



July 15, 2021

Dear Merchant,

To continue supporting businesses as the local economy recovers from the COVID-19 pandemic, the City of Concord has extended the Temporary Master License Program for New or Expanded Outdoor Operations through June 30, 2022.

Expanded Outdoor Operations

Businesses with a license under this program may continue to use their expanded outdoor operations area and temporary structures as approved until June 30, 2022, by which date businesses must cease all expanded outdoor operations and completely remove temporary structures.

Businesses serving food or beverages may have the option to establish permanent outdoor operations through [Section 18.200.190](#) of the City's Development Code (Sidewalk Café and Outdoor Eating Areas), subject to meeting the City's regulations, including but not limited to: parking ratios, design guidelines, pedestrian access, hours of operation, and lighting. 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.

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 cease using temporary expanded operational areas and remove temporary structures. The application and required submittal materials can be found [here](#).

Temporary Signage

Under the Concord Forward Ordinance, approved June 9, 2020, the City of Concord temporarily waived fees and time limits related to temporary signs such as "Now Open" or "Outdoor Dining" banners. However, businesses must remove these temporary signs by October 31, 2021.

Please read the [FAQs](#) to learn more about how the program extension and temporary signage deadline may impact your business.

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.

Sincerely,

The City of Concord