



# TOWN OF ARLINGTON

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DEPARTMENT OF PLANNING &  
COMMUNITY DEVELOPMENT

## M E M O R A N D U M

To: Adam Chapdelaine, Town Manager

From: Jennifer Raitt, Director of Planning & Community Development  
Ali Carter, Economic Development Coordinator

Date: May 28, 2020

Re: Arlington Economic Development Recovery Task Force Recommendations

The Arlington Economic Development Recovery Task Force has held several meetings since its creation by the Select Board in early May. Based on their input from these meetings, the Department of Planning and Community Development (DPCD) puts forth the following recommendations to the Select Board to assist with business reopening efforts that keep public health and safety in the forefront while accommodating business recovery.

1. Suspend parking fee collections in Arlington Center for the duration of Phase 1, and to reconsider extending the suspension for each subsequent phase of the Reopening. Parking fee collections have been informally suspended since mid-March but formalizing that and aligning it with the phases of the Reopening will provide a level of consistency and clarity for business owners and customers alike.
2. Suspend temporary signage permit review for the remainder of the State of Emergency to allow for businesses to communicate clearly with their customers while they are closed or prior to customers entering the store. In addition, relax storefront window signage requirements for the remainder of the State of Emergency, on the condition that any temporary interior signage (e.g. banners, posters, illuminated signs) installed during this time must be removed once the State of Emergency is lifted.
3. Allow property owners to request a waiver for the annual fee required by the Registration of Vacant Commercial and Industrial Property bylaw if owners can demonstrate a direct impact of the COVID-19 pandemic to their difficulty retaining or attracting tenants.

Furthermore, the Task Force discussed emerging trends in community's nationwide that are taking action to accommodate seasonal business activity and enhancing opportunities for social distancing in unique and innovative ways. In an era of unprecedented take-out, delivery, and curbside-pickup business, curbside management needs to be responsive to the new demands of commerce in our neighborhood business districts while also being mindful of other curbside needs and uses. Therefore, the Task Force is making the following preliminary recommendations:

1. Expansion of opportunities for seasonal outdoor dining and shopping. The attached outdoor dining temporary rules reflect our suggestions for how the Town can manage outdoor dining.

- Creation of 15-minute parking zones in business districts to facilitate curbside pick-up and deliveries. DPCD staff is developing guidelines with the Health Department, the Department of Public Works, and Information Technology to allow for expanded seasonal outdoor seating and shopping opportunities as well as for siting the locations for 15-minute parking zones. Criteria for locating 15-minute parking zones as well as expanded outdoor seating and shopping opportunities include:
  - Proximity and desire of open businesses
  - ADA compliance
  - Safety (e.g. visibility, proper buffering from vehicular traffic)
  - Providing ample space for social distancing of diners/customers and other pedestrian traffic