

WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE MEETING
Wednesday, November 13, 2024 - 2:00pm – 3:30pm (Remote)

This meeting is being held remotely in compliance with the *Washtenaw County Board of Commissioners Resolution 22-007*. A link to Urban County Executive Committee roster with members' contact information is available [here](#).

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I. Welcome & Introductions

Roll Call – members shall state their name and community they are representing.

II. Public Comment –

Zoom link: <https://washtenawcounty.zoom.us/j/81101228271>

Passcode: 999936

Telephone: US: +1 301 715 8592 or +1 312 626 6799 or +1 470 250 9358 US or +1 470 381 2552 US

Webinar ID: 811 0122 8271

III. Announcements from Members and/or Staff

A. Southeast Michigan Council of Government (SEMCOG) Washtenaw County Economic Development Input Meeting

- SEMCOG will be hosting an economic development meeting for Washtenaw County on Friday, November 22, 2024, at Washtenaw Community College, Morris Lawrence Building, Room 150. This event will be from 9:30 – 11 a.m.

B. OCED Human Services team along with the Continuum of Care (CoC) team secured the new HUD Youth Homelessness Demonstration Program (YHDP) grant. These funds will create opportunities that specialized to support youth experiencing homelessness. Opportunities for the youth include rental assistance for affordable housing units and wrap-around services to improve overall health and wellness in an effort to obtain and maintain stable housing.

- A community planning project for these funds will begin early 2025.
- This transformative grant provides \$4.36 million in renewable funding to address youth and young adult (under 25) homelessness and housing instability in Washtenaw County. The grant was one of 14 awarded nationwide and part of the 72 million dollars distributed.
- As a pilot project, HUD will allow us flexibility with certain regulations, allowing us to work upstream of homelessness and serve the youth population.
- HUD will provide \$600K in additional funding to support a 6-month community planning process where we will decide how to design and implement projects for the \$4.36 million
- Once implemented, these projects become part of our annual HUD CoC Renewal—this is a permanent, non-competitive 60% increase in the County's CoC resources.

C. Member Announcements (All)

IV. Minutes

A. 09-11-2024 Meeting Minutes – Review & Approval (ACTION)

V. General Administration

A. Presentation: Washtenaw County Brownfield Redevelopment Authority (Nathan Voght, OCED)

B. Feedback on Washtenaw County Opportunity Index

C. UCEC 2025 Meeting Calendar – Discussion with Possible Action (Jasmyne Townsend, OCED)

D. 2025 Annual Action Plan Overview & Timeline (Jasmyne Townsend, OCED)

E. Update: Urban County CDBG Allocation & Donation Acknowledgment Letters (Jasmyne Townsend, OCED)

VI. General Updates - Member Announcements

VII. Public Comment – Comments can be made using the Zoom link above.

VIII. Adjournment

Next Meeting: Wednesday, December 11, 2024, 2:00 – 3:30pm
Location: Remote (Zoom)

WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE MEETING
Wednesday, September 11, 2024 - 2:00pm – 3:30pm (Remote)

Members in Attendance: Council Member Chris Watson (City of Ann Arbor); Council Member Bill Ruddock (City of Chelsea); Katie Jones (Economic Development & Equity Coordinator, City of Ypsilanti); Supervisor Ken Schwartz (Superior Township); Michelle Aniol (Community Development Manager, City of Dexter); Chris Cheng (Township Project Manager, Scio Township); Heather Jarrell Roe (Clerk, Ypsilanti Township); Supervisor Diane O'Connell (Ann Arbor Township)

Members Absent: Supervisor Laurie Fromhart (Bridgewater Township); Supervisor Karen Sikkenga (Dexter Township); Supervisor Duane Luick (Lima Township); Supervisor Ronald Milkey (Manchester Township); Supervisor Ken Dignan (Northfield Township); Supervisor Gary Whittaker (Salem Township); Supervisor Jim Marion (Saline Township); Supervisor John Kingsley (Webster Township); Supervisor Charles Tellas (York Township); Supervisor Brian Shelby (Augusta Township); Supervisor Mandy Grewal (Pittsfield Township); Supervisor Kathleen Kennedy (Sylvan Township); Mayor Brian Marl (City of Saline) .

