



ECONOMIC DEVELOPMENT COMMITTEE

DATE: Thursday, May 14, 2020

TIME: 4:00 PM

LOCATION:

Via Zoom:

You are invited to a Zoom webinar.

When: May 14, 2020 04:00 to 05:15 PM Eastern Time (US and Canada)

Topic: Economic Development Committee Meeting

Please click the link below to join the webinar:

<https://zoom.us/j/94614240805>

Or iPhone one-tap :

US: +16465588656,,94614240805# or +13017158592,,94614240805#

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Dial(for higher quality, dial a number based on your current location):

**US: +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 9128 or +1 253 215 8782
or +1 346 248 7799**

Webinar ID: 946 1424 0805

International numbers available: <https://zoom.us/u/adw8rdvNIW>

- 1. Review and vote on a recommendation to the City Council regarding expanded outdoor seating for restaurants and retail, including closing Portland streets.**

Next Meeting Date: May 19, 2020

KATE SNYDER (MAYOR)
BELINDA S. RAY (1)
SPENCER R. THIBODEAU (2)
TAE Y. CHONG (3)
JUSTIN COSTA (4)

CITY OF PORTLAND
IN THE CITY COUNCIL

KIMBERLY COOK (5)
JILL C. DUSON (A/L)
PIOUS ALI (A/L)
NICHOLAS M. MAVODONES, JR (A/L)

**ORDER AMENDING THE
PROCLAMATION DECLARING THE CONTINUED STATE OF EMERGENCY
TO INCLUDE CERTAIN STREET CLOSINGS**

ORDERED , that the Proclamation Declaring the Continued State of Emergency and Requirement to Stay at Home, issued by the City Manager Jon P. Jennings on March 24, 2020, and renewed, extended, and amended by the Portland City Council on March 30th, April 13th and April 27th, 2020, and repealed with certain provisions retained on May 4, 2020, is hereby amended as follows to include provisions allowing the closing of certain streets; and

BE IT FURTHER ORDERED, that the City Council hereby authorizes the City Manager or his or her designee to execute any related documents necessary or convenient to carry out the intent of this Order.

EMERGENCY PROCLAMATION

WHEREAS, there is currently an outbreak of novel coronavirus disease 2019 (“COVID-19”), a respiratory illness, first detected in Wuhan City, Hubei Province, China, and it continues to expand to a growing number of international locations, including the United States; and

WHEREAS, on January 31, 2020, the United States Secretary of Health and Human Services announced a nationwide public health emergency to respond to COVID- 19; and

WHEREAS, on March 11, 2020, the World Health Organization (the “WHO”) declared that global health crisis involving COVID-19 is a pandemic; and

WHEREAS, on March 12, 2020, the State of Maine identified and confirmed its first case of COVID-19; and

WHEREAS, on March 13, 2020, the City of Portland, Maine identified and confirmed its first case of COVID-19; and

WHEREAS, on March 16, 2020, the City of Portland declared an emergency and issued an emergency proclamation wherein in, among other things, restaurants and bars were to be closed for in-person gatherings and only open for take-out dining; and

WHEREAS, on March 19, 2020 the Federal Cybersecurity and Infrastructure Security Agency issued guidance identifying 14 critical infrastructure sectors whose workers provide services and functions that are essential to maintain in order to support a strong response to COVID-19 pandemic; and

WHEREAS, as of March 29, 2020, there are 253 cases in the State of Maine, and 74 cases in Cumberland County of COVID-19; and

WHEREAS, on March 18, 2020, the Maine Supreme Judicial Court issued a Revised Emergency Order and Notice from the Maine Supreme Judicial Court [Regarding] Courthouse Safety and Coronavirus (Covid-19), in which the Court ordered that cases involving Forcible Entry and Detainer (evictions, landlord/tenant) will not be heard or scheduled by any Maine court before May 1, 2020; and

WHEREAS, the City of Portland is the largest city in Cumberland County, and is the service center for the region; and

WHEREAS, COVID-19 has been detected in hundreds of thousands of people worldwide and is primarily spread from person to person; and

WHEREAS, COVID-19 is easily transmitted, especially in group settings, and it is essential that the spread of the virus be slowed to protect the ability of public and private health care providers to handle the influx of new patients and safeguard public health and

safety; and

WHEREAS, this worldwide outbreak of COVID-19 is emerging and rapidly evolving; and

WHEREAS, Governor Janet T. Mills issued an executive order on March 15, 2020 prohibiting gatherings of more than ten (10) people throughout the State, and closing all restaurants and bars dine-in facilities; and

WHEREAS, on March 24, 2020, Governor Mills issued further guidance to businesses and the public regarding COVID-19;

WHEREAS, under conditions of this emergency, the City of Portland recommends and encourages all landlords throughout the City to not undertake or process any evictions; and

WHEREAS, the City of Portland also recommends that persons not advertise or encourage the use or rental of short-term rentals throughout the City for vacation purposes or otherwise; and

WHEREAS, on April 30, 2020, Governor Janet T. Mills issued Executive Order Number 49 entitled “An Order to Stay Safer at Home;”

WHEREAS, the Constitution of Maine, Article VIII, Part Second and 30-A M.R.S. § 3009 empowers municipalities with broad authority to enact ordinances affecting life, health, or safety, including ordinances relating to pedestrian and vehicular traffic on City streets; and

WHEREAS, during this state of emergency, the City of Portland must consider the welfare of its businesses while protecting the health and welfare of its citizens; and

WHEREAS, in light of the foregoing, the Portland City Council deems it proper and necessary to temporarily suspend certain provisions of the Portland City Code of Ordinances relating to traffic, outdoor dining and retail service, and parking in City streets for the purposes of allowing businesses to reopen or continue operating without undue hardship while also maximizing physical distancing;

NOW THEREFORE, BE IT ORDERED, that the Mayor and City Council of the City of Portland, do hereby declare and order as follows:

1. A civil state of emergency continues to exist within the City of Portland.
2. This Proclamation is issued in accordance with, and hereby incorporates by reference, Governor Mills’ FY 19/20 Executive Order Numbers 14, 19, 28, 34, 49, as amended from time to time, and any other Executive Orders hereinafter issued by the Governor relating to Covid-19 and that, by their terms, are applicable to individuals and businesses within the City of Portland, and any interpretive guidance issued by the State regarding those Orders including, but not limited to, the implementation of the State’s Restarting Plan, which are all also hereby

incorporated into this Order by this reference.

3. For the duration of this proclamation, and except as expressly stated herein, all provisions of the City Code permitting dogs to be off leash and under voice control on public streets or publicly owned or publicly accessible property are suspended during the hours between 10:00 a.m. and 5:00 p.m. All dogs on any public street or publicly owned property must be controlled by a leash of not more than the specified lengths permitted under Chapter 5 of the Portland City Code for particular parks or publicly owned property during those aforementioned hours, except that dogs shall continue to be permitted to be under voice control in the Ocean Avenue Dog Park and the Valley Street Park.
4. The laws and rules outlined in the Land Use Code, including, but not limited to, the Site Plan, Subdivision, Historic Preservation Ordinance, and other procedures applicable to the City planning and land use application and review processes contained in Chapter 14, to the extent they impose limitations on the amount of time permitted for the holding of public hearings, the certification of applications, the holding of neighborhood meetings, the submission of recommendations, any required or necessary voting, the taking of final actions, and the issuance of determinations, are suspended, and any such time limitations are tolled for the duration of this Proclamation.
5. The neighborhood meetings required in Chapter 14 of the City Code may be conducted by an applicant remotely through telephonic, video, electronic or other similar means of remote participation under the following conditions:
 - A. Notice of the neighborhood meeting has been widely given to the parties required by the City's code to receive notice by electronic, telephonic, or other means and includes the method by which the public and interested parties may attend;
 - B. The applicant and all individuals speaking on behalf of the applicant in the remote meeting are able to hear and speak during the meeting and members of the public attending the remote meeting are able to hear the applicant and its representatives; and
 - C. Members of the public attending the remote meeting are able to participate through telephonic, video, electronic or other similar means of remote participation.
6. For the duration of this Proclamation, unless earlier rescinded by the City Council, the City Manager may suspend, by written agreement with a person, entity, or service provider providing emergency and essential services, suspend the rules and laws relating to Buildings and Building Regulations (Chapter 6), Licenses and Permits (Chapter 15), and Fire Prevention and Protection (Chapter 10) for all projects or properties undertaking temporary emergency and essential services during the duration of the declared State and City State of Emergency. Any agreement shall outline programmatic details and demonstrate, to the Manager's satisfaction, that the property

and land use being undertaken meets minimum life safety requirements and that the suspension of the rules and laws suspended hereunder and otherwise applicable will not unduly impact the health and safety of the public.

7. The laws and rules outlined in the Licenses and Permits Code (Chapter 15) and the Vehicles for Hire Code (Chapter 30), to the extent they impose deadlines for renewing existing licenses, taking action on applications for new or renewal licenses, or issuing new or renewal licenses are suspended, and any such time limitations are tolled for the duration of this Proclamation.
8. No City-issued permit, license, application, or appeal shall be considered granted, approved or denied, constructively or otherwise, due to a failure of the permit granting authority to act within the time required by a City ordinance, bylaw, rule or regulation; provided, however, that the permit granting authority acts within 45 days of the termination of this Proclamation; provided, however, that the applicant and Permit Granting Authority may agree to alternative timing in writing.
9. A City-issued permit in effect or existence as of March 16, 2020, including any deadlines or conditions of the permit, shall not lapse or otherwise expire and the expiration date of the permit or time period for meeting a deadline or for performance of a condition of the permit, shall be tolled for the duration of this Proclamation.
10. Effective immediately, and continuing for thirty (30) days after the expiration of this emergency proclamation, the City adopts an Affordable Rental Housing Incentive Program pursuant to which any person who holds a short term rental registration for a non-owner occupied short term rental unit pursuant to Sec. 6-150 et seq., is entitled to a one-time payment of \$1,000.00 so long as that person:

(a) relinquishes their short-term rental registration for that unit;

(b) registers the unit as a long-term rental (or has an existing long-term rental registration for that unit); and

(c) provides evidence to the Housing and Community Development Division that the person has entered into an agreement to lease the unit to a tenant for a minimum of one (1) year, and that tenant will be receiving either Section 8 funds or General Assistance funds for the unit. The \$1,000 payment shall be paid out of the Housing Trust Fund but shall not exceed a total of \$25,000. These funds shall be distributed on a first come first served basis.

The provisions of Chapter 14 of the Portland City Code governing approval of the Council's Housing Trust Fund Annual Plan are suspended to permit the temporary addition and funding of the Affordable Rental Housing Incentive Program to the Housing Trust Fund Annual Plan for the conversion of short-term rental dwelling units to rental housing units during the period beginning April 28, 2020 until thirty (30) days after the termination of this Proclamation.

11. The tax payment due dates/deadlines specified in Order No. 245 (FY-18-19), the FY

19-20 Appropriation Resolve, may be extended by the City Manager, in consultation with the City Finance Director and the Mayor during the duration of the declared State and City State of Emergency.

12. This Order is enacted as an emergency, and shall remain in effect through September 7, 2020.
13. Consistent with Governor Janet T. Mills' April 10, 2020 Executive Order, the municipal election scheduled for June 9, 2020 is hereby rescheduled to July 14, 2020 to reduce exposure to COVID-19 and to coincide with the July 14, 2020 primary election.
14. The City Manager in consultation with the City's Traffic Engineer is hereby authorized to temporarily close certain non-arterial streets to through traffic as necessary to protect the health and safety of pedestrians, employees and patrons of local businesses, and other members of the public, including by promoting effective physical distancing. The City Manager or his designee may promulgate rules and regulations relating to these temporary street closures as necessary to protect public health and safety.
15. Beginning on June 1, 2020 and continuing through either (1) the termination of this Emergency Proclamation or (2) November 1, 2020, whichever comes first, City ordinances and regulations related to the operation and licensing of dining and retail services shall be temporarily suspended in order to allow display, storage, or sale of merchandise and sale, service, and consumption of food and/or drinks, including alcoholic beverages, in certain temporary outdoor areas on public and/or private property subject to the following:
 - All retail or food establishment operations must be in accordance with existing ordinances and licensing requirements unless the Department of Permitting and Inspections has issued a temporary permit pursuant to the authority granted herein.
 - Food service establishments with frontage on City streets closed to through traffic by the City Manager may be authorized to add or expand their premises with outdoor dining in sidewalks, portions of street rights-of-way, or other public spaces by obtaining a Temporary Extension of Premise and/or Temporary Outdoor Dining Permit in accordance with temporary rules and regulations adopted by the Department of Permitting and Inspections.
 - Any food service establishment may apply for a Temporary Extension of Premise and/or Temporary Outdoor Dining Permit authorizing outdoor dining on City sidewalks, parks, or in privately owned parking lots in accordance with temporary rules and regulations adopted by the Department of Permitting and Inspections.
 - The number, and location, and permitting fees for dining facilities in dedicated City parking spaces ("Parklets") will be governed by rules and regulations promulgated by the City Manager.

- The City Manager is hereby temporarily authorized to modify the City's Traffic Schedule in order to change designated "parking" spaces to "no parking" spaces as he, in consultation with the City's Traffic Engineer, deems necessary and appropriate to protect the public health and safety, including in order to allow the operation of additional Parklets throughout the City.
 - Access required under the Americans with Disabilities Act shall be maintained.
 - In order to allow retail establishments to improve physical distancing capabilities after resuming operations, retailers may apply for a Temporary Sidewalk/Street Sale Permit authorizing outdoor display and sale of retail items in accordance with temporary rules and regulations adopted by the Department of Permitting and Inspections.
 - No street artists shall be permitted on any City street closed to through traffic under the authority granted herein. The City Manager may modify regulations governing street artists, including placing limits on location and operation, as he may deem necessary in order to maximize appropriate physical distancing in compliance with guidance from the Maine CDC, and to protect public health and safety.
16. The City Manager or his designee is authorized to temporarily modify or limit public access to City parks or other grounds as deemed necessary to protect the public health and safety. The City Manager is further authorized to modify existing rules and regulations relating to the sale of food and the operation of food trucks.
 17. For the duration of this proclamation, or October 1, 2020, whichever is later, upon application, the City Manager may waive the licensing requirements of Chapter 4, Article III, Division II, regarding entertainment licenses, so long as he is satisfied that the applicant has taken sufficient steps to minimize the impact of such entertainment on surrounding properties and that the entertainment will not disturb public health, safety, or welfare.
 18. Violation of or failure to comply with this Order is punishable by a fine of \$500.00 per occurrence plus the costs of prosecution.
 19. If any provision of this Proclamation or its application to any person or circumstance is held to be invalid, then the remainder of the Order, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Proclamation are severable.

MEMORANDUM

TO: City Council

FROM: Jon P. Jennings, City Manager

DATE: May 11, 2020

RE: Proposed Strategy and Guidelines for Restaurant and Retail Reopening Assistance

In conjunction with Governor Mills' Restarting Maine's Economy, which outlines the gradual stages of reopening, the City of Portland has put together a proposed plan to assist our small business community by facilitating the effective but cautious reopening of restaurants, retail establishments, and other commercial activity, scheduled for June 1, 2020 as allowed by the State.

The City's goal is to implement a number of *temporary* policy changes in order to support local businesses as they work to reopen or expand their operations safely and responsibly. If approved by the Council, businesses who take advantage of these temporary changes must follow all items required as part of the State's applicable COVID19 Prevention Checklist while doing so in order to safeguard public health and continue to mitigate the spread of COVID-19.

Permitting processes have been simplified and streamlined to allow businesses to take advantage of these policy changes as quickly as possible. All below-mentioned permits will be valid from June 1, 2020 to November 1, 2020.

By expanding outdoor capacity, the City hopes to support businesses in their efforts to re-open responsibly. These closures are not intended to create public gathering or social space. Businesses are required (according to the State's checklist) to have visible signage reminding visitors of proper social distancing and other COVID-19 recommendations. The following proposed plan constitutes a pilot program that will be reassessed as needed, based on data collection, observation, and public feedback.

Summary

- This proposal outlines four strategies to facilitate the safe reopenings of dining at restaurants and shopping at retail establishments:
 - Temporary street closures within the downtown area;
 - Temporary permits for dining or retail premises on public space (e.g. sidewalks and plazas) and private property (parking lots);
 - Permits for the extension of dining premises on public space (e.g. sidewalks and plazas) or private property (parking lots);
 - Parklets; when and where it is safe to establish them when the above-mentioned options are not feasible.

- Fees associated with the expansion of existing outdoor dining premises will be waived (see fee schedule on last page). Fees associated with parklet applications will be significantly reduced.
- Restaurants seeking a new license or a license renewal must pay all standard fees.
- Retailers seeking a sidewalk sale permit must pay all standard fees.
- These permit changes will be valid from June 1, 2020 to November 1, 2020.

Expanding Outdoor Commercial Activity

This proposal will allow restaurants and retailers to expand into or establish themselves in outdoor areas so they can increase the number of customers served while meeting social distancing requirements. This expansion will occur in several ways, depending on location:

- **Temporary Downtown Street Closures:** When it does not present a safety hazard or adversely impact traffic flow, and is within the City's authority to do so¹, streets with a high concentration of restaurants and retailers will be closed. The following streets have been identified as ideal locations for closure (map enclosed):
 - Cotton Street (from Spring Street to Fore Street)
 - Dana Street
 - Exchange Street (from Fore Street to Middle Street, and Middle Street to Federal Street)
 - Milk Street (from Exchange Street to Market Street, and Silver Street to Pearl Street)
 - Middle Street (from Franklin Street to India Street)
 - Wharf Street

Restaurants and retailers in these corridors may expand activity into the street to increase capacity while adhering to social distancing guidelines. ADA compliance must be maintained.

Operational considerations:

- **Hours of Street Closure:** Street closures will remain in place 24-hours a day, seven-days a week. Through-traffic and parking will not be permitted at any time during these hours. Temporary access will be permitted only for delivery vehicles and residents (see below).
- **Delivery Vehicle Access:** Commercial deliveries must be made before 11:00 AM. Temporary removal and replacement of barricades to permit deliveries is the responsibility of business owners.

