



PLANNING AND ZONING BOARD MEETING AGENDA

April 16, 2026 at 5:30 PM

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

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

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. PLANNING & ZONING BOARD MEETING MINUTES

1. February 19, 2026

DISCUSSION ITEMS

2. DISCUSSION & ACTION, ORDINANCE 26-05 706 CITRUS AVENUE FUTURE LAND USE MAP AMENDMENT

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

February 19, 2026, at 5:30 PM

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

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

CALL TO ORDER by David Joubert at 5:31 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. December 18, 2025, P&Z Minutes
2. January 8, 2026, P&Z Minutes

Motion to approve the minutes of the December 18, 2025 and the January 8, 2026, Planning & Zoning meeting, made by member Thompson.

Motion Seconded by member Joubert.

Voting in favor: Hunt, Joubert, Robinson, Thompson

The motion passed unanimously

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

NEW BUSINESS

1. DISCUSSION & ACTION, APPOINTMENT OF CHAIR AND VICE-CHAIR

Julia Hunt nominated Michelle Thompson for Chair. Nomination was seconded by member Joubert.

Voting in favor: Hunt, Joubert, Robinson, Thompson

The motion passed unanimously

Drecoxetel Robinson nominated David Joubert for Vice-Chair. Nomination was seconded by member Hunt.

Voting in favor: Hunt, Joubert, Robinson, Thompson

The motion passed unanimously

Request was made by Michelle Thompson to receive a quote for the cost for the Planning & Zoning board to get shirts, even if they had to pay for them individually. Request to update social media post for new board members.

REPORTS FROM OFFICERS

Planning Department Comments-None

Town Administration Comments - None

Board Member Comments – Drecoxetel Robinson reminded board members of the Black History Festival and Dedication on Saturday 2/21/2026

Chairperson’s Comments – Question regarding Lincoln Ave.

ADJOURNMENT at 6:49 PM

Respectfully submitted,

Melissa Glogowski

Melissa Glogowski, Deputy Town Clerk

APPROVAL DATE: _____

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Meeting Agenda Coversheet

MEETING DATE:	April 16, 2026	Submitted By: Lorraine Peterson- Planning & Zoning		
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>	DISCUSSION & ACTION, ORDINANCE 26-05 706 CITRUS AVENUE FUTURE LAND USE MAP AMENDMENT			
STAFF RECOMMENDATION: (MOTION READY)	I move approval of Ordinance 26-05 , a request by the Town of Dundee to amend the Future Land Use Map for property located in the Town of Dundee from Commercial Industrial Corridor to Medium Density Residential (MDR) on approximately 1.57 +/- acres. The subject property is located east of Highway 27, north of Dundee Road, and on the north side of Citrus Avenue, in the Town of Dundee in Section 29, Township 28, Range 27, further described as parcel 27-28-29-848000-000060.			
SUMMARY and/or JUSTIFICATION:	The Applicant, The Town of Dundee is requesting an amendment/correction to the Future Land Use Map for property located in the Town of Dundee. The current FLU is Commercial/Industrial Corridor with the proposed FLU being Medium Density Residential (MDR) as it would be consistent with the Town of Dundee's Comprehensive Plan, Land development Code and compatible with the surrounding land uses. The proposed site is located on 1.57 +/- acres of land, east of Highway 27, north of Dundee Road, and on the north side of Citrus Avenue, in the Town of Dundee in Section 29, Township 28, Range 27, further described as parcel 27-28-29-848000-000060.			
SELECT, if applicable	AGREEMENT:		BUDGET:	
	STAFF REPORT:	X	PROCLAMATION:	
	EXHIBIT(S):	X	OTHER:	
IDENTIFY EACH ATTACHMENT. <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>	Staff Report Ordinance 26-05 Exhibit A-Legal Description, Existing Future Land Use Map, Proposed Future Land Use Map BIE			
SELECT, if applicable	RESOLUTION: N/A		ORDINANCE: 26-05	

ORDINANCE NO. 26-05

Item 2.

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.)*

AN ORDINANCE 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 COMMERCIAL/INDUSTRIAL CORRIDOR FUTURE LAND USE DESIGNATION ON APPROXIMATELY 1.57 +/- ACRES TO MEDIUM DENSITY RESIDENTIAL (MDR) FUTURE LAND USE DESIGNATION ON APPROXIMATELY 1.57 +/- ACRES; FUTHER DESCRIBED AS PARCEL 272829-848000-000060; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS AND CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

FISCAL IMPACT *(if any):*

This Ordinance will not produce any fiscal impacts to the Town.

\$0.00

ORDINANCE NO. 26-05

AN ORDINANCE 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 COMMERCIAL/INDUSTRIAL CORRIDOR FUTURE LAND USE DESIGNATION ON APPROXIMATELY 1.57 +/- ACRES TO MEDIUM DENSITY RESIDENTIAL (MDR) FUTURE LAND USE DESIGNATION ON APPROXIMATELY 1.57 +/- ACRES; FUTURE DESCRIBED AS PARCEL 272829-848000-000060; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS AND CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Dundee (the "Town") is a Florida municipal corporation vested with home rule authority pursuant to the Municipal Home Rule Powers Act (F.S. Chapter 166) and Article VIII, §2 of the Florida Constitution; and

WHEREAS, pursuant to Section 2(b), Article VIII of the Florida Constitution and Chapter 166, Florida Statutes, the Town is vested with governmental, corporate and proprietary powers to enable it to conduct municipal government, perform municipal functions, and render municipal services, including the general exercise of any power for municipal purposes; and

WHEREAS, Sections 163.3161 through 163.3215, Florida Statutes, the Local Government Comprehensive Planning and Land Development Regulation Act, empowers and mandates the Town of Dundee, Florida, to plan for future development and growth and to adopt and amend comprehensive plans, or elements, or portions thereof, to guide the future growth and development of the Town; and

WHEREAS, the town-initiated request to amend the Future Land Use Designation(s) of Commercial/Industrial Corridor to Medium Density Residential (MDR) on approximately 1.57 +/- acres is consistent with the Future Land Use Element of the 2030 Comprehensive Plan of the Town of Dundee (the "Comprehensive Plan") and provides consistency between the existing land use and the surrounding area; and

WHEREAS, on April 16, 2026, pursuant to Section 163.3184 and Sections 166.041(3)(c)2, Florida Statutes, the Planning and Zoning Board, serving as the Local Planning Agency designated by the Town, and the Town Commission held duly noticed public meetings and hearings on the applicant-initiated amendment to the Town of Dundee 2030 Comprehensive Plan Future Land Use Map, which is legally described in **Composite Exhibit "A"** and attached hereto and made a part hereof by reference; and

WHEREAS, on April 16, 2026, in accordance with the procedures required by Sections 166.041 (3)(c)2, Florida Statutes, and other applicable law, the regulations contained within this Ordinance were considered by the Town's Planning and Zoning

Board, sitting as the Local Planning Agency (LPA) as designated by the Town, and such amendments were recommended to the Town Commission for adoption; and

