MINUTES

BOARD OF COMMISSIONERS
REGULAR MEETING
JULY 8, 2026
6:00 P.M.

The City of Madeira Beach Board of Commissioners held a regular meeting at 6:00 p.m. on July 8, 2026, in the Patricia Shontz Commission Chambers at City Hall, located at 300 Municipal Drive, Madeira Beach, Florida.

MEMBERS PRESENT:	Anne-Marie Brooks, Mayor Eddie McGeehen, Vice Mayor/Commissioner District 3 Charles "Chuck" Dillon, Commissioner District 2 Housh Ghovaee, Commissioner District 4
MEMBERS ABSENT:	David Tagliarini, Commissioner District 1
CHARTER OFFICERS PRESENT:	Mike Helfrich, City Manager Clara VanBlargan, City Clerk Thomas Trask, City Attorney

1. CALL TO ORDER

Mayor Brooks called the meeting to order at 6:00 p.m.

2. INVOCATION AND PLEDGE OF ALLEGIANCE

City Attorney Tom Trask gave the Invocation and led the Pledge of Allegiance.

3. ROLL CALL

City Clerk Clara VanBlargan called the roll. Commissioner Tagliarini was absent.

4. APPROVAL OF THE AGENDA

Commissioner Ghovaee motioned to approve the Agenda as written. Commissioner Dillon seconded the motion.

ROLL CALL:

Commissioner Ghovaee	"YES"
Commissioner Dillon	"YES"
Vice Mayor McGeehen	"YES"
Mayor Brooks	"YES"

The motion carried 4-0.

5. PROCLAMATIONS

There were no Proclamations.

6. PRESENTATIONS

There were no Presentations.

7. PUBLIC COMMENT

Happy Price, a board trustee of the Gulf Beaches Library and resident of 13300 3rd Street East, provided an update on library affairs. She reported that the board unanimously approved Donovan Peters as the designated successor director to long-tenured acting director Stan Silverstein, who is mentoring her as she completes her master's degree in library services. Ms. Price also noted that the library received a visit from Florida State Librarian Amy Johnson, who was referred by the Pinellas Public Library Cooperative; the library was held up as a model for its swift post-storm recovery. She reported that a new time capsule has been sealed within the library walls, with the previous capsule's contents on display, and that the next opening is scheduled for the library's 100th anniversary in November 2068. Regarding the upcoming budget season, Ms. Price noted that the library's budget submission is lower than the prior year, attributable in part to energy savings from recent renovations and revenue generated from paid parking during off-hours, which yielded approximately $1,000 during the spring King of the Beach event. She encouraged the Commission to approve the budget and offered to attend future budget discussions.

John Scott, a resident of the West Parsley/East Parsley/Marguerite area, addressed the Commission with strong concerns about persistent flooding and road conditions in his neighborhood. He presented enlarged photographs showing significant standing water on the road after a twenty-minute rain event and stated that road cuts for drainage infrastructure remain unfinished and nonfunctional, with the area covered in debris and dust. Mr. Scott indicated that two years had passed without adequate remediation, that a prior six-week commitment to complete road repairs had not been honored, and that he intended to retain legal counsel and file a writ of mandamus against the City if conditions were not addressed. He specifically requested that the road cuts be asphalt-patched as an immediate interim measure and urged the Commission to visit the neighborhood firsthand.

8. APPROVAL OF MINUTES

A. 2026-06-10, BOC Regular Meeting Minutes
B. 2026-06-11-2026, BOC Strategic Public Workshop Meeting Minutes (Kimley-Horn)
C. 2026-06-24, BOC Budget Workshop #3 Meeting Minutes
D. 2026-06-24, BOC Regular Workshop Meeting Minutes

Commissioner Dillon motioned to approve the meeting minutes as written. Vice Mayor McGeehen seconded the motion.

ROLL CALL:

Commissioner Dillon	"YES"
Vice Mayor McGeehen	"YES"
Commissioner Ghovaee	"YES"
Mayor Brooks	"YES"

The motion carried 4-0.

9. CONSENT AGENDA

A. City Attorney Contract Services Renewal – Trask Daigneault, LLP
B. GrantWorks Piggyback Agreement with Lake County

Mayor Brooks read the items on the Consent Agenda.

