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**AGENDA**

*THE COMMISSION OF THE CITY OF BUCHANAN, in compliance with Michigan's Open Meetings Act, hereby gives notice of a regular meeting of the Buchanan City Commission to be held in the Chamber of City Hall.*

*\* Requests to be added to the agenda as a "Scheduled Matter from the Floor" should be submitted in writing to the City Clerk at least 5 business days prior to the scheduled meeting during which the speaker wishes to appear, and the approval of such requests remain within the discretion of the Mayor. If denied, the speaker may nonetheless speak during the "non-agenda items only" public comments section of the agenda.*

*\* Those who are unable to appear during a meeting but who still wish to share public comment may submit such comments in written form to the City Clerk at least 4 hours in advance of the meeting.*

*\* Individuals with disabilities may request necessary reasonable accommodations by submitting requests to the City Clerk, preferably at least 24 hours in advance.*

*\* Written requests and comments may be submitted to the City Clerk either in person or via mail to Buchanan City Hall, 302 N. Redbud Trail, Buchanan, MI 49107, or via email to [clerk@cityofbuchanan.com](mailto:clerk@cityofbuchanan.com)*

**I. Call to Order****II. Pledge of Allegiance****III. Roll Call****IV. Approve Agenda****V. Public Comment - Agenda Items Only** *(3-minute limit)***VI. Approval of Minutes**

A. *Consider approving the Regular Meeting Minutes from July 9, 2025.*

**VII. Unfinished Business**

A. **Review of Proposed Bylaw Changes**

**B. Legal Opinion on assuming control of the LIVE Buchanan 501 (C)(3)**

C. **Overview of Financial Position**

D. **Development of new Downtown Development and TIF Plan (2007 Plan attached) - Dan Fette, Berrien County**

**VIII. New Business**

**A. Marketing Plan RFP**

**IX. Communications** *(informational only, formal board action is not necessary for these items, unless so desired)***X. Public Comment - Non-Agenda Items Only** *(3-minute limit)***XI. Executive Comments****XII. Adjourn**



# DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

WEDNESDAY, JULY 09, 2025 – 5:00 PM

CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI

## MINUTES

### I. Call to Order

Paniagua called the meeting to order at 5:02pm.

### II. Pledge of Allegiance

Paniagua led in the pledge of allegiance.

### III. Roll Call

Present: Antisdel, Capron, Finan, Paniagua, Terry, Weedon, Renfro

Absent: Reed, Williams

City Staff: City Manager McGhee and Clerk Langston

### IV. Approve Agenda

Motion made by Terry, seconded by Weedon to approve the agenda as presented. Voice vote carries unanimously.

### V. Public Comments - Agenda Items Only (3-minute limit)

None.

### VI. Approve Minutes

**A. Minutes-** Consider the Regular Meeting Minutes from June 11th, 2025.

Motion made by Weedon, seconded by Terry to approve minutes as presented. Voice vote carries unanimously.

### VII. Unfinished Business

None.

### VIII. New Business

**A. Ground Rules for Great Meetings-** Presentation on Open Meetings Act & Parliamentary Procedure

Clerk Langston shared a presentation on parliamentary procedure, the Open Meetings Act, and Roberts Rules of Order. Business must be conducted only during a public meeting and there are rules for voting, noticing, and speaking during a meeting. The goal of these standards are efficiency, transparency, and effectiveness.

**B. Bylaws-** Consider the updated bylaws.

Langston presented the Bylaw subcommittee's notes alongside the current bylaws. The City Attorney will review them before they are adopted. There was discussion of the timeline for preparation, and approval of meeting agendas as well as clarification on other suggested edits.

Motion made by Antisdel, seconded by Weedon, to change the amount the Director/Treasurer is authorized to spend in article V, section 1 of the draft bylaws from \$500 to \$1000. Roll call vote carries unanimously.

Antisdel would like to add indemnification language to the draft. A section on standing committees was added, as the previous DDA had a number of standing committees. Antisdel would like to add that a standing committee may be terminated by a majority vote of the board at any time.

**C. Discussion on Contractual Marketing and Public Relations Services**

There is a need for marketing downtown Buchanan and potentially contracting someone to do marketing for the DDA. Paniagua has secured the domain discoverbuchanan.com. Finan has been on boards in the past that have hired out marketing and advises due diligence in selecting a person or a company in order to be effective. Finan suggested forming a marketing subcommittee.

Capron asked about the previous DDA's marketing strategies and campaigns. There had been print and radio campaigns. Weedon and Antisdel would like to determine the concentration or scope of their potential marketing reach and then put together an RFP for marketing services based on that.

Motion made by Paniagua, seconded by Weedon to form a subcommittee to explore contracting a marketing professional consisting of Sydney, Reed, and Paniagua. Roll call vote carries unanimously.

**D. DDA Website**- Consider the purchase of a DDA Website domain.

Renfro asked if they could use the social media accounts in the interim. Antisdel would like separate websites for the DDA marketing and what is required by statute.

Motion made by Paniagua, seconded by Terry to reimburse Paniagua up to \$100 for the cost of the DiscoverBuchanan.com domain. Roll call vote carries unanimously.

**E. Tax Increment Financing and Development Plan Update with Projected Tax Revenues.**

City Manager McGhee presented an update on the financing and development plan. The DDA now has its own bank account with \$202,579.38 in it. There are additional funds that will be moved there as well, for a total of \$396,760.38. There are additional funds that were previously allocated to projects, including DDA Incentive Program, Mill Alley Restoration Program, Buchanan Common Project, the Pears Mill, and the DDA County Loan. Projected tax capture per year is about \$156,000. The DDA can decide what it wants to do with these funds and what accounts it would like them in and potentially set up a finance subcommittee in the future.

Antisdel asked if the funds had been used for any trailing expenditures, McGhee confirmed they have been untouched since the previous DDA was disbanded. They have been in an investment account and have grown. Finan asked for more information on the intention the previous DDA had with the Mill Valley Restoration, Buchanan Common, and Pears Mill funds. Staff will look into it. Audience member Lysy supplied that the Mill Alley restoration was to remove the planters and stairs in the Mill Alley connecting Front St to the Pears Mill.

Paniagua and Terry proposed potentially moving the Mill Alley Restoration project money back into the DDA's general fund but maintaining the Buchanan Common and Pears Mill funds as both those structures require maintenance.

Antisdel proposed moving everything back to the general fund and budgeting everything back in as needed.

Motion made by Paniagua, seconded by Antisdel to unencumber all additional Funds back to the DDA's general fund. Roll call vote carries unanimously.

**F. Live Buchanan**- Consider assuming control of the LiveBuchanan non-profit organization.

LiveBuchanan is ceasing operations and will be donating their remaining funds to the Library to support the public art mural project. They are a non-profit that could potentially be turned over to the DDA

through a change in board members. The Main Street program encouraged this as a non-profit is a useful tool for Main Street communities to have. Philanthropic organizations and some grants could work through a non-profit where they couldn't with a DDA.

Paniagua asked why the LiveBuchanan board was disbanding. Lysy responded that the City Commission had created the board to pursue Main Street status but had decided earlier this year not to fund it anymore in favor of the DDA pursuing Main Street status. LiveBuchanan completed several projects successfully through grants and private fundraising.

Motion made by Paniagua, seconded by Finan direct City Manager McGhee perform due diligence in the DDA taking over the LiveBuchanan 501c-3. Roll call vote carries unanimously.

**IX. Public Comment - Non-Agenda Items Only** *(3-minute limit)*

Michael Rowland – Asked about the July Summer Passport series and hope it can be distributed in time for the upcoming Summer Concert Series.

McGhee confirmed he has them ready for distribution by end of week. Paniagua asked why the DDA was taking it on, McGhee confirmed they'd previously agreed to it but they could discuss it further. Agreement it is a project in line with the DDA's goals of promoting downtown businesses. Audience member Vigansky reminded the board that this was not on the agenda and should not be discussed, McGhee clarified that they'd previously voted on taking on the Passport.

Antidel asked if the success of the Passport was measurable, Rowland made some suggestions of how it could be measured. Weedon feels it's an important measure in the short term.

Rowland also commented that he and Randy Hendrixson had discussed a benefit event to support the downtown businesses through raising money for grants. There is a limited window to plan and hold the event, but he wanted to present it as an idea for the DDA.

Dan Vigansky – Commented that he was very dissatisfied with the way the Board had discussion during public comment and felt it was a violation of the rules.

**X. Staff/Committee Comments**

None.

**XI. Adjournment**

Motion made by Weedon, seconded by Capron to adjourn the meeting at 6:57pm.

**DOWNTOWN DEVELOPMENT AUTHORITY  
CITY OF BUCHANAN, MICHIGAN  
BYLAWS**

**ARTICLE I**

**Name - Purpose - Authority**

1. **Name.** The name of this organization is the DOWNTOWN DEVELOPMENT AUTHORITY of the City of Buchanan, a Municipal Corporation, hereinafter referred to as the “Authority” or “DDA”.

**Purpose and Authority.** The purpose and authority of the organization shall be as defined and authorized by Act 197 of Michigan Public Acts of 1975 and Ordinance No. 2025.05/442 of the City of Buchanan, Berrien County, Michigan, as amended, to:

- Correct and prevent deterioration in the downtown district;
- Encourage and financially develop historic preservation initiatives;
- Create, finance and implement marketing, promotion and development plans;
- Promote and finance economic growth and redevelopment of the district;
- Encourage the expansion of commercial enterprises in the downtown district; and,
- Provide recommendations supportive of DDA goals to the City of Buchanan.

**ARTICLE II**

**Board of Directors**

1. **Board of Directors.** The Authority shall be under the supervision and control of a Board of Directors (the “Board”) consisting of the chief executive officer of the municipality or his/her designee from the governing body of the municipality and not less than eight (8) or more than twelve (12) members as determined by the governing body of the municipality.
2. **Term.**
  - a) —Board members shall serve a four (4) year term, commencing on July 1, but shall not serve more than two (2) terms in succession. In the event of a member being reappointed to the Board, a period of two (2) years must have elapsed since his previous term(s).
  - b) All appointments for vacancies shall be for the unexpired term. If the unexpired term is less than two years in length, such appointment shall not be considered a term for purposes of the two (2) term limit described in Article II, paragraph 2a. If the unexpired term equals or exceeds two

years, such appointment shall be considered a term for purposes of the two-term limit.

