

# Temporary Modified Restaurant Operations Permit

Pursuant to the Governor's Order of June 1<sup>st</sup>, 2020, the Millis Select Board adopted the following policy on **June 8, 2020** to allow Millis restaurants to amend their permitted alcohol licenses and business operating site plans in order to relocate their serving operations outdoors, where appropriate. No fee will be associated with this application. **Return completed form to the Town Clerk's Office.**

The process to amend a business' alcohol license and serving site plan requires the following steps:

1. An Application for a Temporary Restaurant Service and Alcohol Outdoor Space, 2020 (the Application) shall be submitted to the Town Clerk, which will be time stamped by the Clerk and sent, in order of time submitted, to the Town Administrator.
2. A narrative and a drawing detailing layout of proposed outdoor operations including, but not limited to, location of tables, seating, tents\*, parking areas, waste disposal areas, fencing/barriers, exits and entrances into temporary area, etc., as applicable to location shall accompany the Application.
3. The Application will be sent to the Town Administrator, who shall distribute it to the appropriate Millis departments for review on a reasonable and proper basis, including Police, Fire, Board of Health, and Building. Other departments will be notified as appropriate.
4. Each department will review the Application and return its opinion to the Town Administrator within one business day of the Town's stamped receipt of the Application or as soon as reasonable.
5. All public hearing requirements for state zoning (Zoning Enabling Act, G.L. c. 40A) and local zoning limitations, including special permits, notification and advertising to abutters or variance requirements shall be waived.
6. The Select Board hereby grants the authority of granting zoning relief and of the local licensing authority (LLA) to the Town Administrator for the specific purpose of this temporary Application process.
7. The approved license and permit amendment shall be submitted in writing to the Town Clerk by the Town Administrator and will be considered effective immediately upon the filing by the Clerk, with no recording requirements. The decision of the Town Administrator or his designee is final and not subject to appeal.
8. Rejected Applications shall be quickly returned to the applicant with reason(s) for the rejection clearly stated and along with suggested corrections or modifications as necessary.
9. Pursuant to the Governor's Order of June 1, 2020, the ABCC review of these license decisions has been waived. Therefore, this process, will permit the outdoor sale of alcoholic beverages for on-premises consumption to existing and properly permitted license holders. A notification of the decision shall be sent to ABCC.
10. The Town, through the Town Administrator, retains its right to revoke, amend or impose conditions on his decision. Any relief granted under this process shall expire in the earlier of the rescission of the Governor's Order or November 1, 2020.
11. The consumption of beer, wine, and spirits for existing G. L. c. 138 § 12 licensees in the outdoor seating area approved under this process will be allowed with the stipulation that it is purchased from the adjacent restaurant or under this process for on-site consumption.
12. Use of public space (sidewalks, municipal parking lots, etc.) must be approved through a separate process with the Select Board.

## **TOWN OF MILLIS APPLICATION FORM**

Temporary Restaurant Service and Alcohol Outdoor Space, 2020

Name of Business:

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Licensed Owner/Operator's Name/DBA:

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Type of License(s) Held by Business

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Address of Business:

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Telephone Number(s):

Email Address:

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24-Hour Emergency Contact Information: (Name, Telephone, Mobile Phone)

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Narrative: Provide information on what you would like to do, with as much detail as possible. Please include how you plan to adjust your operations to meet social distancing requirement. Include a site plan drawing detailing layout of proposed outdoor operations including, but not limited to, location of tables, seating, tents, fire extinguishers, parking areas, waste disposal areas, fencing, exits, lighting, required posters, signage and entrances into temporary area, public safety items (barriers for cars / cones/ markers) to protect diners etc., as applicable to your location. Use extra paper, if necessary.

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Proposed Occupant Load: (total staff and patrons)

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Do you have permission from property owner to use this outdoor space? Yes/No

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Have you completed and posted the state's COVID-19 Business self-certification requirement? Yes/No

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**Applicant's Signature:**

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

Application forms will be reviewed by multiple departments (administration, fire, police, health planning/zoning, and building) and Departments may follow-up with you for additional information.

**ALL BUSINESSES ARE RESPONSIBLE FOR FOLLOWING THE STATE'S COVID-19 GUIDELINES**

For further questions or assistance with this form, please contact:

Robert Weiss, Economic Development & Planning Director

(508) 376-7041 or [rweiss@millisma.gov](mailto:rweiss@millisma.gov)

ABCC Information <https://www.mass.gov/service-details/covid-19-ABCC-advisory-information>

State Reopening Guidance <https://www.mass.gov/info-details/reopening-massachusetts>

**NOTE:**

**Self-Certification Requirement**

Prior to reopening, businesses must meet a self-certification requirement that contains the following elements:

- The business must have a COVID-19 control plan covering social distancing, hygiene and cleaning protocols, and a staffing plan that includes training. The Commonwealth has provided templates. The control plan does not need to be submitted for approval, but must be maintained on premises for inspection.
- Customer-facing businesses must post a [signed compliance attestation poster](#) in an area of the premises that is visible to employees and customers.
- All businesses must have posters for employees and other workers that describe the protocols for social distancing, hygiene and cleaning and disinfecting.

For further information on this, please consult the following links:

<https://www.mass.gov/info-details/safety-standards-and-checklist-restaurants>

<https://www.mass.gov/info-details/reopening-massachusetts>

<https://www.millisma.gov/board-health>

For further information, contact John McVeigh, Board of Health Director, [jmcveigh@millisma.gov](mailto:jmcveigh@millisma.gov), (508) 376-7042.

\*tents: applicants must apply for a tent permit through the Millis Building Department. Fees for the tent permit have been waived.

## Temporary Restaurant Service and Alcohol Outdoor Space, 2020

**Building Department:**  
**508-376-7044**

Signature: \_\_\_\_\_

☐ Yes

☐ No

Comments: \_\_\_\_\_

**Board of Health:**  
**508-376-7042**

Signature: \_\_\_\_\_

☐ Yes

☐ No

Comments: \_\_\_\_\_

**Fire Department:**  
**508-376-2361**

Signature: \_\_\_\_\_

☐ Yes

☐ No

Comments: \_\_\_\_\_

**Police Department:**  
**508-376-5112**

Signature: \_\_\_\_\_

☐ Yes

☐ No

Comments: \_\_\_\_\_

**Town Administrator:**

Signature: \_\_\_\_\_

☐ Yes

☐ No

Comments: \_\_\_\_\_