

CITY OF MUSKEGON

CITY COMMISSION MEETING

January 28, 2025 @ 5:30 PM

**MUSKEGON CITY COMMISSION CHAMBERS
933 TERRACE STREET, MUSKEGON, MI 49440**

AGENDA

- ☐ **CALL TO ORDER:**
- ☐ **PRAYER:**
- ☐ **PLEDGE OF ALLEGIANCE:**
- ☐ **ROLL CALL:**
- ☐ **HONORS, AWARDS, AND PRESENTATIONS:**
- ☐ **PUBLIC COMMENT ON AGENDA ITEMS:**
- ☐ **CONSENT AGENDA:**
 - A. **Approval of Minutes** City Clerk
 - B. **West Michigan Ironmen Lease** Arena
 - C. **Commission Meeting - Agenda Structure** Manager's Office
 - D. **Amendment to the Marihuana Facilities Overlay District** Planning
 - E. **Amendment to the zoning ordinance, replacing mentions of "single-family residential districts" with "neighborhood residential districts."**
Planning
 - F. **Amendment to Article II of the zoning ordinance to create definitions for duplexes and triplexes.** Planning
 - G. **2025 USER FEES** Finance
 - H. **Purchase of 1932 and 1967 Reynolds.** Planning
 - I. **Approve CRC recommendations** City Clerk
- ☐ **PUBLIC HEARINGS:**
 - A. **Public Hearing Establishment of a Commercial Redevelopment District-**

Lakeshore Hotel Partners, LLC, 181 Viridian Drive Economic Development

B. Public Hearing Establishment of a Commercial Facilities Exemption Certificate, Lakeshore Hotel Partners, LLC- 181 Viridian Drive Economic Development

C. Neighborhood Enterprise Zone Certificate -485 Mary St (formerly 845 Ducey Ave) Economic Development

D. Neighborhood Enterprise Zone Certificate - 263 W Muskegon Ave. Economic Development

☐ **UNFINISHED BUSINESS:**

☐ **NEW BUSINESS:**

☐ **ANY OTHER BUSINESS:**

☐ **PUBLIC COMMENT ON NON-AGENDA ITEMS:**

- ▶ **Reminder: Individuals who would like to address the City Commission shall do the following:**
- ▶ Fill out a request to speak form attached to the agenda or located in the back of the room.
- ▶ Submit the form to the City Clerk.
- ▶ Be recognized by the Chair.
- ▶ Step forward to the microphone.
- ▶ State name and address.
- ▶ Limit of 3 minutes to address the Commission.

☐ **CLOSED SESSION:**

☐ **ADJOURNMENT:**

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE CITY OF MUSKEGON AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES

To give comment on a live-streamed meeting the city will provide a call-in telephone number to the public to be able to call and give comment. For a public meeting that is not live-streamed, and which a citizen would like to watch and give comment, they must contact the City Clerk's Office with at least a two-business day notice. The participant will then receive a zoom link which will allow them to watch live and give comment. Contact information is below. For more details, please visit:

www.shorelinecity.com

The City of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting with twenty-four (24) hours' notice to the City of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the City of Muskegon by writing or by calling the following:

Ann Marie Meisch, MMC. City Clerk. 933 Terrace St. Muskegon, MI 49440. (231)724-6705.

clerk@shorelinecity.com



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: January 28, 2025	Title: Approval of Minutes															
Submitted by: Ann Meisch, City Clerk	Department: City Clerk															
Brief Summary: To approve minutes of the January 13th Commission Worksession Meeting and the January 14th City Commission Meeting.																
Detailed Summary & Background:																
Goal/Focus Area/Action Item Addressed: <u>Key Focus Areas:</u> <u>Goal/Action Item:</u>																
Amount Requested:	Budgeted Item: <table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> <td>N/A</td> <td>X</td> <td></td> </tr> </table>	Yes		No		N/A	X									
Yes		No		N/A	X											
Fund(s) or Account(s):	Budget Amendment Needed: <table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> <td>N/A</td> <td>X</td> <td></td> </tr> </table>	Yes		No		N/A	X									
Yes		No		N/A	X											
Recommended Motion: Approval of the minutes.																
Approvals: <table border="1"> <tr> <td>Immediate Division Head</td> <td></td> <td></td> </tr> <tr> <td>Information Technology</td> <td></td> <td></td> </tr> <tr> <td>Other Division Heads</td> <td></td> <td></td> </tr> <tr> <td>Communication</td> <td></td> <td></td> </tr> <tr> <td>Legal Review</td> <td></td> <td></td> </tr> </table>	Immediate Division Head			Information Technology			Other Division Heads			Communication			Legal Review			Guest(s) Invited / Presenting: No
Immediate Division Head																
Information Technology																
Other Division Heads																
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CITY OF MUSKEGON

CITY COMMISSION WORKSESSION

January 13, 2025 @ 5:30 PM
MUSKEGON CITY COMMISSION CHAMBERS
933 TERRACE STREET, MUSKEGON, MI 49440
MINUTES

Present: Mayor Ken Johnson, Vice Mayor Rebecca St. Clair, Commissioners Katrina Kochin, Willie German, Jr. (Arrived at 5:50 p.m.), Destinee Keener, Jay Kilgo, and Rachel Gorman, City Manager Jonathan Seyferth, and City Clerk Ann Marie Meisch

2025-01 NEW BUSINESS

A. Recognize Volunteers on the Various City Boards/Committees/Commissions City Commissioners

Mayor Ken Johnson and Vice Mayor Rebecca St. Clair recognized and thanked the many volunteers on the City Boards.

B. Shaw Walker - Transformational Brownfield Discussion Manager's Office
City Manager, Jonathan Seyferth and Director of Developmental Services, Jake Eckholm explained what a Transformational Brownfield is. The owner of Parkland Properties, Jon Rooks and Chief Operating Officer, Rory Charron gave an overview and answered questions.

C. Nelson House Update and Discussion Planning
Jamie Pesch with the Planning Department explained that the bid period for purchase of the Nelson House ended on November 21, 2024. Initial interest came from a number of different parties, and staff ended up coordinating site visits with only one group. No bids on the house were received, so staff discussed possible options being considered to move the project forward.

1. Formally listing the house with a realtor.
2. Revising the conditions of the purchase and redevelopment agreement.
3. Completing a selection of necessary work at the house prior to offering it for sale.

D. Beach Street Winter Closure DPW- Highway

Director of Public Works, Dan VanderHeide presented the history of, regulation around, and some data clarifying the closure of Beach Street south of Filtration Plant during the heavy winter months.

E. Commission Meeting - Agenda Structure Manager's Office

The City Commission sets the agenda structure (flow of business) for each commission meeting. Staff requests that the City Commission consider moving Public Hearings to the top of the meeting before Public Comment and add a standing item for federal/state/county elected officials to provide updates. This will be on the January 28th City Commission Meeting.

PUBLIC COMMENT

No public comments were received.

ADJOURNMENT

Motion by Commissioner German, second by Commissioner Kochin to adjourn at 7:35 p.m.

MOTION PASSES

Respectfully Submitted,

Ann Marie Meisch, MMC City Clerk

CITY OF MUSKEGON

CITY COMMISSION MEETING

January 14, 2025 @ 5:30 PM

**MUSKEGON CITY COMMISSION CHAMBERS
933 TERRACE STREET, MUSKEGON, MI 49440**

MINUTES

The Regular Commission Meeting of the City of Muskegon was held at City Hall, 933 Terrace Street, Muskegon, Michigan at 5:30 p.m., Tuesday, January 14, 2025. Pastor Russell Damm from the Oak Crest Church of God, opened the meeting with prayer, after which the Commission and public recited the Pledge of Allegiance to the Flag.

ROLL CALL

Present: Mayor Ken Johnson, Vice Mayor Rebecca St. Clair, Commissioners Jay Kilgo, Destinee Keener, Willie German, Jr., Rachel Gorman, and Katrina Kochin, City Manager Jonathan Seyferth, City Attorney John Schrier, and City Clerk Ann Marie Meisch

2025-02 HONORS, AWARDS, AND PRESENTATIONS

A. Thredz Y3 Program Recognition Manager's Office

Mayor Ken Johnson read the Proclamation, showed the slide show, and presented the Proclamation and Certificates of Appreciation.

B. Audit Presentation-ACFR by Brickley DeLong Finance

Finance Director Ken Grant introduced Eric VanDop from Brickley DeLong who gave an overview of the audit.

PUBLIC COMMENT ON AGENDA ITEMS

No public comments were received

2025-03 CONSENT AGENDA

A. Approval of Minutes City Clerk

To approve minutes of the December 2nd Special Commission Meeting, the December 9th Commission Worksession Meeting, and the December 10th City Commission Meeting.

STAFF RECOMMENDATION: Approval of the minutes.

B. Cameras for City Hall and Police Department City Clerk

City staff have identified a need to update and improve our building security at City Hall. Staff recommends we purchase a fully advanced, cloud-based solution providing us with 24/7 access to the cameras without the need to worry about the security challenges of hosting the footage in-house. After going through product trials with multiple solutions, staff recommended Verkada, the lowest-cost solution from Sentinel. The majority of the system will be purchased using a \$30,000 Election Security Grant received by the Clerk's Office and the remaining amount of \$2,753.62 comes from the General Fund. The action will require a budget amendment to both revenue and expenditures.

STAFF RECOMMENDATION: Authorize staff to enter into an agreement to purchase the Verkada system in the amount of \$32,753.62.

C. EGLE Grant Development Agreement, City of Muskegon and Muskegon Limited Dividend Housing Association, Lofts of Muskegon, 122 W. Muskegon Ave. Economic Development

Muskegon Limited Dividend Housing Association, LLC (the developer) has been invited to apply for an EGLE Grant on behalf of the City of Muskegon (applicant) for the proposed Lofts of Muskegon development located at 122 W. Muskegon Avenue. The grant request totals \$850,000.

The site, last occupied by a fast-food restaurant from 1997 to 2015, is currently vacant. The proposed redevelopment involves the construction of a 4-story multifamily affordable housing complex with 46 units, following the demolition of existing site features. The total private investment is estimated at approximately \$16 million, with the creation of two part-time jobs anticipated.

Due to its historical uses—including a gas station, battery storage shop, dry cleaner, and auto repair shop—the site has documented contamination. Soil and soil gas samples collected from the property reveal the presence of contaminants, necessitating the proper management of contaminated soil and the implementation of a vapor mitigation system (VMS) to safeguard indoor air quality for future residents. Grant funds will be utilized to cover the design and installation of the VMS and the removal and proper disposal of contaminated soil generated during site demolition and redevelopment (excluding the cost of

excavation).

The project is expected to commence in March 2025, with completion anticipated by March 2026. EGLE requires a development agreement between the applicant and the developer, outlining the responsibilities of each party. A draft of the proposed development agreement is available for review.

STAFF RECOMMENDATION: I move to approve the EGLE grant development agreement between the City of Muskegon and Muskegon Limited Dividend Housing Association, LLC, for the Lofts of Muskegon project at 122 W. Muskegon Ave. and authorize the City Mayor to sign.

D. Ordinance Change: Parental Responsibility Ordinance - SECOND READING Public Safety

The City of Muskegon's Parental Responsibility Ordinance, Chapter 54, Article VII, Section 54-218 needs to update its definition of juvenile from under the age of 17 years to under the age of 18 years to follow State of Michigan law.

In 2021, in accordance with the Michigan Juvenile Justice Reform Act of 2018, the definition of juvenile changed from age 17 and under to 18 and under in MCL Section 712A.1.

STAFF RECOMMENDATION: I move to change the definition of minor in Chapter 54, Article VII, Section 54-218 of the Code of Ordinances of the City of Muskegon to any juvenile under the age of 18.

F. Downtown Development Authority On-Premises Liquor License- Puerto Vallarta Mexican Grill and Bar, LLC, 292 W. Western Ave. Ste. 103
Economic Development

Puerto Vallarta Mexican Grill and Bar, LLC, is requesting a Downtown Development Authority On-Premise Liquor License for the building at 292 W. Western Ave. Ste. 103. The Liquor Control Commission allows for additional liquor licenses within Downtown Development Authority Districts under certain conditions.

Puerto Vallarta Mexican Grill and Bar, LLC, is seeking approval for a Downtown Development Authority (DDA) On-Premise Liquor License for their location at 292 W. Western Ave., Suite 103. This type of license is specifically designed to support economic development and promote vibrant, thriving downtown districts. Under Michigan law, the Liquor Control Commission permits the issuance of additional liquor licenses within designated Downtown Development Authority Districts. These licenses are granted under certain conditions, including alignment with the DDA's goals for economic revitalization, enhancement of the district's character, and promotion of tourism and local business growth. Approval of this request would enable Puerto Vallarta Mexican Grill and Bar to serve alcoholic beverages at their establishment, further contributing to the appeal of the downtown area as a dining and entertainment destination. The

license is a vital tool for attracting and retaining businesses that foster a dynamic and engaging environment for residents and visitors alike.

STAFF RECOMMENDATION: I move to approve the request from Puerto Vallarta Mexican Grill and Bar, LLC, for a Downtown Development Authority On-Premise Liquor License at 292 W. Western Ave., Suite 103, and to forward this approval to the Michigan Liquor Control Commission for their consideration.

G. Rezoning of 1727 Beidler St. Planning

Request to rezone 1727 Beidler Street from Neighborhood Residential (R) to Form-Based Code, Neighborhood Edge (FBC-NE).

1. The property measures 84' wide x 100' deep (8,400 sf).
2. The property is zoned R, Neighborhood Residential, but it contains a commercial structure on site. The building measures 1,472 sf and is used for storage for a construction company. The use is considered legally, non-conforming.
3. The zoning allows for legally non-conforming uses to be increased in size with a special use permit, but only up to 25% of the size of the existing building. The property is considered a double lot and has enough space for a larger addition. The applicant would like to at least double the size of the building
4. The FBC, NE designation would allow this retail-type building to be expanded as long as it meets the setback requirements (10 feet rear/ 3 feet sides). The rezoning would also make the storage use legally conforming.
5. The property is located just north of the business district on Laketon Ave and is near other mixed-use buildings on Beidler St.
6. Although the property is small in size, staff and the Planning Commission do not believe this request to be considered a spot zone. A "Findings of Facts" exercise was conducted at the Planning Commission meeting to determine that it was not considered a spot zone.
7. The Planning Commission unanimously recommended in favor of the rezoning request (6-0, 3 absent).

STAFF RECOMMENDATION: I move to approve the request to rezone the property at 1727 Beidler Street from Neighborhood Residential to Form-Based Code, Neighborhood Edge.

Motion by Commissioner Keener, second by Commissioner Kochin, to adopt the Consent Agenda as presented minus Item E.

ROLL VOTE: Ayes: Kochin, St.Clair, Johnson, Kilgo, Keener, German, and Gorman
Nays: None

MOTION PASSES

2025-04 ITEM REMOVED FROM THE CONSENT AGENDA

E. Amity Bridge Resolution Public Works

Staff requests adoption of a resolution authorizing the DPW Director and Clerk to sign the Amity Bridge Removal (and Reconstruction) Contract with MDOT. On December 10, 2024 the City Commission approved the contract with the Michigan Department of Transportation to fund removal of the Amity Avenue Bridge and to build a new roadway in the same place. While the contract was approved on the 10th, MDOT requests that the individuals that are authorized to sign the contract be specifically named in a resolution. The resolution satisfies that requirement and will allow staff to sign the approved contract.

STAFF RECOMMENDATION: To adopt the resolution authorizing the DPW Director and Clerk to sign the Amity Bridge Removal (and Reconstruction) Contract with MDOT.

Motion by Commissioner German, second by Commissioner Kilgo, to adopt the resolution authorizing the DPW Director and Clerk to sign the Amity Bridge Removal (and Reconstruction) Contract with MDOT.

ROLL VOTE: Ayes: Gorman, Kochin, St.Clair, Johnson, Kilgo, Keener, and German
Nays: None

MOTION PASSES

2025-05 PUBLIC HEARINGS

A. Neighborhood Enterprise Zone Certificates - 558, 568, 601, 608, 613, 621 Jackson; 522, 532 Leonard; 501, 503, 505 Alva; 502, 504 Herrick and 460 Langley. Economic Development

Staff is requesting the approval of Neighborhood Enterprise Zone (NEZ) certificates for 15 years for new construction homes at 558, 568, 601, 608, 613, 621 Jackson; 522, 532 Leonard; 501, 503, 505 Alva; 502, 504 Herrick and 460 Langley.

Applications for Neighborhood Enterprise Zone (NEZ) certificates has been received from Green Rabbit Home Builders for the new construction of homes at 558, 568, 601, 608, 613, 621 Jackson; 522, 532 Leonard; 501, 503, 505 Alva; 502, 504 Herrick and 460 Langley. The cost of construction is approximately \$190,000 per home. The applicant has met local and state requirements for the issuance of the NEZ certificate.

STAFF RECOMMENDATION: I move to close the public hearing and approve the Neighborhood Enterprise Zone District certificates at 558, 568, 601, 608, 613, 621

Jackson; 522, 532 Leonard; 501, 503, 505 Alva; 502, 504 Herrick and 460 Langley and authorize the City Clerk and Mayor to sign the certificate resolution. The Public Hearing opened to hear and consider any comments from the public. No public comments were made.

Motion by Commissioner Keener, second by Commissioner Kilgo, to close the public hearing and approve the Neighborhood Enterprise Zone District certificates at 558, 568, 601, 608, 613, 621 Jackson; 522, 532 Leonard; 501, 503, 505 Alva; 502, 504 Herrick and 460 Langley and authorize the City Clerk and Mayor to sign the certificate resolution.

ROLL VOTE: Ayes: German, Gorman, Kochin, St.Clair, Johnson, Kilgo, and Keener
Nays: None

MOTION PASSES

ANY OTHER BUSINESS

Commissioner Kilgo asked where the City Commission agenda and packet is for the public. City Manager Jonathan Seyferth explained where it has been moved to. Reminded citizens that the BOGO sale ends this week for the beach parking passes. Thoughts and prayers for California for the fires that are still going on. Would like an update on the Apple Avenue project.

Commissioner Keener asked about the Apple Avenue project. Director of Public Works Dan VanderHeide stated he met with MDOT today. They are still working on the preliminary plans. Hope to have the Community Engagement Meeting in late February.

Vice Mayor St.Clair stated there are still openings on the Boards and Committees.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Public comments received.

ADJOURNMENT

The City Commission meeting adjourned at 6:50 p.m.

Respectfully Submitted,

Ann Marie Meisch, MMC City Clerk



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: January 28, 2025	Title: West Michigan Ironmen Lease							
Submitted by: Jake Laime, Arena Manager	Department: Arena							
Brief Summary: The West Michigan Ironmen lease expired in June of 2024. Ironmen Owner and Arena Director have been working together to solidify a new year by year lease structure moving forward.								
Detailed Summary & Background: The West Michigan Ironmen and the Arena Director have worked together to produce a new year-to-year lease with the Ironmen since their current lease ended in June of 2024. The Ironmen have faced challenges with viable leagues and the Arena has faced challenges with scheduling the Ironmen within the parameters of the available turf dates. USHL playoffs and various graduations have caused implications in previous years which caused an inefficiency in scheduling and added expense to operations. The Ironmen are in negotiations with a league whose facilities host both USHL and ECHL hockey teams, both in whom will face the same challenges. We are optimistic that we can start and end the Ironmen season within the allotted turf dates accompanied by the Risers. These times are between the months of December and April. With the unknown of playoffs starting in April followed by graduations in May it is in our best interest to consolidate the schedule into a 4-month schedule. The proposed lease is financially consistent with that of the previous seasons. Small modifications regarding the storage of the pads and food/beverage policies have been added.								
Goal/Focus Area/Action Item Addressed: Key Focus Areas: Goal/Action Item: 2027 Goal 3: Community Connection								
Amount Requested:	Budgeted Item: <table border="1"><tr><td>Yes</td><td></td><td>No</td><td></td><td>N/A</td><td></td><td></td></tr></table>	Yes		No		N/A		
Yes		No		N/A				
Fund(s) or Account(s):	Budget Amendment Needed: <table border="1"><tr><td>Yes</td><td></td><td>No</td><td></td><td>N/A</td><td></td><td></td></tr></table>	Yes		No		N/A		
Yes		No		N/A				
Recommended Motion: To approve the lease as presented for the West Michigan Ironmen 2025 season								

Approvals:

Immediate Division Head	x	
Information Technology		
Other Division Heads		
Communication		
Legal Review	x	

Guest(s) Invited / Presenting:

No

TRINITY HEALTH ARENA - MUSKEGON INDOOR FOOTBALL CONTRACT

THIS AGREEMENT is made and entered into on the 14th day of January 2025 by and between the City of Muskegon (here after referred to as "City") of 470 West Western Avenue, Muskegon, MI. 49440 and MANA, LLC, (hereinafter referred to as (the "Ironmen") (together the "Parties").

WITNESSETH:

WHEREAS, the City owns an arena located at 470 West Western Avenue, Muskegon, County of Muskegon, Michigan (the "Arena"); and

WHEREAS, Ironmen is organized for the purposes of promoting and sponsoring league play of a professional indoor football team; and

WHEREAS, the Parties desire to enter into an agreement for the use of the facilities operated by Arena;

IT IS, THEREFORE, AGREED THAT:

1. USE OF PREMISE: The Parties agree that for the Term (described below) Ironmen may utilize the Arena for professional indoor football and related indoor football activities as follows:
 - a. Fully equipped sports arena for playing indoor football. Ironmen are responsible to set up/tear down wall pads, and/or other equipment as may be required, including the transportation and storage of the pads at an off-site location. Ironmen will take appropriate measures to plan, install, and remove wall pads for scheduled events. Ironmen will be allowed access to Arena at 9:00AM on scheduled game days and until 10:30pm, or immediately following the game. This includes time to remove pads and put away and for fifteen (15) minutes after each event for authorized individuals to access the field for player meet-and-greet. Ironmen will provide and/or compensate for staffing at any pre-game event including amateur games, camps, cheerleading camps, or any other event as may be approved by the Arena.
 - b. Operating public address system and lighting.
 - c. Seating facilities for spectators in arena area.
 - d. Four (4) dressing rooms for use on game days during indoor football season from 9:00AM to one (1) hour after game conclusion (A/B, C, D).
 - e. Sufficient officials' room, trainer's working area and press box area which meet the requirements for professional indoor football games. Ironmen shall be responsible for any required equipment, such as production lighting, videoboards, etc., or use of such equipment.
 - f. Heat at comfortable temperature.

- g. Facility clean-up after games.
 - h. Ironmen further agrees to hold its entire league scheduled home games, both regular season and playoffs at the Arena.
 - i. box office, ticket printing fees and arena staffing.
2. **TERM OF AGREEMENT:** This Agreement shall be effective for the period commencing on January 14, 2025, and ending on March 31, 2025 (the "Term"). Ironmen are permitted to use the Arena on the following dates:
- a. February 14, 2025.
 - b. February 22, 2025.
 - c. March 7, 2025.
 - d. March 15, 2025.
 - e. May 31, 2025. (if needed for Championship).
3. **COMPENSATION; FEES:** Ironmen shall pay Four Thousand and 00/100 (\$4,000.00) to the City as compensation for its right to use the Arena as described in paragraph #1 (the "Rent"). Ironmen shall not be entitled to any parking revenue, which shall remain due solely to the City. The Parties agree that Ironmen shall not pay a facility fee per ticket printed for all home games during the Term. As further compensation to the City, Ironmen agree to provide ten (10) season ticket packets for admission to all home games during the Term.
4. **OTHER FACILITIES AND/OR SERVICES PROVIDED:**
- a. Staffing: City shall, at its own expense, and in connection with the operation of the building provide four security personnel during each game. Ironmen shall provide the following personnel for the operation of the indoor football game, including, but not limited to, medical services personnel, equipment repair personnel, game officials, spotlight operator, music operator and/or any other personnel required by the City. Ironmen shall have access to all technologies in the Arena, which the Arena has legal authority to provide for Ironmen's use. Ironmen shall be responsible for any replacement or repair of such technologies upon the request of the City. Arena and Ironmen will work together, and each will use their best efforts to create a user-friendly atmosphere, which recognizes the importance of each customer using the facility.
 - b. Merchandise: Ironmen shall retain exclusive ownership of all merchandise rights bearing the Ironmen name, logo, or likeness. The City shall not have any claim to merchandise revenues or intellectual property associated with the Ironmen.
 - c. Parking: Staff, players, and owners are permitted parking access to the arena parking lot immediately adjacent to the arena building along Shoreline Drive, subject to availability. During event dates, Ironmen reserves the right to designate the parking lot as private and restrict access. However, this restriction shall only

apply if Ironmen hire a security guard or have an authorized representative of Ironmen monitor the entrance and prevent unauthorized parking.

