



TEMPORARY OUTDOOR SEATING APPLICATION & PERMIT

City of Columbia
208 S. Rapp Ave.
Columbia, IL 62236
618.281.7144 x 106

Please reference the attached regulations for guidance in completing this application and preparing the required site plan. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

| Name of Establishment | | | |
|--------------------------|--------------------|-------------------------|--|
| Business Name: | | | |
| Business Address: | Columbia, IL 62236 | | |
| Business Phone #: | | Zoning District: | |

| Applicant/Primary Contact | |
|---------------------------|--|
| Name: | |
| Phone #: | |
| E-mail Address: | |

| The Temporary Seating Area will Occupy (Check all that apply) | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Private Parking Lot <input type="checkbox"/> Patio/Porch Area <input type="checkbox"/> Partial Indoor Area (Raised Overhead Doors) | <input type="checkbox"/> Property Owned By Others <input type="checkbox"/> Public Sidewalk <input type="checkbox"/> Area Across Street From Establishment |

| Attachments (Check all that apply) | | |
|------------------------------------|-------------------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Permission of other Property Owner | <input type="checkbox"/> Certificate of Insurance |

| | |
|----------------------------|-------------|
| | |
| Applicant Signature | Date |

| For Office Use Only: | | |
|--------------------------------------------------------|---------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied | <input type="checkbox"/> Approved With Conditions |
| Conditions: | | |
| | | |
| Scott Dunakey, AICP, Director of Community Development | | Date |

**UPON APPROVAL BY THE DIRECTOR OF COMMUNITY DEVELOPMENT,
THIS FORM SHALL SERVE AS YOUR PERMIT.**

Temporary Outdoor Seating Regulations for Dining & Drinking Establishments

Intent

The regulations contained herein are intended to allow dining and drinking establishments (restaurants, tea rooms, cafes, pubs, taverns, food courts, etc.) to operate outdoor seating areas in accordance with the Restore Illinois plan, enacted by the Office of the Governor in response to the COVID-19 pandemic. These regulations supplement the Restore Illinois plan to help ensure that outdoor seating areas are operated safely and in a manner consistent with the public welfare.

Applicability

The Restore Illinois plan establishes four geographic regions and five phases to guide a regionalized approach to reopening the state's economy. The phase for each region depends on various metrics related to rate of COVID-19 infections in that region. A region can move from one phase into another based on performance against the established metrics, as determined and declared by the Office of the Governor. Columbia is located in the Southern Region of the Restore Illinois plan.

The regulations contained herein shall apply to all dining and drinking establishments located in and licensed by the City of Columbia, based upon the applicable phase for the Southern Region, as declared by the Office of the Governor.

Effective Term

These regulations shall become effective upon Columbia entering Phase 3 of the Restore Illinois plan and shall expire upon Columbia entering Phase 4 of the plan. If applicable, these regulations may be extended through the duration of Phase 4 of the Restore Illinois plan upon an affirmative voice vote of the City Council of the City of Columbia. Under no circumstances shall these regulations remain in effect beyond Phase 4 of the Restore Illinois plan.

General Requirements

The following regulations shall apply to all dining and drinking establishments wishing to operate an outdoor seating area during the effective term.

- A Temporary Outdoor Seating Permit issued by the Director of Community Development shall be required. Outdoor seating areas may begin operating in accordance with these regulations upon the start of Phase 3, provided the permit application shall be submitted within 7 days of that date. All permit applicants meeting the provisions of these regulations shall be issued a permit. The permit application shall be posted on the City's website at columbiaillinois.com/coronavirus.
- A site and floor plan meeting the requirements described herein shall be submitted with each application for a Temporary Outdoor Seating Permit.
- Temporary Outdoor Seating Permits shall be issued for the effective term of these regulations. There shall be no permit fee.
- Permittees are subject to inspection for compliance with these regulations at any time. Failure to comply may result in revocation of the permit.
- Permittees shall adhere to "Restaurants & Bars for Outdoor Dining Guidelines" issued by the Department of Commerce and Economic Opportunity, attached hereto.
- Permittees shall be responsible for enforcing social distancing rules amongst their staffs and customers within their outdoor seating areas.
- Outdoor seating areas shall only be allowed on paved or all-weather surfaces, such as gravel. This may include patios, off-street parking lots/spaces, sidewalks, etc.
- Tables shall be spaced such that the pathways between tables shall be at least 6 feet wide.

