



CITY OF BARTOW
PLANNING & ZONING COMMISSION REGULAR MEETING
MONDAY, JANUARY 26, 2026 AT 5:30 PM
OR AS SOON THEREAFTER AS POSSIBLE
CITY HALL COMMISSION CHAMBERS
450 NORTH WILSON AVE., BARTOW, FL 33830

AGENDA

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MINUTES
 - a. December 8, 2025, Regular Meeting
3. CONSIDERATION OF QUESTIONS FROM THE FLOOR, PETITIONS, COMMUNICATIONS
 - a. Public Comment: Matters not appearing on this agenda or matters appearing on this agenda but not scheduled for separate public hearing.
4. OLD BUSINESS
5. NEW BUSINESS
 - a. Application #VAC-26-01 Review and recommendation to the City Commission of a request by Michael Trey Owens to vacate and close an unopened platted right of way (Alderman Avenue) extending between from Pearl Street to Vine Street; and lying between Lots 1 thru 6, Block 5 and Lots 7 thru 12, Block 4 all of which are part of Oakdale Subdivision, PB 8, PG 38, public records of Polk County, Florida. (Review, Public Hearing and Recommendation Required)
6. NEXT MEETING DATE
 - a. February 23, 2026, March 23, 2026, and April 27, 2026
7. ADJOURNMENT

Please be advised that if you desire to appeal any decisions made because of the above hearing or meeting, you will need a record of the proceedings and in some cases a verbatim record is required. You must make your own arrangements to produce this record (Florida Statute 286.0105). If you are a person with a disability who needs any accommodation to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the City Clerk's Office at 450 N. Wilson Avenue, P.O. Box 1069, Bartow, Florida 33831-1069 or phone (863) 534-0100 within 2 working days of your receipt of this meeting notification; if you are hearing or voice impaired, call 1-800-955-8771. Posted at City Hall, Bartow Public Library the City's Website www.cityofbartow.net.

**CITY OF BARTOW
PLANNING AND ZONING COMMISSION
MONDAY, DECEMBER 8, 2025, AT 5:30 P.M. (EST)
450 N. WILSON AVENUE, BARTOW, FL 33830**

MINUTES

The Planning and Zoning Commission of the City of Bartow met on Monday, December 8, 2025, at 5:30 p.m. in the Commission Chamber located at City Hall, 450 N. Wilson Avenue, Bartow, FL 33830. Notice of this meeting was posted at City Hall, Bartow Public Library, and on the City's website www.cityofbartow.net.

CALL TO ORDER:

Chairperson Wayne Harrison called the meeting to order at 5:30 p.m.

ROLL CALL:

Assistant City Clerk Kaylee Fussell called the roll, and attendance was as follows:

PLANNING COMMISSIONERS PRESENT: Planning Commissioner John Brewton, Planning Commissioner Keith Miller, Planning Commissioner Michael Bryant, Vice Chairperson, and Planning Commissioner Wayne Harrison, Chairperson

PLANNING COMMISSIONER(S) ABSENT: Planning Commissioner Garry Crosby

STAFF MEMBERS PRESENT: Planning Director Bob Wieggers and Assistant City Clerk Kaylee Fussell

READING OF MINUTES: October 27, 2025, and November 10, 2025, Regular Meetings

MOTION was made by Vice Chairperson Bryant, seconded by Planning Commissioner Miller, to approve the October 27, 2025, and November 10, 2025, Regular Meeting minutes as presented.

VOTE TO THE MOTION WAS AS FOLLOWS:

AYE: Brewton, Bryant, Miller, Harrison

NAY: None

Motion carried.

CONSIDERATION OF QUESTIONS FROM THE FLOOR, PETITIONS, AND COMMUNICATIONS.

a. PUBLIC COMMENT:

1. Matters not appearing on this agenda or matters appearing on this agenda but not scheduled for a separate public hearing.

Chairperson Harrison opened and closed the public comment period for matters not appearing on this agenda or matters appearing on this agenda but not scheduled for a separate public hearing. There were no comments.

