

South Front Street

Sidewalk Cafe Design Guidelines

City of Mankato

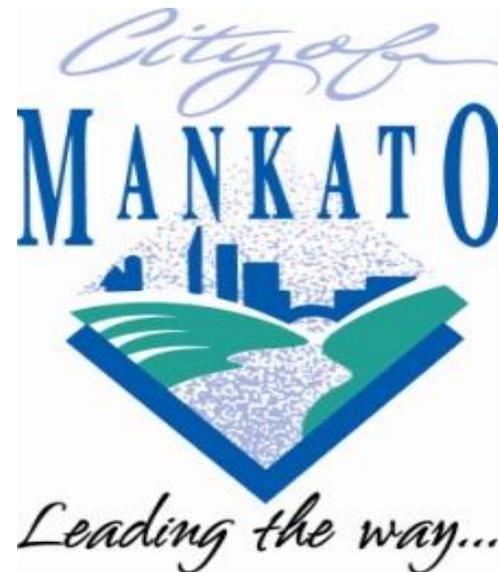


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Purpose of Guidelines

Outdoor dining contributes to a vibrant urban culture and makes Mankato streets more dynamic places to walk, gather, and dine. Sidewalk cafes are temporary outdoor dining areas which occupy the public right-of-way. The purpose of these Sidewalk Cafe Design Guidelines ("Design Guidelines") is to provide overall guidance for the use of outdoor dining areas along South Front Street in Mankato's City Center. The guidelines are intended to achieve quality appearances and maintain the character of Mankato's City Center while ensuring safety for pedestrians.

The City of Mankato encourages the use of durable and high-quality outdoor furnishings to increase the safety and comfort of residents and visitors. Included in these Design Guidelines are acceptable dimensions for cafe access, public right-of-way, and acceptable materials for barriers, furniture, and umbrellas. These Design Guidelines also include diagrams and photos showing acceptable and unacceptable sidewalk cafe furnishings. Establishment owners who offer sidewalk cafes must comply with these Design Guidelines.

Definition

A sidewalk cafe is a grouping of tables and chairs and related furnishings maintained within the public sidewalk and intended for the purpose of consuming food and beverages by patrons, when such is located adjacent to an establishment having the same operator.

Application Procedure

Establishments wishing to operate a sidewalk cafe are required to complete an application for a license to encroach per Mankato City Code Chapter 6, Section 16. Applications for a license to encroach are available on the City of Mankato's website under Permits or by contacting the City's Right of Way Technician at (507) 387-8541. If liquor will be served in the sidewalk cafe, an application for a non-enclosed premise must also be completed in connection to a new or existing liquor license per City Code Chapter 4. Occupancy of the sidewalk cafe is determined by the number of seats in the cafe; there may be a small allowance for additional occupancy. Demarcation of sidewalk cafes must meet these Design Guidelines and go through an administrative review process through City staff and approval by the City Council.

To apply, an establishment owner must complete the following:

- **License to Encroach Application:** An application for a license to encroach must be completed which allows the sidewalk cafe to be located on the city right of way. Application shall provide basic information about the establishment including which months the unenclosed area would be operating, hours of operation, security provisions and sanitary facilities arrangement for the unenclosed area. All sidewalk cafe designs will be reviewed by Community Development through the site plan review process.
- **Liquor License and Non-Enclosed Premises:** If liquor will be served in the sidewalk cafe, a new or existing liquor license in connection to the establishment is required. A liquor license agreement and an application for a non-enclosed premise must also be completed.
- **Site and Landscaping Plan:** A scaled site plan showing the proposed sidewalk cafe area including specific measurements. The site plan shall include placement of tables and chairs and location of landscaping. A minimum of 1 pot or planter of at least 12 inches in length/diameter shall be placed for every 4 feet of frontage of the sidewalk cafe barrier shall consist of live plants. Landscaping shall be installed by May 31 and shall match the submitted plan. The landscaping shall be maintained through September 30. If there are changes to the site and landscaping plan, a revised plan shall be resubmitted prior to implementation.
- **Photos or Drawing of Street Furniture:** Photos or graphic representation, including colors and materials, of furniture, barriers, and other furnishings, must be provided to verify the proposed furnishings conform to these Design Guidelines. It is encouraged not to purchase furnishings until they have been approved.
- **Building Permit Application:** A building permit application shall be submitted along with the site and landscaping plan to verify that egress requirements are met.
- **Maintenance Plan:** Sidewalk cafe barriers must be kept clean and free of fading, corrosion, splinters, dents, tears, and chipped paint. The sidewalk cafe area must be kept clean and clear of any trash or refuse. The sidewalk cafe area must be swept within 2 hours after closing each day and the surface must be cleaned periodically. Establishments must also pay an annual fee as part of the license to encroach for cleaning and sealing of the cafe area which will be estimated from the RS Means manual for maintenance.
- **Annual Inspection:** An annual inspection shall be scheduled each year when the patio is installed and taken down. To schedule an inspection, please call 311 or 507-387-8600. Please note that the license to encroach holder/business owner must be present at the inspection. Before the patio can be opened each year, the business establishment must pass with written occupancy. The patio must be roped off to close the patio until the inspection is passed.