¹ Per Chapter 28 of the Portland City Code, the City's traffic engineer has the authority to post temporary restrictions on through traffic where such traffic will pose a threat to pedestrians, drivers, or other persons. In light of the expansion of restaurant and retail activities into City streets during the state of emergency, this closure is necessary.

- **Resident Access:** Residents' vehicles may temporarily access the street for the purpose of loading or unloading items into/from their vehicle between the hours of 10:00 PM and 11:00 AM, as well as 2:00 PM to 3:30 PM. No parking will be permitted.
 - **Emergency Vehicle Access:** A 15-foot lane will be maintained in the center of closed streets to ensure emergency vehicle access as needed.
 - **Street Cleaning:** Businesses must remove all outdoor furniture weekly (Sunday night or Tuesday night, depending on which side of the street they are located) to facilitate regular street sweeping by Public Works.
 - **Barricades:** Barricades will be designed by DPW and reviewed in partnership with the Police Department. The PD will deter prohibited vehicles and allow temporary removal for residents, commercial deliveries, and emergency vehicles.
 - **Business Hours of Operation:** Hours of operation on closed streets must end by 10:00 PM for permitted retail and dining establishments.
- **Expanding Existing Outdoor Dining:** Restaurants with existing outdoor dining on streets that remain open may be allowed to expand their outdoor premises on adjacent property with a Temporary Extension of Premise-Outdoor Dining permit (enclosed).
 - **Expansion on private property:** a proposal must be submitted to the Department of Permitting and Inspections for review and consideration. The applicant must be able to prove the private property owner has given permission for use (if the applicant and owner are not the same).
 - **Expansion on public property:** expansion may be permitted down the length of a public sidewalk or into a public plaza. As part of its review, the Permitting & Inspections Department will consider the impact on adjacent businesses and residents, as well as ADA compliance.
 - **Establishing New, Temporary Outdoor Dining & Retail:** Restaurants located on a street that remains open and not currently permitted to serve customers outdoors may apply for a Temporary Outdoor Dining Permit (enclosed). Retailers may apply for a Temporary Sidewalk/Street Sale Permit (enclosed). Proposed plans must be submitted to the Permitting and Inspections Department for review.
 - **Expansion into Privately-Owned Parking Lots:** Restaurants and retailers may be permitted to expand business activity, including dining, into parking lots they privately own. Consideration will also be given for restaurants and retailers to expand business activity into adjacent parking lots privately owned by others, so long as sufficient documentation of an agreement with the adjacent property owner is provided.
 - **Parklets:** In areas where businesses are unable to locate outdoor dining on public sidewalks, abutting parks or private lots, and where there is adequate space to accommodate dining without compromising safety, dining may be offered in public parking or other public spaces. Applications for Temporary Parklet Outdoor Dining must

be submitted to the Permitting and Inspections Department for review (enclosed). The design of all parklets will be reviewed by DPW and PD to ensure safety and compliance.

The City encourages restaurants to pursue all other options prior to the establishment of a parklet (e.g. expanding or establishing outdoor dining on private property or public sidewalks).

Requests for other temporary installations, e.g. tents, will be considered on an expedited, as-needed basis by the Permitting & Inspections Department.

Additionally, food trucks may continue to operate in their designated locations, in accordance with existing rules and regulations. Mobile seafood vendors may park and sell products out of parking spaces typically designated for food trucks. Seafood vendors must abide by food truck rules and regulations (enclosed).

The fee schedule for the above-mentioned permits are as follows:

APPLICATION FEES FOR TEMPORARY RETAIL & RESTAURANT PREMISES <i>Applicants may delay their payment of fees for up to 60 days after their permit is issued.</i>	
Expansion of outdoor dining premises for restaurants with an existing permit	\$0
Extension of outdoor dining (private property)	\$125.00
New outdoor dining on public property	\$84.00 + \$2.00/square foot
New outdoor dining in City park	\$84.00 + \$6.30/square foot
Temporary Parklet	\$1092.00
Temporary Sidewalk Sale (Retail)	\$92.00

***Streets Proposed for Short-term Closure to Traffic
(Shown in Yellow)***

Exchange St from Middle to Federal

Middle St from Franklin to India

Exchange St from Fore to Middle

Cotton St from Fore to End

Milk St from Silver to Pearl

Milk St from Exchange to Market

Dana St from Fore to Commercial

Wharf St from Moulton to Union



200
Feet



CITY OF PORTLAND
Department of Public Works
Christopher C. Branch, P.E., Director

May 8, 2020

Jon Jennings
Portland City Manager
389 Congress Street
Portland, Maine 04101

RE: Street Closure Criteria for Dining and Shopping

Dear Jon,

The Department of Public Works, in consultation with senior staff from several other departments, have created a listing of recommended streets to be selected for temporary closures during this time of need for social distancing in associated with the COVID-19 pandemic. These closures are to take place from 11 AM to 10 PM daily beginning later this spring and will likely continue into the fall.

The driving criteria for these streets was as follows:

- 1.) *Street Functional Class, Volume, and Posted Speed:* All streets listed have, at most, a few thousand vehicles typically traveling on them per day. All are non state-aid (i.e. locally managed) streets, which allows for the City to manage and oversee their activities without MaineDOT review and approval. All are 25 mph streets, the lowest posted speed allowed as per state law.
- 2.) *Proximity and density of restaurants and businesses with challenges meeting social distancing requirements:* These streets also tend to have a significant density of restaurants and shops with small retail/dining footprints, which tend to make adherence to current social distancing rules challenging.
- 3.) *Sidewalk width:* In general, the sidewalk widths on these streets do not exceed 6-8 feet, which makes adherence to current sidewalk dining and vending rules difficult.

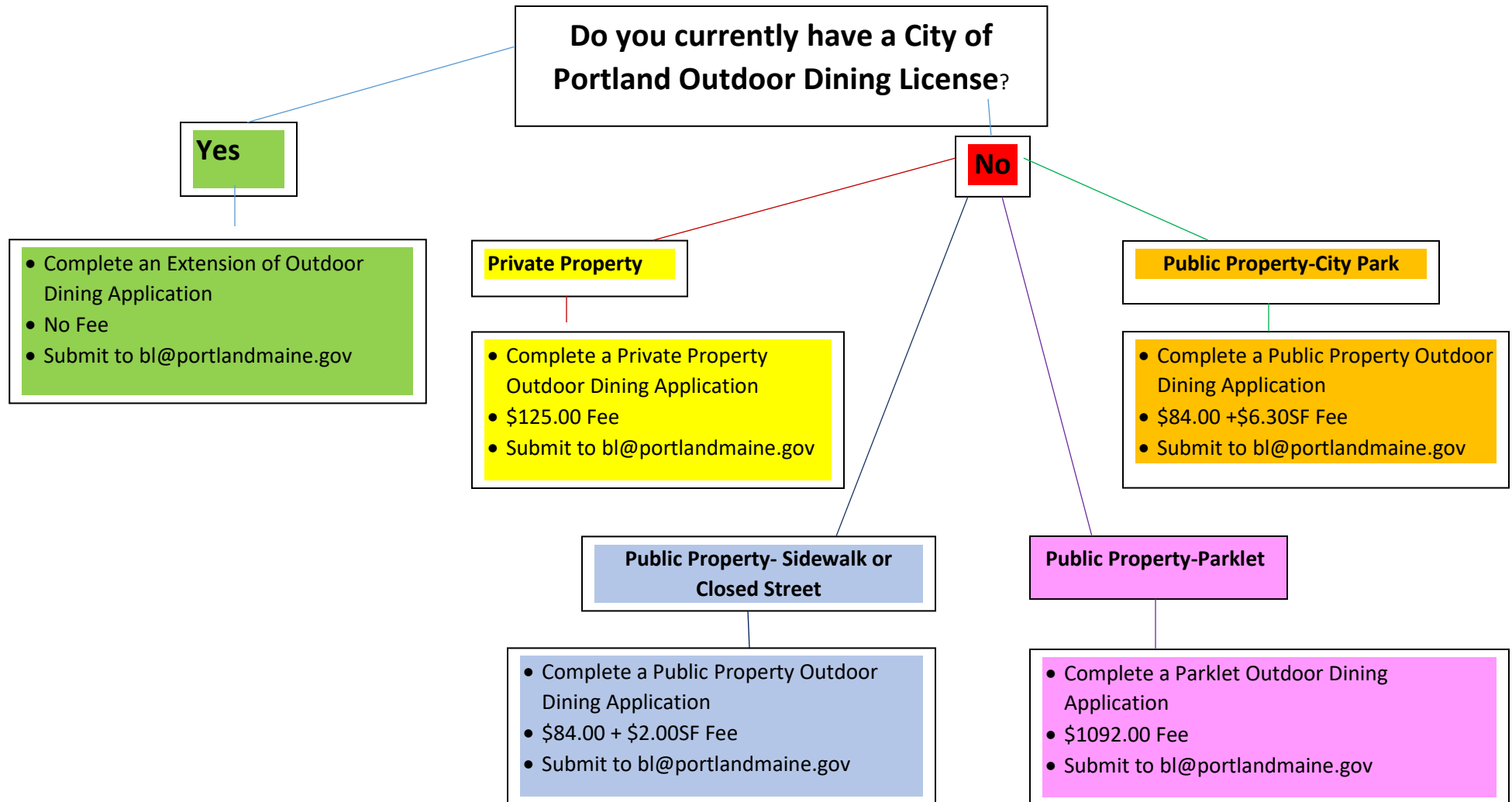
The selected streets, as shown on the attached map, are open for additional review, comment, and adjustment as needed, but should allow for a rapid shift to providing a more amenable environment for businesses seeking assistance in these challenging economic times.

Thank you,

Jeremiah J. Bartlett, PE, PTOE
Transportation Systems Engineer
Portland DPW

Guide to Outdoor Dining 2020

June 1, 2020- November 1, 2020



The Seal of the State of Maine is located at the bottom center of the page. It features a shield with a moose in the center, a pine tree to the left, and a fish to the right. Above the shield is a crest with a star and the word "MAINE". Below the shield is a banner with the word "MAINE".

EXTENSION AREA PREMISE DIAGRAM

In an effort to clearly define your extension please draw a diagram below that will include the area you want for a temporary / permanent license premise. Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including methods of monitoring and containment of certain area which you are requesting approval from the Division for liquor consumption.

For Office Use Only:

Date Filed: _____ Date Issued: _____ Issued By: _____

☐ Approved ☐ Not Approved

Subchapter 1: GENERAL CONDITIONS

§1051. LICENSES GENERALLY

3. Liquor not to be consumed elsewhere. Except as provided in paragraphs A and B and in section 1207, no licensee for the sale of liquor to be consumed on the premises where sold may personally or by an agent or employee, sell, give, furnish or deliver any liquor to be consumed elsewhere than upon the licensed premises. The service and consumption of liquor must be limited to areas that are clearly defined and approved in the application process by the bureau as appropriate for the consumption of liquor. Outside areas must be controlled by barriers and by signs prohibiting consumption beyond the barriers.



CITY OF PORTLAND

Permitting and Inspections Department

Temporary Extension of Premise-Outdoor Dining

For Licensees that currently have Outdoor Dining with the City of Portland

Valid-June 1st-November 1st 11:00am-10:00pm

Classification	☐ Without Alcohol		
	☐ With Alcohol* must complete attached state application		
Type	☐ Public Property ☐ Private Property		
Business Information			
Business Name (d/b/a):		Phone:	
Location Address:	Zip:		
Mailing Address:	Zip:		
Contact Person:		Phone:	
Contact Person Email:			

Please Include:

- 8 1/2" x 11" Plot Plan showing:
 - Lot lines, where the building sits on the lot and dimensions of the building and lot.
 - Location of proposed outdoor dining area and its components (tables, chairs, barriers, etc.), including dimensions and total outdoor dining area in square feet.
- A drawing, photo and or specifications of any required barrier solutions.
- Proof of Public Liability insurance coverage. The permit holder is required to produce at the time of submission and maintain public liability insurance coverage of not less than four hundred thousand dollars (\$400,000) combined single limit for bodily injury, death and property damage, naming the City as an additional insured.

I/We fully understand that the City of Portland, its agents, officers and employees accept no responsibility and will not be liable for any injury, harm or damage to my/our person or property arising out of the establishment's occupancy of the sidewalk or park space. To the fullest extent permitted by law, I/We do hereby agree to assume all risk of injury, harm or damage to my/our person or property (including but not limited to all risk of injury, harm or damage to my/our property cause by the negligence of the City of Portland, its agents, officers or employees) arising out of the establishment's occupancy of the sidewalk or park space. I/We hereby agree, to the fullest extent permitted by law, to defend, indemnify and hold harmless the City of Portland, its agents, officers and employees, from and against all claims, damages, losses and expenses, just or unjust, including, but not limited to costs of defense and attorney's fees, arising out of the establishment's occupancy of the sidewalk or park space, provided that any such claims, damage, loss or expense (1) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property including the loss of use there from, and (2) is caused in whole or in part by any negligent act or omission of the establishment, anyone directly or indirectly employed by it, or anyone for whose act it may be liable.

Signature _____ Title _____ Date _____

Please submit to bl@portlandmaine.gov

389 Congress Street, Room 307 • Portland, Maine 04101 • 207-874-8557

bl@portlandmaine.gov • www.portlandmaine.gov



CITY OF PORTLAND
Permitting and Inspections Department





CITY OF PORTLAND
Permitting and Inspections Department

Temporary Parklet Outdoor Dining Supplemental Application Process

For Licensees that currently have Outdoor Dining with the City of Portland

The City has determined that, in some areas of the City where businesses are unable to locate outdoor dining on City sidewalks or public parks abutting their businesses and where there is adequate space in the street to accommodate outdoor dining without compromising safety, dining may be offered in public parking or other public spaces, in accordance with Section 25-27 of the City Code.

What is Needed to Apply:

- ☐ 8 ½" x 11" Plot Plan showing: (see design and construction section)
 - Lot lines, where the building sits on the lot and dimensions of the building and lot.
 - Street location and the intersecting streets.
 - Location of proposed outdoor dining area and its components (tables, chairs, barriers, etc.), including dimensions and total outdoor dining area in square feet.
- ☐ A drawing, photo or specifications of any required barrier solutions. Please request additional information if located on Wharf Street.
- ☐ Proof of Public Liability insurance coverage. The permit holder is required to produce at the time of submission and maintain public liability insurance coverage of not less than) one million dollars (\$1,000,000) combined single limit for bodily injury, death and property damage, naming the City as an additional insured.
- ☐ Outdoor Dining Supplemental application
- ☐ If Alcohol is to be served- Complete an Extension of Premise BABLO
- ☐ Fees

Please submit to bl@portlandmaine.gov



CITY OF PORTLAND
Permitting and Inspections Department

**Temporary Parklet Outdoor Dining
Supplemental Application**
Valid June 1st-November 1st 11:00am-10:00pm
Fee \$1092.00

License accompanies a City of Portland Food Service Establishment or Food Service Establishment with Liquor License

Business Information			
Business Name (d/b/a):		Phone:	
Location Address:	Zip:		
Mailing Address:	Zip:		
Contact Person:		Phone:	
Contact Person Email:			
Manager of Establishment:	Date of Birth:	Phone:	
Owner of Premises (Landlord):			
Address of Premises Owner:	Zip:		

Owner Information

Corporate Name		Corporate Mailing Address	
		Zip:	
Contact Person:		Phone:	
Principal Officers			
	Title	Date of Birth	Residence Address

About Your Establishment

Class of License:	
Type of food served:	
Please circle all that will be served:	Beer Wine Liquor
Hours & days of operation:	
Number of Tables	
Number of Chairs	

Parklets Regulations

Pursuant to Chapter 25 of the City's Code of Ordinances, a permit is required for expanding food service to the outside of all properties. Outdoor dining permits for parking and other alternative public spaces will be issued under Chapter 25 and these regulations pursuant to the following requirements:

- Any food service operation located on City property pursuant to a permit issued hereunder must comply with state and local laws with respect to service of food and/or alcohol;
- Any movable items on the outdoor dining area must be secured against wind and theft and locked or removed when the business is closed.
- Any outdoor dining spaces permitted hereunder must be located immediately in front of the business. Where parking spaces are not striped (such as in multispace meter areas) the location of any outdoor dining space must be located to minimize loss of effective parking spaces
- Parking spot size is 8 feet by 20 feet.
- Any outdoor dining space must provide railings or other substantive barriers *along the edges* to protect patrons;
- Wheel stops satisfactory to the Permitting & Inspections Director must be placed at the front and rear sides of the outdoor dining platform, no less than 4 feet from the edges of the platform. In addition, flexible bollards shall be provided at the corners of the platform. If the street is open.
- No attachments to the pavement or curbing are permitted;
- No covers are permitted over the outdoor dining space other than umbrellas;
- No advertising other than labels identifying the business is permitted on the outdoor dining space;
- No permit shall be issued for outdoor dining in these locations if there is a feasible alternative space on the sidewalk or an appropriate public park;
- No outdoor dining space in the vehicular right of way is permitted within 15' of an intersection;
- No outdoor dining space will be permitted within the vehicular right of way on a high traffic street, as determined by Public Works. Generally, these streets have a speed limit of over 25 miles per hour, a traffic volume of over 5,000 AADT, or a functional classification of Arterial or above;
- In any street that is entirely closed to traffic at certain times of the day, the street may be used for outdoor dining subject to relevant requirements listed above, adjusting for the unique condition of an entirely closed street.

Barriers

- Shall not include commercial signage.

Maintenance and Operations

- The permit holder is responsible for keeping the outdoor seating area clean.
- No food shall be prepared in the designated outdoor dining area.
- All outdoor dining components shall be removed before snowfall and while any snow or ice exists within four feet of the outdoor dining area. The City will not be responsible for damage to any property that is not removed prior to sidewalk maintenance.
- Outdoor dining areas must meet ADA regulations and accessible seating is required.



