



125-6

125-5

125-4

125-9

125-8

126-55

126-57

126-58

126-38

126-46

126-53

126-59

126-37

126-47

Hanover St

Hanover St

Hanover St

Hanover St

Bridge St

Bridge St

Bridge St

Maplewood Ave

Maplewood Ave

Tanner St

Tanner St

Sidewalk Cafe Application

CAFE-20-19

Status: Active

Submitted: Jun 17, 2020

Applicant

 Stephan Mayeux
 603-430-9301
 bridgestreetbistro@comcast.net

Location

64 BRIDGE ST
Portsmouth, NH 03801

Cafe Information

Restaurant Name

Bridge Street Bistrot & Wine Bar

Restaurant Address

64 Bridge Street

of Tables

4

of Chairs

12

Cafe Area (s.f.)

432

Additional information

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Acknowledgement & Authorization

Policy Adherence: I hereby certify that I have read and agree to comply with City Council Policy No. 2012-02 pertaining to sidewalk cafes.

true

I hereby agree that my electronic signature is equivalent to a handwritten signature and is binding for all purposes related to this transaction.

true

Internal Approvals

Date of City Council Approval

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Fee Paid

--

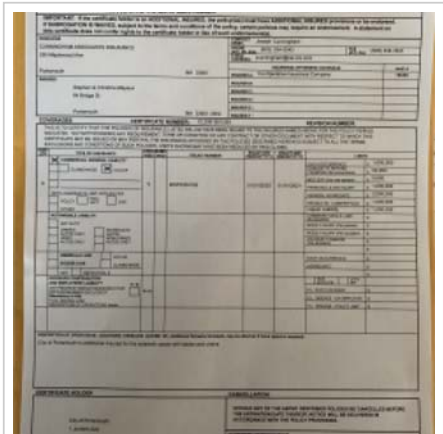
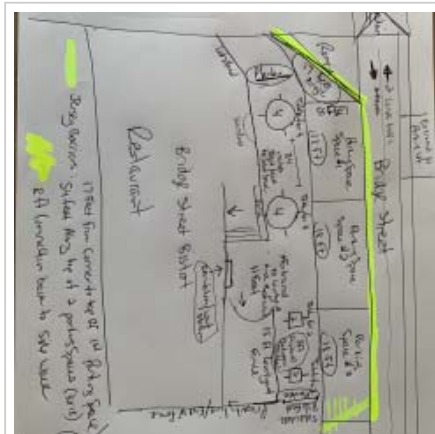
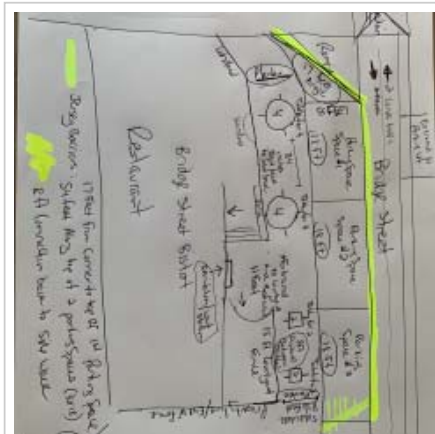
2020 Opening Date

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COVID-19 Approval

true

Attachments (5)



Dimensioned site plan showing existing conditions, including:
Jun 17, 2020

Site Details (tables and chairs, enclosure system, lighting, trash receptacles)
Jun 17, 2020

Insurance Certificate
Jun 17, 2020

pdf **COVID19_ReopenChecklist_FDC.pdf**

Jun 17, 2020

pdf **Covid-19 Table Diagram Exemplars.pdf**

Jun 17, 2020

Timeline

Is the Application Complete?

Status: Completed June 18th 2020, 8:52 am

Assignee: Jillian Harris

Juliet Walker June 17th 2020, 4:08:29 pm

@Nancy Colbert Puff they previously submitted an application -- CAFE-20-12.

Juliet Walker June 17th 2020, 4:25:59 pm

@Jillian Harris I think this can replace the other app.

Jillian Harris June 17th 2020, 4:30:16 pm

Hello, please see the attachments uploaded for the required information the Building, Fire and Health Depts. will need to complete their review.

Jillian Harris June 17th 2020, 4:30:38 pm

@Juliet Walker No need for owners authorization on these?

Juliet Walker June 17th 2020, 4:32:41 pm

Good question, no not necessary because they are using the public way.

Juliet Walker June 17th 2020, 4:35:04 pm

Just a minor correction for future reference, Building doesn't review these so you can remove them from that list above.

Juliet Walker June 17th 2020, 4:36:19 pm

I removed the building permit attachment, sorry, I forgot about that one. Probably not relevant.

Jillian Harris June 18th 2020, 8:31:50 am

@Juliet Walker I believe this can be moved along with what was provided?

Juliet Walker June 18th 2020, 8:44:09 am

yes, it can. Also, if you can send people the link to the sample area agreement that includes the requirements for insurance coverage, that might be useful -- "**Licenses require the applicant to provide insurance coverage. See this sample agreement for details -- <http://files.cityofportsmouth.com/files/health/2020SidewalkCafeAreaServiceAgreement.pdf> (<http://files.cityofportsmouth.com/files/health/2020SidewalkCafeAreaServiceAgreement.pdf>).**"

Juliet Walker June 18th 2020, 8:54:38 am

Jillian, no Council vote. As I said in my email, Council has granted CM power to approve these. When you review, please delete the Council Vote step and License fee step. Please clarify that Council approval is not required.

Jillian Harris June 18th 2020, 8:55:55 am

Please see the following link for the sample area agreement that includes the requirements for insurance coverage: <http://files.cityofportsmouth.com/files/health/2020SidewalkCafeAreaServiceAgreement.pdf> (<http://files.cityofportsmouth.com/files/health/2020SidewalkCafeAreaServiceAgreement.pdf>)

Jillian Harris June 18th 2020, 8:56:11 am

Sorry, just realized and corrected.

Stephan Mayeux June 18th 2020, 1:57:21 pm

Good afternoon - we have a copy of the insurance coverage with Portsmouth added...am I Supposed to contact the various building/building, fire and health departments or will they be Contacting me?? Thanks

Jillian Harris June 18th 2020, 2:03:48 pm

Hello Stephan, I do not see the insurance certificate in the attachments. If you have any issues uploading it please feel free to email it to me at jharris@cityofportsmouth.com and I can do so. This permit has automatically moved to the other Departments for review so you should hear from them if there are any questions or other information needed.

Stephan Mayeux June 18th 2020, 2:23:12 pm

- I have uploaded the certificate. Thank you and I will be waiting to hear from the other departments.

Police Dept. Review and Approval

Status: Completed June 19th 2020, 9:30 am

Assignee: Mark Newport

Planning Dept. Review and Approval

Status: Completed June 24th 2020, 11:42 am

Assignee: Juliet Walker

Zoning Review and Approval

Status: In Progress

Assignee: Jason Page

Jason Page June 18th 2020, 9:26:34 am

@Peter Rice Do you want Jersey barriers on the base coat in this location?

Juliet Walker June 24th 2020, 11:42:02 am

@Jason Page they will not need to use jersey barriers for this as the seating will be on the sidewalk, the pedestrian walkway on the street can use a lighter separation. DPW is reviewing and will comment on their workflow step.

Jason Page June 24th 2020, 1:54:51 pm

@Peter Rice I was mistaken, that area was not just done./

Fire Dept. Review and Approval

Status: In Progress

Assignee: Pat Howe

Juliet Walker June 24th 2020, 11:40:42 am

@Pat Howe this is all set for your review. They are proposing to use the parking spaces for their pedestrian walkway and DPW is working with them on that. We reviewed with Todd as well.

