

## **TOWN OF BELLEAIR**

# **SPECIAL RELIEF PERMIT APPLICATION**

### **PROCESS OVERVIEW**

To address community requests to host/conduct special events and activities, the Commission may provide temporary relief from certain code restrictions via a special relief permitting process.

Permits are required in order for residents to receive temporary variances from code regulations that may include the serving of alcohol on public property (Section 6-2), the generation of excess noise (74-484), the placement of temporary signage (74-572), the allowance of increased street parking, or other variances. Allowed exemptions only last for the duration of the proposed event.

This process is initiated with the submission of this completed application to the Town Manager at least 21 days before any proposed event date. Properties may obtain no more than 2 permits per year. Applications will be approved/denied at a Commission meeting specified by the Town Manager.

If approved, and after receipt of required permit fees, applicants will be issued a Special Relief Permit by the Police Department within three (3) business days. Permits will then be issued to applicants and will specify authorized dates, times, and conditions-of-use for the approved event/occurrence.

#### **PERMITS ARE REQUIRED WHEN ANY EVENT OR ACTIVITY:**

- Will likely result in the violation of any Town Code section
- Will require the waiving of certain Code sections (per the breakdown on page 4 of this document)
- Will likely involve more than 50 participants and/or 20 vehicles in attendance

### **PERMIT FEES**

Permit fees for a Special Relief Permit, as specified by the Town Code (Appendix B, Appeal to the Commission) are listed below. The Commission may waive or refund fees, as deemed necessary.

- |  |                   |
|--|-------------------|
| • Government entities                  | \$ 0.00           |
| • Non-profit organizations             | \$ 50.00 <i>h</i> |
| • Events with fewer than 100 attendees | \$ 50.00          |
| • Events with more than 100 attendees  | \$ 200.00         |

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

### **COMPLETION OF APPLICATION**

Once it is determined that a special event will require the acquisition of a Special Relief Permit, all of the following application sections must be addressed, completed, and submitted to the Town Manager.

We want this process to be easy for you, so please don't hesitate to contact us at (727) 588-3769 if you have any questions or need any further assistance completing the application.

**EVENT CONTACT INFORMATION**

**Applicant Name:** The ARC Tampa Bay  
**Address:** 1501 N. Belcher Road ; Suite 249  
**City:** Clearwater **State:** FL **Zip Code:** 33765  
**Phone:** 727-799-3330 **Email:** \_\_\_\_\_

Are you requesting that this event be held (at least in-part) on public property?  Yes  No

Are you the property owner/lessee of the event site?  Yes  No\*

*\* If no, please attach a written letter of consent to use the event site from the property owner*

Are you going to be the primary contact for this event?  Yes  No\*

*\* If no, please provide primary contact information in the section below*

**Primary Contact (if different than applicant):** John Thomas

**Role with the Event:** Co-chair

**Address:** 135 Willadel Drive

**City:** Belleair **State:** FL **Zip Code:** 33756

**Phone:** 727-430-5110 **Email:** Jthomas@pinchapenny.com

**Emergency Contact (MUST BE ON-SITE FOR EVENT):** John Thomas

**Role with the Event:** Co-chair

**Phone:** 727-430-5110 **Email:** Jthomas@pinchapenny.com

**EVENT OVERVIEW**

**Event Name:** Omelette Party **Date of Event:** April 12, 2019

**Start Time:** 6:00  am /  pm **End Time:** 11:30  am /  pm

**Site Address:** 150 and 155 Willadel Drive

**Current Zoning of the Subject Parcel:** Residential

**Expected # of Attendees:** 425 **Expected # of Vehicles (Including Vendors):** 140

Provide a detailed description of the proposed event below (or attach a separate sheet). Please explain the event's purpose and activities, and describe why the event is requesting exemption(s) from the Code, citing the special relief checkboxes on pages 3 and 4 of this application. Also include an explanation of any measures in place to prevent underage drinking at your event.

