

MISSION-PICKARD DDA FAÇADE IMPROVEMENT & SIGNAGE INCENTIVE PROGRAM

PROGRAM OVERVIEW

The Mission-Pickard Downtown Development Authority (DDA) Facade Improvement and Signage Incentive Program is designed to enhance the appearance of buildings, stimulate economic development, and foster a more inviting and vibrant commercial corridor. The program offers a reimbursement matching incentive up to \$10,000 per building parcel to support eligible exterior improvements and/or signage.

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:

- Removal and replacement of pylon signs that are non-conforming - please see City of Mt. Pleasant Zoning Ordinance for specifications.
- Building additions or new construction if bringing the building more into compliance with setback requirements and bringing the building into compliance with the zoning 60% frontage buildout requirements.
- Replacement of missing decorative features such as trim work original to the building, replacing cornices or repairing damaged materials on the facade of the building (EIFS or Masonry). Use of durable materials such as brick, masonry or composite type siding materials is preferred.
- Exterior painting.
- Restoration or replacement of windows and/or doors
- New windows when necessary for egress purposes.
- Elimination or reduction in non-conformities.
- General site improvements such as parking-related screening or landscaping.
- Exterior lighting.
- Maintenance requiring specialized care or expertise, such as brick tuckpointing or cleaning.
- Incorporate Universal Accessibility improvements, such as:
 - Ramp installations for wheelchair access.
 - Door widening for mobility aids.
 - Handrail installations along steps and walkways.

INELIGIBLE IMPROVEMENTS

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

- Interior work, fixtures and furnishings, roof repair or replacement.
- Parking lot repairs.

MISSION-PICKARD DDA FAÇADE IMPROVEMENT & SIGNAGE INCENTIVE PROGRAM

- Improvements utilizing vinyl siding materials.
- Building improvements not visible from the public realm (ex. roof).
- Building additions, new construction or acquisition.
- Improvements completed or in-progress at the time of application.
- Any activity completed prior to receiving final approval of funds.
- Applications will not be considered for single-family detached housing or rental units.

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, not to exceed \$10,000. A private investment of at least \$500 is required.
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 unless application addresses the violation and/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 should be completed within 365 days of application. 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. All required necessary permits must be obtained prior to start of work.
10. Any changes in work after approval must be reapproved.
11. 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 Mission-Pickard 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 façade.
- 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: Mission-Pickard DDA, 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.