Health Dept. Review and Approval

Status: In Progress

Assignee: Toni McLellan

Toni McLellan June 19th 2020, 10:00:17 am

Please note: There should be no storage of any materials outside overnight. All sanitizing supplies, host station, any food related items (except tables) must be stored inside overnight.

Stephan Mayeux June 19th 2020, 10:26:48 am

Sorry and noted. We had a small family situation last night and quickly just closed up - we will make sure to fully break down in future.

DPW Review and Approval

Status: In Progress

Assignee: Peter Rice

Juliet Walker June 24th 2020, 9:41:20 am

@Peter Rice @Eric Eby are you able to make comments on this application regarding ADA access? Per task force policy, they will need to provide the barriers and implement the temporary tip downs themselves, but perhaps we can direct them to resources for that?

Eric Eby June 24th 2020, 10:01:13 am

There will need to be an accessible route to the tables in the street. A path for the walking disabled to get from the sidewalk into the seating area. Either at the ends of the parking spaces, or by installing a temporary ramp, or placing a platform in the parking spaces to bring it level with the sidewalk.

Stephan Mayeux June 24th 2020, 10:24:30 am

Good morning! Just to be clear, we had requested sidewalk seating and then making the parking spaces a pedestrian walkway with barriers - in which case We could instal a ramp from the parking spaces up to the sidewalk for disabled access ... but we are flexible To switching to Seating in the 3 parking spaces in which case the disabled access would be entering from the end of the Parking space closest to islington street. I am happy to meet anytime - Chris Mayeux

Stephan Mayeux June 24th 2020, 10:53:22 am

And as a quick note - an example of the sidewalk seating /pedestrian access in parking spaces I proposed can be seen in action in downtown Kittery in front of Aneka Jans and other businesses on that side of the street. It certainly seems the least distruptive/most sensible solution....But again, I'm flexible and will make either option work.

Eric Eby June 24th 2020, 11:37:33 am

Sidewalk seating will be fine as long as there is an accessible route for pedestrians to get around the portion of sidewalk that is closed for seating.

Juliet Walker June 24th 2020, 11:39:52 am

@Eric Eby @Peter Rice can you also comment on the type of barriers that would be suitable for that separation (ie not jersey barriers)?

Eric Eby June 24th 2020, 12:21:36 pm

With the pedestrian route using the parking spaces, the barriers would not need to be solid concrete barriers, but could be something lighter such as sawhorses or posts with chains. It will allow you to be more flexible in the type of barrier you provide.

Deputy City Manager Review and Approval

Status: In Progress

Assignee: Nancy Colbert Puff

City Council / City Manager / Citizen's Response Task Force Approval

Status: In Progress

Assignee: Nancy Colbert Puff

Juliet Walker June 24th 2020, 9:43:48 am

Once Council (or City Manager or Citizen's Response Task Force for summer of 2020) has approved the application, the applicant must upload proof of insurance before an Area Agreement can be prepared.

Stephan Mayeux June 24th 2020, 10:35:42 am

Good morning! I believe it was Requested that I upload a certificate Of Liability insurance last week - so we Did. Descriptipns of operations co insures City of Portsmouth. Please let me know if that will be sufficient. Regards - Chris Mayeux

Nancy Colbert Puff June 24th 2020, 10:39:11 am

@Robert Sullivan @Synthia Ravell please see above question re: insurance - please reply to applicant using public comment option.

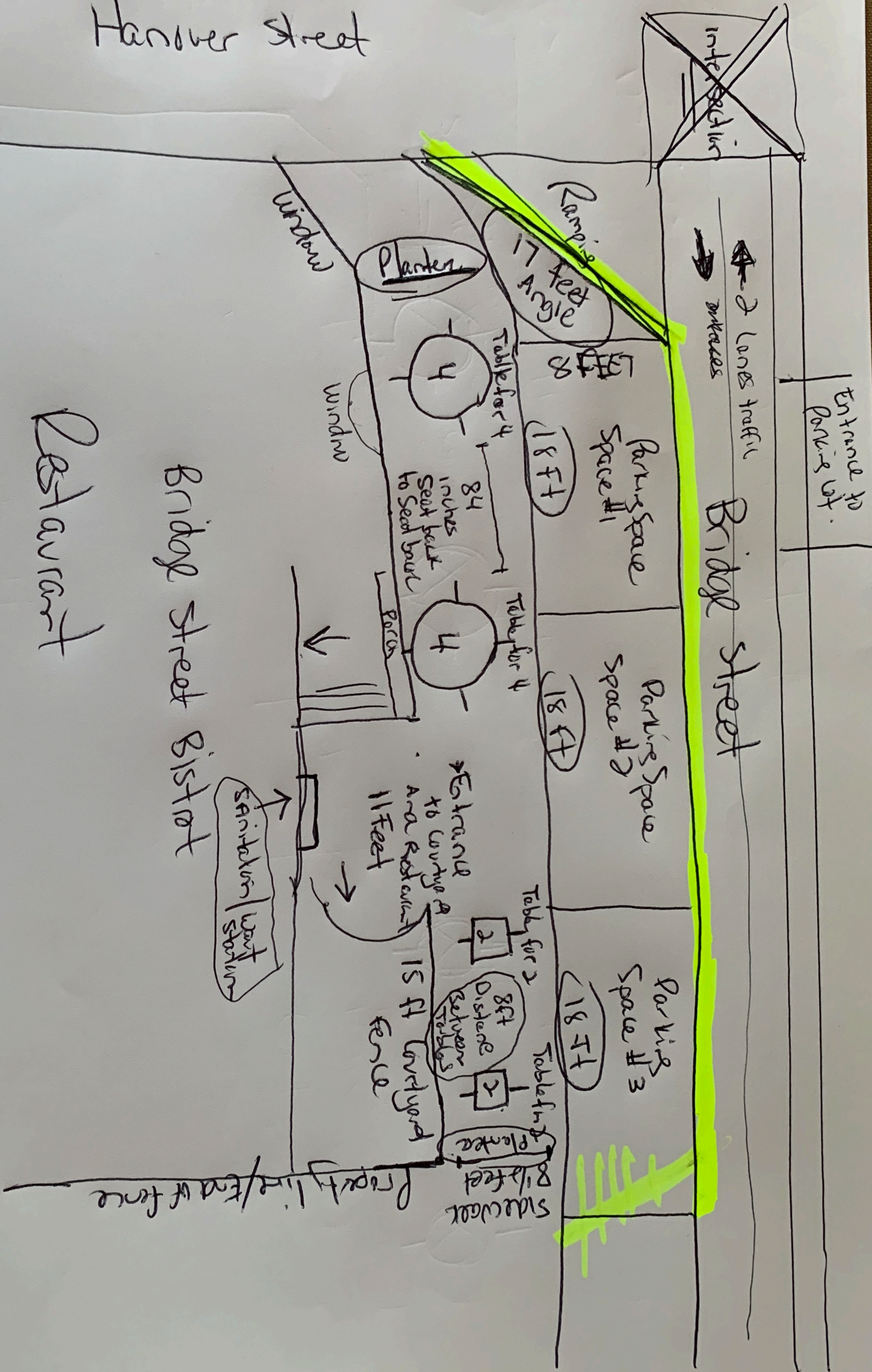
Legal Review & Approval

Status: Pending

License Agreement

Status: Pending

Hanover Street



Restaurant

Bridge Street Bistrot

Jersey Barriers:

17 Feet from Corner to top of 1st Parking Space
 54 Feet Along top of 2 parking Spaces (3x18)

8 ft Connection back to Side Walk

Total
 79 Feet
 Jersey
 Barriers



126-2

Maplewood Ave

126-3

Vaughan Mall

117-5

Vaughan Mall

Maplewood Ave

Vaughan Mall

126-6

Cong

126-59

Maplewood Ave

1

126-5

Congress Street

Chestnut St

126-4

1

Congress Street

126-8

Chestnut St

126-9

AppGeo

Sidewalk Cafe Application

CAFE-20-21

Status: Active

Submitted: Jun 17, 2020

Applicant



MOUNSIF GHNINOU

603-498-8530

mghninou@gmail.com

Location

119 CONGRESS ST
Portsmouth, NH 03801

Cafe Information

Restaurant Name

Cafe Mediterraneo

Restaurant Address

119 Congress Street

of Tables

10

of Chairs

44

Cafe Area (s.f.)

