



PLANNING AND ZONING BOARD MEETING AGENDA

November 20, 2025 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. October 16, 2025, Planning & Zoning Meeting**

PUBLIC HEARINGS

DISCUSSION ITEMS

- 2. DISCUSSION & ACTION, APPOINTMENT OF CHAIRPERSON & VICE-CHAIRPERSON**
- 3. DISCUSSION & ACTION, RIGHT-OF-WAY VACATION FOR THE SOUTHERN PORTION OF HILLCREST AVENUE (30' WIDE)**
- 4. DISCUSSION & ACTION, WATER ALLOCATION - ERU/ERC CHANGE.**
- 5. DISCUSSION, CONTINUATION OF LAND USE TABLE CHANGES**

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

October 16, 2025, at 5:30 PM

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

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

CALL TO ORDER by Michelle Thompson at 5:35 P.M.

PLEDGE OF ALLEGIANCE led by Michelle Thompson

ROLL CALL given by Deputy Town Clerk Melissa Glogowski

PRESENT

Julia Hunt

Michelle Thompson

Dretextel Robinson

ABSENT

Jeff Gunter

David Joubert

Clerk Glogowski informed the Board that she had received communication from Board Members Joubert and Guenter, that he had resigned from the Board due to work conflicts.

Motion to approve the resignation of Board Member Jeffery Guenter made by member Thompson.

Motion Seconded by member Hunt.

Voting in favor: Hunt, Robinson, Thompson

The motion passed unanimously

David Joubert arrived for the meeting at 5:40p.m.

DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR

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

Board member Thompson open the floor for public comments, being none, the floor was closed.

APPROVAL OF MINUTES

1. September 25, 2025, P&Z Minutes

Motion to approve the minutes from the September 25, 2025 Planning & Zoning meeting made by member Thompson.

Motion Seconded by member Robinson.

Voting in favor: Hunt, Joubert, Robinson, Thompson

The motion passed unanimously

PUBLIC HEARINGS

2. LAND USE TABLE CHANGES

Development Services Director Peterson continued the presentation of possible updates to the Land Use Table classifications that was previously discussed at the September meeting. Will continue to review and discuss at the next meeting.

Discussion was had regarding advertising the open position on the board.

Motion to approve advertising the open spot on the P&Z Board and accepting applications 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

Town Attorney Comments

Board Member Comments

Chairperson Comments

ADJOURNMENT at 6:00 PM

Respectfully submitted,

Melissa Glogowski, Deputy Town Clerk

APPROVAL DATE:

PUBLIC NOTICE: Please be advised that if you desire to appeal 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

NOVEMBER 20, 2025 at 5:30 PM

Item 2.

AGENDA ITEM TITLE: DISCUSSION & ACTION, APPOINTMENT OF CHAIRPERSON & VICE-CHAIRPERSON

SUBJECT: The Planning and Zoning Board will consider and appoint a new Chairperson & Vice-Chairperson.

STAFF ANALYSIS: Section 8.02.01.01(6) of the Land Development Regulations states:

“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. With the resignation of Chairman Jeffery Guenter at the October meeting, it is necessary for the Board to elect a new chairperson and Vice-Chairperson at this meeting.

FISCAL IMPACT: No Fiscal Impact

STAFF RECOMMENDATION: Staff recommends a Chairman and Vice-Chairman be appointed in keeping with Section 8.02.01.01 (6)

ATTACHMENTS: Section 8.02.01 – Planning & Zoning Board

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.

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.

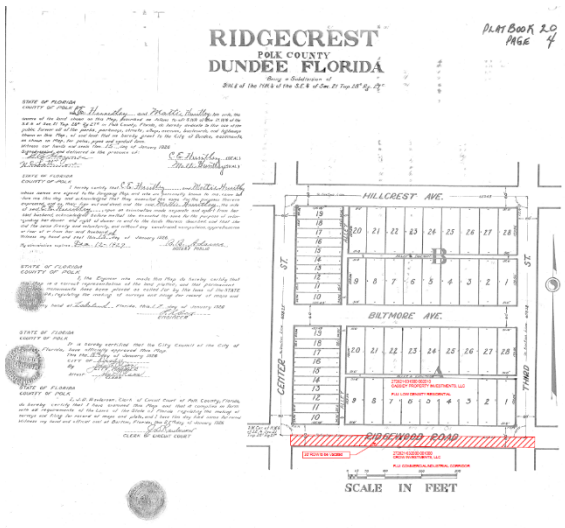

(Ord. No. 04-16, § 1(Exh. A), 4-13-04; Ord. No. 05-82, §§ 1, 2, 9-13-05; Ord. No. 12-12, § 1, 2-14-12)



