



Washtenaw County Brownfield Redevelopment Authority

IN-PERSON MEETING AGENDA

Thursday, April 9th 2026 9:00 a.m.

200 N. Main, Ann Arbor, Lower Level Large Conference Room

Zoom Link to Webinar for Public to Join the Meeting:

<https://washtenawcounty.zoom.us/j/83036086060?pwd=GrcdzGxfp5SIG7RdmXxu2VNhrGXUp3.1>

(updated link for 2026 meetings)

Dial In Number: (number based on your current location):

+1 312 626 6799 US (Chicago) +1 470 250 9358 US (Atlanta) +1 470 381 2552 US (Atlanta) +1 267 831 0333 US (Philadelphia) +1 301 715 8592 US (Washington DC)

1. Call to Order

2. Public Comment*

3. Approval of Agenda

4. Approval of Minutes

a. March 12th, 2026 Meeting

5. Board Member Conflict of Interest Disclosure

6. Business

1. 24 W. Main Street, City of Milan, Brownfield Plan Introduction – Presentation/Discussion
2. 24 W. Main Street Form Brownfield Plan Review Sub-Committee – Action
3. 326 E. Michigan Youth Arts Alliance Project Introduction, LBRF Grant Opportunity – Presentation/Discussion
4. Maple Oaks Saline Final Eligible Activity Reimbursement – Action
5. April 2026 Financial Report – Action

7. Other Business

8. Public Comment*

9. Adjournment

*All public comment will be limited to three (3) minutes per person

Washtenaw County
Brownfield Redevelopment Authority (WCBRA)
Meeting held in-person at 200 N. Main, downtown Ann Arbor
Lower Level Large Conference Room

DRAFT MEETING MINUTES
Thursday, March 12, 2026, 9:00 a.m.

Board Present: Katie Jones – Chair, Trevor Woollatt, Allison Krueger, Christy Maier – Secretary/Treasurer, James Harless

Board Absent: Katie Scott, Jenn Cornell, James Downing

Staff: Nathan Voght – OCED

Joining the Meeting: Chris Nielson, Jeremy McCallion, Kirstie Ducourouble, Ken Garber and Latitia Sharp, Washtenaw County Treasurer. Several members of the public joined by Zoom.

Handouts: None

1. Call to Order

Katie Jones, Chair, called the meeting to order at 9:00 a.m.

2. Public Comment

Ken Garber spoke that he was not able to access the meeting packet online. N. Voght apologized and indicated there was an issue with the upload to the County agenda system.

There was no further public comment.

3. Approval of Agenda

J. Harless moved to approve the agenda (2nd C. Maier), and the motion passed unanimously.

4. Approval of February 12th, 2026 Meeting Minutes

J. Harless moved to approve the minutes with edits made by C. Maier (A. Krueger 2nd) and the motion passed unanimously.

5. Board Member Conflict of Interest Disclosure

None.

6. Business

1. 310-312 Detroit St. Eligible Activity Submittal – Action

Staff referred to his staff report, where the activities approved to date and what is currently requested is explained. Ultimately, most of the additional costs related to unanticipated response activities were not agreed to by EGLE, either from being determined ineligible, or EGLE not having sufficient documentation.

Staff worked with Kirstie Ducourouble from SME, to finalize the submittal. There were not sufficient Eligible Activities to be reimbursed with both State and Local taxes to fully maximize the

total that would have been allowed. There were sufficient activities documented to fully maximize the Local Proportional reimbursement amount.

J. Harless moved to approve an additional \$667,054.64 in Eligible Activities to be reimbursed with both State and Local Tax Increment Revenue, and an additional \$1,283,903.02 in Eligible Activities to be approved and to be reimbursed with Local Proportional Only Tax Increment Revenue at a rate of 77.0%, but capped at an additional \$191,740.23, which would reach the maximum Local Proportional Only reimbursement to the developer in the amount of \$1,088,270.79 (2nd C. Maier), and the motion passed unanimously.

2. 350 S. Fifth Brownfield Reimbursement Agreement – Action

Staff referred to the draft Agreement, with several final edits shown. This is the MEDC template for Transformational Brownfield Plans. Staff has had input on the Authority's provisions in the Agreement around capture of Admin and LBRF, and other areas. County Corporation Counsel has reviewed the Agreement, as well. However, MSHDA is currently reviewing the Agreement, and will have several additional edits. Due to timing of the project going to the Michigan Strategic Fund Board, staff asks that the Authority approve the Agreement today, and delegate final review/approval of the Agreement to the Chair as an administrative action.

