



# City of Chicago



O2020-2674

Office of the City Clerk

## Document Tracking Sheet

<b>Meeting Date:</b>	5/20/2020
<b>Sponsor(s):</b>	Reilly (42)
<b>Type:</b>	Ordinance
<b>Title:</b>	Sidewalk cafe(s) for Potbelly Sandwich Works - 545 W. Madison St
<b>Committee(s) Assignment:</b>	Committee on Transportation and Public Way

ORDINANCE  
POTBELLY SANDWICH WORKS  
Acct. No. 65004 - 31  
Permit No. 1144675

*Be It Ordained by the City Council of the City of Chicago:*

Permission and authority are hereby given and granted to POTBELLY SANDWICH WORKS upon the terms and subject to the conditions of this ordinance, to maintain and use a portion of the public right of way for a sidewalk cafe adjacent to its premises located at 545 W. Madison St.. Said sidewalk cafe area #1 shall be twenty-nine point five (29.5) feet in length and eight point one seven (8.17) feet in width for a total of two hundred forty-one point zero two (241.02) square feet and shall allow six (6) feet of clear space from the face of the curb/building line along N. Clinton Street. The compensation for said space and the days and hours of operation for the sidewalk cafe shall be as follows:


Monday through Friday 8:00 a.m. to 9:00 p.m. Saturday and Sunday 11:00 a.m. to 7:00 p.m.  
Compensation: \$600.00  
SEATING CAPACITY: 10

Sidewalk Cafe Permit and approved plan must be posted at all times.

This grant of privilege #1144675 for a sidewalk cafe shall be subject to the provisions of Section 10-28-800 through 10-28-885 of the Municipal Code of Chicago and the directions of the Commissioner of Department of Business Affairs and Consumer Protection, the Commissioner of Streets and Sanitation, and the Commissioner of Transportation.

The permit holder agrees to hold the City of Chicago harmless for any damage, relocation or replacement costs associated with damage, relocation or removal of private property caused by the City performing work in the public way.

Authority for the above named privilege is herein given and granted from and after March 01, 2020 through and including February 28, 2021.

Alderman 

Brendan Reilly 42<sup>nd</sup> Ward



Department of Business Affairs and Consumer Protection  
Small Business Center - Public Way Use Unit  
City Hall - 121 N. LaSalle Street, Room 800 • Chicago, IL 60602  
312-74-GOBIZ / 312-744-6249 • (312) 744-1944 (TTY)  
<http://www.cityofchicago.org/bacp>

03/18/2020

Alderman **Brendan Reilly**  
Ward # **42**  
City of Chicago  
City Hall, Room 300  
121 North LaSalle Street  
Chicago, Illinois 60602

Re: An ordinance to use and maintain a portion of the public right-of-way for **one (1) sidewalk cafe(s)** for **POTBELLY SANDWICH WORKS**, adjacent to the premises known as **545 W. Madison St.**.

Dear Alderman **Brendan Reilly**:

The applicant referenced above has requested the use of the public right-of-way for a **sidewalk cafe(s)**. An ordinance has been prepared by the Department of Business Affairs and Consumer Protection – Small Business Center - Public Way Use Unit for presentation to the City Council. Because this request was made for properties located in your ward, as approved by you as per the attached, I respectfully request that you introduce the attached ordinance at the next City Council meeting.

If you have any questions regarding this ordinance, please contact Anthony Bertuca at (312) 744-5506.

Department of Business Affairs and Consumer Protection

## SIDEWALK CAFE PERMIT RENEWAL APPLICATION PACKET – 2020 SEASON

## SIDEWALK CAFE APPLICATION

Instructions: In order to facilitate the processing of your Application, please submit this 3 page Application form *in person or by any form of U.S. mail that provides proof of the date of delivery* to the Alderman in whose Ward your proposed use of the public way is located for the Alderman's signature and recommendation regarding the proposed use. Be sure to **RETAIN A COPY** of the submitted Application for your own records, and in cases where the Application is mailed, any proof of the date of delivery provided by the U.S. Postal Service. The Alderman has 60 days from the date the Application is received at the Alderman's Ward Office to return the completed Application to you containing the Alderman's signature and recommendation. If the Alderman does not return the completed Application to you within 60 days of its receipt at the Alderman's Ward Office, please mail or bring a copy of your Application for appropriate processing to BACP Small Business Center – Public Way Use Unit at the address identified below, together with a letter describing your Application's submission history, including relevant dates and any supporting documentation. If BACP determines that your Application is complete, accurate and in compliance with all pertinent provisions of the Municipal Code of Chicago and other applicable law, BACP will prepare and submit an ordinance to the City Council recommending approval of the Application. You may also contact BACP at the address identified below if you wish to consider preparing and submitting, on your own behalf, an ordinance to the City Council that does not include an aldermanic recommendation. Such an ordinance will be subject to review for all applicable legal requirements. For Aldermanic Ward Office information, please go to the City of Chicago Office of the City Clerk website at <http://chicago.legistar.com/People.aspx>

Additionally, you will need to forward your Sidewalk Cafe Application, including plans, photos, certificate of insurance, acceptance letter, and a copy of current license certificate to:

City of Chicago Department of Business Affairs and Consumer Protection  
Small Business Center – Public Way Use Unit  
121 N. LaSalle Street, City Hall Room 800  
Chicago, IL 60602

FEB 10 2020

## APPLICANT INFORMATION

LEGAL NAME OF ENTITY	POTBELLY SANDWICH WORKS LLC	APPROVED
BUSINESS NAME (DBA)	POTBELLY SANDWICH WORKS	
PERMIT MAILING ADDRESS	111 N. CANAL ST. APT./SUITE 850	
ZIP CODE	60606	
CONTACT PERSON	MELISSA WYDER NATALIA KORUS	FEB 9 2020
CONTACT PERSON TITLE		
BUSINESS PHONE	(312) 676-3304 312-334-5845	
MOBILE		
E-MAIL	PERMITS@POTBELLY.COM	PUBLIC WAY USE
PERMIT #	1137731	
PRINTED ON	12/23/2019	

## USE OF THE PUBLIC WAY

TYPE	Sidewalk Cafe
HOW MANY #	1
BUILDING ADDRESS	545 W. Madison St.

DATE OF MAILING OF APPLICATION TO ALDERMANIC WARD OFFICE IF APPLICABLE (Entered by Applicant) 2/6/2020

**Please note:** To avoid delays in processing your Application, please review the above Applicant Information to ensure that it is accurate and complete. Failure to meet all requirements will also delay the processing of your Application. Please return this Application and all associated documents *by mail or in person* to BACP Small Business Center – Public Way Use Unit at the address identified in the Instructions above. No faxes will be accepted.

## ALDERMAN'S RECOMMENDATION

**Please note:** Aldermanic recommendation for approval shall not be unreasonably withheld or withheld because of the language, content or message contained in or implied by a sign, canopy, awning, banner or marquee for which a permit is sought.

DATE OF RECEIPT OF APPLICATION AT ALDERMANIC WARD OFFICE (Entered by Alderman or Alderman's Designee at the Ward Office) \_\_\_\_\_

ALDERMAN'S SIGNATURE

DATE	<u>2-18-2020</u>	WARD	42
<input checked="" type="checkbox"/> Recommend In Favor			
<input type="checkbox"/> Recommend Against	Provide Reason(s)		