Sidewalk Cafe Elements

Typical sidewalk cafe elements include: barriers, planters, tables, chairs, umbrellas, menu display or sandwich board, heaters, and access points.

Chapter 1: Barriers

1.1 Barrier and Sidewalk Cafe Location

Barriers

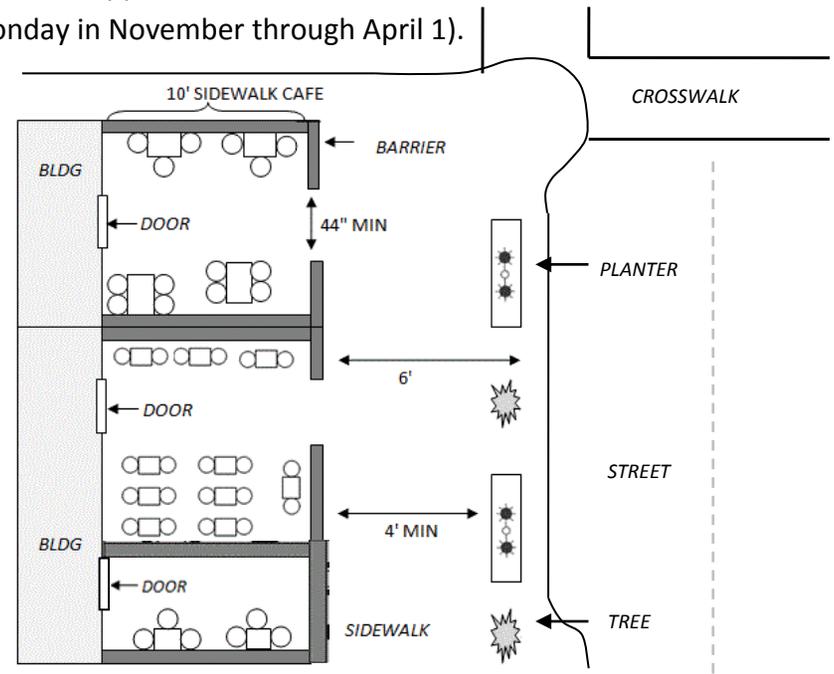
The sidewalk cafe area must have a visually appealing barrier (fence or planter) for sidewalk cafes serving alcohol. Sidewalk cafes not serving alcohol are not required to provide barriers. Barriers may be placed in the approved sidewalk area when the sidewalk cafe is open for business, but must be removed during the off-season (the first Monday in November through April 1).

Sidewalk Cafe Location

Sidewalk cafes must be adjacent to the food establishment operating them. The width of the sidewalk cafe is determined by the width of the sidewalk. Occupancy of the sidewalk cafe is determined by the number of seats in the cafe; there may be a small allowance for additional occupancy.