I/We fully understand that the City of Portland, its agents, officers and employees accept no responsibility and will not be liable for any injury, harm or damage to my/our person or property arising out of the establishment's occupancy of the sidewalk or park space. To the fullest extent permitted by law, I/We do hereby agree to assume all risk of injury, harm or damage to my/our person or property (including but not limited to all risk of injury, harm or damage to my/our property cause by the negligence of the City of Portland, its agents, officers or employees) arising out of the establishment's occupancy of the sidewalk or park space. I/We hereby agree, to the fullest extent permitted by law, to defend, indemnify and hold harmless the City of Portland, its agents, officers and employees, from and against all claims, damages, losses and expenses, just or unjust, including, but not limited to costs of defense and attorney's fees, arising out of the establishment's occupancy of the sidewalk or park space, provided that any such claims, damage, loss or expense (1) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property including the loss of use there from, and (2) is caused in whole or in part by any negligent act or omission of the establishment, anyone directly or indirectly employed by it, or anyone for whose act it may be liable.

Signature _____ Title _____ Date _____



CITY OF PORTLAND
Permitting and Inspections Department

Temporary Outdoor Dining on Private Property
Supplemental Application Process

What is Needed to Apply:

- ☐ 8 ½" x 11" Plot Plan Showing:
 - Lot lines, where the building sits on the lot and dimensions of the building and lot.
 - Street location
- ☐ Location of proposed outdoor dining area and its components:
 - Space Dimensions including Square Footage
 - Table/Chairs
 - Fences/Barriers
 - Egress Dimensions
- ☐ A drawing, photo or specifications of any proposed barrier.
- ☐ If Alcohol is to be served- Complete an Extension of Premise BABLO
- ☐ Payment of fees (see application)

Please submit to bl@portlandmaine.gov



CITY OF PORTLAND
Permitting and Inspections Department

Temporary Outdoor Dining on Private Property
Supplemental Application Process

What is Needed to Apply:

- ☐ 8 ½" x 11" Plot Plan Showing:
 - Lot lines, where the building sits on the lot and dimensions of the building and lot.
 - Street location
- ☐ Location of proposed outdoor dining area and its components:
 - Space Dimensions including Square Footage
 - Table/Chairs
 - Fences/Barriers
 - Egress Dimensions
- ☐ A drawing, photo or specifications of any proposed barrier.
- ☐ If Alcohol is to be served- Complete an Extension of Premise BABLO
- ☐ Payment of fees (see application)

Please submit to bl@portlandmaine.gov



CITY OF PORTLAND
Permitting and Inspections Department
Temporary Outdoor Dining Permit on Private Property

Valid June 1-November 1

License accompanies a City of Portland Food Service Establishment or Food Service Establishment with Liquor License

☐ Outdoor Dining on Private Property \$125.00

Business Information			
Business Name (d/b/a):		Phone:	
Location Address:	Zip:		
Mailing Address:	Zip:		
Contact Person:		Phone:	
Contact Person Email:			
Manager of Establishment:	Date of Birth:	Phone:	
Owner of Premises (Landlord):			
Address of Premises Owner:	Zip:		

Owner Information

Corporate Name		Corporate Mailing Address	
		Zip:	
Contact Person:		Phone:	
Principal Officers			
Title	Date of Birth	Residence Address	



CITY OF PORTLAND
Permitting and Inspections Department

Class of License:	
Type of food served:	
Please circle all that will be served:	Beer Wine Liquor
Hours & days of operation:	
Number of Tables	
Number of Chairs	

Design and Construction

- If you are building a structure or adding impervious surface for the outdoor dining area please contact the Permitting and Inspections Department for permitting requirements at permitting@portlandmaine.gov or 874-8703.

Maintenance and Operations

- Outdoor dining components must be within the permitted area and allow safe passage of pedestrian traffic. Failure to comply may result in a revocation of the permit.
- No food shall be prepared in the designated outdoor dining area.
- Outdoor dining areas must meet ADA regulations and accessible seating is required.

I/We fully understand that the City of Portland, its agents, officers and employees accept no responsibility and will not be liable for any injury, harm or damage to my/our person or property arising out of the establishment's occupancy of the sidewalk or park space. To the fullest extent permitted by law, I/We do hereby agree to assume all risk of injury, harm or damage to my/our person or property (including but not limited to all risk of injury, harm or damage to my/our property cause by the negligence of the City of Portland, its agents, officers or employees) arising out of the establishment's occupancy of the sidewalk or park space. I/We hereby agree, to the fullest extent permitted by law, to defend, indemnify and hold harmless the City of Portland, its agents, officers and employees, from and against all claims, damages, losses and expenses, just or unjust, including, but not limited to costs of defense and attorney's fees, arising out of the establishment's occupancy of the sidewalk or park space, provided that any such claims, damage, loss or expense (1) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property including the loss of use there from, and (2) is caused in whole or in part by any negligent act or omission of the establishment, anyone directly or indirectly employed by it, or anyone for whose act it may be liable.

Signature _____ Title _____ Date _____



CITY OF PORTLAND
Permitting and Inspections Department
Temporary Outdoor Dining on Public Property
Supplemental Application Process

What is Needed to Apply:

- ☐ 8 ½" x 11" Plot Plan showing: (see design and construction section)
 - Lot lines, where the building sits on the lot and dimensions of the building and lot.
 - Street location and the intersecting streets.
 - Sidewalk location, width, and curbing location.
 - Setback dimension from the sidewalk to the building.
 - Location of proposed outdoor dining area and its components (tables, chairs, barriers, etc.), including dimensions and total outdoor dining area in square feet. An outdoor dining installation cannot prevent a clear passageway for pedestrians (4 feet minimum and 5 feet for a street corner).
- ☐ A drawing, photo or specifications of any required barrier solutions. Please request additional information if located on Wharf Street.
- ☐ Proof of Public Liability insurance coverage. The permit holder is required to produce at the time of submission and maintain public liability insurance coverage of not less than four hundred thousand dollars (\$400,000) combined single limit for bodily injury, death and property damage, naming the City as an additional insured.
- ☐ Outdoor Dining Supplemental application
- ☐ If Alcohol is to be served- Complete an Extension of Premise BABLO
- ☐ Payment of fees (see application)

Please submit to bl@portlandmaine.gov



CITY OF PORTLAND
Permitting and Inspections Department

Temporary Outdoor Dining Permit on Public Property

Valid June 1-November 1

- ☐ Outdoor Dining on Public Property \$84.00 plus \$2.00 per Square foot \$2.00 X _____ SF = _____
- ☐ Outdoor Dining on Public Property in a City Park \$84.00 plus \$6.30 per Square foot \$6.30 X _____ SF = _____

Business Information			
Business Name (d/b/a):		Phone:	
Location Address:	Zip:		
Mailing Address:	Zip:		
Contact Person:		Phone:	
Contact Person Email:			
Manager of Establishment:	Date of Birth:	Phone:	
Owner of Premises (Landlord):			
Address of Premises Owner:	Zip:		

Owner Information

Corporate Name		Corporate Mailing Address	
		Zip:	
Contact Person:		Phone:	
Principal Officers	Title	Date of Birth	Residence Address

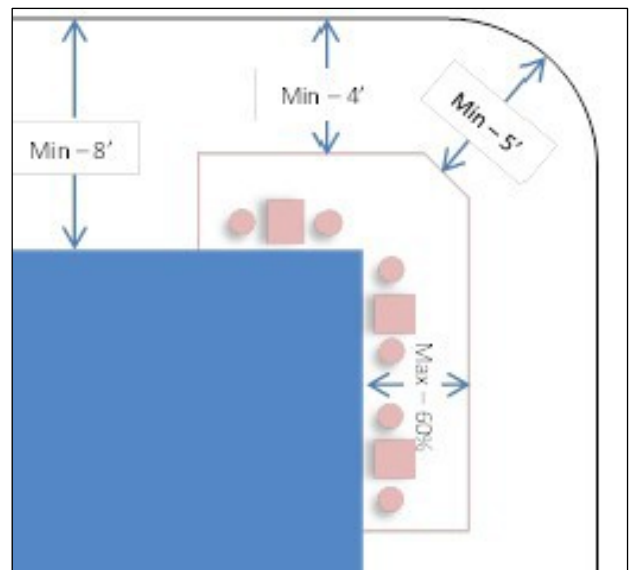


CITY OF PORTLAND
Permitting and Inspections Department

Class of License:	
Type of food served:	
Please circle all that will be served:	Beer Wine Liquor
Hours & days of operation:	
Number of Tables	
Number of Chairs	

Design and Construction

Existing Sidewalk Width (property line to curb)	Sidewalk Dining Allowed?
< 8'0"	No
≥ 8'0"	Yes – up to 60% of
Sidewalk Type	Sidewalk Passage Width
Standard sidewalk	4'0"
Street corner	5'0"



- Outdoor dining area shall not exceed 60% of the sidewalk width.
- A continuous, unobstructed sidewalk passage of 4 feet from the outer boundary of the seating area to the curb must be maintained. If the passage is not straight due to existing obstacles, then additional width may be required. Any changes to existing straight passage is at the discretion of the City.
- Egress must be maintained free of obstruction.
- Permanent fixtures, such as awnings, require a building permit separate from the Outdoor Dining permit and subject to approval by the Building Authority.
- Umbrellas do not require a permit.
- Umbrellas must be secured and maintain the height clearance for sidewalk passage.

Barriers

- If barriers are proposed, they must be free-standing. Physical attachments to a building are not allowed.
- Stanchions and ropes are encouraged. Sectional fencing is allowed with a high degree of visual transparency (at least 50% open). Solid or opaque barriers are not allowed.
- Shall not exceed 42" in height and may not include commercial signage.

Example barrier types that meet regulation





CITY OF PORTLAND
Permitting and Inspections Department

Maintenance and Operations

- Outdoor dining components must be within the permitted area and allow safe passage of pedestrian traffic. Failure to comply may result in a revocation of the permit.
- The permit holder is responsible for keeping the outdoor seating area clean.
- No food shall be prepared in the designated outdoor dining area.
- All outdoor dining components shall be removed before snowfall and while any snow or ice exists within four feet of the outdoor dining area. The City will not be responsible for damage to any property that is not removed prior to sidewalk maintenance.
- Outdoor dining areas must meet ADA regulations and accessible seating is required.
- Request for the use of adjacent on street parking space for outdoor dining installations requires Parking Office and Building Authority review and approval.

I/We fully understand that the City of Portland, its agents, officers and employees accept no responsibility and will not be liable for any injury, harm or damage to my/our person or property arising out of the establishment's occupancy of the sidewalk or park space. To the fullest extent permitted by law, I/We do hereby agree to assume all risk of injury, harm or damage to my/our person or property (including but not limited to all risk of injury, harm or damage to my/our property cause by the negligence of the City of Portland, its agents, officers or employees) arising out of the establishment's occupancy of the sidewalk or park space. I/We hereby agree, to the fullest extent permitted by law, to defend, indemnify and hold harmless the City of Portland, its agents, officers and employees, from and against all claims, damages, losses and expenses, just or unjust, including, but not limited to costs of defense and attorney's fees, arising out of the establishment's occupancy of the sidewalk or park space, provided that any such claims, damage, loss or expense (1) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property including the loss of use there from, and (2) is caused in whole or in part by any negligent act or omission of the establishment, anyone directly or indirectly employed by it, or anyone for whose act it may be liable.

Signature _____ Title _____ Date _____



CITY OF PORTLAND
Permitting and Inspections Department
Application for a Temporary Sidewalk/Street Sale Permit
Valid June 1st-November 1st 11:00am-10:00pm
License Fee \$92.00

You must submit proof of public liability insurance in the amount of \$400,000, naming the City of Portland as additional insured.

Business Information			
Business Name (d/b/a):		Phone:	
Business Location Address:			
Business Mailing Address:			
Contact Person:		Phone:	
Contact Person Email:			
Owner of Premises (Landlord):			
Address of Premises Owner:			
About Your Sidewalk Sale			
Describe the area of the sidewalk to be used:			
Describe merchandise/sale items to be placed on the sidewalk:			
Number of tables to be placed on sidewalk (No vehicles are allowed to park on City sidewalks):			
Dates of sale requested:	Time(s):		
Special requirements (electricity/water hookup):			

Applicant, by signature below, agrees to abide by all laws, orders, ordinances, rules and regulations governing the above license and further agrees that any misstatement of material fact may result in refusal of license or revocation, if one has been granted. Applicant agrees that all taxes and accounts pertaining to the premises will be paid prior to issuance of the license.

It is understood that this and any application(s) shall become public record and the applicant(s) hereby waive(s) any rights to privacy with respect thereto.

Signature _____ Title _____
Date _____

For more information, refer to the City Code of Ordinance Chapter 25 at: www.portlandmaine.gov.



CITY OF PORTLAND

Permitting and Inspections Department

Mobile Food Service Establishment License – Steps to Approval

After you submit your application to the Business Licensing Office:

- We will send your information out to the below listed departments.
- You may then proceed with arranging for inspections when your establishment is ready.
- When the Business Licensing Office has received all approvals from the required departments, we will issue your license. We will call you when the license is ready and any remaining balance is due. You may contact us for a license status update, **but please note that we must receive approvals directly from all departments on the accompanying “Steps to Approval” sheet before issuing your license.**

In order for the Business Licensing department to issue your license for a Mobile Food Service License, we must receive approvals directly from the following departments:

- Health Inspections
- Fire Inspections
- Treasury
- Police Department

You must also apply with the state for a Food License:

- ☐ Contact the Department of Health and Human Services at 287-5675 or the Department of Agriculture at 287-3841 to obtain the correct State of Maine food license for your business.

To schedule an inspections after you apply, please contact:

- ☐ Contact the City of Portland Health Inspections department at 756-8365 to arrange for an inspection (if applicable).
- ☐ Contact the City of Portland Fire Inspections department at 874-8400 to arrange for an inspection.

Once we have received approvals directly from the departments listed above, we will issue your license and contact you. Any balance of the license fee will be due before you receive the license. If you have any questions about this process, please contact Licensing and Registration, at 874-8557 or bl@portlandmaine.gov.



CITY OF PORTLAND
Permitting and Inspections Department
Mobile Food Service Establishment License Application
License expires annually on March 31st

- | | | |
|---|---|--|
| ☐ Application Fee: \$45 | ☐ Pushcart or Ice Cream Truck License: \$322 | ☐ Night Vending (10 p.m. to 6 a.m.): \$218 |
| ☐ Health Inspection \$150.00 | ☐ Food Truck License: \$546 | ☐ 3.5 sq. ft. cooler storage (pushcarts): \$38/cooler
Number of coolers (limit of 2 or 7 sq. ft.): |

Business Information			
Business Name (d/b/a):			
Mailing Address:			
Contact Person:			
Phone:		Cell:	
Email:			

Sole Proprietor/Partnership Information (If Corporation, leave blank)

Name of Owner(s)	Date of Birth	Residence Address

Corporate/LLC/Non-Profit Organization Applicants (If Sole Proprietor or Partnership, leave blank)

Corporate Name	Corporate Mailing Address		

Principal Officers	Title	Date of Birth	Residence Address



CITY OF PORTLAND
Permitting and Inspections Department
About Your Mobile Food Service Unit

Type of Food Served:	
Cart/Truck Storage Address at Night:	
Will you vend on private property? Yes No	If yes, list the address(es) of the private property locations*:
Will you be night vending? (10pm to 6am): Yes No	
Does the Issuance of this license directly or indirectly benefit any City employee(s)? Y/N	
If yes, list name(s) of employee(s) and department(s):	

The following must be included with your application:

- ___ Two photos of the unit from different angles
- ___ Insurance form (ACORD) showing at least \$400,000 general liability coverage and City of Portland listed as Additional Insured
- ___ Vehicle registration for the pushcart or food truck

Applicant, by signature below, agrees to abide by all laws, orders, ordinances, rules and regulations governing the above licensee and further agrees that any misstatement of material fact may result in refusal of license or revocation if one has been granted. Applicant agrees that all taxes and accounts pertaining to the premises will be paid prior to issuance of the license.

It is understood that this and any application(s) shall become public record and the applicant(s) hereby waive(s) any rights to privacy with respect thereto. I/We, hereby authorize the release of any criminal history record information to the City Clerk's Office or licensing authority. I/We, hereby waive any rights to privacy with respect thereto.

Signature _____ Title _____ Date _____

For more information about Mobile Food Service Establishments, see Portland City Code Chapter 11 and Pushcart or Food Truck Rules & Regulations at: www.portlandmaine.gov

For Administrative Use Only

Amount: _____	Email / Approval	Notes: _____
Date Paid: _____	FD: _____ / _____	_____
CC _____ CA _____ CK _____	Health: _____ / _____	_____
	PD: _____ / _____	_____
Amount: _____	Treasury: _____ / _____	_____
Date Paid: _____	DHHS: N/A / _____	_____
CC _____ CA _____ CK _____		

City of Portland

Food Truck Rules and Regulations

These Rules and Regulations are promulgated pursuant to Section 19-23 of the City Code:

1. An application must be submitted on a form provided by Business Licensing with colored pictures from at least two angles of the unit and a description that includes its maximum length and width.

2. Food trucks may operate from 6:00 a.m. to 10:00 p.m. Food trucks may operate on private property in all zones where food trucks are permitted with the permission of the property owner. Food trucks may operate in the following public locations:

a. On the following city streets on the Peninsula:

- West Commercial Street from Park Street to Danforth Street;
- Bayside along Marginal Way from Forest Avenue to East End Beach Trail, along Washington Avenue from I295 to Cumberland Avenue, along Cumberland Avenue from Washington to Forest Avenue and along Forest Avenue from Cumberland to Marginal Way;
- On the north side of Park Avenue between High Street and I295, except when there is a game or event at Hadlock Field, in which case food trucks are limited to Park Avenue along Deering Oaks Park until two (2) hours before a game or event and starting again two (2) hours after the game or event;
- Spring Street between Temple and Center Street;
- Commercial Street from Franklin Arterial to India Street and then along Thames Street;
- Eastern Promenade from Washington Avenue to Cutter Street;
- St. John Street from A Street to Valley Street and along Valley Street back to A Street and along A Street between Valley and St. John Street.
- In the metered parking spaces on the southeasterly side of Congress Street directly adjacent to Lincoln Park between Pearl Street and Franklin Street.

b. On city streets or in city-owned parking lots off the Peninsula:

- In the B-3, B-4, B-5, B-6, B-7 and Industrial Zones.

c. City Parks:

Food Trucks shall be allowed in City Parks according to the following rules and restrictions. For Parks not specifically listed here, operation of a food truck is limited to any legal parking space within that Park, or on city streets as outlined in Section 2A.

