


	<p>To: Planning and Zoning Board</p> <p>Agenda Date: December 18, 2025</p> <p>Department: Planning and Zoning</p> <p>Discussion Topic: Vacation of Right-of-Way</p> <p>Requested Action: A recommendation to Town Commission- Vacation of Right-of-Way for portions of Hillcrest Avenue -Resolution 25-40</p> <p>Prepared By: Lorraine Peterson, Development Director</p> 
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REQUEST:

A request to vacate portions of specific open, unpaved, and unimproved portions of Camp Endeavor Blvd. and an Unnamed Road as depicted in plat book 20, page 4 of the public records of Polk County, Florida, that lies along the above-described corridor. That part of Section 21, Township 28 South, Range 27 East, Polk County Florida.

PROPERTY INFORMATION

<p>LEGAL DESCRIPTION NOTES</p> <ul style="list-style-type: none"> THE BEARINGS SHOWN HEREON ARE BASED ON THE WEST BOUNDARY OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SAID SECTION 21, TOWNSHIP 28 SOUTH, RANGE 27 EAST, HAVING A GRID BEARING OF S-00°15'22"-E. THE GRID BEARINGS SHOWN HEREON REFER TO THE STATE PLANE COORDINATE SYSTEM, NORTH AMERICAN DATUM OF 1983 (NAD 83-2007 ADJUSTMENT) FOR THE WEST ZONE OF FLORIDA. EXHIBIT A, THE LEGAL DESCRIPTION AND SKETCH TO ACCOMPANY LEGAL DESCRIPTION - CONSISTS OF TWO (2) PAGES, AND IS NOT COMPLETE WITHOUT ALL PAGES. <p>HILLCREST AVENUE RIGHT OF WAY VACATION LEGAL DESCRIPTION</p> <p>THAT PART OF "RIDGECREST", ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 20, PAGE 4 OF THE PUBLIC RECORDS OF POLK COUNTY, FLORIDA, BEING DESCRIBED AS:</p> <p>COMMENCE AT THE CENTER OF SECTION 21, TOWNSHIP 28 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA, AND RUN THENCE ALONG THE WEST LINE OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SAID SECTION 21, S-00°15'22"-E, 667.84 FEET TO THE SOUTHWEST CORNER THEREOF, SAID POINT ALSO BEING THE NORTHWEST CORNER OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SAID SECTION 21, THENCE DEPARTING SAID WEST LINE, AND ALONG THE NORTH LINE OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SAID SECTION 21, RUN N-89°42'55"-E, 30.00 FEET TO A POINT ON THE EAST RIGHT-OF-WAY OF CENTER STREET (STATE ROAD 17), SAID POINT IS ALSO THE POINT OF BEGINNING; THENCE DEPARTING SAID EAST RIGHT-OF-WAY, CONTINUE ALONG THE NORTH LINE OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SAID SECTION 21, AND CONTINUING N-89°42'55"-E, 631.06 FEET TO THE NORTHEAST CORNER OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SAID SECTION 21, THENCE ALONG THE EAST LINE THEREOF, S-00°15'22"-E, 667.84 FEET TO A POINT ON THE EASTERLY PROJECTION OF THE SOUTH RIGHT-OF-WAY OF HILLCREST AVENUE, THENCE ALONG SAID EASTERLY PROJECTION, AND ALONG SAID SOUTH RIGHT-OF-WAY, S-89°42'55"-W, 631.07 FEET TO A POINT ON THE EAST RIGHT-OF-WAY OF SAID CENTER STREET (STATE ROAD 17), THENCE ALONG SAID EAST RIGHT-OF-WAY, N-00°15'22"-W, 30.00 FEET TO THE POINT OF BEGINNING.</p> <p>CONTAINING 18,932 SQUARE FEET, 0.433 ACRE, MORE OR LESS.</p> <div data-bbox="802 1764 1274 1858"> <div>   </div> <div> <p>EXHIBIT A HILLCREST AVENUE ROW VACATION LEGAL DESCRIPTION</p> <p>PLAT A SURVEY</p> <p>EXHIBIT A CONSISTS OF TWO (2) PAGES, AND IS NOT COMPLETE WITHOUT ALL PAGES.</p> <p>PAGE 1 OF 2</p> </div> </div>