### **3. Resignation and Removal.**

- a) Any Board member may resign at any time by the delivery of a written resignation to the Mayor of the City of Buchanan and the DDA Chairman of the Board.
- b) The Board of Directors may by the majority vote of the board members present at any regular or special meeting, recommend to the City Commission of the City of Buchanan the removal of any Board Member for acts of omission or commission not conducive to the best interest of the Authority, or if said member fails to attend regularly (two-thirds (2/3) of the regular meetings in any fiscal year). Such recommendations, together with reasons therefore, shall be transmitted in writing to the City Commission of the City of Buchanan.
- c) Being duly noticed, and after having been given an opportunity to be heard, a member of the board may be removed for cause by majority vote of the DDA governing body. Removal of any member is subject to review by the circuit court.

## **ARTICLE III** **Officers**

- 1. **Number.** The officers of the Authority shall be Chairman of the Board, Vice Chairman, Treasurer, and Secretary.
- 2. **Election, Term of Office and Qualifications.**
  - a) The officers shall be elected by a majority of the Board of Directors annually at the first meeting in July, for a one-year term. The offices of the Chairman and Vice-Chairman must be held by members of the Board of Directors.
  - b) City staff members elected to officer positions may not vote on matters brought before the Board.
  - c) Voting for officers and Directors shall be limited to Board members.
  - d) Officers shall be elected by a majority of the Board of Directors.
  - e) Officers shall not serve more than three (3) years in succession in any given office.
- 3. **Vacancies.** In case any office of the Authority becomes vacant for any reason, a majority of the Board of Directors shall elect an officer to fill such vacancy for the unexpired portion of the term.

4. **Chairman of the Board.** The Chairman of the Board shall be the Chief Executive Officer of the Board and preside at all meetings of the Authority and may cast a vote in all matters brought before the Board. He / She shall supervise and be responsible for the preparation of plans, approval of meeting agendas and performance of functions of the Authority. He / She or his/her representative shall attend all meetings. The Chairman or a Representative of the Board appointed by him/her, shall be the only person to represent the Board to the City Commission, press, or other public forum.
5. **Vice-Chairman.** The Vice -Chairman shall preside in the absence of the Chairman.
6. **Chief Executive Officer.** The Chairman of the Board shall be the chief executive officer of the Board. He/She shall supervise and be responsible for the preparation of plans and performance of functions of the Authority. He/She or his/her representative shall attend all meetings. The Chairman or a Representative of the Board appointed by him shall be the only person to represent the Board to the City Commission, press, or other public forum.
7. **Secretary.** The Secretary shall have charge of such books, documents and papers as the Board may determine and shall attend and keep minutes of all the meetings of the members. In the absence of the Secretary, the Chairman of the Board shall designate a member to record the minutes. The public body shall make proposed minutes available for public inspection within 8 business days after the meeting to which the minutes refer. The public body shall make approved minutes available for public inspection within 5 business days after the meeting at which the minutes are approved by the public body.
8. **Treasurer.** The Treasurer shall keep the financial records of the Authority in accordance with Governmental Accounting Standards Board principals. Subject to the requirements of Article V, The Treasurer shall approve all vouchers for expenditure of the Authority and report at each regular meeting of the Authority, providing the City Treasurer such financial records supporting annual auditing conducted by the City of Buchanan
9. **Removal.** Officers may be removed for the same reasons as Board members may be removed and by a majority vote of the members present.
10. **Code of Conduct:** All DDA officers and directors shall adhere to the City of Buchanan Code of Conduct Ordinance.
11. **Indemnification.** The Authority shall indemnify any current or former officer, director or board member of the DDA without limitation, against any and all expenses actually and reasonably incurred by him or her in connection with pending or threatened defense of any civil action, suit, or proceeding, and for any loss or claim resulting from any such action, suit, or proceeding, in which he or she is made a party by reason of being or having been a board member, director or officer, including but not limited to any matter as to which he or she is adjudged to be liable

in the performance of duty to the DDA. The DDA may, by majority vote of the directors, obtain a policy or policies of insurance for the purpose of providing additional resources for indemnification of the officers and directors of the Authority.

#### **ARTICLE IV** **Meetings**

1. **Regular Meetings.** The Board shall hold regular meetings at the City Hall in Buchanan, Michigan, or such other places as shall be designated by the Director at 5:00 PM on the second Wednesday of each month hereafter. All regular and special meetings shall be noticed and held in compliance with the Michigan Open Meetings Act.
2. **Special Meetings.** A special meeting may be called by the Chairman of the Board, Director or by any three (3) Board members at such times and places as indicated in the call for a special meeting. Notice and an Agenda of the Special meeting shall be given to all members and posted for public notice at least 24 hours prior to the meeting and be given in a reasonable manner under the circumstances then existing. Special meetings will be announced on the City Website and displayed at City Hall 24 hours before the scheduled meeting.
3. **Quorum.** A quorum shall be a simple majority of the Board members.

#### **Voting.**

- a) All business of this Authority, with the exception of bylaw amendments, purchases, sales, and any pending or threatened legal actions in which the DDA is a party, must be by a majority of the entire Board and as otherwise provided by these by-laws, shall be decided by a simple majority of the members present. All business concerning bylaws amendments, purchases, sales and legal actions shall be decided by majority vote of the entire Board. Where conflict of interest exists, board members must recuse themselves and abstain from voting.
  - b) In the event a member abstains, the reasons shall be stated on the record.
4. **Conflict of Interest.**
    - a) A member who has a direct or indirect financial interest in any matter before the authority shall disclose his/her interest prior to the authority taking any action with respect to the matter which disclosure shall become a part of the record of the Authority official proceedings. The City of Buchanan Code of Conduct Ordinance is adopted to apply to all DDA Board members, as well as any city officers, employees and agents.
  5. **Open to Public.** All meetings of the Authority shall be open to the public with the exception of business conducted in closed session under the rules of the

Open Meetings Act. To go into closed session, there must be a 2/3 majority vote by roll call vote of all members serving.

6. **Business at Meetings.** A Director, City Manager or Secretary, in consultation off the Chairman, shall prepare an agenda for each meeting subject to the approval of the Chairman, and provide said approved agenda to members at least 72 hours prior to the meeting with the exception of special meetings.
7. **Rules of Order.** All meetings shall be conducted in accordance with Robert's Rules of Order unless these bylaws otherwise provide.

#### **ARTICLE V**

##### **Purchasing, Budget and Tax Increment Financing**

1. The Treasurer shall be responsible for all DDA purchasing. As such, the Board authorizes the Director the power to procure goods, services, memberships and or/any other necessary transactions relevant to the DDA not in excess of One thousand dollars (\$1,000) without a vote of the Board. All other expenditures exceeding one thousand dollars (\$1,000) will require a majority vote of the board. In instances where competitive bidding can be utilized it shall be and bids and/or quotes will be solicited for review and approval by the Board. The DDA will adhere to the City of Buchanan's Purchasing Policy.
2. The DDA Tax Increment Financing and Development Plan shall be submitted and for review and approval by the City Commission.
3. The DDA's annual budget shall be based on the fiscal year of the City. Before the budget may be adopted by the Authority board it shall be approved by the City Commission.

#### **ARTICLE VI**

##### **Counsel**

By a majority vote, the Board may designate attorneys or other counsel to advise the Board in the proper performance of its duties and to represent it in any pending or threatened legal actions involving or brought by or against the Authority or its board members.

#### **ARTICLE VII**

##### **Standing Committees**

- 1) The authority may establish standing committees to support operations and goals of the DDA Authority. These committees may be permanent, unless terminated at any time by majority vote of the DDA, subject to annual review by the Board, and operating in accordance with these bylaws.

- a. Each standing committee shall be responsible for specific areas of focus that aligns with the mission and strategic plan of the DDA. The primary purpose of the committees includes research, planning, recommendations, and oversight in their respective areas.
- b. Standing committees shall meet as necessary to fulfil their responsibilities.
- c. Minutes of all committee meetings shall be maintained and submitted to the board.
- d. Committees shall report their activities and recommendations at regular Board Meetings.

### **ARTICLE VIII** **Amendments**

These bylaws may be altered, amended or repealed by a majority vote of the entire Board as constituted. All said alterations, amendments or repeals of these bylaws shall be subject to the approval of the City Commission of the City of Buchanan.

Approved by the Downtown Development Authority on March 3, 2004.

Approved by the Buchanan City Commission on March 8, 2004.

Amended by the Downtown Development Authority on October 1, 2008.

Approved by the Buchanan City Commission on October 13, 2008.

Amended by the Downtown Development Authority on January 12, 2011.

Approved by the Buchanan City Commission on January 24, 2011.

Approved by the Downtown Development Authority on May 11, 2016

Approved by the Buchanan City Commission on May 23, 2016

# Memorandum



Date: August 7, 2025

To: Buchanan Downtown Development Authority

From: Tony McGhee, City Manager

Subject: Overview of Financial Position

While the City of Buchanan's Downtown Development Authority (DDA) has not spent its tax capture over the past several years, these resources have continued to be managed by the City and have accrued interest. Below is a summary of the funding currently available to the DDA and where it is held:

Location	Amount
401 Capital Project Fund – DDA Incentive Program	\$734.37
401 Capital Project Fund – Mill Alley Restoration	\$87,779.11
401 Capital Project Fund – Buchanan Common	\$22,840.61
401 Capital Project Fund – Pears Mill	\$40,368.53
401 Capital Project Fund – County Loan	\$41,447.66
Honor Credit Union – Cash in new DDA Account	\$201,979.39
<b>Total:</b>	<b>\$395,149.67</b>

The funds held in Fund 401 were previously allocated by the DDA for specific projects and are only available for use by the DDA. The DDA voted to unencumber the 401 funds at their last meeting. Staff has not done that yet as we want to move them just once and need to determine if the DDA wants to move them into their cash account or into a different investment vehicle. Staff will have options to discuss with the DDA during the August 13<sup>th</sup> meeting.

