



Town of Belleair

901 Ponce de Leon Blvd.
Belleair, FL 33756

Meeting Agenda Park, Recreation and Tree Board

Monday, October 18, 2021

5:00 PM

Town Hall

Welcome. We are glad to have you join us. If you wish to speak, please wait to be recognized, then step to the podium and state your name and address. We also ask that you please turn-off all cell phones.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87374135288>

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Webinar ID: 873 7413 5288

International numbers available: <https://us02web.zoom.us/j/87374135288>

ROLL CALL

SCHEDULED PUBLIC HEARING

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.

CITIZENS COMMENTS

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

APPROVAL OF MINUTES

[21-0301](#) Approval of September 16, 2021 Meeting Minutes

Attachments: [PR&T - 09-16-2021](#)

GENERAL AGENDA

[21-0301](#) Approval of September 16, 2021 Meeting Minutes

Attachments: [PR&T - 09-16-2021](#)

[21-0313](#) October General Department Updates

Attachments: [October, 2021 Park, Recreation & Tree Board General Updates](#)

[21-0314](#) 2021 Golf Tournament Dashboard

Attachments: [Golf 2021 Dashboard](#)

[21-0315](#) Analysis of Afterschool and Summer Camp Fees

[21-0317](#) Discussion to establish tree trimming standards

Attachments: [Maintenance Standards for Trees and Vegetation](#)

[Public Works Doorhanger](#)

[Urban canopy misc detail 101421](#)

[Urban canopy tree photos 101321](#)

OTHER BUSINESS

COMMISSION ADVISOR REPORT

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.



Town of Belleair

901 Ponce de Leon Blvd.
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Legislation Text

File #: 21-0301, **Version:** 1



Town of Belleair

901 Ponce de Leon Blvd.
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Meeting Minutes Park, Recreation and Tree Board

Thursday, September 16, 2021

5:00 PM

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Welcome. We are glad to have you join us. If you wish to speak, please wait to be recognized, then step to the podium and state your name and address. We also ask that you please turn-off all cell phones.

Meeting was called to order at 5:00 PM with Vice Chairman Rettstatt presiding.

ROLL CALL

Present 4 - Vice Chairman Karla Rettstatt, Sara Borger, Kathy Hefe, and Giannina White

Absent 2 - Chairman Scott Coletti, and Greg Savel

CITIZENS COMMENTS

Elizabeth Wilson - resident- spoke on parks and roadways being maintained on a regular basis; suggested an Adopt-a-Highway type program for our parks and beautification.

Ms. DeKarz stated we could reach out to our residents to see who would be interested in helping; Ms. Wilson drafted some materials with messaging; staff with work with Ms. Wilson.

Ms. Borger is interested in assisting.

Ms. Hefe inquired if Ms. Wilson knew any other people who would be interested in volunteering. Ms. Wilson responded.

Ms. Hefe asked about the assistance from the Garden Club for new plantings; stated she is in a master program and learning a lot about Florida friendly planting.

APPROVAL OF MINUTES

[21-0243](#) Approval of July 19, 2021 and August 16, 2021 Meeting Minutes

Sara Borger moved to approve the minutes. Seconded by Kathy Hefe.

Aye: 4 - Vice Chairman Rettstatt, Borger, Hefe, and White

Absent: 2 - Chairman Coletti, and Savel

GENERAL AGENDA

[21-0275](#) Second Review of Recreation Cost Recovery Model

Rachel Hobbs, Special Events Coordinator, introduced Ms. Mischen as the Teen

Council representative to the board.

Ms. DeKarz began review of the Recreation Cost Recovery model; cost structures and board roles; programs and events.

Ms. Rettstatt inquired about the staff cost and donations for the Thanksgiving "Adopt a Family". Ms. DeKarz provided comments. Ms. Hobbs discussed the Adopt-a-Family program. Discussion ensued regarding schools involvement in choosing families; possibly an elderly program.

Elizabeth Wilson- resident - spoke on the Meals-on-Wheels program.

21-0276

September General Department Updates

Ms. DeKarz provided department updates to the board; flag football game; COVID-19 impacts; family golf tournament, auction items and raffles; Casino Night, sponsorships and tickets; garage sale dates for spring. Discussion ensued regarding a clothing swap; having RCS to pickup left over items; other options.

Ms. DeKarz continued updates with the citizen satisfaction survey; strategic planning options; discussed proposed October agenda items. Town Manager JP Murphy discussed budget for capital park improvements. Discussion ensued regarding Pinellas Park project; regarding tree trimming.

21-0281

2021 Summer Camp Dashboard

Ms. DeKarz reviewed summary of the Summer Camp programs and explained new dashboard; stated that in 2020 the staff restructured on how the camps would be structured during COVID; positive feedback; grouped by age; less conflict. Ms. DeKarz discussed numbers attending; operating cost recovery; discussed various camps; camp surveys.

Ms. DeKarz discussed the frequency of camp attendance as to residents vs non-residents.

Commissioner Chaney commented on new dashboard; inquired about opening earlier. Mrs. DeKarz discussed the possibility; stated this was one of the questions asked on resident survey.

21-0282

Departmental Sponsorship Opportunities

Ms. DeKarz reviewed sponsorship opportunities; summary of revenue goals; special events; sports leagues; banners and signage; asked for board feedback.

