

**MINUTES
PLANNING & ZONING BOARD
OCTOBER 20, 2008
5:30 P.M.**

The Planning and Zoning Board met on Monday October 20, 2008 at 5:30 p.m. at the Dundee Town Hall, 105 Center Street, Dundee, Florida, with Board Member Burt presiding.

CALL TO ORDER:

Acting Chairman Burt called the meeting to order at 5:47 p.m.

PLEDGE OF ALLEGIANCE:

Acting Chairman Burt led the Pledge of Allegiance.

Town Clerk Gay swore in Tom Davidson as a new member of the Planning and Zoning Board.

ROLL CALL:

BOARD MEMBERS PRESENT:

Board Member Burt
Board Member Brooks
Tom Davidson

BOARD MEMBERS ABSENT:

Board Member Hall
Chairman Percy

STAFF PRESENT:

Planner Marisa Barmby
Town Attorney John Murphy
Interim Town Manager Joseph DeLegge
Town Clerk Kim Gay

TAB 1: APPROVAL OF MINUTES:

- SEPTEMBER 3, 2008 MEETING MINUTES

Acting Chairman Burt asked to have one word changed in the minutes.

MOTION was made by Board Member Brooks, seconded by Board Member Davidson, to approve the minutes of September 3, 2008 as amended.

AYE: Brooks, Davidson, Burt
NAY: None

TAB 2: ELECTION OF OFFICERS

A. CHAIR

B. VICE-CHAIR

MOTION was made by Board Member Davidson, seconded by Board Member Brooks, to continue this item to the next meeting due to the lack of having a full Board present.

AYE: Brooks, Davidson, Burt

NAY: None

TAB 3: CHANGE OF MEETING DATES

There was discussion as to what day of the week would be best for this Board to have their meetings.

CONSENSUS of the Board was to hold the meetings on the third Wednesday of the month.

The November 17, 2008 meeting would be changed. All of the Board Members would be contacted to find out what their schedules looked like for November and December of this year.

TAB 4: ANNUAL UPDATE TO THE CAPITAL IMPROVEMENT ELEMENT (CIE) OF THE COMPREHENSIVE PLAN (AMENDMENT)

A. AN ORDINANCE OF THE TOWN OF DUNDEE, FLORIDA, AMENDING THE CAPITAL IMPROVEMENTS ELEMENT OF THE COMPREHENSIVE PLAN, SAID AMENDMENT BEING KNOWN AS "AMENDMENT #08-CIE"; SPECIFICALLY, AMENDING THE ADOPTED CAPITAL IMPROVEMENTS ELEMENT AND UPDATING THE 5-YEAR CAPITAL IMPROVEMENTS PLAN; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Planner Marisa Barmby told the Board that she was happy to be their representative from the Central Florida Regional Planning Council. She announced that the attached CIE is updated every five years. A portion of it is updated annually, and is due by December 1st. If it is not approved by then, the Department of Community Affairs could sanction the Town. There will need to be a special meeting to approve the minutes. She explained the changes and made her presentation.

Acting Chairman Burt asked if the population projections caused changes in many of the requirements such as water, as a result of the Capital Improvements Element.

Planner Barmby stated they do create changes, but this is portraying the population projection and the objectives. The objectives list other things that would trigger other elements of the Plan. That was not part of this.

Acting Chairman Burt asked about the Policy 2.4 reference about adopting the schedules and plans by reference. He was unsure as to whether that was Planning and Zoning's duty, or the Town Council's. It seemed awkward to be adopting plans without knowing the details.

Planner Barmby stated that this is a State requirement that all municipalities have to do. This is to ensure that all agencies are getting copies of all other agencies plans. This allows everyone to know what is going on.

Acting Chairman Burt asked if the other agencies would adopt Dundee's plans by reference.

Planner Barmby believed that was the plan.

MOTION was made by Board Member Davidson, seconded by Board Member Brooks, to recommend to the Town Council approval of the 2008 Annual Update to the Comprehensive Plan's Capital Improvement Element (CIE); Ordinance and Exhibit.

AYE: Brooks, Davidson, Burt

NAY: None

(Ordinance and Exhibit are attached to these minutes as Exhibit A).

TAB 5: STATUS REPORTS

A. REPORT ON STATUS OF ITEMS THAT HAVE BEEN HEARD BY PLANNING AND ZONING BOARD AT PREVIOUS MEETINGS.

None

DELEGATIONS – QUESTIONS & COMMENTS FROM THE FLOOR

None

REPORTS FROM OFFICERS

- PLANNING DEPARTMENT COMMENTS – None
- TOWN ATTORNEY COMMENTS – None
- BOARD MEMBER COMMENTS – None
- CHAIRPERSON COMMENTS – None

ADJOURNMENT

MOTION was made by Board Member Brooks, seconded by Board Member Davis, to adjourn the meeting at 6:20 p.m.

AYE: Brooks, Davidson, Burt

NAY: None

ACTING CHAIRMAN BOB BURT

ATTEST:

INTERIM TOWN CLERK MARKAE RUPP