WHEREAS, pursuant to Section 163.3184, Florida Statutes, the Town Commission held duly noticed public meetings and hearings on **Amendment 26-05**, with due public notice having been provided, to obtain public comment, and considered all written and oral comments received during public hearings, including supporting documents; and

WHEREAS, in exercise of its authority the Town Commission has determined it necessary to adopt this **Amendment 26-05** to the Comprehensive Plan, which map is marked as **Composite Exhibit "A"** and is attached and made a part hereof, to ensure that the Comprehensive Plan is in full compliance with the Laws of the State of Florida; to preserve and enhance present advantages; encourage the most appropriate use of land, water, and resources consistent with the public interest; and deal effectively with future problems that may result from the use and development of land within the corporate limits of the Town of Dundee, Florida; and

WHEREAS, in accordance with the Expedited State Review procedures required by Section 163.3184(3), the Town of Dundee transmitted the proposed amendment and supporting data and analysis to the applicable review agencies; and

WHEREAS, the Town Commission of the Town of Dundee, Florida, finds that the enactment and adoption of this Ordinance No. 26-05 is intended and necessary to enhance the present advantages that exist within the corporate limits of the Town of Dundee, Florida; is consistent with the public interest and preserves, enhances, and encourages the most appropriate use of land; and this Ordinance No. 26-05 is intended to promote, protect, and improve the public health, safety, and general welfare of the citizens and residents of the Town of Dundee, Florida.

NOW, THEREFORE BE IT ENACTED BY THE PEOPLE OF THE TOWN OF DUNDEE, FLORIDA:

Section 1. Incorporation of Recitals. The above-referenced factual recitals (WHEREAS clauses) and referenced exhibits are incorporated herein as true and correct statements which form a factual and material basis for the adoption of this Ordinance, and the Town Commission of the Town of Dundee, Florida, hereby adopts the above-referenced factual recitals as the legislative findings supporting the adoption of this Ordinance.

Section 2. Future Land Use Map. The Town of Dundee 2030 Comprehensive Plan Future Land Use Map is hereby amended to specifically reflect the assignment of the Future Land Use designation of Medium Density Residential (MDR) on the approximately 1.57 +/- acres of land as legally described and depicted in **Composite Exhibit "A"** which is attached hereto and made a part of this Ordinance by reference.

Section 3. Conflicts. All ordinances in conflict herewith are hereby repealed to the extent necessary to give this Ordinance full force and effect, provided however, that nothing herein shall be interpreted so as to repeal any existing ordinance or resolution relating to means of securing compliance with the 2030 Comprehensive Plan of the Town of Dundee, unless such repeal is explicitly set forth herein.

Section 4. Severability. The provisions of this Ordinance are severable. If any section, subsection, sentence, clause, phrase of this Ordinance, or the application thereof shall be held invalid, unenforceable, or unconstitutional by any court, administrative agency, or other body with appropriate jurisdiction, the remaining section, subsection, sentences, clauses, or phrases under application shall not be affected thereby. The Town Commission of the Town of Dundee, Florida, hereby declares that it would have passed this Ordinance, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, and phrases be declared invalid, unenforceable, or unconstitutional, or unenforceable. If any word, sentence, clause, phrase, or provision of this Ordinance for any reason is declared by any court of competent jurisdiction to be invalid, unenforceable, or unconstitutional, then all remaining provisions and portions of this Ordinance shall remain in full force and effect. If any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The Town of Dundee, Florida, by and through its Town Commission, hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

Section 5. Administrative Correction of Scrivener's Errors and Codification. It is the intention of the Town Commission that the provisions of this Ordinance shall become and be made a part of the 2030 Comprehensive Plan of the Town of Dundee, Florida; and that sections of this Ordinance may be renumbered or re-lettered and the word "ordinance" may be changed to, "section", or such other appropriate word or phrase in order to accomplish such intentions; and regardless of whether such inclusion in the 2030 Comprehensive Plan of the Town of Dundee is accomplished, sections of this Ordinance may be renumbered or re lettered and the correction of typographical and/or scrivener's errors which do not affect the intent may be authorized by the Town Manager or his or her designee, without need of public hearing, by filing a corrected or re-codified copy of same with the Town Clerk. A certified copy of this enacting Ordinance and certified copy of the Town of Dundee Future Land Use Map and Comprehensive Plan shall be located in the Office of the Town Clerk of Dundee. The Town Clerk shall also make copies available to the public for a reasonable publication charge.

Section 6. Effective Date. The effective date of this plan amendment, if the amendment is not timely challenged by an affected party, shall be 31 days after adoption. If timely challenged, this amendment shall become effective on the date the state land planning agency or the Administration Commission enters a final order determining this adopted amendment to be in compliance. No development orders, development permits,

or land uses dependent on this amendment may be issued or commence before it has become effective. If a final order of noncompliance is issued by the Administration Commission, this amendment may nevertheless be made effective by adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the state land planning agency.

INTRODUCED AND PASSED, on First Reading and public hearing this ___day of
, 2026.

PASSED AND DULY ADOPTED, on Second Reading with a quorum present and voting, by the Town Commission of Dundee, Florida, this _____ day of ____, 2026.

TOWN OF DUNDEE

MAYOR – Sam Pennant

Attest:

TOWN CLERK – Erica Anderson

Approved as to Form:

