



Town of Belleair

901 Ponce de Leon Blvd.
Belleair, FL 33756

Meeting Agenda

Public Meeting

Wednesday, July 28, 2021

10:00 AM

Town Hall

LPGA AD HOC COMMITTEE

Please enter the link below to join the webinar:

<https://us02web.zoom.us/j/86848218089>

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592 or +1 346 248 7799 or +1 669

900 9128 or +1 253 215 8782 Dial *9 to "raise hand"

Webinar ID: 868 4821 8089

ATTENDANCE AND SPECIAL GUESTS

CITIZENS COMMENTS

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

GENERAL AGENDA

[21-0221](#)

Election of Officers

[21-0218](#)

Introduction to the LPGA Ad Hoc Committee

Attachments:

[LPGA Ad Hoc Intro Slides](#)

[Ordinance No. 521 - Special Relief Permits](#)

[Ordinance No. 529 - Amending Special Relief Permits](#)

[Major Event Special Relief Permit Application](#)

[21-0220](#)

First Review of 2021 Pelican Women's Championship Plans

Attachments:

[Pelican Operations Planning Deck 6.22 \(1\)](#)

[21-0219](#)

Consideration of Parking Passes

Attachments:

[2020 PWC Parking Map](#)

ADJOURNMENT

ANY PERSON WITH A DISABILITY REQUIRING REASONABLE ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING, SHOULD CALL (727) 588-3769 OR FAX A WRITTEN REQUEST TO (727) 588-3767.



Legislation Details (With Text)

File #: 21-0221 **Version:** 1 **Name:**

Type: Action Item **Status:** Agenda Ready

File created: 7/22/2021 **In control:** Public Meeting

On agenda: 7/28/2021 **Final action:**

Title: Election of Officers

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------



Legislation Details (With Text)

File #: 21-0218 **Version:** 1 **Name:**

Type: Discussion Items **Status:** General Agenda

File created: 7/21/2021 **In control:** Public Meeting

On agenda: 7/28/2021 **Final action:**

Title: Introduction to the LPGA Ad Hoc Committee

Sponsors:

Indexes:

Code sections:

Attachments: [LPGA Ad Hoc Intro Slides](#)
[Ordinance No. 521 - Special Relief Permits](#)
[Ordinance No. 529 - Amending Special Relief Permits](#)
[Major Event Special Relief Permit Application](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Summary

To: LPGA Ad Hoc Committee
From: Cathy DeKarz, Management Analyst
Date: 7/28/2021

Subject:

Introduction to the LPGA Ad Hoc Committee

Summary:

In June of 2018, the Town of Belleair adopted “Ordinance 521 - Special Relief Permits” to create a formal process to provide temporary relief from certain sections of the Code. Later, in March of 2020, the Town adopted “Ordinance 529 - Amending Special Relief Permits” to create a carve-out for larger-scale events (including the Pelican Women’s Championship). Both of these ordinances have been attached to this item.

The ordinance and application forms for regular and major events require applicants to specify all requested exemptions and to attach documentation to assist Town staff and the Commission in the decision making process. Major events must be noticed to surrounding residents and approved by the Commission at two public meetings by a simple majority. To assist with the event permitting process for the Pelican Women’s Championship, the Commission has established the LPGA Ad Hoc Committee. This committee is comprised of Belleair residents and will hold three meetings in 2021.

Additional information on the event permitting process, the role of this committee, and the public meeting dates for the Pelican Women’s Championship are attached.

Previous Commission Action: N/A

Background/Problem Discussion: See attached.

Expenditure Challenges N/A

Financial Implications: N/A

Recommendation: N/A - this item is for discussion purposes only.

Proposed Motion N/A - this item is for discussion purposes only.



2021 LPGA Ad Hoc Committee

July 28 Kickoff Meeting



Committee Members

Scott Coletti (new)

Jerry Collman (returning)

Peter Kyres (returning)

Molly DuPont Schaffer (returning)

Chris Scott (new)

Backup: Charles Hart (new)

Committee Staff

Town of Belleair

JP Murphy, Town Manager

Keith Bodeker, Construction
Project Supervisor

Chief Doyle, Chief of Police

Cathy DeKarz, Management
Analyst

Outlyr

Marci Doyle, Executive Director

Ryan Dever, Operations
Manager

Sam Mok, Tournament
Services Manager

Background

- Committee first met in October of 2019
- Held (rescheduled) 2020 Pelican Women's Championship in November of 2020
- Committee re-established by the Commission in July of 2021

Committee Role

- Provide community feedback on event plans
- Assist with the assembly of the Major Event Special Relief Permit application
 - Guided by Ordinance 521 and Ordinance 529
 - Create a system to allow for temporary relief from Town of Belleair codes

