

Community Redevelopment Agency (CRA) Sidewalk Café Incentive Program

Purpose:

The Downtown Orlando Community Redevelopment Area Plan (DTOutlook) emphasizes the need for the CRA to pursue opportunities to enhance outdoor dining and furnishings and pedestrian oriented streetscapes. Additionally, the Plan calls on the CRA to encourage the retention and continued operation of existing businesses. This program is designed to encourage downtown businesses to enhance their outdoor sidewalk café spaces to promote a lively, vibrant and consistent streetscape.

The Sidewalk Café Incentive (S.C.I.) Program offers financial assistance to qualified property owners or tenants seeking to make outdoor sidewalk café improvements. Sidewalk cafés bring a vibrancy to our community and provide a welcoming place for people to meet, relax and dine. Encouraging downtown properties to add or enhance their sidewalk cafés will be beneficial to citizens and attract more people to downtown Orlando.

Grant Structure:

The CRA will oversee the S.C.I. Program. Businesses with valid sidewalk café permits from the City of Orlando which are located within the CRA shall be eligible for funding to purchase and install sidewalk café improvements. The CRA will assist up to \$5,000 or 50% of the total cost of eligible products, whichever is less.

Funding is based on budget availability and will be considered on a “first come, first served” basis. The filing of an application does not guarantee funding. Additionally, no grants will be awarded retroactively, which means that funding will not be awarded for eligible products purchased before the application date.

Successful grantees will acquire and install the eligible sidewalk café improvements. The contractor(s) used by the grantees must be licensed and insured. The CRA will not be responsible in any manner for the selection of a contractor. A property owner and/or tenant should pursue all activities necessary to determine contractor qualifications, quality of workmanship, and reputation. The property or business owner will bear full responsibility for reviewing the competence and abilities of prospective contractors and secure proof of their licensing and insurance coverage.

Applications will be reviewed for completeness and compliance with program requirements. Projects that do not comply with the program requirements and conditions will not be eligible for funding. An authorized corporate officer or partner(s) of the applicant’s business must sign the application, in addition to the property owner(s), if the applicant is a tenant.

In order to ensure that funds are available, eligible products must be purchased within one (1) year of the effective date of the funding agreement. Extensions may be granted by the Executive Director of the CRA given just cause by the applicant (e.g., contractor delays, acts of God, etc.). All grant funds shall be issued to the grantee on a reimbursement basis only. Additionally, the applicant may need to secure permission from the City for the installation of eligible products.

Grant Application Requirements:

Applications for grants shall meet the criteria outlined below:

1. Properties must be located within the Downtown CRA (see exhibit B).
2. S.C.I. Program grants shall only be awarded for properties that contribute to the CRA through the payment of ad valorem taxes.
3. All proposed improvements must meet the requirements of the Appearance Review Board

(ARB) or, if a landmark property or located within a historic preservation district, the Historic Preservation Board (HPB), if applicable, as well as all other City Code requirements. Approvals or Certificates issued by the ARB or HPB do not guarantee approval of a S.C.I. Program grant.

4. Applicants must have a valid sidewalk café permit from the City of Orlando.
5. Successful applicants must enter into a Funding/Grant Agreement with the CRA.

Use of Incentive Funds and Requirements:

The items listed below and meeting the requirements listed below are eligible for funding under the S.C.I. Program (“Allowable Improvements”). Applicants may not request funding to be used towards other sidewalk café items that are not listed below to be approved for funding.