TOWN ATTORNEY – Markeishia Smith

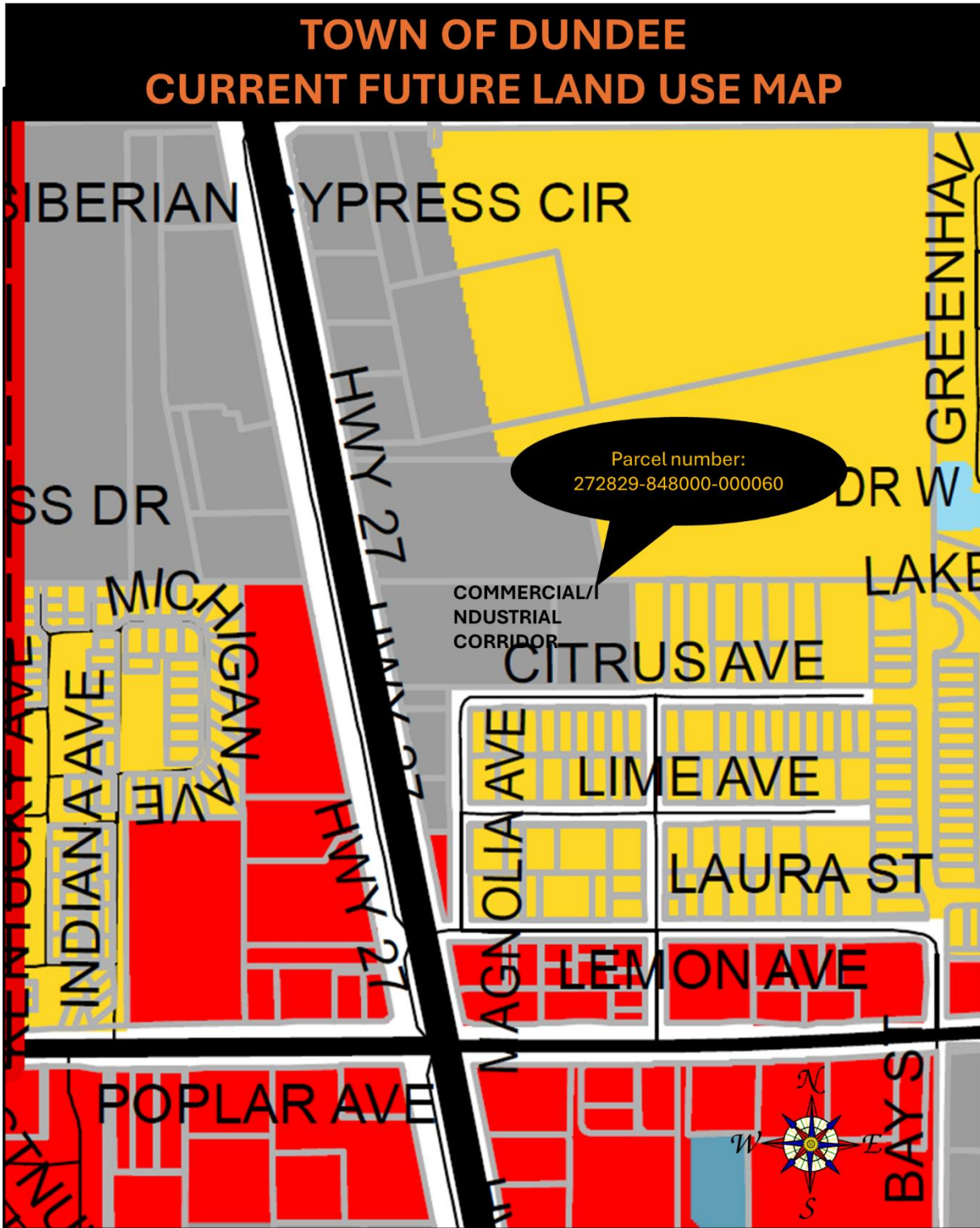
Composite Exhibit "A"
Ordinance No. 26-05
Legal Description
Page 1 of 3

**GARRISON PROPERTY
LEGAL DESCRIPTION
706 CITRUS AVENUE**

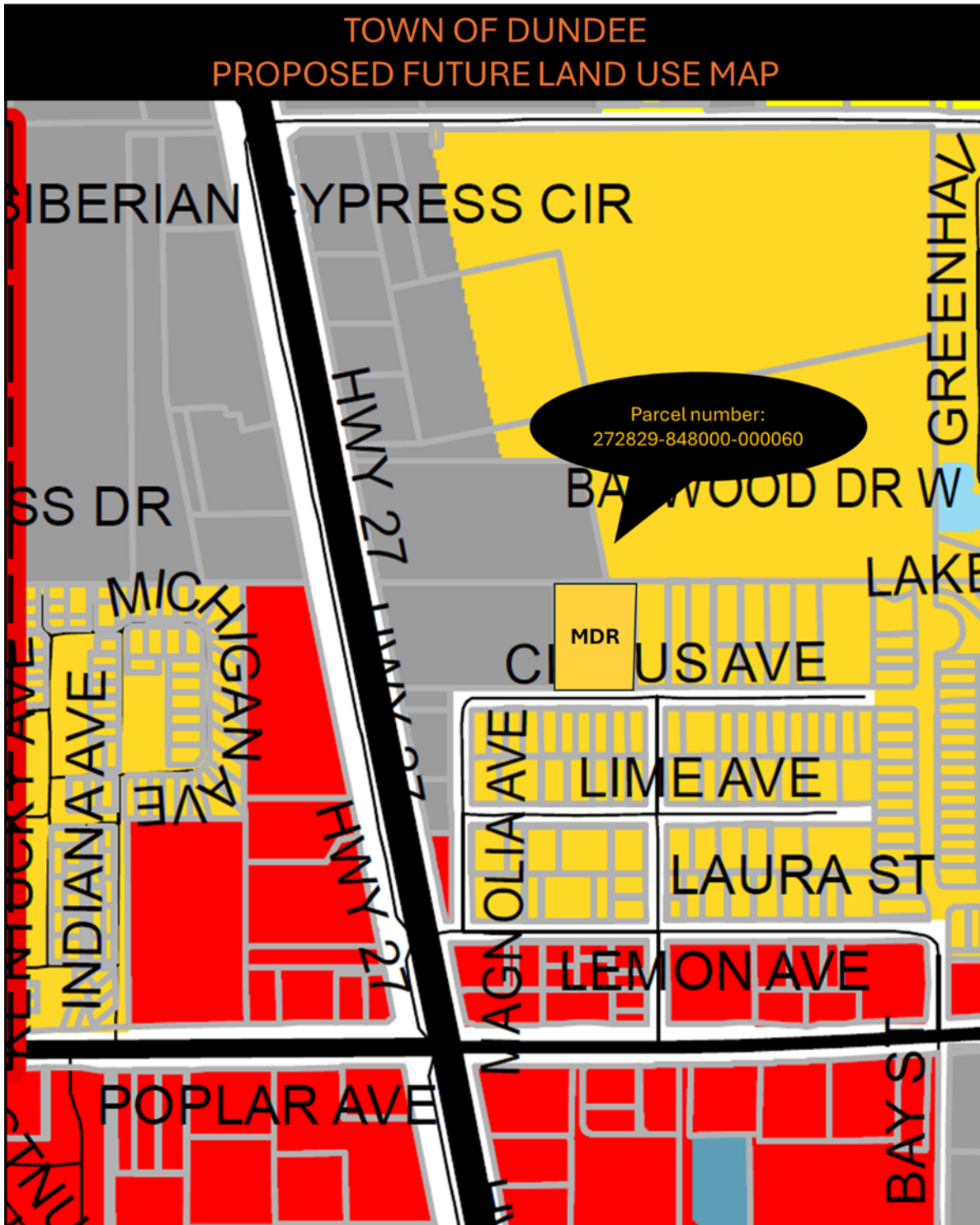
PER OR BK 12649, PAGE 1413

THE WEST ½ OF LOT 6 AND ALL OF LOT 7, SCENIC HEIGHTS ACCORDING TO THE MAP OR PLAT THEREOF,
AS RECORDED IN PLAT BOOK 22, PAGES 21, OF THE PUBLIC RECORDS OF POLK COUNTY, FLORIDA.