PLANNING AND ZONING BOARD MEETING

NOVEMBER 20, 2025, at 5:30 PM

AGENDA ITEM TITLE:	Right-of-Way Vacation for the southern portion of Hillcrest Avenue (30' wide).
SUBJECT:	The Planning and Zoning Board will consider recommending approval of the southern portion of a 30' wide rights-of-way located on Hillcrest Avenue. The northern portion of Hillcrest Avenue. was vacated via Resolution 25-20 on June 10, 2025.
STAFF ANALYSIS:	This is an applicant-initiated request for approval of a right-of- way vacation of a portion of Hillcrest Avenue.
FISCAL IMPACT:	No Fiscal Impact
STAFF RECOMMENDATION:	Staff recommends approval
ATTACHMENTS:	Staff Report Maps Resolution 25-40

	<p>To: Planning and Zoning Board</p> <p>Agenda Date: November 20, 2025</p> <p>Department: Planning and Zoning</p> <p>Discussion Topic: Vacation of Right-of-Way</p> <p>Requested Action: A recommendation to Town Commission- Vacation of Right-of-Way for portions of Hillcrest Avenue -Resolution 25-40</p> <p>Prepared By: Lorraine Peterson, Development Director</p> 
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REQUEST:

A request to vacate portions of specific open, unpaved, and unimproved portions of Camp Endeavor Blvd. and an Unnamed Road as depicted in plat book 20, page 4 of the public records of Polk County, Florida, that lies along the above-described corridor. That part of Section 21, Township 28 South, Range 27 East, Polk County Florida.

PROPERTY INFORMATION

<p>LEGAL DESCRIPTION NOTES</p> <ul style="list-style-type: none"> THE BEARINGS SHOWN HEREON ARE BASED ON THE WEST BOUNDARY OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SAID SECTION 21, TOWNSHIP 28 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA, HAVING A GRID BEARING OF S-00°15'22"-E. THE GRID BEARINGS SHOWN HEREON REFER TO THE STATE PLANE COORDINATE SYSTEM, NORTH AMERICAN DATUM OF 1983 (NAD 83-2007 ADJUSTMENT) FOR THE WEST ZONE OF FLORIDA. EXHIBIT A, THE LEGAL DESCRIPTION AND SKETCH TO ACCOMPANY LEGAL DESCRIPTION - CONSISTS OF TWO (2) PAGES, AND IS NOT COMPLETE WITHOUT ALL PAGES. 	
<p>HILLCREST AVENUE RIGHT OF WAY VACATION LEGAL DESCRIPTION</p> <p>THAT PART OF "RIDGECREST", ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 20, PAGE 4 OF THE PUBLIC RECORDS OF POLK COUNTY, FLORIDA, BEING DESCRIBED AS:</p> <p>COMMENCE AT THE CENTER OF SECTION 21, TOWNSHIP 28 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA, AND RUN THENCE ALONG THE WEST LINE OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SAID SECTION 21, S-00°15'22"-E, 667.84 FEET TO THE SOUTHWEST CORNER THEREOF, SAID POINT ALSO BEING THE NORTHWEST CORNER OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SAID SECTION 21, THENCE DEPARTING SAID WEST LINE, AND ALONG THE NORTH LINE OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SAID SECTION 21, RUN N-89°42'55"-E, 30.00 FEET TO A POINT ON THE EAST RIGHT-OF-WAY OF CENTER STREET (STATE ROAD 17), SAID POINT IS ALSO THE POINT OF BEGINNING; THENCE DEPARTING SAID EAST RIGHT-OF-WAY, CONTINUE ALONG THE NORTH LINE OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SAID SECTION 21, AND CONTINUING N-89°42'55"-E, 631.06 FEET TO THE NORTHEAST CORNER OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SAID SECTION 21, THENCE ALONG THE EAST LINE THEREOF, S-00°15'22"-E, 667.84 FEET TO A POINT ON THE EASTERLY PROJECTION OF THE SOUTH RIGHT-OF-WAY OF HILLCREST AVENUE, THENCE ALONG SAID EASTERLY PROJECTION, AND ALONG SAID SOUTH RIGHT-OF-WAY, S-89°42'55"-W, 631.07 FEET TO A POINT ON THE EAST RIGHT-OF-WAY OF SAID CENTER STREET (STATE ROAD 17), THENCE ALONG SAID EAST RIGHT-OF-WAY, N-00°15'22"-W, 30.00 FEET TO THE POINT OF BEGINNING.</p> <p>CONTAINING 18,932 SQUARE FEET, 0.435 ACRE, MORE OR LESS.</p>	
<p>QUIDDITY ENGINEERING</p> <p>Quiddity Engineering, LLC 1101 South Florida Ave. Suite 100, Lakeland, FL 34001 888.998.0900 Certificate of Professional Engineer: 10088 www.quiddity.com</p>	<p>EXHIBIT A HILLCREST AVENUE ROW VACATION LEGAL DESCRIPTION (PLAT A SURVEY)</p> <p>EXHIBIT A CONSISTS OF TWO (2) PAGES, AND IS NOT COMPLETE WITHOUT ALL PAGES.</p> <p>PAGE 1 OF 2</p>