Food Trucks are explicitly prohibited from City Parks with no motor vehicle access, without express written consent from the Parks Division.

Customer lineup areas may not extend into walkways or roads at any location.

Parks Division Staff, Police, and City Code Inspectors shall have the authority to request a food truck to relocate if, in their opinion, the food truck is causing or contributing to an imminent public safety hazard.

During Special Events in Parks, the rules for the Park in question are temporarily suspended for permitted area and Food Trucks must abide by the locations and any additional fees set forth by the Event organizer.

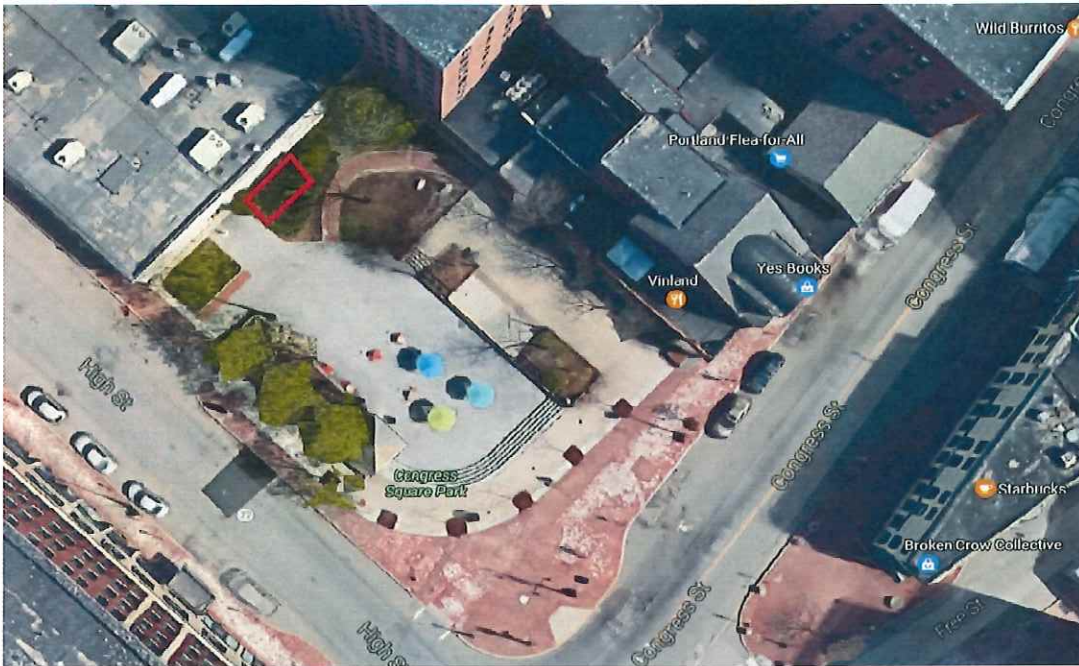
Back Cove

Two food trucks may operate along the curb ramp of the stonedust area between the handicap parking spaces noted in image below. Trucks must be parked parallel to the Back Cove Trail and must not block access to the ADA handicap ramps to the path. Trucks must park so that two trucks can fit in the provided space. Customer serving windows must face the Back Cove, not the parking lot.



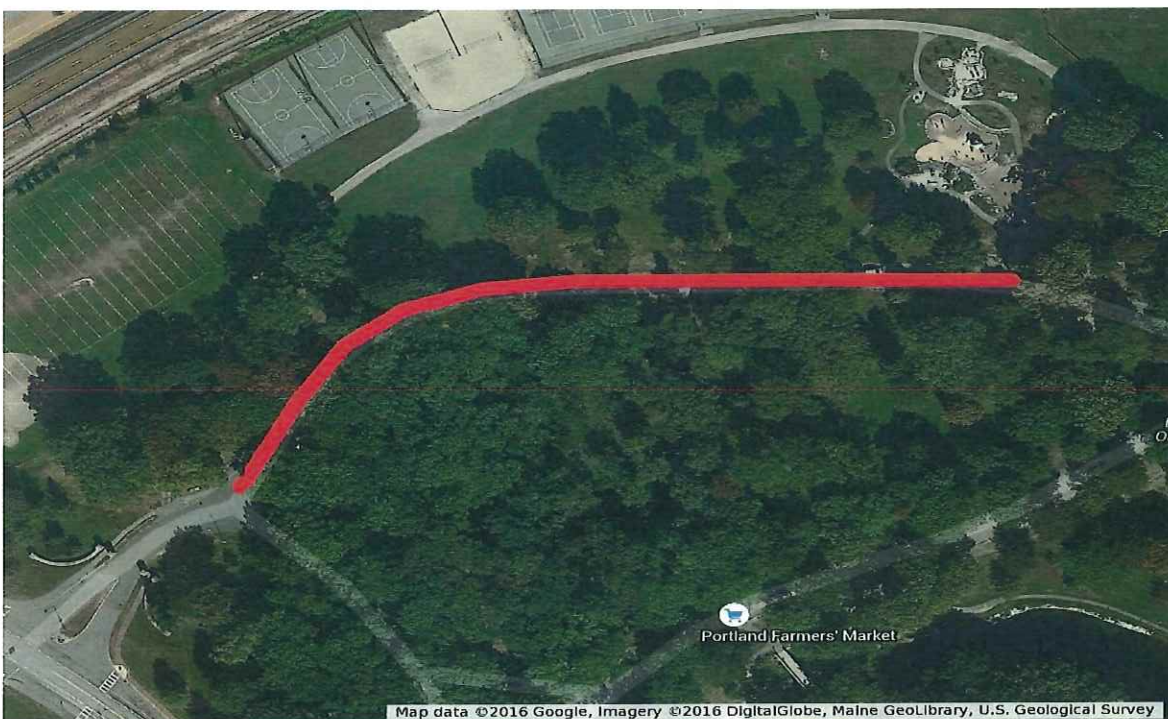
Congress Square Park

One food truck may operate along the northwest edge of the park, parallel to the hotel wall.



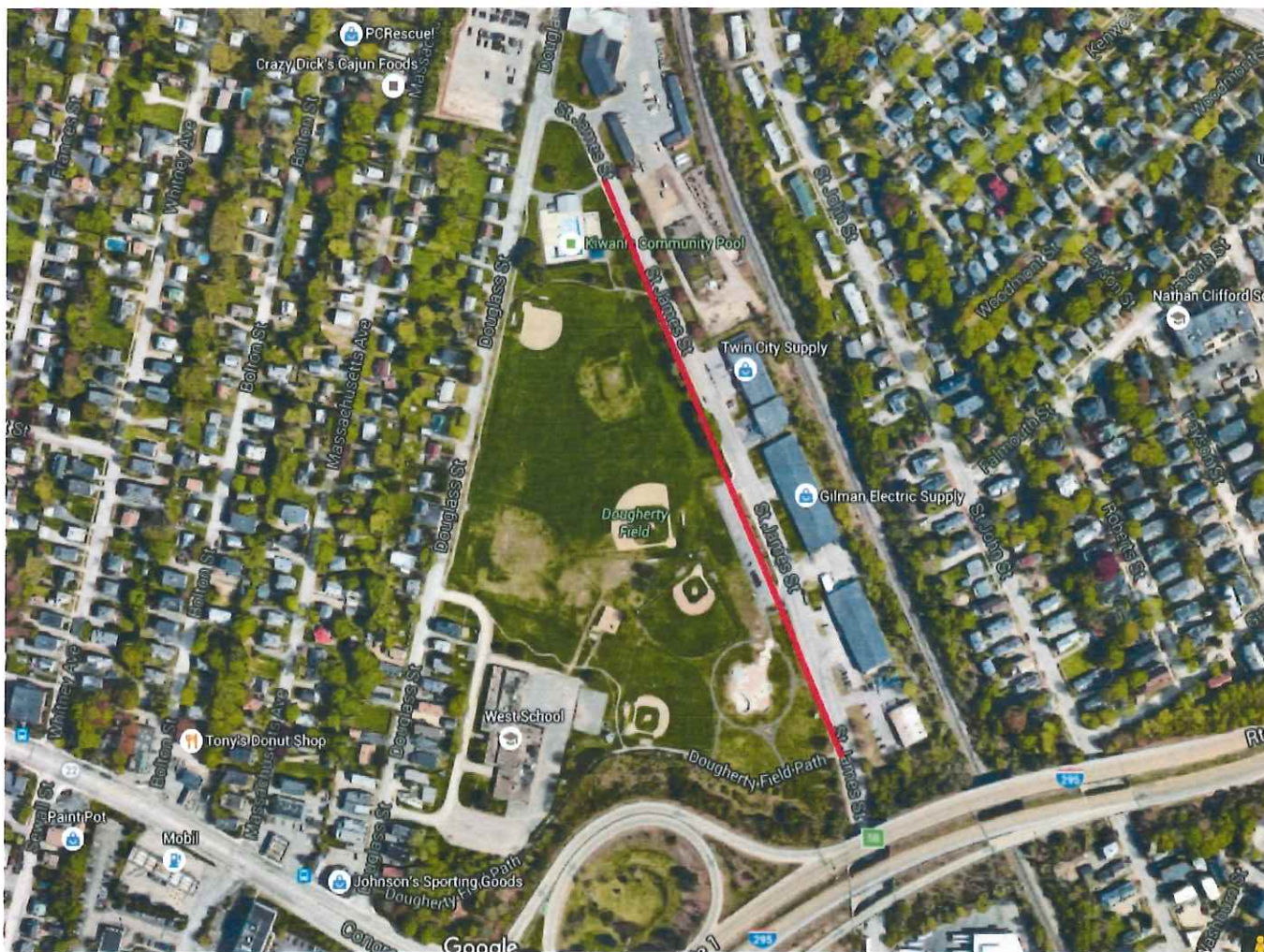
Deering Oaks Park

Two food trucks may operate along Tennis Court Road (the one-way park road running West to East from Deering Ave to State St. extension) in the zone from the Deering Avenue gateway to the playground entrance.



Dougherty Field/Kiwanis Pool/Skate Park

Three food trucks may park and operate in any available legal parking spot on St James Street from I-295 to Douglass St, adjacent to Skate Park and Athletic Fields.

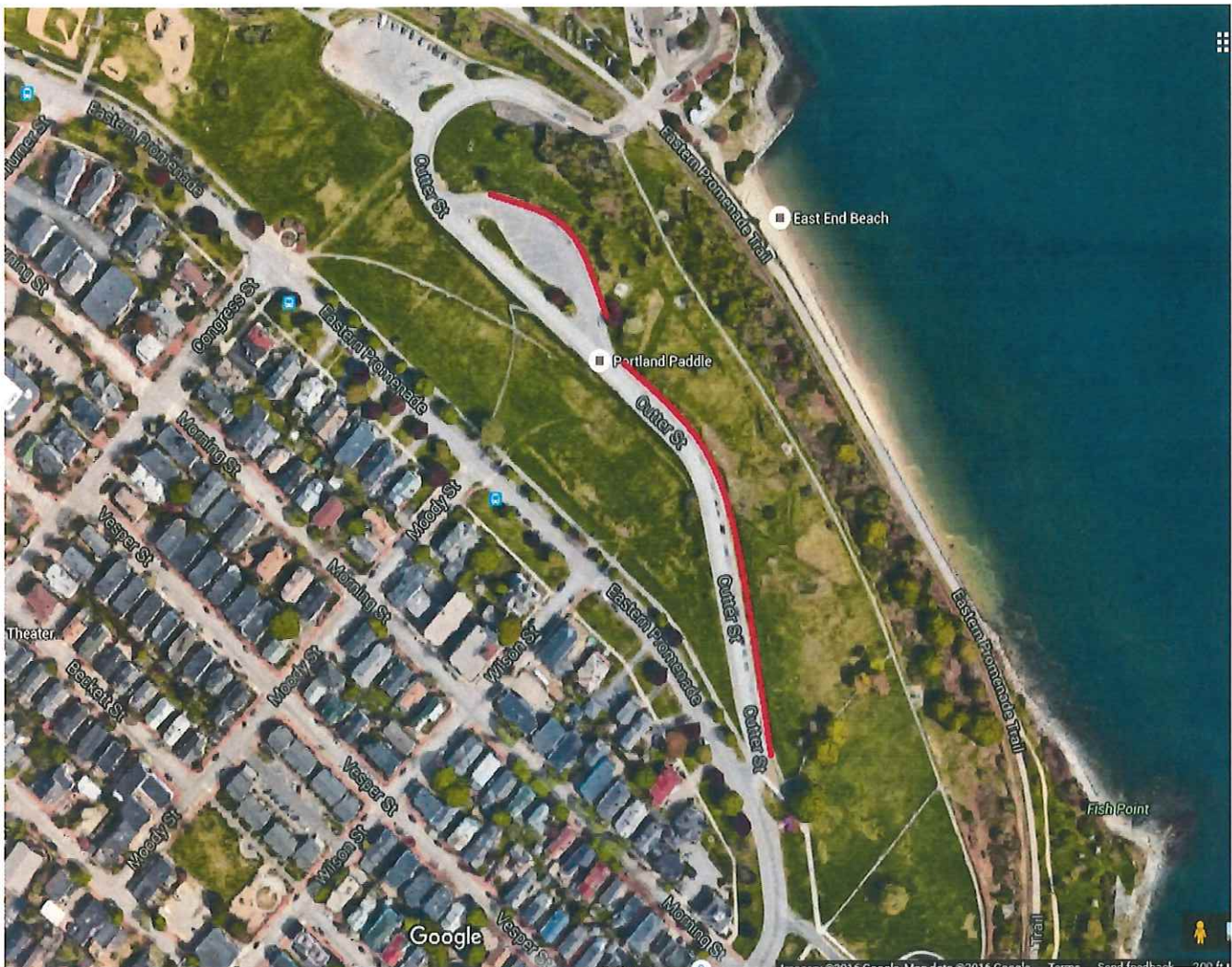


Eastern Promenade

Two food trucks total may operate within the Eastern Promenade Park in either of the following locations listed below. In addition to the two locations listed below, Food Trucks are also permitted along the Eastern Promenade from Washington Ave to Cutter Street, per the guidelines in section 2a.

- Cutter St: One food truck may take any legal parking space along Cutter Street between the Eastern Promenade and the upper parking lot (the first parking lot on the right as you descend Cutter Street from the Eastern Promenade).
- Upper Parking Lot: One food truck may take any legal parking space in the upper parking lot on Cutter Street (the first parking lot on the right as you descend Cutter Street from the Eastern Promenade).

Food trucks may use any legal parking space along the curb and must not take up any boat or trailer parking spaces.



Lincoln Park

No vehicular access in park. Food trucks already permitted along Congress Street (adjacent to Lincoln Park) per guidelines in section 2a.

Payson Park

Food trucks may park in any available legal parking spot within any parking lot, with no more than one food truck per parking lot. Food trucks may take one additional parking spot to accommodate lineup area.

Due to increased parking demand in May and June and public safety concerns, Food Trucks are not allowed during the months of May and June.



3. Night Vending: Food Trucks may operate in all non-residential zones where food trucks are permitted between the hours of 10:00 p.m. and 6:00 a.m., subject to the Separation Requirements in paragraph seven (7) of these rules. Additionally, the food truck shall obtain a Night Vendor's License from Business Licensing.

The Portland Police Department has the right to close down or request a food truck to relocate after 10 p.m. when in the opinion of the Department, the food truck vending is causing or contributing to an imminent public safety hazard.

4. Food trucks are not allowed on school grounds unless as part of a school authorized function.

5. Food trucks are not allowed in cemeteries.

6. Except as provided in Paragraph 2(a) above, food trucks are not allowed in residential (R) zones.

7. Separation Requirement:

a. On Peninsula: Except when operating in connection with a festival or special event approved pursuant to Section 19-22 of the City Code, food trucks must be located at least sixty-five (65) feet from:

i. Any fixed-base food service establishment with an operating kitchen measured from the front door; and

ii. Any hotel, bed and breakfast, motel, hostel, or inn measured from the nearest edge of the property.

b. Off Peninsula: Except when operating in connection with a festival or special event approved pursuant to Section 19-22 of the City Code, food trucks must be located at least two-hundred (200) feet from:

i. Any fixed-based food service establishment with an operating kitchen measured from the front door; and

ii. Any hotel, bed and breakfast, motel, hostel, or inn measured from the nearest edge of the property.

8. In addition to complying with the City's ordinances related to food trucks and these regulations, the owner and operator of a food truck is responsible for applying and obtaining all other necessary city licenses required for the service of food and beverages. The food truck itself must be in compliance with the motor vehicle laws of the State of Maine, and the owner is responsible for verifying that a specific location, other than those identified in paragraph 3(a), does not violate a City zoning ordinance.

9. Food truck locations, other than those on private property or those permitted through the City's competitive bid process, are based on a "first come, first served" basis. There will be no designated parking spots for food truck vendors.

10. On public property, where food trucks are permitted to operate, food trucks shall comply with all parking rules, except that food trucks otherwise operating lawfully and actively offering food for sale on city-owned property may, in any twenty-four (24) hour period, "feed" a parking meter once to extend the maximum parking time by two times (2x).

11. Food trucks may not be parked overnight on city streets or in city parking lots.

12. Size limitations: Food trucks must not exceed ten (10) feet in width, including any side extensions or awnings. Food trucks parking in metered parking spaces on city-owned property must not exceed twenty (20) feet in length, including the length of the trailer hitch, trailer, or other extension. Food trucks parking in non-metered parking spaces on city-owned property must not exceed twenty-four (24) feet in length, including the length of the trailer hitch, trailer, or other extension. If the food truck is parked on private property, then the food truck with attached trailer, or other extension, must not exceed forty (40) feet in length.

13. Food trucks must be self-contained when operating, except for the required trash and/or recycling receptacles, which shall be in contact with the food truck and shall not impede the free movement of automobiles or pedestrians.

14. Food trucks must serve to the sidewalk or esplanade next to a sidewalk when parked in spaces parallel to City sidewalks.

