



Village of Plainfield  
Design and Operational Guidelines  
for Outdoor Uses within the  
Public Right-of-Way





### Purpose:

The Village of Plainfield wishes to allow outdoor dining and other outdoor uses within the public right-of-way in the downtown district to foster a vibrant and active pedestrian environment. The Village recognizes that carefully implemented outdoor uses can enhance the vitality of the downtown by increasing pedestrian activity, providing visual interest, creating a unique shopping and dining environment, and enhancing the earning potential for businesses. Likewise, it is important to regulate outdoor uses to assure that they do not result in negative impacts. The Village intends to regulate outdoor uses within the public right-of-way for the following purposes:

1. To provide for the safe movement of pedestrians along the sidewalk between the sidewalk and adjacent on-street parking;
2. To protect the public improvements from damage that may result from outdoor uses;
3. To assure that outdoor uses do not result in a negative impact to adjacent businesses or the public; and
4. To regulate the appearance of site furnishings associated with permitted outdoor uses to assure such furnishings protect the character of the downtown district.

### Table of Contents

1. Applicability .....	2
2. Permit Process and Requirements .....	3
A. Outdoor Uses Permitted	
B. Permit Required	
C. Permit Process	
D. Permit Restrictions	
3. Design Guidelines .....	6
A. Sidewalk Placement	
B. Site furnishings	
C. Perimeter Delineation	
4. Operation and Maintenance .....	11
A. Hours of Operation	
B. Storage of Site Furnishings	
C. Maintenance and Cleaning	
D. Trash Receptacles	
E. Outdoor Amplification	

## 1. APPLICABILITY

These guidelines apply to any proposed use of the public sidewalk as an outdoor expansion of the use of the adjacent property. The primary example is the request for outdoor dining on the public sidewalk adjacent to a restaurant, although the possible uses are not limited to dining.

The Village of Plainfield Zoning Code (Section 9-13[4]) allows outdoor uses within the public right-of-way in the B-5 Traditional Business District zoning district, subject to permit requirements and the design and operational guidelines (“the Guidelines”) provided as follows.

## 2. PERMIT PROCESS

### A. Outdoor Uses Permitted

The Village of Plainfield allows certain uses on sidewalks in the downtown district, as specified in Section 9-61[9][g] of the Zoning Code. Only those uses that are identified as permitted uses are allowed, and a Revocable Permit must be obtained prior to commencing operation of the outdoor use.

### B. Permit Required

The owner of a business proposing a public outdoor use must apply for and obtain a Revocable Permit prior to initiating the outdoor use. The purpose of the permit requirement is to verify that the proposed use is allowed and complies with the requirements of the Zoning Code and these Guidelines.

### C. Permit Process

The Revocable Permit process is administered by the Community Development Department. The application form may be obtained at the Community Development Department at Village Hall or at the Department’s section of the Village website ([www.plainfield-il.org](http://www.plainfield-il.org)). The application review is administrative and it is the goal of Village staff to act on the application in five business days or less. Staff determinations may be appealed to the Village President and Board of Trustees.

The application shall include a form signed by the business owner and property owner; a sketch showing the proposed configuration of the outdoor use; product specifications, catalogue “cut sheets”, and/or other information describing the type of furnishings and fixtures to be used; the application fee; and a signed indemnification agreement (provided with the application).

Prior to issuance of the permit, the applicant shall also provide to the Village a certificate of insurance, naming the Village of Plainfield as an additional insured, and providing a minimum of \$1 million in Comprehensive General Liability Insurance. The policy shall insure against all claims for bodily injury and property damage with respect to the sidewalk uses. The applicant shall maintain continuous, uninterrupted coverage for the duration of the permit, and the policy shall include notice to the Village not less than 30 days prior to its scheduled expiration/cancellation.

