



CITY OPEN WORK- SHOP

Photo: Steven Vance

RESOURCE GUIDE TO RESTAURANT REOPENING

SUMMER 2020

About this Resource Guide

Message from City Open Workshop Co-founders

When we founded City Open in the Fall of 2016, we wanted to create a space for planners and designers to connect with our community needs. COVID-19 has had an unprecedented impact and footprint in our communities, and so many conversations about recovery strategies have taken place in the last 6 months. What does recovery look like for us? It will not only require finding new forms of collaboration, solidarity and creativity while working apart, but also ways to design resources for the most impacted – from those needing access to basic needs (such as food) to those keeping their businesses (and livelihood) afloat under strict rules and regulations due to public health measures.

For the first time, we decided to extend our workshops through the Summer season. We hosted a series of workshops to support neighborhood restaurants re-opening by offering technical assistance related to navigation of the many layers of permitting, outdoor dining guidelines and shifting regulations. We listened to experiences, concerns and questions from restaurant owners, chambers of commerce and special service areas, and assembled all we learned in this resource guide as a culmination of that process. We collaborated with an amazing group of designers to visualize rules, regulations, and other creative opportunities that hopefully contribute as an additional resource to support the re-opening of restaurants and businesses in our neighborhoods.

Elle Ramel + Paola Aguirre / August 2020

Acknowledgements

This project has only been possible thanks to the collaboration with multiple designers, both representing their workplaces and as individuals.

Abigail Fiala, SmithGroup
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Eli Lechter, Ratio
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Fran Xavier, Latent Design
Navjot Heer, Latent Design
Lis Battle, Aria Group Architects
Mark Lawrence, Wyzendale
Stacey Meekins, Sam Schwartz Engineering

Partner Organization:

The Illinois Restaurant Association

Resource Guide to Re-Opening Restaurants

August 2020

These FAQs are intended to address questions that have arisen through the Illinois Restaurant Association, City Open Workshop and affiliated designer's conversations with restaurant owners in the State and the City of Chicago. The focus of these FAQs deal with the use of space and the public right of way- questions on public health, safety and restaurant implementation can be found in the resource bank below.

All Restaurants:

Overall, what design guidelines or visuals should I prepare for outdoor or indoor space?

- These requirements will vary by municipality and permit, but overall, anticipate a clean diagram or Google Street View on 8.5 by 11 piece of paper
- Indicate your business establishment
- Note the changes to parking lots, sidewalks and streets
- Use circles or other symbols to represent tables, fencing and host check-in tables
- Note: city systems often print or share in Black and White, so try to use coding or diagrams that can be read that way

What fines should I watch out for as a business owner?

- Restaurant owners risk \$10,000 fines for a range of violations including:
 - should take care to not exceed 25% indoor and 50% outdoor occupancy or owners risk \$10,000 fines and shutdowns
- Repeated violations can lead to perm

What are timelines for receiving permits?

- Permits are being expedited to help restaurant owners.
- The City says 10-15 days instead of the usual 45 days.

What precautions should I take to make guests feel secure?

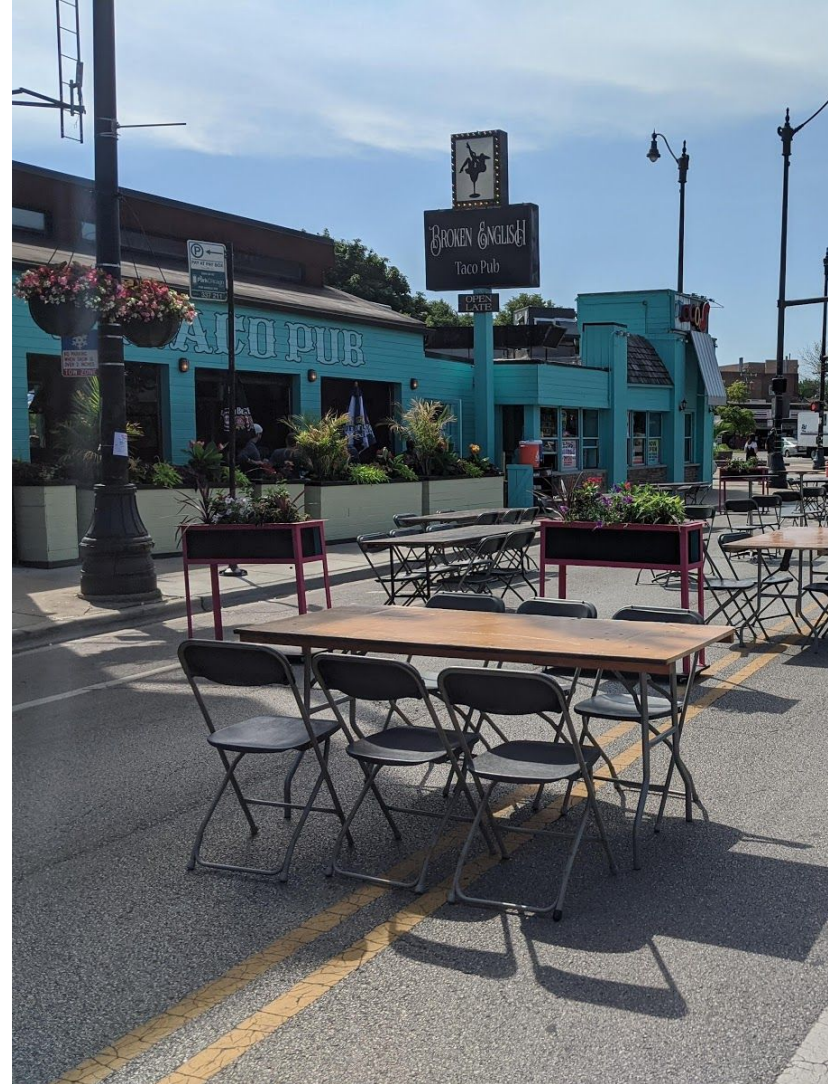
- Restaurants should include a guide to their modified safety procedures on their website, social media

accounts and reservation platforms to ensure that their safety guidelines are widely accessible

- Put up signage around the restaurant to communicate proper guidelines for handwashing, sanitizing, queuing and paying.
- Provide digital menus with QR codes or disposable paper menus
- Make sure to have emergency or weather-related contingency plans

Who should I contact for general small business re-opening guidelines in Phase 4?

- BACPoutreach@cityofchicago.org



Example: Street dining with street closure Location: Broken English Taco Pub, Lincoln Park

Credit: Stacy Meekins

Outdoor Space for a Restaurant:

How do I set up a sidewalk cafe?

- [Sidewalk Café Permits](#) are issued by the Public Way Use Unit of BACP at the Small Business Center (SBC)
- Season begins on March 1st, and ends on December 1st.
- Applicants intending to serve liquor at a Sidewalk Cafe must have a valid Liquor License
- Current process takes 30-45 days
- Must have fencing or barricades
- There must be a 6 foot right-of-way for pedestrians

Have there been any changes to the sidewalk cafe permitting?

