

KC OUTDOOR DINING ENHANCEMENT GRANT PROGRAM

Applications accepted from July 29 – August 16
INFORMATION PACKET



Under the leadership of Mayor Quinton Lucas and Councilmen Wes Rogers from the 2nd District, the city is introducing the Kansas City Dining Enhancement Grant Program for restaurants in the Kansas City, Missouri area. The City of Kansas City acknowledges the significance of a lively and resilient restaurant industry and aims to enhance permanent and multi-season outdoor dining spaces across the metro area. Eligible restaurants can apply for grants of up to \$15,000 to enhance outdoor dining spaces at a brick-and-mortar, full-service restaurant to cater to year-round use.

The launch of the Kansas City Outdoor Dining Enhancement Grant Program is in line with the City's overarching objective to promote a thriving local economy, support small businesses, and develop vibrant, community-oriented neighborhoods.

APPLICATION ELIGIBILITY

Before you apply, please review the grant program eligibility criteria carefully to ensure your business qualifies. To be eligible a restaurant must:

1. Be a private, for-profit, full-service restaurant.
2. Be located within Kansas City, Missouri
3. Possess all necessary licenses and permits for your business, and be in good standing with the city, a KCMO Tax Clearance letter will be required.
4. Use the Grant funds to increase the total number of available tables for outdoor dining, specifically, at least six (6) months out of a calendar year.
5. Must have been in business for at least one (1) year, i.e. acquired a KCMO business license as of July 1, 2023
6. The size of Street Café or Sidewalk Café to be used must be able to accommodate a 5-foot clear path to meet ADA requirements.
7. The totality of all grant monies issued must be used for the sole purpose of outdoor dining enhancement of the space listed on application, including but not limited to, building

structure construction, building infrastructure, expanding walkways, purchasing of furniture and coverings and necessary permit(s) costs.

DOCUMENT REQUIREMENTS

Required Documents for Application (PDF uploads only):

1. 2024 KCMO Business License
2. 2024 Tax Clearance Letter (must be no older than 60 days from date of application)
3. 2024 Health Permit
4. 2024 Liquor license (if applicable)
5. Expansion plans from a designer or architect (if construction is required)
6. Pictures of business and surrounding areas as specified in the Outdoor Dining Picture guide.

All application questions must be answered completely and thoroughly for consideration. Incomplete applications will not be considered.

FEES (PERMIT + INSPECTION)

Grant recipients will receive temporary reduced Permit and Inspection fees for Sidewalk and Street Café assembly. There shall be a reduction for the following fees for those restaurants utilizing a public ROW as a Street Café or a Sidewalk Café: The fee waiver will follow the following graduated scale:

Year of Outdoor Dining Space	Percentage of Total Fees Business Shall Pay
> 1 year – 1 year	0%
Year 2	0%
Year 3	50%
Year 4 +	100%

HOW TO APPLY:

To apply for the grant, log in or register for a **BEAM ACCOUNT**. The link below will take you directly to the grant eligibility page. Answer the questions, if eligible, you will be promoted to create a free account to access the online application portal.

Applicants must answer all application questions completely and thoroughly for consideration. Incomplete applications will not be considered. The city will not accept emails, mailed or faxed grant submittals:

- **Apply here:** <https://app.bybeam.co/kc-outdoor-dining-grant/eligibility>
- **Applications Open:** Monday July 29, 2024
- **Application Closes:** Friday, August 16, 2024, 11:00Pm CDT
- **Selection of Winners:** September 2024

KC OUTDOOR DINING ENHANCEMENT GRANT APPLICATION QUESTIONS

*All application questions must be answered completely and thoroughly for consideration.
Incomplete applications will not be considered.*

Grant Eligibility Questions:

***if applicant answers NO to any of the questions below, they are not eligible for the grant.*

1. Is your business a private, for-profit, full-service restaurant? (Yes/No)
2. Is your restaurant/food establishment located in Kansas City, Missouri? (Yes/No)
3. Was the restaurant/food established prior to July 1, 2023? (Yes/No)

Business Information:

1. Name of Business
2. DBA/Fictitious Name (if applicable)
3. Full address of Business
4. Email
5. Phone
6. Name of business owners (list any owners with 20% or more ownership of the business)
 - a. First and last name
 - b. % of Ownership
 - c. Gender
 - d. Race/Ethnicity
 - e. Primary Language Spoken
7. What type of food does your restaurant serve?
8. Which of the following services does your restaurant provide?
 - a. Dine-in (indoor)
 - b. Outdoor
 - c. Rooftop Dining
 - d. Delivery
 - e. Catering
 - f. Special events (i.e. Holiday pop-ups)
9. How many employees does your business currently have?
 - a. Full-time
 - b. Part-time
10. Do you have a Business Bank account?
11. Is your restaurant located in any of the exception areas?
 - a. 18th and Vine District Area
 - b. Central Business District Area
 - c. Country Club Plaza Area
 - d. Westport Shopping District Area
 - e. Zona Rosa Shopping District Area
 - f. Uptown District Area