15. Only food and/or non-alcoholic beverages are allowed to be sold on City property.
16. Each food truck vendor must provide the City of Portland with a certificate of insurance to cover public liability in the amount of at least \$400,000.00.
17. The food truck base station must be inspected, and if food is prepared, then it must also be licensed.
18. Food trucks shall comply with the City's noise requirements pursuant to Section 17-20 of the Portland City Code.
19. Failure to adhere to the regulations for food truck is cause for revocation or suspension of your license by Business Licensing pursuant to Chapter 15 of the City Code.

Dated: 5/9/17

Signed: /s/ Jon P. Jennings

Jon Jennings, City Manager

Please call (207)756-8365 about Food Trucks in the City of Portland.

Best Practices for Re-Opening Retail Food Establishments During the COVID-19 Pandemic

We encourage retail food establishments and their employees to follow these best practices and refer to the [checklist](#) for more details. Work closely with State and local regulatory/health authorities where the business is located to ensure all requirements are met.

BE HEALTHY, BE CLEAN

	Stay home, if sick.
	Check for symptoms like fever, cough, difficulty breathing, and consider conducting health checks prior to starting work.
	Wash hands often with soap and water for at least 20 seconds.
	Don't touch Ready-To-Eat foods with bare hands.
	Wear cloth face coverings if Personal Protective Equipment is not required. Check State or local guidelines.

CLEAN & DISINFECT

	Clean and disinfect high-touch surfaces and common use areas more frequently, such as door knobs and handles, display cases, check-out counter, order kiosks, grocery cart handles, restrooms, and waiting areas. Clean and sanitize equipment like ice machines and ice bins.
	Prepare and use sanitizers and disinfectants according to label instructions.
	Avoid high-touch containers and items like ketchup bottles, utensils, salt/pepper shakers, and reusable menus by using single service items, when possible.

SOCIAL DISTANCE

	Restrict the number of workers, customers and visitors in sit-in dining areas, bars and in shared spaces like kitchens, break rooms, waiting areas, and offices to maintain at least a 6-foot distance between people.
	Increase spacing for customers and increase utensil disinfection and cleaning frequency at self-service stations/buffets.
	Minimize contact at check-out and pay stations. Mark 6-foot distances with floor tape and temporarily move workstations to create more distance, consider installing partitions, if feasible.

PICK-UP & DELIVERY

	Maintain food time and temperature controls.
	Initiate “no touch” deliveries and payments.
	Designate pick-up zones.

PHYSICAL FACILITY

	Ensure premises are operational and in good working order.
	Clean, disinfect, and sanitize throughout the facility before re-opening.
	Monitor for pests.

Best Practices for Re-Opening Retail Food Establishments During the COVID-19 Pandemic – Food Safety Checklist



U.S. FOOD & DRUG
ADMINISTRATION

FDA is providing a food safety re-opening checklist for previously closed retail food establishments or those that have been open with limited service related to the COVID-19 pandemic. This checklist addresses key food safety practices for retail food establishments to consider when re-opening and restarting operations. This is not a comprehensive list. We encourage retail food establishments to partner with local regulatory/health authorities to discuss the specific requirements for their retail food establishment prior to re-opening.

Facility Operations

- ☐ Are [signs](#) posted on how to stop the spread of COVID-19 and promote everyday protective measures?
- ☐ Are the premises in good order, including fully operational utilities and equipment? (*e.g. electrical, lighting, gas services, and proper ventilation; hood systems for fire prevention; garbage and refuse areas; and toilet facilities*)
- ☐ Are all areas of the food establishment, including restrooms and waiting areas, properly cleaned, stocked, sanitized, or disinfected, as appropriate?
- ☐ Are the facilities checked for pest infestation or harborage, and are all pest control measures functioning?
- ☐ Are ventilation systems including air ducts and vents in the facility clean, free of mold, and operating properly?
- ☐ Is there increased circulation of outdoor air (as much as possible) by, for example, opening windows and doors or using fans? (Do not open windows and doors if they pose a safety risk to children using the facility.)
- ☐ Are high touch self-service containers and items requiring frequent hand contact removed from use (*e.g. seating covers, table cloths, throw rugs, condiments such as ketchup bottles and salt/pepper shakers, and reusable menus*)?

Water, Plumbing, and Ice

- ☐ Is potable water available throughout the facility?
- ☐ Are the water and sewage lines working?
- ☐ Is there hot and cold water?
- ☐ Are all water lines flushed, including equipment water lines and connections, according to the manufacturer's instructions?
- ☐ Are ice machines and ice bins cleaned and sanitized?

Food Contact and Non-food Contact Surfaces (Clean, Disinfect, Sanitize)

- ☐ Are necessary sanitizers and disinfectants that meet [EPA's criteria](#) for use against SARS-CoV-2 available and used per label instructions to clean and disinfect the facility during hours of operation?
- ☐ Are food contact surfaces and counters cleaned and sanitized? (Wash, rinse, and sanitize food contact surfaces, food preparation surfaces, and beverage equipment after use.)
- ☐ Are common use areas such as restrooms being [cleaned and disinfected](#) more frequently?

☐	Are high-touch areas and equipment <u>cleaned and disinfected</u> (e.g. door knobs, display cases, equipment handles, check-out counters, order kiosks, and grocery cart handles)?
☐	Are sufficient stocks of single-service and single-use articles (e.g. tableware, carryout utensils, bread wrappers, and plastic wrap) available? If not, ensure all reusable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Employees should wash their hands after removing their gloves and after directly handling used food service items.
☐	Are staff properly trained on cleaning procedures to ensure safe and correct application of disinfectants?
☐	Has a disinfection schedule or routine plan been developed? Ensure sufficient stocks of cleaning and disinfecting supplies to accommodate ongoing cleaning and disinfection.

Food Temperature Control

☐	Are all coolers, freezers, and hot and cold holding units functioning?
☐	Are all coolers, freezers, and hot and cold holding units clean, sanitized, and protected from contamination?
☐	Are calibrated thermometers available and accurate to check equipment and product temperatures to ensure food safety/HACCP plans are executed as designed?

Product Inspection, Rotation

☐	Has all food been examined for spoilage, damage, expiration, or evidence of tampering or pest activity? If needed, was such food appropriately discarded?
☐	Is food properly labeled and organized, such that receiving date and rotation is evident?
☐	Are all food, packaging, and chemicals properly stored and protected from cross contamination?
☐	Has contact been made with suppliers in the supply chain to ensure deliveries are scheduled and able to be fulfilled?

Warewashing Equipment

☐	Is your 3-compartment sink clean and equipped with detergent and sanitizer?
☐	Is your warewasher clean and functioning and equipped with detergent and sanitizer (single temperature machine, 165°F) or reaches 180°F rinse (high temperature)?
☐	Do you have sanitizer test strips available and are the test strips appropriate for the sanitizer being used?

Handwashing Stations

☐	Have you trained and reminded employees of effective hand hygiene practices including washing hands with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing their nose, coughing, or sneezing?
☐	Are all the handwashing sinks accessible and fully stocked (e.g. soap, paper towels, hand wash sign, and trash bins)?

☐	Are paper towels and trash cans available in the bathrooms so doors can be opened and closed without touching handles directly?
☐	Are all the handwashing sinks functional and able to reach 100°F minimum?
☐	Have you considered using hand sanitizers (minimum 60% alcohol), as appropriate, in multiple locations to encourage hand hygiene by both customers and employees to supplement hand washing?
Employee Health / Screening	
☐	Do you have a protocol to check employee health and personal hygiene practices within your food establishment?
☐	Are you following CDC guidance and practices for employee health checks/screenings?
☐	Have you checked CDC and local regulatory/health authority guidance for employees returning back to work?
☐	Is there a plan to monitor and respond to a higher than normal level of absenteeism?
☐	Is there a plan or policy for, and an adequate supply of, personal protective equipment (PPE) and/or cloth face coverings? Cloth face coverings should only be used if PPE is not required, and changed as needed if worn.
Social Distancing	
☐	Has the facility taken measures (e.g. tape on floors/sidewalks, partitions, and signage on walls) to minimize face-to-face contact that allows, to the extent possible, at least a 6-foot distance between workers, customers, and visitors?
☐	Have you limited offering self-serve food or drink options, such as buffets, salad bars, and drink stations? As local regulatory/health authorities lift levels of restrictions, limit use with additional monitoring.
☐	Have you restricted the number of employees in shared spaces, including kitchens, break rooms, and offices to maintain at least a 6-foot distance between people?

Additional references can be found here:**Food Safety and the Coronavirus Disease 2019 (COVID-19) Questions & Answers for Industry:**

- <https://www.fda.gov/food/food-safety-during-emergencies/food-safety-and-coronavirus-disease-2019-covid-19>

Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic:

- <https://www.fda.gov/food/food-safety-during-emergencies/best-practices-retail-food-stores-restaurants-and-food-pick-updelivery-services-during-covid-19>

What Grocery and Food Retail Workers Need to Know about COVID-19:

- <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/grocery-food-retail-workers.html>

CDC COVID-19 Resources for Businesses and Employers:

- <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

List of EPA-registered Disinfectants:

- <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

FDA Food Code:

- <https://www.fda.gov/food/fda-food-code/food-code-2017>

Date Labels on Packaged Foods:

- <https://www.fda.gov/consumers/consumer-updates/confused-date-labels-packaged-foods>
- <https://www.fda.gov/media/125114/download>

Safe Food Handling:

- 4 Key Steps to Food Safety: Always — Clean, Separate, Cook, and Chill
<https://www.fda.gov/food/buy-store-serve-safe-food/safe-food-handling>

Employee Health:

- CDC Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19
<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>
- CDC Interim Guidance for Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>
- CDC Use of Cloth Face Coverings to Help Slow the Spread of COVID-19
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- FDA Use of Respirators, Facemasks, and Cloth Face Coverings in the Food and Agriculture Sector During Coronavirus Disease (COVID-19) Pandemic
<https://www.fda.gov/food/food-safety-during-emergencies/use-respirators-facemasks-and-cloth-face-coverings-food-and-agriculture-sector-during-coronavirus>
- FDA's Employee Health and Personal Hygiene Handbook
<https://www.fda.gov/food/retail-food-industryregulatory-assistance-training/retail-food-protection-employee-health-and-personal-hygiene-handbook>
- OSHA Guidance on Preparing Workplaces for COVID-19
<https://www.osha.gov/Publications/OSHA3990.pdf>



RESTARTING MAINE'S ECONOMY

COVID19 Prevention Checklist Industry Guidance

As the number of COVID-19 cases begins to decrease, the State of Maine is adopting a staged approach, supported by science, public health expertise and industry collaboration, to allow Maine businesses to safely open when the time is right.

This is one of many industry guidance documents for business that the State is preparing for businesses so they can be prepared to meet health guidelines and reopen safely. Please make sure you pair this document with the general guidance document that applies to all industries, which is available on maine.gov/DECD.

Please note: This document may be updated as additional information and resources become available.

Phase 1: Restaurants *Released May 8, 2020*

Employees

- Require employees to wear cloth face coverings and practice good hand hygiene.
- Good hand hygiene prevents spread of disease. The best hand hygiene is frequent handwashing. Remind employees to practice good hand hygiene with frequent handwashing and hand sanitizing especially between contact with customers and customer items.
- Gloves are not a replacement for good hygiene. If you wear gloves, change them frequently and wash between customers and activities.
- Hand sanitizer may not be used in place of handwashing for food production.
- Where possible, stagger employee shifts and meal breaks to avoid crowding in common work areas.
- Ensure employees stay 6 feet apart whenever practical.
- Adjust seating in break rooms and other common areas to reflect physical distancing practices.
- Prohibit gatherings or meetings of employees of 10 or more during working hours.
- Permit employees to take breaks and lunch outside, or in such other areas where physical distancing is attainable.
- Do not allow employee food or drink in food service areas.
- Limit interaction between employees and outside visitors or delivery drivers; implement touchless receiving practices if possible.
- Adjust training and new employee orientation to limit number of people involved and allow for 6 foot spacing; use virtual/video/audio training when possible.

- Limit sharing of handheld equipment, phones, desks, workstations, and other tools and equipment between employees to the extent possible.
- Provide employee training for:
 - physical distancing guidelines and expectations
 - monitoring personal health
 - proper wear, removal, disposal of Personal Protective Equipment (PPE)
 - laundering of face coverings and uniforms as listed below
 - cleaning protocols as listed below
 - how to monitor personal health and body temperature at home
 - guidance on how to launder cloth face coverings and uniforms: [see CDC, Cleaning and Disinfecting Your Facility, How to Disinfect: Laundry](#)
 - cleaning protocol, including how to safely and effectively use cleaning supplies.
- Consider employee training in safe de-escalation techniques.
- Entertainment personnel should follow the same physical distancing and cloth face covering guidelines as other employees.

Customers

- Inform your customers of your COVID policies and procedures in advance, if possible.
- Place signage at entrances and throughout the store alerting customers to COVID policies, especially to maintain 6 feet physical distance to the extent possible.
- Consistent with Executive Order 49 FY 19/20, customers should wear cloth face coverings when in a food service facility where social distancing is difficult (e.g., waiting in line for pickup, entering or exiting, walking to the restrooms). Customers do not need to wear face coverings when seated at the table.
- Use reservations with call ahead or online as a best practice.
- Establishments may call, use a text alert or intercom system to alert guests that their table is ready. Only one member of a party may wait inside in the waiting area and must remain at least 6 feet apart.
- Avoid crowding at restaurant entrance and maintain physical distancing in any waiting line.
- Maintain physical distancing protocols during guest check-in and seating.
- Communicate to customers that they should not come to the restaurant if they have a fever or cough.
- Consider offering exclusive early hours to seniors and other high-risk individuals.
- Consider adjusting store hours of operation, as necessary, to support social distancing efforts by limiting number of customers at one time.
- Minimize customer and staff interactions by assigning wait staff to 'areas' and tables. If possible, keep staff work groups to same days/shifts to minimize staff exposures.
- For contact tracing purposes, maintain records of customers, including one customer name and contact information per party and the server of the table.
- Limit restroom occupancy for group restrooms to incorporate physical distancing and avoid formation of waiting lines outside of restrooms.

- Menus should be laminated or plastic covered and sanitized after each use, or single use paper.
- Continue take out, curbside and delivery with beer, wine and cocktails.
- Maximum group party size of eight people.
- Dining room tables should be spaced at least 6 feet apart.
- The total number of people any one time should be no more than 50 people per room and each party must be 6 feet apart from other parties. This also applies to outdoor seating areas. Have a back-up plan for outdoor seating that adheres to physical distance requirements in case of inclement weather.
- Bar or counter service within restaurant establishments must follow physical distance guidelines. Provide physical barriers to protect customers and wait staff such as partitions or plexiglass barriers or face coverings plus face shields for staff if there is not 6 feet of distance between customers and counter staff.
- Establishments where counter service is combined with liquor service must also take measures to ensure customers do not congregate at the counter.
- Bar areas within restaurants must close at the same time the kitchen closes for dining patrons.
- Where practical, especially in booth seating, physical barriers are acceptable.
- Use EPA-approved cleaning and disinfectant products to wipe down dining room tables and chairs after each party.
- Provide only single use condiments at this time.
- Suspend salad bars buffets at this time.
- Minimize other self-service areas such as drink stations. To the extent possible, use contact-less dispensers to minimize hand touching. Replace multi-use condiments with single-serve packets. Other suggestions to minimize multi-touch surfaces include providing single-wrap utensils, straws, and lids provided at any take-out or self-seating point of sale. Self-service areas require frequent cleaning and disinfection.
- Allow expanded seasonal outdoor dining, with distancing protocols, in parking lots, sidewalks and expanded patios, etc.
- Use disposable napkins and table covers instead of cloth linens. If cloth linens are used, change between customers.
- Children need to remain seated with their party. No play areas or shared toys; single use crayons only.

Operations

- Consider ways to maximize air flow, if practical, to increase fresh air circulation (e.g., opening screened windows, or doors).
- Widen high-traffic areas to the extent possible.
- Note that staff or customer use of elevators or escalators will require regular attention to physical distance guidelines and frequent cleaning of high-touch surfaces.
- Minimize shared touch surfaces such as kiosks, tablets, pens, credit cards, receipts and keys.
- Establish protocols for regular disinfection and handling of received material shipments and inventoried materials.

- Establish protocols for handling and processing shipping and receipts (including disinfection).
- Advise contractors, drivers, and vendors that they are required by Executive Order #49 to wear cloth face coverings while on the premises.
- Notify vendors of re-opening, and any revised protocol as it relates to store entry, deliveries, paperwork, etc.
- Consider implementing measures to ensure vendor safety, including:
 - Disabling/suspending access (e.g., suspending all non-employee delivery drivers from entering restaurant).
 - Transitioning to contactless signatures/e-signatures for deliveries.
 - Where practical, adjusting store delivery times to spread out deliveries.
- Request that vendors direct their employees to follow all social distancing guidelines and health directives issued by the applicable public authorities.
- Require regular and frequent sanitization of high-touch areas like restrooms, handrails, doors, PIN pads, and common areas that are accessible to staff, customers, and suppliers.
- Ensure operating hours allow downtime between shifts for thorough cleaning.
- Provide sanitization materials, such as sanitizing wipes, to employees to clean handhelds/wearables or other work tools and equipment before/after use.
- Consider providing cleaning “kits” including disinfectant wipes or sprays, disposable gloves, paper towels, cloth face coverings, hand sanitizer and other cleaning supplies that are readily accessible throughout the restaurant for areas that will be cleaned periodically throughout the day.
- Note the focus areas of cleaning include:
 - Door and drawer handles
 - Light and other power switches (consider signage to keep lights on at all times, or utilizing exiting motion sensor capabilities)
 - Shared tools
 - Chairs, tables, and benches
 - Refrigerators, microwave, and other frequently touched objects and surfaces in service areas
 - Time clocks
 - Entry way
 - Cash register, including touch screens, keyboards, mouse
 - PIN Pads (touch screen, keypad, and pen)
 - Restrooms
 - Toilet bowl, toilet paper holder, and flush lever
 - Sinks and faucets
 - Paper towel holders and/or air dryers
 - Diaper-changing stations
- Utensils and dishes used by customers should be treated as potentially contaminated and should be handled carefully. Wash hands after busing tables and handling used tableware.

