That WHEREAS, the current process for the annual renewal of existing, non-Church Street Marketplace License Agreements relating to encumbrances (for tables and chairs, awnings, signs, and other encumbrances that overhang the public right-of-way) is unduly time-consuming and cumbersome; and

WHEREAS, in order to implement a more efficient procedure that benefits both the licensees seeking annual renewals and city officials charged with processing such renewals, the following procedure shall be implemented for licensees seeking an annual renewal of existing, non-Church Street Marketplace License Agreements:

1. the licensee shall submit an annual renewal application to the City ClerkTreasurer’s Office with the appropriate fee, including with such application updated proof of insurance and all applicable endorsements;
2. the application shall also include a certification by the licensee that the renewal does not amend, modify or otherwise change the existing License Agreement;
3. upon a certification by the Department of Public Works that each licensee is in compliance with the terms of the existing License Agreement, the Treasurer’s Office shall submit to the City Council a listing of all such annual renewals;
4. if the renewal is approved by the City Council, the communication from the Treasurer’s Office, the certificate of compliance by the Department of Public Works, the renewal application by the licensee with the required documentation, and proof of the payment of the fee shall constitute the extension of the existing License Agreement for one year; and

WHEREAS, this proposed change to the process for the approval of renewals to existing, non-Church Street Marketplace License Agreements was approved by the License Committee at its March 5, 2014 meeting, with a request that the proposal be submitted to the entire City Council for its review and approval;

NOW, THEREFORE, BE IT RESOVLED that the process for the approval of existing, non-Church Street Marketplace License Agreements for encumbrances outside the Church Street Marketplace shall be amended as herein provided.

lb/GM/2014/License Agreements for Encumbrances outside the Marketplace – New Process for Renewal Applications

2/27/14