#### **D. Permit Restrictions**

The use of the public sidewalk for private purposes is a privilege and not a right. The Village of Plainfield reserves the right to suspend and/or revoke any approved permit. Such suspension or revocation may occur for, but such cause is not limited to, one or more causes identified below or as otherwise determined by the Village Administrator:

1. Failure to comply with the permit plans;
2. Failure to comply with these Guidelines (for example, with respect to the permitted hours of operation, maintenance requirements, etc.);
3. Violation of one or more requirements of the Village Code of Ordinances unrelated to the permitted outdoor use; or
4. Failure to maintain the required insurance coverage

In the event of a suspension, the permit-holder will receive a written notification of the suspension, with specific steps required to remedy the problem(s) within a specific time period. If the case is not resolved within the specified period, the permit shall be revoked for the remainder of the permit period.

The outdoor use may not be conducted during the remedy period until the permit-holder receives a written notice of reinstatement. In addition, the Village reserves the right to temporarily prohibit conducting the outdoor use as follows:

- i. In order to conduct required maintenance or repairs to the sidewalk, street, utilities or other public improvements; or
- ii. For certain downtown events, such as parades and festivals, during which the increased number of pedestrians may require full use of the sidewalk.

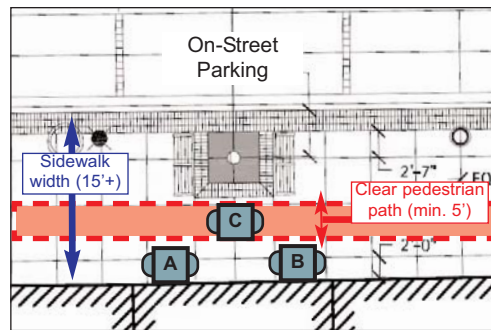
The Village will make every effort to provide advanced notice of periods of temporary closures. In some cases, such as emergency repairs, it may not be possible to provide advanced notification.

### 3. DESIGN GUIDELINES

#### A. Sidewalk Placement

The arrangement of outdoor uses must provide for a minimum clear path for pedestrian travel of five feet parallel (5') to the street. The designated pedestrian path must be free from obstructions, such as fire hydrants, street light poles, sign posts, trees, planters, and pedestrian barriers/perimeter delineation (see Section 3[C]). In cases where the overall sidewalk width is less than 15 feet, the minimum clear path for pedestrians may be reduced to four feet.

Figure 3.1 - Tables A and B are permitted. Table C would be prohibited at that location because it would fall within the five-foot (5') clear path for pedestrians.



When outdoor seating is proposed adjacent to on-street parking, a minimum clear path of two feet (2'), measured perpendicular to the street centerline, must be provided at the back of curb.

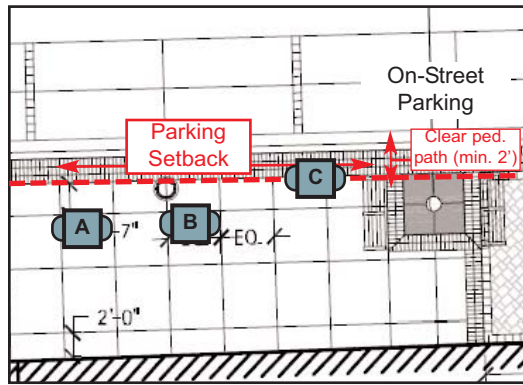


Figure 3.2 - Tables A and B are permitted. Table C would be prohibited at that location because it would fall within the two-foot (2') setback.

In addition, in the event only two outdoor uses are contiguous and both adjacent to on-street parking, a clear path of two feet (measured parallel to the street centerline) must be provided at the side property line(s) extended (or side and rear property lines extended in the case of outdoor uses on corner lots) for each business. These clear path areas are intended to allow for pedestrians to access the sidewalk from the parking area and vice versa.