- Parties shall be limited in size to 6 or fewer individuals. Parties larger than 6 customers shall not be seated at the same table. Tables shall not be pushed together to accommodate parties larger than 6 customers.
- Permittees shall be responsible for maintaining a clean and sanitary outdoor seating area. Trash and debris shall be picked up so as not to become a nuisance. Tables and chairs shall be sanitized after each use.
- All access to the site and building must be maintained to ensure compliance with the International Building and Fire Code.
- Access to fire hydrants, fire hose connections for sprinkler systems, and entrances and exits of all buildings shall not be obstructed at any time by barriers or seating.
- No smoking shall be allowed within outdoor seating areas.
- No generators shall be allowed.
- Patio umbrellas shall be allowed.
- Live music and entertainment shall be allowed only per the Columbia Zoning Code (Title 17 of the Columbia Municipal Code).
- Establishments possessing a valid liquor license for on-site consumption shall be allowed to serve alcoholic beverages in designated outdoor seating areas. Removal of alcoholic beverages from the designated outdoor seating areas (except back into the applicant's facility) is prohibited. This shall not apply to carryout service temporarily allowed by the Illinois Liquor Control Commission.

Seating in Parking Lots/Spaces

The following regulations shall apply to temporary outdoor seating areas established within private parking lots/spaces.

- Requirements for the provision of off-street parking shall be waived during the effective term with the exception of any required and/or already established ADA (Americans with Disabilities Act) off-site parking and loading facilities. Permittees shall be responsible for maintaining ADA compliance at all times.
- Outdoor seating areas shall not be established in handicapped accessible parking spaces or marked fire lanes; and shall not be established in drive aisles of parking lots shared with businesses other than dining and drinking establishments.
- Outdoor seating areas may be established on adjacent properties owned by others, provided a letter authorizing such use signed by the owner of the adjacent property shall be submitted with the permit application.
- Outdoor seating areas shall not be approved for locations across a collector or arterial street from the establishment. For outdoor seating areas across a local street from the establishment, the permittee shall provide a Certificate of Insurance with the application demonstrating general liability coverage of at least \$1,000,000 and naming the City of Columbia as additional insured.
- Outdoor seating areas shall maintain a minimum clearance of 12 feet to property lines shared with residential properties. Hand wash/sanitizing stations may be located in the setback area.

Seating in Public Sidewalks

The following regulations shall apply to temporary outdoor seating areas established within public sidewalks.

- Outdoor seating areas shall be located as close to the structure as possible.
- Temporary structures (canopies and tents) shall not be allowed.

- A minimum 4-foot wide walking path must remain clear and free of obstructions at all times. A 5-foot by 5-foot landing area adjacent to ADA ramps shall remain clear and free of obstructions.
- Permittee shall provide a Certificate of Insurance with the application demonstrating general liability coverage of at least \$1,000,000 and naming the City of Columbia as additional insured.
- Permits shall not be issued for the use of Main Street sidewalks within the area of the ongoing streetscape construction project.

Temporary Structures

The following regulations shall apply to temporary structures, such as canopies and tents, used in conjunction with a temporary outdoor seating area.

- Tents and canopies shall only be allowed per the Temporary Structures Ordinance (Chapter 15.05 of the Columbia Municipal Code). This shall include the issuance of a Temporary Structure Permit for tents exceeding 400 square feet and canopies exceeding 700 square feet. Fees shall not be waived for required Temporary Structure Permits.
- A minimum clearance of 12 feet to all structures, other tents or canopies, and property lines shared with residential properties is required.
- Shall be allowed only on private property.
- Smoking is strictly prohibited.

Site & Floor Plan Requirements

The following requirements shall apply the Site and Floor Plans.

- May be hand or computer drawn. Please use graph paper for hand drawn plans.
- Scale must be adequate to illustrate all required elements at a reasonably visible size.
- The site plan and floor plan may be part of the same drawing or submitted as separate drawings. The same plan(s) may be used for a Temporary Structure Permit application, if applicable, provided all required information is shown.
- Shall include the following elements:
 - Name of establishment.
 - Location address.
 - Outdoor dining location.
 - Location of temporary structure(s), existing structures, and fixed objects on the same property parcel with distances to the seating area.
 - Property parcel boundary lines with distances to the seating area.
 - Exit paths with distances, if seating area is enclosed.
 - Electrical equipment including wiring methods.
 - Furniture layout.
 - Spacing distances of all tables and furnishings.
 - Widths of pathways and aisles.
- Linear dimensions shall be shown in feet and inches.

