

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 |
| • 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: Religious Community Services,(RCS) c/o Belinda Becton-McAbee

Address: 503 S. Martin Luther King Jr. Ave.,

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

Phone: 727-584-3528 x401 **Email:** belinda.becton-mcabee@rcspinellas.org

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): Jennifer Dal Sasso

Role with the Event: event Chair

Address:

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

Phone: c: 727-423-3240 **Email:** jend@tampabay.rr.com

Emergency Contact (MUST BE ON-SITE FOR EVENT): same as primary contact above

Role with the Event:

Phone: **Email:**

EVENT OVERVIEW

Event Name: Blue Jean Ball for RCS **Date of Event:** 2/29/2020

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

Site Address: 1602 Magnolia Road

Current Zoning of the Subject Parcel:

Expected # of Attendees: 350 **Expected # of Vehicles (Including Vendors):** 80

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.

The Blue Jean Ball (BJB) started in 2011 to raise awareness and funds for the RCS fund bank. Over the last nine years the event has raised ~ \$65,000 annually to support RCS and their mission of supporting residents facing homelessness, hunger, domestic violence, and lack of basic needs. RCS provides food to over 60,000 people (~ 4 million pounds), emergency shelter to over 550 families, and assists with 3800 domestic abuse calls. To minimize costs, the BJB is held in a volunteer resident's backyard and the committee cooks and serves the food. Event sponsors are solicited, as well as silent auction donations and a jewelry raffle. The event includes a sponsor cocktail party at 6 pm followed by the main event from 7pm to 11:30 pm. A live band performs from 9 to 11 pm. The tent, tables and chairs are delivered Friday midday. The committee sets up for the event the day of, 2/29 at 9 am and cleans up at the end of the event. The committee returns on Sunday, March 1st in the morning to load supplies and re-arrange the back yard back to normal. The tent and potable bathroom will be picked up by the vendors noted below by Monday, 3/2.

Due to the number of guests (~350) and to minimize impact to the host home, the event plans to use a portable bathroom and is therefore requesting relief from code related to sanitation. Tailored Thrones, noted below, will deliver a self contained restroom trailer and place it in front of the garage doors, on private property. No additional water supply, power or sanitary discharge is required.

Underage drinking will not occur. Guests are well over the drinking age and we hire professional bartenders to serve beer, wine and one signature cocktail from one bar area, thereby monitoring guest consumption.

Neighbor notification – neighbors (1600 and 1604 Magnolia, 410 Rosery, 1, 3 and 5 Eastwood Lane) will be notified prior to the event, by 2/26, by a door hangar with the following verbiage: The RCS Food bank is hosting a fundraising event, the Blue Jean Ball, at 1602 Magnolia Rd. the evening of February 29th. The event expects ~ 350 guests, a live band and a valet service to park cars. If you have any concerns prior or during the event, please contact our chairs, Jennifer Dal Sasso at 727-423-3240 or Alex Berg at 404-273-7930

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: _____ 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: Rob's Valet Parking Services, Inc. Phone: 727-596-9298, cell: 727-560-2515

Vendor: _____ Phone: _____

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

U.S. Tent Rental

Tailored Thrones, Inc.

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. *Including written plan on neighbor notification in lieu of letters, see page 3 of application*

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. *See page 3 of this application*

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.

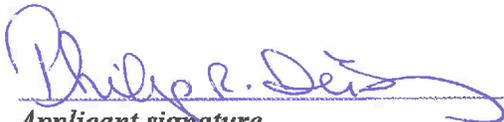
Temporary Signage (Code Section 74-572): If requesting to place temporary signage in excess of what the Code allows, attach a plan for the signage and a statement of its purpose.

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
Phillip DeBarry
R25, ZFO (for Belinda)

11/23/20

Date

END OF APPLICATION

STAFF WORKFLOW (FOR TOWN USE ONLY)

Date of Application Submission to the Police Department: _____

Received By (Initials): _____ Approved By (Initials): _____

Does the Police Department have any objections to this permit? Yes No

If yes, provide an explanation here or attach another sheet: _____

Date of Receipt by Parks and Recreation Department: _____

Received By (Initials): _____ Approved By (Initials): _____

Does the Parks and Recreation Dept. have any objections to this permit? Yes No

If yes, provide an explanation here or attach another sheet: _____

Date of Receipt by Town Manager: _____

Does the Town Manager have any objections to this permit? Yes No

If yes, provide an explanation here or attach another sheet: _____

Date of Commission Decision: _____

Special Relief Permit is **approved***

Special Relief Permit is **denied**

Assessed Fee: _____ Due Date for Fee: _____

Town Manager's signature

Date of approval/denial

**If approved by the Commission, the Police Department will issue a Special Relief Permit to the applicant within three (3) business days. The Police Department will be responsible for enforcing the conditions of the permit before, during, and after the event.*

