

## **Buffalo Urban Development Corporation**

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Buffalo Urban Development Corporation

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### **Buffalo Urban Development Corporation** **Board of Directors Meeting**

**Date: Tuesday, January 27, 2026**

**Time: Immediately Following the Special Meeting of the Members**

**BUDC Offices, 95 Perry Street – Vista Room**

**Buffalo, NY 14203**

#### **1.0 CALL TO ORDER**

#### **2.0 READING OF THE MINUTES (Action)(Enclosure)**

#### **3.0 MONTHLY FINANCIAL REPORTS (Enclosure)**

3.1 Finance Update & Audit Plan for Year Ended December 31, 2025 (Information)

#### **4.0 NEW BUSINESS**

4.1 Appointment of Mayor Sean Ryan to Chairman of the BUDC Board of Directors (Action)

4.2 Appointment of Thomas Baines to BUDC Downtown Committee (Action)

4.3 Appointment of Thomas Baines to BUDC Real Estate Committee (Action)

4.4 Appointment of Thomas Baines to BUDC Governance Committee (Action)

4.5 Appointment of Nolan Skipper to BUDC Downtown Committee (Action)

4.6 Appointment of Darby Fishkin to the BUDC Audit & Finance Committee (Action)

4.7 Northland Central – 2<sup>nd</sup> Amendment to Short Term Lease with Professional Culinary Academy, LLC (Action)(Enclosure)

4.8 Northland Beltline – Community Outreach – Marketing Services Agreement (Action)(Enclosure)

4.9 Northland Beltline – Project Update (Informational)

4.10 Ralph Wilson Park – Project Update (Informational)

4.11 Buffalo's Race For Place Project Update (Informational)

4.12 Buffalo Lakeside Commerce Park – Project Update (Informational)

#### **5.0 LATE FILES**

#### **6.0 TABLED ITEMS**

#### **7.0 EXECUTIVE SESSION**

#### **8.0 ADJOURNMENT (Action)**

Hon. Sean Ryan, Chairman of the Board • Dennis Penman, Vice Chairman • Brandye Merriweather, President

Rebecca Gandour, Executive Vice President • Mollie Profic, Treasurer • Atiqa Abidi, Assistant Treasurer • Kevin J. Zanner, Secretary

**Minutes of the Meeting  
of the  
Board of Directors  
of  
Buffalo Urban Development Corporation**

***95 Perry Street—4<sup>th</sup> Floor Vista Room  
Buffalo, New York 14203***

**December 16, 2025  
12:00 p.m.**

**Directors Present:**

Catherine Amdur  
Bryan J. Bollman  
Daniel Castle  
Janique S. Curry  
Dennis W. Elsenbeck  
Dottie Gallagher  
Jenna Kavanaugh  
Thomas A. Kucharski  
Nadine Marrero  
Kimberley A. Minkel  
Karen Utz

**Directors Absent:**

Mayor Christopher P. Scanlon (Chair)  
Scott Bylewski  
Darby Fishkin  
Thomas Halligan  
Elizabeth Holden  
David J. Nasca  
Dennis M. Penman (Vice Chair)

**Officers Present:**

Brandye Merriweather, President  
Rebecca Gandour, Executive Vice President  
Mollie Profic, Treasurer  
Kevin J. Zanner, Secretary  
Atiqa Abidi, Assistant Treasurer

**Guests Present:** James Bernard, BUDC Project Manager; Jonathan Epstein, *The Buffalo News*; Alexis M. Florczak, Hurwitz Fine P.C.; Brian Krygier, Director of IT, ECIDA; and Angelo Rhodes II, Northland Project Manager.

**1.0 Roll Call** – The meeting was called to order at 12:07 p.m. by Ms. Minkel, who served as chair of the meeting. A quorum of the Board was not present. Informational items 4.4 through 4.7 were presented first. Mr. Kucharski joined the meeting during the presentation of agenda item 4.4. Ms. Curry joined the meeting during the presentation of agenda item 4.6. Following presentation of the informational items, the Secretary called the roll of the Board of Directors and a quorum was determined to be present.

**2.0 Approval of Minutes – Meeting of October 28, 2025** – The minutes of the October 28, 2025 meeting of the Board of Directors were presented. Ms. Gallagher made a motion to approve the meeting minutes. The motion was seconded by Ms. Utz and unanimously carried (11-0-0).

