



# **TOWN COMMISSION MEETING AGENDA**

**January 23, 2024 at 6:30 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**

**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 JANUARY 23, 2024**

**A. A. MINUTES**

**1. January 9, 2024 Town Commission Meeting**

**2. January 12, 2024 Town Commission Meeting**

**B. APPOINTMENTS**

**1. Jessica Farler, Tree Board**

**APPROVAL OF AGENDA**

**1. RECOGNITION, GFOA CERTIFICATE OF ACHIEVEMENT**

## NEW BUSINESS

- [2.](#) **ORDINANCE 23-07 CALDWELL RIDGE ZONING MAP AMENDMENT**
- [3.](#) **DISCUSSION, VISION WORKSHOP/STRATEGIC PLANNING**
- [4.](#) **DISCUSSION & ACTION, AUTO ZONE SITE DEVELOPMENT PLAN**
- [5.](#) **DISCUSSION & ACTION, ROAD RESURFACING PROJECT 2024**
- [6.](#) **DISCUSSION & ACTION, LINCOLN AVENUE SIDEWALK**
- [7.](#) **DISCUSSION & ACTION, MERRILL AVENUE PLAYGROUND EQUIPMENT**
- [8.](#) **DISCUSSION & ACTION, DEPOT DAY ROAD CLOSURE**

## REPORTS FROM OFFICERS

Polk County Sheriff's Office

Dundee Fire Department

Town Attorney

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 COMMISSION MEETING

January 23, 2024 at 6:30 PM

Item A.

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- AGENDA ITEM TITLE:** Approval of the Commission Consent Agenda
- SUBJECT:** The Town Commission will consider the items of the consent agenda as provided for by the Town Code Article IIA, Sec. 2-33(e). Items in the consent agenda are routine business or reports. All items in the consent agenda are approved in one motion. Any item in the consent agenda may be pulled by a member of the Town Commission for separate consideration.
- STAFF ANALYSIS:** The consent agenda for the meeting of January 23, 2024 contains the following:
- A. MINUTES
    - 1. January 9, 2024 Town Commission Meeting
    - 2. January 12, 2024 Town Commission Meeting
  - B. APPOINTMENTS
    - 1. Jessica Farler, Tree Board
- STAFF RECOMMENDATION:** Staff recommends approval
- ATTACHMENTS:** January 9, 2024 TC Meeting Minutes  
January 12, 2024 TC Meeting Minutes  
Jessica Farler Tree Board Application



## TOWN COMMISSION MEETING MINUTES

January 09, 2024 at 6:30 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** by Mayor Pennant at 6:30PM

**PLEDGE OF ALLEGIANCE** led by Mayor Pennant

**INVOCATION** given by Mayor Pennant

**RECOGNITION OF SERGEANT AT ARMS** – Sergeant Anderson

**ORDINANCE #13-08, PUBLIC SPEAKING INSTRUCTIONS** given by Mayor Pennant

**ROLL CALL** given by Town Clerk Douthat

PRESENT

Bert Goddard  
Willie Quarles  
Steve Glenn  
Sam Pennant

ABSENT

Mary Richardson

Assistant Town Attorney Claytor stated that the State of Florida, office of the Governor, through executive order 24-03, has declared a state of emergency within the State of Florida as a result of a low pressure system that is making its way into the corporate limits of the Town of Dundee, therefore pursuant to applicable Florida law, his recommendation would be to continue all matters set forth by the agenda to a date, time and place certain.

***MOTION TO CONTINUE*** the Town Commission meeting and all referenced agenda items on Friday, January 12, 2024 at 3:00 PM at 202 E Main St, Dundee FL, 33838 made by Quarles, Seconded by Goddard. Passed unanimously. Voting Yea: Goddard, Glenn, Quarles, Pennant

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

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

**APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR JANUARY 9, 2024**

**A. MINUTES**

**1. DECEMBER 12, 2023 TOWN COMMISSION MEETING**

**B. BOARD APPOINTMENTS/REAPPOINTMENT/RESIGNATIONS**

- 1. PATRICIA JOUBERT TREE BOARD APPOINTMENT**
- 2. RON HALL PLANNING & ZONING RESIGNATION**
- 3. JEFFERY GUNTER PLANNING & ZONING REAPPOINTMENT**

**APPROVAL OF AGENDA**

**PROCLAMATIONS, RECOGNITIONS AND DESIGNATIONS**

- 1. PROCLAMATION, CENTENNIAL INVITATION TO CELEBRATE**
- 2. PROCLAMATION, MARTIN LUTHER KING JR DAY**

**NEW BUSINESS**

- 3. ORDINANCE 23-07, CALDWELL RIDGE ZONING MAP AMENDMENT**
- 4. ORDINANCE 23-10, COMP PLAN AMENDMENTS FOR 10 YEAR WATER SUPPLY PLAN**
- 5. ORDINANCE 23-18, WEIBERG ROAD CDD BOUNDARY AMENDMENT**
- 6. RESOLUTION 24-01, CRYSTAL LAKE PRESERVE FINAL PLAT**
- 7. DISCUSSION & ACTION, BELLA VISTA ERC RENEWALS**
- 8. DISCUSSION & ACTION, RFP 24-02, 2 AUTOMATED SIDE LOAD 31 YARD GARBAGE TRUCKS**
- 9. DISCUSSION & ACTION, RFP 24-03, 1 REAR LOAD 31 YARD GARBAGE TRUCK**
- 10. DISCUSSION & ACTION, RFP 24-05, FIRE DEPARTMENT MINI PUMPER**
- 11. DISCUSSION & ACTION, MARTIN LUTHER KING DAY ROAD CLOSURES**
- 12. DISCUSSION & ACTION, MARTIN LUTHER KING DAY VENDOR APPLICATION**

**REPORTS FROM OFFICERS**

Polk County Sheriff's Office  
 Dundee Fire Department  
 Town Attorney  
 Town Manager  
 Commissioners  
 Mayor

**ADJOURNMENT at 6:33PM**

Respectfully Submitted,

*Trevor Douthat*

Trevor Douthat, Town Clerk

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



## TOWN COMMISSION MEETING MINUTES

January 12, 2024 at 3:00 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 Mayor Pennant at 3:00 PM

**PLEDGE OF ALLEGIANCE** led by Mayor Pennant

**INVOCATION** given by Commissioner Richardson

**RECOGNITION OF SERGEANT AT ARMS** - Sergeant Anderson

**ORDINANCE #13-08, PUBLIC SPEAKING INSTRUCTIONS** given by Mayor Pennant

**ROLL CALL** given by Town Clerk Douthat

**PRESENT**

Bert Goddard

Willie Quarles

Mary Richardson

Sam Pennant

**ABSENT**

Steve Glenn

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

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

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

**APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR JANUARY 12, 2024, CONTINUED FROM TUESDAY, JANUARY 9, 2024, AT 6:30 PM**

**A. MINUTES**

**1. DECEMBER 12, 2023 TOWN COMMISSION MEETING**

## B. BOARD APPOINTMENTS/REAPPOINTMENT/RESIGNATIONS

1. PATRICIA JOUBERT TREE BOARD APPOINTMENT
2. RON HALL PLANNING & ZONING RESIGNATION
3. JEFFERY GUNTER PLANNING & ZONING REAPPOINTMENT

Town Manager Davis reported the following changes to the consent agenda:

Jeffery Gunter Planning and Zoning Reappointment was added  
Ron Hall Planning and Zoning resignation was added

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

***MOTION TO APPROVE THE CONSENT AGENDA WITH CHANGES FOR JANUARY 12, 2024 made by Goddard, Seconded by Richardson. Passed unanimously.***  
*Voting Yea: Goddard, Quarles, Richardson, Pennant*

### APPROVAL OF AGENDA

Town Manager Davis reported that items 6, 11 and 12 were moved to 3, 4 and 5 due to their time sensitive nature.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

***MOTION TO APPROVE THE MEETING AGENDA FOR JANUARY 12, 2024, WITH CHANGES made by Goddard, Seconded by Richardson. Passed unanimously.***  
*Voting Yea: Goddard, Quarles, Richardson, Pennant*

### PROCLAMATIONS, RECOGNITIONS AND DESIGNATIONS

1. **PROCLAMATION, CENTENNIAL INVITATION TO CELEBRATE - CONTINUED FROM TUESDAY, JANUARY 9, 2024, AT 6:30PM**

***MOTION TO SUPPORT the Invitation to Celebrate Centennial Proclamation made by Goddard, Seconded by Quarles. Passed unanimously.***  
*Voting Yea: Goddard, Quarles, Richardson, Pennant*

Mayor Pennant read the proclamation into the record and presented it to the Centennial Planning Committee.

2. **PROCLAMATION, MARTIN LUTHER KING JR DAY - CONTINUED FROM TUESDAY, JANUARY 9, 2024, AT 6:30PM**

***MOTION TO SUPPORT the Martin Luther King, Jr Day Proclamation made by Goddard, Seconded by Quarles. Passed unanimously.***  
*Voting Yea: Goddard, Quarles, Richardson, Pennant*

Mayor Pennant read the proclamation into the record and presented it to the Committed Citizens of Dundee.

## **NEW BUSINESS**

### **3. RESOLUTION 24-01, CRYSTAL LAKE PRESERVE FINAL PLAT - CONTINUED FROM TUESDAY, JANUARY 9, 2024, AT 6:30PM**

Assistant Town Attorney Claytor read the title of Resolution 24-01 into the record.

Town Planner Peterson gave the presentation.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

***MOTION TO APPROVE Resolution 24-01 with conditions made by Goddard, Seconded by Quarles. Passed unanimously.***  
*Voting Yea: Goddard, Quarles, Richardson, Pennant*

### **4. DISCUSSION & ACTION, MARTIN LUTHER KING DAY ROAD CLOSURES - CONTINUED FROM TUESDAY, JANUARY 9, 2024, AT 6:30PM**

Town Manager gave the analysis.

Chucky Mackintosh, 204 Grace Ave, addressed concerns that had arisen regarding the road closures.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

***MOTION TO APPROVE the special events application from CCOD made by Goddard, Seconded by Quarles. Passed unanimously.***  
*Voting Yea: Goddard, Quarles, Richardson, Pennant*

### **5. DISCUSSION & ACTION, MARTIN LUTHER KING DAY VENDOR APPLICATION - CONTINUED FROM TUESDAY, JANUARY 9, 2024, AT 6:30PM**

Jackie Richardson, 506 Dr MLK St, spoke on behalf of her Special Event Application.

Commissioner Richardson made a recommendation that a deadline for Special Event Applications be implemented going forward.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

***MOTION TO DENY the Special Events Application for Jackie Richardson made by Goddard, Secoded by Quarles. Passed 3 to 1.***

*Voting Yea: Goddard, Quarles, Pennant*

*Voting Nay: Richardson*

**6. ORDINANCE 23-07, CALDWELL RIDGE ZONING MAP AMENDMENT - CONTINUED FROM TUESDAY, JANUARY 9, 2024, AT 6:30PM**

Assistant Town Attorney Claytor read the title of Ordinance 23-07 into the record.

Town Planner Peterson gave the presentation.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

***MOTION TO APPROVE Ordinance 23-07 first reading made by Goddard, Secoded by Quarles. Passed unanimously.***

*Voting Yea: Goddard, Quarles, Richardson, Pennant*

**7. ORDINANCE 23-10, COMP PLAN AMENDMENTS FOR 10 YEAR WATER SUPPLY PLAN - CONTINUED FROM TUESDAY, JANUARY 9, 2024, AT 6:30PM**

Assistant Town Attorney Claytor read the title of Ordinance 23-10 into the record.

Stephanie Von Paleske-Bush from the Central Florida Regional Planning Council gave the presentation.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

***MOTION TO APPROVE Ordinance 23-10 made by Quarles, Secoded by Goddard. Passed unanimously. Voting Yea: Goddard, Quarles, Richardson, Pennant***

**8. ORDINANCE 23-18, WEIBERG ROAD CDD BOUNDARY AMENDMENT - CONTINUED FROM TUESDAY, JANUARY 9, 2024, AT 6:30PM**

Assistant Town Attorney Claytor read the title of Ordinance 23-18 into the record.