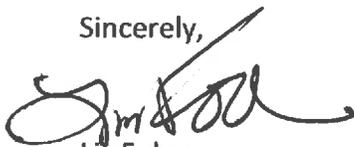
January 20, 2020

Town of Belleair
c/o Mr. J.P. Murphy, Town Manager
901 Ponce de Leon Drive
Belleair, FL 33756

Dear Mr. Murphy,

I am writing to inform you that we have happily accepted a request from Blue Jean Ball Committee to host the 10th Annual Blue Jean Ball. This event will take place on February 29, 2020 from 6:00 – 11:00pm at our residence, 1602 Magnolia Road Belleair. We understand that this annual fundraiser hosts approximately 350 people and includes a band. The money raised will be donated to Religious Community Services which provides food, temporary housing and domestic violence shelter for our fellow Pinellas County residents.

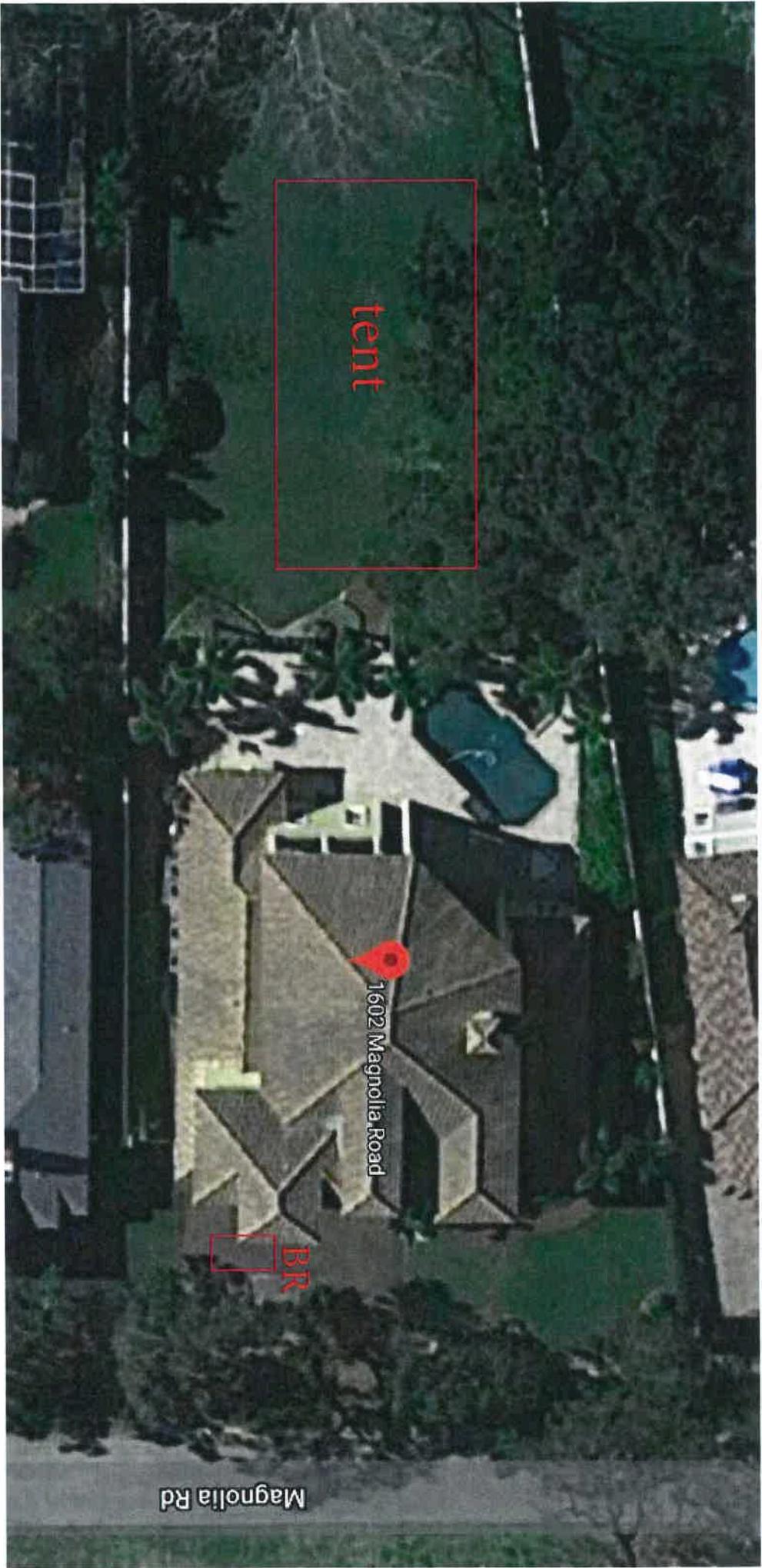
Sincerely,



Liz Folce



Robert DeBaker

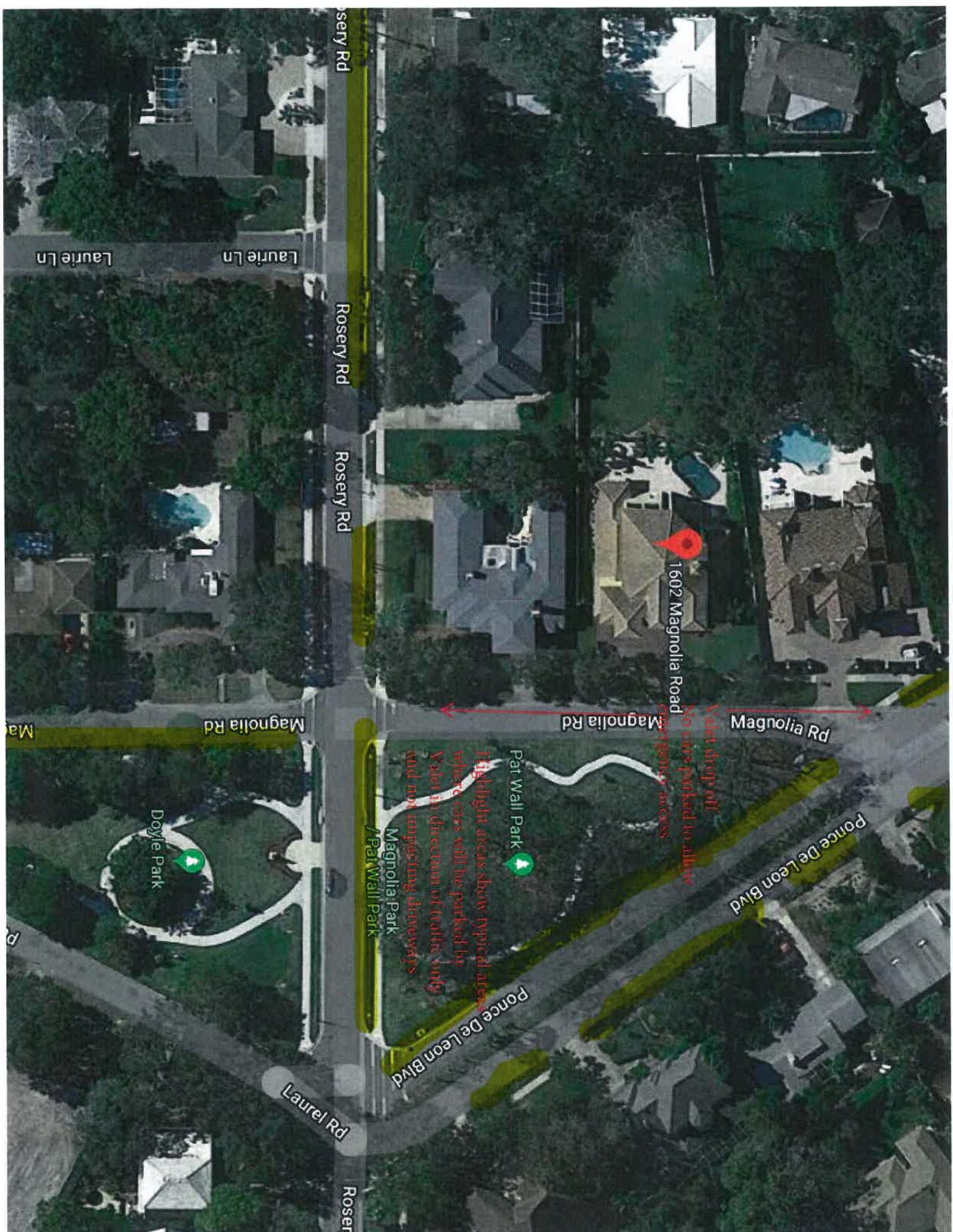


tent

1602 Magnolia Road

BR

Magnolia Rd



1602 Magnolia Road

Van drop off

No cars parked to allow emergency access

Highlight areas show typical areas where cars will be parked by Valet in direction of traffic only and not impacting driveways

Pat Wall Park

Magnolia Park

Pat Wall Park

Doyle Park

Rosery Rd

Rosery Rd

Rosery Rd

Laurie Ln

Laurie Ln

Magnolia Rd

Magnolia Rd

Magnolia Rd

Ponce De Leon Blvd

Laurel Rd

Rosery