



OSCEOLA COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

301 West Upton Avenue
Reed City, MI 49677
231-832-7397
Fax 231-832-3381

DATE: June 30, 2009

POLICY #: 09-01

SUBJECT: Requests for Phase I Environmental Assessments (ESAs)

I. Background & Purpose

Two of the early tasks undertaken by the Osceola County Brownfield Redevelopment Authority (OCBRA) included the development of a database of all known Brownfield sites in Osceola County and the development of a Site Scoring System. The database and Site Scoring System were used to score all Brownfield sites. All sites scoring in the higher echelon were discussed and several sites were selected to receive a Phase I Environmental Site Assessment (ESA).

In addition to the Brownfield sites in the original database it is envisioned that other sites will be brought to the attention of the OCBRA. In some instances the individual, business, or governmental entity that brings the site to the attention of the OCBRA may also request that a Phase I ESA be conducted. This policy letter addresses how the OCBRA will address requests for Phase I ESAs. Specifically it addresses the types of properties the OCBRA will consider, the philosophy which will be used to evaluate requests, and the review process that will generally be used.

II. Types of Properties

The OCBRA will consider requests to conduct a Phase I ESA on all types of properties. These include properties categorized as:

- a. Agriculture
- b. Commercial
- c. Industrial

- d. Multiple Family
- e. Open Space/Forest Land
- f. Public
- g. Single Family

III. Philosophy

There is an expectation the actions of the OCBRA will result in a positive impact to Osceola County. Therefore, prior to approving a Phase I ESA, the OCBRA should base its decision on a belief that a project has the potential to accomplish one or more of the following objectives:

- a. Job creation
- b. Job retention
- c. Returning property to the tax roll
- d. Preventing a property from being removed from the tax roll
- e. Elimination of blight
- f. Elimination of an environmental hazard
- g. Prevention of an environmental hazard
- h. Furthering the goal(s) of a local unit of government

IV. Review Process

The following is a general outline of the process that should be followed when an individual, business, or governmental entity seeks assistance in conducting a Phase I ESA from the OCBRA. This review process does not apply to OCBRA Board members. OCBRA Board members may present projects at any Board meeting; however, the Board member should ask that the project be placed on the agenda and be prepared to provide specifics about the project.

This review process should not be considered mandatory as it may be adjusted if necessary to move a project forward and there is Board consensus.

- a. The individual, business, or governmental entity contacts the Director, OCBRA. The Director discusses the Brownfield program with the potential applicant, and if there is still interest, sends a Phase I ESA request form (Appendix 1).
- b. The applicant completes the Phase I ESA request form and returns the form to the Director.
- c. Upon receipt of the completed form the Director places the request on the agenda of the next OCBRA meeting and completes any preparatory work, if needed.
- d. Although not required, the applicant, and/or a representative on his/her behalf, may attend the meeting. The individual, or his/her representative, may, at his/her discretion, ask the Board questions, answer questions from the Board, or make a presentation.
- e. The OCBRA will then discuss the request, keeping in mind the philosophy in Paragraph III.
- f. The OCBRA reaches its decision. One of two decisions is made:
 - (1) *The request is denied* – the request does not meet any of the criteria in Paragraph III.
 - (2) *The request is approved* – the request meets one or more of the criteria in Paragraph III. In this case the property is placed into the database, scored, and will be considered for a Phase I ESA like all other properties in the database.

V. References

- a. Osceola County, Michigan Future Land Use Plan November 2002
- b. April 10, 2009 telephone discussion notes with Alan Baumann, Grant Project Officer; EPA, Region 5 (copy kept on file)