- Note that vending machines are not recommended at this time due to the challenge of keeping surfaces clean.
- Provide hand sanitizer for customers and employee use, including restaurant entrance.

Sales

- Promote “Contactless” payment options:
 - On-line shopping
 - Contactless payment options (e.g., RFID credit and debit cards, Apple Pay, Google Pay, etc.)
 - Self-checkout
 - Pickup and delivery services
- Wash hands or use alcohol-based hand sanitizer (at least 60% alcohol) after handling cash.
- Consider increasing pickup hours to serve more online customers.
- Consider adding physical barriers such as partitions or plexiglass barriers at registers.
- Restaurants vary significantly in terms of size, models, such as wait service, self-service, counter and window service, take-out, as well as types of seating arrangements. In all cases, take appropriate steps to minimize risk to customers and employees through effective physical distancing, attention to hand hygiene, and facial coverings.



RESTARTING MAINE'S ECONOMY

COVID19 Prevention Checklist Industry Guidance

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This is one of many industry guidance documents for business that the State is preparing for businesses so they can be prepared to meet health guidelines and reopen safely. Please make sure you pair this document with the general guidance document that applies to all industries, which is available on maine.gov/decd/.

Please note: This document may be updated as additional information and resources become available.

Phase 1: Retail Businesses *Released May 8, 2020*

Employees

- Require employees to wear cloth face coverings and to practice good hand hygiene with frequent handwashing and especially between contact with customers and customer equipment.
- Where possible, stagger employee shifts and meal breaks to avoid crowding.
- Ensure employees stay 6 feet apart whenever practical.
- Adjust seating in break rooms and other common areas to reflect physical distancing practices.
- Prohibit gatherings or meetings of employees of 10 or more during working hours.
- Permit employees to take breaks and lunch outside, or in such other areas where physical distancing is attainable.
- Do not allow employee food or drink in retail area.
- Limit interaction between employees and outside visitors or truck drivers; implement touchless receiving practices if possible.
- Adjust training/onboarding practices to limit number of people involved and allow for 6 foot spacing; use virtual/video/audio training when possible.
- Discourage employees from using colleagues' phones, desks, workstations, radios, handhelds/wearables, or other work tools and equipment.
- Provide employees training:
 - physical distancing guidelines and expectations
 - monitoring personal health

- proper wear, removal, disposal of Personal Protective Equipment (PPE)
- laundering of face coverings and uniforms as listed below
- cleaning protocols as listed below (or per CDC)
- how to monitor personal health and body temperature at home.
- guidance on how to launder cloth face coverings and uniforms: [see CDC, Cleaning and Disinfecting Your Facility, How to Disinfect: Laundry](#)
- cleaning protocol, including how to safely and effectively use cleaning supplies.
- Consider employee training in safe de-escalation techniques.

Customers

- Customers should wear cloth face coverings.
- Inform your customers of your COVID policies and procedures in advance, if possible.
- Place signage at entrances and throughout the store alerting staff and customers to the required occupancy limits, six feet of physical distance, and policy on cloth face covering.
- Encourage customers to limit the number of people they bring into the business. Solo shop when possible.
- Support physical distance between customer and personnel by taping off 6 feet distance from counters, service desks, and sales stations.
- Consider installing plexiglass barriers to maximize physical distancing.
- Post signage if you have to limit quantities of certain items.
- Consider offering exclusive early hours to seniors and other high-risk individuals.
- Discourage people from touching merchandise they are not going to purchase.
- Consider adjusting store hours of operation, as necessary, to support social distancing efforts by limiting store traffic.

Operations

- Retailers will regulate the number of customers allowed in stores based on the following chart:

Tier	Sq. Ft.	Number of Customers
1	<7,500	5
2	7,500 - 12,000	15
3	12,001 - 18,000	35
4	18,001 - 40,000	45
5	40,001 - 60,000	70
6	60,000+	100

- Provide distance markers located outside of store for times when capacity limits are exceeded; this will allow for queuing while maintaining physical distance; employees can also be assigned to assist customers with waiting to enter.

- Consider ways to maximize air flow, if practical, to increase fresh air circulation (e.g. opening windows, or doors)
- Note that staff or customer use of elevators or escalators will require regular attention to physical distance guidelines and frequent cleaning of high-touch surfaces.
- Minimize shared touch surfaces such as kiosks, tablets, pens, credit cards, receipts and keys.
- Establish procedure for regularly disinfecting inventory and newly received deliveries.
- Establish protocols for handling and processing shipping and receipts (including disinfection).
- Advise workers, contractors, drivers, and vendors that they are required by Executive Order #49 FY 19/20 to wear cloth face coverings while on the premises.
- Notify vendors of re-opening, and any revised protocol as it relates to store entry, deliveries, paperwork, etc.
- Consider implementing measures to ensure vendor safety, including:
 - Disabling/suspending access (e.g., suspending all non-employee truck drivers from entering stores, warehouses and manufacturing plants).
 - Transitioning to contactless signatures/e-signatures for deliveries.
 - Where practical, adjusting store delivery windows to spread out deliveries.
- Request that vendors accessing your store locations direct their employees to follow all social distancing guidelines and health directives issued by the applicable public authorities.
- Require regular and frequent sanitization of high-touch areas like restrooms, doors, PIN pads, and common areas that are accessible to staff, customers, and suppliers.
- Ensure operating hours allow downtime between shifts for thorough cleaning.
- Provide sanitization materials, such as sanitizing wipes, to employees to clean handhelds/wearables, scanners, radios, or other work tools and equipment before/after use.
- Clean and disinfect high-touch areas routinely.
- Consider providing cleaning “kits” including disinfectant wipes or sprays, disposable gloves, paper towels, cloth face coverings, hand sanitizer and other cleaning supplies are readily accessible throughout store, including point of sale terminals and other stations that will be cleaned periodically throughout the day.

Purchases

- Promote “Contactless” Shopping Options
 - On-line shopping
 - Contactless payment options (e.g., RFID credit and debit cards, Apple Pay, Google Pay, etc.)
 - Self-checkout
 - Pickup and delivery services
- Wash hands or use alcohol-based hand sanitizer (at least 60% alcohol) after handling cash.
- Note that the use of customer reusable shopping bags is not allowed at this time.
- Consider increasing pickup hours to serve more online customers.
- Maintain physical distancing including at point-of-sale terminals and other workstations

Returns and Exchanges

- Consider suspending or modifying return and exchange policies.
- Establish procedures for processing, handling, disinfecting, and storing returns in isolation for a safe time period before returning them to sales floor.

Fitting Rooms

- Fitting rooms should not be open at this time.

Other Operational Considerations

- Widen high-traffic areas to the extent store configuration allows.
- Note that areas of cleaning focus for retail business include:
 - Shopping carts and baskets.
 - Door and drawer handles.
 - Light and other power switches (consider signage to keep lights on at all times, or utilizing exiting motion sensor capabilities).
 - Shared tools such as pricing guns, pallet jacks, tape guns, box cutters, etc.
 - Chairs, tables, and benches.
 - Refrigerators, microwave, and other frequently touched objects and surfaces in employee breakroom.
 - Time clocks
 - Point of sale/checkout:
 - Cash register, including touch screens, keyboards, mouse.
 - PIN Pads (touch screen, keypad, and pen).
 - Checkout counter and/or conveyor belt.
 - Checkout dividers.
 - Restrooms
 - Toilet bowl, toilet paper holder, and flush lever.
 - Sinks and faucets.
 - Paper towel holders and/or air dryers.
 - Diaper-changing stations.
- Note that vending machines are not recommended at this time due to the challenge of keeping surfaces clean.
- Provide hand sanitizer in the store for customers and employee use, including store entrance(s), and checkouts.
- Remove any flyers, sales brochures, pricing lists that multiple customers might handle unless intended for single-use only.
- Consider one-way aisles where practical.
- Suspend “self-service” food stations and the sampling of food or personal care products.
- Remove “tester” products such as hand lotion or perfumes.

- Recommend allowing only service animals in business at this time.
- Avoid special events/promotions that could draw large numbers of the public to the business at one time.

Special Protocols for Home Delivery/Installation Employees

- Wear protective cloth face coverings during in-home delivery and/or installation services.
- Wash hands or use alcohol-based hand sanitizer (at least 60% alcohol) between deliveries
- Ensure proper social distancing between employee and customer.
- Clean and disinfect any surfaces that will be regularly contacted throughout the duration of any installation.
- When delivery/installation is complete, clean and disinfect all surfaces that were contacted throughout installation.
- Clean and disinfect any tools or supplies used throughout delivery/installation upon leaving the home.



Dena Libner <dlibner@portlandmaine.gov>

Fwd: DRAFT Reopening Protocols for Retail and Restaurants

Jon Jennings <jpj@portlandmaine.gov>
To: Dena Libner <dlibner@portlandmaine.gov>

Mon, May 11, 2020 at 12:58 PM

----- Forwarded message -----

From: **Steve Hewins** <Steve@hospitalitymaine.com>
Date: Mon, May 11, 2020 at 9:50 AM
Subject: RE: DRAFT Reopening Protocols for Retail and Restaurants
To: Jon Jennings <jjp@portlandmaine.gov>, Quincy Hentzel <qhentzel@portlandregion.com>, Casey Gilbert <casey@portlandmaine.com>, Lynn Tillotson <ltillotson@visitportland.com>

Good Morning Jon,

I do not have any material issues with any of this and applaud you for moving this concept forward so quickly.

With regard to retail stores and dining establishments, I believe the governors reopening checklist released last Friday applies to Portland, as they do to all communities, with much of the same rules for indoors and outdoors. Moreover, it will also be applicable to hotels when those guidelines are issued, perhaps as soon as this week.

The city of Portland has a long history in operating programs like this. We only need to refer to 40 years of Old Port Festivals to reference how this has been accomplished successfully – the only difference being 5 months versus a weekend!

Thanks, Steve

Steve Hewins
President and CEO
HospitalityMaine
[45 Melville Street](#)
[Augusta ME 04330](#)

207-623-2178 O



Dena Libner <dlibner@portlandmaine.gov>

Fwd: DRAFT Reopening Protocols for Retail and Restaurants

Dena Libner <dlibner@portlandmaine.gov>
To: Dena Libner <dlibner@portlandmaine.gov>

Mon, May 11, 2020 at 5:41 PM

----- Forwarded message -----

From: **Quincy Hentzel** <qhentzel@portlandregion.com>

Date: Mon, May 11, 2020 at 4:15 PM

Subject: RE: DRAFT Reopening Protocols for Retail and Restaurants

To: Jon Jennings <jpj@portlandmaine.gov>, Steve Hewins <Steve@hospitalitymaine.com>, Casey Gilbert <casey@portlandmaine.com>, Lynn Tillotson <ltillotson@visitportland.com>

Cc: Joseph Marro <jmarro@portlandregion.com>

Good afternoon Jon – Attached please find a memo related to the city’s proposal to expand outdoor access for retail and dining this summer. Overall we do not see any significant concerns with this plan and are thrilled that the city has moved so quickly to make this happen prior to restaurants and retail opening in a few weeks. The attached contains a few questions and items for consideration.

As I have stated before, we will be vocal supporters of this proposal and will do what we can to mitigate any opposition and to address any questions of inequity. In the end, I know not every business will be helped with these changes but I much prefer to see the city doing something that can help many as opposed to doing nothing because it won’t help all.

Thank you Jon for your leadership through this entire pandemic and for spearheading this effort. It is greatly appreciated!

Best,

Quincy

Quincy H. Hentzel*Chief Executive Officer***Portland Regional Chamber of Commerce**

P: (207) 772-2811 ext. 231

F: (207) 772-1179



C: (207) 233-9151

A: 443 Congress Street Portland, ME 04101

www.portlandregion.com/

Our Special Community Partners



From: Jon Jennings [mailto:jjp@portlandmaine.gov]

Sent: Saturday, May 9, 2020 10:35 AM

To: Quincy Hentzel <qhentzel@portlandregion.com>; Steve Hewins <Steve@hospitalitymaine.com>; Casey Gilbert <casey@portlandmaine.com>; Lynn Tillotson <ltillotson@visitportland.com>

Subject: DRAFT Reopening Protocols for Retail and Restaurants

Good Morning,

I am forwarding to you for your review and comment a draft order regarding streets and sidewalks for use during the pandemic. City staff has been working on this to provide greater options for businesses to assist with the impact of social distancing on occupancy limitations of brick and mortar establishments.

In addition, we are proposing to close a number of streets to achieve this objective, permit dining in parklets on city streets that cannot be closed, expansion of dining into adjacent parking lots as well.

We will have a summation memo that we hope to finalize later today that I will forward.

We will be posting the final drafts on Tuesday in advance of the Economic Development Committee meeting on Thursday at 4:00 pm. I realize this is a quick timeline, but we are dealing with many unanticipated events due to the global pandemic. If possible, please send any feedback by COB on Monday.

Jon

--

Jon P. Jennings
City Manager
City of Portland
389 Congress Street
Portland, ME 04101
(207) 874-8689 Office
(207) 874-8669 Fax
jpj@portlandmaine.gov

www.portlandmaine.gov

Notice: Under Maine law, documents - including e-mails - in the possession of public officials or city employees about government business may be classified as public records. There are very few exceptions. As a result, please be advised that what is written in an e-mail could be released to the public and/or the media if requested.

--

Jon P. Jennings
City Manager
City of Portland
389 Congress Street
Portland, ME 04101
(207) 874-8689 Office
(207) 874-8669 Fax
jpj@portlandmaine.gov
www.portlandmaine.gov



PRCC Outdoor dining-retail.docx

49K



To: City of Portland, City Manager Jon Jennings
From: Portland Regional Chamber of Commerce
Re: City of Portland Draft Protocols for Reopening Retail and Restaurants
Date: May 11, 2020

Please accept the following feedback from the Portland Regional Chamber of Commerce on the City's Draft Protocols for Reopening Retail and Restaurants relating to traffic, outdoor dining and retail service, and parking in City streets. We are extremely grateful for the City's quick action to create expanded outdoor dining and retail opportunities to help businesses managing current restrictions due to COVID-19. The Portland Regional Chamber stands ready to help with the implementation of these changes in any way we can.

Permit process and fees

Will there be any fees associated with a Temporary Extension of Premise/Temporary Outdoor Dining Permits associated with this Order?

We encourage the City to develop a plan for outlining a clear, step-by-step application process and streamlining the approval process for the Temporary Extension of Premise/Temporary Outdoor Dining Permits. Ideally directions can be provided to interested businesses before applications are made available so businesses will know what they need to submit a permit application and to help prevent an influx of questions to the city.

Is there a way for the City to allow tents and other temporary measures without businesses having to go through the entire building permitting process, while giving the City Manager enforcement authority to order the removal of tents which threaten public safety (i.e. not anchored, blowing in the wind, etc.)?

Street Closures and associated matters

Would the City consider also closing a portion of Federal Street – similar to what was done in the summer of 2015?

How will the City address noise complaints, assuming these complaints might arise due to increased outdoor activity? And would the City consider utilizing the guidelines around noise used for past events such as the Old Port Festival and others?

Parking Lots

The text of the order mentions the use of “privately owned parking lots,” – will the City consider opening city-owned lots for expanded outdoor dining, food trucks, retail, or other activities?

Currently, breweries/wineries/distilleries are not allowed to permit consumption in their parking lots. Could this be changed?

Other

Is there a possibility for the State to delegate authority directly to the City to authorize the expansion of alcohol sales and to authorize licenses to allow sales upon City approval rather than waiting for action from State authorities?

In relation to venues who host events, live music, theater performances, etc, we encourage the City to think creatively and work with this industry as the use of outdoor space is expanded (i.e. outdoor concerts, outdoor art shows, etc)



Dena Libner <dlibner@portlandmaine.gov>

Fwd: DRAFT Reopening Protocols for Retail and Restaurants

Jon Jennings <jpj@portlandmaine.gov>
To: Dena Libner <dlibner@portlandmaine.gov>

Sun, May 10, 2020 at 2:04 PM

----- Forwarded message -----

From: **Casey Gilbert** <casey@portlandmaine.com>

Date: Sun, May 10, 2020 at 1:44 PM

Subject: Re: DRAFT Reopening Protocols for Retail and Restaurants

To: Jon Jennings <jpj@portlandmaine.gov>

CC: Quincy Hentzel <qhentzel@portlandregion.com>, Steve Hewins <Steve@hospitalitymaine.com>, Lynn Tillotson <ltillotson@visitportland.com>

Jon,

Thank you for sharing the attached documents. Many cities are enacting similar emergency orders in an effort to support the local business community. I commend you and city staff for pulling this together so quickly.

My initial thoughts are:

- Emphasizing that this is a pilot and that it may be adjusted along the way based on feedback, data gathered, etc would be important in the initial messaging.
- For those brick + mortar retailers who are not in the street closure area, but have ample sidewalk to display items (ie. LeRoux on Commercial Street for example or Material Objects on Congress Street), will they also be allowed to apply for the sidewalk sale permit? Making it expressly clear that the order extends to those with enough sidewalk space might also help avoid some additional pushback from those businesses who may see this as an 'unfair advantage' for those who are situated along streets with the temporary closures. I recognize that you won't be able to make everyone happy.
- Emphasizing that, per the Governor's orders, masks must be worn in these areas whether waiting in line, recreating, or just passing through.
- Emphasizing that in both the indoor and outdoor areas, businesses will need to comply with the State's measures for social distancing. (ie. if it is 25% occupancy inside, then it should also be 25% in the outdoor areas as well).
- Encouraging businesses to display signage about rules/regulations and to communicate to customers that they are following CDC and State guidelines for sanitization. On the IDA webinars I've been attending, I'm hearing that consumer confidence is key to having customers return. So, anything businesses can do to let their customers know that they are following safety guidelines is helpful to them and to the business community as a whole.

Questions:

- Will application and permit fees be waived?
- Are there established penalties for those who set-up in the public way without first applying for a permit?
- Would a representative from the City of Portland be willing to do a webinar or attend a Zoom meeting as a panelist for businesses who might have questions about the order once it is enacted?
- How else can Portland Downtown help? Please let me know, as I am ready to assist in any way I can.

I hope these initial thoughts and questions are helpful.

