



VILLAGE OF
INDIAN HEAD PARK
ILLINOIS

**SPECIAL MEETING
AGENDA**

**Meeting of the President and Board of Trustees
Village of Indian Head Park
201 Acacia Drive
Indian Head Park, IL 60525**

**Notice and Agenda
Special Meeting
7:00 p.m. May 28, 2020**

Governor Pritzker issued Executive Order No. 2020-07 on March 16, 2020, suspended some of the requirements for in-person attendance at meetings, it did not suspend the Open Meetings Act generally. Meetings must still be held in a manner that is "open and convenient" to the public and there still needs to be an opportunity for public comment. There are changes from our normal meeting procedures, but we will not conduct business privately. Consideration is being given to how the public can at least see or listen to the meeting virtually without needing to attend in person. Instructions for how the public can see, listen and/or participate in meetings are listed immediately below this statement.

The public can submit comments. Importantly, the public body should adopt temporary public comment rules to ensure the means chosen to provide an opportunity for public comment complies with the Open Meeting Act provision that any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body.

PUBLIC COMMENTS MAY BE SUBMITTED TWO (2) WAYS ONLY

VIA EMAIL AT ADMIN@INDIANHEADPARK-IL.GOV

OR BY TEXT MESSAGE 708-497-9745

Persons may view the meeting on Comcast Channel 6,

Facebook Live

And ZOOM

<https://zoom.us/j/9500916471>

Comments/questions from the general public will not be accepted through Zoom

- I) Call to order and roll call
- II) Modification Liquor Control Ordinances-Outdoor dining/consumption of alcohol
- III) Reopening Village Hall-Policy
- IV) Adjournment

Posted 05/26/2020

ORDINANCE NO. 2020-16

AN ORDINANCE ALLOWING ON A TEMPORARY BASIS OUTDOOR DINING
AND/OR CONSUMPTION OF ALCOHOLIC BEVERAGES IN THE
VILLAGE OF INDIAN HEAD PARK, ILLINOIS

PASSED AND APPROVED BY THE PRESIDENT AND BOARD OF TRUSTEES
THE 28TH DAY OF MAY 2020

Published in pamphlet form
By Authority of the
Corporate Authorities
The 28th day of May 2020

ORDINANCE NO. 2020-16

AN ORDINANCE ALLOWING ON A TEMPORARY BASIS OUTDOOR DINING
AND/OR CONSUMPTION OF ALCOHOLIC BEVERAGES IN THE
VILLAGE OF INDIAN HEAD PARK, ILLINOIS

WHEREAS, the Illinois Department of Commerce and Economic Opportunity has issued guidance on the reopening of businesses, especially restaurants and bars, in the State of Illinois; and

WHEREAS, the Village of Indian Head Park wishes to give its businesses, especially restaurants and bars, every opportunity to recover from the ongoing pandemic; and

WHEREAS, the corporate authorities have determined that it is in the best interests of the Village to establish guidelines so that restaurants and bars may reopen to the public.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Indian Head Park, Cook County, Illinois, that the following guidance attached as Exhibit “A” shall serve as a set of guidelines so that the Village may move to Phase 3 of the business recovery plan as created by the Illinois Department of Commerce and Economic Opportunity; and

That the Village President, serving as Liquor Commissioner (or through his designees, shall implement and enforce the guidelines as set forth in Exhibit “A” attached.

Section 1: All parts of all ordinances in conflict with this ordinance are hereby repealed to the extent that the conflict exists.

Section 2: This ordinance shall take effect upon its passage, approval and publication as required by law.

Section 3: Effective Date. This Ordinance shall take effect upon its passage, approval and publication in pamphlet form.

