

Town of Dundee

TOWN COMMISSION

CFOS Voluntary Annexation Ordinance 26-14



To: Town Commission
Agenda Date: September 1, 2026
Department: Planning and Zoning
Discussion Topic: Voluntary Annexation Ordinance 26-14 Central Florida Outdoor Storage, Inc. -Second Reading
Applicant: Central Florida Outdoor Storage, Inc. through Donielle Mixon
Property Owner: Central Florida Outdoor Storage, Inc.
Planning & Zoning Board Recommendation: Approved 3-0
Town Commission Hearing: Approved 5-0
Town Commission Adoption Hearing: N/A
DEO Comments: N/A
Prepared By: Alison Claremont, Planner I

SITE LOCATION

The proposed site is located on 4.72 +/- acres of land on Almburg Road, east of Scenic Highway and west of Steward Road, in Unincorporated Polk County, Section 35, Township 28 South, Range 27 East, further described as parcel: 27-28-35-000000-044040

BACKGROUND

The proposed Voluntary Annexation into the Town of Dundee was first submitted in March of 2021 with an insufficient application. Fees were returned to the applicant, and a new application was submitted on June 1, 2026. The proposed Ordinance 26-14 was reviewed by Town of Dundee staff and consultants. If approved at the first reading, the public hearing for the second (adoption) and final reading will be held on September 01, 2026.

ANALYSIS

The owner is requesting a Voluntary Annexation of 4.72 +/- acres further described as Parcel ID 27-28-35-000000-044040

The parcel is in Unincorporated Polk County at 0 Almburg Road, east of Scenic Highway North and west of Steward Road. The subject parcel abuts parcels to the east and south that are within

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the Town of Dundee limits and therefore deemed contiguous [F.S. 171.044] Further the parcel is reasonably compact with no interruptions that affect contiguity [F.S. 171.044].

Though the parcel meets the requirements of annexation, the consulting engineer for the Town of Dundee submitted a previous comment as follows:

5. Please provide an acknowledgement of dedication of r/w for the future Almburg Road corridor per the map prepared by Rayl Engineering and Surveying, LLC, dated October 2025 and as approved by the Town Development Director (attached).

The applicant's response to comment 5. Is stated below:

5. Future Almburg Road Right-of-Way Dedication: The dedication of any future roadway right-of-way (R/W) shall be contingent upon approval of the PUD and land-use change allowing the property to continue operating and conducting business as it currently does. Dedication shall also be contingent upon determining and addressing the costs of any changes required to accommodate the R/W.

As the dedication request has not been fully satisfied by the most recent survey, Mr. Rayl further states:

“The Town is free to move forward with the annexation without my ‘blessing’. It would not be professionally appropriate for me to accept the applicant's response as addressing the Town's best interests.”

It is the consensus of the DRC Team that the dedication will be satisfied as a condition of any future PUD allowing the existing use of outdoor storage to continue on the parcel once annexation has commenced.

171.044 – Voluntary annexation

1. The owner or owners of real property in an unincorporated area of a county which is contiguous to a municipality and reasonably compact may petition the governing body of said municipality that said property be annexed to the municipality [F.S. 171.044].

CONCURRENCY:

Potable Water-

- There is no water service to site nor existing well.
- There is a 10” water main 1.04 miles north on Lake Mable Loop Road for future connection to Almburg Road.
- The Town of Dundee will be the service provider for future use.

Sanitary Sewer-

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- There is no sanitary sewer service to the site, nor septic system.
- There is a 16" force main 1.04 miles north on Lake Mable Loop Road for future connection to Almburg Road.
- The Town of Dundee will be the service provider for future use.

Solid Waste-

- There is a four-yard commercial dumpster on site with service provided by Republic Refuse.

Parks, Recreation and Open Space-

- East Central Park is the nearest recreational area at 2.41 +/- miles southwest of the proposed annexation site. East Central Park is located at the corner of Lake Mable Loop Rd. and Lake Trask Rd. The park consists of the following:
 - Three 200 foot and one 300-foot lit baseball fields
 - Basketball court
 - Racquetball court
 - Football/Soccer fields
 - Two sand volleyball courts
 - Five horseshoe pits
 - Seven small picnic pavilions
 - Nearly mile long jogging and walking trail with 14 fitness stations
 - Four press boxes
 - Seating for 200
 - Two playgrounds with rubberized surfaces

Roads-

- Almburg Road
 - town road, current LOS is an urban minor collector, partially paved road, 25 mph, at 15' wide
- SR 17 (Scenic Highway) 5206 N & S Segment
 - state road, urban major collector, LOS C. 5206N = 305 capacity, 5206S = 291 capacity
- Steward Road
 - town road, current LOS is an urban collector road, paved road, 25mph, at 20' wide

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SURROUNDING USES:

Table 1 below lists the Future Land Use (FLU) designations, zoning and the existing uses surrounding the subject site that are immediately adjacent.

