



Temporary Outdoor Seating Application

Name of business: _____ Phone #: _____

Address: _____ Email: _____

Requirements to be submitted but not limited to the following:

- Detail site plan showing location of outdoor seating area
- Permission from property owner if required
- Permission from neighboring business owner (if required using space or blocking access)
- Certificate of insurance if using village R.O.W.
- All ADA requirements shall be adhered to
- 6-foot separation to back of chairs
- Provide detailed drawing of traffic flow, fire lane access ,and barrier protection of seating area
- Hours of operation food and alcohol
- Plan for using restrooms to limit the amount of people in the building at any one time
- Plan for seating people when restaurant is filled to capacity
- Plan for sanitizing tables, areas and condiments . (single user condiment preferred)
- Tents limited to 700 square feet (no sides)
- Food must be prepared inside
- Limit noise to residential areas

Please see attached temporary outdoor seating information guide for further details and information

I hereby certify that all information provided is accurate and I will follow all of the guidelines for Temporary Outdoor Seating .

Owner/Manager Signature: _____

Village of Niles

Temporary Outdoor Seating Information Guide

This information guide has been developed in response to the Governor's announcement that restaurants may offer outdoor seating and service under Phase 3 of the Restore Illinois Plan. The Governor anticipates that Illinois will move to Phase 3 on May 29, 2020. The Village has determined that, subject to the requirements of the Governor's Executive Order, regulations adopted by the [Illinois Department of Public Health](#), and the regulations of the Village, restaurants may provide a temporary outdoor seating area subject to the approval of a permit from the Village.

A no-fee permit is required to allow for the establishment of a temporary outdoor seating area. Following the issuance of a permit and the establishment of the temporary outdoor seating area, the Village will inspect the temporary outdoor seating area for compliance with the approved plans prior to its use.

Outdoor seating areas established under this permit are considered temporary and shall not constitute a property right in the form of permanent outdoor seating. Outdoor seating areas granted a temporary permit be removed: i) when indoor restaurant dining resumes; or ii) as required by Executive Order of the Governor; or iii) as required by state law; or iv) when the Village determines that such temporary permits are no longer valid.

The intent of the program is to allow for greater physical distancing and safety for patrons. This program could include expansion into designated outdoor areas such as adjacent parking lots, streets and sidewalks. During this time period regulations regarding parking, site plan, signage, and alcohol service are relaxed in coordination with an approved plan submitted through a Temporary Use Permit. This is a guide to assist restaurants and bars in the village to prepare and submit a plan for a temporary outdoor expansion that complies with social distancing guidelines and creates a safe environment for your customers.

Follow Illinois Department of Public Health website at DPH.Illinois.org for updated guidance and public health orders. Regardless of approval by the Village for outdoor seating, restaurants will need to ensure that state and local health orders are followed as they are amended. Guidance changes frequently and as a responsible business owner / operator you need to be aware of and follow this guidance for the safety of employees and the public. Please refer specific guidance resources at <https://www.vniles.com/1243/COVID-19-Pandemic>.

For additional guidance or to request a variance from the public health guidance, contact the Village of Niles Health Department from Monday-Friday 8a.m.-5p.m. Businesses can access this service by emailing healthinspectpros@gmail.com or calling 224-257-0774.

Questions on outdoor dining permits: 847-588-8042, Rich Wlodarski (rjw@vniles.com)

Questions on liquor licenses rules: Liquor Licensing: 847-588-8081, Pat Byrne (pbb@vniles.com)

Submitting your Plan

The Village of Niles is utilizing the temporary use permit process to evaluate requests for temporary outdoor retail. For businesses with a current permanent location in the village seeking this relief, the fee for the permit is waived. A temporary use permit can be obtained at: <https://vniles.com/692/Forms-Documents>

In addition to the temporary use permit, you may need to submit all or some of the following with your permit. Email these documents with application to msd@vniles.com

Site Plan:

- A professional design is not required. Email msd@vniles.com for a village provided aerial site plan that you can depict the outdoor area with social distancing spacing details, outside dining barriers and other required clearances
- Please be as detailed and clear as possible so that review can be done as quickly as possible.
- Read through the requirements in this document for clearances that may be required
 - Permission of the property owner if required
 - Permission of a neighboring business if necessary (using space or impacting access)
 - Certificate of insurance if using the city right of way
 - Once the temporary use permit is approved. Post it in a visible location in the extended location.

