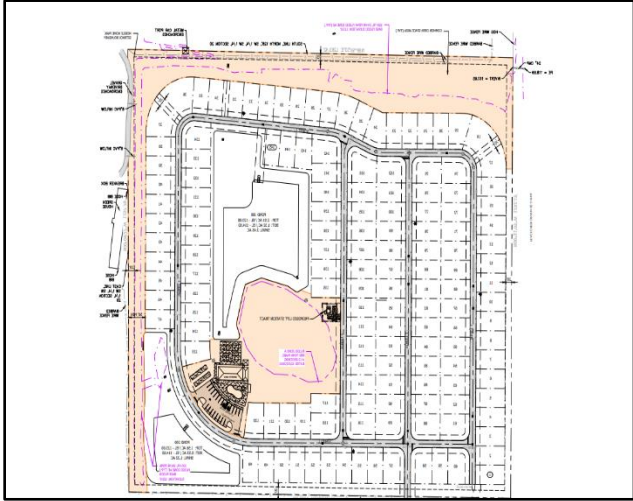



# Town of Dundee

## Town Commission Staff Report

### Cypress Creek Village MHP Phase V

### Site Development Plan

|   |  |
|---|--|
|  | <b>To:</b> Town Commission   |
|   | <b>Agenda Date:</b> May 13, 2025   |
|   | <b>Department:</b> Planning and Zoning   |
|   | <b>Discussion Topic:</b> Site Development Plan   |
|   | <b>Requested Action:</b> To approve the site development plan for <b>Cypress Creek MHP Phase V</b> |
|   | <b>Applicant:</b> Bryan Hunter of Hunter Engineering, Inc.   |
|   | <b>Property Owner:</b> Baxter Groves   |
|   | <b>Prepared By:</b> Lorraine Peterson, Development Director  |
|   |                |

#### **SITE LOCATION**

The proposed site is located on 35.09 +/- acres of land, west of Highway 27, north of Dundee Road, in the Town of Dundee in Section 20, Township 28, Range 27, further described as parcel 27-28-20-000000-044020.

#### **BACKGROUND**

A FLUM amendment to Medium Density Residential (MDR) and a Zoning amendment to Residential Mobile Home 2 mobile home park (RMH-2) were passed and adopted July 9, 2024.

The Land Development Code requires a site development plan approval prior to the issuance of a building permit for a parcel of land proposed for a mobile home park, please see section 7.02.02 (2) of the LDC. Section 7.02.03 gives the procedures for such approval.

The Development Review Committee has reviewed the site development plan submitted by Hunter Engineering, Inc. and determined the plan is consistent with the comprehensive plan and land development code for the Town of Dundee.

# Town of Dundee

## Town Commission Staff Report

### Cypress Creek Village MHP Phase V

### Site Development Plan

#### **SITE DEVELOPMENT PLAN**

Per Section 7.02.01 of the Land Development Code, the purpose of the Site Development Plan is to ensure that site-specific development projects meet the requirements of this code prior to the issuance of a building permit. It is the intent of this section that the site development plan process be a part of the building permit application process, in that the site development plan is the instrument by which improvements to the site will be constructed and inspected, and by which final inspection and certificate of occupancy shall be issued. Approval Site Development Plans are valid for one year from the date of approval. Upon approval of the Site Development Plan, the applicant may proceed with submitting detailed construction drawings to the appropriate town staff for permitting. These shall include, but are not limited to, detailed building plans, drainage and stormwater management facilities, road and driveway construction specifications, and tree removal plans.

#### **ANALYSIS**

The proposed site has a future land use of Medium Density Residential (MDR) and a zoning designation of Residential Mobile Homes-2 (RMH-2). According to the LDC, Section 2.02.01 (A) Table of Land Uses, mobile home parks are permitted uses in this zoning designation.

#### **Potable Water**

There is an interlocal agreement for potable water with the City of Winter Haven please see attachment.

#### **Sewer**

There is an interlocal agreement for wastewater with the City of Winter Haven please see attachment.

#### **Solid Waste**

Dundee transfers solid waste collected in the Town to the Polk County Landfill. As the operators of the landfill, the County plans for capacity for all municipalities in the county, as well as unincorporated areas. Polk County determined that there is sufficient landfill space for the county, including Dundee, to dispose of household garbage for approximately 65 years.

# Town of Dundee

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#### Parking

According to section 2.02.02.08 RMH2 mobile home park (K) 2, for each mobile home site, two paved off-street parking spaces of ten feet by 20 feet each shall be provided. This requirement has been met.

#### Schools

Cypress Creek Village MHP is a 55 and over community therefore school concurrency is not applicable.

#### Roads

Cypress Creek Village Phase V MHP will share entrance and an exit with the existing phases, which are located in the City of Winter Haven

#### **CONDITIONS**

Conditions related to an interlocal agreement with the City of Winter Haven are included in the attachments.

#### **DEVELOPMENT REVIEW COMMITTEE**

As required by Section 7.02.03.01 (c) of the LDC, DRC members have reviewed the site development plan for Cypress Creek Village Phase V MHP with specific regard to the codes and ordinances of the Town of Dundee and have given their approval.

DRC:

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

# Town of Dundee

## Town Commission Staff Report

### Cypress Creek Village MHP Phase V

### Site Development Plan

TOD Consulting Engineering Firm- Rayl Engineering and Surveying, LLC

TOD Consulting Attorney- Seth Claytor of Boswell & Dunlap, LLP

TOD Transportation Subconsultant- George Deakin of Deakin Property Services, Inc.