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# **TAX INCREMENT FINANCING AND DEVELOPMENT PLAN**

**FOR THE CITY OF BUCHANAN  
DOWNTOWN DEVELOPMENT AUTHORITY**

**DOWNTOWN DEVELOPMENT AUTHORITY  
CITY OF BUCHANAN  
BERRIEN COUNTY, MICHIGAN**

Adopted: December 15, 2004  
Amended: January 22, 2007

# **TAX INCREMENT FINANCING AND DEVELOPMENT PLAN**

**for the  
City of Buchanan  
Downtown Development Authority**

**Downtown Development Authority  
City of Buchanan,  
Berrien County, Michigan**

## **ORIGINAL**

**Recommended for Approval by the Downtown Development Authority:  
November 17, 2004**

**Approved by the City of Buchanan City Commission:  
December 13, 2004**

## **AMENDMENT**

**Recommended for Approval by the DDA  
August 2, 2006**

**Approved by the City of Buchanan City Commission  
January 22, 2007**

**Prepared With the Assistance of:**

**McKenna Associates, Incorporated  
151 S. Rose St., Suite 920  
Kalamazoo, MI 49007  
(269) 382-4443**

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## **ACKNOWLEDGMENTS**

### **CITY OF BUCHANAN**

#### **CITY COMMISSION**

Earl (Joe) Scanlon, Mayor

David Hagey, Mayor Pro Tem

Alberta (Jeanne) Arbanas (Amendment only)

Marlon McGuire

Patricia Moore

Flora Ann King (Original only, former Commissioner)

Reed Mann (Original only, former Commissioner)

### **DOWNTOWN DEVELOPMENT AUTHORITY**

Tracy Dipppo, Chair

Carla Cole, Co-Chair

David Hagey

Tammie Herrman

Alice Kring

Ralph McDonald

Valerie Phillips

Joan Renbarger

Earl (Joe) Scanlon

Neal Witherow (Original only, former member)

Beverly Ackles (Original only, former member)

Cathy Greenway (Original only, former member)

### **CITY OF BUCHANAN STAFF**

Margaret (Meg) Mullendore, City Manager

Michael Hughes, City Manager (former)

Michelle Klarich, DDA Director

Gladys Bybee, City Clerk

Laura Fox, Deputy Clerk

Gordon Schreiber, Assessor

Randy Hyrns, City Attorney

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## **BACKGROUND AND PURPOSES OF THE TAX INCREMENT FINANCING AND DEVELOPMENT PLAN**

On December 17, 1984, the City Commission of the City of Buchanan created the Downtown Development Authority (DDA) by ordinance, pursuant to Act 197 of the Public Acts of 1975, as amended, of the State of Michigan. A DDA District was created, which included the central business district as well as the adjacent industrial campus to the northeast. A DDA Board was appointed and by-laws were created.

The Development Plan and Tax Increment Finance (TIF) Plans adopted in 1984 included primarily infrastructure and streetscape projects. The majority of the improvements included in the 1984 Development Plan have been constructed since that time. Those projects that have not been constructed are significant and have been included in this Development Plan to be completed in the future.

### **BACKGROUND**

Once the Plan was adopted, the DDA immediately began to capture money and implement the plan. Shortly, sewers were installed and Third Street was extended opening up the McCoy's Creek Industrial Park. In just five years (March of 1989), the Development and TIF Plans had to be amended to reflect the projects that had been completed, revised costs, and new priorities.

Then, the City of Buchanan experienced significant economic contraction with the loss of the Clark Equipment Company. Recognizing the need to respond to this radical shift in the economy and the market, a brand new Development Plan was proposed in 1992. The 1992 Plan presents a detailed analysis of the downtown district and the surrounding area, and it presents recommendations for improvements and enhancements for many facets of the downtown. This Plan, however, was never adopted, as there was not consensus at the time on all of the recommendations included in the document. Nonetheless, the 1992 Plan continues to provide the DDA with guidance and suggestions on everything from façade details to land use districts.

Finally, in 2003, the City of Buchanan was selected by the State of Michigan to participate in the Blueprints for Michigan Downtowns program. The process established the community's economic vision for Downtown Buchanan and provided the findings of a market analysis conducted for the area. An economic enhancement strategy was also prepared for the downtown with recommendations and implementation measures as to how to move towards the community's economic vision.

### **PURPOSES OF THIS PLAN**

The year 2004 represented the end of the 20-year lifecycle of the original Development and TIF Plans adopted by the City of Buchanan. In order to continue to have the opportunity to capture

funds and use those funds within the district, the DDA updated these documents. Through this process, the DDA also made an effort to consolidate all of the prior analyses that have occurred in the downtown since 1984. With the 2003 Blueprint, the 1992 proposed Development Plan, and the 1989 Plan Amendments, a considerable amount of time and effort was spent analyzing and studying the downtown. As a result, many recommendations and proposals were generated. This plan does not recreate those efforts. This plan uses the analyses and recommendations generated by those reports to develop an implementation plan based on the priorities of the City of Buchanan and designed to accomplish some of these goals. Additional improvement projects have been added to the plan in certain priority areas.

The overall goal of the Plan is to undertake public improvements that will provide the framework and impetus for additional private investments, improvements, and redevelopment projects in the DDA District. Additionally, the Plan's goals include:

- Improvement of existing parking facilities and creation of new parking facilities to reduce parking demand in the central business district.
- Redevelopment of vacant or unattractive buildings and units, either through incentives or acquisition, and filling those spaces with priority uses, as identified in the Blueprint Market Study.
- Further enhancement of The Common Grounds and creation of additional public amenities.

There are two separate documents contained within this text. First the Development Plan defines the Development Area within which the DDA can make improvements and describes what these improvements might be. It describes what projects the DDA may implement over the course of the Plan. Second, the Tax Increment Financing (TIF) Plan explains one method the DDA uses to collect funds and estimates how much money it will generate over the life of the Plan. This helps the DDA understand how much money they will have to use, and it helps the tax jurisdictions understand what the impact will be on them. Both documents are prepared in accordance with the State DDA Act (PA.197 of 1975, as amended).

## **2006 AMENDMENT TO THE DDA AND DEVELOPMENT PLAN**

When the Development and TIF Plan was adopted in 2004 thereby extending the life of the DDA for another 30 years, it was recognized that it may be nearly 10 years before the DDA captured money again. Property values in the district had been so negatively impacted by the departure of industries in the 1990's that the value of the district today was far below the baseline value of the district in 1984. Although the gap was closing, it would be several years before the DDA was again capturing money it could use.

However, by eliminating some of the parcels with the greatest loss of value attached to them from the DDA district and therefore reducing the baseline value of the district without

significantly impacting the current value, it would be possible to start capturing money again. The parcels with the greatest negative impact on the district are industrial parcels located northeast of Red Bud Trail and Front Street. However, not all of these parcels are having a negative effect on the district. Some result in large gains for the district. Any amendment would have to be done carefully to result in the maximum net benefit for the district.

The other consideration is that if a parcel is not in the DDA, then DDA funds cannot be used there (with limited exceptions, such as streetscape.) So, even if a parcel is resulting in a loss for the district, the DDA may have considered retaining it in the District so that funds can be used at the site for a project or improvement in the future. Since many of the parcels being considered are abandoned industrial sites in need of redevelopment, this is a significant issue. However, it is important to note that most of this area is also a part of the City's brownfield plan. Therefore, improvements on any parcels removed in the district will still be able to be made with brownfield funds instead of DDA funds.

With these parameters in place, our primary purpose in this amendment process was to remove particular parcels from this district in an effort to restore possible capture to the DDA. Map 1 demonstrates the changes that were made to the DDA boundary and approved by the City Commission through the DDA amendment process. The amendment process also allowed the DDA to adjust boundaries in other locations where the district boundary cut through parcels that had combined together over the years. Finally, this Plan was reviewed to determine if any changes were desired. A few updates were made to the proposed projects in the Development Plan (Table 1). These are projects to be completed by the DDA during this planning period. The changes were as a result of changes in the community since the Plan was adopted.

An additional change is also being made to the Plan as a result of the dissolution of the Andrews Farm TIF. The Andrews Farm TIF District served the Andrews Farm Industrial Park in the southeast corner of the City. Since all of the projects in the plan are complete, the TIF is being dissolved. A portion of the remaining balance, \$257,925.79, has been loaned from the TIF to the DDA at 0% interest for five years. The money must be used for an appreciable asset, such as acquiring a building to lease or restore and sell, to distribute grants to businesses and fill vacancies in the district, or perhaps to improve the streetscape and therefore the value of surrounding properties. These projects are listed in the table of proposed projects and will be available for the DDA's selection.

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## Insert Map 1

## SUMMARY OF PROPOSED IMPROVEMENTS

The Development Plan is based on the recommendations and proposals contained in planning texts prepared for the Downtown since 1984. This Plan prioritizes those recommendations that remain based on today's priorities and the needs of the next 30 years. The proposed projects are divided into four phases (on-going projects, 0-5 years, 5-15 years, and 15-30 years), and they are also separated into six categories. The categories represent different types of projects. Each of the categories is summarized below.

In order for an improvement to be made in the DDA district, it must be included in the Development Plan. Therefore, there are many projects included in this Plan, some of which may not happen for 20-30 years until the end of the Plan. Also, it is possible that the DDA may only pay for a portion of the costs of the proposed improvements. The remaining costs may be paid for by a private party, donations, grants, or another public agency.

*Facilities & Infrastructure (FI)* – These are improvements to public facilities or public infrastructure, or they result in construction of new facilities for public use. Priority for these projects varies depending on the demand for the use or the need for the improvement.