Parking lots:

- Enable temporary use of on-street parking or other ROW (private or public)
- Traffic operations unchanged
- May not use space designated for disabled-accessible parking stalls
- Subject to landlord/property management pre-approval
- 6-foot separation (backs of chairs) must be met.
- Not within 15 feet of a fire hydrant
- Not within 5 feet of a driveway or disabled-accessible access ramp
- Must be 30 feet from crosswalks, stop signs or traffic signals
- Consider speed of passing traffic and safety of patrons. Submit as part of your diagram how the area will be defined and protected. For example, will you use, planters, barricades, or decking.
- Subject to landlord/property management pre-approval
- Ensure fire lane and fire hydrants remain accessible at all times.
- Ensure disabled parking stalls and access aisles/routes remain open and accessible
- Food must be prepared and finished inside of the restaurant
- Consider traffic flow in the parking lot and how vehicular traffic will be routed safely around the service area.
- Ensure proper barrier (pedestrian and vehicular) for liquor service and signage.
- Event area in parking lot should be secured from moving vehicular traffic.
- Follow any guidance on tents and canopies.
- Provide a detailed diagram showing traffic flow and fire lane access and how the area will be defined and protected. For example, will you use, planters, barricades, positioning vehicles as a barrier....

Common Sidewalk Activation

- Temporary use of sidewalk for restaurant seating or retail
 - Limited to adjacent frontage
 - Subject to landlord / property management approval
 - All ADA and other access standards and guidance apply
 - with a minimum of 36 inches of clearance.
- Maintain 48 inches of clearance on each side of door
- 6-foot separation (backs of chairs) must be met.

Tents and Canopies

- Canopies (no sides) are limited to 700 square feet.
- If your canopy will be over 700 square feet or you have multiple canopies within 12 feet of each other totaling more than 700 square feet, prior to submitting an application contact
- Fire Inspections to discuss an Operational Permit at 847-588-6800.
- Tents over 400 square feet contact Fire Inspections to discuss a plan 303-326-8998.
- Ensure tent does not impact traffic visibility.
- Must be well maintained and made of fire resistant material.
- Submit a site plan to indicate location of tables.
- If occupant load greater than 10, then there shall be a minimum of two-6-foot-wide exits and shall be located so that all points within the tent are 100 feet or less from an exit.
- Guywires or other support shall not cross an exit opening at a height less than 8 feet.
- Ensure that utility location is performed for any staking of tents and canopies
- Tent or Canopy should be placed such that motorists and pedestrians view of other traffic is not restricted.

Fire Safety Guidance

- Fire Hydrants / Fire Lanes cannot be blocked
- If you need to control and area for liquor service area that includes a fire lane, utilize cones or tape so as to not obstruct emergency access
- A designated fire lane must remain at least 20' wide
- Propane fueled patio heaters shall not be closer than 10' to any entrance / exit of any structure. Heaters of any kind shall not be used under tents or umbrellas
- Smoking is prohibited in all temporary outside spaces

Signage

- Village of Niles is more lenient on temporary banners as long as they are well maintained (not tattered or flapping) and in relation to supporting an operation impacted by the public health orders. For example, banners advertising curbside pickup, delivery, now open are temporarily allowed with a permit, the permit fee is waived.
- Pennants will still require a permit.
- Signs or Banners should be placed such that motorists and pedestrians view of other traffic
 - Signage is required to be more specific other than open. At minimum, complimentary sign must accompany "OPEN" sign such drive-thru, curb side, outdoor dining.



Important requirements for food and alcohol service

- Outdoor “beer gardens” are not allowed;
- Hours for alcohol service for on premises consumption must comply with the hours indicated on your liquor license;
- Food service shall be available during the hours of on premises consumption of alcoholic beverages;
- Beer, wine and Cocktail To Go kits may still be offered with carry out and delivery service, until further notice;
- Follow all liquor service laws and best practices, including up-to-date liquor liability insurance;
- Barriers: ensure that there is adequate control of the service area so that customers are not leaving the designated premises with open containers. You may need to post signage indicating “No Alcohol Beyond this Point”. Barriers need not be physical if they provide adequate information to the customer that it is the end point of the service area.

Noise

- Outdoor operations should not be located so close to residential as to have a negative impact on neighbors.
- Noise will be a consideration in permitting and allowing the outdoor extension to operate.
- Food service must be completed inside of the business.

