

# DUNDEE PLANNING & ZONING BOARD

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



## PLANNING & ZONING BOARD MEETING MINUTES for OCTOBER 20, 2022

**CALL TO ORDER** at 5:36pm 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

MOTION TO EXCUSE Ray Hunt from the October 20, 2022 meeting of the Planning and Zoning Board made by Member Kitto and seconded by Member Henson. Passed Unanimously.

*AYES: Hall, Henson, Kitto*

*NAYS: None*

### STAFF PRESENT:

Lorraine Peterson, Town Planner

Seth Claytor, Assistant Attorney

Jenn Garcia, Town Clerk

John Vice, Public Works Director

### ITEM 01: DISCUSSION ITEMS

#### A. BONDING LANGUAGE AND SUBDIVISION PLATTING GUIDELINES RELATED TO THE SUBDIVISION APPROVAL PROCESS

Town Planner, Lorraine Peterson, gave the analysis.

**Assistant Attorney Claytor** explained that, in light of the spike in development activity within the corporate limits of the Town of Dundee and Polk County, it is necessary to review the bonding language and subdivision platting guidelines related to the Town's subdivision approval process. Town Staff has recognized that from an approval standpoint starting with the preliminary subdivision plan (PSP) there should be a more thorough review that will require, amongst others, a Chapter 177 title opinion or property informational report to identify any issues prior to review of an application for final plat approval. At final plat, it is recommended that a developer bond no more than 50% of the public improvements and dedicated improvements of and/or for the project and 50% of such improvements per phase.

Before moving on to the subsequent/next phase of the phased project, the dedicated improvements and public infrastructure must be constructed for the preceding phase.

The improvements must be constructed along with or concurrent with each phase of a phased project. This approach makes managing the requirements of each project successful.

After all the public infrastructure and dedicated improvements are completed, the Town shall require a maintenance guarantee. Town Staff and Town Consultants request a two (2) year plus 30-day maintenance guarantee. If there are any issues, a claim would be made against the maintenance guarantee and the 30-days allows time in the event an issue arises and claim must be made towards the expiration of the two (2) year period.

There was discussion among the board members, Assistant Town Attorney, and the Town Planner regarding item one.

**Board Member Kitto** inquired of the requirements for new development to lay all infrastructure lines underground or if they are still permitted to be above ground. She stated that this is the future and that it would benefit the Town to have these requirements.

**Assistant Town Attorney Claytor** responded that he would need to research this item.

**Board Member Henson** expressed concerns about communication of preparation during a hurricane or emergencies.

By consensus of the Board, the recommended bonding language and platting guidelines were approved and a draft of the requested code revisions was requested for approval.

**Town Planner Peterson** stated that the Fee-in-Lieu of information requested by Chair Hall will be brought back along with the language on parks.

#### **REPORTS FROM OFFICERS:**

##### **Board Members:**

##### **Board Member Kitto:**

Expressed concerns of the trucking company on US 27. This is still an open case, and it has proceeded too long.

#### **ADJOURNMENT**

Meeting adjourned at 6:57pm.

**Respectfully Submitted,**

  
**Jenn Garcia, Town Clerk**