**3.0 Monthly Financial Reports** – Ms. Profic presented for information purposes the financial statements for 683 Northland Master Tenant, LLC for the period ending November 30, 2025. She then presented the consolidated financial statements for BUDC and its affiliates, 683 Northland LLC and 683 WTC, LLC for the period ending November 30, 2025. Ms. Profic also presented the updated cash flow forecast for BUDC, a copy of which was included in the Board meeting packet. Mr. Kucharski made a motion to accept the BUDC consolidated financial statements for November 2025. The motion was seconded by Ms. Curry and unanimously carried (11-0-0).

**4.0 New Business –**

**3.1 2026 Northland Corridor – Land Sale Agreement with 716 Lighthouse Properties, Inc. for 1669-1681 Fillmore Avenue, 572-574 Northland Avenue and 162-168 Winchester Avenue** – Ms. Gandour presented her December 16, 2025 memorandum regarding the proposed land sale agreement with 716 Lighthouse Properties, Inc. for 1669-1681 Fillmore Avenue, 572-574 Northland Avenue, and 162-168 Winchester Avenue. Ms. Gallagher made a motion to: (i) approve NorDel II, LLC entering into a Land Sale Agreement with 716 Lighthouse Properties, Inc. regarding 1669-1681 Fillmore Avenue, 572-574 Northland Avenue and 162-168 Winchester Avenue parcels, consistent with the terms set forth in the Board memorandum; and (ii) authorize the President or Executive Vice President to execute the Land Sale Agreement and take such other actions as may be necessary or appropriate to implement this action. The motion was seconded by Ms. Kavanaugh and unanimously carried (11-0-0).

**3.2 Northland Corridor – LaBella Associates Second Contract Amendment** – Mr. Rhodes presented his December 16, 2025 memorandum regarding the LaBella Associates second contract amendment. Following the presentation, the Board discussed the need for on-site monitoring to ensure worker safety. Ms. Amdur then made a motion to: (i) amend the existing agreement with LaBella Associates for Northland Corridor Redevelopment Phase 3 to provide additional air monitoring services at an amount not-to-exceed \$90,000; and (ii) authorize the President or Executive Vice President to execute an amendment to its existing agreement with LaBella Associates, and take such other actions as may be necessary or appropriate to implement this authorization. The motion was seconded by Mr. Elsenbeck and unanimously carried (11-0-0).

**3.3 Buffalo's Race for Place – Downtown Temporary Intersection Project Consultant Selection** – Ms. Merriweather presented her December 16, 2025 memorandum regarding the downtown temporary intersection project consultant selection. Following the presentation, the Board discussed the reusable elements to be incorporated into the intersection redesigns, and data to be collected following installation of the design elements. Mr. Castle then made a motion to: (i) authorize BUDC to enter into an agreement with MIG for the design, coordination, and implementation of short-term placemaking and wayfinding improvements in downtown Buffalo at a not to exceed amount of \$299,980; and (ii) authorize the President or Executive Vice President to execute the agreement with MIG and take such actions and take such other actions as may be necessary or appropriate to implement this authorization. The motion was seconded by Ms. Utz and unanimously carried (11-0-0).

**3.4 Ralph Wilson Park Project Update** – Mr. Bernard provided an update regarding the Ralph Wilson Park construction project. Construction is winding down for the season. All trees on-site have been planted, with final plantings to resume in spring. One hundred percent of shoreline rip rap is complete. Concrete pathways are forty percent complete and will be finished in spring. The dugouts and backstops for the baseball fields have been completed. Picnic shelters have been erected, with painting to take place in the spring. Mr. Bernard then shared an update from the Ralph Wilson Park Conservancy. The Conservancy raised \$2.7 million in capital grant funding for management of the Park in 2025.