Attached

Are you going to contract any private security services/officers on-site?  Yes\*  No

*\* If yes, please provide the name of the business and the name(s) and cell phone numbers of the person(s) who will be on-site. Attach additional sheets as necessary.*

Name: Belleair Police Dept. Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Are you going to utilize any parking services for this event?  Yes\*  No

*\* If yes, provide the name(s) of the vendor(s) below along with company contact information.*

Vendor: Private Valet Service Phone: TBD

Vendor: \_\_\_\_\_ Phone: \_\_\_\_\_



Provide the name(s) of any other commercial vendor(s) contracted for the event:

Carlouel Yacht Club  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUIRED APPLICATION ATTACHMENTS**

*Unless exempted by the Town Manager, please attach the following documents to this application.*

- Site Layout:** May be printed out or hand-drawn on an 8.5” x 11” piece of paper or larger.
- Parking Plan:** May be printed or drawn on a map that is 8.5” x 11” or larger. Plan must designate space for public safety services access and parking.
- Neighbor Input Letters:** Signed letters from at least four (4) neighbors who reside within three lots of the event-site that include a statement of approval or disapproval.

**SPECIAL RELIEF DOCUMENTATION**


*Please mark the categories below for which you are seeking special relief, and attach relevant supporting documents to your application.*

- Alcohol Licensure (Code Section 6-2):** If requesting to serve alcohol on public property or to sell alcohol, attach all necessary alcohol licensure applications, including State Form ABT 6003.
- Noise Mitigation Plans (Code Section 74-484):** If requesting to exceed the noise regulations allowed by Town Code, provide an attached explanation of expected noise impacts, including the nature, duration, and location of any amplified sound.
- Sanitary Plans:** If regular on-site restrooms are not sufficient for the event and other accommodations are to be made, provide a written explanation of those plans and include their location(s) on the required site layout.
- Special Event Insurance:** Proof of special events insurance coverage if requesting to hold the event on public property, with the Town of Belleair listed as additional insured.
- Street Vending:** If planning to contract street vending for this event (i.e. food trucks), attach a letter explaining the vendor’s purpose and impact, along with the vendor(s) contact information.
- Temporary Signage (Code Section 74-572):** If requesting to place temporary signage in excess of what the Code allows, attach a plan for the signage and a statement of its purpose.
- Waste Elimination/Restoration Plans:** If the event will create a level of waste that requires a dumpster or other cleanup not covered by regular pickup, provide an explanation of waste removal.

**AUTHORIZATION**

By signing below, the applicant certifies that all information provided on this application is complete and correct and that all necessary attachments have been included. The applicant also agrees to the relevant fee schedule set forth by the Town, and assumes all responsibility for any and all damages to public property that may result from the requested event. A violation of any of the permit's parameters, any other sections of the Town's Code, or other relevant laws may result in code enforcement or other legal action.

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

  
\_\_\_\_\_  
*Applicant signature*

*1/11/19*  
\_\_\_\_\_  
*Date*

**END OF APPLICATION**

Supplement to  
Special Relief Permit Application  
Town of Belleair

RE: Application from The ARC Tampa Bay

The 52<sup>nd</sup> Annual Omelette Party is scheduled for April 12, 2019. Most should be familiar with the event since the majority of the 52 events have been held in Belleair dating back to 1967, always at private homes owned by philanthropically minded citizens wishing to help raise money for local developmentally disabled persons. The event will be held at the home of Kim and Commissioner Tom Kurey at 155 Willadel Drive, as well as the vacant lot across the street owned by Irene and Jean Hakim, 150 Willadel Drive. As in the past, a large tent or series of tents shall be erected, subject to separate permit application, on the empty lot. This area will be used for dinner, dancing, and a live band. The Kurey home will be used for a pre-event sponsor's cocktail party, as well for the display and sale of artwork, some of which is produced by the developmentally disabled clients served by The ARC Tampa Bay.