Facilitator: Commissioner Justin Hodge

OCED Staff Present: Jasmyne Townsend, Tara Cohen, Toni Kayumi, and Andrew Kraemer

Guests: Gregory Dill (Administrator, Washtenaw County)

Members of Public Present: Michael Appel (Avalon Housing) and Amy Krieg (Habitat for Humanity)

I. Welcome & Introductions – Roll Call

Commissioner Hodge called meeting to order at 2:05 pm.

Pursuant to [MCL 15.263 Sec.3](#), Ms. Townsend took roll call during which each member stated their name and their jurisdiction being represented (I.e. City or Township, Washtenaw County, State of Michigan).

Ruddock: Representing City of Chelsea, Washtenaw County
Watson: Representing City of Ann Arbor, Washtenaw County
Jones: Representing City of Ypsilanti, Washtenaw County
Schwartz: Representing Superior Township, Washtenaw County
Jarrell Roe: Representing Ypsilanti Township, Washtenaw County
Cheng: Representing Scio Township, Washtenaw County
Aniol: Representing City of Dexter, Washtenaw County
O'Connell: Representing Ann Arbor Township, Washtenaw County

II. Public Comment

Commissioner Hodge opened the meeting for public comment. No public comments.

III. Announcements from Members and/or Staff –

A. East Washtenaw County Recreation & Community Center Community Celebration – Saturday, August 31st Washtenaw County Administration hosted a Groundbreaking and Community Celebration for the East Washtenaw County Recreation and Community Center at the former Cheney Elementary School on Stamford Road in Superior and Ypsilanti Township.

- B. Continuum of Care Board Meeting – A CoC Board meeting was held on September 18th from 3:00 PM to 5:00 PM. The meeting was held virtually; additional meeting information is accessible [here](#)
- C. Job Developers Alliance’s Job Fair – see flyer attached.
The Job Developers Alliance hosted a job fair on September 25th, 2024 from 1:00 PM to 4:00 PM at the Washtenaw Community College Morris Lawrence Building.
- D. Washtenaw County Financial Empowerment Center – see brochure attached.
The Washtenaw County Financial Empowerment Centers offer free financial counseling and is operated by Washtenaw County in partnership with Jewish Family Services, EMU, and Faith in Action.
- E. Member Announcements (All) –
 - I. 2015 Housing Affordability Study is undergoing an update with private funding from a few local foundations. The updates will cover the County as a whole and will include a point-in-time inventory of the County’s housing stock.
 - II. HUD Grant Agreements were received for the 2024 CDBG, HOME, and ESG grants.

IV. Minutes

A. 06-05-2024 Meeting Minutes – Review & Approval (**ACTION**)

Moved by Jarrell Roe. Supported by Watson.

ROLL CALL:

Jarrell Roe: Yes

Schwartz: Yes

Cheng: Yes

Aniol: Yes

O’Connell: yes

Jones: Yes

Watson: Yes

Ruddock: yes

Ayes – 8; Nays – 0; Motion carried.

V. General Administration

A. **Public Hearing: Draft 2023 Consolidated Annual Performance & Evaluation Report** (Jasmyne Townsend, OCED)

Townsend presented a [3-page summary](#) of the 2023 CAPER report, which outlines the Washtenaw Urban County’s accomplishments for the previous fiscal year through the use of CDBG, HOME, and ESG funds received from HUD. She noted that the 30-day Public Comment period began August 30, 2024, and would close September 30, 2024. Ms. Townsend said she plans to submit the final report to HUD by September 30th (per statutory deadline of 90 days after close of the reporting year).

At 2:14 PM, Commissioner Hodge opened the public hearing for input on the Draft CAPER. No comments were received, and hearing was closed at 2:15 PM.

B. **Approval of HOME ARP Supportive Services Award Recommendations (ACTION)** (Andrew Kraemer, OCED)

OCED staff Andrew Kraemer provided a brief presentation on the results of RFP #8638. OCED’s RFP #8638 for \$1,551,159 in HOME ARP funding for Supportive Services and nonprofit operating closed mid-July. The Continuum of Care’s Funding Review Team (FRT) conducted a review and scored all proposals received. A total of 11 proposals were received, of which 6 were recommended by the FRT to the Washtenaw County Continuum of Care Board for approval. More detailed information about the FRT process, the recommended awards, and the HUD

requirement for a second Substantial Amendment to the County's HOME ARP Allocation Plan can be found [here](#) starting on page 13.

