, suppliers,residents or people who work on behalf of the Town of Dundee. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly to your co-workers, than posting a complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that could be viewed as malicious, obscene, threatening or intimidating, or that might constitute harassment or bullying. Examples of such conduct might include offensive post meant to intentionally harm someone's reputation or post that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law.

BE HONEST AND ACCURATE

Make sure you are always honest and accurate when posting information or news if you make a mistake, correct it quickly. Be open about your previous posts you have altered. Remember that the internet archives everything; therefore, even deleted postings can be searched. Never post any information or rumors that you expect or know to be false about the Town of Dundee fellow co-workers, customers, suppliers ,residents or people working on behalf of the Town of Dundee. (Bottom Line is unless you have actual facts; don't post).

POST ONLY APPROPRIATE AND RESPECTFUL CONTENT

Express only your personal opinion. Never represent yourself as a spokesperson for the Town of Dundee. If the Town of Dundee is a subject of the content you are creating, be careful and open about the fact that you are an associate/employee and make it clear that your views do not represent those of the Town of Dundee. If you publish a blog or post online related to the work you do or subjects associated with the Town of Dundee, make it clear you are not speaking on behalf of the Town of Dundee. It is best to include

a disclaimer such as “THE POSTINGS ON THIS SITE ARE MY OWN AND DO NOT NECESSARILY REFLECT THE VIEWS OF THE TOWN OF DUNDEE”.

USING SOCIAL MEDIA AT WORK

Refrain from using social media while on work time or on equipment we provide, unless it is work – related as authorized by your Manager or consistent with the Town policy. Do not use the Town of Dundee email address to register on social networks, blogs or other online tools utilized for personnel use.

RETALIATION IS PROHIBITED

The Town of Dundee prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Guidelines listed in this policy shall not be interpreted to interfere with employees rights or protected concerted activity pursuant to Part 2 Chapter 447 of Florida Statutes.

If you have any questions or need further guidance, please contact the HR Department.

Town of Dundee
Doorway to the Ridge
202 Main Street • Dundee, FL 33838 • (863) 438-8330 • Fax (863) 799-2011

Social Media Policy

I hereby acknowledge that I have received a copy of the Social Media Policy. I also acknowledge that I have received a full and complete explanation of the Policy.

I further state that I have read or will read, or have had or will have read to me, all sections of this Social Media Policy. I understand that violation of any provision of this policy may lead to disciplinary action up to and including termination of employment.

I understand that if I have any questions regarding this policy, I can contact the Human Resource Director.

Date Received	Employee Signature
	Employee Print Name
Date	Witness

Town of Dundee

Meeting Agenda Coversheet

MEETING DATE:	November 19, 2026	**Submitted By:** Alison Claremont- Building & Planning
SUBJECT: *This will be the name of the Item as it will appear on the Agenda*	DISCUSSION & ACTION ORDINANCE 26-18, AN APPLICANT INITIATED FUTURE LAND USE MAP AMENDMENT	
STAFF RECOMMENDATION: **(**MOTION READY)	I move **approval of Ordinance 26-18** An applicant initiated Future Land Use Map amendment as made by Jacob Reuter and Summer Fenske Reuter amending the Future Land Use of parcel 27-28-28-844000-008230 from Medium Duty Residential (MDR) to Commercial within the corporate limits of the Town of Dundee. The Subject property is located on 0.33 +/- acres of land south of Dundee Road (CR 542) west of Dr. Martin Luther King Jr. Street, Section 28, Township 28, Range 27 East.	

SUMMARY *and/or* JUSTIFICATION:

A Future Land Use Map Amendment is a formal, legally regulated process for changing a property's designated land use in the Comprehensive Plan, enabling development that is otherwise prohibited under the current map.

The applicants Jacob Reuter and Summer Fenske petitioned a Future Land Use Map amendment within the Town of Dundee limits after having been issued a building permit in June of 2024 for two accessory structures and constructing them on vacant land with a future land use of Medium Duty Residential (MDR).

As per the Land Development Code 2.01.02 (A):

Accessory structures shall not be constructed prior to the principal structure.

As Viking Lawn Care LLC, owner Jacob Reuter utilizes the structures to store equipment and supplies sans a residential structure, he has petitioned for a designation change to Commercial

Exhibit A to the ordinance shows the property location.

SELECT, *if applicable*				
	AGREEMENT:		**BUDGET:**	
	STAFF REPORT:	X	**PROCLAMATION:**	
	EXHIBIT(S):	X	**OTHER:**	

IDENTIFY EACH ATTACHMENT. *For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B*	Staff Report Ordinance 26-18 Exhibit A Business Impact Estimate			
SELECT, *if applicable*	**RESOLUTION: N/A**		**ORDINANCE: 26-18**	
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE *(If Item is **not** a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank.)*	**ORDINANCE NO. 26-18** **AN ORDINANCE OF THE TOWN OF DUNDEE, FLORIDA, AMENDING THE FUTURE LAND USE MAP OF THE TOWN OF DUNDEE 2030 COMPREHENSIVE PLAN; CHANGING THE FUTURE LAND USE DESIGNATION OF APPROXIMATELY 0.33 ACRES FROM MEDIUM DENSITY RESIDENTIAL (MDR) TO COMMERCIAL FOR PROPERTY LOCATED SOUTH OF DUNDEE ROAD (CR 542) AND WEST OF DR. MARTIN LUTHER KING JR. STREET, IN SECTION 28, TOWNSHIP 28 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA, IDENTIFIED AS PARCEL NO. 27-28-28-844000-008230; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS AND MAINTENANCE OF THE FUTURE LAND USE MAP; AND PROVIDING AN EFFECTIVE DATE.**			
FISCAL IMPACT *(if any):*	This Ordinance will not produce any fiscal impacts to the Town.		$0.00	

TOWN OF DUNDEE
PLANNING & ZONING BOARD

DATE: Thursday November 19, 2026

TO: Honorable Mayor & Town of Dundee, Commissioners

VIA: Ken Cassel, Town Manager
Steven Hunnicutt, Assistant Town Manager
Erica Anderson, Town Clerk

FROM: Ali Claremont, Planner I

SUBJECT: ORDINANCE 26-18

BACKGROUND: Jacob Reuter and Summer Fenske Reuter property owners/applicants, petitioned an applicant-initiated amendment to the Future Land Use Map within the Town of Dundee limits. “Exhibit A” to the ordinance shows the property’s location. The applicant was issued a building permit in June of 2024, C.O. August of 2024 for installation of two accessory structures, on vacant property with a future land use designation of Medium Duty Residential (MDR). Viking Lawn Care LLC, owned by Jacob Reuter, uses the structures to store equipment and supplies.

FINANCIAL IMPACT: None

STAFF REPORT: Staff have reviewed the parcel under Section 7.04.01 of the Land Development Code for a Future Land Use change from Medium Duty Residential to Commercial through the amendment process.

ATTACHMENTS:

a) Public Notice

b) Ordinance 26-18 with Exhibit A

c) Business Impact Estimate

PUBLIC NOTICE – TOWN OF DUNDEE

The Town of Dundee proposes to adopt the following ordinance 26-18. The Planning & Zoning Board will hold a public hearing and will read Ordinance No. 26-18 at the Regular Meeting on Thursday November 19th, 2026, at 5:30 p.m. and the Regular Town Commission Meeting on Tuesday, December 1, 2026 at 6:30 p.m. with a second Town Commission reading at the Regular Meeting for Town Commission on January 5, 2027, at 6:30 p.m. All meetings are to be held in the Commission Chambers, Town Hall, at 202 East Main Street, Dundee, Florida.

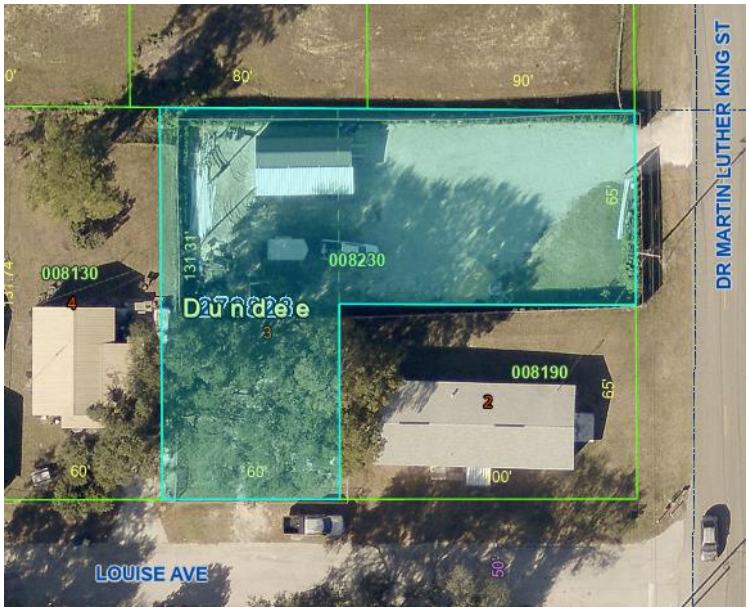
Any interested parties may inspect the proposed Ordinances and Legal Description by Metes and Bounds at the Office of the Town Clerk in Town Hall of the Town of Dundee, Florida, from 8:00 a.m. to 5:00 p.m. weekdays.

ORDINANCE NO: 26-18

AN ORDINANCE OF THE TOWN OF DUNDEE, FLORIDA, AMENDING THE FUTURE LAND USE MAP OF THE TOWN OF DUNDEE 2030 COMPREHENSIVE PLAN; CHANGING THE FUTURE LAND USE DESIGNATION OF APPROXIMATELY 0.33 ACRES FROM MEDIUM DENSITY RESIDENTIAL (MDR) TO COMMERCIAL FOR PROPERTY LOCATED SOUTH OF DUNDEE ROAD (CR 542) AND WEST OF DR. MARTIN LUTHER KING JR. STREET, IN SECTION 28, TOWNSHIP 28 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA, IDENTIFIED AS PARCEL NO. 27-28-28-844000-008230; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS AND MAINTENANCE OF THE FUTURE LAND USE MAP; AND PROVIDING AN EFFECTIVE DATE.

Address: 195 Dr. Martin Luther King Jr. Street

Dundee, FL 33838 0.33 +/- acres



At said hearing any person, his/her agent or attorney, may appear and be heard. If a person decides to appeal any decision made by the Town Commission with respect to any matter considered at such hearing, he/she will need a report of the proceedings, that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (F.S. §286.105).

ORDINANCE NO. 26-18

AN ORDINANCE OF THE TOWN OF DUNDEE, FLORIDA, AMENDING THE FUTURE LAND USE MAP OF THE TOWN OF DUNDEE 2030 COMPREHENSIVE PLAN; CHANGING THE FUTURE LAND USE DESIGNATION OF APPROXIMATELY 0.33 ACRES FROM MEDIUM DENSITY RESIDENTIAL (MDR) TO COMMERCIAL FOR PROPERTY LOCATED SOUTH OF DUNDEE ROAD (CR 542) AND WEST OF DR. MARTIN LUTHER KING JR. STREET, IN SECTION 28, TOWNSHIP 28 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA, IDENTIFIED AS PARCEL NO. 27-28-28-844000-008230; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS AND MAINTENANCE OF THE FUTURE LAND USE MAP; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Jacob Reuter and Summer Fenske Reuter have applied for a site-specific amendment to the Future Land Use Map of the Town 2030 Comprehensive Plan, changing approximately 0.33 acres identified as Parcel No. 27-28-28-844000-008230 from Medium Density Residential (MDR) to Commercial; and,

WHEREAS, this map amendment involves approximately 0.33 acres and is proposed to be processed as a small-scale comprehensive plan amendment pursuant to section 163.3187, Florida Statutes, subject to confirmation that all eligibility criteria, including the area-of-critical-state-concern restriction, are met; and,

WHEREAS, on November 19, 2026, the Town Planning and Zoning Board, acting as the Town's designated Local Planning Agency pursuant to section 163.3174, Florida Statutes, held a duly noticed public hearing concerning the proposed small-scale Future Land Use Map amendment and considered the application, Planning staff analysis, and public testimony; and,

WHEREAS, after the public hearing, the Local Planning Agency recommended approval on November 19, 2026, to the Town Commission; and,

WHEREAS, the Town Commission considered this ordinance on first reading and at a public hearing on December 1, 2026, and at a duly advertised second reading and adoption hearing on January 5, 2027, consistent with the Town's two-reading procedure and sections 163.3187(2) and 163.3184(11), Florida Statutes, and considered the staff report, Local Planning Agency recommendation, and public comments; and

WHEREAS, the Town Commission has considered the Future Land Use Element, including Policy 2.4 (Medium Density Residential) and Policy 2.8 (Commercial), compatibility with surrounding development, potential density and intensity, public facilities and services, and the requirement of internal consistency under sections 163.3177 and 163.3187(4), Florida Statutes, and finds, based on the record, that the proposed amendment is consistent with the Town Comprehensive Plan; and

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF DUNDEE, FLORIDA:

Section 1. Incorporation of Recitals; Future Land Use Map Amendment. The foregoing recitals are incorporated herein as findings to the extent supported by the record. The Future Land Use Map of the Town of Dundee 2030 Comprehensive Plan is hereby amended for the Property, approximately 0.33 acres, from Medium Density Residential (MDR) to Commercial, as more particularly described in Composite Exhibit "A," attached hereto and incorporated by reference. The legal description in the final approved exhibit, rather than the parcel identification number or approximate acreage, shall control the land affected by this amendment.

Section 2. Conflicts. All ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent of such conflict.

Section 3. Severability. If any section, subsection, sentence, clause, or provision of this Ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such determination shall not affect the validity of its remaining provisions, which shall remain in full force and effect.

Section 4. Administrative Correction; Official Map; Transmittal. The Town Clerk shall maintain this Ordinance with the official Comprehensive Plan records, and the appropriate Town official shall update the Future Land Use Map when this amendment becomes effective. The Town may correct non-substantive scrivener's errors in this Ordinance or its exhibits, provided no such correction changes the legal description, boundaries, land use designation, or substance of the Town Commission's approval. The Town Clerk or designee shall provide the adopted amendment to the state land planning agency and other recipients as required by applicable law. This parcel-specific ordinance shall not be codified as text in the Town Code.

Section 5. Effective Date. In accordance with section 163.3187(5)(c), Florida Statutes, this small-scale Future Land Use Map amendment shall not become effective until 31 days after adoption. If a timely administrative challenge is filed within 30 days following adoption, this amendment shall not become effective until the state land planning agency or Administration Commission, as appropriate, enters a final order determining the amendment is in compliance. The Town shall not implement this amendment prior to its statutory effective date.

The remainder of the page intentionally left blank.

INTRODUCED on first reading this _____day of _____.

PASSED on second reading this _____ day of _____, _____.

TOWN OF DUNDEE, FLORIDA

_____

Mayor- Joe Garrison

ATTEST:

_____

Town Clerk – Erica Anderson

Approved as to form:

_____

Town Attorney – Markeishia Smith

COMPOSITE EXHIBIT "A"

Ordinance 26-18

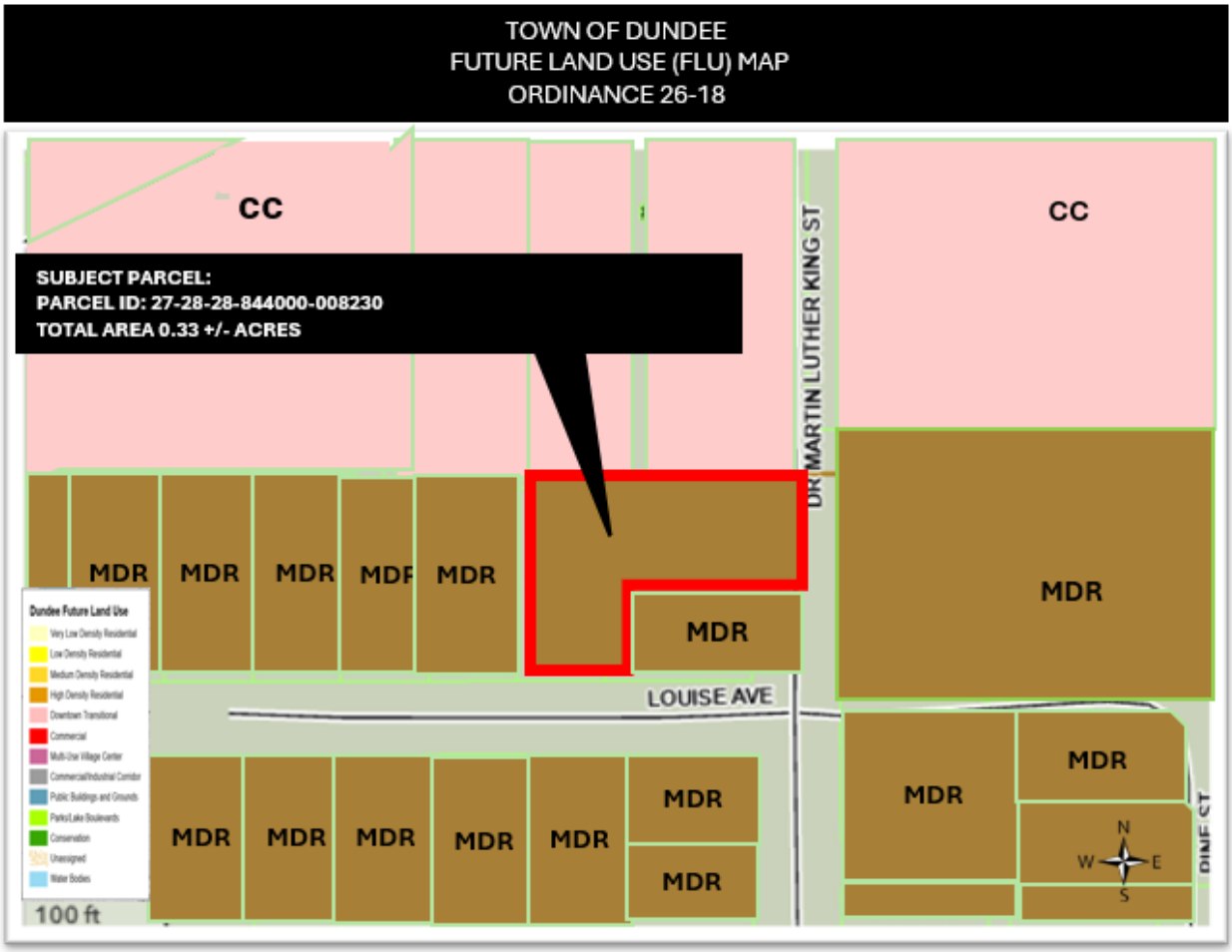
Parcel ID: 27-28-28-844000-008230

Address: 195 Dr. Martin Luther King Jr. Street

LEGAL ADDRESS:

HOWEY W J LAND CO FIRST ADD TO DUNDEE PB 4A PG 41 BLK 8 H BEG NE COR FOR POB RUN S ALONG W R/W MYRTLE ST 65 FT W 100 FT S 65 FT W 60 FT N 131.31 FT TO N LINE E 160 FT TO POB BEING LOTS 1 & 3 OF UNRE IXORA PARK ST

FUTURE LAND USE MAP:



Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the Town of Dundee's website by the time notice of the proposed ordinance is published.

AN ORDIANCE OF THE TOWN COMMISSION OF THE TOWN OF DUNDEE, FLORIDA AMENDING THE FUTURE LAND USE MAP FOR PROPERTY LOCATED IN THE TOWN OF DUNDEE, FLORIDA, FROM MEDIUM DENSITY RESIDENTIAL (MDR) FUTURE LAND USE DESIGNATION TO COMMERCIAL ON APPROXIMATELY 0.33 +/- ACRES; FURTHER DESCRIBED AS PARCEL NUMBER 27-28-28-844000-008230; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABLITY; PROVIDING FOR THE ADMINSTRATIVE CORRECTION OF SCRIVENER'S ERRORS AND CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the Town of Dundee is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the Town of Dundee is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

☐ The proposed ordinance is required for compliance with Federal or State law or regulation;

☐ The proposed ordinance relates to the issuance or refinancing of debt;

☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;

☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;

☐ The proposed ordinance is an emergency ordinance;

☐ The ordinance relates to procurement; or

☒ The proposed ordinance is enacted to implement the following:

a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

[1] See Section 166.041(4)(c), Florida Statutes.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the Town of Dundee hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

The proposed ordinance 26-18 will reclassify the Future Land Use to Commercial, as a service to public health, safety, compliance and welfare.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the Town of Dundee, if any:
   (a) An estimate of direct compliance costs that businesses may reasonably incur;
   (b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
   (c) An estimate of the Town of Dundee's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

As the Future Land use reclassification is not estimated to remove resident or commercial business, it is assumed that businesses nor residents will incur any additional costs.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:
   Zero (0)

4. Additional information the governing body deems useful (if any):
   Town of Dundee staff solicited comments from businesses and residents in the Town of Dundee as to the potential impact of the proposed ordinance by public notice, direct mail, posting on Town of Dundee's website, etc. The proposed ordinance is a generally applicable ordinance that applies to all persons similarly situated (individuals as well as businesses) and, therefore, the proposed ordinance does not affect residents or businesses.

