



DOWNTOWN PERMITTED OUTDOOR DINING STRUCTURES (PODS)

INCENTIVE PROGRAM GUIDELINES

July 15, 2025

INTRODUCTION

On July 15, 2025, the City Council of the City of Walnut Creek established the PODS Incentive Program (Program) Guidelines which provided one-time grants to incentivize the expedient delivery of PODS by restaurants in downtown Walnut Creek and improve the outdoor dining feel and create new activity in downtown.

The Program will end no later than December 31, 2025 or when Program funding (defined below) is fully allocated, whichever is sooner.

The City will review, and to the extent necessary, update these Guidelines on an as-needed basis. The City may approve revisions, interpretations, or clarifications to these Grant Program Guidelines at any time.

PROGRAM FUNDING

The Program is funded with \$100,000 from the Fiscal Year 2026 Downtown Parking and Enhancement Fund.

ELIGIBLE USE OF FUNDS

- Business expenses related solely to the applicable restaurant that is served by the PODS including but not limited to rent, working capital, inventory, payroll.

INELIGIBLE USE OF FUNDS

- Construction, design and engineering, and permitting expenses.
- Personal expenses of any form.

ELIGIBILITY

- Any business eligible under the City's Outdoor Dining Policy (ODP) with good standing with the City (defined as active business license, proof of insurance, good standing with the Police Department and Code Enforcement, and no outstanding City debt or tax liens) and other agencies and have all required permits with all regulatory agencies including but not limited to:
 - City of Walnut Creek
 - Alcoholic and Beverage Control (if applicable)
 - Contra Costa County
 - Contra Costa Fire Protection District
- Must comply with all requirements of the City's Outdoor Dining Policy including payment of all necessary fees.
- Must be located in downtown Walnut Creek as defined by [the overlay in the Outdoor Dining Program](#).
- Must install a PODS and receive all applicable City and agency permits prior to payment of grant funds.
- Must submit complete application and provide proof of insurance, W9, and property owner concurrence with application for the PODS.

TERMS

- First come first served until Program funds are exhausted.
- Maximum \$10,000 grant per business.
- Program application must be submitted by December 31, 2025.
- PODS must have inspections completed by the City by December 31, 2025.
- Applicants can apply after the final PODS inspection by the City.
- Funds to be issued within 30 days of application completion.
- Subject to revisions by City Manager.

APPLICATION PROCESS

Applicants must submit a completed Program application after the PODS is completed and has passed all necessary City approvals and inspections. Application form can be here:

<http://www.walnutcreekca.gov/government/community-development-department/permits/outdoor-dining-program/outdoor-dining-grant>