536

Additional information

2 tables up to 6 people per table max. in the front side walk area. 104 Sq Ft.

6-8 tables with 4 people at each table max. in the rear parking lot 432 Sq. Ft.

Acknowledgement & Authorization

Policy Adherence: I hereby certify that I have read and agree to comply with City Council Policy No. 2012-02 pertaining to sidewalk cafes.

true

I hereby agree that my electronic signature is equivalent to a handwritten signature and is binding for all purposes related to this transaction.

true

Internal Approvals

Date of City Council Approval

--

Fee Paid

--

2020 Opening Date

--

COVID-19 Approval

true

Attachments (9)



185CAF8C-C8C9-41DD-B5B8-662B5A76E971.jpeg
Jun 19, 2020



185CAF8C-C8C9-41DD-B5B8-662B5A76E971.jpeg
Jun 19, 2020



185CAF8C-C8C9-41DD-B5B8-662B5A76E971.jpeg
Jun 19, 2020



185CAF8C-C8C9-41DD-B5B8-662B5A76E971.jpeg
Jun 19, 2020

pdf **Dimensioned site plan showing existing conditions, including:**
Jun 17, 2020

pdf **Insurance Certificate**
Jun 17, 2020

pdf **New Front Street Dining.pdf**
Jun 17, 2020

pdf **COVID19_ReopenChecklist_FDC.pdf**
Jun 18, 2020

pdf **Covid-19 Table Diagram Exemplars.pdf**
Jun 18, 2020

Timeline

Is the Application Complete?

Status: Completed June 18th 2020, 9:21 am

Assignee: Jillian Harris

Jillian Harris June 18th 2020, 9:21:12 am

Hello, please see the attachments uploaded for the required information the other Depts. will need to complete their review. Also see the following link for the sample area agreement that includes the requirements for insurance coverage: <http://files.cityofportsmouth.com/files/health/2020SidewalkCafeAreaServiceAgreement.pdf> (<http://files.cityofportsmouth.com/files/health/2020SidewalkCafeAreaServiceAgreement.pdf>) .

Police Dept. Review and Approval

Status: Completed June 19th 2020, 9:28 am

Assignee: Mark Newport

Zoning Review and Approval

Status: Completed June 20th 2020, 6:52 am

Assignee: Jason Page

Planning Dept. Review and Approval

Status: Completed June 23rd 2020, 11:38 am

Assignee: Juliet Walker

Juliet Walker June 18th 2020, 4:19:56 pm

How soon would you be looking to set up the outdoor dining spaces you are proposing?

MOUNSIF GHNINOU June 18th 2020, 5:34:51 pm

As soon as possible, thank you

Juliet Walker June 19th 2020, 8:44:14 am

Are you able to upload a photo of the parking spots you are proposing to use in the Worth Lot?

MOUNSIF GHNINOU June 19th 2020, 4:36:02 pm

Uploaded back parking lot pictures.

Juliet Walker June 22nd 2020, 8:36:43 am

@Peter Rice these are the spots in the Worth Lot that are located immediately behind his store. This would not conflict with the construction project nearby. What are your thoughts?

Juliet Walker June 22nd 2020, 8:37:06 am

@Nancy Colbert Puff see my comment above.

Juliet Walker June 23rd 2020, 11:41:14 am

Can you confirm the width of the sidewalk in front where you are proposing to locate tables?

Juliet Walker June 23rd 2020, 2:57:27 pm

@Peter Rice @Nancy Colbert Puff before you sign off, we should determine how we're going to allocate this space between the three restaurants that are interested. I'll follow-up with an email.

MOUNSIF GHNINOU June 23rd 2020, 3:17:25 pm

The width of the sidewalk is 14 feet and we are requesting a max of 7-8 feet. The length would be a max of 12 feet on both sides of the front door.

Juliet Walker June 23rd 2020, 3:41:53 pm

Thanks, so you would have 6' of clear sidewalk from the edge of your cafe area to the sidewalk curb?

MOUNSIF GHNINOU June 23rd 2020, 3:44:40 pm

Yes, that is correct.

Juliet Walker June 23rd 2020, 4:17:36 pm

Ok, thanks for clarifying.

DPW Review and Approval

Status: Completed June 23rd 2020, 4:32 pm

Assignee: Peter Rice

Peter Rice June 23rd 2020, 4:32:55 pm

Will need to work with adjacent restaurants to allocate available space fairly.

Fire Dept. Review and Approval

Status: In Progress

Assignee: Pat Howe

Juliet Walker June 23rd 2020, 11:39:40 am

@Pat Howe we have received approval from the Task Force to use the spaces in the Worth Lot for outdoor dining. Is there anything you are waiting on to complete your review?

Pat Howe June 23rd 2020, 1:05:38 pm

Please see the *Covid-19 Table Diagram Exemplars* uploaded as an attachment and adjust and label your *COVID-19 Reduced Indoor Seating Plan* accordingly. **The distances on the plan should be "Table edge to table edge" and the location of any seats should be shown.** This does not have to be to scale.

MOUNSIF GHNINOU June 23rd 2020, 3:37:03 pm

For the front on Congress St. It only shows two tables, one on each side of the front door and the total distance from each table is more than 10 feet apart.

MOUNSIF GHNINOU June 23rd 2020, 3:48:09 pm

In the rear we are proposing to have 6-8 tables with 110 inch apart Table to Table .I uploaded a new picture of rear parking lot.

Health Dept. Review and Approval

Status: In Progress

Assignee: Toni McLellan

Toni McLellan June 19th 2020, 9:57:52 am

For your seating in the Worth Lot, are your measurements from chair back to chair back? All occupied seating must have at least 6' in between each patron. Or, another way to look at it is there must be 110" of spacing from table to table (which would include 19" for chairs). Please see the uploaded "COVID-19 Table Diagram Exemplars" for guidance. Please add that component to your seating diagram and upload again. Thank you

