

**CITY OF MOSCOW**  
**SIDEWALK CAFÉ ENCROACHMENT LICENSE**  
**TEMPORARY EXPANSION**



A Sidewalk Café Encroachment License authorizes the Licensee to serve food and/or beverages outside and adjacent to their premises (Moscow City Code (MCC) Title 9, Chapter 12). If the premises are properly licensed, a Licensee may serve alcohol. Moscow City Council passed Resolution 2020-11 on June 1, 2020, allowing the expansion of the licensed area of eating and/or drinking establishments that serve food and/or alcohol beverages on a temporary basis to address the requirements and guidelines of Governor Little’s Stay Healthy Order and Idaho Rebounds Plan protocols.

Attached to this letter is the application for the temporary expansion of a Sidewalk Café License.

After your consultation with Public Works and Services regarding the layout for a proposed temporary expansion, please fill out the application that is attached to this letter and **submit the complete application packet to the City Clerk**. Once the proposed premises has been determined to not unreasonably interfere with pedestrian traffic and/or other uses of the public right-of-way, the application will be forwarded to Police, Fire, and Community Events for review, with final approval by the City Clerk.

Items to consider as you fill out the application:

1. How to manage extended area seating with waiting patrons.
2. How to assure ADA accessibility requirements are met (minimum 4’ clear zone).
3. Modification or removal on Saturdays during the Farmers Market season.
4. The portability of the setup if the right-of-way is needed for another public use.

Should you have Americans with Disabilities Act (ADA) specific questions, please contact the City’s ADA Coordinator at 208-883-7600 or email [adacoordinator@ci.moscow.id.us](mailto:adacoordinator@ci.moscow.id.us).

If you have any questions, please contact the following:

City Clerk                      208-883-7015 or [lhopkins@ci.moscow.id.us](mailto:lhopkins@ci.moscow.id.us).

Please submit your application **in person** to Laurie M. Hopkins, City Clerk at City Hall, 206 E 3<sup>rd</sup> St. Room 304.

**CITY OF MOSCOW**  
**TEMPORARY SIDEWALK CAFÉ EXPANSION**  
 FEE WAIVED FOR TEMPORARY EXPANSION ONLY



**EXTENDED LICENSE EXPIRES ON OCTOBER 4<sup>TH</sup>, 2020**  
**unless terminated sooner or extended by City Council**

**APPLICANT INFORMATION**

Applicant's name \_\_\_\_\_ Phone \_\_\_\_\_  
 Applicant's address \_\_\_\_\_  
 Business name \_\_\_\_\_ Phone \_\_\_\_\_  
 Business street address \_\_\_\_\_  
 Contact email \_\_\_\_\_

**REQUIRED INFORMATION**

Description of Required Deliverables
Layout requested ( <i>see diagrams</i> ) and enclose site plan of entire Sidewalk Café, including expanded area
<input type="checkbox"/> Café extended to sidewalk with pedestrian route on street. <input type="checkbox"/> Café extended into on-street parking area with pedestrian route bifurcating the café. <input type="checkbox"/> Café extended to other area of ROW (no parking area impact)
Extension to frontage of adjacent property owner business front
<input type="checkbox"/> Submit a copy of map to adjacent property owner. <input type="checkbox"/> Signed letter from adjacent property approving the extension and map, countersigned by requesting business.
Certificate of Liability to include proposed extended area of café. City of Moscow as additional ensured.
<b>Barriers</b>
<input type="checkbox"/> Provided by applicant      Type: _____      # of: _____
<input type="checkbox"/> Provided by City (as available) Type: _____      # of: _____
Parking Stalls requested (see map for specific numbered stalls): _____

Once the proposed café area has been inspected for public safety and meets the City's revised standards, the City Clerk will provide a letter and revised map to Alcohol Beverage Control.

**READ CAREFULLY:** \_\_\_\_\_ (applicant name) shall indemnify and hold harmless the City of Moscow from and for any and all losses, claims, actions, judgements for damages or injury to persons and property and losses and expenses caused or incurred by \_\_\_\_\_ (business name), its servants, agents, employees, guests and business invitees, and not caused by or arising out of the tortious conduct of the City of Moscow or its employees.

I understand:

- the licensed area must be contiguous to the business;
- any temporary expansion of the licensed area granted pursuant to Resolution 2020-11 shall not act to waive any of the qualifications and/or requirements of state, county and city alcohol licenses unless specifically authorized herein;
- the Sidewalk Café extension may need to be modified or removed on Saturdays during the Moscow Farmers Market season;
- any temporary expansion cannot block ingress/egress to the front of the business nor an adjoining business;
- if extending to the front of an adjoining business, the adjoining business may revoke permission at any time by notifying the City Clerk in writing;
- the City Clerk has the authority to revoke the temporary permit at any time;
- by approving the extension of a Sidewalk Café, the City is not approving the businesses regulation of social distancing or the businesses protocols of implementing Governor Little’s Stay Healthy Order or Idaho Rebounds Plan for the business;
- this is a pilot program and may be modified at any time.

I have read the foregoing and understand that the terms of this Agreement are contractually and legally binding and that no verbal statement to the contrary, by any person or entity, can void or alter the terms of this Agreement.

I, \_\_\_\_\_, certify under penalty of perjury pursuant to the law of the State of Idaho, that the foregoing is true and correct.

\_\_\_\_\_  
*Applicant’s Signature*

\_\_\_\_\_  
*Date*

<b><i>FOR OFFICE USE ONLY</i></b>	
Date Received: _____	<input type="checkbox"/> Completed and signed application <input type="checkbox"/> Sidewalk Café site plan <input type="checkbox"/> Letter from adjacent property owner if applicable <input type="checkbox"/> Certificate of Insurance, City additional insured <input type="checkbox"/> Barrier information <input type="checkbox"/> Letter sent to ABC
Approvals: _____	
Public Works: _____	
Streets: _____	
Police: _____	
Fire: _____	Clerk Approval: _____
Engineering: _____	Approval Date: _____
Comm Events: _____	Conditions: _____
Denied <input type="checkbox"/> Denial Reason: _____	