ADOPTED this 28th day of May 2020, pursuant to a roll call vote as follows:

Name	Aye	Nay	Absent	Abstain
Trustee Conboy				
Trustee Farrell-Mayer				
Trustee Kennedy				
Trustee Metz				
Trustee O'Laughlin				
Trustee Wittenberg				
Mayor Hinshaw (if necessary)				

APPROVED by me this 28th day of May 2020

Tom Hinshaw
President of the
Village of Indian Head Park
Cook County, Illinois

ATTESTED and filed in my office, and published in pamphlet form
This 28th day of May 2020

Sharon Allison
Clerk of the
Village of Indian Head Park
Cook County, Illinois

GUIDELINES FOR TEMPORARY OUTDOOR SEATING AREAS

INTRODUCTION

This document provides guidance for temporary outdoor seating for restaurants and bars. It should be noted that these outdoor seating guidelines apply to restaurants licensed by the Village of Indian Head Park as food service establishments and bars licensed by the Village to serve beverages for on-site liquor consumption. The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory, or collectively bargained, and is not exhaustive, as it does not include Cook County or Illinois Department of Public Health (IDPH) orders.

To assist restaurants and bars to still abide by social distancing rules, the Village of Indian Head Park may temporarily allow certain establishments to offer outdoor dining/drinking areas until the State allows such establishments to operate indoors at full capacity. Offering outdoor seating is voluntary for restaurants and bars that wish to do so, but those that do provide outdoor seating shall adhere to the minimum guidelines described below. This guidance, as well as other COVID-19 recovery plans, are subject to change based on newly acquired data or changing circumstances regarding COVID-19 and economic recovery. While the Village of Indian Head Park will allow restaurants and bars to temporarily offer outdoor seating by following these guidelines, the Village makes no other representations as to consent or authorization by other entities, agencies, or departments.

The Village of Indian Head Park may revoke an establishment's temporary outdoor seating privileges for failure to comply with the guidelines described below. Any directions by the Village Liquor Control Commission and/or the Village Administrator and/or the Chief of Police to modify or discontinue outdoor seating due to safety concerns shall be heeded immediately.

DISCLAIMER

Any business that chooses to open may risk litigation and should be aware that adherence to any recommendations included in these guidelines will not prevent the communication of disease, including COVID-19, in every situation. The recommendations contained in these guidelines should not be interpreted as setting a standard of precaution or care, or cover all possible methods of precaution or care. The Village of Indian Head Park does not make any assertions and disclaims all warranties as to the accuracy or completeness of these guidelines, and disclaims any liability based on the guidelines, as further set forth in this document. These guidelines and their conclusion and recommendations reflect the best available information at the time they were prepared. The outcome of future studies or executive orders may result in revisions to the recommendations in these guidelines. The current Illinois Department of Commerce and Economic Development Opportunity information for restaurants and bars can be found at: <https://dceocovid19resources.com/assets/Restore-Illinois/businessguidelines3/restaurantbars.pdf>

- [Guidelines - Restaurants and Bars \(outdoor dining and drinking\)](https://dceocovid19resources.com/assets/Restore-Illinois/businessguidelines3/restaurantbars.pdf)
(<https://dceocovid19resources.com/assets/Restore-Illinois/businessguidelines3/restaurantbars.pdf>)
- [Toolkit – Restaurants and Bars \(outdoor dining and drinking\)](https://dceocovid19resources.com/assets/Restore-Illinois/businessstoolkits/restaurantbars.pdf)
<https://dceocovid19resources.com/assets/Restore-Illinois/businessstoolkits/restaurantbars.pdf>

GUIDELINES

Restaurants and bars licensed by the Village of Indian Head Park that seek to temporarily add or expand outdoor seating areas shall complete the Temporary Outdoor Seating Registration form (included in this document) and must schedule an inspection of the outdoor seating area with the Village Administrator prior to use of the area. Inspections can be scheduled by phone at 708-246-3080 or via email at: admin@IndianHeadPark-IL.gov. Outdoor seating areas must abide by the following guidelines:

GENERAL:

- Establishments shall comply with protocols and/or guidelines issued by the IDPH, the DCEO, the CDC, the FDA Food Code, or other official authorities.
- Tables shall be spaced to allow for a minimum 6-foot separation. (Standing or high-top tables are not permitted.)
- All customers must be seated for service. All orders must be placed online or with a server; congregation of customers at the bar is prohibited.
- Parties shall be of 6 persons or fewer.
- Outdoor dining areas shall be closed no later than 11:00 p.m. Sunday through Thursday and no later than 11:59 p.m. on Friday and Saturday.
- Outdoor areas shall be open, but may utilize awnings, tents, or other top covering that meet minimum Village requirements. No side walls shall be installed on tents, awnings, or other top coverings.
- Any live music should follow social distancing guidelines, and any music or other noise-generating activity must comply with applicable Village noise regulations.
- Outdoor bar and food preparation areas are prohibited.
- There shall be no self-service food and beverage areas (e.g. buffets, salad bars, coffee stations, beverage stations, etc.).
- Outdoor trash receptacles shall be provided and maintained.
- Smoking is prohibited.
- Except for restroom visits and take-out orders, indoor premises are closed for public use.
- For bars, food service shall be available at all times.

OUTDOOR SEATING AREAS:

- Establishments may not expand outdoor dining in front of neighboring businesses without written permission from the property owner.
- Any amount of existing parking spaces may be utilized for outdoor seating; however, a sufficient supply of off-street parking for customers must continue to be provided.

- p) If the expanded outdoor seating area is in a parking lot, a temporary physical barrier shall separate the outdoor seating area from the rest of the parking lot.
- q) Establishments that do not own their parking lot or other outdoor areas shall secure correspondence from the property owner/manager granting permission to use the area for outdoor seating.
- r) Private sidewalks/walkways may be utilized for outdoor seating provided there is still means for pedestrian traffic on the remaining portion of the sidewalk, and tables are spaced a minimum of 6 feet from the establishment's entrance.
- s) Driveways, drive aisles, alleys, service/fire lanes, and other means of traffic circulation must not be impeded or blocked. Furthermore, no outdoor seating area will be permitted that requires service – taking orders, delivering food, bussing tables, etc. – to cross driveways and/or drive aisles.
- t) Temporary barriers to safely delineate the seating area do not require a permit so long as the temporary barriers do not pose a safety hazard to occupants. No permanent barriers may be installed.
- u) Outdoor seating areas should have a fixed entrance and exit that are separate from each other (i.e. enter at one location, exit at a separate location).
- v) Hand sanitation and/or washing stations shall be provided at the fixed areas for entrance and exit.

OTHER:

- w) Permanent plumbing, electrical, and/or lighting fixtures shall not be installed.
- x) Any temporary lighting shall be shielded and directed in a manner that does not impair visibility on nearby streets and does not shine into nearby residences.
- y) ADA parking spaces are required, and access to and from them shall not be impeded. In the event that existing ADA parking spaces are relocated, they must comply with all state and federal ADA requirements.
- z) The outdoor dining area shall be ADA accessible and shall comply with all applicable federal, state, and village laws and regulations concerning accessibility and non-discrimination in providing of services.
- aa) The outdoor dining area shall not disturb the lawful use and quiet enjoyment of nearby properties.
- bb) Upon expiration of the existing state order restricting capacity, or upon a state order allowing 100% restaurant and bar capacity indoors, the use of parking lots or other areas for temporary outdoor seating shall cease, barriers placed therein shall be removed, and the areas used for temporary outdoor seating shall be returned to their original use.
- cc) Temporary permits are subject to the approve of the Liquor Commissioner and are valid for 30-day increments. There shall be no fee for the permit.
- dd) State of Illinois guidelines, including future amended guidelines are adopted and are part of this exhibit.
- ee) One temporary sign per road serving a **shopping center measuring 6'x12'** advertising all participants, may be placed on the property at least 5' from the edge of the adjoining road until the end of the temporary permit.
- ff) Use of parking areas must be approved in writing by the owner with acknowledgement and proof of additional liability insurance.