MOUNSIF GHNINOU June 19th 2020, 10:47:06 am

Yes, we are measuring from chair to chair

Deputy City Manager Review and Approval

Status: In Progress

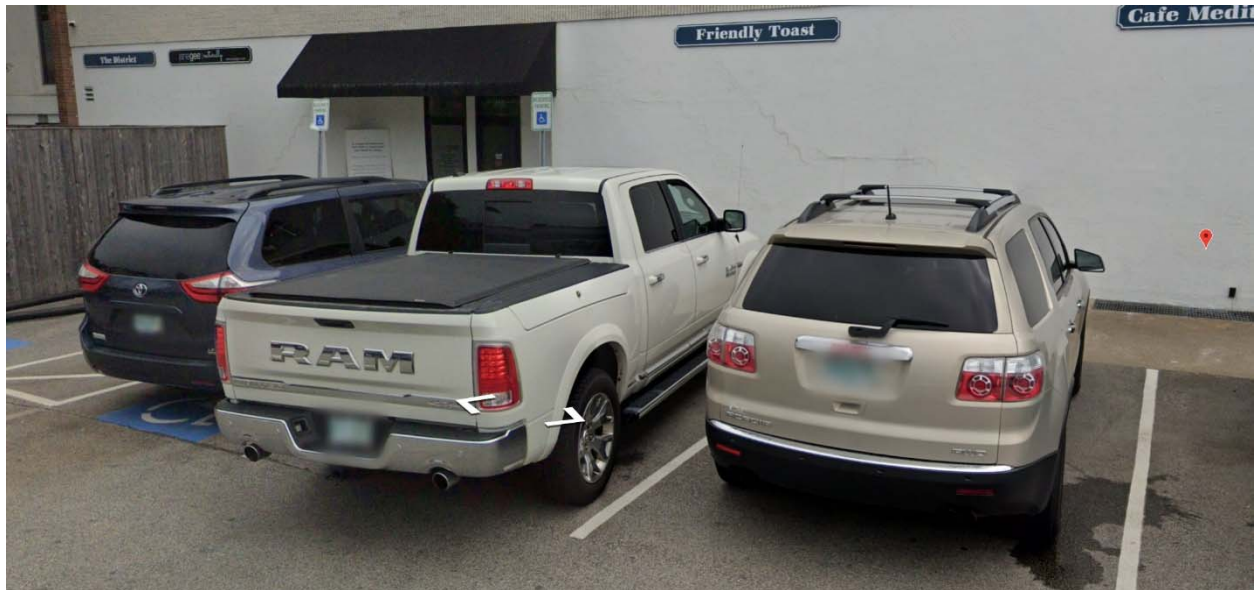
Assignee: Nancy Colbert Puff

Legal Review & Approval

Status: Pending

License Agreement

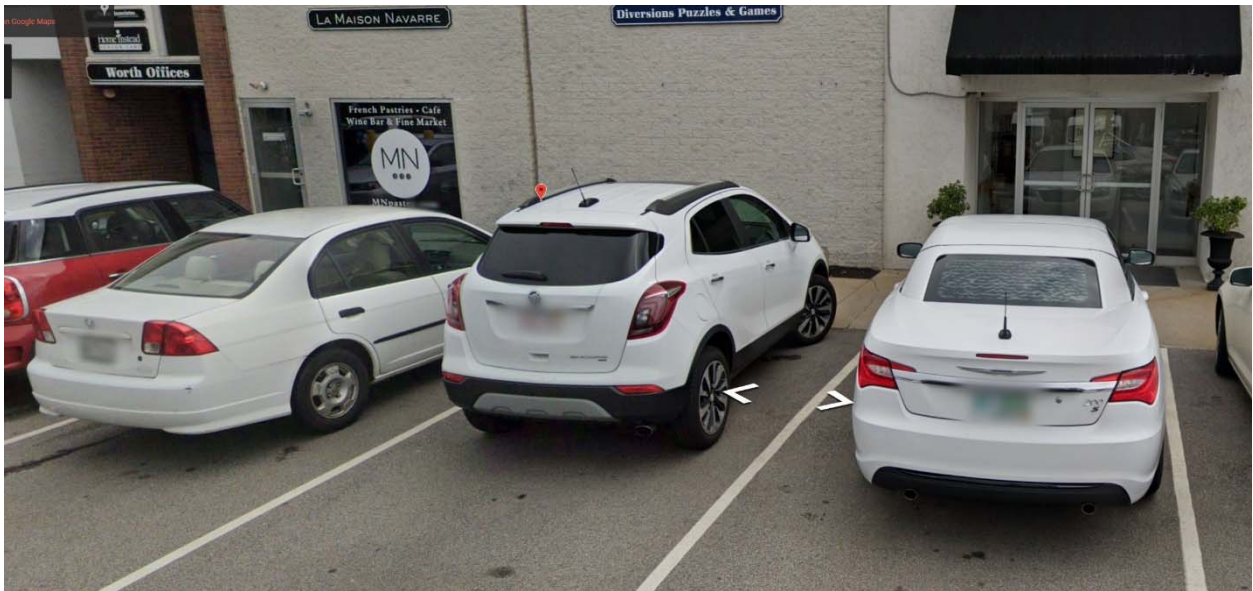
Status: Pending



Friendly Toast spaces



Cafe Mediterraneo spaces



La Maison Navarre Spaces



126-2

126-3

126-6

126-5

126-4

126-8

126-9

117-5

Maplewood Ave

Maplewood Ave

Maplewood Ave

Maplewood Ave

Congress Street

Congress Street

Vaughan Mall

Vaughan Mall

Vaughan Mall

Chestnut St

Chestnut St

Cong



Sidewalk Cafe Application**CAFE-20-24**

Status: Active

Submitted: Jun 23, 2020

Applicant

Victor Navarre

603-617-9898

contact@la-maison-navarre.com

Location

121 CONGRESS ST

1-2B

Portsmouth, NH 03801

Cafe Information**Restaurant Name**

La Maison Navarre

Restaurant Address

121 Congress Street, Portsmouth, NH 03801

of Tables

7

of Chairs

20

Cafe Area (s.f.)

504

Additional information

I have attached an outside floor plan with the closure of 4 parking spaces located behind the shop (Worth Parking Lot) as an alternative options if congress street remain close. Let me know if you need any clarification. We were in contact with Juliet T.H Walker, AICP to see if this project could be done.

Acknowledgement & Authorization

Policy Adherence: I hereby certify that I have read and agree to comply with City Council Policy No. 2012-02 pertaining to sidewalk cafes.

true

I hereby agree that my electronic signature is equivalent to a handwritten signature and is binding for all purposes related to this transaction.

true

Internal Approvals**Date of City Council Approval**

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Fee Paid

--

2020 Opening Date

--

COVID-19 Approval

true

Attachments (4)

pdf **Dimensioned site plan showing existing conditions, including:**

Jun 19, 2020

pdf **Covid-19 Table Diagram Exemplars.pdf**

Jun 23, 2020

pdf **COVID19_ReopenChecklist_FDC.pdf**

Jun 23, 2020

pdf **Worth Lot Outdoor Dining Space allocation for each restaurant**

Jun 24, 2020

Timeline

Is the Application Complete?

Status: Completed June 23rd 2020, 10:17 am

Assignee: Jillian Harris

Jillian Harris June 23rd 2020, 10:17:10 am

Hello, please see the attachments uploaded that outline the information that will be needed for the other Departments to complete their review of the permit. Also see the following link for the sample area agreement that includes the requirements for insurance coverage: <http://files.cityofportsmouth.com/files/health/2020SidewalkCafeAreaServiceAgreement.pdf>
(<http://files.cityofportsmouth.com/files/health/2020SidewalkCafeAreaServiceAgreement.pdf>)

Zoning Review and Approval

Status: Completed June 23rd 2020, 11:34 am

Assignee: Jason Page

Planning Dept. Review and Approval

Status: Completed June 23rd 2020, 12:04 pm

Assignee: Juliet Walker

Juliet Walker June 24th 2020, 2:01:45 pm

Victor, after reviewing with DPW, we are recommending that each of the businesses located along this side of Worth Lot (Maison Navarre, Cafe Med, and Friendly Toast) each be allocated 3 of the 10 parking spaces that have been blocked off. Please see the plan that I've uploaded to the attachments section and let me know if you have any questions. The space nearest the dumpsters will be reserved for access to the dumpster. You will need to revise your proposed table and seating layout accordingly unless you can negotiate with Cafe Med to use a portion of their allocated space. DPW has set up the barriers so you can see how much depth you will have to work with as well. Let me know if any questions.