12. **UPLOAD**-2024 KCMO business license
13. **UPLOAD**- KCMO Tax Clearance Letter (must be no older than 60 days from date of application)
14. **UPLOAD**- 2024 Health Permit
15. **UPLOAD**-2024 Liquor License (if applicable)

Outdoor Dining Plans Questionnaire:

All design elements should enhance the existing character and comply with the City of Kansas City, Missouri's design guidelines.

- For a complete list of provisions please visit: [Sidewalk Cafes, Street Cafes and Parklets | CITY OF KANSAS CITY | OFFICIAL WEBSITE \(kcmo.gov\)](#)
- Structure must also be ADA guideline compliant. [ADA Ramp Guideline document](#)

Property and Permits:

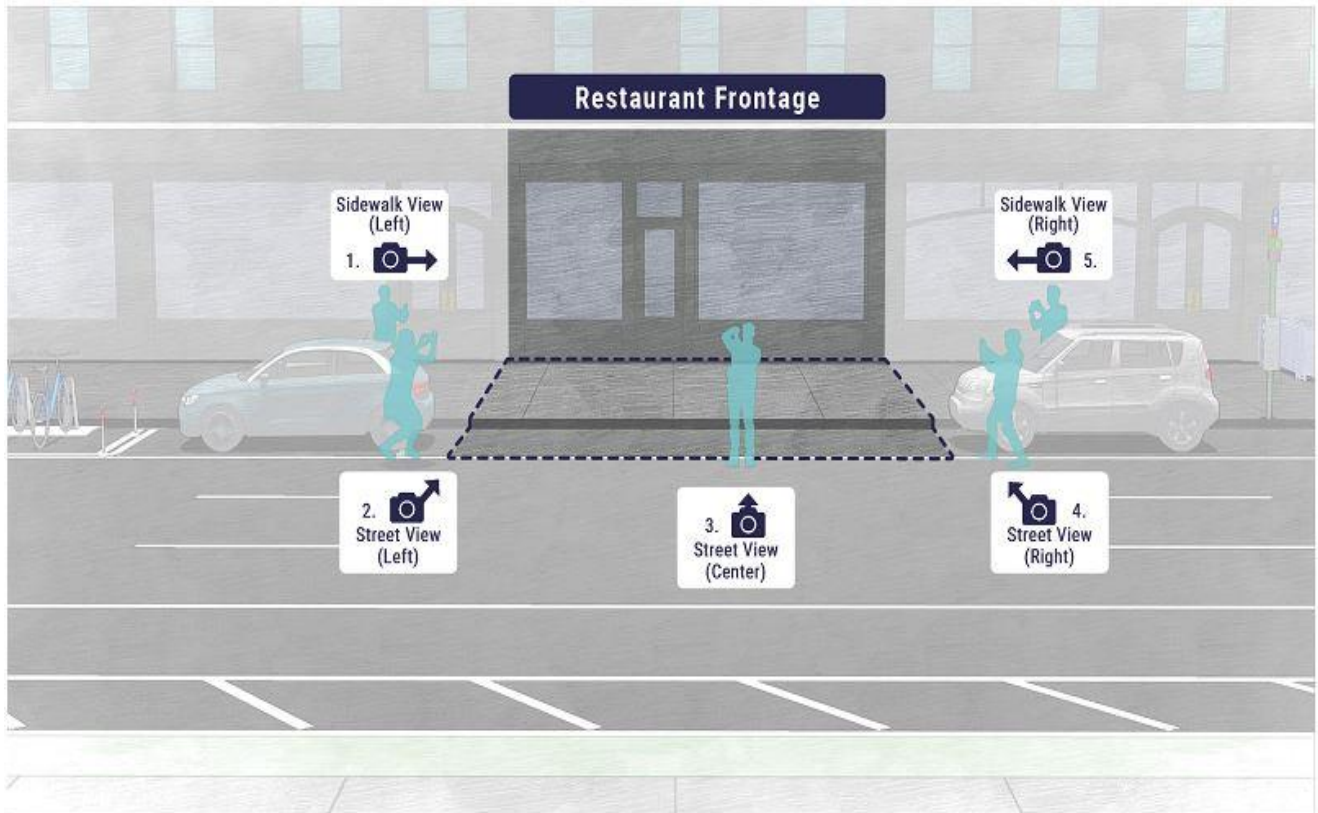
1. Will the outdoor dining space be located on Public or Private property?
 - a. If you are on public property, please provide the application number from the Public Works Street café, sidewalk café or parklet permit.
 - b. If utilizing public property, have you already started the Parklet "Street Café" permit through Kansas City, Missouri's Public Works Department?
2. Which type of outdoor dining space will your restaurant establish with the Grant?
 - a. Sidewalk Café
 - b. Street Café
 - c. Parking Lot Dining
 - d. Parklet
 - e. Rooftop space
3. Does the restaurant plan on serving liquor in the outdoor dining space?
 - a. Yes
 - i. If yes, do you have a current liquor license?
 - b. No
4. Does the business have an exterior wall that would be a good candidate for a public mural?
 - a. Yes
 - i. If yes, please upload a photo of the exterior wall (*optional*)
 - b. No
5. Are you interested in learning more about the Free Bike Rack Program for your business?
 - a. Yes
 - b. No

