



# PLANNING AND ZONING BOARD MEETING AGENDA

February 19, 2026 at 5:30 PM

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

Phone: 863-438-8330 | [www.TownofDundee.com](http://www.TownofDundee.com)

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## CALL TO ORDER

## PLEDGE OF ALLEGIANCE

## ROLL CALL

## DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR

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

## APPROVAL OF MINUTES

1. DECEMBER 18, 2025

JANUARY 8, 2025

## DISCUSSION ITEMS

2. DISCUSSION & ACTION, APPOINTMENT OF CHAIR & VICE-CHAIR

## REPORTS FROM OFFICERS

Planning Department Comments

Town Attorney Comments

Board Member Comments

Chairperson Comments

## ADJOURNMENT

**PUBLIC NOTICE:** Please be advised that if you desire to appeal from any decisions made as a result of the above hearing or meeting, you will need a record of the proceedings and in some cases, a verbatim record is required. You must make your own arrangements to produce this record. (Florida statute 286.0105)

If you are a person with disability who needs any 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.



# PLANNING AND ZONING BOARD MEETING MINUTES

December 18, 2025, at 5:30 PM

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

Phone: 863-438-8330 | [www.TownofDundee.com](http://www.TownofDundee.com)

**CALL TO ORDER** by David Joubert at 5:33 P.M.

**PLEDGE OF ALLEGIANCE** led by David Joubert

**ROLL CALL** given by Deputy Town Clerk Melissa Glogowski

**PRESENT**

- Julia Hunt
- David Joubert
- Dretextel Robinson
- Michelle Thompson

**DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR**

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

Board member Joubert opened the floor for public comments, being none, the floor was closed.

**APPROVAL OF MINUTES**

1. October 16, 2025, P&Z Minutes

*Motion to approve the minutes of the October 16, 2025 Planning & Zoning meeting minutes with changes, made by member Robinson.*

*Motion Seconded by member Thompson.*

*Voting in favor: Hunt, Joubert, Robinson, Thompson*

*The motion passed unanimously*

**DISCUSSION ITEMS**

2. APPOINTMENT OF CHAIRPERSON AND VICE-CHAIRPERSON

Board member Joubert opened the floor for public comments, being none, the floor was closed.

*Motion to table appointment of chair and vice-chair until February meeting made by unanimous consent.*

*Voting in favor: Hunt, Joubert, Robinson, Thompson*

*The motion passed unanimously*

**3. RIGHT-OF-WAY VACATION FOR THE SOUTHERN PORTION OF HILLCREST AVENUE (30' WIDE).**

Board member Joubert opened the floor for public comments, being none, the floor was closed.

*Motion to recommend approval to the Town Commission for the Right-Of-Way Vacation for the southern portion of Hillcrest Avenue, made by member Joubert.*

*Motion Seconded by member Thompson.*

*Voting in favor: Hunt, Joubert, Robinson, Thompson*

*The motion passed unanimously*

**4. CONTINUATION OF LAND USE TABLE CHANGES**

Board member Joubert opened the floor for public comments.

Jennifer Knaus provided information regarding differences for day spas and message therapy, and how those should be listed. Jane Davis questioned if adult daycares fall within the towns code.

Jennifer Knaus, Jane Davis and Jenn Kiel spoke in opposition to proposed Wawa and car wash at the corner of US Hwy 27 and Dundee Rd.

Member Joubert closed the delegation floor for comments.

**REPORTS FROM OFFICERS**

**Planning Department Comments**

**Administration Comments**

There will be a special Meeting on January 8, 2026

**Board Member Comments**

Member Robinson reminded board members of upcoming events, Bingo on Monday 1/5 at the Main Street Center, MLK Parade 1/18, invited board members to participate on float & MLK Prayer Breakfast 1/19.

**Chairperson's Comments**

**ADJOURNMENT at 7:00 PM**

Respectfully submitted,

**Melissa Glogowski**

Melissa Glogowski, Deputy Town Clerk

**APPROVAL DATE:** \_\_\_\_\_

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# PLANNING AND ZONING BOARD SPECIAL MEETING MINUTES

January 8, 2026, at 5:30 PM

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

Phone: 863-438-8330 | [www.TownofDundee.com](http://www.TownofDundee.com)

**CALL TO ORDER** by David Joubert at 5:41 P.M.

**PLEDGE OF ALLEGIANCE** led by David Joubert

**ROLL CALL** given by Deputy Town Clerk Melissa Glogowski

**PRESENT**

Julia Hunt

David Joubert

Drecontextel Robinson

Michelle Thompson

**DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR**

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

Board member Joubert opened the floor for public comments, being none, the floor was closed.

**PUBLIC HEARING**

**1. ORDINANCE 258-09 POTABLE WATER ERC(S)**

Board member Joubert opened the floor for public comments.

Alethea Pugh questioned possible new rates.

Member Joubert closed the delegation floor for comments.

*Motion to recommend approval of Ordinance 25-09 to the Town Commission, made by member Thompson.*

*Motion Seconded by member Joubert.*

*Voting in favor: Hunt, Joubert, Robinson, Thompson*

*The motion passed unanimously*

**REPORTS FROM OFFICERS**

**Planning Department Comments**

**Administration Comments**

Reminder that regular monthly meeting will be held next week on 1/15.