Ms. Hobbs discussed available score boards and signage.

Ms. DeKarz spoke on upcoming rentals and Celtic soccer rentals.

Discussion ensued regarding sponsor benefits and target audience.

OTHER BUSINESS

No other business

STAFF REPORTS

Kevin Trapp, Recreation Supervisor provided report on flag football game; gave kudos to the parks staff; after school program going great.

Ms. Rettstatt commented on parks, mowing and maintenance. Mr. Murphy provided comment. Ms. Rettstatt commented on doggie stations. Discussed ensued regarding adding stations with trash cans in certain parks; new components for park.

Mr. Murphy asked the board about adding an American flag in the gymnasium and at the athletic fields.

Ms. Rettstatt has sponsor in mind to sponsor the purchase of the American flag; asked when the Town will be replacing the Town flag with the new Town logo. Discussion ensued regarding Town flag and logo.

Board discussed message signs; not back-lit.

COMMISSION ADVISOR REPORT

Commissioner Chaney - Had nothing to report.

ADJOURNMENT

Meeting adjourned in due form at 6:22 PM.

Sara Borger moved to adorn. Seconded by Kathy Hefe.

Aye: 4 - Vice Chairman Rettstatt, Borger, Hefe, and White

Absent: 2 - Chairman Coletti, and Savel

APPROVED:

Vice Chair



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Aye: 4 - Vice Chairman Rettstatt, Borger, Hefe, and White

Absent: 2 - Chairman Coletti, and Savel

APPROVED:

Vice Chair



Legislation Text

File #: 21-0313, **Version:** 1

Summary

To: Park, Recreation & Tree Board

From: Cathy DeKarz, Interim Director of Community Engagement

Date: 10/18/2021

Subject:

October General Departmental Updates

Summary:

Based on feedback from the September Park, Recreation & Tree Board meeting and on recent operations within the Recreation Department, staff has assembled a presentation of quick updates for the board.

Previous Commission Action: N/A

Background/Problem Discussion: Topics included in the attached presentation include:

- American flag installation for gymnasium and fields
- Scoreboard sponsorships
- Citizen Satisfaction Survey
- Pinellas Park resident feedback meeting
- October and November special events
- Inaugural pickleball tournament

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.



Park, Recreation & Tree Board General Department Updates

October 18, 2021

Odds and Ends

American Flag Installation Planned for Gymnasium and Fields

Inside Doyle Family Gymnasium

- 8 x 12 foot flag (\$215)

Outside on Brewster Field

- 6 x 10 foot flag (\$85)
- 25-30 foot flagpole with solar light on top (\$1,515 for the pole and \$325 for installation)

New Scoreboard Sponsorship Signs



2 new signs installed: Baywest Health & Rehab | West CMR

3 new signs on order: Belleair Community Foundation | Dayton Andrews | Kerry Ellson

3 spaces still available: \$800 per year with a 2-year commitment

Citizen Satisfaction Survey Update

- If you have not already, please look over the benchmarking questions email sent out on October 5. Once we have feedback on these questions, we will move forward into designing the rest of the Citizen Satisfaction Survey.
- **Anticipated resident distribution:** Early 2022

Pinellas Park Resident Meeting

Staff is looking to hold a resident input meeting for the renovation of Pinellas Park the week of November 15 - 20

- What day/time does the board recommend?
- Invitation/informational letters to be mailed next week
- Alternative feedback options such as an online survey will be provided and encouraged

Next steps: Feedback will be brought to the board and Commission for review and then to a landscape architect for park design

Upcoming Programs & Events

Skeleton Trail

10/18 - 11/1

Oh snap!

We have 21 skeletons for the 2021 Skeleton Trail. Can you find them all? Check out our map at belleairrec.com

Casino Night

10/22 from 6:00 - 10:00 pm

It's not too late to buy your tickets for the Dimmitt Community Center's 15th Anniversary Casino Night

- \$75 tickets include casino cash, hor devours, and festive beverages
- Dress code is red, black, and white cocktail attire (please no shorts or jeans)

Halloween Bash

10/30 from 4:30 - 8:00 pm

Belleair's Halloween Bash is back! We will have treat stops, costume contest, crafts, and bounce houses.

We are **requesting 1-2 volunteers from this board** to be costume contest judges from 5:00 - 6:00 pm

Belleair Teen Council Socksgiving

11/1 - 11/30

Help the Belleair Teen Council collect 2,500+ new socks for the Thanksgiving season. We are collecting socks for all ages and gender for Eckerd Connects, Hope Villages of America, and Hands Across the Bay!

Donations accepted at all Town of Belleair buildings.

Thanksgiving Adopt-A-Family

11/1 - 11/15

We are adopting families for the Thanksgiving holiday. Help us provide a full Thanksgiving meal and other household items. Drop off items or adopt a family for \$100 to the Dimmitt Community Center. WestCMR has donated \$2,500 to help with the cause!

We are currently working to understand how we can also help other populations

Introducing Our Inaugural Pickleball Tournament

- A Saturday in January from approximately 9:00 am - 2:00 pm (tentatively January 8, 2022)
- Indoor tournament across 3 courts
- Single elimination, doubles of any age and gender, all skill levels welcome
- Our team is now in conversations with a potential exclusive title sponsor - more information coming soon!