Design Expansion Plan:

1. Does your restaurant have an existing outdoor dining space that needs remodeling, or will an Outdoor Dining space require new construction?
 - a. Yes, we are remodeling an existing outdoor dining space.
 - b. No, this will be the construction of a new outdoor dining space.
2. Explain how your plans will allow for multi seasonal Outdoor seating usage. (*limit 300 word*)

3. How many months out of the year will your space be used?
4. What is the maximum capacity of seats the proposed outdoor dining space will hold?
5. What is the projected timeframe for the construction of your Outdoor Dining space?
6. What are the estimated or projected costs for the project?
7. Will your expansion require you to hire more staff?
 - a. Yes, If so, how many?
 - b. No- we can use our existing staff.
8. What is the current square footage of your Outdoor Dining space? *(if unsure enter N/A)*
9. What will be the new square footage after the expansion? *(if unsure enter N/A)*
10. Please upload pictures of the space intended for outdoor dining. Use the Outdoor Dining Picture Guide for reference. *(Required)*

[Outdoor Dining Picture guide](#)



OUTDOOR SEATING DESIGN GUIDE

To complete an application for expanding outdoor seating, it is crucial to determine whether the Outdoor Dining area will be situated on **Public** or **Private** property. To obtain a permit the process differs depending on the space type (public or private) and its location (sidewalk, street parklet, or parking lot).

Restaurants that are utilizing a public space must complete the Street Café/Sidewalk Café/Parklet application on CompassKC to be considered.

PERMIT APPLICATION REQUIREMENTS, REVIEW AND APPROVAL PROCESS

1. Prepare your application materials:

Private Outdoor Spaces

- Neighboring Consent Form (sent via Certified Mail)
- Site plan
- Indemnification Agreement
- Insurance
- Current liquor license **if** liquor is being served

Public Outdoor Spaces-

All items will be uploaded through the [Outdoor Seating Program application](#)

- Certified mail receipts
- Site plan
- Indemnification Agreement
- Insurance
- Current liquor license **if** liquor is being served
- From the building owner- proof of ownership and authority to bind
- From the tenant- proof of authority to bind/ Landlord Consent
- Contact info for the property owner and tenant

2. **Complete the Application (For Public Property spaces only):** <https://www.kcmo.gov/city-hall/departments/public-works/permit-applications/street-cafes-sidewalk-cafes-and-parklets>

3. Watch your email for updates:

- Email communications will come from Public Works and/or KC BizCare
- You will receive email communications:
 - As your application progresses
 - If additional information is required
 - When your application is ready for payment (waived for this Grant Program)
 - When your permit is ready for signature (electronic signature)

- When your permit has been recorded
- Annual permit payment will be due after the 2nd year of operating. (See Fee schedule)

4. After review, your permit is prepared

- Staff will prepare for signature.
- Both the property owner and tenant are required to sign
- Your initial annual permit payment will be available to pay at this time. (*Annual permit payment will be waived for grant winners. Please see ‘Fees’ on page 2 of the grant packet.*)

DESIGN GUIDELINES

All design elements should enhance the existing character and comply with the City of Kansas City, Missouri design guidelines. General Permitting and Insurance Requirements must be filed. For a complete list of provisions and fees please visit:

[Sidewalk Cafes, Street Cafes and Parklets | CITY OF KANSAS CITY | OFFICIAL WEBSITE \(kcmo.gov\)](http://www.kcmo.gov)

Outdoor Dining structures must follow ADA guidelines from KCMO’s ADA Compliance Office. Sidewalk Cafes, Street Cafes and Parklets must have ADA access down, up, and within the sidewalk cafe, street cafe, or parklet area. Please view the [ADA ramp guideline document](#) for examples on how to build and accessible ramp.