Alcohol: No special permit or variance is required as alcohol will not be sold and is not being distributed on public land. Underage drinking is unlikely since this is an adult-oriented black-tie event where children do not attend. But, all bars where alcohol will be served shall be staffed by paid, professional bar tenders.

Noise Mitigation: While it is difficult to know whether or not the band will exceed the noise ordinance standards as described in Code Section 74-484, in an abundance of caution, we request a variance for that evening to allow a live band. Music will start around 8:30 pm and stop at or before 11:00 pm. Further, the band will not be playing the entire time. It is important to add that this same event and format was held on Willadel Drive in 2017 and 2015 at 135 Willadel and 130 Willadel, respectively. All current residents were also residents at these times, they are familiar with this event, and have been made aware of the 2019 location. Further, two of the Co-Chairs to the event, Wendy and John Thomas, are residents of Willadel Drive. The Thomas' will be involved in all planning decisions to ensure that their fellow neighbors are treated with respect through the event. If formal letters from neighbors are deemed necessary, please ask.

Sanitary Plans: While the restrooms within the Kurey home will be available for guests, an executive portable washroom facility will also be located at 150 Willadel Drive with multiple dedicated facilities for both men and women.

Waste Elimination/Restoration: As in previous years, a portable dumpster will be brought in to handle waste, and many of the vendors such Carlouel Yacht Club, take their own waste with them at the conclusion of the event.

Parking: Most cars will be valet parked at the hospital parking lot immediately north of Willadel Drive. We will also work with the Town of Belleair Police Department to have temporary "No Parking" signs posted on one side of Willadel Drive. In addition, once this application is approved, we will contract to hire 3 off-duty officers to help provide additional security and parking control assistance for both entrances to Willadel Drive, and the Kurey home.



## John Thomas

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**From:** Tom Kurey <tkurey@yahoo.com>  
**Sent:** Thursday, January 10, 2019 10:22 AM  
**To:** John Thomas  
**Cc:** Kim Kurey  
**Subject:** Omelette Party

January 10, 2019

To Whom It Concerns:

Please be advised that we are the owners of the property at 155 Willadel Drive, Belleair, Florida. We are allowing ARC Tampa Bay to use our property for the annual Omelette Party which is a fundraiser to help those with developmental disabilities. The event will be on April 12, 2019. The Co-Chairs of the event are Wendy and John Thomas, and Allison Davidson. You are welcome to address any questions or concerns over the event with them. Thank you.

Wendy Thomas: [wlhthomas@gmail.com](mailto:wlhthomas@gmail.com) 727-641-8231

John Thomas: [jthomas@pinchapenny.com](mailto:jthomas@pinchapenny.com) 727-430-5110

Allison Davidson: [Allison1davidson@yahoo.com](mailto:Allison1davidson@yahoo.com)

Tom and Kim Kurey

## John Thomas

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**From:** John Thomas  
**Sent:** Friday, January 11, 2019 7:55 AM  
**To:** John Thomas  
**Subject:** Omelette Party Authorization

**From:** Irene Hakim <irenehakim@gmail.com>  
**Sent:** Thursday, January 10, 2019 11:42 PM  
**To:** John Thomas <JThomas@pinchapenny.com>  
**Subject:** Omelette Party Authorizaton

John,

We give permission to ARC of Tampa Bay to use our property at 150 Willadel for the Omelet Party on April 12th, 2019.

Jean and Irene Hakim





# Belleair Police Department

901 Ponce de Leon Boulevard, Belleair, FL 33756  
Phone: 727-588-3769 · Fax: 727-588-3786

## Application for Police Permit Services

Permit Number: \_\_\_\_\_

**Please print legibly**

Permittee (Name):

The ARC Tampa Bay

Address:

1501 N. Belcher Road, Suite 249  
Clearwater, FL 33765

Billing Address:

Same

E-mail Address:

Jthomas @ Pinchapenny.com

Contact Person:

John Thomas

Contact Number(s):

727-430-5110

No. of Officers Requested:

3

Service Date(s):

4-12-19

Service Time(s):

5:00 pm to 11:30 pm

Service Location:

150 and 155 Willadel Drive

Assignment Responsibilities:

1 inside 155 Willadel for security

2 street entrance parking control until 9:00 pm, then  
roam the event for security and traffic control.