- d. Music Services: City shall be responsible for ASCAP, BMI, SEASAC and any other licensor of music, in connection with the operation of Ironmen Football games.
 - e. Suite Protocol/Concessions: Ironmen will follow the Arena concession policy relating to food and beverage in the suites and throughout the Arena. All beverage sales for the suites will go through Arena Concessions. Food packages from vendors are permitted with approval from Arena Director.
5. ARENA ADVERTISING SALES: Subject to the approval of Muskegon Lumberjacks Organization, LLC, as applicable pursuant to a certain Shared Use Agreement between the City and Muskegon Lumberjacks Organization, LLC, Ironmen shall sell and receive 100% of the proceeds from the sale of program ads, temporary banners in approved locations, padding, promotions, kiosks and any other activities related to an arena football game, all such advertising items and activities shall require approval from the Arena Director. Temporary signage and kiosks must be removed and stored immediately after games.
6. INSURANCE AND INDEMNITY:
- a. Ironmen shall obtain and retain throughout the term of this day-to-day rental, insurance coverage of and for all claims arising out of or resulting from Ironmen's use of the Arena, which coverage shall include the following. Each policy shall contain the provision that no cancellation shall be effective unless thirty (30) days advance written notice is given by the carrier to the City. All insurance policies shall name the City of Muskegon as additional insureds and loss payees:
 - i. Broad form comprehensive general liability insurance including:
 1. Premises/operations
 2. Products/Completed operations hazard,
 3. Broad form contractual; and
 4. Personal injury.
 - ii. This general liability insurance shall provide the following limits of liability: \$2,000,000.00 (\$1,000,000.00 primary and \$1,000,000.00 umbrella).
 - iii. Comprehensive automobile liability insurance for all owned and non-owned vehicles used on behalf of the Ironmen in the amounts not less than \$1,000,000.00 for bodily injury and property damage and including loading and unloading hazards.
 - iv. Worker's compensation insurance that provides statutory coverage for the State of Michigan.

- v. Such additional insurance which City may reasonably require from time to time.
 - vi. Certificate of insurance in a form satisfactory to the City shall be filed with the City at least thirty (30) days prior to the commencement of Ironmen use under this Agreement.
- b. Indemnification. Ironmen agrees that it will indemnify and hold and save, the City of Muskegon, its agents, contractors, employees, invitees, guests, licensees, officers, and assigns, whole and harmless of, from and against all claims, demands, actions, damages, loss, costs, liabilities, expenses and judgments incurred by, recovered from or imposed on or against them or any of them on account of any injury or damage to person or property to the extent that any such damage may be incident to, arise out of or be caused, either proximately or remotely, wholly or in part, by an act, omission, negligence or misconduct on the part of the Ironmen or any of its agents, servants, employees, contractors, patrons, guests, licensees or by or of any other person entering upon Arena with either the express or implied invitation or permission of Ironmen or when any such injury or damage is the result, proximate or remote, of the violation by Ironmen or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees of any law, ordinance or governmental order of any kind, or when any such injury or damage may in any other way arise from or out of the occupancy or use by Ironmen, its agents, servants, employees, contractors, patrons, guests, licensees or of any portion of the Arena. Such indemnification of the above entities by the Ironmen shall be effective unless such damage or injury results from the sole negligence of the City of Muskegon. Ironmen covenants and agrees that in case the City of Muskegon shall be made a party to any litigation commenced by or against Ironmen or relating to this agreement or to the portion of Arena subject to this agreement, then Ironmen shall and will pay all costs and expenses, including reasonable attorneys' fees and court costs, incurred by or imposed upon them, their officers, officials, agents, employees, volunteers, or attorneys by virtue of any such litigation.
7. **RELEASE OF HAZARDOUS MATERIALS:** Ironmen shall not cause or allow the release of hazardous materials or pollution as defined by any local, state or federal law or regulation to occur upon the premises. In the event of such release, Ironmen shall be responsible for any and all costs, including clean up, penalties, fines, or damages to third parties. Ironmen agrees to indemnify and hold harmless the City of Muskegon from any such exposures or costs.
8. **PRACTICE/TRAINING CAMP:** Ironmen shall have daytime use of the arena on game days beginning at 9:00am. Additional opportunities to access Arena for practices will be determined by Arena Manager and per availability. Game day field possession will belong to the City and the City will work with the Ironmen if promotional activities are

planned. Otherwise, the Arena will utilize the field for Parks and Recreation or other revenue driven activity until 9:00am on game days.

9. **LIABILITY/RESPONSIBILITY:** City assumes no responsibility whatsoever for any Ironmen property and is expressly relieved and discharged from any and all liability for any loss, injury, or damage to persons or property that may be sustained during the Term by reason of the occupancy and operation of said building or any part thereof under this agreement.

10. **DEFAULT:**

- a. Ironmen shall be in default of this Agreement if it fails to pay Rent or any other sums due hereunder when due. In the event of a default by Ironmen with regard to payments or fees due hereunder or other default occur, the City shall be allowed, without initiating legal proceedings against Ironmen, and without notice, to take such money from box office receipts due to the Ironmen.
- b. Ironmen shall be in default of this Agreement if it fails to observe or perform any other material obligation hereunder and fails to cure such default within ten (10) days after receipt of City's written notice of the breach specifying the particulars thereof.
- c. If Ironmen shall be declared bankrupt, or Ironmen's property shall come into the control of a trustee, receiver or a person acting under court order and any such trustee, receiver or person shall not be discharged within sixty (60) days after taking such possession, then City may by written notice terminate this Agreement. If the City elects not to terminate this Agreement, City may accept rent from the trustee, receiver or person acting under court order for such term of such occupancy without impairing or affecting in any way the rights of the City against the Ironmen under this Agreement.
- d. In no event shall Ironmen's obligation to pay any monetary obligations or other sums of money be accelerated, and Ironmen's only obligation shall be to pay its obligations, less the sums of money City may receive from any other person, party, or entity.
- e. Upon default, City has no further obligation to provide any services described in paragraph #1 until the default has been cured. Ironmen shall save the City harmless from any and all claims or actions for damages or injunctions.

11. **FEES AND EXTRA SERVICES:** Any sum due to the City by the Ironmen, including, but not limited to, any accommodations, extra services, material, or cost of repair, shall be a first lien on the box office receipts and on any property of the Ironmen. Settlements

shall take place within four (4) working days from game day. Any balance due to the City shall be paid at this time.

12. COMPLIANCE WITH LIQUOR LAWS: Ironmen acknowledges that all of Arena is a "licensed premises" under the Michigan Liquor Control Act. Ironmen covenants that it will not do or permit anything to be done which will violate the terms and conditions of said Liquor License or the regulations of the Michigan Liquor Control Commission.
13. ENTRANCE: All articles, exhibits, fixtures, materials, displays, etc., shall be brought into or out of the building at such points of entry as designated by the Arena Manager.
14. TERMINATION: Upon the termination of this Agreement, Ironmen shall vacate the Arena, leaving it in the same condition as it existed on the Effective Date, except for the consequences of ordinary wear and tear.
15. RELATIONSHIP OF PARTIES: No provision of this Agreement herein contained shall be construed by the Parties or by any other person as one creating a partnership or joint venture between the Parties, it being the intent of the Parties that this Agreement is solely that of an agreement for the use of a portion of the premises owned by the City and currently known as Trinity Health Arena.
16. REMOVAL OF PROPERTY: Personal equipment or other assets belonging to Ironmen shall be removed from the Arena at or before the termination of this Agreement. Said property shall not include advertising facilities, fixtures, locker room or arena equipment, removable signage, advertising or messages, scoreboards, tables, platforms, benches, seating or any property. All such excepted property shall be and is the property of the Arena.
17. NUMBER OF PATRONS: Ironmen shall fully cooperate with City and shall not cause a larger number of people to be admitted to the premises than the rated capacity of the individual areas hereby rented. Maximum capacities shall be established as mandated by the City of Muskegon Fire Departments. Capacities may be reduced due to setups or obstructions.
18. PUBLIC AREA OBSTRUCTIONS PROHIBITED: No portion of the sidewalks, ramps, entries, corridors, passageways, vestibules, halls, lobbies, stairways, aisles, or access to public utilities of Arena shall be obstructed by Ironmen or used for any purposes other than for ingress or egress from the day to day use of the Arena.
19. PUBLIC SAFETY: Ironmen agrees that at all times they will conduct their activities with full regard to public safety and will observe and abide by all applicable ordinances, laws, and regulations, including reasonable requests by the City and duly authorized governmental agencies responsible for public safety.
20. FLAMMABLE MATERIALS: Materials used for decorative purposes must be treated with flame proofing and approved the Muskegon Fire Department. The Ironmen shall

not, without written consent of the Building Manager and approval of the appropriate City official, such as the fire marshal, building inspector, or other appropriate official, place or operate any engine or motor or machine on the premises, or use oils, burning fluids, kerosene, propane, or gasoline, or any other flammable chemical for mechanical or other purposes.

21. **CONDITION OF PREMISES:** Ironman shall have examined the premises prior to the execution of this Agreement and are presumed to be satisfied with the physical condition of the premises. Ironmen by entering into this Agreement and the usage of the Arena, agrees that the premises are in safe, sanitary condition, and in good repair.
22. **PERMITS, LICENSES AND COPYRIGHTS:** Ironmen agrees to obtain and pay for all necessary permits and licenses required by Federal, State or local laws. Ironmen warrants that all copyrighted material to be performed has been duly authorized or licensed by the copyright owners or their representatives and agrees to indemnify and hold harmless the City of Muskegon from any and all claims, losses, expenses, including legal fees, which might arise from any such permits, licenses and copyrights.
23. **RIGHT TO INSPECT:** City reserves the right to inspect and control all events being held on premises.
24. **COMPLIANCE WITH LAW:** Ironmen shall not conduct, or permit to be conducted on the premises, any performance or activity which either by speech, song, music, or other conduct, is in violation of the laws of the United States, the State of Michigan, or the rules and regulations of the Arena.
25. **ASSIGNMENT:** Ironmen may not assign this Agreement without the prior written consent of the City. The City may freely assign this Agreement with ten (10) days written notice to the Ironmen.
26. **UNAVAILABILITY OF FACILITIES:** In the event that the facilities herein rented or any portion thereof and not available for occupancy upon commencement or during the term of this Agreement due to fire, casualty, acts of God, strikes or national emergency or other cause beyond the control of the Arena, this permit and the obligations of the Arena and Ironmen herein shall terminate. Ironman hereby waives any claim against the City for damages by reason of such termination.
27. **BREACH OF AGREEMENT:** In the case of the breach of any one or more of the teams of this Agreement by Ironmen, the right to the use of the premises, the City may terminate without notice or demand. Upon the termination of this Agreement, Ironmen agrees to vacate the premises immediately. The Parties agree that City is in full control of the Arena and may refuse admission to or put out any person including Ironmen for good cause. No action by City under this paragraph shall cause forfeiture of any fees or payments due the City.

28. CANCELLATION: Should Ironmen cancel an already scheduled game, without giving a minimum of Fourteen (14) days advance notice to the Arena Manager, the Arena may charge Ironmen the full amount of Arena Fees Per Game as specified in paragraph 3 of this Agreement.

29. BINDING EFFECT: Each term of this Agreement shall be binding upon the parties and their successors and assigns and cannot be varied or waived by any oral representations or promise of any agent or other person of the parties hereto, unless the same be in writing and mutually signed by the duly authorized agent or agents who executed this.

30. LEGAL CONSTRUCTION: The Agreement shall be governed by the laws of the State of Michigan.

31. ENTIRE AGREEMENT: The Parties hereto agree that all their agreements are fully set forth herein and that no oral statement or representations of any kind have been made upon which either party shall have the right to reply. This shall not limit the City from imposing any reasonable additional rules or regulations which may be necessary in the best interest of the operations of the facilities.

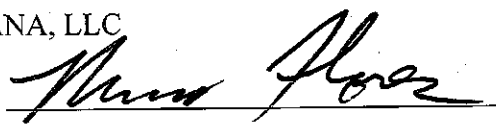
IN WITNESS WHEREOF, the City and Ironmen have caused this indenture to be executed the day and year first above written.

CITY OF MUSKEGON

By _____
Ken Johnson
Its: Mayor

Ann Meisch
Its: Clerk

MANA, LLC

By: 
Its: _____



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: January 28, 2025	Title: Commission Meeting - Agenda Structure
Submitted by: Jonathan Seyferth, City Manager	Department: Manager's Office
Brief Summary: The City Commission sets the agenda structure (flow of business) for each commission meeting. As discussed at the January 13, 2025 work session, the commission is comfortable updating the agenda flow so that Public Hearings are near the top of the meeting before Public Comment, a standing item for federal/state/county elected officials to provide updates is added, and the second public comment is renamed "General Public Comment."	
Detailed Summary & Background: The City Commission sets the format of Commission Meeting agendas, and any change to the format/flow requires Commission action. Staff recommend and the commission discussed at its January 13, 2025 work session about moving Public Hearings to the top of the meeting following Awards, Honors, and Presentations and before Comments on an Agenda Item, adding a section for Federal/State/County updates and renaming the second public comment. The movement of public hearings to the top of the agenda serves a few functions: 1. Often, those who come for public hearings (either as applicants or commentators) leave after the hearing. Moving Public Hearings up on the agenda would accommodate allowing those individuals to leave earlier if they so wished. 2. Those there for a public hearing are often confused when it is their time to speak (during public comment on an agenda item or during the hearing itself). Having the public hearing before public comment on agenda items will lessen that confusion. 3. Often, those who are attending public hearings are paying professional consultants to attend, and this is an economically friendly move for those individuals. It was also discussed and agreed that a new standing item, Federal/State/County Updates, should be added. It is recommended that this happen after public hearings and before general public comment on an agenda item. Lastly, the second public comment section will be renamed General Public Comment. A sample agenda is attached	
Goal/Focus Area/Action Item Addressed:	
<u>Key Focus Areas:</u>	
<u>Goal/Action Item:</u>	

Amount Requested: n/a	Budgeted Item: <table border="1"> <tr> <td data-bbox="846 149 971 205">Yes</td> <td data-bbox="971 149 1029 205"></td> <td data-bbox="1029 149 1154 205">No</td> <td data-bbox="1154 149 1213 205"></td> <td data-bbox="1213 149 1338 205">N/A</td> <td data-bbox="1338 149 1396 205">X</td> <td data-bbox="1396 149 1539 205"></td> </tr> </table>						Yes		No		N/A	X									
Yes		No		N/A	X																
Fund(s) or Account(s): n/a	Budget Amendment Needed: <table border="1"> <tr> <td data-bbox="846 281 971 338">Yes</td> <td data-bbox="971 281 1029 338"></td> <td data-bbox="1029 281 1154 338">No</td> <td data-bbox="1154 281 1213 338"></td> <td data-bbox="1213 281 1338 338">N/A</td> <td data-bbox="1338 281 1396 338">X</td> <td data-bbox="1396 281 1539 338"></td> </tr> </table>						Yes		No		N/A	X									
Yes		No		N/A	X																
Recommended Motion: Move to approve the updated agenda as presented.																					
Approvals: <table border="1"> <tr> <td data-bbox="115 512 467 604">Immediate Division Head</td> <td data-bbox="467 512 526 604"></td> <td data-bbox="526 512 812 604"></td> </tr> <tr> <td data-bbox="115 604 467 697">Information Technology</td> <td data-bbox="467 604 526 697"></td> <td data-bbox="526 604 812 697"></td> </tr> <tr> <td data-bbox="115 697 467 758">Other Division Heads</td> <td data-bbox="467 697 526 758"></td> <td data-bbox="526 697 812 758"></td> </tr> <tr> <td data-bbox="115 758 467 814">Communication</td> <td data-bbox="467 758 526 814"></td> <td data-bbox="526 758 812 814"></td> </tr> <tr> <td data-bbox="115 814 467 871">Legal Review</td> <td data-bbox="467 814 526 871"></td> <td data-bbox="526 814 812 871"></td> </tr> </table>			Immediate Division Head			Information Technology			Other Division Heads			Communication			Legal Review			Guest(s) Invited / Presenting: No			
Immediate Division Head																					
Information Technology																					
Other Division Heads																					
Communication																					
Legal Review																					

CITY OF MUSKEGON
Commission Meeting
December X, 202X 5:30PM
Muskegon Commission Chamber
PROPOSED SAMPLE AGENDA

AGENDA

☐ CALL TO ORDER:

☐ PRAYER:

☐ PLEDGE OF ALLEGIANCE:

☐ ROLL CALL:

☐ HONORS, AWARDS, AND PRESENTATIONS:

☐ PUBLIC HEARINGS:

A. Item 1

☐ FEDERAL/STATE/COUNTY OFFICIALS UPDATE:

☐ PUBLIC COMMENT ON AGENDA ITEMS:

☐ CONSENT AGENDA:

A. Item 1

B. Item 2

C. Item 3

D. Item 4

☐ UNFINISHED BUSINESS:

☐ NEW BUSINESS:

☐ ANY OTHER BUSINESS:

☐ GENERAL PUBLIC COMMENT:

☐ CLOSED SESSION:

☐ ADJOURNMENT:



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: January 28, 2025	Title: Amendment to the Marihuana Facilities Overlay District							
Submitted by: Mike Franzak, Planning Director	Department: Planning							
Brief Summary: Request to amend Section 2331, subsection 3(a) of the zoning ordinance, to allow The Grassy Knoll to operate between the hours of 8:00 am and 2:00 am., by the Grassy Knoll.								
Detailed Summary & Background: • The Planning Commission unanimously recommended for denial of the request to amend the ordinance because the proposed language is incomplete and it inadvertently restricts the hours of operation for all other marihuana retailers. The applicant was not present at the Planning Commission meeting. • The applicant proposed an ordinance amendment in 2024 to allow for 24-hour marihuana retail sales everywhere in the Marihuana Facilities Overlay District, but the request failed. • The applicant is now requesting to amend the zoning ordinance to allow only their property the ability to operate a retail store and a designated consumption establishment from 8:00 am to 2:00 am. Currently, retailers are allowed to operate between 8 am and 12 am. As presented, the ordinance would restrict any hours of operation for all other marihuana retailers. • The Grassy Knoll is located at 2125 Lemuel St. The address was not included in the proposed ordinance, rather the name was only listed. • Please see Section 2331.3 as it currently exists, followed by the proposed amendments within this document.								
Goal/Focus Area/Action Item Addressed: <u>Key Focus Areas:</u> <u>Goal/Action Item:</u> 2027 Goal 2: Economic Development Housing and Business								
Amount Requested: N/A	Budgeted Item: <table border="1"><tr><td>Yes</td><td></td><td>No</td><td></td><td>N/A</td><td>X</td><td></td></tr></table>	Yes		No		N/A	X	
Yes		No		N/A	X			
Fund(s) or Account(s): N/A	Budget Amendment Needed: <table border="1"><tr><td>Yes</td><td></td><td>No</td><td></td><td>N/A</td><td>X</td><td></td></tr></table>	Yes		No		N/A	X	
Yes		No		N/A	X			

Recommended Motion:

I move to deny the request to amend Section 2331 of the zoning ordinance as proposed.

Approvals:

Immediate Division Head	X	
Information Technology		
Other Division Heads		
Communication		
Legal Review		

Guest(s) Invited / Presenting:

No

SECTION 2331: MARIHUANA FACILITIES OVERLAY DISTRICT (EXISTING)

3. Provisioning Center, Retailer, Microbusiness and Designated Consumption Establishment Requirements:

- a. Hours. Provisioning Centers, Retailers and Microbusinesses and Designated Consumption Establishments may operate between the hours 8 am and 12 am.
- b. Signage. Signage shall follow the regulations set forth by the underlying zoning district.
- c. Building and Site Amenities. All Provisioning Centers, Retailers, Microbusinesses and Designated Consumption Establishments must meet the following amenity requirements:

- i. Canopy. Buildings must have a canopy or decorative awning over the main entrance to the building.
- ii. Security shutters. The interior of all windows shall require security shutters that give the appearance of shutters or window shades. Metal bars and gates are prohibited.
- iii. Lighting. There shall be ornamental lighting on the exterior of the building at all ingress and egress doors. There shall also be at least one decorative street lamp with banner brackets every 150 feet of lineal road frontage. The Zoning Administrator may require these lamps to be located off-site within the overlay district to create a cohesive look for the district.
- iv. Landscaping plan. Decorative landscaping shall be provided with irrigation. All new construction projects shall require underground sprinkling. Please see Part G, Landscaping Requirements.
- v. Street furniture/amenities. There shall be at least one bench, bike rack, trash can or bus shelter located on site. The Zoning Administrator may require any of these over another to keep a diversified look throughout the district. Properties that cannot meet these requirements because of site conditions may allow the Zoning Administrator to locate these amenities anywhere within the district or within 500 feet of its boundaries.
- vi. Carbon filtration system. The building shall be equipped with an activated carbon filtration system for odor control and be maintained in working order.

d. Curbside/Drive Thru. Curbside delivery is allowed at all retail sale locations with an approved site plan that does not impede traffic or pedestrian safety. Drive thrus are allowed as a special use permitted under the following conditions:

- i. The underlying zoning designation must be B-2, B-4, MC, I-1, I-2 or any Form Based Code designation/building type that allows for drive thru businesses.

- ii. Drive thru windows must be located on private property. Streets and alleys may only be used for the movement of traffic and may not be used for drive thru vehicular stacking.
- iii. A traffic study must be performed showing anticipated number of stacking spaces and where they would be located on site.

e. Security. There must be a security presence in place on the property at all times, either by licensed security guard(s) and/or security cameras. A floor plan with security details is required.

PROPOSED AMENDMENTS AS SUBMITTED BY APPLICANT

3. Provisioning Center, Retailer, Microbusiness and Designated Consumption

Establishment Requirements:

- 1. Hours. The Grassy Knoll Provisioning Center may operate 18 hours per day from 8:00AM-2:00AM.
- 2. Designated Consumption Establishments may operate for 18 hours per day between the hours 8 am and 2 am.

CITY OF MUSKEGON
MUSKEGON COUNTY, MICHIGAN

ORDINANCE NO. _____

An ordinance to amend Section 2331 of the zoning ordinance to expand the operating hours for the Grassy Knoll. .

THE CITY COMMISSION OF THE CITY OF MUSKEGON HEREBY ORDAINS:

Section 2331 of the zoning ordinance is amended as follows:

3. Provisioning Center, Retailer, Microbusiness and Designated Consumption Establishment Requirements:
 1. Hours. The Grassy Knoll Provisioning Center may operate 18 hours per day from 8:00AM-2:00AM.
 2. Designated Consumption Establishments may operate for 18 hours per day between the hours 8 am and 2 am.

This ordinance adopted:

Ayes: _____

Nays: _____

Adoption Date: _____

Effective Date: _____

First Reading: _____

Second Reading: _____

CITY OF MUSKEGON

By: _____
Ann Meisch, MMC, City Clerk

CERTIFICATE

The undersigned, being the duly qualified clerk of the City of Muskegon, Muskegon County, Michigan, does hereby certify that the foregoing is a true and complete copy of an ordinance adopted by the City Commission of the City of Muskegon, at a regular meeting of the City Commission on the 28th day of January 2025, at which meeting a quorum was present and remained throughout, and that the original of said ordinance is on file in the records of the City of Muskegon. I further certify that the meeting was conducted and public notice was given pursuant to and in full compliance with the Michigan Zoning Enabling Act, Public Acts of Michigan No. 33 of 2006, and that minutes were kept and will be or have been made available as required thereby.

DATED: _____, 2025.

Ann Meisch, MMC

Clerk, City of Muskegon

Publish: Notice of Adoption to be published once within ten (10) days of final adoption.

CITY OF MUSKEGON
NOTICE OF ADOPTION

Please take notice that on January 28, 2025, the City Commission of the City of Muskegon adopted an ordinance to amend Section 2331 of the zoning ordinance to expand the hours of operation for the Grassy Knoll.

Copies of the ordinance may be viewed and purchased at reasonable cost at the Office of the City Clerk in the City Hall, 933 Terrace Street, Muskegon, Michigan, during regular business hours.

This ordinance amendment is effective ten days from the date of this publication.

Published _____, 2025.

CITY OF MUSKEGON

By _____

Ann Meisch, MMC

City Clerk

PUBLISH ONCE WITHIN TEN (10) DAYS OF FINAL PASSAGE.

Account No. 101-80400-5354



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: January 28, 2025		Title: Amendment to the zoning ordinance, replacing mentions of "single-family residential districts" with "neighborhood residential districts."								
Submitted by: Mike Franzak, Planning Director		Department: Planning								
Brief Summary: Staff initiated request to amend the zoning ordinance to replace all instances of "single-family residential districts" with "neighborhood residential districts."										
Detailed Summary & Background: With the recent zoning reform amendments now in place, the ordinance must be updated to remove references to single-family residential districts. These references can be replaced with neighborhood residential districts. Please see the enclosed redline version of the proposed amendments. The Planning Commission unanimously recommended for approval of the proposed amendments.										
Goal/Focus Area/Action Item Addressed: Key Focus Areas: Goal/Action Item: 2027 Goal 2: Economic Development Housing and Business										
Amount Requested: N/A		Budgeted Item: <table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> <td>N/A</td> <td>X</td> <td></td> </tr> </table>		Yes		No		N/A	X	
Yes		No		N/A	X					
Fund(s) or Account(s): N/A		Budget Amendment Needed: <table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> <td>N/A</td> <td>X</td> <td></td> </tr> </table>		Yes		No		N/A	X	
Yes		No		N/A	X					
Recommended Motion: I move to approve the request to amend the zoning ordinance by replacing all instances of "single-family residential districts" with "neighborhood residential districts" as proposed.										
Approvals: <table border="1"> <tr> <td>Immediate Division Head</td> <td>X</td> <td></td> </tr> </table>		Immediate Division Head	X		Guest(s) Invited / Presenting: No					
Immediate Division Head	X									

Information Technology			
Other Division Heads			
Communication			
Legal Review			

ARTICLE II – DEFINITIONS

Master Deed: The document recorded as part of a condominium subdivision to which are attached as exhibits and incorporated by reference the approved bylaws for the condominium subdivision and the condominium subdivision plan and all other documents required by law to be attached or incorporated.

Master Land Use Plan: The statement of policy by the City Planning Commission relative to the agreed upon and officially adopted guidelines for a desirable physical pattern for future community development. The plan consists of a series of maps, charts and written material representing in summary form the soundest concept for community growth to occur in an orderly, attractive, economical and efficient manner creating desirable community living conditions.