- Chicago has implemented [temporary changes to the sidewalk cafe permit](#) to make it easier and cheaper to acquire a permit as Chicago continues into Phase 4 of reopening
- Sidewalk cafe permits can be extended to adjacent consenting or vacant business frontages
- 75 percent permit fee reduction
- Expedited permit issuance process
- To learn more and obtain a Sidewalk Cafe Permit visit, [click here](#)

Who do I reach out to in regards to Sidewalk Cafe permitting?




- publicwayuse@cityofchicago.org

Do you have any strategies for acquiring or finding outdoor furniture for COVID Re-Opening?

- Instead of more permanent furniture, consider furniture from stores such as Amazon and Target that may have a one-season use
- Pool resources with neighboring restaurants and think about picnic benches that could be shared by several restaurants
- Work with local churches, community centers and schools that may have large amounts of unused dining furniture

Understanding Outdoor Dining

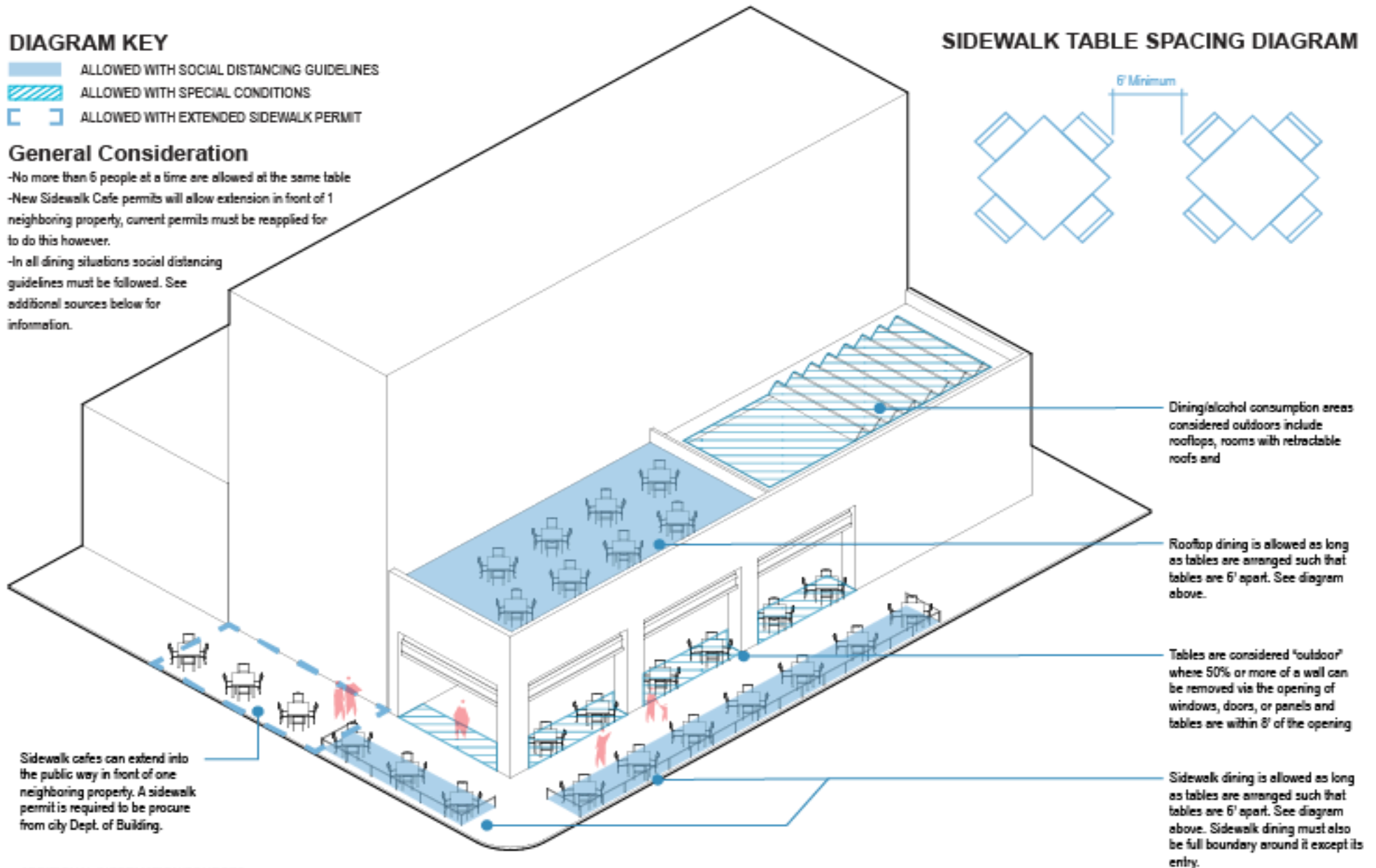
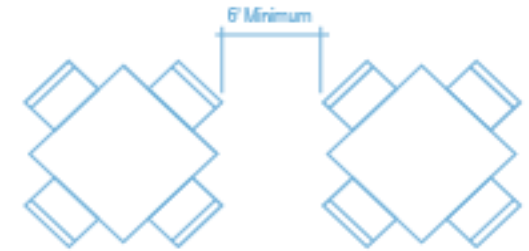
DIAGRAM KEY

-  ALLOWED WITH SOCIAL DISTANCING GUIDELINES
-  ALLOWED WITH SPECIAL CONDITIONS
-  ALLOWED WITH EXTENDED SIDEWALK PERMIT

General Consideration

- No more than 6 people at a time are allowed at the same table
- New Sidewalk Cafe permits will allow extension in front of 1 neighboring property, current permits must be reapplied for to do this however.
- In all dining situations social distancing guidelines must be followed. See additional sources below for information.

SIDEWALK TABLE SPACING DIAGRAM



ADDITIONAL INFORMATION/SOURCES

- <https://www.covid19resources.com/resources-4/indoor-dining-4/>
- <https://www.chicago.gov/city/en/about/covid-19/home/reopening-business-portal/business-guidelines.html>
- <https://www.chicago.gov/city/en/about/covid-19/home/reopening-business-portal/business-guidelines.html>

Diagram Credit: Ian Wiley, Assoc. AIA



*Example: Sidewalk dining enclosures Location: Hyde Park
Credit: Paola Aguirre*

How do I set up seating in a Chicago parking space?





- Currently, [People Spots](#) are temporary platforms adjacent to sidewalks, typically within existing parking lanes. By expanding the sidewalks, they create seasonal space for outdoor seating and dining. As a placemaking tool, they also contribute to an increase of pedestrian volumes and help promote economic development in retail corridors.
- Currently People Spot placement is decided as a public vs a single commercial use
- People Spots have not been confirmed for loading zones as of yet

How are restaurants using the parking spaces on non-closed streets currently?

- In the City of Chicago, there used to be a program called Curbside Cafe that would pay for LAZ parking use and place restaurant seating in the space. Unfortunately, based on the tested usage in Lakeview East, the cost to offset parking is higher than the revenue gained- though corridor closures can end up netting positive based on the volume of visitors and participating restaurants. More background is [here](#).
- In other cities and suburbs in Illinois, if the metered parking is controlled by the municipality, governing bodies have the ability to bag meters and place “People Spots” or other dining in parking spaces.

