



October 23, 2020

Dear Glen Ellyn Restaurant Community,

Village President
Diane McGinley

Trustees
Kelli Christiansen
Bill Enright
Gary Fasules
Craig Pryde
Mark Senak
Steve Thompson

Village Manager
Mark T. Franz

Village Attorney
Gregory S. Mathews

Civic Center
535 Duane Street
Glen Ellyn, IL 60137

Administration
630-469-5000

Finance
630-547-5235

Community Development
630-547-5250

Police
65 South Park Boulevard
Glen Ellyn, IL 60137
630-469-1187

Public Works
30 South Lambert Road
Glen Ellyn, IL 60137
630-469-6756

The Village Links
485 Winchell Way
Glen Ellyn, IL 60137
630-469-8180

The Village of Glen Ellyn has strived to support local restaurants this year by expanding dining options to include outdoor sidewalk café seating, restaurant seating on the public streets, the installation of tents and heaters, and permitting private property seating in parking lots. In addition, the Village waived application fees for the above items. We hope these efforts have assisted your restaurant during the past months.

We wanted to remind those restaurant businesses *with license agreements to allow seating in a public street* that outdoor dining in accordance with the agreement is set to conclude on November 2nd. However, given the Governor's recent announcement about additional restrictions, the Village would like to extend the end date for in-street dining another week until November 9th and continue to evaluate usage and upcoming forecasts. Please note, we are not able to extend that date indefinitely because inclement weather is expected to be upon us and the Village must be prepared for snow/ice clearing activities. Also, the Village's Main Street tent is not intended to handle heavy snow loads. Please note that the above dates apply to in-street outdoor dining and that restaurant businesses are able to continue outdoor seating on *public sidewalks* through November 30th if they have an approved plan.

While the Main Street tent and other outdoor seating in the public street will need to be removed by November 9th, *private property seating and tents* may be left up at the property owner's discretion through November 30th. *For tents on private property remaining after November 30th, an additional written certification shall be required as noted below.* Please also note that any changes to your previously approved Temporary Private Property Seating/Tents application including, but not limited to, the addition of tent side walls, additional outdoor seating, and the installation of new tents or outdoor heaters

need to be reviewed and approved by the Community Development Department.

Please note the requirements below in the event you wish to make changes to your outdoor seating, tents, and heaters below:

- *New dimensioned plans* showing the addition of tent sides, heater locations and type, and the location of fire extinguishers must be submitted to the Community Development Department c/o lgloude@glenellyn.org for review.
- *Tent Side Walls* – While heaters are operational under a tent, no more than 2 fabric walls on your outside dining tent are permitted until the Governor restores indoor restaurant dining. After that, no more than 3 fabric side walls will be permitted. However, any tent on which sidewalls will be installed must be re-inspected by the Community Development Department for:
 - Tent anchoring system
 - Tent openings
 - Emergency lighting
 - Exit paths
 - Exit signs
 - Fire extinguisher locations
- *Tent Heaters* –
 - Must be 4 feet from the tent fabric
 - Must not be electric or emit an open flame or fire
 - May not be used under any tent with more than 2 sidewalls
 - Must have a fire extinguisher mounted nearby
 - Must be approved by the Fire Inspector
- *Tables and chairs* must be at least 6 feet apart to ensure social distancing. If there is an event (such as a party or wedding) in the tent, then the limit is 25 people unless changed by the Governor's office.
- *Weather Conditions* –

- Tents smaller in area than 20' x 20', or with a fabric weight of less than 16 ounces, shall not be occupied when subjected to snow load conditions
- Tent roofs must be cleared of all snow and ice prior to use
- Tent roofs must be maintained free and clear of snow and ice at all times the tent is occupied
- Tents that are erected, or remain erected after November 30, 2020 must be certified in writing, by the tent manufacturer, supplier, or Illinois licensed structural engineer to be adequately designed to resist local wind and snow conditions.

If you have any questions on the above-listed requirements, please do not hesitate to contact Lori Gloude in the Community Development Department at 630-547-5374.

As a reminder, the Village Board approved a COVID-19 Award program to assist with business expenses related to reopening safely during the pandemic. To learn more about this program, visit www.glenellyn.org/ED and click on COVID-19 Resources. Applications will only be accepted through December 1, 2020. Questions regarding the grant may be directed to Meredith Hannah, Economic Development Coordinator at mhannah@glenellyn.org.

Kind Regards,



Steve Witt
Building and Zoning Official

- C: Mark Franz, Village Manager
Staci Springer, Community Development Director
Meredith Hannah, Economic Development Coordinator
Lori Gloude, Administrative Assistant II