



# Town of Belleair

901 Ponce de Leon Blvd.  
Belleair, FL 33756

## Meeting Minutes Town Commission

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Tuesday, November 18, 2025

5:30 PM

Town Hall

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Meeting called to order at 5:30 PM with Mayor Wilkinson presiding.

### **PLEDGE OF ALLEGIANCE**

### **COMMISSIONER ROLL CALL**

**Present:** 5 - Mayor Michael Wilkinson  
Deputy Mayor Tom Shelly  
Commissioner Patricia Barris  
Commissioner Thomas Kelly  
Commissioner Todd Jennings

### **PROCLAMATIONS AND PRESENTATIONS**

[25-0174](#) Acceptance of BCF Donation of New Police Vehicle

Mayor Wilkinson announced item; extended thanks to the Belleair Community Foundation (BCF) for the generous donation.

Karla Rettstatt-BCF President-spoke on need for a vehicle for hurricane response; spoke to efforts made by BCF for community support; spoke on membership.

Chief Rick Doyle-Belleair Police-commented on ability to respond quicker to areas that may flood as well as various operations.

Mayor Wilkinson again thanked the BCF.

### **SCHEDED PUBLIC HEARINGS**

Persons are advised that, if they decide to appeal any decision made at this meeting/hearing, they will need a record of the proceedings, and, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

[25-0163](#) Second Reading of Ordinance 589 - Amending Land Development Code Section 74-332

Jay Daigneault-Town Attorney-read Ordinance 589 into the record by title only.

Gay Lancaster-Town Manager-stated this was to identify five properties as well as insert owner permission requirement.

**Deputy Mayor Shelly moved approval of Ordinance 589 on second and final reading. Seconded by Commissioner Barris.**

**Aye:** 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

[25-0164](#) Second Reading of Ordinance 590 - Adopting Official Seal

Attorney Daigneault read Ordinance 590 into the record by title only.

Ms. Lancaster noted this is recognition of the new design.

**Deputy Mayor Shelly moved approval of Ordinance 590 on second and final reading. Seconded by Commissioner Barris.**

**Aye:** 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

[25-0169](#) First Reading of Ordinance 591 - Creating Section 74.88 Certified Recovery Residences

Attorney Daigneault read Ordinance 591 into the record by title only.

Ms. Lancaster noted this is a state requirement that all municipal governments are to establish a process to approve certified recovery residences; this is mandated by the state.

Commissioner Jennings suggested addressing again next year to see what other municipalities have done for application requirements.

**Commissioner Kelly moved approval of Ordinance 591 on first reading. Seconded by Commissioner Jennings.**

**Aye:** 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

[25-0175](#) First Reading of Ordinance 592 - Amending Chapter 74 Home Based Businesses

Attorney Daigneault read Ordinance 592 into the record by title only.

Ms. Lancaster spoke to state preemptions regarding limitations; updates code to be in compliance with state law.

**Deputy Mayor Shelly moved approval of Ordinance 592 on first reading. Seconded by Patricia Barris.**

**Aye:** 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

[25-0180](#) Belleair Country Club East Course Renovation Application - Phase 2

Ms. Lancaster stated this is the phase 2 permit.

Ashley Bernal-Assistant Town Manager-confirmed all application portions have been satisfied, with two conditions of approval, storm water and tree credits and debits; recommends approval.

David Phillips-Belleair Country Club representative-available for any questions, in agreement with recommendations for approval.

No public comment to be heard.

Commissioner Kelly spoke to resident question at previous meeting; would like to know how many trees are being cut down.

John Zadjura-Consultant for Applicant-regarding landscaping portion of the project; unsure as to exact amount; tree plan submitted includes all those being removed, can tally the number and provide at a later time; the good trees that are removed are being relocated and new will be planted as well.

**Deputy Mayor Shelly moved approval of the East Course Renovation application in accordance with the conditions of approval stated in the Town Planner's letter as well as the additional conditions stated in condition number 3 above. Seconded by Commissioner Jennings.**

**Aye:** 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

## **CITIZENS COMMENTS**

(Discussion of items not on the agenda. Each speaker will be allowed to speak once for a maximum of 3 minutes.)

Karla Rettstatt-BCF President-spoke to Christmas tree lights being put up, artwork in parks being repaired, birdhouses in parks, presented a birdhouse being donated honoring the Police Department; upcoming fundraiser to replace the tree that was lost in Hunter Park.

## **CONSENT AGENDA**

[25-0167](#) Approval of the First Amendment to the Interlocal Agreement between Pinellas County and NPDES MS4 Co-Permittees for Water Quality and Biological Monitoring

[25-0168](#) Approval of POs \$30,000 or Greater - FY2025

[25-0171](#) Special Relief Permit - Christmas in Doyle Park 2025

[25-0172](#) Special Relief Permit - 2025 Holiday Parade and Party

[25-0173](#) Special Relief Permit - Holiday Golf Cart Parade

[25-0177](#) ILA Between Pinellas County and Town of Belleair - Post Storm Recovery

[25-0179](#) Approval of October 21, 2025 Regular Meeting Minutes

**Deputy Mayor Shelly moved approval of the Consent Agenda. Seconded by Commissioner Kelly.**

**Aye:** 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

## **GENERAL AGENDA**

[25-0166](#) Resolution 2025-24 Authorized Signers for Town Accounts

Attorney Daigneault read Resolution 2025-24 into the record by title only.

Ms. Lancaster stated this removed Andrew Laflin and adds Dan Carpenter.

**Commissioner Jennings moved approval of Resolution 2025-24 Authorized Signers for Town accounts. Seconded by Commissioner Barris.**

**Aye:** 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

[25-0170](#) Resolution 2025-25 Town of Belleair Social Media Policy

Attorney Daigneault read Resolution 2025-25 into the record by title only.

Ms. Lancaster stated the policy sets forth rules and provides guidelines for internal and external use as well as regulation.

**Commissioner Barris moved approval of Resolution 2025-25 Town of Belleair Social Media Policy. Seconded by Commissioner Jennings.**

**Aye:** 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

[25-0176](#) Major Event Special Relief Permit Request - 2026 Clearwater Marathon and Running Festival

Ms. Lancaster spoke to successful event, traffic is maintained, sponsor was at last meeting, staff recommends approval.

**Deputy Mayor Shelly moved approval of the major event Special Relief Permit request for the 2026 Clearwater Marathon and Running Festival on second hearing. Seconded by Commissioner Barris.**

**Aye:** 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

## **TOWN MANAGER'S REPORT**

Ms. Lancaster announced that the Pinellas County Commission approved the new fire contract; upcoming information to be posted on website for educational purposes regarding property taxes; public information meetings to be planned to respond on what might be proposed by legislature; upcoming events at the recreation center, Socksgiving, Santa gift delivery, holiday parade and party; will be reviewing legislative priorities in December.

## **TOWN ATTORNEY'S REPORT**

Attorney Daigneault had nothing to report.

## **MAYOR AND COMMISSIONERS' COMMENTS**

Commissioner Kelly commended Chief Doyle for his service during Halloween.

Commissioner Jennings had nothing to report.

Deputy Mayor Shelly had nothing to report.

Commissioner Barris had nothing to report, thanked BCF again for vehicle donation.

Mayor Wilkinson thanked staff for diligence and work on the fire contract; Annika tournament was a success and very well attended; wished everyone a happy Thanksgiving, thankful to be part of this Town as a resident and Mayor.

**OTHER BUSINESS**

No other business

**ADJOURNMENT**

No further business, meeting adjourned in due form at 5:56 PM.

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**TOWN CLERK**

**APPROVED:**

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**MAYOR**