



**BOARD OF COMMISSIONERS  
TOWN OF REDINGTON SHORES  
WORKSHOP MEETING  
WEDNESDAY, SEPTEMBER 30, 2026**

*Immediately following the Special Meeting at 6:00 p.m.*

**AGENDA**

**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL**

**D. APPEARANCES AND PRESENTATIONS**

1. Presentation of the FY2026 Audit
2. Pinellas County Customary Use Presentation

**E. OLD BUSINESS**

1. Noncompliant Homes
2. Code Enforcement Program Update
3. Town Signs

**F. NEW BUSINESS**

1. Real Estate Offer

**G. MISCELLANEOUS**

Regular Meeting- Wednesday, October 14, 2026 – 6:00 P.M.

Workshop – Wednesday, October 28, 2026 – 6:00 P.M

**H. ADJOURNMENT**

Pursuant to Florida Statutes § 286.0105, if any person or entity decides to appeal any decision made on any matter considered at any meeting or hearing of any Redington Shores Board or Commission, he, she or it will need a record of the proceedings and, for such purpose, he, she or it may need to ensure that a verbatim record of the proceedings is made, which record includes the legal arguments, testimony, and evidence upon which the appeal is to be based.

# **ITEM E.1.**



Town of  
**Redington Shores**  
*Nature's Beach*

Date: September 30, 2026  
To: Board of Commissioners  
From: Margaret Carey – Town Manager  
Re: Noncompliant Homes

### **Background**

The process of following up with noncompliant homes began back in April 2025. However, due to Commission direction and change in Building Department leadership, the process was delayed. As we approach 2 years since Hurricanes Helene and Milton, it is now time to complete the follow-up process and bring these properties into compliance.

### **Update**

- The most current list of noncompliant homes will be presented at the meeting.
- Earlier this month the Building Department sent certified letters to each property owner on the list. Letter templates are attached.
- Building Department staff are keeping individual files on each property – for documentation purposes for future compliance steps.
- The Building Official has started visual “street view” inspections to make any corrections/notes to the current list. He is also responding to property owner questions/concerns.

### **Next Steps**

- Follow-up letters will be sent in October/November with a 30-day deadline to respond.
- A status update will be presented to the Commission at the January 2027 Regular meeting to discuss citations and other potential legal next steps.



17425 Gulf Blvd., Redington Shores, FL 33708

**INTERIOR DEMO PERMIT ISSUED **NSD** BUT NO RENOVATION PERMIT APPLICATION RECEIVED**

September 25, 2026

«Current\_Owner\_Name»

«Mailing\_Street\_Address»

«City» «State» «Zip\_Code»

Re: Property Restoration Efforts

Site Address: «Site\_Address»

Dear Property Owner:

We are writing to follow up regarding the status of your property following the impacts of Hurricanes Helene and Milton in 2024. According to our records, your property was determined to be «Damage\_»% **Not Substantially Damaged**, as noted in the enclosed determination letter, but may have experienced some level of water intrusion.

Our records indicate that restoration efforts were initiated through the Interior Demolition after-the-fact permit. However, we have not received an application for a Residential Renovation/Remodel permit, which is typically the next step in the restoration process and can be applied for online and most forms can be located on the town website.

1. Hurricane Helene Permit Application
2. Owner builder Affidavit if the property owner is applying for the permit
3. A completed **Substantial Damage Improvement Packet/Worksheet**, please ensure:
  - Material costs are listed separately from labor costs.
  - A 7% sales tax is included on materials.
  - A 10% contingency is included.
  - Page 2 contains both required initials.
  - All applicable pages are signed in the presence of a notary.
  - Digital signatures cannot be accepted.
4. Room-by-room construction drawings of the work to be done.
5. Florida Product Approvals for exterior doors and/or windows, if applicable.
6. A Subcontractor Form, if applicable.
7. A recorded Notice of Commencement (NOC), must be recorded at a Pinellas County Clerk's Office for work over \$5,000.
8. Applicable permit fees, which are based on the value of the project.

