



Village of Matteson

Temporary Outdoor Dining Application for Matteson Restaurants

The Village has created a simple, straightforward application process geared at expediting the time from submittal to approval. Interested restaurant owners/operators can email a completed Temporary Outdoor Dining Application for Matteson Restaurants, as well as a sketch of the planned outdoor dining area layout, to lmenzies@villageofmatteson.org. Village staff will reply to the request within one business day of receipt and will schedule the required inspection within two business days. Businesses who intend to offer outdoor dining will be required to maintain safe social distancing between diners, as well as provide adequate parking for customers and segregate vehicular traffic if the outdoor dining area is located in the parking lot. The process is for the use of private property only. Eligible businesses must hold a current business license and, if applicable, a current liquor license. The restaurant must also be in compliance with all of the Village's liquor codes. Restaurants who are planning on erecting a tent that is more than 20'x40' must also submit a tent permit.

GUIDE FOR TEMPORARY OUTDOOR DINING

RESTORE ILLINOIS PLAN PHASES 3 & 4

DISCLAIMER

The Village of Matteson does not make, and hereby disclaims, any warranty, express or implied, as to the accuracy or completeness of the Guide for Outdoor Dining (hereinafter "Guide") or any of the measures or recommendations set forth and described herein. The Village of Matteson undertakes no obligation and assumes no responsibility for any injury or damage to persons or property arising out of, or related to, any use and/or reliance on these regulations and any information provided therein or for any errors or omissions. The sole risk of relying on this document is that of each individual alone and the Village of Matteson disclaims any liability based on information provided in this Guide.

Adherence to any recommendations included in these regulations, by individuals and/or businesses, will not prevent the communication of disease, including COVID-19, in every situation.

The recommendations contained in these regulations should not be interpreted as setting a standard of precaution or care, nor be deemed inclusive of all proper methods of precaution or care. They are not exclusive of other methods of precaution or care reasonably

*directed to obtaining the same results. **All information, content, and material contained herein is for informational purposes only and are not intended to serve as a substitute for the consultation, diagnosis, and/or medical treatment of a qualified physician or healthcare provider.***

The ultimate judgment regarding the propriety of any specific action must be made by each individual in consultation with their physician and in light of all the circumstances presented by the current pandemic, and the known variability and biological behavior of the individual's medical condition.

The Village of Matteson makes no representation and/or warranty, expressed or implied, regarding the impact operating under this Guide may have on the business owner's liability and/or health insurance. The following Guide sets for the requirements necessary to allow business to operate Temporary Outdoor Dining. This Guide is not intended to regulate or otherwise oversee the operation of any particular business beyond the requirements set forth herein. Businesses should follow all regulatory and state guidelines which may impact their state of Illinois licenses. All business owners should consult their respective legal counsel regarding the risks associated in operating under this Guide and their continued obligations under all applicable labor laws, department of health standards and workers' compensation regulations. The decision to operate under this Guide is the sole decision of the business owner and at its' sole risk.

The Village of Matteson disclaims any liability based on information provided in this document and the operation of any business pursuant thereto.

These requirements and their conclusions and recommendations reflect the best available information at the time they were prepared. The results of future studies may require revisions to the recommendations in this document.

The Village of Matteson has created this guide to assist our local businesses in providing outdoor dining opportunities. This document provides regulations for outdoor dining on a temporary basis pursuant with the recent amendments of Governor Pritzker's Restore Illinois Plan and will cease or be amended if there is a State order or injunction limiting such use. By adhering to these regulations, the Village of Matteson shall allow restaurants to temporarily offer outdoor dining, however the Village makes no representation as to consent or authorization by other entities, agencies or departments. The safety of employees and customers is our priority; therefore, the following must be followed to operate a temporary outdoor dining facility within the Village of Matteson:

- Complete application for *Temporary Outdoor Dining* (attached) and submit requisite documents.
- Complete application for *Tent Permit for Temporary Outdoor Dining* for tents greater than 20'x40'. and submit requisite documents. Contact Imenzies@villageofmatteson.org for application.
- If there are electrical needs in the outdoor dining area, inspections and approvals are required.
- The use of public sidewalks or public lands will be considered on a case-by-case basis. Please contact the Community Development Department for further information.
- Outdoor dining area must not be located so as to impede FD/emergency vehicle access.
- Outdoor dining area shall minimize two-way traffic where possible by providing one-way point of ingress and egress.
- The temporary outdoor dining area shall be accessible to the disabled and shall follow any federal, state and Village laws, regulations and ordinances pertaining to accessibility and nondiscrimination.
- No use of flammable/combustible liquids/gases without approval.
- A fire extinguisher must be visible within 75 feet of outdoor dining area and accessible by installing a minimum 4 inches off the ground and no more than 52 inches above the ground.
- Business owners must follow all guidelines issued by the Illinois Department of Public Health, Centers for Disease Control or other official authority.
- Smoking is prohibited.
- Outdoor dining area must maximize physical distancing with six feet as the minimum distance between seating.
- The outdoor dining area shall be closed no later than 10:00 p.m. Sunday through Wednesday and 11:30 p.m. on Thursday through Saturday.
- Liquor shall be served in conjunction with food (See the interim liquor guidelines for further details on liquor sales)
- Live entertainment and music shall be allowed, but shall not be amplified.

- No excessive noise will be tolerated. If complaints are received, the outdoor dining area may be further limited or possibly removed.
- Outdoor dining areas shall be open (no tents with walls), but may use awnings, umbrellas or other coverings. (See tent guidelines below)
- Except for use of restroom and take-out, the indoor premises shall be closed to customers.
- Face coverings must be worn by employees and customers at all times when not eating or drinking.
- Party sizes shall be no larger than 6, including children. Only members of the same household or customers who have asked to be seated together will be allowed at the same table. Customers in the same party do not need to be seated 6 feet apart.

In addition to the regulations stated above, the following must be complied with for outdoor dining areas utilizing parking lots:

OUTDOOR DINING AREAS IN PARKING LOTS

- a) The use of parking lots located on the same property as the restaurant/bar shall be allowed for outdoor dining.
- b) Restaurants/bars that do not own their parking lot may use adjacent private parking areas provided written permission from the property owner is obtained and shared with the Village.
- c) If a private parking lot on the subject premises is used, adequate parking must remain for customers and employees when indoor dining is allowed.
- d) A temporary physical barrier shall separate the outdoor dining area from the rest of the parking lot. Temporary barriers shall not pose a safety hazard to customers. No permanent barriers may be installed without proper permits.
- e) Restaurants within a strip mall, plaza, shopping center or other multi-tenant space shall obtain written permission from the property owner or property manager to utilize the common parking area for outdoor dining.
- f) Driveways, drive aisles, drive throughs or other means for traffic flow shall not be impeded or obstructed.
- g) Access to and from ADA parking spaces shall not be impeded.
- h) Permanent plumbing, electrical and lighting fixtures shall not be allowed or installed without appropriate permits.
- i) Any temporary lighting shall be directed in a manner to not impair visibility on nearby streets nor shine into surrounding residences.
- j) Once existing State orders restricting capacity expire or a new State order is passed permitting 100% capacity inside the premises, the use of parking lots for temporary outdoor dining shall cease. All parking lots shall revert to their original use.

NOTE: If the kitchen has been closed for an extended period of time it will be subject to a full inspection as part of the outdoor dining approval process. Please contact rraman@villageofmatteson.org

The Village of Matteson strongly recommends that restaurants review their processes and take the necessary steps to prioritize employee and customer safety. Guidance from insurance companies, attorneys and safety consultants is recommended. Recommendations are subject to change based on data and metrics regarding COVID-19. Additionally, please consider reviewing guidelines provided by the National Restaurant Association which can be found here: <https://restaurant.org/covid19>

At a minimum, the following regulations are expected of employers and employees:

EMPLOYER GUIDELINES

- Employers are encouraged to develop a worksite-specific COVID-19 prevention plan and designate a managerial employee at each place of business to implement the plan and train and communicate the plan with all employees.
- Evaluate the restaurant for compliance with the plan and document and correct deficiencies identified on a regular basis.
- Restaurants shall review their current cleaning practices and update these practices as it pertains to COVID-19 per the guidelines provided by the Illinois Department of Public Health.
- Employees shall not report to work if they are experiencing symptoms of COVID-19 or have experienced symptoms in the prior 72 hours.

