



San Bruno Develops Additional Outdoor Business Allowances for Business Affected by COVID-19 Limitations of Indoor Operations

The City of San Bruno has developed additional outdoor regulations to assist our local businesses that are required to closed in order to modify their operations in a safe manner. While we all continue to work hard towards preventing the spread of COVID-19, we also want to resume some normalcy in our lives. Similar to the previous established temporary outdoor dining program, the new temporary regulations were developed to support our business community. Below is the list of the categories covered by the City's temporary outdoor business regulations:

- A. Dining
- B. Cardrooms
- C. Personal Care Services (hair care, nail salons, massage, tanning and tailoring)
- D. Gyms
- E. Non-Critical Businesses (offices)
- F. Places of Worship

The State of California recently announced the [*Blueprint for a Safer Economy*](#)¹, which is a guide that the State developed allowing modified operations to certain businesses that are restricted from indoor operations. The modifications allow 25% capacity for certain businesses such as indoor shopping malls, hair salons and barber shops. The City of San Bruno's new outdoor regulations support the State's effort by also developing a way for businesses to include a portion of their business activities outdoors with proper social distancing and safety protocols in place. This includes temporarily use private property and City-owned property - the City will waive Encroachment Permit Fees for outdoor business on public property! Use of private-owned property for enhanced outdoor business can temporarily be implemented with a simple submittal of an application to the City, and as long as all other requirements of the program are abided by and have the property owner's permission.

City Manager Jovan Grogan, acting as *Director of Emergency Services*, issued Executive Order 20-02, outlining the program for temporary outdoor business regulations in San Bruno for those businesses that are not allowed or have restrictions on indoor capacity/operations. The State of California's guidelines restrict certain business types from any activity, such as bars or nightclubs, and the Executive Order does not alter the restrictions for those respective business types. This expanded, temporary outdoor business program is available only while the City of San Bruno's determination of local emergency is in effect. Businesses that use public property under this permitting program must return the property to its original condition upon the conclusion of their use.

Private Property - For questions regarding conditions on this temporary outdoor seating program contact the Building Department at (650) 616-7074. **Public Property** - For questions regarding a City of San Bruno Encroachment Permit contact the Public Works Department at (650) 616-7065 or [apply online](#).

ATTACHMENT:

- Executive Order 20-02, from the City of San Bruno Director of Emergency Services

¹ Blueprint for a Safer Economy: www.covid19.ca.gov/safer-economy. Type "San Mateo" in the County search bar for information on county-specific restrictions by business type.



City of San Bruno Director of Emergency Services

Executive Order 20-02

WHEREAS, the California Emergency Services Act, Chapter 7, of the California Government Code, commencing with section 8550, confers upon the governing bodies of the political subdivisions of this state emergency powers necessary to protect health and safety and preserve lives and property; and

WHEREAS, section 8630 of the California Government Code states that, "a local emergency may be proclaimed only by the governing body of a county, city, and county, or city or by an official so designated by ordinance adopted by such governing body"; and

WHEREAS, City of San Bruno Municipal Code, Section 2.48.050, designates the City Manager as the Director of Emergency Services and empowers the City Council to proclaim the existence or threatened existence of a local emergency when this City is affected or likely to be affected by an emergency, including but not limited to, an epidemic; and

WHEREAS, a novel (new) Coronavirus Disease 2019 (COVID-19), with outcomes ranging from mild to severe illness and in some cases death, has arisen in China and spread to numerous other countries including the United States, and specifically the geographic boundaries of San Mateo County and the City of San Bruno; and

WHEREAS, a "Proclamation of the Existence of a Local Emergency and Authorization for the Director of Emergency Services/City Manager to Undertake Emergency Measures on Behalf of the City of San Bruno" (hereinafter "Proclamation") was approved by the Council of the City of San Bruno at a special meeting on March 20, 2020, proclaiming a "local emergency"; and

WHEREAS, the Proclamation conferred on the Director of Emergency Services certain rights, duties, and obligations to issue any order or regulation necessary to enforce Federal, State, County, and/or local requirements, orders, and/or regulations, including any orders and regulations necessary to provide for the protection of life and property; and

WHEREAS, on March 19, 2020, Governor Newsom issued Executive Order N-33-20 ordering all of California to stay at home, unless in the category of essential services.

WHEREAS, on June 4, 2020, Order No. c19-5f – Appendix C-1 (REVISED) officially posted on San Mateo County's Public Health's website, allowed San Mateo County (and the incorporated cities within) to begin reopening additional businesses in Stage 2 of the Governor's re-opening framework. Effective June 6, 2020, these businesses include, but are not limited to, dine-in restaurants, subject to certain requirements.

WHEREAS, on June 6, 2020, the City of San Bruno Director of Emergency Services issued Executive Order No. 20-01, in an effort to assist dine-in restaurants with their compliance with Governor Newsom's Executive Order N-33-20 and the California Department of Public Health's order and guidelines related to COVID-19 and Phase 2 re-opening by temporarily allowing outdoor dining on certain public and private property; and

WHEREAS, on June 17, 2020, the County Health Officer rescinded the Shelter-In- Place Order and issued the Safer Community Order (No. c19-11), which allowed several businesses that were previously ordered closed to resume operations, subject to safety protocols; and

WHEREAS, on July 13, 2020, the State announced the statewide closure of several indoor services, and closures of additional indoor services in counties that remain on the State's Monitoring List for more than three consecutive days; and

WHEREAS, San Mateo County was placed on the State's Monitoring List on July 29, 2020, which resulted in additional indoor service closures beginning August 1, 2020; and

WHEREAS, the State's order allows for many indoor services that are required to close to move outdoors if the operators of those services can do so safely and in compliance with all Federal, State, and county orders, and the State's Industry Guidance documents; and

WHEREAS, while the State and County health orders prohibit certain services from being performed indoors, the City wishes to temporarily allow businesses providing those services to do so outdoors by utilizing public and private outdoor space with the approval of the property owner; and

WHEREAS, the City of San Bruno will temporarily suspend enforcement actions related to unpermitted use of outdoor private space so that existing businesses can, on a temporary basis, provide outdoor services without obtaining a new or amended Use Permit; and

WHEREAS, any business temporarily providing outdoor services must continue to comply with all other applicable Municipal Code Sections and all Federal, State, and County laws, regulations, and orders; and

WHEREAS, the City staff has created Temporary Outdoor Business Guidelines to which any business wishing to temporarily provide outdoor service must agree to adhere.

NOW, THEREFORE, IT IS HEREBY ORDERED, in an effort to assist dine-in restaurants and other businesses with their compliance with Governor Newsom's Executive Order N-33-20 and the California Department of Public Health's order and guidelines related to COVID-19 and Phase 2 re-opening, the City of San Bruno will temporarily allow private property and certain City-owned public properties, including certain public rights-of-way, to be used for outdoor dining, outdoor cardroom, outdoor personal care services, outdoor gyms, outdoor non-critical business offices, and outdoor places of worship that are not permitted to operate indoors during the current City of San Bruno local emergency, subject to the attached temporary outdoor guidelines (Exhibits A – F), incorporated by reference herein, which may be amended from time to time by staff when deemed necessary.

