



Downtown Sidewalk Café Furniture Grant Program

Program Description

Downtown Lansing Inc. (DLI), in conjunction with its Design Committee, has developed a Sidewalk Café Furniture Grant Program to encourage sidewalk café improvements to further enhance a friendly, inviting atmosphere while supporting our restaurants within District A of the Principal Shopping District (PSD) that have been hit hard by COVID and capacity restrictions.

This is a discretionary grant designed to enhance character and appeal that is symbolic and unique to the business. The Program makes available one-time grants of up to \$1000 maximum per grant for sidewalk cafe furniture and/or decorative fencing specified in an approved site plan from Downtown Lansing Inc.'s (DLI) Business Extension Permit. Unfortunately, due to the great need, no grants will be awarded to cover 100% of the cost of the furniture and/or fencing. DLI has established funding for the Sidewalk Café Furniture Grant Program through its Fiscal Year 2023-2024 budget. Grants are available on a first-come, first-serve basis. **Grant applications will also be accepted on a first-come, first-served basis through July 1, 2024.**

Eligibility

An applicant for the Sidewalk Café Furniture Grant must meet all the following criteria to be eligible for the grant:

- Applicant is a property owner or tenant operating a business within the "A" District of the PSD.
- Applicants must have all property (real and personal) taxes and utilities obligations to the City of Lansing be paid in full to date. The applicant must submit the attached Lansing Treasury Information Request Form stating that the applicant is not delinquent on any debts owed to the City of Lansing. The completed form must be faxed to the Treasurer's Office at (517) 483-6084.
- There must not be any pending litigation against the city by the applicant. The applicant must complete and submit the attached form, Affidavit for Downtown Lansing Sidewalk Café Furniture Grant Program.
- All state and local code and licensing requirements for the business have been

met.

- Applicant has submitted a completed Sidewalk Café Furniture Grant application to DLI guidelines (i.e. size, width of sidewalk for ADA requirements, etc.)

Layout

The layout and orientation of furniture should be chosen according to the extent and shape of the available space. The management is responsible for ensuring patrons maintain furniture within the boundaries of the approved seating area. In curbside locations, for safety reasons, chairs must not be placed with their backs to the curb.

Enclosure

Sidewalk cafes should enrich the pedestrian experience and public life and be accessible to all users. Therefore, they must present an open, inviting image and be easily accessible from the pedestrian walkway, meeting ADA accessibility requirements.

Decorative Fencing

Low screens which delineate the outdoor dining area are permitted but full-height solid screens are not. Proposals for the use of framed fabric, or any other style of low-height barriers, including planter boxes, are to be submitted to DLI Staff and the Design Committee for approval before installation. Decorative fencing may be considered between adjoining café areas to separate the areas.

Umbrellas and Shade Structures

Umbrellas are appropriate for providing shade and shelter, however, umbrellas and other shade structures must:

1. Be properly secured to ensure that they are always securely fixed to withstand the effects of wind. Fixtures that penetrate or damage the pavement will not be permitted.
2. Be removed or closed in extremely windy conditions and must be removed when the outdoor seating area is not in use.
3. Not encroach on, or interfere with pedestrian movement, and must be at least 7 ft. above the ground level.
4. Be manufactured from fire retardant materials if placed adjacent to a heating device.
5. Be maintained in sound and aesthetically



- acceptable condition.
6. Only have advertising on umbrellas if it complies with the advertising and signage

Furniture Style

Outdoor furniture should make a positive contribution to the street environment. A furniture style that is practical and elegant and integrates well with the surrounding cityscape is encouraged. All furniture items, including umbrellas, will be subject to the Design Committee's approval, as stated in the application.

Applicants are encouraged to select furniture that is compatible with the design and quality of the style range included in this document. Favorable consideration may also be given to well-designed, creative, and individual alternatives.