C. Maier moved to approve the Reimbursement Agreement as presented, with final administrative review and approval authority given to the Authority Chair, (2nd J. Harless), and the motion passed unanimously.

3. City of Ypsilanti Water Street Reimbursement Agreement – Action

Staff discussed the current draft of the Agreement, which had revisions from February 2025, from the Board's review at that time. The Agreement has not been finalized, nor executed.

The City secured an RLF \$500,000 Grant and \$300,000 Loan from the Downriver Community Conference yesterday at their March meeting. The City desires to secure the loan portion from the DCC with approximately \$300,000 in Tax Increment Revenues currently held in the Water Street Brownfield account. The Authority's 2025 changes to the Agreement limited the City's activities to Work Plan Exempt activities, as Work Plan approval is necessary to utilize School Taxes. However, that is too limiting, as the City needs the funds to conduct additional excavation, transportation and disposal of impacted soils this summer.

Additional proposed revisions to the Agreement were included in the packet, and discussed. The effect would be to allow the City to be reimbursed for Eligible Activities, and that State School taxes would only be used to reimburse activities if they are Exempt Activities, or been included in an approved Work Plan. The Board made several more live edits to the Agreement in the meeting, in the last new sentence added to Section 5 of the Terms and Conditions.

The Board discussed the excavation work coming up this summer, and removal of additional PCBs. The source of the PCBs was discussed, as well.

J. Harless moved to approve the Reimbursement Agreement with the City of Ypsilanti with changes as presented in the document, and additional edits made in the meeting to the last sentence of Section 5 of Terms and Conditions (2nd T. Woollatt), and the Motion passed unanimously.

4. Program Policies and Procedures – Discussion/Action

Staff referred to the redline of the Program Policies and Procedures that James Harless had provided. The Board discussed Section 4: Procedures, and how Step 1., A. "Project Concept

Application approved by the Local Unit of Government” implies this is a formal step, and that the Local Unit would be formally voting on something. However, this step is always an early discussion and sharing of conceptual plans, and early drafts of Eligible Activities, TIF Tables, Proformas, etc. N. Voght indicated that a project never proceeds without some degree of concurrence from the representative staff from the local unit, but there’s never formal approval.

Further edits were made to Section 4, Step 2, related to submitting a Brownfield Plan application and paying the fee.

J. Harless moved to approve the revised Program Policies and Procedures with revisions shown, and as edited during the meeting (2nd T. Woollatt), and the motion passed unanimously.

5. Discuss Brownfield Plan Publication in Paper of Record Practice – Discussion

Staff discussed the current Act 381 requirements related to taxing jurisdiction notifications and public notice for public hearings before the Board of Commissioners. The Authority’s practice has been publication of scheduled public hearings before the Board of Commissioners at least 10 days in advance, along with mailing notice of the hearing directly to taxing jurisdictions. However, Act 381 does not require publishing in the newspaper. With only 1 publishing option, and long lead times for submittal, and the questionable exposure and reach these notices provide, it’s advisable to consider whether publishing in a paper is prudent.

The Authority discussed the various options staff provided for possible publication, including putting on the Brownfield Webpage, social media, email Listserv, and posting a notice sign on the site.

The Board determined that paper publication of public hearing notices will no longer be done. Instead, the notice will be placed on the Brownfield webpage of the County website at least 10 days prior to the hearing, and staff has the option to also circulate on County or OCED social media, as appropriate.

6. Discuss Administrative Account Balance and Projections – Discussion

Staff referred to the information provided in the staff report, related to the history of administrative revenues, and the dip in revenue currently. Staff asked the Board to consider halting the Environmental Assessment Grant program, utilizing the “processing fees” paid by Emerald Glen in Chelsea, and the upcoming fee from 350 S. Fifth to bolster the Admin fund, and other options. The Board did not want to absolutely cease the Assessment Grant program, necessarily, but use greater discretion with applications that come in. The Board discussed making sure that all Brownfield Plans have at least 10% Administrative capture.

Staff indicated that we need to look at future Admin projections more closely this year, to see how much revenue will be coming in. Some projects will finally have significant Taxable Value, like 310-312 Detroit, 310 E. Huron, 300 N. Zeeb, which will increase revenue, but some projects are dropping off.