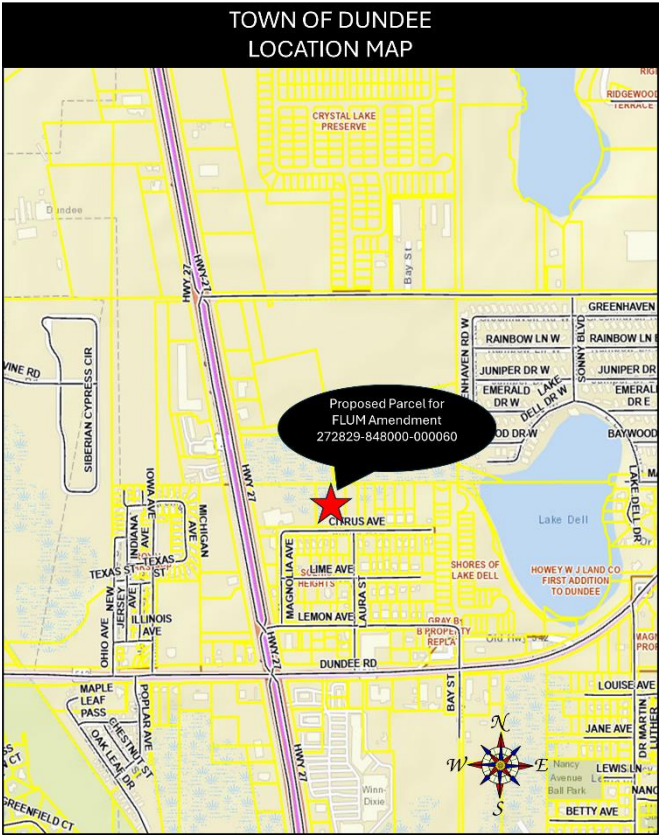

Composite Exhibit "A"
Ordinance No. 26-05
Existing Future Land Use Map
Page 2 of 3



Composite Exhibit "A"
Ordinance No. 26-05
Proposed Future Land Use Map
Page 3 of 3



Town of Dundee Planning and Zoning Board Staff Report 706 Citrus Avenue-Town Initiated Future Land Use Map Amendment

	To: Planning and Zoning Board
	Agenda Date: April 16, 2026
	Department: Planning and Zoning
	Discussion Topic: Future Land Use Map Amendment change from Commercial/Industrial Corridor to Medium Density Residential
	Applicant: Town of Dundee
	Property Owner: Garrison Joseph L Revocable Trust Agreement
	Planning & Zoning Board Recommendation: Pending Hearing
	Town Commission Transmittal Hearing: Pending Hearing
Town Commission Adoption Hearing: Pending Hearing	
DEO Comments: Pending	
Prepared By: Lorraine Peterson, Development Director	
	

SITE LOCATION

The proposed site is located on 1.57 +/- acres of land, east of Highway 27, north of Dundee Road, and on the north side of Citrus Avenue, in the Town of Dundee in Section 29, Township 28, Range 27, further described as parcel 27-28-29-848000-000060.

BACKGROUND

The Applicant, The Town of Dundee is requesting an amendment/correction to the Future Land Use Map for property located in the Town of Dundee. The current FLU is Commercial/Industrial Corridor with the proposed FLU being Medium Density Residential (MDR) as it would be consistent with the Town of Dundee’s Comprehensive Plan, Land Development Code and compatible with the surrounding land uses.

Town of Dundee Planning and Zoning Board Staff Report 706 Citrus Avenue-Town Initiated Future Land Use Map Amendment

PROPOSED FUTURE LAND USE MAP AMENDMENT

Policy 2.4: Medium Density Residential

The primary function of the Medium Density Residential classification is to accommodate medium density residential development. Permitted uses include duplexes, townhouses, apartments, condominiums, mobile home parks or subdivisions, and single-family houses. The maximum density is 12.0 residential dwelling units per acre.

**Table 1:
 Density/Intensity Information**

	Existing FLU: Commercial/Industrial Corridor (1.57 +/- acres)	Proposed FLU: MDR (1.57 +/- acres)
Density/Intensity	Commercial Industrial Corridor 9.99 DU/acre	Medium Density Residential: 12.0 DU/acre
Density Potential	9.99 DU	12.0 DU
Difference	Increase of 1.99 DU	

ANALYSIS

This section of the staff report includes data on the surrounding uses, infrastructure conditions, environmental conditions, and related Comprehensive Plan policies and Land Development Code regulations.

2.02.02.05. RTF Two-Family Residential.

(A) *FLUM designation:* Medium-density residential or downtown transitional.

(B) *Purpose:* The purpose of the RTF two-family residential zoning district shall be to locate and establish areas within the Town of Dundee which are deemed to be suited for the development and maintenance of medium-density residential living of an urban character; to designate those uses and services appropriate and proper for location and development within said zoning district; and to establish such development standards and provisions as are appropriate to ensure proper development in a medium-density residential environment. It is intended that the maximum residential density within any portion of the district shall be nine dwelling units per net acre of land.

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Future Land Use Map Amendment**

- (C) *Permitted principal uses and structures:* The following principal uses and structures are permitted:
- (1) Citrus grove, crop raising, horticulture, including noncommercial greenhouses (but excluding the care and handling of animals and/or fowl); and including a residence occupied only by the owner or tenant and his immediate family;
 - (2) Park or playground, or other recreational or cultural facility (public);
 - (3) Public administrative or safety facility, including a police or fire station;
 - (4) School (public), kindergarten and grades 1 through 12;
 - (5) Single-family dwelling;
 - (6) Two-family dwelling.
- (D) *Accessory uses:* As set forth in section 2.01.02.
- (E) *Special exception uses:* The following uses may be permitted only following the review and specific approval as set forth in section 7.05.00:
- (1) Church or other place of worship, including related educational and training facilities;
 - (2) College or technical school;
 - (3) Day care center;
 - (4) Golf course (not including miniature golf course) and country club;
 - (5) Public utility or maintenance facility, including water pumping plant and/or storage tank, reservoir, electrical transmission lines and substations;
 - (6) Recreational facility (private or nonprofit);
 - (7) School (private or parochial) offering a curriculum substantially equivalent to that of a public school, with comparable grades and meeting the requirements of the state board of education;
 - (8) Townhouse, subject to special provisions of section 3.07.00.
- (F) *Minimum lot requirements:*
- (1) *Single-family dwelling:* 6,000 square feet and width of 50 feet;
 - (2) *Townhouse dwelling complex:* 43,560 square feet;
 - (3) *Two-family dwelling:* 9,000 square feet and width of 75 feet;

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- (4) *All other use:* 12,000 square feet and width of 100 feet.
- (G) *Maximum building coverage:* 35 percent, unless otherwise provided by this ordinance.
- (H) *Maximum building height:* 35 feet.
- (I) *Minimum floor area:*
 - (1) *Single-family dwelling:* See table of development standards.
 - (2) *Townhouse dwelling:* See table of development standards.
 - (3) *Two-family dwelling:* See table of development standards.
- (J) *Minimum yard requirements:*
 - (1) *Front yard:* 25 feet, unless otherwise provided by this ordinance.
 - (2) *Side yard:*
 - a. *Two-family dwelling:* Nine feet;
 - b. *All other uses:* Seven feet, unless otherwise provided by this ordinance.
 - (3) *Rear yard:* 25 feet, unless otherwise provided by this ordinance.
 - (4) *Buffering:* Where applicable, buffering shall be provided in accordance with the provisions of section 2.03.00.
- (K) *Other requirements:*
 - Off-street parking and service requirements:* As set forth in section 3.03.00.

Town of Dundee Planning and Zoning Board Staff Report 706 Citrus Avenue-Town Initiated Future Land Use Map Amendment

Surrounding Uses

Table 1 lists the Future Land Uses (FLU) for the surrounding areas adjacent to the subject site.

