



MICHIGAN

**WORK SESSION AGENDA  
WYOMING CITY COUNCIL MEETING  
CITY COUNCIL CHAMBERS**

**MONDAY, OCTOBER 13, 2025, 5:30 P.M.**

- 1) Call to Order**
- 2) Public Comment on Agenda Items (3 minute limit per person)**
- 3) Kent County Drain Commissioner's Presentation - Behan & Foley Project**
- 4) Kent County Sheriff's Office's Presentation - Real Time Crime Center**
- 5) Proposed Housing TIF Policy**
- 6) Proposed R-2/R-3 Zoning Amendments**
- 7) Any Other Matters**
- 8) Acknowledgement of Visitors/Public Comment (3 minute limit per person)**

*The City of Wyoming, including the City Council, is committed to ensuring all persons have access to all its programs, services, and activities, including any public meetings. The City Council will coordinate with city staff to ensure the City Council fulfills that commitment for its programs, services, and activities, including public meetings. Accommodations to enable virtual meeting attendance and participation can usually be made if a request is received at least 5 hours before the meeting time. Other accommodations may require more time.*

*Special Accommodations – Persons with impairments or disabilities needing accommodations to participate in the meeting or persons who need language interpretation services may contact the city clerk at either [Clerk\\_info@wyomingmi.gov](mailto:Clerk_info@wyomingmi.gov) or 616.530.7296 at least 36 hours before the meeting to make arrangements for appropriate accommodation.*

*Acomodaciones Especiales – Personas que deseen asistir a esta reunión y necesitan acomodación para participar, como servicios de interpretación, deben comunicarse con la Oficina del Administrador de la Ciudad al 616.530.7296 o [Clerk\\_info@wyomingmi.gov](mailto:Clerk_info@wyomingmi.gov) al menos 36 horas antes de la reunión para hacer arreglos para el alojamiento apropiado.*

### Staff Report

Date: October 8, 2025

Subject: Draft Housing TIF Policy

From: Nicole Hofert, Director of Community & Economic Development

CC: John Shay, City Manager  
Patrick Waterman, Deputy City Manager

Meeting Date: October 13, 2025

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#### RECOMMENDATION

Provide guidance to staff on proposed Housing TIF (Tax Increment Financing) policy.

#### ALIGNMENT WITH STRATEGIC PLAN

- PILLAR 1 – Community
  - GOAL 4 – Encourage more affordable housing in the city.

#### DISCUSSION

At the March work session, staff provided a presentation on economic development tools. One of the tools discussed was the newly revised Brownfield Redevelopment Financing Act, Michigan Public Act 381 of 1996, “Act 381” which was amended in 2023 to include “housing property” as an eligible activity. Following the feedback provided by Council, staff worked with the Wyoming Brownfield Redevelopment Authority (WBRA) to craft a draft policy that guides the administration of the tax increment financing for housing developments under the Act.

The draft policy provides:

- Details on what the housing Workplan must contain, such as a description of the costs of the plan intended to be paid for with the tax increment revenues and a brief summary of the eligible activities that are proposed.
- Information on eligible expenses and costs that qualify as “housing development activities.”
- Income criteria for projects that include rent and income-restricted apartments.
- Application process.
- A statement about project preferences, including that preference will be given to projects:
  - Located along commercial corridors with adjacent commercial activity and access to multi-modal transportation;
  - Majority homeowner occupied units; and
  - Aligned with the Wyoming (re) Imagined Plan, most recent housing needs assessment, and spur economic growth in the City of Wyoming.

#### NEXT STEPS

Following the work session, staff will finalize the policy with the WBRA at their October 27<sup>th</sup> meeting.