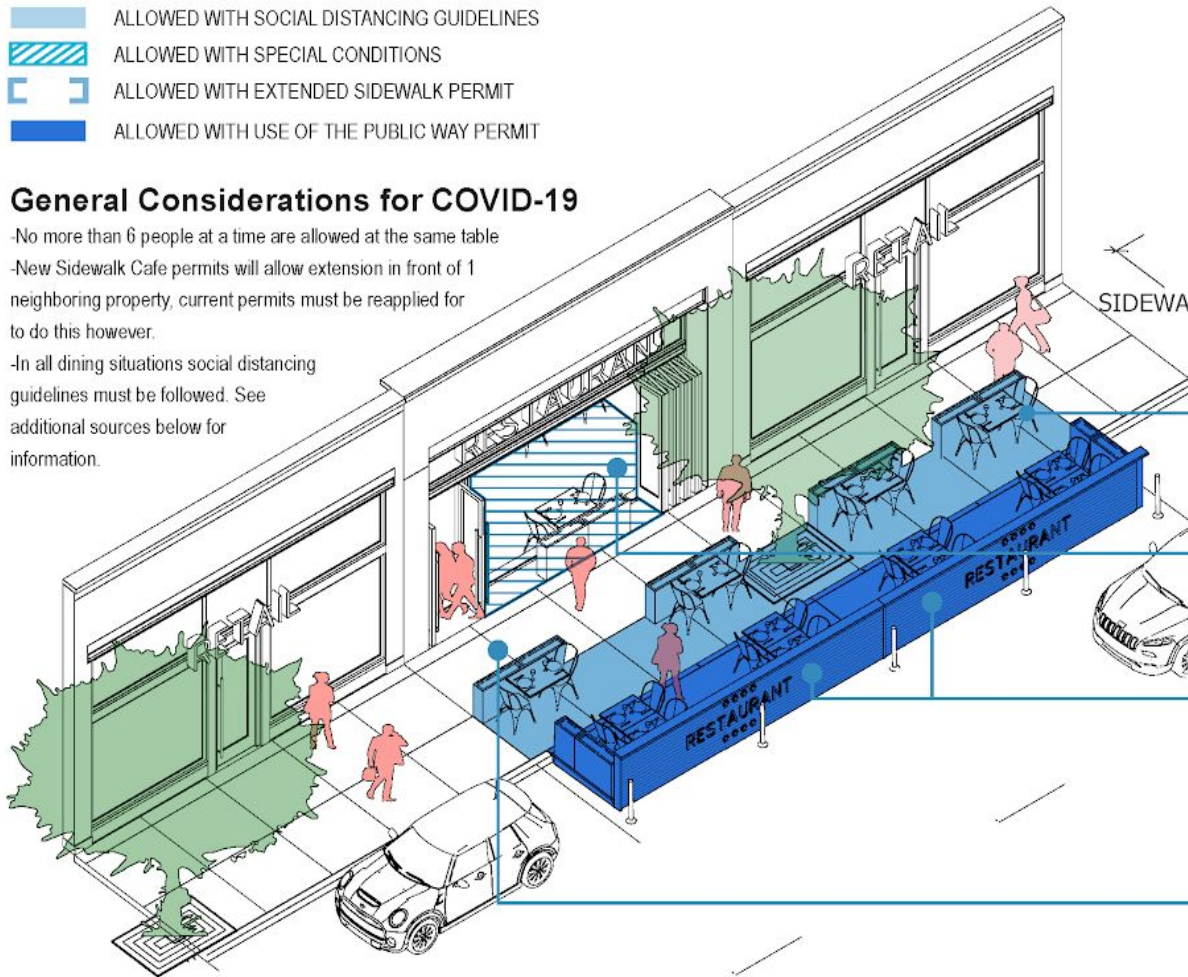
Understanding Parklets / People Spots

DIAGRAM KEY

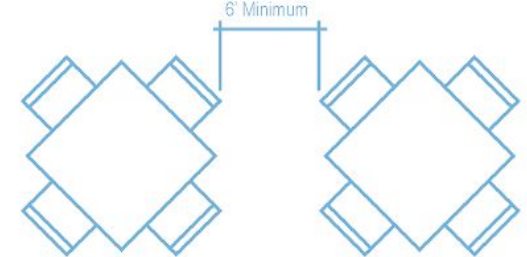
-  ALLOWED WITH SOCIAL DISTANCING GUIDELINES
-  ALLOWED WITH SPECIAL CONDITIONS
-  ALLOWED WITH EXTENDED SIDEWALK PERMIT
-  ALLOWED WITH USE OF THE PUBLIC WAY PERMIT

General Considerations for COVID-19

- No more than 6 people at a time are allowed at the same table
- New Sidewalk Cafe permits will allow extension in front of 1 neighboring property, current permits must be reapplied for to do this however.
- In all dining situations social distancing guidelines must be followed. See additional sources below for information.



SIDEWALK TABLE SPACING DIAGRAM



Sidewalk cafes can extend into the public way in front of one neighboring property. A sidewalk permit is required to be procured from Department of Buildings.

Tables are considered "outdoor" where 50% or more of a wall can be removed via the opening of windows, doors, or panels and tables are within 8' of the opening

Dining in the public way is allowed provided a use of the public way permit is granted. Install Bollards or other barriers at 10 feet on center. See also DOT & CDOT guidelines for "People Spot". Max. deck size 80ft. x 6ft. (40ft. x 6ft. shown)

Sidewalk dining is allowed as long as tables are arranged such that tables are 6' apart. See diagram above. Sidewalk dining must also have a full boundary around it except at the entry location.

ADDITIONAL INFORMATION/SOURCES

- <https://dceocovid19resources.com/restore-illinois/restore-illinois-phase-4/>
- <https://www.chicago.gov/city/en/sites/covid-19/home/reopening-business-portal/business-guidelines.html>
- <https://www.chicago.gov/city/en/depts/bacp/sbc/obtaining-a-sidewalk-cafe-permit0.html>
- https://www.chicago.gov/city/en/depts/cdot/supp_info/make_way_for_people/people_spot.html
- <https://chicagocompletestreets.org/streets/mwfp/peoplespots/>
- <http://groundplaysf.org/wp-content/uploads/San-Francisco-Parklet-Manual.pdf>

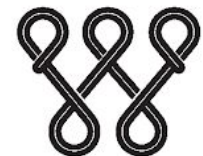


Diagram Credit: Wyzendale

Understanding Parklets / People Spots

Parklet / People Spot General Design



Operable doors to stack within building footprint. This provides the ability to add tables and to project a more open dining experience.

Fabric Canopy & Frame provide shelter from sun & rain while adding greater street presence for the restaurant.

Restaurant Signage as a branding opportunity. Changing the color and texture of the frontage add to the richness of the built environment

Bollards at 10'-0" on center set 12" out from edge of Parklet / People Spot provide the mandatory safety barrier to make the users of the Parklet / People Spot feel safe using.

Maintaining a six ft. sidewalk width is important to maintain a safe passage for the full extent of the Parklet / People Spot. Minimize perimeter openings into the Parklet / People Spot so cross pedestrian traffic doesn't cause congestion

Benefits / Opportunities

Re-imagine our streets

Complete streets balance the needs of providing walkable streets, safe cycle ways, transit paths, and traveling by car. Parklets / People Spots are a relatively low-cost, easily implementable approach to achieving greater engagement and interest for all users of the street.