Roy Van Wyk with Kilinski/Van Wyk gave the presentation.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

***MOTION TO APPROVE Ordinance 23-18 made by Goddard, Seconded by Quarles. Passed unanimously. Passed unanimously.***

*Voting Yea: Goddard, Quarles, Richardson, Pennant*

**9. DISCUSSION & ACTION, BELLA VISTA ERC RENEWALS - CONTINUED FROM TUESDAY, JANUARY 9, 2024, AT 6:30PM**

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

***MOTION TO APPROVE the Bella Vista ERC extension made by Goddard, Seconded by Quarles. Passed unanimously.***

*Voting Yea: Goddard, Quarles, Richardson, Pennant*

**10. DISCUSSION & ACTION, RFP 24-02, 2 AUTOMATED SIDE LOAD 31 YARD GARBAGE TRUCKS - CONTINUED FROM TUESDAY, JANUARY 9, 2024, AT 6:30PM**

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

***MOTION TO AUTHORIZE Town Attorney to prepare a purchase agreement and authorize the Town Manager to take all necessary further actions which includes but is not limited to negotiating and executing the purchase agreement and other documents for the bid received from RDK Truck Sales in response to RFP 24-02 made by Quarles, Seconded by Goddard. Passed unanimously. Voting Yea: Goddard, Quarles, Richardson, Pennant***

**11. DISCUSSION & ACTION, RFP 24-03, 1 REAR LOAD 31 YARD GARBAGE TRUCK - CONTINUED FROM TUESDAY, JANUARY 9, 2024, AT 6:30PM**

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

***MOTION TO AUTHORIZE Town Attorney to prepare a purchase agreement and authorize the Town Manager to take all necessary further actions which includes but is not limited to negotiating and executing the purchase agreement and other documents for the bid received from RDK Truck Sales in response to RFP 24-03 made by Richardson, Seconded by Goddard. Passed unanimously.***

*Voting Yea: Goddard, Quarles, Richardson, Pennant*

**12. DISCUSSION & ACTION, RFP 24-05, FIRE DEPARTMENT MINI PUMPER - CONTINUED FROM TUESDAY, JANUARY 9, 2024, AT 6:30PM**

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

**MOTION TO APPROVE the bid from South Florida Emergency Vehicles for RFP 24-05 made by Goddard, Seconded by Quarles. Passed unanimously.**  
*Voting Yea: Goddard, Quarles, Richardson, Pennant*

**REPORTS FROM OFFICERS**

Fire Chief Carbone gave an update on the run totals.

Town Manager Davis reminded the Commission of the MLK parade on Sunday, January 14, 2024. She informed them that they had been given a centennial calendar of events. She also reminded the Commission that the Town offices and Library would be closed Monday, January 15, 2024 in observance of Dr Martin Luther King Jr Day.

Public Works Director Vice reminded the Commission that solid waste services would be delayed one day due to the holiday on Monday.

**ADJOURNMENT at 5:07PM**

DRAFT

Respectfully Submitted,

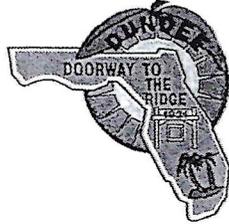
*Trevor Douthat*

Trevor Douthat, Town Clerk

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

# Town of Dundee

Item A.



## DUNDEE TOWN COMMISSION

LOCATION: DUNDEE TOWN HALL  
202 MAIN STREET, DUNDEE, FLORIDA

### APPLICATION FOR BOARD MEMBERSHIP

Board of Interest: *Tree Board*

Name: *Jessica Farler*

Address: *315 7th St S.*

Phone: *517 414 8109*

Email Address: *J.Farler@outlook.com*

What experience or qualities do you have that you feel would contribute to the board of your choice?

*I enjoy being a part of the community and keeping our town beautiful.*

Can you commit to attending the schedule of meetings? *yes*

What date are you available to start? *asap*

How long have you been a resident of the Town? *3 yrs.*

Have you ever applied for membership or served on any boards in the Town?  YES  NO

Thank you for your interest in serving Dundee!

FOR OFFICE USE ONLY:

Received by *Heather Abigail* Date *1/10/2024*

Date reviewed by Mayor & Town Commission: \_\_\_\_\_ Approved \_\_\_\_\_

Disapproved \_\_\_\_\_



# TOWN COMMISSION MEETING

January 23, 2024 at 6:30 PM

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- AGENDA ITEM TITLE:** RECOGNITION, GFOA CERTIFICATE OF ACHIEVEMENT
- SUBJECT:** Town Commission will hear the GFOA’s recognition of the Town.
- STAFF ANALYSIS:** The Town Finance department has once again been recognized for their excellence.
- FISCAL IMPACT:** None
- STAFF RECOMMENDATION:** N/A
- ATTACHMENTS:** Recognition letter



**Government Finance Officers Association**  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

1/19/2024

Sam Pennant  
Mayor  
Town of Dundee, Florida

Dear Sam:

We are pleased to notify you that your annual comprehensive financial report for the fiscal year ended September 30, 2022 qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and give appropriate publicity to this notable achievement. A sample news release is included to assist with this effort.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine  
Director, Technical Services



# TOWN COMMISSION MEETING

## January 23, 2024 at 6:30 PM

- AGENDA ITEM TITLE:** DISCUSSION & ACTION, ORDINANCE 23-07 CALDWELL RIDGE ZONING MAP AMENDMENT
- SUBJECT:** Town Commission will consider adoption of Ordinance 23-07 at second reading.
- STAFF ANALYSIS:** A request by Raysor Ventures, LLC to amend the Zoning Map for property located in the Town of Dundee from Polk County/NA to Moderate Density Single Family Residential on approximately 24 +/- acres. The subject property is located at the southwest corner of lake Hatchineha Road and Caldwell Drive, further described as parcels 272824-000000-013010 and 272824-000000-013020.
- FISCAL IMPACT:** No Fiscal Impact
- STAFF RECOMMENDATION:** Staff recommends approval
- ATTACHMENTS:** Staff Report, Maps, and Ordinance 23-07



## TOWN OF DUNDEE ZONING AMENDMENT STAFF REPORT

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**TO:** Town of Dundee Town Commission

**PREPARED BY:** Lorraine Peterson

**AGENDA DATE:** January 23, 2024

**REQUESTED ACTION:** **APPLICANT-INITIATED OFFICIAL ZONING MAP AMENDMENT**

A request by Raysor Ventures, LLC to amend the Official Zoning Map designation for property located in the Town of Dundee from Polk County/ NA to Moderate Density Single Family Residential (RSF-3) on the approximately 24 +/- acre parcels located at the southwest corner of Lake Hatchineha Road and Caldwell Drive, further described as parcels 272824-000000-013010 and 272824-000000-013020.

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### **BACKGROUND:**

The subject property, which is located at the southwest corner of Lake Hatchineha Road and Caldwell Drive, includes two parcels and totals approximately 24+/- acres of land and are currently a grape farm.

The property has a Low Density Residential (LDR) Future Land Use designation (see companion Future Land Use agenda item), which is consistent with the proposed zoning classification.



## **ZONING MAP REQUEST:**

The applicant is requesting a Zoning Map amendment from Polk County/NA to Moderate Density Single Family Residential (RSF-3) on approximately 24 +/- acres. A description of the existing and proposed Zoning categories is provided below.

## **FUTURE LAND USE**

### **Town of Dundee Comprehensive Plan, Future Land Use Element, Policy 2.3: Low Density Residential:**

The primary function of the Low-Density Residential classification is to accommodate low density residential development consisting primarily of single-family dwellings. Maximum density is 5.0 residential dwelling units per acre; Agricultural uses are permissible in this category.

## **PROPOSED ZONING**

### **Town of Dundee, Policy 2.02.02.04(B): RSF3 moderate-density single family residential**

The purpose of the RSF3 single-family residential zoning district shall be to locate and establish areas within the Town of Dundee that are deemed to be suited for the development and maintenance of moderately, low density residential living of an urban character on minimum 55-foot wide lots; 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 moderately, low density residential environment. It is intended that the maximum residential density within the district shall be 5.0 dwelling units per net acre of land.

**REASON FOR REQUEST:**

The subject property is part of a proposed 80-unit subdivision known as Caldwell Ridge. There is a companion Future Land Use Map amendment running concurrently with this zoning amendment.

**ANALYSIS:**

Table 1 includes the density/intensity for the existing and proposed Zoning designations for the property. Table 2 includes the development standard requirements for the applicable zoning districts under the Low Density Residential and Commercial Future Land Use districts.

**Table 1:  
 Analysis of Impacts from Proposed Future Land Use Text  
 Amendment**

|                   | <b>Existing Zoning:<br/>Polk County/A/RR</b> | <b>Proposed<br/>Zoning: RSF-3 (24<br/>+/- acres)</b> |
|-------------------|--|--|
| Density/Intensity | A/RR: 1.0/5 acres                            | RSF-3: 5.0 DU/acre                                   |
| Density Potential | A/RR: 4.8 DU                                 | RSF-3: 120 DU  |
| Difference        | Increase of 115.2 DU                         |  |

**Table 2:  
 Development Standard Requirements by Zoning District**

|      | Max. Density (units/ac) | Min. Lot Size | Min. Lot Width | Min. Floor Area | Floor Area Ratio | Setbacks |        |         | Max. Lot Coverage | Max. Bldg. Height |
|------|-------------------------|---------------|----------------|-----------------|------------------|----------|--------|---------|-------------------|-------------------|
|      |                         |               |                |                 |                  | Front    | Rear   | Side    |                   |                   |
| AL   | 1.0                     | 1 ac.         | 100 ft.        | 1,000 s.f.      | NA               | 30 ft.   | 35 ft. | 10 ft.  | 10%               | 35 ft.            |
| RSF1 | 3.2                     | 10,000 s.f.   | 80 ft.         | 1,600 s.f.      | NA               | 30 ft.   | 35 ft. | 10 ft.  | 35%               | 35 ft.            |
| RSF2 | 4.0                     | 7,500 s.f.    | 60 ft.         | 1,500 s.f.      | NA               | 25 ft.   | 25 ft. | 7.5 ft. | 40%               | 35 ft.            |
| RSF3 | 5.0                     | 6,000 s.f.    | 55 ft.         | 1,400 s.f.      | NA               | 20 ft.   | 25 ft. | 6 ft.   | 45%               | 35 ft.            |

The proposed zoning change is compatible with the surrounding area based on the Future Land Use and zoning of adjacent and nearby properties. More information is available in the Land Use Analysis located below.

**PUBLIC FACILITIES AND SERVICES ANALYSIS:**

Potable Water

Information to be distributed at the hearing.

Sanitary Sewer

Information to be distributed at the hearing.

Solid Waste

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

Traffic/Transportation

Information to be distributed at the hearing.

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. This site is also located in areas identified as potential habitat for the Gopher Tortoise, a threatened species. Since this site is located in an area identified as potential sand skink and gopher tortoise habitat, as the project continues through to site development plan approval stages, specific environmental studies will be completed, and requirements will be addressed.

School Impacts:

The Polk County School Board will review the project if it continues through to subdivision review and approval stages. Any development will have to address school concurrency issues and any necessary mitigation. However, the addition of the provision for a solar power generation facility would not create school impacts.

**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. The proposed removal of the site-specific condition, thereby allowing the property to utilize the maximum development potential of the assigned Future Land Use district is consistent with the opportunities for surrounding properties within the Town of Dundee.

**Table 4:  
 Consistency with the Comprehensive Plan**

| Comprehensive Plan Policy  | Analysis   |
|--|--|
| <p><b>FLU Policy 5.1:</b> 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>Public facilities (water and wastewater) are located less than one mile from the property. The Town’s Code of Ordinances requires connection for a development of more than 20 homes if facilities are located within one mile.</p> |
| <p><b>FLU Policy 5.2:</b> 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</p> | <p>The proposed impacts of the potential Zoning map amendment can be facilitated within the Town’s existing services; therefore, the adopted levels of service will be maintained.</p>   |

|  |  |
|--|--|
| <p>listed within the following Elements:<br/>                 1. Infrastructure Element<br/>                 2. Transportation Element<br/>                 3. Capital Improvements Element<br/>                 4. Public School Facilities Element</p>   |  |
| <p><b>FLU Policy 5.4:</b> Agricultural land uses shall not be converted to uses of higher density or intensity until adequate public facilities and services are available concurrent with the impacts of the proposed new development.</p>  | <p>Adequate public facilities will be available at the time of construction to keep the levels of service in all areas.</p>  |
| <p><b>FLU Policy 6.1:</b> 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 near existing development within the Town limits.</p>   |
| <p><b>FLU Policy 6.2:</b> Promote compact urban growth through the location of public facility expansions contiguous to existing developed areas</p>   | <p>There are single-family residential developments, less than one mile from this location. Public facility expansions to this property would provide connection opportunities for existing residents in the area.</p> |
| <p><b>CIE Policy 2.3:</b> 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 construction to keep the levels of service in all areas.</p>  |
| <p><b>PSFE Policy 2.4.1:</b> 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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**CONSISTENCY WITH LAND DEVELOPMENT CODE:**

Section 7.04.01 of the Land Development Code provides the basis for rezoning applications that the Planning and Zoning Board is to consider and evaluate.