ORDINANCE NO. 26-18

AN ORDINANCE OF THE TOWN OF DUNDEE, FLORIDA, AMENDING THE FUTURE LAND USE MAP OF THE TOWN OF DUNDEE 2030 COMPREHENSIVE PLAN; CHANGING THE FUTURE LAND USE DESIGNATION OF APPROXIMATELY 0.33 ACRES FROM MEDIUM DENSITY RESIDENTIAL (MDR) TO COMMERCIAL FOR PROPERTY LOCATED SOUTH OF DUNDEE ROAD (CR 542) AND WEST OF DR. MARTIN LUTHER KING JR. STREET, IN SECTION 28, TOWNSHIP 28 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA, IDENTIFIED AS PARCEL NO. 27-28-28-844000-008230; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS AND MAINTENANCE OF THE FUTURE LAND USE MAP; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Jacob Reuter and Summer Fenske Reuter have applied for a site-specific amendment to the Future Land Use Map of the Town 2030 Comprehensive Plan, changing approximately 0.33 acres identified as Parcel No. 27-28-28-844000-008230 from Medium Density Residential (MDR) to Commercial; and

WHEREAS, this map amendment involves approximately 0.33 acres and is proposed to be processed as a small-scale comprehensive plan amendment pursuant to section 163.3187, Florida Statutes, subject to confirmation that all eligibility criteria, including the area-of-critical-state-concern restriction, are met; and

WHEREAS, on November 19, 2026, the Town Planning and Zoning Board, acting as the Town's designated Local Planning Agency pursuant to section 163.3174, Florida Statutes, held a duly noticed public hearing concerning the proposed small-scale Future Land Use Map amendment and considered the application, Planning staff analysis, and public testimony; and

WHEREAS, after the public hearing, the Local Planning Agency recommended approval on November 19, 2026, to the Town Commission; and

WHEREAS, the Town Commission considered this ordinance on first reading and at a public hearing on December 1, 2026, and at a duly advertised second reading and adoption hearing on January 5, 2027, consistent with the Town's two-reading procedure

and sections 163.3187(2) and 163.3184(11), Florida Statutes, and considered the staff report, Local Planning Agency recommendation, and public comments; and

WHEREAS, the Town Commission has considered the Future Land Use Element, including Policy 2.4 (Medium Density Residential) and Policy 2.8 (Commercial), compatibility with surrounding development, potential density and intensity, public facilities and services, and the requirement of internal consistency under sections 163.3177 and 163.3187(4), Florida Statutes, and finds, based on the record, that the proposed amendment is consistent with the Town Comprehensive Plan; and

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF DUNDEE, FLORIDA:

Section 1. Incorporation of Recitals; Future Land Use Map Amendment. The foregoing recitals are incorporated herein as findings to the extent supported by the record. The Future Land Use Map of the Town of Dundee 2030 Comprehensive Plan is hereby amended for the Property, approximately 0.33 acres, from Medium Density Residential (MDR) to Commercial, as more particularly described in Composite Exhibit "A," attached hereto and incorporated by reference. The legal description in the final approved exhibit, rather than the parcel identification number or approximate acreage, shall control the land affected by this amendment.

Section 2. Conflicts. All ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent of such conflict.

Section 3. Severability. If any section, subsection, sentence, clause, or provision of this Ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such determination shall not affect the validity of its remaining provisions, which shall remain in full force and effect.

Section 4. Administrative Correction; Official Map; Transmittal. The Town Clerk shall maintain this Ordinance with the official Comprehensive Plan records, and the appropriate Town official shall update the Future Land Use Map when this amendment becomes effective. The Town may correct non-substantive scrivener's errors in this Ordinance or its exhibits, provided no such correction changes the legal description, boundaries, land use designation, or substance of the Town Commission's approval. The Town Clerk or designee shall provide the adopted amendment to the state land planning agency and other recipients as required by applicable law. This parcel-specific ordinance shall not be codified as text in the Town Code.

Section 5. Effective Date. In accordance with section 163.3187(5)(c), Florida Statutes, this small-scale Future Land Use Map amendment shall not become effective until 31 days after adoption. If a timely administrative challenge is filed within 30 days following adoption, this amendment shall not become effective until the state land planning agency or Administration Commission, as appropriate, enters a final order

determining the amendment is in compliance. The Town shall not implement this amendment prior to its statutory effective date.

INTRODUCED on first reading this _____day of _____.

PASSED on second reading this _____ day of _____, _____.

TOWN OF DUNDEE, FLORIDA

_____
Mayor- Joe Garrison

ATTEST:

_____
Town Clerk – Erica Anderson

Approved as to form:

_____
Town Attorney – Markeishia Smith

ORDINANCE 26-18
AMENDING THE FUTURE LAND
USE MAP OF THE TOWN OF DUNDEE
2030 COMPREHENSIVE PLAN

COMPOSITE EXHIBIT "A"
Ordinance 26-18

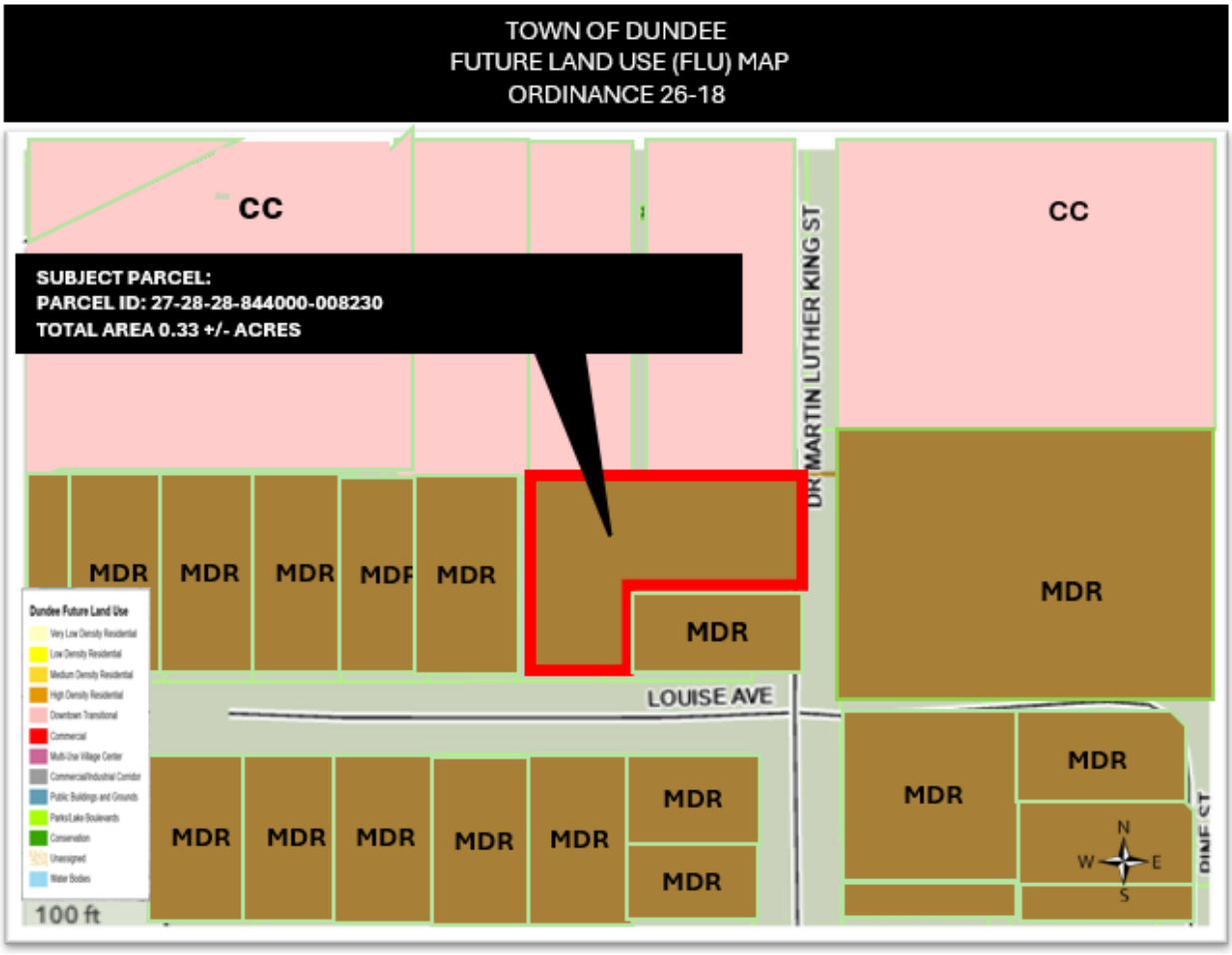
Parcel ID: 27-28-28-844000-008230
Address: 195 Dr. Martin Luther King Jr. Street

LEGAL ADDRESS:

HOWEY W J LAND CO FIRST ADD TO DUNDEE PB 4A PG 41 BLK 8 H BEG NE COR FOR POB RUN S ALONG W R/W MYRTLE ST 65 FT W 100 FT S 65 FT W 60 FT N 131.31 FT TO N LINE E 160 FT TO POB BEING LOTS 1 & 3 OF UNRE IXORA PARK ST

FUTURE LAND USE MAP:

ORDINANCE 26-18
AMENDING THE FUTURE LAND
USE MAP OF THE TOWN OF DUNDEE
2030 COMPREHENSIVE PLAN



Town of Dundee

Meeting Agenda Coversheet

MEETING DATE:	November 19, 2026	**Submitted By:** Alison Claremont- Building & Planning
SUBJECT: *This will be the name of the Item as it will appear on the Agenda*	DISCUSSION & ACTION ORDINANCE 26-19, A VOLUNTARY ZONING MAP AMENDMENT	
STAFF RECOMMENDATION: **(**MOTION READY)	I move **approval of Ordinance 26-19** a Voluntary Zoning Map Amendment request as made by Jacob Reuter and Summer Fenske Reuter amending the zoning of parcel 27-28-28-844000-008230 from Residential Two Family (RTF) to Commercial General Retail (CC) within the corporate limits of the Town of Dundee. The Subject property is located on 0.33 +/- acres of land south of Dundee Road (CR 542) west of Dr. Martin Luther King Jr. Street, Section 28, Township 28, Range 27 East.	

SUMMARY *and/or* JUSTIFICATION:

A zoning map amendment is a formal change to the zoning designation of a property, typically requested by a property owner, and approved only when officials determine a substantial neighborhood change or an error in prior zoning

The applicants Jacob Reuter and Summer Fenske petitioned a zoning map amendment within the Town of Dundee limits after having been issued a building permit in June of 2024 for two accessory structures and constructing them on vacant land zoned RTF Residential Two Family.

As per the Land Development Code 2.01.02 (A):

Accessory structures shall not be constructed prior to the principal structure.

As Viking Lawn Care LLC, owner Jacob Reuter utilizes the structures to store equipment and supplies sans a residential structure, he has petitioned for a zoning designation change to General Retail Commercial

Exhibit A to the ordinance shows the property location.

SELECT, *if applicable*				
	AGREEMENT:		**BUDGET:**	
	STAFF REPORT:	X	**PROCLAMATION:**	
	EXHIBIT(S):	X	**OTHER:**	

IDENTIFY EACH ATTACHMENT. *For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B*	Staff Report Ordinance 26-19 Exhibit A Business Impact Estimate			
SELECT, *if applicable*	**RESOLUTION: N/A**		**ORDINANCE: 26-19**	
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE *(If Item is **not** a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank.)*	**ORDINANCE NO. 26-19** **AN ORDINANCE OF THE TOWN OF DUNDEE, FLORIDA, AMENDING THE OFFICIAL ZONING MAP OF THE TOWN OF DUNDEE; CHANGING THE ZONING DESIGNATION OF APPROXIMATELY 0.33 ACRES FROM TWO FAMILY RESIDENTIAL (RTF) TO GENERAL RETAIL COMMERCIAL (CC) FOR PROPERTY LOCATED SOUTH OF DUNDEE ROAD (CR 542) AND WEST OF DR. MARTIN LUTHER KING JR. STREET, IN SECTION 28, TOWNSHIP 28 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA, IDENTIFIED AS PARCEL NO. 27-28-28-844000-008230; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS AND MAINTENANCE OF THE OFFICIAL ZONING MAP; AND PROVIDING AN EFFECTIVE DATE.**			
FISCAL IMPACT *(if any):*	This Ordinance will not produce any fiscal impacts to the Town.		$0.00	

ORDINANCE NO. 26-19

AN ORDINANCE OF THE TOWN OF DUNDEE, FLORIDA, AMENDING THE OFFICIAL ZONING MAP OF THE TOWN OF DUNDEE; CHANGING THE ZONING DESIGNATION OF APPROXIMATELY 0.33 ACRES FROM TWO FAMILY RESIDENTIAL (RTF) TO GENERAL RETAIL COMMERCIAL (CC) FOR PROPERTY LOCATED SOUTH OF DUNDEE ROAD (CR 542) AND WEST OF DR. MARTIN LUTHER KING JR. STREET, IN SECTION 28, TOWNSHIP 28 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA, IDENTIFIED AS PARCEL NO. 27-28-28-844000-008230; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS AND MAINTENANCE OF THE OFFICIAL ZONING MAP; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Jacob Reuter and Summer Fenske Reuter have applied to amend the Official Zoning Map for approximately 0.33 acres identified as Parcel No. 27-28-28-844000-008230 from Two Family Residential (RTF) to General Retail Commercial (CC); and,

WHEREAS, this is an applicant-initiated, site-specific rezoning subject to section 166.041(3)(a), Florida Statutes, as directed by section 166.041(3)(c), Florida Statutes, and to applicable provisions of the Town Land Development Code, including sections 7.04.00 and 8.06.00; and

WHEREAS, on November 19, 2026, the Town Planning and Zoning Board held a duly noticed public hearing on the applicant-initiated rezoning, considered the application, planning staff report, and testimony and evidence presented at the hearing; and

WHEREAS, after the public hearing, the Planning and Zoning Board recommended approval on November 19, 2026, to the Town Commission; and

WHEREAS, the Town Commission considered this ordinance on first reading on December 1, 2026, and at a duly noticed second reading and public hearing on January 5, 2027 in accordance with section 166.041(3)(a) and (c), Florida Statutes, and applicable Town procedures, and considered the staff report, Planning and Zoning Board recommendation, and the evidence and testimony presented; and

ORDINANCE 26-19
AMENDING THE ZONING MAP
OF THE TOWN OF DUNDEE
LAND DEVELOPMENT CODE

WHEREAS, based upon the evidence contained in the record and the applicable criteria of section 7.04.01 of the Town Land Development Code, the Town Commission finds that the proposed zoning designation is consistent with the Town Comprehensive Plan, subject to the related Future Land Use Map amendment under Ordinance No. 26-18 becoming effective; that the zoning is appropriate for the Property and compatible with the surrounding area; and that future development remains subject to all applicable Land Development Code requirements; and

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF DUNDEE, FLORIDA:

Section 1. Incorporation of Recitals; Zoning Map Amendment. The foregoing recitals are incorporated herein as legislative and factual findings of the Town Commission to the extent supported by the record. Subject to Section 5, the Official Zoning Map of the Town of Dundee is hereby amended to change the zoning classification of the Property, approximately 0.33 acres, from Two Family Residential (RTF) to General Retail Commercial (CC), as more particularly described in Composite Exhibit "A," attached hereto and incorporated by reference. The legal description in the final approved exhibit, rather than the parcel identification number or approximate acreage, shall control the land affected by this amendment.

Section 2. Conflicts. All ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent of such conflict.

Section 3. Severability. If any section, subsection, sentence, clause, or provision of this Ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such determination shall not affect the validity of its remaining provisions, which shall remain in full force and effect.

Section 4. Administrative Correction; Official Map. The Town Clerk shall maintain this Ordinance with the official zoning records, and the appropriate Town official shall update the Official Zoning Map following the operative date of the map amendment. The Town may correct non-substantive scrivener's errors in this Ordinance or its exhibits, provided no such correction changes the legal description, boundaries, zoning district, or substance of the Town Commission's approval. This parcel-specific ordinance shall not be codified as text in the Town Code.

Section 5. Effective Date; Coordination with Comprehensive Plan. This Ordinance shall take effect only upon the later of (i) its adoption by the Town Commission in accordance with section 166.041, Florida Statutes, and (ii) the date on which Ordinance No. 26-18, amending the Future Land Use Map for the Property to Commercial, becomes effective pursuant to section 163.3187(5)(c), Florida Statutes. No zoning map change or

development approval may be implemented in reliance upon this Ordinance before that date. If Ordinance No. 26-18 fails to become effective, the amendment authorized by this Ordinance shall not become effective.

INTRODUCED on first reading this _____ day of _____, _____.

PASSED on second reading this _____ day of _____, _____.

TOWN OF DUNDEE, FLORIDA

_____
Mayor- Joe Garrison

ATTEST:

_____
Town Clerk – Erica Anderson

Approved as to form:

_____
Town Attorney – Markeishia Smith

[

ORDINANCE 26-19
AMENDING THE ZONING MAP
OF THE TOWN OF DUNDEE
LAND DEVELOPMENT CODE

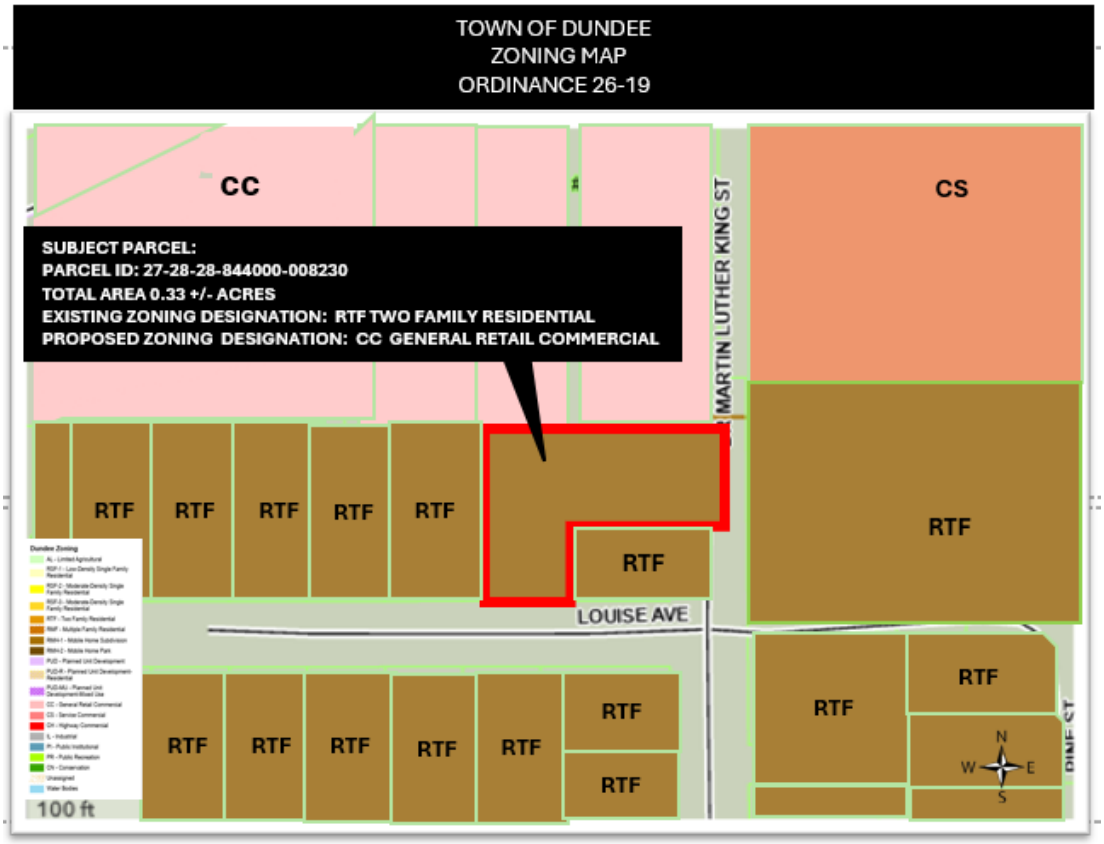
COMPOSITE EXHIBIT "A"
Ordinance 26-19
Parcel ID: 27-28-28-844000-008230
Address: 195 Dr. Martin Luther King Jr. Street

Legal Address:

HOWEY W J LAND CO FIRST ADD TO DUNDEE PB 4A PG 41 BLK 8 H BEG NE COR FOR POB RUN S ALONG W R/W MYRTLE ST 65 FT W 100 FT S 65 FT W 60 FT N 131.31 FT TO N LINE E 160 FT TO POB BEING LOTS 1 & 3 OF UNRE IXORA PARK ST

Zoning Map:

ORDINANCE 26-19
AMENDING THE ZONING MAP
OF THE TOWN OF DUNDEE
LAND DEVELOPMENT CODE



TOWN OF DUNDEE
PLANNING & ZONING BOARD

DATE: Thursday November 19, 2026

TO: Honorable Mayor & Town of Dundee, Commissioners

VIA: Ken Cassel, Town Manager
Steven Hunnicutt, Assistant Town Manager
Erica Anderson, Town Clerk

FROM: Ali Claremont, Planner I

SUBJECT: ORDINANCE 26-19

BACKGROUND: Jacob Reuter and Summer Fenske Reuter property owners/applicants, petitioned a zoning map amendment within the Town of Dundee limits. “Exhibit A” to the ordinance shows the property’s location. The applicant was issued a building permit in June of 2024, C.O. August of 2024 for installation of two accessory structures, on vacant property zoned RTF Residential Two Family. Viking Lawn Care LLC, owned by Jacob Reuter, uses the structures to store equipment and supplies.

FINANCIAL IMPACT: None

STAFF REPORT: Staff has reviewed the parcel for a Zoning change from RTF Residential Two Family to an extension of CC General Retail Commercial through the amendment process.

ATTACHMENTS:

a) Public Notice

b) Ordinance 26-19 with Exhibit A

c) Business Impact Estimate

PUBLIC NOTICE – TOWN OF DUNDEE

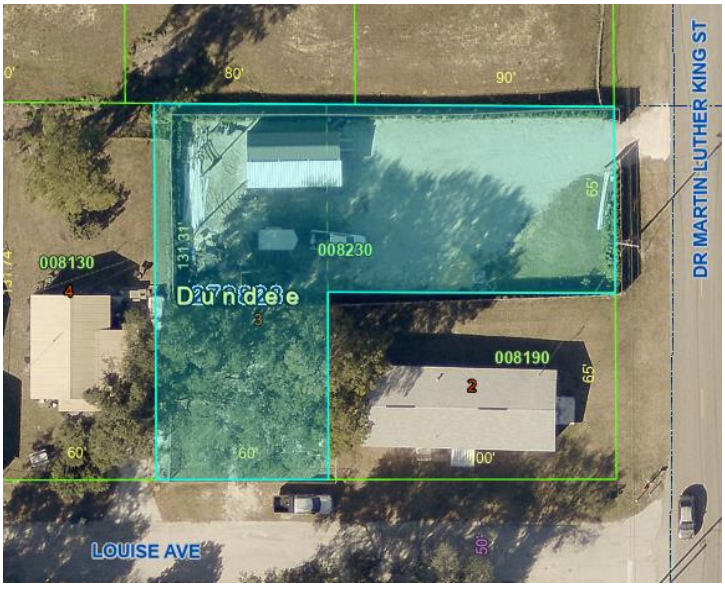
The Town of Dundee proposes to adopt the following ordinance 26-19. The Planning & Zoning Board will hold a public hearing and will read Ordinance No. 26-19 at the Regular Meeting on Thursday November 19th, 2026, at 5:30 p.m. and the Regular Meeting for Town Commission on Tuesday, December 1, 2026, at 6:30 p.m. with a second Town Commission reading at the Regular Meeting for Town Commission on January 5, 2027, at 6:30 p.m. All meetings are to be held in the Commission Chambers, Town Hall, at 202 East Main Street, Dundee, Florida.

