

DUNDEE PLANNING & ZONING BOARD

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



PLANNING & ZONING BOARD MEETING MINUTES for SEPTEMBER 15, 2022

CALL TO ORDER at 5:30pm by Chair Ron Hall

PLEDGE OF ALLEGIANCE: Chair Ron Hall

ROLL CALL: Jenn Garcia

MEMBERS PRESENT:

Ron Hall

Suzetta Henson

Jill Kitto

MEMBERS ABSENT:

Ray Hunt

Sam Ahmed

Mrs. Garcia stated that Ray Hunt notified Town Staff that he would be on shift and would not be able to attend the meeting, Town Staff did not receive notification from Sam Ahmed.

STAFF PRESENT:

Jenn Garcia, Town Clerk

Marisa Barmby, CFRPC

John Vice, Public Works Director

Lorraine Peterson, Town Planner

AGENDA

ITEM 01: APPROVAL OF MINUTES

Planning & Zoning Board Meeting Minutes 05/19/2022.

MOTION TO APPROVE the Planning & Zoning Board Meeting Minutes for July 21, 2022 made by Board Member Kitto. Seconded by Board Member Henson. Passed Unanimously.

AYES: Hall, Henson, Kitto

NAYS: None

Marisa Barmby of Central Florida Regional Planning Council introduced the new Town Planner, Lorraine Peterson.

Ms. Peterson greeted the Board and shared her experiences and pleasure to be working for Dundee.

ITEM 02: DISCUSSION ITEMS

A. POTENTIAL CODE OF ORDINANCE UPDATE- PARK AND RECREATION OPERATING HOURS

Marisa Barmby of Central Florida Regional Planning Council gave the presentation.

Chair Hall requested a report of the developments who committed to a fee-in-lieu of park and recreation and if they did how much was given, and which parks the fees were invested and how.

Mrs. Barmby stated that the Town does have these records and will present it when the final language for the board's consideration.

Member Henson stated that decision for the parks should be made simultaneously. Mrs. Barmby stated that the board may want to consider recommending changes being made by resolution.

Member Kitto inquired if information, hours, and rules would be posted specific to each park and Public Works Director, John Vice, confirmed this the approach the Town is and will continue to be improved and taken.

Chair Hall stated that the park restrooms are used at times by the homeless and people with RVs and wondered if these updates would affect those. He further stated that there are issues with the late hours that young people are at the basketball courts. He also observed that isolated tables can invite undesirable activity. He further stated that trails must be monitored and designed so to keep those using the trails safe.

Mr. Vice explained that the restroom issues will need to be reported to the PCSO if it is believed to be illegal activity. The basketball courts already have hours listed and require a parent to be with minors and it will be up to the citizens to report if these rules are abused.

Member Henson reminded the board that we must ensure that our rules are not to the extreme of keeping youth out.

Mrs. Barmby appreciated the input and advised the board that final language will be brought back before them for their consideration.

B. INTRODUCTION TO PROPOSED TECHNICAL STANDARDS MANUAL

Marisa Barmby of Central Florida Regional Planning Council gave the presentation.

Mrs. Barmby clarified that these items are all in place, however they are scattered and are difficult to locate in the code. The proposed manual will have all the standards collected in an organized fashion that will benefit the Town and those looking to build and conduct business in the Town.

Mrs. Barmby stated that she anticipates having a final draft before the board within the next 3 months.

REPORTS FROM OFFICERS:

Town Administration:

Town Clerk Garcia brought a report that was requested at the last meeting on the number of absences that board members are permitted to have considering the concern in the number of absences of Member Ahmed. Section 2-46 of the Town Code states that missing 3 or more consecutive meetings will be considered an automatic resignation unless absences have been excused by the board. A spreadsheet that showed the attendance of all members over the last one year.

This information prompted the board to excuse Ray Hunt from the meeting.

MOTION TO EXCUSE Ray Hunt from the September 15, 2022 Planning and Zoning meeting made by Jill Kitto. Seconded by Suzetta Henson. Motion carried.

AYES: Hall, Henson, Kitto

NAYS: None

MOTION TO RECOMMEND termination of Sam Ahmed's seat on the Planning & Zoning Board to the Town Commission made by Jill Kitto. Seconded by Member Henson. Motion carried.

AYES: Henson, Kitto

NAYS: None

Board Member Comments:

Board Member Kitto

- Inquired of further explanation and information on the CDDs. Mrs. Barmby explained that it is considered an HOA on steroids with upgraded amenities that are available to the community for a fee.
- Expressed concern of the condition of the roads with all the development the Town is experiencing. Town Clerk Garcia stated that we are having a large-scale traffic study conducted that will assist the Town on scheduling improvements and clear expectations that will be given to developers.
- Requested an update on the US 27 trucking company issue that has still not been corrected. Mrs. Barmby reported that a full application special exception was submitted by the applicant representative, Dave Carter with Carter Kaye Engineering and accepted by the Town that day and it should be coming before the board in the coming months. Mrs. Garcia also stated that this remains an open case.

Board Member Henson

- Requested updated maps that includes the maps of the roads. Mrs. Barmby and Mrs. Garcia will distribute the maps to the board members.

ADJOURNMENT

Meeting adjourned at 7:07pm.

Respectfully Submitted,


Jenn Garcia, Town Clerk