## City of Wyoming Brownfield Redevelopment Authority Housing TIF Policy

### Background

In 1996, the State of Michigan Legislature approved Public Act 381, MCL 125.265 et seq. (the “Act”) to authorize municipalities to create Brownfield Redevelopment Authorities to promote the reuse and revitalization of properties. The Brownfield Redevelopment Program (the “Program”) provides for the utilization of certain tax increment revenues to pay for or reimburse the costs of Eligible Activities as defined in the Act. The City of Wyoming created the City of Wyoming Brownfield Redevelopment Authority (the “WBRA”) in 1997. Public Act 90 of 2023 established new opportunities to support housing development by altering the definition of *eligible property* and *eligible activity* specific to include housing projects. In addition to all existing criteria that qualifies property as *eligible property* under Public Act 381 of 1996, *housing property* is defined as either of the following:

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

This policy guides the administration of the Program under the Act, specifically the administration of tax increment financing for housing developments.

### Housing Workplan

A developer is responsible for preparing a Housing Workplan to be reviewed by the Wyoming Brownfield Redevelopment Authority (WBRA). Projects be submitted by a developer; individual homebuyers are not eligible. The Housing Workplan must contain:

- A description of the costs of the plan intended to be paid for with the tax increment revenues.
- A brief summary of the eligible activities that are proposed.
- An estimate of the captured taxable value and tax increment revenues for each year of the plan from the eligible property.
- The proposed beginning date and duration of capture of tax increment revenues for each eligible property.
- The method by which the costs of the plan will be financed.
- An estimate of the future tax revenues of all taxing jurisdictions in which the eligible property is located to be generated during the term of the plan.
- A legal description of the eligible property, a map showing the location and dimensions of each eligible property, a statement of the characteristics that qualify the property as eligible property, and a statement of whether personal property is included as part of the eligible property.

- Estimates the number of persons residing on each eligible property to which the plan applies. Demographics of current residents and other information requested by City staff if the Workplan is for a project on existing property.
- Other materials the City Staff, WBRA, and City Council consider relevant to the Brownfield plan.

If approved by the WBRA and the City Council, the Workplan will be submitted to the Michigan State Housing Development Authority (MSHDA). Per the Act, a written letter from the WBRA requesting formal approval and certifying that the required financial review, notices, and formal hearing have been completed must accompany each submittal to MSHDA.

For projects where the property qualifies as *housing property*, WBRA and Council will only consider the following *housing development activities*:

- Costs of infrastructure available for public use and safety improvements necessary for a housing project.
- Costs of demolition of existing buildings and site preparation, to the extent necessary to accommodate an income qualified purchaser household or income qualified renting household.

Plans requesting accrued interest to be reimbursed will not be considered. If a housing development is proposed to occur on a Greenfield parcel that has less than 5% lot coverage, only the costs of infrastructure available for public use are eligible for reimbursement to the developer, with a capture limit of 70%, unless otherwise approved by the governing body.

The City recognizes a need for affordable housing in our community and this program is a way for developers to deliver these needed housing units. This policy specifically incentivizes affordable housing by designating demolition and public infrastructure costs as eligible for reimbursement from the WBRA. Public infrastructure systems include, but are not limited to, water and sewer infrastructure, public roads, and urban stormwater management systems.<sup>1</sup>

### **Criteria for projects that include rent and income-restricted apartments**

- Projects must include rental units leased at rates that are both (a) below market-rate and (b) below the rental rate for households earning 90% Area Median Income (AMI) or below.
- Units must be leased to households whose income is at or below the applicable AMI level based on household size, not to exceed 90% AMI.

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<sup>1</sup> Though determinations will be made on a case-by-case basis, the City will not consider surface parking, electrical vehicle infrastructure, or other infrastructure with limited public benefit to be eligible improvements. Parking structures may be considered for reimbursement if located along an arterial road or in a designated redevelopment area identified in a City planning document or the Wyoming [re]Imagined Plan.

- At least 20% of all unit types should be rented below market rate, targeting the lowest income ranges possible, based on project underwriting.
- Rent and income restrictions must be in place for a minimum of 10 years, or the proposed period of reimbursement, whichever is greater.

