

City of Minneapolis

# STREET CAFE PILOT PROGRAM SUPPLEMENT

2016-2018



### **About This Supplement**

The City of Minneapolis Street Cafe Pilot Program Supplement is intended to be used in conjunction 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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**Public Works**  
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RM 203 City Hall  
Minneapolis, MN 55415

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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.



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# 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](mailto: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](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](http://www.minneapolismn.gov/www/groups/public/@regservices/documents/webcontent/convert_283488.pdf)

### *Expansion of Premises fee*

Link to Application: [http://www.minneapolismn.gov/www/groups/public/@regservices/documents/webcontent/convert\\_276869.pdf](http://www.minneapolismn.gov/www/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/www/groups/public/@regservices/documents/webcontent/convert\\_281675.pdf](http://www.minneapolismn.gov/www/groups/public/@regservices/documents/webcontent/convert_281675.pdf)

Contact: [SACprogram@metc.state.mn.us](mailto: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.

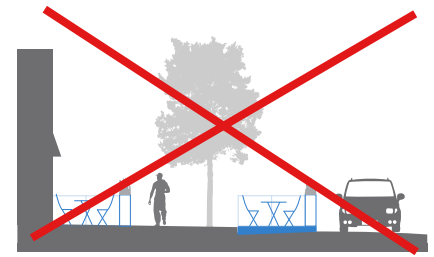


# DESIGN

## 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

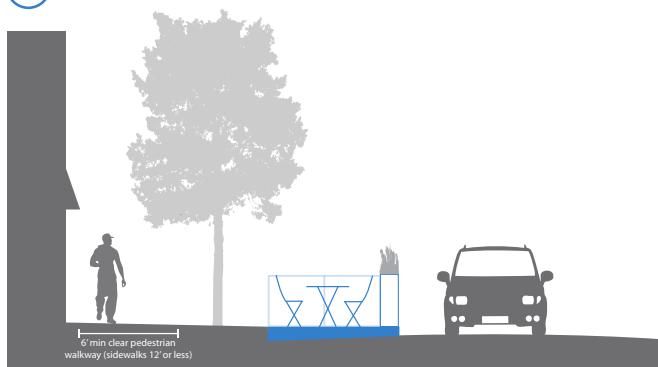
Sidewalk Cafe: Adjacent to building



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

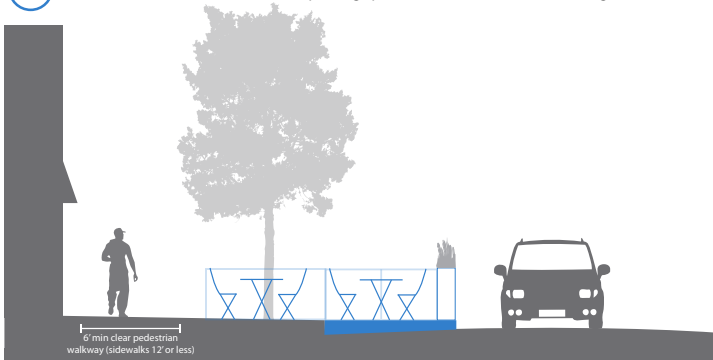
Street Cafe: In 1-2 parking spaces



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 siting 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



City of Minneapolis  
**Licenses and Consumer Services**  
 350 South 5<sup>th</sup> Street – Room 1  
 Minneapolis, MN 55415–1391  
 Phone: 612-673-2080  
 Fax: 612-673-3399 TTY: 612-673-2157  
[www.minneapolismn.gov/business-licensing](http://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	
<p><b>DEFINITION:</b> 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 <a href="#">Expansion of Premises</a> application.</p>	
Staff Initials	<p><b>Application Checklist</b>                      Submit items below to: <a href="#">Minneapolis Development Review</a>, 250 South 4<sup>th</sup> Street                      Room 300 Public Service Center, Minneapolis, MN 55415 - <a href="#">Free Parking</a></p>
<input type="checkbox"/>	<b>1. License Application</b> (Form #1)
<input type="checkbox"/>	<b>2. Zoning Addendum</b> (Form #2)
<input type="checkbox"/>	<p><b>3. Certificate of Liability Insurance</b> (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:</p> <p><input type="checkbox"/> \$50,000 per occurrence and \$300,000 aggregate for personal injury or death.  <input type="checkbox"/> \$10,000 per occurrence for property damage.  <input type="checkbox"/> The City of Minneapolis shall be named as an additional insured.</p>
<input type="checkbox"/>	<b>4. Attach an 8 ½" x 11" scaled sidewalk café plan</b> 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.
<input type="checkbox"/>	<b>5. SAC Determination Letter</b> – attach copy.
<input type="checkbox"/>	<b>6. Notification of the type of license; address of premises; applicant’s name, address and telephone number; and Business Plan.</b> Attach copies of letters or emails that have been sent to: <input type="checkbox"/> <a href="#">City Council Member</a> <input type="checkbox"/> <a href="#">Neighborhood Organization(s)</a> and <input type="checkbox"/> <a href="#">Business Association(s)</a> . See <a href="#">sample letter</a> .
<input type="checkbox"/>	<b>7. Fee:</b> _____ <b>New License Surcharge:</b> _____
<p><b>This Section To Be Completed by Minneapolis Development Review Coordinator</b></p>	
DC: _____ MDR Log #: _____ <input type="checkbox"/> Plumbing Permit <input type="checkbox"/> Mechanical Permit <input type="checkbox"/> Building Permit <input type="checkbox"/> SAC <input type="checkbox"/> Sidewalk Inspection <input type="checkbox"/> PDR Review <input type="checkbox"/> _____ SAC Determination Letter Required: <input type="checkbox"/> Yes <input type="checkbox"/> 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