Surrounding Property Information

<u>Northwest:</u> Lake Hamilton	<u>North:</u> Lake Hamilton	<u>Northeast:</u> Lake Hamilton
<u>West:</u> FLU: Commercial/Industrial Corridor ZON: Industrial Existing Uses: Residential and Businesses	<u>Subject Parcel</u> Low Density Residential (LDR) Single Family Residential-3 (RSF-3)	<u>East:</u> FLU: LDR ZON: RSF-3 Existing Uses: Vacant Land
<u>Southwest:</u> FLU: LDR & Conservation ZON: IL Existing Uses: Residential	<u>South:</u> FLU: Commercial/Industrial Corridor ZON: AL Existing Uses: auto shops with bays, truck parking	<u>Southeast:</u> FLU: LDR ZON: RSF-3 Existing Uses: Agricultural Lands- Citrus

FINDINGS OF FACT:

The Petition for Right-of-Way Vacation is to be reviewed by the Town Staff, Planning and Zoning Board and Town Commission consistent with the requirements of the Town of Dundee, regarding the vacation of streets, alleys, and public ways.

Below are staff findings of fact determined during review of the petition.

- The applicant has submitted a completed application.
- Staff sent out notices to surrounding property owners within 300' by certified mail.
- The right-of-way is unopen, unpaved, unimproved portions of road depicted in plat book 20, page 4 of public records of Polk County, Florida, that lies along Hillcrest Ave. in Section 21, Township 28 South, Range 27 East, Polk County Florida.

PLANNING AND ZONING BOARD ACTION:

Consistent with the requirement of the Town of Dundee regarding vacating streets, alleys, and public ways, the Town administration is forwarding this Petition for Right-of-Way Vacation to the Town of Dundee Planning and Zoning Board for Review and Comment.

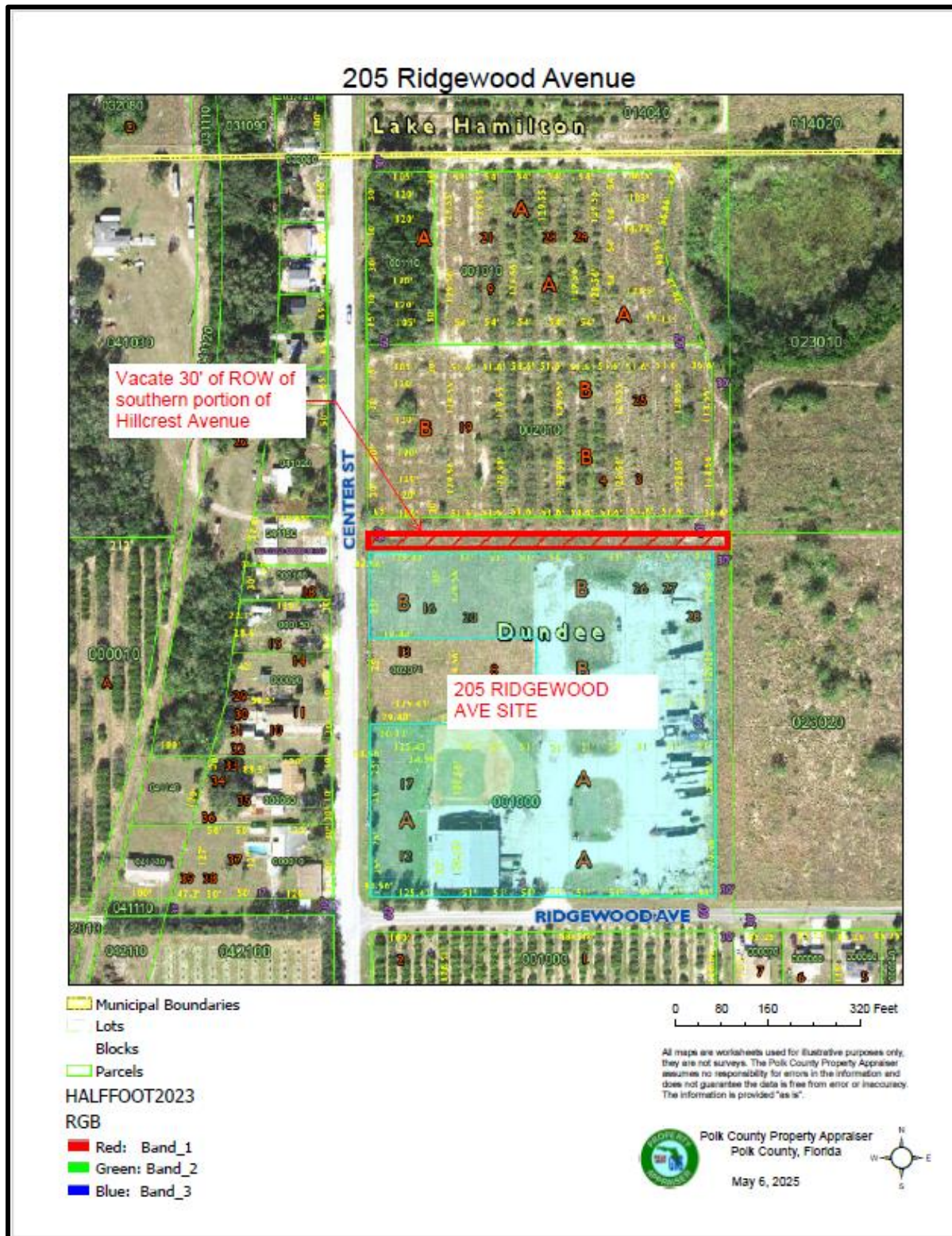
MOTION OPTIONS:

1. I move the Planning & Zoning Board **recommend approval** to the Town Commission to have the Town of Dundee vacate and abandon specific unopened, unpaved, and unimproved rights-of-way as described in this staff report.
 2. I move the Planning & Zoning Board **recommend denial** to the Town Commission to have the Town of Dundee vacate and abandon specific unopened, unpaved, and unimproved rights-of-way as described in this staff report.
 3. I move the Planning and Zoning Board continue this item until a certain date.
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Attachments:

Location Map
Boundary Survey
Current Future Land Use Map
Current Zoning Map
Proof of Publication
Application for Right-of-Way Vacation

LOCATION MAP



BOUNDARY AND TOPOGRAPHIC SURVEY
CONTAINS 721 ACRES



- LEGAL DESCRIPTION AS FURNISHED:**

SURVEYOR'S NOTES:

- [illegible]

CERTIFICATION:

I HEREBY CERTIFY THAT THIS DRAWING CORRECTLY REPRESENTS THE RESULTS OF THE SURVEY MADE UNDER MY DIRECTION AND THIS SURVEY HAS BEEN MADE IN ACCORDANCE WITH THE STANDARDS OF PRACTICE ADOPTED BY THE STATE OF ALABAMA IN ORDER TO REGULATE THE SURVEYING AND CONVEYING SERVICES RENDERED BY PROFESSIONAL SURVEYORS AND MAPMAKERS IN THIS STATE. S.W.2 OF THE FLORIDA ADMINISTRATIVE CODE PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

[Signature] R. M. [illegible] P. M. [illegible]

[illegible]