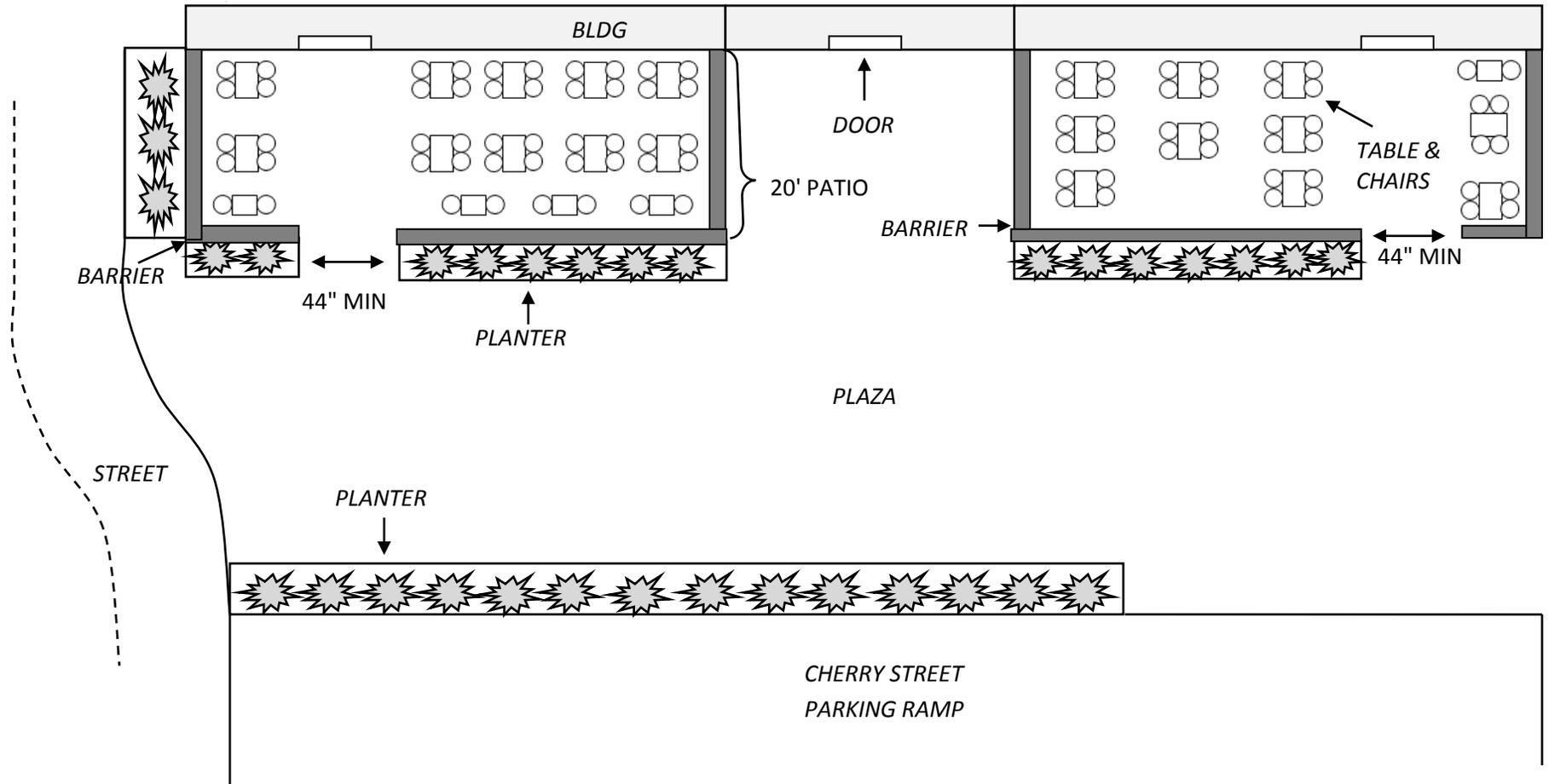
500 Block of S. Front Street

Sidewalk cafes along the 500 Block of S. Front Street require a minimum of 4 feet of pedestrian circulation between any street furnishings (trees, planters, light poles) and the sidewalk cafe barrier. Areas between the sidewalk cafe and the curbline without street furnishings will have a pedestrian circulation width of 6 feet. This allows sidewalk cafes to have a maximum width of 10 feet.



400 Block of S. Front Street

Sidewalk cafes along the 400 Block of S. Front Street are allowed a maximum width of 20 feet. Between the sidewalk cafe area and the Cherry Street Parking Ramp will be a plaza consisting of trees, ground level planters, and landscaping.