- Post signage in easily visible locations reminding employees of CDC hygiene and safety guidelines.
- Employers should provide and ensure employees use all required protective equipment, including face coverings and gloves.
- Hand sanitizer or sanitizing wipes shall be made available for customer.
- Valet services shall be prohibited.
- Every other sink and urinal shall be taped off to promote social distancing. Signage encouraging good hygiene shall be posted.
- Allow and encourage employees to take frequent breaks for handwashing with soap and water for at least 20 seconds or disinfecting of hands with a sanitizer.
- Provide time for employees to implement cleaning practices frequently during their shift. Cleaning assignments should be assigned during working hours as part of the employees' job duties, especially high touch areas.
- Discontinue shared use of audio headsets and other equipment between employees unless the equipment can be properly disinfected after use.
- It is highly encouraged to provide disposable menus to Customers/Public and make menus available digitally so that Customers/Public can view on a personal electronic device. If disposable menus cannot be provided, properly disinfect menus before and after Customers/Public use.
- Discontinue pre-setting tables with napkins, cutlery, glassware, food ware, etc. These should be supplied individually to Customers/Public as needed.
- Do not leave card stands, flyers, napkin holders, or other items on tables.
- Suspend use of shared food items such as condiment bottles, salt and pepper shakers, etc. and provide these foods in single serve containers, if possible. Where this is not possible, shared items such as condiment bottles, shakers, etc., should be supplied as needed to Customers/Public and disinfected after each use.

Matteson Liquor Control Commissioner

TEMPORARY OUTDOOR DINING - LIQUOR GUIDELINES RESTORE ILLINOIS PLAN PHASES 3 & 4

Listed below are liquor guidelines that restaurants/bars must follow when establishing outdoor dining areas during Phases 3 & 4 of Governor Pritzker's Restore Illinois Plan. It should be understood that these are general guidelines and because of the varying nature of each establishment, some additional guidelines may be necessary. All operations must be consistent with the Village's Outdoor Dining Guidelines or the establishment will be required to cease and desist outdoor dining.

- All outdoor dining activities are allowed ONLY upon Outdoor Dining Application approval (contact lmenzies@villageofmatteson.org for additional info)
- Use shall cease, or be modified for compliance, if there is a State mandate or injunction specific to limiting such use
- Liquor shall be served in conjunction with food There will be no bar of any type in the outdoor dining area
- No liquor shall be removed from the outdoor dining area

- There shall be a barrier separating the outdoor dining area from the rest of the parking lot/public space
- Smoking is prohibited
- No outdoor dining service will be permitted past 10:00p.m. Sunday through Wednesday, or 11:30p.m. on Thursday through Saturday
- We encourage music and entertainment, however, nothing may be amplified
- Most of our restaurants are located in residential neighborhoods, therefore, no excessive noise will be tolerated. If complaints are received, the outdoor dining area may be further limited or possibly removed

Village of Matteson

Application for Temporary Outdoor Dining

Restaurant Name: _____

Address: _____

Contact Name: _____

Contact Number: _____

Email address: _____

Anticipated date to begin outdoor Dining: _____

Days/Hours of Operation: _____

I have a liquor license and planning to sell liquor:

I lease my restaurant:

I own my restaurant:

I am the property owner, if not property owner signature required:

Please submit a detailed map indicating all dimensions, locations and number of seating/tables on private property. If a private parking lot is to be used please indicate total number of parking spaces and number of parking spaces to be used by the dining area. A barrier must be provided between the dining area in the parking lot and vehicular traffic. Please indicate the type of barrier and location. If traffic in the parking lot is to be rerouted from existing patterns, please indicate on the plan. If you are using a parking lot not owned

by you or in common ownership with other tenants a signature noting agreement by the owner is required.

I, _____, hereby agree to the above terms and understand restrictions as they related to outdoor dining during Phases 3 & 4 of Governor Pritzker’s Restore Illinois Plan.

Signature: _____ Date: _____

Submit this application and proposed layout to lmenzies@villageofmatteson.org

Office Use

Village Administrator _____ approved _____ denied

comments: _____

Police Chief _____ approved _____ denied

comments: _____

Fire Chief _____ approved _____ denied

comments: _____

Planner or CD Director _____ approved _____ denied

comments: _____