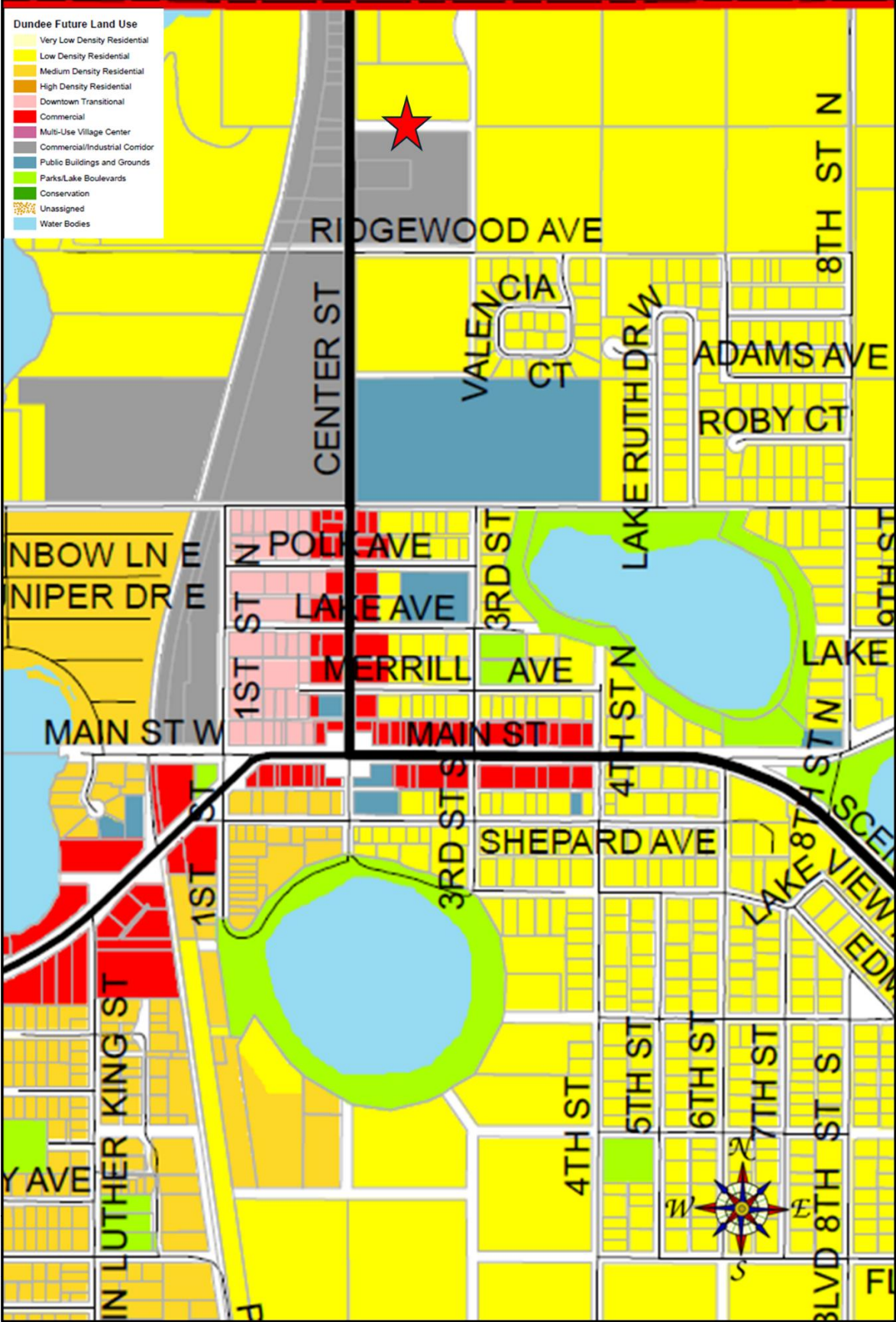
3411 Fox Ridge Street
Winter Haven, Florida 33884
Phone: (863)216-4002
Email: jtdsurveyor@hotmail.com



John Todd Deliman, P.S.M.

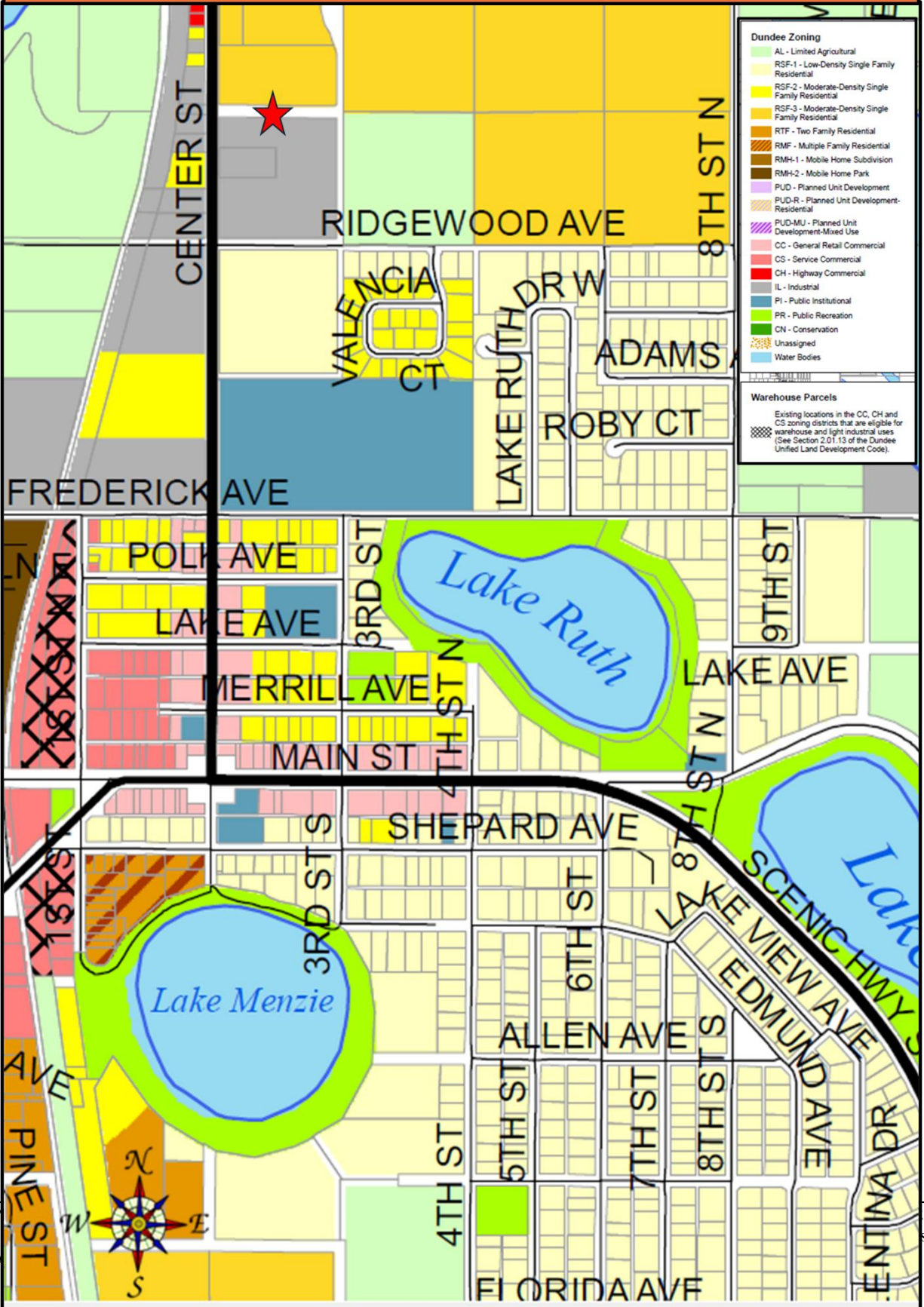
DESIGNED BY	J.P.D.
CHECKED BY	T.D.
SCALE	1" = 40'
TEXT	1 OF 1
DRAWING NUMBER	113021