NEW BUSINESS:

1. Application No. CPA-25-07-EAR Review and recommendation to the City Commission of text and map amendments to the City of Bartow Comprehensive Plan consistent with the 2024 valuation and appraisal (EAR) letter; providing for transmittal to Florida Commerce. (Review, Public Hearing, and Recommendation Required)

Planning Director Wieggers read the application into the record by title only:

"Application No. CPA-25-07-EAR Review and recommendation to the City Commission of text and map amendments to the City of Bartow Comprehensive Plan consistent with the 2024 evaluation and appraisal (EAR) letter; providing for transmittal to Florida Commerce."

Planning Director Wieggers reminded the board members that their task is to review the application, conduct a public hearing, and make a recommendation to the City Commission.

Planning Director Wieggers announced that Mrs. Jennifer Codo-Salisbury, Executive Director of the Central Florida Regional Planning Council (CFRPC), is here to present the Evaluation and Appraisal Report (EAR).

Ms. Jennifer Codo-Salisbury, Executive Director of the Central Florida Regional Planning Council, gave an overview of the text amendments for the EAR report. She reported that due to some changes that occurred over the summer, the changes for the EAR report are administrative. These changes will ensure the city stays current with Florida Statutes. She mentioned that Senate Bill 180 states that the municipality cannot adopt any regulations that are more restrictive than those in place.

Here are some of the changes that were made to EAR report:

Future Land Use Element:

- Added an introduction section to state the purpose of the Future Land Use Element and added language to reflect the two planning horizons that it addresses.

- Maintain consistency with the Polk County Transportation Plan, which extends to 2050, so the comprehensive plan outlook is also until 2050.
- Removed the language pertaining to greenhouse gas reduction, energy efficiency, and conservation strategies that the Florida Statute does not require.
- Updated transit policies.

Transportation Element:

- Added an introduction section to state the purpose of the Transportation Element and added language to reflect the two planning horizons that it addresses.
- References to the long-range transportation plan analysis year to be updated to the most recent analysis year (2045) or, where appropriate, be revised to say "latest".
- Update transportation map series.
- Updated agency references.
- Add policy to coincide with existing tables in the element.
- Removed outdated policies.
- Added policy to consider additional parking strategies
- Added objectives and policies that reflect state and county safety initiatives.
- Removed the language pertaining to the Old Florida Plantation DRI.
- Updated the name of the Polk Transit Authority to Lakeland Area Mass Transit District, operating as Citrus Connection.
- Updated that the city will coordinate with the Lakeland Area Mass Transit District to expand countywide transit services in Bartow.

Housing Element:

- Added an introduction section to state the purpose of the Housing Element and added language to reflect the two planning horizons that it addresses.
- Added language that would address a variety of housing types for all incomes.
- Addresses accessory dwelling units in residential districts.

Planning Commissioner Brewton asked whether this would encourage more corporate businesses to come in to buy the homes and then turn them into rentals. He mentioned that in his neighborhood, they are working with the HOA to prevent it from happening beyond the couple of units that are already rentals.

Ms. Codo-Salisbury stated that the purpose of this policy is to assist areas that are struggling. She noted that the market influences many aspects, including those previously mentioned. She explained that this policy is intended to support communities that are declining due to a lack of investment.

Planning Director Wieggers stated there is nothing in this policy that tells outside influencers to go into a neighborhood and buy houses.

Planning Commissioner Brewton inquired if assistance had been provided to those homeowners who still have tarps on their roofs.

Planning Director Wieger stated that the city itself does not have a program to assist those homeowners. He mentioned that the Community Redevelopment Agency (CRA) has some programs, but they are intended to help those within that district; they are not city-wide. He mentioned that the County offers housing assistance programs that allow people to come in and apply for funding.

Ms. Codo-Salisbury mentioned that funding is available for potential buyers and that other options are available for infill lots. She stated this could be through Habitat for Humanity, or a property owner can seek assistance.

Ms. Codo-Salisbury continued with her presentation.

Infrastructure:

- Added an introduction section to state the purpose of the Infrastructure and added language to reflect the two planning horizons that it addresses.
- Added policy that would address septic to sewer requirements in the Florida Statutes.
- Added data for the aquifer protection map.

Planning Director Wieggers inquired whether Policy 2.8 would only apply to properties within the city limits. The city would not be responsible for properties located in the county.

Ms. Codo-Salisbury indicated that the responsibility would rest with the county; however, those properties may eventually be incorporated into the city limits, making this policy applicable to them.

