City of Minneapolis

STREET CAFE PILOT PROGRAM SUPPLEMENT

2016-2018

Minneapolis
City of Lakes

Streatery in Seattle

About This Supplement
The City of Minneapolis Street Cafe Pilot Program Supplement is intended to be used in conjuncture with the Parklet Application Manual to guide applicants through the process and procedures for applying for a Street Cafe. It provides an overview of the street cafe program, policies, procedures, criteria and guidelines that differ from the more in depth Parklet Manual. Business owners, property owners and other potential applicants are encouraged to read both the Parklet Manual and the Street Cafe Supplement prior to the application process.

The Minneapolis Street Cafe Supplement was created by the City of Minneapolis Departments of Community Planning and Economic Development and Public Works

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City of Minneapolis
Public Works
350 South 5th Street
RM 203 City Hall
Minneapolis, MN 55415

Community Planning and Economic Development
105 Fifth Avenue South, #200
Minneapolis, MN 55401
http://www.ci.minneapolis.mn.us/

For reasonable accommodations or alternative formats please contact (add your information here including: department, contact person, phone and email). People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-673-2157 or 612-673-2626.

Para asistencia 612-673-2700 - Rau kev pab 612-673-2800
Hadii aad Caawimaad u baahantahay 612-673-3500.

Minneapolis
City of Lakes

CONTENTS

WHAT IS A STREET CAFE?
WHICH IS RIGHT FOR ME?
ROLES AND RESPONSIBILITIES
FEES

APPLICATION PROCESS
PRE-FABRICATED STRUCTURE
CUSTOM BUILT STRUCTURE

CONFIGURATIONS
SITING
EXTENDED STREET CAFES
SITE PLAN

OPERATIONS
MAINTENANCE
PILOT PROGRAM

SIDEWALK CAFE LICENSE
EXPANSION OF PREMISES
CONFIRMATION OF ELIGIBILITY

ABOUT

About this Supplement

The Street Cafe Supplement is a companion document to the Parklet Application Manual. The Street Café Supplement provides additional guidance for privately managed space in the roadway. The supplement offers definitions, provides resources, and clarifies responsibilities and application processes for street cafes.

The Street Cafe program is in the pilot stage, so many questions you have may not yet be covered in his supplement, please contact us at publicrealm@minneapolismn.gov with any questions.

What is a Street Cafe

A Street café is a structure placed in the roadway that serves as seating for ground floor serving businesses while maintaining a comfortable pedestrian environment. Street Cafes are placed adjacent to the curb in an unrestricted parking lane along the frontage of the serving business. Street cafes must be position at the same grade as the sidewalk and be ADA accessible, meeting all "Parklet" guidelines.

Street Cafes are different than Parklets. Parklets are public spaces, open to all individuals in the public realm. Street Cafes are permitted areas that function as seating for an adjacent restaurant or business. Street Cafes are permitted to allow seating for restaurant and café customers. These are not open to the public but function as an extension of the restaurant or café.

Street Cafes have been successful in other cities across the US including Seattle (streateries), Portland (street seats), New York, and San Diego (curb cafes).

Is a Street Cafe right for you?

Are you a business fronting on a narrow sidewalk?

Would you like to manage and operate a private space in the public realm?

Do you have the capacity to successfully operate in the street?

ROLES AND RESPONSIBILITIES

Applicant Responsibilities

In addition to the responsibilities listed in the parklet manual when installing and operating a Street Cafe , the applicant assumes additional responsibilities and is committed to both the responsibilities described in the Parklet Application Manual and the responsibilities agreed to in the Sidewalk Cafe License Guidelines.

If alcohol is served at your business this would also include any additional responsibilities outlined in the liquor license.

City Role

When permitting a Street Cafe the City takes on additional roles, including additional permitting for sidewalk cafe license, and an expansion of premises license if needed.

Fees

Meter use/lane use fees
City will charge for lost meter revenue which is accomplished through the meter hooding fee. **For the duration of the 2017-2018 season, meter hooding fees will be waived.** Please note, following 2018 applicants can apply for meter hooding: http://www.minneapolismn.gov/publicworks/permits/public-works_laneuse

Sidewalk Cafe License fee
Link to Application: http://www.minneapolismn.gov/www/groups/public/@regservices/documents/webcontent/convert_283488.pdf

Expansion of Premises fee
Link to Application: http://wcms.ci.minneapolis.mn.us/wcm1/groups/public/@regservices/documents/webcontent/convert_276869.pdf

Sewer Availability Charge
Fee imposed by Metropolitan Council Environmental Services
Link to information: http://www.minneapolismn.gov/wcm1/groups/public/@regservices/documents/webcontent/convert_281675.pdf