Any interested parties may inspect the proposed Ordinances and Legal Description by Metes and Bounds at the Office of the Town Clerk in Town Hall of the Town of Dundee, Florida, from 8:00 a.m. to 5:00 p.m. weekdays.

ORDINANCE NO: 26-19

AN ORDINANCE OF THE TOWN OF DUNDEE, FLORIDA, AMENDING THE OFFICIAL ZONING MAP OF THE TOWN OF DUNDEE; CHANGING THE ZONING DESIGNATION OF APPROXIMATELY 0.33 ACRES FROM TWO FAMILY RESIDENTIAL (RTF) TO GENERAL RETAIL COMMERCIAL (CC) FOR PROPERTY LOCATED SOUTH OF DUNDEE ROAD (CR 542) AND WEST OF DR. MARTIN LUTHER KING JR. STREET, IN SECTION 28, TOWNSHIP 28 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA, IDENTIFIED AS PARCEL NO. 27-28-28-844000-008230; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS AND MAINTENANCE OF THE OFFICIAL ZONING MAP; AND PROVIDING AN EFFECTIVE DATE.

Address: 195 Martin Luther King Jr. Street, Dundee, FL 33838 - 0.33 +/- acres



At said hearing any person, his/her agent or attorney, may appear and be heard. If a person decides to appeal any decision made by the Town Commission with respect to any matter considered at such hearing, he/she will need a report of the proceedings, that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (F.S. §286.105).

In accordance with the Americans with Disabilities Act and F.S. §286.26, persons with disabilities needing special accommodations to participate in this proceeding should contact the Town Clerk prior to the proceedings at (863) 438-8335 x258 for assistance.

ORDINANCE NO. 26-19

AN ORDINANCE OF THE TOWN OF DUNDEE, FLORIDA, AMENDING THE OFFICIAL ZONING MAP OF THE TOWN OF DUNDEE; CHANGING THE ZONING DESIGNATION OF APPROXIMATELY 0.33 ACRES FROM TWO FAMILY RESIDENTIAL (RTF) TO GENERAL RETAIL COMMERCIAL (CC) FOR PROPERTY LOCATED SOUTH OF DUNDEE ROAD (CR 542) AND WEST OF DR. MARTIN LUTHER KING JR. STREET, IN SECTION 28, TOWNSHIP 28 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA, IDENTIFIED AS PARCEL NO. 27-28-28-844000-008230; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS AND MAINTENANCE OF THE OFFICIAL ZONING MAP; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Jacob Reuter and Summer Fenske Reuter have applied to amend the Official Zoning Map for approximately 0.33 acres identified as Parcel No. 27-28-28-844000-008230 from Two Family Residential (RTF) to General Retail Commercial (CC); and,

WHEREAS, this is an applicant-initiated, site-specific rezoning subject to section 166.041(3)(a), Florida Statutes, as directed by section 166.041(3)(c), Florida Statutes, and to applicable provisions of the Town Land Development Code, including sections 7.04.00 and 8.06.00; and

WHEREAS, on November 19, 2026, the Town Planning and Zoning Board held a duly noticed public hearing on the applicant-initiated rezoning, considered the application, planning staff report, and testimony and evidence presented at the hearing; and

WHEREAS, after the public hearing, the Planning and Zoning Board recommended approval on November 19, 2026, to the Town Commission; and

WHEREAS, the Town Commission considered this ordinance on first reading on December 1, 2026, and at a duly noticed second reading and public hearing on January 5, 2027 in accordance with section 166.041(3)(a) and (c), Florida Statutes, and applicable Town procedures, and considered the staff report, Planning and Zoning Board recommendation, and the evidence and testimony presented; and

WHEREAS, based upon the evidence contained in the record and the applicable criteria of section 7.04.01 of the Town Land Development Code, the Town Commission finds that the proposed zoning designation is consistent with the Town Comprehensive Plan, subject to the related Future Land Use Map amendment under Ordinance No. 26-18 becoming effective; that the zoning is appropriate for the Property and compatible with the surrounding area; and that future development remains subject to all applicable Land Development Code requirements; and

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF DUNDEE, FLORIDA:

Section 1. Incorporation of Recitals; Zoning Map Amendment. The foregoing recitals are incorp herein as legislative and factual findings of the Town Commission to the extent supported by the record. Subject to Section 5, the Official Zoning Map of the Town of Dundee is hereby amended to change the zoning classification of the Property, approximately 0.33 acres, from Two Family Residential (RTF) to General Retail Commercial (CC), as more particularly described in Composite Exhibit "A," attached hereto and incorporated by reference. The legal description in the final approved exhibit, rather than the parcel identification number or approximate acreage, shall control the land affected by this amendment.

Section 3. Severability. If any section, subsection, sentence, clause, or provision of this Ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such determination shall not affect the validity of its remaining provisions, which shall remain in full force and effect.

Section 4. Administrative Correction; Official Map. The Town Clerk shall maintain this Ordinance with the official zoning records, and the appropriate Town official shall update the Official Zoning Map following the operative date of the map amendment. The Town may correct non-substantive scrivener's errors in this Ordinance or its exhibits, provided no such correction changes the legal description, boundaries, zoning district, or substance of the Town Commission's approval. This parcel-specific ordinance shall not be codified as text in the Town Code.

Section 5. Effective Date; Coordination with Comprehensive Plan. This Ordinance shall take effect only upon the later of (i) its adoption by the Town Commission in accordance with section 166.041, Florida Statutes, and (ii) the date on which Ordinance No. 26-18, amending the Future Land Use Map for the Property to Commercial, becomes effective pursuant to section 163.3187(5)(c), Florida Statutes. No zoning map change or development approval may be implemented in reliance upon this Ordinance before that date. If Ordinance No. 26-18 fails to become effective, the amendment authorized by this Ordinance shall not become effective.

Remainder of page left blank intentionally

INTRODUCED on first reading this _____ day of _____, _____.

PASSED on second reading this _____ day of _____, _____.

TOWN OF DUNDEE, FLORIDA

_____

Mayor- Joe Garrison

ATTEST:

_____

Town Clerk – Erica Anderson

Approved as to form:

_____

Town Attorney – Markeishia Smith

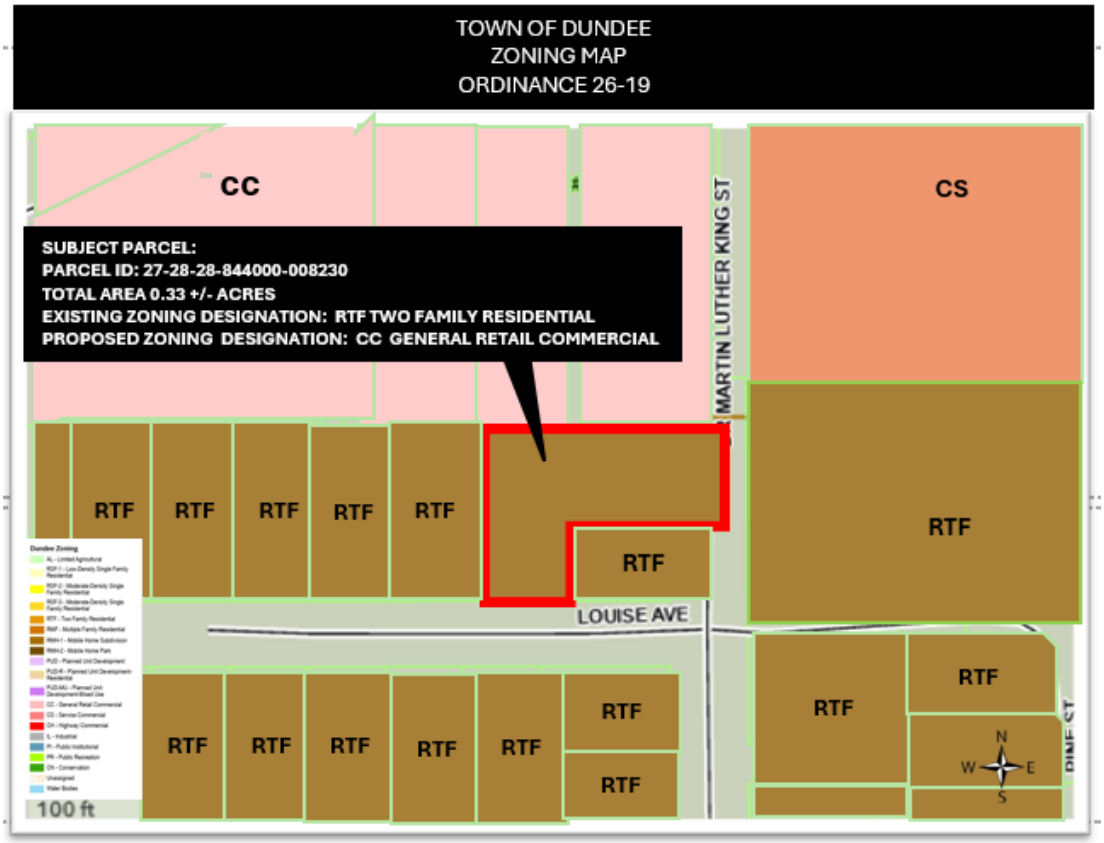
COMPOSITE EXHIBIT "A"

Ordinance 26-19

Parcel ID: 27-28-28-844000-008230

Address: 195 Dr. Martin Luther King Jr. Street

HOWEY W J LAND CO FIRST ADD TO DUNDEE PB 4A PG 41 BLK 8 H BEG NE COR FOR POB RUN S ALONG W R/W MYRTLE ST 65 FT W 100 FT S 65 FT W 60 FT N 131.31 FT TO N LINE E 160 FT TO POB BEING LOTS 1 & 3 OF UNRE IXORA PARK ST



Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the Town of Dundee's website by the time notice of the proposed ordinance is published.

AN ORDINANCE OF THE TOWN OF DUNDEE, FLORIDA, AMENDING THE OFFICIAL ZONING MAP OF THE TOWN OF DUNDEE, FLORIDA; SPECIFICALLY CHANGING THE ZONING DESIGNATION FROM TWO FAMILY RESIDENTIAL (RTF) TO GENERAL RETAIL COMMERCIAL (CC) ON APPROXIMATELY 0.33 +/- ACRES, LOCATED SOUTH OF DUNDEE ROAD (CR 542), WEST OF MARTIN LUTHER KING JR. STREET IN THE TOWN OF DUNDEE, SECTION 28, TOWNSHIP 28, RANGE 27 EAST, FURTHER DESCRIBED AS PARCEL: 27-28-28-844000-008230; PROVIDING FOR SEVERABLITY; REPEALING ALL ORDINANCES IN CONFLICT HEARWITH; PROVIDING FOR CODIFICATION; AND PROVIDNG AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the Town of Dundee is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the Town of Dundee is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

☐ The proposed ordinance is required for compliance with Federal or State law or regulation;

☐ The proposed ordinance relates to the issuance or refinancing of debt;

☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;

☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;

☐ The proposed ordinance is an emergency ordinance;

☐ The ordinance relates to procurement; or

☒ The proposed ordinance is enacted to implement the following:

a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the Town of Dundee hereby publishes the following information:

[1] See Section 166.041(4)(c), Florida Statutes.

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

The proposed ordinance 26-19 will reclassify zoning to match the current use, as a service to public health, safety, compliance and welfare.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the Town of Dundee, if any:
   (a) An estimate of direct compliance costs that businesses may reasonably incur;
   (b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
   (c) An estimate of the Town of Dundee's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

As zoning reclassification is not estimated to remove resident or commercial business, it is assumed that businesses nor residents will incur any additional costs.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:
   Zero (0)

4. Additional information the governing body deems useful (if any):
   Town of Dundee staff solicited comments from businesses and residents in the Town of Dundee as to the potential impact of the proposed ordinance by public notice, direct mail, posting on Town of Dundee's website, etc. The proposed ordinance is a generally applicable ordinance that applies to all persons similarly situated (individuals as well as businesses) and, therefore, the proposed ordinance does not affect residents or businesses.

Town of Dundee

Meeting Agenda Coversheet

MEETING DATE:	November 19, 2026	**Submitted By:** Alison Claremont- Building & Planning
SUBJECT: *This will be the name of the Item as it will appear on the Agenda*	DISCUSSION & ACTION ORDINANCE 26-20, AN APPLICANT INITIATED FUTURE LAND USE MAP AMENDMENT	
STAFF RECOMMENDATION: **(**MOTION READY)	I move **approval of Ordinance 26-20** An applicant initiated Future Land Use Map amendment as made by Donielle Mixon through Central Florida Outdoor Storage amending the Future Land Use of parcel 27-28-35-000000-044040 from Unassigned to Commercial within the corporate limits of the Town of Dundee. The Subject property is located on 4.72 +/- acres of land east of Scenic HWY 17 and South of Almburg Road.	
SUMMARY *and/or* JUSTIFICATION:	A Future Land Use Map Amendment is a formal, legally regulated process for changing a property's designated land use in the Comprehensive Plan, enabling development that is otherwise prohibited under the current map. The applicant Donielle Mixon through Central Florida Outdoor Storage has petitioned a Future Land Use Map amendment within the Town of Dundee limits after annexing into the Town of Dundee Ordinance 26-14 in August of 2026. The parcel is unimproved and is currently being used for the outdoor storage of recreational and commercial vehicles. A Future Use of Commercial has been designated for approval as residential uses are allowable in in the Commercial Future Land Use Category and surrounding Town of Dundee parcels are designated Moderate Density Single Family. Exhibit A to the ordinance shows the property location.	

SELECT, *if applicable*				
	AGREEMENT:		**BUDGET:**	
	STAFF REPORT:	X	**PROCLAMATION:**	
	EXHIBIT(S):	X	**OTHER:**	

IDENTIFY EACH ATTACHMENT. *For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B*	Staff Report Ordinance 26-20 Exhibit A Business Impact Estimate			
SELECT, *if applicable*	**RESOLUTION: N/A**		**ORDINANCE: 26-20**	
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE *(If Item is **not** a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank.)*	**ORDINANCE NO. 26-20** **AN ORDINANCE OF THE TOWN OF DUNDEE, FLORIDA, AMENDING THE FUTURE LAND USE MAP OF THE TOWN OF DUNDEE 2030 COMPREHENSIVE PLAN; CHANGING THE FUTURE LAND USE DESIGNATION OF APPROXIMATELY 4.72 ACRES FROM UNASSIGNED TO COMMERCIAL FOR PROPERTY LOCATED EAST OF SCENIC HWY. AND SOUTH OF ALMBURG ROAD, IN SECTION 27, TOWNSHIP 28 SOUTH, RANGE 35 EAST, POLK COUNTY, FLORIDA, IDENTIFIED AS PARCEL NO. 27-28-35-000000-044040; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS AND MAINTENANCE OF THE FUTURE LAND USE MAP; AND PROVIDING AN EFFECTIVE DATE.**			
FISCAL IMPACT *(if any):*	This Ordinance will not produce any fiscal impacts to the Town.		$0.00	

ORDINANCE NO. 26-20

AN ORDINANCE OF THE TOWN OF DUNDEE, FLORIDA, AMENDING THE FUTURE LAND USE MAP OF THE TOWN OF DUNDEE 2030 COMPREHENSIVE PLAN; CHANGING THE FUTURE LAND USE DESIGNATION OF APPROXIMATELY 4.72 ACRES FROM UNASSIGNED TO COMMERCIAL FOR PROPERTY LOCATED EAST OF SCENIC HWY. AND SOUTH OF ALMBURG ROAD, IN SECTION 27, TOWNSHIP 28 SOUTH, RANGE 35 EAST, POLK COUNTY, FLORIDA, IDENTIFIED AS PARCEL NO. 27-28-35-000000-044040; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS AND MAINTENANCE OF THE FUTURE LAND USE MAP; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Donielle Mixon, through Central Florida Outdoor Storage, Inc. (the "Applicant"), initiated an application requesting a site-specific amendment to the Future Land Use Map of the Town of Dundee 2030 Comprehensive Plan for approximately 4.72 acres, identified as Parcel No. 27-28-35-000000-044040 (the "Property"), from Unassigned to Commercial; and

WHEREAS, this amendment is initiated by the Applicant and not by the Town, and the Town is considering the request pursuant to Part II of Chapter 163, Florida Statutes, and the applicable provisions of the Town Comprehensive Plan and Land Development Code; and

WHEREAS, the requested Future Land Use Map amendment involves approximately 4.72 acres and is proposed to be processed as a small-scale Comprehensive Plan amendment under Section 163.3187, Florida Statutes, subject to verification of all statutory eligibility conditions, including applicable restrictions relating to areas of critical state concern; and

WHEREAS, the Town of Dundee Planning and Zoning Board serves as the Town's designated Local Planning Agency ("LPA") under Section 163.3174, Florida Statutes, and applicable Town regulations, and is responsible for conducting a public hearing and making its recommendation concerning the requested Future Land Use Map amendment; and

WHEREAS, on November 19, 2026, the Planning and Zoning Board, sitting as the LPA, held a duly noticed public hearing to consider the Applicant's request, the Planning staff

analysis and supporting documentation, and the evidence, arguments, and testimony presented by the Applicant, interested or aggrieved persons, and members of the public; and

WHEREAS, at that hearing, interested and aggrieved persons and other citizens in attendance were afforded an opportunity to be heard and to present testimony and information regarding the requested Future Land Use Map amendment; and

WHEREAS, following consideration of the Planning staff report, the Applicant's materials, public testimony, and other evidence presented, the Planning and Zoning Board, acting as the LPA, voted on November 19, 2026, to recommend approval of the requested amendment to the Town Commission by vote; and

WHEREAS, the Town Commission considered the Applicant's proposed Future Land Use Map amendment on first reading at its duly noticed meeting on December 1, 2026, and again at a duly advertised second reading and adoption hearing on January 5, 2027, consistent with the Town's established ordinance procedures and the public hearing requirements applicable to the amendment; and

WHEREAS, during the Town Commission proceedings, interested parties and members of the public were provided opportunities to be heard, and the Town Commission considered the Applicant's request, the LPA recommendation, the Planning staff report, supporting documentation, and the oral and written evidence presented; and

WHEREAS, based upon the competent planning analysis and evidence in the record, the Town Commission has evaluated the proposed Commercial designation under the applicable Comprehensive Plan policies, including the Commercial Future Land Use policy, compatibility with surrounding uses, availability of public facilities and services, and the internal-consistency requirement of Sections 163.3177 and 163.3187(4), Florida Statutes, and makes the findings required for its decision, to the extent supported by the final hearing record; and

WHEREAS, the Town Commission determines that, subject to the findings supported by the final record and confirmation of the Property's existing designation following annexation, the Official Future Land Use Map should be amended as provided in this Ordinance.

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ORDINANCE 26-20
AMENDING THE FUTURE LAND
USE MAP OF THE TOWN OF DUNDEE
2030 COMPREHENSIVE PLAN

PROPOSED ORDINANCE SECTIONS — SEE COMPLETE WORD DRAFT

Section 1. Incorporation of Recitals; Future Land Use Map Amendment. The foregoing recitals are incorporated herein as findings of the Town Commission to the extent supported by the hearing record. The Future Land Use Map of the Town of Dundee 2030 Comprehensive Plan is hereby amended for the Property, approximately 4.72 acres, from Unassigned to Commercial, as legally described in Composite Exhibit "A" attached hereto and incorporated by reference. The verified legal description, rather than the approximate acreage or parcel identification number, shall control the land affected by this Ordinance.

Section 2. Conflicts. All ordinances or parts of ordinances in conflict with this Ordinance are repealed only to the extent of the conflict.

Section 3. Severability. If a court of competent jurisdiction holds any section, subsection, sentence, clause, or provision of this Ordinance invalid or unconstitutional, that determination shall not affect the validity of its remaining provisions.

Section 4. Administrative Correction; Official Map; Transmittal. The Town Clerk shall maintain this Ordinance with the official Comprehensive Plan records, and the appropriate Town official shall update the Future Land Use Map when this amendment becomes effective. Non-substantive scrivener's errors may be corrected administratively, provided no correction alters the legal description, property boundaries, land use designation, or substance of the Town Commission's action. The adopted amendment shall be transmitted to the state land planning agency and any other required recipients in accordance with applicable law. This parcel-specific Ordinance shall not be codified as text in the Town Code.

Section 5. Effective Date. In accordance with Section 163.3187(5)(c), Florida Statutes, this small-scale Future Land Use Map amendment shall not become effective until 31 days after adoption. If timely challenged within 30 days after adoption, this amendment shall not become effective until the state land planning agency or Administration Commission, as applicable, enters a final order finding the amendment in compliance. No implementation may occur before the statutory effective date.

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ORDINANCE 26-20
AMENDING THE FUTURE LAND
USE MAP OF THE TOWN OF DUNDEE
2030 COMPREHENSIVE PLAN

INTRODUCED on first reading this _____day of _____,_____.