Mezzanine: A small extra floor between one floor of a building and the next floor up, or if no floor above then the ceiling next above. The mezzanine shall not occupy more than one-third (1/3) of the floor area of such story below it and at least one wall must be open to the adjacent living space below. In no case shall a mezzanine expand the roofline, such as with a dormer.

Mini Storage (Warehouse) Facilities: A building or group of buildings in a controlled access or fenced area that contains varying sizes of individual compartmentalized and controlled access stalls or lockers for the storage of customer's goods or wares which are not used on a daily basis.

Mobile Home: A structure, transportable in one or more sections, which is built on a chassis and designed to be used as a dwelling with or without permanent foundation, when connected to the required utilities, and includes the plumbing, heating, air-conditioning, and electrical systems contained in the structure. The term mobile home shall not include pick-up campers, travel trailers, motor homes, modular homes, recreational vehicles, converted buses, tent trailers, or other transportable structures designed for temporary use.

Mobile Home Park: A parcel or tract of land under the control of a person upon which 3 or more mobile homes are located on a continual, nontransient basis and which is offered to the public for that purpose regardless of whether a charge is made therefor, together with any building, structure, enclosure, street, equipment, or facility used or intended for use incident to the occupancy of a mobile home.

Modular (Pre-Manufactured) Housing Unit: A dwelling unit constructed solely within a factory, as a single unit, or in various sized modules or components, which are then transported to a site where they are assembled on a permanent foundation to form a dwelling unit, and meeting all codes and regulations applicable to conventional ~~single-family~~ home construction.

Monopole: A support structure constructed of a single, self-supporting hollow metal tube securely anchored to a foundation.

Motel: A building or group of buildings, whether detached or in connecting units, which shall provide for overnight or resort lodging and are offered to the public for compensation, and shall cater primarily to the public traveling by motor vehicle. The term motel shall include buildings designated as hotels, auto courts, tourist courts, motor courts, motor hotel, and similar appellations which are designed as integrated units of individual rooms under common ownership. A motel shall not be considered or construed to be a multiple family dwelling.

ARTICLE II – DEFINITIONS

18. Off-Premise Sign: A sign located on a different parcel of land or lot or premise than where the business, product, service, event, or person or subject is being advertised.
19. On-Premise: A sign located on the parcel of land or lot advertising a business, product, service, event, person or subject being offered on said parcel of land or lot.
20. Pennant: A small, often triangular, tapering flag used in multitudes as a device to call attention to a land use or activity.
21. Pole Sign: An advertising structure which is supported by one or more uprights in permanent footings with all parts of the display surface of the sign eight (8) feet or more above the grade at the base of the sign (see Figure 2-8).
22. Portable (Temporary): A sign which is not permanently affixed to a building (wall sign), structure (pole sign) or the ground (monument sign). Portable or temporary signs include without limitation signs supported on wooden posts, mobile chassis, motor vehicle, banners, flags, and pennants.
23. Projecting (Braquet): A sign which is attached directly to and perpendicular with a building wall and extends more than twelve (12) inches from the face of said wall (see Figure 2-8).
24. Residential Entranceway Sign: A permanent structure including but not limited to walls, columns and gates, marking entrances to ~~single-family~~residential subdivisions or multiple housing projects by name, symbol, or otherwise.
25. Real Estate Sign: A sign advertising that the premises on which it is located is for sale, lease, or rent.
26. Roof: A sign which is erected, constructed and maintained upon or above the roof, or parapet wall of a building which is wholly or partially supported by said building (see Figure 2-8).
27. Setback: The minimum linear distance as measured from the road right-of-way line to the nearest part of the sign or advertising structure.
28. Sidewalk Sign: A temporary sign placed on the sidewalk or private property adjacent to the commercial activity it advertises, that is of either an A-frame or T design and may be no larger than 10 square feet in display area.
29. Window: A sign that is applied or attached to the exterior or interior of a window or located in such a manner within a building that it can be seen from the exterior of the structure through a window (see Figure 2-8).
30. Wall: A sign fastened to or painted on the wall of a building or structure in such a manner that the wall becomes the supporting structure for, or forms the background surface of the sign and which does not project more than twelve (12) inches from said building or structure (see Figure 2-8).

Sight Distance: The length of an unobstructed view from a particular access point to the farthest visible point of reference on a street. Used in this ordinance as a reference for unobstructed street visibility.

SECTION 402: [RESERVED]

SECTION 403: PLANNED UNIT DEVELOPMENT OPTION

Planned Unit Developments (PUDs) may be allowed by the Planning Commission under the procedural guidelines of Section 2101. The intent of Planned Unit Developments in the ~~single-family~~Neighborhood ~~R~~Residential district is to allow for flexibility in the design of housing developments, including but not limited to condominium developments and cluster subdivisions, to allow for the preservation of open space; allow for economies in the provision of utilities and public services; allow for limited business options that serve the neighborhood; provide recreational opportunities; and protect important natural features from the adverse impacts of development.

1. Determination: The Planning Commission, in reviewing and approving a proposed PUD may allow lots within the PUD to be reduced in area and width and setbacks below the minimum normally required by this ordinance in return for common open space where it is determined that the benefits of the cluster approach will decrease development costs, increase recreational opportunities, or prevent the loss of natural features. The Planning Commission, in its determination, shall consider the densities permitted in the Zoning Ordinance and, if applicable, the land's capability to bear the higher density.
2. Basic Requirements:
 - a. The net residential acreage including improvements and occupied land shall be calculated by taking the total area of the tract and subtracting, in order, the following:
 - i. Portions of the parcel(s) shown to be in a floodplain.
 - ii. Portions of the parcel(s) which are unsuitable for development in their natural state due to topographical, drainage or subsoil conditions such as, but not limited to; slopes greater than 15%; organic, poorly drained soils, and wetlands.
 - iii. Portions of the parcel(s) covered by surface waters.
 - iv. Portions of the tract utilized for storm water management facilities.
 - b. Undevelopable areas may be used for common open and recreational areas.
 - c. No building shall be sited on slopes steeper than 15%, within 100 feet of any ordinary high-water mark, wetland, or on soil classified as being very poorly drained.
3. Density determination: To determine the maximum number of dwelling units permitted on the parcel(s) of land, the net residential acreage shall be divided by the minimum lot size required by the zoning ordinance.
4. Open space requirement: At least 15% of the site shall be set aside as dedicated common open space. At least one third (1/3) of the common open space shall be usable open space. The open space and access to it shall be permanently marked and designed so individuals in the development are not forced to trespass to reach such recreational or common open spaces.

ARTICLE V – MHP MOBILE HOME PARK DISTRICTS

PREAMBLE

The MHP Mobile Home Park Districts are established primarily to provide for higher density single family detached, residential dwelling units, and assist in meeting adopted Master Land Use Plan Residential Goals and Objectives of providing diversified housing types in the City of Muskegon. Also, because mobile home parks are much higher in density than an otherwise typical single-family subdivision, and because they are developed with private street systems, thereby creating an interruption in the continuity of the local public street system, they are otherwise not totally compatible with lower density single family subdivision. In this Ordinance, mobile homes are intended to serve as an alternative housing type to other forms of residential development.

SECTION 500: HEIGHT REGULATIONS

In the Mobile Home Park District, no structure shall exceed a height of twenty-five (25) feet or two (2) stories.

SECTION 501: AREA REGULATIONS

The mobile home park shall be developed with sites averaging 5,500 square feet per mobile home unit. These 5,500 square feet for any one site may be reduced by 20 percent provided that the individual site shall be equal to at least 4,400 square feet. For each square foot of land gained through the reduction of a site below 5,500 square feet, at least an equal amount of land shall be dedicated as open space, but in no case shall the open space and distance requirements be less than that required under R 125.1946, Rule 946 and R 125.1941 and R 125.1944, Rules 941 and 944 of the Michigan Administrative Code.

SECTION 502: SETBACK

All setback requirements of public Act No. 419 of the Public Acts of 1976, as amended shall be adhered to. No building or mobile home shall be located closer than twenty-five (25) feet from any existing or proposed local street right-of-way, nor less than thirty-five (35) feet from any existing or proposed collector street right-of-way.

SECTION 503: LANDSCAPING

The mobile home park site shall, within the mobile home park, provide a masonry wall four feet six inches (4' 6") in height abutting ~~single family~~Neighborhood ~~R~~Residential ~~properties-districts~~ and public rights-of-way or a greenbelt in compliance with the following.

1. Quality: Plant and grass materials shall be of acceptable varieties and species, free of pests and diseases, hardy in Muskegon County, and shall conform to standards of the American Association of Nurserymen and inspections required under State Regulations.

No plant materials used to satisfy some or all planting requirements of the Ordinance shall be comprised of nonliving materials, such as petrochemical plants. No polyethylene film shall be used under nonliving, decorative landscape materials such as stone, wood chips, and gravel in a manner which will cause erosion of the decorative materials.

2. Deciduous trees shall be species having an average mature crown spread of greater than fifteen (15) feet in Muskegon County, and having trunk(s) which can be maintained with over five (5) feet of clear stem,

- iv. Creation of standing water, other than in an approved detention or retention pond.
- v. Direct discharge into surface water.

b. Elevation Restrictions: Filling a parcel of land with earth or other materials to an elevation above the established grade of adjacent developed land is prohibited without obtaining approval from the City Engineering Department.

3. State and federal approvals: The City shall not approve any land use or issue which requires a state, or federal permit until satisfactory evidence of such has been submitted. Examples of such permits include (but are not limited to) critical dunes, air quality, wetlands, inland lakes dredge and fill, floodplain and activities under the jurisdiction of state soil erosion and sedimentation regulations.

SECTION 2303: PLOT PLAN REQUIRED

A plot plan depicts a subset of the information required by this Ordinance for a site plan. A plot plan is required for changes to lots in ~~single family zones~~ Neighborhood Residential districts. Full site plans are required for special uses, planned unit developments, multi-family, commercial and industrial development.

The Building Official shall require that all applications for residential building permits be accompanied by an acceptable plot plan, drawn to scale, showing the following:

- 1. The actual shape, location, and dimensions of the lot.
- 2. The shape, size, and location of all buildings or other structures to be erected, altered, or moved, and of any building or other structure already on the lot including sheds, garages, pools, satellite dishes over twenty four inches (24”) in diameter, mechanical equipment service buildings, etc.
- 3. The existing and intended use of the lot and of all such structures upon it.
- 4. Such other information concerning the lot or adjoining lots as may be essential for determining whether the requirements of this Ordinance are being met.
- 5. Adjacent drainageways or creeks.
- 6. Any easements, existing or vacated.
- 7. Gas, sewer and water lines serving the property.
- 8. Overhead electrical wires.
- 9. Access drives and parking areas.

SECTION 2304: ONE BUILDING TO A LOT

No more than one principal building may be permanently established on a lot or parcel, unless specifically provided for elsewhere in this Ordinance as in the case of a condominium development, site planned use, planned unit development, or multiple family development.

placed around any sign or public street amenity other than trees. No street furniture or fencing may be affixed to any public street amenity.

6. Outdoor amplification shall be prohibited except only to play music in compliance with Code of Ordinances, City of Muskegon, Part II, Chapter 26, Article II, Noise, Division I, Generally, Sec. 2634, (a & b) “Playing of radios, musical instruments, etc.”
7. The area devoted to outdoor service shall not encroach upon or extend over any public alley or right-of-way without an encroachment agreement with the City of Muskegon.
8. A site plan shall be submitted which clearly depicts the seating area and location and style of tables and chairs, reflecting ample aisles for pedestrian traffic, and dividers, if needed.
9. The outdoor seating area shall not obstruct visibility of on-coming pedestrians or vehicular traffic, and must adhere to clear visions standards of the Zoning Ordinance.
10. The sale of alcoholic beverages is subject to the rules and regulations of the State of Michigan Liquor Control Commission. An outdoor service permit may be required as part of the site plan approval.
11. All outdoor furnishings shall be completely removed from sidewalk areas December 1 through March 1 of each year.
12. The area devoted to such outdoor dining area shall be maintained in a safe, clean, and sanitary manner.
13. Roof seating shall comply with the building code, and not contain signage.

SECTION 2309: HEIGHT REGULATIONS

Permitted Exceptions: The following structural appurtenances shall be permitted to exceed the height limitation, provided that no portion of said appurtenances shall be used for human occupancy. Any structural exception to the height limitation shall be erected only to such height necessary to accomplish its intended purpose.

1. Ornamental structural appurtenances such as church spires, belfries, cupolas, domes, ornamental towers, flag poles, and monuments.
2. Appurtenances necessary to mechanical or structural functions of a building and structures, such as chimney, smoke stacks, water tanks, wind generators and pumps, elevators, stairwell, ventilators, bulkheads.
3. Structural appurtenances in the ~~Single-Family~~Neighborhood Residential district, that serve the occupants of the individual residential use do not exceed seventy-five (75) feet in height as measured from the ground level at the base of the structure.

It is the intent and purpose of this section to establish design review standards and controls over housing development in the City of Muskegon. It is recognized that there are unique design aspects inherent in the community appearance that need to be preserved and enhanced. The adoption of these criteria will guide and ensure that all future growth fits with the unique vernacular of the City of Muskegon's urban setting. A positive community image: enhances economic development opportunity; safeguards property values; curbs blight and deterioration; and enhances public safety and welfare.

All single-family houses, duplexes, rowhouses and small multiplexes (3-6 units), other than a mobile home located in a licensed mobile home park approved under the provisions of Article V, MHP Mobile Home Park Districts, shall conform to the following regulations in addition to all other regulations of this Ordinance:

1. Each dwelling unit shall have a minimum living area of five hundred and fifty (550) square feet for a one (1) bedroom dwelling. For each bedroom, an additional 100 square feet shall be provided. This shall be measured from the outside wall of the unit as described on the site plan.
2. If a principal structure is less than 850 square feet and is to be located on a lot that is large enough to split under the zoning regulations, it must be placed in such a fashion as to allow enough room to split the lot and create an additional buildable lot. The lot does not actually have to be split at the time of construction and may be done at a later date at the property owner's discretion.
3. All buildings located in ~~single family~~ **Neighborhood Residential** districts must comply with Section 400.2 of the zoning ordinance. Multiple family dwellings are only allowed in single-family residential districts if the home has already been altered with prior approval to allow for multiple dwellings. One-family dwellings may not be altered to allow for multiple dwellings, nor may new homes be built for multiple dwellings.
4. Roof drainage in the form of a roof overhang of at least twelve inches (12") shall be provided to direct storm or meltwater way from the foundation, unless a gambrel roof or other design elements necessitate an alternative roof drainage system.
5. The building shall have a minimum width across the front elevation view which is the lesser of:
 - a. Twenty-four (24) feet on lots that are at least forty feet wide or
 - b. The average width of the homes on the same street, one block in any direction.
6. A structure with a front elevation view of over 40 linear feet shall have a design offset including but not limited to; bay windows, covered porches, or structural offsets from the principal plane of the building.
7. In the case of an attached garage, garage doors may not comprise more than fifty percent (50%) of the width of the front elevation view.
8. In the event that a dwelling unit is a mobile home as defined herein, it shall be installed with the wheels removed. No dwelling unit shall have any exposed towing mechanism, undercarriage or chassis.
9. The subject building shall be aesthetically compatible in design and appearance with other buildings on the same street, one block in any direction. The review shall include but not necessarily be limited to: roof pitch, scale, size, mass, minimum transparency, orientation to the street, and overhangs. The

foregoing shall not be construed to prohibit innovative design concepts involving such matters as (but not limited to) solar energy, view, or unique land contour.

10. The compatibility of design and appearance shall be determined in the first instance by the Zoning Administrator upon review of the plans submitted for a particular building. The Zoning Administrator's decision may be appealed, to the Zoning Board of Appeals within a period of fifteen (15) days from the receipt of notice to the official's decision.
11. Each building shall have established vegetative ground cover no less than 12 months after occupancy. Approval shall be given by zoning staff of the Planning Department as part of the initial residential site plan review. A minimum of one shade tree, two and one-half inches (2.5") in diameter, four feet (4') from the ground or one six foot (6') evergreen tree shall be provided. Existing landscaping may be accepted in lieu of this requirement.
12. Each building shall have a garage or a shed providing a minimum of sixty-four (64) square feet of storage.

All dwelling units within large multiplexes (6 units and above), mixed-use buildings and accessory dwelling units shall conform to the following regulations in addition to all other regulations of this Ordinance:

1. Each dwelling unit shall have a minimum size (excluding all basement area) of 375 square feet. For each bedroom, an additional 100 square feet shall be provided. This shall be measured from the outside wall of the unit as described on the site plan.
2. All buildings located in ~~single-family~~ Neighborhood Residential districts must comply with Section 400.2 of the zoning ordinance. Multiple family dwellings are only allowed in single-family residential districts if the home has already been altered with prior approval to allow for multiple dwellings. One-family dwellings may not be altered to allow for multiple dwellings, nor may new homes be built for multiple dwellings.
3. Roof drainage in the form of a roof overhang of at least twelve inches (12") shall be provided to direct storm or meltwater way from the foundation, unless a gambrel roof or other design elements necessitate an alternative roof drainage system.
4. In the case of an attached garage, garage doors may not comprise more than fifty percent (50%) of the width of the front elevation view.
5. The subject building shall be aesthetically compatible in design and appearance with other buildings on the same street, one block in any direction. The review shall include but not necessarily be limited to: roof pitch, scale, size, mass, minimum transparency, orientation to the street, and overhangs. The foregoing shall not be construed to prohibit innovative design concepts involving such matters as (but not limited to) solar energy, view, or unique land contour.
6. Each building shall have an established vegetative ground cover no less than 12 months after occupancy. A minimum of one shade tree, two and one-half inches (2.5") in diameter, four feet (4') from the ground or one six foot (6') evergreen tree shall be provided. Existing landscaping may be accepted in lieu of this requirement.
7. Each building shall have a garage or a shed providing a minimum of sixty-four (64) square feet of storage.

- d. For the purpose of the determination of applicable flood insurance risk premium rate, the Zoning Administrator shall:
 - i. Obtain the elevation (in relation to mean sea level) of the lowest habitable floor (including basement) of all new or substantially improved structures, and determine whether or not such structures contain a basement.
 - ii. Obtain from a Registered Professional Engineer or Architect, certification that the flood-proofing methods are adequate to withstand the flood depths, pressures, velocities, impact and uplift forces and other factors associated with the base flood so that the structure is watertight to the base flood level.
 - iii. Maintain a record of all such information.
7. Where interpretation is needed as to the exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions) the Zoning Administrator shall make the necessary interpretation. The person contesting the location of the boundary shall be given reasonable opportunity to appeal the interpretation as provided in this Ordinance.

No new construction, substantial improvements or other development (including fill) shall be permitted within the zones A1-30 of the City's Flood Insurance Rate Map (FIRM), unless it is demonstrated to the City Commission and/or Zoning Administrator that the cumulative effect of the proposed development will not increase the water surface elevation of the base flood more than one (1) foot at any point within the City.

SECTION 2324: TEMPORARY BUILDINGS, STRUCTURES AND USES

Temporary uses, buildings and structures, not used for dwelling purposes, may be placed on a lot or parcel and occupied only under the following conditions as authorized by the Zoning Administrator.

1. Only the following temporary uses, buildings or structure are permitted:
 - a. Fire Damage: A temporary building or structure may be constructed during renovation of a permanent building damaged by fire. The temporary building or structure shall be removed within fifteen (15) days after the repair of fire damage is complete. Permits issued under this section shall be for a one hundred and eighty (180) day duration.
 - b. New Construction: Temporary buildings and structures incidental to construction work, except those related to construction ~~of single-family dwellings in Neighborhood Residential districts~~, may be placed on the developing tract or parcel during construction. No cooking accommodations shall be maintained. Said temporary buildings shall be removed within fifteen (15) days after construction is complete. The structure shall not be allowed more than twelve (12) months, unless expressly authorized after petition to the Zoning Administrator.
 - c. Erosion Control: Temporary fencing used for erosion control, silt screening and other conventional types of temporary erosion structures may only be used for the purpose of temporarily controlling the unwanted movement of top soil or sand on a parcel of land. These

- c. The owner of property that is required to be landscaped by this Ordinance shall maintain such landscaping in a reasonably healthy condition, free from refuse and debris. All unhealthy and dead material shall be replaced.

7. Screening Between Land Uses:

- a. Upon any improvement for which a site plan is required, screening shall be constructed at least four (4) feet and up to six (6) feet in height may be required along all adjoining boundaries with residentially zoned or used property. A landscape buffer with berming, or landscaping with a fence or a solid wall may be used to meet screening requirements.
- b. Where there is a need to provide a greater noise or dust barrier or to screen more intense development, a solid wall may be required. Such wall shall be constructed on both sides with stone, face brick, poured-in-place simulated face brick, or precast brick panels having simulated face brick.

- 8. Parking Lot Landscaping: Parking lots exceeding 5,000 square feet (including all parking spaces, lanes, drives and other areas devoted to vehicular use) shall be landscaped with at least one (1) landscape island. For each additional 5,000 square feet (or each additional 20 spaces, whichever is greater) an additional landscape island shall be required. Landscape islands shall be at least 180 square feet in size, with a minimum width of three (3) feet. Landscape islands shall be landscaped with one (1) shade canopy tree and three (3) shrubs for every eight (8) parking spaces. Canopy trees shall be a minimum of twelve (12) feet in height with a minimum caliper of 2 inches at four and one-half (4 ½) feet above the ground.

The Zoning Administrator may allow the substitution of bump-outs or other landscaping elements in lieu of landscape islands, as long as the square footage, width, and landscaping requirements are still met.

- 9. Loading Area Screening: All loading areas shall be fenced and screened whenever abutting a residential use or district.

- 10. Mechanical Equipment Screening: (this subsection does not apply to ~~single-family~~ residential ~~uses~~ buildings containing six or fewer dwelling units, or to any use in an industrial land use category unless it abuts a residential area.) When located outside of a building, support equipment including air conditioning and heating devices, and water and gas meters, but not including plumbing or exhaust vents or chimneys, are to be screened to the height of the particular piece of equipment, as follows:

- a. Roof-Mounted Equipment: To be screened by architectural features from the view of abutting streets and parcels.
- b. Equipment at Grade: When located on the ground adjacent to a building, mechanical equipment is to be screened by landscaping, a solid wall or fencing from the view of the street or surrounding properties.

- 11. Outdoor Storage Screening: Outdoor open storage of any equipment, vehicles and materials, including waste and waste receptacles, shall be screened from public right-of-way and residential uses or districts. Such storage shall not be located in the required front setback. Commercial and industrial uses do not have to screen from one another. Front yard fencing over 4 feet in height in commercial and industrial

CITY OF MUSKEGON
MUSKEGON COUNTY, MICHIGAN

ORDINANCE NO. _____

An ordinance to amend the zoning ordinance to replace all instances of “single-family residential districts” with “neighborhood residential districts.”

THE CITY COMMISSION OF THE CITY OF MUSKEGON HEREBY ORDAINS:

The zoning ordinance is amended to replace all instances of “single-family residential districts” with “neighborhood residential districts.”

This ordinance adopted:

Ayes: _____

Nays: _____

Adoption Date: _____

Effective Date: _____

First Reading: _____

Second Reading: _____

CITY OF MUSKEGON

By: _____
Ann Meisch, MMC, City Clerk

CERTIFICATE

The undersigned, being the duly qualified clerk of the City of Muskegon, Muskegon County, Michigan, does hereby certify that the foregoing is a true and complete copy of an ordinance adopted by the City Commission of the City of Muskegon, at a regular meeting of the City Commission on the 28th day of January 2025, at which meeting a quorum was present and remained throughout, and that the original of said ordinance is on file in the records of the City of Muskegon. I further certify that the meeting was conducted and public notice was given pursuant to and in full compliance with the Michigan Zoning Enabling Act, Public Acts of Michigan No. 33 of 2006, and that minutes were kept and will be or have been made available as required thereby.

DATED: _____, 2025.

Ann Meisch, MMC

Clerk, City of Muskegon

Publish: Notice of Adoption to be published once within ten (10) days of final adoption.

CITY OF MUSKEGON
NOTICE OF ADOPTION

Please take notice that on January 28, 2025, the City Commission of the City of Muskegon adopted an ordinance to replace all instances of “single-family residential districts” with “neighborhood residential districts.”

Copies of the ordinance may be viewed and purchased at reasonable cost at the Office of the City Clerk in the City Hall, 933 Terrace Street, Muskegon, Michigan, during regular business hours.

This ordinance amendment is effective ten days from the date of this publication.

Published _____, 2025.

CITY OF MUSKEGON

By _____

Ann Meisch, MMC

City Clerk

PUBLISH ONCE WITHIN TEN (10) DAYS OF FINAL PASSAGE.

Account No. 101-80400-5354



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: January 28, 2025	Title: Amendment to Article II of the zoning ordinance to create definitions for duplexes and triplexes.							
Submitted by: Mike Franzak, Planning Director	Department: Planning							
Brief Summary: Staff initiated request to amend Article II of the zoning ordinance to create definitions for duplexes and triplexes.								
Detailed Summary & Background: - Now that duplexes and triplexes are allowed in R districts, we must create definitions for them. - After discussion, the Planning Commission recommended changes to the definitions. - The Planning Commission unanimously recommended for approval of the zoning ordinance amendment, which include their updated definitions. - The proposed definitions are as follows: Duplex: A building designed for occupancy by two families living independently of each other. Triplex: A medium-sized structure that's designed for occupancy by three families living independently of each other.								
Goal/Focus Area/Action Item Addressed: <u>Key Focus Areas:</u> <u>Goal/Action Item:</u> 2027 Goal 2: Economic Development Housing and Business								
Amount Requested: N/A	Budgeted Item: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 12.5%;">Yes</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;">No</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;">N/A</td> <td style="width: 12.5%;">X</td> <td style="width: 12.5%;"></td> </tr> </table>	Yes		No		N/A	X	
Yes		No		N/A	X			
Fund(s) or Account(s): N/A	Budget Amendment Needed: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 12.5%;">Yes</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;">No</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;">N/A</td> <td style="width: 12.5%;">X</td> <td style="width: 12.5%;"></td> </tr> </table>	Yes		No		N/A	X	
Yes		No		N/A	X			
Recommended Motion: I move to approve the request to amend Article II of the zoning ordinance to create definitions for duplexes and triplexes as proposed.								

