



**TOWN OF DUNDEE
CRYSTAL LAKE PRESERVE
FINAL PLAT
STAFF REPORT**

TO: Town of Dundee Town Commission

PREPARED BY: Lorraine Peterson, Development Director

AGENDA DATE: January 09, 2024

REQUESTED ACTION: Consider Final Plat for the Crystal Lake Preserve Subdivision, further known as parcels 272820-000000-021010 and 272820-000000-023010 (Resolution 24-01).

Background

Dundee Frederick, LLC (the “Owner” and/or “Applicant”) requests approval of Final Plat for the Crystal Lake Subdivision for approximately 58.60 +/- acres of land located on the north side of Frederick Ave, approximately ¼ miles east of the intersection of US Highway 27 and Frederick Ave in Dundee, further described as parcels 272820-000000-021010, and 272820-000000-023010. The property has a Future Land Use of Low Density Residential (LDR) and a Zoning of Low Density Single-Family Residential (RSF-1) and Moderate Density Single-Family Residential (RSF-3).



Final Plat

Per Section 7.01.08 of the Land Development Code, the intent of the Final Plat is to establish a legal record of the plat. Whenever the provisions of this Code have been complied with and while the approval of the certified subdivision plan is in effect, the applicant shall submit the final plat for approval and recording. The final plat shall conform substantially to the approved CSP and, at the option of the subdivider, may constitute only that portion or phase of the approved CSP which is proposed to be recorded at that time. Upon approval of the final plat, the applicant may proceed with obtaining building permits within the subdivision and the plat shall be forwarded by the town clerk to the Board of County Commissioners of Polk County for review and approval in accordance with county procedures. The original plat shall then be submitted to the clerk of the circuit court for recording within the public records of Polk County.

Per Section 7.01.13 of the Land Development Code, approval of the final plat shall not constitute acceptance of any area or facilities offered by said plat for dedication to the Town of Dundee. The Town Commission shall not accept dedication of required improvements nor release nor reduce a performance bond until the town is satisfied that all required improvements have been properly completed and until the engineer or subdivider has certified, through submission of a detailed "as-built" survey plat of the subdivision indicating location dimensions, materials, and other information required by the Town, that the layout of the line and grade of all public improvements is in accordance with construction plans for the subdivision and that a title insurance policy has been furnished to and approved by the Town attorney indicating that the improvements shall have been completed, are ready for dedication to the Town and are free and clear of all liens and encumbrances. Upon such approval and recommendation, the Town Commission shall thereafter accept the improvements for dedication in accordance with the established procedure.

Final Plat Comments

As required, the Final Plat is substantially similar to the Certified Subdivision Plan (CSP). The applicant submitted all required materials, which were reviewed by Town staff. The applicant is requesting to bond the outstanding site development improvements. As required, the applicant is providing a performance and maintenance bond for the project.

Consistent with Section 7.01.08 of the LDC, the applicant is requesting the Town Commission's approval of the Final Plat for the Crystal Lake Preserve Subdivision with the conditions as outlined in Resolution 24-01.

Conditions of Approval

1. Approval of the plat entitled "Crystal Lake Preserve Subdivision" is conditioned upon the Town Commission approval of a Development Agreement to address completion of 100% of the improvements and acceptance of a bond, which can be found in Resolution 24-01 along with other conditions listed in the Resolution.

Town Commission Review

Following its own review, the Town Commission shall either approve the Final Plat or disapprove with reasons stated. The Town Commission has the authority to approve or disapprove any street name. Should any adverse review comment or recommendation be made by the Town Commission which may require a revision of the proposed Final Plat, the necessary revisions may be made for reconsideration at the applicable step within the review process.

MOTION OPTIONS:

1. I move **approval of Resolution 24-01**, approving the Final Subdivision Plan for recording for the Crystal Lake Preserve Subdivision.
 2. I move **approval with changes of Resolution 24-01**, approving the Final Subdivision Plan for recording for the Crystal Lake Preserve Subdivision.
 3. I move **continuing Resolution 24-01** to a date certain.
 4. I move **denial of Resolution 24-01**.
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Attachment: Resolution 24-01