



Temporary Master License Program for New or Expanded Outdoor Operations – FAQs

(See page 2 for Temporary Signage)

What is the Temporary Master License Program for New or Expanded Outdoor Operations?

The Temporary Master License Program for New or Expanded Outdoor Operations was created in June 2020 to allow for flexible, outdoor business operations during the COVID-19 pandemic. While certain fees and regulations related to outdoor operations are temporarily waived, businesses may apply to establish outdoor operations at no cost until March 31, 2022, after which date the application will no longer be available. Newly licensed businesses under this program would have until June 30, 2022 to remove temporary setups.

I have already established a temporary outdoor setup under the Temporary Master License Program for Outdoor Operations. How long can I continue to use my temporary outdoor setup?

Businesses that have already established temporary outdoor setups under this program may continue to use the expanded operational area and temporary structures as approved until June 30, 2022, by which date temporary setups must be completely removed.

Can I make my temporary outdoor setup permanent?

In the case of businesses serving food or beverages, the option to establish permanent outdoor operations may exist through [Section 18.200.190](#) of the City’s Development Code (Sidewalk Café and Outdoor Eating Areas), subject to regulations such as parking ratios, design guidelines, pedestrian access, hours and lighting. The City of Concord is waiving the permitting fees for establishing permanent outdoor operations through June 30, 2022.

To ensure outdoor operations may continue, it is highly encouraged that these businesses [contact the Planning Division](#) by January 21, 2022 to determine whether there is potential at their site for a permanent Sidewalk Café or Outdoor Eating Area through the review and approval of an Administrative Permit. Applications from businesses outside the [Sidewalk Café boundaries](#) may require a Minor Use Permit.

I have not yet established a temporary outdoor setup for my business. Can I apply directly for a permanent outdoor setup or must I apply for a temporary one first?

Permanent outdoor setups are only available to businesses serving food or beverages. These businesses can [apply directly for a permanent outdoor setup](#) through [Section 18.200.190](#) of the City’s Development Code (Sidewalk Café and Outdoor Eating Areas), subject to regulations such as parking ratios, design guidelines, pedestrian access, hours and lighting. The City of Concord is waiving the permitting fees for establishing permanent outdoor operations through June 30, 2022.

These businesses should [contact the Planning Division](#) to determine whether there is potential at their site for a permanent Sidewalk Café or Outdoor Eating Area through the review and approval of an Administrative Permit.

Applications from businesses outside the [Sidewalk Café boundaries](#) may require an Administrative Permit or Minor Use Permit.

I would like to create temporary outdoor space for my business. How do I apply for a license under this program?

Businesses that have not yet established outdoor operations under the Temporary Master License Program for New or Expanded Outdoor Operations may apply to do so until March 31, 2022, after which date the application will no longer be available. Newly licensed businesses under this program would have until June 30, 2022 to remove expanded outdoor operational areas and temporary structures.

To apply for a license, complete this [application](#) and email it to zoning@cityofconcord.org. The application requires submission of a site plan ([see example](#)), including elevations and photos. If you are located in the downtown and request use of public parking spaces, please complete an [application for a temporary encroachment permit](#), as well. Outdoor operations on public property is only allowed in the downtown.

I did not know I needed a license to create temporary outdoor space for my business. I already have an outdoor setup. How can I become compliant?

It is not too late to become compliant under this program. To apply for a license, complete this [application](#) and email it to zoning@cityofconcord.org. The application requires submission of a site plan ([see example](#)), including elevations. Include photos of your existing temporary outdoor setup in your submission.

The review committee may require that you make changes to your setup to ensure compliance with regulations related to public safety and accessibility.

Temporary Signage – FAQs

What is considered temporary signage?

Examples of temporary signage include A-frame signs in the downtown and banners for grand openings or special events. Generally, A-frame signs in the downtown are permitted indefinitely upon approval, whereas banners must be removed after 30 days and 150 days must pass before another banner can be approved.

What are the current regulations for temporary signage?

In June 2020, Concord City Council passed an urgency ordinance temporarily waiving certain fees and regulations related to temporary signage. This waiver will continue until October 31, 2021, by which date businesses must remove temporary signs, such as “Now Open” or “Outdoor Dining” banners.

I have a temporary banner on my business facade. How long can I keep it up?

Businesses must remove all unpermitted temporary signs, such as “Now Open” or “Outdoor Dining” banners, by October 31, 2021.

How would I apply for temporary signage in the future?

In most situations, a banner is the appropriate type of temporary signage for a business to pursue when interested in calling attention to a grand opening or special event. Businesses may obtain approval to display a banner for a maximum period of 30 days, after which they must be removed. No other temporary signage shall be permitted within 150 days of such removal. The application can be found [here](#), and the fee to apply for a temporary banner permit after October 31, 2021 is \$117.68

Additional Information

In addition to this FAQ, merchants should read the July 15, 2021 and August 26, 2021 letter to businesses.

For questions related to continuing or establishing outdoor operations, or temporary signage, please contact the Planning Division at zoning@cityofconcord.org. For general business support, please contact Economic Development Manager Marie Suvansin at marie.suvansin@cityofconcord.org.