
ADMINISTRATIVE REVIEW OF PLAZAS APPLICATION

535.770. Purpose. Standards governing plazas are established to promote year-round gathering places designed to enhance pedestrian access, interaction and visibility, reinforce public spaces, create community identity, promote public safety, and visually enhance development.

535.780. Definitions. As used in this article, the following words shall mean:

Plaza. An exterior open space designed for community gathering that is primarily hardscaped and accessible to the public, fronting along a public street, public sidewalk, or public pathway. Plazas shall include those on privately-owned property, public property and public right-of-way intended for active or passive use by the general public for circulation, seating, or activity space.

535.790. Permitted uses subject to administrative review and approval. Plazas shall be permitted in all zoning districts. Plazas with at least two thousand (2,000) square feet of contiguous area, shall be subject to administrative review and approval by the zoning administrator, as specified in section 535.800, and shall comply with the standards of section 535.810.

535.800. Administrative review process.

(a) *In general.* The zoning administrator, in consultation with the planning director, shall approve or deny such application. The zoning administrator may impose such conditions and require such guarantees deemed reasonable and necessary to protect the public interest and to ensure compliance with the standards and purposes of this zoning ordinance and policies of the comprehensive plan. If proposed as part of a project that includes a separate land use application, a plaza may be reviewed concurrently with said application, provided all requirements of this section have been met.

(b) *Submittal requirements.* (See Page 4 below.)

(c) *Appeals.* Notwithstanding the provisions of Chapter 525, Administration and Enforcement, decisions of the zoning administrator regarding the administrative review of permitted plazas shall be subject to appeal to the city planning commission

535.810. Development standards for all permitted plazas. All plazas with at least two thousand (2,000) square feet shall be subject to the following standards:

(1) *Placement.*

- a. The placement of plazas shall not detract from and shall enhance natural surveillance and visibility of adjacent spaces and public sidewalks and facilitate pedestrian access and circulation.
- b. Plazas shall be designed to enhance interaction with occupants of adjacent buildings and uses.

(2) *Access.*

- a. All plazas shall be designed to allow for pedestrian and bicycle access through and/or around the plaza.
- b. Multiple access points shall be provided for each plaza, with one (1) access point being connected to a public street, public sidewalk or public pathway.

<p>For reasonable accommodations or alternative formats please contact 311 at 612-673-3000. 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.</p>
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- c. All plazas shall be designed in accordance with the accessibility requirements of the Americans with Disabilities Act.
 - d. Unobstructed walkways a minimum of four (4) feet in width shall connect the plaza to an entrance of any building on the same zoning lot.
 - e. When adjacent to a transit stop, said transit stop shall be integrated into the design of the plaza.
- (3) *Natural surveillance and visibility.* Plazas shall be designed to control and guide movement through the site, promote natural observation and provide opportunities for people to observe adjacent spaces and public sidewalks.
- (4) *Aerial obstructions.* Plazas shall be unobstructed to the sky except for seating, arbors, trellises, kiosks, lighting, water features, public art and landscaping. Up to thirty (30) percent of the plaza area may include umbrellas, awnings or an arcade.
- (5) *Surface materials.* With the exception of landscaped areas, plazas shall be surfaced with durable and decorative materials, including but not limited to pervious pavers, decorative pavers, stamped concrete, colored concrete, or brick.
- (6) *Seating.*
- a. A minimum of one (1) linear foot of seating shall be provided for each fifty (50) square feet of plaza area.
 - b. A minimum of twenty (20) percent of the required seating shall consist of fixed seating. A minimum of twenty (20) percent of the required seating shall consist of seating with backs.
 - c. A minimum of two (2) different types of seating shall be required. Seating may take on multiple forms, including traditional and non-traditional seating, provided that it is accessible and all other seating requirements of this section are met.
 - d. All seating must be of appropriate ergonomic design.
 - e. Seating provided for sidewalk cafes or other adjacent uses shall not count toward the minimum seating requirement of this ordinance.
- (7) *Encroachments and setbacks.*
- a. Plazas shall not encroach into the public right-of-way without the property owner first obtaining an encroachment permit.
 - b. All seating, water features, arbors, trellises, trash receptacles or other accessory equipment and furnishings shall comply with the minimum yard requirements of the zoning district in which they are located.
- (8) *Plantings.*
- a. Plazas shall provide a minimum of one (1) tree for each one thousand (1,000) square feet of plaza area. If proposed as part of a project that has a general landscaping requirement, trees located in the plaza shall contribute toward compliance with the general landscaping requirement.
 - b. A landscaped area equivalent to ten (10) percent of the total plaza area may be provided in lieu of trees.
- (9) *Additional amenities.* Plazas must provide at least one of the following additional amenities. Plazas in excess of five thousand (5,000) square feet shall provide a minimum of two (2) of the following additional amenities:
- a. *Living wall.* Provide a living wall on at least one (1) building façade directly fronting on the plaza. The living wall shall be composed of panels that total a minimum of fifty (50) percent of the wall area on the building façade. A portion of the plantings shall provide greenery year round, if possible.