Strategic Planning Objectives: Recreation and Special Events

OBJECTIVE F.5.1 - Increase resident participation in events and programs

OBJECTIVE F.5.2 - Identify and implement the types of events and programs residents would attend

OBJECTIVE F.5.3 - Evaluate the cost-benefit of events and programs

OBJECTIVE F.5.4 - Develop a strategy that defines the objectives of Town events and programs

Strategic Planning Objectives: Parks

OBJECTIVE B.1.3 - Evaluate opportunities to preserve existing green spaces in order to encourage community use and promote community gathering

OBJECTIVE B.1.4 - Design and/or renovate public spaces to accommodate community-building activities as opportunities arise and/or as infrastructure improvements are made in adjacent locations

OBJECTIVE B.1.5 - Develop design guidelines and standards to maintain a high level of maintenance for Belleair's parks

OBJECTIVE B.2.3 - Protect the trees and the urban canopy of the Town of Belleair

OBJECTIVE B.3.1 - Consider developing residential landscape standards

OBJECTIVE B.3.2 - Develop a Landscape Master Plan for Belleair's parks

Strategic Planning Objectives: Communication

OBJECTIVE A.1.1 - Strategically and regularly communicate with the Belleair community

OBJECTIVE A.1.2 - Continuously adjust or create new communications strategies, activities, and projects in order to maximize engagement and the sharing of information

OBJECTIVE A.1.3 - Use survey or qualitative tools to annually assess how residents' communications preferences

OBJECTIVE A.1.4 - Ensure digital communications are accessible per ADA WCAG 2.1 AA standards

OBJECTIVE A.2.1 - Develop strategies that combine online and in-person opportunities for residents to explore their preferences and offer their input on high priority issues

OBJECTIVE A.2.2 - Consider creative approaches to soliciting public input on decisions

OBJECTIVE B.1.1 - Periodically conduct a repeatable Citizen Satisfaction Survey to be benchmarked in subsequent surveys

OBJECTIVE B.1.2 - Use the results of the Citizen Satisfaction Survey to develop new programs, improve existing services, and develop and implement best practices

Future Board Items (Open to Feedback)

1. **Casino Night dashboard** (board champion: Karla Rettstatt)
2. **Sports leagues dashboards and pricing analysis** (youth flag football and basketball leagues)
3. Planning update for **pickleball tournament**
4. Board volunteer opportunities for **December holiday events** (Holiday Parade & Party, Santa's North Pole Hotline, and Polar Parcel Service)
5. Planning for **Sunset 5K & Fun Run** (board champion: Kathy Hefe)
6. Update on **park volunteer cleanup** interest



Legislation Text

File #: 21-0314, **Version:** 1

Summary

To: Park, Recreation & Tree Board
From: Cathy DeKarz, Interim Director of Community Engagement
Date: 10/18/2021

Subject:
2021 Golf Tournament Dashboard

Summary:

The 2021 Belleair Rec Family Golf Tournament was held over two days. The 9-hole adult/junior event was held on Thursday, September 23 at Largo Municipal Golf Course and the 18-hole four-person scramble was hosted at the Innisbrook Island Course on Friday, September 24.

The attached dashboard is our first analysis of a special event following the town's reorganization and alongside the new cost recovery model. This document includes a visual representation of participation and financial data from the event, as well as recommendations for improvement in future years.

Previous Commission Action: N/A

Background/Problem Discussion: Please see the attached "2021 Golf Tournament Dashboard" document for a breakdown of tournament participation, revenue, and expenditures.

Expenditure Challenges N/A

Financial Implications: The 2021 Belleair Rec Family Golf Tournament resulted in a 143% of operating margin and a 100% total cost recovery. Included within the attached dashboard are specific recommendations to improve these cost recovery metrics in future years.

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

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



2021 GOLF TOURNAMENT DASHBOARD

PRESENTED TO THE PARK, RECREATION & TREE BOARD, OCTOBER 18, 2021

111

Registrations

39

Adult/Junior players

72

Scramble players

143%

Operating margin

100%

Total cost recovery

September 23 and 24, 2021 | \$75 per adult/junior pair and \$500 per 4-person scramble team

PARTICIPATION AND DEMOGRAPHICS

Our 2021 Belleair Rec Family Golf Tournament was held over two days. The 9-hole adult/junior event was on Thursday, September 23 at Largo Municipal Golf Course and the 18-hole four-person scramble was hosted at Innisbrook's Island Course on Friday, September 24. 39 out of a possible 72 players participated in the adult/junior tournament and 72 out of a possible 144 players participated in the scramble.

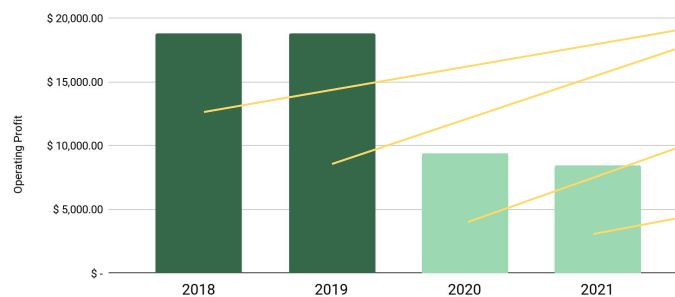
34/39

Adult/Junior players are residents or members

14/18

Scramble teams are event sponsors

Historical Operating Margin



Belleair Country Club

2 events on 1 day

152 and 157 total players

Cove Cay

2 events on 2 days

143 total players

Largo Municipal / Innisbrook

2 events on 2 days at 2 courses

111 total players

REVENUES AND EXPENSES

Cost recoveries for this year's golf tournament fell below budgeted projections (planned 160% operating margin and 134% total cost recovery). This was largely due to low registration fees and high staff costs. Ultimately, we earned approximately \$8,500 in operating margin and over \$3,500 total profit on the scramble, but lost roughly \$3,500 on the adult/junior tournament.

