

**BELLEAIR PARK AND TREE BOARD
NOTICE**

TO: Dudley Scott, Chairman
Paul Cozzie, Co-Chairman
Rob Bender, Secretary
Amy Welch
Kathy Gaston
Lissa Dexter
Kurt Steinmann

Eric Wahlbeck, Parks and Recreation Director
Ricky Allison, Parks Supervisor

Commission Tom Shelly, Commission Advisor

There will be a meeting of the **Belleair Park and Tree Board on Tuesday, APRIL 22, 2014 at 5:00 p.m. in the Town Hall auditorium.**

Please plan to attend. In the event you are unable to attend this meeting, please notify the Town Clerk's office at 588-3769 Ext. 214 or 312.

Your attendance is very important!

The following agenda items are provided for your consideration:

1. Approval of Minutes - March 18, 2014
To be distributed
2. Citizen's Comments
(Discussion of items not on the agenda. Each speaker will be allowed 3 minutes to speak.)
3. Discussion of Duties and Responsibilities of the Park and Tree Board

Documents: [PARK AND TREE ROLE.PDF](#), [DUTIES AND RESP. OF PARK AND TREE - RESOL. NO. 95-16.PDF](#), [RESOLUTION NO. 95-13 - ESTABLISHING RULES AND REGULATIONS FOR ALL ADVISORY BOARDS.PDF](#)
4. Entrance Renovations and Public Works Facility
5. Hunter Park

Documents: [PODOCARPUS \(1\).PDF](#)
6. Palm Tree Replacement Policy

Documents: [PALM TREE REPLACEMENT POLICY.PDF](#)
7. Winston Park Update
No summary. Just an update and discussion on the grand opening.
8. Other Business
9. Director's Report
10. Commission Advisor Report
11. Adjournment

** To be distributed.
* Previously distributed.

Copy to: Micah Maxwell, Town Manager
Donna Carlen, Town Clerk
JP Murphy, Assistant Town Manager

Summary

To: Park and Tree Board
From Micah Maxwell, Town Manager
Subject: Role of the Park and Tree Board
Date: 03/6/2014

Summary: As part of the Commission's annual review of its policies and procedures, staff is reviewing the role of citizen boards as it relates to town business and looking to make changes if needed.

Previous Board Action: None

Background/Problem Discussion: The town has not recently reviewed the roles and duties of the different citizen boards in the town. Staff is attempting to do that now. Generally, the boards roles and responsibilities are discussed resolution 95-16, with more general board rules being laid out in resolution 95-13, but with that resolution specifically discussing the role of the board advisor. Both are discussed below.

Resolution 95-18 – Staff has condensed the roles in 95-16 below:

1. Analyze present and future landscaping and structural plans of town parks and public areas to ensure beautification of the town in accordance with the master landscape plan. **Because of the divergence of the town from the plan, we may need to consider changing this section to no longer refer to the plan.**
2. Make any recommendations to the Town Commission relative to both short and long range plans. Recommendations to be made by the chairperson or designee.
3. Make findings of fact concerning any matter within its review to the Town Commission through the Town Manager.
4. Coordinate efforts of individual citizens and groups in specific beautification projects approved by the Town Commission or proposed amendments to the Master Landscape Plan. **In the last several years, this has become more of a staff role**
5. Review proposed amendments to the master landscape plan initiated by any citizen or group within the Town.
6. Make available bulletins and informative literature to all property owners within the Town of Belleair, that assists residents in maintaining the high standard of beautification of private property. **In the last several years this has become more of a staff role**
7. Accept gifts to the town related to parks and consistent with the master landscape plan.
8. Conduct surveys and fact-finding studies as requested by the Commission

Resolution 95-13 – This resolution identifies the role of the board advisor to the commission.

1. Serve as Chair pro-tem when necessary;

2. Keep the Board informed of Town matters that are related to the duties and responsibilities of the Board;
3. Is the instrument through which the Board asks for assistance or guidance from the Commission;
4. Shall not vote, hold office nor actively participate in the decision making process of the Board.

Alternative/Options:

1. Recommend changes to the role of the board to the commission
2. Do nothing

Financial Implications: N/A

Proposed Motion: None

RESOLUTION NO. 95-16

A RESOLUTION OF THE TOWN OF BELLEAIR, FLORIDA,
RE-ESTABLISHING THE PARK AND TREE BOARD, AND
SETTING FORTH ITS DUTIES AND RESPONSIBILITIES.