*The Common Grounds Site Improvement (CG)* – The Common Grounds is a recently developed public space on the south side of the central business district within the Development Area. The Grounds includes public facilities – Tin Shop Theater, Pears Mill, The Common amphitheater, and Farmers Market – and McCoy's Creek in The Common with leisure paths alongside and the Mill Race. This passive use area has become a popular community use facility for all residents. Priority for these projects varied. While there are specific aspects of the area that should be addressed, the site has been a priority for many years and there are other parts of the district that should get attention as well.

*Parking Lot Improvement (PL)* – Parking lot improvements include both improvements to existing parking lots and construction of additional parking through redevelopment. Through the development of residential uses in the downtown district, parking has become a vital issue, and the need for additional spaces is critical. Further, existing lots that the citizens depend on will not serve the public much longer without improvements. Therefore, priority for parking lot improvements is high.

*Streetscape Improvements (ST)* – Streetscape improvements – including streetlights, street trees, signage, benches, kiosks, and other amenities – can provide a significant facelift to an aging commercial district. The City of Buchanan is already experiencing such improvements with the work that has recently been completed along Front Street in the central business district. Proposed projects would continue similar improvements along the street frontage of major roads throughout the district. Because a number of streetscape improvements have already been conducted, these have been identified as lower priority projects.

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*Business Development (BD)* – Business development improvements do not necessarily result in the City making physical changes to a structure or system, but they can have significant changes on the downtown district. Business development efforts market the district to consumers and recruit businesses in order to attract them to the downtown market. Priority for business development efforts was high so as to fill vacancies and restore vibrancy in the downtown.

*Events and Festivals (EF)* – Downtown districts typically host events and festivals in order to bring more people into the downtown and introduce them to the amenities and opportunities that it offers. Typically, this is a jointly sponsored event with other organizations as well. The Common Grounds provides an excellent space for gatherings and public use. Events and festivals were not rated as a high priority at this time, however, until business development has increased in the district and there are more opportunities for those attending the events to enjoy.

## DEVELOPMENT PLAN

### 1. Designation of Boundaries of the Development Area

The Development Area is located within the limits of the City of Buchanan. The boundaries of the Development Area are the same as the boundaries of the DDA District. This area is generally a melding of two districts within the City: the central business district and the immediately adjacent McCoy's Creek Industrial Park, although not all of the Industrial Park is included in the district. The central business district is bounded generally by Roe Street, Oak Street, Redbud Trail, and Third Street. The Development Area also includes the commercial properties along Front Street that extends up the hill to the east just beyond Third Street. North of Front Street, the district includes the commercial and industrial uses east and west of Skyline Drive to just beyond Woodside, and most of the commercial and industrial uses west of Red Bud Trail and east of Third Street. Map 2 (page 8) shows the boundaries of the Development Area.

### 2. Location and Extent of Existing Streets and Other Public Facilities Within the Development Area; Location, Character, and Extent of Existing Public and Private Land Uses.

Existing land uses in the Development Area are shown on Map 3 (page 9).

#### A. Public Uses

Public Uses in the Development Area include at least portions of the following public streets: Short Street, Redbud Trail, Dewey Street, Third Street, Main Street, First Street, Front Street, Oak Street, Charles Court, Days Avenue, Rynearson Road, and Liberty Street.

Other public facilities within the Development Area include the City Hall, The Common, the Pears Mill, the Tin Shop Theater, the Farmers Market, the Police Department, the Fire Department, the Post Office, the Senior Center, the Teen Center, and the Chamber of Commerce.

#### B. Private Uses

- 1) Residential – There are a limited number of residential uses within the Development Area. Most of the residential units within the development area are located on the upper floors of the retail uses in the central business district along Front Street and Main Street. Detached dwellings are located on the perimeter of the Development Area. There are approximately 36 upper-story residential units in the downtown district.

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**insert map 2 boundary**

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**insert map 3 – existing land use**

- 2) Commercial – The Development Area covers the central business district of the City as well as the secondary commercial district along East Front Street. Commercial uses in these areas are predominant. The central business district is generally bounded by Roe Street, Oak Street, Third Street and Redbud Trail. Retail uses in the district include hardware, candy and nuts, bakery, new and used cars, gasoline / service station, computer software, restaurants, bicycles, beauty salons, and video rental. There are also a number of service uses in the district, including banks, securities, insurance, photography studios, lawyers, and accountants. Along the East Front Street corridor, the development pattern is more automobile-oriented as the sites were developed more recently than the downtown core. Uses along this corridor include fast food restaurants, service stations, banks, car wash, restaurant, convenience store, and a grocery store.

As a result of the 2003 Downtown Blueprint process, the DDA was provided with a comprehensive inventory of uses in the central business district. In 2004, this inventory reported that there were 86,708 square feet of occupied retail space, 21,653 square feet of vacant retail space, 60,129 square feet of occupied office space, and 82,621 square feet of occupied miscellaneous commercial space in the central business district. This does not include the industrial park or the uses along Front Street.

Except for the expansion along East Front Street, commercial development has been generally contained within the central business district. There has been limited infiltration into the surrounding residential neighborhoods. This has allowed for maintenance of the central historic core, protection of the residential neighborhoods, and establishment of a sustainable community.

In the spring of 2005, the City Commission approved design guidelines for the downtown. Because the building stock in the downtown is not in 100% condition, and many will be redeveloped or refurbished in the near future, this will provide an overall improvement to the appearance, value, and impression of the district thereby increasing its attraction to businesses and consumers alike. It will also insure that the improvements are consistent with the traditional character of the City of Buchanan.

- 3) Industrial – The area to the northeast of the central business district (north of East Front Street, east of Redbud Trail and River Street) is primarily industrial in nature. This area is known as McCoy's Creek Industrial Park. There are five major industrial uses existing in the Development Area: Clark Laboratories, Bosch Rexroth, Freedom Finishing, and Jack Post. The local newspaper also operates an industrial facility within the Development Area.

Many vacant buildings remain on the sites of former industries in the Industrial Park. Many of these buildings are on parcels that were removed from the district. They are in the brownfield district however and can be redeveloped or improved with the aid of brownfield funds. Other former industrial buildings are beginning to be reused in creative ways. One such building is closest to the corner of E. Front Street and Redbud Trail. It was a part of the Clark Equipment campus, but it has now been converted to light industrial, service, and retail mixed use. It is expected that some of the other abandoned buildings will find other creative uses in the future.

**C. Recreational Uses**

The City of Buchanan has begun to develop an Arts and Historic District in the block between Oak Street and Days Avenue north of Roe Street. This District includes the refurbished Tin Theater and Pears Mill as well as the recently constructed Common, which is a City-owned amphitheater for performances and concerts. Within this District, the City has uncovered McCoy's Creek along Days Avenue. The Creek is also exposed at the Mill Race next to Pears Mill. These exposures create water amenities and passive recreational opportunities for residents to enjoy. Additional open space and passive areas have been incorporated into this district.

Nearby, at the southeast corner of West Front Street and Oak Street, the Buchanan Garden Club maintains a Memorial Park with a gazebo and open space. Also, at the northeast corner of Redbud Trail and East Front Street is McCoy's Pond and McCoy's Pond Park.

**D. Semi-Public Uses**

The Mason's have a building at the southeast corner of Dewey St. and Oak St., the American Legion is located on E. Front St., and the Gateway Foundation office is located on Days Avenue.

**E. Educational Uses**

There are no educational uses within the Development Area.

**F. Vacant Land**

There are a few vacant lots located within the Development Area. Most of the vacant industrial land has been removed from the DDA as a result of the amendment to the District. There is a large vacant industrial parcel west of Skyline that is available for industrial use. There are also several vacant storefronts in the central business district.

### **3. Location and Extent of Proposed Public and Private Land Uses.**

Proposed land uses within the Development Area shall be consistent with the 2003 Downtown Blueprint and the City's Master Plan. In fact, the City is in the process of updating its Master Plan. The DDA is represented on the committee that is heading the planning effort. The improvements and recommendations contained in this Development Plan will be incorporated into the Master Plan update. It is the intent of this Development Plan to encourage infill development, redevelopment, and expansion of existing uses consistent with the Master Plan and the Downtown Blueprint. The improvements and activities contained within this Development Plan will be concentrated primarily in the central business district portion of the Development Area, however all portions of the Development Area will benefit from the Plan.

### **4. Legal Description of the Development Area.**

The legal description of the Development Area is provided in Appendix A (page 28).

### **5. Existing Improvements in the Development Area to be Demolished, Repaired, or Altered; and Time Required for Completion.**

The extent of demolition, repair, or alteration of existing public improvements are not yet known for certain since funding for specific projects has not been committed nor design plans been completed.

While there are no immediate plans for demolition in the district, this may be a possibility in limited circumstances in order to provide more opportunities for parking. Residential use in the central business district has increased taking valuable parking spaces away from the commercial interests. The lack of parking is also a liability of the district as the City works to fill vacant units and store fronts.

There are many existing improvements that may be altered or repaired as a result of the other proposed improvements contained in Table 1 (page 14). There are multiple parking lot improvement projects proposed for implementation. Depending on the parking lot and the extent of work required for the particular lot, this work may involve repaving, restriping, patchwork, bollards, landscaping, lighting, grading, storm water management, and/or other site improvements. There are also streetscape improvements that are proposed in the Development Area. As these projects are installed, existing improvements such as sidewalks, curbs, ramps, benches, and streetlights may all be altered, repaired, or replaced depending on the final design.

Finally, three programs have been proposed that would allow for the alteration of existing improvements within the Development Area. The Acquisition/Development/Resale Program would establish a fund through which the DDA could purchase buildings,

renovate or redevelop them, and resell them. This will allow for quicker turnaround of buildings and spaces that require more costly and time-consuming renovation work. The Downtown Façade Improvement Program would establish a fund through which applicants could apply for grants to improve the facades of their business or property. This would result in the alteration of the existing building stock in the Development Area by creating incentives for business and property owners to improve their facades consistent with design guidelines. Finally, by its inclusion in this Plan, the DDA shall be eligible to participate in various infrastructure improvements required within the district. This may include streets, water, sewer, or other public service improvements. As these systems age and require maintenance or need to be improved to meet current demand, the DDA is eligible to assist to pursue the higher quality work for its business.

