

### **Inside Live Entertainment:**

Live entertainment is allowed only inside restaurants within the C3, C5A and C5B Zoning Districts with permission from the Village of Glen Ellyn. Restaurant owners may submit a letter to the Director of Planning and Development to request administrative approval for up to two (2) live entertainment events per calendar year. For permission to host more than two (2) live entertainment events in a year, the restaurant must acquire a Special Use Permit from the Village, which can take several months to process.

### **Portable Signs:**

Portable temporary signage is allowed only in the C5A and C5B Downtown Zoning Districts. These signs are allowed only when the business is open and are subject to the following restrictions:

1. The sign cannot exceed six (6) square feet;
2. The sign cannot be greater than four (4) feet in height;
3. The sign must be located at the main entrance to the building and may not be located at more than two (2) entrances to the building; and
4. The sign must be located on private property and not on the public right-of-way (i.e. public sidewalk or road).

### **Outdoor Seating (Private Property):**

Restaurants may provide outdoor seating for their patrons provided the seating is located on private property and in conformance with the following:

1. If located on a sidewalk, a five (5) foot wide clear area must be maintained;
2. If the restaurant is located in a shopping center, the seating shall only be located at the front or side of the establishment unless otherwise approved as part of a Special Use Permit, Planned Unit Development, or Variation;
3. The seating must be located on a hard surface such as asphalt, concrete, brick or wood;
4. Such seating shall not be located in close proximity to parking or drive aisles; and
5. It shall not be located within a required landscape island or area.

### **Outdoor Seating (Public Property):**

Restaurants may request permission to locate outdoor seating on public property (i.e. public sidewalks) from the Village of Glen Ellyn. The process to obtain approval from the Village includes the following:

1. A business owner must enter into a license agreement with the Village and abide by all rules and regulations contained therein;
2. A certificate of liability insurance must be submitted listing the Village as an additional insured;
3. A five (5) foot wide clear area must be maintained on the sidewalk; and
4. The fee for processing the license agreement is \$50.00.

# The Village of Glen Ellyn



Regulations  
Concerning  
Banners, Balloons,  
Outdoor  
Merchandise and  
Portable Signs for  
Businesses

**Planning & Development  
Department**  
**Village of Glen Ellyn**  
535 Duane Street  
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The following is a summary of Village Code regulations pertaining to the outdoor display of banners, balloons, merchandise, and portable signs in the Village. For a complete list of all applicable regulations please refer to the Sign Code, Zoning Code and Village Code on the Village's website at [www.glenelg.org](http://www.glenelg.org). In the event of a conflict between this handout and the Village Code, the Village Code applies.

### **Banners:**

Banner signs are temporary in nature and are generally constructed of cloth, canvas or other lightweight material that may or may not be enclosed in a rigid frame. These signs are used to advertise special events, such as a grand opening. The banner signs are allowed only on the private property of the business that is advertising the event and only with a permit from the Village as explained below.

To place a banner on private property the owner or tenant will need to acquire a banner permit from the Planning and Development Department. The fee for the permit is \$20.00 and the request generally takes about five (5) days to process. After the permit is issued the banner can be displayed for up to thirty (30) days, but it must be removed no later than three (3)

days after the event. Each business is limited to two (2) banner permits in one calendar year. Additionally, the banner must be securely fastened to prevent it from being blown or detached by the wind.

### **Balloons:**



Balloons are defined by the Sign Code as attention getting devices, and have been prohibited in the Village since 1983.

However, effective November 14, 2006, the Village Board approved a one-year experimental sign code change to allow the outdoor display of balloons only in the C5A and C5B Downtown Zoning Districts, in accordance with the following rules:

1. No more than one (1) bunch of six (6) balloons may be displayed at a business location;
2. Each balloon can be no greater than twenty-four inches (24") in diameter;
3. All balloons need to be attached to the building or placed within one (1) foot of the building;
4. Balloons must be affixed to private property and cannot exceed the height of the first floor of the building;
5. Balloons cannot be attached to structures, street furniture, utility poles or signs in the public right-of-way (i.e. public sidewalks, roads);

6. Balloons cannot be placed in a location which obstructs the vision of pedestrians or motorists, restricts access or creates a dangerous condition; and
7. In order to maintain accessibility, a minimum five (5) foot-wide area must remain free and clear of balloon encroachments on all adjacent sidewalks.

### **Outside Merchandise:**

A Special Use Permit is required for all tents, promotional activities, and outdoor merchandise sales, display or storage. The process to obtain a Special Use Permit can take several months.

Businesses may also request a waiver from the Village Board for infrequent events. In order to initiate this process a letter explaining the details of the event should be directed to the Planning and Development Director. This request takes approximately one (1) month to process.

The Village will be considering a text amendment to the Zoning Code in the first quarter of 2007 that may allow businesses in the downtown to display merchandise outside subject to certain rules and the issuance of an annual permit. The Plan Commission meeting dates to consider the text amendment will be posted on the Village website.