Surrounding Property Information

<u>Northwest:</u> Lake Hamilton	<u>North:</u> Lake Hamilton	<u>Northeast:</u> Lake Hamilton
<u>West:</u> FLU: Commercial/Industrial Corridor ZON: Industrial Existing Uses: Residential and Businesses	<u>Subject Parcel</u> Low Density Residential (LDR) Single Family Residential-3 (RSF-3)	<u>East:</u> FLU: LDR ZON: RSF-3 Existing Uses: Vacant Land
<u>Southwest:</u> FLU: LDR & Conservation ZON: IL Existing Uses: Residential	<u>South:</u> FLU: Commercial/Industrial Corridor ZON: AL Existing Uses: auto shops with bays, truck parking	<u>Southeast:</u> FLU: LDR ZON: RSF-3 Existing Uses: Agricultural Lands-Citrus

FINDINGS OF FACT:

The Petition for Right-of-Way Vacation is to be reviewed by the Town Staff, Planning and Zoning Board and Town Commission consistent with the requirements of the Town of Dundee, regarding the vacation of streets, alleys, and public ways.

Below are staff findings of fact determined during review of the petition.

- The applicant has submitted a completed application.
- Staff sent out notices to surrounding property owners within 300' by certified mail.
- The right-of-way is unopen, unpaved, unimproved portions of road depicted in plat book 20, page 4 of public records of Polk County, Florida, that lies along Hillcrest Ave. in Section 21, Township 28 South, Range 27 East, Polk County Florida.

PLANNING AND ZONING BOARD ACTION:

Consistent with the requirement of the Town of Dundee regarding vacating streets, alleys, and public ways, the Town administration is forwarding this Petition for Right-of-Way Vacation to the Town of Dundee Planning and Zoning Board for Review and Comment.

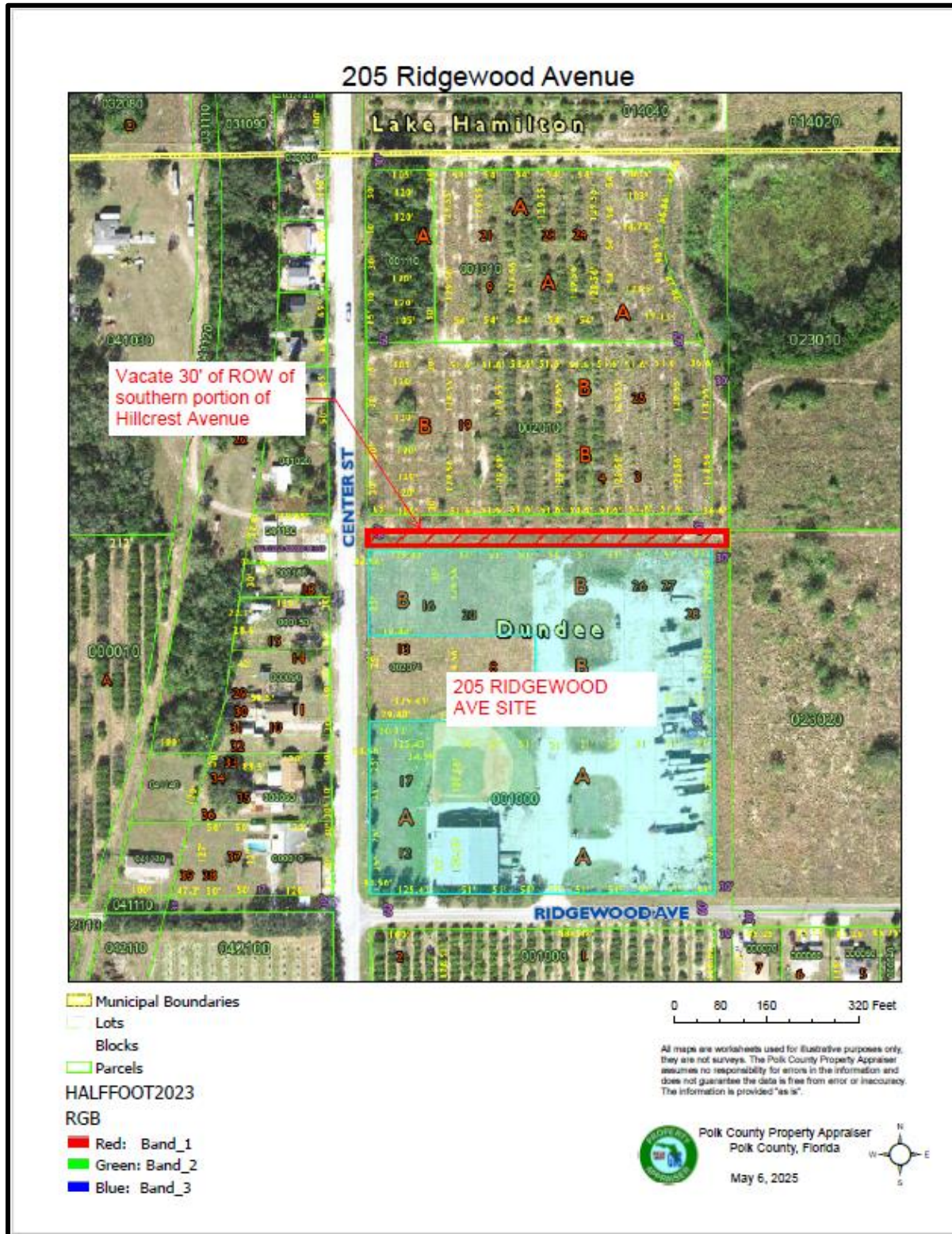
MOTION OPTIONS:

1. I move the Planning & Zoning Board **recommend approval** to the Town Commission to have the Town of Dundee vacate and abandon specific unopened, unpaved, and unimproved rights-of-way as described in this staff report.
 2. I move the Planning & Zoning Board **recommend denial** to the Town Commission to have the Town of Dundee vacate and abandon specific unopened, unpaved, and unimproved rights-of-way as described in this staff report.
 3. I move the Planning and Zoning Board continue this item until a certain date.
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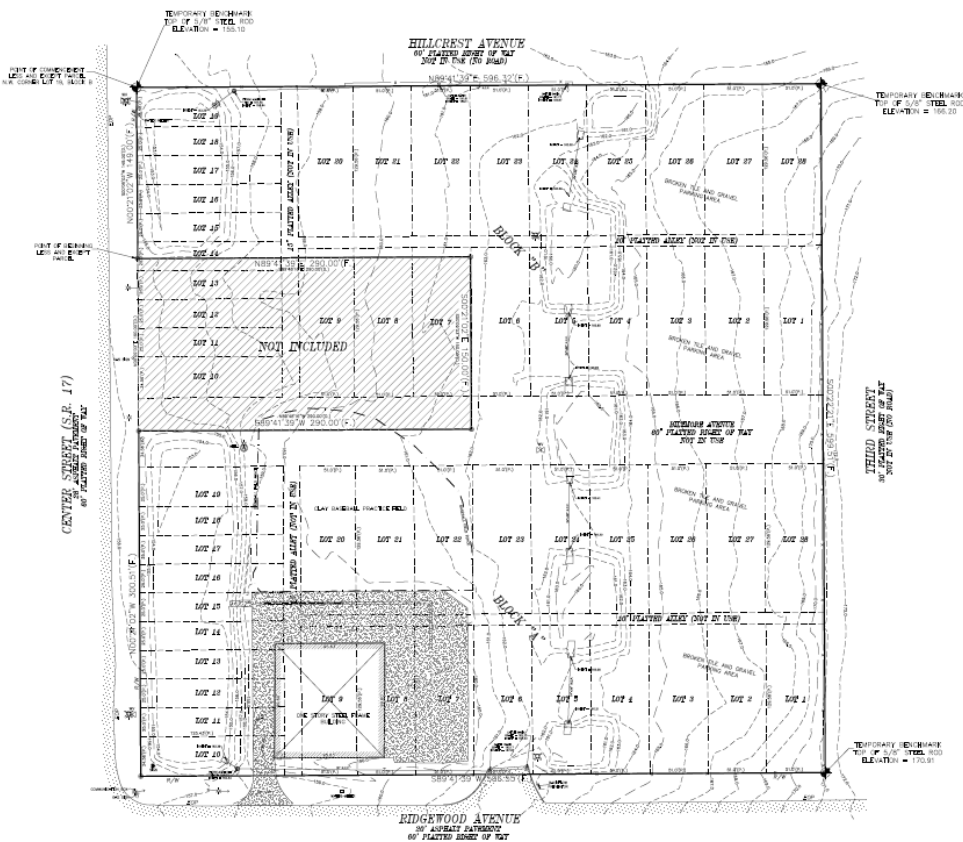
Attachments:

Location Map
 Boundary Survey
 Current Future Land Use Map
 Current Zoning Map
 Proof of Publication
 Application for Right-of-Way Vacation

LOCATION MAP



BOUNDARY AND TOPOGRAPHIC SURVEY
CONTAINS 7.21 ACRES



Block A and B, Alderbrook, a subdivision according to the plat thereon recorded on April 20, 2016, Page 8, in the Public Records of Polk County, Florida, Less and except the following:

Corners of the Northwest corner of Lot 19, Block B, of Alderbrook, according to the plat thereon recorded as said Plat No. 20, Page 8, in the Public Records of Polk County, Florida.