	Scramble (72)	Adult/Junior (39)
Revenue		
Sponsorships	\$17,050.00	\$1,000.00
Registration (Sponsors Comped)	\$2,020.00	\$1,025.00
Venmo	\$2,085.61	\$148.48
Big Break	\$400.00	-
Auction	\$2,300.00	-
Raffle	\$1,000.00	-
Donations	\$1,320.00	-
Total Revenue	\$26,175.61	\$2,173.48

Venmo Revenue Breakdown



	Scramble (72)	Adult/Junior (39)
Direct Expenses (Per Player and Total)		
Greens and Cart Fees	\$103.06	\$24.10
Dinner	\$46.24	\$16.41
Tee Gift	\$22.91	\$22.11
Winners Trophy/Cash	\$21.25	\$11.39
Raffle/Auction Online Platform	\$6.94	\$12.82
On-Course Drinks	\$6.91	-
Signage	\$5.01	-
Hole In One Insurance	\$4.71	\$3.85
Staff Shirts	\$3.76	-
Goody Bag Supplies	\$2.56	\$4.03
Raffle/Auction Supplies	\$0.74	\$1.37
Direct Expenses Per Player	\$224.10	\$96.09
Total Direct Expenses	\$16,135.29	\$3,747.34
Operating Margin (Revenue - Direct Expenses)	\$10,040.32	-\$1,573.86
Operating Margin as a Percent (Revenue/Direct Expenses)	162.23%	58.00%
Total Operating Margin as a Percent	143%	

Expenses Including Personnel

Personnel Expenses	\$ 6,527.59	\$ 1,927.92
Total Expenses (Direct Expenses + Personnel Expenses)	\$22,662.88	\$5,675.26
Total Profit (Revenue - Total Expenses)	\$3,512.73	-\$3,501.78
Total Cost Recovery (Revenue / Total Expenses)	115.50%	38.30%
Total Cost Recovery	100%	

SUCCESSSES

Despite the lower-than-expected cost recoveries, staff identified several successes from the 2021 tournament that we plan to replicate in future years.



Had high adult/junior resident and/or member participation (89.5%)



Supported a local business by catering Belleair Market for the adult/junior dinner



Having the big break competition on the course earned \$400 (versus \$260 in 2019 and \$50 in 2020)



Had 4 new sponsors for this event and high sponsor participation (14/18 foursomes)

LESSONS LEARNED

Moving forward, our department has identified several strategies to increase participation and cost recovery in future years of this event.

Play on 1 Day

The “Historical Operating Margin” graph on the opposite page demonstrates the financial value of holding both tournaments on the same day. Though registration for the Adult/Junior tournament does increase when both tournaments are on the same day, the difference does not account for the savings of combining the events.

The primary driver to host both events on the same day is staff costs. We estimate that roughly \$2,500 of staff time (day-of and planning) can be saved through this adjustment. This one change would increase total cost recovery from 100% to 110%.

Increase Registration Fees

Staff plans to increase registration fees in future years so that registration revenue covers (at minimum), greens and cart fees, dinner costs, and the costs of on-course drinks. Though this rate changes between courses and should be re-evaluated annually, we estimate that up to a 25% increase in registration fees may be appropriate. A 25% increase to the 2021 event would have resulted in up to \$9,975 in additional revenue. This would have increased total cost recovery from 100% to 135%. If combined with the previous recommendation, the new estimated total cost recovery falls at 148%.

Back to Belleair

Lastly, our team believes that holding this event at one of the courses in Belleair (namely the Belleair Country Club) will likely result in increased registration. The “Historical Operating Margin” graph on the opposite page shows the 2018 and 2019 (inside Belleair) operating margins at a rate almost double of what was achieved in 2020 and 2021 (outside of Belleair). However, the 2018 and 2019 numbers do not take into account effects from COVID-19, which may have played some role in registration and sponsorship rates.

Adult/Junior winners:
Drew and Cooper Kelly



Scramble winners:

George Taylor, Jung Sook Koh,
Troy Cornock, and Rick Doyle





Legislation Text

File #: 21-0315, Version: 1

Summary

To: Park, Recreation & Tree Board
From: Cathy DeKarz, Interim Director of Community Engagement
Date: 10/18/2021

Subject:

Analysis of Afterschool and Summer Camp Fees

Summary:

As we consider our cost recovery model for recreation programs and events, the Park, Recreation & Tree Board may wish to consider adjusting registration fees for some recreation offerings. Staff would like to begin this discussion with an analysis of our afterschool and summer camp program fees.

Following this board's recommendations, proposed fee adjustments will be brought to the Finance Board and the Town Commission for review and adoption.