Mayor Brooks opened the floor to public comment. There were no public comments.

Commissioner Ghovaee motioned to approve the Consent Agenda as written. Vice Mayor McGeehen seconded the motion.

ROLL CALL:

Commissioner Ghovaee	"YES"
Vice Mayor McGeehen	"YES"
Commissioner Dillon	"YES"
Mayor Brooks	"YES"

The motion carried 4-0.

10. PUBLIC HEARINGS

A. Ordinance 2026-07, Charter Amendments Relating to Municipal Election Dates, Candidate Qualifying Periods, Term Transition Provisions, and Referendum Questions – 1st Reading & Public Hearing

City Attorney Tom Trask read Ordinance 2026-07 by title only.

ORDINANCE 2026-07

AN ORDINANCE OF THE CITY OF MADEIRA BEACH, FLORIDA, SUBMITTING TO THE ELECTORS OF THE CITY OF MADEIRA BEACH PROPOSED AMENDMENTS TO THE CITY CHARTER RELATING TO THE DATE OF MUNICIPAL ELECTIONS AND CANDIDATE QUALIFYING PERIODS; AMENDING SECTION 3.3, NOMINATION OF BOARD OF COMMISSIONERS, SUBPARAGRAPH (A), FILING, OF THE CITY CHARTER TO CHANGE THE CANDIDATE

QUALIFYING PERIOD FROM DECEMBER TO JUNE; AMENDING SECTION 3.4, MANNER OF HOLDING ELECTIONS, SUBPARAGRAPH A, OF THE CITY CHARTER TO CHANGE MUNICIPAL ELECTIONS FROM MARCH TO NOVEMBER TO COINCIDE WITH THE STATE GENERAL ELECTION; AMENDING SECTION 2.2, BOARD OF COMMISSIONERS CREATED; QUALIFICATIONS; TERM OF OFFICE; AND VACANCIES, SUBPARAGRAPH (B), QUALIFICATIONS AND TERM OF OFFICE, OF THE CITY CHARTER TO PROVIDE FOR CERTIFICATION OF ELECTION RESULTS, AMENDING SECTION 4.8, INDUCTION OF BOARD OF COMMISSIONERS INTO OFFICE; MEETINGS, OF THE CITY CHARTER TO PROVIDE CONSISTENT COMMENCEMENT OF TERMS AND INSTALLATION PROCEDURES; PROVIDING FOR TRANSITIONAL TERMS OF OFFICE INCLUDING EXTENSION OF THE TERMS OF COMMISSIONER DISTRICT 3 AND COMMISSIONER DISTRICT 4 UNTIL NOVEMBER 2027 AND EXTENSION OF THE TERMS OF COMMISSIONER DISTRICT 1, COMMISSIONER DISTRICT 2, AND MAYOR-COMMISSIONER UNTIL NOVEMBER 2028; PROVIDING FOR A REFERENDUM; PROVIDING FOR BALLOT LANGUAGE; PROVIDING FOR NOTICE OF ELECTION; AND PROVIDING FOR AN EFFECTIVE DATE.

The City Clerk summarized the ordinance, explaining that the City's municipal elections are currently held in March and that, if approved by voters in November, the ordinance would shift elections to November to coincide with the state general election. The qualifying period would move from December to the first two weeks of June to meet the August 7th ballot submission deadline. The ordinance also provides for transitional term extensions: seats in Districts 3 and 4, currently up in March 2027, would be extended to November 2027; and seats in Districts 1, 2, and the Mayor-Commissioner position would be extended to November 2028. The City Clerk confirmed that these temporary extensions do not affect consecutive term limits. If adopted on second reading in August, the charter amendment questions would be placed on the November ballot.

Mayor Brooks opened the floor to public comment. There were no public comments.

After the first reading and public hearing, Commissioner Dillon moved to approve Ordinance 2026-07, Charter Amendments Relating to Municipal Election Dates, Candidate Qualifying Periods, Term Transition Provisions, and Referendum Questions. Vice Mayor McGeehen seconded the motion.

ROLL CALL:

Commissioner Dillon	"YES"
Vice Mayor McGeehen	"YES"
Commissioner Ghovaee	"YES"
Mayor Brooks	"YES"

The motion carried 4-0.