IT IS FURTHER ORDERED that Executive Order No. 20-01 is hereby repealed in its entirety and replaced with this current Order.

IT IS FURTHER ORDERED that failure of any person to comply with this Order and any order issued by a law enforcement officer pursuant to this Order constitutes an imminent threat to public health.

IT IS FURTHER ORDERED that all the foregoing provisions shall apply only during the period in which the City of San Bruno local emergency is in effect, or as sooner terminated by future order of the Director of Emergency Services.

IT IS FURTHER DIRECTED that as soon as hereafter possible; this Order be filed with the City Clerk for the City of San Bruno and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits substantive or procedural, enforceable at law or in equity, against the City of San Bruno, its officers, elected officials, employees, agents, or other persons.

Dated: August 28, 2020



Jovan D. Grogan, City Manager
acting as Director of Emergency Services



Exhibit A

Guidelines & Requirements for Temporary Outdoor Dining During COVID-19

Effective August 28, 2020

Pursuant to revised Executive Order No. 20-02, the City of San Bruno will allow restaurants to temporarily create or expand outdoor service areas consistent with the San Mateo Safer Community Order (No. c19-11), as it may be amended, and Industry Guidance related to Outdoor Dining issued by the State of California in response to COVID-19.

The City of San Bruno requires all contractors to abide by the following outdoor services guidelines and requirements. Please note that these procedures and requirements are subject to change at any time based on updated County and State guidelines.

Failure to adhere to these written guidelines will result in revocation of outdoor services privileges.

1. All outdoor service operators shall read and comply with the Mandatory Directive for Outdoor Dining issued by the by the State of California.

For guidance specific to outdoor dining, see:

- [State of California COVID-19 Industry Guidance for Outdoor Dining](#)
- [State of California COVID-19 General Checklist for Dine-in Restaurants](#)

2. Outdoor dining operators must implement measures to ensure physical distancing of at least six feet between and among workers and customers, except while providing the services that require close contact.
3. Outdoor dining operators must maintain at least six feet of physical distance between each table and/or use impermeable barriers between tables to protect customers from each other and workers.
4. Outdoor dining operators shall obtain written authorization from the property owner for the use of private sidewalks or parking areas for temporary outdoor dining. Sidewalks or parking areas immediately in the front of the business are the preferred location for outdoor use.
5. Tenants in shopping centers with multiple tenants shall work with management and other tenants to equitably allocate the available sidewalks and patios for temporary outdoor use.
6. Tables, chairs, umbrellas, or other temporary objects shall be located in a manner that does not obstruct the entrance to any building or fire safety equipment, impede the flow of pedestrian or vehicle traffic, or create a hazardous condition (such as a tripping hazard).

7. Removable barriers, such as stanchions, retractable belts, plants, or screens no more than three feet (3'-0") in height, may be used to delineate outdoor service areas from the pedestrian path of travel.
8. No furniture, fixture, barrier, or equipment shall be permanently affixed to public property.
9. Access to indoor restroom must be provided; portable toilets are not permitted.
10. Operating hours for outdoor dining shall be consistent with the restaurant's normal operating hours.
11. All forms of amplified sound are not allowed in conjunction with temporary outdoor dining.
12. Operators shall maintain the cleanliness and appearance of outdoor dining areas.
13. Each outdoor dining operator may post one sign with a maximum area of four (4) square feet in the temporary outdoor service area. No advertising shall be allowed except the establishment's name and logo.
14. The use of tents or other coverings for outdoor dining shall require review and approval by the San Bruno Fire Marshal in accordance with current regulations and fees.
15. Parking areas immediately adjacent to the business (head-in parking) may be considered for temporary use as outdoor service area if no other options are available. Each establishment shall maintain the minimum number of parking spaces required for available seating. Total outdoor service area shall not exceed the original occupancy of the business.
16. When located in streets or active parking lots, outdoor service areas shall include safety barriers such as temporary walls, concrete or water-filled K-rails, or landscape planters, to protect the areas from moving vehicles. Safety barriers shall not exceed 42 inches in height.
17. Outdoor service areas shall comply with ADA accessibility requirements. A minimum four-foot (4'-0") wide path of travel shall be maintained along all pedestrian walkways.
18. Outdoor service areas shall not encroach into accessible parking stalls, accessible van loading areas, active drive aisles, and associated paths of travel.
19. Space heaters are permitted if they are an outdoor approved type, are located in accordance with the manufacturer's recommendations or no less than two feet, whichever is greater, from the edge of any umbrella canvas, any foliage, or any other flammable object or material.
20. All electrical lighting and receptacles shall be listed and approved for wet location installation. Electrical or other cords may not be arranged so as to cause a tripping hazard.
21. Access to fire hydrants, fire hose connections for sprinkler systems, and entrances and exits of all buildings shall not be obstructed at any time by barriers, equipment, seating, or other obstruction. The twenty (20) feet fire lane shall not be obstructed at any time. There shall be a minimum of forty (40) inches separating the edge of any service area obstruction and the fire department connection.
22. Service areas shall be maintained free of litter, refuse, and debris. The area shall be cleaned on a daily basis in accordance with San Bruno's Stormwater Discharge Control Program, which prohibits any discharge other than stormwater into the stormwater drainage system.

23. Hand sanitizer or hand washing stations should be made available in the outdoor service area.
24. A business using public property to operate outdoors pursuant to these guidelines must maintain commercial general liability insurance with limits not less than \$1,000,000 as more specifically detailed in the accompanying encroachment permit, including naming the City as an additional insured.
25. The outdoor dining area must be operated in accordance with all local, State, and Federal laws, orders, and requirements, including but not limited to health guidelines and orders regarding the number of patrons, table spacing, use of shared materials, staff hygiene, social distancing, noise ordinances, etc. Restaurants shall comply with all applicable laws and regulations pertaining to outdoor dining (including but not limited to sale and consumption of alcoholic beverages and food service).
26. Any such use permitted hereunder shall cease upon termination of the City of San Bruno local emergency unless terminated sooner. At such time of termination, the restaurant permittee shall cease the outdoor dining. The City of San Bruno reserves the right, in its sole discretion during the pendency of the City of San Bruno local emergency, to terminate or extend this Order.
27. No real property right is provided, given, or otherwise conveyed to any person or entity using public property for outdoor dining purposes. Any such use permitted hereunder shall cease upon termination of the City of San Bruno local emergency unless terminated sooner. At such time of termination, the restaurant permittee shall return the public property to the condition existing at the time of permit issuance. The City of San Bruno reserves the right, in its sole discretion during the pendency of the City of San Bruno local emergency, to terminate or extend any permit issued hereunder. Upon termination of any use permit granted hereunder, the permittee shall return the City of San Bruno property to the condition existing at the time of permit issuance.

