

Sidewalk Café Standards

Process and Criteria for Sidewalk Café Approvals

Process:

The application for a license to operate a sidewalk café 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 or chairs 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 stop)
 - traffic signals
 - trees/grates
 - light poles
 - building entrances/exits
 - emergency exits
3. 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

- any other amenities to be placed, such as planters, lights, signs, umbrellas, etc.
 - Delineation such as fencing, stanchions, etc. (NOTE: No fences used as a delineator are allowed in the right-of-way in the non-café season.)
 - Indicate whether any of the tables, chairs, other amenities will be physically attached to the public walk. If yes, an encroachment permit will be needed.
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.
 10. The entire plan shall be dimensioned and must be in an electronic format (cad or other similar software). No hand drawn plans. Submit an electronic format of the plan and 2 hard copies to Regulatory Services with application for license.
 11. A copy of the plan and license must be posted in clear site on the premise of the sidewalk café with name and phone number of café manager on it at all times.

Information Items:

1. A minimum of six (6) feet shall be maintained between all obstructions and the proposed edge of café when the existing sidewalk is twelve (12) feet or less and a minimum of eight (8) feet shall be maintained between all obstructions and the proposed edge of café when existing sidewalk is wider than twelve (12) feet.
This six (6) or eight (8) foot area of un-obstructed walk-way extends for the length of the entire block. City of Minneapolis may approve Sidewalk Cafes with a standard less than the above mentioned standards based on ADA requirements and limited pedestrian volumes.
2. No portion of a sidewalk café shall be located within 10 feet of the curb line adjacent to a designated bus stop, taxi stand, traffic signal, or loading zone.
3. The sidewalk café shall align with and extend no further from the building wall than those of other sidewalk café's on the same block.
4. A minimum of seven (7) feet shall be maintained between the sidewalk and the bottom edge of table umbrellas or awnings. The outer edge of table umbrellas or awnings must remain inside the café boundary. No objects shall project beyond the edge of café boundary.
5. In addition any new or existing sidewalk café must be positioned next to the building with the pedestrian walkway between the café and the curb.
6. No permanent attachments to the public sidewalk or other public improvements should 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 facility.
7. Existing public street furniture, such as benches, planter boxes, kiosks, and trash receptacles should not be moved or removed to accommodate a sidewalk café unless it can be determined that such improvements are no longer needed or that they can be

relocated elsewhere, appropriately. Any removal or relocation of street furniture to be at the applicant's expense.

8. The City of Minneapolis retains all rights to remove or alter any sidewalk café area at any time for public improvements or repairs to City of Minneapolis right of way or in the event of a major civic event.
9. The term of agreement or season shall be April 1st to March 31st of each year.
10. Annual renewal is required for all sidewalk cafes. As of April 1, 2006 all Sidewalk Café's will have to come into compliance with the new policy.
11. 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).
12. All licenses are subject to City of Minneapolis approval and renewal.
13. 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.
14. 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.
15. All emergency entrances and exits must be clear of obstructions at all times and marked clearly on diagram and American Disabilities Act (ADA) requirements shall be met.
16. Incomplete applications will not be accepted.