Contact: SACprogram@metc.state.mn.us

Applicant Responsibilities

- Design, Permitting, & Construction Costs
- Liability Insurance
- Seasonal and Daily Maintenance and Upkeep
- Installation, Removal, and Storage Costs
- Adhering to all guidelines outlined in the Sidewalk Cafe License

PLANNING

Application Process

1. Applicant must submit an online *Confirmation of Eligibility Checklist* (Found online here: http://www.minneapolismn.gov/pedestrian/projects/WCMS1P-137752) for the City's consideration prior to application submittal. Indicating that a street cafe is requested and a brief explanation to why a street cafe is required and which structure type is going to be used (pre-fabricated or custom built). (2 weeks to process)

   As part of the preliminary screening process the City will review proposed sites for:

   - *Potential conflicts with future street projects*
   - *Traffic patterns*
   - *Street regulations*
   - *Roadway geometry*
   - *Operational considerations.*

APPROVAL

1. Applicant submits the *Sidewalk Cafe License Application* (3 weeks to process)
2. Liquor serving establishments interested in adding a street cafe must also file an *Expansion of Premises Application* (add 1 weeks to sidewalk cafe license process)

APPROVAL

3. Applicant submits a *Lane Use/obstruction Permit Application?* (2 weeks)

APPROVAL

4. Construction can begin (Street Cafes are allowed seasonally from April 15 to November 1)

Structure Types

There are two options for the base structure for a Street Cafe.

1. Pre-Fabricated Parklet Structure
2. Custom Built Parklet Structure*

* When using a custom built structure an additional design review is required. The design requirements and application process is outlined in the Parklet Application manual. This process typically adds an additional 4 weeks to the planning timeline.

OPERATIONS AND MAINTENANCE

Operations and Maintenance

Additional operation and maintenance requirements:

- Street Cafe operator is responsible for securing all elements when not in use.
- Have option to open the Street Cafe to the public when not in food service hours
- Businesses that serve liquor are required to obtain an *expansion of premises permit* to operate a Street Cafe (or sidewalk cafe).
  The permit requires the outdoor expansion to be compact and contiguous, Street Cafes are considered contiguous meaning, liquor can cross the sidewalk to the street cafe.
- In the event of an emergency utility repair the Street Cafe may have to be temporarily moved/dismantled to allow time for repairs

Disclaimer

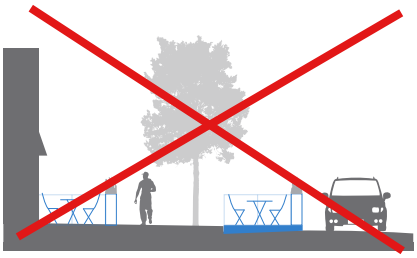
The Street Cafe Program is a pilot program; rules, processes, requirements are subject to change. We welcome and encourage comments and suggestions to improve the pilot program.

DESIGN

Configurations

When designing your sidewalk cafe or street cafe there are three acceptable configurations; sidewalk cafe -adjacent to building, street Cafe, extended Street Cafe. Which configuration works best for you will depend on the sidewalk width, and desired amount out seating.

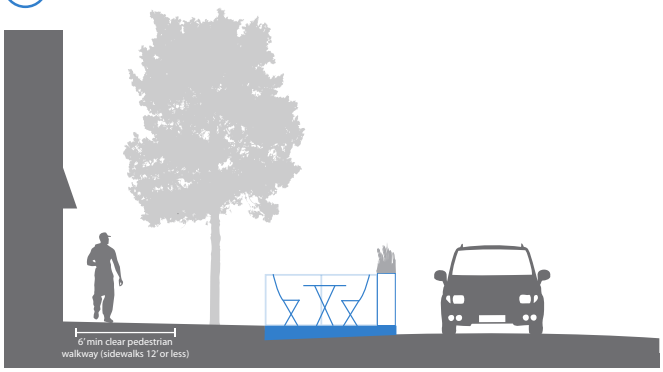
Not acceptable: sidewalk cafe building adjacent + Street cafe



1 Sidewalk Cafe: Adjacent to building

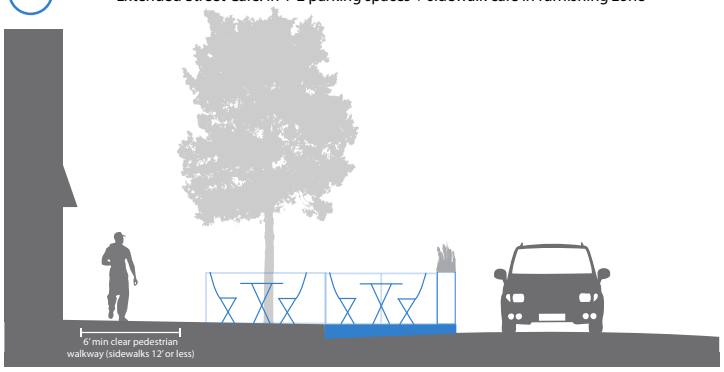
Sidewalk cafe: Adjacent to building, or a traditional sidewalk cafe, are most appropriate when the sidewalk is wide and provides ample room in the frontage zone to accommodate tables and chairs while maintaining a clear, unobstructed, pedestrian route.