Application and Registration

Prior to setting up an area to provide outdoor services, the business owner or manager shall submit an application for review and approval by the City of San Bruno Community & Economic Development Department Planning Division. No fee will be charged for this review, and two-day approval is expected for most applications.

Please submit a completed application to Community & Economic Development Department Planning Division and staff will contact the applicant if additional information is needed. A complete application will include the following:

- a. A detailed description of the proposed outdoor service area and operations. Please read the application form carefully for details and provide all requested information. Incomplete forms will take longer to process. As directed on the form, please describe the size, layout, and general location of the proposed outdoor use area.
- b. The business operator shall obtain property owner authorization for the creation of expansion of any business outdoors. Tenants within the same shopping center may agree to share available sidewalks or plazas in front of multiple businesses.
- c. Businesses that propose operating on public property shall also obtain an Encroachment Permit from Public Works. No fee will be charged for this review.
- d. Businesses that propose operating within a public park shall obtain authorization from the Recreation division. A fee will be charged for park usage.
- e. The business must have a valid Business License issued by the City of San Bruno.
- f. Planning staff will review registration forms in the order they are received. Once staff reviews the application, they will send an email to confirm approval or request additional information.

- g. Business operators shall contact the City's Community & Economic Development Department prior to operating any outdoor business pursuant to the provisions of this Order to schedule a complementary inspection at (650) 616-7074.

Questions? – Please call 650-616-7074.



Exhibit B

Guidelines & Requirements for Temporary Outdoor Cardrooms During COVID-19

Effective August 28, 2020

Pursuant to Executive Order No. 20-02, the City of San Bruno will allow cardrooms to temporarily create or expand outdoor service areas consistent with the San Mateo Safer Community Order (No. c19-11), as it may be amended, and Industry Guidance related to cardrooms issued by the State of California in response to COVID-19.

The City of San Bruno requires all contractors to abide by the following outdoor services guidelines and requirements. Please note that these procedures and requirements are subject to change at any time based on updated County and State guidelines.

Failure to adhere to these written guidelines will result in revocation of outdoor services privileges.

1. All card room operators shall read and comply with the Mandatory Directive for Cardrooms issued by the by the State of California.

For guidance specific to cardrooms, see:

- [State of California COVID-19 Industry Guidance for Cardrooms](#)
- [State of California COVID-19 General Checklist for Cardrooms](#)

2. Outdoor cardroom operators must implement measures to ensure physical distancing of at least six feet between and among workers and customers, except while providing the services that require close contact.
3. Outdoor cardroom operators shall obtain written authorization from the property owner for the use of private sidewalks or parking areas for temporary outdoor use. Sidewalks or parking areas immediately in the front of the business are the preferred location for outdoor use.
4. Tenants in shopping centers with multiple tenants shall work with management and other tenants to equitably allocate the available sidewalks and patios for temporary outdoor use.
5. Tables, chairs, umbrellas, or other temporary objects shall be located in a manner that does not obstruct the entrance to any building or fire safety equipment, impede the flow of pedestrian or vehicle traffic, or create a hazardous condition (such as a tripping hazard).
6. Removable barriers, such as stanchions, retractable belts, plants, or screens no more than three feet (3'-0") in height, may be used to delineate outdoor service areas from the pedestrian path of travel.

7. No furniture, fixture, barrier, or equipment shall be permanently affixed to public property.
8. Access to restrooms must be provided.
9. Operating hours for outdoor cardrooms shall be consistent the indoor operating hours.
10. All forms of amplified sound are not allowed in conjunction with temporary outdoor services.
11. Outdoor service operators shall maintain the cleanliness and appearance of outdoor areas.
12. Each cardroom operator may post one sign with a maximum area of four (4) square feet in the temporary outdoor service area. No advertising shall be allowed except the establishment's name and logo.
13. The use of tents or other coverings for outdoor services shall require review and approval by the San Bruno Fire Marshal in accordance with current regulations and fees.
14. Parking areas immediately adjacent to the business (head-in parking) may be considered for temporary use as outdoor service area if no other options are available. Each establishment shall maintain the minimum number of parking spaces required for available seating. Total outdoor service area shall not exceed the original occupancy of the business.
15. When located in streets or active parking lots, outdoor service areas shall include safety barriers such as temporary walls, concrete or water-filled K-rails, or landscape planters, to protect the areas from moving vehicles. Safety barriers shall not exceed 42 inches in height.
16. Outdoor service areas shall comply with ADA access requirements. A minimum four-foot (4'-0") wide path of travel shall be maintained along all pedestrian walkways.
17. Outdoor service areas shall not encroach into accessible parking stalls, accessible van loading areas, active drive aisles, and associated paths of travel.
18. Space heaters are permitted if they are an outdoor approved type, are located in accordance with the manufacturer's recommendations or no less than two feet, whichever is greater, from the edge of any umbrella canvas, any foliage, or any other flammable object or material.
19. All electrical lighting and receptacles shall be listed and approved for wet location installation. Electrical or other cords may not be arranged so as to cause a tripping hazard.
20. Access to fire hydrants, fire hose connections for sprinkler systems, and entrances and exits of all buildings shall not be obstructed at any time by barriers, equipment, seating, or other obstruction. The twenty (20) feet fire lane shall not be obstructed at any time. There shall be a minimum of forty (40) inches separating the edge of any service area obstruction and the fire department connection.
21. Service areas shall be maintained free of litter, refuse, and debris. The area shall be cleaned on a daily basis in accordance with San Bruno's Stormwater Discharge Control Program, which prohibits any discharge other than stormwater into the stormwater drainage system.
22. Follow restaurant, tavern, brewery, winery, distillery requirements for food and beverage service.
23. Hand sanitizer or hand washing stations should be made available in the outdoor service area.

24. A business using public property to operate outdoors pursuant to these guidelines must maintain commercial general liability insurance with limits not less than \$1,000,000 as more specifically detailed in the accompanying encroachment permit, including naming the City as an additional insured.
25. The outdoor use must be operated in accordance with all local, State, and Federal laws, orders, and requirements.
26. Any such use permitted hereunder shall cease upon termination of the City of San Bruno local emergency unless terminated sooner. At such time of termination, the permittee shall cease the outdoor use. The City of San Bruno reserves the right, in its sole discretion during the pendency of the City of San Bruno local emergency, to terminate or extend this Order.
27. No real property right is provided, given, or otherwise conveyed to any person or entity using public property for outdoor cardroom purposes. Any such use permitted hereunder shall cease upon termination of the City of San Bruno local emergency unless terminated sooner. At such time of termination, the restaurant permittee shall return the public property to the condition existing at the time of permit issuance. The City of San Bruno reserves the right, in its sole discretion during the pendency of the City of San Bruno local emergency, to terminate or extend any permit issued hereunder. Upon termination of any use permit granted hereunder, the permittee shall return the City of San Bruno property to the condition existing at the time of permit issuance.

Application and Registration

Prior to setting up an area to provide outdoor services, the business owner or manager shall submit an application for review and approval by the City of San Bruno Community & Economic Development Department Planning Division. No fee will be charged for this review, and two-day approval is expected for most applications.