- (A) The character of the district and its peculiar suitability for particular uses.
- (B) Conservation of the value of buildings and encouraging the most appropriate use of land throughout the town.
- (C) The applicable portions of any current town plans and programs such as land use, trafficways, recreation, schools, neighborhoods, drainage and housing.
- (D) The needs of the town for land areas for specific purposes to serve population and economic activities.
- (E) Whether there have been substantial changes in the character or development of areas in or near an area under consideration for rezoning.
- (F) The facts and opinions were presented to the planning and zoning board through hearings.
- (G) The public welfare: Is there a substantial relationship between the protection and advancement of the health, safety, morals and general welfare of Dundee and the zoning or land use classification you are recommending for the property in question? A recommendation to keep the zoning or land use the same, and therefore deny the request, still requires you to answer this question.
- (H) Comprehensive planning: Has the town undertaken a thorough study of all of the factors and conditions that influence the growth and development of Dundee, and developed a comprehensive plan that safeguards the wishes of the people and their general welfare? Has the comprehensive plan been adopted according to Florida Statutes, and how does it direct and guide the zoning or land use decision before you?
- (I) Need of the change: Has there been a significant change in the assumptions that underlie the comprehensive plan and the zoning map for Dundee, that would support the requested rezoning? Has there been a great deal of growth or has new infrastructure been extended to the property or has the petitioner presented a market analysis or other information that would change the planning conclusions supporting the present zoning district?
- (J) State concerns (level of service): This is another way of describing the system of infrastructure in the town. It refers not only to water, sewer, streets and

drainage, but also to fire and police protection, recreation facilities, schools, garbage collection and disposal, health care, jails, and the condition of the natural environment itself. What impact will the change in zoning or land use have on the current and future level of service of all of these systems and services?

- (K) The character of the district and its peculiar suitability for particular uses.
- (L) Conservation of the value of buildings and encouraging the most appropriate use of land throughout the town.
- (M) The applicable portions of any current town plans and programs such as land use, trafficways, recreation, schools, neighborhoods, drainage and housing.
- (N) The needs of the town for land areas for specific purposes to serve population and economic activities.
- (O) Whether there have been substantial changes in the character or development of areas in or near an area under consideration for rezoning.
- (P) The facts and opinions were presented to the planning and zoning board through hearings.
- (Q) The public welfare: Is there a substantial relationship between the protection and advancement of the health, safety, morals and general welfare of Dundee and the zoning or land use classification you are recommending for the property in question? A recommendation to keep the zoning or land use the same, and therefore deny the request, still requires you to answer this question.
- (R) Comprehensive planning: Has the town undertaken a thorough study of all of the factors and conditions that influence the growth and development of Dundee, and developed a comprehensive plan that safeguards the wishes of the people and their general welfare? Has the comprehensive plan been adopted according to Florida Statutes, and how does it direct and guide the zoning or land use decision before you?
- (S) Need of the change: Has there been a significant change in the assumptions that underlie the comprehensive plan and the zoning map for Dundee, that would support the requested rezoning? Has there been a great deal of growth or has new infrastructure been extended to the property or has the petitioner presented a market analysis or other information that would change the planning conclusions supporting the present zoning district?
- (T) State concerns (level of service): This is another way of describing the system of infrastructure in the town. It refers not only to water, sewer, streets and drainage, but also to fire and police protection, recreation facilities, schools, garbage collection and disposal, health care, jails, and the condition of the natural

environment itself. What impact will the change in zoning or land use have on the current and future level of service of all of these systems and services?

- (U) Zoning and use of nearby property: What is the pattern of zoning of nearby property, and how does the pattern of the actual land use compare to the zoning? This knowledge is important in judging whether the comprehensive plan and the zoning map are reasonably consistent in accommodating development and in respecting the timing of development. Depending on the inconsistency of the two patterns, rezoning may be overdue, or early, and the comprehensive plan may require amending to keep things synchronized.
- (V) Substantial change in land use circumstances: Apart from paragraph (I), above, have there been significant changes in land use in the vicinity of the property requested for rezoning? Such changes are substantial if they include: widening of a street from two lanes to three or four lanes; a large expansion of an existing use like a new wing on the hospital or the doubling of an office complex; the completion of a subdivision that was only platted a few years ago; the construction of a new public facility like a park, fire station, or even a town hall; or any number of other examples. One such change may not be significant, but several would be.
- (W) Effect on property values: Has evidence been presented that the proposed rezoning will adversely affect the value of neighboring property? This information can be presented by either the petitioner or the opponents. And, has the petitioner presented any information that shows that the current zoning classification has devalued the property by removing some or all of its reasonable use?
- (X) Suitability: Is the land, the location and the amount of property suitable for the purposes for which it is zoned, or is the proposed rezoning or land use change better? This idea also requires an answer to a related question: Is the requested zoning or land use classification compatible with development on surrounding property, or can it be made so with the imposition of conditions, buffers or limitations on the uses within the zone? The answers to these questions should lead to a conclusion as to the appropriate use of the property.
- (Y) Time vacant: How long has the property been vacant under the present zoning classification, or a similar classification prior to its present one? This information should be compared to the rate of land development in the vicinity of the property and particularly in the conversion of vacant land to development in the same zoning district in other parts of the town.
- (Z) Gain versus hardship: This idea has only one interpretation and should be answered before you recommend denial. Is the public gain in maintaining the present zoning or land use classification so great that the hardship imposed on the property owner is justified?

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**PUBLIC HEARING MOTION OPTIONS:**

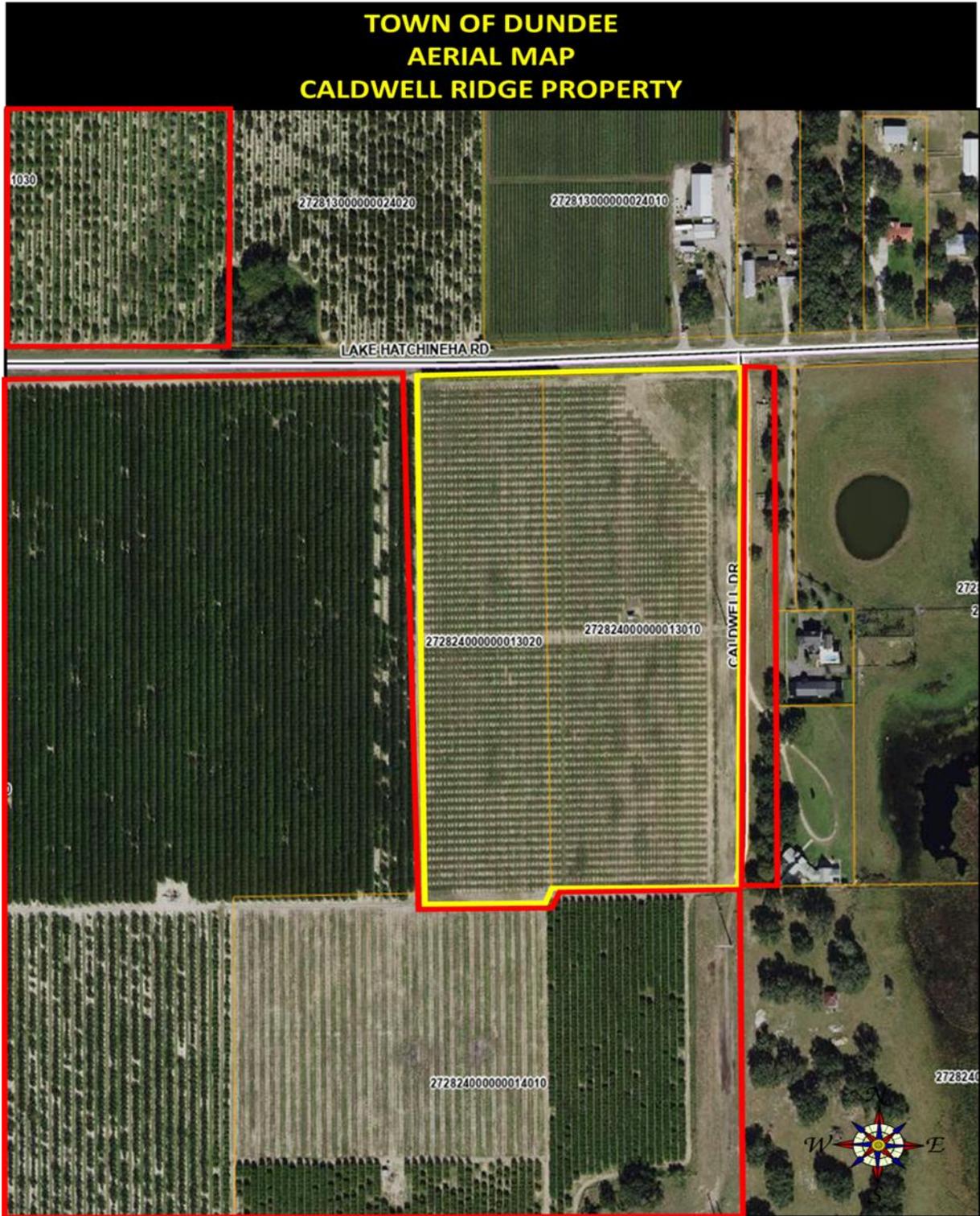
1. I move **approval of Ordinance 23-07 on first reading** to set a public hearing/second reading/adoption for the request by Raysor Ventures, LLC to amend the Zoning classification for property located in the Town of Dundee from Polk County/NA to Moderate Density Single Family Residential (RSF-3) on approximately 24 +/- acres located at the southwest corner of Lake Hatchineha Road and Caldwell Drive, further described as parcels 272824-000000-013010 and 272824-000000-013020.
  
2. I move **approval of Ordinance 23-07 on first reading with changes** to set the public hearing/second reading/adoption for the request by Raysor Ventures, LLC to amend the Zoning classification for property located in the Town of Dundee from Polk County/NA to Moderate Density Single Family Residential (RSF-3) on approximately 24 +/- acres located at the southwest corner of Lake Hatchineha Road and Caldwell Drive, further described as parcels 272824-000000-013010 and 272824-000000-013020.
  