2 Street Cafe: In 1-2 parking spaces



Street Cafes are most appropriate when sidewalks are constricted and would not provide enough room to support both seating and a clear , unobstructed, pedestrian route. Street cafes require an unrestricted parking lane.

3 Extended Street Cafe: In 1-2 parking spaces + sidewalk cafe in furnishing zone



Extended Street Cafes are most appropriate when a sidewalk cafe in the furnishing zone or a street cafe does not provide enough seating. Extending the street cafe into the furnishing zone allows for additional seats.

DESIGN

Siting

In addition to the sitting requirements found in the Parklet Manual Street Cafes also should:

- Maintain a 20' buffer from residential property
- Consider impacts of delivery access
- Maintain a clear path to the entrance to accommodate emergency services

Site Plan

When submitting a Sidewalk Cafe License a detailed site plan is required. Please refer to the required elements, provided in check list as part of the Sidewalk Cafe License Application (a copy of the application is included in this document)

Extended Street Cafe

Additional design considerations for an "extended street cafe"

- May not extend past the Furnishing zone
- Consideration for existing elements and planting in the Furnishing zone (see 10 in sidewalk cafe license application)

See the Parklet Application Manual for a detailed description of the design requirements for the base parklet structure

EXAMPLE FORMS

Minneapolis
Community Planning and Economic Development

City of Minneapolis
Licenses and Consumer Services
350 South 5th Street – Room 1
Minneapolis, MN 55415–1391
Phone: 612-673-2080
Fax: 612-673-3399 TTY: 612-673-2157
www.minneapolismn.gov/business-licensing

For Office Use Only
Expiration: April 1
License Code: 161
Rev Code: 311009
MCO: 265
Adm Issuance: No

License Application
Guidelines and Checklist

License Type: Sidewalk Café

DEFINITION: A business licensed to sell food, beer or liquor for consumption and operating a portion of their business on the city sidewalk (right of way) immediately adjoining their business. Tables, chairs, furnishings, and/or other equipment may be stored overnight or during periods when the sidewalk café is not open and being operated in the café area. A public hearing at the Community Development and Regulatory Services Committee of the City Council may be required for license approval. Liquor establishments interested in adding a sidewalk café must also file an **Expansion of Premises** application.

Staff Initials	**Application Checklist** **Submit items below to: Minneapolis Development Review,** 250 South 4th Street Room 300 Public Service Center, Minneapolis, MN 55415 - Free Parking
	☐ **1. License Application** (Form #1)
	☐ 2. **Zoning Addendum** (Form #2)
	☐ **3. Certificate of Liability Insurance** (Sample form #3) This must be furnished by your insurance agent with the mandatory changes. You are required to have general liability that includes premises and operations insurance and products and completed operations insurance with the following coverages: ☐ $50,000 per occurrence and $300,000 aggregate for personal injury or death. ☐ $10,000 per occurrence for property damage. ☐ The City of Minneapolis shall be named as an additional insured.
	☐ **4. Attach an 8 ½" x 11" scaled sidewalk café plan** that conforms to the sidewalk café standards (#4 attached). It will be inspected and approved by Public Works-Traffic Engineering. Sidewalks café plans that do not conform to the sidewalk café standards will be returned to the applicant as incomplete. Include the number of chairs and tables.
	☐ **5. SAC Determination Letter** – attach copy.
	☐ **6. Notification of the type of license; address of premises; applicant's name, address and telephone number; and Business Plan.** Attach copies of letters or emails that have been sent to: ☐City Council Member ☐Neighborhood Organization(s) and ☐Business Association(s). See sample letter.
	☐ **7. Fee: _____ New License Surcharge:_____**

This Section To Be Completed by Minneapolis Development Review Coordinator
DC:_____ MDR Log #:_____
☐Plumbing Permit ☐Mechanical Permit ☐Building Permit ☐SAC ☐Sidewalk Inspection ☐PDR Review ☐_____
SAC Determination Letter Required: ☐ Yes ☐ No

Date Sent to EH _____	PCAB # _____
EH Staff Initials _____	EM Staff Initials _____
Date Sent to EM	Date Returned to MDR _____

Additional Information

1. Your License Application

a. Incomplete applications will be returned. All applications must be signed by the owner.
b. No license will be issued for a period longer than one year. Licenses are not transferable.
c. Make a duplicate copy of this packet for your personal records before submitting.
d. Minnesota Sales Tax ID Number or 651-296-6181.
e. If you are applying for multiple licenses, applications may be combined. Talk to Licenses Staff at 300 Public Service Center.