**6. The Location, Extent, Character, and Estimated Cost of Improvements, Including Rehabilitation Contemplated for the Development Area and an Estimate of Time Required for Completion.**

Public improvements contemplated to be completed in the Development Area over the 30-year life of this Plan, along with estimated costs and time of completion, are included in Table 1 (page 14). The projects have been grouped into phases for scheduling purposes. For those projects with a known geographic reference at this time, they are shown on Map 4 (page 16). Those projects not shown on Map 4 either have no specific geographic reference (e.g. Marketing Plan), or the specific location of the improvement has not yet been determined (e.g. Community Center).

Cost estimates for the projects are very preliminary because detailed plans have not been completed. Where possible, estimates were based upon recent, comparable construction and vendor estimates.

Funding for the public projects is proposed from a variety of sources including the following: tax increment revenues, federal and state grants (including CDBG, Cool Cities, and ISTEA), private donations, and additional sources to be determined. The DDA will also be receiving a \$257,925.79 no interest loan from the dissolution of the Andrews Farm TIF, which it must use on a project that will generate revenue or increased tax values for the district. The proposed improvements include facility and infrastructure improvements, enhancements at The Common Grounds, parking lot improvements, streetscape enhancements, business development, and events and festivals.

**Table 1**  
**Project Cost and Timing**  
**City of Buchanan DDA**

Map #	Project	Estimated Cost	Category
<b>ON-GOING PROJECTS 2005-2034</b>			
	<i>Acquisition/Development/Resale/Program</i>	\$250,000	BD
	<i>Downtown Façade Improvement Program</i>	\$15,000/year	BD
	<i>Commercial Enterprise Fund</i>	\$50,000	BD
	<i>Soap Box Derby</i>	\$1,000/year	EF
	<i>Buchanan Fest</i>	\$8,000/year	EF
	<i>Arts and Historic Festival</i>	\$8,000/year	EF
	<i>Marketing Activities</i>	\$12,000/year	BD
	<i>Programming/Events</i>	\$15,000/year	BD
	<i>Administration</i>	\$20,000/year	BD
<b>1</b>	<i>Common Area Site Improvements</i>	\$7,500/year	CG
	<i>Infrastructure Improvements</i>	\$10,000/year	FI
<b>PHASE I 2005 - 2009</b>			
	<i>Ice Rink and/or Skate Park</i>	\$55,000	FI
<b>2</b>	<i>Farmers' Market</i>	\$225,000	CG
<b>3</b>	<i>North Parking Lot Improvements</i>	\$450,000	PL
	<i>Marketing Plan</i>	\$6,000	BD
<b>4</b>	<i>McCoy's Creek Trail</i>	\$15,000	FI
	<i>Modify Zoning Code to establish non-retail uses on first floor in the downtown as Conditional Uses</i>	--	BD

Map #	Project	Estimated Cost	Category
<b>PHASE II 2010 - 2019</b>			
<b>5</b>	<i>Public Restrooms / Concessions Building</i>	\$65,000	CG
<b>6</b>	<i>Reconstruction and Resurfacing of Oak Street and Days Avenue Parking Areas</i>	\$150,000	PL
<b>7</b>	<i>Pears Mill Area &amp; Plaza</i>	\$131,520	CG
<b>8</b>	<i>Redbud Trail Parking Lot Improvements</i>	\$53,000	PL
	<i>Directional Signage including parking lot signs, business directory sign, and amenity signs</i>	\$35,000	ST
	<i>Kiosk featuring event programs</i>	\$15,000	ST
	<i>Pedestrian Safety Signage: crosswalks, walk/don't walk signals, cross arm traffic lights</i>	\$150,000	ST
<b>PHASE III 2020 - 2034</b>			
<b>9</b>	<i>Redbud Trail Streetscape Improvements (from Third St. to 112 S. Redbud Trail): street lights, trees, amenities</i>	\$23,000	ST
<b>10</b>	<i>McCoy's Pond Park Improvements and Fountain</i>	\$35,000	FI
<b>11</b>	<i>West Front Street Streetscape Improvements (from Oak St. to old Library): street lights</i>	\$45,000	ST
<b>12</b>	<i>East Front Street Streetscape Improvements (from 400 E. Front Street to City Limits): street lights, trees, amenities</i>	\$350,000	ST
	<i>Construction of Community Center / Convention Center</i>	\$214,000	FI
<b>13</b>	<i>Oak Street Streetscape Improvements (from Front St. to Roe St.): street lights, trees, amenities</i>	\$45,000	ST
	<i>Create a Buchanan Area Tourism Council</i>	\$15,000 - \$30,000/year	BD
<b>14</b>	<i>Main Street Streetscape Improvements (from Front St. to Dewey St.): street lights, trees, amenities</i>	\$35,000	ST

- Categories: FI – Facilities & Infrastructure; CG – Common Grounds Site Improvements; PL – Parking Lot Improvement; ST – Streetscape Improvements; BD – Business Development; EF – Events and Festivals.
- Estimated Cost is in 2004 dollars.
- A summary of all projects is included in Appendix B (page 30).

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## **Insert Map 4 - Improvement Projects**

**7. A Statement of the Construction or Stages of Construction Planned, and the Estimated Time of Completion.**

An estimated schedule for the completion of the proposed projects is outlined in Table 1. Over time, as the District changes, budgets fluctuate, and opportunities present themselves, specific projects may be moved into a different phase for implementation. This shall not require an amendment of the Plan. Rather, in approving the project, the DDA, at that time, shall provide a short explanation as to why the shift was justified.

The projects have been divided into four phases based primarily on priority, considering the current financial status of the DDA. On-going projects are those projects that will be administered on a continuing basis as needed throughout the life of the Plan. Some are likely to start within the next one to five years, while others may not be desired to begin taking action until later in the planning period. In some instances, these are already established events or programs. Inclusion in the Plan now allows the DDA to participate in the funding of them. Phase I projects were identified as high priority projects addressing immediate needs. These are projects that will likely be implemented within the first five years of the Development Plan. Phase II projects were also identified as priority projects but not as a high priority. They will likely be implemented during the next ten years (2010-2019). Finally, the Phase III projects were not identified as priority projects. These projects are unlikely to be funded directly by the DDA at this time unless additional revenues are generated or captured. However, if opportunities arise to develop one of these projects through private money, private development, grants, donations; or other alternative sources, the DDA will explore those opportunities. Otherwise, these are likely to be addressed during the final 15 years (2020 – 2034) of the Plan when additional revenue may be available to the DDA.

**8. Parts of the Development Area to be left as Open Space and Description of Contemplated Use.**

The only portions of the Development Area to be left as Open Space are spaces within the Arts and Historic District and Common Grounds. This area is located within the block surrounded by Front Street, Days Avenue, Roe Street, and Oak Street. In recent years, buildings have been demolished and the creek has been uncapped to create passive open space for the community to enjoy. The Common, in the southern portion of this site, is a public amphitheater where concerts and other events are held. The Pears Mill is a historic mill located adjacent to the Mill Race on the northern portion of the site. This is a historical and educational site with considerable value to the community. It is likely that this site will be left as open space for public use, and any further improvement to the site would be for enhancement purposes only.

**9. Portions of the Development Area which the Authority Desires to Sell, Donate, Exchange, or Lease To or From the Municipality and the Proposed Terms.**

The DDA currently owns several properties within the City of Buchanan. The DDA TIFA also owns several properties within the City of Buchanan. In the future it may be determined to be in the best interest of the City, the DDA and the DDA TIFA to enter into agreements for the purchase or exchange of real property within the City. The DDA and the DDA TIFA reserve the right to exchange or purchase real property if such purchase or exchange is deemed to be in the best interest of the DDA and will further the objectives of the Development Plan.

**10. Desired Zoning Changes and Changes in Streets, Street Levels, Intersections, and Utilities.**

There are no changes to zoning districts expected within the Development Area. A change to the Zoning Ordinance has been proposed as a project that may be initiated in Phase I. This change would require non-retail uses on the first floor along Front Street in the central business district to get a conditional use permit. This would discourage non-retail uses such as services or offices from occupying these spaces. Retail storefronts tend to generate more interest, energy, and excitement at the pedestrian level along the streetscape and are generally encouraged in downtown settings. The proposed change to the Zoning Ordinance would ensure vacant storefronts are filled with desired businesses.

No changes to streets, street levels, or intersections are anticipated at this time. It is possible that improvements to the Common Grounds may include some redesign to the parking and access lanes that serve Pears Mill and the Library, as the current layout creates a cut through from Oak Street to Days Avenue. Traffic calming measures may be introduced to discourage such actions during future improvements to this area.

Utility and other infrastructure improvements are likely in specific areas. It is likely that in the course of parking lot improvements or streetscape enhancements, the electrical lines by the Library will be buried. This will improve the aesthetics of the site and make the electrical lines more durable. Also, it is likely that improvements will continue to the sewer along Front Street as a part of the City's Capital Improvement Program.

**11. An Estimate of the Cost of the Development, Proposed Method of Financing, and Ability of the Authority to Arrange the Financing.**

The estimated cost of each proposed project is included in Table 1. Estimated costs are provided in 2004 dollars. For projects that are shown with annual costs, the total cost of the project is the product of the annual cost multiplied by the number of years that program could be in place under this proposed schedule. The total cost of all of the proposed On-going Projects is \$3,195,000. The total cost of all of the proposed projects

in Phase I is \$751,000. The total cost of all of the proposed projects in Phase II is \$599,520. The total cost of all of the proposed projects in Phase III is \$1,084,500. Therefore, the total cost of all improvements in the Development Plan is \$5,630,020. These costs include the associated administration, engineering, planning, and design work anticipated for each project.