J. Harless asked staff to email the policy and guidelines so he can review the 10% Administrative capture requirement.

6. (Item “6a” was added to the agenda) 310-312 Detroit Street Work Plan Implementation Fees

Staff noted that of the \$30,000 in Work Plan Implementation Eligible Activities in this Plan, \$23,353.75 was not claimed by the Developer. The Brownfield Plan does not specify this activity is developer-reimbursable. Considering the significant time staff has spent over the last several

years sorting out unanticipated response activities the developer and SME were claiming with EGLE, staff recommends claiming these unused activities.

J. Harless moved to approve \$23,353.75 in unclaimed Work Plan Implementation fees for 310-312 Detroit Street, and reimburse the Authority with first available Tax Increment Revenues (2nd C. Maier), and the motion passed unanimously.

7. March 2026 Financial Report – Action

Staff referred to the report, and transactions noted needing approval.

T. Woollatt moved to approve the Financial Report as presented, with all noted transactions (2nd A. Krueger), and the motion passed unanimously.

7. Other Business

None.

8. Public Comment:

None

9. Adjournment:

J. Harless moved to adjourn the meeting at 10:47 a.m. (2nd T. Woollatt), and the motion passed unanimously.

These minutes were approved by the Washtenaw County Brownfield Redevelopment Authority at the _____, 2026 meeting, held at 200 N. Main, lower level large conference room, downtown Ann Arbor.



Washtenaw County Brownfield Redevelopment Authority

Agenda Summary Memo REGULAR IN-PERSON MEETING

9:00 a.m. Thursday, April 9th, 2026

200 N. Main, Lower Level Large Conference Room, Ann Arbor

TO: Washtenaw County Brownfield Authority

FROM: Nathan Voght, Washtenaw County Brownfield Coordinator

DATE: April 2nd, 2026

This regular board meeting will be held in-person, at 200 N. Main, lower level Large Conference Room, downtown Ann Arbor. Any public wishing to participate can attend the meeting in-person, or use the provided Zoom Webinar link on the [meeting agenda](#).

Business Items:

1. 24 W. Main Street, City of Milan, Brownfield Plan Introduction and Form Brownfield Plan Review Sub-Committee – Presentation/Discussion/Action

The City of Milan [joined the Washtenaw County Brownfield Authority in 2002 by Resolution](#). The north side of the City is in Washtenaw County, the south side in Monroe County. The County can only represent sites in the Washtenaw County jurisdiction.

Sometime after 2002, the City formed its own Authority, which staff was not aware of until a City Council Person inquired about a proposed plan to Staff in an unrelated meeting. In 2015, the City Authority [approved a Brownfield Plan](#) in the Washtenaw County side of the City, located at 900 Dexter Street, which is in Washtenaw County. This project is completed and tax reimbursement finished.

Staff attended a Milan Brownfield Authority meeting on March 5th, to discuss our program, and invite the City to continue to be represented by the County Authority, at least for projects within the Washtenaw County borders. The City Administrator brought the issue up before City Council later in March, and Council indicated a preference to have the 24 W. Main Street Brownfield Plan administered by the County Authority.

The developer and consultant (Dave Van Haaren, from Triterra, whom we worked with on the Thompson Block, and is working on the Rockwell Building in Chelsea) will attend the April 9th meeting to do a project introduction. For background, here is a [draft Brownfield Plan](#) and [project presentation](#).

2. 24 W. Main Street Form Brownfield Plan Review Sub-Committee – Action

Three or four members are needed to assist with reviewing the draft Brownfield Plan for 24 W. Main Street, in Milan.

3. 326 E. Michigan Youth Arts Alliance Project Introduction, LBRF Grant Opportunity – Action

The Authority previously awarded Phase I and [Phase II](#) environmental assessment grants to the Youth Arts Alliance in 2024. The Phase II revealed no presence of any exceedances, therefore the site was determined to NOT be a Facility. Here is the 326 E. Michigan site, which the City of Ypsilanti sold to the Youth Arts Alliance:



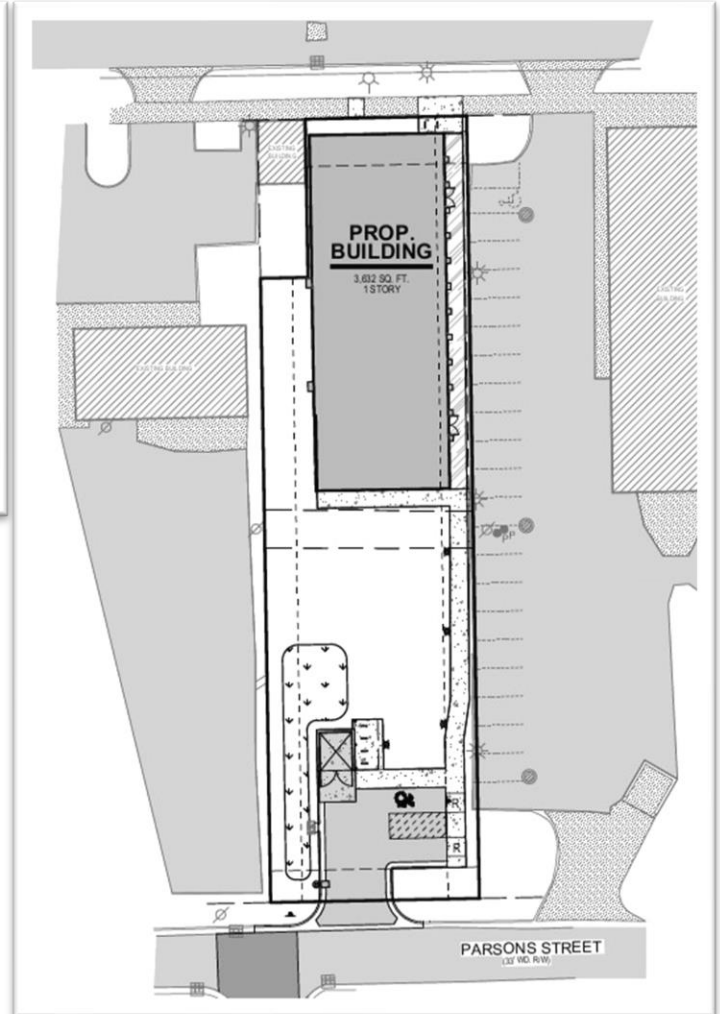
The Youth Arts Alliance is seeking additional grant and funding opportunities to begin construction this summer of its multi-use facility for arts-centered programming for youth, and for use by partner organizations. As it would not qualify as a Facility, staff reviewed the site conditions, and the definition of “Blighted” in Act 381, to determine if site eligibility for LBRF funding is possible:

- (c) “Blighted” means property that meets any of the following criteria as determined by the governing body:
- (i) Has been declared a public nuisance in accordance with a local housing, building, plumbing, fire, or other related code or ordinance.
 - (ii) Is an attractive nuisance to children because of physical condition, use, or occupancy.
 - (iii) Is a fire hazard or is otherwise dangerous to the safety of persons or property.
 - (iv) Has had the utilities, plumbing, heating, or sewerage permanently disconnected, destroyed, removed, or rendered ineffective so that the property is unfit for its intended use.
 - (v) Is previously developed or tax reverted property owned by a municipality or by this state. The sale, lease, or transfer of previously developed or tax reverted property by a municipality or this state after the property’s inclusion in a brownfield plan does not result in the loss to the property of the status as blighted property for purposes of this act.
 - (vi) Is property owned by or under the control of a land bank fast track authority, whether or not located within a qualified local governmental unit. Property included within a brownfield plan before the date it meets the requirements of this subdivision to be eligible property is considered to become eligible property as of the date the property is determined to have been or becomes qualified as, or is combined with, other eligible property. The sale, lease, or transfer of the property by a land bank fast track authority after the property’s inclusion in a brownfield plan does not result in the loss to the property of the status as blighted property for purposes of this act.
 - (vii) Has substantial buried subsurface demolition debris present so that the property is unfit for its intended use.