Previous Commission Action: N/A

Background/Problem Discussion: Before considering fee adjustments to our afterschool and summer camp programs, it is important to understand their current cost recoveries and to consider competitor programs and prices.

2021-2022 Afterschool Projected Cost Recovery

- Operating cost recovery: 1,438.46%
- Total cost recovery: 139.39%

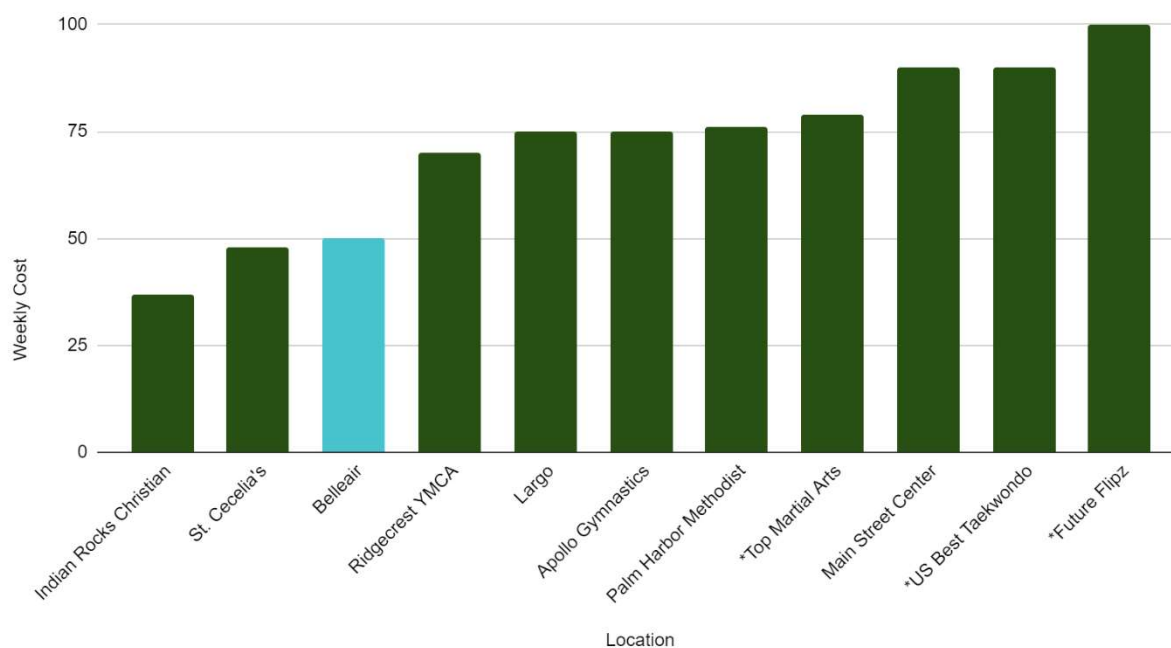
Competing Afterschool Programs and Rates

Programs marked with a * represent offerings outside of regular transportation, homework, and child care activities (ex: gymnastics or karate).

Afterschool Program	Weekly Fee
Indian Rocks Christian	\$37
St. Cecelia's	\$48
Belleair Recreation	\$50
Ridgecrest YMCA	\$70
Largo Recreation	\$75
Apollo Gymnastics	\$75
Palm Harbor United Methodist Church	\$76

*Top Martial Arts	\$79
Main Street Early Learning Center	\$90
*US Best Taekwondo	\$90
*Future Flipz	\$100
St. Paul's School	No response
Clearwater Recreation	No program
Skycrest Christian School	No program
Clearwater YMCA	No program
Seminole Recreation	No program
Tarpon Springs Recreation	No program

Belleair vs. Competitor Afterschool Fees



2021 Summer Camp Actual Cost Recovery

- Operating cost recovery: 222.15%
- Total cost recovery: 104.44%

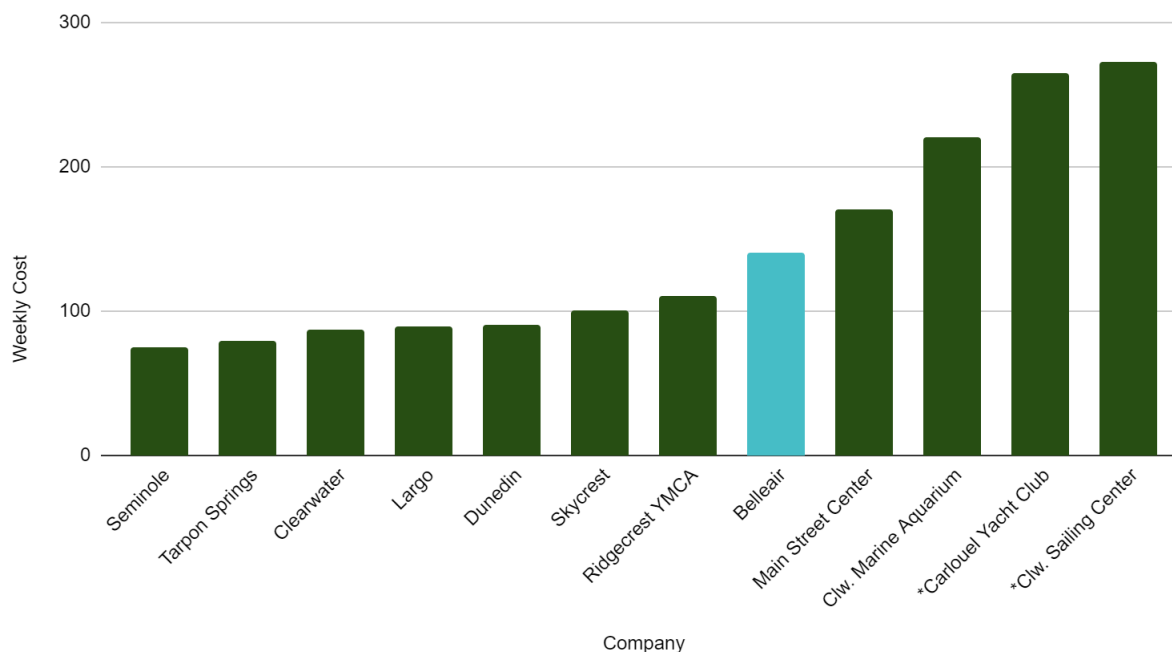
Competing Summer Camp Programs and Rates