Encourage Improved Pedestrian Safety & Activity

Parklets / People Spots provide buffer areas between traffic lanes and the sidewalk. They also provide outdoor gathering spaces, especially when local or City parks may be far away.

Support Local Businesses

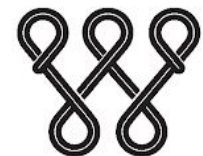
Parklets / People Spots enhance the pedestrian environment which can help make the street feel more safe and inviting for people shopping, running errands, and accessing services in their own neighborhoods. Ultimately, it fosters people spending time in their own "urban backyard."

Fosters Neighborhood Interaction & Investment

Parklets invite pedestrians to sit and gather with friends & neighbors. In many cases, neighbors have participated in the design, financing, construction, and stewardship of Parklets / People Spots.

ADDITIONAL INFORMATION/SOURCES

- <https://dceocovid19resources.com/restore-illinois/restore-illinois-phase-4/>
- <https://www.chicago.gov/city/en/sites/covid-19/home/reopening-business-portal/business-guidelines.html>
- <https://www.chicago.gov/city/en/depts/bacp/sbc/obtaining-a-sidewalk-cafe-permit0.html>
- https://www.chicago.gov/city/en/depts/cdot/supp_info/make_way_for_people/people_spot.html
- <https://chicagocompletestreets.org/streets/mwfp/peoplespots/>
- <http://groundplaystf.org/wp-content/uploads/San-Francisco-Parklet-Manual.pdf>



What about loading zones?

- Currently, the plans for this opportunity have been moving between CDOT, DCASE and BACP around reviewing the feasibility of the use of loading zones for expanded outdoor sidewalk cafe seating.

I have an adjacent parking lot, or my neighbor has a parking lot. How do I expand my restaurant into that space?

- Owners of private property should apply for an [Expanded Outdoor Dining Permit](#) from DCASE
- If you are using your neighbor's private lot or land, you would apply as a restaurant owner but would require written permission from the neighbor.
- An Outdoor Patio License is required to sell alcoholic liquor in a privately owned outdoor location adjacent to premises licensed as a Tavern or Consumption on Premises-Incidental Activity.
- An outdoor patio must close by 11 p.m., Sunday through Thursday, and midnight, Friday and Saturday.
- Fees: \$1,760.00+\$40.00 one time publication fee



Example: Outdoor Dining in a parking lot. Credit: Elizabeth Kozlik-Prignano
Example: Sidewalk dining Location: Spicy Mexican Grill Lincoln Ave
Credit: Eli Lechter

Outdoor Dining in Parking Lots

CDOT will need to review your Security / Traffic Safety Plan to ensure safety of customers dining in a space otherwise for vehicles. Create a barricade between vehicular and pedestrian zones.

Consider using 6' apart markings on the pavement to allow customers waiting for a table or to check in with the host can maintain physical distancing.

Large tents provide customer comfort but may require a permit. Tents covering more than 600 square feet require a permit, and tents taller than 15 feet tall require a building permit.

All tables should be spaced with seats minimum 6 feet apart from neighboring tables to ensure physical distancing.



*Example: Sidewalk dining Location: Johns Place W Roscoe
Credit: Eli Lechter*

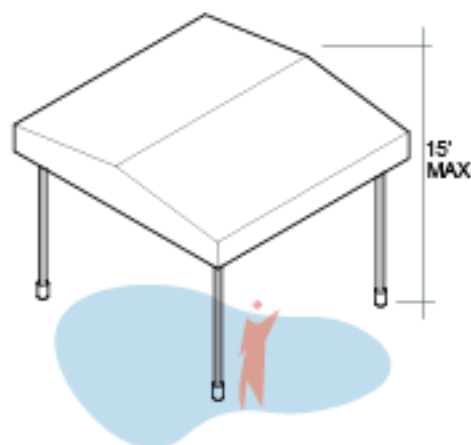
What if I want to set up a tent?

- The Department of Buildings Tent Requirements are [here](#).
- Tents equal or less than 400 square feet no longer require a permit
- Tents between 401 and 599 square feet require drawings from a tent contractor
- Tents 600 feet and over require drawings from an Architect or Structural Engineer
- Permitting process for non-permanent structures is required if they exist for 60 days or less



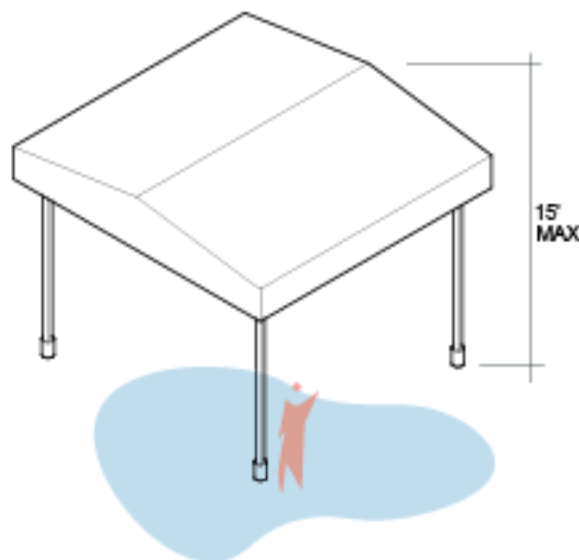
*Example: Dining tent setup Location: Martyrs' on N Lincoln Ave
Credit: Eli Lechter*

Do I Need a Permit for My Tent?



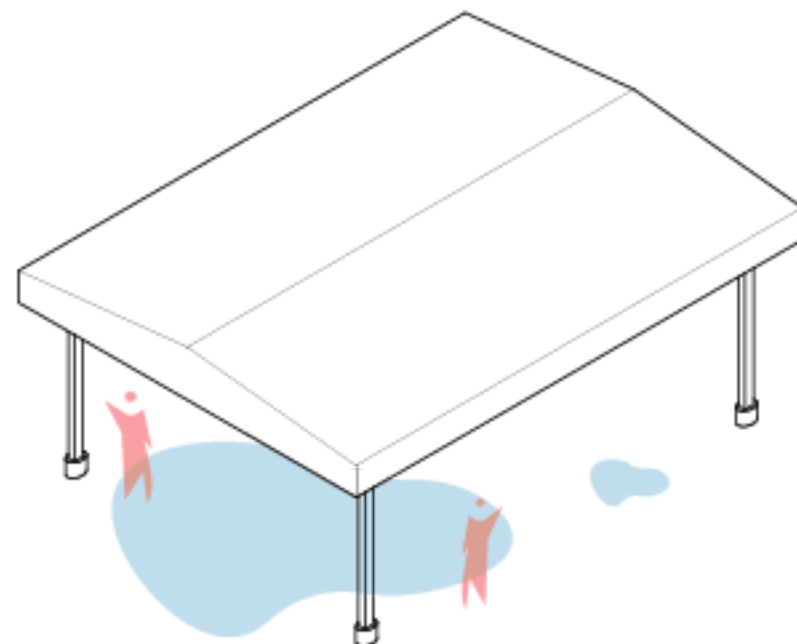
TENTS COVERING <400 SQ. FT.

- 15 Feet tall max.
- Does not require a permit.
- Does not require drawings.
- Requires flame retardant fabric.
- Required to be anchored to ground.