1. Partitions/Barriers

The Partitions/Barriers must include the following requirements but not limited to:

- a. Must be able to take down easily and durable
- b. Must be resistant to scratches and fading
- c. Must be metal material and weather-resistant
- d. Must be black
- e. Must be of the consistent pattern approved by the Executive Director of the CRA

2. Sidewalk Café Furniture

The Sidewalk Café Furniture (tables, chairs, umbrellas, and umbrella stands) must include the following requirements but not limited to:

- a. Must be moveable and designed for the outdoors
- b. Must be commercial grade, sturdy, weatherproof and durable material
- c. Must be black

3. Trash Receptacles

The Trash Receptacles must include the following requirements but not limited to:

- a. Must be moveable and designed for the outdoors
- b. Must be commercial grade, sturdy, weatherproof and durable material
- c. Must be black

4. Portable Heaters

The Portable Heaters must include the following requirements but not limited to:

- a. Must be moveable and designed for the outdoors
- b. Must be commercial grade, sturdy, weatherproof and durable material
- c. Must be black

5. Decorative Planters

The Planters must include the following requirements but not limited to:

- a. Must be moveable and designed for the outdoors
- b. Must be commercial grade, sturdy, weatherproof and durable material
- c. Must be black
- d. Must be located within the frontage zone as shown on exhibit A

6. Fabrication Costs and Fees

Fabrication Costs and Fees for the installation of Allowable Improvements are eligible under the program, including the following:

- a. Design Costs
- b. Labor Costs
- c. Material Costs
- d. Fabrication Costs
- e. Permitting Fees

Receipt of funding under the Sidewalk Café Incentive Program shall not affect eligibility for other City of CRA programs, including the Downtown Commercial and Residential Building Improvement Program to make additional improvements not qualified under this program.

Disbursements:

Funds will be disbursed by check payable to the grantee upon (1) upon certification of completion of the Allowable Improvements (2) upon verification by the S.C.I. Program Coordinator that the work was completed as proposed in a satisfactory and professional manner and (3) provision of receipts for payment for such Allowable Improvements and lien releases from any contractors. Funds will not be disbursed on projects that are not in accordance with the approved plans. All grant funds shall be issued to the grantee on a reimbursement basis only.

Funding:

The Executive Director of the CRA, by virtue of these guidelines, has the authority to approve and sign funding agreements on behalf of the CRA for assistance totaling \$5,000 or less. The Executive Director, at his or her discretion, may present any and all funding agreements to the CRA for approval. Such funding is subject to funding availability in any given fiscal year. The CRA may, from time to time at its discretion, establish annual funding for the program.

Disclosure:

The CRA expressly reserves the right to reject any and all applications or to request additional information from any and all applicants and grantees. The CRA retains the right to deviate from the program guidelines, or amend the program guidelines, agreements, and application procedures. The CRA also retains the right to display and advertise properties that receive matching funds under this Grant.

Exhibit A
Street Diagram

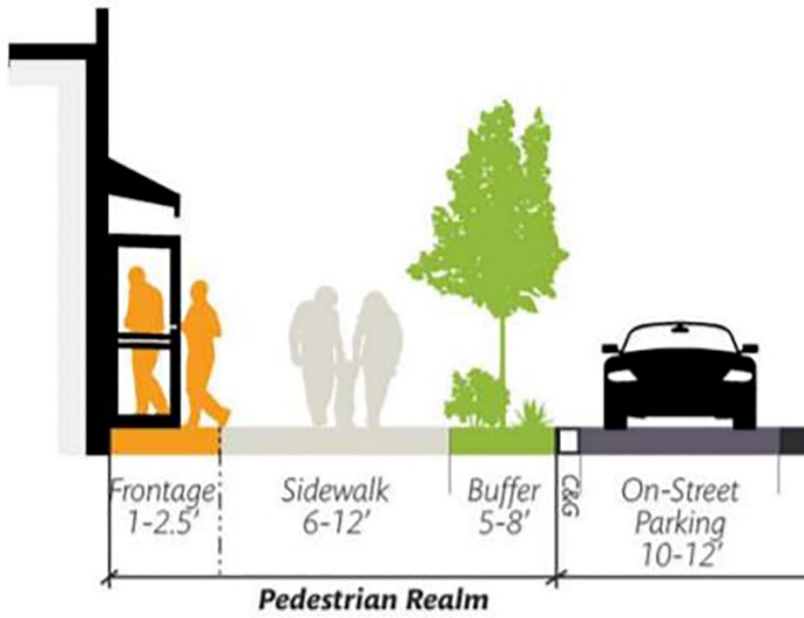


Exhibit B
Program Map