- b. *Water feature*, including but not limited to, fountains, reflecting pools, children's play features and waterfalls. Water features shall be designed and maintained for year-round functionality and aesthetics.
 - c. *Art feature*. Art shall strive to promote quality design, enhance a sense of place and be maintained in good order for the life of the plaza. The art shall be located where it is highly visible to the public. The art shall be valued at not less than one-fourth (.25) of one (1) percent of the capital cost of the principal structure.
 - d. *Moveable chairs*. Such chairs shall be equivalent to twenty-five (25) percent of the minimum seating requirement. Moveable chairs may be removed during the nighttime hours of 8:00 p.m. to 7:00 a.m.
 - e. *Game tables and associated seating*. A minimum of two (2) game tables and associated seating shall be provided.
 - f. *Kiosk*. Such kiosk may be no greater than one hundred (100) square feet in area and may only be occupied by uses permitted in the underlying zoning district.
 - g. *Public drinking fountain*. Such public drinking fountain shall be visible from an adjacent public street, public sidewalk or public pathway.
 - h. *Stormwater functionality*. Provide capacity for infiltrating stormwater generated onsite. Such stormwater amenity may be counted as two amenities if done in an artistic and educational manner.
- (10) *Lighting*. All plazas shall be illuminated in accordance with Chapter 535, Regulations of General Applicability.
- (11) *Winter use*. Plazas shall be designed for winter use and relate to the built form with consideration given to elements such as providing shelter from winds, utilizing seasonally appropriate materials, maximizing access to sunlight and providing for snow and ice removal. Plazas should be located so that they receive natural sunlight during daytime hours in all seasons.
- (12) *Trash receptacles*. A minimum of one (1) trash receptacle and one (1) recycling receptacle shall be provided for each two thousand (2,000) square feet of plaza area.
- (13) *Mechanical equipment*. All exhaust vents and mechanical equipment located adjacent to a plaza shall be screened in accordance with the required screening provisions of Chapter 530, Site Plan Review.
- (14) *Maintenance required*. All plazas shall be maintained in good order by the property owner for the life of the plaza. Proper maintenance shall include, but not be limited to, snow and ice removal, annual maintenance of vegetation and green space and annual inspection and repair and/or replacement of furnishings. Minimum landscaping and seating requirements shall be maintained for the life of the plaza. All adjacent streets, sidewalks and pathways shall be inspected regularly for purposes of removing any litter found thereon.
- (15) *Downtown districts*. Projects seeking a floor area ratio premium in a downtown district by providing an outdoor urban open space shall comply with all requirements of this section and the requirements of the outdoor urban open space premium as specified in Chapter 549, Downtown Districts.

ADMINISTRATIVE REVIEW OF PLAZAS APPLICATION REQUIREMENTS CHECKLIST

Staff will only accept applications that include all of the items listed below. If any of the items are missing at the time of submittal, staff will not accept the application.¹

	Completed Application Worksheet, including documentation from the State Historic Preservation Office, if required.
	Correct fees paid (checks payable to Minneapolis Finance Department).
	Statement of proposed use and description of the project.
	A letter from the property owner, if other than the applicant, stating support for the application.
	Photos of property(s) and all sides of the existing structures.
	<p>One copy of a scaled and dimensioned site plan, including the following:</p> <ul style="list-style-type: none"> ▪ All property lines. ▪ Adjacent streets, sidewalks, pathways and alleys, including proposed pedestrian access points. ▪ Adjacent buildings with uses and heights identified, including pedestrian access from any adjacent buildings. ▪ Square footages of plaza area with surface materials identified. ▪ Any proposed right-of-way encroachments. ▪ Planting plan showing existing plants to remain and proposed shrubs, trees, perennials, native grasses and groundcovers, including location and type ▪ Mechanical equipment, if any. ▪ Proposed furnishings. ▪ Proposed lighting. ▪ Grading and drainage plan. ▪ North arrow and date the plan was drawn.
	Complete applications(s) for all zoning approvals related to the development, as submitted to the Zoning Administrator. Plazas that do not comply with the standards of this ordinance shall require a variance application.

FEES

APPLICATION TYPE	FEE (DOLLARS)
Administrative review of plazas	450

¹ City staff will review the initial application submission and will notify the applicant of what, if any, additional information must be submitted for staff to evaluate the application for approval or denial. Please be aware that supplemental information may also be requested during the evaluation and hearing process.

APPLICATION WORKSHEET

Property Owner/Applicant	Name	
	Mailing Address Including City, State and Zip Code	
	Phone Number	
	Fax	
	Email	
Applicant's Representative <i>This person will be the primary contact for staff, and is the authorized agent in place of the property owner</i>	Name	
	Mailing Address Including City, State and Zip Code	
	Phone Number	
	Fax	
	Email	
Property Information	Address(es):	
	Identification Number:	
	Legal Description	
	Lot Area:	
	Zoning classification(s)	
Plaza Information	Plaza Area (in square feet):	
	Current Use of Plaza Space:	
	Seating Data (in linear feet):	
	Landscaping Data (square feet and/or number of trees):	

ACCURACY DECLARATION

My signature attests to the fact that the attached application is complete and accurate to the best of my knowledge. I understand that the staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided may delay review of my application or may result in denial of my request.

Property owner's signature (if different from applicant): _____

Applicant's name (please print): _____

Applicant's signature: _____