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CITY OF CAMBRIDGE  
COMMUNITY DEVELOPMENT DEPARTMENT

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BRIAN MURPHY  
Assistant  
City Manager for  
Community Development

To: Richard C. Rossi, City Manager

From: Brian P. Murphy, Assistant City Manager for Community Development  
Owen O'Riordan, Commissioner of Public Works  
Ranjit Singanayagam, Commissioner of Inspectional Services  
Jason Weeks, Executive Director of Cambridge Arts Council

Date: June 10, 2014

RE: Council Order #2 dated May 19, 2014 regarding feasibility of issuing licenses/permits to push cart vendors and local artists, both at Carl Barron Plaza and similar spaces in Central Square.

The Community Development Department, License Commission, Inspectional Services Department, Arts Council, Police Department and Department of Public Works recognize the need for additional events and activities that enliven Carl Barron Plaza and other open spaces in Central Square with creative energy and economic vibrancy. These activities will provide a richer experience for residents, commuters, and visitors in the Central Square Cultural District.

An interdepartmental working group has been meeting regularly to develop processes, procedures, and locations for a pilot vendor program in Carl Barron Plaza. The purpose of the pilot program is to create a successful model to be replicated in other open spaces in Central Square and elsewhere in Cambridge. These guidelines will include allocated spaces, application process, permitting requirements, and design criteria.

Current licensing and permitting requirements will limit this pilot program to merchandise vendors. Food will not be allowed at this time due to limits on Peddler Licenses within 300 ft of a Common Victualer License and the Fast Order Food Cap in Central Square. Once the designated area, design guidelines, and application process have been approved by the committee, requests for proposals will be issued and interested vendors will be invited to apply for available spaces. Acceptance into the program will include an assignment specifying the approved location and dates of operation.

The Committee will consider a variety of factors in choosing applicants and assigning locations, including the preferences of accepted vendors, space constraints, the commercial and cultural district retail mix and the goal of clustering vendors with complementary offerings. Approved applicants must comply with existing permitting requirements, which include:

**Arts Council**

- Street Performer Permit (when applicable)

## **DPW**

- A completed sidewalk business use petition to the City Clerk's office to be reviewed by City Council
- A drawing that displays where the obstruction will be located on the sidewalk in relation to the business premises and curb. The location of sidewalk obstruction must meet ADA requirements.
- A certificate of insurance that names the City as additionally insured and the certificate holder in an amount not less than \$1,000,000.00 per occurrence.

## **License Commission**

- Massachusetts Hawker and Peddler License (issued by the MA Office of Consumer Affairs and Business Regulation)
- Cambridge Peddler/Vendor License
- Copy of RMV registration
- Copy of Cambridge Business Certificate or DBA Certificate
- Complete CORI Request Forms for all employees

It is anticipated that the application process and guidelines will be created for the Pilot Program this summer with request for proposals to be issued in the fall.

The City is looking closely at what portions of these regulations could be streamlined in order to make it easier for vendors to sell in appropriate plazas while continuing to support the existing businesses in Cambridge's commercial districts and reinforce the dynamic nature of the Central Square Cultural District.