Example of the 400 Block of S. Front Street

- **Sectional Fencing:**

Sectional fencing must be of metal (aluminum, steel, iron, or similar) and must be of an earth tone color (either painted or stained); the use of fluorescent or other vividly striking colors is prohibited.

- **Planters:**

Planters cannot exceed a height of 3 feet in height and live plants cannot exceed a height of 6 feet in height. Planters can be made of treated and stained wood, metal (aluminum, steel, iron, or similar), ceramic or similar material; the use of fluorescent or other vividly striking colors is prohibited.

1.2 Barrier Materials and Installation

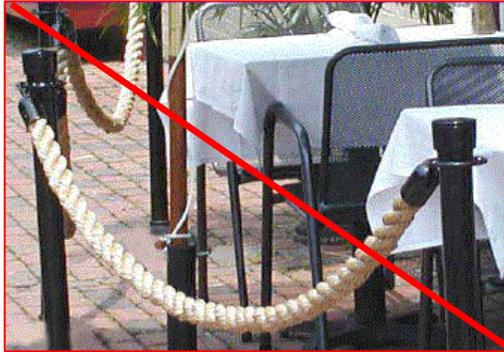
Acceptable Materials

All barriers must be free-standing, readily moveable, and may include fences and planters. Barriers may be anchored to the city sidewalk provided a railing anchoring system agreement is signed with the city engineering department. The anchoring system must be approved by the city prior to installation. Any cracking, chipping or other damage to the concrete caused by either the anchor, the railing mounting system or the railing system will be repaired by the city with means and methods that will restore the concrete to its original condition. The anchor must be sealed on the outside diameter surface to prevent water migration and the anchor and bolt must be below the concrete surface to eliminate any tripping hazards or hazards that will damage snow removal equipment. The anchors shall be covered with Never-Sees when the barrier is removed during the off-season. Barriers must be removed during the off-season (the first Monday in November through April 1). Plans for a seasonal sidewalk cafe operating during the off-season (the first Monday in November through April 1) may be submitted for review.



Prohibited Materials

Chain linked fencing, fabric inserts, chicken wire, rope, posts and stanchions, snow fencing, untreated woods, plastic, other materials not specifically designed as demarcation such as buckets, flag poles and waste receptacles and other forms determined to be inconsistent with the desired character of Mankato's City Center are prohibited. Use of fluorescent or other vividly striking colors are also prohibited.



Examples of unacceptable barriers. From Left to Right: rope and stanchion, chicken wire, and fabric inserts.

Installation

Barriers must be free-standing. Barriers are required to be removed during the off-season (the first Monday in November through April 1). Plans for a seasonal sidewalk cafe operating during the off-season (the first Monday in November through April 1) may be submitted for review.

1.3 Barrier Measurements

Height

Barriers must be durable, free-standing, and a height of 3 feet from the sidewalk surface.

Open Appearance

Fences must have an open appearance, at least 50% open, allowing patrons and pedestrians to see from the sidewalk cafe to the street and vice versa. Solid sheet fencing is prohibited.

Example of unacceptable fencing.



Example of acceptable fencing.



Maximum distance from Ground

The bottom edge of barriers must be a maximum of 6" above the sidewalk surface; this allows visually impaired pedestrians using a cane to note the barrier.

1.4 Pedestrian Circulation

All sidewalk cafes must leave at least 4 feet of unobstructed pedestrian circulation which must be maintained at all times.

1.5 Access, Security and Maintenance

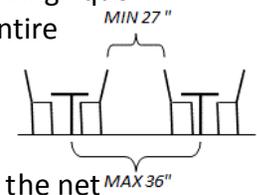
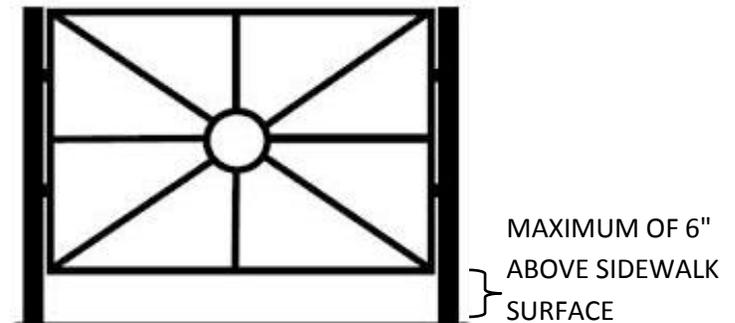
Sidewalk cafes serving liquor are also required to obtain a liquor license and a liquor license agreement pursuant to Chapter 4 of the Mankato City Code. The liquor license agreement must stipulate security measures that will be taken; below are security guidelines.