Police Dept. Review and Approval

Status: Completed June 23rd 2020, 4:20 pm

Assignee: Mark Newport

DPW Review and Approval

Status: Completed June 23rd 2020, 4:31 pm

Assignee: Peter Rice

Fire Dept. Review and Approval

Status: In Progress

Assignee: Pat Howe

Health Dept. Review and Approval

Status: In Progress

Assignee: Toni McLellan

Deputy City Manager Review and Approval

Status: Pending

Legal Review & Approval

Status: Pending

License Agreement

Status: Pending

License Agreement Fully Executed

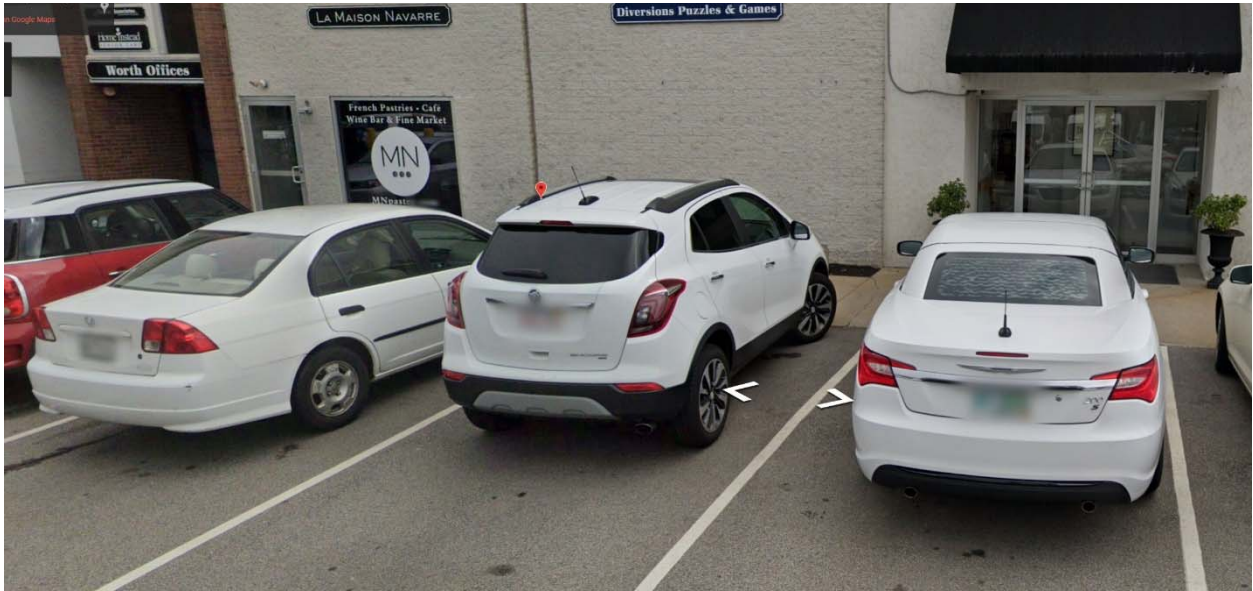
Status: Pending



Friendly Toast spaces



Cafe Mediterraneo spaces



La Maison Navarre Spaces



126-2

Maplewood Ave

126-3

Vaughan Mall

117-5

Vaughan Mall

Maplewood Ave

Vaughan Mall

Cong

126-6

1

126-59

Maplewood Ave

Congress Street

Chestnut St

126-5

1

126-4

Congress Street

126-8

Chestnut St

126-9

Geo

Sidewalk Cafe Application**CAFE-20-25**

Status: Active

Submitted: Jun 23, 2020

Applicant

michael belley belley

7813631117

michael.belley@thefriendlytoast.com

Location113 CONGRESS ST
Portsmouth, NH 03801**Cafe Information****Restaurant Name**

the friendly toast

Restaurant Address

--

of Tables

6

of Chairs

24

Cafe Area (s.f.)

400

Additional information

not sure what could be allocated to us, we are happy with what we can grab. 4-6 tables would be great. Would also request not to close to dumpster area which is right outside our back door.

Acknowledgement & Authorization

Policy Adherence: I hereby certify that I have read and agree to comply with City Council Policy No. 2012-02 pertaining to sidewalk cafes.

true

I hereby agree that my electronic signature is equivalent to a handwritten signature and is binding for all purposes related to this transaction.

true

Internal Approvals**Date of City Council Approval**

--

Fee Paid

--

2020 Opening Date

--

COVID-19 Approval

true

Attachments (5)

pdf Dimensioned site plan showing existing conditions, including:

Jun 23, 2020

pdf Site Details (tables and chairs, enclosure system, lighting, trash receptacles)

Jun 23, 2020

pdf Insurance Certificate

Jun 23, 2020

pdf Covid-19 Table Diagram Exemplars.pdf

Jun 24, 2020

pdf COVID19_ReopenChecklist_FDC.pdf

Jun 24, 2020

Timeline

Is the Application Complete?

Status: Completed June 24th 2020, 8:19 am

Assignee: Jillian Harris

Jillian Harris June 24th 2020, 8:19:30 am

Hello, please see the attachments uploaded that outline the information that will be needed for the other Departments to complete their review of the permit. Also see the following link for the sample area agreement that includes the requirements for insurance coverage: <http://files.cityofportsmouth.com/files/health/2020SidewalkCafeAreaServiceAgreement.pdf>
(<http://files.cityofportsmouth.com/files/health/2020SidewalkCafeAreaServiceAgreement.pdf>)

Zoning Review and Approval

Status: Completed June 24th 2020, 8:33 am

Assignee: Jason Page

michael belley belley June 24th 2020, 8:36:10 am

I have read the the agreement. Please let me know if you need me to upload more info and what next steps are. Thank you!
Michael Belley

michael belley belley June 24th 2020, 10:44:30 am

there is not fixed seating, normal seats on the long ends and standard 4 tops

Police Dept. Review and Approval

Status: Completed June 24th 2020, 10:13 am

Assignee: Mark Newport

Fire Dept. Review and Approval

Status: In Progress

Assignee: Pat Howe

Pat Howe June 24th 2020, 10:02:02 am

Do these tables have fixed seating (seating that is permanently attached to the tables such as a picnic table)? If not please indicate where the chairs will be located.