Approvals:

Immediate Division Head	X	
Information Technology		
Other Division Heads		
Communication		
Legal Review		

Guest(s) Invited / Presenting:

No

CITY OF MUSKEGON
MUSKEGON COUNTY, MICHIGAN

ORDINANCE NO. _____

An ordinance to amend Article II of the zoning ordinance to create definitions for duplexes and triplexes.

THE CITY COMMISSION OF THE CITY OF MUSKEGON HEREBY ORDAINS:

Article II of the zoning ordinance is amended as follows:

Duplex: A building designed for occupancy by two families living independently of each other.

Triplex: A medium-sized structure that's designed for occupancy by three families living independently of each other.

This ordinance adopted:

Ayes: _____

Nayes: _____

Adoption Date: _____

Effective Date: _____

First Reading: _____

Second Reading: _____

CITY OF MUSKEGON

By: _____
Ann Meisch, MMC, City Clerk

CERTIFICATE

The undersigned, being the duly qualified clerk of the City of Muskegon, Muskegon County, Michigan, does hereby certify that the foregoing is a true and complete copy of an ordinance adopted by the City Commission of the City of Muskegon, at a regular meeting of the City Commission on the 28th day of January 2025, at which meeting a quorum was present and remained throughout, and that the original of said ordinance is on file in the records of the City of Muskegon. I further certify that the meeting was conducted and public notice was given pursuant to and in full compliance with the Michigan Zoning Enabling Act, Public Acts of Michigan No. 33 of 2006, and that minutes were kept and will be or have been made available as required thereby.

DATED: _____, 2025.

Ann Meisch, MMC

Clerk, City of Muskegon

Publish: Notice of Adoption to be published once within ten (10) days of final adoption.

CITY OF MUSKEGON
NOTICE OF ADOPTION

Please take notice that on January 28, 2025, the City Commission of the City of Muskegon adopted an ordinance to amend Article II of the zoning ordinance to create definitions for duplexes and triplexes

Copies of the ordinance may be viewed and purchased at reasonable cost at the Office of the City Clerk in the City Hall, 933 Terrace Street, Muskegon, Michigan, during regular business hours.

This ordinance amendment is effective ten days from the date of this publication.

Published _____, 2025.

CITY OF MUSKEGON

By _____

Ann Meisch, MMC

City Clerk

PUBLISH ONCE WITHIN TEN (10) DAYS OF FINAL PASSAGE.

Account No. 101-80400-5354



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: January 28, 2025	Title: 2025 USER FEES															
Submitted by: Kenneth Grant, Finance Director	Department: Finance															
Brief Summary: City Departments have reviewed and updated their user fees and these have been incorporated into the Master Fee Resolution that is attached for your consideration. Key Updates: (See Highlighted Items on the Spreadsheet for all of the changes)																
Detailed Summary & Background: Please note that several fees, rec sports and parking fees, were previously approved by the commission and are now just being updated in the fee schedule.																
Goal/Focus Area/Action Item Addressed: <u>Key Focus Areas:</u> <u>Goal/Action Item:</u>																
Amount Requested:	Budgeted Item: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Yes</td> <td style="width: 25%;"></td> <td style="width: 25%;">No</td> <td style="width: 25%; background-color: red;"></td> <td style="width: 25%;">N/A</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>	Yes		No		N/A										
Yes		No		N/A												
Fund(s) or Account(s):	Budget Amendment Needed: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Yes</td> <td style="width: 25%;"></td> <td style="width: 25%;">No</td> <td style="width: 25%; background-color: black;"></td> <td style="width: 25%;">N/A</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>	Yes		No		N/A										
Yes		No		N/A												
Recommended Motion: Approval of the 2025 Master Fee Resolution																
Approvals: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Immediate Division Head</td> <td style="width: 10%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td>Information Technology</td> <td></td> <td></td> </tr> <tr> <td>Other Division Heads</td> <td style="background-color: red;"></td> <td></td> </tr> <tr> <td>Communication</td> <td></td> <td></td> </tr> <tr> <td>Legal Review</td> <td></td> <td></td> </tr> </table>	Immediate Division Head			Information Technology			Other Division Heads			Communication			Legal Review			Guest(s) Invited / Presenting: No
Immediate Division Head																
Information Technology																
Other Division Heads																
Communication																
Legal Review																

City of Muskegon

RESOLUTION

2025-____

A resolution adopting fees for services in the City entitled "Master Fee Resolution".

The City of Muskegon hereby RESOLVES:

1. The City of Muskegon has in the past adopted resolutions from time to time which set fees for various services in the City.
2. That in addition to the specifically adopted resolution fees, there are fees which are charged pursuant to ordinances and codes as well as the fees which are charged in the exercise of various other functions of the City which serve the public.
3. That the City Commission has reviewed all of the fees which are charged from time to time pursuant to resolution, ordinance and in the affording of services to and for the public, and has determined to adopt the resolution a comprehensive schedule of fees by this resolution which is hereby called the "Master Fee Resolution".
4. That the City Commission and its committees, with the advice of the staff of the City, have carefully investigated and examined the fees set forth in this Master Resolution and have determined that they are reasonably related to the actual cost of affording the services involved.

NOW, THEREFORE, THE CITY COMMISSION HEREBY RESOLVES:

1. That the schedule of fees attached to this resolution is hereby adopted and shall be charged for the services set forth in the schedule and under the conditions set forth therein.
2. That any fees listed which are also listed in specific resolutions, rules or regulations, shall be charged in accordance with those resolutions, rules and regulations, and with the practices of the City in affording the appropriate services.
3. That the adoption of this resolution does not amend or change previous specific resolutions for the charging of fees for services, and does not preclude the existence of previous or future resolutions setting forth fees which are not included herein.

This resolution adopted.

Ayes:

Nays:

Absent:

CITY OF MUSKEGON

Ann Marie Meisch, City Clerk

CERTIFICATE

This Resolution was adopted at a meeting of the City Commission of the City of Muskegon, held on January 28, 2025. The meeting was properly held and noticed pursuant to the Open Meetings Act of the State of Michigan, Act 267 of the Public Acts of 1976.

Ann Marie Meisch, City Clerk

CITY OF MUSKEGON

2025 USER FEES

	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
1	ALL	ADMINISTRATIVE OVERHEAD ON SALES TO OUTSIDE PARTIES	TOTAL BALANCE DUE	15.00%	15.00%		
2	ALL	COPIES FOR PUBLIC (STANDARD SIZES)	PER COPY	0.25	0.25		
3	ALL	FAX CHARGE FOR INFORMATION REQUESTS	PER PAGE	0.50	0.50		
4	ALL	LATE FEE ON CITY RECEIVABLES (EXCEPT TAXES)	PAST DUE BALANCE	1.00%	1.00%	PER MO./IMPOSED AFTER 30 DAYS	
	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
5	ARENA	YELLOW JACKSTS	EACH/DAILY	\$ -	\$ 5.00	100 TOTAL, PICK UP ONLY. ADDITIONAL FEES APPLY IF DELIVERED	*NEW FEE*
6	ARENA	BARRIER (15-3X8 SECTIONS)	EACH/DAILY	\$ -	\$ 15.00	PICK UP ONLY. ADDITIONAL FEES APPLY IF DELIVERED	*NEW FEE*
7	ARENA	SMALL STAGE	PER DAY	\$ -	\$ 350.00	PICK UP ONLY. ADDITIONAL FEES APPLY IF DELIVERED	*NEW FEE*
	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
8	CEMETERIES	CEMETERIES EVERGREEN MAUSOLEUM (CRYPTS A-B)	EACH	1,500.00	1,500.00		
9	CEMETERIES	CEMETERIES EVERGREEN MAUSOLEUM (CRYPTS A-B) NR *	EACH	1,900.00	1,900.00		
10	CEMETERIES	CEMETERIES EVERGREEN MAUSOLEUM (CRYPTS C-F)	EACH	1,800.00	1,800.00		
11	CEMETERIES	CEMETERIES EVERGREEN MAUSOLEUM (CRYPTS C-F) NR *	EACH	2,200.00	2,200.00		
12	CEMETERIES	CEMETERIES GRAVE PRICES (EVERGREEN)	ONE GRAVE	830.00	830.00	50% GOES TO PERPETUAL CARE	
13	CEMETERIES	CEMETERIES GRAVE PRICES (EVERGREEN)	TWO GRAVES	1,500.00	1,500.00	50% GOES TO PERPETUAL CARE	
14	CEMETERIES	CEMETERIES GRAVE PRICES (EVERGREEN) NR *	TWO GRAVES	1,800.00	1,800.00	50% GOES TO PERPETUAL CARE	
15	CEMETERIES	CEMETERIES GRAVE PRICES (EVERGREEN) NR *	ONE GRAVE	1,000.00	1,000.00	50% GOES TO PERPETUAL CARE	
16	CEMETERIES	CEMETERIES GRAVE PRICES (LAKESIDE)	ONE GRAVE	830.00	830.00	50% GOES TO PERPETUAL CARE	
17	CEMETERIES	CEMETERIES GRAVE PRICES (LAKESIDE)	TWO GRAVES	1,500.00	1,500.00	50% GOES TO PERPETUAL CARE	
18	CEMETERIES	CEMETERIES GRAVE PRICES (LAKESIDE) NR *	ONE GRAVE	1,000.00	1,000.00	50% GOES TO PERPETUAL CARE	
19	CEMETERIES	CEMETERIES GRAVE PRICES (LAKESIDE) NR *	TWO GRAVES	1,800.00	1,800.00	50% GOES TO PERPETUAL CARE	
20	CEMETERIES	CEMETERIES GRAVE PRICES (OAKWOOD)	ONE GRAVE	830.00	830.00	50% GOES TO PERPETUAL CARE	
21	CEMETERIES	CEMETERIES GRAVE PRICES (OAKWOOD)	TWO GRAVES	1,500.00	1,500.00	50% GOES TO PERPETUAL CARE	
22	CEMETERIES	CEMETERIES GRAVE PRICES (OAKWOOD) NR *	TWO GRAVES	1,800.00	1,800.00	50% GOES TO PERPETUAL CARE	
23	CEMETERIES	CEMETERIES GRAVE PRICES (OAKWOOD) NR *	ONE GRAVE	1,000.00	1,000.00	50% GOES TO PERPETUAL CARE	
24	CEMETERIES	CEMETERIES GRAVE PRICES (RESTLAWN-FLUSH MARKER)	ONE GRAVE	800.00	800.00	50% GOES TO PERPETUAL CARE	
25	CEMETERIES	CEMETERIES GRAVE PRICES (RESTLAWN-FLUSH MARKER)	TWO GRAVES	1,435.00	1,435.00	50% GOES TO PERPETUAL CARE	
26	CEMETERIES	CEMETERIES GRAVE PRICES (RESTLAWN-FLUSH MARKER) NR *	ONE GRAVE	900.00	900.00	50% GOES TO PERPETUAL CARE	
27	CEMETERIES	CEMETERIES GRAVE PRICES (RESTLAWN-FLUSH MARKER) NR *	TWO GRAVES	1,550.00	1,550.00	50% GOES TO PERPETUAL CARE	
28	CEMETERIES	CEMETERIES GRAVE PRICES (RESTLAWN-UPRIGHT MARKER)	ONE GRAVE	835.00	835.00	50% GOES TO PERPETUAL CARE	
29	CEMETERIES	CEMETERIES GRAVE PRICES (RESTLAWN-UPRIGHT MARKER)	TWO GRAVES	1,500.00	1,500.00	50% GOES TO PERPETUAL CARE	
30	CEMETERIES	CEMETERIES GRAVE PRICES (RESTLAWN-UPRIGHT MARKER) NR *	ONE GRAVE	1,000.00	1,000.00	50% GOES TO PERPETUAL CARE	
31	CEMETERIES	CEMETERIES GRAVE PRICES (RESTLAWN-UPRIGHT MARKER) NR *	TWO GRAVES	1,800.00	1,800.00	50% GOES TO PERPETUAL CARE	
32	CEMETERIES	CEMETERIES IN-GROUND SPACE FOR CREMAINS (RESTLAWN)	EACH	350.00	350.00		
33	CEMETERIES	CEMETERIES IN-GROUND SPACE FOR CREMAINS (RESTLAWN) NR*	EACH	400.00	400.00		
34	CEMETERIES	CEMETERIES GRAVE PRICES (1/2 GRAVE--ALL CEMETERIES)	EACH	600.00	600.00		
35	CEMETERIES	CEMETERIES GRAVE PRICES (1/2 GRAVE--ALL CEMETERIES) NR *	EACH	650.00	650.00		
36	CEMETERIES	CEMETERIES OPENING (1/2 GRAVE)	EACH	300.00	300.00		
37	CEMETERIES	CEMETERIES OPENING (1/2 GRAVE) NR *	EACH	350.00	350.00		
38	CEMETERIES	CEMETERIES OPENING (CREMATION)	EACH	350.00	350.00		
39	CEMETERIES	CEMETERIES OPENING (CREMATION) NR *	EACH	400.00	400.00		
40	CEMETERIES	CEMETERIES SECOND CREMAINS (OPEN GRAVESITE)	EACH	80.00	80.00	FOR ADDITIONAL ASHES	
41	CEMETERIES	CEMETERIES OPENING	EACH	500.00	500.00		
42	CEMETERIES	CEMETERIES OPENING NR *	EACH	600.00	600.00		
43	CEMETERIES	CEMETERIES OPENING (STILLBORN IN BABYLAND)	EACH	175.00	175.00		
44	CEMETERIES	CEMETERIES OPENING (STILLBORN IN BABYLAND) NR *	EACH	200.00	200.00		
45	CEMETERIES	CEMETERIES OPENING (STILLBORN NOT IN BABYLAND)	EACH	300.00	300.00		
46	CEMETERIES	CEMETERIES OPENING (STILLBORN NOT IN BABYLAND) NR *	EACH	350.00	350.00		
47	CEMETERIES	CEMETERIES OVERTIME (MON-FRI AFTER 2:30PM)	EACH	400.00	400.00		
48	CEMETERIES	CEMETERIES OVERTIME (SATURDAYS)	EACH	500.00	500.00		
49	CEMETERIES	CEMETERIES OVERTIME (SUNDAYS AND HOLIDAYS)	EACH	600.00	600.00		
50	CEMETERIES	CEMETERIES WEEKEND/HOLIDAY LATE FEE	EACH	400.00	400.00	IF MORE THAN 1 HOUR PAST SCHEDULED BURIAL TIME.	
51	CEMETERIES	CEMETERIES NICHES COLUMBARIUM (TOP 2 ROWS)	EACH	900.00	900.00		
52	CEMETERIES	CEMETERIES NICHES COLUMBARIUM NR (TOP 2 ROWS)	EACH	950.00	950.00		
53	CEMETERIES	CEMETERIES NICHES COLUMBARIUM (BOTTOM 2 ROWS)	EACH	700.00	700.00		
54	CEMETERIES	CEMETERIES NICHES COLUMBARIUM NR (BOTTOM 2 ROWS)	EACH	750.00	750.00		
55	CEMETERIES	CEMETERIES NICHES (OPEN/CLOSING)	EACH	150.00	150.00		
56	CEMETERIES	CEMETERIES NICHES (OPEN/CLOSING) NR	EACH	200.00	200.00		
57	CEMETERIES	CEMETERIES HEADSTONE SERVICE	PER SQUARE INCH	0.55	0.55	MINIMUM \$60.00	
58	CEMETERIES	CEMETERIES SERVICE (GOVERNMENT MARKERS)	EACH	60.00	60.00		
59	CEMETERIES	CEMETERIES SERVICE (MAUSOLEUM VASES)	EACH	75.00	75.00		
60	CEMETERIES	CEMETERIES SERVICE HEADSTONE PRE-PLACEMENT	EACH	25.00	25.00		
61	CEMETERIES	CEMETERIES SERVICE HEADSTONE SETTING FEE	EACH	75.00	75.00		

CITY OF MUSKEGON
2025 USER FEES

	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
62	CEMETERIES	CEMETERIES SERVICE (SMALL VASES)	EACH	50.00	50.00		
63	CEMETERIES	RESTALLAWN	EACH	300.00	300.00		
64	CEMETERIES	ENTOMBMENT - EVERGREEN MAUSOLEUM	EACH	400.00	400.00		
65	CEMETERIES	ENTOMBMENT NR - EVERGREEN MAUSOLEUM	EACH	200.00	200.00	IF ENGRAVING NOT COMPLETED WITHIN 30 DAYS OF ENTOMBMENT	
66	CEMETERIES	EVERGREEN MAUSOLEUM CRYPT COVER REMOVAL	EACH	200.00	200.00		
67	CEMETERIES	TRANSFER & AFFIDAVIT FEE PER GRAVE SPACE	EACH	200.00	200.00		
67	CEMETERIES	CHAPEL FUNERAL SERVICE	EACH	200.00	200.00		
	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
68	CLERK	ADDRESS LABELS - VOTER REGISTRATION	EACH	0.05	0.05		
69	CLERK	BUSINESS REGISTRATION	EACH	35.00	40.00		14.29%
70	CLERK	BUSINESS TRANSIENT/PEDDLER - RENEWAL MAY 1ST	ANNUAL	150.00	150.00		
71	CLERK	BUSINESS AUCTIONEER LICENSE (INDIVIDUAL EVENT)	PER DAY	10.00	10.00		
72	CLERK	BUSINESS AUCTIONEER LICENSE (REGULAR)	PER YEAR	100.00	100.00		
73	CLERK	AUCTION FEE	PER DAY	30.00	30.00		
74	CLERK	BUSINESS ENTERTAINMENT OCCUPANCY	PER YEAR	125.00	125.00		
75	CLERK	GAMING LICENSE REQUEST/PERMIT (30 DAYS OR MORE ADVANCE NOTICE)	EACH	75.00	75.00		
76	CLERK	GAMING LICENSE REQUEST (LESS THAN 30 DAYS ADVANCE NOTICE)	EACH	100.00	100.00		
77	CLERK	CITY HALL CONFERENCE ROOM RENTAL	PER HOUR	25.00	25.00	CHARGED TO LAW FIRMS AND OTHER FOR PROFIT ORGANIZATIONS WISHING TO USE FACILITIES FOR NON-CITY RELATED BUSINESS	
78	CLERK	ENCROACHMENT/RENTAL FEE (BUS BENCHES)	PER BENCH/PERMONTH	5.00	5.00		
79	CLERK	FIREWORKS DISPLAY PERMIT PROCESSING FEE (30 OR MORE DAYS ADVANCE NOTICE)	EACH	75.00	75.00		
80	CLERK	FIREWORKS DISPLAY PERMIT PROCESSING FEE (LESS THAN 30 DAYS ADVANCE NOTICE)	EACH	150.00	150.00		
81	CLERK	LIQUOR LICENSE RENEWAL (BEFORE FEBRUARY 28)	EACH	100.00	100.00		
82	CLERK	LIQUOR LICENSE RENEWAL (AFTER FEBRUARY 28)	EACH	150.00	150.00		
83	CLERK	LIQUOR LICENSE TRANSFER OF OWNERSHIP OR LOCATION	EACH	250.00	250.00		
84	CLERK	DEVELOPMENT DISTRICT AREA CLASS-C ON-PREMISES LIQUOR LICENSE (FORMERLY DOWNTOWN DEV AUTH LICENSE)	EACH	2,500.00	2,500.00	SAME REVIEW PROCESS AS FOR RENEWAL	
85	CLERK	NEW LIQUOR LICENSE	EACH	1,000.00	1,000.00	REPLACES FEES ABOVE	
86	CLERK	GOING OUT OF BUSINESS SALE	EACH	50.00	50.00	UP TO ONE MONTH - RENEWABLE	
87	CLERK	LIQUOR LICENSE (EXPANSION OF EXISTING LICENSE)	EACH	25.00	25.00		
88	CLERK	MOBILE FOOD VENDING PERMIT	ANNUAL	300.00	300.00	APPROVED BY COMMISSION IN 2014	
89	CLERK	MOBILE FOOD VENDING PERMIT (BRICK & MORTAR RESTAURANT IN CITY)	ANNUAL	150.00	150.00	APPROVED BY COMMISSION IN 2014	
90	CLERK	MOBILE FOOD VENDING PERMIT (BRICK & MORTAR RESTAURANT IN DDA DISTRICT)	ANNUAL	50.00	50.00	APPROVED BY COMMISSION IN 2014	
91	CLERK	PASSPORT APPLICATION FEE	EACH	35.00	35.00	PER FEDERAL LAW	
92	CLERK	PASSPORT PHOTO FEE	EACH	15.00	15.00		
93	CLERK	MONEY ORDERS	EACH	5.00	5.00	NEW SERVICE & FEE	
94	CLERK	PRECINCT MAPS (SMALL)	EACH	2.00	2.00		
95	CLERK	PUBLIC NOTARY FEE	EACH	5.00	5.00	CONSISTENT WITH COUNTY FEE	
96	CLERK	SPECIAL EVENT PARKING FEE (UNDER 50 PARKING SPOTS)	PER EVENT	25.00	25.00	APPROVED BY COMMISSION IN 2014	
97	CLERK	SPECIAL EVENT PARKING FEE (OVER 50 PARKING SPOTS)	PER EVENT	50.00	50.00	APPROVED BY COMMISSION IN 2014	
98	CLERK	TELECOMMUNICATIONS ACT NEW PROVIDER FEE	EACH	500.00	500.00	PER NEW STATE TELECOMMUNICATIONS ACT	
99	CLERK	VOTER INFORMATION - ELECTRONIC	EACH	25.00	25.00		
100	CLERK	VOTER REGISTRATION - HARDCOPY LIST	PER LISTING	0.01	0.01		
101	CLERK	VOTER REGISTRATION - MAILING LABELS	PER LABEL	0.05	0.05		
102	CLERK	SOCIAL DISTRICT STICKERS	EACH	0.10	0.10	To be purchased in increments of 1,000 (a whole roll).	
	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
103	CNS	MORTGAGE REFINANCE FEE	EACH	50.00	50.00		
104	CNS	REHAB LOAN APPLICATION FEE	EACH	200.00	200.00		
105	CNS	FAÇADE PROGRAM - 50% AMI AND BELOW	EACH	60.00	60.00	ELIGIBILITY FEE	
106	CNS	FAÇADE PROGRAM - 51% - 60% AMI	EACH	250.00	250.00	ELIGIBILITY FEE	
107	CNS	FAÇADE PROGRAM - 61% TO 80% AMI	EACH	500.00	500.00	ELIGIBILITY FEE	
108	CNS	PRIORITY HOME REPAIR APPLICATION FEE	EACH	60.00	60.00		
109	CNS	RENTAL REHAB APPLICATION FEE	PER LOAN	100.00	100.00		
	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
110	DPW	ADDITIONAL GARBAGE SERVICE (1 TOTER)	PER MONTH	13.00	13.00		
111	DPW	GARBAGE CART REPLACEMENT - DAMAGED BY USER	EACH	55.00	55.00		
112	DPW	GARBAGE SERVICE - SMALL BUSINESS	PER MONTH	16.00	16.00	INCLUDES CHURCHES AND NON-PROFITS	
113	DPW	GARBAGE SERVICE - UNAUTHORIZED USE OF CARTS	PER INCIDENT	50.00	50.00		
114	DPW	GARBAGE SERVICE - REPLACE LOST/STOLEN CART	EACH	55.00	55.00		
115	DPW	GARBAGE SERVICE - NEW SERVICE STARTUP	EACH	55.00	55.00		
116	DPW	GARBAGE SERVICE - MIXED REFUSE STICKER	EACH	3.00	3.00	BUY 4 FOR \$10 - UNIT PRICE \$2.5/EA	
117	DPW	FEE FOR SPECIAL COLLECTION OF ILLEGAL MATERIALS	EACH	50.00	50.00	OR ACTUAL COSTS (WHICHEVER IS GREATER)	
118	DPW	FEE FOR BULK YARD WASTE DROP OFF (DURING REGULAR HOURS) - BY APPOINTMENT ONLY	EACH	25.00	25.00		
119	DPW	REPLACE EMPLOYEE ID/ACCESS TKC CARD	PER LOST CARD	10.00	10.00	REACTIVATED FEE	
120	DPW	TREE REPLACEMENT PLANTING FEE	EACH	200.00	200.00		
121	DPW	TREE REMOVAL FEE (12" AND UNDER DIAMETER)	EACH	200.00	200.00	TREE MEASURED AT 4' ABOVE GRADE	
122	DPW	TREE REMOVAL FEE (12" - 18" DIAMETER)	EACH	500.00	500.00	TREE MEASURED AT 4' ABOVE GRADE	