3. I move to **continue Ordinance 23-07** until a date certain.
  
4. I move to **deny Ordinance 23-07**.

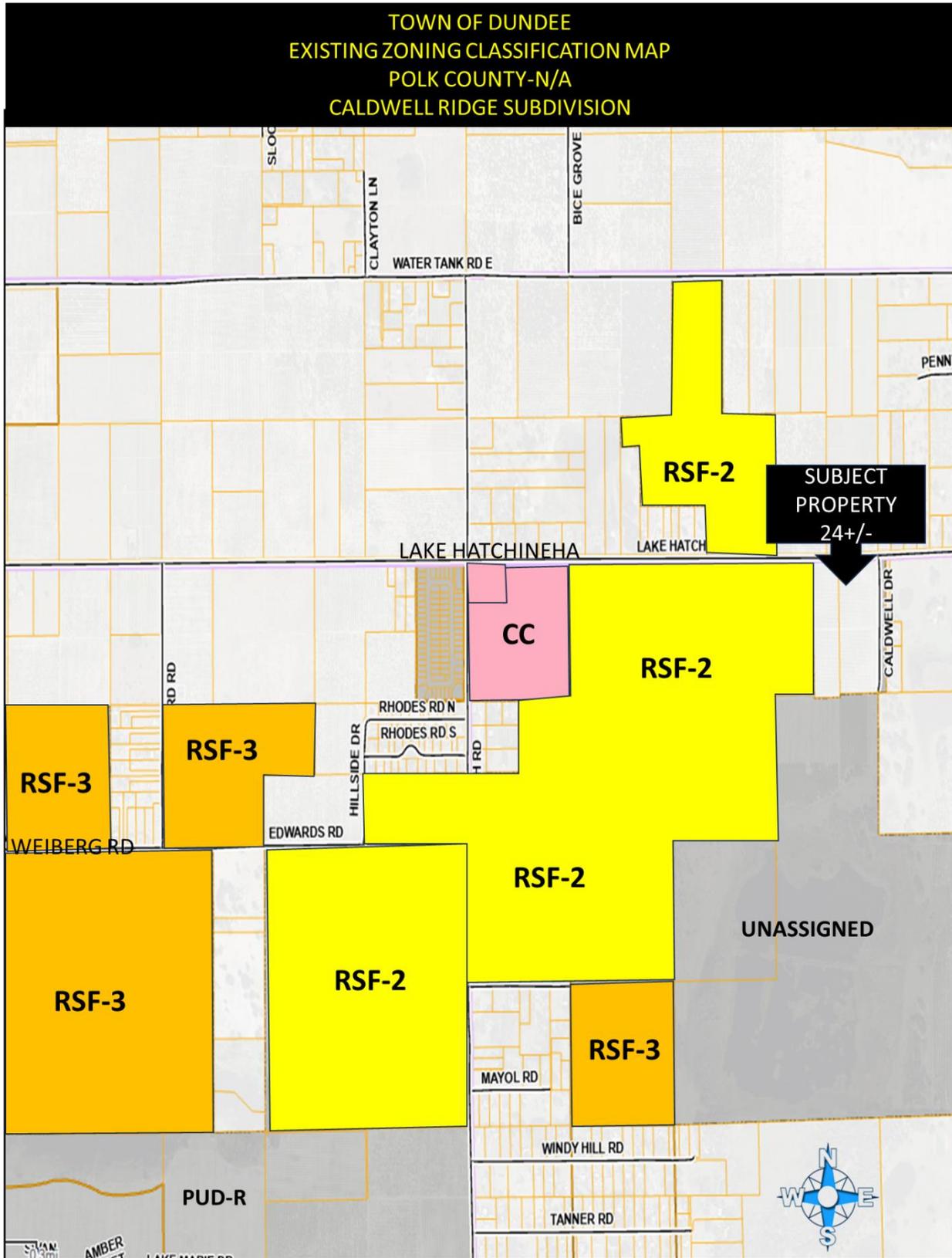
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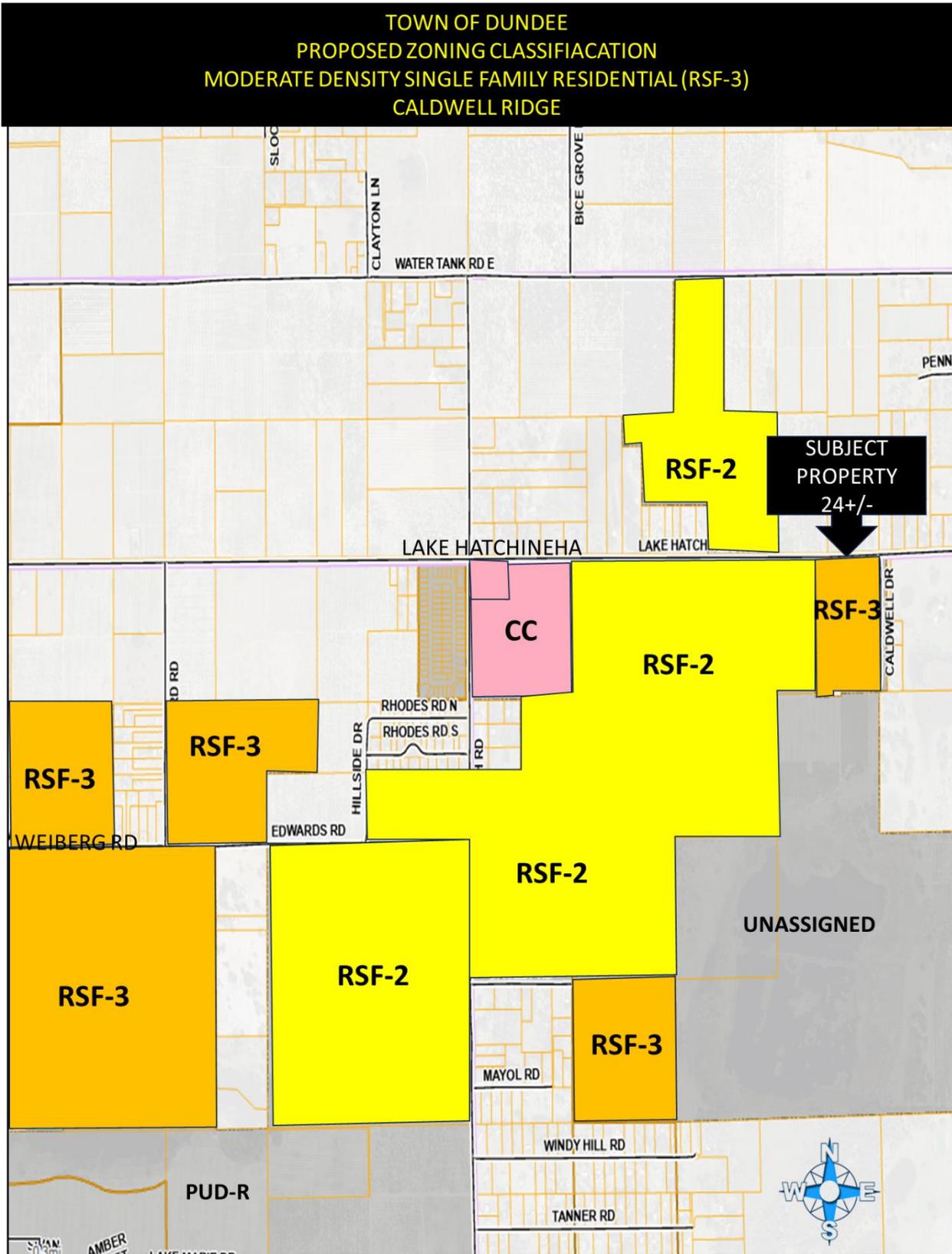
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Attachments:

Aerial Photo  
Existing 2030 Zoning Map  
Proposed 2030 Zoning Map  
Ordinance 23-07







# CONCEPT PLAN





## ORDINANCE NO. 23-07

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF DUNDEE, FLORIDA, AMENDING THE OFFICIAL ZONING MAP OF THE TOWN OF DUNDEE, FLORIDA; BY ASSIGNING THE ZONING DESIGNATION FROM POLK COUNTY/ NA ON 24+/- ACRES TO MODERATE-DENSITY SINGLE-FAMILY RESIDENTIAL (RSF-3), GENERALLY LOCATED AT THE SOUTHWEST CORNER OF LAKE HATCHINEHA ROAD AND CALDWELL DRIVE, FURTHER DESCRIBED AS PARCELS: 272824-000000-013010 AND 272824-000000-013020; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; 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**, Raysor Ventures, LLC, an active Florida limited liability company, submitted an applicant-initiated request to amend the Official Zoning Map designation for property located in the Town of Dundee from Polk County/ NA on 24 +/- acres to Moderate-Density Single-Family Residential (RSF-3), generally located at the southwest corner of Lake Hatchineha Road and Caldwell Drive, further described as parcels: 272824-000000-013010 and 272824-000000-013020 (the "Property"); and

**WHEREAS**, on October 10, 2023, pursuant to Section 163.3184 of the Florida Statutes, the Town Commission of the Town of Dundee, Florida (the "Town Commission"), at a duly noticed public hearing, adopted Ordinance No. 23-06 (the "FLU Ordinance") amending the Future Land Use (FLU) for the Property; and

**WHEREAS**, a copy of the FLU Ordinance is attached hereto as **Exhibit "A"** and made a part hereof by reference; and

**WHEREAS**, the Property constitutes less than five percent (5%) of the municipality zoned area of the Town; and

**WHEREAS**, on December 21, 2023, in accordance with Section 163.3174, Florida Statutes, and applicable law, the Town of Dundee Planning and Zoning Board (the "Board"), sitting as the Local Planning Agency (LPA) as designated by the Town, at a duly

noticed public meeting, considered the applicant-initiated request to change the zoning designation as set forth in this Ordinance on and/or for the Property; and

**WHEREAS**, on December 21, 2023, at the duly noticed meeting of the Board, after considering all the facts and testimony presented by any interested and/or aggrieved parties and citizens in attendance, voted to recommend approval of the Applicant's request for the rezoning as set forth in this Ordinance to the Town Commission; and

**WHEREAS**, on the Town Commission of the Town of Dundee held duly noticed public meetings and a public hearing regarding the Property, as shown on **Exhibit "B"** attached hereto and incorporated herein, and this Ordinance amending the Official Zoning Map of the Town of Dundee, Florida, in order to provide the public an opportunity to be heard, obtain public comment, and receive and consider all written and oral testimony presented during such public meetings, including supporting documentation; and

**WHEREAS**, in exercise of its legislative authority, the Town Commission has determined it necessary to amend the Official Zoning Map to change the zoning designation applicable on and/or for the Property; and

**WHEREAS**, the Town Commission of the Town of Dundee, Florida, finds that the enactment and adoption of this Ordinance No. 23-07 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. 23-07 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. Official Zoning Map.** The Official Zoning Map of the Town of Dundee, Florida, is amended so as to change and/or assign the zoning designation of Polk County/ NA on 24 +/- acres to Town of Dundee Moderate-Density Single-Family Residential (RSF-3), generally located at the southwest corner of Lake Hatchineha Road, further described as parcels: 272824-000000-0130 and 272824-000000-013020 (the "Property"), as shown in **Exhibit "B"** which is attached hereto and incorporated herein by reference.

**Section 3. 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 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.

**Section 4. 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 Town of Dundee Land Development Code (LDC) unless such repeal is explicitly set forth herein.

**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 be codified; 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; 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.

**Section 6. Effective Date.** Pursuant to Section 163.3184 of the Florida Statutes, this Ordinance shall be effective on the effective date of the companion Future Land Use Amendment accomplished via Ordinance No. 23-06 or immediately upon final adoption of this Ordinance on second reading and adoption public hearing, whichever occurs later in time.

**INTRODUCED AND PASSED** on first reading at a regular meeting of the Town Commission of the Town of Dundee, Florida, held this 12<sup>th</sup> day of January 2024.

**PASSED AND FINALLY ADOPTED** on second reading and adoption public hearing at the meeting of the Town Commission of the Town of Dundee, Florida, duly assembled on this 23<sup>rd</sup> day of January 2024.

**TOWN OF DUNDEE, FLORIDA**

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Mayor- Sam Pennant

ATTEST:

\_\_\_\_\_  
Town Clerk – Trevor Douthat

Approved as to form:

\_\_\_\_\_  
Town Attorney - Frederick J. Murphy, Jr.

# Exhibit A

ORDINANCE NO. 23-06

Page 1

## ORDINANCE NO. 23-06

**AN ORDINANCE OF THE TOWN OF DUNDEE, FLORIDA, FOR A REQUEST BY RAYSOR VENTURES, LLC TO AMEND THE FUTURE LAND USE FOR PROPERTY LOCATED IN THE TOWN OF DUNDEE FROM AGRICULTURE/ RESIDENTIAL RURAL (A/RR) TO LOW DENSITY RESIDENTIAL (LDR) ON APPROXIMATELY 24+/- ACRE PARCEL LOCATED AT THE SOUTHWEST CORNER OF LAKE HATCHINEHA ROAD AND CALDWELL DRIVE, FURTHER DESCRIBED AS PARCELS 272824-000000-013010 AND 272824-000000-013020; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.**

**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**, pursuant to Section 163.3184, Florida Statutes, the Town Commission held meetings and hearings on **Amendment 23-06**, 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 23-06** to the Comprehensive Plan, which map is marked as Composite Exhibit "A" and is attached and made a part hereof, to ensure that the 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 Town of Dundee; and

**WHEREAS**, the Town Commission of the Town of Dundee, Florida, amends its Comprehensive Plan in the following specific manner:

The Future Land Use Map is amended to specifically change the Future Land Use Classification from Agriculture/ Residential Rural (A/RR) to Low Density Residential (LDR) on approximately 24 +/- acre parcel located at the southwest corner of Lake Hatchineha Road and Caldwell Drive, further described as parcels 272824-000000-013010 and 272824-000000-013020, and shown on the Proposed Future Land Use Map attached hereto as Composite Exhibit "A" and incorporated herein by reference.

**WHEREAS**, 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, at a duly advertised public meeting on August 17, 2023, at which time interested parties and citizens had the opportunity to be heard and such amendments were recommended to the Town Commission for adoption; 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.

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

**Section 1.** The Comprehensive Plan of the Town of Dundee is hereby amended to add thereto a map amendment, as shown in Exhibit "A", which is attached and made a part hereof. The amendment includes: An amendment to the Future Land Use Map designation for property located in the Town of Dundee from Agriculture/ Residential Rural (A/RR) to Low Density Residential (LDR) on the approximately 24 +/- acre parcel located at the southwest corner of Lake Hatchineha Road and Caldwell Drive, further described as parcel 272824-000000-013010 and 272824-000000-013020

and as depicted on the property shown on Composite Exhibit "A" which is attached hereto and incorporated herein by reference.

**Section 2.** The effective date of this plan amendment, if the amendment is not timely challenged, shall be 31 days if no challenge is filed.

**Section 3.** All ordinances and/or resolutions or parts of ordinances and/or resolutions which are in conflict with this Ordinance are hereby repealed but only to the extent necessary to alleviate the conflict but shall continue in effect insofar as they are not in conflict herewith.

**Section 4.** 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.** Sections of this Ordinance may be re-numbered 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/her designee, without need of public hearing, by filing a corrected or re-codified copy of same with the Town Clerk.

**Section 6.** 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.

**INTRODUCED AND PASSED** on First Reading and transmittal public hearing this 22nd day of August 2023.

**PASSED AND DULY ADOPTED**, on Second Reading with a quorum present and voting, by the Town Commission of Dundee, Florida, this 10 day of October 2023.

**TOWN OF DUNDEE**

  
\_\_\_\_\_  
MAYOR – Sam Pennant

Attest:

  
\_\_\_\_\_  
TOWN CLERK – Trevor Douthat

Approved as to Form:

  
\_\_\_\_\_  
TOWN ATTORNEY – Frederick J. Murphy, Jr.