Funding for each project will be based on the specific project and the timing of the project. The amendments to the DDA district will make it possible for the DDA to once again capture money. The funds may not be sufficient to accomplish all these projects but there will be opportunities in the future to generate additional funds and accomplish more objectives. Some of these opportunities include grants, donations, and partnerships with public and private agencies. Plus, in 2006, the DDA will receive a \$257,925.79 no interest loan from the dissolution of the Andrews Farm TIF to be used on a hard asset. Each project will offer a unique funding opportunity, and the DDA will take advantage of the opportunity that allows for successful implementation of this project and as many additional projects as possible.

Cost estimates for projects are rough estimates because construction or design drawings have not yet been prepared. Therefore costs are based on preliminary concepts and designs. A percentage has been factored into the cost estimates to cover the cost of some contingencies and cost overruns.

**12. Designation of Person or Persons, Natural or Corporate, to Whom All or a Portion of the Development is to be Leased, Sold, or Conveyed in any Manner, and for Whose Benefit the Project is Being Undertaken, if that Information is Available to the Authority.**

The majority of projects to be completed are public improvements. All public improvement projects undertaken as part of this tax increment financing and development plan are anticipated to remain in public ownership for the public benefit. The DDA has considered the option of purchasing or exchanging property belonging to it for property belonging to the City. The DDA believes any such future purchase or exchange shall benefit the public. In particular, the DDA has considered the exchange of property commonly referred to as "City Hall" for property currently belonging to the City (see paragraph 9 above).

Through the proposed Acquisition/Development/Resale Program, the DDA may purchase additional buildings with the intent to redevelop them and sell them back into the private marketplace. The development and resale end of the project would be targeted towards specific businesses identified through a market study conducted by the DDA or the City of Buchanan, such as the 2003 Blueprint study. Besides these uses, it is unknown the person or persons to whom such property may be leased or conveyed at this time.

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- 13. The Procedures for Bidding for the Leasing, Purchasing, or Conveying of All or a Portion of the Development Upon its Completion, if There is no Expressed or Implied Agreement between the Authority and Persons, Natural or Corporate, that all or a Portion of the Development will be Leased, Sold, or Conveyed to Those Persons.**

Any land acquisitions will be in accordance with the City's bidding process as provided in the City Charter as well as with the following: Act 344 of the Michigan Public Acts of 1945, as amended; Act 87 of the Michigan Public Acts of 1980, as amended; the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970 (Uniform Act), as amended; and the regulations promulgated there under by the U.S. Department of Housing and Urban Development.

- 14. Estimates of the Number of Persons Residing in the Development Area.**

There are approximately sixty (60) persons residing in the Development Area at the time of adoption. The Plan and the proposed projects contained within it propose to displace no individuals, and the Authority designates no occupied residences for acquisition and clearance.

- 15. Response to MCL 125.1667(2)(m), 125.1667(2)(n), and 125.1667(2)(o).**

Not applicable.

# TAX INCREMENT FINANCING PLAN

## 1. Explanation of the Tax Increment Procedure.

As provided in P.A. 197 of 1975, as amended, tax increment financing is a financing tool for the redevelopment of designated development areas within a Downtown Development Authority (DDA) District. Tax increment financing is the process of expending new property tax dollars for improvements that generally benefit the source of the taxes. Tax dollars generated from new private property developments and from improvements to existing private property within a designated development area are "captured" and utilized by the DDA to finance public improvements within the development area. This process supports and encourages continued private investment.

To utilize tax increment financing, the DDA must prepare a development plan and a tax increment-financing plan. Both plans are submitted to the City Commission. The Commission must adopt the plans by Ordinance. The plans specify the initial assessed value; estimate the captured assessed value, and provide for the expenditure of the funds. These plans may be amended in the future to reflect changes desired by the DDA. All amendments must follow the procedures of the Act.

"Captured assessed value" is defined in the Act, as the amount, in any one year, by which the current assessed value of the development area exceeds the initial assessed value. "Initial assessed value" is defined as the assessed value, as equalized, of all the taxable property within the boundaries of the Development Area at the time the ordinance establishing the tax increment financing plan is approved, as shown by the most recent assessment roll of the municipality.

Such funds transmitted to a DDA are termed "tax increment revenues". Tax increment revenues are the amount of ad valorem and specific local taxes attributable to the application of the levy of all taxing jurisdictions other than the state education tax and local or intermediate school districts upon the captured assessed value of real property in the development area.

For this Plan, after the boundary has been amended and the appropriate parcels removed, the initial assessed value is the total taxable value for all real property in the development area as equalized in December 31, 1984. The initial assessed value, which totaled \$4,740,860 for the district in 1984, establishes the base value upon which the calculation of the annual capture is based. The baseline value is based on the parcels in the amended district. It is significantly smaller than the baseline of the original DDA district as a result of the parcels that were removed.

The applicable tax levy for tax increment purposes in the DDA Development Area will be the total millage levied by the taxing jurisdictions listed in Table 2 (page 22). The Buchanan Community School District, State of Michigan State Education Tax, and Intermediate School District taxes are not included because the tax levies of these

jurisdictions are exempt from capture. No jurisdictions have opted out of capture. Therefore, the remaining jurisdictions – City of Buchanan, Dial-A-Ride, Lake Michigan College, Berrien County (including 911, Law Enforcement, and the Senior Center), and the Library – will have their millage rate captured. The total tax levy is listed in Table 2 at 26.5343. It is the intent of the Plan to capture all of the available millage levied on real property in the Development Area over the duration of the Plan.

**Table 2**  
**Applicable Millage**  
**City of Buchanan DDA**

<b>Taxing Jurisdiction<sup>a</sup></b>	<b>Projected Captured Millage Rate<sup>b</sup></b>
City of Buchanan	17.1000
Dial-A-Ride	0.7500
Lake Michigan College	1.8060
Berrien County, General	4.8104
911 (Berrien County)	0.2489
Law Enforcement (Berrien County)	0.3485
Senior Center (Berrien County)	0.2987
Library	1.1718
<b>Total Applicable Millage:</b>	<b>26.5343</b>

**Notes:**

- a. Buchanan Community Schools, State Education Tax, and Intermediate Schools millage rates are not included because the tax levies of these jurisdictions are exempt from capture. The Buchanan Library debt millage rate is not included because levies to raise money for debt clearance cannot be captured.
- b. Rates are per \$1,000 of taxable value.

Under this Tax Increment Financing Plan, the tax levy on the entire captured assessed valuation is to be utilized by the DDA. The tax increment revenues will be expended in the manner as set forth in this Plan. Estimates of the projected growth in taxable value, the revenues captured from taxing jurisdictions, and the tax increment revenues to be received by the DDA are included in Table 3 (page 27).

## 2. **Duration of the Program.**

The duration of this Tax Increment Financing Plan is thirty (30) years, commencing upon adoption by the City Commission in 2004 and will terminate with tax collections due in winter 2034, unless this Plan is amended to extend or shorten its duration.

## 3. **Statement of the Estimated Impact of Tax Increment Financing on Taxing Jurisdictions In Which the Development Area is Located.**

The maximum effect of this Plan on the taxing jurisdictions is estimated in Table 3 (page 27). The taxable value received by each jurisdiction will be based on the value of the property at the time of amendment. The taxable value upon which taxes are now levied will remain constant over the life of this Plan for these jurisdictions, and the tax revenue received will not increase. Any gains on the property will be captured by the DDA. An estimate of the taxes to be from each jurisdiction over the duration of the Plan is shown in Table 3 (page 27).

At the expiration of this Tax Increment Financing Plan, all taxing jurisdictions will benefit substantially from the proposed improvements and the private development that results from it. The tax base will stabilize and once again begin to build as a result of the public improvements within the district.

## 4. **Plan for the Expenditure of Captured Assessed Value by the Authority**

### A. **Estimate of Tax Increment Revenues**

Table 3 (page 27) shows projected value increase over the next 30 years and the resulting tax increment revenues accruing to the DDA. The projected annual growth in taxable value is estimated in Table 3 (page 27) at a 1.5% rate. Both real and property assessments are included in the taxable value projections.

Because of the closing of Clark Equipment in 1987 and the subsequent demolition of the majority of their building stock in 1999, the taxable value within the District fell below the baseline value. This was the incentive to amend the district. With just a few parcels removed, it is estimated that the DDA will immediately begin capturing over \$84,000 in the first year. Growth in the district is conservatively estimated at a 1.5% rate of increase in taxable value. This also assumes that there is no new development in the District that would create additional value. Any new development or additional value created within the District would accelerate growth and income gains in the District.

The tax increment projections in Table 3 also factors in the impact of the Renaissance Zone located in the City of Buchanan and within the DDA boundary.

One real property parcel and eleven personal property parcels are included in the Renaissance Zone, which is exempt from tax collection. The Renaissance Zone is set to expire in 2012, and starting in 2009, these properties will become taxable on an incremental basis (25% in 2009, 50% in 2010, and 75% in 2011). All of this was factored into the projections provided in Table 3.

The increase in taxable value is determined by the Consumer Price Index (CPI). Since 1996, the average increase in the CPI for the Detroit Metro area has been 2.54%. Therefore, the average increase in taxable value in the state has been 2.54% per year. However, whenever the increase in assessed value (based on a study of sales data in the local area) is less than the CPI, then the increase in taxable value is based on the increase in assessed value. For example, in 2002, the assessed value for commercial property in the City of Buchanan decreased based on a study of sales reports. Because this was less than the 3.2% increase in the CPI that year, the taxable value was not set to the CPI but decreased by the same percentage as the assessed value. Therefore, for the purposes of our projection, even though the 10-year average of the CPI has been 2.54%, we are projecting an annual increase in taxable value of 1.5%. This allows for a few years where the assessed value increase may be less than the taxable value increase.

It is, however, the intent of this Plan to increase value within the Development Area. As improvements are implemented and redevelopment, infill construction, expansion, rehabilitation, and improvements occur, additional increases in value within the Development Area are likely. These increases are likely beyond those projected in this Plan, but if such increases occur, the DDA will be able to accomplish more of the objectives identified in this document. This plan may also be amended in the future if necessary to provide for the use of additional tax increment revenues for projects to be identified in the future. Funds not required for Development Plan activities may be returned to the taxing jurisdictions, in accordance with the requirements of the Act.

