

BATTLE CREEK BROWNFIELD REDEVELOPMENT AUTHORITY

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HOW ARE BROWNFIELD PROJECTS APPROVED THROUGH THE CITY OF BATTLE CREEK?

Most projects require approximately 90-120 days from submission of a complete draft Plan to final City Commission approval, depending on meeting schedules and project readiness.

STEPS

1. **Pre Application Meeting:** The first step is to contact Battle Creek Unlimited (BCU), administrator of the Battle Creek Brownfield Redevelopment Authority (BCBRA), to schedule a pre application meeting. This meeting helps confirm eligibility, alignment with City priorities, and anticipated next steps.
2. **Brownfield Plan Development:** Applicants are responsible for preparing the Brownfield Plan and generally engage a qualified brownfield consultant for its development. Draft Plans should include eligible activities, cost estimates, and preliminary TIF projections sufficient for staff evaluation. Applicants should confirm the BCBRA meeting schedule with staff during this step.
3. **BCBRA Technical Review:** BCBRA staff reviews Brownfield Plans for statutory eligibility, cost reasonableness, financial feasibility, and consistency with City and BCU policies. Compliance checks may include review by the Assessor, Planning, Code Compliance, Environmental Services, Income Tax, Treasurer, and other departments as needed.
4. **Coordination with other Authorities:** If the project involves overlapping tax increment authorities or pass through arrangements, the applicant may be required to coordinate with the DDA, LDFA, or other taxing jurisdictions during this step.
5. **Development and Reimbursement Agreement:** Development team prepares a draft Development and Reimbursement Agreement, which the BCBRA reviews concurrently with the draft Brownfield Plan.

PRE APPROVAL

Timeframe: Pre approval timing varies based on how quickly the applicants team prepares a complete draft Brownfield Plan and Reimbursement Agreement. Once submitted, BCBRA technical review typically requires up to 30 days, depending on complexity and revision cycles.

STEPS CONTINUED

LOCAL APPROVAL

6. **Brownfield Plan Approval:** Once a final Brownfield Plan is ready:

- a) **BCBRA Meeting and Public Hearing:** The Plan will be placed on the BCBRA's next regularly scheduled meeting agenda, as the BCBRA does not hold special meetings. The BCBRA will issue a 15 day public hearing notice, notify all taxing jurisdictions, and conduct a public hearing to consider the Plan. At this meeting, the BCBRA may also consider the Development and Reimbursement Agreement. Following deliberation, the BCBRA will either recommend approval to the City Commission or request revisions.
- b) **Final BC Approval (Battle Creek City Commission):** Following BCBRA recommendation, the Plan is forwarded to the City Commission. The City Commission is required to hold a public hearing and publish the appropriate notice within the statutory timeframe, including notification to all taxing jurisdictions. The City Commission may consider and approve the Brownfield Plan at the public hearing meeting or request revisions prior to final action.

Timeframe: Local approval typically requires 60-90 days, depending on meeting schedules, notice periods, and whether revisions are requested.

WORKPLAN

7. **Act 381 Work Plan:** Following City Commission approval, projects that request State tax increment capture or utilize the Housing TIF (HTIF) must also complete an Act 381 Work Plan. The applicant's development team, typically with assistance from a qualified brownfield consultant, prepares the Work Plan package. The Work Plan is then reviewed by the BCBRA for completeness, statutory compliance, and required documentation.

Timeframe: Only if required. Work Plan timeframe varies based on how quickly the applicant team prepares the Work Plan. BCBRA Work Plan review typically takes 30-45 Days.

STATE APPROVAL

8. **State Submission:** If the project does not involve State tax capture or HTIF, approvals are completed at the local level. If State tax capture or HTIF is requested, the BCBRA submits the Work Plan package to the State for approval.

Timeframe: State approval is dependent on applicant.

All timeframes are estimates and may vary depending on project complexity, completeness of submissions, and meeting schedules.

For more information, contact:

John Hughes at hughes@bcunlimited.org

BCBRA Regular Meeting Schedule			
Meeting Date	Day of the Week	Time	Location
Remaining Scheduled (2025-2026)			
February 23, 2026	Monday	3:00 PM	BCU Board Room
May 18, 2026	Monday	3:00 PM	BCU Board Room
Anticipated (2026-2027)			
August 17, 2026	Monday	3:00 PM	BCB Board Room
November 16, 2026	Monday	3:00 PM	BCU Board Room
February 22, 2027	Monday	3:00 PM	BCU Board Room
May 17, 2027	Monday	3:00 PM	BCU Board Room