GENERAL PERMITTING AND INSURANCE REQUIREMENTS:

- I. Each operator shall have general liability insurance, workers compensation, and employer’s liability coverage meeting the city and state standards and naming the city as an additional insured.
- II. Outdoor dining on public ROW requires the business to enter into a revocable right of way permit agreement with the City as part of the application process.
- III. Outdoor dining on private property requires the business to enter into an agreement with the City regarding compliance with program rules, conditions, and/or restrictions.

DEFINITIONS:

- 1) **Brewpub** – an establishment selling beer brewed on the premises and often including a restaurant, A microbrewery license authorizes the licensee to manufacture or brew malt beverages in quantities not to exceed 10,000 barrels per annum.
- 2) **Eligible Neighbor** – (for the purpose of the eligible neighbor notification) eligible neighbors shall include the owners of a minimum of 15 eligible property parcels as defined by geographic information systems maps based on the North American Datum 1983 Missouri West State Plane Coordinate System, maintained by the public works department of the city, wholly within or intersected by a radius of 250 feet from the proposed premises, as measured

from the center of the door for the main entrance to the premises (**Sec. 10-214. - Eligible neighbor notification**)

- 3) **Distillery** – an establishment where distilling of liquors occurs.
- 4) **Full- Service Restaurant** – an eating establishment where customers are seated by waitstaff, given menus, served by waiters/waitresses throughout their meals and pay for their food and beverages after they've eaten.
 - a. Does NOT include Mobile Food Services, Pushcarts, Food Trucks, Temporary Food Services, Catering companies, Seasonal vendors, Concession Stands, Farmers Market vendors.
- 5) **Parking Lot Dining Space** – An extension of a bar or restaurant in a private parking lot that provides restaurant or beverage service.
- 6) **Parklet** - an outdoor facility located within city right-of-way—either within the sidewalk, on-street parking areas, or other unutilized spaces within the public right-of-way—which is permitted by the city to be managed by the adjacent property owner as public space.
- 7) **Private property**- property owned by individuals or entities other than the city or state whereas the owner has exclusive rights to use, sell, or lease the property.
- 8) **Public Property**- property owned by the government (or its agency) rather than by a private individual or company, it belongs to the public at large.
- 9) **Tavern** – an establishment that is devoted to the serving of alcoholic beverages for consumption by guests on the premises and in which the serving of food is only incidental to the consumption of those beverages.
- 10) **Right-of-Way (ROW)** – a strip of land occupied or intended to be occupied by a street, crosswalk, railroad, or road or for another special use, dedicated to public use.
- 11) **Sidewalk Café** – an extension of an eating or drinking place located on a public sidewalk that provides restaurant service.
- 12) **Street Café** - an outdoor dining facility located within areas used for on-street parking which is permitted by the city to be utilized by the immediately adjacent property owner or tenant for outdoor dining as an extension of the owner's or tenant's operations.

EXCEPTION AREAS:

The following areas shall be known for the purposes of this application as "exception areas":

- 1) **18th & Vine District Area** means the area generally described as the area bounded by and beginning from the intersecting point of Lydia Avenue and East Truman Road, thence east along East Truman Road to the intersecting point of Brooklyn Avenue, thence south along Brooklyn Avenue to the intersecting point of East 19th Street, thence west along East 19th Street to the intersecting point of Groves Street, thence north along Groves Street to the intersecting point of East 17th Street, thence west along East 17th Street to the intersecting point of Lydia Avenue, thence north along Lydia Avenue to the intersecting point of East Truman Road.

- 2) **Central Business District Area** means the area generally described as the area between the Missouri River on the north, Broadway Boulevard on the west, Holmes Street on the east and Pershing Road on the south.
- 3) **Country Club Plaza Area** means the area generally described as the area between 46th Terrace on the north, Main Street on the east, Ward Parkway on the south and Belleview Avenue on the west.
- 4) **Westport Shopping District Area** means the area generally described as the area between 39th Street on the north, Main Street on the east, 43rd Street on the south and Southwest Trafficway on the west.
- 5) **Zona Rosa Shopping District Area** means the area generally described as the area between Missouri Highway 152 on the north, Interstate 29 on the east, to Barry Road on the south, to Northwest Prairie View Road, to Northwest 86th Terrace and to North Congress Avenue on the west.
- 6) **Uptown District Area** means the area generally described as the area located on both sides and adjacent to Broadway Boulevard from 34th Terrace (extended) on the North to Valentine Road (extended) on the south.