**Composite Exhibit "A"**  
**Ordinance No. 23-06**  
**Legal Description and Excerpt from the Future Land Use Map**  
**Page 1 of 3**

**CALDWELL RIDGE SUBDIVISION**

Legal Description (Per Title Report)

The East 1/2 of the Northwest 1/4 of the Northeast 1/4 of Section 24, Township 28 South, Range 27 East, LESS road right of way for State Road S-542; AND

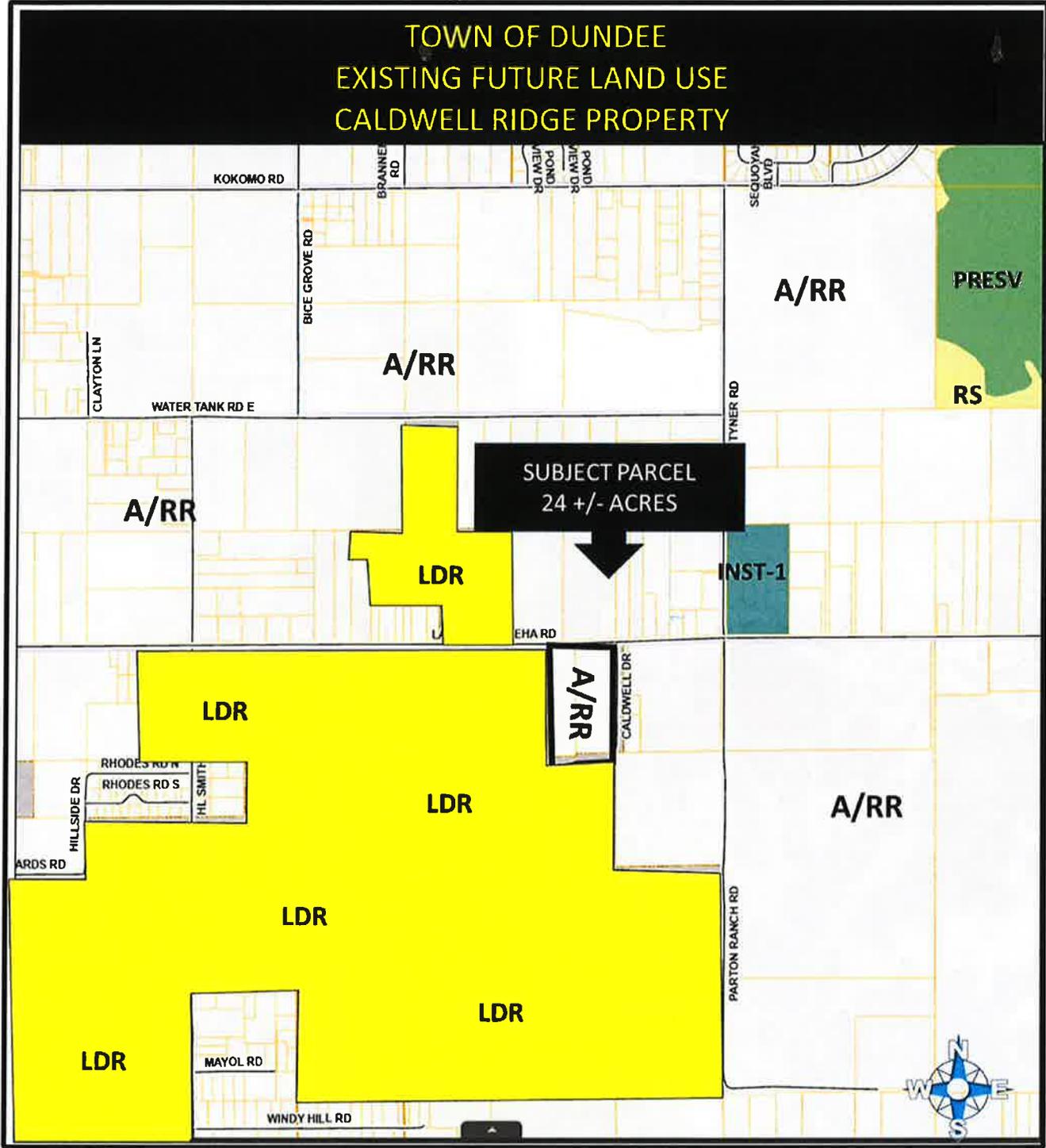
The East 1/4 of the West 1/2 of the Northwest 1/4 of the Northeast 1/4 of said Section 24, LESS road right of way for State Road S-542; AND

The North 31 feet of the West 1/4 of the East 1/2 of the Southwest 1/4 of the Northeast 1/4 of Said Section 24; AND

The North 31 feet of the east 1/4 of the west 1/2 of the Southwest 1/4 of the northeast 1/4 of Section 24, Township 28 South, Range 27 East,

All of said property being located in Polk County, FL.

Composite Exhibit "A"  
Ordinance No. 23-06  
Legal Description and Future Land Use Maps  
Page 2 of 3





**Composite Exhibit “B”**  
**Ordinance No. 23-07**  
**Legal Description and Zoning Maps**  
**Page 1 of 3**

**CALDWELL RIDGE SUBDIVISION**

Legal Description (Per Title Report)

The East 1/2 of the Northwest 1/4 of the Northeast 1/4 of Section 24, Township 28 South, Range 27 East, LESS road right of way for State Road S-542; AND

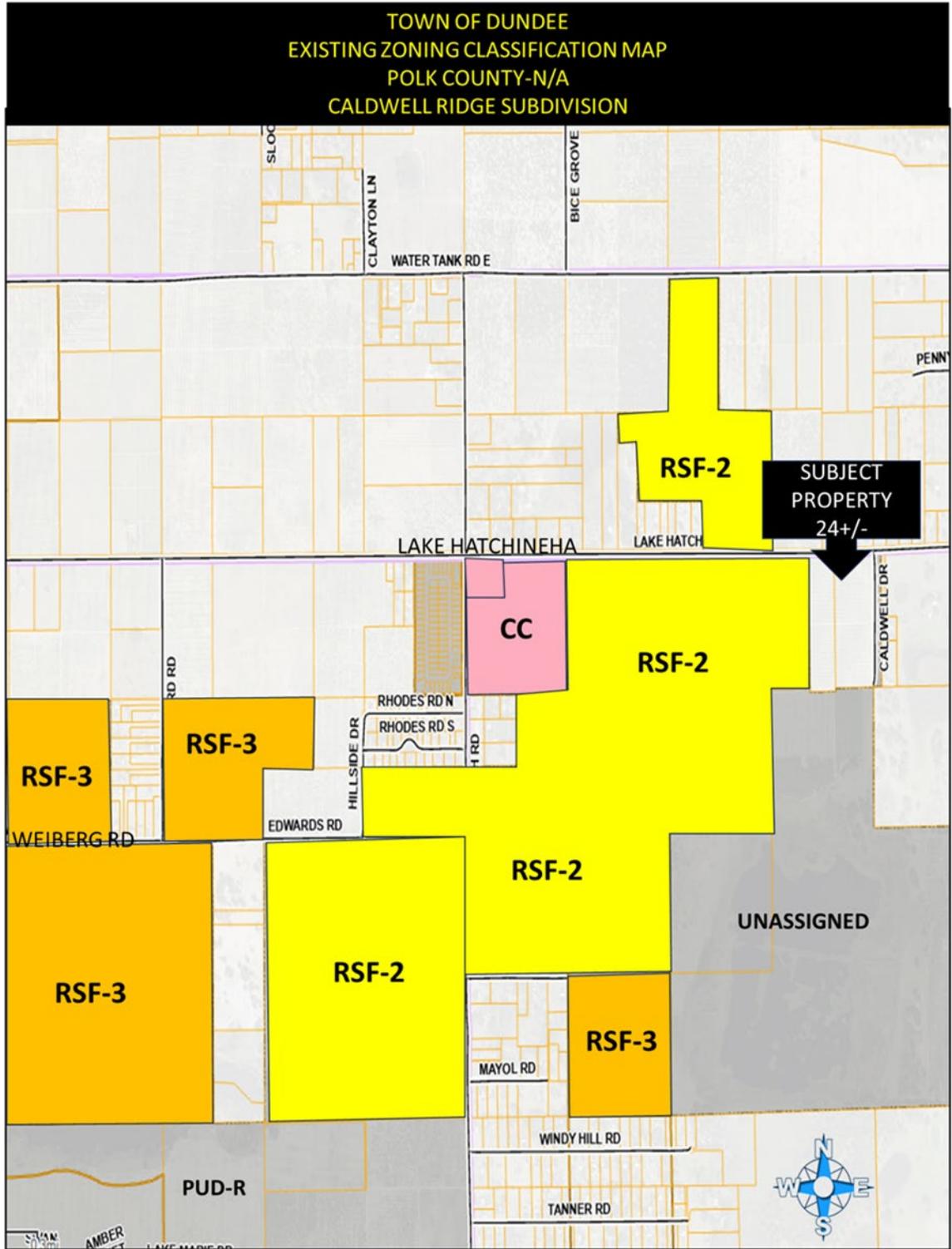
The East 1/4 of the West 1/2 of the Northwest 1/4 of the Northeast 1/4 of said Section 24, LESS road right of way for State Road S-542; AND

The North 31 feet of the West 1/4 of the East 1/2 of the Southwest 1/4 of the Northeast 1/4 of Said Section 24; AND

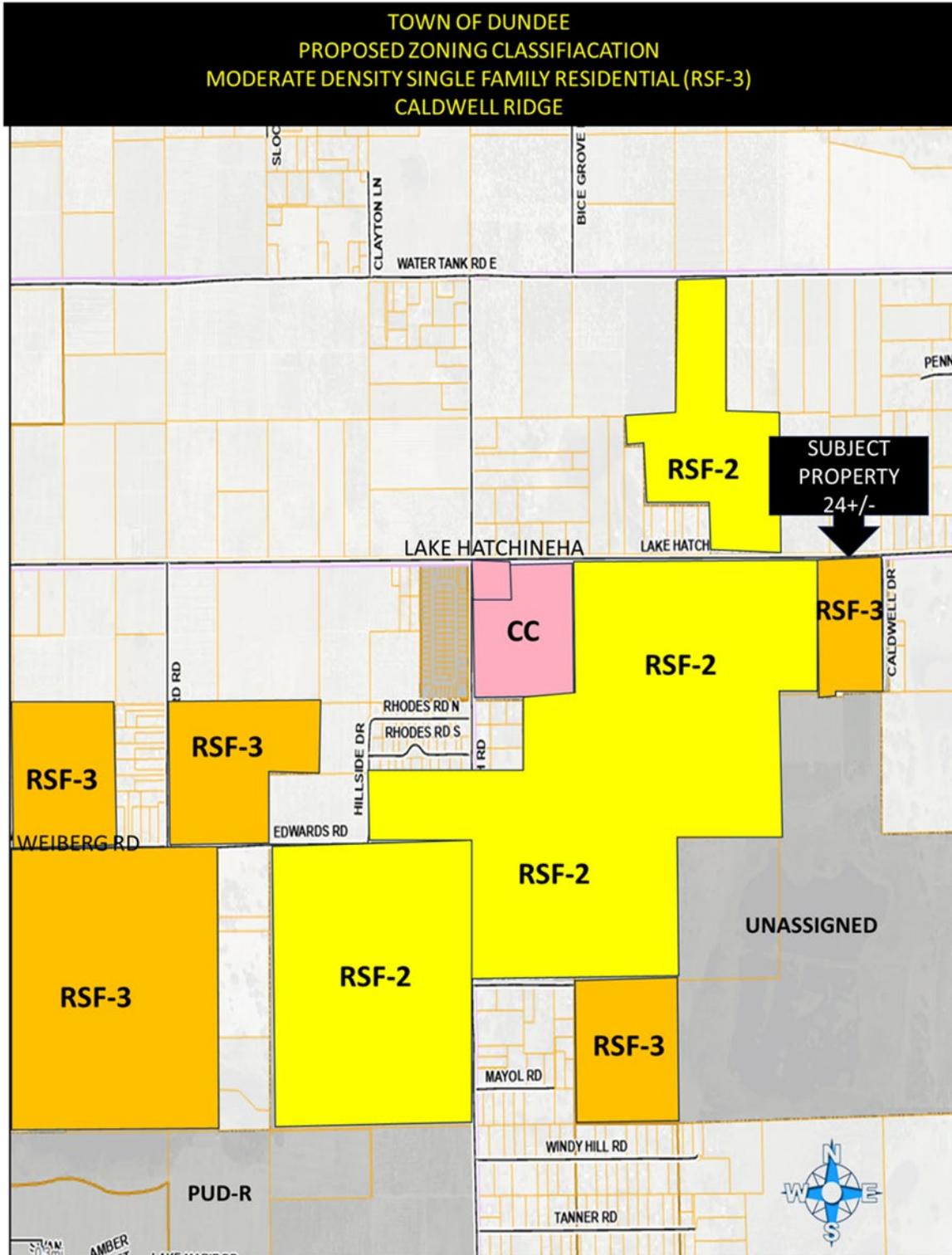
The North 31 feet of the east 1/4 of the west 1/2 of the Southwest 1/4 of the northeast 1/4 of Section 24, Township 28 South, Range 27 East,

All of said property being located in Polk County, FL.