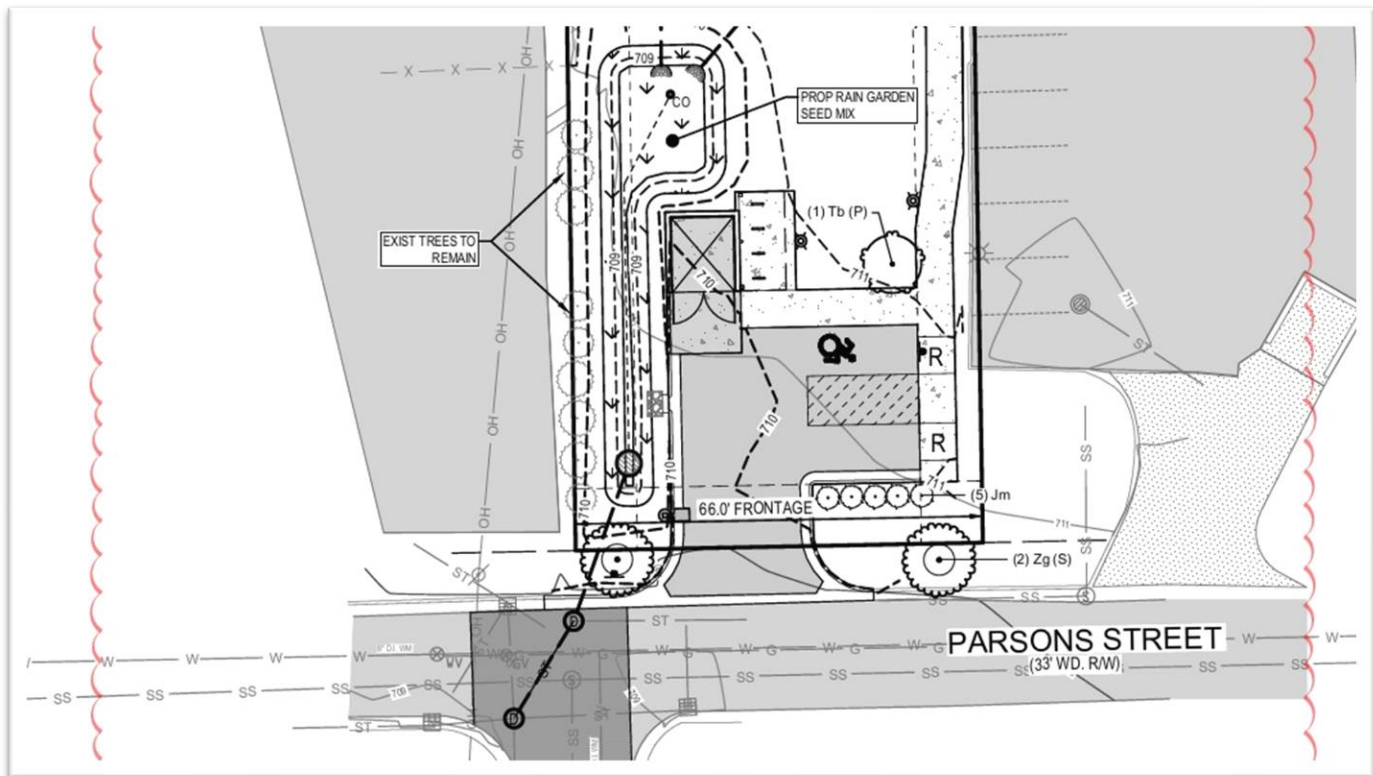
Previous buildings have been demolished, and utilities disconnected. The site was previously owned by the City of Ypsilanti, and the site has concrete sidewalk and other subsurface debris from previous demolition activities. Staff is supportive of designating the site as Blighted, which would require the City of Ypsilanti City Council to pass a Blight Resolution.

Heather Martin, Director of Youth Arts Alliance, will present on the project, and staff would like to discuss possible LBRF funding opportunities for the Rain Garden, or other infrastructure-related items.