There was a brief discussion of the requirements for a property to be on a septic tank system and on the city's sewer system. Planning Director Wieggers explained that the water or wastewater is based on the availability of lines. If there is a sewer line in front of the property, it is required to connect to that sewer line. If there is a force main in front of the property, the city would not make the property owner connect to that force main because of the impact to the system.

Conservation:

- Added an introduction section to state the purpose of the Conservation Element and added language to reflect the two planning horizons that it addresses.

Recreation and Open Space:

- Added an introduction section to state the purpose of the Recreation and Open Space Element and added language to reflect the two planning horizons that it addresses.

Intergovernmental Coordination:

- Added an introduction section to state the purpose of the Intergovernmental Coordination Element and added language to reflect the two planning horizons that it addresses.
- The city is part of Polk County's Local Mitigation Strategy planning process.

Capital Improvements:

- Added an introduction section to state the purpose of the Capital Improvement Element and added language to reflect the two planning horizons that it addresses.
- Updated the public school facility type and capacity by the level of service requirements, which is 100% of the permanent Department of Education, Florida Inventory of School Houses (FISH).

Public School Facilities:

- Added an introduction section to state the purpose of the Public School Facilities Element and added language to reflect the two planning horizons that it addresses.
- Updated the map of the public school facilities within Bartow.
- Updated the policy to reflect the public school facility type and capacity by the level of service requirements.

Property Rights:

- Added an introduction section to state the purpose of the Property Rights Element and added language to reflect the two planning horizons that it addresses.

Chairperson Harrison opened and closed the public hearing. There were no comments.

(A copy of the staff report is attached therein and described as Exhibit A.)

MOTION was made by Vice Chairperson Bryant, seconded by Planning Commissioner Brewton, to approve Application No. CPA-25-07-EAR Review and recommendation to the City Commission of text and map amendments to the City of Bartow Comprehensive Plan consistent with the 2024 evaluation and appraisal (EAR) letter; providing for transmittal to Florida Commerce.

VOTE TO THE MOTION WAS AS FOLLOWS:

AYE: Brewton, Bryant, Miller, Harrison

NAY: None

Motion carried.

2. Application No. S-25-10-PSP Review and recommendation to the City Commission of a request to approve the Terraces at Stuart Crossing Preliminary Subdivision Plat, a 400-lot, single-family and single-family attached residential development. The development area consists of 58.9 acres (+/-) of the overall Stuart Crossing project, which is 692 acres (+/-) in size. The property is owned by JK Stuart Properties, LLC, and is located on the southwest corner of the intersection of Ernest M. Smith Jr. Boulevard and Osprey Boulevard in Section 29-32, Township 29S, Range 25E, Polk County, Florida. (Review, Public Hearing, and Recommendation Required)

Planning Director Wieggers read the application into the record by title only:

"Application No. S-25-10-PSP Review and recommendation to the City Commission of a request to approve the Terraces at Stuart Crossing Preliminary Subdivision Plat, a 400-lot, single-family and single-family attached residential development. The development area consists of 58.9 acres (+/-) of the overall Stuart Crossing project, which is 692 acres (+/-) in size. The property is owned by JK Stuart Properties, LLC, and is located on the southwest corner of the intersection of Ernest M. Smith Jr. Boulevard and Osprey Boulevard in Section 29-32, Township 29S, Range 25E, Polk County, Florida."

Planning Director Wieggers reminded the board members that their task is to review the application, conduct a public hearing, and make a recommendation to the City Commission.

Planning Director Wieggers stated that Meritage Homes of Florida is the builder on this project called the Terraces of Stuart Crossing. He stated that this location is to the east of the Bartow Ford Dealership. He explained that this site could be utilized for either commercial, multi-family, or single-family residential, so they chose to use it for residential. The approved maximum density for this property is 12 units per acre, but the plan shows 7 units per acre. He also explained that this project will be multi-phased. The first phase will have approximately 207 units, and the second phase will have 193 units. This project will consist of townhomes and single-family homes. The minimum size for the townhomes is approximately 1,100 square feet, and for single-family residential homes, approximately 1,300 square feet. He continued to go through the maps and explained some of the bike paths and pedestrian areas on the site. He mentioned that, since this is a common developer under the Community Development District (CDD), the owners of this property will be able to use the larger recreation facility across the street, which is part of the Grove project. The developers are also utilizing a system to provide additional on-street parking in locations that will provide opportunities for guests to park.