TENTS COVERING 401-600 SQ. FT

- 15 Feet tall max.
- Requires a permit.
- Requires drawings of tent, exits, & location prepared by any reasonable person.
- If on sidewalk, requires a sidewalk permit.
- Requires flame retardant fabric.
- Required to be anchored to ground.



TENTS COVERING 600+ SQ. FT / TALLER THAN 15 FEET TALL

- Requires a standard building permit.
- Requires drawings of tent, exits, location prepared by Architect or Engineer.
- If on sidewalk, requires a sidewalk permit.
- Requires flame retardant fabric.
- Required to be anchored to ground.

GENERAL CONSIDERATIONS

- All tents requiring a permit must be installed/constructed by licensed contractor
- Tent permits issued in June or July 2020 are valid through September 30, 2020
- Cooking is not allow in tents in which guest seating occurs
- Tents within 12' of each other must have their covered Sq. Ft. added together as if they were 1 tent.

ADDITIONAL INFORMATION/SOURCES

- <https://www.covid19resources.com/restores-illinois/restores-illinois-phase-4/>
- <https://www.chicago.gov/city/en/depts/lddp/provdrs/permits/svcs/2020/june/tentloading.html>



*Example: Dining tent setup with street closure Location: Ravinia Brewing
Roger Williams Ave Credit: Eli Lechter*



Example: Outdoor dining Location: Pilot Project Brewing
Credit: AJ LaTrace

Can I set up dining in parking lots with vehicles and trucks parked?

- CDOT will need to review your **Security / Traffic Safety Plan** to ensure safety of customers dining in a space otherwise for vehicles
- Overall, parking should be allowed as long as there is a very clear separation of vehicular and pedestrian traffic as well as security measures to protect pedestrians/restaurant patrons from vehicles.

- Restaurant visitors should be shielded with barriers or space to protect from exhaust and noise
- Recommendation would be to separate uses to advance the application process most easily

Who do I contact for extended outdoor patio or private parking lot usage?

- chidining@cityofchicago.org

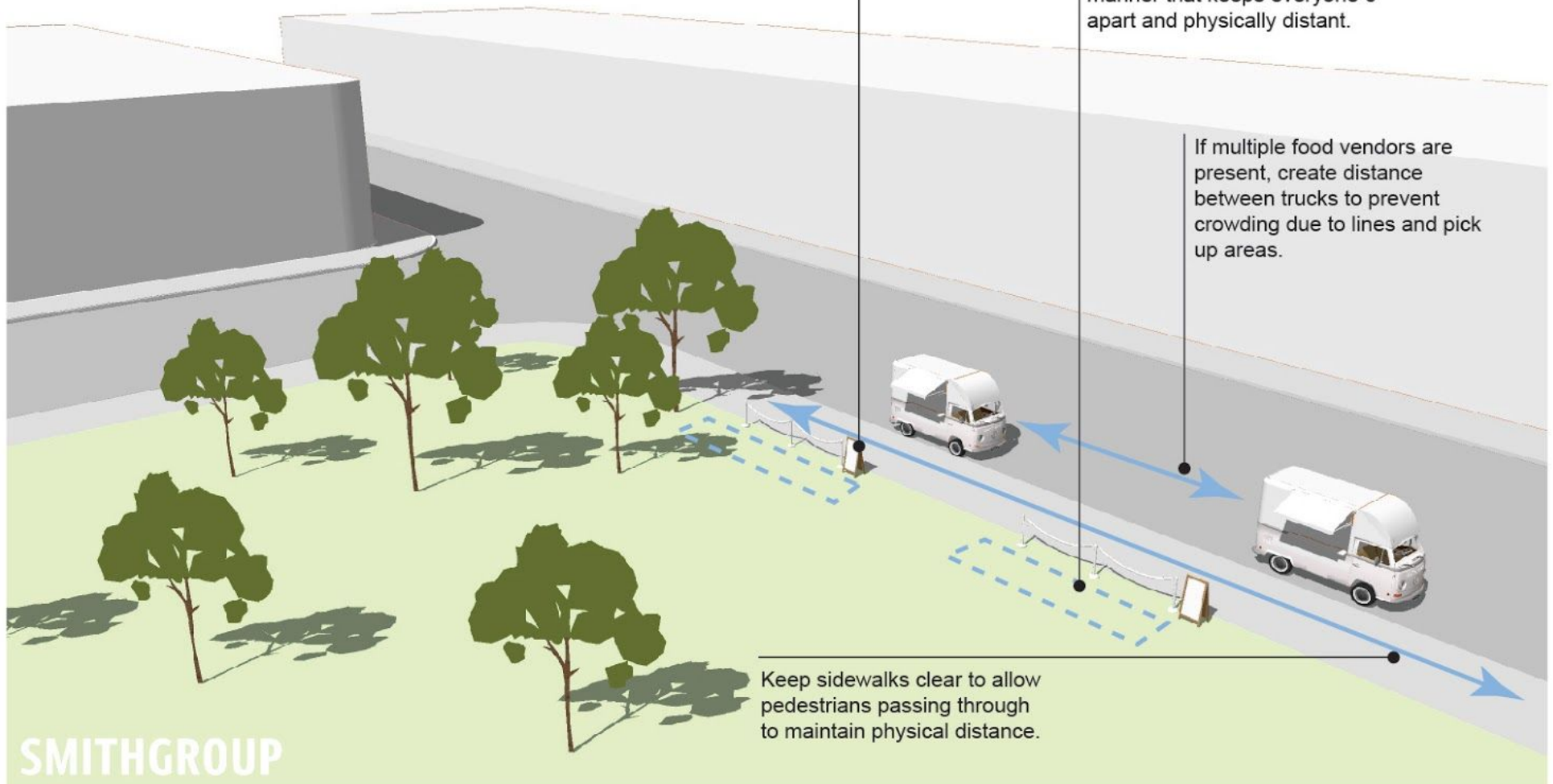
Guidelines for Food Trucks

Clear signage with a QR code menu allows customers to make decisions about their order without getting too close to food truck employees.

Designated line up areas prevent a crowd from forming too close to the Food Truck and allow customers to queue in a manner that keeps everyone 6' apart and physically distant.

If multiple food vendors are present, create distance between trucks to prevent crowding due to lines and pick up areas.

Keep sidewalks clear to allow pedestrians passing through to maintain physical distance.



Interior Space Questions:

Contributing Sources: [Aria Group Architects](#)

What are the current regulations for indoor dining?

- Indoor dining commenced on June 26th in light of Phase 4 re-opening guidelines
- Indoor dining is set at 25% occupancy per room or 50 people per room maximum
 - Use occupancy placard and divide by 4
 - OR, calculate square footage of indoor space and then divide by 60

What about indoor space near windows?

- Tables and seats in a room where 50% or more of a wall can be removed via the opening of windows, doors, or panels do not count toward indoor occupancy, provided that dining tables are within 8-ft from such outdoor openings

How do I space out my tables to comply with the guidelines?

- Consider social distancing as well as guidelines for occupancy to ensure health of guests & waiters. For seating layouts, ensure seated guests are 6'-0" apart for best practice & everyone's health & safety. Measure from the closest possible seated positions.
- Booths can be utilized back to back as long as there's a solid panel a minimum of 6'-0" above the floor.
- Consider closing off booths in order to maximize seating if aisle spacing dictates. We've been able to help clients gain seats by pushing tables up to closed off booths when in a pinch to get seating.