A timeline with key dates is available to view on the County's [HOME ARP webpage](#).

Motion -

The Urban County Executive Committee moves:

- *to approve the 6 HOME ARP Supportive Services award recommendations as presented by the Continuum of Care Funding Review Team and subsequently approved by the Continuum of Care Board on September 5, 2024; and*
- *to recommend that the Washtenaw County Board of Commissioners follow suit in approving the 6 awards as presented; and*
- *that, once the citizen participation process has been concluded and in the interest of timely contracts, the Urban County Executive Committee shall allow the Final Substantial Amendment to the HOME ARP Allocation Plan to go directly to the Washtenaw County Board of Commissioners (i.e. no formal approval from UCEC at that step in the process).*

Moved by Ruddock. Supported by Aniol.

ROLL CALL:

Jarrell Roe: Yes

Schwartz: Yes

Cheng: Yes

Aniol: Yes

O'Connell: yes

Jones: Yes

Watson: Yes

Ruddock: yes

Ayes – 8; Nays – 0; **Motion carried.**

C. Presentation: Homelessness/Continuum of Care Data (Andrew Kraemer, OCED)

OCED staff, Andrew Kraemer, provided updates on the current state of homelessness in the County and efforts being made to address these needs. The presentation is available [here](#) starting on page 29.

VI. Public Comment – Commissioner Hodge opened for public comment at 2:49 pm. No comments.

VII. Adjournment

Motion to Adjourn – Moved by Jarrell Roe. Supported by Aniol.

Adjourned at 2:50 PM

**Next Meeting: Wednesday, November 13, 2024, 2:00 – 3:30pm,
Location: Remote (Zoom)**

WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE MEETING
Wednesday, November 13, 2024, 2:00pm- 3:30pm

AGENDA SUMMARY

Washtenaw County Brownfield Redevelopment Authority Presentation (Nathan Voght, OCED)

OCED's Economic Development Specialist, Nathan Voght, will provide a brief presentation on the Washtenaw County Brownfield Redevelopment Authority. His presentation will be followed by time for Q & A. A copy of the slides is included in your packet.

Feedback on Washtenaw County Opportunity Index (Toni Kayumi, OCED)

OCED Director Toni Kayumi will briefly discuss the existing Washtenaw County Opportunity Index tool to solicit UCEC members' feedback and suggestions from those who have interacted with this online tool or have some familiarity with it. Prior to investing any future resources into the Opportunity Index, OCED seeks to better understand users' experiences and utility of the tool. The tool can be found on our website [here](#).

UCEC 2025 Meeting Calendar – Discussion with Possible Action (Jasmyne Townsend, OCED)

For the 2025 calendar year, OCED staff is proposing to continue with the same meeting frequency (7 total meetings) and meeting time (2:00 – 3:30 PM) approved for the 2024 calendar. Meetings will coincide with key Urban County deadlines and business items typically requiring member discussion or input. Additionally, staff is proposing to continue hosting at least one in-person meeting per quarter at the Washtenaw County Learning Resource Center (4135 Washtenaw Avenue in Ann Arbor), with a Zoom option for public participation. If UCEC votes today to approve the proposed meeting calendar included in your packet, staff will send out invitations for the full 2025 year to ensure they are on members' calendars.

Proposed Dates:

March 12, 2025 (Virtual)	April 9, 2025 (In-person)	May 14, 2025 (In-person)
June 11, 2025 (Virtual)	September 10, 2025 (In-person)	November 12, 2025 (Virtual)
December 10, 2025 (Virtual)		

2025 Action Plan Overview & Timeline (Jasmyne Townsend, OCED)

Next month we will begin planning for the Annual Action Plan for Year 3 (Fiscal Year 2025) of the Five-Year Consolidated Plan covering Fiscal Years 2023 - 2027. Members should start thinking about their local CDBG project needs for the 2025 project application. Key milestones for plan development are as follows:

- 30-day public comment period on community needs: Dec. 2, 2024 – Jan. 2, 2025
- Virtual Public hearing for community needs: Dec. 11, 2024, at UCEC meeting
- 30-day public comment period/ Public hearings on Draft Plan: April 2025
- Approval of Final Plan: May 2025 (subject to delay based on HUD timing)

New this year: With a goal of increasing member communities' understanding of the CDBG project life cycle, and roles and responsibilities of the local unit to ensure the successful implementation of local projects, OCED staff will be holding mandatory Subrecipient training for all local units of government who have previous CDBG funds allocated to future projects and/or who intend to use 2025 CDBG funds on a project. A brief virtual training will be offered once in December and repeated in January to accommodate schedules. Please stay tuned for more details and training dates to be shared by the end of the month.

