

Memo

**Development
Customer Services**
Building a Better Community

To: Cara Pavlicek, Village Manager and Mayor and Village Board of Trustees

CC: Lisa Shelley, Deputy Village Manager
Paul Stephanides, Village Attorney
Mike Charley, Public Health Director
Cameron Davis, Assistant Director Development Customer Services

From: Tammie Grossman, Director Development Customer Services

Date: May 27, 2020

Re: Outdoor Dining

Pursuant to the Guidelines for Business Operations under Phase 3 of Governor JB Pritzker’s “Restore Illinois” plan, the following Outdoor Dining Preliminary Guidance is being provided. While as of this date, Governor Pritzker has not yet set an official date for moving into Phase 3, the Village of Oak Park (“Village”) is planning for this to occur as early as Friday, May 29, 2020.

Outdoor dining on public property is governed by Chapter 22 (“Streets and Sidewalks”), Article 10 (“Commercial Use of Sidewalk Space”) of the Oak Park Village Code. As part of the May 28, 2020 Village Board meeting, the Board is asked to approve an ordinance regarding the waiver of fees and allow for staff to manage a permit process..

Development Customer Services has already begun the process of working with Oak Park businesses interested in outdoor dining permits. We are prioritizing this work into two phases.

The first phase will be for existing outdoor dining permit holders and this process began on May 27, 2020. Development Customer Services has sent out an application to all previous outdoor dining locations. Each location was advised of the Village’s new guidance on outdoor dining and was provided with the state of Illinois guidelines. We have given each of the prior permit holders’ permission to begin outdoor dining on May 29, 2020, assuming the State allows the north east region to move into Phase 3. During the week of June 1st, we will inspect all sites to ensure that the outdoor locations are consistent with the State guidance.

The second phase will consist of permitting business district non-sidewalk locations and for restaurants that want to establish outdoor dining for the first time. During the week of June 1, 2020, we will establish guidelines for the establishment of the business district non-sidewalk locations. These locations could include street or parking lot closures for the use of

multiple restaurants, as well the expansion of existing or new locations. We will post the guidance on June 5, 2020 and begin to process those applications. We believe that each of these locations will be unique and will require on-site inspections to review the particulars of each location. We want to make sure that the non-sidewalk locations are safe related to traffic. Additionally, we will need to work with the individual business or business location to establish a protocol for cleaning tables.

If the Board modifies the recommended ordinance on May 28, 2020, or defers action, the above process will be adjusted. Please let me know if you have any questions.

Planning	
Building permits for zoning and historic preservation reviews	905
Certificates of Appropriateness or Advisory Reviews	10
Planning Applications	10
Neighborhood Services	
Meals Delivered by Inspectors	225
Stop Work Orders Issued	11
Abandoned Property Complaints Processed	4
Graffiti Complaints Processed	8
Property Condition Complaints Processed	18
Grass Complaints Processed	9
Heat Complaints Processed	2
Business Services	
Business Licenses Issued	269
Business License Revenue Collected	\$71,770
Business Licenses Uncollected	441
Business License Revenue Uncollected	\$119,380
Business License Inquiries Processed	119
Business Email Lists Provided to Other Departments	5
Health-Related Business Emails Generated	2
Liquor License Renewals Mailed	14
Other Inquiries (Res. Rental Licenses, Sewer Backup Protection Grants and Rain Ready)	11
Permit Processing	
Number of Permits Issued	356
Certificates of Occupancy Issued	Daly Bagel, Turano Corporate Office, 2 new single family homes
Number of Inspections	473
In-Person	461
Virtual	12
Number of Complaint Inspections	4
Parking & Mobility Services	
Number of Overnight On-Street Parking Permits Issued	1,353
Overnight On-Street Parking Permit Renewal Rate	73%
Number of Lot or Garage Parking Permits Issued	2,162
Lot or Garage Parking Permit Renewal Rate	74%
Meter Technician Activity	Meter Technicians worked on two (2) dates (04/16 & 05/11) to collect meter revenue and service machines