Table 1 Surrounding Uses

Northwest Town of Dundee FLU: Unassigned Zoning: Unassigned Vacant Land	North Unincorporated Polk County Zoning: A/RR (Agricultural Rural Residential)	Northeast Unincorporated Polk County Zoning: SFR/M.H. (Single Family Residential/Mobile Home)
West Unincorporated Polk County Zoning: A/RR (Agricultural Rural Residential)	Subject Site Unincorporated Polk County Zoning: A/RR (Agricultural Rural Residential)	East (North Parcel) Unincorporated Polk County Zoning: A/RR (Agricultural Rural Residential) East (South Parcel) Town of Dundee FLU: LDR/Low Density Residential ZONING: RSF3 (Moderate Density Single Family Residential)
Southwest Town of Dundee FLU: LDR/Low Density Residential Zoning: RSF-3 (Moderate Density Single Family Residential)	South Town of Dundee FLU: LDR/Low Density Residential Zoning RSF-3 (Moderate Density Single Family Residential)	Southeast Town of Dundee FLU: LDR/Low Density Residential Zoning: RSF-3 (Moderate Density Single Family Residential)

Source: Central Florida Regional Planning Council, Florida Department of Transportation, Polk County Property Appraiser, Town of Dundee and site visit by Town staff

DEVELOPMENT REVIEW COMMITTEE

As stated in Section 14-239 of the LDC, areas that are annexed into the incorporated area of the Town of Dundee are subject to finance infrastructure, capital improvements and capital facilities therefore the development director may, at his/her discretion, forward any application for Voluntary Annexation to one or more individual departments for review and as to whether it should be approved, approved with conditions, or denied. The development director did forward the application for Voluntary Annexation, and the DRC members have reviewed the application with specific regard to the codes and ordinances of the Town of Dundee and have given their approval.

DRC Team:

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TOD Fire Chief- Chief Joseph Carbon

TOD Public Works Director-Johnathan Vice

TOD Utilities Director-Tracy Mercer

TOD Utilities Supervisor- Raymond Morales

TOD Development Director-Lorraine Peterson

TOD Consulting Engineering Firm- Rayl Engineering and Surveying, LLC

TOD Consulting Attorney- The Law Offices of Markeishia L. Smith, P.A.

STAFF RECOMMENDATION:

Staff recommends approval

ATTACHMENTS:

Exhibit A-Location Map

Exhibit B- Application

Exhibit C – Proposed Almburg Road Improvement

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MOTION OPTIONS:

1. I move the Town Commission recommend **approval of Ordinance 26-14** to the Town Commission, a Voluntary Annexation request as made by Donielle Mixon of Central Florida Outdoor Storage, inc. adding parcel 27-28-35-000000-044040 to the corporate limits of the Town of Dundee.
2. I move the Town Commission recommend **approval with changes of Ordinance 26-14** to the Town Commission, a Voluntary Annexation request as made by Donielle Mixon of Central Florida Outdoor Storage, inc. adding parcel 27-28-35-000000-044040 to the corporate limits of the Town of Dundee.
3. I move the Town Commission recommend **denial of Ordinance 26-14** to the Town Commission, a Voluntary Annexation request as made by Donielle Mixon of Central Florida Outdoor Storage, inc. adding parcel 27-28-35-000000-044040 to the corporate limits of the Town of Dundee.

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Exhibit A-Location Map



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Exhibit B Application



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Voluntary Annexation 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. The project name should be based on the ownership of the property. This name will be used for companion Future Land Use and Zoning applications.

SITE INFORMATION

Project Name: CFOS

Parcel I.D.#: 27-28-35-000000-044040

Site Address or General Location: 0 ALMBURG RD, LAKE WALES, FL 33838

Present Use of the Property: OUTDOOR STORAGE

Existing Structures Located on the Site: _____

Total Acreage: 4.72 Number of Residents on Site: 0

Legal Description of the Property: _____

PROPERTY OWNER:

Name: CENTRAL FLORIDA OUTDOOR STORAGE INC.

Mailing Address: PO BOX 952

City: DUNDEE State: FL Zip: 33838

Home/Mobile Phone: 863-845-0657 Email Address: centralfloridaoutdoorstorage@gmail.com

APPLICANT/AGENT:

Name: DONIELLE MIXON

Mailing Address: 5720 WATER TANK RD

City: HAINES CITY State: FL Zip: 33844

Home/Mobile Phone: _____ Office: 863-845-0657

Email Address: centralfloridaoutdoorstorage@gmail.com

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

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STATEMENT OF OWNERSHIP AND DESIGNATION OF AUTHORIZED AGENT

(I) (We), _____ 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 for annexation into the Town, 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.