Health Dept. Review and Approval

Status: In Progress

Assignee: Toni McLellan

DPW Review and Approval

Status: In Progress

Assignee: Peter Rice

Planning Dept. Review and Approval

Status: In Progress

Assignee: Juliet Walker

Deputy City Manager Review and Approval

Status: Pending

Legal Review & Approval

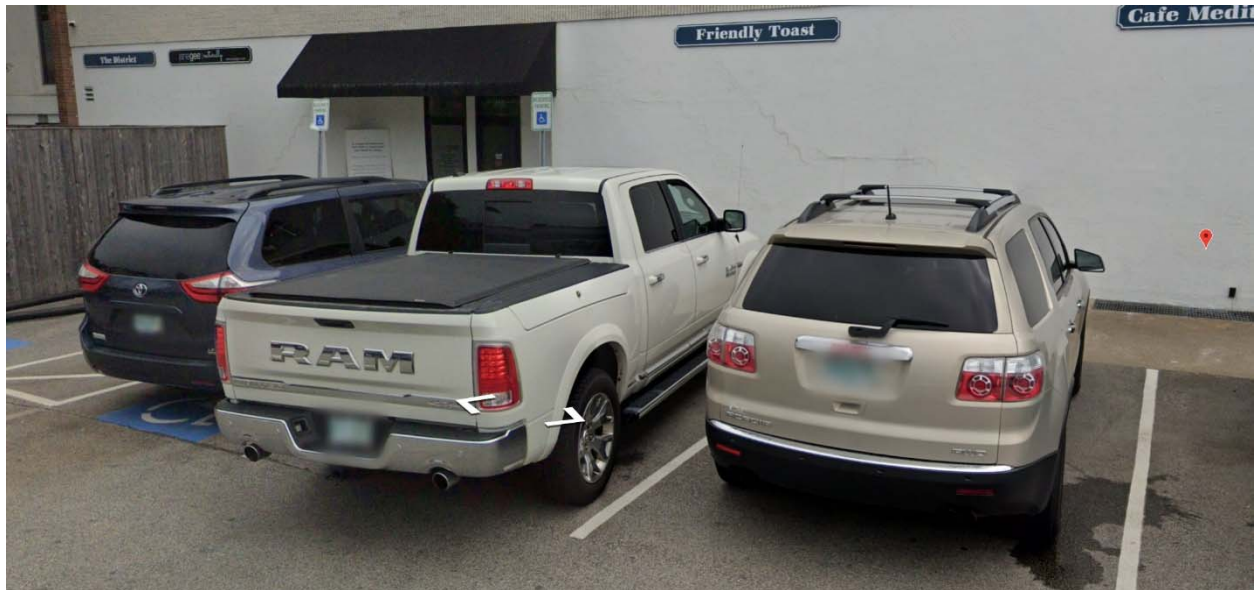
Status: Pending

License Agreement

Status: Pending

License Agreement Fully Executed

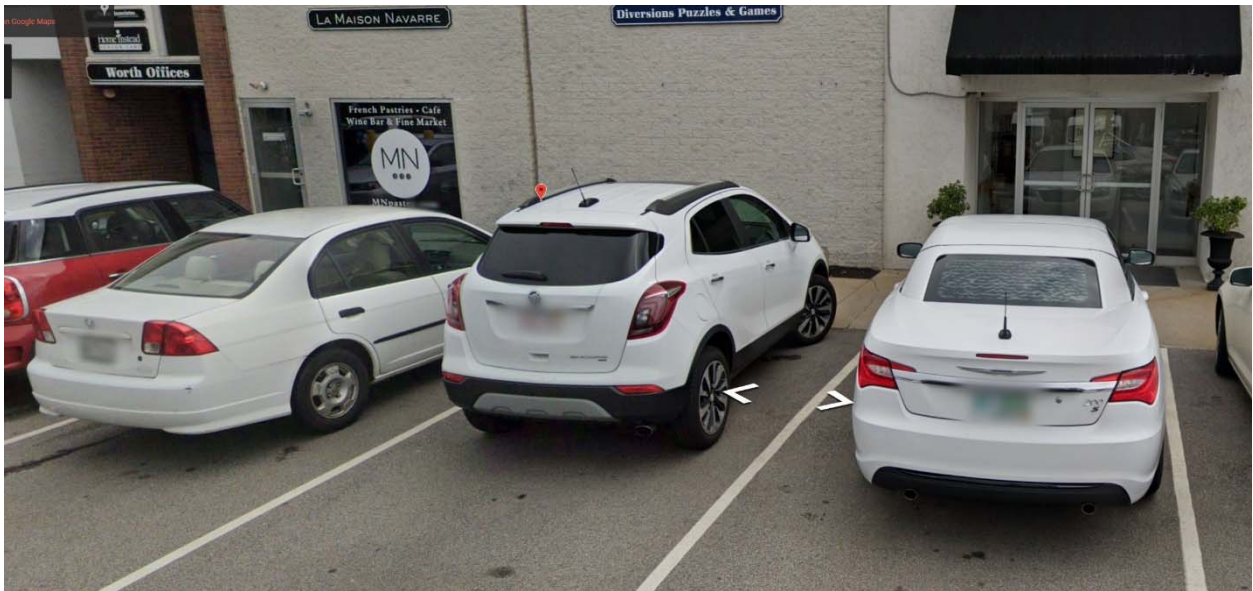
Status: Pending



Friendly Toast spaces



Cafe Mediterraneo spaces



La Maison Navarre Spaces



Sidewalk Cafe Application

CAFE-20-23

Status: Active

Submitted: Jun 22, 2020

Applicant



Joanna Kelley

603-767-1565

jkelly006@yahoo.com

Location

31 MARKET ST
Portsmouth, NH 03801

Cafe Information

Restaurant Name

Cup of Joe

Restaurant Address

31 Market street

of Tables

9

of Chairs

36

Cafe Area (s.f.)

1200

Additional information

--

Acknowledgement & Authorization

Policy Adherence: I hereby certify that I have read and agree to comply with City Council Policy No. 2012-02 pertaining to sidewalk cafes.

true

I hereby agree that my electronic signature is equivalent to a handwritten signature and is binding for all purposes related to this transaction.

true

Internal Approvals

Date of City Council Approval

--

Fee Paid

--

2020 Opening Date

--

COVID-19 Approval

true

Attachments (4)

pdf Dimensioned site plan showing existing conditions, including:

Jun 18, 2020

pdf Insurance Certificate

Jun 18, 2020

pptx Covid-19 Table Diagram Exemplars.pdf

Jun 22, 2020

pdf COVID19_ReopenChecklist_FDC.pdf

Jun 22, 2020

Timeline

.

Is the Application Complete?

Status: Completed June 22nd 2020, 2:25 pm

Assignee: Jillian Harris

Jillian Harris June 22nd 2020, 2:25:55 pm

Hello, please see the attachments uploaded that outline the information that will be needed for the other Departments to complete their review of the permit. Also see the following link for the sample area agreement that includes the requirements for insurance coverage: <http://files.cityofportsmouth.com/files/health/2020SidewalkCafeAreaServiceAgreement.pdf>
(<http://files.cityofportsmouth.com/files/health/2020SidewalkCafeAreaServiceAgreement.pdf>)

Police Dept. Review and Approval

Status: Completed June 22nd 2020, 2:51 pm

Assignee: Mark Newport

DPW Review and Approval

Status: Completed June 23rd 2020, 4:22 pm

Assignee: Peter Rice

Peter Rice June 22nd 2020, 10:16:08 pm

Joanna

The layout as shown can not be accomodated. We measured the turning radius of trucks coming out of Ladd Street and the trucks would not be able make the turns if the tables extended more than 20 feet from the crosswalk. Eric Eby and I would be happy to meet you on site to review options.

Sincerely,

Peter

Joanna Kelley June 23rd 2020, 2:32:33 pm

Hi Peter, I have updated and attached the new layout based on the conversations with DPW. Please advise if this new layout works.

Thanks, Jo

Peter Rice June 23rd 2020, 4:22:58 pm

Minor adjustments may be necessary as part of installation

Planning Dept. Review and Approval

Status: Completed June 23rd 2020, 4:32 pm

Assignee: Juliet Walker

Juliet Walker June 22nd 2020, 6:58:37 pm

Joanna, thank you for uploading the plans. The Citizen's Response Task Force that is guiding this process on behalf of the Council has indicated that each business can use the linear frontage available immediately in front of their location, but may allow more if there are extenuating circumstances. It appears you are proposing to use the space that is in front of your neighbor as well. Have you reached out to them to see if they would be willing for you to use that space?

Peter Rice June 22nd 2020, 10:17:13 pm

The layout can not be accomodated, trucks can not make the turn from Ladd Street.