PASSED on second reading this _____ day of _____**,** _____**.**

TOWN OF DUNDEE, FLORIDA

_____
Mayor- Joe Garrison

ATTEST:

_____
Town Clerk – Erica Anderson

Approved as to form:

_____
Town Attorney – Markeishia Smith

ORDINANCE 26-20
AMENDING THE FUTURE LAND
USE MAP OF THE TOWN OF DUNDEE
2030 COMPREHENSIVE PLAN

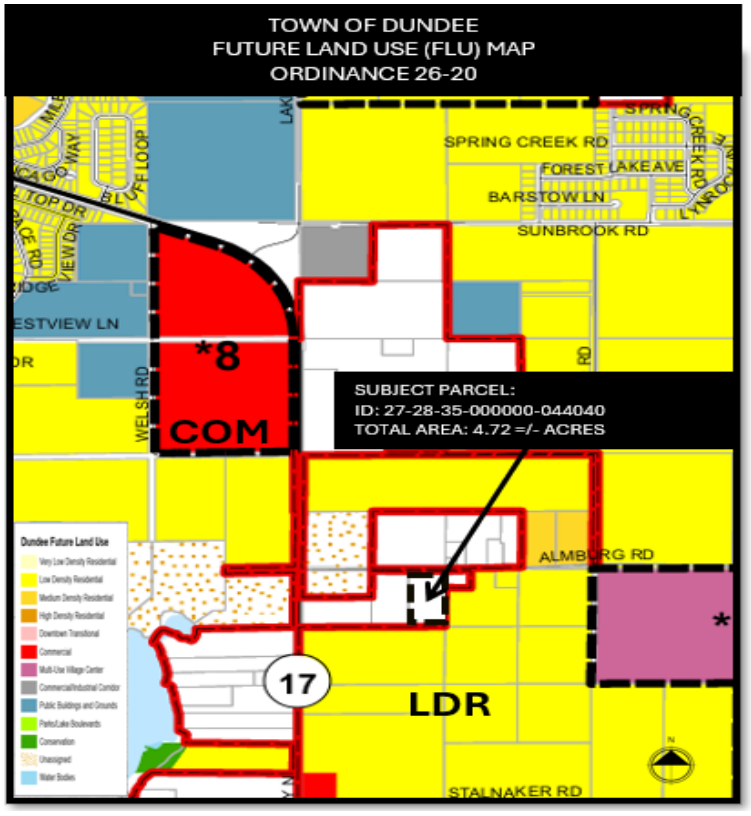
COMPOSITE EXHIBIT "A"
Ordinance 26-20

Parcel ID: 27-28-35-000000-044040

LEGAL ADDRESS:

COMMENCE AT THE NORTHEAST CORNER OF THE SOUTHWEST ¼ OF THE SOUTHWEST ¼ OF SECTION 35, TOWNSHIP 28 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA AND RUN S00'03'27"W ALONG THE EAST BOUNDARY THEREOF, 38.03 FEET TO A POINT ON THE SOUTHERLY MAINTAINED RIGHT OF WAY LINE OF ALMBURG ROAD AS CURRENTLY MONUMENTED AND RECORDED IN MAP BOOK, 3 PAGES 40 THROUGH 43 AND IN OFFCIAL RECORD BOOK 12795 PAGE 1936 OF THE PUBLIC RECORDS OF POLK COUNTY, FLORIDA, SAID PAINT BEING THE POINT OF BEGINNING: THENCE CONTINUE S00'03'27"W ALONG SAID EAST BOUNDARY 623.82 FEET; THENCE S89'04'46"W, 327.83 FEET THENCE N00'04'12'W 625.52 FEET TO A POINT ON SAID SOUTHERLY MAINTAINED RIGHT OF WAY LINE OF ALMBURG ROAD; THENCE N89'22'43"E ALONG SAID MAINTAINED RIGHT OF WAY LINE, 329.19 FEET TO THE POINT OF BEGINNING

FUTURE LAND USE MAP:



TOWN OF DUNDEE
PLANNING & ZONING BOARD

DATE: November 19, 2026

TO: Honorable Mayor & Town of Dundee, Planning & Zoning Board

VIA: Ken Cassel, Town Manager
Steven Hunnicutt, Assistant Town Manager
Erica Anderson, Town Clerk

FROM: Ali Claremont, Planner I

SUBJECT: ORDINANCE 26-20

BACKGROUND: Donielle Mixon of Florida Outdoor Storage annexed into the Town of Dundee Limits through Ordinance 26-14 adopted on September 1, 2026, 4.72 +/- acres. As the current Future Land Use Map is Unassigned Ms. Mixon is petitioning an applicant initiated Future Land Use Map amendment to Commercial. "Exhibit A" to the ordinance shows the property's location.

FINANCIAL IMPACT: None

STAFF REPORT: The applicant requests a site-specific change to the Town's Future Land Use Map from Unassigned to Commercial for approximately 4.72 acres annexed by Ordinance 26-14. The Planning and Zoning Board will review the request as the Town's Local Planning Agency (LPA) under § 163.3174, Florida Statutes, and make a recommendation to the Town Commission. The requested designation is not itself an approval of an existing or future storage operation.

COMPREHENSIVE PLAN CONSISTENCY: Policy 2.8 of the published 2030 Comprehensive Plan addresses Commercial Future Land Use, including retail, office, service, and other commercial activity. The requested map amendment would establish a Town designation for this recently annexed parcel. Surrounding Town of Dundee uses include Moderate Density Single Family Residential and Unassigned.

SMALL-SCALE REVIEW: The proposed amendment covers approximately 4.72 acres and changes only the Future Land Use Map. It is within the acreage threshold for a small-scale amendment under § 163.3187, Florida Statutes. Eligibility also requires confirmation of the other statutory criteria, including that the parcel is not in an area of critical state concern. A qualifying small-scale amendment may not become effective until the statutory period following adoption has run, subject to any timely challenge.

COORDINATION WITH REZONING: Ordinance 26-21 proposes Service Commercial (CS) zoning for the same parcel. Section 2.02.02.11(A) of the publicly available LDC associates CS with Commercial/Industrial or Downtown Transitional Future Land Use, however as the parcel is located in an Unassigned designation on the Future Land Use Map, not within the Industrial or Downtown region, Commercial has been designated as Policy 2.8 accommodates "*residents living in or near town"*

STAFF RECOMMENDATION / BOARD ACTION: "I move to recommend [approval/denial] of Ordinance 26-20 to the Town Commission." Board recommendation: _____. Vote: _____ to _____.

ATTACHMENTS:

a) Public Notice
b) Ordinance 26-20 with Exhibit A
c) Business Impact Estimate

PUBLIC NOTICE – TOWN OF DUNDEE

The Town of Dundee proposes to consider Ordinance No. 26-20, a proposed applicant-initiated Future Land Use Map amendment. The Planning and Zoning Board, sitting as the Local Planning Agency, will hold a public hearing and consider the application on Thursday, November 19, 2026, at 5:30 p.m. in the Commission Chambers, Town Hall, 202 East Main Street, Dundee, Florida, and make a recommendation to the Town Commission. [Planning/Clerk: confirm subsequent Town Commission hearing details for the final notice.]

Any interested parties may inspect the proposed Ordinances and Legal Description by Metes and Bounds at the Office of the Town Clerk in Town Hall of the Town of Dundee, Florida, from 8:00 a.m. to 5:00 p.m. weekdays.

ORDINANCE NO: 26-20

AN ORDINANCE OF THE TOWN OF DUNDEE, FLORIDA, AMENDING THE FUTURE LAND USE MAP OF THE TOWN OF DUNDEE 2030 COMPREHENSIVE PLAN; CHANGING THE FUTURE LAND USE DESIGNATION OF APPROXIMATELY 4.72 ACRES FROM UNASSIGNED TO COMMERCIAL FOR PROPERTY LOCATED EAST OF SCENIC HWY. AND SOUTH OF ALMBURG ROAD, IN SECTION 35, TOWNSHIP 28 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA, IDENTIFIED AS PARCEL NO. 27-28-35-000000-044040; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS AND MAINTENANCE OF THE FUTURE LAND USE MAP; AND PROVIDING AN EFFECTIVE DATE.

Address: 0 Almburg Road, Dundee, FL 33838

4.72 +/- acres



At said hearing any person, his/her agent or attorney, may appear and be heard. If a person decides to appeal any decision made by the Town Commission with respect to any matter considered at such hearing, he/she will need a report of the proceedings, that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (F.S. §286.105).
In accordance with the Americans with Disabilities Act and F.S. §286.26, persons with disabilities needing special accommodations to participate in this proceeding should contact the Town Clerk prior to the proceedings at (863) 438-8335 x258 for assistance.

Business Impact Estimate

AN ORDINANCE OF THE TOWN OF DUNDEE, FLORIDA, AMENDING THE FUTURE LAND USE MAP OF THE TOWN OF DUNDEE 2030 COMPREHENSIVE PLAN; CHANGING THE FUTURE LAND USE DESIGNATION OF APPROXIMATELY 4.72 ACRES FROM UNASSIGNED TO COMMERCIAL FOR PROPERTY LOCATED EAST OF SCENIC HWY. AND SOUTH OF ALMBURG ROAD, IN SECTION 35, TOWNSHIP 28 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA, IDENTIFIED AS PARCEL NO. 27-28-35-000000-044040; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS AND MAINTENANCE OF THE FUTURE LAND USE MAP; AND PROVIDING AN EFFECTIVE DATE.

This estimate is provided as a courtesy in connection with the applicant-initiated Future Land Use Map amendment. Section 166.041(4)(c)7.b, Florida Statutes (2026), exempts qualifying privately initiated Comprehensive Plan and land development regulation amendments from the business impact estimate requirement. The statements below are based on currently available information and remain subject to Planning verification.

☐ The proposed ordinance is required for compliance with Federal or State law or regulation;

☐ The proposed ordinance relates to the issuance or refinancing of debt;

☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;

☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;

☐ The proposed ordinance is an emergency ordinance;

☐ The ordinance relates to procurement; or

X The proposed ordinance implements an applicant-initiated Comprehensive Plan or land development regulation amendment described in § 166.041(4)(c)7.b, Florida Statutes (2026).

a. Development orders, development permits, and development agreements (§ 166.041(4)(c)7.a);

b. Comprehensive Plan and land development regulation amendments initiated by a private party other than the Town (§ 166.041(4)(c)7.b) — applicable exemption identified for this application;

c. Community development districts under §§ 190.005 and 190.046 (§ 166.041(4)(c)7.c);

d. Florida Building Code under § 553.73 or Florida Fire Prevention Code under § 633.202 (§ 166.041(4)(c)7.d–e).

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemp noted above may apply, the Town of Dundee hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):
   The proposed Ordinance 26-20 would change the Future Land Use Map designation of approximately 4.72 acres from Unassigned to Commercial.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the Town of Dundee, if any:
   (a) An estimate of direct compliance costs that businesses may reasonably incur;
   (b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
   (c) An estimate of the Town of Dundee's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.
   The proposed map amendment itself does not establish a new business license, fee, or independent operating condition. If approved, the applicant will be responsible for obtaining a Business Tax Receipt. Any future development or expansion may require separate development approvals and associated costs under otherwise applicable law. No new direct compliance cost or fee attributable solely to this ordinance has been quantified in the materials provided.

3. Good-faith estimate of businesses likely to be affected: *At least one applicant-associated business, Central Florida Outdoor Storage, Inc., is identified in the record.*

4. Additional information the governing body deems useful (if any):
   This is a site-specific, applicant-initiated map amendment, not a generally applicable commercial regulation. The estimate does not establish or legalize any existing use.

Town of Dundee

Meeting Agenda Coversheet

MEETING DATE:	November 19, 2026	**Submitted By:** Alison Claremont- Building & Planning
SUBJECT: *This will be the name of the Item as it will appear on the Agenda*	DISCUSSION & ACTION ORDINANCE 26-21, A VOLUNTARY ZONING MAP AMENDMENT	
STAFF RECOMMENDATION: **(**MOTION READY)	I move **approval of Ordinance 26-21** a Voluntary Zoning Map Amendment request as made by Donielle Mixon through Central Florida Outdoor Storage amending the zoning of parcel 27-28-35-000000-044040 from Unassigned to Service Commercial (CS) within the corporate limits of the Town of Dundee. The Subject property is located on 4.72 +/- acres of land east of Scenic HWY 17 and South of Almburg Road.	

SUMMARY *and/or* JUSTIFICATION:

A zoning map amendment is a formal change to the zoning designation of a property, typically requested by a property owner, and approved only when officials determine a substantial neighborhood change or an error in prior zoning. In the case of an annexation, the property's new zoning determination is made, reflecting the municipality's intended land use and development standards for the parcel.

The applicant Donielle Mixon through Central Florida Outdoor Storage petitioned a zoning map amendment within the Town of Dundee limits of Service Commercial (CS) following the annexation of the parcel Ordinance 26-14 in August of 2026.

The parcel is unimproved and is currently used for the outdoor storage of recreational and commercial vehicles which is an approved use in the Service Commercial (CS) designation.

Exhibit A to the ordinance shows the property location.

SELECT, *if applicable*				
	AGREEMENT:		**BUDGET:**	
	STAFF REPORT:	X	**PROCLAMATION:**	
	EXHIBIT(S):	X	**OTHER:**	

IDENTIFY EACH ATTACHMENT. *For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B*	Staff Report Ordinance 26-21 Exhibit A Business Impact Estimate			
SELECT, *if applicable*	**RESOLUTION: N/A**		**ORDINANCE: 26-21**	
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE *(If Item is **not** a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank.)*	**ORDINANCE NO. 26-21** **AN ORDINANCE OF THE TOWN OF DUNDEE, FLORIDA, AMENDING THE OFFICIAL ZONING MAP OF THE TOWN OF DUNDEE; CHANGING THE ZONING DESIGNATION OF APPROXIMATELY 4.72 ACRES FROM UNASSIGNED TO SERVICE COMMERCIAL FOR PROPERTY LOCATED EAST OF SCENIC HWY 17 AND SOUTH OF ALMBURG ROAD, IN SECTION 27, TOWNSHIP 28 SOUTH, RANGE 35 EAST, POLK COUNTY, FLORIDA, IDENTIFIED AS PARCEL NO. 27-28-35-000000-044040; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS AND MAINTENANCE OF THE OFFICIAL ZONING MAP; AND PROVIDING AN EFFECTIVE DATE.**			
FISCAL IMPACT *(if any):*	This Ordinance will not produce any fiscal impacts to the Town.		$0.00	

ORDINANCE NO. 26-21

AN ORDINANCE OF THE TOWN OF DUNDEE, FLORIDA, AMENDING THE OFFICIAL ZONING MAP OF THE TOWN OF DUNDEE; CHANGING THE ZONING DESIGNATION OF APPROXIMATELY 4.72 ACRES FROM UNASSIGNED TO COMMERCIAL FOR PROPERTY LOCATED EAST OF SCENIC HWY 17 AND SOUTH OF ALMBURG ROAD, IN SECTION 27, TOWNSHIP 28 SOUTH, RANGE 35 EAST, POLK COUNTY, FLORIDA, IDENTIFIED AS PARCEL NO. 27-28-35-000000-044040; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS AND MAINTENANCE OF THE OFFICIAL ZONING MAP; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Jacob Reuter and Summer Fenske Reuter have applied to amend the Official Zoning Map for approximately 0.33 acres identified as Parcel No. 27-28-28-844000-008230 from Unassigned to Commercial Service (CS); and,

WHEREAS, this is an applicant-initiated, site-specific rezoning subject to section 166.041(3)(a), Florida Statutes, as directed by section 166.041(3)(c), Florida Statutes, and to applicable provisions of the Town Land Development Code, including sections 8.06.00; and

WHEREAS, on November 19, 2026, the Town Planning and Zoning Board held a duly noticed public hearing on the applicant-initiated rezoning, considered the application, planning staff report, and testimony and evidence presented at the hearing; and

WHEREAS, after the public hearing, the Planning and Zoning Board recommended approval on November 19, 2026, to the Town Commission; and

WHEREAS, the Town Commission considered this ordinance on first reading on December 1, 2026, and at a duly noticed second reading and public hearing on January 5, 2027, in accordance with section 166.041(3)(a) and (c), Florida Statutes, and applicable Town procedures, and considered the staff report, Planning and Zoning Board recommendation, and the evidence and testimony presented; and

WHEREAS, based upon the evidence contained in the record and the applicable criteria of section 7.04.01 of the Town Land Development Code, the Town Commission finds that the proposed zoning designation is consistent with the Town Comprehensive Plan, subject to the related Future Land Use Map amendment under Ordinance No. 26-

20 becoming effective; that the zoning is appropriate for the Property and compatible with the surrounding area; and that future development remains subject to all applicable Land Development Code requirements; and

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF DUNDEE, FLORIDA:

Section 1. Incorporation of Recitals; Zoning Map Amendment. The foregoing recitals are incorporated herein as legislative and factual findings of the Town Commission to the extent supported by the record. Subject to Section 5, the Official Zoning Map of the Town of Dundee is hereby amended to change the zoning classification of the Property, approximately 4.72 acres, from Unassigned to Commercial Service (CS), as more particularly described in Composite Exhibit "A," attached hereto and incorporated by reference. The legal description in the final approved exhibit, rather than the parcel identification number or approximate acreage, shall control the land affected by this amendment.

Section 2. Conflicts. All ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent of such conflict.

Section 3. Severability. If any section, subsection, sentence, clause, or provision of this Ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such determination shall not affect the validity of its remaining provisions, which shall remain in full force and effect.

Section 4. Administrative Correction; Official Map. The Town Clerk shall maintain this Ordinance with the official zoning records, and the appropriate Town official shall update the Official Zoning Map following the operative date of the map amendment. The Town may correct non-substantive scrivener's errors in this Ordinance or its exhibits, provided no such correction changes the legal description, boundaries, zoning district, or substance of the Town Commission's approval. This parcel-specific ordinance shall not be codified as text in the Town Code.

Section 5. Effective Date; Coordination with Comprehensive Plan. This Ordinance shall take effect only upon the later of (i) its adoption by the Town Commission in accordance with section 166.041, Florida Statutes, and (ii) the date on which Ordinance No. 26-20, amending the Future Land Use Map for the Property to Commercial, becomes effective pursuant to section 163.3187(5)(c), Florida Statutes. No zoning map change or development approval may be implemented in reliance upon this Ordinance before that date. If Ordinance No. 26-20 fails to become effective, the amendment authorized by this Ordinance shall not become effective.

INTRODUCED on first reading this _____ day of _____, _____.

PASSED on second reading this _____ day of _____, _____.

TOWN OF DUNDEE, FLORIDA

_____

Mayor- Joe Garrison

ATTEST:

_____

Town Clerk – Erica Anderson

Approved as to form:

_____

Town Attorney – Markeishia Smith

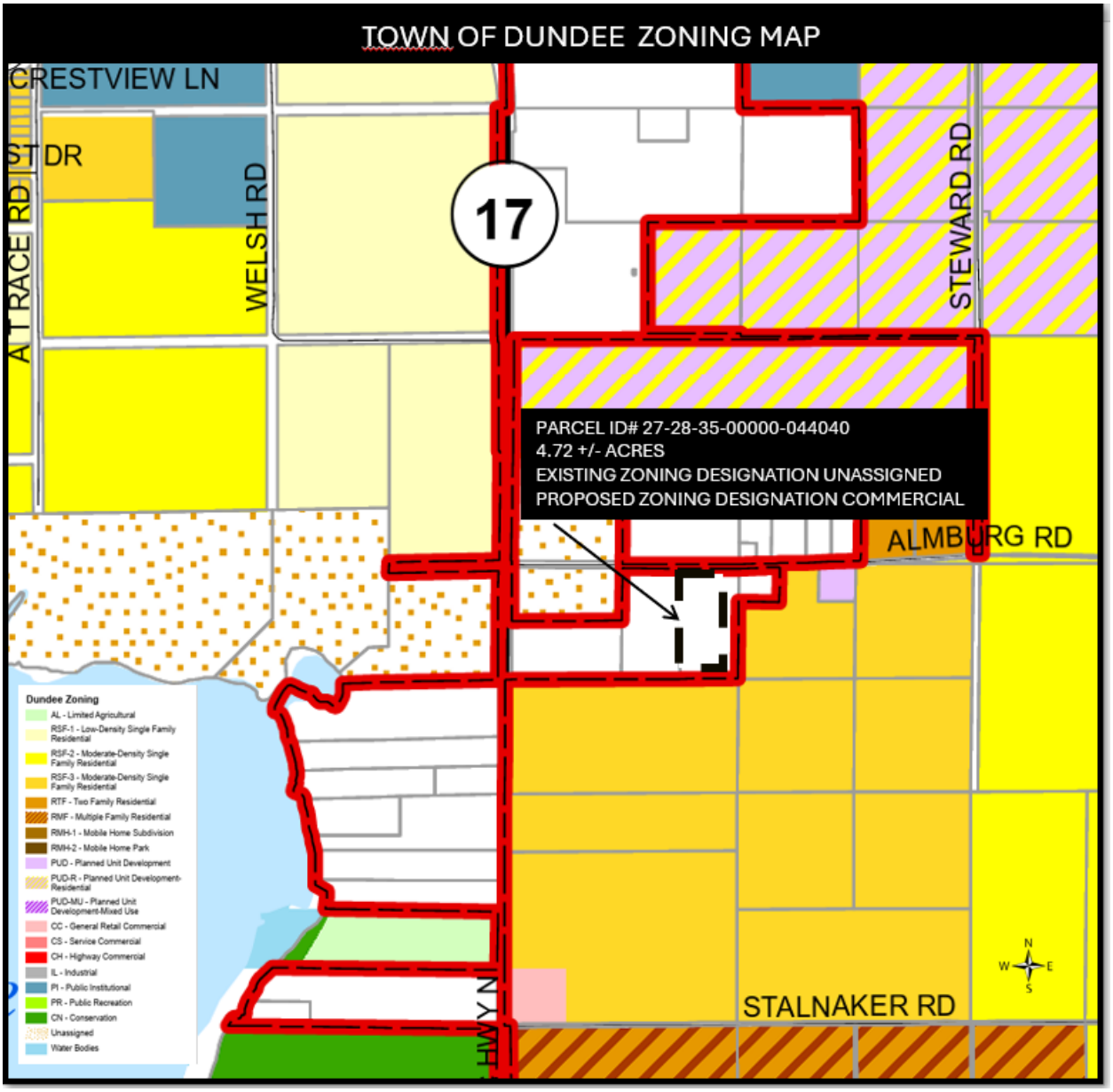
COMPOSITE EXHIBIT "A"
Ordinance 26-20
Parcel ID: 27-28-35-000000-044040
Address: 0 Almburg Road

Legal Address:

COMMENCE AT THE NORTHEAST CORNER OF THE SOUTHWEST ¼ OF THE SOUTHWEST ¼ OF SECTION 35, TOWNSHIP 28 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA AND RUN S00'03'27"W ALONG THE EAST BOUNDARY THEREOF, 38.03 FEET TO A POINT ON THE SOUTHERLY MAINTAINED RIGHT OF WAY LINE OF ALMBURG ROAD AS CURRENTLY MONUMENTED AND RECORDED IN MAP BOOK, 3 PAGES 40 THROUGH 43 AND IN OFFCIAL RECORD BOOK 12795 PAGE 1936 OF THE PUBLIC RECORDS OF POLK COUNTY, FLORIDA, SAID PAINT BEING THE POINT OF BEGINNING: THENCE CONTINUE S00'03'27"W ALONG SAID EAST BOUNDARY 623.82 FEET; THENCE S89'04'46"W, 327.83 FEET THENCE N00'04'12'W 625.52 FEET TO A POINT ON SAID SOUTHERLY MAINTAINED RIGHT OF WAY LINE OF ALMBURG ROAD; THENCE N89'22'43"E ALONG SAID MAINTAINED RIGHT OF WAY LINE, 329.19 FEET TO THE POINT OF BEGINNING.

