

**From:** [Todd Selig](#)  
**Subject:** FW: Administrative Order 4 - suspension of 30 day time limitation for outdoor display permit during covid-19 pandemic  
**Date:** Wednesday, May 20, 2020 1:19:47 PM

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Dear Members of the Council,

For your general information.

Todd

[Todd I. Selig](#), Administrator  
Town of Durham, NH  
**a:** 8 Newmarket Rd., Durham, NH 03824 USA  
**t:** 603.868.5571 | **m:** 603.817.0720 | **w:** [www.ci.durham.nh.us](http://www.ci.durham.nh.us)  
He/him/his pronouns

To view suggestions from the CDC on how to protect yourself and your family from **COVID-19**, click [HERE](#).

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**From:** Todd Selig <[tselig@ci.durham.nh.us](mailto:tselig@ci.durham.nh.us)>  
**Date:** Wednesday, May 20, 2020 at 1:16 PM  
**To:** "Christine J. Soutter" <[csoutter@ci.durham.nh.us](mailto:csoutter@ci.durham.nh.us)>, Audrey Cline <[acline@ci.durham.nh.us](mailto:acline@ci.durham.nh.us)>, Karen Edwards <[kedwards@ci.durham.nh.us](mailto:kedwards@ci.durham.nh.us)>, Katie Muth <[durhambusinessassociation@gmail.com](mailto:durhambusinessassociation@gmail.com)>, Michael Behrendt <[mbehrendt@ci.durham.nh.us](mailto:mbehrendt@ci.durham.nh.us)>, James Rice <[jrice@ci.durham.nh.us](mailto:jrice@ci.durham.nh.us)>  
**Subject:** Administrative Order 4 - suspension of 30 day time limitation for outdoor display permit during covid-19 pandemic

The Town of Durham for many years has had in place an Outdoor Display Permit procedure to enable downtown businesses to take advantage of utilizing municipal sidewalks for the display of their wares for a period of up to 30 days.

[https://www.ci.durham.nh.us/sites/default/files/fileattachments/building/page/54277/outdoor\\_display\\_permit.pdf](https://www.ci.durham.nh.us/sites/default/files/fileattachments/building/page/54277/outdoor_display_permit.pdf)  
The application reads:

The Owner of a retail store may display merchandise normally located within the store on a sidewalk immediately abutting the store, for thirty (30) days in each calendar year. This form, when approved by an authorized Town Official, shall constitute an Outdoor Display Permit in compliance with Durham's Ordinance Chapter 124. Applications are made through the Planning, Zoning, and Assessing Office and may be obtained/submitted by emailing Administrative Assistant Karen Edwards at [kedwards@ci.durham.nh.us](mailto:kedwards@ci.durham.nh.us).

The following must be observed:

1. In no case shall any display leave less than six (6) feet in width of the sidewalk unobstructed, or block the pedestrian usage of the walk.
2. Applicant shall provide adequate arrangements to ensure the safety of the public and person covered under the permit and for the prevention from damage to public and private property.
3. This permit is valid for thirty (30) days in any given calendar year and must be renewed on an annual basis.

Due to the Covid-19 pandemic and in support of our local businesses, ***the 30 day time period limitation is hereby suspended*** until such time as the Administrator determines that the public health emergency has been addressed.

Todd

[Todd I. Selig](#), Administrator

Town of Durham, NH

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