Composite Exhibit "B"  
Ordinance No. 23-07  
Legal Description and Zoning Maps  
Page 2 of 3



Composite Exhibit "B"  
Ordinance No. 23-07  
Legal Description and Zoning Maps  
Page 3 of 3





# TOWN COMMISSION MEETING

January 23, 2024 at 6:30 PM

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**AGENDA ITEM TITLE:** DISCUSSION, VISION WORKSHOP/STRATEGIC PLANNING

**SUBJECT:** Town Commission will hear a presentation for a Vision Workshop

**STAFF ANALYSIS:** Commissioner Richardson will make a presentation.

**FISCAL IMPACT:** None at this time

**STAFF RECOMMENDATION:** N/A

**ATTACHMENTS:** None



# TOWN COMMISSION MEETING

## January 23, 2024 at 6:30 PM

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|                              |   |
|------------------------------|---|
| <b>AGENDA ITEM TITLE:</b>    | DISCUSSION & ACTION, AUTO ZONE SITE DEVELOPMENT PLAN  |
| <b>SUBJECT:</b>              | The Town Commission will consider approval of the Auto Zone Site Development Plan.  |
| <b>STAFF ANALYSIS:</b>       | A request by Auto Zone Stores, LLC has been submitted for a Site Development Plan approval. The proposed location is 27899 US Hwy. 27 and parcel number 27-28-29-000000-022220 on 1.04 +/- acres of land. |
| <b>FISCAL IMPACT:</b>        | No Fiscal Impact  |
| <b>STAFF RECOMMENDATION:</b> | Staff recommends approval.  |
| <b>ATTACHMENTS:</b>          | Staff Report, Site Plan, and Maps   |



|   |
|---|
| <b>To:</b> Town Commission  |
| <b>Agenda Date:</b> January 23, 2024  |
| <b>Department:</b> Planning and Zoning  |
| <b>Discussion Topic:</b> Site Development Plan  |
| <b>Requested Action:</b> To approve the site development plan for Auto Zone Store, LLC. |
| <b>Prepared By:</b> Lorraine Peterson, Development Director                             |
|   |

**SITE LOCATION**

The proposed site is located on 1.04 +/- acres of land at 27899 U.S. Highway 27, south of Dundee Road, north of Lincoln Avenue, on the eastside of U.S. Highway 27 in the Town of Dundee, further described as parcel number 27-28-29-000000-022220.

**BACKGROUND**

The Land Development Code requires a site development plan approval prior to the issuance of a building permit for all nonresidential uses, please see section 7.02.02 of the LDC. Section 7.02.03 gives the procedures for such an approval.

The Development Review Committee has reviewed the site development plan submitted by Auto Zone Stores, LLC and determined the plan is consistent with the comprehensive plan and land development code for the Town of Dundee.

**SITE DEVELOPMENT PLAN**

Per Section 7.02.01 of the Land Development Code, the purpose of the Site Development Plan is to ensure that site-specific development projects meet the requirements of this code prior to the issuance of a building permit. It is the intent of this section that the site development plan process be a part of the building permit application process, in that the site development plan is the instrument by which improvements to the site will be constructed and inspected, and by which final inspection and certificate of occupancy shall be issued. Approval Site Development Plans are valid for one year from the date of approval. Upon approval of the Site Development Plan, the applicant may proceed with submitting detailed construction drawings to the appropriate town staff for permitting. These shall include, but are not limited to, detailed building plans, drainage

# Town of Dundee Town Commission Meeting

and stormwater management facilities, road and driveway construction specifications, and tree removal plans.

## ANALYSIS

The proposed site has a future land use of Commercial and a zoning designation of Highway Commercial (CH). According to the LDC, Section 2.02.01 (A) Table of Land Uses, retail commercial stores with no outdoor use or storage is a permitted use.

➤ Environmental

This site is located in a wetland area and must adhere to Section 5.03.03 of the LDC. There are two wetland zones, the wetland protection zone and the wetland transitional zone. The wetland transitional zone encompasses all land within 200 feet of the boundary of the wetland protection zone unless the applicant is able to demonstrate to the town commission that the functions of the wetland can be protected with a smaller transitional zone. The applicant did petition the town commission on January 10, 2023, and was granted a reduction to 30 feet (please see attachments for petition).

➤ Potable Water

The proposed Auto Zone will have a water demand of 6,524 gpd

➤ Sewer

The proposed Auto Zone will have a sewer demand of 5,219 gpd

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

➤ Parking

Per section 3.03.02 off-street parking for general retail sales the minimum parking spaces is 4.0 per 1,000 sqft. gross floor area (SFGFA) and. For a building that is 7,381 square feet, 30 parking spaces is the minimum required of the 30 spaces at least two of those parking spaces must be for the physically disabled. The applicant meets these requirements.

➤ Schools

Not applicable

➤ Roads

According to the Polk Transportation Planning Organization (April 2022), Highway 27 is a Principle Arterial Road and roadway links 5105 N. and 5105 S. (Cypress Garden Blvd. to S.R. 542 (Dundee Rd.) have a level of service (LOS) of C. Per the applicant the 402.73 daily trips and 36.16 peak hour trips this project will generate will not lower the LOS.

### **CONDITIONS**

Conditions related to a developer’s agreement and a water allocation agreement are included in the attachments.

### **DEVELOPMENT REVIEW COMMITTEE**

As required by Section 7.02.03.01 (c) of the LDC, DRC members have reviewed the site development plan for Auto Zone Store’s, LLC with specific regard to the codes and ordinances of the Town of Dundee and have given their approval.

DRC:

- 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- Seth Claytor of Boswell & Dunlap, LLP
- TOD Transportation Subconsultant- George Deakin of Deakin Property Services, Inc.

### **TOWN COMMISSION REVIEW**

Per Section 7.02.04, the Town Commission shall have the authority to review and approve or disapprove any site development plan. Alternatively, the development director may determine that a site development plan is inappropriate for administrative approval. In such cases, the town commission shall review and evaluate the site development plan with specific regard to the comprehensive plan, applicable town codes, and the advisory recommendations of town staff. The town commission shall approve, approve with conditions, or deny the site plan.

# Town of Dundee Town Commission Meeting

In the alternative, the commission may, for the purpose of allowing the applicant an opportunity to address unresolved issues, continue consideration of the site plan. In the event a site development plan is denied, the reason(s) for the denial shall be noted.

---

## MOTION OPTIONS:

1. I move **approval of the Site Development Plan** for Auto Zone Stores, LLC.
  2. I move **approval with conditions of the Site Development Plan** for Auto Zone Stores, LLC.
  3. I move **denial of the Site Development Plan** for Auto Zone Stores, LLC.
  4. I move **continuing the Site Development Plan** for Auto Zone Stores, LLC to a date and time certain.
- 

Attachments: Location Map

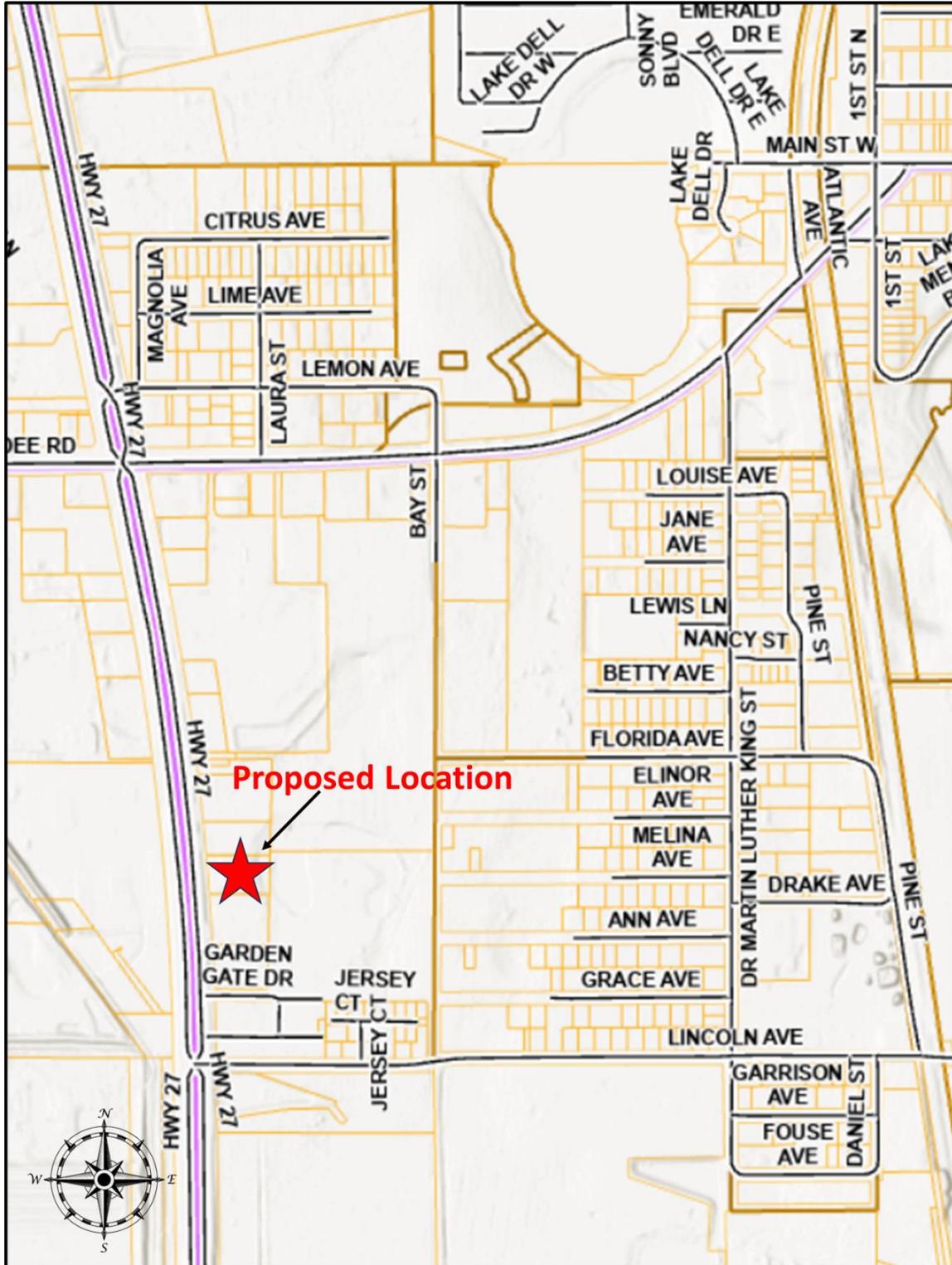
Site Plan

Wetland Transitional Zone Petition

Developer's Agreement

Water Allocation Agreement

# Location Map



# Site Plan



# Town of Dundee Town Commission Meeting

## WETLAND TRANSITION ZONE PETITION



### DISCUSSION ITEM

**TO:** Town Commission

**PREPARED BY:** Lorraine Peterson, Development Director

**AGENDA DATE:** January 10, 2023

**TOPIC:** Wetland Transitional Zone

**REQUESTED ACTION:** To reduce the 200 feet wetland transitional boundary to 30 feet for parcel 27-28-29-000000-022220 located at 27899 US Hwy 27, Dundee, FL – Proposed Auto Zone Store

### BACKGROUND:

The Town of Dundee Land Development Code reference that the 200 feet boundary around a wetland protection zone can be reduced by the Town Commission if the applicant is able to demonstrate that the wetland can be protected with a smaller transitional zone. Please see narrative on page two of this document.

### SECTION 5.03.03

5.03.03 – Protection Zones Established

- (B) *Wetland transitional zone.* There is hereby created a wetland transitional zone adjacent to each wetland protection zone. The transitional zone is an area having a direct ground or surface water influence and [which] functions as a buffer between wetlands and development. The purpose of the transitional zone is to minimize the adverse effects of development upon the wetland itself. This zone shall encompass all land within 200 feet of the boundary of the wetland protection zone unless the applicant is able demonstrate to the town commission's satisfaction that the functions of the wetland can be protected with a smaller transitional zone. In no case, however, shall a transitional zone of less than 30 feet be approved.

