

MISSION-PICKARD DDA DRIVEWAY CLOSURE & CONSOLIDATION INCENTIVE PROGRAM

PROGRAM OVERVIEW

The Mission-Pickard Downtown Development Authority (DDA) Driveway Closure and Consolidation Incentive Program is designed to assist with the closure or consolidation of driveways

Access management is an effort to maintain efficient traffic flow, preserve the roadway's capacity, and reduce the frequency and severity of crashes while maintaining reasonable access to land uses.

The application process includes a pre-application meeting, submission of a complete application with necessary documentation, and approval based on funding availability.

ELIGIBLE IMPROVEMENTS

Eligible improvements include, but are not limited to, the following:

- Driveway Consolidation Projects: Combining multiple close-proximity driveways into a single access point to reduce conflict points along the roadway.
- Driveway Closure Initiatives: Closing redundant driveways to decrease the number of vehicle conflict points and enhance pedestrian safety.
- Installation of Shared Driveways: Encouraging adjacent properties to share a common driveway to minimize the number of curb cuts along the street.

INELIGIBLE IMPROVEMENTS

Ineligible improvements include, but are not limited to, the following:

- Routine Maintenance and Repairs: General maintenance of existing driveways, such as resurfacing, repainting lines, or minor repairs, which do not alter the number or configuration of access points.
- Private Parking Lot Construction or Expansion: Projects focused solely on expanding or constructing private parking facilities that do not involve changes to driveway access.
- Independent Landscaping Projects: Landscaping that is purely aesthetic and does not include modifications to driveways or access points.
- New Driveway Construction: Creating additional driveways that increase the number of access points to a property.
- Non-Compliant Signage Installation: Installation of signs that do not conform to local traffic management or zoning regulations.
- Unrelated Infrastructure Projects: Infrastructure projects like sewer, water, or utility upgrades that do not affect driveway configurations or traffic flow.
- Street Lighting Enhancements: Adding or improving street lighting without associated access management improvements.
- Land acquisition.
- Any activity completed prior to receiving final approval of funds.

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REQUIREMENTS FOR APPLICANTS

1. Applicant projects must be located within the boundary of the Mission-Pickard DDA district.
2. The reimbursement matching grant may be up to 50% of the overall project cost. A private investment of at least \$500 is required, maximum incentive is limited to \$20,000.
3. All applicants must be current on taxes, utilities and other obligations owed to the City.
4. The building and property upon which it's located must not contain any existing code enforcement violations or deficiencies.
5. All proposed improvements must be approved prior to the commencement of any work.
6. Applicants shall employ only certified, registered, licensed, and insured professionals duly qualified to practice in Michigan and will engage only contractors, sub-contractors, or sub-consultants who are so qualified.
7. Improvements must commence within 60 days of approval and the project must be completed within 120 days thereafter. Requests for time extensions must be submitted in writing and will only be approved upon the expressed written consent.
8. All building and property improvements must meet state and local building and fire codes and zoning requirements.
9. Driveway improvements must be designed and built to city engineering, city zoning and MDOT requirements as applicable.
10. Property owner shall negotiate easements for any shared driveways with adjacent property owner and provide copies to the city.
11. All required necessary permits must be obtained prior to start of work.
12. Any changes in work after approval must be reapproved.
13. Requests for funding will be reviewed on a first-come, first-served basis until funding is exhausted. Grant funds are disbursed as reimbursements after work completion and submission of invoices.

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APPLICATION AND PAYMENT PROCESS

1. Pre-Application Meeting

Interested parties are required to schedule a pre-application meeting to discuss the project with associated City staff. This can be done by contacting the DDA Staff Liaison at (989) 779-5348 or at downtown@mt-pleasant.org. Pre-application meetings often address circumstances that could otherwise result in an application being denied.

It's recommended to bring the following to the pre-application meeting:

- Copies of cost estimates or bids that support improvements.
- Photos or drawings of the existing driveway(s).
- Drawings and description of the proposed changes.
- Proposed timeline for the project.

2. Complete Application and Provide Required Information

Applications for the program will be provided after the pre-application meeting. Complete applications, including copies or invoices and receipts for all materials and installation, should be emailed or dropped-off to: City of Mt. Pleasant, Attention: DDA Staff Liaison, 320 W. Broadway, Mt. Pleasant, Michigan 48858 or emailed to downtown@mt-pleasant.org.

Incomplete applications or applications missing required information will be returned.

3. Payment of Matching Funds

Upon completion of the work and final inspections, the property or business owner shall submit copies of all invoices, statements, proof of payments to the DDA Staff Liaison, as evidence that the related invoices have been paid. Payment will be authorized upon completion of all work items as originally approved and receipt of all required documents.