Primary Codes Involved

- Chapter 58, Article II, Division II: Commercial and domestic equipment and private passenger motor vehicles
- Chapter 74, Article IX: Signs
- Section 38-70: Street sale restrictions
- Section 74-484: Public nuisance noises
- Section 74-485: Noisy work prohibited during certain hours

Public Meetings

LPGA Ad Hoc Committee

- Wednesday, July 28 at 10:00 am (today)
- Wednesday, August 11 at 10:00 am
- Wednesday, August 25 at 10:00 am

Commission

- Tuesday, August 17 at 6:00 pm
- Tuesday, September 7 at 6:00 pm



901 PONCE DE LEON BOULEVARD, BELLEAIR, FL 33756
CALL US: (727) 588-3769 | VISIT US ONLINE: TOWNOFBELLEAIR.COM

NOTICE OF PELICAN WOMEN'S CHAMPIONSHIP HEARINGS

The Town of Belleair Commission welcomes your feedback at two public hearings regarding the 2021 Pelican Women's Championship. Residents may attend in person at Town Hall or via Zoom. Virtual meeting links are available at townofbelleair.com/meetings. Feedback may also be emailed to commission@townofbelleair.net.

See reverse for meeting and tournament information
Learn more about the Pelican Women's Championship at pelicanlpga.com

Postcards mailed to all
Belleair doorsteps

PUBLIC HEARINGS FOR THE PELICAN WOMEN'S CHAMPIONSHIP

The Pelican Women's Championship is a Ladies Professional Golf Association (LPGA) tournament held each November at the Pelican Golf Club in Belleair. Per Belleair's special event permitting process, the tournament must apply for a Major Event Special Relief Permit from the Commission to seek relief from any of Belleair's local ordinances. This application will be heard at two public hearings.

MEETING DATES: Tuesday, 8/17 at 6:00 pm and Tuesday, 9/7 at 6:00 pm

Residents may attend in person at Town Hall (901 Ponce de Leon Boulevard) or via Zoom. Virtual meeting links are available at townofbelleair.com/meetings.

TOURNAMENT SCHEDULE

<u>MONDAY, 11/8</u>	Practice rounds / Qualifier / Raymond James Pro-Am
<u>TUESDAY, 11/9</u>	Practice rounds / Women's Leadership Summit
<u>WEDNESDAY, 11/10</u>	Official Pro-Am
<u>THURSDAY, 11/11</u>	Round 1 (live on Golf Channel: 10:00 am - 1:00 pm)
<u>FRIDAY, 11/12</u>	Round 2 (live on Golf Channel: 10:00 am - 1:00 pm)
<u>SATURDAY, 11/13</u>	Round 3 (tape delay on Golf Channel: 7:30 - 10:30 pm)
<u>SUNDAY, 11/14</u>	Final Round (tape delay on Golf Channel: 7:30 - 10:30 pm)

Moving Forward

- Remember this is a public board under Florida Sunshine Law - do not discuss board business off the dias with fellow board members
- Contact staff with any questions
- Thank you for volunteering your time and expertise!

ORDINANCE NO. 521

AN ORDINANCE OF THE TOWN OF BELLEAIR, FLORIDA AMENDING THE CODE OF ORDINANCES CREATING SECTION 74-34 ENTITLED “SPECIAL RELIEF PERMITS”; PROVIDING TEMPORARY RELIEF FROM SECTION 6-2, ARTICLE II, ARTICLE III, SECTION 74-311, SECTION 74-484, AND SECTION 74-572; PROVIDING FOR APPLICATION TO TOWN COMMISSION; PROVIDING FOR MAXIMUM NUMBER OF PERMITS; PROVIDING FOR MAXIMUM PERIOD OF RELIEF; PROVIDING FOR PUBLIC EXEMPTION; PROVIDING FOR FEES IN CONNECTION WITH APPLICATION; PROVIDING FOR REQUIRED CONTENTS OF APPLICATION; PROVIDING FOR POWER OF COMMISSION TO ATTACH CONDITIONS OF ISSUANCE; PROVIDING FOR EXPIRATION OF APPROVALS; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HERewith; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Commission desires to provide temporary relief from certain code restrictions by establishing a permitting process; and

WHEREAS, the Commission desires to create a new code Section 74-34 to address such requests for relief; and

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF BELLEAIR, FLORIDA:

SECTION 1. ORDINANCE AMENDMENTS. Section 74-34 of the Town of Belleair Code of Ordinances, entitled “Special Relief Permits,” is hereby created as follows:

- (a) The purpose of this section is to provide mechanisms for obtaining temporary relief from the following provisions of the Code of Ordinances:
 - (1) Section 6-2: Drinking in Public; possession of open container
 - (2) Article II: Parking
 - (3) Article III: Commercial Solicitation
 - (4) Section 74-311: Home Occupations
 - (5) Section 74-484: Public Nuisance Noises
 - (6) Section 74-572: Permitted temporary signs
- (b) Except as provided herein, a special relief permit shall be issued by the Town Commission, no more than twice annually for each property parcel, (not each unit if a multifamily dwelling property); and for periods not to exceed 72 hours
- (c) For town owned parcels, there shall be no prohibition on the maximum number of permits to be issued.
- (d) All applications for special relief permits shall be made to the Town Manager for consideration by the Town Commission at least three weeks prior to the proposed event.

