



<b>Policy No. #18</b>	<b>Page 1 of 2</b>
<b>Title: Outdoor Seating in the Public Right-of-Way</b>	
<b>Authority: Shorewood Village Board</b>	
<b>Date of Issue: 5/15/06</b>	<b>Update: 12/17/18</b>

The Village Board is adopting Policy No. 18 for the purpose of establishing guidelines for temporary or seasonal Outdoor Seating within the Public Right-of-Way. (Any permanent fixtures within the public right-of-way would be required to be reviewed by the Village Board per Ordinance.)\*\*\*

The petitioner is required to submit a map indicating the proposed layout/plan of any furniture, planters or other materials to be placed within the public right of way. The plan shall clearly indicate the location and number of tables, chairs and any other materials. Dimensions of all materials must be included. The size, location and number of items may not be increased from that which is approved. Once approved this map may not be amended without further approval from the Village Board of Trustees.

1. A minimum of **five** feet of the **six** foot public sidewalk should remain unobstructed at all times. This shall be a guideline subject to the discretion of the Planning and Development Department (P&D) and/or the Village Board of Trustees.
2. Tables, chairs, planters and other items may be located on both sides of the public sidewalk only if Requirement #1 can be completely satisfied and such use was indicated and approved in the original application of the Outdoor Seating permit.
3. No seating shall be allowed within a designated curbside bus stop area.
4. Seating may extend beyond the petitioner’s property lines with written approval of the adjacent property and/or business owners.
5. Any area provided by this permit shall be used and/or occupied only during these specified times:
  - a. Sunday through Thursday- 7:00 am – 10:00 pm\*\*
  - b. Friday through Saturday- 7:00 am – 11:00 pm\*\*

Anyone wishing to use this permit beyond the hours given requires approval from the Village Board of Trustees.

6. The petitioner may request that public street furniture be removed from the immediate area by the Shorewood Department of Public Works. Public street furniture will not be moved or rotated on a seasonal basis.
7. The petitioner must cooperate with and be responsive to the Shorewood Department of Public Works (DPW) so that the DPW may efficiently complete tasks and activities related to cleaning and maintenance of the right of way.
8. The petitioner shall make arrangements for proper litter control and removal of waste generated by dining patrons. Public waste receptacles will not be provided for this purpose. Sidewalks and public areas must be kept clean and clear of debris.
9. All applicable fees shall be submitted with the Special Privilege permit application. Outdoor Seating shall be allowed between March 15 and November 15, by permit.\*\* All permits, regardless of issue date, shall expire on November 15 of the year of issuance. Applications for renewal shall be made in the same manner as the original application. Permits are not transferable or assignable.
10. Violations of the above shall be investigated by the Director of Planning and Development. Any violations brought to the attention of the Petitioner shall be corrected within a reasonable period of time as determined by the Director. Violations can lead to loss of permit and privileges.

A certificate of liability insurance in the sum of \$100,000-\$300,000 bodily injury, and \$25,000 property damage, insuring the Village against any liability that might arise by reason of this privilege must be filed with application for permit. This certificate must be kept current throughout the existence of this privilege.



# Shorewood

\*Adopted May 15, 2006

\*Revised February 26, 2015

\*Adopted March 2, 2015

\*\*Revised/Adopted March 19, 2018

\*\*\* Revised/Adopted December 17, 2018