



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

Supporting a Phased Reopening of Businesses

The City of Folsom stands ready to support the phased reopening of local businesses. Here are some of the tools available to help businesses reopen once authorization is announced by Governor Gavin Newsom and Sacramento County Department of Public Health Services. We encourage you to plan and prepare in advance for a safe and prosperous reopening.

SOCIAL DISTANCING PROTOCOL GUIDELINES

Social Distancing Protocol Guidelines are available to help businesses prepare for Sacramento County requirements, directives, and orders on:

- Signage
- Face coverings and masks
- Protecting employee health
- Preventing crowds from gathering
- Ensuring physical distancing of 6 feet
- Sanitation

CITY MEASURES TO SUPPORT BUSINESSES

The City of Folsom issued an Emergency Order to support local businesses and economic development during this public health and economic crisis.

- **Signage.** Requirements and regulations in the Folsom Municipal Code for temporary on-site signage (A-frame, window signs, banner signs) have been temporarily suspended to allow increased business advertisement and promotion, as long as signs do not interfere with vehicle and pedestrian paths of travel (roads, sidewalks, walkways, trails).
- **Fee deferrals.**
 - Temporary deferral of some or all of the city's development impact fees and waiver of certain development processing fees for **qualified affordable housing projects** are available through Chapter 16.60 of the Folsom Municipal Code.
 - Temporary deferral of some or all of the city's development impact fees for **qualified residential and commercial projects** are available through Chapter 16.80 of the Folsom Municipal Code.
- **Fee Waiver.**
 - Temporarily suspends business license, permitting requirements, and fees for **home occupation** so long as the home occupation complies with the operational requirements in the Folsom Municipal Code.
- **Local vendor preference.** The local contract preference has been increased to 25 percent when the City of Folsom is evaluating bids for supplies, equipment, and services.
- **Businesses Allowed Use of Public Spaces.**
 - **City-owned public properties**—such as outdoor plazas, closed streets, and public parking spaces—can be temporarily used for outdoor dining, once sit-down dining is permitted by the Sacramento County Health Officer. Restaurants must obtain a temporary permit from the Community Development Department and follow city requirements. Staff will process temporary permits within three business days.
- **Retail and Restaurant Curbside Pickup.** The temporary use of city-owned non-ADA public parking spaces is allowed for curbside restaurant food and retail merchandise pickup from essential businesses. These city-owned, non-ADA public parking spaces will be available to other Folsom businesses and retailers when the Sacramento County Health Officer allows their operation. Businesses desiring to use city parking spaces for curbside pickup must obtain a temporary permit from the Community Development Department. Businesses operating curbside pickups on private property should contact the property owner for approval.
- **Other measures.**
 - Folsom Municipal Code rules on the frequency of garage sales are temporarily suspended. Six-foot social distancing must be maintained at all times, except for people in the same household.
 - Public Works projects in the public rights-of-way—including construction and maintenance—should take place outside of regular business hours when feasible, to minimize disruption to commercial and business operations.
 - Provisions in the Folsom Municipal Code and Conditional Use Permits limiting or restricting the hours of delivery of goods and supplies to businesses are temporarily suspended.



The emergency order will remain in effect until termination of the local emergency by the Folsom City Council.

RETAIL AND RESTAURANT CURBSIDE PICKUP IN FOLSOM HISTORIC DISTRICT

Retail and restaurant curbside pickup zones in Folsom's Historic District have been established on the following roadways with specific zone designations for coordination between customers and businesses:

- Sutter Street, between Decatur and Scott streets
- Riley Street, south of Sutter Street
- Wool Street, north and south of Sutter Street
- Decatur Street, south of Sutter Street
- Gold Lake Drive, north of Leidesdorff Street



A map of curbside pickup zones is available on the city's website at www.folsom.ca.us/PickupZones. Food or merchandise must be picked up within 15 minutes.

CURBSIDE CHECKOUT SAFETY MEASURES

It is important for the safety of employees and customers to have a process in place for curbside pickups. The following steps may be utilized to expedite curbside pickup in an efficient and safe manner:

- Post a sign near the main entrance and/or instructions on the business website regarding ordering and curbside pickup procedures. Include information to instruct customers, such as:
 - After receiving notification that your order is ready for pickup, via phone, email, or text, please come to the designated curbside pickup area to retrieve your order.
 - Call the store to notify that you've arrived; phone number _____.
 - Provide your first and last name, order number, and vehicle make/color to the team member on the phone.
 - Please be patient while we work to bring your order to your car or as instructed by the team member.

Additional information regarding COVID-19 guidance for restaurants and beverage vendors offering takeout or curbside pickup can be found on the United States Department of Labor website at URL.

PERMIT AND INSPECTION PROCESSES AND ONLINE PERMITS

Customers may still drop off documentation for permits and other submittals at City Hall. However, we encourage you to use our online services.

The City of Folsom Community Development Department offers streamlined, web-based platforms for commercial and residential planning, building, engineering, and tree permit applications and plan review. Through Folsom's ePlan review, customers can submit digital applications and plans directly to the city electronically without having to leave their home or business. The ePermit Center serves as a one-stop site for applications and review of Building, Planning, Engineering, and Tree Permit applications, plans, and documents. Customers may still drop off documentation for permits and other submittals at City Hall. However, we encourage you to use our online services.

The City of Folsom is still conducting building permit inspections for commercial and residential projects in the usual manner. For private residential inspections, building inspectors are minimizing entry into private residential homes. For the health and safety of everyone, they will not enter apartment units for inspection unless it is an emergency.

FLUSH WATER LINES BEFORE REOPENING

The Environmental & Water Resources Department is urging businesses that are reopening after a prolonged closure to flush all their water lines in their buildings to ensure water quality. Visit www.folsom.ca.us/businessresources for more.

The City of Folsom will do everything possible to support our businesses during this challenging time. City Hall remains open Monday through Friday from 8 a.m. to 5 p.m., and we are adhering to social distancing guidelines.

For more City of Folsom COVID-19 information and business resources, visit www.folsom.ca.us/businessresources or contact business@folsom.ca.us or 916-461-6210.