Please submit a completed application to Community & Economic Development Department Planning Division and staff will contact the applicant if additional information is needed. A complete application will include the following:

- a. A detailed description of the proposed outdoor service area and operations. Please read the application form carefully for details and provide all requested information. Incomplete forms will take longer to process. As directed on the form, please describe the size, layout, and general location of the proposed outdoor use area.
- b. The business operator shall obtain property owner authorization for the creation of expansion of any business outdoors. Tenants within the same shopping center may agree to share available sidewalks or plazas in front of multiple businesses.
- c. Businesses that propose operating on public property shall also obtain an Encroachment Permit from Public Works. No fee will be charged for this review.
- d. Businesses that propose operating within a public park shall obtain authorization from the Recreation division. A fee will be charged for park usage.
- e. The business must have a valid Business License issued by the City of San Bruno.
- f. Planning staff will review registration forms in the order they are received. Once staff reviews the application, they will send an email to confirm approval or request additional information.
- g. Business operators shall contact the City's Community & Economic Development Department prior to operating any outdoor business pursuant to the provisions of this Order to schedule a complementary inspection at (650) 616-7074.

Questions? – Please call 650-616-7074.



Exhibit C

Guidelines & Requirements for Temporary Outdoor Personal Care Services During COVID-19

Effective August 28, 2020

Pursuant to revised Executive Order No. 20-02, the City of San Bruno will allow personal care service business, such as nail salon, barbershop, hair salon, and massage therapy services, to temporarily create or expand outdoor service areas consistent with the San Mateo Safer Community Order (No. c19-11), as it may be amended, and Industry Guidance related to Expanded Personal Care Services Provided Outdoors issued by the State of California in response to COVID-19.

The City of San Bruno requires all contractors to abide by the following outdoor services guidelines and requirements. Please note that these procedures and requirements are subject to change at any time based on updated County and State guidelines.

Failure to adhere to these written guidelines will result in revocation of outdoor services privileges.

1. All personal care services operators shall read and comply with the Mandatory Directive for Personal Care Services Businesses issued by the by the State of California.

For guidance specific to personal care services, see:

- [State of California COVID-19 Industry Guidance for Expanded Personal Care Services](#)
- [State of California COVID-19 General Checklist for Expanded Personal Care Services](#)

2. "Personal care services" allowed to operate outdoors include hair and nail salons, barbershops, massage and tanning salons, and tailoring. At this time, tattoo, body art, and piercing shops; esthetician, skin care, and cosmetology services; and electrology, waxing, threading, and other hair removal services are not allowed to operate outdoors because they are invasive procedures that require a controlled hygienic environment. See State directive for specific details.
3. Outdoor personal care services operators must implement measures to ensure physical distancing of at least six feet between and among workers and customers, except while providing the services that require close contact.
4. Outdoor personal care services must maintain at least six feet of physical distance between each work station area and/or use impermeable barriers between work stations to protect customers from each other and workers.
5. Outdoor personal care services operators shall obtain written authorization from the property owner for the use of private sidewalks or parking areas for temporary outdoor use. Sidewalks or parking areas immediately in the front of the business are the preferred location for outdoor use.

6. Tenants in shopping centers with multiple tenants shall work with management and other tenants to equitably allocate the available sidewalks and patios for temporary outdoor use.
7. Tables, chairs, umbrellas, or other temporary objects shall be located in a manner that does not obstruct the entrance to any building or fire safety equipment, impede the flow of pedestrian or vehicle traffic, or create a hazardous condition (such as a tripping hazard).
8. Removable barriers, such as stanchions, retractable belts, plants, or screens no more than three feet (3'-0") in height, may be used to delineate outdoor service areas from the pedestrian path of travel.
9. No furniture, fixture, barrier, or equipment shall be permanently affixed to public property.
10. Access to indoor restroom must be provided; portable toilets are not permitted.
11. Operating hours for outdoor personal care services shall be consistent the indoor operating hours.
12. All forms of amplified sound are not allowed in conjunction with temporary outdoor services.
13. Personal care services operators shall maintain the cleanliness and appearance of outdoor areas.
14. Each outdoor service operator may post one sign with a maximum area of four (4) square feet in the temporary outdoor personal care service area. No advertising shall be allowed except the establishment's name and logo.
15. The use of tents or other coverings for outdoor services shall require review and approval by the San Bruno Fire Marshal in accordance with current regulations and fees.
16. Parking areas immediately adjacent to the business (head-in parking) may be considered for temporary use as outdoor personal care service area if no other options are available. Each establishment shall maintain the minimum number of parking spaces required for available seating. Total outdoor service area shall not exceed the original occupancy of the business.
17. When located in streets or active parking lots, outdoor service areas shall include safety barriers such as temporary walls, concrete or water-filled K-rails, or landscape planters, to protect the areas from moving vehicles. Safety barriers shall not exceed 42 inches in height.
18. Outdoor service areas shall comply with ADA access requirements. A minimum four-foot (4'-0") wide path of travel shall be maintained along all pedestrian walkways.
19. Outdoor service areas shall not encroach into accessible parking stalls, accessible van loading areas, active drive aisles, and associated paths of travel.
20. Space heaters are permitted if they are an outdoor approved type, are located in accordance with the manufacturer's recommendations or no less than two feet, whichever is greater, from the edge of any umbrella canvas, any foliage, or any other flammable object or material.
21. All electrical lighting and receptacles shall be listed and approved for wet location installation. Electrical or other cords may not be arranged so as to cause a tripping hazard.

22. Access to fire hydrants, fire hose connections for sprinkler systems, and entrances and exits of all buildings shall not be obstructed at any time by barriers, equipment, seating, or other obstruction. The twenty (20) feet fire lane shall not be obstructed at any time. There shall be a minimum of forty (40) inches separating the edge of any service area obstruction and the fire department connection.
23. Service areas shall be maintained free of litter, refuse, and debris. The area shall be cleaned on a daily basis in accordance with San Bruno's Stormwater Discharge Control Program, which prohibits any discharge other than stormwater into the stormwater drainage system.
24. Hand sanitizer or hand washing stations should be made available in the outdoor service area.
25. A business using public property to operate outdoors pursuant to these guidelines must maintain commercial general liability insurance with limits not less than \$1,000,000 as more specifically detailed in the accompanying encroachment permit, including naming the City as an additional insured.
26. The outdoor use must be operated in accordance with all local, State, and Federal laws, orders, and requirements.
27. Any such use permitted hereunder shall cease upon termination of the City of San Bruno local emergency unless terminated sooner. At such time of termination, the permittee shall cease the outdoor use. The City of San Bruno reserves the right, in its sole discretion during the pendency of the City of San Bruno local emergency, to terminate or extend this Order.
28. No real property right is provided, given, or otherwise conveyed to any person or entity using public property for outdoor personal care services purposes. Any such use permitted hereunder shall cease upon termination of the City of San Bruno local emergency unless terminated sooner. At such time of termination, the restaurant permittee shall return the public property to the condition existing at the time of permit issuance. The City of San Bruno reserves the right, in its sole discretion during the pendency of the City of San Bruno local emergency, to terminate or extend any permit issued hereunder. Upon termination of any use permit granted hereunder, the permittee shall return the City of San Bruno property to the condition existing at the time of permit issuance.