Structure

The furniture should be strong, durable, waterproof, weather-resistant, and designed for commercial outdoor use. The design must not contain parts that are likely to cause damage to the pavement. Public safety and comfort must be considered. Care should be taken with any sharp edges, hinges, or other moving parts to ensure that they do not present a potential hazard to their users.

Colors

Furniture color schemes need to be part of any application. White table surfaces, chair seats and backs and umbrellas are discouraged due to the tendency for rapid deterioration and discoloring in the urban environment.



Grant Application, Review and Award Process:

Step 1. The Sidewalk Café Furniture Grant Program description, guidelines, grant application and attachments are available at DLI.

Downtown Lansing Inc.

112 S. Washington Sq.

Lansing, MI 48933

(517) 487-3322

audrey@downtownlansing.org

Step 2. Grant applications can be made in conjunction with a Business Extension Permit application. If an applicant has an approved Business Extension Permit, the applicant must submit a copy of the permit with the grant application. The Business Extension permit must be approved before a Sidewalk Café Furniture Grant can be awarded.

Step 3. Applications can be submitted at any time throughout the year. Grant funds are limited and are distributed on a first-come, first-served basis.

Step 4. Completed applications should be submitted to Trevor Benoit, Downtown Design & Planning Director. Applications can be dropped off the DLI office or emailed at the address listed in Step 1, to audrey@downtownlansing.org

Step 5. The Design Committee will review the grant application for compliance with program requirements and guidelines. The Design Committee will make recommendations to the DLI Executive Director as to the approval or denial of the application and, if applicable, the dollar amount of the grant award. (Note: the Design Committee meets on the Last Thursday of the month to review grant applications.)

Step 6. Via written correspondence, DLI staff notifies the applicant of the Design Committee's decision relative to the Sidewalk Café Furniture Grant application. If the Design Committee decides to award the grant, the steps below shall apply.

Step 7. The applicant may install sidewalk café furnishings prior to the Design Committee's decision on the Sidewalk Café Furniture Grant application and after approval of the Business Extension Permit. However, in doing so, the applicant acknowledges that there is no guarantee of a grant award and that the cost of the furnishings will be borne solely by the applicant if the Design Committee does not award a grant.

Step 8. If the Design Committee does not approve the initial café furniture proposal, a written letter will be provided outlining the requested changes. The proposed changes can then be submitted for a second review.

Step 9. DLI will reimburse the applicant for those furnishings specified in the Sidewalk Café | Furniture Grant application upon satisfaction of the following:

- Proof of approved Business Extension Permit.
- Proof of purchase and payment for specified furnishings. For example, receipts or invoices marked paid in full by the vendor.
- Inspection of the sidewalk café furnishings by the Design Committee for consistency with the information provided in the completed Sidewalk Café Furniture Grant application; and Executed grant agreement between the applicant and the DLI Executive Director.

The café furniture must be completed and installed within 30 days of receiving written approval of the grant award.

For more information on the Sidewalk Café Furniture Grant Program or to schedule a pre-application meeting for your sidewalk café site plan or grant application, please contact the DLI Office.



Downtown Lansing Sidewalk Café Furniture Grant Program Application

SECTION ONE – GENERAL INFORMATION

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____ Email: _____

_____ Fax: _____

I am the: Building Owner Tenant/Business Owner

Sidewalk Café Business Information

Business Name: _____

Physical Address: _____

Property Owner Information

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____ Email: _____

_____ Fax: _____

SECTION TWO – FURNITURE INFORMATION

Tables: _____ Vendor: _____

Chairs: _____ Vendor: _____

Umbrellas: _____ Vendor: _____

Decorative Fencing Vendor: _____

Attach pictures indicating furniture and decorative dimensions, colors, materials, etc.

Attach pending or approved Business Extension Permit site plan.

Total Furniture Cost: \$ _____

Requested Grant Amount: \$ _____

Anticipated Installation Date: _____

Signature of Applicant: _____ Date: _____

