



## **Downtown Outdoor Dining Furniture Grant**

### **Program Guidelines**

#### *Purpose*

Downtown Outdoor Dining Furniture Grant Program provides a grant for Downtown businesses to utilize outdoor dining in the City's on-street and/or sidewalk right-of-way areas. The Outdoor Dining Furniture program is designed to help invest in high-quality furniture to complement and enhance Downtown revitalization efforts.

#### *The Program*

Downtown restaurants or eating establishments that desire to use the City's public right-of-way for outdoor dining can apply for grant funds to purchase the necessary equipment. To help defer some of the costs for implementing these standards, the program contains the following components:

1. The City will grant funds to businesses on a first-come, first-serve basis. In the 2009/10 fiscal year, the program has a budget of \$10,000. Subsequent annual funding will be determined through the City's Operating Budget review process.
2. Funds will be granted to individual businesses to assist in the purchase of furniture for outdoor dining that is to be used in the street and/or sidewalk right-of-way area. Grants (up to \$2,500 per business) will be provided to reimburse businesses for the cost of purchasing outdoor dining furniture once every three years. Any expenditure that exceeds the grant amount shall be the sole responsibility of the applicant(s). At a minimum, four businesses in the first year will benefit from the Program. Funds remaining in the grant pool at the end of the Fiscal Year will not be extended or rolled over into the following Fiscal Year.
  - a. The business receiving the grant will be required to utilize the street and/or sidewalk right-of-way for an ongoing, consistent basis subject to approval of all required permits. For example, fencing and furniture shall be set up and not moved from April to October, and removed and stored from November to March.
  - b. The business will be responsible for selecting a vendor to purchase the furniture, and the furniture must meet the standards and procedures outlined in the City's Municipal Code Chapter 17.900. For the flex dining zone (use of on-street parking stalls) as defined by the Downtown Specific Plan, businesses will be required to enclose the use area with decorative concrete planters and three (3) foot high barriers so as to protect the area from vehicular traffic. In addition, tables, chairs, umbrellas, and merchant carts placed within the street and sidewalk right-of-way area will be required to comply with the design standards set forth in the City's Municipal Code Chapter 17.900 (Standards for Outdoor Dining Uses in Public Right-of-Way) and design depictions must be submitted with design review application in order to ensure high quality design and materials used.

- c. If the business ceases operation after the first year of receiving a grant, the furniture purchased with grant funds can be transferred by the grantee to another program applicant with the approval of the Economic Development Manager or other City designee overseeing the implementation of the program. If the operation ceases within a year of the grant being received, the City may request reimbursement of the grant funds, or request that the furniture purchased with the grant funds become the property of the City of Brentwood. In this instance, the City could reassign the furniture to other program applicants. Repayment of any funds will be reinvested into the program to aid additional businesses and extend the life of the program; or at the discretion of the Economic Development Manager, or other City designee overseeing the program, could be used to fund other Downtown development incentive programs.

#### *Eligibility*

Applicants must operate a business on the ground floor within the Downtown Core District zone as defined by the Downtown Specific Plan. The applicant is required to have a current City business license and must verify that there are no code enforcement actions currently active against the building or business.

#### *Participation Agreement*

Applicants shall be required to execute an Agreement after approval of their grant application package and after applicants pay any permits required for outdoor dining.

#### *Eligible Equipment*

Items eligible for grant funds include tables, chairs, umbrellas, umbrella stands, fencing, portable heaters, and large planter pots. Furniture and other items must meet the design standards set forth in the City's "Standards for Outdoor Dining in Public Right-of-Way" (Municipal Code Chapter 17.900).

#### *Ineligible Equipment*

Ineligible items for grant funds include, but are not limited to, plastic furniture, bollards, table top accessories and application and permit fees and bonds.

#### *Questions?*

Please contact Donald Kwong, Senior Redevelopment Analyst, or Hazel Wetherford, Administrative Assistant II, at 516-5405.