Applicants shall pay a fee equivalent to that of “Appeal to the Commission” listed in Appendix B: Fee Schedule

- (e) The Town Commission has the right to attach conditions of issuance as it deems necessary to further the health, safety, comfort, convenience and welfare of the town and its residents.
- (f) All applications shall contain the following:
 - (1) Site address;
 - (2) Current Zoning of the subject parcel;
 - (3) Property owner; if the permit applicant is not the property owner, the written consent of the property owner;
 - (4) Local contact information;
 - (5) Date and time of the use requested;
 - (6) Any plans relevant to the requested temporary use including but not limited to: a detailed description of the proposed temporary use, site layouts, proposed hours of operations, parking plans, public safety access, noise mitigation plans, alcohol licensure, temporary signage, sanitary plans, waste elimination and restoration.
- (g) All approved uses shall only be valid during the times approved and shall expire immediately following the event.

SECTION 2. SEVERABILITY. In the event that any word, phrase, clause, sentence or paragraph hereof shall be held invalid by any court of competent jurisdiction, such holding shall not affect any other word, clause, phrase, sentence or paragraph hereof.

SECTION 3. SUPERSEDING CLAUSE. All ordinances, resolutions or parts thereof in conflict or inconsistent with this ordinance are hereby superseded insofar as there is conflict or inconsistency.

SECTION 4. EFFECTIVE DATE. This Ordinance shall take effect immediately upon passing.

PASSED ON FIRST READING: *May 15, 2018**

PASSED ON SECOND READING:

Mayor

ATTEST:

Town Clerk

ORDINANCE NO. 529

AN ORDINANCE OF THE TOWN OF BELLEAIR, FLORIDA AMENDING CODE OF ORDINANCES SECTION 74-34 “SPECIAL RELIEF PERMITS”; DEFINING “MAJOR EVENT”, PROVIDING FOR ADDITIONAL CATEGORY FOR MAJOR EVENT TEMPORARY RELIEF; PROVIDING FOR MAJOR EVENT APPLICATION TO TOWN COMMISSION; PROVIDING FOR MAXIMUM NUMBER OF MAJOR EVENT PERMITS; PROVIDING FOR MAXIMUM PERIOD OF RELIEF; PROVIDING FOR PUBLIC HEARING PROCEDURE; PROVIDING FOR FEES IN CONNECTION WITH APPLICATION; PROVIDING FOR REQUIRED CONTENTS OF APPLICATION; PROVIDING FOR POWER OF COMMISSION TO ATTACH CONDITIONS OF ISSUANCE; PROVIDING FOR EXPIRATION OF APPROVALS; PROVIDING FOR RIGHT OF ENFORCEMENT; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HERewith; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Commission previously adopted Ordinance 521 creating new code Section 74-34 to address desires to provide temporary relief from certain code restrictions by establishing a permitting process; and

WHEREAS, it has been determined that certain major events, defined as events expected to last more than 72 hours or have more than 1,000 attendees will require temporary relief from regulations of the town in addition to those provided for in Section 74-34; and

WHEREAS, in order to accommodate such major events within the Town, the Commission desires to supplement and amend Code Section 74-34 to provide additional temporary relief the major events will require.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF BELLEAIR, FLORIDA:

SECTION 1. ORDINANCE AMENDMENTS. Section 74-34 of the Town of Belleair Code of Ordinances, entitled “Special Relief Permits,” is hereby amended to add Subsections (h) to provide supplemental requirements and mechanisms for obtaining temporary relief from any applicable Town ordinance or regulation for Major Events (as defined) as follows:

(h) Additional Requirements for Major Events.

(1) Major Events are defined as any event or series of related events which will:

be conducted for more than 72 hours;

are anticipated to be attended by more than 1000 persons; or

significantly impact public streets, rights of way, and the need for emergency services such as police, fire or medical aid (with any event which involves an open invitation to the public to attend presumed to be an event that will have a significant impact on public streets, rights of way or emergency services).

(2) Applications for Major Event special relief permit shall include all of the information listed in Subsection (f) hereof and such additional information as shall be requested by the Town.

(3) The Town Commission shall have the authority to grant temporary relief from any additional provisions of the Code of Ordinance not listed in Subsection (a) hereof if applicable to the Major Event.

(4) Consideration of Major Event special relief permits, except for a Major Event sponsored and conducted by the Town, shall require two public hearings before the Town Commission.