If repairs or improvements have already been completed, a Residential Renovation/Remodel permit application will still need to be submitted so the work can be reviewed and properly documented. Please be aware that work performed without the required permits may be subject to applicable fees, including permit fines of up to 2.5 times the standard permit fee.



17425 Gulf Blvd., Redington Shores, FL 33708

We understand that recovering from storm-related damage can be a lengthy and challenging process. Our goal is to assist property owners in meeting the requirements of the Federal Emergency Management Agency (FEMA) and the National Flood Insurance Program (NFIP) by completing the necessary permitting requirements.

Should you have any questions or need assistance regarding permitting process, please do not hesitate to contact our office by visiting Town Hall, calling **727-397-5538**, or emailing [bldgdept@redshoresfl.com](mailto:bldgdept@redshoresfl.com).

We appreciate your attention to this matter and look forward to hearing from you.

Sincerely,

Mike Foley  
Building Official  
Town Of Redington Shores



Town of  
**Redington Shores**  
*Nature's Beach*

17425 Gulf Blvd., Redington Shores, FL 33708

**APPEALED SUCCESSFULLY TO NSD BUT NO RENOVATION PERMIT APPLICATION RECEIVED**

DATE

NAME

MAILING ADDRESS

CITY, ST, ZIP

Re: Property Restoration Efforts

Site Address:

Dear Resident:

We are writing to follow up on the status of your property following the impacts of Hurricanes Helene and Milton in 2024. According to our records you went through the Appeal process and your property was determined to be Not Substantially Damage on DATE , letter enclosed but may have still experienced some level of water intrusion requiring repairs.

At this time, we have not observed any restoration permitting activity at your property and would like to inquire about your intentions regarding those repairs.

If repairs or improvements have already been completed, a Residential Renovation/Remodel permit application will still need to be submitted so the work can be reviewed and properly documented. Please be aware that work performed without the required permits may be subject to applicable fees, including permit fines of up to 2.5 times the standard permit fee.

We understand that recovering from storm-related damage can be a lengthy and challenging process. Our goal is to assist property owners in meeting the requirements of the Federal Emergency Management Agency (FEMA) and the National Flood Insurance Program (NFIP) by completing the necessary permitting requirements.

Please contact our office to schedule an appointment to discuss your plans and let us know how we may support you in moving forward.

You may contact the Building Department by visiting Town Hall, calling **727-397-5538**, or emailing [bldgdept@redshoresfl.com](mailto:bldgdept@redshoresfl.com).

We appreciate your attention to this matter and look forward to hearing from you.

Sincerely,

Mike Foley  
Building Official



Town of  
**Redington Shores**  
*Nature's Beach*

17425 Gulf Blvd., Redington Shores, FL 33708

**NSD BUT NO PERMIT APPLICATIONS RECEIVED**

Date

Owner Name

Mailing Address

City State Zip

Re: Property Restoration Efforts

Site Address:

Dear Resident:

We are writing to follow up on the status of your property following the impacts of Hurricanes Helene and Milton in 2024. According to our records your property was determined to be Not Substantially Damage but may have experienced some level of water intrusion.

At this time, we have not observed any restoration permitting activity at your property and would like to inquire about your intentions regarding future repairs or if a permit is required.

We understand the significant challenges and emotional toll that such losses can create, and we wish to express our sincere sympathy for the difficulties you may be facing. Our staff is available to assist you in navigating the recovery process and in meeting the requirements of the Federal Emergency Management Agency (FEMA) and the National Flood Insurance Program (NFIP).

Please contact our office to schedule an appointment to discuss your plans and let us know how we may support you in moving forward.

You may contact the Building Department by visiting Town Hall, calling **727-397-5538**, or emailing [bldgdept@redshoresfl.com](mailto:bldgdept@redshoresfl.com).

We appreciate your attention to this matter and look forward to hearing from you.