City of Minneapolis  
**Licenses and Consumer Services**  
 350 South 5<sup>th</sup> Street – Room 1  
 Minneapolis, MN 55415–1391  
 Phone: 612-673-2080  
 Fax: 612-673-3399 TTY: 612-673-2157  
[www.minneapolismn.gov/business-licensing](http://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	
<b>DEFINITION:</b> 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
	<b>Applications will not be accepted until all requirements have been satisfied.</b>
	<input type="checkbox"/> 1. <b>Supplemental Change Form</b> (Form #1)
	<input type="checkbox"/> 2. <b>Zoning Addendum for Beverage Alcohol</b> (Form #2) Take to the Zoning Department – 250 South 4 <sup>th</sup> Street, Room 300 Public Service Center. Floor plans and site plan may be required for approval.
	<input type="checkbox"/> 3. <b>Amended Business Plan</b> (Form #3) - Outside the Downtown area, outdoor entertainment is restricted to Class D/E allowing up to one non amplified musician.
	<input type="checkbox"/> 4. <b>Source of Funds Statement – Beverage Alcohol</b> (Form #4)
	<input type="checkbox"/> 5. <b>Attach an 8 1/2" x 11"</b> drawing of the premises including both the interior and outdoor areas with changes highlighted. See Sample Form #6.
	<input type="checkbox"/> 6. <b>Outdoor Expansion</b> – Is any part of your expansion on the public right-of-way? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, the area must be compact and contiguous to the permanently licensed premises. Complete a <a href="#">Sidewalk Café license application</a> .
	<input type="checkbox"/> 7. <b>Lease</b> – Attach a copy of the lease authorizing use of the area.
	<input type="checkbox"/> 8. <b>Notification of the type of license; address of premises; applicant’s name, address and telephone number; and Business Plan.</b> Attach copies of letters or emails that have been sent to: <input type="checkbox"/> <a href="#">City Council Member</a> <input type="checkbox"/> <a href="#">Neighborhood Organization(s)</a> and <input type="checkbox"/> <a href="#">Business Association(s)</a> . See <a href="#">sample letter</a> .
	<input type="checkbox"/> 9. <b>SAC Determination Letter</b> – attach a copy.
	<input type="checkbox"/> 10. <b>Fee:</b> \$ _____
<b>This Section To Be Completed by a Minneapolis Development Review Coordinator</b>	
DC: _____ MDR Log # _____ Risk Category: _____	
Check the following that are required at initial review. Additional inspections/permits may be required for this license.	
<input type="checkbox"/> Plumbing Permit <input type="checkbox"/> Mechanical Permit <input type="checkbox"/> Bldg Permit <input type="checkbox"/> Sidewalk Inspection <input type="checkbox"/> PDR Review	
<input type="checkbox"/> _____ SAC Determination Letter Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date Sent to EH _____	Date Sent to EM _____
EH Staff Initials _____	PCAB# _____
	EM Initials _____
	Date Returned to MDR _____
<b>Additional Requirements</b>	
<b>Your Application</b>	
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 4 <sup>th</sup> Street, Room 300 Public Service Center.	
<b>Public Hearing</b>	
This may be required and will be scheduled by your License Inspector.	



# EXAMPLE FORMS

## 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, organization, 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

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