(5) In addition to the application fee provided for in Subsection (d), applicants for Major Event special relief permits shall pay an additional fee of \$1,000 to defray the cost to the Town's departments in establishing their plans to accommodate the Major Event. This application fee shall be due upon submittal of the Major Event Special Relief Permit Application. The Commission reserves the right to waive or reduce this fee at its discretion.

(6) To the extent any of the Town's departments including, but not limited to, Police, Parks and Recreation, Public Works, and Solid Waste will incur additional costs relating to required service to accommodate a Major Event, the Town Commission may impose as a condition to the special relief permit, the agreement by the applicant to reimburse the Town for such additional costs. In this case, a deposit of the total estimated amount due shall be paid in-full to the Town within five (5) business days of the permit's approval at second hearing. Any adjustments to the estimation of staff's additional cost(s) shall be reconciled following the event.

(7) The Town Police Department is specifically authorized to enforce any conditions imposed by the Town Commission with respect to any Major Event special relief permit including, but not limited to parking and traffic plan and restrictions and all public safety requirements in the same manner as the ordinances of the Town.

SECTION 2. SEVERABILITY. In the event that any word, phrase, clause, sentence or paragraph hereof shall be held invalid by any court of competent jurisdiction, such holding shall not affect any other word, clause, phrase, sentence or paragraph hereof.

SECTION 3. SUPERSEDING CLAUSE. All ordinances, resolutions or parts thereof in conflict or inconsistent with this ordinance are hereby superseded insofar as there is conflict or inconsistency.

SECTION 4. EFFECTIVE DATE. This Ordinance shall take effect immediately upon passing.

PASSED ON FIRST READING: March 3, 2020

PASSED ON SECOND READING: March 18, 2020, 2020

Mayor

ATTEST:

Town Clerk

TOWN OF BELLEAIR

MAJOR EVENT SPECIAL RELIEF PERMIT APPLICATION

PROCESS OVERVIEW

To address community requests to host/conduct special events and activities, the Commission may provide temporary relief from certain code restrictions via a special relief permitting process (Section 74-34 of Belleair's Code of Ordinances).

Within this section of the code, a carve-out exists for "Major Events" which meet at least one of the following requirements:

- Events that are conducted for more than 72 hours
- Events that have anticipated attendance of more than 1,000 people
- Events that will significantly impact public streets, rights-of-way, and the need for emergency services such as police, fire, or medical aid (any event which involves an open invitation to the public falls within this category)

Consideration of any Major Event Special Relief Permit shall require two public hearings before the Town Commission. To inform the community of the public hearings for this event, the Town shall ensure a mailer is distributed to all residents living within a minimum of 500 feet of the event site and mailed at least seven (7) days prior to the first hearing. The applicant may be required to absorb the cost(s) associated with this mailer. A copy of the mailer shall additionally be provided online.

PROCESS TIMELINE

The Major Event Special Relief Permit process is initiated with the submission this completed application (and its exhibits) to the Town Manager at least **60 days** before any proposed event date. To prepare for this deadline, a pre-application meeting shall be held for each application, recommended around **90 days** before any proposed event.

In order to best prepare an application, applicants are encouraged to make initial contact with the Town Manager **180 days** in advance of the event. Properties may obtain no more than 2 permits per year. Applications shall be approved/denied (with or without conditions) at the second public hearing.

If approved, applicants will be issued a Major Special Relief Permit by the Police Department within ten (10) business days along with the receipt of any required permit fee.

APPLICATION AND PERMIT FEES

A fixed \$1,200 application fee shall be assessed to this applicant, as specified by the Town's Code of Ordinances (Section 74-23) (\$200 for any Special Relief Permit plus \$1,000 for a Major Event). This fee covers the cost of Town staff assisting with the planning, permitting, and communication of the event.

In addition to the application fee, applicants for a Major Event Special Relief Permit may incur additional costs relating to the efforts and resources of Town staff during the event in-question. Following the pre-application meeting, Town staff shall provide an estimation of these costs to the applicant. These fees shall be paid in-full prior following approval on second hearing and may will be reconciled following the event.

Permit fees may also be assessed, per any permits required by the Town of Belleair Building Department, Largo Fire Rescue, the St. Pete Clearwater Film Commission, and/or any other permitting agencies.

Fee payment may be mailed or made in-person at Town Hall (901 Ponce de Leon Boulevard). Payment may be made in the form of cash, checks (made payable to the Town of Belleair), or credit cards (with a 3% convenience fee added). Fee payment (as applicable) is required prior to permit issuance.

REQUIRED APPLICATION EXHIBITS

Unless exempted by the Town Manager or presented as optional in the below descriptions, the following exhibits are required as a part of this application. Specific conditions and requirements for these exhibits may be requested by the Town Manager in order for an application to be considered complete.