B. Ordinance 2026-06, Vacation of Right-of-Way Request – Portion of Fisherman's Alley – 2nd Reading & Public Hearing

City Attorney Tom Trask read Ordinance 2026-06 by title only.

ORDINANCE 2026-06

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, FLORIDA, VACATING THE PORTION OF FISHERMAN'S ALLEY ABUTTING LOTS 2 THROUGH 7 AND LOTS 14 THROUGH 19 OF BLOCK 1 OF MITCHELL'S BEACH JOHNS PASS THEREOF; AND PROVIDING FOR AN EFFECTIVE DATE THEREOF.

Mayor Brooks opened the floor to public comment.

Brian Aungst, a land use attorney appearing on behalf of applicant JBV Hotel Property LLC, addressed the Commission. He noted that the item had been reviewed at a prior workshop and Planning Board presentation and that this was the second reading following unanimous approval at first reading. He clarified that the vacation of the alley would not result in any immediate physical closure of Fisherman's Alley, as the ordinance contains conditions that must be met before the vacation is recorded. He further noted that, in exchange for vacating approximately 3,300 square feet of right-of-way, the applicant is providing approximately 16,000 square feet of perpetual public easements for open space, the Pelican Way extension, and public ingress and egress through the parking garage as needed. He also confirmed that the applicant had agreed to incorporate historical signage for Fisherman's Way into the project design, as requested by the Planning Board.

A resident, Sean Wyn (?), owner of a property on East End Lane, expressed concern about access to his home. He stated that his property is currently accessible via either Boardwalk Lane or Fisherman's Alley and requested assurance that access would be maintained. He asked whether converting a portion of East End Lane from one-way to two-way could be considered.

Sue, a representative of Walt'z Fish Shack, said she was not opposed to the hotel project but raised safety concerns about reducing access routes to the area. She noted that customers currently use East End Lane to access the restaurant, and that consolidating access to primarily one route during special events, when Pelican Lane could become crowded, would raise fire and emergency egress concerns.

Commissioner Ghovaee asked whether utilities within Fisherman's Alley would be relocated before or after the vacation of the right-of-way. Civil engineer Sean Cashen of Gulf Coast Consulting explained that Duke Energy, Spectrum, and Frontier would relocate their overhead and underground utilities, followed by the relocation of water and sewer infrastructure. Existing utilities would be removed only after the new ones are certified and operational. He confirmed that a temporary easement would be in place to protect utility access during the transition period and that any service interruption would be minimal.

Mayor Brooks asked for clarification that no businesses on those utility lines would experience an extended disruption, and this was confirmed.

Senior Planner Kathryn Younkin said that widening East End Lane to two-way traffic had been evaluated early in the process, but that doing so would eliminate existing parking within the right-of-way, making it infeasible. The garage easement was therefore adopted as the preferred solution to ensure secondary access. She confirmed that the ordinance's conditions of approval require that all required easements be received by the City before the vacation is recorded, providing an effective safeguard for the interim period.

After the second reading and public hearing, Vice Mayor McGeehen moved to adopt Ordinance 2026-06, Vacation of Right-of-Way Request – Portion of Fisherman's Alley, subject to the conditions in Section One of the Ordinance. Commissioner Ghovaee seconded the motion.

ROLL CALL:

Vice Mayor McGeehen	"YES"
Commissioner Ghovaee	"YES"
Commissioner Dillon	"YES"
Mayor Brooks	"YES"

The motion carried 4-0.

C. Ordinance 2026-05, John's Pass Village Hotel Planned Development (PD) Rezoning – 2nd Reading & Public Hearing

City Attorney Tom Trask read Ordinance 2026-05 by title only.