The following is a description of the "excepted" area:

Western line of said Block B and the Eastern right-of-way line of S.R. 17, Distance of 149.00 feet from the Point of Beginning; thence S89°48'16"E, Dist. 290.00 feet, thence S89°00'33"E, Dist. 150.00 feet, thence North N89°48'16"E, Dist. 290.00 feet, back to the point of beginning; or by the right-of-way line of S.R. 17, thence North N00°09'33"E East, along said right-of-way line, 150.00 feet, to the Point of Beginning.

[illegible]

STANDARD OF PRACTICE ADOPTED BY THE STATE OF ALABAMA
AND GOVERNOR SERVICE BOARD PROFESSIONAL BOARD OF ACCOUNTANTS
COUNTY OF THE ALABAMA ADMINISTRATIVE SERVICES DIVISION

[Signature] 11/10/01

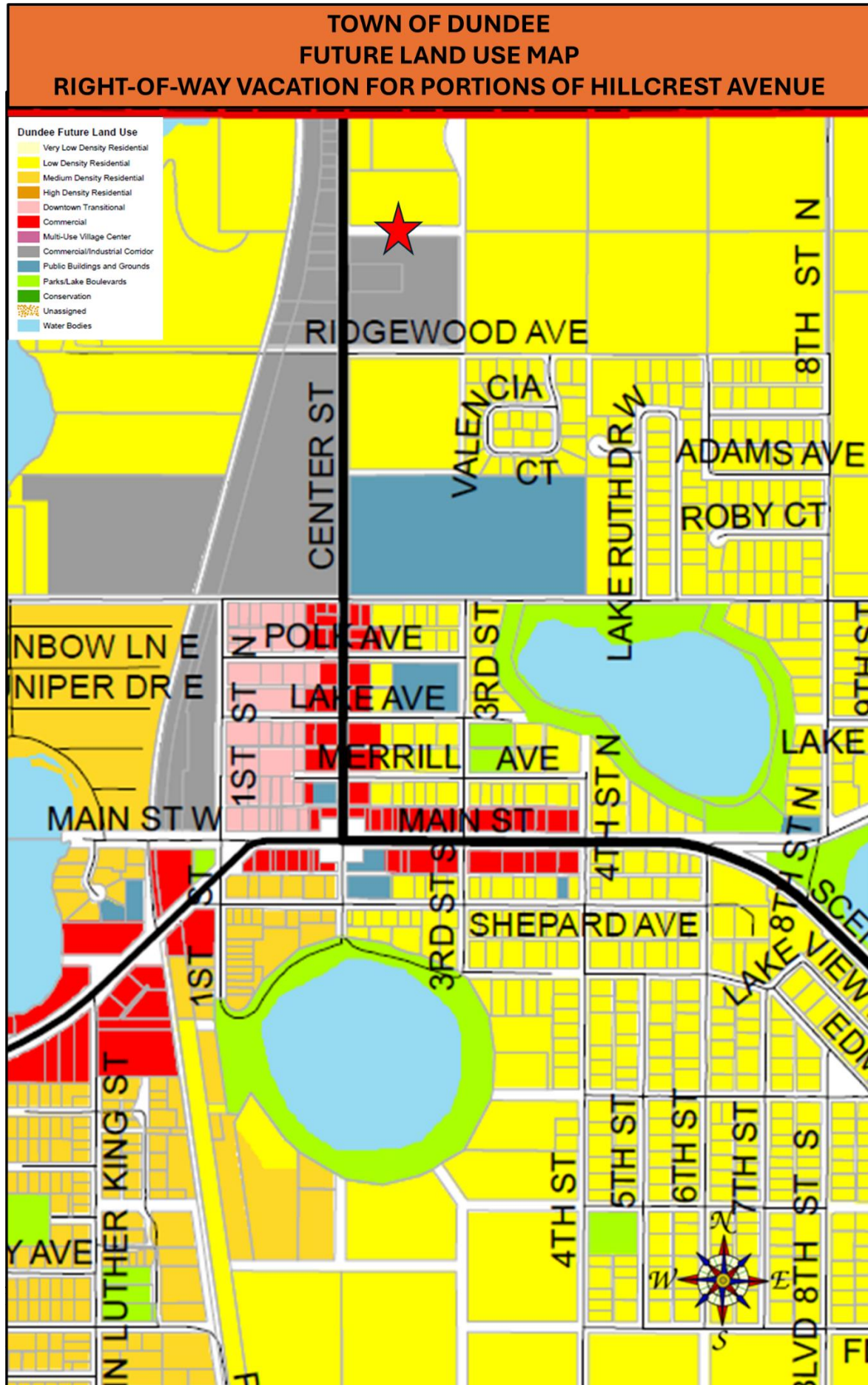
CLARENCE T. HUNTER, P.S.M.
