

This meeting is being held via telephonic attendance.

**AGENDA
SPECIAL PLANNING, BUILDING AND ZONING COMMITTEE
Village of Hoffman Estates
June 1, 2019**

Immediately Following the Public Health & Safety Committee

Members:	Gary Stanton, Chairman	Anna Newell, Trustee
	Karen Arnet, Vice-Chairman	Gary Pilafas, Trustee
	Karen Mills, Trustee	Michael Gaeta, Trustee
		William McLeod, Mayor

I. Roll Call

NEW BUSINESS

1. Request approval of temporary site plan review procedures for restaurant outdoor dining areas and a moratorium on the enforcement of certain temporary sign requirements in response to economic challenges facing local businesses during the COVID-19 Pandemic.

II. Adjournment

(Further details and information can be found in the agenda packet attached hereto and incorporated herein and can also be viewed online at www.hoffmanestates.org and/or in person in the Village Clerk's office).

The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request approval of temporary site plan review procedures for restaurant outdoor dining areas and a moratorium on the enforcement of certain temporary sign requirements in response to economic challenges facing local businesses during the COVID-19 Pandemic

MEETING DATE: June 1, 2020

COMMITTEE: Special Planning, Building and Zoning

FROM: Jennifer Horn/Peter Gugliotta 

PURPOSE: Request approval of temporary site plan review procedures for restaurant outdoor dining areas and a moratorium on the enforcement of certain temporary sign requirements in response to economic challenges facing local businesses during the COVID-19 Pandemic.

BACKGROUND: Effective March 16, 2020, Illinois Governor J. B. Pritzker closed all businesses deemed non-essential and suspended on premise dining at restaurants to slow the spread of the COVID-19 virus. Although delivery and pick-up were allowed to continue, this action severely impacted local restaurants.

Subsequently, Trustee Gaeta requested staff begin working on a recovery plan to facilitate outdoor dining at local restaurants at such time it would be permitted by the State. Staff began researching other communities, reviewing possible outdoor dining scenarios, and drafting guidelines in preparation for a regular June Planning, Building and Zoning (PB&Z) Committee review.

Unexpectedly, over the Memorial Day weekend, Governor Pritzker announced at a press conference that he anticipated moving the Northeast Region of the State to Phase 3 of the *Restore Illinois* plan likely on Friday, May 29, and that step would include allowing restaurants to offer outdoor on premise dining with restrictions. This announcement obviously accelerated the timeframe necessary for the Village to respond to possible outdoor dining requests and help restaurant owners who are facing a dire economic situation.

With May 29 approaching prior to the next PB&Z Committee meeting, the Mayor issued an Executive Order temporarily authorizing staff review of outdoor seating areas on an interim basis prior to a special June 1 PB&Z meeting.

BACKGROUND: (Continued)

The Mayor's Executive Order included the attached set of Village guidelines to be used by staff for reviewing outdoor dining requests. Additionally, restaurant owners would be required to meet all guidelines issued by the State as part of the *Restore Illinois* plan. A copy of the specific State guidelines for restaurants is also attached.

DISCUSSION:***Outdoor Dining***

Under normal circumstances, the addition of outdoor seating on a commercial property is subject to site plan amendment review at either a staff level or by the PB&Z Committee. Staff level reviews have been reserved for very simple requests such as outdoor seating areas on sidewalks. Staff has previously approved many outdoor seating locations on sidewalks outside restaurants where pedestrian access could be maintained. However, more significant outdoor seating area requests, including seating within parking spaces, would typically require a more substantial site plan amendment review by the PB&Z Committee.

Site plan amendment review by the PB&Z Committee can take from 3-6 weeks, and require public notice, application fees, and other resources to prepare plans and submittal materials. As this timeframe is prohibitive for restaurants who would like to open immediately, the attached guidelines allow for an expedited site plan authorization process in which staff can immediately approve temporary outdoor dining areas so long as the minimum guidelines are met. This temporary process will minimize submittal requirements and allow for adjustments to be made on-site on a case-by-case basis, thus reducing response times to just a few days when a request is placed as a priority over other daily functions.

Given the fact that the Phase 3 and Phase 4 stages of the *Restore Illinois* plan will continue to limit occupancy in restaurants below full capacity, it is recommended that the provisions approved for restaurant outdoor dining site plan review under the Executive Order be extended until the State allows opening of restaurants to full capacity (indoor and outdoor), or until any other date deemed appropriate by the Village Board. This memo provides a recommended motion to that effect.