Table 1: Surrounding Uses

Northwest Dundee Retail FLU-Commercial/Industrial Corridor Zoning- Highway Commercial	North Dundee Vacant Land FLU-Commercial/Industrial Corridor & MDR Zoning-CH &AL	Northeast Dundee Vacant Land FLU-MDR Zoning-AL
West Dundee Retail FLU-Commercial/Industrial Corridor Zoning-Highway Commercial	Subject Site Vacant Farmland Current FLU- Commercial/Industrial Corridor Current Zoning- RTF Proposed FLU-MDR Proposed Zoning-RTF	East Dundee Residential FLU-MDR Zoning-RTF
Southwest Dundee Residential FLU-MDR Zoning-RTF	South Dundee Residential FLUM-MDR Zoning-RTF	Southeast Dundee Residential FLU-MDR Zoning-RTF

Sources: Polk County Property Appraiser, Polk County Geographical Information System, and site visit by staff

Potable Water and Sanitary Sewer

Potable water and Sanitary sewer lines are not yet located in the area. An interlocal agreement with the city of Winter Haven for potable water and wastewater has been agreed upon, the agreement can be found as an attachment in this staff report.

Solid Waste

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

Town of Dundee

Planning and Zoning Board Staff Report

706 Citrus Avenue-Town Initiated Future Land Use Map Amendment

county, including Dundee, to dispose of household garbage for approximately 65 years.

Roads

The proposed project is infill and driveways and roads are already established.

Recreation

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

Environmental Impacts

According to the Fish and Wildlife Service (FWS), the sand skink (endangered species) is endemic to the sandy ridges of central Florida, occurring in Highlands, Lake, Marion, Orange, Osceola, Polk, and Putnam counties. The proposed site is in an area identified as potential habitat for the Gopher Turtles, Sand Skinks and threatened species, if the proposed project continues through to site development plan or subdivision review approval stages, specific environmental studies will be completed, and requirements will be addressed.

School Impacts

A binding school concurrency determination letter dated February 06, 2026 was received by the Town. The letter states there is available capacity at the zoned elementary and middle schools and capacity for high school at an adjacent zone school. School concurrency letters are valid for 18 months.

CONSISTENCY WITH THE COMPREHENSIVE PLAN

The following Town of Dundee Comprehensive Plan policies are relevant to the proposed request. The policy is provided with an analysis of how the request may or may not be consistent with the Town's Comprehensive Plan. The request is consistent with the Comprehensive Plan.

Town of Dundee
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 706 Citrus Avenue-Town Initiated
 Future Land Use Map Amendment

Table 2: Consistency with the Comprehensive Plan

Comprehensive Plan Policy	Analysis
<p>FLU Policy 5.1: Direct higher densities and intensity of use to areas where public facilities and services are available or are projected to be available. Limit the density and intensity of use in areas where public facilities and services are not available.</p>	<p>This is infill and there was a structure on this property at a prior date, so public facilities and services are available.</p>
<p>FLU Policy 5.2: Ensure that development orders or permits for future development and redevelopment are issued only if the public facilities and services necessary to meet the adopted level of service standards are available concurrent with the impacts of the development as established within all Elements of the Town of Dundee Comprehensive Plan, including the level of service standards listed within the following Elements:</p> <ol style="list-style-type: none"> 1. Infrastructure Element 2. Transportation Element 3. Capital Improvements Element 4. Public School Facilities Element 	<p>The proposed impacts of the potential Future Land Use map amendment can be facilitated.</p>
<p>FLU Policy 6.1: Locate Future Land Uses at densities and intensities that will reduce greenhouse gas emissions while encouraging energy efficiency and will discourage urban sprawl and leap-frog development that unduly depletes the physical, social, and fiscal resources of the Town.</p>	<p>The property is located within an existing residential development. This is considered infill.</p>
<p>CIE Policy 2.3: At the time a development permit is issued, adequate facility capacity is available or will be available when needed to serve the development.</p>	<p>Adequate public facilities will be available at the time of final approval.</p>

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706 Citrus Avenue-Town Initiated Future Land Use Map Amendment

<p>PSFE Policy 2.4.1: Final subdivision and site plan approvals for residential development shall be conditioned upon the availability of adequate school capacity as per the adopted level of service standards (LOS) of this element and as required by Section 163.3180(13) F.S.</p>	<p>The School Board will review any proposed projects for concurrency determination during the subdivision review process.</p>
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DEVELOPMENT REVIEW COMMITTEE

As required by Section 7.02.03.01 (c) of the LDC, DRC members have reviewed the Future Land Use Map Amendment for Hunter Engineering, LLC with specific regard to the codes and ordinances of the Town of Dundee and have given their approval.

DRC Team:

- TOD Fire Chief- Chief Joseph Carbon
- TOD Public Works Director-Johnathan Vice
- TOD Utilities Director-Tracy Mercer
- TOD Utilities Supervisor- Raymond Morales
- TOD Development Director-Lorraine Peterson
- TOD Consulting Engineering Firm- Rayl Engineering and Surveying, LLC
- TOD Consulting Attorney- The Law Offices of Markeishia L. Smith, P.A.

MOTION OPTIONS:

1. I move **approval of Ordinance 26-05**, a request by the Town of Dundee to amend the Future Land Use Map for property located in the Town of Dundee from Commercial Industrial Corridor to Medium Density Residential (MDR) on approximately 1.57 +/- acres. The subject property is located east of Highway 27, north of Dundee Road, and on the north side of Citrus Avenue, in the Town of Dundee in Section 29, Township 28, Range 27, further described as parcel 27-28-29-848000-000060.

2. I move **approval with changes of Ordinance 26-05**, a request by the Town of Dundee to amend the Future Land Use Map for property located in the Town of Dundee from Commercial Industrial Corridor to Medium Density Residential (MDR) on approximately 1.57 +/- acres. The subject property is located east of Highway 27, north of Dundee

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706 Citrus Avenue-Town Initiated
Future Land Use Map Amendment

Road, and on the north side of Citrus Avenue, in the Town of Dundee in Section 29, Township 28, Range 27, further described as parcel 27-28-29-848000-000060.

3. I move **denial of Ordinance 26-05**, a request by the Town of Dundee to amend the Future Land Use Map for property located in the Town of Dundee from Commercial Industrial Corridor to Medium Density Residential (MDR) on approximately 1.57 +/- acres. The subject property is located east of Highway 27, north of Dundee Road, and on the north side of Citrus Avenue, in the Town of Dundee in Section 29, Township 28, Range 27, further described as parcel 27-28-29-848000-000060.

