



Department of Planning & Community & Economic Development

## Economic Development Division

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### Office of Business Resources

Dan Kennelly, Manager  
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To:

From: Meghan Blake-Horst, Street Vending Coordinator

Date: May 30, 2018

**Subject: Encroachment Agreements, Leases and Sidewalk Café Licenses**

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Dear \_\_\_\_\_,

You are receiving this letter because your business has an outdoor patio area permitted by a Lease or Encroachment Agreement with the City. In order to streamline our process and create more consistency with all businesses, next year the City will be eliminating Leases and Encroachment Agreements and will require all outdoor patios on public space to be granted through a Sidewalk Café License.

This change will eliminate the potential double billing of fees for property owners/tenants and allow for consistent enforcement of café rules and regulations. The City may also consider installing a tree(s) or other foliage in or around the current café area.

Beginning in 2019, Encroachment Agreements or Leases will be terminated. In order to operate an outdoor seating area, your business will be required to apply for a Sidewalk Café License and will be subject to all sidewalk café requirements. To operate an outdoor seating area next year, **you must apply for a Sidewalk Café License before April 15, 2019.**

#### How this applies to your Property/Lease:

- Existing Encroachment Agreements and Leases will be terminated on or before April 15, 2019.
- A Sidewalk Café License will need to be secured prior to putting any equipment on the sidewalk. (application due April 15)
- Café furniture and enclosures will all be required to come in at night (30 minutes after close).
- All café furniture and enclosures must meet Sidewalk Café License requirements and cannot be bolted to the ground.
- All alcohol must be off tables by 1am.
- A new scale drawing including the space that was under the encroachment agreement or lease will need to be produced.
- All sidewalk café areas will be subject to the regulations in Madison General Ordinance 9.13. More information can be found at by visiting [www.cityofmadison.com/streetvending](http://www.cityofmadison.com/streetvending) and clicking "Sidewalk Cafes".

In the next few weeks, a City Staff person will get in touch to schedule a meeting with you to review how these changes will affect your business. In the meantime, feel free to contact me with any questions. My contact information is below.

Thank you,

Meghan Blake-Horst  
Street Vending Coordinator  
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