



# CITY OF DUBLIN

## OUTDOOR OPERATIONS GRANT PROGRAM OVERVIEW

### ROUND THREE



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#### Program Description

The Outdoor Operations (OO) Grant Program assists local eating and drinking establishments and retail establishments in Dublin looking to provide outdoor seating or operations. The program will reimburse a variety of eligible expenses related to permanent outdoor operations incurred by the business.

#### Grant Opportunities

There are two grant opportunities available for eligible businesses with approved Planning permits, which include:

- Grants of up to \$50,000 for improvements that fall under the permanent outdoor operations category, or
- Permit fees, which include staff costs to process a permit related to outdoor operations who may not wish to pursue grant funding.

#### Business Eligibility Requirements and Restrictions

Under the OO Grant Program, eligible establishments:

- Must have an approved Site Development Review Waiver (SDRW) for outdoor seating/operations;
- Must be physically located in the City of Dublin;
- Must possess a valid City of Dublin Business License);
- Must be in good standing with the City;
- Must be an eating or drinking establishment (i.e., restaurant, bakery, bar, brewery, café, coffee/tea, etc.) or a retail establishment (which sells goods/merchandise to the general public) (considered on a case-by-case basis);
- Must Not be a corporately owned chain/franchise store; and
- Must Not be a home-based business or hotel.

#### Examples of Eligible Expenses

Under the OO Grant Program, examples of eligible expenses include, but are not limited to, the following:

- Furniture;
- Shade sails, umbrellas, and other weather protection;
- Lights, heaters, safety barricades, etc.;
- Physical improvements to install a take-out/pick-up window, patio, deck, shade structure, wheelchair-accessible ramp, etc.;
- Digital technology equipment and/or services (i.e., online or contactless ordering or payment systems, upgrades to Wi-Fi, etc.) (limit of up to \$5,000);
- City application fees (Staff time and materials);
- Dublin San Ramon Services District sewer capacity fees on a case-by-case basis; and
- Cost of architecture/design services, etc. (available only to permanent outdoor operation applicants with a limit of up to \$5,000).



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#### Program Timeline

The Program application is open via a referral process through the Planning Division as eligible establishments apply for their permitting. The Program will be open until program funds are exhausted.

#### Process Steps

The process steps must be completed in the order outlined below.

1. **Community Development Department Review.** Your application will be referred to the Community Development Department for Staff review before being approved or accepted into the grant program. Businesses can apply for a Site Development Review Waiver (SDRW) or Site Development Review (SDR) for permanent outdoor operations.

Applicants will meet with representatives from Planning to review the permit process and answer any questions the applicant may have. At that time, the applicant should determine if they need to complete a Site Development Review application or Site Development Review Waiver. A Site Development Review Waiver can be submitted if the applicant will submit designs aligned with the Outdoor Seating Design Guidelines.

Depending on the scope and complexity of the project, applicants may also have to connect with representatives from Building, Fire, and/or Public Works.

**Site Development Review Waiver Application (In perpetuity)** - The applicant is responsible for submitting a SDRW application, outdoor seating checklist, and project plans through the Planning Division and ensuring that all conditions in the [Site Development Review Waiver Request Application Form](#) are met.

**Site Development Review Application (In perpetuity)** - The applicant is responsible for submitting a [Planning Application form](#) and ensuring all items required on the SDR Checklist is submitted.

These processes will include submitting project plans prepared by a licensed architect to the Planning Division. If a Building Permit is required, the applicant is responsible for submitting plans that meet all Code requirements to the Building Division.

2. **Submit a Grant Application.** Once an SDR or SDRW has been approved, Staff will send over a grant application form to complete. The business owner must submit a completed OO grant application detailing all planned improvements and an itemization of planned purchases that includes the price and quantity of each item, and the total project cost. Be as specific as possible. Not all items may be eligible. OED Staff will review the list to determine the eligibility of each item. **Note:** *Grant funds will not be reserved until an SDR or SDRW is approved and the City has received a complete grant application.*
3. **City Staff Application Review.** As part of Steps 1 and 2 above, Economic Development Staff will review the application with the applicant, discuss the scope of work, determine a timeline, and review the remaining process for the grant.



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4. **Complete Project Work.** After receiving all required approvals and permits, the applicant shall complete the improvements within six (6) months for permanent outdoor operations. The applicant shall be responsible for contacting Economic Development Staff to request an extension if necessary; an extension is not guaranteed.
  
  5. **Disbursement of Funds.** Grant reimbursement funds will be disbursed once the project has been completed and approved by designated City Departments; this may take 4-6 weeks.