Programs marked with a * represent offerings outside of typical summer camp activities and offerings (ex: sailing).

Summer Camp Program	Weekly Resident/Member Fee	Weekly Non-Resident/Member Fee
---------------------	----------------------------	--------------------------------

Seminole Recreation	\$75	\$87.50
Tarpon Springs Recreation	\$80	\$100
Clearwater Recreation	\$87.50	\$97.50
Largo Recreation	\$89	\$111
Dunedin Recreation	\$90	\$105
Skycrest Christian School	\$100	
Ridgecrest YMCA	\$110	
Belleair Recreation	\$140	\$170
Main Street Early Learning Center	\$170	
Clearwater Marine Aquarium	\$220	\$240
*Carlouel Yacht Club	\$265	\$300
*Clearwater Sailing Center	\$273	\$298
Clearwater YMCA	Information released in April	
St. Paul's School	No response	
St. Cecelia Catholic School	No program	
Belleair Country Club	Prices vary by sport	

Belleair vs. Competitor Resident/Member Summer Camp Fees



Expenditure Challenges See below.

Financial Implications: See below.

Recommendation: Staff would like the Park, Recreation & Tree Board to recommend registration fees for our afterschool and summer camp programs. These resulting fees should consider (1) the current cost recovery rates for both programs, (2) the rates charged by competitors, and (3) the desired level affordability of our recreation programs.

Considering these factors, staff recommends increasing weekly afterschool rates from \$50 to \$80 in the fall of 2022. This change would increase revenue by \$30 per week more x 40 average weekly participants x 40 weeks = \$48,000 in additional revenue. Holding other factors constant, this change would also bring our total cost recovery from 139.39% to 228.84%.

Staff also recommends increasing weekly summer camp rates by \$20 for the 2022 summer. This change would increase revenue by \$20 per week more x 125 average weekly participants x 10 weeks = \$25,000 in additional revenue. Holding other factors constant, this change would also bring our total cost recovery from 104.44% to 120.03%.

Both of the suggested rates above would reflect an equal hourly charge for services, which staff believes is an equitable method to approach our fee structure for residents/members. These two changes combined would lead to roughly \$73,000 in additional annual revenue for the Recreation Department.

Proposed Motion Following a group discussion of fee structures, a motion will be drafted and made. This motion will allow staff to then bring recommendations to the Finance Board and the Town Commission for review and approval.



Legislation Text

File #: 21-0317, **Version:** 1

Summary

To: Park, Recreation, and Tree Board members
From: Keith A. Bodeker
Date: 10/14/2021

Subject:

Looking to establish tree trimming standards to help maintain and grow the urban canopy within the Town of Belleair limits.

Summary:

Staff is seeking input from the Park, Recreation, and Tree Board members on helping to better define tree trimming standards within the right-of-way.

Previous Commission Action: NA

Background/Problem Discussion: Over the last decade or more there have been multiple interpretations, from staff members as well as residents, on how to best trim and maintain the urban canopy within the Town of Belleair limits. Town staff is seeking feedback and input from the current Park, Recreation, and Tree Board members on how to best establish appropriate tree trimming height standards to help create a safer, uniform, and aesthetically pleasing urban canopy within the right-of-way in town limits.

Expenditure Challenges NA

Financial Implications: NA

Recommendation: NA

Proposed Motion NA

Sec. 26-143. - Maintenance standards for trees and vegetation.