CITY OF MUSKEGON
2025 USER FEES

	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
123	DPW	TREE REMOVAL FEE (18" - 24" DIAMETER)	EACH	650.00	650.00	TREE MEASURED AT 4' ABOVE GRADE	
124	DPW	TREE REMOVAL FEE (24" - 30" DIAMETER)	EACH	750.00	750.00	TREE MEASURED AT 4' ABOVE GRADE	
125	DPW	TREE REMOVAL FEE (30" - 36" DIAMETER)	EACH	1,000.00	1,000.00	TREE MEASURED AT 4' ABOVE GRADE	
126	DPW	TREE REMOVAL FEE (36" - 42" DIAMETER)	EACH	1,700.00	1,700.00	TREE MEASURED AT 4' ABOVE GRADE	
127	DPW	TREE REMOVAL FEE (42" AND OVER DIAMETER)	EACH	1,900.00	1,900.00	TREE MEASURED AT 4' ABOVE GRADE	
128	DPW	HANG AND/OR REMOVE BANNER	EACH REQUEST	450.00	450.00	EACH ADDITIONAL BANNER: \$50.00	
129	DPW (PARKS)	EXCLUSIVE USE OF HACKLEY PARK FOR SPECIAL EVENTS	PER DAY	500.00	500.00	EXCLUSIVE USE OF HACKLEY PARK FOR SPECIAL EVENTS USING A LIQUOR LICENSE	
130	DPW (PARKS)	EXCLUSIVE USE OF PERE MARQUETTE LARGE OVAL FOR SPECIAL EVENTS	PER DAY	250.00	1,000.00	EACH VEHICLE MUST HAVE BEACH PARKING PASS	300.00%
131	DPW (PARKS)	EXCLUSIVE USE OF OTHER PERE MARQUETTE PARKING LOTS FOR SPECIAL EVENTS	PER DAY	400.00	400.00	EACH VEHICLE MUST HAVE BEACH PARKING PASS	
132	DPW (PARKS)	EXCLUSIVE USE OF HARBOUR TOWNE BEACH FOR SPECIAL EVENTS	PER DAY	1,500.00	1,500.00		
133	DPW (PARKS)	USE FEE IN ADDITION TO SPECIAL EVENT APPLICATION FEE	PER DAY	125.00	125.00		
134	DPW (PARKS)	CLEANING DEPOSIT FOR EXCLUSIVE USE OF HACKLEY, PERE MARQUETTE OR MARGARET DRAKE ELLIOTT PARKS - SPECIAL EVENT	EACH	50.00	50.00		
135	DPW (PARKS)	PARK BUILDING USE	PER SESSION	175.00	175.00	11AM-7PM RENTAL (\$50 REFUNDABLE FOR CLEANING DEPOSIT)	
136	DPW (PARKS)	PARK BUILDING USE	PER DAY	225.00	225.00	9AM-11PM RENTAL (\$50 REFUNDABLE FOR CLEANING DEPOSIT)	
137	DPW (PARKS)	PARK BUILDING USE	PER SESSION	125.00	125.00	9-3 or 4-11 SESSIONS (+\$50 REFUNDABLE FOR CLEANING DEPOSIT)	
138	DPW (PARKS)	PARK BUILDING USE (CLEANING/SECURITY DEPOSIT)	EACH	50.00	50.00	ALL BUILDINGS	
139	DPW (PARKS)	PARK BUILDING USE-STAGE AT SIM RAY COMMUNITY BUILDING	PER USE		50.00	Add on to Sim Ray Community Building Rental	*NEW FEE*
140	DPW (PARKS)	PARK BUILDING USE-SIDE ROOM AT SIM RAY COMMUNITY BUILDING	PER USE		50.00	Add on to Sim Ray Community Building Rental	*NEW FEE*
141	DPW (PARKS)	MC GRAFT PARK MUSIC BOWL	HOURL	45.00	45.00		
142	DPW (PARKS)	PARKS (LIGHT COSTS SPORT FIELDS & COURTS)	EACH	40.00	40.00		
143	DPW (PARKS)	PARKS (WOOD SNOW FENCE RENTAL)	EACH	30.00	30.00	DELIVERY/PICK-UP NOT INCLUDED. ADDITIONAL COSTS FOR LABOR (\$60.00/HR)AND VEHICLE RENTAL WILL APPLY IF DELEVRY OR PICK-UP IS REQUIRED	
144	DPW (PARKS)	PARKS (USE OF GARBAGE CANS)	EACH	10.00	10.00	DELIVERY/PICK-UP NOT INCLUDED. ADDITIONAL COSTS FOR LABOR (\$60.00/HR)AND VEHICLE RENTAL WILL APPLY IF DELEVRY OR PICK-UP IS REQUIRED	
145	DPW (PARKS)	SPORTS FIELD & COURT RENTAL (EXLUDES SETUP SERVICES)	2 HOUR RENTAL	25.00	25.00		
146	DPW (PARKS)	CHANNEL SHELTER RENTAL	PER DAY	50.00	50.00	9am-11pm	
147	DPW (PARKS)	CHANNEL SHELTER RENTAL	EACH SESSION	25.00	35.00	Sessions are 9 am-3 pm or 4 pm-11 pm	40.00%
148	DPW (PARKS)	PICNIC SHELTER RENTAL	EACH SESSION	30.00	40.00	Kruse#4 & Margaret Drake Elliot Sessions are 9 am-3 pm or 4 pm-11 pm	33.33%
149	DPW (PARKS)	PICNIC SHELTER RENTAL	EACH SESSION	50.00	50.00	Seyferth Park Sessions are 9 am-3 pm or 4 pm-11 pm	
150	DPW (PARKS)	PICNIC SHELTER RENTAL	PER DAY	60.00	60.00	Kruse#4 & Margaret Drake Elliot from 9am-11pm	
151	DPW (PARKS)	PICNIC SHELTER RENTAL	PER DAY	100.00	100.00	Seyferth Park	
152	DPW (PARKS)	PICNIC SHELTER RENTAL	EACH SESSION	25.00	35.00	Kruse 1, 2 and 3 from Sessions are 9 am-3 pm or 4 pm-11 pm	40.00%
153	DPW (PARKS)	PICNIC SHELTER RENTAL	EACH SESSION	75.00	75.00	Beachwood Sessions are 9 am-3 pm or 4 pm-11 pm	
154	DPW (PARKS)	PICNIC SHELTER RENTAL	EACH SESSION	50.00	50.00	Campbell and Smith Ryerson Sessions are 9 am-3 pm or 4 pm-11 pm	
155	DPW (PARKS)	PICNIC SHELTER RENTAL	PER DAY	75.00	75.00	Campbell and Smith Ryerson	
156	DPW (PARKS)	PICNIC SHELTER RENTAL	PER DAY	50.00	50.00	For Kruse 1, 2 and 3 from 9am-11pm	
157	DPW (PARKS)	PICNIC SHELTER RENTAL	PER DAY	125.00	125.00	Beachwood 9am-11pm	
158	DPW (PARKS)	PICNIC SHELTER RENTAL	EACH SESSION	25.00	35.00	Beukema Pavilion Sessions are 9 am-3 pm or 4 pm-11 pm	40.00%
159	DPW (PARKS)	PICNIC SHELTER RENTAL	PER DAY	50.00	50.00	Beukema Pavilion	
160	DPW (PARKS)	PICNIC SHELTER RENTAL	EACH SESSION		35.00	Reese Pavilion	*NEW FEE*
161	DPW (PARKS)	PICNIC SHELTER RENTAL	PER DAY		50.00	Reese Pavilion	*NEW FEE*
162	DPW (PARKS)	PICNIC SHELTER RENTAL RESERVATION CHANGE	EACH	15.00	15.00		
163	DPW (PARKS)	CLEANING FEE FOR RENTALS	EACH	75.00	75.00	NOT CHARGED IF FACILITY LEFT CLEAN	
164	DPW (PARKS)	GROUPED TABLES (4) AT DRAKE-ELLIOTT (48 PEOPLE)	EACH SESSION	25.00	35.00		40.00%
165	DPW (PARKS)	GROUPED TABLES (4) AT DRAKE-ELLIOTT (48 PEOPLE)	PER DAY	50.00	50.00	9am-11pm	
166	DPW (PARKS)	ICE CREAM MACHINE RENTAL INCLUDING 2-BAGS OF ICE CREAM MIX	EACH	500.00	500.00		
167	DPW (PARKS)	ICE CREAM MACHINE DEPOSIT	EACH	250.00	250.00		
168	DPW (PARKS)	ICE CREAM MACHINE MIX - ADDITIONAL BAG	EACH	30.00	30.00		
169	DPW (PARKS)	KEY DEPOSIT (RESTROOM)	EACH	25.00	25.00		
170	DPW (PARKS)	CITY SERVICES RENTAL OF POSTS	EACH POST	3.00	3.00	DELIVERY/PICK-UP NOT INCLUDED. ADDITIONAL COSTS FOR LABOR (\$60.00/HR)AND VEHICLE RENTAL WILL APPLY IF DELEVRY OR PICK-UP IS REQUIRED	
171	DPW (PARKS)	CITY SERVICES (LABOR PARKS OR DPW STAFF)	PER HOUR	60.00	60.00		
172	DPW (PARKS)	CITY SERVICES (LABOR PARKS OR DPW STAFF)	PER HOUR	120.00	120.00	SUNDAYS AND HOLIDAYS	
173	DPW (PARKS)	OPEN SKATE	PER SESSION		5.00		*NEW FEE*
174	DPW (PARKS)	SKATE RENTAL	PER PAIR		3.00		*NEW FEE*
175	DPW (PARKS)	DROP IN SPORTS	PER SESSION		3.00	UP TO \$3	*NEW FEE*
176	DPW (PARKS)	YOUTH SPORTS-RESIDENT	PER SESSION		40.00		*NEW FEE*
177	DPW (PARKS)	YOUTH SPORTS-NON-RESIDENT	PER SESSION		55.00		*NEW FEE*
178	DPW (PARKS)	SPECIALTY CAMP-RESIDENT	PER SESSION		65.00		*NEW FEE*
179	DPW (PARKS)	SPECIALTY CAMP-NON-RESIDENT	PER SESSION		85.00		*NEW FEE*
180	DPW (PARKS)	BEACH PARKING DAILY RATE MON, TUE, THUR, FRI	PER DAY	7.00	10.00		42.86%
181	DPW (PARKS)	BEACH PARKING DAILY RATE WED	PER DAY	7.00	0.00		-100.00%
182	DPW (PARKS)	BEACH PARKING DAILY RATE WEEKENDS	PER DAY	10.00	15.00		50.00%
183	DPW (PARKS)	BEACH PARKING ANNUAL PASS	EACH	20.00	40.00		100.00%
	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
184	ENGINEERING	WIDE LOAD PERMIT	EACH	50.00	50.00		
185	ENGINEERING	STORM SEWER CONNECTION FEE	EACH	1,200.00	1,200.00	CONNECTION FEE ONLY, WORK BY OTHERS	
186	ENGINEERING	RIGHT OF WAY PERMIT	PER UNIT	10.00	10.00	OR ACTUAL COSTS (WHICHEVER IS GREATER)	
187	ENGINEERING	ENCROACHMENT PERMIT APPLICATION FEE	EACH	100.00	100.00		
188	ENGINEERING	ENCROACHMENT PERMIT CERTIFICATE FEE	EACH LOCATION	50.00	50.00	SAME AS RENEWAL FEE	
189	ENGINEERING	ENCROACHMENT 1-YEAR RENEWAL	EACH	25.00	25.00		
190	ENGINEERING	ENCROACHMENT 1-YEAR RENEWAL (INSPECTION REQ'D)	EACH	50.00	50.00		
191	ENGINEERING	CHARGE FOR BLUEPRINTS (PLANS & UTILITY MAPS)	EACH	8.00	8.00		
192	ENGINEERING	CHARGE FOR BID DOCUMENTS	EACH	40.00	40.00		

CITY OF MUSKEGON
2025 USER FEES

	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
193	ENGINEERING	STORM WATER MANAGEMENT REVIEW FEE	EACH REVIEW	2,000.00	2,000.00	ADDITIONAL FEES MAY APPLY AS NEEDED	
194	ENGINEERING	REPLACE/ INSTALL RESIDENTIAL DRIVEWAY IN RIGHT OF WAY	EACH UNIT	25.00	25.00	SIDEWALK/DRIVE APPROACHES, LANDSCAPING	
195	ENGINEERING	UTILITY ANNUAL PERMIT FEE	EACH	1,750.00	1,750.00		
196	ENGINEERING	UTILITY CUT PERMIT FEE	UNIT	20.00	20.00		
197	ENGINEERING	UTILITY CUT (PAVEMENT REMOVAL- PAVEMENT <4 YEARSOLD)	SQUARE YARD	100.00	100.00	FEES ADJUSTED TO REFLECT RESIDUAL VALUE	
198	ENGINEERING	UTILITY CUT (PAVEMENT REMOVAL- PAVEMENT 4-9 YEARSOLD)	SQUARE YARD	75.00	75.00	FEES ADJUSTED TO REFLECT RESIDUAL VALUE	
199	ENGINEERING	UTILITY CUT (PAVEMENT REMOVAL- PAVEMENT >10 YEARSOLD)	SQUARE YARD	50.00	50.00	FEES ADJUSTED TO REFLECT RESIDUAL VALUE	
200	ENGINEERING	ROAD CLOSURE (EXCLUDING SPECIAL EVENTS)	EACH	25.00	25.00		
201	ENGINEERING	DUMPSTER IN ROAD OR RIGHT OF WAY	EACH	25.00	25.00		
202	ENGINEERING	REPLACE/ INSTALL SIDEWALK IN RIGHT OF WAY	EACH UNIT	25.00	25.00		
203	ENGINEERING	REPLACE/ INSTALL COMMERCIAL DRIVEWAY IN RIGHT OF WAY	EACH UNIT	50.00	50.00		
	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
204	PUBLIC SAFETY - CODE ENFORCEMENT	TERRACE VIOLATIONS ADMINISTRATION FEE	FIRST VIOLATION	50.00	50.00	PLUS HOURLY COST FOR WORK PERFORMED.	
205	PUBLIC SAFETY - CODE ENFORCEMENT	TERRACE VIOLATIONS ADMINISTRATION FEE (EACH SUBSEQUENT IN YEAR)	EACH SUBSEQUENT	10.00	10.00	PLUS HOURLY COST FOR WORK PERFORMED. FEE FOR EACH SUBSEQUENT VIOLATIONS INCREMENT \$50 (E.G. 2ND VIOLATION = \$60; 3RD = \$70, ETC	
206	PUBLIC SAFETY - CODE ENFORCEMENT	GRASS, TRASH AND LEAF VIOLATIONS	FIRST VIOLATION	100.00	100.00	PLUS HOURLY COST FOR WORK PERFORMED.	
207	PUBLIC SAFETY - CODE ENFORCEMENT	GRASS, TRASH AND LEAF VIOLATIONS (EACH SUBSEQUENT IN YEAR)	EACH SUBSEQUENT	20.00	20.00	PLUS HOURLY COST FOR WORK PERFORMED. FEE FOR EACH SUBSEQUENT VIOLATIONS INCREMENT \$90 (E.G. 2ND VIOLATION = \$105; 3RD = \$120, ETC	
208	PUBLIC SAFETY - CODE ENFORCEMENT	LATE FEE ON INVOICES OVER 30 DAYS	EACH INVOICE	15.00	15.00		
209	PUBLIC SAFETY - CODE ENFORCEMENT	CE DISPOSAL FEE	EACH INVOICE	50.00	50.00		
	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
210	CITY-CODE COMPLIANCE	VACANT BUILDING REGISTRATION	VACANT BUILDING	0.00	0.00	VACANT LESS THAN ONE YEAR	
211	CITY-CODE COMPLIANCE	VACANT BUILDING REGISTRATION	VACANT BUILDING	100.00	100.00	VACANT 1 YEAR OR MORE (RESIDENTIAL)	
212	CITY-CODE COMPLIANCE	VACANT BUILDING REGISTRATION	VACANT BUILDING	500.00	500.00	VACANT 1 YEAR OR MORE (COMMERCIAL)	
213	CITY-CODE COMPLIANCE	VACANT BUILDING REGISTRATION	VACANT BUILDING	500.00	500.00	VACANT 1 YEAR OR MORE (INDUSTRIAL)	
217	CITY-CODE COMPLIANCE	VACANT BUILDING ADMINISTRATIVE APPEAL FEE (31-60 DAYS LATE)	OCCURRENCE	25.00	25.00	NON-REFUNDABLE FEE	
218	CITY-CODE COMPLIANCE	VACANT BUILDING ADMINISTRATIVE APPEAL FEE (61-90 DAYS LATE)	OCCURRENCE	35.00	35.00	NON-REFUNDABLE FEE	
219	CITY-CODE COMPLIANCE	VACANT BUILDING REGISTRATION - FORMAL APPEAL FEE	OCCURRENCE	50.00	50.00	NON-REFUNDABLE FEE	
	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
220	PUBLIC SAFETY - RENTAL	RENTAL PROPERTY REGISTRATION PER PARCEL (LONG TERM)	SINGLE UNIT	100.00	100.00	INCLUDES ONE INSPECTION EVERY 3 YEARS FOR COMPLIANCE	
221	PUBLIC SAFETY - RENTAL	RENTAL PROPERTY REGISTRATION PER PARCEL (SHORT TERM)	SINGLE UNIT	250.00	250.00	INSPECTIONS FOR SHORT TERM RENTALS	
222	PUBLIC SAFETY - RENTAL	RENTAL PROPERTY REGISTRATION PER PARCEL (ANNUAL)	DUPLEX	90.00	90.00	INCLUDES ONE INSPECTION EVERY 3 YEARS FOR COMPLIANCE	
223	PUBLIC SAFETY - RENTAL	RENTAL PROPERTY REGISTRATION (ANNUAL - BASE)	3 UNITS	110.00	110.00	INCLUDES ONE INSPECTION EVERY 3 YEARS FOR COMPLIANCE	
224	PUBLIC SAFETY - RENTAL	RENTAL PROPERTY REGISTRATION (ANNUAL - PER PARCEL OVER 3)	PER UNIT OVER 3	15.00	15.00	INCLUDES ONE INSPECTION EVERY 3 YEARS FOR COMPLIANCE	
225	PUBLIC SAFETY - RENTAL	RENTAL PROPERTY INSPECTION (INSPECTION NO-SHOW FIRST TIME OR LATE CANCELLATION)	PER UNIT	70.00	70.00	FEE ASSESSED FOR NO-SHOW/LOCK OUT OR LATE CANCELLATION	
226	PUBLIC SAFETY - RENTAL	RENTAL PROPERTY INSPECTION CANCELLATION FEE	OCCURRENCE	70.00	70.00	FEE ASSESSED WHEN A 3RD CANCELLATION IS RECEIVED BY CUSTOMER OR AGENT	
227	PUBLIC SAFETY - RENTAL	RENTAL PROPERTY INSPECTION CANCELLATION FEE (STARTING WITH 4TH CANCELLATION)	EXTRA PER TIME AFTER ONE OCCURRENCE	15.00	15.00	ADDED TO BASE CANCELLATION FEE; EACH CANCELLATION INSTANCE WILL CAUSE FEE TO INCREASE BY AN ADDITIONAL \$15.00	
228	PUBLIC SAFETY - RENTAL	RENTAL PROPERTY INSPECTION (INSPECTION NO-SHOW EACH ADDT'L TIME OR LATE CANCELLATION)	PER UNIT	25.00	25.00	ADDED TO BASE NO SHOW FEE; EACH NO SHOW INSTANCE WILL CAUSE INSPECTION FEE TO INCREASE BY AN ADDITIONAL \$20.00	
229	PUBLIC SAFETY - RENTAL	RENTAL PROPERTY REINSPECTION FEE	PER UNIT	50.00	50.00	FEE TO BE ASSESSED TO PROPERTIES NOT BROUGHT INTO COMPLIANCE AFTER THE FIRST INSPECTION	
230	PUBLIC SAFETY - RENTAL	RENTAL PROPERTY REINSPECTION (STARTING WITH 2ND REINSPECTION)	PER UNIT	15.00	15.00	ADDED TO BASE NON-COMPLIANCE FEE; EACH REINSPECTION INSTANCE WILL CAUSE NON-COMPLIANCE FEE TO INCREASE BY AN ADDITIONAL \$15.00	
231	PUBLIC SAFETY - RENTAL	RENTAL PROPERTY EXTERIOR ONLY REINSPECTION FEE (1ST EXTERIOR ONLY REINSPECTION)	PER UNIT	40.00	40.00	FEE ASSESSED TO PROPERTIES IN COMPLIANCE INTERIOR REQUIREMENTS BUT NOT IN COMPLIANCE WITH EXTERIOR REQUIREMENTS BY FIRST INSPECTION	
232	PUBLIC SAFETY - RENTAL	RENTAL PROPERTY EXTERIOR ONLY REINSPECTION FEE (STARTING WITH 2ND EXTERIOR ONLY REINSPECTION)	PER UNIT	20.00	20.00	ADDED TO BASE EXTERIOR NON-COMPLIANCE FEE; EACH REINSPECTION INSTANCE WILL CAUSE EXTERIOR NON-COMPLIANCE FEE TO INCREASE BY AN ADDITIONAL \$15.00	
233	PUBLIC SAFETY - RENTAL	LATE FEE FOR NON-PAYMENT OF RENTAL REGISTRATION ANNUAL FEE	EACH PROPERTY VIOLATION	20.00	20.00	FEE CHARGED AFTER 30 DAYS	
234	PUBLIC SAFETY - RENTAL	HOUSING-WARRANT INSPECTION FEE	EACH	150.00	150.00		
235	PUBLIC SAFETY - ENV SERVICES	BOARD UP'S - FIRST 5 BOARDS	PER INSTANCE	40.00	40.00	PLUS THE COST OF THE CONTRACTOR TO DO THE BOARD UP	
236	PUBLIC SAFETY - ENV SERVICES	BOARD UP'S - 6 OR MORE BOARDS	PER INSTANCE	60.00	60.00	PLUS THE COST OF THE CONTRACTOR TO DO THE BOARD UP	
237	PUBLIC SAFETY - ENV SERVICES	ADMINISTRATIVE OVERHEAD ON DEMOLITIONS	PER UNIT	20.0%	20.0%	BASED ON THE CONTRACTORS PRICE TO DEMOLISH	
	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
238	FARMERS' MARKET	DAILY - SATURDAY	DAILY	36.00	36.00	SATURDAY ONLY	
239	FARMERS' MARKET	DAILY - WEEKDAY	DAILY	20.00	20.00	WEEKDAYS WITH NO TIERS	
240	FARMERS' MARKET	TIER 1 - CORNER	7 MONTHS	678.00	678.00		
241	FARMERS' MARKET	TIER 1 - REGULAR	7 MONTHS	628.00	628.00		
242	FARMERS' MARKET	TIER 2 - REGULAR NO PARKING	7 MONTHS	528.00	528.00		
243	FARMERS' MARKET	WINTER MARKET-GARAGE DOOR	DAILY	30.00	30.00		
244	FARMERS' MARKET	WINTER MARKET- SMALL TABLE	DAILY	20.00	20.00		
245	FARMERS' MARKET	FARMERS' MARKET FACILITIES RENTAL - FACILITY A	PER SESSION	350.00	350.00	9:00 AM TO 3:00 PM OR 4:00 PM TO 10:00 PM	
246	FARMERS' MARKET	FARMERS' MARKET FACILITIES RENTAL - FACILITY B	PER SESSION	350.00	350.00	9:00 AM TO 3:00 PM OR 4:00 PM TO 10:00 PM	
247	FARMERS' MARKET	FARMERS' MARKET FACILITIES RENTAL - FACILITY C	PER SESSION	350.00	350.00	9:00 AM TO 3:00 PM OR 4:00 PM TO 10:00 PM	
248	FARMERS' MARKET	FARMERS' MARKET FACILITIES RENTAL - FACILITY D	PER SESSION	150.00	150.00	9:00 AM TO 3:00 PM OR 4:00 PM TO 10:00 PM	