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Zoning Map:


TOWN OF DUNDEE ZONING MAP
CRESTVIEW LN
ST DR
ALT RACE RD
WELSH RD
17
STEWARD RD
PARCEL ID# 27-28-35-00000-044040
4.72 +/- ACRES
EXISTING ZONING DESIGNATION UNASSIGNED
PROPOSED ZONING DESIGNATION COMMERCIAL
ALMBURG RD
Dundee Zoning
AL - Limited Agricultural
RSF-1 - Low-Density Single Family Residential
RSF-2 - Moderate-Density Single Family Residential
RSF-3 - Moderate-Density Single Family Residential
RTF - Two Family Residential
RMF - Multiple Family Residential
RMH-1 - Mobile Home Subdivision
RMH-2 - Mobile Home Park
PUD - Planned Unit Development
PUD-R - Planned Unit Development-Residential
PUD-MU - Planned Unit Development-Mixed Use
CC - General Retail Commercial
CS - Service Commercial
CH - Highway Commercial
IL - Industrial
PI - Public Institutional
PR - Public Recreation
CN - Conservation
Unassigned
Water Bodies
HWY N
STALNAKER RD
N
W
E
S

TOWN OF DUNDEE
PLANNING & ZONING BOARD

DATE: November 19, 2026

TO: Honorable Mayor & Town of Dundee, Planning & Zoning Board

VIA: Ken Cassel, Town Manager
Steven Hunnicutt, Assistant Town Manager
Erica Anderson, Town Clerk

FROM: Ali Claremont, Planner I

SUBJECT: ORDINANCE 26-21

BACKGROUND: Donielle Mixon of Central Florida Outdoor Storage annexed into the Town of Dundee Limits through Ordinance 26-14 adopted on September 1, 2026, 4.72 +/- acres. As the current zoning is Unassigned Ms. Mixon is petitioning an applicant initiated zoning map amendment to Commercial Service (CS). "Exhibit A" to the ordinance shows the property's location. Central Florida Outdoor Storage was incorporated in 2021.

FINANCIAL IMPACT: None

STAFF REPORT: The applicant requests a parcel-specific amendment to the Official Zoning Map from Unassigned to Service Commercial (CS), following annexation under Ordinance 26-14. The request is applicant-initiated and has been evaluated under the Town's rezoning standards, including Land Development Code § 7.04.01.

ZONING REVIEW: The proposed Commercial Service (CS) zoning has been evaluated by the standards set forth in Section 2.02.01 *The purpose of the CS service commercial zoning district shall be to locate and establish areas within the Town of Dundee which are deemed suited for the development and maintenance of commercial service facilities to meet the general community-wide need for said facilities*

FUTURE LAND USE CONSISTENCY: Ordinance 26-20 would assign Commercial Future Land Use to the parcel per the published LDC § 2.02.02.11(A).

EXISTING VEHICLE STORAGE: The applicant reports existing outdoor storage of recreational and commercial vehicles, consistent with uses under Section 2.02.01. Additionally, applicant will be required to maintain compliance with specific guidelines of Development Standards for Storage Areas in 3.08.02 of the Land Development Code.

STAFF RECOMMENDATION / BOARD ACTION: The zoning recommendation should not be finalized until the Future Land Use Map Ordinance 26-20 becomes effective. "I move to recommend [approval/denial] of Ordinance 26-21 to the Town Commission." Board recommendation: _____. Vote: _____ to _____.

ATTACHMENTS:

a) Public Notice
b) Ordinance 26-21 with Exhibit A
c) Business Impact Estimate

PUBLIC NOTICE – TOWN OF DUNDEE

The Town of Dundee proposes to consider Ordinance No. 26-21, an applicant-initiated Zoning Map amendment. The Planning and Zoning Board will hold a public hearing on Thursday, November 19, 2026, at 5:30 p.m. The Town Commission is scheduled for first reading on December 1, 2026, at 6:30 p.m., and second reading/public hearing on January 5, 2027, at 6:30 p.m. Meetings are at the Commission Chambers, Town Hall, 202 East Main Street, Dundee, Florida. [Planning/Clerk: confirm meeting dates and required notice details.]

Any interested parties may inspect the proposed Ordinances and Legal Description by Metes and Bounds at the Office of the Town Clerk in Town Hall of the Town of Dundee, Florida, from 8:00 a.m. to 5:00 p.m. weekdays.

ORDINANCE NO: 26-21

AN ORDINANCE OF THE TOWN OF DUNDEE, FLORIDA, AMENDING THE OFFICIAL ZONING MAP OF THE TOWN OF DUNDEE; CHANGING THE ZONING DESIGNATION OF APPROXIMATELY 4.72 ACRES FROM UNASSIGNED TO COMMERCIAL SERVICE (CS) FOR PROPERTY LOCATED EAST OF SCENIC HWY 17 AND SOUTH OF ALMBURG ROAD, IN SECTION 35, TOWNSHIP 28 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA, IDENTIFIED AS PARCEL NO. 27-28-35-000000-044040; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS AND MAINTENANCE OF THE OFFICIAL ZONING MAP; AND PROVIDING AN EFFECTIVE DATE.

Address: 0 Almburg Road, Dundee, FL 33838

4.72 +/- acres



At said hearing any person, his/her agent or attorney, may appear and be heard. If a person decides to appeal any decision made by the Town Commission with respect to any matter considered at such hearing, he/she will need a report of the proceedings, that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (F.S. §286.105).

In accordance with the Americans with Disabilities Act and F.S. §286.26, persons with disabilities needing special accommodations to participate in this proceeding should contact the Town Clerk prior to the proceedings at (863) 438-8335 x258 for assistance.

Business Impact Estimate

AN ORDINANCE OF THE TOWN OF DUNDEE, FLORIDA, AMENDING THE OFFICIAL ZONING MAP OF THE TOWN OF DUNDEE, FLORIDA; SPECIFICALLY, CHANGING THE ZONING DESIGNATION FROM UNASSIGNED TO COMMERCIAL SERVICE (CS) ON APPROXIMATELY 4.72 +/- ACRES, LOCATED EAST OF SCENIC HWY 17 ,SOUTH OF ALMBURG ROAD IN THE TOWN OF DUNDEE, SECTION 35, TOWNSHIP 28 SOUTH, RANGE 27 EAST, FURTHER DESCRIBED AS PARCEL: 27-28-35-000000-044040; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

This estimate is provided as a courtesy in connection with the applicant-initiated Zoning Map amendment. Section 166.041(4)(c)7.b, Florida Statutes (2026), exempts qualifying privately initiated Comprehensive Plan and land development regulation amendments from the business impact estimate requirement. The statements below are based on currently available information and remain subject to Planning verification.

☐ The proposed ordinance is required for compliance with Federal or State law or regulation;

☐ The proposed ordinance relates to the issuance or refinancing of debt;

☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;

☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;

☐ The proposed ordinance is an emergency ordinance;

☒ The ordinance relates to procurement; or

The proposed ordinance implements an applicant-initiated Comprehensive Plan or land development regulation amendment described in § 166.041(4)(c)7. b, Florida Statutes (2026).

a. Development orders, development permits, and development agreements (§ 166.041(4)(c)7. a);

b. Comprehensive Plan and land development regulation amendments initiated by a private party other than the Town (§ 166.041(4)(c)7. b) applicable exemption identified for this application;

c. Community development districts under §§ 190.005 and 190.046 (§ 166.041(4)(c)7.c);

d. Florida Building Code under § 553.73 or Florida Fire Prevention Code under § 633.202 (§ 166.041(4)(c)7. d–e).

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemp noted above may apply, the Town of Dundee hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):
The proposed Ordinance 26-21 would change the Official Zoning Map designation of approximately 4.72 +/- acres from Unassigned to Commercial Service (CS), contingent upon Comprehensive Plan consistency.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the Town of Dundee, if any:
   (a) An estimate of direct compliance costs that businesses may reasonably incur;
   (b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
   (c) An estimate of the Town of Dundee's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.
   The rezoning ordinance does not expressly impose a new license fee or separate charge. The applicant will be responsible for obtaining a Business Tax Receipt and bring any existing or future use into compliance with applicable site-design, access, screening, landscaping, drainage, or permitting requirements which could involve costs that are not quantified in the submitted materials.

3. Good-faith estimate of businesses likely to be affected:
Central Florida Outdoor Storage, Inc.

4. Additional information the governing body deems useful (if any):
Town of Dundee staff solicited comments from businesses and residents in the Town of Dundee as to the potential impact of the proposed ordinance 26-21 by public notice, direct mail and posting on Town of Dundee, website.

Town of Dundee

Meeting Agenda Coversheet

MEETING DATE:	November 19, 2026	**Submitted By:** Alison Claremont- Building & Planning
SUBJECT: *This will be the name of the Item as it will appear on the Agenda*	DISCUSSION & ACTION ORDINANCE 26-22, A VOLUNTARY ZONING MAP AMENDMENT	
STAFF RECOMMENDATION: **(**MOTION READY)	I move **approval of Ordinance 26-22** to the Town Commission, a Voluntary Zoning Map Amendment request as made by Dan Lewis of Ridge Project Management amending the zoning of parcels 27-29-11-000000-041020, 27-29-11-000000-043010, 27-29-11-000000-041010 from Unassigned to Low-Density Single-Family Residential (RSF1) within the corporate limits of the Town of Dundee. The Subject property is located on 69.62 +/- acres of land east of Scenic HWY and South of Dekle Road.	

SUMMARY *and/or* JUSTIFICATION:

A zoning map amendment is a formal change to the zoning designation of a property, typically requested by a property owner, and approved only when officials determine a substantial neighborhood change or an error in prior zoning. In the case of Unassigned parcels, the property's new zoning determination is made, reflecting the municipality's intended land use and development standards.

The applicant Dan Lewis of Ridge Project Management, for the owner Polk Land AG Holdings petitioned a zoning map amendment within the Town of Dundee limits following the recent purchase of the three parcels by the owner, a total of 69.62 +/- acres.

The parcels are currently unimproved and have a Future Land Use designation of Low Density Residential. A zoning of Low-Density Single-Family is an acceptable use within the FLU designation.

Exhibit A to the ordinance shows the property location.

SELECT, *if applicable*				
	AGREEMENT:		**BUDGET:**	
	STAFF REPORT:	X	**PROCLAMATION:**	
	EXHIBIT(S):	X	**OTHER:**	

IDENTIFY EACH ATTACHMENT. *For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B*	Staff Report Ordinance 26-22 Exhibit A Business Impact Estimate			
SELECT, *if applicable*	**RESOLUTION: N/A**		**ORDINANCE: 26-22**	
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE *(If Item is **not** a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank.)*	**ORDINANCE NO. 26-22** **AN ORDINANCE OF THE TOWN OF DUNDEE, FLORIDA, AMENDING THE OFFICIAL ZONING MAP OF THE TOWN OF DUNDEE; CHANGING THE ZONING DESIGNATION OF APPROXIMATELY 69.62 +/- ACRES FROM UNASSIGNED TO (RSF1) LOW-DENSITY SINGLE-FAMILY RESIDENTIAL FOR PROPERTY LOCATED SOUTH OF DEKLE ROAD AND EAST OF SCENIC HWY. NORTH, IN SECTION 11, TOWNSHIP 29, RANGE 27, POLK COUNTY, FLORIDA, IDENTIFIED AS PARCEL NUMBERS; 27-29-11-000000-041020, 27-29-11-000000-043010, 27-29-11-000000-041010 PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS AND MAINTENANCE OF THE OFFICIAL ZONING MAP; AND PROVIDING AN EFFECTIVE DATE.**			
FISCAL IMPACT *(if any):*	This Ordinance will not produce any fiscal impacts to the Town.		$0.00	

ORDINANCE NO. 26-22

AN ORDINANCE OF THE TOWN OF DUNDEE, FLORIDA, AMENDING THE OFFICIAL ZONING MAP OF THE TOWN OF DUNDEE; CHANGING THE ZONING DESIGNATION OF APPROXIMATELY 69.62 +/- ACRES FROM UNASSIGNED TO (RSF1) LOW-DENSITY SINGLE-FAMILY RESIDENTIAL FOR PROPERTY LOCATED SOUTH OF DEKLE ROAD AND EAST OF SCENIC HWY. NORTH, IN SECTION 11, TOWNSHIP 29, RANGE 27, POLK COUNTY, FLORIDA, IDENTIFIED AS PARCEL NUMBERS; 27-29-11-000000-041020, 27-29-11-000000-043010, 27-29-11-000000-041010 PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS AND MAINTENANCE OF THE OFFICIAL ZONING MAP; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Dan Lewis of Ridge Project Management has applied to amend the Official Zoning Map for approximately 69.62 +/- acres identified as Parcel Numbers. 27-29-11-000000-041020, 27-29-11-000000-043010, 27-29-11-000000-041010 from Unassigned to Low-Density Single-Family residential; and,

WHEREAS, this is an applicant-initiated, site-specific rezoning subject to section 166.041(3)(a), Florida Statutes, as directed by section 166.041(3)(c), Florida Statutes, and to applicable provisions of the Town Land Development Code, including sections 7.04.00 and 8.06.00; and

WHEREAS, on November 19, 2026, the Town Planning and Zoning Board held a duly noticed public hearing on the applicant-initiated rezoning, considered the application, planning staff report, and testimony and evidence presented at the hearing; and

WHEREAS, after the public hearing, the Planning and Zoning Board recommended approval on November 19, 2026, to the Town Commission; and

WHEREAS, the Town Commission considered this ordinance on first reading on December 1, 2026, and at a duly noticed second reading and public hearing on January 5, 2027, in accordance with section 166.041(3)(a) and (c), Florida Statutes, and applicable Town procedures, and considered the staff report, Planning and Zoning Board recommendation, and the evidence and testimony presented; and

ORDINANCE 26-22
AMENDING THE ZONING MAP
OF THE TOWN OF DUNDEE
LAND DEVELOPMENT CODE

WHEREAS, based upon the evidence contained in the record and the applicable criteria of section 7.04.01 of the Town Land Development Code, the Town Commission finds that the proposed zoning designation is consistent with the Town Comprehensive Plan of Low Density Residential; that the zoning is appropriate for the Property and compatible with the surrounding area; and that future development remains subject to all applicable Land Development Code requirements; and

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF DUNDEE, FLORIDA:

Section 1. Incorporation of Recitals; Zoning Map Amendment. The foregoing recitals are incorporated herein as legislative and factual findings of the Town Commission to the extent supported by the record. Subject to Section 5, the Official Zoning Map of the Town of Dundee is hereby amended to change the zoning classification of the Property, approximately 69.62 acres, from Unassigned to Low-Density Single-Family Residential (RSF1), as more particularly described in Composite Exhibit "A," attached hereto and incorporated by reference. The legal description in the final approved exhibit, rather than the parcel identification number or approximate acreage, shall control the land affected by this amendment.

Section 2. Conflicts. All ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent of such conflict.

Section 3. Severability. If any section, subsection, sentence, clause, or provision of this Ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such determination shall not affect the validity of its remaining provisions, which shall remain in full force and effect.

Section 4. Administrative Correction; Official Map. The Town Clerk shall maintain this Ordinance with the official zoning records, and the appropriate Town official shall update the Official Zoning Map following the operative date of the map amendment. The Town may correct non-substantive scrivener's errors in this Ordinance or its exhibits, provided no such correction changes the legal description, boundaries, zoning district, or substance of the Town Commission's approval. This parcel-specific ordinance shall not be codified as text in the Town Code.

Section 5. Effective Date; Coordination with Comprehensive Plan. This Ordinance shall take effect only upon the later of (i) its adoption by the Town Commission in accordance with section 166.041, Florida Statutes. No zoning map change or development approval may be implemented in reliance upon this Ordinance before that date.

ORDINANCE 26-22
AMENDING THE ZONING MAP
OF THE TOWN OF DUNDEE
LAND DEVELOPMENT CODE

INTRODUCED on first reading this _____ day of _____, _____.

PASSED on second reading this _____ day of _____, _____.

TOWN OF DUNDEE, FLORIDA

_____
Mayor- Joe Garrison

ATTEST:

_____
Town Clerk – Erica Anderson

Approved as to form:

_____
Town Attorney – Markeishia Smith

ORDINANCE 26-22
AMENDING THE ZONING MAP
OF THE TOWN OF DUNDEE
LAND DEVELOPMENT CODE

COMPOSITE EXHIBIT "A"
Ordinance 26-22
Parcel ID's: 27-29-11-000000-041020, 27-29-11-000000-043010, 27-29-11-000000-041010

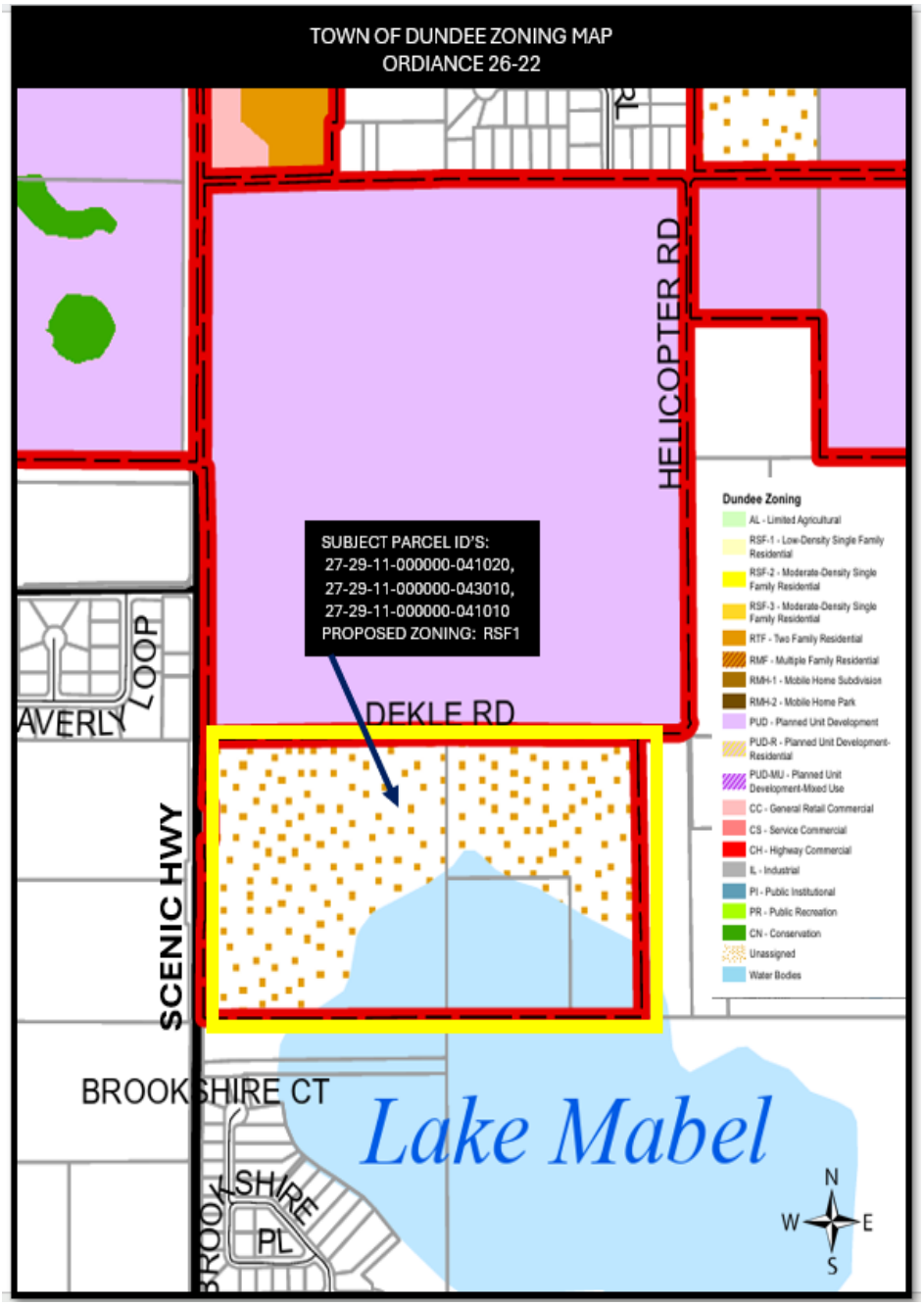
Legal Address:

A PARCEL OF LAND LOCATED IN SECTION 11, TOWNSHIP 29 SOUTH, RANGE 27 EAST WITHIN THE TOWN OF DUNDEE, POLK COUNTY. FLORIDA DESCRIBED AS FOLLOWS:
NW1/4 OF SW1/4 LYING N OF LINE DESC IN OR 3823-1391 LESS COMM NW COR OF SW1/4 OF SEC RUN E 33 FT TO E R/W OF US HWY 27A & POB CONT E 27.26 FT S 02 DEG 03 MIN 05 SEC W 296.88 FT E 26 FT S 178 FT W 37 FT TO E R/W OF US HWY 27 A N ALONG R/W 94.66 FT W 7 FT N 379.72 FT TO POB & LESS HWY 17 R/W & LESS MAINT R/W; TOGETHER WITH NE1/4 OF SW1/4 LESS SW1/4 & LESS E 280 FT & LESS MAINT R/W, AND TOGETHER WITH SW1/4 OF NE1/4 OF SW1/4.
PARCEL CONTAINS 69.62 ACRES, (71.94 ACRES TO RIGHTS OF WAY CENTERLINES) MORE OR LESS.

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ORDINANCE 26-22
AMENDING THE ZONING MAP
OF THE TOWN OF DUNDEE
LAND DEVELOPMENT CODE

Zoning Map:



TOWN OF DUNDEE
PLANNING & ZONING BOARD

DATE: November 19, 2026

TO: Honorable Mayor & Town of Dundee, Planning & Zoning Board

VIA: Ken Cassel, Town Manager
Steven Hunnicutt, Assistant Town Manager
Erica Anderson, Town Clerk

FROM: Ali Claremont, Planner I

SUBJECT: ORDINANCE 26- 22

BACKGROUND: Dan Lewis of Ridge Property Management is the agent for three parcels of land recently acquired by Polk AG Holdings, LLC. In the Town of Dundee. As the current zoning is Unassigned Mr. Lewis is petitioning an applicant initiated zoning map amendment to Low-Density Single-Family Residential (RSF1).

FINANCIAL IMPACT: None

STAFF REPORT: The applicant requests a parcel-specific amendment to the Official Zoning Map from Unassigned to Low-Density Single-Family Residential (RSF1). The request is applicant-initiated and has been evaluated under the Town's rezoning standards, including Land Development Code § 7.04.01.