### PROPOSED AUTO ZONE NARRATIVE:

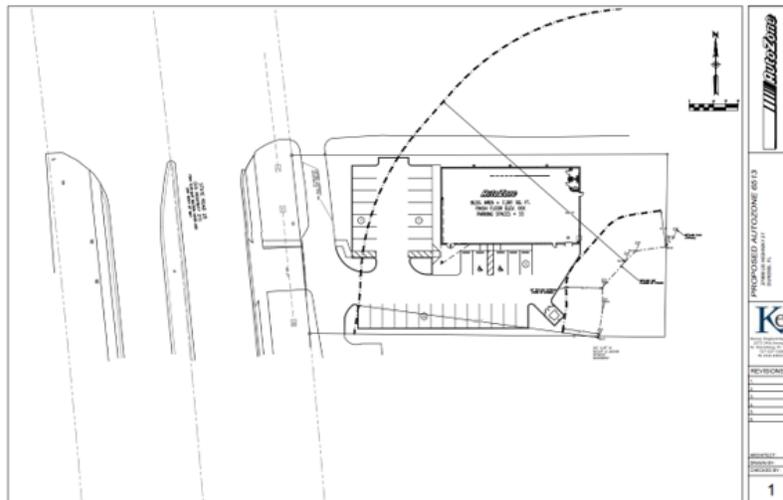
Dear Staff,

We respectfully request from Town Council the permission to reduce the wetland transitional zone from 200' to 30' as permitted in Section 5.03.03(B) of the Dundee Land Development Code.

For reference, please see the attached proposed site plan both with and without an aerial map. Looking at the aerial map, it is clear that the existing building did not observe the 200-foot transitional area, nor do the permitted developments to the north and south of our project. It is also clear the 200-foot transitional zone renders this site unbuildable. A more appropriate distance for a wetland buffer or transitional zone of 30 feet is allowed by your code and falls within the general standards of other regulatory and environment protection jurisdictions, such as SWFWMD requires a 25-foot setback.

Our proposed development would not encroach into the 30-foot transitional zone which would remain vegetated and provide a buffer wildlife within the wetland.

### CONCEPT PLAN



# DEVELOPER'S AGREEMENT

# WATER ALLOCATION AGREEMENT



# TOWN COMMISSION MEETING

January 23, 2024 at 6:30 PM

- 
- AGENDA ITEM TITLE:** DISCUSSION & ACTION, ROAD RESURFACING PROJECT 2024
- SUBJECT:** Town Commission will consider the next project in our road resurfacing project.
- STAFF ANALYSIS:** Town staff has performed resurfacing of Town owned roads every other year. Staff has selected Highlands Ave from 4<sup>th</sup> St to 8<sup>th</sup> St, Barrett Ave from Valentina Ave to Scenic Highway and 5<sup>th</sup> St South from Florida Ave to Edmund Ave. Resurfacing these roads would allow Town staff to concentrate on other projects that need attention rather than spending time repairing potholes. This was approved in the 2023-2024 budget and staff has received a task order from Tucker Paving for Commission review.
- FISCAL IMPACT:** \$228,950.47
- STAFF RECOMMENDATION:** Staff recommends approval
- ATTACHMENTS:** Task orders



5658 Lucerne Park Road  
 Winter Haven, FL 33881  
 Phone: 863-299-2262  
 Fax: 863-294-1007  
 www.tuckerpaving.com

|                          |   |            |                    |              |
|--------------------------|---|------------|--------------------|--------------|
| <b>To:</b>               | Town Of Dundee                          | TASK ORDER | <b>Contact:</b>    | John Vice    |
| <b>Address:</b>          | 202 Main St.<br>Dundee, FL 33838        |            | <b>Phone:</b>      | 863-438-8330 |
| <b>Project Name:</b>     | Town Of Dundee 5th St Leveling And Pave |            | <b>Fax:</b>        | 863-438-8338 |
| <b>Project Location:</b> | Dundee, FL                              |            | <b>Bid Number:</b> | 23-849       |
|                          |   |            | <b>Bid Date:</b>   | 12/8/2023    |

| Item Description   | Estimated Quantity | Unit | Unit Price   | Total Price         |
|--|--------------------|------|--|---------------------|
| <b>ASPHALT MILLING OF BARRETT DRIVE .</b>                                | 1.00               | LS   | \$10,880.24  | \$10,880.24         |
|  |                    |      | <b>Total Price for above Items:</b>                    | <b>\$10,880.24</b>  |
| <b>GENERAL CONDITIONS</b>  |                    |      |  |                     |
| Mobilization/Maintenance Of Traffic                                      | 1.00               | LS   | \$6,528.14   | \$6,528.14          |
| Mobilization/Maintenance Of Traffic                                      | 1.00               | LS   | \$4,178.01   | \$4,178.01          |
|  |                    |      | <b>Total Price for above GENERAL CONDITIONS Items:</b> | <b>\$10,706.15</b>  |
| <b>PAVING</b>  |                    |      |  |                     |
| 5th St (1.5" SP-12.5) OVERLAY  | 612.00             | TON  | \$245.76   | \$150,405.12        |
| BARRETT AVE (1.5" SP-9.5) MILL AND PAVE .                                | 151.00             | TON  | \$139.24   | \$21,025.24         |
|  |                    |      | <b>Total Price for above PAVING Items:</b>             | <b>\$171,430.36</b> |
| <b>STRIPING</b>  |                    |      |  |                     |
| PAINTED PAVEMENT MARKINGS, STD, 200 L.F DBL YELLOW, SOLID, 24" STOP BARS | 204.00             | LF   | \$3.55   | \$724.20            |
| PAINTED PAVEMENT MARKINGS, STD, 200 L.F DBL YELLOW, SOLID, 24" STOP BARS | 204.00             | LF   | \$3.55   | \$724.20            |
|  |                    |      | <b>Total Price for above STRIPING Items:</b>           | <b>\$1,448.40</b>   |
|  |                    |      | <b>Total Bid Price:</b>                                | <b>\$194,465.15</b> |

**Notes:**

• **BID NOTES:**

- \*\* TESTING NOT INCLUDED
- \*\* ANY PRICING NOT ACCEPTED IMMEDIATELY MAY BE SUBJECT TO ESCALATION AT LATER DATE, DUE TO VOLATILITY OF CURRENT MARKET



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|  |  |
|--|--|
| <b>To:</b> Town Of Dundee                                    | <b>Contact:</b> John Vice                              |
| <b>Address:</b> 202 Main St.<br>Dundee, FL 33838             | <b>Phone:</b> 863-438-8330<br><b>Fax:</b> 863-438-8338 |
| <b>Project Name:</b> Town Of Dundee 5th St Leveling And Pave | <b>Bid Number:</b> 23-849                              |
| <b>Project Location:</b> Dundee, FL                          | <b>Bid Date:</b> 12/8/2023                             |

• **Not Included in Proposal:**

- Permits, SWPPP Permits, And Permit Fees
- Soil Testing, Concrete Testing, And CEI Certification & Inspection
- Landscaping & Irrigation
- Tree Protection/Pruning/Relocation
- Dumpster Pad Enclosure Wall
- Retaining Walls, Footers, And Excavation/Backfill Of Footers
- Asbestos Removal
- Relocation/Repair Of Fence/Gates
- Relocation/Removal/Repair Of Existing Or Unknown Utilities (Except As Listed In Proposal)
- Well Abandonment
- Relocation/Removal/Repair Of Power Poles Or Guy Wires
- Excavation/Backfill Of Building Foundation And/Or Footers
- Removal Of Muck/Contaminated/Unsuitable Soils Or Materials
- Over Excavation
- Project Identification Sign
- Striping And Signage
- Storm Sewer System
- Potable Water System
- Fireline Water System
- Materials / Work / Services not indicated or listed.

|  |   |
|--|---|
| <p><b>ACCEPTED:</b><br/>         The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p><b>Buyer:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date of Acceptance:</b> _____</p> | <p><b>CONFIRMED:</b><br/> <b>Tucker Paving, Inc.</b></p> <p><b>Authorized Signature:</b> _____</p> <p><b>Estimator:</b> Barry Smothers<br/>         863-299-2262 bsmothers@tuckerpaving.com</p> |
|--|---|



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|   |                   |  |
|---|-------------------|--|
| <b>To:</b> Town Of Dundee   | <b>TASK ORDER</b> | <b>Contact:</b> John Vice                              |
| <b>Address:</b> 202 Main St.<br>Dundee, FL 33838                      |                   | <b>Phone:</b> 863-438-8330<br><b>Fax:</b> 863-438-8338 |
| <b>Project Name:</b> Town Of Dundee Mill And Resurfacing Project 2023 |                   | <b>Bid Number:</b> 23-758                              |
| <b>Project Location:</b> Dundee, FL                                   |                   | <b>Bid Date:</b> 12/8/2023                             |

**Highlands ave from 4<sup>th</sup> street to 8<sup>th</sup> street**

| Item Description   | Estimated Quantity                                     | Unit | Unit Price | Total Price        |
|--|--|------|------------|--------------------|
| <b>ASPHALT MILLING OF 4TH TO 8TH DRIVE .</b>                             | 1.00   | LS   | \$8,414.04 | \$8,414.04         |
|  | <b>Total Price for above Items:</b>                    |      |            | <b>\$8,414.04</b>  |
| <b>GENERAL CONDITIONS</b>  |  |      |            |                    |
| Mobilization/Maintenance Of Traffic                                      | 1.00   | LS   | \$4,178.00 | \$4,178.00         |
|  | <b>Total Price for above GENERAL CONDITIONS Items:</b> |      |            | <b>\$4,178.00</b>  |
| <b>PAVING</b>  |  |      |            |                    |
| 4TH STREET TO 8TH (1.5" SP-9.5) REMOVE PATCH AREAS AND OVERLAY .         | 108.00   | TON  | \$196.01   | \$21,169.08        |
|  | <b>Total Price for above PAVING Items:</b>             |      |            | <b>\$21,169.08</b> |
| <b>STRIPING</b>  |  |      |            |                    |
| PAINTED PAVEMENT MARKINGS, STD, 200 L.F DBL YELLOW, SOLID, 24" STOP BARS | 204.00   | LF   | \$3.55     | \$724.20           |
|  | <b>Total Price for above STRIPING Items:</b>           |      |            | <b>\$724.20</b>    |
| <b>Total Bid Price:</b>  |  |      |            | <b>\$34,485.32</b> |

**Notes:**

• **BID NOTES:**

- \*\* TESTING NOT INCLUDED
- \*\* ANY PRICING NOT ACCEPTED IMMEDIATELY MAY BE SUBJECT TO ESCALATION AT LATER DATE, DUE TO VOLATILITY OF CURRENT MARKET



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| <b>To:</b> Town Of Dundee   | <b>Contact:</b> John Vice                              |
| <b>Address:</b> 202 Main St.<br>Dundee, FL 33838                      | <b>Phone:</b> 863-438-8330<br><b>Fax:</b> 863-438-8338 |
| <b>Project Name:</b> Town Of Dundee Mill And Resurfacing Project 2023 | <b>Bid Number:</b> 23-758                              |
| <b>Project Location:</b> Dundee, FL                                   | <b>Bid Date:</b> 12/8/2023                             |

• **Not Included in Proposal:**

- Permits, SWPPP Permits, And Permit Fees
- Soil Testing, Concrete Testing, And CEI Certification & Inspection
- Landscaping & Irrigation
- Tree Protection/Pruning/Relocation
- Dumpster Pad Enclosure Wall
- Retaining Walls, Footers, And Excavation/Backfill Of Footers
- Asbestos Removal
- Relocation/Repair Of Fence/Gates
- Relocation/Removal/Repair Of Existing Or Unknown Utilities (Except As Listed In Proposal)
- Well Abandonment
- Relocation/Removal/Repair Of Power Poles Or Guy Wires
- Excavation/Backfill Of Building Foundation And/Or Footers
- Removal Of Muck/Contaminated/Unsuitable Soils Or Materials
- Over Excavation
- Project Identification Sign
- Striping And Signage
- Storm Sewer System
- Potable Water System
- Fireline Water System
- Materials / Work / Services not indicated or listed.

|  |   |
|--|---|
| <p><b>ACCEPTED:</b><br/>         The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p><b>Buyer:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date of Acceptance:</b> _____</p> | <p><b>CONFIRMED:</b><br/> <b>Tucker Paving, Inc.</b></p> <p><b>Authorized Signature:</b> _____</p> <p><b>Estimator:</b> Barry Smothers<br/>         863-299-2262 bsmothers@tuckerpaving.com</p> |
|--|---|



# TOWN COMMISSION MEETING

January 23, 2024 at 6:30 PM

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|                              |  |
|------------------------------|--|
| <b>AGENDA ITEM TITLE:</b>    | DISCUSSION & ACTION, LINCOLN AVENUE SIDEWALK   |
| <b>SUBJECT:</b>              | Town Commission will consider the phase 2 pricing for the Lincoln Ave sidewalk   |
| <b>STAFF ANALYSIS:</b>       | Phase 1 of the Lincoln Avenue sidewalk project was started in the 2022-2023 budget year. Staff has received a task order from Tucker Paving for phase 2 of the project, connecting Dr Martin Luther King Jr Street to US Highway 27. |
| <b>FISCAL IMPACT:</b>        | \$164,350.27   |
| <b>STAFF RECOMMENDATION:</b> | Staff recommends approval  |
| <b>ATTACHMENTS:</b>          | Task order   |