CITY OF MUSKEGON

2025 USER FEES

	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
249	FARMERS' MARKET	FARMERS' MARKET FACILITIES RENTAL - MARKET STAGE	PER SESSION	50.00	50.00	9:00 AM TO 1:00 PM OR 1:30 PM TO 5:30 PM OR 6:00 PM TO 10:00 PM	
250	FARMERS' MARKET	SNAP/DOUBLE-UP FOOD BUCKS ADMIN FEE	2% OF TRANSACTION	5.0%	5.0%	FEE FOR COST OF TRANSACTION ADMINISTRATION	
251	FARMERS' MARKET	DEALERS \$50/PER YEAR INCREMENTAL MAX \$400.00		100.00	100.00		
252	FARMERS' MARKET	FOOD TRUCKS - SATURDAY ELECTRICITY AND OR WATER		10.00	10.00		
253	FARMERS' MARKET	CONCESSION VENDORS	PER STALL	50.00	50.00		
254	FARMERS' MARKET	FOOD TRUCKS - SATURDAY ELECTRICITY AND OR WATER		10.00	10.00		
255	FARMERS' MARKET KITCHEN	KITCHEN USE - PREP/TABLETOP -REGULAR USER	PER HOUR	14.00	14.00		
256	FARMERS' MARKET KITCHEN	KITCHEN USE - PROCESSING - REGULAR USER	PER HOUR	18.00	18.00		
257	FARMERS' MARKET KITCHEN	KITCHEN USE - CATERING - REGULAR USER	PER HOUR	18.00	18.00		
258	FARMERS' MARKET KITCHEN	KITCHEN DRY STORAGE SMALL - MONTHLY	PER MONTH	20.00	20.00		
259	FARMERS' MARKET KITCHEN	KITCHEN DRY STORAGE LARGE - MONTHLY	PER MONTH	30.00	30.00		
260	FARMERS' MARKET KITCHEN	KITCHEN COOLER 1/2 SHELF - MONTHLY	PER MONTH	15.00	15.00	COOLER SPACE	
261	FARMERS' MARKET KITCHEN	KITCHEN FREEZER FULL SHELF - MONTHLY	PER MONTH	15.00	15.00	FREEZER SPACE	
262	FARMERS' MARKET KITCHEN	KITCHEN OTHER STORAGE	PER MONTH	10.00	10.00	FREEZER SPACE	
263	FARMERS' MARKET KITCHEN	KITCHEN USE - SECURITY DEPOSIT REGULAR USER	PER RENTAL	50.00	50.00	DEPOSIT REFUNDED IF NO DAMAGE, KITCHEN IS CLEANED, EQUIPMENT RETURNED, ETC.	
264	FARMERS' MARKET KITCHEN	KITCHEN USE -APPLICATION FEE FOR REGULAR USER	PER RENTAL	20.00	20.00	INCLUDES ONE KEY CARD	
265	FARMERS' MARKET KITCHEN	KITCHEN USE -OCCASIONAL OR ONE TIME USE	PER HOUR	40.00	40.00		
266	FARMERS' MARKET KITCHEN	KITCHEN USE - SECURITY DEPOSIT OCCASIONAL OR ONE TIME USE	PER RENTAL	100.00	100.00	DEPOSIT REFUNDED IF NO DAMAGE, KITCHEN IS CLEANED, EQUIPMENT RETURNED, ETC	
267	FARMERS' MARKET KITCHEN	KITCHEN USE - APPLICATION FEE OCCASIONAL OR ONE TIME USE	PER RENTAL	20.00	20.00		
268	FARMERS' MARKET KITCHEN	KITCHEN USE - REPLACEMENT KEY	PER CARD	10.00	10.00		
269	FARMERS MARKET KITCHEN	CANCELLATION FEE	PER OCCURRENCE			CANCELLATION IS WITHOUT CHARGE IF MADE UP TO SEVEN DAYS IN ADVANCE; LESS THAN 7 DAYS NOTICE CHARGED THE FULL RENTAL RATE	
	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
270	FINANCE	REPLACEMENT OF LOST PAYROLL CHECK	EACH OCCURRENCE	25.00	25.00		
271	FINANCE	COPIES OF CITY BUDGET OR CAFR	EACH	25.00	25.00		
	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
272	FIRE	FIRE REPORT COPY (MAJOR FIRE)	EACH	15.00	15.00		
273	FIRE	FIRE REPORT COPY (REGULAR)	EACH	5.00	5.00		
274	FIRE	PHOTOGRAPH REPRODUCTION (ENLARGED)	EACH	12.00	12.00		
275	FIRE	PHOTOGRAPH REPRODUCTION (STD SIZE)	EACH	15.00	15.00		
276	FIRE	PHOTOGRAPH REPRODUCTION (CD-ROM)	EACH	15.00	15.00		
277	FIRE	INSURANCE ADMINISTRATION ESCROW	EACH INCIDENT	15.00	15.00	PLUS RELATED COURT COSTS	
278	FIRE	FIRE INSPECTION ADDITIONAL VISIT	EACH INCIDENT	20.00	20.00	RE-INSPECTION/REPAIR/COMPLAINT	
279	FIRE	ARSON FIRE RESTITUTION FEE	EACH INCIDENT	50.00	50.00	PLUS RELATED COURT COSTS	RATE CHANGE
280	FIRE	FALSE ALARM FEE	EACH INCIDENT	30.00	30.00	1ST OFFENSE: \$100, 2ND OFFENSE \$250, 3RD OFFENSE AND ON \$500	RATE CHANGE
281	FIRE	WILLFUL NEGLIGENCE FIRE FEE	PER HR ON CALL	25.00	25.00	1ST OFFENSE: \$100, 2ND OFFENSE \$250, 3RD OFFENSE AND ON \$500	RATE CHANGE
282	FIRE	CONFINED SPACE RESCUE FEE	PER HR ON CALL	100.00	100.00		
283	FIRE	ICE RESCUE CALL	PER RESPONDING COMPANY	60.00	60.00	RATE IS CHARGED PER RESPONDING COMPANY	
284	FIRE	DOWNGED POWER LINE	PER HR	60.00	60.00	AFTER FIRST FIFTEEN MINUTES, PER HOUR RATE	
285	FIRE	SPECIAL USE PERMITS (PER IFC)	EACH PER YEAR	25.00	25.00		
286	FIRE	STRUCTURE FIRE RESPONSE	EACH	500.00	500.00	CHARGED TO OWNER'S INSURANCE (RESIDENTIAL / COMMERCIAL)	
287	FIRE	PI ACCIDENT RESPONSE	PER RESPONDING COMPANY	60.00	60.00	RATE IS CHARGED PER RESPONDING COMPANY, CHARGED TO AT FAULT DRIVER'S AUTO INSURANCE COMPANY	
	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
288	FLEA MARKET	DEALERS SPACE - CORNER COVERED SPACE	DAILY	15.00	15.00		
289	FLEA MARKET	DEALERS SPACE - 10 x 15 COVERED SPACE	DAILY	12.00	12.00		
290	FLEA MARKET	DEALERS SPACE - 10 x 30 ASPHALT SPACE	DAILY	10.00	10.00		
	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
294	INCOME TAX	DELINQUENT PAYMENT AGREEMENT ADMINISTRATION FEE	EACH	15.00	15.00	PLUS RELATED PENALTIES & INTEREST	
	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
295	PUBLIC SAFETY - BUILDING	BUILDING CONTRACTOR REGISTRATION FEE	EACH	25.00	25.00		
296	PUBLIC SAFETY - BUILDING	BUILDING DEMOLITION PERMIT (COMMERCIAL)	EACH	25% of Value; Min \$150.00	25% of Value; Min \$150.00		
297	PUBLIC SAFETY - BUILDING	BUILDING DEMOLITION PERMIT (GARAGE)	EACH	75.00	75.00		
298	PUBLIC SAFETY - BUILDING	BUILDING DEMOLITION PERMIT (RESIDENTIAL)	EACH	150.00	150.00		
299	PUBLIC SAFETY - BUILDING	BUILDING PERMIT FEES (\$1-\$1,000 VALUE)	EACH	65.00	65.00		
300	PUBLIC SAFETY - BUILDING	BUILDING PERMIT FEES (\$1,001-\$2,000 VALUE)	BASE	65.00	65.00		
301	PUBLIC SAFETY - BUILDING	BUILDING PERMIT FEES (\$1,000-\$2,000 VALUE)	EACH ADDITIONAL \$100	3.50	3.50		
302	PUBLIC SAFETY - BUILDING	BUILDING PERMIT FEES (\$2,001-\$25,000 VALUE)	BASE	92.75	92.75		
303	PUBLIC SAFETY - BUILDING	BUILDING PERMIT FEES (\$2,001-\$25,000 VALUE)	EACH ADDITIONAL \$1,000	15.38	15.38		
304	PUBLIC SAFETY - BUILDING	BUILDING PERMIT FEES (\$25,001-\$50,000 VALUE)	BASE	463.00	463.00		
305	PUBLIC SAFETY - BUILDING	BUILDING PERMIT FEES (\$25,001-\$50,000 VALUE)	EACH ADDITIONAL \$1,000	11.50	11.50		

CITY OF MUSKEGON

2025 USER FEES

	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
306	PUBLIC SAFETY - BUILDING	BUILDING PERMIT FEES (\$50,001-\$100,000 VALUE)	BASE	753.00	753.00		
307	PUBLIC SAFETY - BUILDING	BUILDING PERMIT FEES (\$50,001-\$100,000 VALUE)	EACH ADDITIONAL \$1,000	8.00	8.00		
308	PUBLIC SAFETY - BUILDING	BUILDING PERMIT FEES (\$100,001-\$500,000 VALUE)	BASE	1,150.00	1,150.00		
309	PUBLIC SAFETY - BUILDING	BUILDING PERMIT FEES (\$100,001-\$500,000 VALUE)	EACH ADDITIONAL \$1,000	6.40	6.40		
310	PUBLIC SAFETY - BUILDING	BUILDING PERMIT FEES (\$500,001-\$1,000,000 VALUE)	BASE	3,731.00	3,731.00		
311	PUBLIC SAFETY - BUILDING	BUILDING PERMIT FEES (\$500,001-\$1,000,000 VALUE)	EACH ADDITIONAL \$1,000	5.45	5.45		
312	PUBLIC SAFETY - BUILDING	BUILDING PERMIT FEES (OVER \$1,000,000 VALUE)	BASE	6,449.00	6,449.00		
313	PUBLIC SAFETY - BUILDING	BUILDING PERMIT FEES (OVER \$1,000,000 VALUE)	EACH ADDITIONAL \$1,000	4.15	4.15		
314	PUBLIC SAFETY - BUILDING	BUILDING PERMIT (INSPECTION-SPECIAL REINSPECTION, ETC.)	PER HOUR	150.00	150.00	NO MINIMUM	
315	PUBLIC SAFETY - BUILDING	BUILDING PERMIT (PRE-MANUFACTURED RESIDENTIAL STRUCTURE)	EACH	50.00%	50.00%	OF REGULAR BUILDING PERMIT FEE	
316	PUBLIC SAFETY - BUILDING	BUILDING PLAN REVIEW FEE (INCL FIRE REVIEW)	PERMIT FEE	65.00%	65.00%	OF APPLICABLE PERMIT FEE	
317	PUBLIC SAFETY - BUILDING	CONSTRUCTION BOARD OF APPEALS APPLICATION FEE	EACH	500.00	500.00		
318	PUBLIC SAFETY - BUILDING	ELECTRICAL PERMIT (BASE PERMIT)	BASE	75.00	75.00		
319	PUBLIC SAFETY - BUILDING	ELECTRICAL PERMIT (BASEBOARD HEAT UNITS)	EACH	9.00	9.00		
320	PUBLIC SAFETY - BUILDING	ELECTRICAL PERMIT (CIRCUITS)	EACH	6.00	6.00		
321	PUBLIC SAFETY - BUILDING	ELECTRICAL PERMIT (DISHWASHER)	EACH	9.00	9.00		
322	PUBLIC SAFETY - BUILDING	ELECTRICAL PERMIT (ENERGY RETROFIT/TEMP CONTROL)	EACH	45.00	45.00		
323	PUBLIC SAFETY - BUILDING	ELECTRICAL PERMIT (FEEDERS, BUS DUCTS, ETC.)	EACH 50'	9.00	9.00		
324	PUBLIC SAFETY - BUILDING	ELECTRICAL PERMIT (FIRE ALARM 1-10 DEVICES)	EACH	75.00	75.00		
325	PUBLIC SAFETY - BUILDING	ELECTRICAL PERMIT (FIRE ALARM 11-20 DEVICES)	EACH	150.00	150.00		
326	PUBLIC SAFETY - BUILDING	ELECTRICAL PERMIT (FIRE ALARM EA. STATION OVER 20 DEV)	EACH DEVICE	8.00	8.00		
327	PUBLIC SAFETY - BUILDING	ELECTRICAL PERMIT (FURNACE-UNIT HEATER)	EACH	9.00	9.00		
328	PUBLIC SAFETY - BUILDING	ELECTRICAL PERMIT (INSPECTION-ADDITIONAL)	PER HOUR	45.00	45.00	MINIMUM 1 HOUR	
329	PUBLIC SAFETY - BUILDING	ELECTRICAL PERMIT (INSPECTION-FINAL)	EACH	45.00	45.00		
330	PUBLIC SAFETY - BUILDING	ELECTRICAL PERMIT (INSPECTION-HOURLY FEE)	HOUR	60.00	60.00	MINIMUM 1 HOUR	
331	PUBLIC SAFETY - BUILDING	ELECTRICAL PERMIT (INSPECTION-SPECIAL/SAFETY)	HOUR	50.00	50.00	MINIMUM 1 HOUR	
332	PUBLIC SAFETY - BUILDING	ELECTRICAL PERMIT (KVA OR HP UP TO 20)	EACH	9.00	9.00		
333	PUBLIC SAFETY - BUILDING	ELECTRICAL PERMIT (KVA & HP 21 TO 50)	EACH	15.00	15.00		
334	PUBLIC SAFETY - BUILDING	ELECTRICAL PERMIT (KVA & HP 50 AND OVER)	EACH	18.00	18.00		
335	PUBLIC SAFETY - BUILDING	ELECTRICAL PERMIT (LIGHTING FIXTURES-PER 25)	EACH	10.00	10.00		
336	PUBLIC SAFETY - BUILDING	ELECTRICAL PERMIT (METER INSPECTION/POWER TURN-ON)	EACH	45.00	45.00		
337	PUBLIC SAFETY - BUILDING	ELECTRICAL PERMIT (MOBILE HOME SITE)	EACH	9.00	9.00		
338	PUBLIC SAFETY - BUILDING	ELECTRICAL PERMIT (POWER OUTLETS-INC RANGES, DRYERS)	EACH	10.00	10.00		
339	PUBLIC SAFETY - BUILDING	ELECTRICAL PERMIT (RECREATIONAL VEHICLE SITE)	EACH	8.00	8.00		
340	PUBLIC SAFETY - BUILDING	ELECTRICAL PERMIT (SERVICES 0 TO 200 AMP)	EACH	15.00	15.00		
341	PUBLIC SAFETY - BUILDING	ELECTRICAL PERMIT (SERVICES 201 TO 600 AMP)	EACH	20.00	20.00		
342	PUBLIC SAFETY - BUILDING	ELECTRICAL PERMIT (SERVICES 601 TO 800 AMP)	EACH	23.00	23.00		
343	PUBLIC SAFETY - BUILDING	ELECTRICAL PERMIT (SERVICES 801 TO 1200 AMP)	EACH	30.00	30.00		
344	PUBLIC SAFETY - BUILDING	ELECTRICAL PERMIT (SERVICES OVER 1200 AMP/GFI ONLY)	EACH	50.00	50.00		
345	PUBLIC SAFETY - BUILDING	ELECTRICAL PERMIT (SIGNS LETTER)	EACH	15.00	15.00		
346	PUBLIC SAFETY - BUILDING	ELECTRICAL PERMIT (SIGNS NEON)	EACH 25'	2.00	2.00		
347	PUBLIC SAFETY - BUILDING	ELECTRICAL PERMIT (SIGNS UNIT)	EACH	10.00	10.00		
348	PUBLIC SAFETY - BUILDING	ELECTRICAL PERMIT (SPECIAL CONDUIT/GROUNDING)	EACH	45.00	45.00		
349	PUBLIC SAFETY - BUILDING	ELECTRICAL PLAN REVIEW FEE	EACH	25.00%	25.00%	OF APPLICABLE PERMIT FEE	
350	PUBLIC SAFETY - BUILDING	FIRE ALARM PLAN REVIEW FEE	EACH	25.00%	25.00%	OF PERMIT FEE FOR ANY SYSTEM OVER 10 DEVICES	
351	PUBLIC SAFETY - BUILDING	GARAGE MOVING FEE	EACH	200.00	200.00		
352	PUBLIC SAFETY - BUILDING	BUILDING MOVING FEE (EXCEPT GARAGE)	EACH	500.00	500.00		
353	PUBLIC SAFETY - BUILDING	LIQUOR LICENSE INSPECTION FEE	EACH	100.00	100.00		
354	PUBLIC SAFETY - BUILDING	LIQUOR LICENSE RE-INSPECTION FEE	EACH	50.00	50.00		
355	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (AIR HANDLERS-COMMERCIAL HOODS)	EACH	20.00	20.00		
356	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (AIR HANDLERS-OVER 10,000 CFM)	EACH	60.00	60.00		
357	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (AIR HANDLERS-RES BATH & KITCHEN)	EACH	5.00	5.00		
358	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (AIR HANDLERS-UNDER 10,000 CFM)	EACH	20.00	20.00		
359	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (A/C & REFRIG-CHILLER)	EACH	30.00	30.00		
360	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (A/C & REFRIG-COMPRESSOR)	EACH	30.00	30.00		
361	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (A/C & REFRIG-COOLING TOWERS)	EACH	30.00	30.00		
362	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (A/C & REFRIG-EVAPORATOR COILS)	EACH	30.00	30.00		
363	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (A/C & REFRIG-REFRIGERATION SPLIT SYSTEM)	EACH	30.00	30.00		
364	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (BASE PERMIT)	EACH	75.00	75.00		
365	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (FIRE SUPPRESSION/DUCT)	PER FOOT	0.10	0.10	\$25.00 MINIMUM FEE	
366	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (FIRE SUPPRESSION/PIPING)	PER FOOT	0.10	0.10	\$25.00 MINIMUM FEE	
367	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (FIRE SUPPRESSION/RESTAURANT HOODS)	EACH	150.00	150.00		
368	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (FIRE SUPPRESSION/SPRINKLER HEADS)	PER HEAD	0.75	0.75	\$20.00 MINIMUM FEE	

CITY OF MUSKEGON

2025 USER FEES

	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
369	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (HEAT RECOVERY UNITS/THRU-WALL FAN COILS)	EACH	10.00	10.00		
370	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (HEATING-BOILER CONTROLS, PUMPS)	EACH	10.00	10.00		
371	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (HEATING-BOILERS)	EACH	30.00	30.00		
372	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (HEATING-CHIMNEY, FACTORY BUILT)	EACH	25.00	25.00		
373	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (HEATING-FLUE/VENT DAMPER)	EACH	8.00	8.00		
374	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (HEATING-GAS FIRE PLACES)	EACH	20.00	20.00		
375	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (HEATING-GAS PIPE TESTING NEW SERVICE)	EACH	45.00	45.00		
376	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (HEATING-GAS PIPING EACH OPENING)	EACH	5.00	5.00		
377	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (HEATING-GAS/OIL BURNING EQUIPMENT)	EACH	30.00	30.00		
378	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (HEATING-HEAT PUMPS COMMERCIAL)	EACH	30.00	30.00		
379	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (HEATING-HEAT PUMPS, COMPLETE RESIDENT)	EACH	30.00	30.00		
380	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (HEATING-HEAT PUMPS, COMPLETE RESIDENT)	EACH	30.00	30.00		
381	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (HEATING-RESIDENTIAL A/C)	EACH	30.00	30.00		
382	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (HEATING-RESIDENTIAL SYSTEM)	EACH	50.00	50.00		
383	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (HEATING-SOLAR, SET OF 3 PANELS)	EACH	20.00	20.00		
384	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (HEATING-SOLID FUEL EQUIPMENT COMPLETE)	EACH	30.00	30.00		
385	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (HEATING-WATER HEATER)	EACH	10.00	10.00		
386	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (HUMIDIFIERS)	EACH	10.00	10.00		
387	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (INSPECTION-ADDITIONAL)	EACH	45.00	45.00		
388	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (INSPECTION-FINAL)	EACH	45.00	45.00		
389	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (INSPECTION-HOURLY RATE)	EACH	60.00	60.00		
390	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (INSPECTION-SPECIAL/SAFETY)	EACH	50.00	50.00		
391	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (INSPECTION-TURN ON GAS)	EACH	45.00	45.00		
392	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (PROCESS PIPING/HAZARDOUS 1-4 OUTLETS)	EACH	5.00	5.00		
393	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (PROCESS PIPING/HAZARDOUS 5+ MORE OUTLETS)	PER OUTLET	1.00	1.00		
394	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (PROCESS PIPING/NON-HAZARDOUS 1-4 OUTLETS)	EACH	2.00	2.00		
395	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (PROCESS PIPING/NON-HAZARDOUS 5+ OUTLETS)	PER OUTLET	0.50	0.50		
396	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (ROOFTOP HVAC UNIT)	EACH	60.00	60.00		
397	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (TANKS-ABOVEGROUND)	EACH	20.00	20.00		
398	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (TANKS-UNDERGROUND)	EACH	25.00	25.00		
399	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (UNIT HEATERS/TERMINAL UNITS)	EACH	15.00	15.00		
400	PUBLIC SAFETY - BUILDING	MECHANICAL PERMIT (UNIT VENTILATORS)	EACH	10.00	10.00		
401	PUBLIC SAFETY - BUILDING	MECHANICAL PLAN REVIEW FEE	EACH	25.00%	25.00%	OF APPLICABLE PERMIT FEE	
402	PUBLIC SAFETY - BUILDING	PLUMBING PERMIT (BASE PERMIT)	EACH	75.00	75.00		
403	PUBLIC SAFETY - BUILDING	PLUMBING PERMIT (CONNECTION BLDG. DRAIN; SEWERS AT STREET)	EACH	9.00	9.00		
404	PUBLIC SAFETY - BUILDING	PLUMBING PERMIT (FIXTURES, FLOOR DRAINS, LAB DEVICES)	EACH	9.00	9.00		
405	PUBLIC SAFETY - BUILDING	PLUMBING PERMIT (INSPECTION ADDITIONAL)	EACH	45.00	45.00		
406	PUBLIC SAFETY - BUILDING	PLUMBING PERMIT (INSPECTION FINAL)	EACH	45.00	45.00		
407	PUBLIC SAFETY - BUILDING	PLUMBING PERMIT (INSPECTION HOURLY FEE)	EACH	60.00	60.00	MINIMUM TWO HOURS	
408	PUBLIC SAFETY - BUILDING	PLUMBING PERMIT (INSPECTION SPECIAL/SAFETY)	EACH	50.00	50.00		
409	PUBLIC SAFETY - BUILDING	PLUMBING PERMIT (MANHOLES- CATCHBASINS)	EACH	10.00	10.00		
410	PUBLIC SAFETY - BUILDING	PLUMBING PERMIT (MEDICAL GAS INSTALLATION)	PER OUTLET	8.00	8.00		
411	PUBLIC SAFETY - BUILDING	PLUMBING PERMIT (REDUCED PRESSURE BACKFLOW PREVENTER 1/4" TO 2")	EACH	10.00	10.00		
412	PUBLIC SAFETY - BUILDING	PLUMBING PERMIT (REDUCED PRESSURE BACKFLOW PREVENTER OVER 2")	EACH	20.00	20.00		
413	PUBLIC SAFETY - BUILDING	PLUMBING PERMIT (SEWAGE SUMPS & EJECTORS)	EACH	10.00	10.00		
414	PUBLIC SAFETY - BUILDING	PLUMBING PERMIT (SEWERS-SANITARY OR STORM OVER 6")	EACH	25.00	25.00		
415	PUBLIC SAFETY - BUILDING	PLUMBING PERMIT (SEWERS-SANITARY OR STORM UNDER 6")	EACH	10.00	10.00		
416	PUBLIC SAFETY - BUILDING	PLUMBING PERMIT (STACKS, VENTS, CONDUCTORS)	EACH	6.00	6.00		
417	PUBLIC SAFETY - BUILDING	PLUMBING PERMIT (SUB-SOIL DRAINS)	EACH	9.00	9.00		
418	PUBLIC SAFETY - BUILDING	PLUMBING PERMIT (WATER DISTRIBUTION SYSTEM--1-1/2")	EACH	30.00	30.00		
419	PUBLIC SAFETY - BUILDING	PLUMBING PERMIT (WATER DISTRIBUTION SYSTEM--1-1/4")	EACH	23.00	23.00		
420	PUBLIC SAFETY - BUILDING	PLUMBING PERMIT (WATER DISTRIBUTION SYSTEM--1")	EACH	15.00	15.00		
421	PUBLIC SAFETY - BUILDING	PLUMBING PERMIT (WATER DISTRIBUTION SYSTEM--2")	EACH	38.00	38.00		
422	PUBLIC SAFETY - BUILDING	PLUMBING PERMIT (WATER DISTRIBUTION SYSTEM--3/4")	EACH	8.00	8.00		
423	PUBLIC SAFETY - BUILDING	PLUMBING PERMIT (WATER DISTRIBUTION SYSTEM--OVER 2")	EACH	45.00	45.00		
424	PUBLIC SAFETY - BUILDING	PLUMBING PERMIT (WATER SERVICE 2" TO 6")	EACH	25.00	25.00		
425	PUBLIC SAFETY - BUILDING	PLUMBING PERMIT (WATER SERVICE LESS THAN 2")	EACH	10.00	10.00		
426	PUBLIC SAFETY - BUILDING	PLUMBING PERMIT (WATER SERVICE OVER 6")	EACH	50.00	50.00		
427	PUBLIC SAFETY - BUILDING	PLUMBING PLAN REVIEW FEE	EACH	25.00%	25.00%	OF APPLICABLE PERMIT FEE	