More than a dozen restaurants and shopping center owners have already contacted staff and began working on plans to install outdoor dining areas, with a large variety of approaches being considered. Seating areas may be set up as a convenience for carry-out customers, or may have table service from restaurants. Tents would be permitted, subject to permitting requirements to ensure proper anchoring and other safety measures. Restaurants that hold liquor licenses would be permitted to serve and allow consumption of alcohol on the property where they are licensed in accordance with all Village and State liquor laws.

It is expected that many outdoor dining areas will be located within parking spaces, however, with interior dining not currently allowed, parking demand is also significantly lower and the loss of a few spaces on a restaurant property will not be an issue.

Outdoor dining approvals would be temporary only and would last until the Governor issues an order restoring restaurant owners' ability to operate at full interior seating capacity, or until the Village Board decides to terminate such approvals.

DISCUSSION: (Continued)***Temporary Signage***

The Governor's Executive Orders issued starting in mid-March completely closed many retail and service businesses and significantly restricted others. As the State begins to allow reduced capacity openings, businesses will continue to face hardships trying to attract sufficient customer levels to remain viable. Many businesses have a need to communicate atypical shopping hours and indicate the fact they have reopened during an environment when many customers may be uncertain about their status.

Section 9-3-8 of the Municipal Code currently has signage allowances for certain temporary signs, however, these are limited to short duration, require permits, and are fairly limited in number and size, with the goals of minimizing sign clutter and improving aesthetics in commercial areas of the Village. The current COVID-19 Pandemic and the resulting closure of many business operations by the Governor have created an unprecedented economic hardship situation for businesses. The normal balance of minimal sign clutter versus the needs of businesses to communicate to the public has been severely skewed which necessitates a unique response by the Village.

In order to facilitate effective business communication to the public and help owners regain customers, it is recommended that a moratorium be placed on enforcement of a variety of temporary sign types located on private property. Allowing much greater flexibility in temporary signage installations, provided they do not create unsafe or hazardous conditions, will help businesses take necessary steps to remain viable. Staff has created a set of guidelines defining the types of temporary signs that could be effectively "allowed" through non-enforcement for the duration of this challenging economic condition. A recommendation is provided for the Committee to endorse this approach to business assistance and direct staff to not enforce certain temporary sign requirements in accordance with the attached guidelines.

It should be noted that following the 2008-2009 Recession, the Village also adopted a policy of providing more flexibility for temporary signs for businesses and several were able to take advantage of the relaxed rules in their efforts to stay viable.

RECOMMENDATION:

Request approval of temporary site plan amendment review procedures under Municipal Code Section 10-2-2.M. for restaurant outdoor dining areas in accordance with the attached Temporary Outdoor Dining Site Plan Authorization Guidelines, and a temporary moratorium on the enforcement of certain temporary sign requirements under Municipal Code Section 9-3-8, in accordance with the attached Temporary Business Signage Guidelines until the State allows opening of retail, service, and restaurant businesses to full capacity, or until a date deemed appropriate by the Village Board.

Attachments

Temporary Outdoor Dining Site Plan Authorization



Village of Hoffman Estates

1900 Hassell Road
Hoffman Estates, IL 60169
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www.hoffmanestates.org

To help restaurants re-open operations while still adhering to the requirements of the *Restore Illinois* recovery plan, the Village of Hoffman Estates has established temporary regulations for outdoor dining areas on private property. These temporary regulations will remain in place until restaurants can operate at full capacity per the *Restore Illinois* recovery plan, or otherwise determined by the Village Board. Offering outdoor dining is voluntary, but those that do provide outdoor dining shall adhere to the minimum guidelines described below.

Approval Process

- Restaurants or property owners must complete and sign a *Temporary Outdoor Dining Site Plan Authorization Form* and include the following information:
 - Approval from the property owner (if applicable)
 - Contact for party responsible for monitoring the seating area.
 - Site Plan, drawing or other document identifying the location and number of tables/seats.
- Approval is subject to inspection(s) by applicable Village Departments.
- This *Temporary Outdoor Dining Site Plan Authorization* will remain effective until repealed by action of the Village Board.
- Any outdoor dining area operator found to be in violation of any State, County, or Village requirements shall make immediate modifications to achieve compliance or if proper changes cannot be made, the seating area shall be removed.
- Restaurants and property owners are not permitted to have a temporary outdoor seating area without approval by the Village.