ALABAMA GOVERNOR SERVICE BOARD

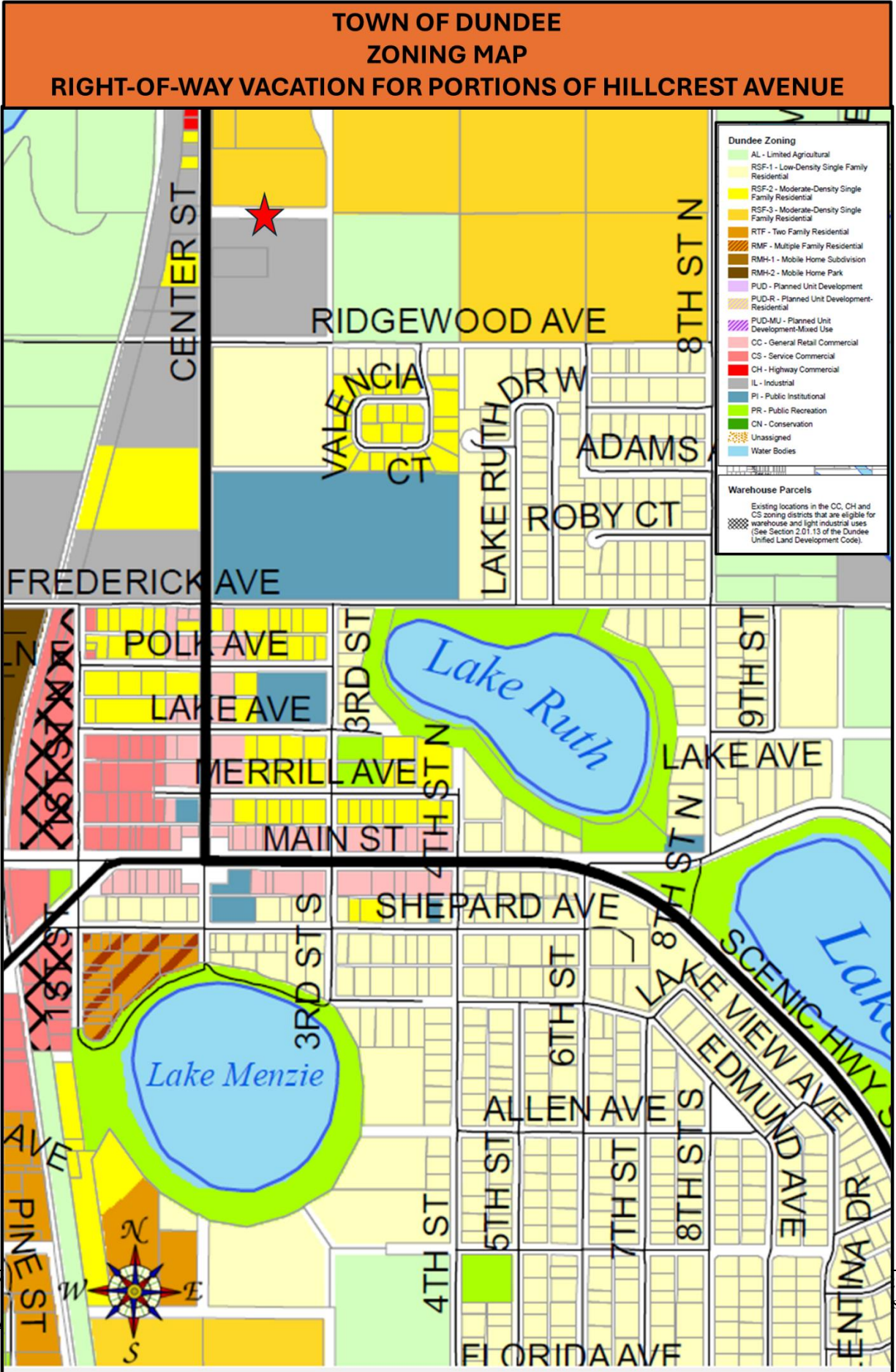
APPROVED FOR THE BOARD OF ACCOUNTANTS
DATE: 11/10/01 BY: *[Signature]*

3411 Fox Ridge Street
Winter Haven, Florida 33884
Phone: (863)216-4002
Email: jtdsurveyor@hotmail.com



DRAWN BY
J.P.D.
 CHECKED BY
T.D.
 SCALE
 $1" = 40'$
 SHEET
 1 OF 1
 PAPER NUMBER
 113021





Application for Right-of-Way Vacation



Town of Dundee

Vacation of Right-of-Way Application

124 Dundee Road • PO Box 1000 • Dundee, FL 33838 • (863) 438-8335 • Fax (863) 438-8335

In addition to the application, please provide all materials as listed on the application checklist. It is important that all information be complete and accurate when submitted to the Town. Additional pages may be attached to provide necessary information.