Sincerely,

Mike Foley  
Building Official  
Town Of Redington Shores



Town of  
**Redington Shores**  
*Nature's Beach*

17425 Gulf Blvd., Redington Shores, FL 33708

**INTERIOR DEMO PERMIT ISSUED SD BUT NO FOLLOW UP**

Date

NAME

MAILING ADDRESS

CITY STATE ZIP

Re: Property Restoration Efforts

Site Address:

Dear Property Owner:

We are writing to follow up regarding the status of your property following the impacts of Hurricanes Helene and Milton in 2024. According to our records, your property was determined to be % **Substantially Damaged**, as noted in the enclosed determination letter.

Our records indicate that restoration efforts were initiated through the Interior Demolition after-the-fact permit. Please be aware that structures determined to be substantially damaged are required to be brought into compliance with the flood-resistant construction requirements of the Florida Building Code and applicable local floodplain management ordinances. Depending on the circumstances, compliance may require elevating the structure above the base flood elevation or pursuing demolition and redevelopment in accordance with current regulations.

If you believe the substantial damage determination was made in error, you have the opportunity to appeal the decision. To do so, please submit a completed appeal application, which can be found on the town website along with an actual cash value appraisal and a detailed contractor cost estimate for review.

If repairs or improvements have already been completed, the appeal process and the required permitting process for a Residential Renovation/Remodel permit must still be completed. Please note that any work done without the required permits will be subject to applicable fees and fines of 2.5x permit fee.

We understand that recovering from storm-related damage can be both challenging and overwhelming. Our goal is to assist property owners in meeting the requirements of the Federal Emergency Management Agency (FEMA) and the National Flood Insurance Program (NFIP) by providing guidance on the requirements necessary to move forward.

Should you have any questions or need assistance regarding the appeal or permitting process, please do not hesitate to contact our office by visiting Town Hall, calling **727-397-5538**, or emailing [bldgdept@redshoresfl.com](mailto:bldgdept@redshoresfl.com).

We appreciate your attention to this matter and look forward to hearing from you.

Sincerely,



17425 Gulf Blvd., Redington Shores, FL 33708

**SD AND NO PERMIT APPLICATIONS RECEIVED**

Date

Owner Name  
Mailing Address  
City State Zip

Re: Property Restoration Efforts  
Site Address:

Dear Resident:

We are writing to follow up on the status of your property following the impacts of Hurricanes Helene and Milton in 2024. According to our records your property was determined to be Substantially Damaged as indicated in the enclosed notice.

At this time, we have not observed any restoration permitting activity at your property and would like to inquire about your intentions regarding future repairs or reconstruction.

We understand the significant challenges and emotional toll that such losses can create, and we wish to express our sincere sympathy for the difficulties you may be facing. Our staff is available to assist you in navigating the recovery process and in meeting the requirements of the Federal Emergency Management Agency (FEMA) and the National Flood Insurance Program (NFIP).

Please contact our office to schedule an appointment to discuss your plans and let us know how we may support you in moving forward.

You may contact the Building Department by visiting Town Hall, calling **727-397-5538**, or emailing [bldgdept@redshoresfl.com](mailto:bldgdept@redshoresfl.com).

We appreciate your attention to this matter and look forward to hearing from you.

Sincerely,

Mike Foley  
Building Official  
Town Of Redington Shores

# **ITEM E.2.**



Town of  
**Redington Shores**  
*Nature's Beach*

Date: September 30, 2026  
To: Board of Commissioners  
From: Margaret Carey – Town Manager  
Re: Code Enforcement Program Update

### Background

At the August 26, 2026 Workshop, Commissioners directed staff to begin advertising for a part-time in-house Code Enforcement Officer and to move forward with a Hybrid Code Enforcement Program.

### Tentative details of the program

The hybrid model combines the resources of 1 Sheriff's Deputy with 1 In-house Code Enforcement Officer (part-time).

- The Deputy will be scheduled approximately 5 hours per week (\$16,212/yr.).
- The in-house Code Enforcement Officer will be scheduled approximately 20 hours per week at a salary of \$25-30/hour.
- **Clear lines of responsibility** will need to be identified to avoid cases that could potentially be duplicated, overlooked, inconsistently handled, or delayed.