ZONING REVIEW: The proposed Low-Density Single-Family (RSF1) zoning has been evaluated by the standards set forth in Section 2.02.02.02 *"the development and maintenance of low-density residential living of an urban character".*

FUTURE LAND USE CONSISTENCY: The Future Land Use assigned to the parcels is Low Density Residential per the published LDC § 2.02.02. 02..

STAFF RECOMMENDATION / BOARD ACTION: "I move to recommend [approval/denial] of Ordinance 26-22 to the Town Commission." Board recommendation: _____. Vote: _____ to _____.

ATTACHMENTS:

a) Public Notice
b) Ordinance 26-22 with Exhibit A
c) Business Impact Estimate

PUBLIC NOTICE – TOWN OF DUNDEE

The Town of Dundee proposes to consider Ordinance No. 26-22, an applicant-initiated Zoning Map amendment. The Planning and Zoning Board will hold a public hearing on Thursday, November 19, 2026, at 5:30 p.m. The Town Commission is scheduled for first reading on December 1, 2026, at 6:30 p.m., and second reading/public hearing on January 5, 2027, at 6:30 p.m. Meetings are at the Commission Chambers, Town Hall, 202 East Main Street, Dundee, Florida. [Planning/Clerk: confirm meeting dates and required notice details.]

Any interested parties may inspect the proposed Ordinances and Legal Description by Metes and Bounds at the Office of the Town Clerk in Town Hall of the Town of Dundee, Florida, from 8:00 a.m. to 5:00 p.m. weekdays.

ORDINANCE NO: 26-22

AN ORDINANCE OF THE TOWN OF DUNDEE, FLORIDA, AMENDING THE OFFICIAL ZONING MAP OF THE TOWN OF DUNDEE; CHANGING THE ZONING DESIGNATION OF APPROXIMATELY 69.62 +/- ACRES FROM UNASSIGNED TO (RSF1) LOW-DENSITY SINGLE-FAMILY RESIDENTIAL FOR PROPERTY LOCATED SOUTH OF DEKLE ROAD AND EAST OF SCENIC HWY. NORTH, IN SECTION 11, TOWNSHIP 29, RANGE 27, POLK COUNTY, FLORIDA, IDENTIFIED AS PARCEL NUMBERS; 27-29-11-000000-041020, 27-29-11-000000-043010, 27-29-11-000000-041010 PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS AND MAINTENANCE OF THE OFFICIAL ZONING MAP; AND PROVIDING AN EFFECTIVE DATE.

69.62 +/- acres



At said hearing any person, his/her agent or attorney, may appear and be heard. If a person decides to appeal any decision made by the Town Commission with respect to any matter considered at such hearing, he/she will need a report of the proceedings, that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (F.S. §286.105).

In accordance with the Americans with Disabilities Act and F.S. §286.26, persons with disabilities needing special accommodations to participate in this proceeding should contact the Town Clerk prior to the proceedings at (863) 438-8335 x258 for assistance.

Business Impact Estimate

ORDINANCE 26-22

AN ORDINANCE OF THE TOWN OF DUNDEE, FLORIDA, AMENDING THE OFFICIAL ZONING MAP OF THE TOWN OF DUNDEE; CHANGING THE ZONING DESIGNATION OF APPROXIMATELY 69.62 +/- ACRES FROM UNASSIGNED TO (RSF1) LOW-DENSITY SINGLE-FAMILY RESIDENTIAL FOR PROPERTY LOCATED SOUTH OF DEKLE ROAD AND EAST OF SCENIC HWY. NORTH, IN SECTION 11, TOWNSHIP 29, RANGE 27, POLK COUNTY, FLORIDA, IDENTIFIED AS PARCEL NUMBERS; 27-29-11-000000-041020, 27-29-11-000000-043010, 27-29-11-000000-041010 PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS AND MAINTENANCE OF THE OFFICIAL ZONING MAP; AND PROVIDING AN EFFECTIVE DATE.

This estimate is provided as a courtesy in connection with the applicant-initiated Zoning Map amendment. Section 166.041(4)(c)7.b, Florida Statutes (2026), exempts qualifying privately initiated Comprehensive Plan and land development regulation amendments from the business impact estimate requirement. The statements below are based on currently available information and remain subject to Planning verification.

☐ The proposed ordinance is required for compliance with Federal or State law or regulation;

☐ The proposed ordinance relates to the issuance or refinancing of debt;

☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;

☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;

☐ The proposed ordinance is an emergency ordinance;

☒ The ordinance relates to procurement; or

The proposed ordinance implements an applicant-initiated Comprehensive Plan or land development regulation amendment described in § 166.041(4)(c)7. b, Florida Statutes (2026).

a. Development orders, development permits, and development agreements (§ 166.041(4)(c)7. a);

b. Comprehensive Plan and land development regulation amendments initiated by a private party other than the Town (§ 166.041(4)(c)7. b) applicable exemption identified for this application;
c. Community development districts under §§ 190.005 and 190.046 (§ 166.041(4)(c)7.c);
d. Florida Building Code under § 553.73 or Florida Fire Prevention Code under § 633.202 (§ 166.041(4)(c)7. d–e).

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the Town of Dundee hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):
The proposed Ordinance 26-22 would change the Official Zoning Map designation of approximately 69.92 +/- acres from Unassigned to RSF1 Low Density Single Family Residential which is in line with Future Land Use of Low Density Residential.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the Town of Dundee, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the Town of Dundee's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.
The rezoning ordinance does not expressly impose a new license fee or separate fee.

3. Good-faith estimate of businesses likely to be affected:
None

4. Additional information the governing body deems useful (if any):
Town of Dundee staff solicited comments from businesses and residents in the Town of Dundee as to the potential impact of the proposed ordinance 26-22 by public notice, direct mail and posting on Town of Dundee, website.

Town of Dundee

Meeting Agenda Coversheet

MEETING DATE:	December 1, 2026	**Submitted By: Rick Mooneyham, Parks and Recreation Director**			
SUBJECT: *This will be the name of the Item as it will appear on the Agenda*	**DISCUSSION AND ACTION OF REPLACING LIGHTING IN COMMUNITY CENTER**				
STAFF RECOMMENDATION: (MOTION READY)	A motion to purchase and install lights in the community center using the services of Quality Electric and Construction.				
SUMMARY *and/or* JUSTIFICATION:	Staff have received 3 quotes for removal of old fluorescent lights, replacement of lights with LED flat panels, remove and replace outside flood lights with LED flood lights, and install new ceiling panels. These replacements are budgeted for the FY26-27 budget. This will use $14,392.96 of the $21,508 that was budgeted.				
SELECT, *if applicable*	**AGREEMENT:**		**BUDGET:**		
	STAFF REPORT:		**PROCLAMATION:**		
	EXHIBIT(S):		**OTHER:**		x
IDENTIFY EACH ATTACHMENT. *For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B*	Bid Sheet 3 Quotes from 3 different vendors				
SELECT, *if applicable*	**RESOLUTION:**		**ORDINANCE:**		
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE *(If Item is **not** a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank.)*	N/A				
FISCAL IMPACT *(if any):*	Removal of fluorescent lighting, replace with LED lights, remove and replace flood lights with LED, Lift rental, and labor of replacing ceiling tiles in the main room.				$14,392.96

TOWN OF DUNDEE
PRICE QUOTE SHEET

DATE: 10/27/2026

DEPARTMENT: Parks and Recreation

NAME OF PERSON SECURING THE QUOTE: Rick Mooneyham

GENERAL DESCRIPTION OF ITEM: Replacing lighting at the Community Center inside and out with LE lighting.

Vendor Selected: ☐

VENDOR #1

COMPANY NAME: JCR Construction

CONTACT NUMBER: 863-660-4704 NAME OF REPRESENTATIVE: Jarold Payan

PRICE: $28,396 SHIPPING: N/A

COMMENTS:

Vendor Selected: ☐

VENDOR #2

COMPANY NAME: Lewman Electric

CONTACT NUMBER: 863-533-9173 NAME OF REPRESENTATIVE:

PRICE: $19,966 SHIPPING: N/A

COMMENTS:

Vendor Selected: ☑

VENDOR #3

COMPANY NAME: Quality Electric and Construction

CONTACT NUMBER: 863-732-9755 NAME OF REPRESENTATIVE: Bobby Pawlk

PRICE: $14,392.96 SHIPPING:

COMMENTS: Vendor will also install new ceiling tiles along with replacing lights.

DEPARTMENT DIRECTOR/SUPERVISOR: DATE: 10/27/26

FINANCE DIRECTOR APPROVAL: DATE: 10/27/26

TOWN MANAGER APPROVAL: DATE: 10/27/26

ADDITIONAL COMMENTS:

SOLE SOURCE JUSTIFICATION:

JCR CONSTRUCTION & SERVICES LLC
3804 Block Prine Rd
FL 33810 USA
jcrconstructionservices@gmail.com

ADDRESS
Town Of Dundee Community Center
603 Lake Marie Drive, Dundee,
Fl,

ESTIMATE # 3971
DATE 10/18/2026

ACTIVITY	QUANTITY	RATE	AMOUNT
Service AmI100 lights 2x4 LED Flat Panel Light with 3CCT Selectable, 50W, ETL/FCC | 4000K/5000K/6500K, 30W/40W/50W, 0-10V Dimmable, 6250LM Super Bright LED Drop Ceiling Fixtures for Office Meeting Classroom Assurion warranty for 3 years	1	6,258.62	6,258.62
Service Remove 100 fluorescent lights and replace them with new led lights with 2 years warranty	100	102.43	10,243.00
Service Rent the scissor for two weeks.	2	951.00	1,902.00
Service While we change the lights the city ask us to replace the ceiling tile. city will provide the tiles. We will need: NOTE IF CUSTOMER WANTS US TO PURCHASED THE TILES THE ADDITIONAL COST WILL BE $6902.84 FOR THE 24X24 TILE NOTE IF CUSTOMER WANTS US TO PURCHASED THE TILES THE ADDITIONAL COST WILL BE $2208.48 FOR THE 24X48 TILE 716 tiles of 24x24 Textured 2 ft. x 2 ft. Lay-in Ceiling Tile (64 sq. ft. / Case) Questions & Answers (33) Covers 64 sq.ft. $129.00 ($2.02 /sq.ft.) 111 Tiles of 48x28 Shop Armstrong CEILINGS Grenoble 2 ft. x 4 ft. Lay-in Ceiling Tile (64 sq. ft. / case) Questions & Answers (43) Covers 64 sq.ft. $129 ($2.02 /sq.ft.) Total to replace in the entire building every room except the bathrooms 827 x 10=7983.00 dollars remove and resin tall these tiles has insulation on top of tit =so we will have to remove and	1	7,983.00	7,983.00

Lighting services are highlighted @ a final quote of @ 28,396.62

ACTIVITY	QUANTITY	RATE	AMOUNT
reinstall the same insulation as we move along			
~~Material & service:Material & service~~ Remove and dispose existing security flood lights outdoor. Provide new LED lights to replace the fluorescent ones Install the new ones. Onforu 3 Packs 75W Flood Lights Outdoor, 7000LM Brightness Security Lights,Switch Controlled, IP65 Waterproof, 6500K Exterior LED Flood Light with 3 Adjustable Heads	1	1,100.00	1,100.00
~~Material & service:Material & service~~ Remove and dispose 8" LED recess lights. Provide new LED lights to replace the fluorescent ones Install the new ones.	1	910.00	910.00
~~Service~~ Pressure wash the entire exterior building. This will includes walls and sidewalks and driveway. Seal all windows and doors as need it. Apply 2 coats of paint and primer with the customer desire color.	1	12,035.00	12,035.00
~~Overhead~~ 15% of overhead	1	6,180.45	6,180.45
IN ADDITION TO THESE ITEMS WE INSPECTED THE BUILDING AND WE FOUND THAT THE BATHROOMS COUNTERTOPS NEEDS TO BE SEALED. THE DRYWALL BEHIND THE BATHROOMS DOORS NEED A DOOR STOPPER. THE URINALS NEEDS TO BE SEALED AGAINTS THE WALL, A FAUCET OUTSIDE IN THE BACK OF THE BUILDING NEEDS TO BE REPLACED. WE WILL DO ALL THIS FO RFREE IF WE ARE AWARDED THIS PROJECT. PLEASE SEE PICTURES.			

TOTAL **$46,612.07**

Accepted By

Accepted Date

LEWMAN ELECTRIC

2930 Barneys Pumps Pl
Lakeland FL. 33812
EC13006931
863-398-0495

Estimate 67717927
Job 67689106
Estimate Date 10/16/2026
Customer PO

Billing Address
Town of Dundee
603 Lake Marie Boulevard
Dundee, FL 33838 USA

Job Address
Town of Dundee
603 Lake Marie Boulevard
Dundee, FL 33838 USA

Estimate Details

New lighting on community building

Service #	Description	Quantity	Your Price	Your Total
CMTRP	COMMERCIAL TRIP CHARGE, APPLIED TO ALL ESTIMATES AND SOLD PROJECTS	1.00	$195.00	$195.00
2x2	Furnish and install new 2x2 Lay-in led in hallway by bath rooms.	1.00	$239.00	$239.00
2x4	Furnish and install new 2x4 Lay-in led light through out building.	64.00	$262.00	$16,768.00
6LED	Furnish and Install 6"LED trim kit Upgrade in kitchen pantry, hallway closet, outside soffit area.	10.00	$50.00	$500.00
4FTLED	Furnish and Install NEW 4' LED surface mount light in electrical room	1.00	$178.00	$178.00
FLOOD	Install new led flood lights around outside of building	10.00	$103.00	$1,030.00
Scissor	26 ft Scissor lift rental up to 1 week	1.00	$1,056.00	$1,056.00
INVterms	Payment is required at the time of installation/repair/service call. Customer who requested service is responsible for invoice.	1.00	$0.00	$0.00
PMTTRM	STANDARD PAYMENT TERMS TO INCLUDE: 50% MANDATORY DEPOSIT UP FRONT REMAINING BALANCE DUE AT COMPLETION OF JOB. ** 10% NON-REFUNDABLE FEE FOR CANCELLATIONS, DUE TO ADMIN FEES AND RESTOCKING OF PURCHASED MATERIALS	1.00	$0.00	$0.00

Sub-Total	$19,966.00
Tax	$0.00
Total	$19,966.00

Thank you for choosing Lewman Electric.

By Signing this authorization form, I am allowing Lewman Electric to perform the work presented to me for the amount of $19,966.00.

QUALITY ELECTRIC AND CONSTRUCTION
250 Old Bartow Eagle Lake Rd • Bartow, FL 33830
Phone: 863-732-9755
Email: Bobby@qeandc.com

603 Lake Marie Blvd. Estimate

Scope of work

-Remove and replace 96 2x4 lay in lights with color selectable LED flat panel lights

-4 Extra LED flat panel lights will be provided for spares per conversation with Rick

-Remove and replace 10 outside flood lights with new flood bases and arm with LED bulbs

-Remove and replace can light bulbs with LED bulbs

-Lift rental is included

Material and labor 12,892.96

-Install ceiling tiles in main area (Ceiling tiles provided by others)

Labor 1500.00

Total for lights and ceiling tiles 14,392.96

Town of Dundee

Meeting Agenda Coversheet

MEETING DATE:	December 1, 2026	**Submitted By: Rick Mooneyahm, Parks and Recreation Director**
SUBJECT: *This will be the name of the Item as it will appear on the Agenda*	**DISCUSSION AND ACTION OF REPLACING AIR CONDITIONER IN COMMUNITY CENTER**	
STAFF RECOMMENDATION: (MOTION READY)	A motion to purchase and install new air conditioning unit in the community center using the services of Michael I. Newbern Air Conditioning Contractor, Inc.	
SUMMARY *and/or* JUSTIFICATION:	Staff have received 3 quotes for removal of old air conditioning unit and installation of a new system. Staff is requesting that we use the lowest bidder Michael I. Newbern Air Conditioning Contractor Inc. They have proposed (2) ten ton air handlers. The use of two units will provide redundancy case one unit goes down. It will also reduce the amount of electricity used because there will not always be a need for both units at the same time. This was approved in the FY 26-27 budget for $25,000. The funds for this project will use the $25,000 that are allocated, the remaining $7,115.04 from the Lighting project allocation, and $6,384.96 from the proposed camera system for the Community Center.	

SELECT, *if applicable*	**AGREEMENT:**		**BUDGET:**	
	STAFF REPORT:		**PROCLAMATION:**	
	EXHIBIT(S):		**OTHER:**	X
IDENTIFY EACH ATTACHMENT. *For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B*	Bid Sheet 3 Quotes from 3 different vendors			
SELECT, *if applicable*	**RESOLUTION:**		**ORDINANCE:**	
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE *(If Item is **not** a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank.)*	N/A			
FISCAL IMPACT *(if any):*	(2) 10 ton vertical split systems, including air handlers; condensing units, 10 kw heat kits, float switches and emergency drain pans, attaching to existing duct work, rerunning 2 refrigerant lines, and including all permits/inspections. Warranties: 5 year parts, 2 yr labor		$38,500	

TOWN OF DUNDEE
PRICE QUOTE SHEET

DATE: 10/27/2026

DEPARTMENT: Parks and Recreation

NAME OF PERSON SECURING THE QUOTE: Rick Mooneyham

GENERAL DESCRIPTION OF ITEM: Air Conditioner for Community Center

Vendor Selected: ☐

VENDOR #1

COMPANY NAME: Richmonds Refrigeration & AC, LLC

CONTACT NUMBER: 863-207-9984 NAME OF REPRESENTATIVE: Jack Richmond

PRICE: $38,700 SHIPPING: None

COMMENTS: 20 ton split system

Vendor Selected: ☐

VENDOR #2

COMPANY NAME: Nebula Heating & Air

CONTACT NUMBER: 863-632-9818 NAME OF REPRESENTATIVE: N/A

PRICE: $48,239.23 SHIPPING: None

COMMENTS: 20 ton split system

Vendor Selected: ☑

VENDOR #3

COMPANY NAME: Michael I Newbern Air Conditioning

CONTACT NUMBER: 863-967-1956 NAME OF REPRESENTATIVE: Chris Newbern

PRICE: $ 38,500 SHIPPING: None

COMMENTS: A)20 ton - $37,800 or B) 2-10 ton units - 38,500

DEPARTMENT DIRECTOR/SUPERVISOR: [signature] DATE: 10/27/26

FINANCE DIRECTOR APPROVAL: [signature] DATE: 10/28/26

TOWN MANAGER APPROVAL: [signature] DATE: 10/28/26

ADDITIONAL COMMENTS: The 2-10 ton units will allow us redundancy should one unit go down, and also lower utility costs when only needing to run 1 unit.

SOLE SOURCE JUSTIFICATION:



Proposal

Jack Richmond
270 W Cummings St Lake Alfred, Fl 33850
(863)207-9984
RIchmondRefrigeration@gmail.com
CAC1820280

10/16/2026

To: Town of Dundee

Location	Job Name	Payment terms	Quote Good Through
Community center	20Ton AC	Due on receipt	11/16/2026

Qty	Description	Unit price	Line total
	Furnish and install new 20ton split system with 15kw heaters. New drain pan and air handler stand to lift air handler out of pan and provide better drainage. Install new metal duct work and attach to existing duct work. Use crane to remove and install new condenser. Reattach duct work with metal, freon line, and drainage. Pressurize system and leak check. Vacuum and charge. Start system and check operations.		
		Total	$38,700.00

JACK RICHMOND

All material is guaranteed to be as specified. All work is to be completed in a professional workman like manner according to standard practice. Any alterations or deviations involving extra costs will be executed only upon written orders and will become an extra charge over and above the proposal. All agreements contingent upon strikes, accidents, or other delays beyond our control. Owner to carry fire, tornado, and hurricane insurance. Our employees are fully covered by Workman's Compensation Insurance.

Nebula Heating and Air

ESTIMATE	
ESTIMATE DATE	Oct 23, 2026
SERVICE DATE	Oct 14, 2026
EXPIRATION DATE	Oct 29, 2026
TOTAL	$48,239.23

Town of Dundee
Town of Dundee
603 Lake Marie Boulevard
Dundee, FL 33838

(863) 514-6636
jvice@townofdundee.com

CONTACT US

150 3rd Street, 212
Winter Haven, FL 33880

(863) 632-9818
INFO@nebulahomeservices.com

ESTIMATE

Option #1

Services	unit price
20 Ton Commercial Split System Replacement	$48,239.23

YORK
Commercial Split Air Conditioning System

Equipment Overview

-Complete replacement of the existing commercial HVAC system with a new 20 ton YORK split air conditioning system, including the following equipment:

1. Outdoor Condensing Unit

Model: YC240C00A2AAA5
Capacity: 20 Tons
Two-stage cooling operation
R-410A refrigerant
208/230V, Three-Phase

2. Indoor Air Handler

Model: NL240C00E2BAA2
Capacity: 20 Tons
5 HP blower motor
Composite condensate drain pan

3. Electric Heating System

Model: 2HN04602025
20 kW electric heat
208/230V, Three-Phase
4. Programmable Thermostat
Model: S1-TEC3130-14-000

5. Electrical Phase Protection

Model: 2PM04700124
Protection against phase loss, reversal, and imbalance

Scope of Work

-Disconnect, remove, and properly dispose of the existing commercial HVAC equipment.
-Supply and install the new YORK 20-ton outdoor condensing unit and indoor air handler.
-Install the new electric heating assembly, programmable thermostat, and phase protection components.
-Reconnect existing refrigerant lines, electrical connections, condensate drainage, and ductwork where compatible and in acceptable condition.

-Complete necessary equipment connection modifications for proper installation.
-Pressure-test, evacuate, and commission the refrigerant system according to manufacturer specifications.
-Perform system startup, verify airflow, and test cooling, heating, and electrical operation.
-Remove installation debris and leave the work area clean.

Warranty:

-Equipment is covered by YORK's applicable manufacturer warranty (5 years for commercial equipment)
-Installation workmanship is covered by Nebula Heating & Air's one year labor warranty.

Additional Installation Materials & Services

Crane rental, rigging, and hoisting for equipment removal and installation as required.

Transportation, delivery, and disposal of existing equipment.

-Refrigerant-grade copper piping, fittings, and necessary connections.
-R-410A refrigerant required for proper system charging.
-Refrigerant line insulation and protective materials.
-Electrical wiring, conduit, disconnects, and necessary connection materials.
-Condensate drain piping, fittings, and required modifications.
-Sheet metal transitions and ductwork connection modifications.
-Equipment mounting hardware, vibration isolators, and support materials.
-Nitrogen pressure testing, system evacuation, and refrigerant charging.
-Miscellaneous installation supplies and consumables.
-Labor for equipment installation, startup, testing, and commissioning.