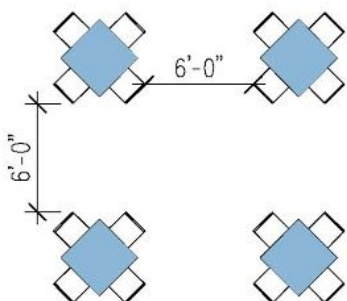
What other types of things should I be doing to ensure guest & employee safety?

- Provide social distancing indicators at any queuing area along with shields for employees at any order counters
- Consider current floor plan layout & determine if it can be altered to provide single directional circulation, or to separate To Go entry from Dining entry to minimize congestion in the aisles.
- Utilize operable windows & doors as much as possible to minimize stagnant air.
- Reassess any glassware or plate storage placement in reach of guests to minimize contamination.

Interior Seating Diagrams

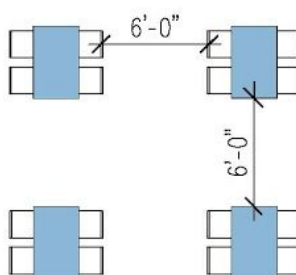
SCENARIO A

(LOOSE SEATING - SQUARE TABLES)



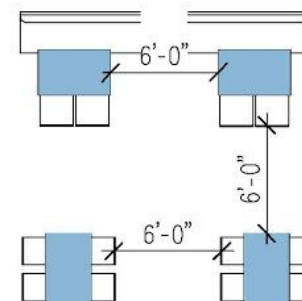
SCENARIO B

(LOOSE SEATING - RECTANGULAR TABLES)



SCENARIO C

(LOOSE SEATING & BANQUETTES)



LEGEND

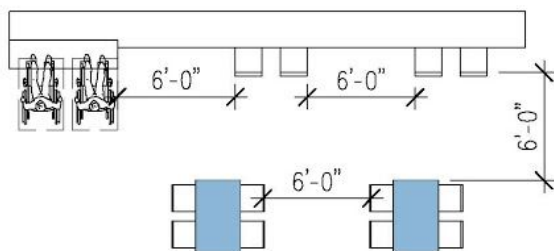
-  SOLID HATCH DENOTES USED TABLE
-  DASHED "X" DENOTES UNUSED TABLE

GENERAL NOTE

1. SPACE TABLES & CHAIRS SO THAT 6'-0" CLEARANCE IS MAINTAINED BETWEEN GUESTS
2. SOURCE 1: RESTORE ILLINOIS PHASE IV REOPENING GUIDANCE FOR RESTAURANTS & BARS
3. SOURCE 2: CITY OF CHICAGO PHASE IV GRADUALLY REOPENING GUIDELINES FOR RESTAURANTS & BARS

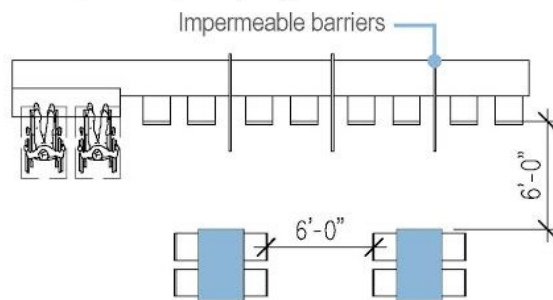
SCENARIO D (BAR & LOOSE SEATING)

NOTE: Maintain seating at bar as long as there is 6'-0" between non-related parties



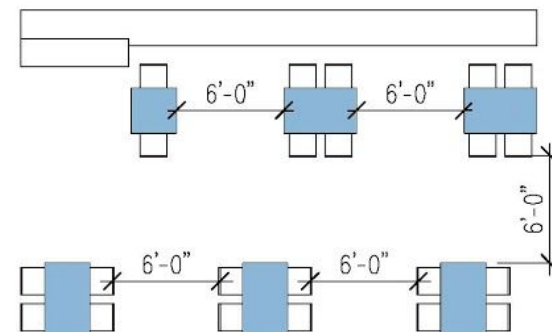
SCENARIO E (BAR & LOOSE SEATING)

NOTE: Provide impermeable barrier from 0'-0" AFF to 6'-0" AFF where social distancing is not possible. Impermeable barriers do not allow the passage of particles and are easily cleanable surfaces, an example is plexiglass.



SCENARIO F (LOOSE SEATING)

NOTE: Decommission bar seating when needed to gain more seats



LEGEND

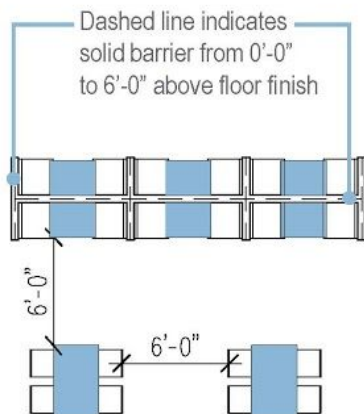
-  SOLID HATCH DENOTES USED TABLE
-  DASHED "X" DENOTES UNUSED TABLE

GENERAL NOTE

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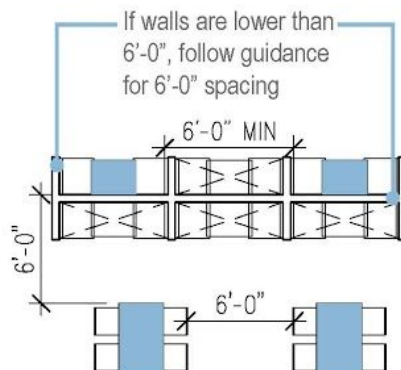
SCENARIO G

(BOOTHS W/ SCREENS & LOOSE SEATING)



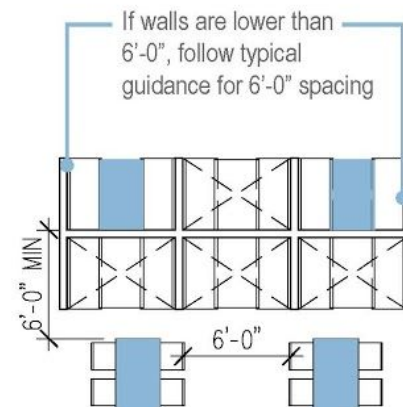
SCENARIO H

(BOOTHS W/O SCREENS & LOOSE SEATING)



SCENARIO I

(BOOTHS W/O SCREENS & LOOSE SEATING)



NOTE: Consider redistributing aisle space when booths are blocked off in order to increase seat count

LEGEND

-  SOLID HATCH DENOTES USED TABLE
-  DASHED "X" DENOTES UNUSED TABLE

GENERAL NOTE

1. SPACE TABLES & CHAIRS SO THAT 6'-0" CLEARANCE IS MAINTAINED BETWEEN GUESTS
2. SOURCE 1: RESTORE ILLINOIS PHASE IV REOPENING GUIDANCE FOR RESTAURANTS & BARS
3. SOURCE 2: CITY OF CHICAGO PHASE IV GRADUALLY REOPENING GUIDELINES FOR RESTAURANTS & BARS

Corridor Guidelines:

Contributing Sources: [Kimley-Horn](#): [John Gross, P.E., LEED](#)



[AP BD+C](#), [Sam Schwartz Engineering](#)

How does takeout pick-up and access work with a closed corridor?