Attachments: Legal Descriptions

Location Map

Aerial Map

Existing Future Land Use Map

Proposed Future Land Use Map

Town of Dundee
Planning and Zoning Board Staff Report
706 Citrus Avenue-Town Initiated
Future Land Use Map Amendment

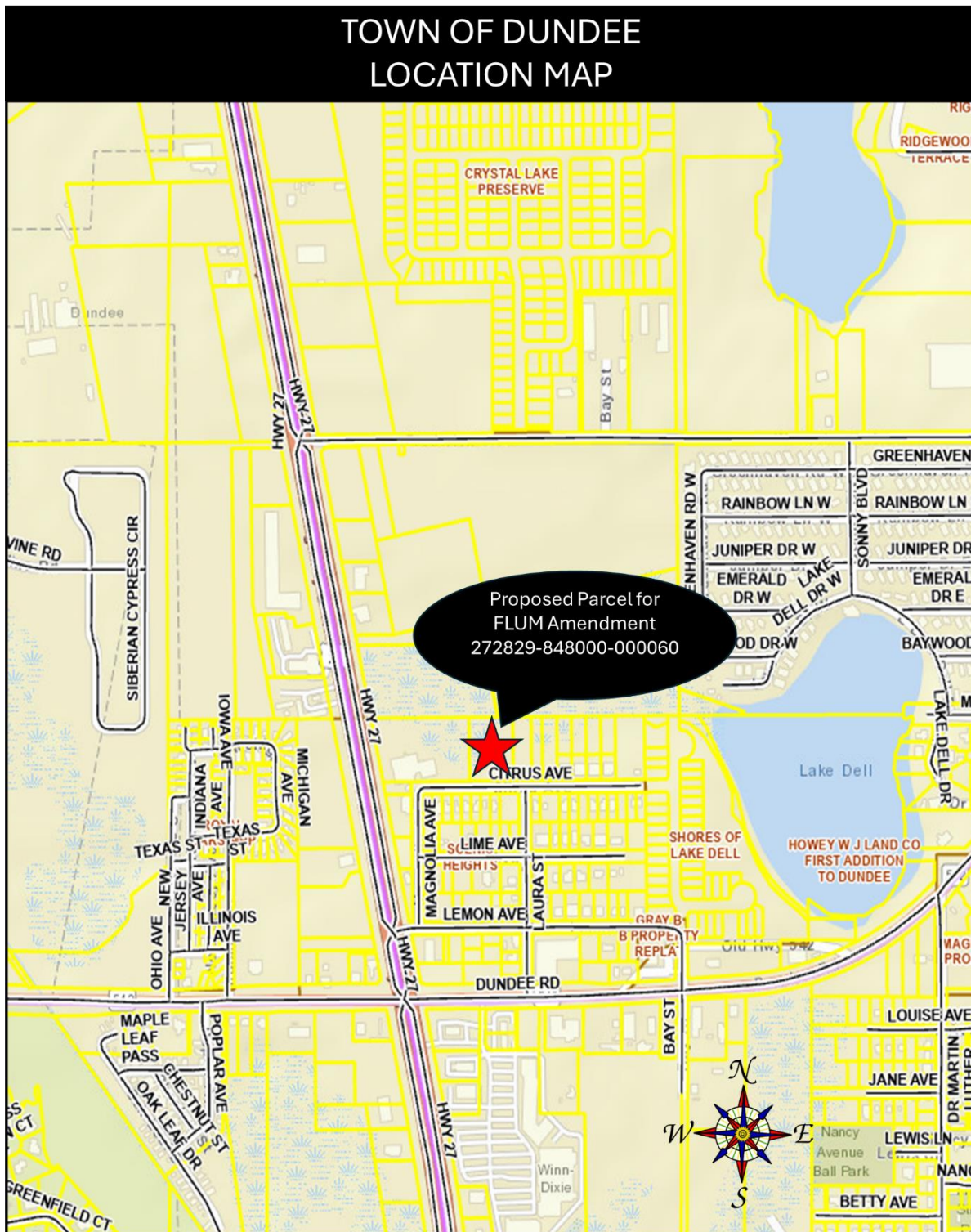
GARRISON PROPERTY
LEGAL DESCRIPTION
706 CITRUS AVENUE

PER OR BK 12649, PAGE 1413

THE WEST ½ OF LOT 6 AND ALL OF LOT 7, SCENIC HEIGHTS ACCORDING TO THE MAP OR PLAT THEREOF,
AS RECORDED IN PLAT BOOK 22, PAGES 21, OF THE PUBLIC RECORDS OF POLK COUNTY, FLORIDA.

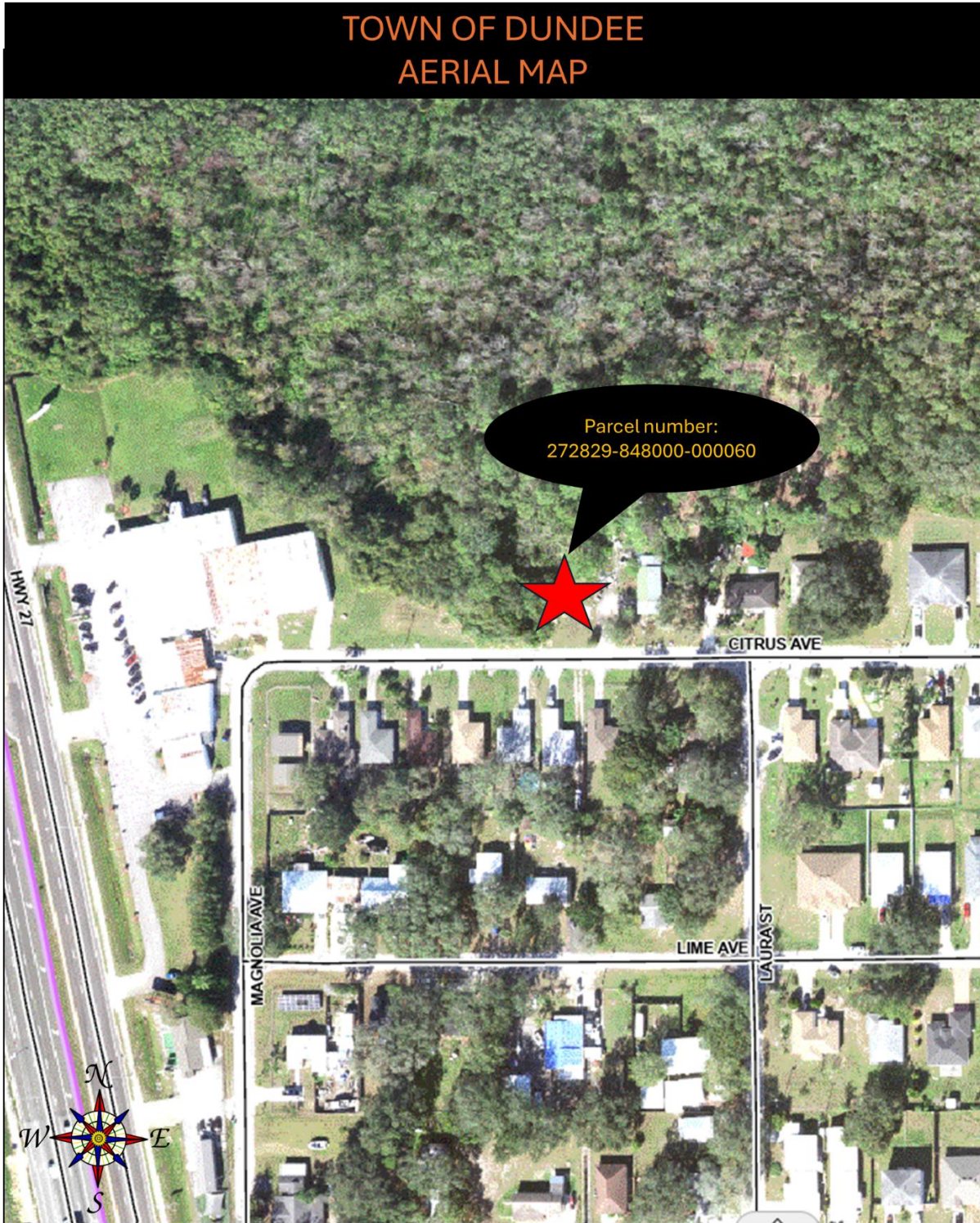
Legal Description

Town of Dundee Planning and Zoning Board Staff Report 706 Citrus Avenue-Town Initiated Future Land Use Map Amendment