Written Operations Plan –

A written plan describing the proposed operation of the temporary outdoor seating area, including descriptions of each of the following:

- A statement of the restaurant's policy related to face coverings for employees and customers (when customers are not eating or drinking);
- The plan for notifying customers when it is their turn to be seated, once all outdoor seating is occupied. Restaurants are encouraged to require reservations for outdoor seating, to require customers to wait in their vehicles until their table is available, and to contact customers by mobile phone to let them know when their table is available;
- A statement describing the manner in which customer orders will be accepted. Restaurants are encouraged to require orders to be accepted online or over the phone. Any physical (paper, etc.) menus provided to customers must be single-use menus and must be disposed of after use by each customer.
- The plan for customer use of restroom facilities, if such use will be allowed, and measures that will be taken to limit the number of customers allowed to enter the building at any one time; and
- The plan for sanitizing tables, chairs, etc. prior to opening for business and after each customer is served. NOTE: If at all possible, shared items such as condiment bottles, salt and pepper shakers should not be used, and these items should instead be provided in single use/disposable containers. Where not possible, shared items should only be provided upon request and must be disinfected after each use.
- Food service must be completed inside of the business.

Resources:

Village of Niles: <https://www.vniles.com/1243/COVID-19-Pandemic>

Illinois Department Public Health: <https://dph.illinois.gov/covid19>

Director of Economic Development: 847-588-8074, John Melaniphy II (jcm@vniles.com)

Business Licensing: 847-588-80447, Kim Delia (kad@vniles.com)

Liquor Licensing: 847-588-8081, Pat Byrne (pbb@vniles.com)

Permits- Village of Niles Building Division: 847-588-8040 (msd@vniles.com)

Village of Niles Health: 224-257-0774 (healthinspectpros@gmail.com)

Fire Department: 847-588-6800 Non-emergency

Fire Inspections: 847-588-8069 (rpm@vniles.com)

Planning: 847-588-8075 (kel@vniles.com)

EXTENDED CLOSURE AND/OR OUTDOOR SEATING RESUMING

As we work our way through the COVID-19 situation, we are seeing the first signs of reopening businesses. Reopening a restaurant is different than reopening other types of retail businesses. There are many specific technical issues that need to be addressed.

We have compiled a comprehensive list of action items for reopening a restaurant. You certainly don't want to miss anything important. And we want to help you get back up and operating in the best way possible.

Communicate with Your Employees

Consider using teleconferencing or video conferencing as you get more clarity about how and when you will reopen your restaurant. There are new policies and procedures that will need to be implemented as we ease back into normalcy. You don't want to have all your employees figuring this out on the first day they are back. You can begin training them now.

Inventory Issues & New Supplies and Equipment

Reopening your restaurant doesn't mean simply returning to business as usual. There will be additional restrictions in place and you will want to be sure you prepared.

For example, you may want to install hand sanitizer stations for your customers and employees. Your workers will be required to wear masks and gloves. Supplies may be in short supply.

Delivery and takeout are still going to be prominent. Do you have the right takeout containers and disposables to safely and efficiently support this segment of your business?

Begin talking with your vendors now. Remember, everyone has taken a hit from this crisis. Opening the lines of communication will help you to know what you can reasonably accomplish. Your food suppliers may be short-staffed. New supplies that you need may be on backorder because of demand. So, start earlier than you think you need to.

There is no single right way in reopening a restaurant to onsite customers after an extended closure. Not all of the items on this checklist will apply to your business. But we attempted to be as comprehensive as possible in putting together this checklist.

Front of the House Bar/Beverage Service

- Inventory Liquor, place order
- Check and replace pour spouts as needed
- Dust all bottles and shelves
- Clean and sanitize bar ice bins
- Backwash espresso machine, check filter date and replace if needed
- Run water through coffee and tea machines, check filters and replace as needed
- Clean, sanitize and re-start frozen beverage machines per manufacturer's instructions
- Restock Espresso and coffee beans, filters
- Clean and Sanitize all under-bar units, inside and out
- Inventory and clean all glassware, cups and saucers
- Clean bar caddies
- Clean and sanitize all soda and beer lines, pour several servings to clear lines
- Clean and Sanitize fruit caddies
- Wash bar service mats
- Investigate lever or sensor operated ice & beverage dispensing

Dining Room/Bar/Patio

- Arrange dining room and patio tables and bar seating to accommodate social distancing requirements
- Wipe down and sanitize tabletops, seating and bar tops – de-gum as needed
- Use vinyl treatment on any areas prone to cracking or wear
- Clean table bases and level tables as needed
- Clean and sanitize mats and carpeting
- Clean and sanitize hi-chairs and booster seats
- Clean trays and tray jacks
- Clean and refill salt and pepper shakers, sugar caddies, all tabletop condiment items
- Clean bus tubs
- Add Hand Sanitizer Station to entryway of restaurant
- Wash and sanitize all placemats
- Sanitize vinyl menus and menu holders
- Print new menus if applicable
- Clean and/or dust windows and window sills, plants, décor items, light fixtures
- Inventory and wash all china, flatware, serving pieces – reorder as needed
- Clean and sanitize server station
- Power-wash patio and outdoor furniture, sanitize tabletops
- Check umbrellas for wear, replace as needed
- Clean and sanitize outdoor service stations

