



Town of Barnstable Guidelines for Temporary Outdoor Business Expansion

In response to, and in support of the Commonwealth of Massachusetts' regulations and guidance for reopening and minimizing health impacts of COVID-19, the Town of Barnstable will allow for the expansion of Outside Dining and Retail Sales onto both Town property and private property.

Procedures are being streamlined as much as possible and staff review of expansion requests will be timely. The goal is to assist businesses in leveraging all available space for expansion while maintaining compliance with all public safety requirements. All Town of Barnstable guidelines will be reviewed along with [directives issued by the Commonwealth](#).

The temporary extension of premises will be allowed until November 1, 2020.

Responsibilities of Restaurants

The restaurant, through its owner and/or manager, is responsible for the following as it pertains to the use of the parking spaces for outdoor dining:

Adherence to the plans and documents approved by the Town

All businesses must meet **mandatory safety standards for workplaces** and self-certify that they meet the requirements prior to reopening. See the [Mass.gov Reopening website](#) for information on the mandatory safety standards for workplaces, control plan, compliance attestation, and employer and worker poster templates.

The following links are sector-specific information for restaurants:

[Restaurants Protocol Summary](#)

[Restaurants Checklist](#)

Licensed areas must be in compliance with [ABCC guidelines/2015 patio advisory](#)

Compliance with **Board of Health requirements for Outdoor Dining**, unless variances are granted. The Director of Public Health may authorize variances to these requirements.

Review Process

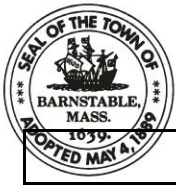
1. Complete and sign one page application.
2. Submit application and all associated documentation to Maggie Flynn via email (Margaret.Flynn@town.barnstable.ma.us). See below for requirements.
3. Staff will conduct an initial verification process to ensure paperwork complete and contact you with any necessary revisions.



4. Staff will review applications with applicants at Zoom meetings, scheduled weekly, or as necessary.
5. All applicants will be notified of on-site inspections by the Building Division, Health Division, and Fire Department. Final layout and determination of compliance with applicable regulations will be made at the time of on-site inspection.
6. Upon approval, applicants (serving alcohol) will be issued an amended license from the Licensing Department.
7. If using public property, Applicants must have a signed license from the Town prior to opening on that property.

Staff Contact Information

Name	Email Address	Department
Maggie Flynn, Permit Coordinator	Margaret.Flynn@town.barnstable.ma.us	Site Plan Review
Richard V Scali, Licensing Director	Richard.Scali@town.barnstable.ma.us	Licensing
Elizabeth Jenkins, Planning & Development Director	Elizabeth.Jenkins@town.barnstable.ma.us	Planning and Development (Historic, Special Permits, Parking Management)
Brian Florence, Building Commissioner	Brian.Florence@town.barnstable.ma.us	Building
Tom McKean, Director of Public Health	Thomas.McKean@town.barnstable.ma.us	Health



APPLICATION FOR TEMPORARY OUTDOOR DINING

NAME OF APPLICANT: _____

BUSINESS NAME: _____ ADDRESS OF BUSINESS: _____

MANAGER'S NAME (If different): _____ BUSINESS TELEPHONE # _____

CELL TELEPHONE # _____ EMAIL: _____

BRIEF DESCRIPTION INCLUDING DAYS OF WEEK, HOURS OF OPERATION, OTHER DETAILS: _____

MAXIMUM SEATING CAPACITY OF OUTDOOR DINING AREA, PLUS STAFF: _____

If you already hold a liquor license, would you like to extend alcohol service outside as well?

Where is the outdoor dining area located? (check all that apply)

- Private property I already have the right to use
- Private property I have authorization to use with agreement
- Public property (Town Manager License required)

ADDITIONAL DOCUMENTS AND INFORMATION REQUIRED:

- SKETCH OF OUTDOOR DINING LOCATION AND LAYOUT (see requirements attached)
- SPECIFICATIONS OF OUTDOOR FURNITURE
- PROOF OF AUTHORIZATION TO USE AREA (LEASE OR LETTER FROM OWNER/TOWN), IF APPLICABLE

I, _____ (write name) being the owner or manager of _____ (name of restaurant) located at _____ (address), acknowledge that they have read and accept the responsibilities for restaurants herein, any and all mandatory state safety standards for workplaces and outdoor dining issued by the Commonwealth and will adhere to an Outdoor Dining COVID-19 Safety Protocol Plan.

Signature of Applicant

Date



Type of Operation		Updated Plan	Current Insurance	Addendum with TM office	New Agreement with TM office	Landlord Approval	Staff Review	Licensing Authority Consent	Informational Approval sent to ABCC	Inspections	Comments
Restaurants With Existing Outdoor dining	On Town Property	X	N/A	X (to match new plan)	N/A	N/A	X	X	X	X	
	On private property	X	N/A	N/A	N/A	X	X	X	X	X	
	On Town & Private property	X	N/A	X (for town portion only)	N/A	X	X	X	X	X	
Restaurants without existing outdoor Dining	Expand on Town Property	X	X	N/A	X	N/A	X	X	X	X	
	Expand on private property	X	X	N/A	N/A	X	X	X	X	X	
	Expand on town and private property	X	X	N/A	X (for town portion only)	X	X	X	X	X	
Retail Sales	Expand on town and/or private property	X	X	N/A	N/A	X	X	N/A	N/A		