ORDINANCE 2026-05

AN ORDINANCE OF THE CITY OF MADEIRA BEACH, FLORIDA, REZONING CERTAIN REAL PROPERTY GENERALLY DESCRIBED AS 214 BOARDWALK PLACE EAST, 210 BOARDWALK PLACE EAST, 206 BOARDWALK PLACE EAST, 204 BOARDWALK PLACE EAST, BOARDWALK PLACE EAST (2 PARCELS), 146 BOARDWALK PLACE EAST, 129TH AVE EAST (5 PARCELS), CONSISTINGOF APPROXIMATELY 1.457 ACRES, FROM JOHN'S PASS VILLAGE ACTIVITY CENTER (C-1) TO PLANNED DEVELOPMENT (PD) DISTRICT; PROVIDING FOR READING BY TITLE ONLY; AND PROVIDING FOR AN EFFECTIVE DATE THEREOF.

City Attorney Trask reminded the Commission that the quasi-judicial hearing had been held at the prior meeting and that this proceeding was not quasi-judicial. He also advised that, pursuant to the City Charter, the ordinance would require a four-fifths vote. With Commissioner Tagliarini absent, all four present commissioners would need to vote in favor for the ordinance to pass.

Kathryn Younkin placed her professional credentials on the record, including a master's degree in urban and regional planning from the University of Florida, a professional degree in architecture, and AICP certification. She also noted prior service as deputy zoning official for the City of St. Petersburg and as director of community development for the City of Treasure Island. She said she was happy to answer any questions.

Mayor Brooks opened the floor for public comment.

Attorney Aungst, on behalf of the applicant, offered a brief summary in lieu of a full presentation, noting that the Commission had reviewed the project twice before. He emphasized that the 16,000 square feet of perpetual public easements, including the park space, Pelican Way extension, and garage access, would remain available regardless of ownership changes. He noted that the project aligns with the City's goals for pedestrian-oriented development in the John's Pass Village area and cited the 92 publicly available parking spaces, offered at rates significantly below prevailing private market rates, as a concrete community benefit.

Resident Sean Wyn (?) expressed concern about access to his residence on East End Lane and sought confirmation that his access through Fisherman's Alley would remain in effect in perpetuity, regardless of future ownership of either property.

Commissioner Dillon acknowledged the public's access concerns but noted, based on prior discussions, that adequate alternatives had been provided. He observed that access via the garage, as well as via 129th Avenue and Pelican Way, would be available, including during special events.

Commissioner Ghovaee said all his questions were answered at the first reading and that he supported the project 100%.

Vice Mayor McGeehen expressed strong support, noting the project's alignment with the City's Comprehensive Plan, the Countywide Plan, and the John's Pass Village Activity Center design standards. He highlighted garage parking, public green space with restrooms, and access easements as key community benefits.

Mayor Brooks expressed support and raised the issue of directory signage at John's Pass, noting that historical signage directing visitors to businesses such as Walt'z Fish Shack, Woody's Watersports, Don's Dock, and the Tipsy Tiki had largely been removed. Mayor Brooks directed the City Manager to bring the matter of restoring the signage to a future agenda.

After the second reading and public hearing, Commissioner Ghovaee moved to adopt Ordinance 2026-05, John's Pass Village Hotel Planned Development (PD) Rezoning. Commissioner Dillon seconded the motion.

ROLL CALL:

Commissioner Ghovaee	"YES"
Commissioner Dillon	"YES"
Vice Mayor McGeehen	"YES"
Mayor Brooks	"YES"

The motion carried 4-0.

D. John’s Pass Village Hotel Planned Development (PD) Development Agreement

The City Attorney directed the Commission's attention to the development agreement, noting it was the final opportunity to review and act on it. He highlighted page 9, paragraph 9.10, which governs public parking rates. Under that provision, the developer must offer the 92 public parking spaces at the higher of $5.50 per hour or $1.00 more than the City's average rate within the John’s Pass Village Activity Center. City Attorney Trask clarified that, because the City currently charges $4.00 per hour, the $1.00 premium would yield $5.00, but the agreement's $5.50 floor would prevail. The rate is substantially lower than prevailing private parking rates in the area.

Mayor Brooks opened the floor to public comment.

Resident Sean Wyn (?) again addressed the Commission, this time seeking assurance that the perpetual easement granting him access through the parking garage would remain enforceable regardless of future changes in ownership of either his property or the hotel. Attorney Aungst confirmed that the easement runs with the land in perpetuity, is enforceable in court, and that both the resident's property and the hotel property are bound by its terms regardless of future ownership.