WHEREAS, the Town Commission has adopted Resolution No. 95-13 which prescribes the procedural Rules and Regulations for all Advisory Boards and Regulatory Boards of the Town; and

WHEREAS, the Town Commission now deems it in the best interest of the Town also to adopt a new Resolution amending and restating the substantive Duties and Responsibilities of the Park and Tree Board;

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

Section I. That the Park and Tree Board is hereby re-established to serve in an advisory capacity, to make recommendations to the Commission on matters set forth herein. The substantive duties and responsibilities of the Park and Tree Board shall be governed by the following provisions:

(a) The Park and Tree Board shall continually review and analyze the present and future landscaping and structural plans of existing Town parks and public areas. This shall be done in a concerted effort toward maintaining and/or upgrading the overall beautification of the Town of Belleair, in accordance with the Town's approved Master Landscape Plan. The Park and Tree Board shall make any recommendations directly to the Town Commission relative to both short and long range plans. All such recommendations shall be made by the Chairman of the Board, or his or her designee and shall be in writing. The Board may also present such recommendation orally to the Commission at a scheduled meeting.

(b) The Park and Tree Board shall make findings of fact concerning any matter within its review directly to the Town Manager, in writing. The Town Manager in turn, shall provide such reports to the Town Commission.

(c) The Park and Tree Board shall coordinate efforts of individual citizens and groups in specific beautification projects approved by the Town Commission or proposed amendments to the Master Landscape Plan. All proposed amendments initiated by any citizen or group within the Town first shall be submitted to, and reviewed by, the Board in its advisory capacity. The Board shall make written findings of fact and shall transmit same, in writing, to the Town Manager, and shall provide a recommendation with respect to such proposed amendment directly to the Town Commission, pursuant to paragraph (a) above. All residents living adjacent to, or across the street from, any public area affected by such proposed amendment, shall be notified in writing by the Town and given direct notice of all meetings held with respect thereto.

(d) The Park and Tree Board may make available bulletins and informative literature to all property owners within the Town of Belleair, with a view toward assisting residents in maintaining the high standard of beautification of private property situated within the Town.

(e) The Park and Tree Board may accept, subject to the approval of the Town Commission, gifts to the Town of Belleair of such items as land, approved plantings as designated on the Master Landscape Plan, fountains, benches and other items contributing to the beauty and use of park areas. The Board may also accept gifts of money for the special purposes of the Master Landscape Plan, memorials, or gift catalogue, subject to the approval of the Town Commission.

(f) The Park and Tree Board shall conduct surveys and fact-finding studies as requested by the Commission. Reports thereon shall be provided as set forth in paragraph (b) above.

Section II. That Resolutions No. 77-7 and 85-8 are hereby repealed in their entirety, and all other Resolutions or parts of Resolutions in conflict herewith also are, to the extent of such conflict hereby repealed.

Section III. The procedural Rules and Regulations of Resolution 95-13 shall apply to the Park and Tree Board.

Section IV. The Board shall have no independent authority to expend Town funds. Expenditures for approved budget items shall be made pursuant to existing Town policy. With respect to any proposed expenditure, however, that is not within a previously-approved budget line-item, the Board must make any recommendation concerning such additional expenditure directly to the Town Commission, as provided above. The Town Clerk shall be the custodian of all Town Accounts with respect to budgeted funds allocated by the Town Commission to matters with respect to which the Board is serving in an advisory capacity. Any funds allocated to items with respect to which the Board is serving in an advisory capacity, and which are not expended by the Town in any budget year, shall revert to the surplus funds of the Town, at the end of such budget year.

PASSED AND ADOPTED by the Town Commission of the Town of Belleair, Florida, this 16th day May, A.D., 1995.


MAYOR

ATTEST:


TOWN CLERK

RESOLUTION NO. 95-13

**A RESOLUTION OF THE TOWN OF BELLEAIR, FLORIDA,
ESTABLISHING RULES AND REGULATIONS FOR ALL ADVISORY
BOARDS AND REGULATORY BOARDS CREATED BY THE BELLEAIR
TOWN COMMISSION.**

WHEREAS, Article II, TOWN COMMISSION, Section 2.08 of the Belleair Charter provides for the Commission to appoint by resolution or ordinance such advisory boards or regulatory boards as it deems necessary; and

WHEREAS, said resolution or ordinance shall define the terms of appointment, the function, duties and authority of any Board created.