### **Applications and other considerations**

- Application materials and templates will be provided as they are developed and finalized.
- Projects with other financing sources that have rent/sale price and income restrictions are encouraged to consider this program.
- Applicants should plan to work with BRA staff to pilot initiatives that align with strategic priorities of sustainable development and community engagement, which will be implemented in the future.
- Preference will be given to projects that are:
  - Located along commercial corridors with adjacent commercial activity and access to multi-modal transportation;
  - Majority homeowner occupied units; and
  - Aligned with the Wyoming (re) Imagined Plan, most recent housing needs assessment, and spur economic growth in the City of Wyoming.

Requests for housing TIF should show the project's financial need, not just the amount allowed by MSHDA's Total Housing Subsidy. Financial need can be demonstrated by showing a gap in financing that makes the developer's Debt Service Coverage Ratio (DSCR) below what their lender will accept for financing, typically 1.2 to 1.4 DSCR. The City of Wyoming will use MEDC's range of 6-12% Internal Rate of Return (IRR) on projects as a guideline for financial need. The developer or their consultant should provide a proforma showing their sources and uses of financing, the DSCR, the IRR, and how much TIF is needed to fill a financing gap to reach a DSCR that satisfies the project lender and a reasonable IRR.

A developer may request either reimbursement from local tax increment revenues only, or reimbursement from both state education taxes and local taxes. Reimbursement from state education taxes adds time to project approvals, but eligible expenses are reimbursed more quickly than when only local taxes are approved. The State must approve reimbursement from state education taxes and projects must meet State criteria.

### **Terms of Reimbursement**

The WBRA may provide tax-increment financing for a period of 1 to 25 years. The WBRA shall use the following criteria to determine, within that range, which projects to fund and to what extent.

- Number of housing units provided
- Type of housing provided and housing needs met

- Number of years requested
- Eligible expenses
- Overall project proposal (economic impact, amount of greenspace, etc.)

Eligible activity costs may be reimbursed using up to 100% of tax capture on the subject property but the Wyoming City Council may, at its discretion, provide tax capture reimbursement at a percentage below this amount.

**Exceptions**

The Wyoming City Council may, at its discretion, and for a project of exceptional community value, provide tax-increment financing exceeding the limitations set forth in this policy.

DRAFT

### Staff Report

Date: October 8, 2025

Subject: R-2 and R-3 Residential Zone District Changes

From: Nicole Hofert, Director of Community & Economic Development

CC: John Shay, City Manager  
Patrick Waterman, Deputy City Manager

Meeting Date: October 13, 2025

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#### RECOMMENDATION

Provide guidance to staff on proposed zoning code changes in the R-2 and R-3 residential districts based on historic building patterns.

#### ALIGNMENT WITH STRATEGIC PLAN

- PILLAR 1 – Community
  - GOAL 4 – Encourage more affordable housing in the city.

#### DISCUSSION

##### HISTORY

In 1959 when the newly created City of Wyoming adopted its first zoning code, the plat standards for residential neighborhoods changed and required increased lot sizes. Those standards are still in place today and as a result, Wyoming has a significant number of lots in older neighborhoods that do not conform to current zoning standards.

##### NON-CONFORMING LOTS

A non-conforming lot is a lot that was created prior to a change in the zoning code that does not meet the updated dimensional standards (e.g., lot area, lot width, etc.) of the current code. Non-conformity complicates reinvestment in existing homes, can prevent homes from being built on vacant lots, and can prevent previously combined lots from being split to create new housing opportunities.

##### SCOPE OF THE ISSUE

These non-conforming historic lots make up the majority of the City's R-2 and R-3 residential zone districts. Between these two districts, approximately 63% of properties are non-conforming. Staff will provide examples of what this looks like at the neighborhood level as well as at the parcel level.

##### PROPOSED CHANGES

Staff will propose changes to dimensional standards (e.g., lot area, lot width, etc.) to bring these non-conforming historic lots back into conformity. These changes will decrease housing development costs and enable reinvestment in these neighborhoods. Staff will revisit the "scope of the issue" examples to show how the proposed changes improve conformity across neighborhoods and for individual parcels.

Staff will also propose combining the R-2 and R-3 zone districts to eliminate and simplify housing regulations for developers and homeowners. The nuances of that combination will be discussed in a follow-up presentation at the November work session.