Commissioner Dillon moved to approve John’s Pass Village Hotel Plan Development Agreement. Vice Mayor McGeehen seconded the motion.

ROLL CALL:

Commissioner Dillon	"YES"
Vice Mayor McGeehen	"YES"
Commissioner Ghovaee	"YES"
Mayor Brooks	"YES"

The motion carried 4-0.

11. UNFINISHED BUSINESS

A. Resolution 2026-06, Moratorium on Collection of Mobility Fee

City Attorney Tom Trask read Resolution 2026-06 by title only.

RESOLUTION 2026-06

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, FLORIDA; IMPOSING A TEMPORARY MORATORIUM ON THE IMPOSITION AND COLLECTION OF THE MOBILITY FEE REQUIRED PURSUANT TO CHAPTER 92 (PROPORTIONATE SHARE DEVELOPMENT FEE) OF THE CITY OF MADEIRA BEACH CODE OF ORDINANCES UNTIL JULY 31, 2027;

PROVIDING FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

Long Range Planner Andrew Morris said the item had been discussed at the previous workshop and that, upon adoption, staff would work to unwind the local fee. He confirmed that the county's mobility fee would continue to be collected and enforced under the existing agreement with Pinellas County.

Mayor Brooks opened the floor to public comment. There were no public comments.

Commissioner Ghovaee asked for confirmation that the moratorium would be consistent with Pinellas County regulations, which Mr. Morris affirmed.

Vice Mayor McGeehen moved to adopt Resolution 2026-06, Moratorium on Collection of Mobility Fee. Commissioner Ghovaee seconded the motion.

ROLL CALL:

Vice Mayor McGeehen	"YES"
Commissioner Ghovaee	"YES"
Commissioner Dillon	"YES"
Mayor Brooks	"YES"

The motion carried 4-0.

12. CONTRACTS/AGREEMENTS

13. NEW BUSINESS

A. Forward Pinellas Interlocal Agreement for Planning and Mapping Services and/or Special Project Work with the City of Madeira Beach

The City Attorney explained that the City has maintained an interlocal agreement with Forward Pinellas for several years and that the current agreement was set to expire. The renewal would extend the agreement for an additional four years. Mr. Morris noted that Forward Pinellas currently maintains the City's zoning and future land use map at no cost and that any additional special project work would be subject to fees outlined in the agreement.

Mayor Brooks opened the floor to public comment. There were no public comments.

Commissioner Dillon moved to approve the Forward Pinellas Interlocal Agreement for Planning and Mapping Services and/or Special Project Work with the City of Madeira Beach. Commissioner Ghovaee seconded the motion.

ROLL CALL:

Commissioner Dillon	"YES"

Commissioner Ghovaee	"YES"
Vice Mayor McGeehen	"YES"
Mayor Brooks	"YES"

The motion carried 4-0.

14. AGENDA SETTING (July 22, 2026, BOC Regular Workshop)

- **A. Exhibit A.1 DRC Agreement ILA PC Debris and Collection Agreement**
- **B. RFQ for Land Development Regulations and Code of Ordinances**
- **C. Limited Use Parking along Gulf Blvd**
- **D. FY 2027 Pinellas County Sheriff's Office Contract**
- **E. Stormwater Analysis & Survey of What the Fees Charged from other Pinellas County Communities**
- **F. Aclarian Financial Consultant & Contracts Extension Renewal Discussion**
- **G. FY 2027 Sheriff's Office Contract Discussion**
- **H. Fees & Collections Manual Discussion**
- **I. Holiday Décor – Proposal with and without Solar Options**

The City Manager said each of the items was reviewed with each Commissioner during their one-on-one meetings.

<u>Added Items</u>

Mayor Brooks requested that the City of Madeira Beach's 80th anniversary be added to the workshop agenda. She noted that the Commission had not been included in planning the recent 250th anniversary celebration for the City and country and expressed a desire for the Commission to be actively involved in planning the upcoming milestone. The City Manager agreed to add the item.

Commissioner Ghovaee noted his attendance at the July 4th celebration, along with Vice Mayor McGeehan, and stated that he felt it fell below the City's usual standards.

