

# MEMO



**To:** City of Buchanan Brownfield Redevelopment Authority Board of Directors

**From:** Samantha Mariuz, Economic Development Manager

**Cc:** Tony McGhee, City Manager

**Date:** March 2, 2026

**RE:** **Adoption of Brownfield Redevelopment Authority Policies and Procedures and Project Application**

The City of Buchanan Brownfield Redevelopment Authority (BRA) has been reviewing draft Policies and Procedures and a corresponding Project Application to support the administration of the City's Brownfield Redevelopment Program. The purpose of these documents is to provide a clear and consistent framework for evaluating future brownfield redevelopment requests, documenting project eligibility, reviewing proposed eligible activities, and managing the use of tax increment financing and other brownfield-related incentives in accordance with Act 381 of 1996, as amended.

The draft Policies and Procedures establish the general policy direction and administrative process for the BRA. The document confirms that the BRA may consider Brownfield Plans for properties that qualify as "eligible property" under Act 381 and may support reimbursement of eligible activities through tax increment revenues when a project is consistent with the City's redevelopment, housing, sustainability, economic development, zoning, and master planning goals. The policies also provide guidance on eligible activities, including environmental activities, demolition, lead and asbestos abatement, infrastructure improvements, site preparation, housing development eligible activities, administrative costs, and capture for the Local Brownfield Revolving Fund.

The Policies and Procedures are intended to provide flexibility while also setting expectations for applicants. Projects will continue to be reviewed on a case-by-case basis, with consideration given to brownfield eligibility, project need, public benefit, financial feasibility, consistency with City goals, availability of public infrastructure, developer capacity, and whether the proposed project adequately addresses the brownfield conditions that support the request for assistance. The policy also recognizes that interest costs are generally not considered eligible under the City's policy, but may be evaluated by the BRA on a case-by-case basis where project financial need is demonstrated.

The draft procedures outline the typical process for accessing brownfield incentives in the City of Buchanan, beginning with submission of a Project Application. The application process is intended to provide the BRA and City staff with enough information to understand the proposed redevelopment, brownfield conditions, project costs, requested eligible activities, tax increment assumptions, development schedule, financing need, and overall brownfield approach before a formal Brownfield Plan is prepared. The process also clarifies that approval of a Project Application does not obligate the BRA or City Commission to approve a future Brownfield Plan.



# MEMO

The Project Application has been prepared to correspond with the Policies and Procedures. The application requests basic applicant and project information, ownership documentation, site planning information, environmental documentation, eligible activity and tax increment tables, project budget and pro forma information, anticipated project schedule, development permit status, private investment, job creation or retention impacts, and any additional applicant disclosures. The application also includes a non-refundable application fee based on total project investment, with additional escrow review fees available where needed for technical, legal, financial, and administrative review.

The Board reviewed and discussed the draft Policies and Procedures and Project Application during workshops held on April 29, 2026 and May 5, 2026. Following those discussions, the documents are now being presented for formal action by the BRA. Adoption of these documents will help formalize the City's brownfield review process, provide clearer expectations to developers and property owners, and support consistent administration of future brownfield projects.

If adopted by the BRA, the Policies and Procedures and Project Application will be recommended to the City Commission for consideration and approval. Upon City Commission approval, the documents will serve as the City's administrative framework for future brownfield redevelopment requests, subject to future amendment as needed.

## **Recommended Action**

Fleis & VandenBrink recommends that the City of Buchanan Brownfield Redevelopment Authority adopt the Brownfield Redevelopment Authority Policies and Procedures and Project Application and recommend approval of the same to the Buchanan City Commission.

## **Suggested Motion**

Motion to adopt the City of Buchanan Brownfield Redevelopment Authority Policies and Procedures and Project Application, and to recommend approval of the same to the Buchanan City Commission.