OVERVIEW

- ☐ **Exhibit A: Event Overview:** Using the form attached to this application, provide an overview of the event in-question and any relevant contact information for it.
- ☐ **Exhibit B: Executive Summary Letter:** An executive summary letter addressed to the Town Commission that details the event and its intent.
- ☐ **Exhibit C: Relief Period:** The specific dates and times for which relief is being requested.

PLANS

- ☐ **Exhibit D: Master Schedule Plan:** A breakdown of the event's major activities, especially pertaining to the flow of traffic and public attendance.
- ☐ **Exhibit E: Master Site Plan:** A map at least 8.5 x 11 inches in size that (at minimum) includes the event entrance(s), gathering places, temporary accessory structures, vending locations, sanitary stations, and emergency response holding locations.
- ☐ **Exhibit F: Sanitary Plan:** If regular on-site restrooms are not sufficient for the event and other accommodations are to be made, provide an explanation of those plans and include their location(s) on the required site layout (*Exhibit E: Master Site Plan*).
- ☐ **Exhibit G: Traffic Control Plan:** Must be created in coordination with the Belleair Police Department and include any road closure(s) or maintenance of traffic (MOT) adjustment(s), along with any locations to be specified as "No Parking" zones.
- ☐ **Exhibit H: Parking Control Plan:** Must include the location(s) of any public parking for the event. Must be created in coordination with the Belleair Police Department if public and/or paid parking is to be available within town limits. This plan must also must designate space for public safety services access and parking.

☐ **Exhibit I: Life Safety Plan:** Must be created in coordination with the Belleair Police Department, Largo Fire Rescue, EMS, and any private security vendors.

☐ **Exhibit J: Event Communications Plan:** Must include main points-of-contact for all public and private agencies involved with running or security the event. Must also include means of communication from the event to the public and any communication coordination efforts being conducted alongside the Town of Belleair.

☐ **Exhibit K: Signage Plan:** Must include designs, specifications, and placement dates of any signage to be displayed on public property within the Town of Belleair.

PERMITS

☐ **Exhibit L: Building Permits:** All necessary Town of Belleair Building Department Permits, specifically as pertaining to temporary electrical installation and/or fencing - may reference *Exhibit E: Master Site Plan*.

☐ **Exhibit M: Fire Permits:** All necessary permits granted by Largo Fire Rescue, specifically as pertaining to temporary accessory structures, tents, bleachers, and/or grandstands.

☐ **Exhibit N: Film Permits:** All necessary permits provided by the St. Pete Clearwater Film Commission.

LICENSURE

☐ **Exhibit O: Certificate of Liability Insurance:** The applicant shall maintain commercial general liability (CGL) insurance per the specifications of the Town of Belleair's Insurance Guide VI (for non-profit/charitable organizations) or Insurance Guide VII (for commercial/for-profit organizations). The applicant shall also provide a Certificate of Liability Insurance for the event with the Town of Belleair listed as additionally insured.

☐ **Exhibit P: Alcohol Licensure:** If requesting to serve alcohol on public property or sell alcohol, attach all necessary alcohol licensure applications. This section may be exempted if the alcohol is to be served solely within a fully-licensed private premises.

SPECIAL RELIEF SECTIONS

Upon submittal of this application, the following sections of Belleair's Code of Ordinances are requested to be waived for the duration of the event, as specified in Exhibit C: Relief Period. The Town Commission reserves the right to attach conditions of issuance as deemed necessary to further the health, safety, comfort, convenience, and welfare of all guests, employees, residents, and vendors, and to protect the Town of Belleair from any undue liability.

☐ **Chapter 58, Article II, Division II: Commercial and domestic equipment and private passenger motor vehicles:** Equipment and passenger motor vehicles shall be permitted to park on grass or other unpaved surfaces that are clearly identified for such purposes and as approved in *Exhibit E: Master Site Plan* and/or *Exhibit G: Traffic Control Plan*.

☐ **Chapter 74, Article IX: Signs:** Regulations regarding the placement, size, and content of signage used for promotional or informational purposes for the event shall be suspended for the duration of the event (as defined in *Exhibit C: Relief Period*). Such signage shall not obstruct traffic or accessibility, or portray non-becoming or inappropriate content, as determined by the Town Manager. Additional street banner, light pole, and other promotional signage may be approved outside of the time constraints of this ordinance via written approval from the Town Manager to the applicant. See *Exhibit K: Signage Plan* for additional information on proposed event signage.

☐ **Section 38-70: Street sale restrictions; ornamental shrubs:** Merchandising on public property shall be permitted in zones designated in *Exhibit E: Master Site Plan* for the duration of the event (as established in *Exhibit C: Relief Period*). Such merchandising must be provided only by authorized vendors of the event.

☐ **Section 74-484: Public nuisance noises:** The volume and conditions regarding nuisance noises shall be lifted for the duration of the event set forth in *Exhibit C: Relief Period*.