Total **$48,239.23**

Michael I Newbern Air Conditioning Contractor Inc.
1139 Berkley Rd
Auburndale, FL 33823

ESTIMATE
EXPIRATION DATE Nov 25, 2026

Town of Dundee
PO Box 1000
Dundee, FL 33838

(863) 438-8330
rmooneyham@townofdundee.com

CONTACT US
(863) 967-1956
admin@newbernac.com

ESTIMATE

Option #1

Services	qty	unit price	amount
20 ton split system	1.0	$37,800.00	$37,800.00
Furnish and install 20 ton 208/230 volt vertical split system to include air handler; condensing unit; 15kw heat kit; float switch; and emergency drain pan Will attach to existing ductwork; refrigerant lines; and electrical lines Includes all permitting and inspection fees A 20-ton split system provides high-capacity heating and cooling for large spaces. Its separate indoor and outdoor components work together to deliver consistent comfort, efficient temperature control, and reliable performance throughout the property.			
Warranty - Warranty	1.0	$0.00	$0.00
5 year - parts 2 year - labor *The warranty is valid only if annual maintenance requirements are met. Our warranty gives you peace of mind by covering parts and labor for qualified repairs and installations. Protect your investment and enjoy reliable comfort, knowing our expert team stands behind our work with dependable warranty support.			

Services subtotal: $37,800.00

Subtotal	$37,800.00
Total	**$37,800.00**

Option #2

Services	qty	unit price	amount
10 ton split system	1.0	$38,500.00	$38,500.00
Furnish and install (2) 10 ton 208/230 volt vertical split systems to include air handlers; condensing units; 10kw heat kits; float switches; and emergency drain pans Will attach to existing ductwork and electrical lines Will Rerun 2 refrigerant lines Includes all permitting and inspection fees			

A 10-ton split system provides high-capacity heating and cooling for larger homes or spaces. Its indoor and outdoor components work together to help maintain comfortable temperatures and improve year-round climate control.

Warranty - Warranty	1.0	$0.00	$0.00

5 year - parts
2 year - labor

*The warranty is valid only if annual maintenance requirements are met.

Our warranty gives you peace of mind by covering parts and labor for qualified repairs and installations. Protect your investment and enjoy reliable comfort, knowing our expert team stands behind our work with dependable warranty support.

Services subtotal: $38,500.00

Subtotal	$38,500.00
Total	**$38,500.00**

Town of Dundee

Meeting Agenda Coversheet

MEETING DATE:	December 1st 2026	**Submitted By: John Vice, Public Works Director**			
SUBJECT: *This will be the name of the Item as it will appear on the Agenda*	DISCUSSION & ACTION PURCHASE OF 1 FORD F-150 FOR UTILITY DEPARTMENT				
STAFF RECOMMENDATION: **(**MOTION READY)	A motion to approve Staff to purchase 1 F-150 Truck from dealership Jarrett Gordon Ford of Davenport				
SUMMARY *and/or* JUSTIFICATION:	Staff have received 3 quotes from different vendors for the purchase of a Ford F-150 pickup truck for the utility department, staff is recommending that we purchase the truck from Jarrett Gordon Ford of Davenport as they were the lowest bidder. The truck will be equipped with Tint windows, strobes, steps and spray in bed liner. This truck was approved in the utility Departments FY 26–27-year budget. Jarrett Ford of Davenport - **$41,759.50** (truck is on the lot waiting) Alan Jay Fleet - **$41,804.00** – (3-week delivery time) Jarrett Ford of Winter Haven - **$42,134.14** (no lead time provided)				
SELECT, *if applicable*	**AGREEMENT:**			**BUDGET:**	
	STAFF REPORT:			**PROCLAMATION:**	
	EXHIBIT(S):			**OTHER:**	X
IDENTIFY EACH ATTACHMENT. *For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B*	Bid Form 3 Bids from Vendors				
SELECT, *if applicable*	**RESOLUTION:**			**ORDINANCE:**	
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE *(If Item is **not** a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank.)*					
FISCAL IMPACT *(if any):*	State what is included in the cost, Truck, Strobes, Steps ect…		$41,759.50		

TOWN OF DUNDEE
PRICE QUOTE SHEET

DATE: 11/10/2026

DEPARTMENT: Utility Department

NAME OF PERSON SECURING THE QUOTE: Johnathon Vice

GENERAL DESCRIPTION OF ITEM: purchase 1 2026 F-150 XL 2x4 Extended Cab Truck

---

Vendor Selected: ☑

VENDOR #1

COMPANY NAME: Jarrett Gorden Ford of Davenport

CONTACT NUMBER: 863-450-0800 NAME OF REPRESENTATIVE: Wayne

PRICE: $41,759.50 SHIPPING: N/A

COMMENTS: purchase 1 2026 F-150 XL 2x4 Extended Cab Truck

In stock on Lot

Vendor Selected: ☐

VENDOR #2

COMPANY NAME: Alan Jay Fleet Sales

CONTACT NUMBER: 863-381-3411 NAME OF REPRESENTATIVE: Chris

PRICE: $41,804.00 SHIPPING: N/A

COMMENTS: purchase 1 2026 F-150 XL 2x4 Extended Cab Truck

3 weeks Lead Time.

Vendor Selected: ☐

VENDOR #3

COMPANY NAME: Jarrett Gorden Ford of Winter Haven

CONTACT NUMBER: 863-294-3571 NAME OF REPRESENTATIVE: Mary

PRICE: $42,134.14 SHIPPING: N/A

COMMENTS: purchase 1 2026 F-150 XL 2x4 Extended Cab Truck

?? No Confirmation

DEPARTMENT DIRECTOR/SUPERVISOR: Johnathon Vice DATE: 11/10/26

FINANCE DIRECTOR APPROVAL: [signature] DATE: 11/10/26

TOWN MANAGER APPROVAL: DATE:

ADDITIONAL COMMENTS:

SOLE SOURCE JUSTIFICATION:

JARRETT GORDON Ford
I-4 & 27
Davenport, FL

Cash Agreement

Wayne Aeschliman
Jarrett Gordon Ford Davenport
2600 Access RD NW
Davenport, FL 33897

Buyer	Co-buyer	Vehicle
Town Of Dundee 202 E Main St Dundee, FL 33838 H: (863) 899-8243		2026 Ford F-150, Body Type: Extended Cab Pickup VIN: 1FTEX1KP5TKF57321 Stock #: 50458 Mileage: 6

Cash Details	
Retail Price:	$44,865.00
Sales Price:	$38,142.00
Savings:	$6,723.00
	$2,448.00
Service Contract:	$0.00
GAP:	$0.00
Government Fees:	$370.50
Proc/Doc Fees:	$799.00
Total Taxes:	$0.00
Total Sales Price:	$41,759.50
Trade Allowance:	$0.00
Trade Payoff:	$0.00
Trade Equity:	$0.00
Rebate:	$0.00
Cash Down:	$0.00
Cash Price:	$41,759.50

STROBES	$1150.00
SPRAY LINER	$ 595.00
SIDE STEPS	$ 450.00
TINT	$ 249.00

x _____
Customer Signature

_____
Date
Nov 3, 2026 08:45 AM

x Wayne Aeschliman
Manager Signature

11/03/2026
Date

Contract Number:	5179 - 2027 CITY OF TALLAHASSEE
Quote ID:	76670
Agency:	DUNDEE, TOWN OF
Date:	11/10/2026

Thank you from the Alan Jay Fleet Team for the opportunity to provide this quotation for (1) 2027 FORD F-150 SUPER CAB PICKUP 2WD 145" WB XL 6.5' BED, please review carefully and contact us with any errors or changes.

MSRP:	$46,660.00
Base Price:	$39,199.00
Factory Options:	$1,425.00
Aftermarket Options:	$1,180.00
Purchase Total:	$41,804.00

Per attached vehicle specifications.

This quotation is valid as long as the manufacturer is accepting orders for the model year specified. Purchase orders received after factory order cutoff may not be honorable. The vehicle(s) offered on this quotation will be ordered in the color(s) listed. Please contact your Alan Jay sales representative with any questions you ha on this quote.

Quoted By: CHRIS WILSON / 863-381-3411 / Chris.Wilson@AlanJay.com

ALAN JAY FLEET SALES — City of Tallahassee

Call Us first, for all of your Fleet Automotive, & Light Truck needs.

Quote

PHONE (800) ALANJAY (252-6529)	DIRECT 863-402-4234	WWW.ALANJAY.COM	76670-1
Corporate Office: 2003 U.S. 27 South, Sebring, FL 33870	MOBILE 863-381-3411	Mailing Address: P.O. BOX 9200, Sebring, FL 33871-9200	
	FAX 863-402-4221		

ORIGINAL QUOTE DATE
11/10/2026

QUICK QUOTE SHEET

REVISED QUOTE DATE
11/10/2026

REQUESTING AGENCY **DUNDEE, TOWN OF**
CONTACT PERSON **JOHN VICE** EMAIL JVICE@TOWNOFDUNDEE.COM
PHONE **863-514-6636** MOBILE FAX

CONTRACT NUMBER 5179 - 2027 CITY OF TALLAHASSEE

MODEL X1K 101A **MSRP** $46,660.00

2027 FORD F-150 SUPER CAB PICKUP 2WD 145" WB XL 6.5' BED

CUSTOMER ID

GOVERNMENT PRICE $39,199.00

BED LENGTH	6.5' Bed

*** All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase order.*

FACTORY OPTIONS	DESCRIPTION	
YZ	Oxford White	$0.00
AS	Black w/Medium Dark Slate, Vinyl 40/20/40 Front Seat	$0.00
99C	Engine: 3.0L V6 EcoBoost	$0.00
44G	Transmission: Electronic 10-Speed Automatic	$0.00
101A	OPTIONS Equipment Group 101A Standard	$0.00
153	Front License Plate Bracket	$0.00
18B	Black Platform Running Boards	$245.00
64C	Wheels: 17" Silver Steel	$0.00
924	Rear-Window Fixed Privacy Glass w/Defroster	$95.00
96W	Tough Bed Spray-In Bedliner	$620.00
XL9	Electronic Locking w/3.55 Axle Ratio	$465.00
___	Tires: 245/70R17 BSW A/S	$0.00
PW PL RKE BT	Power Windows, Power Door Locks, Remote Keyless Entery, & Bluetooth features are standard equipment for this vehicle. (See Attached Vehicle Build sheet for complete details)	$0.00
BUC	Back Up Camera	$0.00
TT	Class IV Towing Equipment -inc: Hitch and Trailer Sway Control	$0.00
	FACTORY OPTIONS	**$1,425.00**

AFTERMARKET OPTIONS	DESCRIPTION	
EWD	EXTENDED WARRANTY DECLINED	$0.00
FS MP3-4-AA	(4) Federal Signal Micro Pulse Ultra LED's with (2) mounted in grille and (2) mounted to rear of vehicle (AMBER).	$895.00
DTF 4 TRK	Deep tint film installed on four doors and back glass for extended/crew cab pickups.	$285.00
NO-TEMP	TEMP TAG NOT REQUESTED, CUSTOMER WILL HANDLE THEIR OWN TAG WORK.	$0.00
	AFTERMARKET OPTIONS	**$1,180.00**

CONTRACT NUMBER 5179 - 2027 CITY OF TALLAHASSEE

TRADE IN		**TOTAL COST**	**$41,804.00**
	YES WE TAKE TRADE INS ~~~ ASK ABOUT MUNICIPAL FINANCING ~~~		
		TOTAL COST LESS TRADE IN(S) QTY 1	**$41,804.00**

Estimated Annual payments for 60 months paid in advance: $9,611.60
Municipal finance for any essential use vehicle, requires lender approval, WAC.

Comments **QUOTE SUBJECT TO FACTORY ORDER ACCEPTANCE or 30 DAYS**

VEHICLE QUOTED BY **CHRIS WILSON** **FLEET SALES MANAGER** Chris.Wilson@AlanJay.com

"I Want to be Your Fleet Provider"

I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time. I am always happy to be of assistance.

JARRETT GORDON
Ford LINCOLN
Winter Haven

Date/Time: Nov 4, 2026 11:48 AM
Buyer: Jonathan Vice
Phone: C: (863) 514-6636
Phone: H: (863) 438-8330
Address: 202 E Main St
Dundee, FL 33838

Salesperson: Mary Albert

2026 Ford F-150, Body Type: Extended Cab Pickup 50458

Color: Oxford White, 6 Miles VIN:1FTEX1KP5TKF57321

Purchase	1 Months
$ Down	Est. $/Monthly
$0	$44,995 - $45,015

MSRP/Retail	$44,865.00
Selling Price	$41,915.64
Rebate	$2,500.00
Your Price	$39,415.64
Total Savings	$2,949.36
ELEC FILING FEE	$179.00
DEALER FEE	$799.00
Government Fee	$411.50
Strobe Lights	$980.00
Side Steps	$349.00
Spray in Bed Liner	$0.00
Total Taxes	$2,860.86
Amount Financed	$44,995.00

$42,134.14 minus the $2,860.86 for taxes

X _____
Customer Signature

_____
Date

X _____
Manager Signature

_____
Date

Subject to approved credit. Payment estimates based on dealership average APR 9.99%

Town of Dundee

Meeting Agenda Coversheet

MEETING DATE:	December 1st 2026	**Submitted By: John Vice, Public Works Director**
SUBJECT: *This will be the name of the Item as it will appear on the Agenda*	Discussion & Action Purchase Maintenance equipment such as generator, welder, working lights, trash pump, air compressor	
STAFF RECOMMENDATION: **(**MOTION READY)	A motion to approve Staff to purchase Maintenance equipment such as generator, welder, working lights, trash pump, air compressor	
SUMMARY *and/or* JUSTIFICATION:	Staff have received 3 quotes from different vendors for the purchase of 1 – 4 in 1 generator, Air compressor, welder and light tower, 1 – 5500watt generator, 1 – 100psi Air compressor, 1 - 3" trash pump, 1 – 3000psi pressure washer. Staff meet with a sales rep from Volt USA that was trying to sell this equipment to prevent them from having to ship it back to there main office from a show that was held here in Florida staff is able to get this equipment below half the cost of buying from other vendors. Staff is seeking approval to purchase this equipment that will be split between departments to help staff complete daily task more proactively and efficiently Volt USA - **$9,950.00** Northern Tool - **$21,627.00** Global Industries - **$22,723.00**	

SELECT, *if applicable*	**AGREEMENT:**		**BUDGET:**	
	STAFF REPORT:		**PROCLAMATION:**	
	EXHIBIT(S):		**OTHER:**	X
IDENTIFY EACH ATTACHMENT. *For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B*	Bid Form 1 price sheet for 3 vendors			
SELECT, *if applicable*	**RESOLUTION:**		**ORDINANCE:**	
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE *(If Item is **not** a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank.)*				

FISCAL IMPACT *(if any):*	State what is included in the cost, equipment	$9,950.00

TOWN OF DUNDEE
PRICE QUOTE SHEET

DATE: 11-06-26

DEPARTMENT: Public Works

NAME OF PERSON SECURING THE QUOTE: Nicholas Davis

GENERAL DESCRIPTION OF ITEM: Maintenance equipment: 4-1 Generator, Welder, Air Compressor and Light Tower. 5500 watt Generator, 100PSI Compressor, 3" Trash Pump and 300PSI Pressure Washer.

Vendor Selected: ✔

VENDOR #1

COMPANY NAME: Volt USA

CONTACT NUMBER: 888-207-8658

NAME OF REPRESENTATIVE: Paul

PRICE: $9,950.00

SHIPPING: N/A

COMMENTS: See Spreadsheet

Vendor Selected: ☐

VENDOR #2

COMPANY NAME: Northern Tool

CONTACT NUMBER: 800-838-0516

NAME OF REPRESENTATIVE: Website

PRICE: $21,627.00

SHIPPING: N/A

COMMENTS: See Spreadsheet

Vendor Selected: ☐

VENDOR #3

COMPANY NAME: Global Industries

CONTACT NUMBER: 888-978-7759

NAME OF REPRESENTATIVE: Website

PRICE: $22,723.00

SHIPPING: N/A

COMMENTS: See Spreadsheet

DEPARTMENT DIRECTOR/SUPERVISOR: Jahnatha Un DATE: 11/12/2026

FINANCE DIRECTOR APPROVAL: Jeffrey Abel DATE: 11/12/26

TOWN MANAGER APPROVAL: DATE:

ADDITIONAL COMMENTS: Maintenance equipment: 4-1 Generator, Welder, Air Compressor and Light Tower. 5500 watt Generator, 100PSI Compressor, 3" Trash Pump and 300PSI Pressure Washer.

SOLE SOURCE JUSTIFICATION:

Equipment	Volt USA	Northern Tool	Global Industies
4-1 Gen, A/C, Welder,Light	$12,950	$12,528 - no light	$12 light
5500 Watt Generator	$4,100	$3,299	$4,545
100 PSI Air Compressor	$2,025	$1,600	$1,695
3" Trash Pump	$2,525	$2,500	$2,855
3000 PSI Pressure Washer	$1,925	$1,700	$1,129
Total:	$23,525	$21,627	$22,723
Town Price:	**$9,950**	$21,627	$22,723

Town of Dundee

Meeting Agenda Coversheet

MEETING DATE:	**Dec. 1, 2026**	**Submitted By: Rick Mooneyham, Parks and Recreation Director**
SUBJECT: *This will be the name of the Item as it will appear on the Agenda*	**DISCUSSION AND ACTION, 2027 MARTIN LUTHER KING JR. DAY PARADE AND/OR CELEBRATION**	
STAFF RECOMMENDATION: (MOTION READY)	A motion to approve festivities to celebrate Martin Luther King Jr. Day.	
SUMMARY *and/or* JUSTIFICATION:	Committed Citizens of Dundee (CCOD) has submitted a Special Events request for January 17, 2027, for a "Parade for Celebration of MLK." The FY26-27 Budget has allocated $500 for the event. There are 4 options for the event with varied costs and activities. Details of the options are attached. (Costs are best estimates.) Option 1 is a parade and celebration at Henderson Park with a total cost of $2520. Option 2 is a parade and celebration at the Dundee Community Center with a total cost of $4880. Option 3 is a celebration only at the Dundee Community Center with a total cost of $630. Option 4 is a parade and celebration at Nancy Ballfield with a total cost of $1080. Recommendation of Parks and Recreation: Option 1 is similar to last year, Option 2 is a much larger choice, Option 3 is a much smaller choice, and Option 4 is a compromise or combination of all the choices. **Option 4 is the Parks and Recreation recommendation.**	

SELECT, *if applicable*	**AGREEMENT:**		**BUDGET:**	
	STAFF REPORT:		**PROCLAMATION:**	
	EXHIBIT(S):		**OTHER:**	
IDENTIFY EACH ATTACHMENT. *For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B*	Discussion and Action MLK 2027 Cover Sheet MLK Jr. Celebration Options Map for Options 1 and 4 Map for Option 2			
SELECT, *if applicable*	**RESOLUTION:**		**ORDINANCE:**	
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE *(If Item is **not** a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank.)*				
FISCAL IMPACT *(if any):*	Costs include staff, PCSO detail, Town equipment, direct and indirect costs.		$360-$5,620 approx.	