I, John Thomas, as the permittee or authorized representative of the permittee, hereby acknowledge the attached "Conditions of Permit" and agree that the permittee will abide by, and be subject to, these conditions in all respects if a permit is issued as a result of this application. In addition, the permittee, through its authorized representative, hereby agrees to hold harmless and indemnify the Town of Belleair and its employees from any and all injuries or damages suffered by the permittee or its employees which may be caused by third parties during the term of any permit that is issued as a result of this application.

I acknowledge that payment for services rendered must be received by the Belleair Police Department by noon on the business day prior to the service date, unless other arrangements are made with the Police Chief or his designee.

  
Permittee (Authorized Representative)

## Permit Approval

The above Application for Permit is hereby granted and, together with the attached "Conditions for Permit," is hereby adopted by reference, and is made a part of and constitutes the terms and conditions of this permit.

\_\_\_\_\_  
Authorized Signature (Police Department)

\_\_\_\_\_  
Date Approved



# Belleair Police Department

901 Ponce de Leon Boulevard, Belleair, FL 33756  
Phone: 727-588-3769 · Fax: 727-588-3786

## Application for Police Permit Services *Conditions of Permit*

### Fee Schedule

All individuals working a permit assignment will receive a minimum of three and one-half (3½) hours pay per assignment. The per hour charges for police permit services will be calculated at the following rate for officers and a flat rate for the Lieutenant and Chief:

**Officer:** \$45.00 per officer

X 3 X 6.5 hours  
\$ 877.50

**Lieutenant:** \$165

**Chief:** \$200

The above fee schedule is subject to change with a 14-day advance notice to the permittee. All changes made to the fee schedule will be consistent with, and pursuant to, the current police labor contract(s).

### General Requirement

Requests for permit assignments will require seven (7) days' prior notice. Exceptions will be at the discretion of the Chief of Police or his designee.

Payment for services should be made by check or money order made payable to the "Town of Belleair."

Payment for services estimated at three thousand dollars (\$3,000) or more will be made by cashier's check or money order.

### Permit Cancellation

The Police Department may cancel a permit at any time with or without cause.

The permittee may cancel a permit by contacting the Police Department 48 hours in advance of the date and time of the permit service. If this 48-hour notice is not given, the permittee will compensate the Department at three and one-half (3½) hours pay for each scheduled individual.

To cancel a permit assignment, the permittee should call the Police Department at 727-588-3769 during normal business hours (Monday – Friday, 8:00 am to 5:00 pm). At any other time, an on-duty Belleair Officer should be contacted through the Sheriff's Communications Center at 727-582-6200.

### Status of Law Enforcement Officers Performing Service

Law enforcement officers performing services under the terms of a permit will be deemed to be acting within the scope and course of their official duties; their principal responsibility will remain to the Department and/or the general public.

### Staffing Provisions

The Chief of Police or his designee will review all permit assignment applications prior to approval. Staffing needs will be evaluated. If a deficiency appears, the permittee may be required to contract for more officers than originally requested.

During a permit assignment, a police supervisor will have the discretion to release individuals from duty in the event their services are no longer needed. In the absence of a supervisor, the officer will contact the Lieutenant or Chief, who may, at their discretion, release the officer(s). Officers relieved under this provision, who have worked less than one half of the contracted time, will be compensated for the minimum three and one-half hours or half of the contracted time, whichever is greater. Officers who are relieved early but have worked one half or more of the contracted time will be compensated for the entire amount.

  
\_\_\_\_\_  
Permittee Signature (Authorized Representative)

\_\_\_\_\_  
Date