

Sidewalk Café Standards

Process and Criteria for Sidewalk Café Approvals

Process:

The application for a license to operate a sidewalk café or for use of café area during winter months, heated or unheated can be obtained from The Department of Regulatory Services Division of Licenses and Consumer Services.

A Sidewalk Café License Permit is required to place tables, chairs or heating units on the public right of way. At the time of application request the applicant will be given a packet of information needed to complete the application. In this packet will be the application form, instructions on how to create a diagram showing the Sidewalk Café layout, Insurance Certificate form, and information on Alcoholic Beverage License request if needed.

Applications for a new café location will have a public hearing between the submittal of the application and the approval of the City Council which takes approximately 4 weeks. In the case of applicants who hold a liquor license the time is approximately 6 weeks.

In order to get final approval the application is routed to the Health Department and Public Works Department for approval before sending it on to City Council.

Checklist Sidewalk Café License

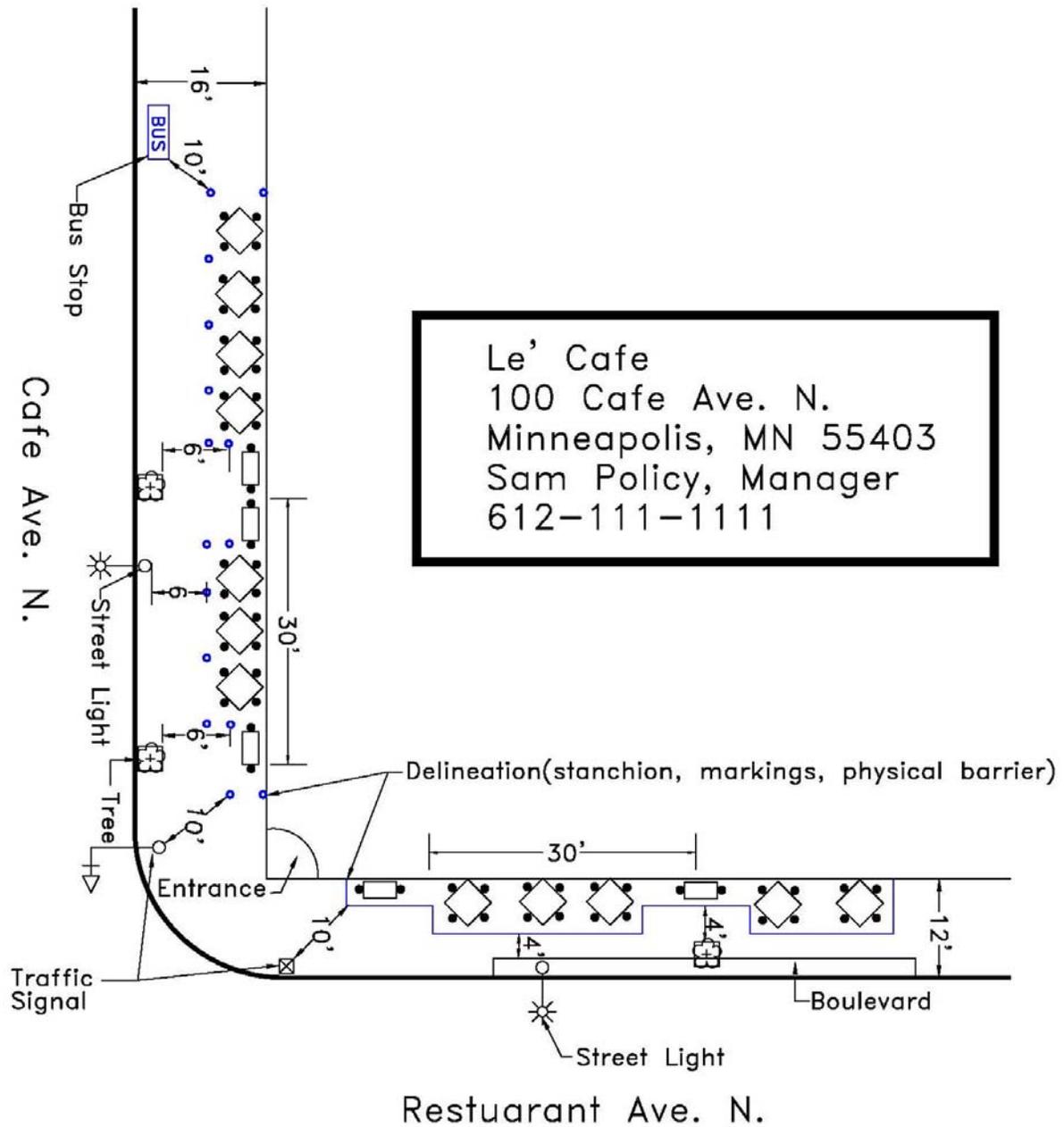
Instructions:

Attach plan of proposed Sidewalk Café including the following elements;

1. The detailed plan must cover the entire area between curb and the building, including the curb line and building wall.
2. The plan must show all existing and proposed obstructions in this area. A checklist of possible items to be shown and located on the plan is the following:
 - width of grass area
 - width of sidewalk
 - sign posts
 - parking meters
 - miscellaneous (fire hydrants, planters, bus shelters or kiosk)
 - traffic signals
 - trees/grates
 - light poles
 - building entrances/exits
 - emergency exits
3. A 5% or a minimum of 1 table must be ADA Accessible.