Update: Urban County 2024 CDBG Allocation and Donation Acknowledgment Letters (Jasmyne Townsend, OCED)

We received and executed the 2024 HUD grant agreements in September. By the end of November, each member community will receive an email from Jasmyne Townsend that includes a letter with information about their 2024 CDBG allocation. For communities that programmed their allocations in the 2024 Action Plan, the letter will reference your specific project(s). For all other communities, the letter will notify them of their final 2024 CDBG allocation under the approved formula and written acknowledgment of their 2024 allocation being directed into the Single-Family Rehab Program (which serves the entire Urban County) in lieu of a local CDBG project. If anyone has questions about their allocation, please reach out to Jasmyne.

Additional Information

If you have any questions on any of the information included in this summary, please contact Jasmyne Townsend at 734-544-3056 or townsendj@washtenaw.org.



OFFICE OF COMMUNITY &
ECONOMIC DEVELOPMENT

Collaborative solutions for a promising future

Washtenaw County Brownfield Redevelopment Authority

Act 381 Brownfield Act and Recent Affordable Housing Amendment

November 13, 2024

Nathan Voght, AICP

Urban County

Background

- County Board of Commissioners formed the Brownfield Authority in 1999 under Act 381, Brownfield Redevelopment Financing Act
- 23 Local Units of Government participate in County (regional) Authority
- Brownfield Authority is 9 member County Board, with BOC Liaison
- About 25 Brownfield Plans approved (5 under construction)
- \$5M in LBRF Grants/Loans awarded since 2017
- \$600,000 in Environmental Assessment Grants since 2017



Purpose of Brownfield Act

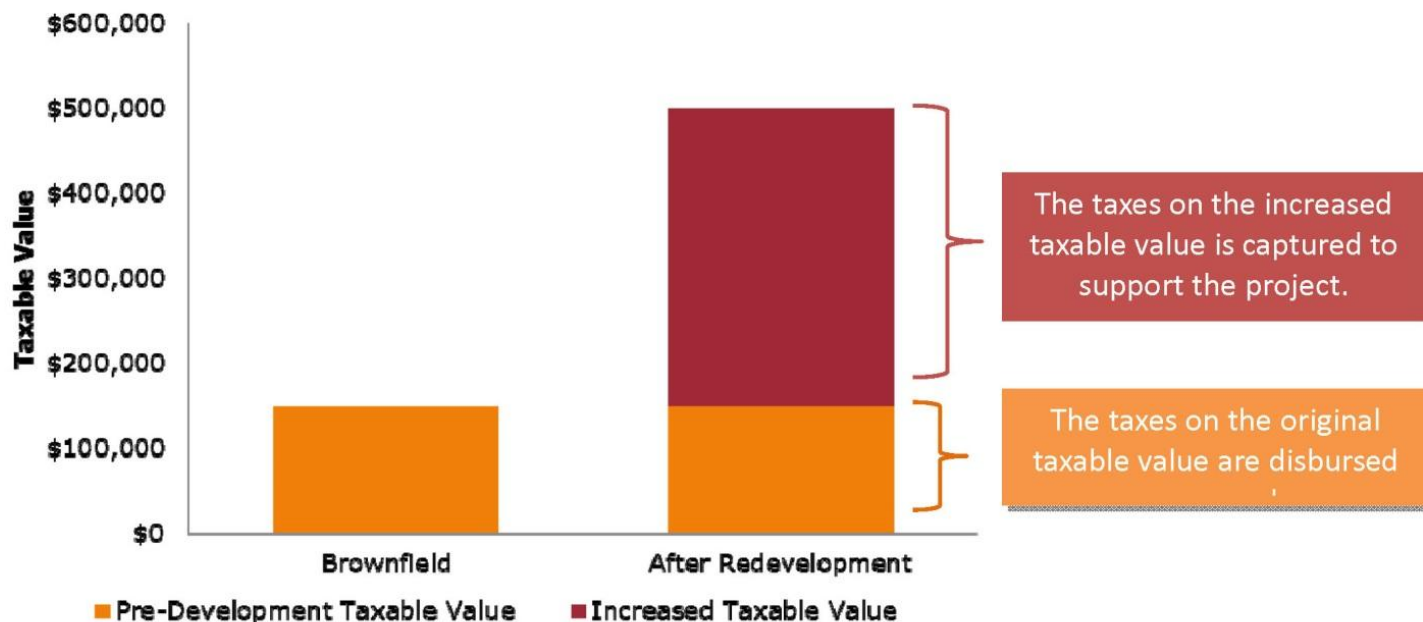
- “Level the playing field” between Greenfield sites and Brownfield sites by funding activities that directly address brownfield conditions
- Provide a financing mechanism (TIF) for extraordinary brownfield-related costs
- Encourage/facilitate “Infill” redevelopment of brownfield sites by directly addressing excess costs typical with urban infill (previously developed) sites, for Core Communities only - Cities of Ann Arbor and Ypsilanti
- **NEW: Support/Finance Affordable Housing Developments/units for families/individuals earning 120% AMI or less, and market rate developments**