☐ **Section 74-485: Noisy work prohibited during certain hours:** The allowable times for noisy work shall be lifted for the duration of the event, as established in *Exhibit C: Relief Period*.

☐ **Other Code Section:** _____

☐ **Other Code Section:** _____

Attach extra sheets, as necessary, for any additional code sections to be considered for relief.

AUTHORIZATION

By signing below, the applicant certifies that all information provided on this application is complete and correct and that all necessary attachments have been included. The applicant also agrees to the relevant fee schedule set forth by the Town, and assumes all responsibility for any and all damages to public property that may result from the requested event.

THE COMPLETION OF THIS FORM DOES NOT CONSTITUTE APPROVAL FOR A SPECIAL RELIEF PERMIT.

Applicant Signature

Date

Applicant Name (Printed)

EXHIBIT A: EVENT OVERVIEW

EVENT OVERVIEW

Event Name: _____

Site Address: _____

Current Zoning of the Subject Parcel: _____

CONTACT INFORMATION

Applicant: _____

Primary Name (**MUST BE ON-SITE FOR EVENT**): _____

Role with the Event: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Backup Contact (**MUST BE ON-SITE FOR EVENT**): _____

Role with the Event: _____

Phone: _____ Email: _____

Property Owner: _____

Property Owner Representative: _____

Role with the Event: _____

Phone: _____ Email: _____

Backup Contact: _____

Role with the Event: _____

Phone: _____ Email: _____

STAFF WORKFLOW (FOR TOWN USE ONLY)

Date of Pre-Application Meeting: _____

Police Department Representative: _____ **Date:** _____

Does the Police Department have any objections to this permit? ☐ Yes ☐ No

If yes, provide an explanation here or attach another sheet:

Building Department Representative: _____ **Date:** _____

Does the Building Department have any objections to this permit? ☐ Yes ☐ No

If yes, provide an explanation here or attach another sheet:

Parks and Recreation Department Representative: _____ **Date:** _____

Does the Parks and Recreation Department have any objections to this permit? ☐ Yes ☐ No

If yes, provide an explanation here or attach another sheet:

Largo Fire Rescue Representative: _____ **Date:** _____

Does Largo Fire Rescue have any objections to this permit? ☐ Yes ☐ No

If yes, provide an explanation here or attach another sheet:

Town Manager Review Date: _____

Does the Town Manager have any objections to this permit? ☐ Yes ☐ No

If yes, provide an explanation here or attach another sheet:

Following the pre-application meeting, staff may recommend conditions around code relief per the “Special Relief Sections” portion of this document. This language may be included along with the final application packet to the Town Commission.

FEES AND AUTHORIZATION

Fixed Application Fee	\$	1,200.00
+ Deposit of Estimated Fees for Employee Accommodation	\$	_____
= Initial Amount Due	\$	_____

Due Date for Initial Amount Due: _____

Final (Actual) Fees of Employee Accommodation	\$	_____
- Initial Amount Due	\$	_____
= Difference <input type="checkbox"/> Due or <input type="checkbox"/> Owed	\$	_____

Due Date for Difference Due or Owed: _____

Date of First Public Hearing: _____ Date of Second Public Hearing: _____

☐ Major Special Relief Permit is **Approved*** ☐ Major Special Relief Permit is **Denied**

Town Manager's Signature

Date of Approval/Denial

**If approved by the Commission, the Police Department will issue a Major Special Relief Permit to the applicant within ten (10) business days. The Police Department will be responsible for enforcing the conditions of the permit before, during, and after the event.*



Legislation Details (With Text)

File #: 21-0220 **Version:** 1 **Name:**
Type: Discussion Items **Status:** General Agenda
File created: 7/21/2021 **In control:** Public Meeting
On agenda: 7/28/2021 **Final action:**
Title: First Review of 2021 Pelican Women's Championship Plans
Sponsors:
Indexes:
Code sections:
Attachments: [Pelican Operations Planning Deck_6.22 \(1\)](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Summary

To: LPGA Ad Hoc Committee
From: Ryan Dever, Outlyr
Date: 7/28/2021

Subject:

First Review of 2021 Pelican Women's Championship Plans

Summary:

Ryan Dever from Outlyr (formerly Eiger Marketing) has assembled initial plans for the 2021 Pelican Women's Championship (attached). Mr. Dever and his team will be presenting the plans and a preliminary Major Event Special Relief Permit Application to the LPGA Ad Hoc Committee and welcoming feedback from the group. Additional information will be provided Monday before the meeting.

Previous Commission Action: N/A

Background/Problem Discussion: See attached.

