

City of Sandy

Permanent Outdoor Covered Structure Program – General Fund

Program Guidelines

I. Background

The Permanent Outdoor Covered Structures grant program is a subsection of the Façade Improvement Grant Program, a grant program offered by the City of Sandy Urban Renewal Agency. Additional outdoor seating in Sandy has been a desired amenity for many years – the current COVID-19 crisis adds urgency to this concept. This program has allocated matching grants with funding from the General Fund for qualified projects outside of the Sandy Urban Renewal Zone.

II. Program Objectives

The purposes of the Permanent Outdoor Covered Structures Program are:

1. To help local business owners stay in operation during the COVID-19 crisis by helping to create spaces for outdoor dining.
2. To help local business owners create new permanent spaces for outdoor seating at restaurants, breweries, wineries, bars and coffee shops in Sandy.
3. To help other businesses, such as fitness facilities provide outdoor fitness options.
4. To remain consistent with the Façade Grant Program in improving the aesthetic appearance of the exterior façades of existing buildings and businesses throughout the City of Sandy.

III. Eligibility

The following business entities and/or commercial property owners are eligible to apply for and receive grant funds:

- Property owners of commercial buildings that are zoned Central Business District (C-1), Industrial Park (I-1) and General Commercial (C-2) that exist outside of the Urban Renewal District.
- Business owners or tenants of commercial buildings that are zoned Central Business District (C-1), Industrial Park (I-1) and General Commercial (C-2) that exist outside the Urban Renewal District, with property owner consent.

IV. Eligible Improvements

Funds may be used for creating new permanent outdoor covered structures in compliance with the Sandy Style Design Standards contained in the Sandy Development Code Chapter 17.90. For the purposes of this program, “permanent outdoor covered structure” is defined as a permanent, Sandy Style compliant accessory structure designed to provide cover for businesses. The following items are considered eligible expenses through this program:

1. Design work from a licensed architect or design professional. City-generated designs may be used at no cost to the applicant.
2. Construction of a Sandy Style compliant structure with a minimum of four support posts, a permanent roof with a 6:12 pitch and stone wrapped support bases. Eligible elements include:
 - a. Framing and trusses;

- b. Roofing materials;
- c. Gutters and downspouts;
- d. Permanent electrical infrastructure and lighting;
- e. Surface paints or stains [*Paints must be in conformance with the approved Sandy Style color palette*];
- f. Application of stone wrapped bases;
- g. Concrete work necessary to:
 - i. Reinforce support posts;
 - ii. Install slab surface; or
 - iii. Improve ADA accessibility to the covered area.
- h. Stormwater detention and treatment, if necessary;
- i. Heating devices as approved by the Sandy Fire Marshall and Building Official;
- j. Removable vinyl paneling for additional wind and weather resistance. [*Note: Current State of Oregon COVID regulations require 75 percent of any outdoor structure to remain open for outdoor seating structures – this improvement is included to make these accessory structures more usable post-COVID-19 as regulations change.*]
- k. Bollards as needed for safety.
- l. Other improvements as approved by the Development Services Director.

V. Financing

This grant program will pay for all project costs up front. City design work may be used at no cost to the applicant if desired. Upon completion of a project, applicant will be responsible for reimbursing the City for 20% of project costs – this may be paid in one of two ways:

- 1. In a lump sum within 30 days following invoice from the City.
- 2. An installment plan may be arranged with the City under terms determined by the City Finance Director.

Grants will be awarded as identified below. The maximum project cost for a single project is \$100,000.

Project Cost	Applicant Financial Responsibility
\$0 to \$100,000	Applicant will reimburse City 20% of the cost of construction upon project completion.

VI. Application Process

The application process includes the following steps:

- 1. Applicant to review Design Standards in Chapter 17.90 of the Sandy Development Code.
- 2. Applicant schedules a Grant Application Meeting with the Economic Development Manager to discuss proposed improvements.
- 3. Applicant submits a Grant Application with supporting documentation as outlined at the Grant Application Meeting.
- 4. Projects requiring Design Review as specified in Chapter 17.90 of the Sandy Development Code are required to complete the design review process prior to submittal of a Grant Application as determined necessary by the Development Services Director.

5. Applicants will be required to sign a contract stipulating that the applicant portion of project costs will be repaid in full and agree to a lien on their property to secure payment. If the applicant does not own the property, the property owner may agree to a lien on their property on the applicant's behalf.

VII. General Conditions

1. Approval of grant applications is contingent upon available funds.
2. All projects shall conform to the design standards of Chapter 17.90 of the Development Code, other applicable regulations in the Sandy Municipal Code, and the requirements of the Oregon State Building Codes.
3. Some projects will require Design Review approval prior to submittal of a grant application.
4. Once an application is approved, the applicant will be required to enter into a Grant Approval Agreement with the City.
5. All project contractors shall, where applicable, have a valid CCB license in the State of Oregon in good standing. The cost of any work requiring a CCB license that is not completed by a licensed contractor will be required to be paid by the applicant in full.
6. Project contractors not in possession of a current City of Sandy Business License shall obtain one prior to beginning project work and pay all applicable transit taxes.
7. Projects costing more than \$5,000 require submittal of a minimum of three bids.
8. Projects are required to be completed within one (1) year from the date of the grant approval or as otherwise specified in the grant agreement.
9. Contractors shall contact 811 (utility locates) prior to any excavation.
10. Additional conditions may be included with the grant approval.

VIII. Review Process

- A. Grant applications are administratively reviewed by the Development Services Director for compliance with the guidelines and review criteria set forth for this program.
- B. Grant applications shall be reviewed and approved by the Sandy City Council.

IX. Review Criteria

All projects will be reviewed based on the following criteria:

- A. The structure meets Sandy Style and Building Code requirements.
- B. The proposal has a harmonious aesthetic appearance with the primary building.
- C. The proposal has a positive impact on the overall streetscape (if applicable).

X. Payment Procedure

Project payment will occur based on the following procedures:

- A. The project will be considered complete only after construction is complete and a city inspection has been conducted.
- B. Upon project completion, city staff should be contacted to conduct a site inspection.
- C. Only contractors with an active CCB license in good standing shall perform project work where licensure is required.

- D. Applicant portion of project costs (20% of project costs not including City generated design work) shall be paid to the City of Sandy within thirty (30) days following invoice from the City, unless an installment plan is entered into with the City Finance Director, in which case payment shall be made according to that installment plan.

If you have additional questions, please contact:

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