Martin Luther King Jr. Celebration Options

Option 1

Parade staged at rear of Town hall, proceeding west on Shepard Ave, turning left, southwest on Dundee Rd. (Main St), turning left, south on MLK to Lincoln, 3-4pm. Celebration to follow at Henderson Park.
Staff Impact – Overtime for 10 Staff @ 4 hours minimum for road closures, OT for 4 Staff at 5 hours for Celebration, 2-4 PCSO Officers.
Town equipment needed – 5 trucks, small stage, two light towers, podium, 5 trash cans, and MOT barricades
Costs - $1620 in OT costs, PCSO - $1440, Total costs = $2520

Option 2

Parade staging on Lincoln Ave., turning right, North on MLK, Jr. St., turning right, northeast, on Dundee Rd. (Main St.) to the Community Center, followed by a gala at the community center.
Staff Impact – Overtime for 20 Staff minimum for 4 hours, and 4 staff for up to 9-10 hours, 3-6 PCSO officers for parade, 1 PCSO officer at Community Center.
Town equipment needed – 10 trucks, MOT, DOT Permit, Community Center, tables, chairs, 2 light towers.
Costs - $3280 in OT costs, PCSO - $1640, CC Costs - $700. Total Costs = $5620

Option 3

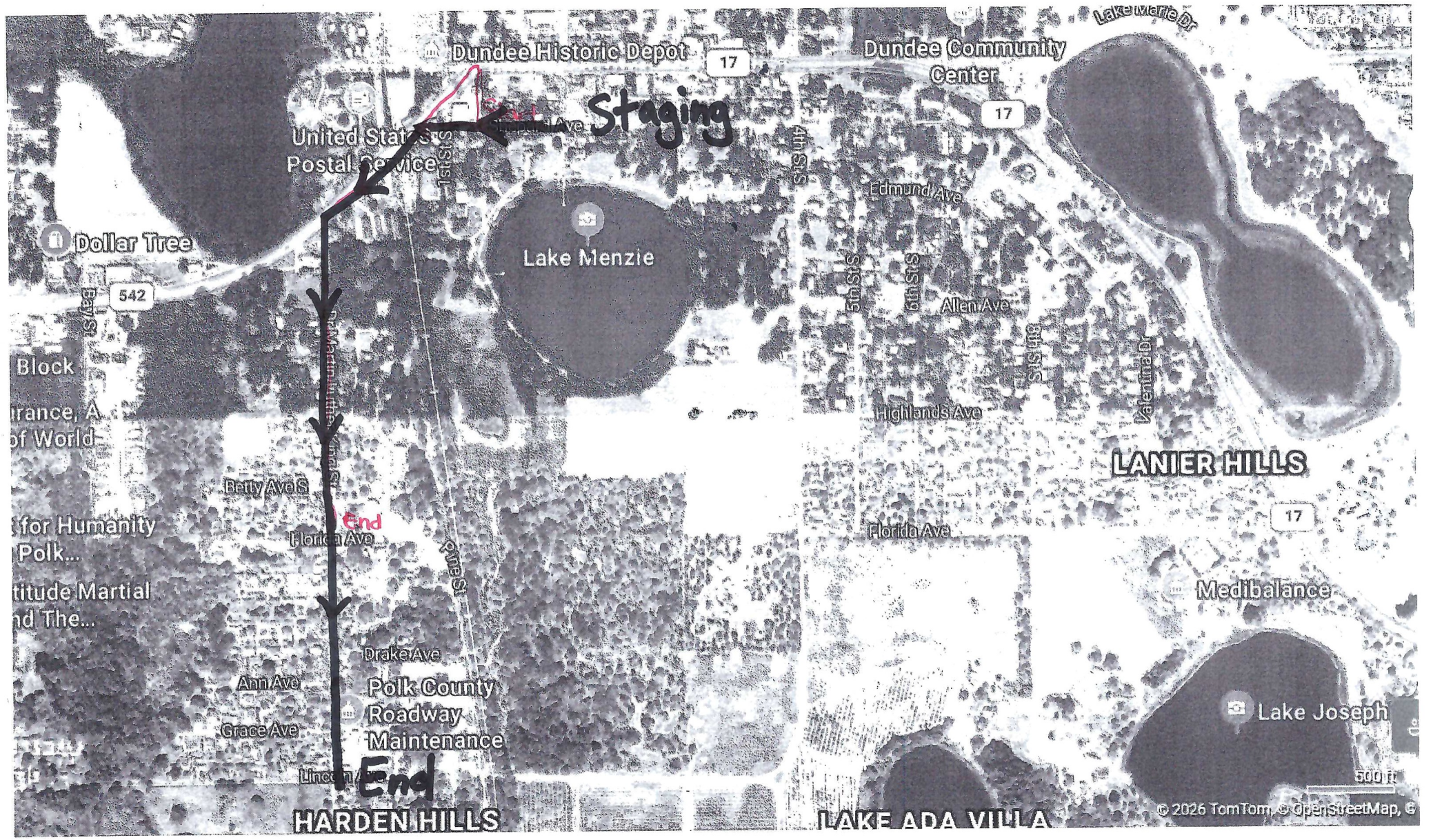
Gala, No Parade.
Staff Impact – OT 2 Staff @ 6 hours, PCSO Officer 1 @ 6 hours.
Town equipment needed – Community Center, Chairs, and tables.
Costs - $360 in OT costs, PCSO - $270. Total Costs = $630

Option 4

Parade staged at rear of Town hall, proceeding west on Shepard Ave, turning left, southwest on Dundee Rd. (Main St), turning left, south on MLK to Lincoln, 3-4pm. Celebration at the Nancy Ball field following parade. 4-9pm
Staff Impact – OT 10 Staff @ 4 hours
Town Eequipment – 2 light towers, small stage, podium
Costs – OT for 10 staff @ 4 hours min for road closures = $1080
CCOD Costs - 2-4 PCSO Officers - $900

RM

Martin Luther King Parade Route



Options 1 and 4

- STAFF FOR ROAD CLOSURE

15 - public works
5 - park and recs

6 - Deputies

1 - town float
1 - fire dept float
1 - pcso float

block party @ community center/ deputies will need to stay on site during block party and road will remain closed in front of community center



Option 2

Town of Dundee

Meeting Agenda Coversheet

MEETING DATE:	December 1st 2026	**Submitted By: Joe Carbone, Fire Chief**			
SUBJECT: *This will be the name of the Item as it will appear on the Agenda*	DISCUSSION & ACTION 2026 PROPORTIONATE FAIR SHARE FIRE STUDY				
STAFF RECOMMENDATION: (MOTION READY)	A motion to approve task order No. 7 to continuing services contract for consulting services between the Town of Dundee and Raftelis Financial Consultants				
SUMMARY *and/or* JUSTIFICATION:	Staff is looking to complete a fair share fire study to support the continuous growth in the town and its need to contribute additional fire-service capacity and potentially a new fire station. Therefore, staff has recognized the need for a focused study of its fire capital needs instead of a multi-service impact fee study.				
SELECT, *if applicable*	**AGREEMENT:**		**BUDGET:**		
	STAFF REPORT:		**PROCLAMATION:**		
	EXHIBIT(S):		**OTHER:**		X
IDENTIFY EACH ATTACHMENT. *For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B*	Proposal				
SELECT, *if applicable*	**RESOLUTION:**		**ORDINANCE:**		
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE *(If Item is **not** a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank.)*					
FISCAL IMPACT *(if any):*	The fiscal impact for this item is:				$20,000.00

CONTINUING CONTRACT TASK ORDER NO. 7
2026 PROPORTIONATE FAIR SHARE FIRE STUDY

Task Order No. 7 to Continuing Contract for Consulting Services dated December 10, 2019 between the TOWN OF DUNDEE, FLORIDA (TOWN) and RAFTELIS FINANCIAL CONSULTANTS, INC. (CONSULTANT) for Financial/Management Consulting Services.

SECTION I -- DESCRIPTION OF SERVICES TO BE PROVIDED

It is the CONSULTANT'S understanding that continued growth in the TOWN is contributing to the need for additional fire-service capacity, potentially including a new fire station, and that the TOWN desires a focused study of its fire capital needs rather than a full multi-service impact fee study. The TOWN's current residential Fire Impact Fee is $336 per dwelling unit, last increased in 2022. The TOWN would like to understand what portion of the anticipated fire capital need is attributable to new growth and what reasonable residential and nonresidential contributions could be considered for use in developer proportionate fair share agreements, recognizing that any such contribution would be credited for Fire Impact Fees paid for the same fire infrastructure. The study is intended to provide the TOWN with a supportable, data-driven calculation.

SCOPE OF SERVICES
Proportionate Fair Share Fire Study

We propose the following tasks will be necessary to complete the proportionate fair share fire study. The CONSULTANT'S role is limited to the financial and technical calculations described below. The TOWN and its legal counsel will be responsible for the legal framework, the selection of the implementation approach, and the application of any resulting fees or contributions.

Task 1: Project Management, Initiation and Kick-off Meeting

This task will involve working with TOWN staff and the TOWN's legal counsel to confirm the study objectives, project schedule, and overall data needs and constraints. Responsibilities for data collection, project deliverables, and ongoing communication will be established and assigned as part of this task. This task will include a virtual meeting with TOWN staff in order to initiate the project.

Raftelis will provide the TOWN with a data request identifying relevant study information and data including but not limited to existing and projected: i) population, dwelling unit, and nonresidential land use estimates; ii) fire level of service standards and staffing plans; iii) fire and emergency call data by land use, if available; iv) fire facility, apparatus, and equipment inventory; v) planning-level cost estimates, siting, and anticipated timing for the new fire station and related fire capital needs; vi) Fire Impact Fee revenue and fund balance history, and grant or other funding sources; and vii) a list of approved and pending developments, including remaining phases, lots, units, or buildings, as compiled by the TOWN and its legal counsel.

Meetings in this task: (1) virtual kick-off meeting with staff and legal counsel.

Task 2: Review of Growth Projections and Fire Level of Service

This task includes an evaluation of the current fire service area demographics as well as a forecast of service area needs. Raftelis will review population and development projections primarily for the new service area, while also working with the Fire Department staff to gain an understanding of the likely

fire station service area shifts as a new potential station is added. The purpose of this task is to identify the future fire service demands of new development and to establish the level of service relationship used to apportion fire capital costs between existing development and new growth. Functional population or call data will be reviewed to support the distribution of costs between residential and nonresidential land uses, should the available data warrant a multi-land use approach.

This task also includes a review of the fire level of service criteria underlying the TOWN's existing Fire Impact Fee. Any existing deficiencies will be identified, with appropriate adjustments to the apportionment of capital improvement costs to growth (identified in the next task), so that new development is not allocated costs associated with serving the existing community.

Task 3: Fire Capital Need, Growth Allocation, and Fee Calculations

Raftelis will evaluate the anticipated new fire station and related fire capital needs together with the assumptions underlying the TOWN's existing Fire Impact Fee. The analysis will estimate the portion of fire capital costs attributable to new development, express that cost on an equivalent residential unit (e.g., single-family residential) or comparable basis, and develop residential and nonresidential calculations. In addition to this background information, this task will consider the following:

- Inventory of existing fire facilities, apparatus, and equipment and associated costs;
- Review of planning-level cost estimates for the new fire station, including land, construction, apparatus, and equipment, as provided by the TOWN;
- Evaluation of existing capacity and any existing deficiencies to distinguish costs attributable to existing development from those attributable to new growth;
- Allocation of growth-related fire capital costs between residential and nonresidential development;
- Calculation of reasonable residential (per dwelling unit) and nonresidential (per square foot or similar unit) proportionate fair share contribution amounts; and
- Identification of Fire Impact Fee credits to be applied against proportionate fair share contributions so that development is not charged twice for the same fire infrastructure.

Meetings in this task: (1) meeting with staff and legal counsel to review findings.

Task 4: Development Contribution and Funding Analysis

Due to the inherent uncertainty and timing of development activities, one of the largest challenges for communities is the timing and funding of facilities needed to serve growth. Impact fee and development contribution revenues are generally not available to fully fund a new fire station at the time it is needed, and communities often rely on other funding sources such as existing reserves or debt. Using the development list provided by the TOWN, Raftelis will apply the calculated per-unit amounts to the remaining approved and anticipated development to estimate potential proportionate fair share contributions, net of credits, and compare them with the anticipated cost and timing of the new fire station. The TOWN and its legal counsel will determine which developments may be subject to a proportionate fair share agreement; Raftelis will not make that determination. This analysis will assist the TOWN in understanding the potential funding gap and the commitment of reserves or other funding that may be required.

Task 5: Technical Memorandum

A draft technical memorandum will be prepared for staff and legal counsel review. The draft memorandum will include a description of the existing fire assets, the planned new fire station and related fire capital needs, the allocation of costs to new growth, and the proportionate fair share contribution calculations. The assumptions utilized in the analysis will be documented in the memorandum. The draft memorandum will be provided to staff in electronic format for review and comment. After receiving comments, a final memorandum will be prepared in electronic format. Subtasks as listed in our cost proposal are as follows:

5.1 Draft technical memorandum.
5.2 Final technical memorandum.

Task 6: Coordination with TOWN Legal Counsel

Raftelis will coordinate with the TOWN's legal counsel as needed to provide the calculations, supporting data, and explanations of methodology that counsel may use in preparing or reviewing proportionate fair share agreements and related notices. This task assumes the TOWN's legal counsel will draft all agreements, ordinances, resolutions, and developer notices for Raftelis' review of the fee and contribution amounts only. The CONSULTANT is performing the fee calculation portion of this effort and is not providing legal advice. Determinations regarding statutory requirements and eligibility (including any increase limitations, phase-in requirements, the extraordinary circumstances process and its timing, and the treatment of vested or pending development approvals), the selection of the implementation approach, and the application, negotiation, and collection of any fees or contributions will be the responsibility of the TOWN and its legal counsel.

ITEMS TO BE FURNISHED AT NO EXPENSE TO THE CONSULTANT: The TOWN will assist the CONSULTANT by furnishing, at no cost to the CONSULTANT, all available pertinent information as set forth in Task 1 and any other data relative to performance of the above services for the project. It is agreed and understood that the accuracy and veracity of said information and data may be relied upon by the CONSULTANT without independent verification of the same.

SECTION II -- TIME OF PERFORMANCE

Tasks 1 through 4 of the Scope of Services will be completed within ninety (90) days from receipt of Notice to Proceed and receipt of the requested data, except for delays beyond the reasonable control of the CONSULTANT.

Tasks 5 through 6 of the Scope of Services will be completed as mutually agreed.

SECTION III -- COMPENSATION

1. The Cost for Tasks 1 through 6 of the Scope of Services is Twenty Thousand Dollars ($20,000), which will be paid to Raftelis on a lump sum basis. This cost includes professional fees and direct expenses anticipated to perform the Scope of Services. Raftelis will submit invoices monthly, which will identify the percentage of work completed.

SECTION IV -- TOWN REPRESENTATIVE

Ken Cassel – Town Manager

SECTION V -- All terms of that Continuing Contract for Consulting Services entered into between TOWN and CONSULTANT shall be applicable and to the extent of any inconsistencies with this Task Order the terms of the Continuing Contract for Consulting Services shall control.

RAFTELIS FINANCIAL CONSULTANTS, INC.	**TOWN OF DUNDEE, FLORIDA**
By: Joe Williams	By:
Print: Joe Williams	Print:
Title: Vice President	Title:
Date: October 9, 2026	Date:

Town of Dundee

Meeting Agenda Coversheet

MEETING DATE:	December 1st 2026	**Submitted By: Joe Carbone, Fire Chief**			
SUBJECT: *This will be the name of the Item as it will appear on the Agenda*	DISCUSSION & ACTION PROPOSAL TO UPDATE FIRE ASSESSMENT PROGRAM FY 2027-28				
STAFF RECOMMENDATION: **(**MOTION READY)	A motion to approve the proposal to update the Fire Assessment program for FY 27-28				
SUMMARY *and/or* JUSTIFICATION:	The town has received a proposal from Accenture Infrastructure and Capital Projects LLC to assist the town in reviewing the special assessment program for fire protection services.				
SELECT, *if applicable*	**AGREEMENT:**		**BUDGET:**		
	STAFF REPORT:		**PROCLAMATION:**		
	EXHIBIT(S):		**OTHER:**		X
IDENTIFY EACH ATTACHMENT. *For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B*	Proposal				
SELECT, *if applicable*	**RESOLUTION:**		**ORDINANCE:**		
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE *(If Item is **not** a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank.)*					
FISCAL IMPACT *(if any):*	The fiscal impact for the scope of services is:				$23,500.00

accenture

Accenture
3800 Esplanade Way | Suite 100
Tallahassee | Florida | 32311

November 2, 2026

Via Email

Joe Carbone, Fire Chief
Town of Dundee
PO Box 1000
Dundee, Florida 33838-1000

Re: Proposal to Update Fire Assessment Program FY 2027-28

Dear Chief Carbone,

This correspondence is written to present a proposal for Accenture Infrastructure and Capital Projects, LLC, formerly known as Government Services Group, Inc. (Accenture) to provide assistance to Town of Dundee (Town) and its staff in the review and update of the special assessment program for fire protection services within the incorporated area of the Town.

The objective of this project is to update the existing fire protection services non-ad valorem assessment program within the constraints of readily available data and current legal precedent. To accomplish this objective, we will accomplish the following task:

- Provide an updated assessment program that is conducive to using the Town's existing special assessment database.

The proposed workplan is designed to develop the following deliverables during this project:

- An Assessment Memorandum which provides (a) the itemization of fire services assessable costs, (b) the description of the updated apportionment methodology, and (c) the assessment rates calculation;
- Billing algorithms necessary to calculate the fire special assessments pursuant to the approved methodology; and
- The final fire special assessment rates.

Attached as Appendix A is a work plan which articulates the services required by the Accenture to assist the Town in updating the non-ad valorem assessment program. The workplan is based on the following assumptions:

- The updated assessment program will use the property use categories included within the existing special assessment program.
- The Town will provide a summary of the billing units for each property use category based on the Town's existing assessment database. Accenture will not be responsible for updating the existing database or creating a new database to support the special assessment program.
- The Town will provide adequate fire incident data in electronic format that identifies the type of incident, the type of property where incident occurred, time in service and number of personnel that responded to each incident.
- The Town will provide personnel to conduct any field work necessary to ensure complete data for the fire incident reports.
- The Town will provide the necessary budget information and other data required to update the assessment methodology and rates.
- Town staff will be active participants and provide timely direction for any outstanding issues as they arise.

For services provided by Accenture, we will work under a lump sum professional fee arrangement described in the attached scope of service and receive payment pursuant to the schedule provided in Appendix A. The professional fees required to assist the Town in reviewing and adjusting the current assessment programs does not include litigation defense services. However, we do all of our work in developing and implementing assessment programs with an eye on potential legal challenges in an attempt to maximize both the efficiency and the effectiveness of any defense. In the event there is a challenge, we would be available, on an hourly basis, to assist the Town in its defense.

Upon review and satisfactory determination of this proposal, please execute this correspondence by signing Appendix A to indicate acceptance of the attached proposal and to serve as proper Notice to Proceed. Upon execution, please provide our office with a signed copy.

We look forward to working with Town of Dundee on this very important project. If you or any other Town officials have any questions, please feel free to contact me at (850) 681-3717.

Sincerely,
Accenture Infrastructure and Capital Projects, LLC

Sandi Neubarth
Director
(850) 681-3717
Sandra.Neubarth@accenture.com

Appendix A

TOWN OF DUNDEE
FIRE ASSESSMENT PROGRAM UPDATE
FISCAL YEAR 2027-28

Town of Dundee Fire Assessment Program Update

SCOPE OF SERVICES

Task 1: **Evaluate Reports and Research Issues** Evaluate the Town's existing legal documents, ad valorem tax roll information, fire call data, agreements, reports and other data pertaining to the provision of fire protection services. Also, evaluate the Town's proposed service delivery scenario(s) to identify any potential issues related to the analysis.

Task 2: **Analyze the Fire Incident Data** Analyze the fire incident data for a specified period of time (typically one to three years) to serve as the basis for the updated assessment methodology.

Task 3: **Identify Full Costs of Service** Evaluate the full cost of the fire protection service delivery using the Town's most current financial information and identify service delivery issues, which may affect the apportionment methodology.

Task 4: **Develop Cost Allocation Factors** Develop the cost allocation factors based on the following general guidelines:

- Direct Allocations - to the extent that certain line items can be allocated directly between fire and ALS, direct allocations will be made.
- Administrative Factor – for line items that are not directly allocated to fire or ALS, but relate to the personnel staffing between fire and ALS services, an administrative factor will be developed and applied to those line items.
- Operational Factor - for line items that are not directly allocated to fire or ALS, but relate to the number of fire and ALS incidents, an operational factor will be developed and applied to those line items.

Task 5: **Identify Fire Services Costs** Using the full costs of services and cost allocation factors, identify the fire services costs versus the emergency medical services (ALS) costs.

Task 6: **Determine Preliminary Revenue Requirements** Advise the Town in determining the total fire assessment revenue requirements to ensure the Town recovers the costs of: (a) net fire service delivery revenue requirements and (b) collecting the assessments.

Task 7: **Update the Apportionment Methodology** Using the summary billing unit data from the existing special assessment roll and result of the fire incident data analysis, update the method of apportionment, classification of properties and the use of the data on the assessment roll. Review the assessment methodology for legal sufficiency and compatibility with the tax bill method of collection.

Task 8: **Calculate a Preliminary Proforma Schedule of Rates** Using the summary billing unit data, calculate a proforma schedule of rates based on the updated apportionment methodology and revenue requirements for the assessment program.

Task 9: **Prepare and Present Assessment Report** Prepare and present an Assessment Report, which documents proposed apportionment methodology and proforma assessment rates.

Task 10: **Advise and Assist with Assessment Resolutions** Accenture will advise and assist the Town's attorney in drafting the initial assessment resolution that conforms to the existing assessment ordinance to impose the fire assessments and implement the Town's policy decisions and proposed methodology. Advise and assist the Town's attorney in drafting a final assessment resolution that conforms to the existing assessment ordinance to impose the fire assessment and adopt final assessment rates.

Task 11: **Assist with Rate Adoption** Assist with fulfilling the legal requirements for the adoption of the annual assessment rate resolution in accordance with section 197.3632, Florida Statutes.

COMPETITIVE BID STATEMENT

City of Orange City
Accenture was hired through a competitive bid process by the City of Orange City for a fire assessment fee study, RFP No. P275-0-2025/MHH. Accenture received notice to proceed in January 2026.

FEES AND COSTS

For the professional services and specialized assistance described in this Scope of Services, we will work under a lump sum fee arrangement of $23,500.

The lump sum fee for professional services includes one (1) on-site visits by Accenture staff. Meetings in excess of this on-site visit may be arranged at our standard hourly rates. Expenses related to additional on-site meetings will be billed in accordance with section 112.061, Florida Statutes. If necessary, in lieu of on-site visits, periodic telephone conference calls or Teams meetings may be scheduled to discuss project status.

The standard hourly rates for Accenture are as follows:

Accenture

Vice President	$285
Director/Senior Program Manager	$235
Project Manager/Project Coordinator	$185
Senior Data Analyst	$185
Database Analyst/Technical Services	$150
Lead Project Analyst	$100
Project Analyst	$ 90
Administrative Support	$ 75

The lump sum fee **does not include the costs of producing and mailing first class notices, if required.** Mailing and production costs depend on the number of assessable parcels of property within the assessment program area, but average approximately $1.72 per parcel. Payment of mailing and production costs is due at the time of adoption of the initial assessment resolution or like document. For non-domestic notices, mailing charges will include the actual amount of postage beyond the domestic rate. Should U.S. postage rates increase prior to mailing, the additional postage per notice will be charged.

The Town is responsible for any costs incurred to obtain information from the property appraiser or other public officials that is necessary for the assessment program.

The Town is responsible for working with the Property Appraiser to obtain the necessary information for properties with exempt "home addresses" pursuant to Section 119.071, Florida Statutes.

The Town is responsible for any and all newspaper publications, including, but not limited to, making arrangements for publications and any costs associated therewith.

Please note that Accenture works with the premise of developing and implementing assessment programs with an eye on potential legal challenges in an attempt to maximize both the efficiency and the effectiveness of any defense. Nonetheless, the fees outlined above for professional services do not include any provision for litigation defense. Accordingly, in the event there is a legal challenge, we would be available, on an hourly basis, to assist the Town in its defense.

PRELIMINARY SCHEDULE

Event	Schedule
Notice to Proceed	November 2026
Data Collection/Kickoff Meeting	December 2026 – January 2027
Call Data Analysis	January – February 2027
Proforma Budget	January – February 2027
Update Assessment Methodology	February - March 2027
Proforma Assessment Rates	March -April 2027
Assessment Report	April – May 2027
Initial Assessment Resolution	May – July 2027
First Class/TRIM Notices	June-August 2027
Published Notice	June-August 2027
Final Assessment Resolution	July -September 2027
Certify Fiscal Year 2027-28 Assessment Roll	by September 15, 2027

PAYMENT SCHEDULE

The fee for professional services will be due and payable, based on the following schedule and assuming that notice to proceed is received in November 2026. If notice to proceed occurs after this date, the payment schedule will be condensed over the anticipated number of months remaining to complete the project.

Payment Due	Percent of Total	Amount Due
December 2026	25% of professional services fee	$5,875
February 2027	25% of professional services fee	$5,875
April 2027	25% of professional services fee	$5,875
July 2027	25% of professional services fee	$5,875
Total		**$23,500**

ACCEPTED AND AGREED TO FOR FISCAL YEAR 2027-28:

BY: _____ _____

TOWN OF DUNDEE **DATE**