Site Eligibility

- FACILITY: Any site that has confirmed contaminant the exceeds the Part 201 Criteria of the Natural Resources and Environmental Protection Act (Act 451, State of Michigan)
- FUNCTIONALLY OBSOLETE: The building no longer is adequate or suitable for its intended use (i.e. The Pearl)
- BLIGHTED: The site is an attractive nuisance and dangerous to the neighborhood
- HISTORIC: A site designated under a Local Historic Preservation Ordinance, OR designated on the National Register of Historic Places, as a contributing resource in a district, or the building, itself
- Transit Oriented Facility or Development: This eligibility has not been used, but is an opportunity
- **NEW: Housing Property (Defined broadly and may, or may not, include affordable housing)**

Primary Tool: Tax Increment Financing with a Brownfield Plan

- “Brownfield Plan” uses TIF to reimburse developer for Eligible Environmental and Non-Environmental activities (and now Affordable Housing subsidies, and/or certain activities supporting any housing development). Tax Increment Revenue is generated from the increase (incremental) taxes paid on the improved property.



Environmental Activities (EGLE Review Agency)

- Environmental Investigations
- Contaminated soil excavation and disposal
- Treatment of contaminated groundwater
- Demolition of buildings over contaminated soil excavation areas
- Asbestos, Lead, Hazardous Material abatement prior to demolition
- Due Care activities to protect public health, i.e.
 - Vapor Intrusion Mitigation systems to prevent indoor air impacts
 - Clean fill covering areas where “direct contact” to contaminated soil is a concern
- Removal of underground storage tanks
- Up to 5% Interest on unreimbursed Eligible Activities



Non-Environmental Activities

(Only Core Communities - MEDC Review Agency)

- Public sewer/water utilities, sewer/water, that serve the development
- Innovative stormwater management, including underground stormwater detention, rain gardens, bioswales, infiltration trenches, etc. (Anything identified in the 2008 SEMCOG Low Impact Design Manual)
- Streetscape enhancements within public rights-of-way
- Special Foundations required to address unsuitable soils (urban fill), or required to address tight urban conditions
- Public OR Private Parking Decks
- Relocation of utility services
- Demolition of buildings that are NOT required to conduct environmental clean-up
- Site Demolition, which is removal of features from a site left over from previous development, old pavement, curbing, abandoned utilities, basements, foundations, etc.
- Architectural/Engineering Design costs associated with all the above
- Up to 5% Interest on unreimbursed Eligible Activities
- Affordable Housing – MSHDA REVIEWS



Housing Development Activities (MSHDA Review Agency)

- Public and Private Infrastructure and Necessary Safety Improvements
- Acquisition costs of blighted or obsolete rental units
- Demolition, renovation and site preparation
- Costs to relocate qualified households for up to a year

(NOTE: ALL of these activities are available, whether a "Core" community or not)