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

Section I. That all boards created shall be governed by the following provisions:

(1) Membership: Organization:

- a) Each Board shall have no more than seven voting members appointed by the Commission.
- b) Each member shall be appointed for a two-year term. In order to provide continuity, a majority number of members shall be appointed in odd numbered years and a minority number of members shall be appointed in even numbered years. (Example - on a 7-member board, 4 members will be appointed in odd numbered years, and 3 will be appointed in even numbered years)
- c) When a position becomes vacant before the end of the term, the Town Commission shall appoint a substitute member to fill the vacancy for the duration of the vacated term. A member whose term expires may continue to serve until a successor is appointed and qualified.
- d) If any member fails to attend three successive meetings, the Board shall notify the Town Commission.
- e) Members may be removed without notice and without assignment of cause by a majority vote of the Town Commission.
- f) The members of each Board shall annually elect a Chair, Vice-Chair and Secretary from among the members and may create and fill other offices as the Board deems necessary.
- g) The Town Manager may appoint a Town employee to serve as Secretary to a Board as he deems necessary.
- h) The Town Clerk is custodian of all Board records.
- i) Each Board shall create whatever sub-committees it deems necessary to carry out the purposes of the Board.
- j) The Chair of the Board shall annually appoint the membership of each sub-committee from members of the Board.
- k) The Commission may appoint a consultant(s) to a Board. A consultant may not vote or hold office.

- l) The Mayor shall appoint a member of the Town Commission to serve as Commission Advisor to the Board. The Advisor shall serve as Chair pro-tem when necessary; shall endeavor to keep the Board informed of Town matters that are related to the duties and responsibilities of the Board; may be the instrument through which the Board asks for assistance or guidance from the Town; and provided further that the Commission Advisor shall not vote, hold office nor actively participate in the decision making process of the Board.
- m) An appointed member of any Board must resign from said Board if the member is elected to the Town Commission. The resignation to be effective no later than the date the Commission begins.

(2) Rules of Procedure: Meetings:

- a) Each Board shall adopt rules of procedure to carry out its purposes. All rules must conform to the Town Charter, Town Ordinances and State Law. In the absence of specific rules, Robert's Rules of Order, (current edition) shall govern the deliberations of the Board.
- b) Each Board shall meet at regular intervals, such meetings to be called by the Town, the Board Chair, or scheduled by the Board.
- c) Minutes of all Board meetings shall be kept, indicating the attendance of each member and the decision on every question. The minutes are to be approved by the Board at the next meeting and original signed copies of such minutes shall be filed with the Town Clerk immediately.
- d) A majority of the members shall constitute a quorum.
- e) Each decision of a Board must be approved by a majority vote of the members present at a meeting in which a quorum is in attendance and voting. Each vote shall be recorded in the minutes of the meeting.

Section II. That if any portion of this resolution is in conflict with the Town Code, the Town Code shall prevail for the named Board only.

PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF BELLEAIR, FLORIDA, this 4TH day of APRIL, A.D., 1995



MAYOR

ATTEST:

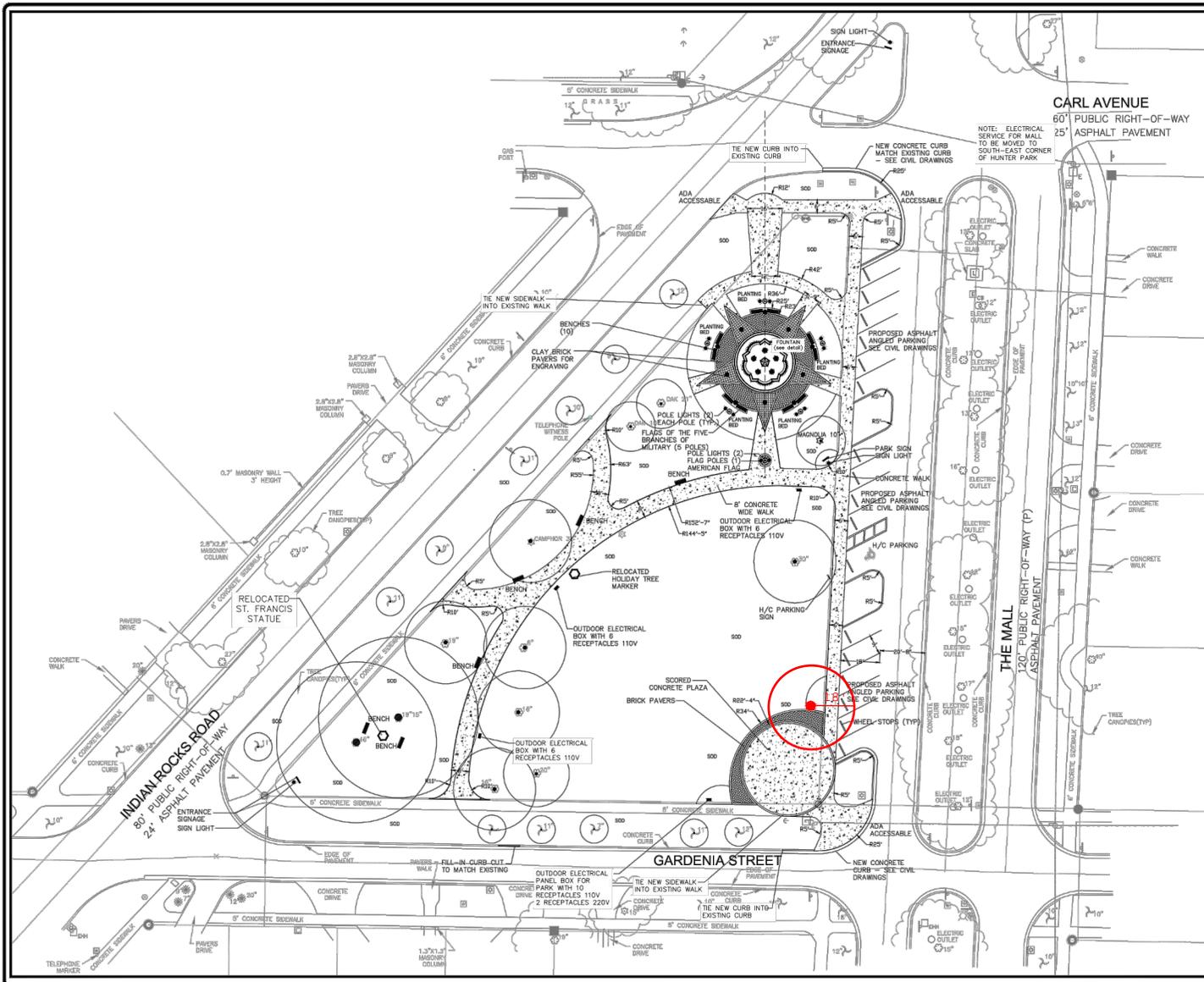


TOWN CLERK



Know what's below.
Call before you dig.

48 HOURS
BEFORE YOU DIG



NOTE: ELECTRICAL SERVICE FOR MALL TO BE MOVED TO SOUTH-EAST CORNER OF HUNTER PARK

Site Layout Plan
HUNTER PARK
TOWN OF BELLEAIR, FLORIDA

CDA COPLEY DESIGN ASSOCIATES, INC.
1004 Lantry Drive • Palm Harbor • Florida • Phone: 727-977-2400
LANDSCAPE ARCHITECTURE • SITE PLANNING
PENNSYLVANIA
FLORIDA
LICENSE # P.C. 000145

JOB NO. 13022

SHEET
5 - 1

Town of Belleair

Palm Tree Replacement Policy

Scope

- Establish a Town policy for the installation of palms in the rights of ways throughout Town.

Objective

- To continue the preferred look throughout Town of palm trees lining the streets.

Planting Locations

- The following areas will be maintained with a consistent look of palm trees lining the street:
 - Indian Rocks Road
 - Bellview Boulevard
 - Bayview Drive (Indian Rocks to Hallett Park)
 - Rosery Road
 - The Mall
 - Ponce de Leon Boulevard
 - Park Avenue
- The Town has the ability to adjust planting locations as needed.

Procedures

A. Specifications of Trees

- Palm trees will be installed at a minimum height of 8-10 feet overall.
- Must call for line locates before digging occurs.
- All trees must be Washingtonia Palms (Filifera or Robusta).
- Root systems balled and burlapped.
- All trees shall be nursery grown from the same plant zone as the planting area.

B. Proper Spacing or Location of Trees

- There must be a minimum right of way width of 5 feet.
- Trees shall be planted in the center of the right of way and spaced apart from one another 30 feet.
- Minimum distance from the corner of an intersection to plant a tree shall be 25 feet for vision clearance.
- Planting restrictions for underground utilities from center line of utility to center line of tree are:
 - Gas lines 5' minimum
 - Water & sewer line 10' minimum
 - Power lines or pole 5' minimum
 - Cable & phone lines 5' minimum
- Planting restrictions to the edge of above ground facilities are:

- Driveways 10' minimum
- Light poles 10' minimum
- Fire hydrants 10' minimum
- New trees shall not be planted where current or future overhead conflicts can occur.
- Final field locations must be verified by the Parks Supervisor.

Funding

- Funding sources will be the tree replacement fund.

DRAFT