Should tax increment revenues be less than projected, the DDA may choose to:

- 1) Amend the DDA District and Development Area boundaries to include additional properties or to exclude properties that are diminishing the value of the District.
- 2) Delete or reschedule projects.
- 3) Explore with the City Commission the option of a levy of up to two (2) mills.
- 4) Borrow funds from the City.

Options 1 and 3 require amendments to the Plan, in accordance with the requirements of the Act. Options 2 and 4 are considered temporary implementation measures and are deemed to be within the scope of this Plan as it is originally adopted.

In 2006, the DDA was given a no interest five-year loan of \$257,925.79 from the Andrews Farm TIF district as a part of its dissolution. In order to repay the loan, that money must be placed in a hard asset that will generate revenue or increased property values for the district, such as a structure or small business loans.

**B. Maximum Amount of Bonded Indebtedness**

At this time, it is not anticipated that the DDA will utilize bonds for any phase I or II projects. Projects will be funded through tax increment finances, funds on hand, donations, and other sources. Additional funding will be sought if necessary. In the event that bonds will be used in the future, the City will be available to assist the DDA in the event of indebtedness.

The DDA has been given a \$257,925.79 loan from the Andrews Farm TIF. The City Commission will manage the loan once the TIF is dissolved. It is a no interest, five year loan.

**C. Expenditure of Tax Increment Revenues**

The program and schedule for the expenditure of tax increment revenues to accomplish the proposed public improvements for the DDA Development Area is outlined in Table 1 (page 14). Cost estimates shown are current estimates only. These estimates are based solely upon concepts and have not been developed from construction drawings. No inflationary factor has been forecasted. Stated cost estimates include fees for design, preparation of construction drawings, and other contingencies. The difference between the cost estimate and the projected tax increment revenues will be made up by additional funding sources including grants, contracts with other agencies, and private donations.

Any additional tax increment revenues beyond those projected in this plan and required to fund the improvements contained within it will:

- 1) Be used to further the implementation of the public improvement program,
- 2) Be returned, pro-rata, to the taxing units, or
- 3) Be used to expedite payment of any debt service.

Should the tax increment revenues be less than projected, the DDA may choose to:

- 1) Collect and hold the captured revenues until a sufficient amount is available to implement specific public improvements.
- 2) Implement public improvement projects based upon the ability to match existing funds with expenditures while seeking out additional funding sources.
- 3) Amend the development plan and/or tax increment financing plan to allow for alternative projects and funding.
- 4) Explore with the City Commission the option of a levy of up to two (2) mills.

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The Downtown Development Authority shall annually review proposed increment expenditures and revenues to prioritize the use of additional funds. Other public improvements which would further the completion of the Development Plan may be funded by the DDA.

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**Insert Table 3 - Projected Growth in Taxable Value and Estimated Impact on Taxing Jurisdiction**

## Appendix A

### Legal Description of the City of Buchanan Downtown Development Authority District

Commencing at the corner common to Sections 25, 26, 35 and 36, City of Buchanan, Berrien County, Michigan; thence South on the line common to Sections 35 and 36 a distance of 117.5 feet; thence West 165 feet; thence South 42 feet; thence East 132 feet to the West line of Redbud Trail; thence South on said West line 66 feet; thence West 177 feet; thence South 132 feet; thence East 177 feet to the West line of Redbud Trail; thence South on said West line 66 feet; thence West 132 feet; thence South 66 feet to the North right-of-way line of Central Court; thence West 155.5 feet to the East line of Days Avenue; thence South on said East line 82.5 feet to the centerline of Roe Street extended; thence West on said centerline and centerline extended 437.25 feet to the centerline of Oak Street; thence North on said centerline 297 feet to the North line of Charles Court extended; thence West on said North line and North line extended 294.75 feet; thence North 46 feet; thence East 49 feet; thence North 234.25 feet to the South right-of-way line of Front Street; thence West 43 feet along the South line of Front Street; thence North 231 feet; thence East 288.75 feet to the centerline of Oak Street; thence North on said centerline approximately 220 feet to the centerline of Dewey Street; thence East on said centerline 222.75 feet to the centerline of Main Street; thence North on said centerline 280.5 feet to the centerline of Third Street; thence East on said centerline 264 feet to the East line of Short Street extended; thence South on said East line 90.75 feet; thence East 132 feet; thence South 66 feet; thence East 66 feet; thence North 132 feet to the South line of Third Street; thence East on said South line and South line extended 132 feet to the East line of Redbud Trail; thence North on said East line approximately 292 feet to a point approximately 20 feet North of the Southwest corner of Block 3 of the Hatch Addition to the City of Buchanan; thence East a distance of 93 feet; thence North 157 feet; thence East 6 feet; thence North along the East line and East line extended of said Block 3 to the Westerly line of Lot 2, Block 3 of said Hatch Addition; thence Northwesterly on said Westerly line of Lot 2, Block 3 to the Southerly line of River Street; thence Northeasterly on said Southerly line to the East line of Block 2 of said Hatch Addition a distance of 228.35 feet; thence Southeasterly along said lot line 192.36 feet; thence South 69° 41' West 58.65 feet; thence South 18° 21' East 50 feet; thence South 0° 22' 52" East 271.72 feet to the Northern edge of the Third Street right-of-way, also being the Northern edge of McCoy Creek; thence Southwesterly 340.65 feet along the Western right of way of Third Street to the Southeast corner of Lot 10, Block 3 of the Hatch Addition to the City of Buchanan; thence South 66 feet across the Third Street right-of-way; thence Southwesterly along the Eastern edge of Lot 1 of Assessor's Plat No. 1 to the City of Buchanan and the property line extended 295.16 feet to the South right of way line of Dewey Street; thence Northeasterly 66 feet; thence East 105.5 feet;

thence South 9° 51' 30" East 349.76 feet to the Northern right-of-way line of Front Street; thence Easterly approximately 185 feet along the Northern right of way line of Front Street to a point also known as the Southeast corner of unplatted parcel 11-58-0025-0014-00-7 as of 8/15/06; thence South 66 feet to the South right of way line of Front Street; then Easterly along the South right of way line of Front Street 606.14 feet; thence North approximately 27 feet to a point also known as the Southwest corner of unplatted parcel 11-58-0025-0015-10-1 as of 8/15/06; thence East 165 feet; thence Northerly 396 feet; thence Westerly 165 feet; thence Northerly 244.9 feet; thence Westerly 47.53 feet; thence Northerly 83.26 feet; thence North 18° 40' West 339.9 feet; thence North 25° 26' 10" West 84.18 feet; thence North 4° 20' 10" West 151.08 feet to the South right of way line of Third Street; thence Northeasterly approximately 570 feet to the Westernmost point of Lot 6 of Assessor's Plat No. 1 to the City of Buchanan, a point which also lies along the Western right-of-way of Third Street; thence Northeasterly 505.3 feet; thence Northeasterly 409.2 feet to the Northeastern corner of Lot 6 of Assessor's Plat No. 1 to the City of Buchanan; thence South 271.6 feet; thence East 150 feet to the North and South Quarter line of said Section 25; thence South on said Quarter line to the South Quarter corner of said Section 25; thence West on the Section line common to said Sections 25 and 36 a distance of 77.8 feet; thence Southerly approximately 329.5 feet; thence West 202 feet; thence Southerly approximately 30 feet; thence West approximately 600 feet; thence Northwesterly approximately 140 feet; thence Westerly 298.85 feet to the centerline of Liberty Street; thence North on said centerline 126 feet; thence West 274.5 feet; thence South 162.9 feet; thence Northwesterly approximately 419 feet along a line parallel with the centerline of Rynearson Street; thence South 4° 15' West 174 feet to the centerline of Rynearson Street; thence Northwesterly on said centerline approximately 745 feet to the line common to Sections 35 and 36; thence North 20 feet along said common line to the Point of Beginning.

EXCEPT Parts of Blocks A & D of Central Addition to the City of Buchanan commencing 399.9 feet West and 33 feet South of the Northeast corner of Section 35, Township 7 South, Range 18 West; thence South 230.25 feet; thence North 89° 45' West 127.9 feet; thence North 0° 12' 30" East 113.04 feet; thence North 69° 57' East 4.08 feet; thence North 0° 21' East 15.23 feet; thence East 29.5 feet; thence North 0° 21' East 18.94 feet; thence East 1 foot, thence North 0° 05' West on building wall 81.06 feet to South line of Front Street; thence East 94.27 feet to the point of beginning being a part of Lots 1, 2, 3, 7 & 8 Block A and part of Lots 1 through 6 of Block D of said plat.

ATTACHMENTS The DDA Boundary Map and the List of Parcels in the DDA are attached to the legal description for reference purposes. Each is a depiction of the legal description and its contents as of August, 2006.

## Appendix B

### Description of Proposed Projects Contained in Development Plan

The following projects were all included in Table 1 of the Development Plan as proposed projects. By including the project in the Development Plan, it gives the DDA the opportunity to complete that project in the future. However, they are under no obligation to do any of these projects. For those projects that are completed, the DDA may cover all or a portion of the costs. The schedule shown below and in Table 1 is a proposed schedule indicating the priority of projects. If opportunities arise that were unforeseen at the time of passage of this Plan, the projects may be implemented out of schedule. Below is a summary description of each of the projects, programs, or improvements:

#### On-going Projects: 2005-2034

*Acquisition/Development/Resale Program* – This program would be established to allow the DDA to purchase property in the DDA district; improve, redevelop, refurbish, or otherwise increase the value of the building and/or property; and resell the property on the open market to a specific business. This would allow the DDA to target the recruitment of specific businesses as well as target the redevelopment of specific problem buildings. By targeting uses identified in the 2003 Blueprint Market Study, they would ensure that the business entering the space was a viable tenant and a good use for the downtown. Also, by targeting problem buildings, the DDA can take on projects that other developers avoid, due to contamination or the amount of repair required for example, and a decaying building is improved much faster.

*Downtown Façade Improvement Program* – This program would provide grants to qualifying business owners who are completing façade improvements in the downtown district that meet certain design standards, thereby improving the look and character of the district.

