

Memo

To: Suzanne Allen de Sanchez & Board Assistants

From: Karen Feathers, Assistant to Supervisor Sweeney



CC: Roger Trout, Development Services Director

Date: 4/8/2010

Re: Process for Firework Display Agenda Items

Last year there was some confusion as to whether requests for firework displays needed to go through Development Services for a temporary special use permit. After numerous phone calls and meetings we have come up with a process that looks like it will work for both our offices and Development Services.

- 1) Pyro Spectaculars will prepare a letter to BOS including client's name/event name, address and phone number. This letter will be addressed to the Clerk of the Board. We have asked for a six week notice acknowledging that Pyro Spectaculars may not always be contacted by their clients with adequate notice so in those instances we may have to push things through the system.
- 2) Clerk staff will determine what district the event will be held, make a copy of the letter and distribute to appropriate district.
- 3) Clerk staff will keep a copy to ensure that agenda items get into the system and on the Agenda no later than 3 weeks before the event.
- 4) District Assistants will email Director of Development Services with request for zoning compliance for the event. Scan and attach letter from Souza's to email.
- 5) Development Services will email back if event is in compliance with the zoning for the event or if a temporary special use permit is needed. Development Services will make contact with the client noted in the letter and discuss the process for a temporary special use permit, if needed.

- 6) If a temporary special use permit is needed, Development Services will follow their procedure for issuing the permit and will let us know when that process has been completed.
- 7) Assistants will start the process of preparing an agenda item for BOS approval. Things to attach to legistar item: resolution, copy of letter from Pyro Spectaculars, follow-up letter to go to Fire District, copying Pyro Spectaculars and a copy of the email from Development Services.

This process will ensure that all Districts are handling the paperwork the same way and hopefully it will go smoothly.

Please let me know if you have any questions.