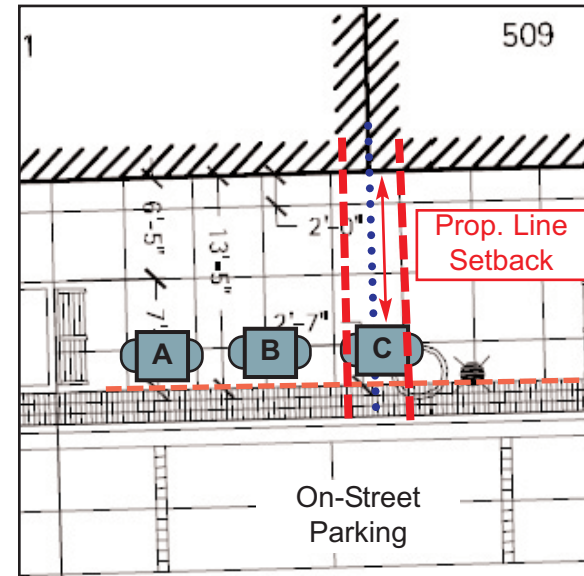
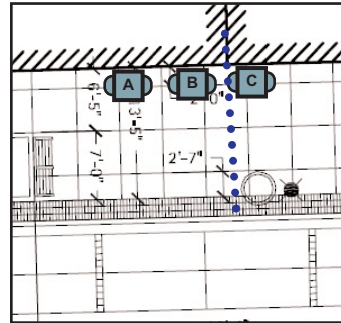


Figure 3.3 - Tables A and B are permitted. Table C would be prohibited at that location because it would fall within the two-foot (2') setback.

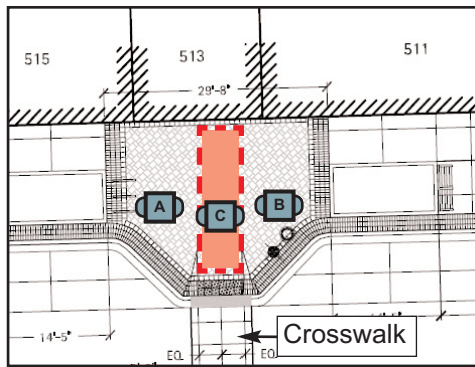
Please note that the exact orientation of the tables and chairs will be reviewed as part of the revocable permit application. The table configuration and spacing requirements have many variables and will be assessed on a case-by-case basis.

The outdoor use must be conducted directly in front of the principal business (within the side lot lines extended, or side and rear lot lines in the case of a corner lot) and may not encroach into the sidewalk in front of an adjacent business.

**Figure 3.4** - Tables A and B are permitted. Table C would be prohibited at that location because it would encroach beyond the property line extended (represented by the dotted blue line).



A clear path with a minimum width of 42 inches must be maintained leading to the main business entrance. In addition, a five-foot (5') opening must be maintained at all crosswalks.



**Figure 3.5** - Tables A and B are permitted. Table C would be prohibited at that location because it would occupy the clear path required to lead to the front business entrance and the clear path from all crosswalks (area outlined in red).

Where outdoor dining is proposed with wait service, the waitstaff must serve the tables from within the delineated outdoor dining area. Service from the clear pedestrian path outside of the dining area is prohibited.

## B. Site Furnishings

The design of the proposed tables, chairs, umbrellas, and other furnishings must be approved by the Village of Plainfield. The Village regulates the site furnishings to assure that they will contribute to the appearance and character of the streetscape and will not have a negative impact on the visual character of the downtown. No specific product is prescribed, and applicants are free to propose furnishings of their choosing. These guidelines will be used by Village staff when considering proposed furnishings:

- i. The tables, chairs and umbrellas used at a given location must be consistent. No mixing and matching of different furnishings will be permitted within a single outdoor use.
- ii. The furnishing material should be metal or wood or should resemble metal or wood ~ for example, wrought iron.

Representative examples of permitted furnishings include (clockwise from top left) (A) mesh iron patio chair, (B) folding wrought iron table, (C) teak table, (D) teak folding bistro table, (E) teak-style resin table, and (F) teak-style resin chair. See inside back cover for reference information.



