



City Administrative Order 20-01 Temporary Outdoor Customer Service Areas

Pursuant to Mayoral Proclamation and Shakopee City Council Resolution (R2020-044), the City of Shakopee has declared a Peace Time Emergency due to the COVID-19 Health Pandemic.

In furtherance of the federal, state and local government response, there is a need to provide multiple additional and alternative customer service areas on commercial sites in order to limit forward facing exchanges between customers and employees, and to promote physical and social distancing between persons engaged in business activities within the City.

Effective immediately, and notwithstanding any city code provision to the contrary, any business located in a commercial or industrial zone may establish drive-up or drive-thru areas, customer ordering, waiting or pick-up areas, or customer seating or service areas on its property to facilitate safe commercial activity conducted consistent with federal and state orders or guidelines and in accordance with the following:

1. The temporary outdoor use may occur in parking areas or green space without the need for a variance. However, if the business is not the fee owner of the property used by the business for the temporary outdoor use, any temporary outdoor use must have written approval from the fee owner of the premises.
2. No city permits are required prior to establishing these customer areas, but operators must prepare a traffic management plan and provide on-site traffic and operational management. Customer waiting or service areas must not impede sidewalk usage nor block disabled person parking spaces or ramps, nor shall any activity create nuisance conditions for abutting properties.
3. On-site signage and storage is authorized as well as limited on-site directional signage. Temporary tables, tents and sun shelters may be erected, but any structure requiring state building and fire code permits must submit plans and permit applications for accelerated review by city staff.
4. Any business using an outdoor space is responsible for providing waste receptacles and ensuring the area is free of litter.
5. If liquor is to be dispensed or consumed in the proposed temporary customer areas, the licensee must obtain a modification to their defined premises area in their liquor license.
6. City Staff will allow use of public parking spaces for use by restaurants after June 1st. These requests must be coordinated through the City of Shakopee Public Works Department.

The terms and conditions of this order may be modified or clarified by subsequent order and those changes may have a retroactive effect.

This order will remain in effect until repealed by subsequent city administrator order or council action, or until the termination of the state of emergency. Effective this 20th day of May 2020.

William H. Reynolds
City Administrator