General Recommendations & Best Practices

- Use disposable paper menus.
- The use of a reservation process is strongly encouraged to prevent capacity issues and avoid crowding in waiting areas.
- Provide ample wash stations and/or hand sanitizing stations or stations for staff and customers.

RESTAURANTS & BARS FOR OUTDOOR DINING GUIDELINES



Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

PART OF PHASE 3 OF RESTORE ILLINOIS PLAN

APPLICABLE TO EACH REGION UPON TRANSITION TO PHASE III | ISSUED ON MAY 24, 2020

The Recovery Phase of the Restore Illinois public health approach to reopening the Illinois economy includes returning people to work, businesses reopening and group gatherings of 10 or fewer. We must all continue to social distance, frequently wash our hands and cover our faces to maintain progress in overcoming COVID-19.

This document is applicable to businesses that meet the following criteria:

- Full-service restaurants, limited-service restaurants, snack and nonalcoholic beverage bars, taverns, and other food services and drinking places licensed to serve food, beverages and liquor for consumption by the relevant local jurisdiction and State Liquor Control Board, if applicable, that can follow all minimum guidelines outlined in this document
- In Phase III, services for Restaurants and Bars should be limited to:
 - i. i. Outdoor dining and/or drinking only¹; and
 - ii. Parties of 6 persons or fewer.
- For the purposes of these guidelines, a dining or drinking area is considered an outdoor dining or drinking area if the area meets any of the following criteria:
 - i. Located on the rooftop of a building or within establishment with retractable roof (should remain open during hours of operation of outdoor dining and/or drinking); or
 - ii. Outdoor space connected to or located on the site of a restaurant, grocery store, health or fitness center, hotel, golf club, or other social club with a food establishment license; or
 - iii. Indoor space where 50% or more of a wall can be removed via the opening of windows, doors, or panels provided that dining tables are within 8-ft from such opening; or
 - iv. Any other outdoor dining and drinking areas authorized by local governments provided that food and drinks are prepared by licensed food or liquor establishments and that proper social distancing of 6-ft between designated customer tables and/or other seating areas is observed and parties are of 6 persons or fewer.
- For the purposes of these guidelines, businesses may be subject to additional regulations on outdoor dining by units of local government and local health departments

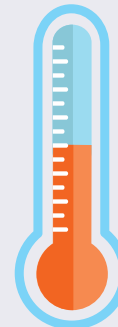
¹ This guidance is subject to State and local liquor control, food safety, and other applicable laws and regulations.

Uniform guidelines across businesses, industries and nonprofits within the State of Illinois:

GENERAL HEALTH

i. Minimum guidelines

1. Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see [IDHR's guidance](#).
2. Arrange seating to provide a minimum of 6-ft between tables. Use of plexiglass between tables is a best practice.
3. Employer should provide hand washing capability or sanitizer to employees and customers
4. Bar and restaurant employees should wash hands for 20 seconds every 30 minutes, and:
 - a. Upon arrival to work
 - b. Prior to and during food preparation
 - c. When switching between tasks
 - d. Before donning gloves to work with food or clean equipment and utensils
 - e. After using the restroom
 - f. After handling soiled dishes and utensils
 - g. When visibly soiled
 - h. After coughing, sneezing, using a tissue, touching face,
 - i. After eating or drinking
 - j. After smoking or vaping
 - k. After handling cell phone
5. An adequate supply of soap, disinfectant, hand sanitizer, and paper towels must be available
6. Gloves should be worn by staff preparing food per pre-COVID food handling protocols, such as handling Ready to Eat (RTE) foods



HR AND TRAVEL POLICIES

i. Minimum guidelines

1. All employees should complete health and safety training related to COVID-19 when initially returning to work. Resources to design a training are posted on the DCEO Restore Illinois guidelines website
2. Employers should continue to limit all non-essential business travel
 - a. If employee must travel, employee should follow CDC considerations to protect themselves and others during trip
3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other [CDC-identified symptoms](#)), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations



ii. Encouraged best practices

1. Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure

HEALTH MONITORING

i. Minimum guidelines

1. Employers should make temperature checks available for employees and encourage their use. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home.
2. All employers should have a wellness screening program. Resources outlining screening program best practices are posted on the DCEO Restore Illinois guidelines website
 - a. Employer should conduct in-person screening of employees upon entry into workplace and mid-shift screening to verify no presence of COVID-19 symptoms
3. If employee does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed as soon after the confirmation of a positive test as practical
5. Where appropriate, notify employees who have been exposed
6. Any employee who has had close contact² with co-worker or any other person who is diagnosed with COVID-19 is required to quarantine for 14 days after the last/most recent contact with the infectious individual and should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop



² Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

Guidelines specific to outdoor dining and drinking establishments:

PHYSICAL WORKSPACE**i. Minimum guidelines**

1. Employer should display signage at entry with face covering requirements, social distancing guidelines, and cleaning protocols, in multiple languages as needed
2. Employer should configure space to allow for at least 6-ft. of distance between tables or other designated customer service areas
3. Employees should maintain social distance to the extent possible while performing services
4. Employer should close all open congregate areas (e.g., waiting areas)
5. Employers should close all self-service food areas (e.g., buffets, salad bars, coffee station)
6. Employers should eliminate table presets (e.g., table tents, menus, salt and pepper shakers, lemons, straws, shared condiments, etc.)
7. Employers should use single packet condiments, if possible, OR serve condiments in containers – such as a washable bowl or paper cup – that can be sanitized or disposed of after use (no shared condiments permitted)
8. Employers should use disposable silverware, if possible, OR use rolled silverware or silverware place in sleeves (employers should utilize gloves while rolling/placing in sleeves)
9. Employers should use disposable or touchless menus, if practical, or use menus that can be sanitized between each use
 - a. If practical, QR Digital menu or app-based ordering should be used
10. Employers should eliminate refilling customer beverages altogether and should use a new glass cleaned using proper dishwashing procedures
11. Close all self-service beverage stations
12. Water fountains in employee breakrooms, except for touchless water bottle refill stations, should be made unavailable for use (e.g. turned off, covered, area blocked)
 - a. If no touchless fountain is available, water may be served in sealed, single-use water bottles
13. Customers should handle their leftover food to be taken to-go
14. Ensure that the area for take-out customers allows for at least 6-ft of separation from seated customers
15. Customers should not be seated if inclement weather is forecasted
16. In case of inclement weather or emergency while customers are outdoor dining, food should be packaged to-go and customers encouraged to leave

**ii. Encouraged best practices**

1. Deliver items to table on service trays to minimize hand contact
2. Display visual markers 6-ft. apart at customer queue points
3. Display signage at exits of restrooms to promote use of paper towel to open door for exit
4. Display signage to promote distancing within shared restrooms
5. Eliminate seating at bars within restaurant to the extent possible
6. If practical, install impermeable barriers (e.g., plexiglass) from street and/or sidewalk traffic
7. If practical, install impermeable barriers between tables
8. If practical, install impermeable barriers in close contact areas (e.g., host stand, cashier)
9. If practical, implement touchless transactions
10. If practical, allow one-way traffic flow in and out of restaurant to the outdoor seating area to limit any congregation
11. Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to the maximum extent practical

DISINFECTING/CLEANING PROCEDURES

i. Minimum guidelines

1. Cleaning and disinfecting of premises should be conducted in compliance with [CDC protocols](#) on a routine basis
2. Clean and disinfect common areas (e.g., restrooms, cafeterias) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every half hour recommended for high-traffic areas
3. Sanitization of multi-use items (e.g., menus, if reuse, special cards, pens, check presenters, etc.) should be completed after each use
4. Disinfect tables and chairs between parties and again at closing time (see [EPA approved list of disinfectants](#))
5. Discard any single-use or paper articles (e.g., paper menus) after each use



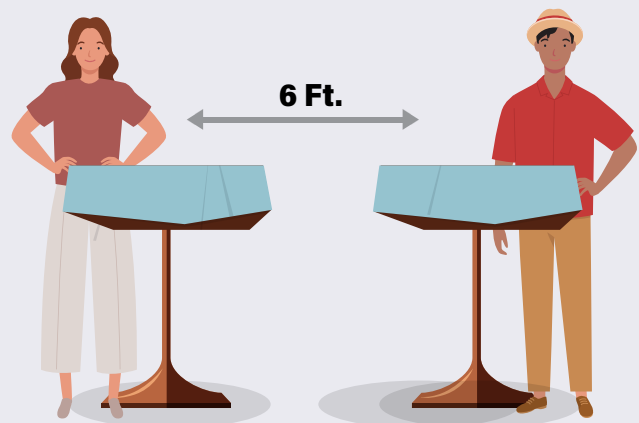
ii. Encouraged best practices

1. Provide hand sanitizer in outdoor seating area for customers. If hand sanitizer is placed in restrooms, assure handwashing is still encouraged
2. Create and implement an enhanced cleaning/sanitizing schedule for all food contact surfaces, and cleaning/disinfecting of non-food contact surfaces; if practical, have designated staff member that responsible for cleaning