SITE INFORMATION

Project Name: Ridgewood Avenue Mini Warehouse Total Acreage: 8.26
 Site Address or General Location: 205 Ridgewood Avenue, Dundee
 Present Use of the Property: Semitruck Parking/Automotive
 Existing Structures Located on the Site: 9500 square foot building
 Legal Description of the Property: See attached

PROPERTY OWNER:

Name: Crow Investments, LLC
 Mailing Address: 346 East Central Avenue
 City: Winter Haven State: FL Zip: 33880
 Home/Mobile Phone: 863-324-3698 Email Address: loakley@cassidyhomes.com

APPLICANT/AGENT:

Name: John Bannon/Quiddity Engineering, LLC
 Mailing Address: 1925 Bartow Road Suite 100
 City: Lakeland State: FL Zip: 33801
 Home/Mobile Phone: 863-207-5155 Office: 863-940-2040
 Email Address: jbannon@quiddity.com

Applicant is: ☐ Owner ☒ Agent/Representative ☐ Purchaser ☐ Lessee

VACATION OF RIGHT-OF-WAY REQUEST:

Identify Affected Right-of-Way: Hillcrest Avenue
 Metes and Bounds Legal Description of Right-of-Way: See attached
 Nature and Purpose of Request: Vacate southern portion of Hillcrest Avenue

A statement substantiating the need and justification for the approval of vacation of right-of-way sought relative to the development and/or improvement of the Town: _____

Date Application Accepted by Town: _____

Project ID Number: _____

Application Fee Amount Paid: _____ Review Deposit Amount Paid: _____

Variance Application

Page 1 of 5



Town of Dundee

Vacation of Right-of-Way Application

124 Dundee Road • PO Box 1000 • Dundee, FL 33838 • (863) 438-8335 • Fax (863) 438-8335

PLEASE ADDRESS THE FOLLOWING:

1. Are there any known applicable portions of any current town plans for the use of the subject right-of-way, street, or alley? If so, please address this.
No
2. Identify how abutting property owners will be affected by the proposed request.
The abutting property owners will not be affected
3. What impacts will the request have on short-range and long-range public and private utilities? Please address if utilities are to be relocated.
There will be no impacts
4. What impacts will the request have on short-range and long-range ingress and egress by private and public vehicles? Please address if alternative ingress/egress is proposed.
There will be no impacts
5. What is the cost of relocating any public utility lines?
No utility lines will need to be relocated

The Town will consider the cost and attendant responsibilities involved in maintaining utilities where improvements may be constructed over existing facilities. The Town also ensures that the rights of all franchised utilities are protected



Town of Dundee

Vacation of Right-of-Way Application

124 Dundee Road • PO Box 1000 • Dundee, FL 33838 • (863) 438-8335 • Fax (863) 438-8335

STATEMENT OF OWNERSHIP AND DESIGNATION OF AUTHORIZED AGENT

(I) (We), Crow Investments, LLC being duly sworn, depose and say that (I) (we) own one or more of the properties involved in this petition and that (I) (we) authorize the Town of Dundee to process this petition in accordance with all adopted Town rules and regulations, and in conformance with State law.

Further (I) (we) or any agent or lessee of the subject property authorized by (me) (us) to file this petition, deposes and say that the statements and answers contained in the application for annexation, and any information attached thereto, present the arguments in behalf of this petition to the best of (my) (our) ability; and that the statements and information referred to above are in all respects true and correct to the best of (my) (our) knowledge and belief.


Signature of Owner

Lauren Schwenk, Manager
Printed Name/Title of Owner

OWNERS

Signature of Owner

Printed Name/Title of Owner

Signature of Owner

Printed Name of Owner

Signature of Owner

Printed Name of Owner

STATE OF FLORIDA
COUNTY OF POLK

OWNER'S NOTARIZATION

The foregoing instrument was acknowledged before me this 20th day of July, 2025, by Lauren Schwenk, who is personally known to me or who has produced a driver's license as identification and who did not take an oath.