#### **TOWN COMMISSION REVIEW**

Per Section 7.02.04, the Town Commission shall have the authority to review and approve or disapprove any site development plan. Alternatively, the development director may determine that a site development plan is inappropriate for administrative approval. In such cases, the town commission shall review and evaluate the site development plan with specific regard to the comprehensive plan, applicable town codes, and the advisory recommendations of town staff. The town commission shall approve, approve with conditions, or deny the site plan.

In the alternative, the commission may, for the purpose of allowing the applicant an opportunity to address unresolved issues, continue consideration of the site plan. In the event a site development plan is denied, the reason(s) for the denial shall be noted.

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#### **MOTION OPTIONS:**

1. I move **approval** of the Site Development Plan for Cypress Creek Village Phase V MHP.
  2. I move **approval with conditions** of the Site Development Plan for Cypress Creek Village Phase V MHP.
  3. I move **denial** of the Site Development Plan for Cypress Creek Village Phase V MHP.
  4. I move **continuing** the Site Development Plan for Cypress Creek Village Phase V MHP to a certain date and time.
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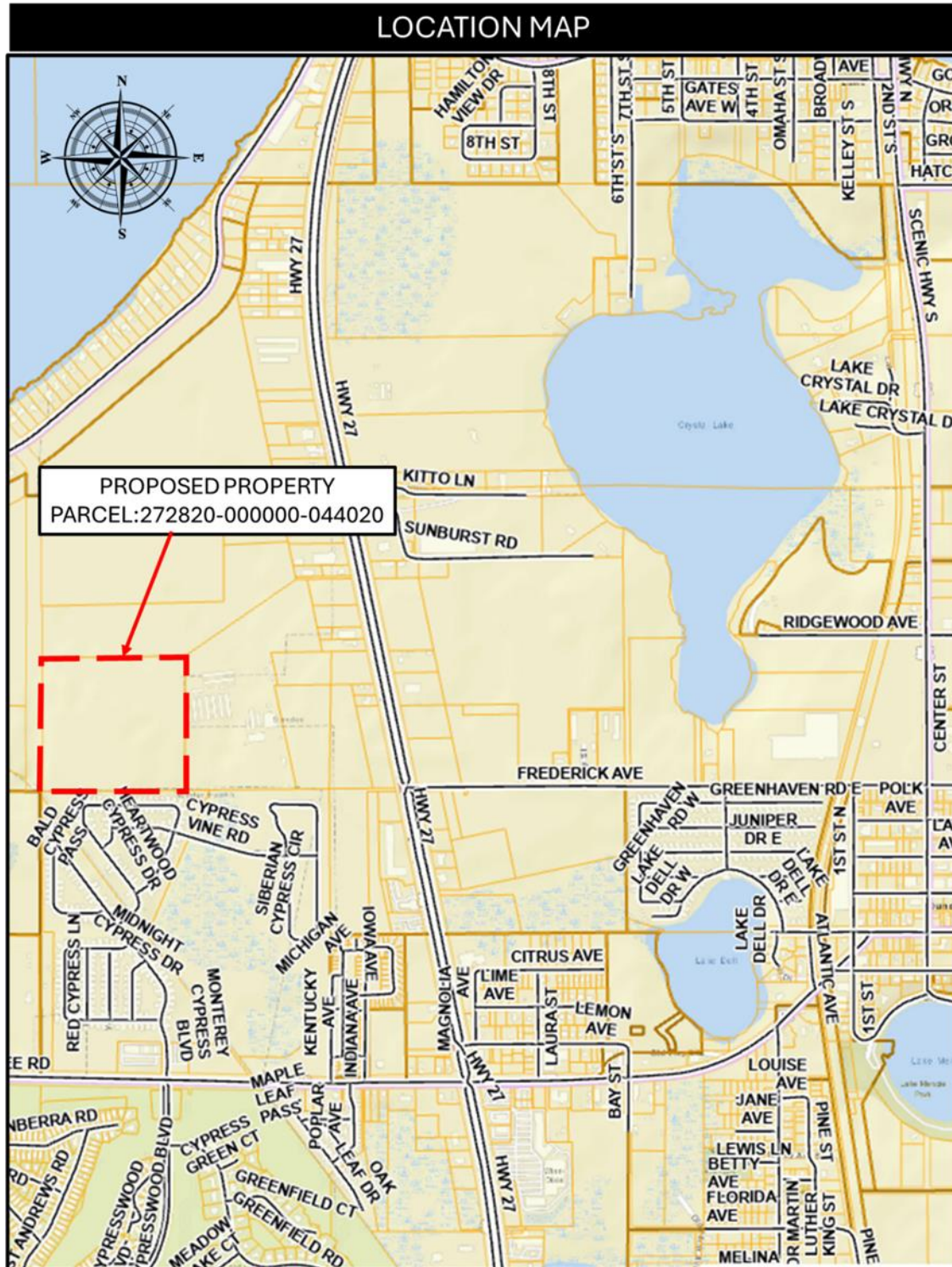
Attachments: Location Map

Site Plan

Resolution 25-14

Interlocal Agreement with the City of Winter Have

Town of Dundee  
Town Commission Staff Report  
Cypress Creek Village MHP Phase V  
Site Development Plan





Town of Dundee  
Town Commission Staff Report  
Cypress Creek Village MHP Phase V  
Site Development Plan