2. Pollution Control Annual Billing/PCAB – A PCAB Number is required before a license will be granted. This will be

EXAMPLE FORMS

Minneapolis
Community Planning and Economic Development

City of Minneapolis
Licenses and Consumer Services
350 South 5th Street – Room 1
Minneapolis, MN 55415–1391
Phone: 612-673-2080
Fax: 612-673-3399 TTY: 612-673-2157
www.minneapolismn.gov/business-licensing

For Office Use Only

License Code: Current License Code
Rev Code: 311006
MCO: 362.100, 363.100, 366.110
Adm Issuance: No

License Application

Guidelines and Checklist

License Type: Expansion of Premises – Permanent	
DEFINITION: The expansion of business operations either internally affecting the area where liquor is served or outdoors for food and/or beverage alcohol services. Applicants must have a current license in good standing.	
Staff Initials	**Application Checklist** **Applications will not be accepted until all requirements have been satisfied.**
	☐ **1. Supplemental Change Form** (Form #1)
	☐ **2. Zoning Addendum for Beverage Alcohol** (Form #2) Take to the Zoning Department – 250 South 4th Street, Room 300 Public Service Center. Floor plans and site plan may be required for approval.
	☐ **3. Amended Business Plan** (Form #3) **-** Outside the Downtown area, outdoor entertainment is restricted to Class D/E allowing up to one non amplified musician.
	☐ **4. Source of Funds Statement – Beverage Alcohol** (Form #4)
	☐ **5. Attach an 81/2" x 11"** drawing of the premises including both the interior and outdoor areas with changes highlighted. See Sample Form #6.
	☐ **6. Outdoor Expansion –** Is any part of your expansion on the public right-of-way? ☐ Yes ☐ No ☐ If yes, the area must be compact and contiguous to the permanently licensed premises. Complete a Sidewalk Café license application.
	☐ **7. Lease –** Attach a copy of the lease authorizing use of the area.
	☐ **8. Notification of the type of license; address of premises; applicant's name, address and telephone number; and Business Plan.** Attach copies of letters or emails that have been sent to: ☐ City Council Member ☐ Neighborhood Organization(s) and ☐ Business Association(s). See sample letter.
	☐ **9. SAC Determination Letter** – attach a copy.
	☐ **10.** Fee: $_____

This Section To Be Completed by a Minneapolis Development Review Coordinator

DC:_____ MDR Log # _____ Risk Category:_____

Check the following that are required at initial review. Additional inspections/permits may be required for this license.

☐ Plumbing Permit ☐ Mechanical Permit ☐ Bldg Permit ☐ Sidewalk Inspection ☐ PDR Review

☐ _____ SAC Determination Letter Required: ☐ Yes ☐ No

Date Sent to EH_____ EH Staff Initials_____	Date Sent to EM _____ PCAB#_____	EM Initials _____ Date Returned to MDR_____

Additional Requirements

Your Application

a. Incomplete applications will be returned.
b. All applications must be signed by an owner, partner or principal.
c. Make a duplicate copy of this packet for your personal records before submitting.
d. If you have questions, talk to License Staff at 250 South 4th Street, Room 300 Public Service Center.

Public Hearing

This may be required and will be scheduled by your License Inspector.

Proposed Parklet Site: Confirmation of Eligibility

1. **Name**
   first and last name

2. **Contact Information**
   email address and a phone number where we can reach you

3. **Parklet Sponsor**
   business, organziation, property owner, or other entity

4. **Proposed Parklet Site Address**

5. **Is the proposed Parklet site on Commercial Corridor, Community Corridor, Activity Center or Commercial node?**
   View map (pdf) below this form or follow link and see page 15.
   http://minneapolismn.gov/www/groups/public/@cped/documents/webcontent/wcms1p-137706.pdf
   Mark only one oval.
   - yes
   - no
   - unsure

6. **Is the proposed Parklet site in an unrestricted parking lane?**
   Mark only one oval.
   - yes
   - no

7. **Is the proposed Parklet site on a street with a steep slope?**
   Mark only one oval.
   - yes
   - no

ps://docs.google.com/forms/d/15jFF3MzFVn1yOcZV6IT2a-dRdtyboJ9EOs5I8XU05T0/edit?ts=56b3bbdb