REOPENING PLAN REQUIREMENTS

Plan Requirements:

- Provide a CAD or hand drawn plan of the entire area for expansion. Plans should be to scale; exact dimensions of layout are required.
- If hand drawing the plan, applicant should use an existing site plan or the Town's [GIS Property Map](#) for accuracy.
- Include layout of the tables and chairs, host and bussing stations, walkways, and all entrances and exits, with labels: tables must be spaced to keep patrons 6 feet apart from other customers and any high foot traffic areas (ex, routes to bathrooms, entrances, exits) to comply with social distancing requirements. All tables need to be drawn with the number of seats included (max 6 seats per table). Six foot distancing should be measured from the back of one chair to the back of the chair at the next table. Include table dimensions.
- Locations of barriers (minimum 6' high) where six foot social distancing cannot be maintained,
- Seating area enclosures/fencing should comply with ABCC guidelines issued in 2015 if serving alcohol (see attached)
- Tents¹ (if applicable): consult with the Building Division
- If locating seating in parking areas, safety measures to separate tables from vehicles may be required. Include proposal for separation (ex, location of wheel stops) on plan if applicable.
- Patio heaters: follow Fire Department Guidelines (see attached)
- Label plan with name of applicant, name of owner, name of business, address of property, and date

¹ Tents in Phase II, Part 1 may only have two sides



THOMAS McKEAN, DIRECTOR
Barnstable Public Health Department

Thomas.McKean@town.barnstable.ma.us
 200 Main Street, Hyannis, MA 02601

BARNSTABLE PUBLIC HEALTH DEPARTMENT CHECKLIST

The Board of Health has authorized the Director of Public Health to issue variances to these requirements for temporary outdoor dining. If you believe your restaurant may need a variance from these requirements, please include this information in your application.

DESCRIPTION	YES	NO
All entrance and exit doors used by food service personnel and customers must be screened and provided with air curtains meeting National Sanitation Foundation standards. All windows or openings used for the transfer of food will have a self-closing screen on the window or have an air curtain.		
Food cannot be stored or kept outside. All food must be prepared inside the facility's kitchen and kept inside until served.		
Hose bibs with vacuum breakers must be available for washing down the dining area.		
Table tops must be smooth, nonporous, easily cleanable and durable, and readily maintained in a clean and sanitary condition. [NOTE: Picnic tables may be used if finished with polyurethane.]		
Food-service personnel must constantly police the dining area for wastepaper, garbage and other trash. Placement clips, cup holders and other such devices must be utilized to prevent blowing paper. Covered trash receptacles must be provided in close proximity to the dining area and must be emptied as needed to prevent overflowing.		
Strict cleanup practices must be adhered to. Waitstaff and buspersons must clean up after each patron as in indoor dining.		
Outside food handlers must have easy access to handwash sinks and cleaning cloths. Facilities for preparation and disposal of sanitizing solutions must be accessible.		
Hair nets or other effective hair restraints, such as hats covering exposed hair, shall be worn by all outside food or drink handlers. Beards and mustaches must be neatly trimmed.		



FIRE DISTRICT GUIDELINES

Please contact your local fire district for additional guidance.

FIRE DISTRICT CHECKLIST

DESCRIPTION

Patio heaters shall be listed and used in accordance with manufacturer's instructions.

If storing 42lbs propane (LP-Gas) in aggregate a permit is required by the fire department.

Patio heaters shall NOT be located within 5ft. of an exit of an assembly occupancy.

If requesting outdoor cooking, fire department shall be notified of intent. Permits may be required.

Fire hydrants and/or fire department connection shall not be obstructed unless approved by the fire department.

Exits and exit passageways should not be blocked.

All equipment should be used according to manufacturer's instructions.

All fire and safety codes still apply.



Hyannis Main Street Waterfront Historic District Commission RECOMMENDATIONS FOR TEMPORARY SIGNS AND STRUCTURES PROPOSED AS A RESULT OF COVID-19

Permanent changes to the exterior of buildings will continue to require review and approval by the Hyannis Main Street Waterfront Historic District.

Temporary Signage Conditions and Recommendations

- All temporary signage must directly relate to social distancing mandates or modified business operations in response to mitigate the spread of COVID-19.
- Temporary signs and graphics colors are encouraged to be professionally fabricated and to be compatible with the character of the district.
- All signs shall be kept in good repair and maintained in a safe condition.
- Signs must not obstruct the vision of a driver on any driveway or street or affect pedestrian safety.
- No temporary sign shall be painted on or attached to trees, telephone or utility poles.
- Temporary signs affixed to buildings must be attached or suspended in a manner that does not damage the building.

Temporary Outdoor Dining and Site Features Conditions and Recommendations

- All temporary structures must directly relate to social distancing mandates or modified business operations in response to mitigate the spread of COVID-19.
- All temporary outdoor dining site features should complement building features and the character of the Historic District to the extent possible. Temporary outdoor dining site features may include a business's interior furnishings.
- The style of outdoor dining barriers should complement the style of the outdoor dining furniture to the extent possible.
- Other required outdoor dining site features such as trash receptacles or hostess stands, should be made of materials that compliment outdoor furniture.
- Canopies, tents, and umbrella color and design should be compatible with other outdoor dining elements and building features.