#### **APPLICATION CHECKLIST**

- Business Incentive Application.
- Administrative Design Review Application to be submitted to the Planning Division for approval of the outdoor dining furniture.
- Plot plan of the outdoor area to be used in front of the business.
- Plot plan how the proposed outdoor furniture, protective planters, and/or fencing will be placed.
- Detailed information of the outdoor furniture to be purchased.
- Hours of operation and days of the week the outdoor area will be used.



**CITY OF BRENTWOOD ECONOMIC DEVELOPMENT DIVISION  
REDEVELOPMENT AGENCY OF THE CITY OF BRENTWOOD**

**BUSINESS INCENTIVE APPLICATION**

Return application package in person to 118 Oak Street or by mail to 708 Third Street, Brentwood, CA 94513. Facsimiles will not be accepted.

**BUSINESS PROFILE**

BUSINESS NAME: \_\_\_\_\_

BRENTWOOD BUSINESS ADDRESS: \_\_\_\_\_

NATURE OF BUSINESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ YEAR BUSINESS ESTABLISHED: \_\_\_\_\_

**APPLICANT**

APPLICANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**PROPERTY OWNER(S) (If more than one, list all owners information on separate sheet)**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**ECONOMIC INCENTIVE PROGRAM APPLICATION(S)**

Please review individual program guidelines for information to submit with this application, and check the box for each program for which you are applying.

- Façade Improvement Grant  Outdoor Dining Furniture Grant

Application packages without all the information requested in the individual program guidelines will not be processed until the application submittal is complete.

**BUSINESS OWNERSHIP**

- Proprietorship  Limited Partnership  
 General Partnership  Not for Profit

Other (define): \_\_\_\_\_

The Assessor Parcel Number of this property is: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(this information is listed on the property tax form)

City of Brentwood Business License Number: \_\_\_\_\_

List Date of Lease Expiration, if applicable (MM/DD/YY): \_\_\_\_\_

**CERTIFICATIONS**

I/We have read and understand the Program Guidelines and accept these qualifications and conditions. I/we authorize the Redevelopment Agency and/or the City of Brentwood staff the ability to inspect the property in relation to this application.

I/We certify that I/we are qualified and will abide by such conditions set forth in this application and all reasonable conditions which may be issued by the Redevelopment Agency and/or the City of Brentwood in the implementation of this project.

I/We certify that the owner of the property is the owner of record and that there are no current code enforcement actions pending against this property. If application is being submitted by a tenant, property owner agrees to proposed improvements.

INFORMATION PROVIDED WITH THIS APPLICATION WILL BE USED ONLY TO DETERMINE ELIGIBILITY FOR THE PROGRAM AND GRANTING OF FUNDS. APPLICATIONS WILL BE PROCESSED ON A FIRST COME, FIRST SERVE BASIS.

**PLEASE SIGN AND DATE:**

I/WE GIVE MY/OUR PERMISSION TO THE REDEVELOPMENT AGENCY AND/OR CITY OF BRENTWOOD TO REQUEST THE RELEASE OF ANY INFORMATION THAT WILL VERIFY MY/OUR ELIGIBILITY TO RECEIVE A GRANT UNDER THE FAÇADE IMPROVEMENT GRANT PROGRAM OR THE OUTDOOR DINING FURNITURE GRANT PROGRAM. I/WE DECLARE UNDER PENALTY OR PERJURY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.

DATE: \_\_\_\_\_ Applicant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_ Property Owners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**FOR OFFICE USE ONLY**

COMPLETE APPLICATION RECEIVED DATE: \_\_\_\_\_

PROJECT IS:  ELIGIBLE  LOCATION INELIGIBLE  SCOPE INELIGIBLE

STAFF SIGNATURE OF APPLICATION APPROVAL: \_\_\_\_\_

CLIENT/CASE NUMBER: \_\_\_\_\_