### Update

- A **job description** was created for a part-time In-house Code Enforcement Officer (see attached).
- The code enforcement vehicle is being prepared.
- The employment opportunity was posted to the website, social media, FACE (FL Assoc of Code Enforcement), and Indeed.
- We received 3 applications from potentially qualified applicants.

### Next steps

- Interviews will be scheduled for October.
- Commission feedback/guidance for program focus, etc. is invited at this meeting.
- Town Manager and Town Clerk will develop written procedures and an onboarding plan for the position.
  - Onboarding will include training modules with: Public Works, Town Attorney, ISPD, PCSO Code Enforcement Officer, Building Department, and Town Manager.
- A training/certification program will be identified.
- Supplies will be ordered (ticket books, uniform, ID cards, etc.).



## JOB DESCRIPTION

**POSITION TITLE:** Code Enforcement Officer  
**DEPARTMENT:** Administration  
**REPORTS TO:** Town Manager  
**EMPLOYMENT CLASSIFICATION:** Exempt / Part Time  
**SALARY RANGE:** \$25.00 - \$30.00/hour DOQ

### **GENERAL DESCRIPTION:**

Performs specialized, complaint driven as well as proactive, field and office work investigating and enforcing Town codes and ordinances dealing with the natural, residential, home occupations, and similar aspects of the Town. Investigates complaints or self-identified regulatory violations, verifies compliance or non-compliance, drafts and delivers courtesy warning notices and notices of violation; provides assistance and education to the public on ordinance compliance requirements; assists in the preparation and presentation of cases before the Town's Special Magistrate.

### **ESSENTIAL FUNCTIONS (KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS):**

- Receives citizen complaints either directly or through the Clerk's Office;
- Inspects lots and acreage, researches and locates property by legal description, verifies compliance with ordinances, advises owner of non-compliance and correction process, and establishes legal ownership of property;
- Coordinates re-inspection of properties to ensure violation correction;
- Analyzes structural and related components of existing dwellings, investigates complaints, prepares reports, and (in cooperation as needed with the Town's Building Official) makes recommendations;
- Prepares and delivers notices of violations conveying fines and appears in court or quasi-judicial proceedings as a witness;
- Gathers information from various sources to aid in cost analysis on rehabilitation feasibility of condemned dwellings;
- Investigates and documents potentially illegal noise sources, using where required noise monitoring equipment, advises property owners of potential noise source violations and methods of correcting point source noise, and enforces compliance or non-compliance;
- Enforces, coordinating as needed with the Town's Zoning Official/Town Planner, zoning regulations, identifies regulations violated, notifies owners, and verifies compliance or non-compliance;
- Enforces home-based business and vacation rental regulations;
- Enforces lot clearing ordinances, locates overgrown or debris-ridden lots, estimates amount of trash, calculates square footage to be mowed, documents findings, and coordinates with owners or private contractors hired by the Town to clear land;
- Investigates illegal dumping and the accumulation of trash, used materials, abandoned or inoperative vehicles, and discarded appliances;

- Periodically provides educational presentations for Town residents on code enforcement issues, provides technical assistance and information regarding code violation problems, prepares inspection reports and violation case files;
- Makes violation determinations free of political influence and recommends appropriate actions to be taken;
- Interfaces with the Town's law enforcement officers and attends community events, meetings, or hearings;
- Performs other related job duties as assigned.

#### **ENVIRONMENTAL CONDITIONS:**

- Work is performed in a dynamic environment in which the Town may from time to time require enforcement priorities related to differing enforcement and quality of life goals of the Commission and residents.
- Most work is performed in a vehicle or on foot, either on paved surfaces or on the Town's beach/waterfront areas.
- Work is performed independently, with the Code Enforcement Officer exercising judgment and discretion based on the goal of gaining voluntary compliance with Town codes through positive resident/owner/visitor interactions, where formal enforcement measures are the last option to gain compliance.

#### **MINIMUM QUALIFICATIONS, LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

##### **Education and Experience:**

- Five (5) years of experience in regulatory compliance and enforcement, law enforcement, or a related field; or a Bachelor's degree with course work in law enforcement, criminal justice, natural sciences, public administration, or a related field.
- One (1) year of experience as to the fields described above, or an equivalent combination of education, training, and/or experience may be accepted.