-Casey

On Sat, May 9, 2020 at 10:36 AM Jon Jennings <jpj@portlandmaine.gov> wrote:

Good Morning,



Dena Libner <dlibner@portlandmaine.gov>

Fwd: DRAFT Reopening Protocols for Retail and Restaurants

Jon Jennings <jpj@portlandmaine.gov>
To: Dena Libner <dlibner@portlandmaine.gov>

Mon, May 11, 2020 at 6:45 AM

FYI—

----- Forwarded message -----

From: **Lynn Tillotson** <ltillotson@visitportland.com>

Date: Mon, May 11, 2020 at 6:17 AM

Subject: RE: DRAFT Reopening Protocols for Retail and Restaurants

To: Jon Jennings <jpj@portlandmaine.gov>, Quincy Hentzel <qhentzel@portlandregion.com>, Steve Hewins <Steve@hospitalitymaine.com>, Casey Gilbert <casey@portlandmaine.com>

Good morning,

Thank you for including me in the conversation. I like that this plan helps us come back as a premier culinary destination.

Some thoughts:

- Is there a map laid out of all the restaurants so we can see who this won't benefit? It will allow us to be able to help soften the blow with those that we have relationships with.
- Has there been discussion extends to public spaces like monument square, Tommy's park and others as well, not just streets?
- One thing I can think of that might come up is outdoor food preparation which is currently prohibited in the city outdoor dining rules. While I think that offering the outdoor seating to people will give a number of restaurants a fighting chance to do some much needed business, however, it may be extremely hard to serve the people from inside their inside space. So many Portland restaurants have very small kitchens and social distancing in the work place will be very difficult for many and impossible for others. If the city would allow outdoor food preparation associated with the outdoor seating, that might make the otherwise impossible service possible.
- A lot of vendors drive daily to New York and Boston. What is the probability that this will still be able to happen and how much control do the owners have of ensuring those delivery folks wear the mandated face coverings?
- I had a restaurant owner tell me that he was unsure if he could open because many of his workers were still afraid to come to work. He's very pro-worker so he's considering not opening right away. His comment to me was "When owners start threatening workers with reporting them to unemployment, if they say they are afraid to come back to work, we will have a PR nightmare on our hands for the whole city. It could really harm the reputation of the really close knit Portland food scene."
- It's probably also worth remembering that we are not going to have the visitation and the car/foot traffic that our city usually experiences. Visitation was already expected to be 50% less than last year and now with the Governor's 14-quarantine rule for July & August there have been a significant amount of cancellations happening across the state. We may be lucky if hotels are sitting at

20% occupancy this summer.

· I also like Casey's idea of having a city official be on a zoom meeting for businesses to ask questions. It brings a sense of ease to businesses. There are always more questions than there is time to answer so it would be good if we could gather those and publically put the Q&A somewhere to eliminate the same questions over and over again. I'm currently having issues with this not happening on the hotel side with the state so we have weekly zoom meetings and they are now ineffective because people are asking the same questions - so nothing is getting answered at this time and there is a huge amount of frustration.

Thank you again and I hope this helps, let me know what else I can do. I'm willing to help with anything, we all have to do this together as a community.

Lynn

From: Jon Jennings [mailto:jpj@portlandmaine.gov]

Sent: Saturday, May 9, 2020 10:35 AM

To: Quincy Hentzel; Steve Hewins; Casey Gilbert; Lynn Tillotson

Subject: DRAFT Reopening Protocols for Retail and Restaurants

Good Morning,

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Jon



Lori Paulette <ljn@portlandmaine.gov>

Fwd: Questions/Comments for Economic Development Committee Meeting

Jon Jennings <jpj@portlandmaine.gov>

Wed, May 13, 2020 at 12:31 PM

To: Dena Libner <dlibner@portlandmaine.gov>, Greg Mitchell <gmitchell@portlandmaine.gov>, Lori Paulette <ljn@portlandmaine.gov>

----- Forwarded message -----

From: **April Fournier** <aprilf207@gmail.com>

Date: Wed, May 13, 2020 at 11:17 AM

Subject: Questions/Comments for Economic Development Committee Meeting

To: Justin Costa <jcosta@portlandmaine.gov>, Tae Chong <tchong@portlandmaine.gov>, <nmm@portlandmaine.gov>, <sthibodeau@portlandmaine.gov>, Greg Mitchell <gmitchell@portlandmaine.gov>

Cc: Kate Snyder <ksnyder@portlandmaine.gov>, Jon Jennings <jpj@portlandmaine.gov>

Good Wednesday to you! I hope this finds you healthy! I'm very excited about the new proposed plan for extending outdoor seating to help our Portland small businesses reopen and bring money back in! With the increased amount of time for work I need to be online and also support the kiddos I'm not sure I can make the meeting so I wanted to forward some questions, concerns and comments that I had and others have shared with me. I encouraged them to also attend the meetings and bring up on their own as well.

So questions I have:

- -parking is already an issue downtown (in the press release "city officials" say adequate parking available, I disagree), what sort of support or ideas are coming up around using Metro to bring people in town for dining while not encroaching on physical distance if they are using Metro?
- -thinking about those who work in town and would need to move vehicles to accommodate, what's the possibility to give more of an incentive off-peninsula parking and again using Metro?
- -what does enforcement/compliance from a non-police perspective look like? It's nice to dine in open air but wouldn't want to do that surrounded by officers.
- A community member "with open-air dining, this still means that people are able to eat inside the restaurant right?"
- A community member "who's responsible for cleanup. Are restaurants going to be cleaning the streets, or the city? Because if every restaurant in Portland starts doing outdoor seating, it's going to get messy fast."
- Another community member-"How will they establish and maintain a climate of safety? The incidents and episodes nation wide of employees being bullied and even physically harmed by irate, non-compliant and unruly customers is alarming."
- One community member states-"It will only help a very small portion of the businesses and it sounds like it might cost them too. I know the city has lost a lot of revenue but if restaurants have to buy the permits is it really helping the biz?"
- And finally from someone outside of Portland who has their own small business and travels in town "I worry to that if they close down the streets then we won't be able to go in and get takeout. I know personally I wouldn't dine out in public right now even if they did open up dining on the streets. It sure would keep us from getting takeout as well if we can't get into town"
- What does this look like as weather gets increasingly warmer and more people head into Portland from a tourist perspective?

Thank you so much for thinking outside of the box and coming up with creative solutions to help small businesses try and reopen safely. Looking forward to additional information as we reopen our city.

Best,
April Fournier
Washington Ave
207-332-6764

--

Jon P. Jennings
City Manager
[City of Portland](#)
[389 Congress Street](#)
[Portland, ME 04101](#)
(207) 874-8689 Office
(207) 874-8669 Fax
jpj@portlandmaine.gov
www.portlandmaine.gov



Lori Paulette <ljn@portlandmaine.gov>

Fwd: Street closings suggestion and Feedback

Dena Libner <dlibner@portlandmaine.gov>

Thu, May 14, 2020 at 8:34 AM

To: Lori Paulette <ljn@portlandmaine.gov>, Nancy English <nle@portlandmaine.gov>

Feedback

Sent from my iPhone

Begin forwarded message:

From: Jon Jennings <jpj@portlandmaine.gov>**Date:** May 14, 2020 at 8:28:31 AM EDT**To:** Dena Libner <dlibner@portlandmaine.gov>, John Peverada <jbp@portlandmaine.gov>, Jessica Hanscombe <jhanscombe@portlandmaine.gov>**Subject:** Fwd: Street closings suggestion and Feedback

----- Forwarded message -----

From: Ellen K <ellen@dobrateame.com>**Date:** Tue, May 12, 2020 at 8:25 PM**Subject:** Street closings suggestion and Feedback**To:** <jpj@portlandmaine.gov>

Hi Jon,

I've reviewed the proposal for street closures. I'm not sure if you are the person to send responses and ideas to. Let me know if there is another method for accepting feedback.

I own the teahouse on 89 Upper Exchange St.

Though we would love to serve customers at tables outside, I don't see the need to close the entire street for most of the business day. Also, on cloudy or rainy days, this would not be useful to our customers or us.

I am writing to suggest different options:

That the closure start later in the day - 3 or 4PM into the evening. That way retail business customers which are open usually only during the day, be allowed quick access to parking during that time, and restaurants, most of which don't open until later in the afternoon, would have the street open to them when they are actually open.

If that might be a problem in clearing the streets of cars midday, perhaps considering a closure Fri - Sun? Another option, maybe allowing the restaurants with space in front of their business to set up parklets without further permitting expense to the business if they already have an outdoor dining/sidewalk permit for outdoor tables/chairs, as we do. I understand the city is looking for a way to maintain the requirements of Social Distancing in re: restaurants.

I'm trying to come up with an option that makes both restaurants and retailers happy, as I've heard from a couple of retail shops that full day closure doesn't work for them.

Thanks for reading.

Ellen Kanner

Portland Buy Local Board Member & Owner, Dobra Tea

--

Jon P. Jennings
City Manager
[City of Portland](#)
[389 Congress Street](#)
[Portland, ME 04101](#)
(207) 874-8689 Office
(207) 874-8669 Fax
jpj@portlandmaine.gov
www.portlandmaine.gov



Lori Paulette <ljn@portlandmaine.gov>

Fwd: Support for Certain Street Closings Order from Exchange St businesses

Dena Libner <dlibner@portlandmaine.gov>

Wed, May 13, 2020 at 5:05 PM

To: Lori Paulette <ljn@portlandmaine.gov>, Nancy English <nle@portlandmaine.gov>

Additional background material below

Dena Libner
Assistant to the City Manager for Constituent Services
Executive Department
389 Congress Street
Portland, ME 04101
E: dlibner@portlandmaine.gov

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From: **Jon Jennings** <jjj@portlandmaine.gov>
Date: Wed, May 13, 2020 at 4:38 PM
Subject: Fwd: Support for Certain Street Closings Order from Exchange St businesses
To: Dena Libner <dlibner@portlandmaine.gov>

----- Forwarded message -----

From: **Jesse Thompson** <jesse@kaplanthompson.com>
Date: Wed, May 13, 2020 at 4:30 PM
Subject: Support for Certain Street Closings Order from Exchange St businesses
To: Phil Kaplan <phil@kaplanthompson.com>
Cc: <ksnyder@portlandmaine.gov>, Belinda Ray <bsr@portlandmaine.gov>, Spencer Thibodeau <sthibodeau@portlandmaine.gov>, <tchong@portlandmaine.gov>, Justin Costa <jcosta@portlandmaine.gov>, Kim Cook <kcook@portlandmaine.gov>, Jill Duson <jduson@portlandmaine.gov>, <nmm@portlandmaine.gov>, <pali@portlandmaine.gov>, <jjj@portlandmaine.gov>, Adrienne Stauffer <adrienne@kaplanthompson.com>

City Councilors,

We operate two businesses on the second floor of [102 Exchange Street](#) that employs 16 people, just a block below City hall. We are writing in **full support** of the proposed pilot street closure of Exchange Street.

Our neighbors downstairs are primarily restaurants whose businesses have been devastated by the pandemic while our upstairs office businesses are all safely working from home and not at risk. Anything we can do to support our business neighbors' economic survival should be tested as soon as possible.

We are not concerned at all about losing car access to Exchange Street for the future (even beyond the summer) if it means we walk one extra block to our office (once it re-opens) and this could allow these businesses to thrive again.

Thank you for your support of this concept,

Jesse Thompson

PRINCIPAL, AIA, LEED AP, CPHC

Maine Licensed Architect

Kaplan Thompson Architects

[102 Exchange Street, Portland, ME 04101](#)

office: (207) 842-2888 x202

direct: (207) 536-4672

cell: (207) 210-8253

kaplanthompson.com

--

Jon P. Jennings

City Manager

[City of Portland](#)

[389 Congress Street](#)

[Portland, ME 04101](#)

(207) 874-8689 Office

(207) 874-8669 Fax

jpj@portlandmaine.gov

www.portlandmaine.gov



Lori Paulette <ljn@portlandmaine.gov>

Fwd: Street Closures for the Old Port Re-Opening

Dena Libner <dlibner@portlandmaine.gov>

Thu, May 14, 2020 at 8:25 AM

To: Lori Paulette <ljn@portlandmaine.gov>, Nancy English <nle@portlandmaine.gov>

Feedback

Sent from my iPhone

Begin forwarded message:

From: Jon Jennings <jpj@portlandmaine.gov>**Date:** May 14, 2020 at 8:22:32 AM EDT**To:** Dena Libner <dlibner@portlandmaine.gov>, John Peverada <jbp@portlandmaine.gov>, Jessica Hanscombe <jhanscombe@portlandmaine.gov>**Subject:** Fwd: Street Closures for the Old Port Re-Opening

----- Forwarded message -----

From: Swiss Time - Info <info@myswisstime.com>**Date:** Wed, May 13, 2020 at 11:21 PM**Subject:** Street Closures for the Old Port Re-Opening**To:** <ksnyder@portlandmaine.gov>, <jpj@portlandmaine.gov>**Cc:** <bsr@portlandmaine.gov>, <sthibodeau@portlandmaine.gov>, <tchong@portlandmaine.gov>, <jcosta@portlandmaine.gov>, <kcook@portlandmaine.gov>, <pali@portlandmaine.gov>, <nmm@portlandmaine.gov>, <jduson@portlandmaine.gov>, <hbrown@portlandmaine.gov>, <chager@portlandmaine.gov>, <jbp@portlandmaine.gov>, <jill@myswisstime.com>

Greetings:

We are the owners of Swiss Time located at 86 Exchange Street. We are a family owned and operated business and have had the pleasure of being in business in the City of Portland for over 40 years. "We've been doin' time in Portland since 1977." We would like to take the time to reach out to you regarding our thoughts for your proposed street closings running through November.

General Concerns:

We are curious to learn whom the city included from the large population of independent retailers and business owners in the Old Port who assisted with this proposal. In our opinion as a small retail business struggling through this COVID-19 pandemic this proposed street closure is to only assist the restaurant industry. You are allowing reduced permitting fees to no permitting fees for restaurants; however, have made no adjustment for retailers. We are in extremely challenging times and it seems that your opinion is that we as retailers can simply bring our merchandise onto the street and pay a fee and can continue to operate as we had.

From our standpoint that is a completely unrealistic expectation. It takes far more manpower to oversee valuable merchandise on the street than in locked showcases in our store. It seems to be setting up retailers for the potential disaster of theft. We have moved our entire inventory online and feel that is the safest way to merchandise our products during the current situation.

When we do finally open our door we will be doing so as safely as possible for our customers and our staff, but if we have to be outside we fear our customers will not choose to be safe for us. There will be no way

for us to ensure that our customers wear masks; which is a huge fear for us. As of May 12th we have begun to open for curbside pick up and drop off services only. We have limited our hours (Tuesday, Thursday, and Saturday 10am to 3pm) and are able to operate with a reduced staff as no one is allowed in our store; however, if you choose to close our street we will not be able to operate as such and it will almost force us to open faster than we feel safe and will put our staff and our families at risk with so many people milling around waiting for tables. This does not seem safe to us.

From what we have read you are proposing to allow deliveries only before 10am however, we do not even open until 10am as do many other retailers on this street, this will create an additional hardship on us to coordinate with deliveries; which are absolutely necessary when it comes to operating a business.

Additionally, we pay to park in a private parking lot behind our building at [86 Exchange Street](#). The only access to this parking is off Exchange Street how will we, and the other people who pay to park there, access this lot if you close our street?

How do you expect any of our customers to find appropriate parking; the lot owned by the City next to us is always full. Our customers will have to pay for 1 hour of parking to run a 10-minute errand. That will drive our customers away they will choose to wait to come in until after November and we cannot afford for that to happen.

Specific Concerns:

1. How will the street be shared for outside tables and retailers what will the boundaries look like for those who choose to participate in this?
2. Are you allowing tables in the street or sidewalks only?
3. How do you plan to keep the appropriate 6 foot distancing for the actual staff who have to either wait on these tables for diners or work the tables set up for merchants?
4. How will you ensure that a retailer who chooses not to participate will not have their storefront blocked by another merchant or by people waiting for access to seating?
5. Will food waste remain out on tables for long periods of time after a customer has finished eating and left? This could be dangerous not only from the germs left on the food scrapes but for the cleanliness of the street from the plethora of sea gulls; which will ravage the tables and diners alike.
6. Will music be allowed to be played on the street? If so how will you limit volume and noise?
7. What is the outdoor alcohol policy?
8. Where are you expecting all these people to park if you take away the already limited parking available in the Old Port?
9. Why is this running 24 hours a day through November and not being looked at with specific hours or even on a weekly or monthly basis? This is a huge commitment you are making for us and allowing us no choice or say in this matter.

We are already struggling and at the brink of permanent closure from the COVID-19 pandemic. We have been closed since March 18th shortly thereafter you removed our ability to ship to our customers for at least a month. That City mandate completely dismissed any chance of a potential income during that period. We want to stay in Portland for 40 years to come but please keep us in your hearts. Please look over what you are doing. Please speak to any retailer who has been in business for more than 10 years in the Old Port. Please not just vote on this without doing your research. We beg you to re-think the way you are approaching this.

We agree something new and different should be done to assist all the businesses, as we are all struggling, but there has to be other options other than closing our streets. Portland is not just made of up restaurants, you have retailers too, please don't forget about us. We understand you have a lot to consider on this proposal please take your time to appropriately weigh what this street closure will do to everyone involved.

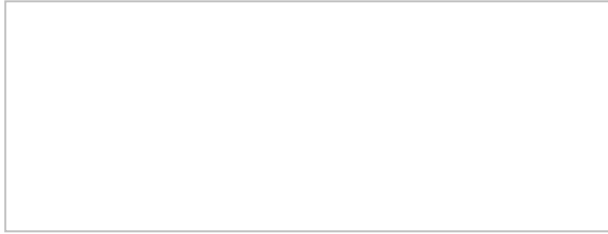
We look forward to your reply on the above-mentioned concerns and questions.

5/14/2020

City of Portland Mail - Fwd: Street Closures for the Old Port Re-Opening

Thank you for your time and consideration. Stay safe and healthy.

