



**TOWN OF DUNDEE
CERTIFIED SUBDIVISION PLAN APPLICATION
STAFF REPORT**

TO: Town of Dundee Town Commission

PREPARED BY: Lorraine Peterson, Town Planner

AGENDA DATE: November 08, 2022

REQUESTED ACTION: Resolution 22-50:
Consider Certified Subdivision Plan (CSP) for the Crystal Lake Preserve Subdivision, further known as parcels 272820-000000-021010, and 272820-000000-023010

BACKGROUND:

JSK Consulting, Matthew Johnson, PE (applicant) requests approval of Certified Subdivision Plan (CSP) for the Crystal Lake Preserve 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).

The proposed project includes 237 single-family lots and 2.75 acres of recreational land to be owned and maintained by a Home Owner's Association. The Town Commission approved the parks and recreation land dedication on April 13, 2021.

CERTIFIED SUBDIVISION PLAN

Per Section 7.01.07 of the Land Development Code, the purpose of the Certified Subdivision Plan (CSP) is to allow town staff to perform a technical review of all proposed site improvements and serves as the basis upon which the final plat is prepared. Upon approval of the CSP, the applicant may proceed with permitting for installation of improvements, including:

- tree removal
- clearing and grubbing
- installation of streets and utilities
- installation of stormwater management systems.

Certified subdivision plans remain valid for one year from the date of approval. No residential building permit shall be issued until the final plat has been accepted by the Town and

recorded with the Clerk of the Circuit Court for Polk County, except where approval has been given for residential units as models. Final certificates of occupancy for models shall not be issued until the final plat has been accepted by the town and recorded in the public records for Polk County.

The Site Plan portion of the proposed Certified Subdivision Plan is attached. A copy of the complete proposed Certified Subdivision Plan is on file with the Town Clerk.

CSP Comments

As required, the CSP is substantially similar to the Preliminary Site Plan. The Polk County School Board issued a binding letter of concurrency for this project. The School Board will reserve the seats for 18 months after the approval of the Certified Subdivision Plan. The roads internal to the subdivision are anticipated to be dedicated and accepted by the Town of Dundee. Construction plans must be approved by Town staff prior to issuance of construction permits. Construction plan approval includes receipt of all approvals from outside agencies.

Consistent with Section 7.01.09, the applicant is requesting the Town Commission's approval for construction of streets, drainage facilities, and/or other subdivision improvements prior to actual final platting. In granting any such approval, the Town Commission may impose such conditions, restrictions, and/or time schedules as may be deemed necessary in the public interest.

Conditions

Conditions related to technical review are included in the resolution for Crystal Lake Preserve.

Town Commission Review

Following its own review, the Town Commission shall either approve the CSP or disapprove with reasons stated. The Town Commission has the authority to approval 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 CSP, the necessary revisions may be made for reconsideration at the applicable step within the review process.

MOTION OPTIONS:

1. I move approval of Resolution 22-50 approving the Certified Subdivision Plan for the Crystal Lake Preserve Subdivision and approving construction prior to platting.
2. I move approval of Resolution 22-50 with conditions approving the Certified Subdivision Plan for the Crystal Lake Preserve Subdivision and approving construction prior to platting.
3. I move continuing this item to a date and time certain.

Attachment: Resolution 22-50 (with CSP Plan)