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|                          |                                      |                    |              |
|--------------------------|--------------------------------------|--------------------|--------------|
| <b>To:</b>               | City Of Dundee                       | <b>Contact:</b>    |              |
| <b>Address:</b>          | P.O. Box 1000<br>Dundee, FL 33838    | <b>Phone:</b>      | 863.438.8330 |
|                          |                                      | <b>Fax:</b>        | 863.438.8338 |
| <b>Project Name:</b>     | Lincoln Ave Sidewalk Phase 2 - Rev 2 | <b>Bid Number:</b> | 23-811       |
| <b>Project Location:</b> |                                      | <b>Bid Date:</b>   | 1/15/2024    |
| <b>Addendum #:</b>       | TASK ORDER                           |                    |              |

**THE SCOPE OF WORK IS TO BID THE LINCOLN AVE SIDWALK PROJECT PER THE PLANS FROM RAYL ENGINEERING DATED APRIL 2023. THIS INCLUDES SIDEWALK AND GRADING ALONG PHASE 2 OF LINCOLN AVENUE.**

| Item #   | Item Description                   | Estimated Quantity | Unit | Unit Price  | Total Price |
|----------|------------------------------------|--------------------|------|-------------|-------------|
| 104-10-3 | SEDIMENT BARRIER                   | 1,215.000          | LF   | \$0.80      | \$972.00    |
| 120-1    | REGULAR EXCAVATION                 | 336.000            | CY   | \$19.00     | \$6,384.00  |
| 120-6    | EMBANKMENT                         | 146.000            | CY   | \$13.00     | \$1,898.00  |
| 522-1    | CONCRETE SIDEWALK, 4" THICK        | 584.000            | SY   | \$22.00     | \$12,848.00 |
| 522-2    | CONCRETE SIDEWALK, 6" THICK        | 109.000            | SY   | \$28.00     | \$3,052.00  |
| 527-2    | DETECTABLE WARNINGS                | 30.000             | SF   | \$20.00     | \$600.00    |
| 570-1    | PERFORMANCE TURF, SOD, BAHIA       | 1,665.000          | SY   | \$1.50      | \$2,497.50  |
| 101-1    | MOBILIZATION                       | 1.000              | LS   | \$40,129.58 | \$40,129.58 |
| 102-1    | MAINTENANCE OF TRAFFIC             | 1.000              | LS   | \$38,907.01 | \$38,907.01 |
| 110-1-1  | CLEARING & GRUBBING                | 1.000              | LS   | \$26,443.11 | \$26,443.11 |
| OOS-1    | CROSSWALK AHEAD SIGN               | 4.000              | EACH | \$1,111.44  | \$4,445.76  |
| OOS-2    | CIP STRAIGHT CONCRETE ENDWALL, 30" | 1.000              | EACH | \$26,173.31 | \$26,173.31 |

**Total Bid Price: \$164,350.27**

**Notes:**

- \*\*\* DUE TO MARKET VOLATILITY PRICING IS GOOD FOR 30 DAYS.

**Not Included in Proposal:**

- Permits, SWPPP Permits, And Permit Fees
- Landscaping & Irrigation
- Tree Protection/Pruning/Relocation
- Relocation/Repair Of Fence/Gates
- Relocation/Removal/Repair Of Existing Or Unknown Utilities (Except As Listed In Proposal)
- Relocation/Removal/Repair Of Power Poles Or Guy Wires
- Removal Of Muck/Contaminated/Unsuitable Soils Or Materials
- Over Excavation
- Project Identification Sign
- Storm Sewer System
- Materials / Work / Services not indicated or listed.



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|   |                            |
|---|----------------------------|
| <b>To:</b> City Of Dundee                                 | <b>Contact:</b>            |
| <b>Address:</b> P.O. Box 1000                             | <b>Phone:</b> 863.438.8330 |
| Dundee, FL 33838  | <b>Fax:</b> 863.438.8338   |
| <b>Project Name:</b> Lincoln Ave Sidewalk Phase 2 - Rev 2 | <b>Bid Number:</b> 23-811  |
| <b>Project Location:</b>                                  | <b>Bid Date:</b> 1/15/2024 |
| <b>Addendum #:</b> TASK ORDER                             |                            |

|  |  |
|--|--|
| <p><b>ACCEPTED:</b><br/>         The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p><b>Buyer:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date of Acceptance:</b> _____</p> | <p><b>CONFIRMED:</b><br/> <b>Tucker Paving, Inc.</b></p> <p><b>Authorized Signature:</b> _____</p> <p><b>Estimator:</b> Kyle Allen<br/>         863-299-2262 kallen@tuckerpaving.com</p> |
|--|--|



# TOWN COMMISSION MEETING

## January 23, 2024 at 6:30 PM

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|                              |   |
|------------------------------|---|
| <b>AGENDA ITEM TITLE:</b>    | DISCUSSION & ACTION, MERRILL AVENUE PLAYGROUND EQUIPMENT  |
| <b>SUBJECT:</b>              | Town Commission will consider quotes received for the purchase of playground equipment for Merrill Avenue Park.   |
| <b>STAFF ANALYSIS</b>        | Merrill Avenue Park is in desperate need of rehabilitation and improvement. Town staff has identified a need to replace existing equipment as well as add some new pieces to make it into a place that is safe for residents and families to enjoy. Staff is asking to replace the equipment as well as other projects that will be brought before the Commission at a later date. Staff received 3 quotes and is recommending approval for Creative Recreations Products who are based in Florida. |
| <b>FISCAL IMPACT:</b>        | \$16,051.00   |
| <b>STAFF RECOMMENDATION:</b> | Staff recommends approval   |
| <b>ATTACHMENTS:</b>          | Quote sheets  |

**TOWN OF DUNDEE  
PRICE QUOTE SHEET**



DATE: 1/12/2024

DEPARTMENT: PARK AND RECS DEPART.

NAME OF PERSON SECURING THE QUOTE: JOHN VICE

GENERAL DESCRIPTION OF ITEM: TO ADD NEW EQUIPMENT TO MERRILL AVE PLAYGROUND

Vendor Selected:

**VENDOR #1**

COMPANY NAME: CREATIVE RECREATION PRODUCTS

CONTACT NUMBER: 407-695-8855

NAME OF REPRESENTATIVE: WEB (EMAILED)

PRICE: \$16051.00

SHIPPING: INLCUDED IN PRICE

COMMENTS: TO ADD NEW EQUIPMENT TO MERRILL AVE PLAYGROUND

Vendor Selected:

**VENDOR #2**

COMPANY NAME: WILLYGOAT.COM

CONTACT NUMBER: 888-920-4628

NAME OF REPRESENTATIVE: NESTY (EMAILED)

PRICE: \$18200.00

SHIPPING: INLCUDED IN PRICE

COMMENTS: TO ADD NEW EQUIPMENT TO MERRILL AVE PLAYGROUND

Vendor Selected:

**VENDOR #3**

COMPANY NAME: PARKWAREHOUSE.COM

CONTACT NUMBER: 877-609-1678

NAME OF REPRESENTATIVE: LISA (VERBAL)

PRICE: \$17652.21

SHIPPING: INLCUDED IN PRICE

COMMENTS: TO ADD NEW EQUIPMENT TO MERRILL AVE PLAYGROUND

DEPARTMENT DIRECTOR/SUPERVISOR: *John VICE*

DATE: 1/12/2024

FINANCE DIRECTOR APPROVAL: *[Signature]*

DATE: 1/16/2024

TOWN MANAGER APPROVAL: *[Signature]*

DATE: 1-16-24

ADDITIONAL COMMENTS: \_\_\_\_\_

SOLE SOURCE JUSTIFICATION: \_\_\_\_\_

**Creative Recreation Products Quote 7475**

3000 W State Road 426

Oviedo, FL 32765 US

407.695.8855

FLplaygrounds@gmail.com



| ADDRESS          | SHIP TO          | DATE       | TOTAL       |
|------------------|------------------|------------|-------------|
| Town of Dundee   | Town of Dundee   | 01/09/2024 | \$16,051.00 |
| Johnathon Vice   | TBA              |            |             |
| TBA              | Dundee, FL 33838 |            |             |
| Dundee, FL 33838 |                  |            |             |

| QTY | DESCRIPTION   | RATE     | AMOUNT     |
|-----|---|----------|------------|
| 1   | Radical Rotator Merry-go-round  | 3,758.00 | 3,758.00T  |
| 1   | Single Post Tilted Lilly Pad Bridge   | 2,640.00 | 2,640.00T  |
| 1   | RockWell Teeter Quad  | 2,840.00 | 2,840.00T  |
| 1   | 5-foot single straight slide  | 5,534.00 | 5,534.00T  |
| 1   | Bongo Drums<br>primary color scheme   | 1,618.00 | 1,618.00T  |
| 1   | Preferred customer discount   | -        | -1,639.00T |
|     |   | 1,639.00 |            |
| 1   | Inbound freight - shipped directly to customer. Customer to receive equipment and handle installation and ground cover<br>Colors TBD (primary?) | 1,300.00 | 1,300.00   |

- OPTIONAL: Popular playground accessories
- Shade
  - 3'x3' Rubber Wear Mat: \$195
  - 6' Bench w/ Back: \$595 industry standard coating
  - ADA Half Ramp: \$695
  - Picnic Tables: from \$1,249 in-ground mount, industry standard coating
  - Trash can: from \$649 industry standard coating
  - Bike rack: from \$99
  - Freight & Installation may apply

- NOTES:
- Entire amount due with order.
  - There is a 2.9% transaction fee if paying by credit card.

|              |                    |
|--------------|--------------------|
| SUBTOTAL     | 16,051.00          |
| TAX          | 0.00               |
| <b>TOTAL</b> | <b>\$16,051.00</b> |

Quote valid for 30 days. We look forward to working with you!

Quote # 1

Item 7.

**Johnathon Vice**

**From:** WillyGoat Toys & Playgrounds <fun@willygoat.com>  
**Sent:** Monday, January 8, 2024 3:48 PM  
**To:** Johnathon Vice  
**Subject:** WillyGoat Equipment Quote #D23189



QUOTE #D23189

## WillyGoat Quote

Hi Jonathon,

Thanks for your interest in WillyGoat playground equipment. You can check out more information about play systems here: [Commercial Playgrounds & Playsets](#). Please see below for your quote and don't hesitate to contact us if you have any further questions!

Thanks and have a great week!

Best,  
Nesty

Below is the quote you requested. All quoted prices assume payment via ACH, check, or wire. Paying with a credit card will void any discounts. To place an order, please give us a call or reply to this email at [fun@willygoat.com](mailto:fun@willygoat.com)

## Quote summary

|   |                                    |                   |
|---|------------------------------------|-------------------|
|  | <b>Central Park Playground × 1</b> | <b>\$9,478.00</b> |
|   | Primary<br>WP-350012P00            |                   |



**Pebble Bridge (Single or Double Row) × 1**

Single Row  
PTC017

**\$2,394.00**



**RockWell Teeter Duo In Ground Rider × 1**

Neutral  
PFB009N

**\$754.00**



**Merry Go Round × 1**

6' Diameter / Purple/White  
301-142P

**\$3,398.00**

**Playground Equipment Crating Fee × 1**

Over 10 Feet

**\$240.00**

Discount 🖱️ GOOD THROUGH 2-15-2024

**-\$887.00**

Subtotal

**\$15,377.00**

Shipping

**\$2,823.00**

Total

**\$18,200.00 USD**

You saved \$887.00

To pay via wire or check, please [give us a call](tel:) or email us at [fun@willygoat.com](mailto:fun@willygoat.com)



# TOWN COMMISSION MEETING

January 23, 2024 at 6:30 PM

Item 8.

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|                              |   |
|------------------------------|---|
| <b>AGENDA ITEM TITLE:</b>    | DISCUSSION & ACTION, DEPOT DAY ROAD CLOSURE   |
| <b>SUBJECT:</b>              | Town Commission will consider temporary road closures for Depot Day.  |
| <b>STAFF ANALYSIS:</b>       | Town staff is making a request for temporary road closure for the Depot Day Event that will be held monthly at the train depot. Allowing this closure would increase the space for vendors to set up and allow for a smoother transition from one vendor to another by visitors. The closure would take place on 1 <sup>st</sup> Street North from Dundee Road to Main Street. This would create a small detour to 1 <sup>st</sup> Street North on the north side of Main Street. Traffic will be directed to use Atlantic Ave or, depending on size of vehicle, continue to Center Street and reroute as directed. |
| <b>FISCAL IMPACT:</b>        | None  |
| <b>STAFF RECOMMENDATION:</b> | Staff recommends approval   |
| <b>ATTACHMENTS:</b>          | Road closure map  |