Joanna Kelley June 23rd 2020, 2:33:44 pm

Hi Juliet, I have uploaded a new layout after meeting with DPW and City Manager this morning. We adjusted the requested space as to not block any other businesses. Please let me know if there is anything else the Planning Dept needs. Thank you in advance,
Joanna

Juliet Walker June 23rd 2020, 4:32:34 pm

Looks good, thanks

Health Dept. Review and Approval

Status: Completed June 23rd 2020, 4:51 pm

Assignee: Toni McLellan

Toni McLellan June 22nd 2020, 4:38:18 pm

Hi Joanna, Please read and checkoff the boxes and upload the FDA Checklist. Thank you

Joanna Kelley June 23rd 2020, 12:15:25 pm

Hi Toni, please see the uploaded attachments for seating and FDA checklist. Thank you! Jo

Toni McLellan June 23rd 2020, 4:46:24 pm

Hi Joanna, there is one box not checked off on your FDA Checklist. Please read and check that box. Thank you

Toni McLellan June 23rd 2020, 4:51:15 pm

This seating plan is approved. However, the establishment must remain 10-12' away from seating for any other establishment. Seating adjustments may need to be made as guidelines for public health change.

Zoning Review and Approval

Status: Completed June 24th 2020, 8:36 am

Assignee: Jason Page

Fire Dept. Review and Approval

Status: In Progress

Assignee: Pat Howe

Deputy City Manager Review and Approval

Status: Pending

Legal Review & Approval

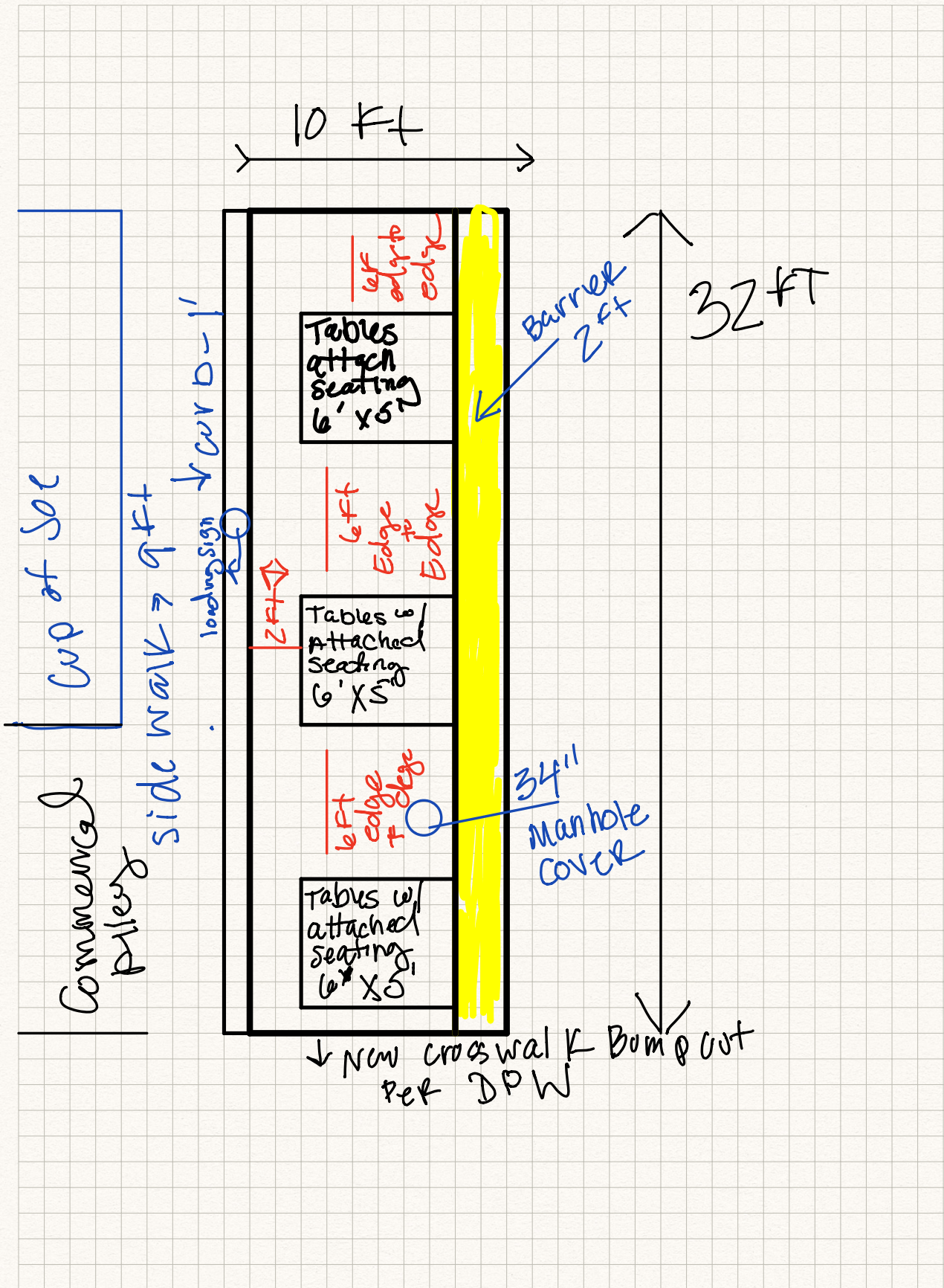
Status: Pending

License Agreement

Status: Pending

License Agreement Fully Executed

Status: Pending





125-22

Garden Way

118-29

Portwalk Pl

125-23

125-1

Portwalk Pl

Hanover St



Fleet

117-2

Vaughan Mall

Hanover St

126-1A

Vaughan Mall

Maplewood

Hanover St

126-1




Sidewalk Cafe Application

CAFE-20-2

Status: Active

Submitted: Mar 02, 2020

Applicant

 James McDonnell
 617-678-3082
 jmcdonnell@row34.com

Location

195 HANOVER ST
Portsmouth, NH 03801

Cafe Information

Restaurant Name

Row 34 Portsmouth, LLC d/b/a Row 34

Restaurant Address

5 Portwalk Place

of Tables

6

of Chairs

18

Cafe Area (s.f.)

290

Additional information

--

Acknowledgement & Authorization

Policy Adherence: I hereby certify that I have read and agree to comply with City Council Policy No. 2012-02 pertaining to sidewalk cafes.

true

Signature: I hereby agree that my electronic signature (indicated by checking this box) is equivalent to a handwritten signature and is binding for all purposes related to this transaction.

true

I hereby agree that my electronic signature is equivalent to a handwritten signature and is binding for all purposes related to this transaction.

--

Internal Approvals

Date of City Council Approval

04/20/2020

Fee Paid

0

2020 Opening Date

--

COVID-19 Approval

--

Attachments (7)

pdf **Dimensioned site plan showing existing conditions, including:**

Mar 02, 2020

pdf **Insurance Certificate**

Mar 02, 2020

pdf **Governor's Stay at Home 2.0 Guidance for Restaurants**

May 07, 2020

pdf **Table Diagram Exemplars for Stay At Home 2.0 Restaurant Seating .pdf**

May 22, 2020

pdf **Row 34 Patio expansion.pdf**

May 29, 2020

pdf **Area Services Agreement - Row 34.pdf**

Jun 11, 2020

pdf **Signed Area agreement 2020.pdf**

Jun 12, 2020

Timeline

Is the Application Complete?

Status: Completed March 2nd 2020, 3:32 pm

Assignee: Terry Poulin

Health Dept. Review and Approval

Status: Completed March 3rd 2020, 9:07 am

Assignee: Toni McLellan

Toni McLellan March 3rd 2020, 9:07:35 am

Please note that bus buckets, single service items and food may not be stored outside. If you have an outdoor wait station, will the wait station

James McDonnell March 3rd 2020, 10:01:18 am

Hi Toni, no bus buckets, food items or single serve items will be stored outside in the wait station. The station will be brought inside when we are not seating out side and it will be inside overnight.

undefined undefined May 16th 2020, 2:20:13 pm

Please upload Covid-19 adjusted outdoor seating plan and checklist if you will be applying for outdoor dining.