STAFFING AND ATTENDANCE

i. Minimum guidelines

1. Outdoor area capacity shall be determined by arranging seating to provide a minimum of six feet between tables or other designated customer service areas.
2. Employee should social distance from customers while not performing services
3. Employer should limit the occupancy of common areas/ break rooms to allow for social distancing of 6-ft or greater by removing/decommissioning furniture or staggering break times; this guideline is not intended to diminish employees break time requirements
4. Live music is permitted but employees and performers should follow social distancing guidelines, keeping the maximum distance possible from each other and from customers. Performers should wear face coverings where possible and the use of barriers between singers and customers and employees during the performance is strongly encouraged.



ii. Encouraged best practices

1. If practical, alter hours of operation to adequately spread out customer traffic and allow for additional cleaning time
2. Stagger shift start and end times to minimize congregation of employees during changeovers
3. If practical, group employees in clusters and schedule groups on same shifts to reduce cross-team exposure

EXTERNAL INTERACTIONS

i. Minimum guidelines

1. Before allowing external supplier or non-customer visitor (excluding third-party visitors providing carry-out services only) to enter, or while requiring them to wait in a designated area, employer should ask whether external supplier or visitor is currently exhibiting COVID-19 symptoms
 - a. If practical, employer should take external supplier or non-customer visitor temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
2. Employer should keep log of all external suppliers who enter premises
3. Suppliers and other non-customer visitors should wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face-covering)

ii. Encouraged best practices

1. Limit contact between external suppliers and employees
2. Restrict suppliers from entering premises and if practical, have deliveries dropped at door



CUSTOMER BEHAVIORS

i. Minimum guidelines

3. 6-person party limit
4. Implement a reservation or call ahead model, if practical. All outdoor dining areas must be staffed to ensure social distancing will be maintained prior to guests being seated
5. Customers should wait for services off premises, either outdoors and maintaining social distance of 6-ft with use of recommended face coverings or in their vehicles. Customers should be seated immediately upon entry
6. Customers should wear face coverings over their nose and mouth while on premises, except while eating and drinking at table (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)



ii. Encouraged best practices

1. Before allowing entrance, employers ask whether customer is currently exhibiting COVID-19 symptoms
 - a. If practical, employer should take customer temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)

**If you have questions or need additional support:
Please call our hotline at 1-800-252-2923
or e-mail us at ceo.support@illinois.gov
or return to illinois.gov/businessguidelines**

Additional Resources:

- FDA: [Food Safety and COVID-19](#)
- FDA: [Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery During COVID-19](#)
- FDA: [Use of Respirators, Facemasks, and Cloth Face Coverings in the Food and Agriculture Sector During Coronavirus Disease \(COVID-19\) Pandemic](#)
- FDA: [Employee Health and Personal Hygiene Handbook](#)
- CDC: [Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](#)
- CDC: [What Grocery and Food Retail Workers Need to Know about COVID-19](#)
- CDC: [COVID-19 Resources for Businesses and Employers](#)
- CDC: [Restaurants and Bars Reopening Decision Tree](#)
- CDC: [COVID-19 Printed Resources](#)
- IDPH: [COVID-19 Resources for Businesses and Organizations](#)
- IDPH: [Guidance for Maintaining Water Systems During Reduced Use and Returning Water Systems to Regular Use after Extended Periods of Reduced Use](#)
- IDPH: [Retail Food Page and Food Codes](#)
- Illinois Department of Human Services: [FAQ for Businesses Concerning Use of Face-Coverings During COVID-19](#)
- EPA: [List of EPA-registered Disinfectants](#)
- AFDO: [Planning for Reopening Food Service Establishments As COVID-19 Impacts Best Practices and Protocol](#)
- OSHA: [Guidance of Preparing Workplaces for COVID-19](#)
- National Restaurant Association: [COVID-19 Reopening Guidance: A Guide for the Restaurant Industry](#)