Expenditure Challenges N/A

Financial Implications: N/A

Recommendation: N/A

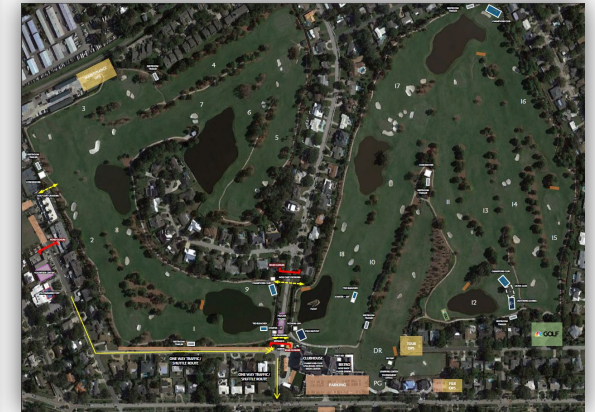
Proposed Motion N/A

OPERATIONS PLANNING DECK
6.22.2021



KEY POINTS

- Overall site plan
- Site plan by hole location
- Operational compound site plan
- Clubhouse / Facility-use plan
- Parking & Transportation plan
- Security brief



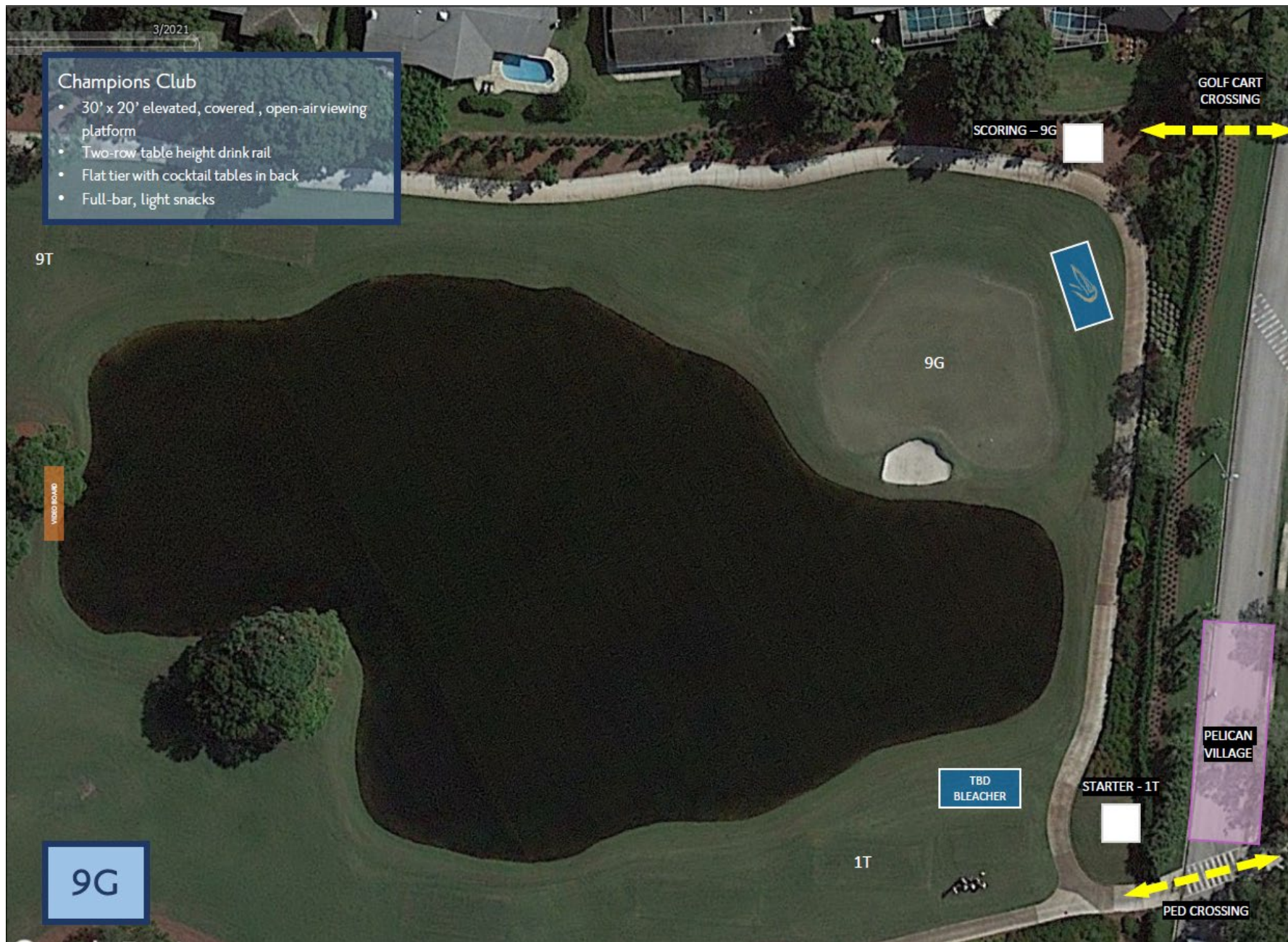


- Six (6) Electronic Leaderboards
- Three (3) Concessions Locations
- Five (5) Private Hospitality Venues
- Operations Compounds:
 - Maintenance
 - Golf View (South Cul-de-sac)
 - Villas Overflow Lot
- Road Control:
 - Rosery Rd (Partial Closure)
 - Indian Rocks Rd (Slow Traffic)
 - Golf View (One-Way)
 - Belleair Rec (Partial Closure)