15. REPORTS/CORRESPONDENCE

A. Board of Commissioners – Reports/Correspondence

Commissioner Ghovaee provided an update on the development of a Key to the City program. He reported that he was working with a manufacturer to finalize the design and wording of the award plaque and anticipated sharing the design with the Commission for review before scheduling a formal presentation to deserving recipients.

B. Board of Commissioners – 2026 Meetings Report (January - June) - Informational

This item was received for informational purposes. The City Clerk requested that any corrections be submitted to her office. No changes were noted.

C. City Attorney

The City Attorney expressed gratitude to the Commission for its continued support of the Trask Daigneault firm as city attorney. Commissioner Ghovaee and Mayor Brooks reciprocated, commending Attorney Trask for his professionalism, institutional knowledge of the community, and his consistent representation of the city's interests.

D. City Clerk

The City Clerk announced that the state-mandated continuing education and ethics training would be held on Wednesday, July 15th, from 10:00 AM to 3:30 PM, with participants expected from other municipalities. The City Clerk's office would provide breakfast and lunch.

The City Clerk recognized Vice Mayor McGeehan for completing the Institute of Election Officials Levels 1 and 2 and the advanced leadership training through the Florida League of Cities. Vice Mayor McGeehan briefly acknowledged the recognition and praised the Florida League of Cities as a valuable resource for elected officials seeking leadership and ethics education.

The City Clerk also announced her achievement in earning the Florida Certified Records Manager designation.

E. City Manager

The City Manager reported that city staff had continued to advance several major capital improvement projects over the prior month, including progress on permitting for the John’s Pass jetty sidewalk, completion of the John’s Pass dredging project, preparation for the second strategic planning session, and ongoing hurricane recovery projects funded through Hurricane Helene grants. He offered to answer any questions about the written report included in the agenda packet.

Mayor Brooks inquired specifically about Tom and Kitty Stewart Park, asking whether the project remained on the previously communicated schedule. The City Manager confirmed the project was on schedule for completion by November 2026, noting that seawall construction was substantially underway and that site plans were approximately 95% complete, with the restroom foundation plans being finalized. Mayor Brooks asked whether a landscape plan for the park had been developed. The City Manager said he was not certain but committed to following up. Mayor Brooks expressed that the Commission and community would want to see a thoughtful beautification plan for the site.

16. RESPOND TO PUBLIC COMMENTS/QUESTIONS

Mayor Brooks returned to John Scott's public comment regarding flooding and road conditions on West Parsley, East Parsley, and Marguerite. She asked the City Manager whether a follow-up had occurred with Mr. Scott after the prior meeting. The City Manager said he was not certain and committed to verifying with staff.

Mayor Brooks directed the City Manager to contact Mr. Scott, meet with him, and provide a clear explanation of the current situation and timeline, including the reasons for any delays, acknowledging that the resident deserved more substantive communication than he appeared to have received. She recognized his frustration as understandable given the prolonged conditions.

Community Development Director Marci Forbes explained that the paving delay stemmed from the schedule of the milling and paving subcontractor, separate from the John's Pass paving contractor. The first direct meeting among the City, the prime contractor, and the paving subcontractor had only recently taken place. The paving start date, previously communicated as July 9th, had been pushed back to approximately August 1st.

Commissioner Ghovaee raised the substantive drainage issue, noting that a conversation alone would be insufficient. He suggested that using turbidity barriers in the waterway near the outfall could allow the erosion-control measures at the road inlet to be removed, thereby allowing stormwater to drain while protecting the bay from silt. He recommended that the City either direct the contractor to install turbidity barriers or engage another subcontractor to do so, with any additional costs potentially backcharged to the prime contractor, treating the flooding as an emergency requiring immediate action.

Commissioner Dillon acknowledged the issue but noted the difficulty of directing work that falls under contractor responsibility, particularly when the contractor's performance had already been a concern.

Mayor Brooks directed the City Manager to determine the best path to address the flooding, stating that the matter warranted emergency-level attention, and to keep affected residents proactively informed of any schedule changes.

17. ADJOURNMENT

Mayor Brooks adjourned the meeting at 7:05 p.m.

ATTEST:

____
Anne-Marie Brooks, Mayor

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Clara VanBlargan, MMC, FCPC, FCRM, MSM, City Clerk