**3.5 Northland Corridor Project Update** – Mr. Rhodes presented an update regarding the Northland Corridor. With respect to Phase 3, Mr. Rhodes shared photos of construction progress and reported that steel work and placement of storm lines around the 541 E. Delavan Avenue building has taken place. Window installation is completed at the 612 “B” Northland building. Mr. Rhodes then then shared a schedule update from LeChase for each component of the Phase 3 redevelopment project. Proposed plans for the substation were then shared with the Board. Phased installation of the substation is anticipated to begin in Spring 2026 and be completed in December 2026. While plans for the substation will affect the adjacent parking lot, the addition of two parking lots as part of Phase 3 redevelopment will offset the loss of parking spaces. With respect to Phase 4 construction, Mr. Rhodes reported that interviews with prospective bidders took place December 11<sup>th</sup> and recommendations will be presented in January. Minor site plans for Phase 4 were submitted earlier this month. BUDC staff is working with its tax credits team on modeling to present to investors for bridge financing. With respect to 741 and 777 Northland Avenue, Mr. Rhodes reported that LiRo Engineers has been onsite for preliminary work relating to demolition design services. Ms. Gandour added that the tax credits unwind for 683 Northland Avenue has been completed and property tax exemption applications were submitted for 665 and 683 Northland Avenue. Preliminary feedback from the City of Buffalo has indicated that these exemptions will be approved. Professional Culinary Academy is working with Brothers Restaurant on a potential collaborative proposal for the restaurant space at 683 Northland Avenue. In response to a question from Mr. Elsenbeck regarding the power needs of Retech, Ms. Gandour noted that LaBella is working to determine that, but that the substation upgrades will be sufficient for increased electrical power needs.

**3.6 Race for Place Project Update** – Ms. Merriweather presented an update regarding the Race for Place project. BUDC continues to coordinate with its partners to advance its agreement with Buffalo Construction Consultants (BCC). BUDC and the City are rescheduling a meeting with Douglas Development to discuss the MOU and advancement of the Cars Sharing Main Street project. A waterfront coordination session will take place on January 8, 2026. BUDC, in collaboration with the Mayor’s Office of Strategic Planning, Buffalo Place, and Ari Parson PR have launched the “Downtown for the Holidays” campaign to highlight small businesses and generate increased foot traffic in downtown Buffalo. The campaign includes a weekly music series at Fountain Plaza in coordination with Buffalo Place, the City of Buffalo, and Ciminelli Real Estate. The Downtown Dollars Sweepstakes program is underway, which will award 200 participants with \$50 gift certificates at participating businesses and restaurants. A new website for Queen City Pop-Up was recently rolled out, which highlights downtown’s small businesses, and contains an interactive map and video series regarding programming. BUDC and its partners are gathering data on the Thursday music series in order to evaluate and incorporate modifications for next year’s holiday campaign.

**3.7 Buffalo Lakeside Commerce Park – Project Update** – Ms. Gandour presented an update regarding Buffalo Lakeside Commerce Park. LaBella’s draft variance for 193 Ship Canal Parkway is under review by NYSDEC. With respect to the POA, Uniland submitted a letter regarding alternative assessment calculations for its solar facility at 255 Ship Canal Parkway. Uniland’s proposal did not include calculations and impacts to each owners’ assessment payments. BUDC requested that Uniland provide calculations in order for impacts to be assessed, and that Zephyr also be provided with copies of its proposal to review.

- 5.0 Late Files** – None.
- 6.0 Tabled Items** – None.
- 7.0 Executive Session** – None.
- 8.0 Adjournment** – There being no further business to come before the Board, on motion made by Mr.

Kucharski, seconded by Ms. Utz and unanimously carried, the December 16, 2025 meeting of the Board of Directors was adjourned at 12:59 p.m.

Respectfully submitted,

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Kevin J. Zanner, Secretary

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Item 4.7

## MEMORANDUM

**TO:** BUDC Board of Directors  
**FROM:** Rebecca Gandour, Executive Vice President  
**SUBJECT:** Northland Central – Second Amendment to Short-Term Lease to Professional Culinary Academy, LLC to 683 Northland Avenue  
**DATE:** January 27, 2026

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On July 29, 2025, the BUDC Board of Directors approved an amendment to the short-term lease with Professional Culinary Academy, LLC (PCA) to occupy the kitchen space at 683 Northland Avenue. This amendment extended this lease for an additional term of five months, through December 31, 2025. The PCA lease was then extended on a month-to-month basis as of January 1, 2026. BUDC is proposing to extend the short-term lease with PCA for an additional term of twelve months, commencing on March 1, 2026 through February 28, 2027.