General Requirements

- All restaurants must comply with the Phase 3 *Restaurants & Bars for Outdoor Dining Guidelines* as provided by the Illinois Department of Commerce & Economic Opportunity, and any subsequent modifications that may be enacted.
- All outdoor dining areas shall comply with State, County, and Village Health, Safety and other Codes.
- The outdoor dining area can be operated only during the normal operating hours of the restaurant.

Seating Area

- The outdoor dining area should be located in a manner which will have minimum impact on traffic and adequate provisions for pedestrian access.

Temporary Outdoor Dining Site Plan Authorization

- Each table shall have a minimum separation of six feet from another table and/or seat (whichever is closer).
- In accordance with Phase 3 Restore Illinois guidelines, each table shall have a maximum of 6 seats, unless otherwise modified by subsequent amendments to the Restore Illinois guidelines.
- Where applicable, sufficient delineation or barriers shall be provided around the temporary outdoor seating area.
- Trash receptacles shall be provided in or near the outdoor dining area and must be removed or secured when the area is closed to customers.

Parking/Access

- Available parking and access for the needs of the restaurant and other businesses on the property shall be preserved.
- All ADA required parking spaces must be maintained.
- At no time shall the outdoor dining area impede fire access or block fire lanes.

Tents

- Tents 400 square feet in size or less are allowed without a permit so long as the tent is open on all sides.
- Tents that exceed 400 square feet require a separate building permit and will be required to meet all Village Code requirements (e.g. ingress/egress, anchoring, fire rating, etc.).

Liquor License

- Existing liquor licenses will extend to the temporary outdoor dining area so long as the restaurant is in compliance with all conditions of the liquor license.

Other Village Restrictions

- Directional and advertising signage related to the outdoor dining area shall be permitted as a part of the *Temporary Outdoor Dining Site Plan Authorization*.
- All other Village Codes and Ordinances shall remain in full effect.
- The Village will expedite review and approval of outdoor dining installations over other daily functions to the greatest extent possible.

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 only; 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 (a.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



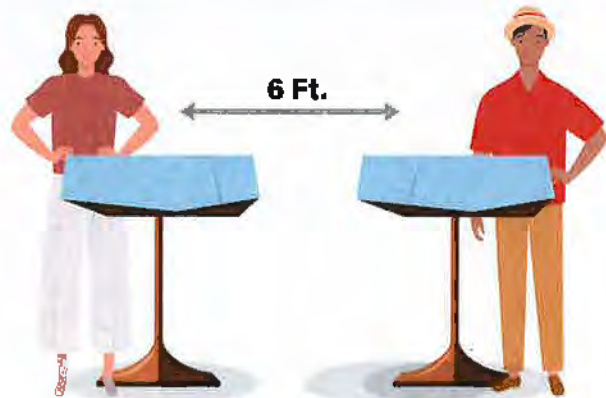
ii. Encouraged best practices

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 www2.illinois.gov/businessstoolkit**

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](#)

Temporary Business Signage Regulations



Village of Hoffman Estates

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To help businesses during the Coronavirus pandemic, the Village of Hoffman Estates has established a moratorium on enforcement of temporary business signage as outlined in Municipal Code Section 9-3-8. These temporary regulations shall remain in effect until the Governor issues an order restoring retail, service, and restaurant businesses to full operational capacity under the *Restart Illinois* recovery plan, or otherwise determined by the Village Board. Any business that chooses to install temporary signage shall adhere to the minimum regulations described below.

General Requirements

- All temporary signs are subject to approval by the property owner.
- Building permits shall not be required for any temporary sign listed below.
- The Department of Development Services shall be authorized to enforce code requirements and cause a sign to be modified or removed if it blocks drive aisles, blocks driver visibility, create a hazardous distraction, or cause any other safety concern.

Permitted Temporary Signage

- Ground-mounted banners not exceeding 40 square feet with a maximum of one per street frontage per property.
- Banners that are securely affixed to a building or ground sign.
- Instructional, directional, informational and other related signage associated with outdoor dining areas located on the interior of the site in proximity to the restaurant building or outdoor dining area.
- Movable A-frame or similar signs located on-site near a business building while business is open. Such signs shall be secured or removed while the business is closed.
- Directional and instructional signage for drive-thru lanes, curbside pick-up locations, and other similar signs.

Prohibited Temporary Signage

- Signs placed in the public street right of way.
- Inflatable signs, balloons, signs designed to provide motion, flashing lights, signs mounted on trees or other landscaping, signs imitating traffic control, or other similar signs which may cause a hazardous distraction.