



City of Dublin

Outdoor Operations Grant Program Overview

Round Two



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 long-term temporary or permanent outdoor operations incurred by the business. For this program, long-term temporary is considered outdoor seating that is permitted until September 30, 2023, and permanent outdoor operations is outdoor seating that would extend in perpetuity.

Grant Opportunities

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

- Mini-grants up to \$10,000 for improvements that fall under the long-term temporary category,
- 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, eating and drinking establishments:

- Must have an approved Temporary Use Permit (TUP) or 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;
- Tents, canopies, shade sails, umbrellas, and other weather protection;
- Lights, heaters, Plexi-shield, 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 Temporary Use Permit (TUP) for outdoor operations through September 30, 2023 or a Site Development Review Waiver (SDRW) for permanent outdoor operations. For the purpose of the Outdoor Operations Grant Program, an eligible business may only apply for either a TUP or SDRW, but not both. The process for each of these permits are slightly different and are both described below.

Temporary Use Permit (through September 2023) - Applicants will meet with representatives from the Planning Division to review the permit process and answer any questions the applicant may have. The applicant is responsible for submitting a TUP application, certificate of insurance, and project plans to the Planning Division and ensuring that all conditions in the [COVID-19 Relief Temporary Use Permit Application](#) are met.

Site Development Review Waiver Application (In perpetuity) - Applicants will meet with representatives from Planning and Building to review the permit process and answer any questions the applicant may have. 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.

This process 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 a TUP 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 a TUP 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, OED 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 two (2) months for long-term temporary outdoor operations and six (6) months for permanent outdoor operations. The applicant shall be responsible for contacting OED 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.