

**Washtenaw County**  
**Brownfield Redevelopment Authority (WCBRA)**  
Meeting held virtually using Zoom

**APPROVED MEETING MINUTES**  
**Thursday, December 9, 2021, 9:00 a.m.**

**Board Present:** Trevor Woollatt – Chair, Sue Shink, James Harless, Joe Meyers - Secretary, Sybil Kolon, Christy Maier, Karen Lancaster

**Board Absent:** Allison Krueger – Vice Chair (excused), Morgan Foreman (excused)

**Staff:** Nathan Voght – OCED

**Joining the Video conference:** Aaron Rose – Ypsilanti Community School District, Troy Helmick – SME, Maura Gibbons – ECT Inc., Jeff Harshe – Detroit Street BF, Tom Fitzimmons – Detroit St BF, William Sloan – 20 N. Adams

**Handouts:** None

**1. Call to Order**

Chair Woollatt called the virtual video-conference meeting to order at 9:11 a.m.

- a. Board member Roll Call and Declaration of City/Township/Village, County and State from which they are attending: Trevor Woollatt, calling from Cascade Township, Kent County, James Harless, calling from Webster Township, Washtenaw County, Sybil Kolon, calling from Manchester Township, Washtenaw County, Christy Maier, calling from Dexter Township, Washtenaw County, Sue Shink, calling from Northfield Twp, Washtenaw County, Joe Meyers, calling from City of Ypsilanti, Washtenaw County, Karen Lancaster, calling from City of Hillsdale, Hillsdale County.

**2. Public Comment**

There was no public comment.

**3. Approval of Agenda**

S. Shink moved to approve the revised agenda, adding 1655 LeForge grant application as Business Item #3 (2<sup>nd</sup> J. Meyers), and the motion passed unanimously.

**4. Approval of November 18<sup>th</sup>, 2021 Meeting Minutes**

J. Harless pointed out an extra zero in Section 3, of the \$8,000 DCC membership fees. J. Harless moved to approve the minutes with the correction, (2<sup>nd</sup> C. Maier), and the motion passed unanimously.

**5. Board Member Conflict of Interest Disclosure**

None declared.

**6. Business**

1. 20 N. Adams, Phase I, II, BEA, DDCC, Environmental Assessment Grant – Action

Staff reviewed the application from Mr. Sloan, who has a Purchase Agreement to acquire the property, and is opening a coffeeshop north of this location, and this location will be roasting, classes, and other related uses.

C. Maier asked J. Harless about petroleum, who responded there could be concern with out-gassing from the slab and walls.

T. Woollatt commented about the presence of tanks, and if Ground Penetrating Radar should be included. The applicant indicated he's not sure there were tanks based on old aerials.

J. Meyers offered support for the application, as this site has been used for dry cleaning.

J. Harless moved to approve the application for \$13,700 for 20 N. Adams, (2<sup>nd</sup> J. Meyers), and the motion passed unanimously.

2. 303 N. Fifth, 312 Detroit Street Brownfield Project Introduction and Form Brownfield Plan Review Sub-Committee – Discussion

N. Voght referred to Troy Helmick with SME and Mr. Harshe and Mr. Fitzimmons, representing the developers. Mr. Voght reviewed the proposed mixed-use project, and the Brownfield Plan, which seeks about \$2.6M in Environmental Eligible Activities. Fourteen condos are proposed, with ground floor commercial.

The developers and environmental consultant, Mr. Helmick, talked about the difficulty in drilling in this area, and that the soil gas information was revealing. S. Shink stated this will be an impactful project and asked about the price point of the condos, and if any affordable housing is included.

Tom Fitzimmons introduced himself, saying he was hired by the developer to carry out the development, as he has prior experience in building condos in downtown Ann Arbor. MAVD is the main developer. They plan to build to LEED Gold Standard. The pricing will be 550 to 650 per s.f., and a wide range of sizes, between 1,000 and 2,500 s.f.

Mr. Helmick as T. Woollatt, the Chair, about whether he was involved professionally with previous tank removal on the site.

Mr. Voght asked for volunteers on the sub-committee, and J. Harless, S. Shink, and C. Maier, volunteered.

3. 1655 LeForge Road Phase I Environmental Assessment Grant Application, Ypsilanti Community Schools – Action

Mr. Voght explained the late addition to the agenda, adding this grant application. The previous site at 2440 Clark was sent to the DCC, but they had questions and concerns that the other site be redeveloped, and the school district's timeline is not known, so they approved it with reservation. Staff recommends that the Board approve this grant request, given the hesitancy at the DCC.

J. Meyers moved to approve the grant application for Phase I and Title work for \$3,000 (2<sup>nd</sup> C. Maier), and the motion passed unanimously.

4. LBRF Capture Policy Revisions – Discussion/Action

Staff referred to the memo provided, with background information on how the Board has captured LBRF in previous Brownfield Plans, and how a more consistent policy and approach in the future would be beneficial and easier to communicate to our governmental partners.

J. Harless shared some recommendations he has regarding capture, where it would be 10% annual capture, which would depend on annual assessments and capture, and then 15% of developer reimbursable activities in the Brownfield Plan, which would be stated as a fixed amount. He compared the LBRF capture in previous Plans we approved against this new formula, and the results were very similar amounts.

The Board had further discussion on the proposed formula, and J. Harless moved to revise the LBRF Capture Policy to state 10% annual capture, and then a lump sum after developer reimbursement calculated as 15% of developer reimbursable Eligible Activities as stated in the Brownfield Plan, and direct staff to revise the LBRF Capture Policy section of the Policies and Procedures accordingly, and send out to the Board. C. Maier seconded the motion, and it passed unanimously.

5. Approval of 2022 Meeting Calendar – Action

Staff referred to the 2022 meeting calendar in the packet, noting that in-person meetings will be required, unless the State Legislature intervenes. S. Shink moved to approve the 2022 meeting schedule (2<sup>nd</sup> K. Lancaster), and the motion passed unanimously.

6. November Financial Report – Action

N. Voght stated this is for information only, and the Agenda misstated that “action” is required.

**7. Other Business**

S. Kolon mentioned the Federal Screw Project and she had worked on the Liable Party request 8 years ago, and wonders whether the project will proceed at this point. She also thanked the Board for everything, and that it would be her last meeting.

J. Harless asked if the developer of Federal Screw had planned to set up a Conservancy to facilitate development of the park. He mentioned that Roxbury did this with Broadway Park in Ann Arbor.

**8. Public Comment:**

The Board asked if anyone attending had additional public comment, and no one responded.

**9. Adjournment:**

S. Shink moved to adjourn the meeting at 10:12 a.m. (2<sup>nd</sup> J. Harless), and the motion passed.

These minutes were approved by the Washtenaw County Brownfield Redevelopment Authority at the February 10<sup>th</sup>, 2022 meeting, held at 200 N. Main, lower level conference room, downtown Ann Arbor.