OWNERS

Donielle Mixon
Signature of Owner

DONIELLE MIXON / PRESIDENT

Printed Name/Title of Owner

Donielle Mixon
Signature of Owner

Donielle Mixon
Printed Name of Owner

Nelson Zenteno
Signature of Owner

NELSON ZENTENO / VP

Printed Name/Title of Owner

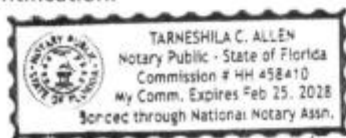
Nelson Zenteno
Signature of Owner

Nelson Zenteno
Printed Name of Owner

STATE OF FLORIDA
COUNTY OF POLK

OWNER'S NOTARIZATION

The foregoing instrument was acknowledged before me, by means of ☐ physical presence or ☒ online notarization, this 1 day of June, 2026 by, as, on its behalf, who is personally known to me or who has produced _____ as identification.



Notary Public, State of Florida

Tarneshila C. Allen
Printed Name

My commission expires: 2/25/2028

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AGENT, LESSEE, OR BUYER'S SIGNATURE PAGE

(I) (We), Central Florida Outdoor Storage Inc being duly sworn, depose and say that (I) (we) serve as _____ 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)

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)

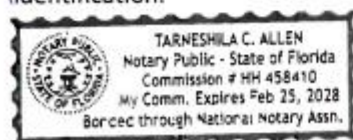
Printed Name of Agent, Lessee, or Buyer(s)

STATE OF FLORIDA

AGENT, LESSEE, OR BUYER(S) NOTARIZATION

COUNTY OF POLK

The foregoing instrument was acknowledged before me, by means of ☐ physical presence or ☐ online notarization, this 24 day of June, 2026 by, as, on its behalf, who is personally known to me or who has produced _____ as identification.



Notary Public, State of Florida

Printed Name

My commission expires: 2/25/28

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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 (Section 8.08.00 of the Land Development Code and Resolution 2007-02).

Name: NELSON ZENTENO Title: VP

Company: CENTRAL FLORIDA OUTDOOR STORAGE INC.

Company Address: 0 ALMBURG RD

City/State/Zip Code: LAKE WALES, FL 33898

Telephone Number: 863-845-0657

Email Address: centralfloridaoutdoorstorage@gmail.com

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

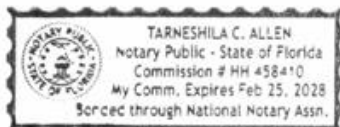
1. Signed this 1st day of June, 2026.

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

STATE OF FLORIDA

COUNTY OF POLK

The foregoing instrument was acknowledged before me, by means of ☐ physical presence or ☐ online notarization, this 1 day of June, 2026, by, as, on its behalf, who is personally known to me or who has produced _____ as identification.



[Signature]
Notary Public, State of Florida

Tarneshila C Allen
Printed Name

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[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Profit Corporation
CENTRAL FLORIDA OUTDOOR STORAGE INC.

Filing Information

Document Number	P21000024408
FEI/EIN Number	86-2942816
Date Filed	03/09/2021
Effective Date	03/09/2021
State	FL
Status	ACTIVE

Principal Address

0 ALMBURG RD.
LAKE WALES, FL 33898

Mailing Address

PO Box 952
Dundee, FL 33838

Changed: 02/01/2022

Registered Agent Name & Address

MIXON, DONIELLE N
5720 WATER TANK RD
HAINES CITY, FL 33844

Address Changed: 02/01/2022

Officer/Director Detail

Name & Address

Title P

MIXON, DONIELLE N
5720 WATER TANK RD
HAINES CITY, FL 33844

Title VP

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ZENTENO, NELSON D
5804 DRIFTWOOD DR
WINTER HAVEN, FL 33884

Annual Reports

Report Year	Filed Date
2024	04/01/2024
2025	04/13/2025
2026	02/19/2026

Document Images

02/19/2026 -- ANNUAL REPORT	View image in PDF format
04/13/2025 -- ANNUAL REPORT	View image in PDF format
04/01/2024 -- ANNUAL REPORT	View image in PDF format
04/05/2023 -- ANNUAL REPORT	View image in PDF format
02/01/2022 -- ANNUAL REPORT	View image in PDF format
03/09/2021 -- Domestic Profit	View image in PDF format

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Exhibit C – Proposed Almburg Road Improvements

