

Live Entertainment

Live entertainment is allowed inside businesses within the C2, C3, C4, C5A, C5B and C6 zoning districts upon approval of a permit by the Planning and Development Director. Live Entertainment permits are valid for a period of three (3) years. All live entertainment shall comply with the following provisions:

1. The designated entertainment space cannot exceed 25% of the gross floor area;
2. Live entertainment cannot be provided after 11 pm on Sunday through Thursday and 1 am Friday and Saturday; and
3. Live entertainment must be clearly incidental to the primary use.

Applications are available online and in the Planning and Development Department and cost \$150. Approval takes about 2 weeks once a complete application is submitted.

Banners

Banner signs are temporary in nature and are generally constructed of cloth, canvas or other lightweight material. These signs are used to advertise special events, such as a grand opening or a sale and can be up to 32 square feet in area. Banner signs are allowed only on the private property of the business that is advertising the event and only with a permit from the Village.

Applications are available online and at the Planning and Development Department and cost \$30. Applications generally take about five (5) days to process. After the permit is issued the banner can be displayed for up to fourteen (14) days and it must be removed no later than three (3) days after the event. Each business is limited to three (3) banner permits in one calendar year; with the exception of new businesses which are permitted to display one additional banner sign advertising a grand opening.

Outdoor Beautification

Outdoor beautification displays include live or imitation plant materials and any associated containers or support structures. Businesses in the C5A and C5B downtown zoning districts are allowed to have no more than two (2) outdoor beautification displays without a permit that do not exceed ten (10) square feet. A Special Use Permit is required for a greater number and/or a greater total display area.

All displays must be adjacent to the first floor storefront and leave a five (5) foot-wide area free and clear on the sidewalk.



Balloons

The balloon displays in the C5A and C5B Downtown zoning districts are permitted in accordance with the following rules:

1. No more than one (1) bunch of six (6) balloons may be displayed at a business location;
2. Each balloon can be no greater than twenty-four inches (24") in diameter;
3. All balloons need to be attached to the building or placed within one (1) foot of the building, and cannot exceed the height of the first floor of the building;
4. Balloons cannot be attached to structures, street furniture, utility poles or signs in the public right-of-way (i.e. public sidewalks, roads);
5. Balloons cannot be placed in a location which obstructs the vision of pedestrians or motorists, restricts access or creates a dangerous condition; and
6. A minimum five (5) foot-wide area must remain free and clear of balloon encroachments on all adjacent sidewalks.



Regulations for Business Promotional Activities



**Planning & Development
Department**
Village of Glen Ellyn
535 Duane Street
Glen Ellyn, IL 60137
Last Updated: May, 2014



The following is a **summary** of Village Code regulations pertaining to business advertising, displays, outdoor seating, indoor live music, and events. For a complete list of all applicable regulations please refer to the Sign Code, Zoning Code and Village Code on the Village's website at www.glenellyn.org. In the event of a conflict between this handout and the Village Code, the Village Code applies.

Outdoor Merchandise, Displays & Promotional Events

All outdoor merchandise, sales and displays require a special use permit. A Special Use permit is also required for all outdoor tents and promotional activities.

Applications are available online or in the Planning and Development Department. The application costs \$650 and a \$500 refundable escrow deposit is also required to cover Village out of pocket costs. The application process normally takes 2-3 months and involves meetings before the Plan Commission and the Village Board. If granted, the special use runs with property and does not need to be renewed unless the use is discontinued for 180 days or more.

Alternatively, businesses may request a waiver from the Village Board for infrequent outdoor promotional events. Please allow 60 days for review of a waiver request. Once the Village Board has approved a waiver, the Village Manager may approve additional waivers for similar future events up to two (2) times per year within three years

Outdoor Seating (Public Property)

Restaurants may request permission to locate outdoor seating on public property (i.e. public sidewalks) from the Village of Glen Ellyn. The application is available online and at the Planning and Development Department and costs \$50 annually. Approval takes about a month once a complete application is submitted. Outdoor liquor service requires the issuance of a separate liquor license.



Outdoor Seating (Private Property)

Restaurants may provide outdoor seating for their patrons provided the seating is located on private property and in conformance with the following:

1. If the restaurant is located in a shopping center, the seating shall only be located at the front or side of the establishment unless otherwise approved as part of a Special Use Permit, Planned Unit Development, or Variation;
2. The seating must be located on a hard surface such as asphalt, concrete, brick or wood;
3. Such seating shall not be located in close proximity to parking or drive aisles;
4. It shall not be located within a required landscape island or area; and
5. A five (5) foot area free of any obstructions must be maintained on the sidewalk.

Outdoor Statues & Sculptures

An annual permit is required for any statues, sculptures or similar works of art to be located outside of a business in the C5A and C5B zoning districts. The application can be found online and in the Planning and Development Department and costs \$25. The application process normally takes about 2 weeks.

Portable Signs

Portable temporary signage is allowed only in the C5A, and C5B downtown zoning districts and for businesses in shopping centers in the C3 district located on 6.5 acres or more. Portable signs are allowed only when the business is open and are subject to the following restrictions:

1. A single sign may be erected at a major entrance to the business, but not at more than two (2) different entrances;
2. The sign cannot exceed six (6) square feet in area and four (4) feet in height;
3. The sign must be displayed on ground level private property; it shall not be on the public right-of-way and cannot be illuminated; and
4. A five (5) foot area free of any obstructions must be maintained on the sidewalk

