

Town of Windham

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MEMO

DATE: May 19, 2020

TO: Windham Town Council

FROM: Thomas Bartell, Executive Director, WEDC

RE: Restaurant and Retail Sales – Town response to Covid-19 regulations

In response to the State's regulations proposed for the reopening of restaurants and retail sales during the current Covid-19 pandemic, the WEDC and Town Staff are proposing the following options for those two categories of businesses.

If there is a need for restaurants to expand their seating footprint outside of the current permitted footprint to meet social distancing requirements, without expanding the current permitted seating capacity, they would only need to apply for a temporary Change of Use permit with the Code Enforcement Office. We propose that the Windham Town Council waive the \$50.00 permit fee for this temporary Change of Use permit. We also propose that these temporary permits be in force through October, 2020. Please note that the restaurant may need to apply for an Extension to their current Maine Liquor License to allow for liquor sales in any new seating areas developed. The Extension should be applied for through the Windham Town Clerk's Office.

If there is a need for a retailer to add to their designated retail sales footprint outside of their building, to meet social distancing requirements, they will need to obtain a Retail Sales, Outdoor Temporary permit from the Code Enforcement Office. We propose that the Windham Town Council waive the \$100.00 permit fee for this Retail Sales, Outdoor Temporary permit. We also propose that these temporary permits be in force through October, 2020.

We want to thank Director of Code Enforcement Chris Hanson, Director of Planning Amanda Lessard, Town Clerk Linda Morrell, Chiefs Schofield and Libby, and Town Manager Tibbetts for their help in pulling this together.

We respectfully request that the Town Council schedule deliberations and a vote of each of these temporary permits and fee waiver requests. Please see the attached process outlines for each of the Restaurant and Retail Sales temporary permits.