Jill, Stephany, and Kristopher Guyot



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Jon P. Jennings
City Manager
[City of Portland](#)
[389 Congress Street](#)
[Portland, ME 04101](#)
(207) 874-8689 Office
(207) 874-8669 Fax
jpj@portlandmaine.gov
www.portlandmaine.gov



Lori Paulette <ljn@portlandmaine.gov>

Fwd: closing streets in old port

Dena Libner <dlibner@portlandmaine.gov>

Thu, May 14, 2020 at 9:07 AM

To: Nancy English <nle@portlandmaine.gov>, Lori Paulette <ljn@portlandmaine.gov>

Feedback

Dena Libner
Assistant to the City Manager for Constituent Services
Executive Department
389 Congress Street
Portland, ME 04101
E: dlibner@portlandmaine.gov

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From: **Jon Jennings** <jjj@portlandmaine.gov>

Date: Wed, May 13, 2020 at 12:51 PM

Subject: Fwd: closing streets in old port

To: Dena Libner <dlibner@portlandmaine.gov>, Jessica Grondin <jgrondin@portlandmaine.gov>

----- Forwarded message -----

From: **Don Burke** <donblcpc@gmail.com>

Date: Wed, May 13, 2020 at 8:38 AM

Subject: closing streets in old port

To: <jjj@portlandmaine.gov>

I appreciate you are trying to help some businesses by doing this, but i am sure you know that the statement that there is plenty of parking in the old port is not accurate. Especially if you were to add the word affordable parking. Anyone who has looked for a parking space in the summer or really any season knows this is not true. Garages are very expensive and often full. This will be a nightmare for any of us who depend on people being able to find accessible parking where they can get in and get out with minimal hassle. There are large numbers of professional offices that really need this type of availability and even some of the stores that you are trying to assist count on this type of parking resources that you will be gutting. Losing any of theses spaces will cause great hardship on many of us and our clients.

I guess you do what you have to do but in doing it you will force many of us out the city we have worked in for many years.

Don Burke LCPC, LADC, CCS
[57 Exchange Street Portland, Maine 04101](#)
[Suite 402](#)
207 370 5148

--

Jon P. Jennings
City Manager
[City of Portland](#)
[389 Congress Street](#)

5/14/2020

City of Portland Mail - Fwd: closing streets in old port

Portland, ME 04101
(207) 874-8689 Office
(207) 874-8669 Fax
jpj@portlandmaine.gov
www.portlandmaine.gov



Lori Paulette <ljn@portlandmaine.gov>

Fwd: Closing city streets

Dena Libner <dlibner@portlandmaine.gov>

Thu, May 14, 2020 at 9:40 AM

To: Lori Paulette <ljn@portlandmaine.gov>, Nancy English <nle@portlandmaine.gov>

Feedback

----- Forwarded message -----

From: **Laurie Latham** <laurielatham@aol.com>

Date: Tue, May 12, 2020 at 6:06 PM

Subject: Closing city streets

To: <jpj@portlandmaine.gov>

I just saw in the paper you are planning on closing some city streets for the restaurants. It mentions Exchange from Federal st to Fore....how are we supposed to access the temple street parking garage. We monthly parkers need access on weekends And before they open in the morning to go to work and the only access would be exchange st. We pay \$170 a month for 24/7 access. Sorry for the restaurant's but they are not the only people trying to make a living during these times. I have lived and worked in Portland For the last 40 years And have for the last 40 years paid my fare share of taxes. Please rethink this

Thank you
Laurie Latham
[118 Colonial Rd](#)

Sent from my iPad

--

Jon P. Jennings
City Manager
[City of Portland](#)
[389 Congress Street](#)
[Portland, ME 04101](#)
(207) 874-8689 Office
(207) 874-8669 Fax
jpj@portlandmaine.gov
www.portlandmaine.gov



Lori Paulette <ljn@portlandmaine.gov>

Fwd: Proposed Strategy and Guidelines for Restaurant and Retail Reopening Assistance

Dena Libner <dlibner@portlandmaine.gov>

Thu, May 14, 2020 at 9:26 AM

To: Nancy English <nle@portlandmaine.gov>, Lori Paulette <ljn@portlandmaine.gov>

Feedback

----- Forwarded message -----

From: **Ann Marie Malone** <riemalone@gmail.com>

Date: Wed, May 13, 2020 at 12:20 PM

Subject: Proposed Strategy and Guidelines for Restaurant and Retail Reopening Assistance

To: <ksnyder@portlandmaine.gov>, <sthibodeau@portlandmaine.gov>, <tchong@portlandmaine.gov>, <jcosta@portlandmaine.gov>, <nmm@portlandmaine.gov>

Good morning,

I am the owner of [39-47 Middle St](#) and 59 Middle St and the parking lot in between the two buildings. My tenants include 3 restaurants, 5 other businesses and 4 residential apartments. As a result of Covid 19, my tenants have struggled, particularly the restaurants who were unable to pay rent in April and some of whom have paid partial rent for May. Who knows what the future will bring. We have done our best to work out financial arrangements with these business in order to support their continued operation. The situation is quite tenuous for all involved, as you can imagine. The economic hardship for me, the landlord, and my tenants, the restaurant owners in particular, is concerning.

With that in mind, I would like to state my support for the proposed strategy to close certain streets in the city to support outdoor dining and retail service. I support efforts to assist our fellow citizens who are so profoundly affected by the Covid 19 crisis. There are a few operational considerations that I feel must be carefully considered in order to provide benefit rather than additional economic burden.

We are in the middle of 3 expensive renovations to these buildings, including renovation of an apartment, a retail space and adding a sprinkler system to the building that includes the combination of restaurants and residential spaces. Construction vehicles that are involved in these renovations need temporary access to the parking lot between the two buildings, at least between certain hours. Tenants who live in the building and businesses who operate there have parking spaces that they are entitled to by virtue of a lease and would need at least limited access to these spaces. Restaurant delivery trucks and dumpster service vehicles would also need some sort of access to the property. I appreciate the innovative action to support local business. Please allow for a certain amount of flexibility so this proposal does not cause additional hardship to folks who are already struggling to make the best of a bad situation.

Respectfully,

Ann Marie Malone

Ann Marie Malone
[30 Highland Street](#)
[Portland, ME 04103](#)
207.415.1020
riemalone@gmail.com



Lori Paulette <ljn@portlandmaine.gov>

Fwd: FW: Cotton Street Closure

Dena Libner <dlibner@portlandmaine.gov>

Thu, May 14, 2020 at 9:37 AM

To: Nancy English <nle@portlandmaine.gov>, Lori Paulette <ljn@portlandmaine.gov>

Feedback

Dena Libner
Assistant to the City Manager for Constituent Services
Executive Department
389 Congress Street
Portland, ME 04101
E: dlibner@portlandmaine.gov

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From: **Jon Jennings** <jjp@portlandmaine.gov>

Date: Wed, May 13, 2020 at 2:01 PM

Subject: Fwd: FW: Cotton Street Closure

To: Dena Libner <dlibner@portlandmaine.gov>, John Peverada <jbp@portlandmaine.gov>, Jessica Hanscombe <jhanscombe@portlandmaine.gov>

----- Forwarded message -----

From: **Lamson, Catherine** <clamson@memic.com>

Date: Wed, May 13, 2020 at 11:07 AM

Subject: FW: Cotton Street Closure

To: jjp@portlandmaine.gov <jjp@portlandmaine.gov>

Dear Jon:

First let me say that I have followed you for some time and want to thank you for your service to Portland. Your leadership has been beneficial for not only the citizens of Portland but the business community as well.

I note that Cotton Street is on the list of streets that could be closed for retail and restaurant openings in the near term and although I support the initiative, I have serious concerns with the complete closure of Cotton Street.

Casco View Holdings III, LLC is the owner of the only buildings on Cotton Street. The parking associated with these buildings has its access on Cotton Street. The only parking gate for access and egress to the parking lot that supports the 2 Cotton Street office building and the Rivalries restaurant building is on Cotton Street. With the street closed, the tenants would not have access to the parking lot. (The upper parking lot is completely separate from the lower lot and has it's access on Center Street.)

The complete closure of Cotton Street will be a hardship on the Casco View Holdings III, LLC tenants in those Cotton Street Offices and restaurants. We would respectfully request this be reviewed for adjustment to allow access to the parking lot.

Catherine F. Lamson, SPHR, SHRM-SCP, WCP®
Senior Vice President
Chief Administrative Officer

The MEMIC Group
(207)791-3304

clamson@memic.com



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Jon P. Jennings
City Manager
[City of Portland](#)
[389 Congress Street](#)
[Portland, ME 04101](#)
(207) 874-8689 Office
(207) 874-8669 Fax
jpj@portlandmaine.gov
www.portlandmaine.gov



Lori Paulette <ljn@portlandmaine.gov>

Fwd: Re-opening the Old Port

Dena Libner <dlibner@portlandmaine.gov>

Thu, May 14, 2020 at 9:38 AM

To: Nancy English <nle@portlandmaine.gov>, Lori Paulette <ljn@portlandmaine.gov>

Feedback

----- Forwarded message -----

From: **Astrid Vigeland** <amvfolly@aol.com>

Date: Wed, May 13, 2020 at 3:41 PM

Subject: Re: Re-opening the Old Port

To: Kate Snyder <ksnyder@portlandmaine.gov>, <jpj@portlandmaine.gov>

On May 13, 2020, at 3:40 PM, Astrid Vigeland <amvfolly@aol.com> wrote:

Re: Old Port Street Closings

To Whom It may Concern:

I am the owner of **folly 101** a shop at [101 Exchange Street](#) which has been in business for the past 18 years - I will be addressing my thoughts for this particular block given the recently published proposed street closings June - November.

Below are some of these concerns and questions as this potential decision could have a hugely negative impact on my ability to operate my shop.

General:

- Can you provide the details of who the city included from the large population of independent retailers and business owners in the Old Port to contribute thoughts and concerns to help determine this proposal? This plan seems far more suitable to restaurants than the retailers and given the need for distancing it doesn't seem to add up that outdoor seating will accommodate a substantial addition of patrons. We are in challenging economic times and while you have suggested that retailers can simply bring their wares outside to increase sales potential, from my viewpoint, it is not feasible. I will be staffing my shop at a minimum, as I have no idea what business will look like and I am in need of recouping the lost revenue from the past 2 -3 months. Having merchandise out on the street would require an additional 2 employees to monitor goods and wait on customers—this is not possible. Also, as patrons will be eating and drinking and will not be wearing face masks, that could jeopardize any employees stationed out on the street who would be at high risk of exposure to this. This approach also negates the possibility for retailers relying on curbside pick up. And, in the big picture, the overall ambience of the unique and distinguished Old Port area seems at risk.

Specific Concerns:

- As there are 8 restaurants on upper Exchange Street, how exactly will you limit outside table boundaries? What is the distance these need to be from each other? Will they be on sidewalks; in the middle of the street? Will there be benches to sit on? Can anyone choose to sit there, similar to a public park? Are you looking at the aggregate total of potential customers?

- Where do customers wait to be seated; How do other shop keepers insure that their street frontage is kept free and clear; What happens if there are long waiting lines at restaurants - who is monitoring these lines? My store will not be able to accommodate people "killing time" before their table is ready as we have in the past.

- How will trash be addressed? If tables need to be bussed in a timely fashion, will there be food and dishes left out on tables?
- Will tables and chairs be put away every evening? If not, who's to prevent someone from tossing one through a store window at night?
- How will deliveries be handled? Not only UPS and FEDEX but all the food, beverage, uniform suppliers?
- How will public safety vehicles be accommodated in an emergency?
- Do the restaurants have the right to play music on Exchange Street?
- Who's policing this overall?
- What is the outdoor alcohol policy?
- Parking is a huge issue! Even when we have on-street meter parking it is a challenge. I wonder now how many people will realistically go in the garages - the city owned garage across the street is often full and now with the Exchange Street entrance and exit no longer available I would imagine the wait on Temple Street will be fairly long. We also have customers who are elderly or have special needs and being near the entrance was helpful - this presents a whole host of difficulties.
- Why this is extended until November?

Safety Protocols and CDC Guidelines:

- Our number one concern is going to be the safety and well being of staff and customers - we are still in the most unknown part of this virus and we are in some ways making ourselves quite vulnerable. What guidelines are being mandated to ensure our safety? Are masks and gloves required for both staff and patrons in all businesses by law? How many people can be permitted in a retail space to ensure proper distancing? How do we enforce if people don't comply?

I think it's important to consider all sides of the economic engine of the Old Port - as a longtime contributor to the Portland business scene, I don't feel that my voice, and others like it, are being recognized.

While re-opening is vital, and I appreciate all you have to consider going forward, my shop will be doing so under very compromised conditions --- Portland merchants need your all-in support of our plight!

Thank you for your attention and consideration, I look forward to hearing your detailed response.

Sincerely,
Astrid Vigeland
owner, folly 101



Lori Paulette <ljn@portlandmaine.gov>

Fwd: Portland Street Closures and Outdoor Dining Business Licensing

Dena Libner <dlibner@portlandmaine.gov>

Thu, May 14, 2020 at 9:39 AM

To: Nancy English <nle@portlandmaine.gov>, Lori Paulette <ljn@portlandmaine.gov>

Feedback

----- Forwarded message -----

From: **Old Port Sea Grill** <oldportseagrill@gmail.com>

Date: Wed, May 13, 2020 at 3:23 PM

Subject: Portland Street Closures and Outdoor Dining Business Licensing

To: <jhanscombe@portlandmaine.gov>

Dear Ms. Hanscombe -

I read this morning in the Portland Press Herald that the Economic Development Committee is considering a proposal to temporarily close several streets in the Old Port to allow for more outdoor dining and retail space.

I am requesting that Custom House Road also be added to the list of streets currently under consideration by the committee.

Our business, the Old Port Sea Grill and Raw Bar, is located at [93 Commercial Street](#), on the corner of Commercial Street and Custom House Road. We have taken a devastating financial hit, as I am sure you are aware, due to the COVID-19 business shutdown.

Currently, our restaurant capacity indoors is 110 people. With the new state guidelines for reopening, we will have to reduce our capacity to 50 people, which is a loss of over 50% potential revenue for our business during the busiest time of the year. With this reduction of revenue, we are fearful that we may not be able to financially survive. We are a reputable establishment that has been a well-known staple for locals and tourists alike in the Old Port for 18 years. It would be a shame if our restaurant became another casualty of the COVID crisis.

If Custom House Road were closed through the summer months, that would afford us the opportunity to expand our outdoor dining, and I promise you, that we would turn this area into a spectacular and aesthetically pleasing space while still providing enough social distancing space for our guests.

I understand that one concern might be the loss of the 1 or 2 parking spaces reserved for federal employees of the Custom House Building. Our proposed solution is to either move these parking spaces around the corner to Commercial Street, or to just close one side of Custom House Road so that those parking spaces do not have to be moved at all.

This could be a game-changer for us, and it could save our business and the livelihood of our hard-working employees. Your advice on how I should proceed with this request is much appreciated.

Best Regards,
Justin C. St. Louis
General Manager

--

Old Port Sea Grill and raw bar

[93 Commercial St.](#)[Portland, ME 04101](#)

(207)879-6100

oldportseagrill@gmail.com



Lori Paulette <ljn@portlandmaine.gov>

Fwd: Street Closures

Dena Libner <dlibner@portlandmaine.gov>

Thu, May 14, 2020 at 11:26 AM

To: Lori Paulette <ljn@portlandmaine.gov>, Nancy English <nle@portlandmaine.gov>

Feedback

----- Forwarded message -----

From: **'Sal Scaglione' via City Manager** <citymanager@portlandmaine.gov>

Date: Thu, May 14, 2020 at 11:07 AM

Subject: Fwd: Street Closures

To: <citymanager@portlandmaine.gov>

Sent from my iPad

Begin forwarded message:

From: Sal Scaglione <guyincharge@ymail.com>**Date:** May 14, 2020 at 10:38:09 AM EDT**To:** adam@portlandmaine.com**Subject:** Street Closures

Hello,

We are VEHEMENTLY opposed to street closures. Only a few would possibly benefit from it at the expense of everyone else. It is a foolish and ill conceived idea. As someone who has three locations in the Old Port, I can say it would be costly and discriminatory to us. And NO, the Old Port Festival is not a successful event for everyone.

*Delivery and pick up scheduling nightmare.

*Most businesses can not utilize outdoor commerce.

* Handicap and elderly access almost impossible.

* Not the free flow of a prime location we agreed to in leases and contracts.

Sal Scaglione
ABACUS (other)

Sent from my iPad



Lori Paulette <ljn@portlandmaine.gov>

Fwd: Support**Dena Libner** <dlibner@portlandmaine.gov>

Thu, May 14, 2020 at 2:45 PM

To: Nancy English <nle@portlandmaine.gov>, Lori Paulette <ljn@portlandmaine.gov>

Feedback

Dena Libner
Assistant to the City Manager for Constituent Services
Executive Department
389 Congress Street
Portland, ME 04101
E: dlibner@portlandmaine.gov

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From: **David Tamulevich** <DavidT@theregency.com>

Date: Thu, May 14, 2020 at 2:22 PM

Subject: Support

To: sthibodeau@portlandmaine.gov <sthibodeau@portlandmaine.gov>, Greg Mitchell <gmitchell@portlandmaine.gov>
(gmitchell@portlandmaine.gov) <gmitchell@portlandmaine.gov>

Spencer and Greg,

We at the Regency Hotel want to express our support for the City's creative efforts to support downtown businesses. With respect to the immediate vicinity of the Regency, we'd offer two comments:

1 – It would be great if the proposed order would clarify that the City can partially close streets. We would like to close half the circle in front of the Regency in order to expand the Garden Café during this pandemic, while maintaining the ability to use Milk Street closer to the main property.

2 – For the proposed Milk Street closure between Silver Street and Pearl Street, we would suggest instead pivoting to the “parklet” idea for that area. The two retailers on that stretch of Milk Street are Crooked Mile and Fitz & Bennett. The ability to move vehicles from the Regency entrance to our affiliated parking lot at Middle and Pearl is likely to be critical to our operation, particularly as we consider “self-park” options for guests as a way to maintain social distancing.

Sincerely,

David Tamulevich

5/14/2020

City of Portland Mail - Fwd: Support

General Manager

Portland Regency Hotel and Spa