1ST TEE

- Grass shoulder to be used as valet overflow and / or golf cart parking
- Police vehicle staging on Golf View
- Shuttle drop off / pickup near corner of Rosery Rd and Golf View
- Deliveries
 - Before 6AM / After 6PM ?
 - Alternate location ?
- Admissions / Will Call
- Entrance Archway
- Pelican Village



9th Green

- Champions Club
- Golf cart crossing location
- Spectator crossing location
- Starter / Scoring Tent
- Electronic leaderboard





12th Green

- Electronic leaderboard
- Golf Channel TV Broadcast Booth
- Hospitality:
 - Champions Club
 - Lightning Lounge
 - Ultra Club
- Floating brand element



16th Green

- Champions Club
- TBD Electronic leaderboard
- Restroom Trailer
- Concessions location?
- Catering back of house



18th Green

- Pelican Post
- Champions Club (Clubhouse)
- Electronic Leaderboard
- Manual Leaderboard ?
- Golf cart crossing location
- Scoring / Starter tent
- Floating brand element





Maintenance

- Signage trailer
- Power / HVAC back of house
- Leaderboard trailer
- Misc. storage



Golf View

- LPGA Tour Physio Trailer
- LPGA Tour Club Repair

Villas Overflow

- TBD Catering / Concessions staging
- VVIP Parking?



Golf View / 15th Green

- Golf Channel Compound
- Need to secure with owner
- Landscaping trade?



OVERVIEW

- Rosery Rd (Partial Closure)
 - At Hibiscus and Golf View
 - Re-route traffic starting at Clearwater Largo Rd
- Indian Rocks Rd (Slow Traffic)
 - Messaging before entering Belleair 1-2 weeks prior
 - PD to cone and slow traffic
- Golf View (One-Way)
 - Shuttle route via offsite parking
 - Shuttle route for golf cart
- Belleair Rec (Partial Closure)
 - Extra parking / Volunteer

Thank You





Legislation Details (With Text)

File #: 21-0219 **Version:** 1 **Name:**
Type: Discussion Items **Status:** General Agenda
File created: 7/21/2021 **In control:** Public Meeting
On agenda: 7/28/2021 **Final action:**
Title: Consideration of Parking Passes
Sponsors:
Indexes:
Code sections:
Attachments: [2020 PWC Parking Map](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Summary

To: LPGA Ad Hoc Committee
From: Cathy DeKarz, Management Analyst
Date: 7/28/2021

Subject:

Consideration of Parking Passes

Summary:

Town staff is seeking feedback from the LPGA Ad Hoc Committee on whether or not to require parking permits for on-street parking on specified roads around the Pelican Golf Club during the Pelican Women's Championship.

Previous Commission Action: N/A

Background/Problem Discussion: Last year, the Belleair Police Department created a parking pass system for the week of the Pelican Women's Championship that required parking permits for any on-street parking on specified roads near the event. This was done to alleviate resident concerns about attendees parking in Belleair's streets instead of at the specified off-site lots.

Creating this program involved:

- Staff creating and mailing a letter to all Belleair doorsteps explaining the parking permit process and posting about it online (mailing costs reimbursed by Outlyr)
- The Police Department placing and removing "no parking without permit" signs on designated streets the day before the event start
- The Police Department creating and issuing parking permits to residents who requested them (note: lawn services and other marked service vehicles were exempt)
- The Police Department monitoring on-street parking to ensure passes were utilized properly throughout the event

With the 2021 event coming up, staff would like the Committee's feedback on whether or not to re-implement the parking permit process. Same as last year, attendees are encouraged to park at several off-site locations in Largo and Clearwater and then shuttled in to the event. Attendees may also be dropped off via rideshare in a designated location, may park a golf cart in a specified lot, or may walk or ride a bicycle to the event.

Expenditure Challenges N/A

Financial Implications: N/A

Recommendation: N/A

Proposed Motion No motion is needed for this item at this time. However, staff is be seeking consensus from the Committee either at this meeting or by the next LPGA Ad Hoc Committee meeting on August 11.

PELICAN WOMEN'S CHAMPIONSHIP TRAFFIC PLAN – EXHIBIT G

- Road Closure
- No parking anytime (regular)
- No parking during tournament
- Special parking
- Shuttle drop off/ pickup
- X Traffic Control Staff (Private or PD)