Take-Out and Delivery

- Inventory and order take-out containers, bags, tamper-proof labels, growlers, cups
- Investigate purchase of hot holding cabinets as takeaway business increases
- Set up to-go procedures for deliveries and pick-ups

Back of the House

Refrigeration/Freezers/Walk-Ins

- Empty ice machines, clean bins, run sanitizing cycle as directed by manufacturer
- Replace ice machine in-line filters, check water lines
- Wipe down exterior and tops of ice machines/bins
- Power wash walk-in floors, clean mats, shelves, bins
- Check gaskets on doors of all refrigeration and freezer units, clean or replace
- Check to ensure working thermometers are in each refrigeration unit
- Clean condensers, replace filters if applicable
- Check all foods in freezers, walk-ins and discard as indicated
- Wipe down and sanitize all sandwich/prep units including cutting boards

Hot Line

- Initiate start-ups and/or performance checks on gas equipment per manufacturer's instructions
- Replace fryer oil. Inventory & restock fryer filter pads and media
- Clean and sanitize broilers, griddles, ovens and other cooking equipment
- Clean, sanitize and clear toasters, warmer drawers and conveyor ovens of crumbs
- Clean and check for proper operation of hoods, filters, ductwork, fans, belts and fire suppression systems
- Clean and/or replace hood filters as needed
- Check pilots and burners for proper operation. Adjust if necessary
- Calibrate ovens
- Inspect, repair or replace electric cords and plugs
- Get quotes for equipment that may need to be replaced

Prep and Storage

- Clean and sanitize all worktables, under-shelves, utensil racks and serving lines
- Slicer - fully clean, sharpen blade, oil maintenance points
- Inventory, clean, sanitize and restock utensils, cutting boards, knives, mixers, blenders, food storage containers, Day Dots, bags
- Inventory miscellaneous replacement parts for equipment, food processor blades, blender containers, can opener gears and blades – re-order as needed

- Inspect, clean and sanitize can openers. Replace knife and gear if necessary
- Inspect, clean and sanitize portion control scales. Check for accuracy and re-calibrate if necessary
- Inventory, inspect and discard as needed dry storage products. Wipe down and/or replace/refill storage containers.
- Clean and sanitize shelving units and ingredient bins.
- Inventory all food items and place orders with suppliers. Take into consideration any new menu items/changes.

Dish Pit, Maintenance and Janitorial

- Make sure grease traps, floor drains are operational (add water)
- Confirm dish machine functioning/heating to temp
- Inventory and restock janitorial supplies, fresh mop heads, green pads, trash bags, brooms, TP, paper towels, cleaners and sanitizers
- Clean and sanitize mop sinks and mop buckets
- Clean and sanitize restrooms
- Consider additional or mobile handwashing sinks sanitizing stations, touchless dispensers and a designated disinfectant policy
- Dust, clean and or replace stained ceiling tiles throughout the facility
- Add additional hand sanitizing stations at exit/entry points
- Power wash kitchen mats

Facilities and Financial

- Bring POS systems up to date to reflect menu and/or pricing changes
- Confirm credit card system is online
- Check fire extinguishers, smoke detectors
- Check Exit signs
- Check emergency lighting
- Consider plexiglass barriers for all hostess and cash stations
- Check status and schedule maintenance services, chemical contracts, pest and vermin control
- Test HVAC systems, replace filters
- Inspect exterior of property. Clean up and freshen landscaping. Check outdoor signage for proper operation. Clean parking areas. Contact landlord with any issues.

Management – Training, Staffing, Safety and Promotion

- Inventory first aid kits and worker PPE supplies. Train staff in PPE procedures.
- Hold “refresh” training for servers, bartenders
- New Menu item training for kitchen and front staff members
- Upgrade Hand sinks with hands-free hardware. Increase quantity of hand sinks.

- Staff training on new Table service guidelines, “sick days” policy.
- Contact and reactivate all utility services well in advance of re-opening
- Check with local authority for possible reinspection by Health, Fire or Liquor Control departments.
- Review and adjust staffing. Train staff for the new safety conscious consumer.
- Update website to announce re-opening, any menu or specials changers and feature new cleaning standards implemented.
- Create and send e-mail blast announcing reopening
- Use social media to promote re-opening
- Ensure all Certified Food Protection Manager (CFPM) certificates are current and Posted.
- Ensure all staff that does not have a CFPM certificate has a current Illinois food handler training certificate.