Application and Registration

Prior to setting up an area to provide outdoor services, the business owner or manager shall submit an application for review and approval by the City of San Bruno Community & Economic Development Department Planning Division. No fee will be charged for this review, and two-day approval is expected for most applications.

Please submit a completed application to Community & Economic Development Department Planning Division and staff will contact the applicant if additional information is needed. A complete application will include the following:

- a. A detailed description of the proposed outdoor service area and operations. Please read the application form carefully for details and provide all requested information. Incomplete forms will take longer to process. As directed on the form, please describe the size, layout, and general location of the proposed outdoor use area.
- b. The business operator shall obtain property owner authorization for the creation of expansion of any business outdoors. Tenants within the same shopping center may agree to share available sidewalks or plazas in front of multiple businesses.
- c. Businesses that propose operating on public property shall also obtain an Encroachment Permit from Public Works. No fee will be charged for this review.

- d. Businesses that propose operating within a public park shall obtain authorization from the Recreation division. A fee will be charged for park usage.
- e. The business must have a valid Business License issued by the City of San Bruno.
- f. Planning staff will review registration forms in the order they are received. Once staff reviews the application, they will send an email to confirm approval or request additional information.
- g. Business operators shall contact the City's Community & Economic Development Department prior to operating any outdoor business pursuant to the provisions of this Order to schedule a complementary inspection at (650) 616-7074.

Questions? – Please call 650-616-7074.



Exhibit D

Guidelines & Requirements for Temporary Outdoor Gyms During COVID-19

Effective August 28, 2020

Pursuant to Executive Order No. 20-02, the City of San Bruno will allow gyms and fitness facilities to temporarily create or expand outdoor service areas consistent with the San Mateo Safer Community Order (No. c19-11), as it may be amended, and Industry Guidance related to Expanded Gym Services Provided Outdoors issued by the State of California in response to COVID-19.

The City of San Bruno requires all contractors to abide by the following outdoor services guidelines and requirements. Please note that these procedures and requirements are subject to change at any time based on updated County and State guidelines.

Failure to adhere to these written guidelines will result in revocation of outdoor services privileges.

1. All gym operators shall read and comply with the Mandatory Directive for Gyms issued by the by the State of California.

For guidance specific to gyms and fitness facilities, see:

- [State of California COVID-19 Industry Guidance for Gyms and Fitness Services](#)
- [State of California COVID-19 General Checklist for Gyms and Fitness Services](#)

2. Gyms and fitness facilities shall implement a reservation system where clients sign up to work out during designated time slots. Operators shall screen all clients and visitors using the outdoor facility.
3. Gyms and fitness facilities must ensure that everyone using the outdoor fitness area maintains at least six feet (6') of social distance from everyone outside their household at all times. See county directive for suggestions to help accomplish this distancing.
4. Gyms and fitness facilities operators shall regularly disinfect all high-touch areas and surfaces (such as doorknobs, handles, light switches, restrooms, benches, front reception areas, computers, phones, and all fitness equipment). Disinfectants must be effective against COVID-19.
5. Outdoor group fitness classes must follow the separate Health Officer Directive and local guidelines for Outdoor Gatherings.
6. Any food facility located within a gym or fitness facility (such as a juice or snack bar) must follow the rules in the Health Officer Directive for Food Facilities. Indoor gym or fitness facility is not allowed, but food may be sold for carryout. See county directive for specific details.

7. Outdoor gym or fitness facility operators shall obtain written authorization from the property owner for the use of private sidewalks or parking areas for temporary outdoor use. Sidewalks or parking areas immediately in the front of the business are the preferred location for outdoor use.
8. Tenants in shopping centers with multiple tenants shall work with management and other tenants to equitably allocate the available sidewalks and patios for temporary outdoor use.
9. Tables, chairs, umbrellas, or other temporary objects shall be located in a manner that does not obstruct the entrance to any building or fire safety equipment, impede the flow of pedestrian or vehicle traffic, or create a hazardous condition (such as a tripping hazard).
10. Removable barriers, such as stanchions, retractable belts, plants, or screens no more than three feet (3'-0") in height, may be used to delineate outdoor service areas from the pedestrian path of travel.
11. No furniture, fixture, barrier, or equipment shall be permanently affixed to public property.
12. Instructors will set up and break down all equipment before and after class.
13. Participants shall not use shared equipment.
14. Access to indoor restroom must be provided; portable toilets are not permitted.
15. Operating hours for outdoor gyms shall be consistent with the indoor operating hours.
16. All forms of amplified sound are not allowed in conjunction with temporary outdoor gyms.
17. Gym operators shall maintain the cleanliness and appearance of outdoor areas.
18. Each gym operator may post one sign with a maximum area of four (4) square feet in the temporary outdoor service area. No advertising shall be allowed except the establishment's name and logo.
19. The use of tents or other coverings for outdoor gyms and fitness facilities shall require review and approval by the San Bruno Fire Marshal in accordance with current regulations and fees.
20. Public and private parking areas immediately adjacent to the business (head-in parking) may be considered for temporary gym use if no other options are available. Total outdoor service area shall not exceed the original occupancy of the business.
21. When located in streets or active parking lots, outdoor gym space shall include safety barriers such as temporary walls, concrete or water-filled K-rails, or landscape planters, to protect the areas from moving vehicles. Safety barriers shall not exceed 42 inches in height.
22. Outdoor service areas shall comply with ADA access requirements. A minimum four-foot (4'-0") wide path of travel shall be maintained along all pedestrian walkways.
23. Outdoor service areas shall not encroach into accessible parking stalls, accessible van loading areas, active drive aisles, and associated paths of travel.
24. Space heaters are permitted if they are an outdoor approved type, are located in accordance with the manufacturer's recommendations or no less than two feet, whichever is greater, from the edge of any umbrella canvas, any foliage, or any other flammable object or material.