*Commercial Enterprise Fund* – The DDA would set aside a pool of money to loan and/or grant to qualifying businesses in the downtown district. The DDA will not provide loan/grant monies without the development of a program. The program would include an application, qualification requirements, eligible funding items, and decision guidelines as well as the funding mechanism.

*Soap Box Derby* – The Soap Box Derby is an annual event that occurs in the Downtown in the City of Buchanan. The DDA does not currently support this event financially, but may in the future. Therefore, this has been included in the plan.

*Buchanan Fest* – This annual event occurs in the Arts and Historic District near the Common. It occurs in the summer, and it includes rides, games, food vendors, and entertainment. The event is sponsored by the Buchanan Area Chamber of Commerce with many other organizations. Much of the money is refunded through gate fees, ride fees, raffle tickets, etc. In the future, there may be a role for the DDA in this important community festival.

*Arts and Historic Festival* – This annual event also occurs in the Arts and Historic District. There are two facets to the Arts and Historic Festival. On one hand, it is an Arts Festival. There are artisans from all over the region selling and buying art at the art festival. Then, for the historic aspect, volunteers in period costume walk visitors through the historic structures in town, including Pears Mill and the Tin Shop Theatre. This is also a co-sponsored event.

*Marketing Activities* – The DDA spends money annually on marketing for the downtown and the downtown district. This includes signs, newspaper ads, fliers, radio ads, etc. This marketing promotes activities occurring in the downtown, businesses existing in the downtown, vacant space available in the downtown, and other activities of the DDA.

*Programming / Events* – The DDA coordinates both regularly scheduled programs and special events within the downtown district. These include business development opportunities and networking sessions as well as holiday celebrations.

*Administration* – The DDA shares an Executive Director with the Chamber of Commerce. The Director's salary falls under Administration. Also included are costs for office supplies, copying, postage, training, subscriptions, equipment, and similarly related administrative costs.

*Common Area Site Improvements* – The Common is the central green space in the City and site for most of the large and small events that occur in the community, including the annual festivals. It is important that this area be well maintained and provides citizens with amenities necessary for a pleasant passive park experience. Improvement projects that may be completed or assisted by the DDA include landscaping, sidewalks, paths, fences, flags, seating areas, and general maintenance.

*Infrastructure Improvements* – To ensure that the infrastructure in the downtown district is well maintained, the DDA may participate in any maintenance, update, or replacement projects. This may include streets, public utilities like water and sewer, public safety equipment such as street lights, or other infrastructure like sidewalks. These improvements may be a part of the City's larger Capital Improvement Program or a part of a specific project within the DDA district.

### **Phase I: 2005-2009**

*Ice Rink and/or Skate Park* – Both an outdoor ice skating rink and a skateboard park have been proposed for the City of Buchanan, and the Downtown has been discussed as a potential location for both. Some discussions have included combining the two facilities into one so that it can be a year-round facility. At this time, no specific location has been determined for either facility.

*Farmers Market* – As of the amendment of this Plan, the DDA has nearly completed construction of a structure to house a Farmers Market in The Common. The Market is now being held at this location and will continue during the spring and summer providing a location for farmers and merchants to sell goods and merchandise.

*North Parking Lot Improvements* – The North Parking Lot is the largest municipal lot located within the downtown. It is in need of significant improvements including repaving, landscaping, painting, bollards, and drainage. This parking lot serves employees, visitors, shoppers, and residents of the downtown district making it an important component of the district.

*Marketing Plan* – The Marketing Plan is a critical piece to the marketing activities conducted by the DDA. In planning the marketing activities, the DDA will promote existing businesses, available space for new businesses, special events and programming, and other activities of the DDA.

*McCoy's Creek Trail* – Phase One of the McCoy's Creek Trail runs through the DDA District. This non-motorized pathway located adjacent to McCoy's Creek will eventually extend throughout the entire City and connect to a system of paths and trails. This specific set of improvements will include a portion of the North Parking Lot, a crossing of Redbud Trail, enhancement of McCoy's Pond Park, and a connector trail way along Dewey Street.

*Modify Zoning Code to establish non-retail uses on first floor in the downtown as Conditional Uses* – This was a specific recommendation that came from the 2003 Blueprint. In order to maintain the Front Street corridor as a retail corridor and keep the large storefront windows filled with merchandise, excitement, and interest, the Blueprint suggested a modification to the Zoning Code in order to discourage non-retail uses from locating on the floor of buildings in the core central business district. It would do this by making non-retail uses – such as offices, certain service uses, public uses, etc. – conditional uses in these locations. The City and the DDA would do this work themselves thereby incurring no cost.

## **Phase II: 2010-2019**

*Public Restrooms / Concessions Building* – The proposed building would be located near the Common and would include public restrooms and a concessions stand to be used during festivals, for vendors and customers of the Farmers' Market, concerts, and other special events.

*Reconstruction and Resurfacing of Oak Street and Days Avenue Parking Areas* – The Oak Street parking lot is currently in need of resurfacing and associated improvements at the northwest corner of Oak Street and Charles Court. As the Arts and Historic District continues to be upgraded and enhanced, the need for parking will also increase. Approximately 20 to 25 parking spaces can be fit onto a small parking lot in this area to serve the Common and the rest of the Arts and Historic District, if appropriate improvements are made.

*Pears Mill Area & Plaza* – This project would enhance the site surrounding the Pears Mill in the Arts and Historic District. This would likely include landscaping, seating areas, lighting, pathways, open space, and other amenities creating a pedestrian-oriented place for people to gather in the downtown. The connection to the Mill would establish the plaza area as an important piece of the community.

*Redbud Trail Parking Lot Improvements* – This is a small parking lot adjacent to the North Parking Lot. It is in need of repaving and landscape treatment in order to be more functional and better serve today's needs.

*Directional Signage including parking lot signs, business directory sign, and amenity signs* – Directional signage would provide a wayfinding system throughout the downtown. It would direct travelers and visitors to parking lots, institutions, and amenities. A business directory sign is also proposed directing visitors to specific businesses in the downtown. The signs would be coordinated based on a theme relevant to the City of Buchanan.

*Kiosk featuring event programs* – A kiosk has been proposed near The Common to promote specific events and programs occurring in the downtown and in the Arts and Historic District. The kiosk would match other improvements in the Arts and Historic District and would be designed to be a regularly updated, regularly consulted source of information.

*Pedestrian Safety Signage: crosswalks, walk/don't walk signals, cross arm traffic lights* – Pedestrian safety is an issue in the downtown. Many of the crosswalks are not located at signalized intersections, and therefore lack walk/don't walk signals for pedestrians. This project would install new traffic signals with crosswalk signals at Redbud and Front St. in an effort to improve traffic safety, but most importantly, pedestrian safety.

### **Phase III: 2020-2034**

*Redbud Trail Streetscape Improvements (from Third St. to 112 S. Redbud Trail): streetlights, trees, amenities* – Streetscape improvements would be installed along Redbud Trail between Third Street and 112 S. Redbud Trail, the boundaries of the DDA district. Proposed improvements include streetlights, street trees, and other amenities. The treatment would be consistent with the improvements installed along West Front Street.

*Construction of Community Center / Convention Center* – The construction of a Community Center or Convention Center is a project that has been on the DDA books since the original Development Plan in 1984. Although not identified as a priority issue at this time, it may reemerge as a priority in the future and therefore is included in the plan. The Community Center includes space for programming, activities, and recreation for citizens of all ages. No specific location has been determined at this time.

*McCoy's Pond Park Improvements and Fountain* – Previous downtown plans have called for a water feature or fountain at the Front Street and Redbud Trail intersection. This would most likely be located near McCoy's Pond and McCoy's Pond Park, which is located at the northeast corner of this intersection. Additional improvements to this park would occur at this time, including pond maintenance, seating, picnic area, lighting, and additional amenities for passive recreational enjoyment.

*West Front Street Streetscape Improvements (from Oak St. to old Library): streetlights* – When streetscape improvements were installed along West Front Street downtown, they stopped at Oak Street. Many wished they would have continued half of a block further to the west to the old Library building, particularly with the streetlights. This project would implement that desire.

*East Front Street Streetscape Improvements (from 400 East Front Street to City Limits): streetlights, trees, and amenities* – The uses along East Front Street are primarily automobile dependent. The streetscape along this stretch is barren. This proposed project would extend the downtown streetscape, or a variation of it, along the East Front Street corridor to the City Limits. This will have a tremendous improvement on the aesthetics of the area and the feel of the corridor.

*Oak Street Streetscape Improvements (from Front St. to Roe St.): streetlights, trees, and amenities* – When the Oak Street parking lot is improved, Oak Street will likely become the primary automobile route to the Art and Historic District and The Common. Extending the streetscape pattern and creating the historic character and charm down Oak Street is important in order to connect the Art and Historic District with the rest of the downtown.

*Main Street Streetscape Improvements (from Front St. to Dewey St.): streetlights, trees, and amenities* – Although this is a short stretch of road, this is an often-used corridor with a high concentration of commercial and residential uses. Extending the streetscape up Main Street helps to extend the Downtown and make it feel larger by including some important additional uses.

*Create a Buchanan Area Tourism Council* – The Buchanan Area Tourism Council would be in charge of developing marketing, programming, and events to generate tourism interest in the City of Buchanan and its downtown. It would also do this by attracting specific businesses to the downtown and the City that would generate tourist interest, such as restaurants and specialty shops.

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## **Appendix C**

### **List of Parcels in DDA District and Development Area**



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## **Appendix D**

### **Ordinances Approving Amendment to DDA and Development Plan**





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## COMMUNITY PLANNING & DEVELOPMENT CONSULTANT

### McKenna Associates, Incorporated

Community Planning ■ Urban Design ■ Landscape Architecture

151 South Rose Street, Suite 920

Kalamazoo, Michigan 49007

Phillip C. McKenna, AICP, PCP .....President  
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Rachel Kornak .....Maps  
Becky Patzer ..... Document Preparation