Location

Access to the sidewalk cafe should be located along the front or parallel edge of the establishment. Sidewalk cafes not serving liquor may have the entire perimeter of the cafe open. Sidewalk cafes serving liquor are required to have a barrier around the entire perimeter, however, there must be a minimum of 1 and a maximum of 2 clear entrances to the outdoor dining area.

Access Width

The opening shall line up with a public entrance to the main building. The total opening access width shall be no less than the net opening of all egress doors exiting through the patio. A maximum of two railing openings may be utilized to meet the requirement and each opening shall be no less than 44 inches wide. The total sum width of all openings shall be no more than 20 percent of the total length of the patio along the street frontage and not more than 10 feet in width for a single opening. The building official may vary the requirements based on provisions of the Building and Fire Codes. A 27 inch clearance space between the backside of chairs



must be kept free within the sidewalk cafe area. A 36 inch aisle between tables must also be maintained for handicap accessibility; chairs may be placed within the aisle provided the 27 inch clearance space is provided.

Security

The establishment is to ensure their patrons stay within the approved sidewalk cafe area. If the establishment is serving liquor, a proper liquor license and liquor license agreement must be obtained pursuant to Chapter 4 of the Mankato City Code. The licensee must take reasonable steps to ensure alcoholic beverages are consumed only by patrons of age and that alcoholic beverages remain within the sidewalk cafe area. Reasonable steps include use of a barrier, supervision of the sidewalk cafe by security/staff personal and/or surveillance by electronic monitors. Occupancy of the sidewalk cafe is determined by the number of seats in the cafe; there may be a small allowance for additional occupancy.

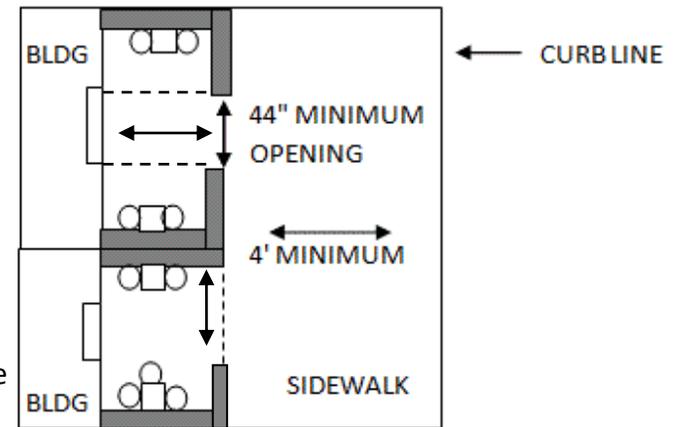
Maintenance

Sidewalk cafe barriers and furnishings must be kept clean and free of fading, corrosion, splinters, dents, tears, and chipped paint. The sidewalk cafe must be kept clean and clear of any trash or refuse. The sidewalk cafe must be swept daily within 2 hours after closing to remove all trash and debris. Establishments must inspect their premises from lot line to lot line, all adjacent streets, sidewalks and alleys adjoining their premise and sidewalks and alleys within 50 feet of such premise lot lines and must remove any trash, refuse or debris found thereon. Refuse is defined in Chapter 9, Section 13, of the Mankato City Code and includes gum, cigarette butts, cans, bottles, solid waste products or waste products, trash, litter, rubbish, organic wastes, etc.

The sidewalk surface must be cleaned regularly by use of non-toxic (water-based) cleaning agents to remove any beverage or food residue or gum on the surface. Establishments must also pay an annual fee as part of the license to encroach for cleaning and sealing of the sidewalk which will be estimated from the RS Means manual for maintenance.

1.6 Landscape Elements

Planters or planter boxes are attractive elements of sidewalk cafes. Planters and plant material must stay within the approved sidewalk cafe area and not encroach over the pedestrian passageway. Planter boxes and plant material within must be maintained and kept free from litter and debris throughout the entire time the planter boxes are present.