The principal terms of this second amendment and extension of PCA's short-term lease are as follows:

- A. Landlord: 683 Northland LLC (an affiliate of BUDC).
- B. Tenant: Professional Culinary Academy, LLC.
- C. Leased Premises: A 3,715+- square foot portion of the building located at 683 Northland Avenue.
- D. Use and Sublease to Brothers Restaurant: Tenant will use the space to teach New York State Education Department ("NYSED") licensed culinary arts to its students. PCA will sublease a portion of the restaurant space to Brothers Restaurant, an established local minority owned business which will provide on-site take-out food service to the Northland Workforce Training Center and greater community as well as catering services. PCA and Brothers Restaurant will be required to execute a sublease agreement detailing this partnership, however, this sublease agreement will not relieve PCA of its obligations under its prime lease with 683 Northland LLC.
- E. Term: Twelve (12) months, commencing March 1, 2026 and ending February 28, 2027.

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- F. Rent: Base rent of \$2,550.00 per month.
- G. Additional Rent: The lease will be structured as a triple net (NNN) lease. Tenant will pay its pro-rata and/or metered share of all costs associated with the 683 Northland property, including all real estate taxes and assessments, general liability and property insurance, maintenance, pest control, utilities, carrying costs and other obligations and liabilities of ownership during the Lease term.
- H. Leasehold Improvements: The Premises are being leased in “as is” condition.
- I. BUDC Termination Rights: In the event that the partnership between PCA and Brothers Restaurant ceases to move forward and on-site food service is no longer available at the 683 Northland, BUDC shall have the right to terminate the lease with PCA and negotiate a direct lease with a food service operator for the space.
- J. Broker Fee: Landlord’s broker shall receive a commission from Landlord per the terms of a separate agreement.

**ACTION:**

We are requesting that the BUDC Board of Directors: (i) authorize 683 Northland LLC to enter into the second lease amendment and extension with Professional Culinary Academy, LLC upon the terms outlined in this memorandum; and (ii) authorize the President or Executive Vice President of BUDC to execute the second lease amendment and extension on behalf of 683 Northland LLC and take such other actions as are necessary and appropriate to implement this authorization.

Hon. Sean Ryan, Chairman of the Board • Dennis Penman, Vice Chairman • Brandye Merriweather, President  
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**Item 4.8****MEMORANDUM**

**TO:** **BUDC Board of Directors**

**FROM:** **Brandye Merriweather, President**

**SUBJECT:** **Northland Central—Community Outreach - Marketing Services Agreement**

**DATE:** **January 27, 2026**

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Since March 1, 2015, Mustard Seed World Consulting Group ("Mustard Seed Consulting") has been working with BUDC to provide community outreach and marketing services for the Northland Beltline project. Mustard Seed Consulting has become an integral part of our efforts in the Northland Corridor. Mustard Seed Consulting has provided outreach services under consecutive contracts.

BUDC is looking to enter into an additional contract with Mustard Seed World Consulting for community outreach services, promotion of campus opportunities, coordination of community events and other marketing and public relations services, all in a continued effort to attract additional investment to the Northland Corridor. The consulting fee rate is \$100 per hour with total payments not to exceed \$25,000. The term of the agreement will be for a period of one (1) year, or until the not-to-exceed amount of \$25,000 has been expended for services rendered, whichever is the later to occur.

This item is being presented for approval as a "single source" procurement in accordance with the BUDC procurement policy. The single source exception to seeking competitive proposals applies to "a situation where, even though two or more vendors are available to supply the required goods or services, BUDC determines that: (i) one particular vendor has unique knowledge or expertise concerning the required goods, services or project, rendering the use of the competitive procedures impractical; and (ii) considering the benefits, the cost to BUDC is reasonable." Mustard Seed Consulting possesses a unique depth of knowledge and experience having worked closely with the Northland community for over a decade. Mustard Seed Consulting's relationships with the community and BUDC's redevelopment strategy for the Northland Corridor will benefit BUDC by continuing to provide marketing and community outreach services without significant onboarding or start-up costs.

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This item was originally presented to the BUDC Real Estate Committee for approval at its January 13, 2026 meeting in accordance with the BUDC procurement policy, which authorizes the Real Estate Committee to approve contracts that do not exceed the amount of \$25,000. While no quorum was present at this meeting, members of the Committee that were present voiced support in advancing this item to the BUDC Board of Directors for approval.

**ACTION:**

I am requesting that the BUDC Board of Directors: (i) approve BUDC entering into a consulting agreement with Mustard Seed Consulting at an hourly rate of \$100 per hour, with total payments not to exceed \$25,000; and (ii) authorize the President or Executive Vice President to execute the consulting agreement and take such actions as may be necessary to implement this action.

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