25. All electrical lighting and receptacles shall be listed and approved for wet location installation. Electrical or other cords may not be arranged so as to cause a tripping hazard.
26. Access to fire hydrants, fire hose connections for sprinkler systems, and entrances and exits of all buildings shall not be obstructed at any time by barriers, equipment, seating, or other obstruction. The twenty (20) feet fire lane shall not be obstructed at any time. There shall be a minimum of forty (40) inches separating the edge of any service area obstruction and the fire department connection.
27. Service areas shall be maintained free of litter, refuse, and debris. The area shall be cleaned on a daily basis in accordance with San Bruno's Stormwater Discharge Control Program, which prohibits any discharge other than stormwater into the stormwater drainage system.
28. Hand sanitizer or hand washing stations should be made available in the outdoor service area.
29. A business using public property to operate outdoors pursuant to these guidelines must maintain commercial general liability insurance with limits not less than \$1,000,000 as more specifically detailed in the accompanying encroachment permit, including naming the City as an additional insured.
30. The outdoor use must be operated in accordance with all local, State, and Federal laws, orders, and requirements.
31. Any such use permitted hereunder shall cease upon termination of the City of San Bruno local emergency unless terminated sooner. At such time of termination, the permittee shall cease the outdoor use. The City of San Bruno reserves the right, in its sole discretion during the pendency of the City of San Bruno local emergency, to terminate or extend this Order.
32. No real property right is provided, given, or otherwise conveyed to any person or entity using public property for outdoor gyms purposes. Any such use permitted hereunder shall cease upon termination of the City of San Bruno local emergency unless terminated sooner. At such time of termination, the restaurant permittee shall return the public property to the condition existing at the time of permit issuance. The City of San Bruno reserves the right, in its sole discretion during the pendency of the City of San Bruno local emergency, to terminate or extend any permit issued hereunder. Upon termination of any use permit granted hereunder, the permittee shall return the City of San Bruno property to the condition existing at the time of permit issuance.

Application and Registration

Prior to setting up an area to provide outdoor services, the business owner or manager shall submit an application for review and approval by the City of San Bruno Community & Economic Development Department Planning Division. No fee will be charged for this review, and two-day approval is expected for most applications.

Please submit a completed application to Community & Economic Development Department Planning Division and staff will contact the applicant if additional information is needed. A complete application will include the following:

- a. A detailed description of the proposed outdoor service area and operations. Please read the application form carefully for details and provide all requested information. Incomplete forms will take longer to process. As directed on the form, please describe the size, layout, and general location of the proposed outdoor use area.
- b. The business operator shall obtain property owner authorization for the creation of expansion of any business outdoors. Tenants within the same shopping center may agree to share available sidewalks or plazas in front of multiple businesses.

- c. Businesses that propose operating on public property shall also obtain an Encroachment Permit from Public Works. No fee will be charged for this review.
- d. Businesses that propose operating within a public park shall obtain authorization from the Recreation division. A fee will be charged for park usage.
- e. The business must have a valid Business License issued by the City of San Bruno.
- f. Planning staff will review registration forms in the order they are received. Once staff reviews the application, they will send an email to confirm approval or request additional information.
- g. Business operators shall contact the City's Community & Economic Development Department prior to operating any outdoor business pursuant to the provisions of this Order to schedule a complementary inspection at (650) 616-7074.

Questions? – Please call 650-616-7074.



Exhibit E

Guidelines & Requirements for Temporary Outdoor Operating Non-Critical Business Offices During COVID-19

Effective August 28, 2020

Pursuant to revised Executive Order No. 20-02, the City of San Bruno will allow offices for businesses operating in non-critical infrastructure sectors to temporarily create or expand outdoor service areas consistent with the San Mateo Safer Community Order (No. c19-11), as it may be amended, and Industry Guidance related to Expanded Non-critical Office Services Provided Outdoors issued by the State of California in response to COVID-19.

The City of San Bruno requires all contractors to abide by the following outdoor services guidelines and requirements. Please note that these procedures and requirements are subject to change at any time based on updated County and State guidelines.

Failure to adhere to these written guidelines will result in revocation of outdoor services privileges.

1. All non-critical business office operators shall read and comply with the Mandatory Directive for Non-critical Business Offices issued by the by the State of California.

For guidance specific to non-critical business office services, see:

- [State of California COVID-19 Industry Guidance for Non-critical business offices](#)
- [State of California COVID-19 General Checklist for Non-critical business offices](#)

2. Outdoor non-critical business office operators must implement measures to ensure physical distancing of at least six feet between and among workers and customers, except while providing the services that require close contact.
3. Outdoor non-critical business office operators must maintain at least six feet of physical distance between each work station area and/or use impermeable barriers between work stations to protect customers from each other and workers.
4. Outdoor non-critical business office operators shall obtain written authorization from the property owner for the use of private sidewalks or parking areas for temporary outdoor use. Sidewalks or parking areas immediately in the front of the business are the preferred location for outdoor use.
5. Tenants in shopping centers with multiple tenants shall work with management and other tenants to equitably allocate the available sidewalks and patios for temporary outdoor use.

6. Tables, chairs, umbrellas, or other temporary objects shall be located in a manner that does not obstruct the entrance to any building or fire safety equipment, impede the flow of pedestrian or vehicle traffic, or create a hazardous condition (such as a tripping hazard).
7. Removable barriers, such as stanchions, retractable belts, plants, or screens no more than three feet (3'-0") in height, may be used to delineate outdoor service areas from the pedestrian path of travel.
8. No furniture, fixture, barrier, or equipment shall be permanently affixed to public property.
9. Access to indoor restroom must be provided; portable toilets are not permitted.
10. Operating hours for non-critical business office operators shall be consistent the indoor operating hours.
11. All forms of amplified sound are not allowed in conjunction with temporary outdoor non-critical business office operators.
12. Non-critical business office operators shall maintain the cleanliness and appearance of outdoor areas.
13. Each non-critical business office operator may post one sign with a maximum area of four (4) square feet in the temporary outdoor service area. No advertising shall be allowed except the establishment's name and logo.
14. The use of tents or other coverings for outdoor non-critical business offices shall require review and approval by the San Bruno Fire Marshal in accordance with current regulations and fees.
15. Parking areas immediately adjacent to the business (head-in parking) may be considered for temporary use as outdoor service area if no other options are available. Each establishment shall maintain the minimum number of parking spaces required for available seating. Total outdoor service area shall not exceed the original occupancy of the business.
16. When located in streets or active parking lots, outdoor service areas shall include safety barriers such as temporary walls, concrete or water-filled K-rails, or landscape planters, to protect the areas from moving vehicles. Safety barriers shall not exceed 42 inches in height.
17. Outdoor service areas shall comply with ADA access requirements. A minimum four-foot (4'-0") wide path of travel shall be maintained along all pedestrian walkways.
18. Outdoor service areas shall not encroach into accessible parking stalls, accessible van loading areas, active drive aisles, and associated paths of travel.
19. Space heaters are permitted if they are an outdoor approved type, are located in accordance with the manufacturer's recommendations or no less than two feet, whichever is greater, from the edge of any umbrella canvas, any foliage, or any other flammable object or material.
20. All electrical lighting and receptacles shall be listed and approved for wet location installation. Electrical or other cords may not be arranged so as to cause a tripping hazard.
21. Access to fire hydrants, fire hose connections for sprinkler systems, and entrances and exits of all buildings shall not be obstructed at any time by barriers, equipment, seating, or other obstruction.

The twenty (20) feet fire lane shall not be obstructed at any time. There shall be a minimum of forty (40) inches separating the edge of any service area obstruction and the fire department connection.