Maximum Height

Live plants shall not exceed a height of 6 feet above the level of the sidewalk.

Planted Materials

One pot or planter, a minimum of 12 inches in length/diameter, shall be required for every 4 feet of frontage and shall consist of live plants. Landscaping may be free-standing pots or in baskets securely attached to railing, top of fencing, etc. Planters must contain live plants, artificial plants are prohibited. Empty planters or planters with only bare dirt, mulch, straw, woodchips, or similar material are prohibited. Dead, dying, or unhealthy material is to be replaced with healthy material. Landscaping shall be installed by May 31 and shall be maintained through September 30.

Chapter 2: Furniture and Fixtures

2.1 Furniture and Fixtures

Furniture

Decorative plantings and quality furnishings help contribute to a dynamic urban space and the Design Guidelines are intended to maintain an attractive, high-quality and safe atmosphere for patrons and pedestrians. Establishments operating sidewalk cafes are to be mindful of the City Center character when choosing furnishings. A variety of furnishings are allowed which must be free-standing, matching, clean and free of fading, corrosion, splinters, dents, tears, and chipped paint. Sidewalk cafe furniture must also be constructed of durable materials, made for commercial use and regularly cleaned and maintained.

Fixtures

Cigarette receptacles must be provided in the sidewalk cafe and periodically emptied. Shelves, trash receptacles and serving stations are prohibited from being placed within the sidewalk cafe. Any lighting must be securely fastened and hung in a way that does not create a hazard.

Examples of acceptable cigarette receptacles made of metal.



Examples of unacceptable cigarette receptacles made of vividly striking colors and plastic.

Heaters

Heaters are allowed within the sidewalk cafe area but cannot encroach on the required 44 inch clear path of pedestrian access from the sidewalk cafe entrance to the building entrance.

2.2 Tables



Examples of acceptable tables for sidewalk cafes; metal, finished wood, iron.

Acceptable Materials

Tables must be constructed of durable materials, made for commercial use and properly maintained. Metal is the preferred material and small tables are encouraged as they provide more layout flexibility.

Prohibited Materials

Plastic tables, glass table tops, picnic tables and use of fluorescent colors are prohibited.

Examples of unacceptable tables for sidewalk cafes; plastic, unfinished wood, picnic table, glass table top.



2.3 Chairs

Acceptable Materials

Materials that are acceptable for chairs include use of finished wood, metal (steel, aluminum, iron, or similar). Upholstered material may be used, but must be maintained in a clean condition. All chairs must match by being visually similar in design.



Examples of acceptable chairs for sidewalk cafes; finished wood and metal.

Prohibited Materials

Plastic chairs, unfinished wood, and use of fluorescent colors are prohibited.

Examples of unacceptable chairs for sidewalk cafes; fluorescent colors and plastic.



2.4 Umbrellas

Materials

Umbrella fabric must be suitable for outdoor use and suitably anchored. Logos are allowed on umbrellas, and the umbrellas shall blend appropriately with the surrounding built environment.



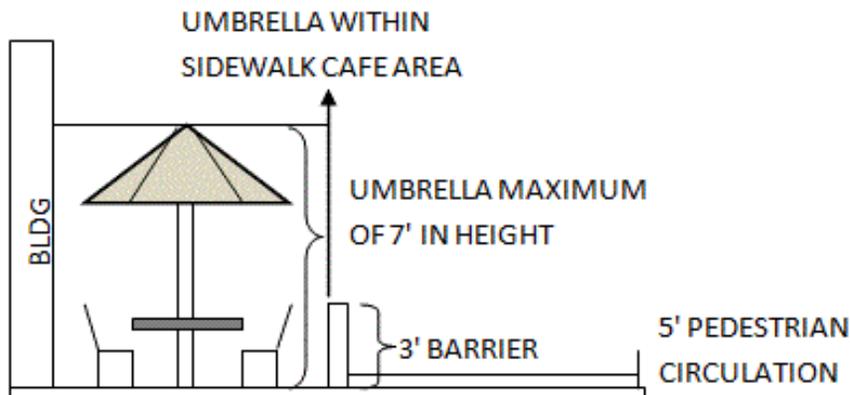
Examples of acceptable umbrellas for sidewalk cafes.