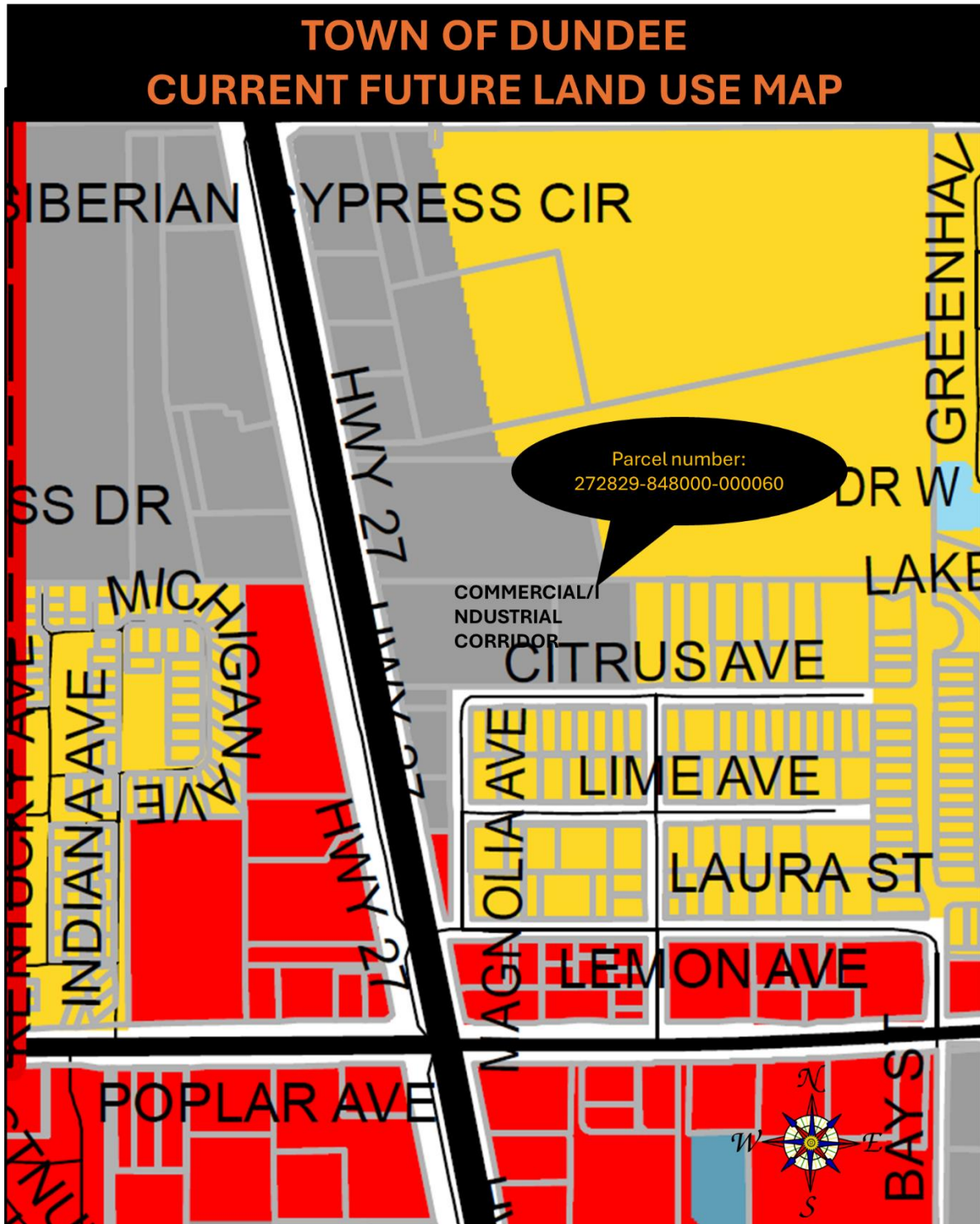
Location Map

Town of Dundee
Planning and Zoning Board Staff Report
706 Citrus Avenue-Town Initiated
Future Land Use Map Amendment