James McDonnell May 16th 2020, 3:45:36 pm

Hi, we will be marking up the plans shortly still trying to figure out what will work for us. Thanks

DPW Review and Approval

Status: Completed March 3rd 2020, 10:41 am

Assignee: Peter Rice

Fire Dept. Review and Approval

Status: Completed March 4th 2020, 2:05 pm

Assignee: Pat Howe

Police Dept. Review and Approval

Status: Completed March 6th 2020, 1:01 pm

Assignee: Mark Newport

Zoning Review and Approval

Status: Completed March 31st 2020, 8:44 am

Assignee: Jason Page

Deputy City Manager Review and Approval

Status: Completed April 22nd 2020, 11:37 am

Assignee: Nancy Colbert Puff

Nancy Colbert Puff April 1st 2020, 12:31:37 pm

Thanks James - this is all set and will be placed on the April 20th City Council agenda.

Nancy Colbert Puff May 28th 2020, 11:17:35 am

Hello again James. I understand you are working on a revised seating plan that proposes to re-route pedestrian travel into Portwalk Place and separate it from vehicular traffic with safe barriers. On Monday evening (June 1st) the City Council will consider a recommendation on how to proceed forward with this type of request, and I will update you after that. Thanks.

James McDonnell May 29th 2020, 1:21:10 pm

Hi Nancy, I uploaded a plan showing the enlarged seating area but wanted to let you know we haven't heard back from the landlord yet. As I mentioned yesterday they were involved in helping us come up with this proposal. Thanks for your help.

James McDonnell June 12th 2020, 3:46:19 pm

Hi Nancy, I left a phone message earlier but just double checked and don't see any additional info regarding using the sidewalk for additional seating. Has the committee made any decisions regarding this?

Nancy Colbert Puff June 15th 2020, 9:12:29 am

Sorry James - no answer yet on using the street to re-route - the City's paralegal was not aware you were awaiting this answer.

City Council Vote

Status: Completed April 22nd 2020, 11:37 am

Assignee: Nancy Colbert Puff

Nancy Colbert Puff April 22nd 2020, 11:36:55 am

Council approval is contingent upon Governor's direction pursuant to COVID-19 restrictions.

Sidewalk Cafe License Fee

Status: Paid May 7th 2020, 11:19 am

Nancy Colbert Puff May 7th 2020, 11:19:43 am

Please upload insurance, as well as any updated plans (showing seating) to comply with the Governor's order, at this time. Thank you.

James McDonnell May 22nd 2020, 1:12:59 pm

Hi Nancy, I uploaded the COI today but can you help me with specific Covid19 regulations as far as opening the patio? Thank you

Service Area Agreement without Fee

Status: Issued June 9th 2020, 11:30 am

Legal Review & Approval

Status: Completed June 9th 2020, 11:30 am

Assignee: Synthia Ravell

Nancy Colbert Puff April 22nd 2020, 11:38:55 am

Hi Bob - applicant has been prompted to upload insurance certificate - please review attachment as it is submitted and approve to initiate license document - then, review license and I will upload for applicant signature when opening date has been determined. Thanks.

undefined undefined May 7th 2020, 1:34:29 pm

Insurance Certificate has not been uploaded.

Synthia Ravell June 9th 2020, 11:20:09 am

City Attorney has reviewed the Certificate of Insurance and finds it acceptable. We will prepare the Area Service Agreement and upload it for signature by Row 34.

Thank you,
Synthia Ravell

Service Area Agreement without Fee

Status: Issued June 9th 2020, 11:31 am

Synthia Ravell June 9th 2020, 11:33:04 am

Mr. McDonnell,

Please print the Area Services Agreement and sign where indicated on the last page. Upload the signed document to ViewPoint and

we will prepare it for City Manager signature.

Thank you,

Synthia Ravell

Synthia Ravell June 11th 2020, 2:06:53 pm

Mr. McDonnell,

I am following up. I understand the Area Services Agreement may not be seen from this screen; therefore, I have just uploaded a copy of this document to Attachments. Please sign this document and upload to ViewPoint. once I have the signed document, we will prepare it for City Manager signature.

Please let me know if you have any questions.

Thank you,

Synthia Ravell

(603) 610-7204

COVID-19 DPW Review & Approval

Status: Completed June 24th 2020, 2:33 pm

Assignee: Peter Rice

Juliet Walker June 24th 2020, 8:25:16 am

@Peter Rice @Eric Eby this is the ROW 34 request. Adding you to the workflow (this was submitted prior to the new process, so we had to add new steps). Please confirm what we discussed yesterday -- 6' width for the pedestrian accessway along the street and maintain 12' of travel way.

Eric Eby June 24th 2020, 9:36:43 am

@Juliet Walker I see Peter's review step but not one for me.

Juliet Walker June 24th 2020, 9:38:00 am

Correct -- it's one and the same, can you just make comments here?

Eric Eby June 24th 2020, 9:46:56 am

Pedestrian passageway in the street must be 6 feet wide, and remaining travel way for vehicles must be at least 12 feet wide.

Peter Rice June 24th 2020, 2:33:20 pm

Pedestrian passageway in the street must be 6 feet wide, and remaining travel way for vehicles must be at least 12 feet wide.

COVID-19 Review Health

Status: In Progress

Assignee: Kristin Shaw

Kristin Shaw June 19th 2020, 10:59:19 am

Hi James, just following up on this application. Please provide a copy of your outdoor seating plan for approval based on the Covid-19 guidelines. Let me know if you have any questions. Kristin

James McDonnell June 19th 2020, 1:51:38 pm

Hi Kristin, I will work on the plan and get submitted. Would you know if there has been any progress on the enlarged seating area I submitted that showed taking a section of the street for a pedestrian walkway

Kristin Shaw June 19th 2020, 1:54:45 pm

@Nancy Colbert Puff Hi Nancy - Do you have any input on this? He didn't put in a new seating plan.

Nancy Colbert Puff June 23rd 2020, 11:35:35 am

@Kristin Shaw - his plan is being reviewed for HC access/adequate road width - if it is OK, it will move to the Citizen's Task Force for approval...

COVID-19 Review Fire

Status: In Progress

Assignee: Pat Howe

Pat Howe May 22nd 2020, 1:35:05 pm

Please see Table Diagram Exemplars for Stay At Home 2.0 Restaurant Seating uploaded under attachments and submit a diagram showing that your seating complies. It does not need to be to scale. Please indicate where the seats are and the distance table edge to table edge.

Juliet Walker June 23rd 2020, 11:28:31 am

@Pat Howe how wide should their ADA accessible path be that they are proposing for the road and how much remaining width will we want to maintain for the travel way? Just trying to confirm that there will be no conflict with the use of the parking spaces across the street for a construction dumpster.

Pat Howe June 23rd 2020, 11:31:15 am

I don't know. ADA accessibility is a building code issue, although for sidewalks Public Works may have more information on it.

@Robert Marsilia @Peter Rice

Robert Marsilia June 24th 2020, 1:56:31 pm

All, Access Aisles are typically 60" minimum width.

Citizen's Response Task Force Approval

Status: In Progress

Assignee: Juliet Walker

License Agreement

Status: Pending

ESSENTIAL LOBBY

~~PROPOSED~~
RESTAURANT

Row 34
5 Portwalk Place

Proposed expanded patio
and pedestrian walkway.



ADA RAMP
with Handrails

Jersey Barriers
in Street

Pedestrian Walkway

STOP

PL

PL

R STREET
BLIC RIGHT OF WAY