Notary Public
Notarial Seal and Commission
Expiration Date 02/17/2028

Variance Application

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Town of Dundee

Vacation of Right-of-Way Application

124 Dundee Road • PO Box 1000 • Dundee, FL 33838 • (863) 438-8335 • Fax (863) 438-8335

AGENT, LESSEE, OR BUYER'S SIGNATURE PAGE

(I) (We), John Bannon, Quiddity Engineering, LLC being duly sworn, depose and say that (I) (we) serve as Authorized Agent for the owner(s) (agent or lessee) in making this petition and that the owner(s) (has) (have) authorized (me) (us) to act in this capacity.

Further, (I) (we) depose and say that the statements and answers herein contained and other information attached hereto present the arguments in behalf of the petition herein requested to the best of (my) (our) ability and that the statements and information above referred to are in all respects true and correct to the best of (my) (our) knowledge and belief.

AGENT, LESSEE, OR BUYER(S)



Signature of Agent, Lessee, or Buyer(s)

Signature of Agent, Lessee, or Buyer(s)

John Bannon

Printed Name of Agent, Lessee, or Buyer(s)

Printed Name of Agent, Lessee, or Buyer(s)

Signature of Agent, Lessee, or Buyer(s)

Signature of Agent, Lessee, or Buyer(s)

Printed Name of Agent, Lessee, or Buyer(s)

Printed Name of Agent, Lessee, or Buyer(s)

STATE OF FLORIDA

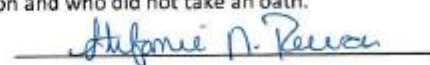
AGENT, LESSEE, OR BUYER(S) NOTARIZATION

COUNTY OF POLK

The foregoing instrument was acknowledged before me this 30 day of July, 2025, by John Bannon, who is personally known to me or who has produced a driver's license as identification and who did not take an oath.



STEFANIE N. ROWAN
Notary Public
State of Florida
Comm# HH234285
Expires 3/8/2026


Notary Public
Notarial Seal and Commission
Expiration Date

Variance Application

Page 4 of 5



Town of Dundee

Vacation of Right-of-Way Application

124 Dundee Road • PO Box 1000 • Dundee, FL 33838 • (863) 438-8335 • Fax (863) 438-8335

FINANCIAL RESPONSIBILITY FORM

The undersigned, as the Property Owner, Lessee, Contract Purchaser, or Applicant (circle one), acknowledges responsibility for all Town expenses associated with the referenced application, including time spent by the Town's consultants consistent with the Town's adopted application fee schedule, extraordinary expenses, and development review deposit policies.

Name: Lauren Schwenk Title: Manager

Company: Crow Investments, LLC

Company Address: 346 East Central Avenue

City/State/Zip Code: Winter Haven, FL 33880

Telephone Number: 863-324-3698

Email Address: loakley@cassidyhomes.com

I hereby certify that all information contained herein is true and correct.

1. Signed this 29th day of July, 2025

[Signature]
Signature of Property Owner, Lessee, Contract Purchase, or Applicant (circle one)



PLANNING AND ZONING BOARD MEETING

NOVEMBER 20, 2025 at 5:30 PM

Item 4.

AGENDA ITEM TITLE:	DISCUSSION & ACTION, WATER ALLOCATION -ERU/ERC CHANGE.
SUBJECT:	The Planning and Zoning Board will consider approval of Water Allocation -ERU/ERC Change, Ordinance 25-06.
STAFF ANALYSIS:	Staff is proposing an amendment to reduce the potable water allocation – ERU/ERC from 360gpd to 250gpd. This update will be presented as Ordinance 25-06 and reflects current water usage trends and aligns the Town’s standards with modern planning practices. This ordinance will be subject to all required public notice provisions and is being presented to the Planning & Zoning Board for a recommendation of approval to the Town Commission. The revised allocation will improve system capacity planning and ensure more accurate forecasting for future development.
FISCAL IMPACT:	No Fiscal Impact
STAFF RECOMMENDATION:	Staff recommends approval
ATTACHMENTS:	None



PLANNING AND ZONING BOARD MEETING

NOVEMBER 20, 2025 at 5:30 PM

Item 5.

AGENDA ITEM TITLE:	DISCUSSION, CONTINUATION OF LAND USE TABLE CHANGES
SUBJECT:	The Planning and Zoning Board will continue the discussion for changes to Table of Land Uses.
STAFF ANALYSIS:	This item was presented at the September meeting, with discussion continued at the October meeting. At both meetings, Development Services Director Lorraine Peterson provided a presentation, and the board began reviewing the current Table of Land Uses and potential recommended updates. The board will continue its discussion on possible changes to the Land Use Table.
FISCAL IMPACT:	No Fiscal Impact
STAFF RECOMMENDATION:	Staff recommends approval
ATTACHMENTS:	None