22. Service areas shall be maintained free of litter, refuse, and debris. The area shall be cleaned on a daily basis in accordance with San Bruno's Stormwater Discharge Control Program, which prohibits any discharge other than stormwater into the stormwater drainage system.
23. Hand sanitizer or hand washing stations should be made available in the outdoor service area.
24. A business using public property to operate outdoors pursuant to these guidelines must maintain commercial general liability insurance with limits not less than \$1,000,000 as more specifically detailed in the accompanying encroachment permit, including naming the City as an additional insured.
25. The outdoor use must be operated in accordance with all local, State, and Federal laws, orders, and requirements.
26. Any such use permitted hereunder shall cease upon termination of the City of San Bruno local emergency unless terminated sooner. At such time of termination, the permittee shall cease the outdoor use. The City of San Bruno reserves the right, in its sole discretion during the pendency of the City of San Bruno local emergency, to terminate or extend this Order.
27. No real property right is provided, given, or otherwise conveyed to any person or entity using public property for outdoor non-critical business office purposes. Any such use permitted hereunder shall cease upon termination of the City of San Bruno local emergency unless terminated sooner. At such time of termination, the restaurant permittee shall return the public property to the condition existing at the time of permit issuance. The City of San Bruno reserves the right, in its sole discretion during the pendency of the City of San Bruno local emergency, to terminate or extend any permit issued hereunder. Upon termination of any use permit granted hereunder, the permittee shall return the City of San Bruno property to the condition existing at the time of permit issuance.

Application and Registration

Prior to setting up an area to provide outdoor services, the business owner or manager shall submit an application for review and approval by the City of San Bruno Community & Economic Development Department Planning Division. No fee will be charged for this review, and two-day approval is expected for most applications.

Please submit a completed application to Community & Economic Development Department Planning Division and staff will contact the applicant if additional information is needed. A complete application will include the following:

- a. A detailed description of the proposed outdoor service area and operations. Please read the application form carefully for details and provide all requested information. Incomplete forms will take longer to process. As directed on the form, please describe the size, layout, and general location of the proposed outdoor use area.
- b. The business operator shall obtain property owner authorization for the creation of expansion of any business outdoors. Tenants within the same shopping center may agree to share available sidewalks or plazas in front of multiple businesses.
- c. Businesses that propose operating on public property shall also obtain an Encroachment Permit from Public Works. No fee will be charged for this review.
- d. Businesses that propose operating within a public park shall obtain authorization from the Recreation division. A fee will be charged for park usage.
- e. The business must have a valid Business License issued by the City of San Bruno.

- f. Planning staff will review registration forms in the order they are received. Once staff reviews the application, they will send an email to confirm approval or request additional information.
- g. Business operators shall contact the City's Community & Economic Development Department prior to operating any outdoor business pursuant to the provisions of this Order to schedule a complementary inspection at (650) 616-7074.

Questions? – Please call 650-616-7074.



Exhibit F

Guidelines & Requirements for Temporary Outdoor Places of Worship During COVID-19

Effective August 28, 2020

Pursuant to Executive Order No. 20-02, the City of San Bruno will allow places of worship to temporarily create or expand outdoor service areas consistent with the San Mateo Safer Community Order (No. c19-11), as it may be amended, and Industry Guidance related to places of worship issued by the State of California in response to COVID-19.

The City of San Bruno requires all contractors to abide by the following outdoor services guidelines and requirements. Please note that these procedures and requirements are subject to change at any time based on updated County and State guidelines.

Failure to adhere to these written guidelines will result in revocation of outdoor services privileges.

1. All places of worship operators shall read and comply with the Mandatory Directive for Places of Worship and Providers of Religious Services and Cultural Ceremonies issued by the by the State of California.

For guidance specific to Places of Worship, see:

- [State of California COVID-19 Industry Guidance for Places of Worship](#)
- [State of California COVID-19 General Checklist for Places of Worship](#)

2. Outdoor places of worship must implement measures to ensure physical distancing of at least six feet between and among workers and worshippers, except while providing the services that require close contact.
3. Outdoor places of worship shall obtain written authorization from the property owner for the use of private sidewalks or parking areas for temporary outdoor use. Parking areas immediately adjacent to the place of worship is the preferred location for outdoor use.
4. Places of worship located on properties with multiple tenants shall work with management and other tenants to equitably allocate the available sidewalks and patios for temporary outdoor use.
5. Tables, chairs, umbrellas, or other temporary objects shall be located in a manner that does not obstruct the entrance to any building or fire safety equipment, impede the flow of pedestrian or vehicle traffic, or create a hazardous condition (such as a tripping hazard).
6. Removable barriers, such as stanchions, retractable belts, plants, or screens no more than three feet (3'-0") in height, may be used to delineate outdoor service areas from the pedestrian path of travel.

7. No furniture, fixture, barrier, or equipment shall be permanently affixed to public property.
8. Access to restrooms must be provided.
9. Operating hours for places of worship shall be consistent with the indoor operating hours.
10. All forms of amplified sound are not allowed in conjunction with temporary outdoor services.
11. Operators shall maintain the cleanliness and appearance of outdoor areas.
12. Each place of worship may post one sign in the temporary outdoor service area. No advertising shall be allowed except the establishment's name and logo.
13. The use of tents or other coverings for outdoor services shall require review and approval by the San Bruno Fire Marshall in accordance with current regulations and fees.
14. Parking areas immediately adjacent to the business (head-in parking) may be considered for temporary use service area if no other options are available. Each establishment shall maintain the minimum number of parking spaces required for available seating. Total outdoor service area shall not exceed the original occupancy of the place of worship.
15. When located in active parking lots, outdoor service areas shall include safety barriers such as temporary walls, concrete or water-filled K-rails, or landscape planters, to protect the areas from moving vehicles. Safety barriers shall not exceed 42 inches in height.
16. Outdoor service areas shall comply with ADA access requirements. A minimum four-foot (4'-0") wide path of travel shall be maintained along all pedestrian walkways.
17. Outdoor service areas shall not encroach into accessible parking stalls, accessible van loading areas, and associated paths of travel.
18. Space heaters are permitted if they are an outdoor approved type, are located in accordance with the manufacturer's recommendations or no less than two feet, whichever is greater, from the edge of any umbrella canvas, any foliage, or any other flammable object or material.
19. All electrical lighting and receptacles shall be listed and approved for wet location installation. Electrical or other cords may not be arranged so as to cause a tripping hazard.
20. Access to fire hydrants, fire hose connections for sprinkler systems, and entrances and exits of all buildings shall not be obstructed at any time by barriers, equipment, seating, or other obstruction. The twenty (20) feet fire lane shall not be obstructed at any time. There shall be a minimum of forty (40) inches separating the edge of any service area obstruction and the fire department connection.
21. Service areas shall be maintained free of litter, refuse, and debris. The area shall be cleaned on a daily basis in accordance with San Bruno's Stormwater Discharge Control Program, which prohibits any discharge other than stormwater into the stormwater drainage system.
22. Follow restaurant, tavern, brewery, winery, distillery requirements for food and beverage service.
23. Hand sanitizer or hand washing stations should be made available in the outdoor service area.