**TOWN OF DUNDEE
FUTURE LAND USE MAP
RIGHT-OF-WAY VACATION FOR PORTIONS OF HILLCREST AVENUE**



TOWN OF DUNDEE ZONING MAP

RIGHT-OF-WAY VACATION FOR PORTIONS OF HILLCREST AVENUE



Application for Right-of-Way Vacation



Town of Dundee

Vacation of Right-of-Way Application

124 Dundee Road • PO Box 1000 • Dundee, FL 33838 • (863) 438-8335 • Fax (863) 438-8335

In addition to the application, please provide all materials as listed on the application checklist. It is important that all information be complete and accurate when submitted to the Town. Additional pages may be attached to provide necessary information.

SITE INFORMATION

Project Name: Ridgewood Avenue Mini Warehouse Total Acreage: 8.26
Site Address or General Location: 205 Ridgewood Avenue, Dundee
Present Use of the Property: Semitruck Parking/Automotive
Existing Structures Located on the Site: 9500 square foot building
Legal Description of the Property: See attached

PROPERTY OWNER:

Name: Crow Investments, LLC
Mailing Address: 346 East Central Avenue
City: Winter Haven State: FL Zip: 33880
Home/Mobile Phone: 863-324-3698 Email Address: loakley@cassidyhomes.com

APPLICANT/AGENT:

Name: John Bannon/Quiddity Engineering, LLC
Mailing Address: 1925 Bartow Road Suite 100
City: Lakeland State: FL Zip: 33801
Home/Mobile Phone: 863-207-5155 Office: 863-940-2040
Email Address: jbannon@quiddity.com

Applicant is: ☐ Owner ☒ Agent/Representative ☐ Purchaser ☐ Lessee

VACATION OF RIGHT-OF-WAY REQUEST:

Identify Affected Right-of-Way: Hillcrest Avenue
Metes and Bounds Legal Description of Right-of-Way: See attached
Nature and Purpose of Request: Vacate southern portion of Hillcrest Avenue

A statement substantiating the need and justification for the approval of vacation of right-of-way sought relative to the development and/or improvement of the Town: _____

Date Application Accepted by Town: _____

Project ID Number: _____

Application Fee Amount Paid: _____ Review Deposit Amount Paid: _____



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PLEASE ADDRESS THE FOLLOWING:

1. Are there any known applicable portions of any current town plans for the use of the subject right-of-way, street, or alley? If so, please address this.
No
2. Identify how abutting property owners will be affected by the proposed request.
The abutting property owners will not be affected
3. What impacts will the request have on short-range and long-range public and private utilities? Please address if utilities are to be relocated.
There will be no impacts
4. What impacts will the request have on short-range and long-range ingress and egress by private and public vehicles? Please address if alternative ingress/egress is proposed.
There will be no impacts
5. What is the cost of relocating any public utility lines?
No utility lines will need to be relocated

The Town will consider the cost and attendant responsibilities involved in maintaining utilities where improvements may be constructed over existing facilities. The Town also ensures that the rights of all franchised utilities are protected



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STATEMENT OF OWNERSHIP AND DESIGNATION OF AUTHORIZED AGENT

(I) (We), Crow Investments, LLC being duly sworn, depose and say that (I) (we) own one or more of the properties involved in this petition and that (I) (we) authorize the Town of Dundee to process this petition in accordance with all adopted Town rules and regulations, and in conformance with State law.

Further (I) (we) or any agent or lessee of the subject property authorized by (me) (us) to file this petition, deposes and say that the statements and answers contained in the application for annexation, and any information attached thereto, present the arguments in behalf of this petition to the best of (my) (our) ability; and that the statements and information referred to above are in all respects true and correct to the best of (my) (our) knowledge and belief.


Signature of Owner

Lauren Schwenk, Manager
Printed Name/Title of Owner

OWNERS

Signature of Owner

Printed Name/Title of Owner

Signature of Owner

Printed Name of Owner

Signature of Owner

Printed Name of Owner

STATE OF FLORIDA
COUNTY OF POLK

OWNER'S NOTARIZATION

The foregoing instrument was acknowledged before me this 20th day of July, 2025, by Lauren Schwenk, who is personally known to me or who has produced a driver's license as identification and who did not take an oath.





Notary Public
Notarial Seal and Commission
Expiration Date 02/17/2028



Town of Dundee

Vacation of Right-of-Way Application

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AGENT, LESSEE, OR BUYER'S SIGNATURE PAGE

(I) (We), John Bannon, Quiddity Engineering, LLC being duly sworn, depose and say that (I) (we) serve as Authorized Agent for the owner(s) (agent or lessee) in making this petition and that the owner(s) (has) (have) authorized (me) (us) to act in this capacity.

Further, (I) (we) depose and say that the statements and answers herein contained and other information attached hereto present the arguments in behalf of the petition herein requested to the best of (my) (our) ability and that the statements and information above referred to are in all respects true and correct to the best of (my) (our) knowledge and belief.

AGENT, LESSEE, OR BUYER(S)



Signature of Agent, Lessee, or Buyer(s)

Signature of Agent, Lessee, or Buyer(s)

John Bannon

Printed Name of Agent, Lessee, or Buyer(s)

Printed Name of Agent, Lessee, or Buyer(s)

Signature of Agent, Lessee, or Buyer(s)

Signature of Agent, Lessee, or Buyer(s)

Printed Name of Agent, Lessee, or Buyer(s)

Printed Name of Agent, Lessee, or Buyer(s)

STATE OF FLORIDA

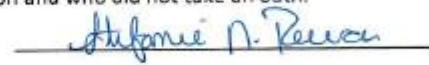
AGENT, LESSEE, OR BUYER(S) NOTARIZATION

COUNTY OF POLK

The foregoing instrument was acknowledged before me this 30 day of July, 2025, by John Bannon, who is personally known to me or who has produced a driver's license as identification and who did not take an oath.



STEFANIE N. ROWAN
Notary Public
State of Florida
Comm# HH234285
Expires 3/8/2026


Notary Public
Notarial Seal and Commission
Expiration Date

Variance Application

Page 4 of 5



Town of Dundee

Vacation of Right-of-Way Application

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FINANCIAL RESPONSIBILITY FORM

The undersigned, as the Property Owner, Lessee, Contract Purchaser, or Applicant (circle one), acknowledges responsibility for all Town expenses associated with the referenced application, including time spent by the Town's consultants consistent with the Town's adopted application fee schedule, extraordinary expenses, and development review deposit policies.

Name: Lauren Schwenk Title: Manager

Company: Crow Investments, LLC

Company Address: 346 East Central Avenue

City/State/Zip Code: Winter Haven, FL 33880

Telephone Number: 863-324-3698

Email Address: loakley@cassidyhomes.com

I hereby certify that all information contained herein is true and correct.

1. Signed this 29th day of July, 2025

[Signature]
Signature of Property Owner, Lessee, Contract Purchase, or Applicant (circle one)