- gg) End date is 30 days after phase 4 implementation or November 1 which is ever later or other such date as determined by the Village in its sole discretion.
- hh) Areas where food is to be served must be cordoned off with a minimum of parking bumpers a minimum of 6 feet from any table.
- ii) Parking and access for non-restaurants/liquor establishments shall not be impeded.
- jj) Violation of this ordinance shall be deemed to be a violation of the establishment's underlying business/liquor license.

TEMPORARY OUTDOOR SEATING REGISTRATION

BUSINESS INFORMATION

Project Address: _____ Indian Head Park, IL
Business Name: _____

CONTACT INFORMATION

Applicant Name: _____ Phone: ____
Company Name: _____
Address: _____ City: _____ State: ____ Zip: _
Email: _____

Owner Name (if different than above): _____
Address: _____ City: _____ State: ____ Zip: _
Phone: _____ Email: _____

REQUIRED DOCUMENTS

- Site/Location Plan or Aerial Photo of outdoor seating area. See next page for drawing sheet – a hand drawn site/location plan can be provided, but must be neat and legible (see sample drawing of site/location plan at end of this form).
- Signed Temporary Outdoor Seating Disclaimer/Acknowledgement (attached to this form).
- Authorization Letter from Property Owner/Landlord.

Restaurants and bars licensed by the Village of Indian Head Park seeking to temporarily add outdoor seating areas shall complete this Temporary Outdoor Seating Registration form and must schedule an inspection of the outdoor seating area with the Village Administrator prior to use of the area. Inspections can be scheduled by phone at 708.246.3080 or via email at: admin@indianheadpark-il.gov.

Office Use Only			
Inspection Date:		Inspector:	
Approved/Denied:		Reasons/Conditions:	

TEMPORARY OUTDOOR SEATING REGISTRATION

SITE/LOCATION PLAN – TEMPORARY OUTDOOR SEATING AREA

(Hand drawn plans must be neat and legible)

TEMPORARY OUTDOOR SEATING REGISTRATION

TEMPORARY OUTDOOR SEATING – DISCLAIMER/ACKNOWLEDGMENT

All applicants acknowledge that adherence to the rules and regulations of the Illinois Department of Public Health (IDPH) or the Village of Indian Head Park, will not prevent the communication of disease, including COVID-19, in every situation. Furthermore, the rules and regulations of the IDPH or the Village of Indian Head Park should not be interpreted as setting a standard of precaution or care, or be deemed inclusive of all proper methods of precaution or care, nor exclusive of other methods of precaution or care reasonably directed to obtaining the same results.

The Village of Indian Head Park does not make and hereby disclaims any warranty, express or implied, as to the accuracy or completeness of the regulations for outdoor seating whether established by the Village of Indian Head Park or others or any of the measures described therein, and undertakes no obligation and assumes no responsibility for any injury or damage to persons or property arising out of or related to any use of these guidelines and any information provided therein or for any errors or omissions.

Any establishment owner or property owner applying for Temporary Outdoor Seating Registration (the "Applicant") acknowledges that the Village assumes no responsibility for any injury or damage to persons or property arising out of or related to the temporary outdoor seating area. Further, the applicant acknowledges the obligation to remove the temporary outdoor seating area and restore the area to the previous condition as a condition of the issuance of this registration. Finally, the applicant acknowledges that the requirements contained herein are subject to change based on further guidance from the Governor or the IDPH and any temporary outdoor seating area is required to comply with any such forthcoming guidance even if more restrictive than the Village's regulations.

Business Name: _____

Business Address: _____

Printed Applicant's Name: _

Applicant's Signature: _

Date: __

TEMPORARY OUTDOOR SEATING REGISTRATION

SAMPLE TEMPORARY OUTDOOR SEATING PLAN

