



Planning &amp; Urban Development Department

*Director of Planning and Urban Development  
Jeff Levine**Inspection Services, Director  
Tammy M. Munson*

June 4, 2015

RICH BUILDING LLC  
104 EXCHANGE ST  
PORTLAND, ME 04101**CBL: 032 H002001**  
**Located at: 106 EXCHANGE ST****Certified Mail 7008 0500 0001 4587 8898**

Dear RICH BUILDING LLC ,

You are receiving this letter in reference to a complaint that has been filed with our office regarding your Outdoor dining set up. As a reminder, please be sure that your business adheres to the following outdoor Dining guidelines and rules.

- Under no circumstances shall an outdoor dining installation extend beyond a point that prevents a clear passageway for pedestrians. At least four feet (4') of continuous, unobstructed sidewalk width must be provided at all times. This width is allowed to meander from side to side to avoid obstacles, but must always contain a continuous unobstructed passage width of at least four feet (4'). Obstacles include light poles, trash cans, parking meter poles, sandwich board signs, trees, bike racks, etc.

- Barriers shall be freestanding. No part of an outdoor dining installation may be physically attached to the building or sidewalk.

- Barriers consisting of stanchions and ropes/chains are encouraged. However, barriers and anchors (planters, etc.) must be located within the designated outdoor dining area. Approved outdoor dining areas are designated by pegs in the sidewalk.

- Barriers, including freestanding sectional fencing, shall not exceed 42" tall.

- Outdoor dining must be accommodated on the existing sidewalk; no decks or platforms may be constructed over the sidewalk.

- Permanent fixtures (such as awnings or permanent lighting) planned as part of an outdoor dining installation, require a building permit and are subject to separate review and approval.

Umbrellas are permitted without a permit. Umbrellas must be weighted.

- Commercial signage is not allowed on barriers.

- Outdoor dining permits are allowed for the period April 1-November 15. Barriers must be removed no later than November 15. Requests to extend beyond the standard permit period require approval by the City Manager. New applications and renewals are done on an annual basis and should be submitted to the city no later than June 1st of each year.

Outdoor dining permits may be revoked immediately for non-compliance with these requirements.



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Failure to comply will result in this office referring the matter to the City of Portland Corporation Counsel for legal action and possible civil penalties, as provided for in Section 1-15 of the Code and in Title 30-A of

M.R.S.A. Section 4452. This constitutes an appealable decision pursuant to Section 112 of the City of Portland Building Code.

If you wish to discuss this matter, or you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read "Brian LaFlamme".

Brian LaFlamme  
Electrical Inspector  
(207) 874-8696