Brownfield Plan Details

- Brownfield Plan approved by Local Unit to secure capture of Local Millages
- Act 381 Work Plan approved by State EGLE and MEDC for Environmental/Non-Environmental Activities to secure capture of State School Taxes,
- **NEW: MSHDA Approves Housing Development Work Plans**
- All non-debt millages are collected equally, by Statute
- No “opt-out” provision in Act 381 for taxing jurisdictions
- Overlapping TIF districts are in primary position to capture Tax Increment first (usually DDAs). Interlocal Agreement required to forego capture for brownfield use



Eligible Housing Property

"Housing Property" now qualifies as "eligible property" under Act 381



Housing property" means 1 or more of the following:

- (i) A property in which 1 or more units of residential housing are proposed to be constructed, rehabilitated, or otherwise designed to be used as a dwelling.
- (ii) One or more units of residential housing proposed to be constructed or rehabilitated and located in a mixed-use project.

MSHDA Drafted Reasonableness Calculation

MSHDA is required under the statute to determine if requested activities are reasonable

- ✓ MSHDA developed a **Potential Rent Loss (PRL)**, **Potential Development Loss (PDL)** and **Total Housing Subsidy (THS) Calculations** for a basis of reasonableness
 - ✓ Goal of the calculation is to **determine the difference between the market rate and affordable rents** or sale pricing
 - For rent product Utilizes the HUD Fair Market Rent (FMR) published by County and HUD established affordable rental rates by unit type*** to establish a "Control Rent" i.e. market rate
 - **"Control Rent" – Project Rent (120% AMI rates or less) = Potential Rent Loss (PRL)**
 - For sale product determines affordable mortgage based on Area Median Income (AMI)
 - The monthly mortgage payment should not be more than 30% of the 120% AMI
 - **Development Cost Per SQFT – Affordable Mortgage Amount = Potential Development Loss (PDL)**
 - THS = sum of all PRL and PDL by unit type
 - ✓ The full outline of calculations can be found on [MSHDA's website](#).
 - ✓ AMI and FMR Rates should be taken from [HUD](#)
- *** The MSHDA formula results in a Control Rent higher than any market rate in Washtenaw County, therefore the Authority recommends Control Rents based on actual market data.**

MSHDA's Status

Updates from MSHDA will be posted on their website:

<https://www.michigan.gov/mshda/developers/tax-increment-financing-tif>



Current Points of Discussion at Local Level

- What AMI level is appropriate to support? (60% AMI may result in too much subsidy required given available capture)
- The MSHDA formula is a guide, and statewide, and not a good fit for Washtenaw County market
- MSHDA requires affordability period to be at least as long as the TIF reimbursement period, but should it be longer?
- How will annual tenant eligibility and income monitoring be performed and reported to the Authority?
- Potential use of Infrastructure and Site Preparation and other "Non-Environmental" activities could be a significant tool for non-Core Communities (i.e. any community except Cities of Ann Arbor and Ypsilanti).
- Amendments allow Infrastructure, Site Preparation, Demolition, etc. activities for market rate housing developments. The intent appears to support the increase in supply of new housing. A financial gap must still be demonstrated. In today's construction conditions (high interest and construction costs), this tool may be useful.



Nathan Voght
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WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE

2025 MEETING SCHEDULE

DRAFT UCEC CALENDAR

March 12, 2025 (Virtual)

April 9, 2025 (In-person)

May 14, 2025 (In-person)

June 11, 2025 (Virtual)

September 10, 2025 (In-person)

November 12, 2025 (Virtual)

December 10, 2025 (Virtual)

For additional information on these meetings, contact Jasmyne Townsend, (734) 544-3056,
townsendj@washtenaw.org.

Meetings marked as "In-person" will be held at the Washtenaw County Learning Resource Center (LRC),
4135 Washtenaw Ave, Ann Arbor, MI 48107 and are open to the public.

A Zoom option will be made available for public participation for all meetings. Meeting details, including Zoom
links, are posted online at: www.washtenaw.org/calendar

Please note that closed captions will be enabled in Zoom. The County of Washtenaw will provide the necessary auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon seven (7) days' notice to the County of Washtenaw. Individuals with disabilities requiring auxiliary aids or services should contact the County of Washtenaw by calling the following: Phone (734) 222-6850, TDD (734) 994-1733.

