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To: Honorable Chair and Members of the Rules Committee

From: Johanna Leonard, Community Development Director  
Gary Gerdes, Building & Inspection Services Manager

Subject: Sidewalk Café Approval

Date: May 30, 2018

### Summary:

Alderman Rainey made a reference to the Rules Committee to discuss the consideration of the modifying the existing sidewalk café approval process from a City Council approval to an administrative process in consultation with the alderman representing the ward that the sidewalk cafe is proposed to be located.

### Background:

Type I and Type II restaurants can apply for sidewalk cafes to extend food service to the public right-of-way adjacent to the food establishment. Title 7 of the City Code, Public Ways includes the section of the City Code that governs the occupation of public ways for business purposes ([7-2-6](#)). First-time applications are submitted to the Community Development Department and reviewed by staff from the Public Works, Health & Human Services, and Law Departments prior to the submission to the Administration & Public Works Committee and City Council for approval. The process for applying for a sidewalk café for the first time includes:

1. Submission of an application ([available online or in paper form](#)). Included with the application should be a site plan, menu of proposed food service in the sidewalk café, statement of restaurant use, certificate of insurance naming the City as an additional insured party, an executed Release, Indemnification & Hold Harmless Agreement.
2. When applicable, a notice should be sent to surrounding property owners, residents, and households within 250 feet of the proposed sidewalk café from the applicant not less than 10 business days prior to the Administration & Public Works Committee and City Council meetings notifying parties of the interest to establish the sidewalk café. Notice should include date and time of the meeting when the sidewalk café will be considered by the City Council.