Height

Umbrellas should be no more than 7 feet above the sidewalk surface when opened.

Location

Umbrellas cannot project outside the approved sidewalk cafe area.



2.5 Awnings

Awnings that are temporary in nature must be retractable.

2.6 Sidewalk Coverings

The sidewalk cafe area must be uncovered to provide continuity with the adjacent public -right-of-way. Raised platforms and floor coverings (carpet or other flooring material constructed of fabric, canvas, wool, linoleum, nylon, vinyl, or covering intended to resemble turf) are prohibited.

2.7 Signage

Each establishment is allowed to have 1 sandwich board and 1 free-standing menu board reaching a maximum height of 4 feet. Sidewalk cafe barriers are allowed to include business identification and logo provided the identification and logo are part of the barrier construction and is limited to not more than 50% of the cumulative area. Barriers shall comply with City Code Section 10.87, Subsection 6 G, franchise architecture standards. Sandwich boards/menu boards may be placed within the approved sidewalk cafe area or immediately adjacent to the approved sidewalk cafe area provided the required 4 feet of pedestrian passageway is provided.



Examples of unacceptable signage. Signage cannot block pedestrian circulation.

Examples of acceptable sidewalk cafe signage.



Appendix

The following list are examples of metal fabrication companies in the Mankato area as well as vendors selling fencing:

- Media Advantage, Inc: <http://www.awningsnewyork.com/Sidewalk.Partitions.Barricades.asp>
- Media Advantage, Inc: <http://www.awningsphiladelphia.com/commercial/sidewalk-partitions-barricades.html>
- CAB Construction: (507) 625-2233 - 1532 1st Avenue, Mankato, MN 56001 <http://www.cabconstruction.com/>
- Corchran, Inc: (507) 835-3910 - 1340 S. State Street, Waseca, MN 56093 <http://www.corchran.com/>
- Dittrich Mechanical & Fabrication Inc: (507) 388-4675 - 101 Kingswood Drive, Mankato, MN 56001
- Jones Metal Products: (507) 625-4436 - 3201 3rd Avenue, Mankato, MN 56001 <http://www.jonesmetalproducts.com/>
- Pro Fabrication, Inc: (507) 243-3441 - 201 First Street, Madison Lake, MN 56063 <http://www.pro-fabrication.com/>
- Unit Step Form Company, Inc: (507) 642-3181 - 1010 2nd Street SW, Madelia, MN 56062 <http://www.unitstep.com/>



License to Encroach Checklist for Patio

- **1. License to Encroach Application:** A license to encroach application must be completed to allow the patio to be located on the City right of way. Must provide basic information about the establishment including which months the unenclosed area would be operating, hours of operation, security provisions and sanitary facilities arrangement for the unenclosed area.
- **2. Liquor License and Non-Enclosed Premises:** If liquor will be served in the patio, a new or existing liquor license in connection to the establishment is required. A liquor license agreement and an application for a non-enclosed premise must also be completed.
- **3. Site and Landscaping Plan:** A scaled site plan showing the proposed sidewalk cafe area including specific measurements shall be submitted with the license to encroach application. The site plan shall include placement of tables and chairs and location of landscaping. A minimum of 1 pot or planter of at least 12 inches in length/diameter shall be placed for every 4 feet of frontage of the sidewalk cafe barrier. Landscaping shall be installed by May 31 of each year and shall match the submitted plan.
 - *Site and Landscaping Plan:* A drawing of a property as seen from above. Plan should include layout of tables and chairs, location of landscaping, and proposed location of sidewalk cafe barrier, if applicable. Choose a standard scale and note the numeric scale used on the plan (example 1" = 20 feet).
- **4. Photos or Drawing of Tables and Chairs:** Photos or graphic representation, including colors and materials, of tables and chairs shall be submitted with the license to encroach application.
- **5. Building Permit Application:** A building permit application shall be submitted along with the site and landscaping plan. Construction of the patio may commence after the license to encroach/liquor license is approved and the building permit is issued.
- **6. Annual Inspection:** An annual inspection shall be scheduled each year when the patio is installed and taken down. To schedule an inspection, please call 311 or 507-387-8600. Before the patio can be opened each year, the business establishment must pass the annual inspection.