- (a) The owner of record of a property is responsible for the maintenance of trees and vegetation on private property. Vegetation shall comply with all codes including visibility at intersections, alleys, sidewalks and driveways. Where support cabling/bracing of vegetation is provided at the time of installation, the cables and braces shall be removed no later than one year after installation to prevent damage to the vegetation.
- (b) Lawns shall be maintained at a maximum overall height of eight inches or less. Lawns will be considered overgrown if approximately 25 percent of the front yard, or side yards, or rear yard, or right-of-way, or utility easement exceeds eight inches in height overall. Vegetation adjacent to driveways shall not encroach onto the driveway and should be kept trimmed to the edge of the driveway.
- (c) Vegetation which is a hazard to public safety is prohibited in the right-of-way as per section 26-141. Hazardous vegetation on private property with pronounced thorns (such as Spanish bayonet, century plant, bougainvillea, and lime trees) shall not be closer than ten feet to a sidewalk or right-of-way.
- (d) Hedges are prohibited in the right-of-way as per subsection 74-152(c)(1); and a hedge may not obstruct the visibility triangle as per subsection 74-153(g). As per section 74-234, private or public landscape development in the public rights-of-way within the town shall be designed and planted in accordance with the master landscape plan (Ordinance No. 314).
- (e) Vegetation adjacent to public sidewalks and public streets shall not encroach onto the sidewalk or onto a street surface. All vegetation should be kept trimmed to the edge of the sidewalk or to the curb line of the street surface. The branches of trees and shrubs which grow above sidewalks and rights-of-way shall provide a minimum of eight feet of vertical clearance; and when above streets and alleys, a minimum of 15 feet of vertical clearance.
- (f) Fire hydrants, water meters and back flow pipes must have a three-foot clearance around them for accessibility from vegetation. Water meter boxes must be kept trimmed and edged around the box to prevent vegetation from growing into or over the box.
- (g) It is unlawful for any property owner to permit to remain on any property, any tree or tree branch that is diseased or in a weakened condition as described in subsection 74-383(a)(2)(e), so as to pose a danger to any person, or any right-of-way or property of another as determined by the town's arborist. The town's arborist will be a certified and current member in the International Association of Arboriculture (ISA).
- (h) It shall be unlawful to deposit any solid waste, waste material or lawn waste in such a manner that it may be carried or deposited by the elements upon any public place, waterway or private premises within the town either directly or indirectly as per section 46-4.
- (i) As per subsection 74-152(c)(1), no encroachment shall be permitted into existing rights-of-way, except for temporary use authorized by the town.
- (j) Unless approved by the town manager, rights-of-way shall be maintained at a level and even grade.
- (k) No person shall plant any vegetation in a utility easement which will interfere with the use of the easement for utility maintenance purposes.

(Code 1980, § 11-4; Ord. No. 399, § 1, 11-20-01; Ord. No. 498, § 3, 5-20-14)

Editor's note— Section 3 of Ord. No. 498, adopted May 20, 2014, changed the title of § 26-143 from "Lien; recording; interest; foreclosure" to read as herein set out.



SORRY WE MISSED YOU

Date: _____ Time: _____



The Town of Belleair Public Works Department will soon be conducting routine maintenance in your area.

After review of the area and your property, **we found:**

- ☐ Trees on your property and/or right-of-way require routine trimming. Town staff or contractors will perform this trimming within 3 - 14 days of this notice. Work could include the removal of brush growing over your sidewalk and/or street.
- ☐ Certain trees on your property present a liability risk to persons in the right-of-way and require your immediate attention. Per Town of Belleair code section 26-143, the pruning of trees or shrubs interfering with sidewalk accessibility and/or street traffic are the responsibility of the homeowner.
- ☐ Tree limbs on your property are affecting the illumination pattern of street lighting, and require your assistance to maintain a lateral clearance of 15 feet around light pole and a vertical clearance of 6 feet.
- ☐ Please clear and maintain a clearance of 3 feet on all sides of the fire hydrant located on your property.
- ☐ The Town of Belleair or its contractors will be conducting sidewalk repairs in front of your home within the next 3 -14 days.
- ☐ Illicit discharge (AKA pool water) has flowed from your property into the Town's drainage system. Moving forward, please allow pool water to pass over grass for at least 10 feet before discharge into the street.

Questions? Please call the Town of Belleair Public Services Manager at (727) 588-3769 x 425

Relevant Town of Belleair Codes

(view the full code at www.townofbelleair.com/codes)

26-143: Maintenance standards for trees and

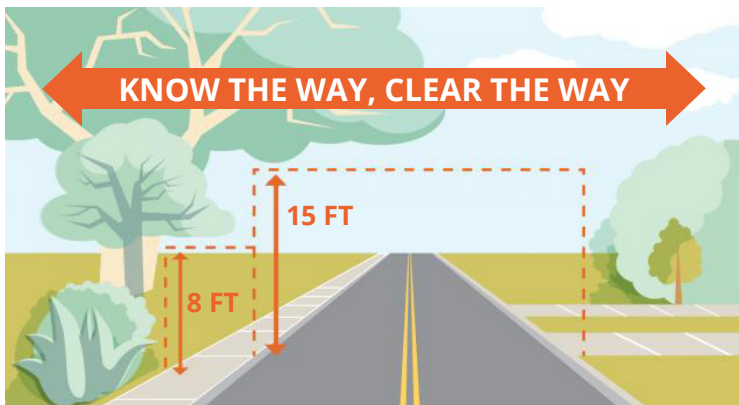
vegetation: Property owners must maintain all trees and vegetation on their property. Vegetation shall comply with all codes including visibility at intersections, alleys, sidewalks, and driveways. *Hedges are prohibited in the right-of-way (74-152(c)(1)). A hedge may not obstruct the visibility triangle (74-153(g)).*

62-304: Illicit discharges: Except as set exempted in the code or as in accordance with a valid NPDES permit, any discharge to the storm sewer system that is not composed entirely of stormwater is prohibited. *Improperly-discharged pool water is harmful to aquatic plants and animals.*

62-82: Prohibited wastes: It is prohibited to discharge any stormwater, surface water, roof runoff, groundwater, pool water, or subsurface drainage water into any sanitary sewer.