## 4. OPERATION AND MAINTENANCE

- iii. For tables, square tables are recommended over round tables as they are more compact. Also, smaller tables are recommended over larger tables to allow more flexibility.
- iv. Only market-style umbrellas will be permitted. The design is limited to a solid color or striped design. Natural, earth-toned colors are encouraged. No advertising is permitted on the umbrellas, with the exception that one business or product logo may be displayed, up to a maximum of four square feet.
- v. Umbrellas must be secured to a base or anchor to prevent being damaged or removed by heavy winds.



A wooden market-style umbrella (left) is permitted. Garden-style umbrellas (center) are prohibited, as are umbrellas with advertising other than logos (right).

### C. Perimeter delineation

A pedestrian barrier is required for all outdoor dining where alcohol service is proposed. Examples include sectional fencing and bollards connected with chains. The barrier must be of an open style that allows for visibility within the outdoor dining area. The minimum height of the barrier is three feet (36 inches). The maximum height is four feet (48 inches). The barrier must be free-standing and may not be anchored to the sidewalk. In addition, the bases must be flat to avoid a tripping hazard.



Examples of open-style sectional fencing that act as a pedestrian barrier to enclose outdoor dining areas.



### A. Hours of Operation

Permitted hours of operation for the outdoor use shall not exceed the hours of operation for the principal indoor use, excluding outdoor alcohol sales. Outdoor alcohol sales shall be limited to the hours of kitchen service for the principal use.

### B. Storage of Site Furnishings

Site furnishings may remain outdoors during the period the outdoor use is active (i.e., during the seasonal weather) and need not be brought indoors overnight when the business is closed. Chairs should be stacked or pushed in at each table. Umbrellas should be closed. However, site furnishings must be removed at the conclusion of the outdoor use season, during any period of permit suspension or revocation, or in the event the outdoor use is discontinued for a period in excess of seven (7) days.

### C. Maintenance and Cleaning

It shall be the responsibility of the business owner to maintain the sidewalk in a clean and neat appearance at all times while conducting the permitted outdoor use. In addition, site furnishings must be maintained in a well-kept manner and items experiencing excessive wear, fading, tearing, or other forms of deterioration shall be repaired or replaced in a timely manner.

### D. Trash Receptacles

Outdoor dining areas without waitstaff (e.g., take-out restaurants with outdoor dining) are required to provide at least one trash receptacle within the outdoor dining area. The business owner must empty the trash receptacles as needed, not less than once daily. A private trash receptacle is not required for outdoor dining with waitstaff.

## E. Outdoor Amplification

Outdoor amplification (sound system) is not permitted via the outdoor use revocable permit process. All uses must comply with the Village of Plainfield ordinances pertaining to noise regulations. In particular, the Village of Plainfield wishes to maintain visual and audible harmony between the outdoor uses and the broader streetscape. Conflicts of sound should be avoided between neighboring outdoor uses, and also between outdoor uses and the Village's ambient sound system.

## Related Information:

Revocable permit application form

Village of Plainfield Zoning Code (Section 9-61[9][g])

Site furnishings illustrated in Section 3[B] are as follows.

Applicants are free to submit furnishings from any manufacturer or vendor. The Village of Plainfield does not require or specifically recommend these furnishings or suppliers:

Items A, B, C and D - [www.restaurant-bar-furniture.com](http://www.restaurant-bar-furniture.com)

Items E and F - [www.belson.com](http://www.belson.com)

For more information, contact the Village of Plainfield, Planning Division, at (815) 439-2824 or visit <http://www.plainfield-il.org>.

These *Design and Operational Guidelines* were adopted by the Village of Plainfield via Resolution No. 1583 on March 16, 2009.







Prepared by

**VILLAGE OF PLAINFIELD**

**Planning Division**

24401 W. Lockport St.

Plainfield, IL 60544

(815) 439-2824

(815) 436-9785 (Fax)