24. A business using public property to operate outdoors pursuant to these guidelines must maintain commercial general liability insurance with limits not less than \$1,000,000 as more specifically detailed in the accompanying encroachment permit, including naming the City as an additional insured.
25. The outdoor use must be operated in accordance with all local, State, and Federal laws, orders, and requirements.
26. Any such use permitted hereunder shall cease upon termination of the City of San Bruno local emergency unless terminated sooner. At such time of termination, the permittee shall cease the outdoor use. The City of San Bruno reserves the right, in its sole discretion during the pendency of the City of San Bruno local emergency, to terminate or extend this Order.
27. No real property right is provided, given, or otherwise conveyed to any person or entity using public property for outdoor places of worship purposes. Any such use permitted hereunder shall cease upon termination of the City of San Bruno local emergency unless terminated sooner. At such time of termination, the restaurant permittee shall return the public property to the condition existing at the time of permit issuance. The City of San Bruno reserves the right, in its sole discretion during the pendency of the City of San Bruno local emergency, to terminate or extend any permit issued hereunder. Upon termination of any use permit granted hereunder, the permittee shall return the City of San Bruno property to the condition existing at the time of permit issuance.

Application and Registration

Prior to setting up an area to provide outdoor services, the business owner or manager shall submit an application for review and approval by the City of San Bruno Community & Economic Development Department Planning Division. No fee will be charged for this review, and two-day approval is expected for most applications.

Please submit a completed application to Community & Economic Development Department Planning Division and staff will contact the applicant if additional information is needed. A complete application will include the following:

- a. A detailed description of the proposed outdoor service area and operations. Please read the application form carefully for details and provide all requested information. Incomplete forms will take longer to process. As directed on the form, please describe the size, layout, and general location of the proposed outdoor use area.
- b. The business operator shall obtain property owner authorization for the creation of expansion of any business outdoors. Tenants within the same shopping center may agree to share available sidewalks or plazas in front of multiple businesses.
- c. Businesses that propose operating on public property shall also obtain an Encroachment Permit from Public Works. No fee will be charged for this review.
- d. Businesses that propose operating within a public park shall obtain authorization from the Recreation division. A fee will be charged for park usage.
- e. The business must have a valid Business License issued by the City of San Bruno.
- f. Planning staff will review registration forms in the order they are received. Once staff reviews the application, they will send an email to confirm approval or request additional information.
- g. Business operators shall contact the City's Community & Economic Development Department prior to operating any outdoor business pursuant to the provisions of this Order to schedule a complementary inspection at (650) 616-7074.

Questions? – Please call 650-616-7074.



Temporary Outdoor Business (COVID-19) Registration & Review Form

Community and Economic
Development Department
567 El Camino Real
San Bruno CA, 94066
Phone: 650-616-7074

For official use only

Date submitted:		Approval Date:	
Other Required Approvals:			
<input type="checkbox"/>	Community & Economic Development Inspection Scheduling	<input type="checkbox"/>	Parks & Recreation Approval (If Applicable)
<input type="checkbox"/>	Encroachment Permit (If Applicable)	<input type="checkbox"/>	Fire Marshall Approval (If Applicable)

Project Address: _____ **APN:** _____

Requirements for Temporary Outdoor Business Operations

Pursuant to Executive Order No. 20-02, the City of San Bruno will allow the temporary use of outdoor areas for business activities consistent with the current San Mateo County Health Order and the COVID-19 Industry Guidance issued by the State of California. Business owners must submit a completed form to register their outdoor business activities with the City of San Bruno. No fee will be charged for registration, and two-day approval will be possible for most forms. Please submit completed forms to Community and Economic Development Department and staff will contact the applicant if additional information is needed.

*** All outdoor businesses require a complimentary inspection. Contact the Community and Economic Development Department at (650) 616-7074 to schedule the inspection prior to commencing outdoor operations.**

Business Information:

Business Address:	Business Name:
Business Owner's Name:	Business Owner's Phone # and email:
Business License #:	Business Hours of Operation:
Property Owner Name:	Property Owner Phone #:

Proposed Temporary Business Information

Project Type	<input type="checkbox"/> Personal Service <input type="checkbox"/> Gym/Fitness <input type="checkbox"/> Place of Worship <input type="checkbox"/> Cardroom <input type="checkbox"/> Restaurant <input type="checkbox"/> Other	Use (If Labeled Other):
Total Square Footage of Indoor Business:	Total Square Footage of Outdoor Business:	
Number of Employees per shift:	Total Number of Seating (If Seating is Provided):	
Total Number of Tables (If Tables are Provided):	Outdoor ABC License: <input type="checkbox"/> Yes <input type="checkbox"/> No	

In the box below, please describe your proposed outdoor seating/business area and how operations will be consistent with the Outdoor Business Guidelines attached to Executive Order No. 20-02. Attach a separate sheet, if needed. (Provide as much detail as possible & attach a sketch or drawing of the proposed outdoor business setup.

Check "yes" or "no" to the following questions to determine if additional review is required.		
1. <u>Location</u> . Is the proposed outdoor business located adjacent to the existing business?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. <u>Public Right of Way</u> : Is the proposed outdoor business proposing to convert street parking spaces into an outdoor business area or use the existing public right of way for their business? If "yes", then an encroachment permit will be required.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. <u>City Parks & Recreation</u> : Is the proposed outdoor business proposing to use space within a city park or space run by San Bruno Parks and Recreation? If "yes", then authorization is needed from the Recreation Department in accordance with current regulations and fees.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. <u>Tents & Temporary Structures</u> . Would the proposed outdoor business use any tents, temporary shelters, or coverings? If "yes", then review and approval by the San Bruno Fire Marshall in accordance with current regulations and fees is required.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. <u>Community & Economic Development Inspections</u> . Would the proposed outdoor business include any electrical or construction? Please note, some construction might require a separate building permit which will be determined upon inspection.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. <u>Authorization</u> : Has the property owner authorized the business to setup outside? If "no", staff cannot approve the registration form without property owner authorization.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

By signing below, I hereby certify the following:

- The information provided on this form is true and correct.
- I have read and agree to comply with the applicable City of San Bruno Outdoor Business Guidelines.
- I certify that the Property Owner listed above has reviewed my plans and granted permission to create or expand a temporary outdoor business operation area on the subject property.
- I acknowledge that the current provision for outdoor business operations is temporary and will remain in effect only until the County Health Officer lifts or modifies the SIP, or as directed by the Director of the EOC.
- I understand the City may inspect the outdoor business area at any time to enforce compliance with the above provisions. The City may require the outdoor business area to be closed if it is detrimental to public health, safety or general welfare.
- OUTDOOR DINING ONLY. I understand that alcohol may be sold to patrons in conjunction with a meal, but it may not be sold independently. Bar areas shall remain closed to customers. The California Department of Alcoholic Beverage Control (ABC) has additional information at: <https://www.abc.ca.gov/abc-218-cv19-instructions/>. NO OTHER OUTDOOR BUSINESS OPERATIONS SHALL BE ALLOWED TO SERVE ALCOHOL OUTSIDE.

Business Manager/Owner Signature: _____

Date: _____