



## **PLANNING & ZONING BOARD MEETING MINUTES**

**February 16, 2023 at 5:30 PM**

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

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

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### **CALL TO ORDER by Chair Gunter at 5:31pm**

**Chair Gunter** thanked member Hall for staying on the board.

### **PLEDGE OF ALLEGIANCE led by Chair Gunter**

### **ROLL CALL: Interim Town Clerk, Trevor Douthat**

#### **MEMBERS PRESENT:**

Ron Hall

Suzetta Henson

Jill Kitto

Annette Wilson

Jeff Gunter

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

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

**Town Clerk** Jenn Garcia announced her resignation from the Town and that Trevor Douthat would be taking her place as Interim Town Clerk.

**Assistant Town Attorney** Claytor advised the chair that because there is no delegation present that there is no need to open discussion to delegation.

New board member Annette Wilson introduced herself and thanked the board for the opportunity to serve.

### **APPROVAL OF MINUTES**

1. Planning & Zoning October 20, 2022 Meeting Minutes

**MOTION TO APPROVE** made by Kitto, Seconded by Hall.

Voting Yea: Hall, Henson, Kitto, Wilson, Gunter

## **PUBLIC HEARINGS**

### **2. ORDINANCE 23-02, TOWN-INITIATED REQUEST FOR A 2030 COMPREHENSIVE PLAN TEXT AMENDMENT- LEVEL OF SERVICE**

**Town Planner** Peterson gave the presentation.

The Level of Service quantifies the types and number of services customers receive. The established Level of Service helps the Town plan for future development by ensuring enough water will be available for that development. The Town proposes to update the Level of Service for potable water to reflect current needs and requirements from the South Florida Water Management District.

**Member Hall** questioned why the reduction.

**Town Planner** Peterson explained we are required to reduce usages to bring the Town into compliance with the Town's Comprehensive Plan.

**Member Henson** posed questions about using reclaimed water

**Special Projects Manager** Tracy Mercer explained that some newer subdivisions are installing reclaimed water systems.

**Motion to recommend approval to the Town Commission** made by Kitto, Seconded by Henson.  
Voting Yea: Hall, Henson, Kitto, Wilson, Gunter

### **3. ORDINANCE 23-03, 2022 ANNUAL UPDATE TO THE 2030 COMPREHENSIVE PLAN'S CAPITAL IMPROVEMENT ELEMENT (CIE)**

**Town Planner** Peterson gave the analysis:

The Florida Statutes mandates that local governments should update and adopt the Capital Improvement Element (CIE) (including the CIE 5-Year Schedule of Improvements) after adoption of the Annual Budget and CIE. This update includes fiscal years 2021/2022 through 2025/2026. The 5-year Schedule of Capital Improvements consists of items identified in the Capital Improvement Program portion of the Town's Operating Budget that implement specific objectives and policies contained in the Comprehensive Plan.

The CIE must be reviewed on an annual basis and modified as necessary in accordance with Section 163.3187 or Section 163.3185, Florida Statutes, in order to maintain a financially feasible 5-Year schedule of capital improvements. CIE amendments require only a single public hearing before the governing board which shall be an adoption hearing.

**Assistant Town Attorney Claytor** clarified that this is just a housekeeping matter. The Board previously reviewed and recommended the updated CIE for approval however, the CIE required must reflect the appropriate LOS.

**Assistant Town Attorney Claytor** stated, "Let the record reflect that the chair is not asking for delegation comments because there is no delegation present."

**Motion to recommend approval to the Town Commission** made by Kitto, Seconded by Hall.  
Voting Yea: Hall, Henson, Kitto, Wilson, Gunter

## **DISCUSSION ITEMS**

**Member Kitto** advised that she prefers to have all minutes up to date at each meeting for reference on discussed matters; asked about the traffic study and for clarification on whether or not Lk Hamilton doing a traffic study affects the Town's.

**Member Hall** can the Town get leverage for issues with US 27

**Assistant Town Attorney Claytor** responded that the Town's study is comprehensive and looks at all relevant factors.

**Member Henson** questioned having a light at Frederick Ave and how that is determined. Also, about the Winn Dixie turn in.

**Assistant Town Attorney Claytor** provided an update related to the Winn Dixie turn in.

**Member Hall** asked about the current state of Lake Dell

**Public Works Director** gave the update.

## **REPORTS FROM OFFICERS**

Planning Department Comments  
Town Attorney Comments  
Board Member Comments  
Chairperson Comments

## **ADJOURNMENT**

**Motion to adjourn** made by Kitto, Seconded by Henson.  
Voting Yea: Hall, Henson, Kitto, Wilson, Gunter

**Adjournment at 6:14PM**

**Respectfully Submitted,**

*Trevor Douthat*  
Trevor Douthat, Interim Town Clerk

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