Planning Director Wieggers stated that the school assignments for this development would be Spessard Hollard Elementary, Bartow Middle School, and Bartow High School. The development is estimated to produce an estimate of 58 elementary, 34 middle,

and 46 high school students. The developer will be required to apply for a school concurrency determination at the time they apply for city concurrency to receive a binding determination and pay school impact fees at the appropriate time.

Planning Director Wieggers stated the Development Review Committee (DRC) recommends approval of this application for the following reasons:

1. The request is consistent with the City of Bartow's Comprehensive Plan; and
2. The request is consistent with the City of Bartow's Unified Land Development Code (ULDC).

Subject to the following conditions:

1. Development shall conform to the Terraces at Stuart Crossing PSP, dated "Received November 10, 2025"; and to the following conditions of approval. Development based upon this approval shall comply with all other applicable federal, state, and local laws, ordinances, and regulations which are incorporated herein by reference, except to the extent the applicable laws, ordinances and regulations are expressly waived or modified by this approval shall remain valid for one year from the date of approval, in accordance with the Section 7.06.05.02(A) of the ULDC.
2. The development shall obtain water, wastewater, electrical, and solid waste services as applicable from the City of Bartow, subject to applicable city rate resolutions and ordinances. Master water, wastewater, electrical distribution, and stormwater plans, including preliminary calculations for the entire project shall be required to be submitted for review and approval concurrent with the construction plan.
3. The roads/rights of way within the individual areas of development will remain private since they will not contribute to the city's roadway network. The dedication language on the final plat shall contain necessary language to demonstrate compliance with the intent and a copy of the homeowner's association or CDD documents addressing ownership and maintenance responsibilities shall be provided for review and approval.

Mr. Mark Evans, Meritage Homes of Florida, LLC., welcomed the opportunity to address the Board and believes that this represents the extension of a very successful single-family project located across the street. He believes this incorporates much of the conversation that has taken place thus far, including up to these points, the introduction of passive parks, and looks forward to advancing the project. He is happy to take any questions the commission may have.

Chairperson Harrison asked about the entry price for each unit in this project.

Mr. Evans stated that they are consistently evaluating that section and that the range they compare it to is in the mid \$200,000 range.

Planning Commissioner Miller asked how many bedrooms the smaller units have.

Mr. Evans stated there is an option for up to three bedrooms, but the general floor plan shows two bedrooms.

Vice Chairperson Bryant asked who would be responsible for the infrastructure, drainage, sewer, etc., and for how long.

Planning Director Wieggers stated that the city will take responsibility for the water and sewer systems. Meanwhile, the developer, homeowners association (HOA), or Community Development District (CDD) will be responsible for the roads, stormwater drainage, and retention areas. He explained that when an applicant submits their final plat, the plat will include dedication language that specifies these responsibilities, making it clear that they will be accountable for them indefinitely. He stated that the only way to change it is to return to the city and ask for it to take over the services. He explained that in any development, the city assumes no responsibility for stormwater.

Planning Commissioner Brewton asked at what percentage of the infrastructure the city can handle, and when it can be said that the city cannot handle any more.

Planning Director Wieggers explained that the city grants concurrency for projects, which ensures that services are available once the final plat is approved and recorded. For a project like this, the city might not see a final plat until 2027. He mentioned that the city has a permitted water capacity of 7.2 million gallons per day. Currently, the city pumps approximately 3.5 to 4 million gallons daily, leaving around 3 million gallons of available capacity.

Regarding wastewater, the city processes approximately 3.2 to 3.6 million gallons per day. A new wastewater plant is being implemented, which will increase the total capacity to 5.33 million gallons per day. Planning Director Wieggers noted that for a project of this size, which includes 400 homes, approximately 80,000 gallons of water and wastewater would be utilized. He emphasized that the city currently has the capacity to support this project.

Planning Commissioner Brewton asked when the last traffic study was conducted and whether there has been an increase in traffic since then, given the existing homes in the area.

Planning Director Wieggers responded that no, because the homes already out there were factored into the study.

Planning Commissioner Brewton inquired about the number of students that this project would generate and its potential impact on the schools.