##### **Special Qualifications (may be dependent on area(s) of assignment):**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any
- Assignment to work a variety of work schedules including required evening and weekend shifts, and work related to any special, emergency, and/or disaster events within the Town
- Certification in the appropriate areas of assignment from the Florida Association of Code Enforcement. If certification is not already held at time of hire, it shall be obtained within the time agreed to by the candidate and Town).
- Other knowledge, skills, abilities, and credentials required for a specific position.

##### **Knowledge, Skills and Abilities:**

- Ability to use computers and software and to conduct online research related to property ownership;
- Must maintain a working knowledge of the Town's codes and enforcement procedures, as well as the constitutional rules related to places where code officers may lawfully go while investigating potential violations;
- Ability to conduct field inspections, determine facts through investigation, and read legal descriptions, maps, and construction drawings;
- Ability to develop investigatory information including photographs, witness statements, and written reports;
- Ability to effectively communicate and interact professionally, clearly, and calmly with violators, Town officials, and the general public, and to enforce regulations firmly, tactfully, consistently, impartially, and free from political influence or personal motivations.

### **ESSENTIAL PHYSICAL REQUIREMENTS AND TASKS:**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Finger use: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recordings on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over the telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Emotional pressure: Ability to maintain a calm demeanor even in the face of citizens who may be expressing negative attitudes or who may be being confrontational related to the investigation of violations or enforcement measures related to code violations. The ability to recognize escalating confrontations and to defuse and deescalate such situations is important.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

NOTE: *This job description is provided as an outline and resource in describing the duties and responsibilities of the Part-Time Code Enforcement Officer and is not intended to be an exhaustive list of the activities, duties and responsibilities that may be required of the position.*

**Last revised: August 31, 2026**

# **ITEM E.3.**



Town of  
**Redington Shores**  
*Nature's Beach*

Date: September 30, 2026  
To: Board of Commissioners  
From: Margaret Carey – Town Manager  
Re: Town Signs Update

### **Background**

At the August 26, 2026 Workshop, Commissioners unanimously selected the updated sign option in the teal blue tone (versus navy). The Town Manager was directed to contact a designer/sign business to proceed with the project.

### **Update**

- Extreme Signs has converted our design to a graphic design format. The wildlife have been removed from all signs except the town welcome signs.
- I also asked for an alternative “more modern” design. This request was based on feedback received. *The Option 2 sign is still being developed and may be available at the meeting.*
- The estimated cost for each sign is \$7,700 which includes installation.
- The Veterans Park sign *will not* be finished on time for the November 10 event.
- A high quality, temporary sign will be created in the meantime.
  - It will also serve as a prototype for all town signs.
  - Location placement will need to be discussed. Options will be offered at meeting.
- The prototype will allow us time to evaluate the design before committing to a final design.
- Once a final design is selected, the Commission will have a final opportunity to review and approve each individual sign at a future meeting.