CITY OF MUSKEGON
2025 USER FEES

	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
428	PUBLIC SAFETY - BUILDING	PLUMBING PERMIT (GREASE TRAP INSPECTION)	EACH	45.00	45.00		
429	PUBLIC SAFETY - BUILDING	PROPERTY MAINTENANCE CODE APPEAL APPLICATION FEE	EACH	100.00	100.00		
430	PUBLIC SAFETY - BUILDING	ROOFING PERMIT (RE-ROOF OVER OLD ROOF/1LAYERS MAX)	PER SQUARE	150.00	150.00		
431	PUBLIC SAFETY - BUILDING	ROOFING PERMIT (STRIP THEN RE-ROOF)	PER SQUARE	250.00	250.00		
432	PUBLIC SAFETY - BUILDING	ROOFING PERMIT (STRIP, RE-SHEET, THEN RE-ROOF)	PER SQUARE	300.00	300.00		
433	PUBLIC SAFETY - BUILDING	Telecommunications Outlets	1 - 10 Outlets	50.00	50.00		
434	PUBLIC SAFETY - BUILDING	Telecommunications Outlets	11 - 20 Outlets	100.00	100.00		
435	PUBLIC SAFETY - BUILDING	Telecommunications Outlets	Over 20 Outlets - Per Outlet	2.00	2.00		
	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
436	MARINA	27 FOOT & UNDER (LIMITED ACCESS SLIP)	EACH	2,236.00	2,236.00		
437	MARINA	30 FOOT SLIP	EACH	2,820.00	2,820.00	5% DISCOUNT IS GIVEN IF FEE PAID IN FULL BY JANUARY 31ST	
438	MARINA	40 FOOT SLIP	EACH	3,760.00	3,760.00	5% DISCOUNT IS GIVEN IF FEE PAID IN FULL BY JANUARY 31ST	
439	MARINA	60 FOOT SLIP	EACH	5,160.00	5,160.00	5% DISCOUNT IS GIVEN IF FEE PAID IN FULL BY JANUARY 31ST	
440	MARINA	HARD ACCESS (SLIPS 37-46, 69) UNDER 27' ONLY	EACH	1,800.00	1,800.00		
441	MARINA	CLASS A MOORING	EACH	583.00	583.00	5% DISCOUNT IS GIVEN IF FEE PAID IN FULL BY JANUARY 31ST	
442	MARINA	DAILY LAUNCH RAMP	EACH	10.00	10.00		
443	MARINA	SEASONAL LAUNCH RAMP STICKER	RESIDENT	50.00	50.00		
444	MARINA	SEASONAL LAUNCH RAMP STICKER	NON-RESIDENT	70.00	70.00		
445	MARINA	SEASONAL LAUNCH RAMP STICKER (SENIOR/HANDICAPPED)	RESIDENT	30.00	30.00		
446	MARINA	SEASONAL LAUNCH RAMP STICKER (SENIOR/HANDICAPPED)	NON-RESIDENT	45.00	45.00		
447	MARINA	END OF SEASON LAUNCH RAMP PERMIT	EACH	30.00	30.00	SOLD AFTER SEPTEMBER 15	
448	MARINA	END OF SEASON LATE REMOVAL FEE	PER DAY MINIMUM	44.00	44.00	MINIMUM - FEE CHARGED BASED ON TRANSIENT VESSEL RATES (VESSEL LENGTH) PER STATE DNR	
449	MARINA	SHOPPERS DOCK	EACH	10.00	10.00	\$10 PER 3 HOURS, 35' DOCKS ONLY	
	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
450	PLANNING	PRECINCT MAPS (LARGE)	EACH	30.00	30.00		
451	PLANNING	MASTER PLAN COPY (CITY, DDA, LDFA) - COLOR	EACH	130.00	130.00	HARD COPY	
452	PLANNING	MASTER PLAN COPY (CITY, DDA, LDFA) - B & W	EACH	35.00	35.00	HARD COPY	
453	PLANNING	DOWNTOWN PLAN COPY	EACH	30.00	30.00	HARD COPY	
454	PLANNING	MASTER PLAN COPY (CITY, DDA, LDFA) - COLOR	EACH	15.00	15.00	PROVIDED ON CD	
455	PLANNING	MASTER PLAN COPY (CITY, DDA, LDFA) - B & W	EACH	15.00	15.00	PROVIDED ON CD	
456	PLANNING	DOWNTOWN PLAN COPY	EACH	15.00	15.00	PROVIDED ON CD	
457	PLANNING	OPRA, COMMERCIAL REHAB, COMMERCIAL REDEVELOPMENT	EACH	1,000.00	1,000.00	2021 FEES WERE 1,000	
458	PLANNING	CRITICAL DUNE	EACH	1500-2500	1500-2500	BASED ON CONSULTANT FEES	RANGES
459	PLANNING	NEZ APPLICATION FEE	EACH	50.00	50.00		
460	PLANNING	IFT/CFT APPLICATION FEE	EACH			2% OF ABATED TAXES, NOT TO EXCEED \$1,722	
461	PLANNING	IFT/CFT/OPRA/COMMERCIAL REHAB DISTRICT ESTABLISHMENT IF ON A SEPARATE MEETING FROM CERTIFICATE	EACH	500.00	500.00		
462	PLANNING	PERSONAL PROPERTY ABATEMENT FEE	EACH			2% OF ABATED TAXES (WHICHEVER IS LESS - MINIMUM \$400)	
463	PLANNING	GROUNDWATER ORDINANCE APPLICATION FEE	EACH	1,000.00	1,000.00		
464	PLANNING	BROWNFIELD DEVELOPMENT APPLICATION FEE	EACH	5,000.00	5,000.00	IF TAX CAPTURE FEE BASED ON ACTUAL COSTS	
465	PLANNING	PARKS AND RECREATION PLAN	EACH	30.00	30.00	HARD COPY	
466	PLANNING	DOWNTOWN RESIDENTIAL PARKING PASS	EACH	50.00	50.00		
467	PLANNING	PARKS AND RECREATION PLAN	EACH	15.00	15.00	CD	
	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
468	POLICE	POLICE REPORTS - ACCIDENT & OFFENSE (EACH ADDITIONAL PAGE)	EACH	0.25	0.25		
469	POLICE	POLICE REPORTS - ACCIDENT & OFFENSE (FIRST PAGE)	EACH	5.50	5.50		
470	POLICE	BIKE REGISTRATION (CHANGE OWNERSHIP)	EACH	2.00	2.00		
471	POLICE	BIKE REGISTRATION (DUPLICATE)	EACH	1.00	1.00		
472	POLICE	BIKE REGISTRATION (ENGRAVING)	EACH	0.00	0.00	NO CHARGE	
473	POLICE	BIKE REGISTRATION (NEW)	EACH	2.00	2.00		
474	POLICE	CITATION COPY	EACH	5.50	5.50		
475	POLICE	FALSE ALARM FEE (4TH IN YEAR)	EACH	30.00	30.00		
476	POLICE	FALSE ALARM FEE (5TH IN YEAR)	EACH	60.00	60.00		
477	POLICE	FALSE ALARM FEE (6TH OR MORE IN YEAR)	EACH	75.00	75.00		
478	POLICE	LICENSE TO PURCHASE FEE	EACH	6.00	6.00	INCLUDES \$1.00 COST TO PROVIDE OWNER COPY OF INFORMATION AND \$5.00 NOTARY FEE	
479	POLICE	LIQUOR - SPECIAL LICENSE - NEW EVENT (45 DAYS PRIOR TO EVENT)	EACH	150.00	150.00		
480	POLICE	LIQUOR - SPECIAL LICENSE - RETURN EVENT, OUTSIDE CITY RATE (45 DAYS PRIOR TO EVENT)	EACH	125.00	125.00		
481	POLICE	LIQUOR - SPECIAL LICENSE - RETURN EVENT, IN CITY RATE (45 DAYS PRIOR TO EVENT)	EACH	75.00	75.00		
482	POLICE	LIQUOR - SPECIAL LICENSE (15 - 44 DAYS PRIOR TO EVENT) (ALL)	EACH	250.00	250.00		
483	POLICE	LIQUOR - SPECIAL LICENSE (UNDER 15 DAYS PRIOR TO EVENT)	EACH	NOT ISSUED	NOT ISSUED		
484	POLICE	LIQUOR - TEMPORARY EXISTING ESTABLISHMENT LICENSE (45 DAYS PRIOR TO EVENT)	EACH	40.00	40.00		
485	POLICE	LIQUOR - TEMPORARY EXISTING ESTABLISHMENT LICENSE (15 - 44 DAYS PRIOR TO EVENT)	EACH	60.00	60.00		
486	POLICE	LIQUOR - TEMPORARY EXISTING ESTABLISHMENT LICENSE (UNDER 15 DAYS PRIOR TO EVENT)	EACH	NOT ISSUED	NOT ISSUED		
487	POLICE	LIQUOR - TEMPORARY EXISTING CLUB LICENSE (45 DAYS PRIOR TO EVENT)	EACH	40.00	40.00		
488	POLICE	LIQUOR - TEMPORARY EXISTING CLUB LICENSE (15 - 44 DAYS PRIOR TO EVENT) (ALL)	EACH	60.00	60.00		

CITY OF MUSKEGON
2025 USER FEES

	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
489	POLICE	LIQUOR - TEMPORARY EXISTING CLUB LICENSE (UNDER 15 DAYS PRIOR TO EVENT)	EACH	NOT ISSUED	NOT ISSUED		
490	POLICE	OUIL COST RECOVERY FEE	EACH	ACTUAL COSTS	ACTUAL COSTS		
491	POLICE	PHOTOGRAPH REPRODUCTION (ENLARGED)	EACH	15.00	15.00		
492	POLICE	PHOTOGRAPH REPRODUCTION (STD SIZE)	EACH	10.00	10.00		
493	POLICE	PHOTOGRAPH REPRODUCTION (CD-ROM)	EACH	5.00	5.00		
494	POLICE	PRELIMINARY BREATH TEST	EACH	5.00	5.00	FOR COURT/PROBATION ORDERED TEST	
495	POLICE	VIN INSPECTION	EACH	30.00	30.00		
496	POLICE	VEHICLE IMPOUND FEE	EACH	55.00	55.00		
497	POLICE	VEHICLE IMPOUND FEE (COURT-ORDERED)	EVERY 30 DAYS	55.00	55.00		
498	POLICE	BILL OF SALE PAPERWORK FROM AUCTION REDO	EACH	50.00	50.00		
499	POLICE	PAPER DRIVERS LICENSE FOR OUIL ARREST	EACH	10.00	10.00		
500	POLICE	TEMPORARY LICENSE PAPER PLATE	EACH	10.00	10.00		
	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
501	SPECIAL EVENTS	PARKS (WOOD SNOW FENCE RENTAL)	EACH	30.00	30.00	DELIVERY/PICK-UP NOT INCLUDED. ADDITIONAL COSTS FOR LABOR (\$60.00/HR)AND VEHICLE RENTAL WILL APPLY IF DELEVRY OR PICK-UP IS REQUIRED	
502	SPECIAL EVENTS	CITY SERVICES (55-GAL METAL TRASH CANS)	EACH	10.00	10.00	DELIVERY/PICK-UP NOT INCLUDED. ADDITIONAL COSTS FOR LABOR (\$60.00/HR)AND VEHICLE RENTAL WILL APPLY IF DELEVRY OR PICK-UP IS REQUIRED	
503	SPECIAL EVENTS	CITY SERVICES RENTAL OF POSTS	EACH POST	3.00	3.00	DELIVERY/PICK-UP NOT INCLUDED. ADDITIONAL COSTS FOR LABOR (\$60.00/HR)AND VEHICLE RENTAL WILL APPLY IF DELEVRY OR PICK-UP IS REQUIRED	
504	SPECIAL EVENTS	FILM & MUSIC EVENTS ADMINISTRATION FEE	EACH	50.00	50.00		
505	SPECIAL EVENTS	SPEICAL EVENTS HYDRANT USAGE	PER HYDRANT	100.00	100.00	THIS RATE INCLUDES INSTALLATION/REMOVAL AND TESTING	
506	SPECIAL EVENTS	SPECIAL EVENTS APPLICATION FEE SUBMITTED AT LEAST 60 DAYS PRIOR TO DATE OF EVENT	EACH	100.00	100.00		
507	SPECIAL EVENTS	SPECIAL EVENTS APPLICATION FEE SUBMITTED 46-59 DAYS PRIOR TO DATE OF EVENT	EACH	250.00	250.00		
508	SPECIAL EVENTS	CITY SERVICES (POLICE OFFICER - STRAIGHT TIME)	PER HOUR	40.00	60.00		50.00%
509	SPECIAL EVENTS	CITY SERVICES (POLICE OFFICER - 1.5 OVERTIME)	PER HOUR	60.00	60.00		
510	SPECIAL EVENTS	CITY SERVICES (POLICE OFFICER - TRIPLE OVERTIME)	PER HOUR	120.00	120.00	SUNDAYS AND HOLIDAYS. TRUCK AND TRAILER RENTALS MAY ALSO BE CHARGED	
511	SPECIAL EVENTS	PLASTIC TRASH BAGS (1 CASE)	EACH	40.00	40.00	OR ACTUAL COST	
512	SPECIAL EVENTS	CITY SERVICES (DPW LABOR COSTS)	PER HOUR	60.00	60.00	TRUCK AND TRAILER RENTALS MAY ALSO BE CHARGED	
513	SPECIAL EVENTS	CITY SERVICES (DPW LABOR COSTS)	PER HOUR	120.00	120.00	SUNDAYS AND HOLIDAYS. TRUCK AND TRAILER RENTALS MAY ALSO BE CHARGED	
514	SPECIAL EVENTS	HACKLEY PARK QUADRANT RENTAL	EACH	50.00	50.00		
515	SPECIAL EVENTS	HARBOUR TOWNE BEACH USER FEE	PER EVENT	1,500.00	1,500.00		
516	SPECIAL EVENTS	PERE MARQUETTE USE FEE ZONE 1	PER DAY	400.00	400.00	WEEKDAYS	
517	SPECIAL EVENTS	PERE MARQUETTE USE FEE ZONE 1	PER DAY	600.00	600.00	SATURDAYS, SUNDAYS, HOLIDAYS	
518	SPECIAL EVENTS	PERE MARQUETTE USE FEE ZONE 2	PER DAY	300.00	300.00	WEEKDAYS	
519	SPECIAL EVENTS	PERE MARQUETTE USE FEE ZONE 2	PER DAY	450.00	450.00	SATURDAYS, SUNDAYS, HOLIDAYS	
520	SPECIAL EVENTS	PERE MARQUETTE USE FEE ZONE 3	PER DAY	200.00	200.00	WEEKDAYS	
521	SPECIAL EVENTS	PERE MARQUETTE USE FEE ZONE 3	PER DAY	300.00	300.00	SATURDAYS, SUNDAYS, HOLIDAYS	
522	SPECIAL EVENTS	PERE MARQUETTE USE FEE ZONE 4	PER DAY	100.00	100.00	WEEKDAYS	
523	SPECIAL EVENTS	PERE MARQUETTE USE FEE ZONE 4	PER DAY	150.00	150.00	SATURDAYS, SUNDAYS, HOLIDAYS	
524	SPECIAL EVENTS	PERE MARQUETTE LIQUOR LICENSE FEE	PER DAY	1,500.00	1,500.00	ADDITION TO ZONE FEES WHEN A LIQUOR LICENSE IS USED	
525	SPECIAL EVENTS	PARKING SPACE RESERVATION FOR EVENT	PER DAY	15.00	15.00	MAXIMUM OF 15 SPACES AND EACH VEHICLE MUST HAVE A BEACH PARKING PASS	
526	SPECIAL EVENTS	CAMPING AT PERE MARQUETTE	PER NIGHT PER CAMPSITE	20.00	20.00	CITY COMMISSION MAY OPT TO COLLECT A PERCENTAGE OF CAMPING REVENUE FOR LARGER EVENTS IN LIEU OF FEE	
527	SPECIAL EVENTS	ROAD CLOSURE	PER BLOCK	50.00	50.00	FEE APPLIES WHEN ROAD IS CLOSED FOR MORE THAN 2 BLOCKS	
	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
528	TREASURER	DUPLICATE TAX BILL COPY (COMPUTER PRINTOUT)	EACH	2.00	2.00		
529	TREASURER	PROPERTY TAX PROJECTION/ESTIMATE LETTER	EACH	20.00	20.00		
530	TREASURER	NSF CHECK/NSF ACH HANDLING CHARGE	EACH	35.00	35.00		
531	TREASURER	TAX RECEIPT INQUIRY (LESS THAN 3 YEARS OLD)	EACH	3.00	3.00		
532	TREASURER	TAX RECEIPT INQUIRY (MORE THAN 3 YEARS OLD)	EACH	3.00	3.00		
533	TREASURER	TRANSACTION SERVICE FEE (PAYMENTS MADE AT WINDOW/W/O BILL)	EACH	2.00	2.00		
534	TREASURER	TRANSACTION ADMINISTRATIVE FEE (CREDIT CARD PAYMENTS BY PHONE)	EACH	5.00	5.00		
535	TREASURER	PETTY CASH NUISANCE FEE (FAILURE TO RETURN RECEIPTS IN TIMELY FASHION)	EACH	5.00	5.00		
536	TREASURER	PROPERTY TAX ROLL ON CD-ROM OR ELECTRONIC FILE	EACH	125.00	125.00		
537	TREASURER	PROPERTY TAX LIEN INQUIRY/LOOKUP (PERFORMED BY CITY STAFF)	EACH	35.00	35.00	PAYMENT IN ADVANCE W/CREDIT CARD REQUIRED	
538	TREASURER	PROPERTY TAX LIEN INQUIRY/LOOKUP (SELF-HELP INTERNET LOOKUP)	EACH	20.00	20.00		
539	TREASURER	PENALTY ASSESSMENT ON DELINQUENT TAXES	EACH	3.0%	3.0%		
540	TREASURER	PROPERTY TAX ADMINISTRATION FEE (PTAF)	EACH	1.0%	1.0%		
541	TREASURER	LANDLORD'S AFFIDAVIT FILING	EACH	500.00	500.00		
542	TREASURER	CREDIT CARD CONVENIENCE FEE	EACH	2.8%	2.8%		
	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
543	WATER FILTRATION	WATER TEST SAMPLE	PER SAMPLE	80.00	80.00	COVERS STAFF TIME AND LAB WORK	
544	WATER-SEWER	DELINQUENT PAYMENT PENALTY	PAST DUE BALANCE	10.00%	10.00%		
545	WATER-SEWER	DELINQUENT PAYMENT PENALTY (TAX LIEN FEE)	PAST DUE BALANCE	GREATER OF 20% OR \$25.00	GREATER OF 20% OR \$25.00		
546	WATER-SEWER	HYDRANT SERVICE (MAXIMUM 30 DAY) CONNECTION CHARGE	EACH	50.00	50.00	\$400.00 REFUNDABLE DEPOSIT ALSO REQUIRED	
547	WATER-SEWER	INSTALLATION OF STUB LINE TO PROPERTY LINE (SEWER PERMIT)	EACH	1,200.00	1,200.00	INCLUDES REPAIR AND POSSIBLE REPLACEMENT OF SERVICE	
548	WATER-SEWER	METER REPLACEMENT AT OWNER'S REQUEST	EACH	ACTUAL COSTS	ACTUAL COSTS		

CITY OF MUSKEGON

2025 USER FEES

	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
549	WATER-SEWER	METER RESET AT OWNER'S REQUEST	EACH	35.00	35.00		
550	WATER-SEWER	METER TEST	EACH	35.00	35.00		
551	WATER-SEWER	THAWING WATER/SEWER LINE	EACH	200.00	200.00	FIRST VISIT IS FREE - FEE CHARGED PER VISIT AFTER FIRST ONE EACH SEASON CALL IN MINIMUM 3 HOURS	
552	WATER-SEWER	TURN ON CHARGE (AFTER HOURS)	EACH	100.00	100.00		
553	WATER-SEWER	TURN ON CHARGE (REGULAR HOURS)	EACH	40.00	40.00		
554	WATER-SEWER	TURN ON CHARGE (SEASONAL USE)	EACH	12.50	12.50		
555	WATER-SEWER	MISSED APPOINTMENT/SAME DAY TURN ON	EACH	40.00	40.00		
556	WATER-SEWER	TV SEWER LATERAL	EACH	100.00	100.00	FEE APPLIED TO SEWER PERMIT IF PROBLEM IS IN THE CITY'S PORTION OF SYSTEM	
557	WATER-SEWER	UNAUTHORIZED WATER USE OR TAMPERING (MINIMUM CHARGE)	EACH	200.00	200.00		
558	WATER-SEWER	UNAUTHORIZED WATER USE (ADDITIONAL CHARGE FOR CONT'D USE)	PER DAY	20.00	20.00		
559	WATER-SEWER	BACKFLOW PREVENTER DEVICE REGISTRATION/AUDIT FEE	ANNUAL FEE-EACH DEVICE	10.00	10.00		
560	WATER-SEWER	WATER SERVICE TRUNKAGE FEE - 5/8" OR 3/4"	EACH	1,500.00	1,500.00		
561	WATER-SEWER	WATER SERVICE TRUNKAGE FEE - 1"	EACH	2,500.00	2,500.00		
562	WATER-SEWER	WATER SERVICE TRUNKAGE FEE - 1-1/4" OR 1-1/2"	EACH	4,500.00	4,500.00		
563	WATER-SEWER	WATER SERVICE TRUNKAGE FEE - 2"	EACH	7,300.00	7,300.00		
564	WATER-SEWER	WATER SERVICE TRUNKAGE FEE - 3"	EACH	12,800.00	12,800.00		
565	WATER-SEWER	WATER SERVICE TRUNKAGE FEE - 4"	EACH	20,000.00	20,000.00		
566	WATER-SEWER	WATER SERVICE TRUNKAGE FEE - 6"	EACH	40,000.00	40,000.00		
567	WATER-SEWER	WATER SERVICE TRUNKAGE FEE - GREATER THAN 6"	EACH	VARIABLE	VARIABLE	BASED ON CALCULATED CAPACITY	VARIABLE
568	WATER-SEWER	FIRELINE SERVICE TRUNKAGE FEE 2"	EACH	0.00	0.00	TIME & MATERIALS BASIS	
569	WATER-SEWER	FIRELINE SERVICE TRUNKAGE FEE 4"	EACH	7,300.00	7,300.00	TIME & MATERIALS BASIS	
570	WATER-SEWER	FIRELINE SERVICE TRUNKAGE FEE 6"	EACH	12,800.00	12,800.00	TIME & MATERIALS BASIS	
571	WATER-SEWER	FIRELINE SERVICE TRUNKAGE FEE 8"	EACH	20,000.00	20,000.00	TIME & MATERIALS BASIS	
572	WATER-SEWER	FIRELINE SERVICE TRUNKAGE FEE 12"	EACH	40,000.00	40,000.00	TIME & MATERIALS BASIS	
573	WATER-SEWER	SEWER SERVICE TRUNKAGE FEE - 5/8" OR 3/4"	EACH	1,500.00	1,500.00		
574	WATER-SEWER	SEWER SERVICE TRUNKAGE FEE - 1"	EACH	2,500.00	2,500.00		
575	WATER-SEWER	SEWER SERVICE TRUNKAGE FEE - 1-1/4" OR 1-1/2"	EACH	4,500.00	4,500.00		
576	WATER-SEWER	SEWER SERVICE TRUNKAGE FEE - 2"	EACH	7,300.00	7,300.00		
577	WATER-SEWER	SEWER SERVICE TRUNKAGE FEE - 3"	EACH	12,800.00	12,800.00		
578	WATER-SEWER	SEWER SERVICE TRUNKAGE FEE - 4"	EACH	20,000.00	20,000.00		
579	WATER-SEWER	SEWER SERVICE TRUNKAGE FEE - 6"	EACH	40,000.00	40,000.00		
580	WATER-SEWER	SEWER SERVICE TRUNKAGE FEE - GREATER THAN 6"	EACH	VARIABLE	VARIABLE	BASED ON CALCULATED CAPACITY	VARIABLE
581	WATER-SEWER	STORM WATER CROSS CONNECTION SEWER TREATMENT CHARGE	PER DAY	0.00	0.00		
582	WATER-SEWER	LARGE WATERMAIN TAPS	EACH	300.00	300.00	PLUS TIME & MATERIALS	
583	WATER-SEWER	SMALL WATER TAPS	EACH	100.00	100.00	SMALL TAP FEE UP TO AND INCLUDING 2" WATER SERVICE	
584	WATER-SEWER	RESIDENTIAL FLAT RATE SEWER CHARGE	MONTH	Variable	Variable	BASED ON 11.66 UNITS/MO OR 35 UNITS/QUARTER	BASED ON SEWAGE RATE
585	WATER-SEWER	COMMERCIAL FLAT RATE SEWER CHARGE	MONTH	Variable	Variable	BASED ON 11.66 UNITS/MO OR 35 UNITS/QUARTER	BASED ON SEWAGE RATE

	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
586	ZONING	SPECIAL MEETING FEE (PLANNING, ZBA)	PER REQUEST	500.00	500.00		
587	ZONING	FENCE PERMIT FEE	EACH	30.00	30.00		
588	ZONING	LOT SPLIT REVIEW - WITH PROVIDED, RECENT SURVEY AND LOT DESCRIPTION	EACH	30.00	50.00		66.67%
589	ZONING	LOT SPLIT REVIEW - NEEDING SURVEY AND LOT DESCRIPTION	EACH		100.00		*NEW FEE*
590	ZONING	LOT SPLIT REVIEW - MULT. CONTIGUOUS LOTS WITH PREPARATION OF NEW SURVEY AND DESCRIPTION	EACH		250.00		*NEW FEE*
589	ZONING	ZONING, GIS MAPS (UP TO 17" x 24")	EACH	15.00	25.00		66.67%
590	ZONING	ZONING, GIS MAPS (17" x 24" TO 34" x 44")	EACH	25.00	35.00		40.00%
591	ZONING	PLANNED UNIT DEVELOPMENT (PUD)	EACH	0.00	0.00		
592	ZONING	PLANNED UNIT DEVELOPMENT (PUD) - PRELIMINARY	EACH	600.00	600.00		
593	ZONING	PLANNED UNIT DEVELOPMENT (PUD) - FINAL	EACH	600.00	800.00		33.33%
594	ZONING	PLANNED UNIT DEVELOPMENT (PUD) - AMENDMENT	EACH	500.00	800.00		60.00%
595	ZONING	SIDEWALK BENCH ENCRoACHMENT	PER BENCH PER MONTH	5.00	5.00		
596	ZONING	SITE PLAN REVIEW FEE - MINOR	EACH	200.00	250.00		25.00%
597	ZONING	SITE PLAN REVIEW FEE - MAJOR	EACH	400.00	500.00		25.00%
598	ZONING	PLANNING COMMISSION REVIEW	EACH	600.00	700.00		16.67%
599	ZONING	SPECIAL USE PERMIT	EACH	600.00	800.00		33.33%
600	ZONING	ALLEY OR STREET VACATION	EACH	600.00	800.00		33.33%
601	ZONING	ZONING COMPLIANCE LETTER	EACH	30.00	50.00		66.67%
602	ZONING	ZONE CHANGE	EACH	600.00	800.00		33.33%
603	ZONING	ZONING BOARD OF APPEALS APPLICATION / ORDINANCE INTERPRETAION - COMMERCIAL	EACH	400.00	500.00	COMMERCIAL/INDUSTRIAL ONLY	25.00%
604	ZONING	ZONING BOARD OF APPEALS APPLICATION / ORDINANCE INTERPRETAION - RESIDENTIAL	EACH	300.00	400.00	RESIDENTIAL ONLY	33.33%
605	ZONING	ZONING - AMENDMENT TO THE ORDINANCE	EACH	600.00	800.00		33.33%
606	ZONING	ZONING ORDINANCE COPY	EACH	25.00	35.00		40.00%
607	ZONING	ZONING ORDINANCE COPY W/ MAP	EACH	45.00	60.00		33.33%