What is entailed by an SSA or Chamber of Commerce closing a commercial corridor for restaurant space in the streets?

How must ADA guidelines be taken into account for my community corridor closure?

- Applicants would need to ensure an accessible route is provided through expanded dining area.
- Signage or potential trip hazards would not be allowed in this area.
- Minimum width for two-way accessible route is 4', but Chicago prefers 6'.
- Considering no land disturbance is proposed, existing sidewalk slopes shouldn't be an issue.
- Temporary ramps could be used to meet requirements for change in elevation.



Example: Dining within a street closure

Credit: Elizabeth Kozlik-Prignano



*Example: Outdoor dining in a partial street closure Location: Arlington Ave
Credit: Taylor and John Gross*

The larger concern would involve the maintenance of traffic around the corridor closure. Advanced signage would be required for vehicles and potentially pedestrians if restaurants were to block thru-access for operations.

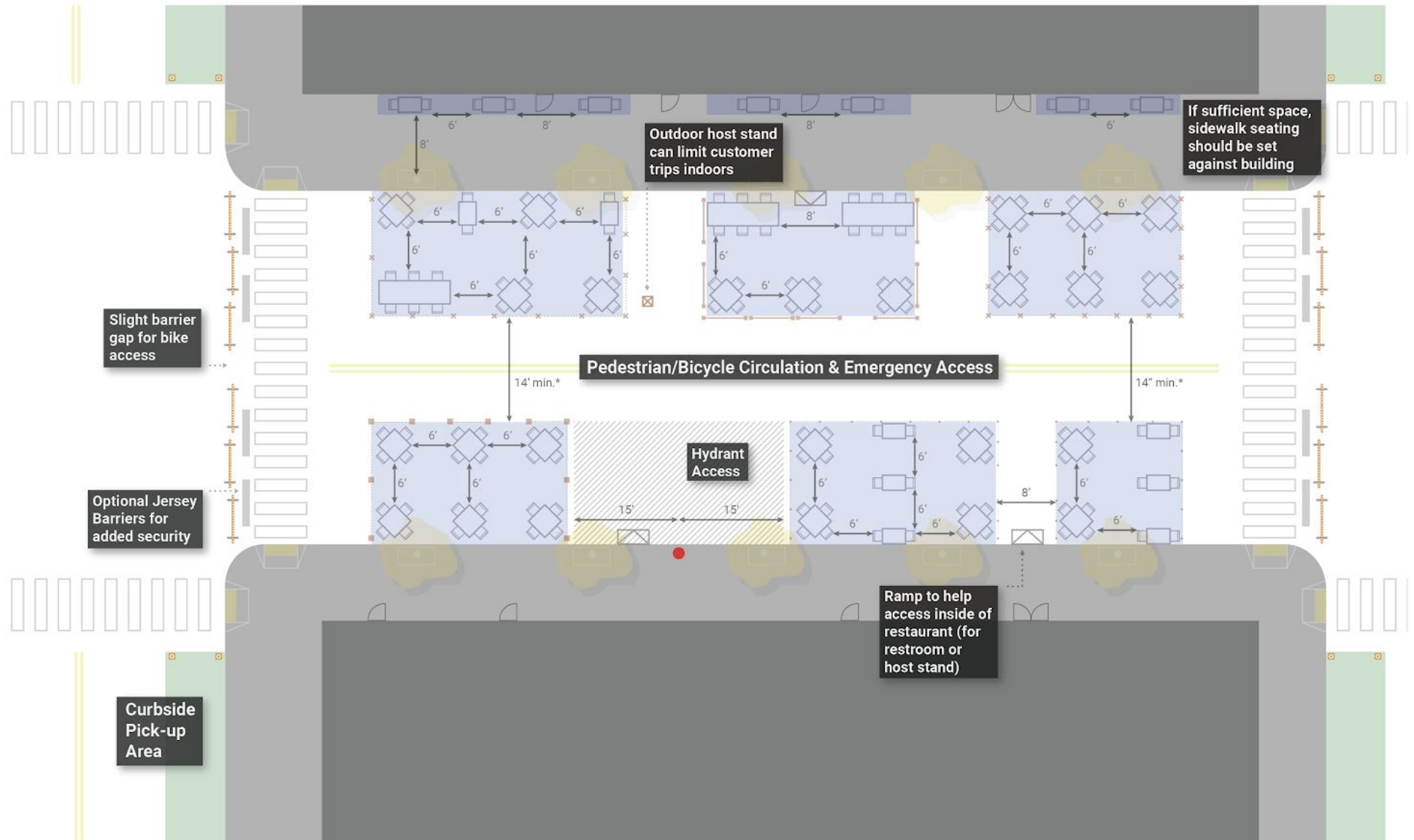
Protective barriers would also be warranted. Typically type-3 barriers would be sufficient but those barriers protect open utility trenches, not pedestrians and restaurant patrons.

Street selection becomes key. While busier streets tend to have less permanent on-street-parking, they might have more

multi-family buildings with parking garages that needed access and egress.

1. Street closure: There is currently an application available online. Businesses can apply together or the local chamber of commerce/SSA can apply on their behalf. They have already started this program on Division, Broadway and other locations. Only closes street Friday – Sunday each week.
<https://www.chicago.gov/content/dam/city/depts/dca/Neighborhood%20Festivals/eod/eodfaq.pdf>
2. Temporary sidewalk: this means putting in a barrier and increasing the sidewalk width into the street to allow for more passing space