### **Recommendation**

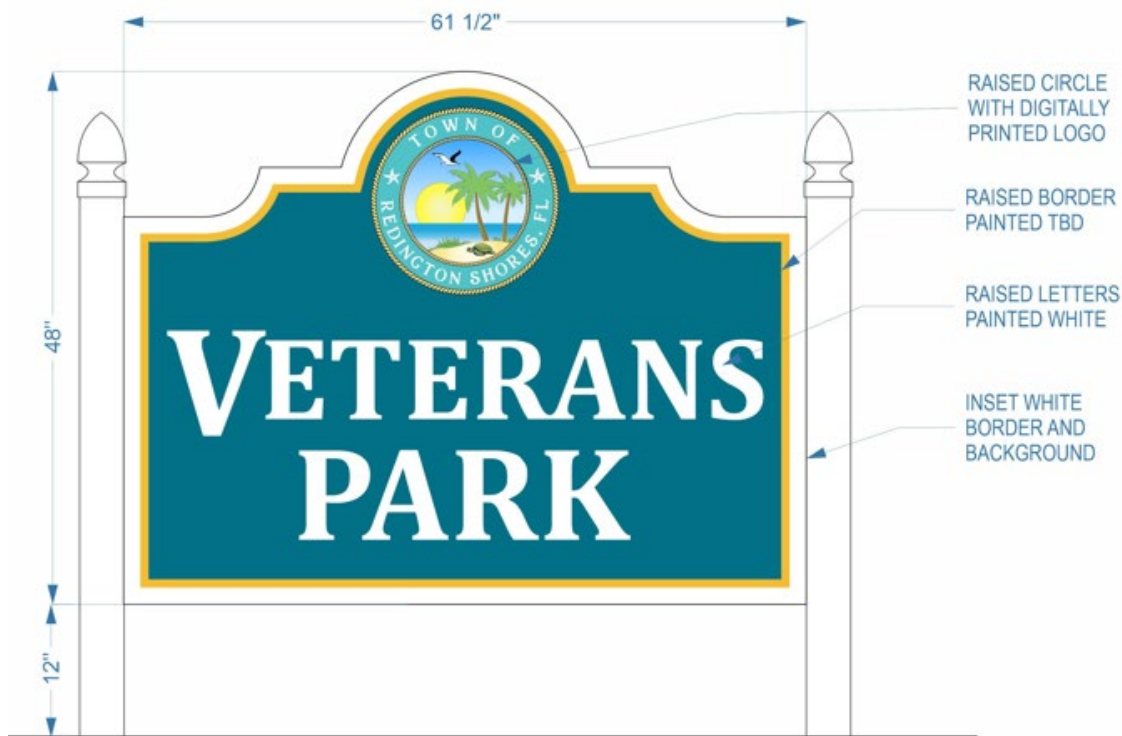
I recommend that Commissioners:

1. Select a final design for the temporary/prototype sign
2. Select sign placement location, and
3. Authorize staff to proceed with the project

## ORIGINAL SIGN



## GRAPHIC DESIGN FORMATTED (option 1)



HDU ROUTED SAND BLASTED SIGN  
WITH RAISED COPY, BORDER AND LOGO  
BACKGROUND TO HAVE TEXTURE, ALL COPY  
AND BORDER TO BE SMOOTH FINISH.  
SIGN IS PAINTED 3 COLORS (TBD)  
SINGLE SIDED  
MOUNTED TO POSTS WITH DECORATIVE FINIAL TOPS  
PAINTED WHITE AND INSTALLED LOWER TO THE  
GROUND TO SIMULATE A MONUMENT STYLE SIGN  
QTY. 1

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>JOB / CLIENT:</b><br>TOWN OF REDINGTON SHORES<br>VETERANS PARK<br>17720 GULF BLVD<br>REDINGTON SHORES FL 33708                                                                                                                                                                                                                                                                                                                                                                               |  |
| I have carefully reviewed and hereby accept the drawing(s) as shown. I realize that any changes to these designs made before or after production may alter the contract price. All changes must be in writing and approved by both parties prior to production.                                                                                                                                                                                                                                 |  |
| <b>APPROVAL SIGNATURE:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>REVISIONS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| 01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| 02                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| 03                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| 04                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>Attention:</b> Please review designs carefully. Any artwork superimposed in photographs is to give our customers an approximate look of how the graphics will look on their signs or vehicles. There may be slight differences in sizes on the final product. Once graphics are approved we will print/cut as is. The colors on your monitor or phone will be slightly different than our prints, due to the fact that the monitor and phone are RGB backlit and our printers use CMYK inks. |  |
| <b>DATE:</b><br>9/23/26                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>PAGE:</b><br>1                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |

# **ITEM F.1.**



Town of  
**Redington Shores**  
*Nature's Beach*

Date: September 30, 2026  
To: Board of Commissioners  
From: Margaret Carey – Town Manager  
Re: Real Estate Offer

A resident contacted the town with an offer to sell their property which sits adjacent to a town-owned property. Before I take any further steps, such as purchasing a survey, I would like to gauge interest from the Commission.