**Board Member Comments**

**Chairperson's Comments**

**ADJOURNMENT** at 5:54 PM

Respectfully submitted,

**Melissa Glogowski**

Melissa Glogowski, Deputy Town Clerk

**APPROVAL DATE:** \_\_\_\_\_

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## Meeting Agenda Coversheet

<b>MEETING DATE:</b>	February 19, 2026	<b>Submitted By:</b> Lorriane Peterson, Development Services Director	
<b>SUBJECT:</b> <i>This will be the name of the Item as it will appear on the Agenda</i>	DISCUSSION & ACTION, APPOINTMENT OF CHAIR & VICE-CHAIR		
<b>STAFF RECOMMENDATION:</b> (MOTION READY)	Staff recommends a Chairman and Vice-Chairman be appointed in keeping with Section 8.02.01.01 (6)		
<b>SUMMARY and/or JUSTIFICATION:</b>	<p>With the resignation of Chairman Jeffery Guenter at the October meeting, the matter was brought before the board at the December meeting. The matter was tabled until the February meeting.</p> <p>Section 8.02.01.01(6) of the Land Development Regulations states:</p> <p>“At the first meeting held after January 1 of each year, the board shall appoint a chairman, and the chairman shall appoint a vice-chairman, and other such officers as deemed necessary. The chairman, or in his absence, the vice-chairman, shall preside over all meetings of the board. Officers shall serve terms of one year.” For your convenience, Section 8.02.01—outlining the duties and structure of the Planning and Zoning Board—is attached.</p>		
<b>SELECT, if applicable</b>	<b>AGREEMENT:</b>		<b>BUDGET:</b>
	<b>STAFF REPORT:</b>		<b>PROCLAMATION:</b>
	<b>EXHIBIT(S):</b>		<b>OTHER:</b>
<b>IDENTIFY EACH ATTACHMENT.</b> <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>			
<b>SELECT, if applicable</b>	<b>RESOLUTION:</b>		<b>ORDINANCE:</b>
<b>IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE</b> <i>(If Item is <b>not</b> a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank.)</i>			
<b>FISCAL IMPACT (if any):</b>			\$0.00

### 8.02.01. Planning and zoning board.

At its own option, the town commission may appoint itself as the planning and zoning board and serve all associated functions of said board. The functions, powers and duties of the planning and zoning board shall be as follows:

1. Act as Local Planning Agency pursuant to the Local Government Comprehensive Planning and Land Development Regulation Act, Ch. 163, Part II, Florida Statutes, and perform all functions and duties prescribed in the statute.
2. Obtain and maintain information on population, property values, the land economy, land use and other information necessary to assess the amount, direction and type of development to be expected in the town.
3. Advise and make recommendations to the town commission regarding applications for amendments to the official zoning map and requests for special exceptions or other special designations on property within the town.
4. At the request of the development director, interpret and determine the intent of provisions of this Code which are unclear or in conflict with other regulations.
5. Consider the need for revision or addition of regulations in this Code, and recommend changes to the town commission.
6. Consider the need for revision of the comprehensive plan, and recommend changes to the town commission.
7. Other duties as assigned by the town commission.

*8.02.01.01 Appointment of members.* Where the town commission chooses to create a separate planning and zoning board, members shall serve according to the following regulations:

1. The planning and zoning board shall have five members, to be appointed by the mayor with approval of the town commission.
2. Each member of the planning and zoning board shall reside or own a business in the town, and at least two members of the board shall reside in the town.
3. Each member shall be appointed to a three-year term. In the event that all members are appointed at the same time, one member shall be appointed for a term of one year, two members shall be appointed for a term of two years, and two members shall be appointed for a term of three years.
4. If a position becomes vacant before the end of a term, the mayor with the approval of the town commission shall appoint a new member to fill the vacancy for the duration of the vacated term. A member whose term expires may continue to serve until a successor is appointed and qualified.
5. Members may be removed without notice and without assignment of cause by a majority vote of the town commission.
6. At the first meeting of the newly appointed board the mayor shall appoint a chairman and the chairman shall appoint the vice-chairman and any other officers as deemed necessary. At the first meeting held after January 1 of each year, the board shall appoint a chairman and the chairman shall appoint a vice-chairman, and other such officers as deemed necessary. The chairman, or in his absence, the vice-chairman, shall preside over all meetings of the board. Officers shall serve terms of one year.
7. The chairman will establish subcommittees and appoint members as needed to carry out the purposes of the board.

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8. Members shall not be compensated, but may be reimbursed for travel and other expenses incurred on the board business.
  9. If any member fails to attend three successive meetings, the board may declare the member's office vacant and notify the town commission.

*8.02.01.02 Procedures.*

1. The board shall adopt procedures to carry out its purposes. All rules must conform to the code, other town ordinances and state law.
2. The board shall meet monthly or upon decision of the chairman.
3. The board shall keep minutes of its proceedings, indicating the attendance of each member, and the decision on every question.
4. Three members shall constitute a quorum.
5. Each decision of the board must be approved by a majority vote of the members present at a meeting in which a quorum is present and voting.

(Ord. No. 04-16, § 1(Exh. A), 4-13-04; Ord. No. 05-82, §§ 1, 2, 9-13-05; Ord. No. 12-12, § 1, 2-14-12)