4. Show the proposed café facility area on the plan developed above including:
 - number and size of tables
 - number of chairs and location to the table
 - number of heating elements and location of storage area for gas cylinders
 - any other amenities to be placed, such as planters, lights, signs, umbrellas, etc.
 - Delineation such as fencing, stanchions, etc.
 - Indicate whether any of the tables, chairs, heating devices or other amenities will be physically attached to the public walk. If yes, a Public Works Encroachment Permit and permits associated with the use of any type of fuel for heating (obtained from Minneapolis Fire Department) must be submitted and subsequently approved.
5. Indicate any planted, groomed or otherwise landscaped areas including boulevard of your building premises, which are adjacent to the sidewalk areas.
6. The building wall shall identify all doors, windows, and other openings, as well as any building feature requiring emergency access.
7. Label all streets running in front of or adjacent to the property.
8. Indicate all sidewalk dimensions from building face to back of curb
9. Indicate business name, address, and phone number on plan. Indicate contact name plus address and phone number if different than business.
10. The entire plan shall be dimensioned and must be on 8 ½ by 11 inch paper. Submit 2 legible hard copies to Regulatory Services with application for license.
11. A copy of the plan, license, and any additional permits (those needed for heating units) must be posted on site and readily available upon request at all times. The name and phone number of café manager must be on the plan. If the license and plan are not available fines can and will be levied.

Example of Sidewalk Cafe Plan



Le' Cafe
 100 Cafe Ave. N.
 Minneapolis, MN 55403
 Sam Policy, Manager
 612-111-1111

Information Items:

1. City of Minneapolis may approve Sidewalk Cafes (heated or unheated) with a standard less than the herein-mentioned standards when both the ADA requirements (four foot minimum) and limited pedestrian volumes are met.
2. A minimum of four (4) feet of clear, unobstructed pedestrian walkway shall be maintained between all obstructions and the proposed edge of café (heated or unheated) when the existing sidewalk is twelve (12) feet or less and will not extend more than thirty (30) feet where it shall widen to six (6) feet for a minimum of six (6) feet and provide ample room for two or more wheelchairs, strollers, pedestrians, to pass. When two neighboring cafes (heated or unheated) fall within the 30 foot zone both will equally share the 6 foot zone. A minimum of six (6) feet shall be maintained between all obstructions and the proposed edge of café (heated or unheated) when existing sidewalk is wider than twelve (12) feet. Alignment of tables/heating elements must be straight to the greatest degree possible.
3. City of Minneapolis may approve Sidewalk Cafes (heated or unheated) with a standard less than the herein-mentioned standards when both the ADA requirements (four foot minimum) and limited pedestrian volumes are met.
4. Unless specifically exempted, all cafes (heated or unheated) must be within an area that is physically delineated. Operators may use structural devices (stanchions, planters, etc.) or may mark the sidewalk with paint markings at each corner of the approved area and every eight feet of the area (Not permitted on Nicollet Mall). These markings must be approved by Regulatory Services and/or Public Works Traffic and Parking Services. Operation of the sidewalk café (heated or unheated) outside of the delineated area is not permitted.
5. Cafes approved after the effective date of this policy (heated or unheated) may be allowed next to street (curb side) on blocks where parking is prohibited. If allowed, a two (2) foot clear zone from face of curb must be maintained at all times when tables/chairs are occupied. No new Sidewalk Café (heated or unheated) license will be granted after the effective date of this policy if it is to be located next to the street (curb side) if parking meters or active loading zones are present anywhere on the block face.
6. At no time will wait staff be allowed to block pedestrian walkway when taking orders or delivering orders.
7. No portion of a sidewalk café (heated or unheated) shall be located within 10 feet of designated bus stop, taxi stand, traffic signal, crosswalk, pedestrian curb cut, or active loading zone.
8. A minimum vertical height of six feet six inches shall be maintained between the sidewalk and the lowest edge of table umbrellas or awnings if the umbrella or awning extends over the edge of the café boundary.
9. All emergency entrances and exits must be clear of obstructions at all times and marked clearly on diagram and American Disabilities Act (ADA) requirements (four foot minimum) shall be met.

10. No permanent attachments to the public sidewalk or other public improvements shall be permitted unless the applicant can provide sufficient proof that no public liability is likely to result and that any damage to public facilities will be repaired upon termination of the sidewalk café (heated or unheated) facility (a Public Works Encroachment Permit may be required).
11. Existing public street furniture, such as benches, planter boxes, kiosks, and trash receptacles shall not be moved or removed to accommodate a sidewalk café (heated or unheated) unless it can be determined that such street furniture are no longer needed or that they can be relocated elsewhere, appropriately. Any removal or relocation of street furniture will be at the applicant's expense and with City of Minneapolis Regulatory Services and Public Works approval.
12. The City of Minneapolis retains all rights to remove or alter any sidewalk café (heated or unheated) area at any time for public improvements or repairs to City of Minneapolis right of way or in the event of a civic event or any identified safety issue or hazard.
13. The Sidewalk Café (heated or unheated) License term shall be April 1st to March 31st of each year.
14. Annual license renewal is required for all sidewalk cafes (heated or unheated). With the exception of (4), above, as of April 1, 2006 all Sidewalk Café's (heated or unheated) will have to come into compliance with the new policy.
15. Insurance must be submitted on a City of Minneapolis Insurance Certificate. The effective coverage dates are required to cover the entire length of the season (attach certificate).
16. All licenses are subject to City of Minneapolis approval and renewal plus any local Service District review.
17. Failure to comply with any provision of the sidewalk café policy shall result in adverse licensing including but not limited to fines, suspension, and revocation.
17. If at any time ownership of the business has changed ownership the current License becomes void and the new ownership must apply for a new Sidewalk café License immediately.
18. Incomplete applications will not be accepted.

Use of LP Gas for use in any form of heating device must meet City of Minneapolis Fire Department Regulations. Contact City of Minneapolis Fire Department when using any form of heating unit within the Sidewalk Café. Any permit needed for heating devices must accompany the Sidewalk Café License and plan and be available when asked for.