



Downtown Sidewalk Tables & Chairs Policy

In order to preserve the charm and uniqueness for which Galena's downtown is renowned, the City has established a policy that would allow restaurants, cafes, taverns, and other businesses whose primary business is the sale of food or drink for consumption on or off premises to service their clientele with outdoor seating. The City considers the tables and chairs a "Sidewalk Café".

In order to balance safety and accessibility with commercial prosperity, the City has established the following guidelines for all business owners who wish to obtain a Sidewalk Café Permit to place tables and chairs on the sidewalk in front of their business.

Sidewalk Café Guidelines

1. Tables and chairs can be placed only on the sidewalk in front of the applicant's place of business.
2. Tables and chairs shall be permitted only on Main Street and Commerce Street.
3. The sidewalk in front of the business must be at least eight feet wide from the back of the curb to building face. These eight feet of clearance must be free of all obstacles such as trash receptacles, light poles, and sign poles.
4. Placement of tables and chairs on the sidewalk must not in anyway interfere with curb ramps, access to the building, driveways, or access to any fire escape.
5. Only table and chair styles approved by the City Council are permitted. The chairs shall not exceed 28 inches in width. The tables shall not exceed 30 inches in diameter.
6. Tables and chairs shall not extend more than 30 inches from the face of the building toward the sidewalk.
7. Each table must be accompanied by not more or less than two chairs. Individual chairs without tables are not permitted.
8. One set of two chairs and one table shall be permitted for each 10 lineal feet of unobstructed building frontage.
9. Umbrellas are not permitted on the tables.
10. Tables, chairs, and the sidewalk in front of the business must be kept free of all advertising (including menus), litter, and debris.
11. Food and drink may be served to each table, but must be promptly disposed of when the table is vacated.

12. No alcoholic beverages shall be permitted outside of any business.
13. The City encourages the removal of tables and chairs during the snow season. Removal is the responsibility of the applicant.
14. The City is not responsible for any damaged or stolen tables or chairs.
15. Placement of tables and chairs on the sidewalk must conform to all other Federal, State, and local laws and regulations.
16. Tables and chairs in the downtown business district used for eating, and drinking on private property must conform to all applicable requirements of the Galena Zoning Ordinance.

Application Requirements

An applicant could be the owner of the property or the owner of the business located adjacent to the sidewalk. All applicants who can comply with all the above guidelines are encouraged to submit an application for a permit to:

City of Galena
Re: Sidewalk Café
101 Green Street
Galena, Illinois 61036

Phone: 815-777-1050
Fax: 815-777-3083
Email: dprice@cityofgalena.org

Applicants must submit the following with their application:

1. A site plan showing:
 - a. Entrance to business and other building entrances.
 - b. Property lines, sidewalk width, and all surface obstructions within 15 feet of occupied area (e.g. fire hydrants, streetlights, trash receptacles, etc.)
 - c. Width of sidewalk to be occupied by tables and chairs.
 - d. Approximate location of tables and chairs.
2. Advance payment of an annual permit fee equal to \$30.00 per seat, per location. The minimum annual permit fee per location is \$60.00.
3. Provide evidence of liability insurance for a minimum coverage of \$1,000,000. The insurance must name the City of Galena as additional insured. The insurance coverage must be in force for the duration of the permit.

Application Approval Process

- Applications will be reviewed by the City within 14 days of receipt.
- Applicants will be notified if their table and chair proposal meets the City's requirements.
- Upon approval, the applicant shall submit payment to the City for the cost of the tables and chairs. The City will order the tables and chairs when full payment is received.
- Applicants should expect to wait 6-8 weeks for delivery of the tables and chairs.
- Upon delivery of the tables and chairs, the applicant will be notified that they are ready to be picked up.
- The applicant is responsible for assembling (if necessary) and placing the tables and chairs.
- When a permit is issued, a copy must be displayed visibly at the subject business establishment.

Responsibilities of Permit Holders

In order to maintain this Sidewalk Café Permit, the permit holder must comply with all applicable rules and regulations which include the following:

- Permit holder must keep in force the liability insurance in which the City of Galena is named as additional insured as long as the permit is in effect.
- Permit holders must display a copy of the permit visibly for public view during business hours.
- All permit holders must request renewal of the permit not later than 30 days prior to the expiration date of the Sidewalk Café Permit.

Compliance & Penalties

The City and business owners must work together to maintain a balance between the City's obligation to protect the safety of the public and business prosperity. It would be ideal if we have the cooperation of all the businesses and full compliance. To be fair, businesses that are found to be non-compliant with the provisions of this permit will be issued a citation(s) in accordance with the appropriate sections of the department of Public Works Code. Every infraction is punishable by a fine not to exceed:

- Written warning describing infraction for first offense
- \$100.00 for the second offense
- \$200.00 for the third offense
- Revocation of Permit for a third violation within a period of one year.

This policy was adopted by the Galena City Council on December 26, 2006.

Sidewalk Café Application

Name: _____

Business Name: _____ Business Email: _____

Business Address: _____

Business Phone #: _____ Business Fax #: _____

Do you own or lease the property? Own Lease

Is the sale of food or drink your primary business? Yes No

Have you read the Downtown Sidewalk Tables and Chairs Policy in its entirety? Yes No

Do you have at least eight feet of unobstructed sidewalk between your building and the curb? Yes No

Checklist for Attachments

Scale drawing of property showing sidewalk width, location of doors, location of all obstructions on the sidewalk, proposed location of tables and chairs

Signed Hold Harmless Agreement

Copy of liability insurance with City of Galena named as additionally insured

Check made payable to the City of Galena for use of sidewalk (\$30 per chair)

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of the policies, laws, and ordinances governing this permit will be complied with whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provisions of any federal, state, or local law.

Applicant's Signature Date

Owner's Signature (required) Date

City of Galena Use Only

Date Received: _____ Received By: _____

Number of Tables and Chairs approved: ____ Tables ____ Chairs \$____ Table and Chair purchase

Annual permit fee \$____ Permit valid for the period May 1, 20____ to April 30, 20____