Planning Director Wiegiers cited his staff report stating there would be 58 elementary, 34 middle, and 46 high school students.

Planning Commissioner Brewton asked how the city comes up with a study like this with this number of homes.

Planning Director Wiegiers stated that these figures are based on the Polk County School Board's methodology for generating the factor. He reminded the board that the applicant would still have to go through the school board's process for concurrency management and actually reserve those seats before the final approvals.

Chairperson Harrison opened and closed the public hearing. There were no comments.

(A copy of the staff report is attached therein and described as Exhibit B.)

MOTION was made by Planning Commissioner Miller, seconded by Vice Chairperson Bryant, to approve Application No. S-25-10-PSP Review and recommendation to the City Commission of a request to approve the Terraces at Stuart Crossing Preliminary Subdivision Plat, a 400-lot, single-family and single-family attached residential development. The development area consists of 58.9 acres (+/-) of the overall Stuart Crossing project, which is 692 acres (+/-) in size. The property is owned by JK Stuart Properties, LLC, and is located on the southwest corner of the intersection of Ernest M. Smith Jr. Boulevard and Osprey Boulevard in Section 29-32, Township 29S, Range 25E, Polk County, Florida.

VOTE TO THE MOTION WAS AS FOLLOWS:

AYE: Brewton, Bryant, Miller, Harrison

NAY: None

Motion carried.

NEXT MEETINGS: January 26, 2026, February 23, 2026, and March 23, 2026

Planning Director Wiegiers announced the next scheduled meetings are January 26, 2026, February 23, 2026, and March 23, 2026. He thanked all the board members for their service and commitment to this board.

Planning Director Wiegiers gave an update on the Emilie Springs project. The City Commission held its public hearing at its last meeting and recommended approval on first reading. The amendments have been submitted to the Department of Commerce, Division of Community Planning, and other agencies with the recommendation. He mentioned that the second reading and final action will not be until February 2026.

Planning Director Wiegiers wished everyone Happy Holidays and Happy New Year!

Chairperson Harrison expressed his pleasure in collaborating with Planning Director Wieggers to enhance the board's effectiveness.

ADJOURNMENT

With no further business to discuss, Chairperson Harrison adjourned the meeting at 6:45 p.m.

Chairperson Wayne Harrison

Attest:

Deputy City Clerk Donna Donaldson

(seal)

Case #VAC-26-01 / Michael Trey Owens - Alderman Avenue
Planning Department Staff Report
P & Z Hearing Date: January 26, 2026
City Commission Dates: February 2, 2026 (1st Reading)
February 16, 2026 (2nd Reading/PH)



GENERAL INFORMATION

Request: Review and recommendation to the City Commission of a request to vacate and close an unopened, platted right of way (Alderman Avenue) extending from Pearl Street to Vine Street; and lying between Lots 1 thru 6, Block 5 and Lots 7 thru 12, Block 4 all of which are part of Oakdale Subdivision, PB 8, PG 38, public records of Polk County, Florida.

Location: A Location Map showing the location and limits of the proposed right of way vacation is attached.

Applicant: Michael Trey Owens, Et. Al., 900 West Vine Street, Bartow, Florida

Development History: None

SPECIAL INFORMATION

Transportation/Access: The unopened, platted right of way does not provide improved physical public access to any adjacent properties.

Utility Services: The City of Bartow does not maintain any municipal service lines (water, wastewater or electrical) within the limits of the unopened, platted alley and has no plans to use it for such in the future.

Confirmation has been requested from Comcast, Frontier Communication and Florida Public Utilities stating that no objections exist with the proposed vacation of the unopened, platted alley.

Drainage: The City of Bartow does not have any drainage structures (e.g., pipes, manholes, inlets, etc.) within the limits of the unopened, platted alley.

STAFF ANALYSIS

The City's Development Review Committee reviewed the proposed vacation and determined it has no adverse impact on any City systems or the surrounding area in general. All adjacent property owners have been notified of this application. These owners will assume ownership and maintenance responsibility for the vacated segments of right of way adjacent to their properties.