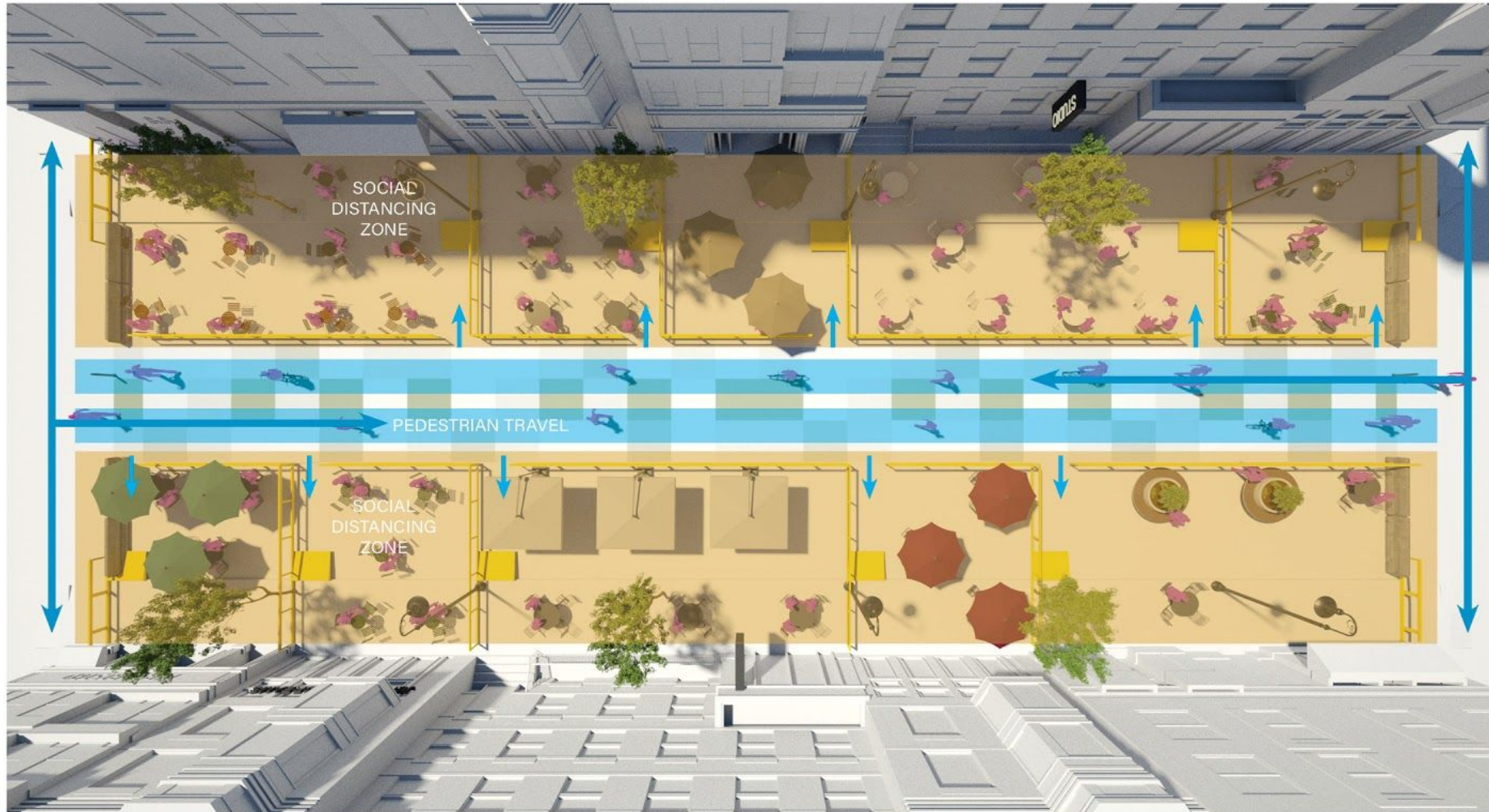
Possible Street Closure Design



*check local regulation for access requirements

Sam Schwartz

Possible Street Closure Designs



*CLOSED SIDEWALKS FOR WIDER/SAFER PEDESTRIAN MOVEMENTS

PEDESTRIAN: WIDER 2-WAY TRAVEL ZONE

6 RE-PURPOSED STREETS: A RESPONSE TO COVID-19



RATIO

Possible Street Closure Designs

RESTAURANT SEATING

RETAIL EXTENSIONS

CASUAL CAFE

FARMERS MARKET

FOOD TRUCK



WORK SPACE

CASUAL DINING

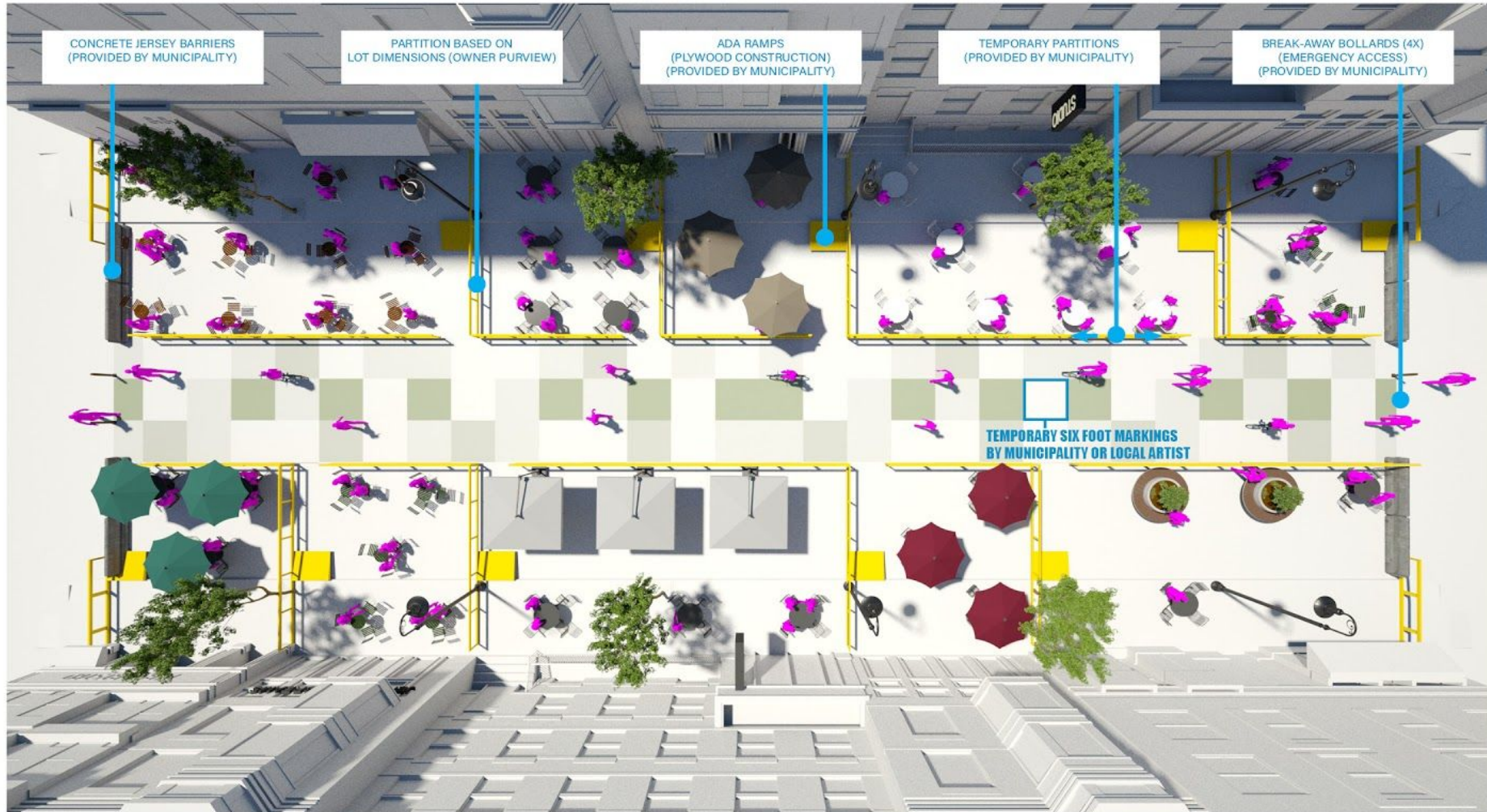
FITNESS - YOGA

HAIR CUT/BARBER

DOG RUN



Possible Street Closure Designs



*MUNICIPALITY TO PROVIDE: 8X JERSEY BARRIERS, 4-10 PLYWOOD ADA RAMP, 2-4 BREAK-AWAY BOLLARDS, 100-300 FEET PARADE FENCING

LEVERAGING EXISTING INFRASTRUCTURE



Possible Street Closure Designs