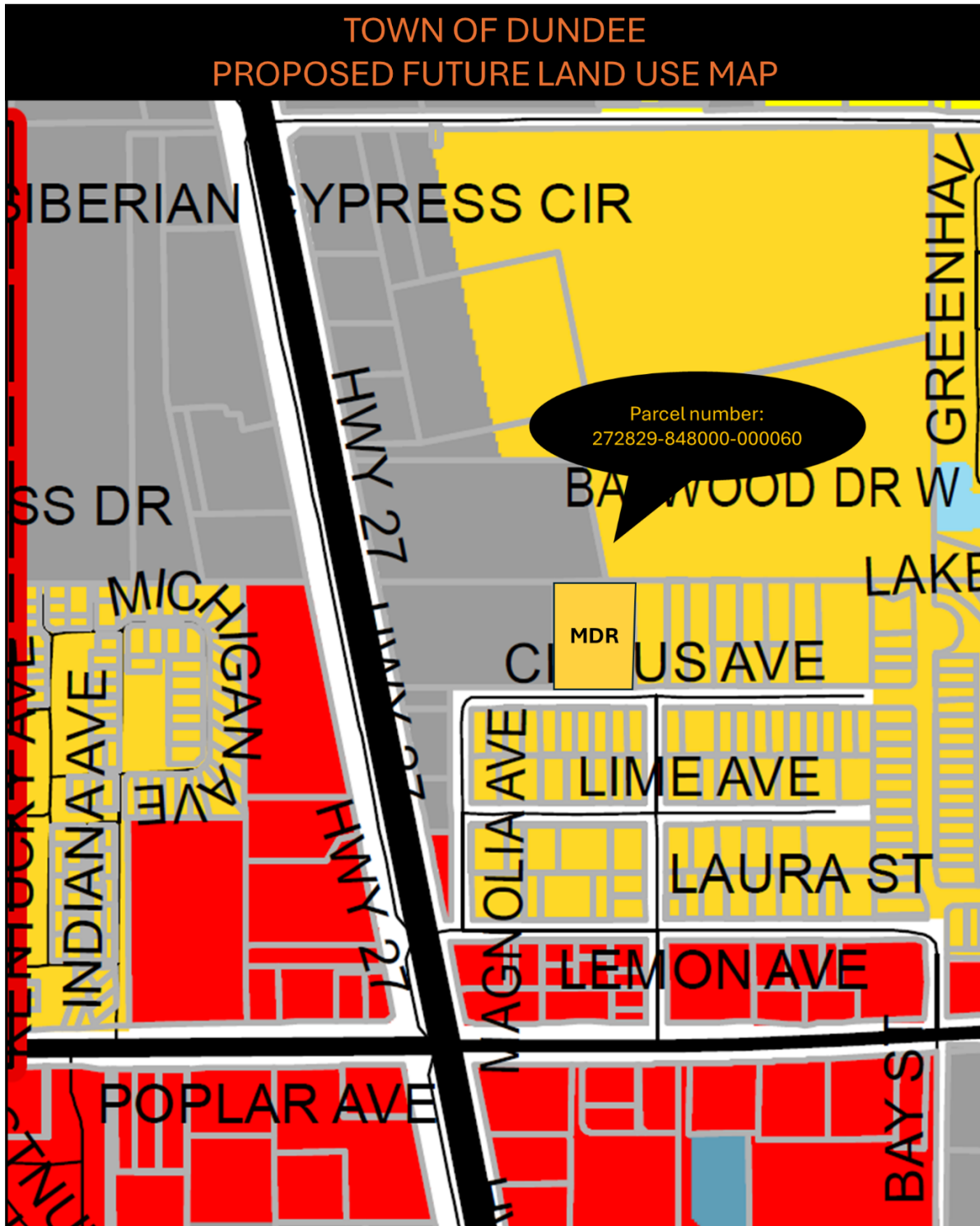
Aerial Map Context

Town of Dundee
Planning and Zoning Board Staff Report
706 Citrus Avenue-Town Initiated
Future Land Use Map Amendment



Existing FLUM Map

Town of Dundee
Planning and Zoning Board Staff Report
706 Citrus Avenue-Town Initiated
Future Land Use Map Amendment



Proposed Future Land Use Map

Town of Dundee, Florida
Business Impact Estimate
§166.041(4), Fla. Stat. (2024)

On October 1, 2023, Senate Bill 170 (“SB 170”), *Chapter 2023-309, Laws of Florida*, was enacted amending Section 166.041, Florida Statutes, requiring a local government to prepare a *business impact estimate* before the enactment of an ordinance.

On October 1, 2024, Senate Bill 1628 (“SB 1628”), as codified under *Chapter 2024-145, Laws of Florida*, becomes effective and further amends Section 166.041, Fla. Stat. (2023).

This *Town of Dundee Business Impact Estimate* (“BIE”) is provided in accordance with Section 166.041(4), Florida Statutes (2024); and Section 166.041(a) of the Florida Statutes states, in pertinent part, as follows:

Before the enactment of a proposed ordinance, the governing body of a municipality shall prepare or cause to be prepared a *business impact estimate* in accordance with this subsection. The *business impact estimate* **must be** posted on the municipality’s website *no later than the date the notice of proposed enactment is published pursuant to paragraph (3)(a)¹* and must include all of the following:

1. A summary of the Ordinance, including a statement of the *public purpose* to be served by the Ordinance, such as serving the public health, safety, morals, and welfare of the *Town of Dundee, Florida*.
2. An *estimate of the direct economic impact* of the Ordinance on *private, for-profit businesses in the Town of Dundee, Florida*, including the following, if any:
 - a. An estimate of *direct compliance costs* that businesses may reasonably incur if the Ordinance is enacted;
 - b. Identification of any *new charge or fee on businesses* subject to the Ordinance, or for which businesses will be financially responsible; and
 - c. An *estimate of the municipality’s regulatory costs*, including an estimate of revenues from any new charges or fees that will be imposed on businesses to cover such costs.
3. A *good faith estimate* of the number of businesses likely to be impacted by the Ordinance.
4. Any additional information the *Town Commission of the Town of Dundee* determines may be useful.

If one (1) or more boxes are checked below, this means the *Town of Dundee* is of the view that a *business impact estimate* is not required pursuant to applicable Florida law; however, the *Town of Dundee* is,

¹ Ordinances that change the actual list of permitted, conditional, or prohibited uses within a zoning category, or ordinances initiated by the municipality that change the actual zoning map designation of a parcel or parcels of land shall be enacted pursuant to §166.041(3)(c), Fla. Stat. (2024).

Town of Dundee, Florida
Ordinance No. 26-05
706 Citrus Future Land Use Map Amendment

nevertheless, providing this BIE to avoid any procedural issue(s) that may impact the enactment of *Town of Dundee Ordinance No. 26-05* (hereafter the “Ordinance”).

This BIE may be revised following its initial posting.

- The Ordinance is required for compliance with Federal or State law or regulation;
- The Ordinance relates to the issuance or refinancing of debt;
- The Ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- The 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 *Town of Dundee, Florida*;
- The Ordinance is an emergency ordinance;
- The Ordinance relates to procurement; or
- The Ordinance is enacted to implement the following:
 - a. *Development orders and development permits*, as those terms are defined in §163.3164, *Florida Statutes (2024)*, and *development agreements*, as authorized by the Florida Local Government Development Agreement Act under §§ 163.3220 – 163.3243, *Florida Statutes (2024)*;
 - b. Comprehensive plan amendments and land development regulation amendments *initiated by an application by a private party other than the municipality*;
 - b. §§ 190.005 and 190.046, *Florida Statutes (2024)*;
 - c. §553.73, *Florida Statutes (2024)*, relating to the Florida Building Code; or
 - d. §633.202, *Florida Statutes (2024)*, relating to the Florida Fire Prevention Code.

Notwithstanding the identified and noted exemption(s) above, if applicable, pursuant to the provisions of §166.041(4), *Florida Statutes (2024)*, and applicable Florida law, the *Town of Dundee* hereby publishes the following information:

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

AN ORDINANCE 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 COMMERCIAL/INDUSTRIAL CORRIDOR FUTURE LAND USE DESIGNATION ON APPROXIMATELY 1.57 +/- ACRES TO MEDIUM DENSITY RESIDENTIAL (MDR) FUTURE LAND USE DESIGNATION ON APPROXIMATELY 1.57 +/-

ACRES; FUTURE DESCRIBED AS PARCEL 272829-848000-000060; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS AND CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

The purpose is to:

Take the current future land use map from Commercial/Industrial Corridor to Moderate Density Residential (MDR) to keep in line with the Town of Dundee Comprehensive Plan and Land Development Code.

2. An estimate of the direct economic impact of the Ordinance on private, for-profit businesses in the *Town of Dundee, Florida*, if any:

This ordinance pertains to a town initiated future land use map amendment and does not impose any operational or financial requirements on other private businesses.

Estimated Impact:

- Direct Costs to Businesses: \$0
- Indirect Costs to Businesses: \$0
- New Fees or Charges: None
- Compliance Requirements: None

No private businesses will be required to take any action, submit documentation, or alter operations as a result of this ordinance.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed *Town of Dundee Ordinance No. 26-05*:

Estimated number of impacted businesses: 0

There are no anticipated impacts on any for-profit businesses operating within the Town of Dundee or its service area.

4. Additional information the *Town Commission of the Town of Dundee* deems useful (if any):

None currently.