



## Information for Special Business District Members

### Information and Guidelines from St. Louis County

Everyone would like to safely get back to business. But, this will be a gradual return to a "new normal" for most of us. To help you plan a successful reopening strategy, please click on the link below. And, keep the Downtown Kirkwood office up to date on changes in your operation.

[St. Louis County Guidelines](#)



### Calculating Occupancy

The new requirements from St. Louis County Department of Health require many businesses to reduce their occupancy if they open to the public.

Here is how Kirkwood Fire Marshal Dennis Fischer calculates occupancy during "normal" circumstances:

**For mercantile (grade level floors) the occupancy factor is 30 (sq. ft. divided by 30) but other "uses" such as stock rooms or assembly uses (restaurants) are calculated with a different occupancy factor.**

If you need help determining the occupancy for your business, contact Dennis Fischer at 314-822-5883 (the fire department main line) then listen to the message for the fire marshal. If you have your square footage available (ie: 1500 sq. ft. space with 1/3 storage and 2/3 sales area, front and rear door) that would be helpful. If you get voicemail just leave the information and your contact information, your call will be returned. Or [FISCHEDW@kirkwoodmo.org](mailto:FISCHEDW@kirkwoodmo.org).



Once you have the calculation for "normal" occupancy, you can multiply that number by the percentage allowed under the reopening plan.

For example, if the occupancy allowed at your business is 80 and St. Louis County is allowing 25% occupancy, you are allowed 20 people in your business beginning May 18.

**Application Deadline is May 17:** St. Louis County released its application for their **Small Business Relief Program** which offers a **one-time grant of \$15,000** or less to for-profit entities, sole proprietors, and non-profit organizations that have their principal place of business in St. Louis County, had 50 or fewer full-time employees as of March 1, 2020, and was closed during the Stay at Home Order.

The St. Louis County SBR Program will provide financial relief to small businesses that were closed or had reduced or modified operations due to the stay at home order. The grant can be used to pay for the costs of business interruption as a result of the business closing during the Stay at Home Order and to cover costs associated with reopening safely. Business interruption costs could include fixed operating costs during closure. Reopening costs could include acquiring personal protective equipment for employees or customers or installing plastic shields to reduce the risks of transmission between customers and employees.

For more information and to apply online visit: <http://stlcorona.com/resources/small-business-relief-program/>

**CURBSIDE  
PICK UP  
REMAIN IN YOUR CAR  
CALL WHEN YOU  
ARRIVE  
10 MIN.  
PARKING ONLY**

## NEW OPTION

The City of Kirkwood and Downtown Kirkwood Special Business District are preparing for business reopenings and increased demand for curbside pickup parking.

We will be placing these curbside pickup zones in areas where we anticipate the need and where our safety standards can be satisfied.



## Curbside Pick Up Signs Placed in Downtown Kirkwood

The City of Kirkwood will be placing signs indicating Curbside Parking Zones in Downtown Kirkwood to accommodate the anticipated interest in curbside pickups.

The City of Kirkwood is working with Downtown Kirkwood staff and businesses to test this program. Additional signs will be placed this week.

Info for businesses from the City of Kirkwood: [click here](#)

## Opening, Curbside Pick Up or updating your services?

Please e-mail us if you are offering curbside service or another service to your customers during the challenging times created by the coronavirus. We are creating a list, updating it frequently, and we will help you share

your information:  
[info@downtownkirkwood.com](mailto:info@downtownkirkwood.com)



Click here to see what Downtown Kirkwood businesses are [open or offer curbside pickup.](#)



[www.downtownkirkwood.com](http://www.downtownkirkwood.com)