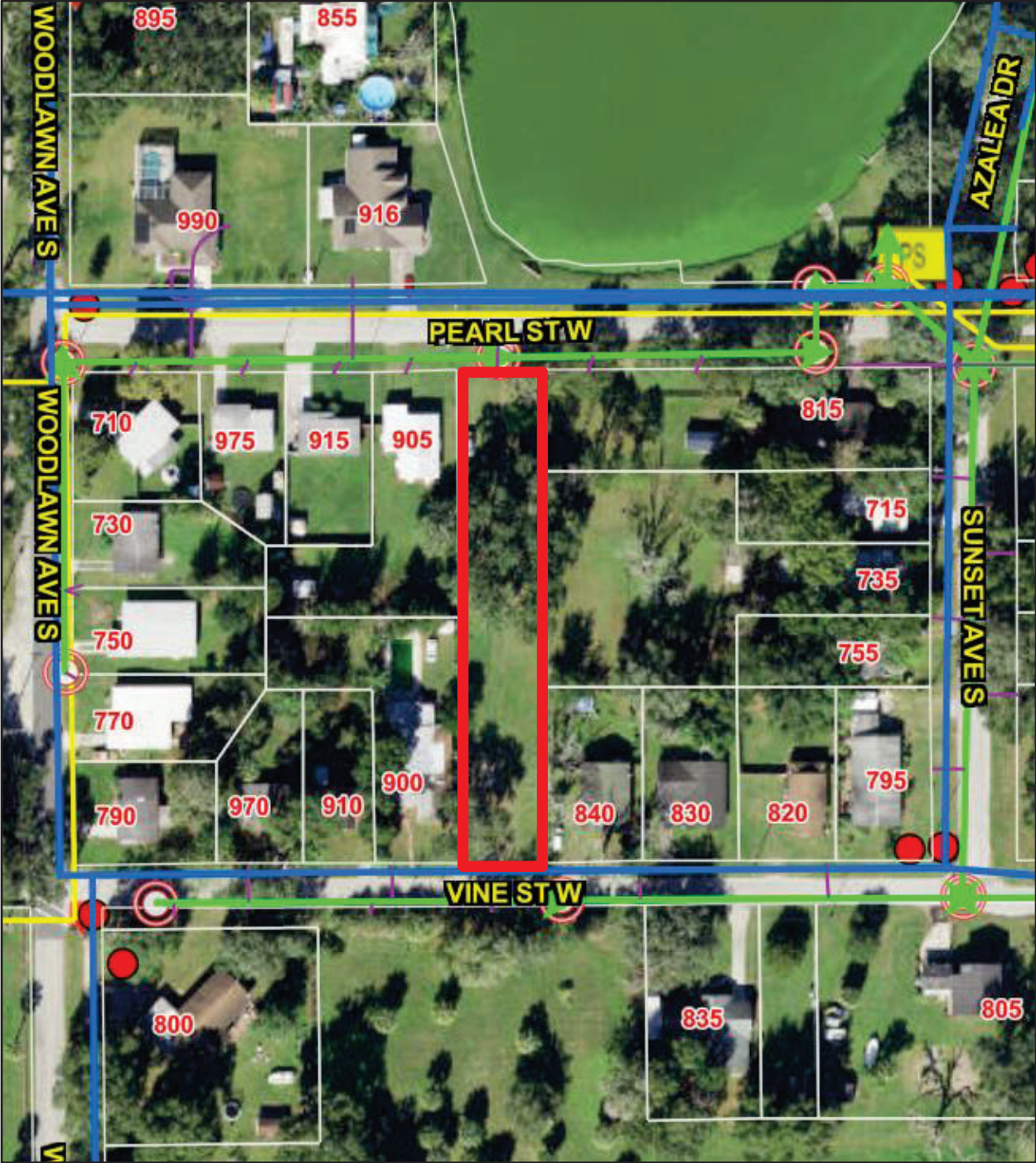
STAFF RECOMMENDATION

The City's Development Review Committee recommends approval of the application to vacate and close an unopened, platted right of way (Alderman Avenue) extending from Pearl Street to Vine Street; and lying between Lots 1 thru 6, Block 5 and Lots 7 thru 12, Block 4 all of which are part of Oakdale Subdivision, PB 8, PG 38, public records of Polk County, Florida.

PLANNING AND ZONING COMMISSION RECOMMENDATION

To be inserted prior to City Commission Hearing.

Location Map



 Alderman ROW Vacation