Vegetative Clearance

It's a jungle out there, but the public right-of-way shouldn't be. It is the responsibility of property owners to keep sidewalks clear and private limbs, plants, and other vegetation trimmed to 8-feet above the sidewalk and 15-feet above the street.

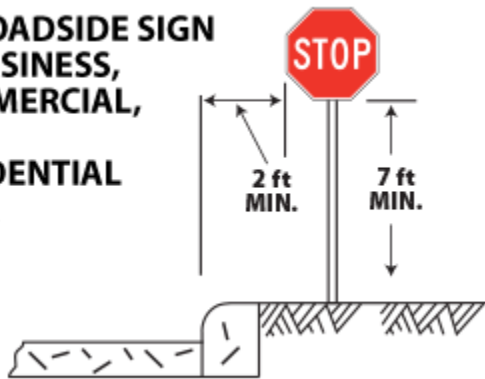


Stormwater Runoff

Stormwater runoff is unfiltered water that reaches streams, lakes, seas, and oceans by flowing across impervious surfaces such as roads, parking lots, driveways, and roofs.

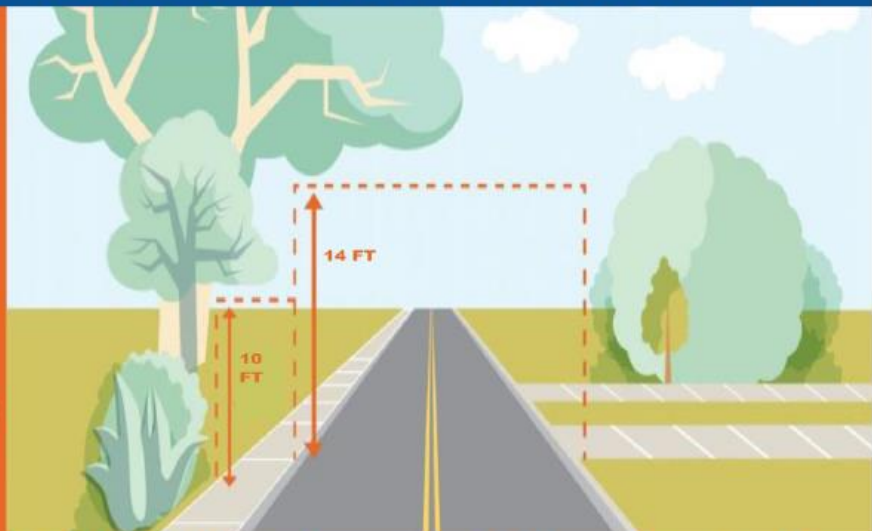


**A - ROADSIDE SIGN
IN BUSINESS,
COMMERCIAL,
OR
RESIDENTIAL
AREA**



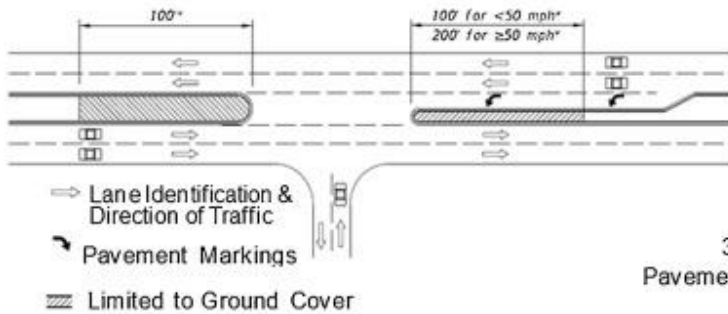
PUBLIC RIGHT OF WAY CLEAR ZONE:

**KNOW THE
RIGHT OF WAY,
CLEAR THE
RIGHT OF WAY**

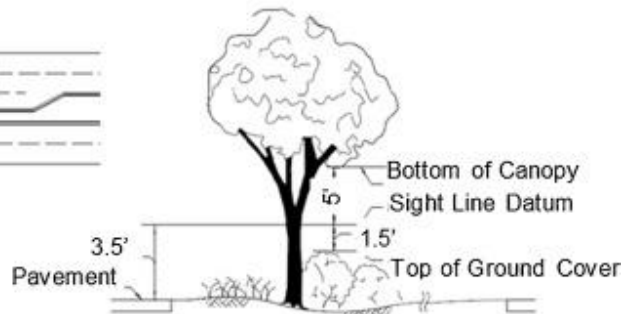


MORE INFORMATION <https://www.ctsfl.us/trees.htm>

Tree Offset Requirement at Intersections



Sight Line Datum Requirement



Tree Spacing Requirement for Different Sizes from 30 to 60 mph

Description Diameter (Within Limits Of Sight Window)	Speed (mph)													
	30		35		40		45		50		55		60	
	(Inches)													
	>4≤11	>11≤18	>4≤11	>11≤18	>4≤11	>11≤18	>4≤11	>11≤18	>4≤11	>11≤18	>4≤11	>11≤18	>4≤11	>11≤18
	(Feet)													
Minimum Spacing (c. to c. Of Trunk)	22	91	27	108	33	126	40	146	45	165	52	173	60	193