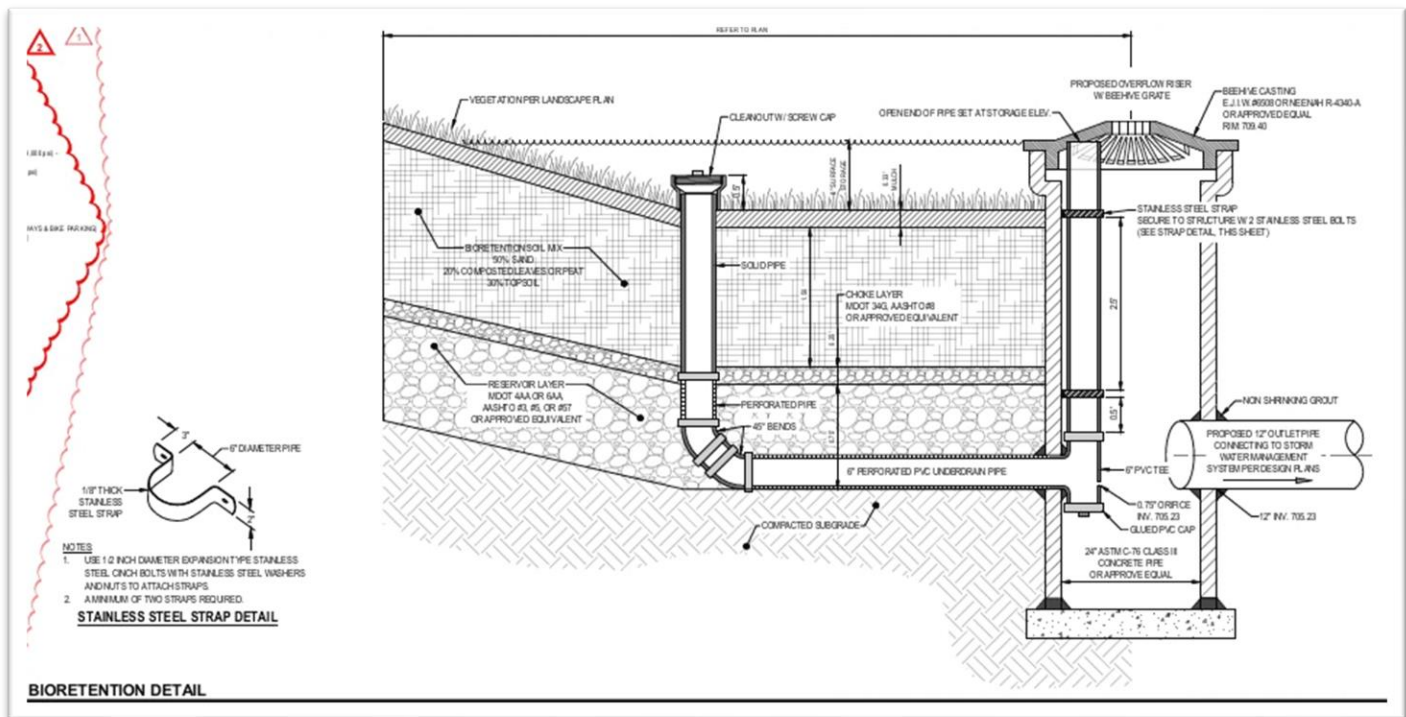
326 E. Michigan Façade Rendering and Site Plan Layout



Rain Garden Plan View from Engineering Plans



Rain Garden Cut from Engineering Plans



The owner will be providing a short presentation and have more detailed cost estimates at the meeting.

4. Maple Oaks Saline Final Eligible Activity Reimbursement - Action

The Maple Oaks [Brownfield Plan was approved in 2021](#). The first phase of the project, including attached condominiums for individuals and their families with special needs, was mostly complete when the Brownfield Plan was approved in 2021. The Plan included support for previous (Look Back) eligible activities, as well as future eligible activities planned for a second phase to the north (which did not proceed). The Brownfield Plan includes \$550,000 in developer-reimbursable activities.

Picture of Maple Oaks Attached Condominium



The Brownfield Plan included \$105,800 in “Look Back” Site Demolition eligible activities that were completed prior to approval of the Brownfield Plan. The City of Saline agreed to reimburse for these previous activities, but with conditions: The first 50% of those costs were reimbursable once the developer had addressed utility and street issues with Phase I, and the second 50% was to be reimbursed once 50% of Maple Oaks North (a future phase) was at least 50% complete.

The Authority has retained the first 50% of the Look Back expenses for several years (\$52,900), and tax capture on the project ceased after 2024, as a decision had to be made due to lack of submitted plans for the northern phase of the development. The City of Saline has now given the Authority approval to reimburse these funds. The remaining \$52,900 will not be reimbursed, as the future phase has not proceeded. The Authority recommended termination of the Brownfield Plan in early 2025, and staff will need to request Plan termination from the Board of Commissioners.

Dan Swallow, the Saline City Manager, has been appointed to the Authority, and will attend his first meeting on April 9th, and be available to update the Authority on the project.

5. April 2026 Financial Report – Action

There are several corrections needed from transactions noted last month. The amount to be reimbursed to Zingerman’s should have been LBRF capture, not developer reimbursement (this is the only project

where we capture 10% Admin annually and 15% LBRF). And additional Developer reimbursements for 310 E. Huron and 303 N. Fifth are needed, due to miscalculations.

Other Business:

4025 Packard Road, Pittsfield Township: The [Brownfield Plan](#) was approved in 2022 for a small strip center on a former gas station site, but the project has not broken ground. There was \$603.49 in 2024 tax capture, but 2025 and 2026 Taxable Values are lower due to site demolition, therefore there is negative (zero) capture. In communications with the Township and Developer over the last several years, final plans have been in review, but final permits are not issued. A For Sale sign has been posted on the site. Staff will be providing the 30 days notification of Plan Termination required by Act 381 to the developers, for possible Authority action at the May Authority meeting.

[Here is the 2024 State report of activities of all Authorities in the State](#)

