

City of Sturgis

Brownfield Redevelopment Authority

Basic Overview of Application Process

Brownfield properties are those in which the redevelopment or reuse of the property may be complicated by the presence or perception of contamination. Revitalizing and redeveloping these properties protect the environment, reuses existing infrastructure, minimizes urban sprawl, and creates economic opportunities.

Below is a basic overview of the application process for the City of Sturgis.

1. Follow link to [Pre-Development Checklist](#) in preparation to schedule a [BDT](#) with City Staff to discuss proposed business and location.
2. If eligibility for brownfield assistance appears plausible, City staff will provide resources from the Michigan Economic Development Corporation ([MEDC](#)) and facilitate communications with the appropriate groups regarding the project.
3. Utilizing the resources and guidance from MEDC, the Developer will contract with a 3rd party consultant to create a Brownfield Plan for local tax capture to be presented to the Brownfield Redevelopment Authority (BRA). If eligible and desired, a 381 Work Plan or Combined Brownfield Plan can be developed to capture school taxes. For steps 4, 5, and 6 below, the local Brownfield Plan and/or the 381 Work Plan or Combined Brownfield Plan will be referred to as “Brownfield Plan”.
4. In conjunction with the proposed Brownfield Plan, other relevant agreements may need to be drafted. These may include but are not limited to:
 - a. A Development Agreement between the Developer, the BRA and other relevant parties outlining terms of the project.
 - b. An Interlocal Agreement between the BRA and any other tax increment financing district in which the project resides, such as the Downtown Development Authority.
5. The Brownfield Authority, BRA, will review the Brownfield Plan and vote to recommend approval, denial, or approval with conditions for the City Commissions’ consideration. The BRA will also consider any other relevant agreements associated with the project.
6. The City Commission will set and hold a public hearing per State legislation regarding the Brownfield Plan. Following the public hearing it vote on a resolution to adopt the Brownfield plan.
7. If applicable, the 381 Work Plan or Combined Brownfield plan will be sent to the appropriate state agencies for review and approval of school tax capture.