	DEPARTMENT	DESCRIPTION	UNIT	2024 FEES	2025 FEES	COMMENTS	CHANGE (IN %)
608	WESTERN MARKET	APPLICATION FEE	EACH	25.00	25.00		
609	WESTERN MARKET	DEPOSIT-REFUNDABLE	EACH	150.00	150.00		
610	WESTERN MARKET	EXTRA ELECTRICITY	EACH UNIT	75.00	75.00		
611	WESTERN MARKET	ABSENCE	PER OCCURRENCE	100.00	100.00		
612	WESTERN MARKET	AIRCONDITIONING	EACH SEASON	300.00	300.00		
613	WESTERN MARKET	USER FEE 90 SQUARE FEET	EACH SEASON	1,450.00	1,450.00		
614	WESTERN MARKET	USER FEE 120 SQUARE FEET	EACH SEASON	1,925.00	1,925.00		
615	WESTERN MARKET	USER FEE 150 SQUARE FEET	EACH SEASON	2,350.00	2,350.00		

NR * = FEES APPLICABLE TO NON-RESIDENTS OF THE CITY



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: January 28, 2025	Title: Purchase of 1932 and 1967 Reynolds.									
Submitted by: Samantha Pulos, Code Coordinator	Department: Planning									
Brief Summary: Staff is requesting approval of a purchase agreement to buy 1932 Reynolds Street and 1967 Reynolds Street, Muskegon, MI 49442 from the Muskegon County Land Bank.										
Detailed Summary & Background: This lot will be added to the City's Infill Housing Program and city-wide Brownfield. It is proximal to several other recent builds and future phase lots.										
Goal/Focus Area/Action Item Addressed: <u>Key Focus Areas:</u> Infill housing opportunity. Diverse housing types. <u>Goal/Action Item:</u> 2027 Goal 2: Economic Development Housing and Business										
Amount Requested: \$7,000.00	Budgeted Item: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Yes</td> <td style="width: 10%; text-align: center;">x</td> <td style="width: 15%;">No</td> <td style="width: 10%;"></td> <td style="width: 15%;">N/A</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>	Yes	x	No		N/A				
Yes	x	No		N/A						
Fund(s) or Account(s): Public Improvement Fund	Budget Amendment Needed: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Yes</td> <td style="width: 10%;"></td> <td style="width: 15%;">No</td> <td style="width: 10%; text-align: center;">x</td> <td style="width: 15%;">N/A</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>	Yes		No	x	N/A				
Yes		No	x	N/A						
Recommended Motion: Approve the purchase agreement for 1932 and 1967 Reynolds St, Muskegon, MI 49442, for \$7,000.00, and authorize the Code Coordinator to sign.										
Approvals: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Immediate Division Head</td> <td style="width: 10%; text-align: center;">x</td> <td style="width: 30%;"></td> </tr> <tr> <td>Information Technology</td> <td></td> <td></td> </tr> <tr> <td>Other Division Heads</td> <td style="text-align: center;">x</td> <td></td> </tr> </table>	Immediate Division Head	x		Information Technology			Other Division Heads	x		Guest(s) Invited / Presenting: No
Immediate Division Head	x									
Information Technology										
Other Division Heads	x									

Communication			
Legal Review	x		

Exhibit A

Legal Description of Property:

Lot 19, Block 2, Terrace St Addition to the City of Muskegon, City of Muskegon,
according to the recorded plat thereof, Liber 3, Page 32, Muskegon County Records

AND

Lot 9, Block 3, Terrace St Addition to the City of Muskegon, City of Muskegon,
according to the recorded plat thereof, Liber 3, Page 32, Muskegon County Records

PURCHASE AGREEMENT

AGREEMENT between Muskegon County Land Bank Authority Seller) of 173 E. Apple Ave., Muskegon, Michigan 49442 and City of Muskegon (Buyer) of 933 Terrace St, Muskegon, MI 49440.

The parties to this agreement to convey real estate agree as follows:

1. SELLER'S DISCLOSURE STATEMENT: Seller is the Muskegon County Land Bank Authority and is exempt from providing a Seller's Disclosure Statement. Seller has not occupied the property and makes no representation regarding the condition of the property or suitability for any intended use. Seller advises buyer to seek legal counsel before signing any agreement.

2. PROPERTY DESCRIPTION: Buyer offers to buy property located in Muskegon County, PN#61-24-796-002-0019-00 and 61-24-796-003-0009-00 commonly known as 1932 Reynolds Street and 1967 Reynolds St, Muskegon, MI 49442 and legally described as (see legal description attached as Exhibit A) subject to existing building and use restrictions, zoning ordinances, and easements if any. Seller agrees to grant Buyer at closing the right to make any divisions allowable under Section 108 (2), (3), and (4) of the Michigan Land Division Act.

3. PRICE: Buyer offers to buy the property for the sum of Seven Thousand Dollars (\$7,000.00).

4. TERMS: The Terms of Purchase will be as indicated by "X" below:
(Other unmarked terms of purchase do not apply.)

×CASH The full purchase price upon execution and delivery of Quit Claim Deed. Buyer Agrees to provide Seller verification of funds within five (5) days of the date this Agreement is fully executed.

5. ACCEPTANCE: Written acceptance of this offer by buyer and seller must be obtained by 5pm on February 28, 2025 or the offer is null and void. Acceptance of the offer constitutes a binding agreement between the Buyer and Seller. Buyer agrees to deposit \$0, into an escrow account set up for the purpose of completing this sale, within 48 hours of the acceptance of the offer as a good faith deposit to apply to the purchase price. If the Buyer defaults under the terms of the contract, any and all monies deposited by Buyer shall be retained by the Seller as liquidated damages. If the Seller defaults under the terms of the contract, the deposit shall be returned to the Buyer in full termination of the agreement.

6. TERMS: Buyer will deliver the full purchase price at closing upon execution and subsequent delivery of a Quit Claim Deed by the Seller. Buyer is responsible for obtaining title insurance and any settlement fees.

7. BUYER'S PURCHASE CONTINGENCIES: Buyer's obligation is not contingent upon the sale or exchange of any other property by Buyer.

8. FIXTURES AND IMPROVEMENTS: All improvements and appurtenances are included in the purchase price including, if there now, the following: all buildings; landscaping; lighting fixtures, shades and bulbs; ceiling fans; drapery, curtains, shades, blinds and hardware; kitchen appliances built-in, including garbage disposal; wall to wall carpeting; attached mirrors, shelves, and workbenches; water softener (unless rented), water heater; sump pump; incinerator; water pump and pressure tank; heating and air conditioning units (window units excluded); attached humidifiers; heating units including wood stoves; fireplace screens, doors, grates, and inserts; liquid heating or cooking units and equipment; and detached storage buildings, and certain other personal property to be agreed upon by Buyer and Seller prior to closing. **Buyer agrees to make any improvements as mandated by local municipality ordinance.**

9. PROPERTY TAXES AND ASSESSMENTS: Seller will pay all delinquent taxes prior to closing. **All taxes billed or to be billed in the year of closing will be paid by the buyer.** Buyer agrees to assume the balance of any existing special assessment; and pay any installments, which are due and payable on the property in the year of the closing.

10. SURVEY: The Buyer may arrange and pay for a boundary stake survey with improvements and easements showing on the survey. The Buyer shall have the right to terminate this agreement if the survey reports are not acceptable to the Buyer by giving written notice within seven (7) calendar days after this agreement is fully executed.

11. INSPECTIONS: The Buyer may arrange and pay for an inspection of the buildings on the property. The Buyer may arrange and pay for inspections for termites or pests, plumbing, heating, venting, air conditioning, electrical, structural, and roof. The Buyer shall have the right to terminate this agreement if the inspection reports are not acceptable to the Buyer by giving written notice within five (5) calendar days after this agreement is fully executed. Buyer agrees that Buyer is not relying on any statement or representation by Seller except as expressly set forth in this agreement. Buyer agrees to accept premises at closing "as-is", if substantially similar to the conditions at inspection. In the event of a loss or casualty to the premises, the Buyer may elect to terminate the agreement by written notice to the Seller.

12. CLOSING: Closing will be held on or before April 30, 2025.

13. POSSESSION: Seller will maintain the property in its present condition until the completion of the closing of the sale. Physical possession to be delivered to the Buyer at closing. Seller will remove all personal property, with the exception of personal property to be transferred to the Buyer pursuant to Paragraph 7 of this agreement; and make arrangements for final payment of utilities; and deliver all keys to Buyer at the date of delivery. Buyer is responsible for eviction of any occupants.

14. SUCCESSORS AND ASSIGNEES: The terms of this contract shall bind all successors, heirs, administrators, trustees, executors and assignees of the parties.

15. DISCLOSURES: The undersigned have read the above information, understand it, and verify that it is correct and accept all the above terms and conditions. Buyer and Seller acknowledge that they will seek legal, tax, environmental and other appropriate professional advice regarding this transaction. Buyer further agrees that the Buyer is not relying on any representation or statement made by Seller regarding any aspect of the property or the sale transaction, except as expressly set forth in this agreement, or amendment to this agreement. This agreement is the final expression of the complete agreement of the parties and there are no oral agreements existing between the parties relating to this transaction. This agreement may be amended only in writing signed by the parties and attached to this agreement. The parties agree that any signed copy of this agreement transmitted by facsimile or other electronic means shall be competent evidence of its contents to the same effect as an original signed copy.

16. PRIOR OWNER PURCHASE: In the event of a sale to a prior owner of the property, Buyers acknowledge and agree that, pursuant to the Michigan Supreme's Court Opinion in the case of *Rafaeli, LLC v. Oakland County*, Buyers have a vested property right to the surplus proceeds resulting from the tax foreclosure sale of the Property. Buyers freely and voluntarily waive any right, title or interest in or to any surplus proceeds resulting from the tax foreclosure sale of the Property by the Muskegon County Treasurer or the Muskegon County Land Bank Authority. Buyers hereby further agree to indemnify, defend and hold the Muskegon County Land Bank Authority harmless from and against any and all losses, claims, expenses, damages, costs (including attorney fees) and causes of action of any kind which may be brought by Buyers with respect to the surplus proceeds resulting from the tax foreclosure sale of the Property. The waiver indemnification provisions contained in this paragraph shall survive the termination or expiration of this Agreement, and shall not be deemed merged into any deed delivered to Buyers hereunder.

17. ADDITIONAL TERMS: All property taxes are the responsibility of the buyer and must be kept current for six years from the date of sale. Failure to adhere to the terms of the entire purchase agreement, including this addendum, will be considered a default of said agreement and property will revert to the Muskegon County Land Bank Authority free and clear of any claim of seller or their assigns. In the event of reversion of title of the above-described premises, improvements made thereon shall become the property of the Muskegon County Land Bank Authority.

Splits and combinations shall not be allowed for a period of 5 years preceding December 31 in the year of sale pursuant to Public Act 258 of 2003.

Buyer hereby acknowledges receipt of a copy of this agreement.

Buyer(s):

Print name as to appear on documents

Print name as to appear on documents

Buyer address: _____

Email: _____

Buyer phone: _____

Date signed: _____

Seller hereby acknowledges receipt of a copy of this agreement.

Seller: _____

Tony Moulatsiotis, Chairman

Print name as to appear on documents

Seller address: 173 E. Apple Ave., Suite 104

Muskegon, MI 49442

Seller phone: 231-724-6170

Date signed: _____



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: January 28, 2025		Title: Approve CRC recommendations																
Submitted by: Shelly Stibitz, Elections Coordinator		Department: City Clerk																
Brief Summary: Concur with Community Relations Committee recommendations for board positions																		
Detailed Summary & Background:																		
Goal/Focus Area/Action Item Addressed: <u>Key Focus Areas:</u> <u>Goal/Action Item:</u>																		
Amount Requested:		Budgeted Item: <table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> <td>N/A</td> <td>X</td> <td></td> </tr> </table>		Yes		No		N/A	X									
Yes		No		N/A	X													
Fund(s) or Account(s):		Budget Amendment Needed: <table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> <td>N/A</td> <td>X</td> <td></td> </tr> </table>		Yes		No		N/A	X									
Yes		No		N/A	X													
Recommended Motion: Approve CRC recommendations for board positions																		
Approvals: <table border="1"> <tr> <td>Immediate Division Head</td> <td></td> <td></td> </tr> <tr> <td>Information Technology</td> <td></td> <td></td> </tr> <tr> <td>Other Division Heads</td> <td></td> <td></td> </tr> <tr> <td>Communication</td> <td></td> <td></td> </tr> <tr> <td>Legal Review</td> <td></td> <td></td> </tr> </table>		Immediate Division Head			Information Technology			Other Division Heads			Communication			Legal Review			Guest(s) Invited / Presenting: No	
Immediate Division Head																		
Information Technology																		
Other Division Heads																		
Communication																		
Legal Review																		

The Community Relations Committee recommends to the City Commission approval of the following:

Member Resignation

Lakeside Business Improvement District

Jackie Knowlton, Assessed Owner/Representative expiring 01/31/2026

Member *Appointments and Reappointments

Board of Review

Pamela Smith, Citizen term expiring 01/31/2027

Clinton Todd, Citizen term expiring 01/31/2027

Charlotte Barnes-Evans, Citizen term expiring 01/31/2027

Citizen's District Council-Community Development Block Grant

*John Wieggers, Citizen at Large expiring 01/31/2028

*Mergie Kelley, Citizen at Large expiring 01/31/2028

Citizen's Police Review Board

Rozelia Patino, Member of a Minority Based Organization expiring 01/31/2027

Robert Roundtree, Citizen At Large expiring 01/31/2027

Ann Craig, Neighborhood Association Representative expiring 01/31/2027

*Chelsea Kelley, Citizen At Large expiring 01/31/2027

Civil Service Commission

Mary Louise LaBelle, Citizen expiring 01/31/2031

Construction Code Board of Appeals

Lane Bentsen, Mechanical expiring 01/31/2027

Joshua Ohst, Public Health expiring 01/31/2027

Wade VandenBosch, Construction Manager expiring 01/31/2027

Downtown Development/Brownfield Redevelopment/TIF Authority

Andrew Boyd, Interest of property in district expiring 01/31/2029

Election Commission

Wanda Matsey, Citizen expiring 01/31/2028

Equal Opportunity Committee

Lisa Judge, Citizen At Large expiring 01/31/2028

*Philip Hickman, Citizen At Large expiring 01/31/2028

*Tranae Harris, Citizen At Large expiring 01/31/2028

Farmers Market Advisory Board

Colly Travis, Seasonal Crafter/Artisan expiring 001/31/2028

Jeanine Platt, Citizen At Large expiring 01/31/2028

Historic District Commission

Gregory Borgman, Historic District Resident/Personal Interest expiring 01/31/2028

Housing Code Board of Appeals

Johna Willis, Citizen expiring 01/31/2028

*DeMario Phillips, Citizen expiring 01/31/2028

Housing Commission

Jake Eckholm, Citizen expiring 01/31/2030

Lakeside Business Improvement District

Ronald Jenkins, Assessed Owner/Representative expiring 01/31/2028

Melanie Lyonnais, Assessed Owner/Representative expiring 01/31/2028

*Carol Castle, Assessed Owner/Representative expiring 01/31/2028

Local Development Finance Authority

Kevin Ricco, Citizen/Interest in District expiring 01/31/2029

Parks and Recreation Advisory Committee

Hillery Ross-Furse, Resident Ward 1 expiring 01/31/2028

Aaron Bodbyl-Mast, Resident Ward 4 expiring 01/31/2028

Roberta King, Resident At large expiring 01/31/2028

Zoning Board of Appeals

Roberta King, Resident expiring 01/31/2028



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: January 28, 2025	Title: Public Hearing Establishment of a Commercial Redevelopment District- Lakeshore Hotel Partners, LLC, 181 Viridian Drive
Submitted by: Contessa Alexander, Development Analyst	Department: Economic Development

Brief Summary:
Lakeshore Hotel Partners, LLC has formally requested the establishment of a Commercial Redevelopment District and Certificate for 181 Viridian Drive on December 9, 2024. This designation will enable the property owner to apply for a Commercial Facilities Exemption Certificate, which freezes the building's taxable value and exempts new investments from local taxes.

Detailed Summary & Background:
Lakeshore Hotel Partners, LLC has formally requested the establishment of a Commercial Redevelopment District and Certificate for 181 Viridian Drive on December 9, 2024. This designation will enable the property owner to apply for a Commercial Facilities Exemption Certificate, which freezes the building's taxable value and exempts new investments from local taxes.

The proposed project involves the development of the Element Hotel by Marriott, part of the broader Harbor 31 Redevelopment Plan. Key details of the hotel project include:

- Size & Scope: A 5-story building featuring 132 rooms.
- Amenities: A full-service restaurant, fitness center, and indoor pool.
- Location: Situated along the Lakeshore, enhancing the area's appeal as a destination for visitors and residents.
- Investment: The project represents a \$30 million construction effort spanning 31 acres.

The Element Hotel is a key component of the larger Harbor 31 Redevelopment Plan, which aims to transform the area into a vibrant, mixed-use community. In addition to the hotel, the redevelopment plan includes:

- Senior living facilities.
- Single-family homes.
- Townhomes and apartments.
- Office space.

The project is expected to:

- Begin construction in February 2025 and conclude in April 2026.
- Create approximately 50 permanent jobs upon completion, enhancing the local workforce.
- Generate approximately 225 construction jobs during the development phase.
- Revitalize underutilized property along the Lakeshore

Goal/Focus Area/Action Item Addressed:

Key Focus Areas:

Progress toward completion of ongoing economic development projects

Goal/Action Item:

2027 Goal 2: Economic Development Housing and Business

Amount Requested:

N/A

Budgeted Item:

Yes		No		N/A	
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Fund(s) or Account(s):

N/A

Budget Amendment Needed:

Yes		No		N/A	
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Recommended Motion:

I move to close the public hearing and approve the request from Lakeshore Hotel Partners, LLC, to establish a Commercial Redevelopment District at 181 Viridian Drive and authorize the Mayor and City Clerk to sign the attached resolution.

Approvals:

Immediate Division Head		
Information Technology		
Other Division Heads		
Communication		
Legal Review		

Guest(s) Invited / Presenting:

No

STATE USE ONLY		
Application Number	Date Received	LUCI Code

RECEIVED

Application for Commercial Facilities Exemption Certificate

DEC 9 2024

Issued under authority of Public Act 255 of 1978, as amended.

Read the instructions page before completing the application. This application must be filed after a Commercial Redevelopment District is established. The original application and required documents are filed with the clerk of the Local Governmental Unit (LGU).

PART 1: OWNER / APPLICANT INFORMATION (applicant must complete all fields)

Applicant (Company) Name Lakshore Hotel Partners, LLC		NAICS or SIC Code 7011	
Facility's Street Address 181 Viridian Drive	City Muskegon	State MI	ZIP Code 49440
Name of City, Township or Village (taxing authority) Muskegon	County Muskegon County	School District Where Facility is Located	
☒ City ☐ Township ☐ Village			
Date of Rehabilitation Commencement (mm/dd/yyyy) 02/01/2025	Planned Date of Rehabilitation Completion (mm/dd/yyyy) 04/01/2026		
Estimated Cost of Rehabilitation \$30,000,000	Number of Years Exemption Requested (1-12) 12		

Expected Project Outcomes (check all that apply)

- ☒ Increase Commercial Activity ☐ Retain Employment ☒ Revitalize Urban Areas
☒ Create Employment ☐ Prevent Loss of Employment ☐ Increase Number of Residents in Facility's Community

No. of perm. jobs to be created due to facility's rehab. 50	No. of perm. jobs to be retained due to facility's rehab.	Number of construction jobs to be created during rehabilitation 225
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Each year, the State Treasurer may approve 25 additional reductions of half the state education tax for a period not to exceed six years.

☐ Check this box if you wish to be considered for this exclusion.

PART 2: APPLICATION DOCUMENTS

Prepare and attach the following items:

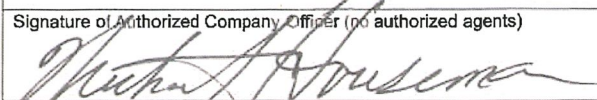
- ☒ General description of the facility (year built, original use, most recent use, number of stories, square footage) ☒ Descriptive list of the fixed building equipment that will be a part of the facility.
☒ General description of the facility's proposed use ☒ Time schedule for undertaking and completing the facility's restoration, replacement or construction
☒ General description of the nature and extent of the restoration, replacement, or construction to be undertaken ☒ Statement of the economic advantages expected from receiving the exemption
☒ Legal description of the facility

PART 3: APPLICANT CERTIFICATION

Name of Authorized Company Officer (no authorized agents) Michael J. Houseman	Telephone Number (616) 299-4381		
Fax Number	E-mail Address mhouseman@wolvgroup.com		
Mailing Address 112 W Jefferson Blvd #200	City South Bend	State IN	ZIP Code 46601

I certify that, to the best of my knowledge, the information contained herein and in the attachments is truly descriptive of the property for which this application is being submitted. Further, I am familiar with the provisions of Public Act 255 of 1978, as amended, and to the best of my knowledge the company has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local governmental unit and the issuance of a Commercial Facilities Exemption Certificate by the State Tax Commission.

I further certify that this application relates to a program, when completed, will constitute a facility, as defined by Public Act 255 of 1978, as amended.

Signature of Authorized Company Officer (no authorized agents) 	Title Member	Date 12/9/24
---	------------------------	------------------------

Continue on Page 2

PART 4: LGU ASSESSOR CERTIFICATION

Provide the Taxable Value and State Equalized Value of the Commercial Property.

	Taxable Value (excluding land)	State Equalized Value (SEV) (excluding land)
Building	0	0

The property to be covered by this exemption may not be included on any other specific tax roll while receiving the Commercial Facilities Exemption. For example, property on the Eligible Tax Reverted Property (Land Bank) specific tax roll cannot be granted a Commercial Facilities Exemption that would also put the same property on the Commercial Facilities specific tax roll.

☒ By checking this box I certify that, if approved, the property to be covered by this exemption will be on the Commercial Facilities Exemption specific tax roll and not on any other specific tax roll.

Name of Assessor (first and last name) Donna VanderVries		Telephone Number 231 750-6750	
Fax Number 231 724-1129		E-mail Address VanderVriesdo@muskegoncounty.net	
Mailing Address 173 E Apple Ave Ste 201	City Muskegon	State MI	ZIP Code 49442

I certify that, to the best of my knowledge, the information contained in Part 4 of this application is complete and accurate.

Assessor's Signature Donna VanderVries	Date 12/30/24
---	------------------

PART 5: LGU ACTION / CERTIFICATION (LGU Clerk must complete Part 5)

Action Taken By LGU:

- ☐ Exemption approved for _____ years, ending December 30, _____ (not to exceed 12 years)
- ☐ Exemption Denied

Date District Established (attach resolution for district)	Local Unit Classification Identification (LUCI) Code	School Code
Name of Clerk (first and last name)		Telephone Number
Fax Number		E-mail Address
Mailing Address	City	State ZIP Code
LGU Contact Person for Additional Information	LGU Contact Person Telephone Number	Fax Number
I certify that, to the best of my knowledge, the information contained in this application and attachments is complete and accurate.		
Clerk's Signature		Date

If you have questions, need additional information or sample documents, call 517-335-7491 or visit www.michigan.gov/propertytaxexemptions.



ELEMENT BY MARRIOTT MUSKEGON – CITY PREVIEW & DISCUSSION

MUSKEGON, MICHIGAN

NOVEMBER 2024

executive summary

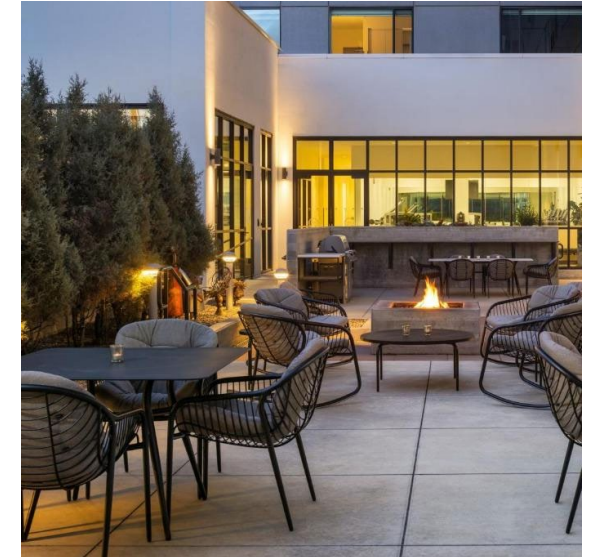
Great Lakes Capital is pleased to share its plans for a 134-key Element by Marriott hotel. Located along the shores of Lake Michigan, it will fill an unmet but high need for an extended-stay hotel with a food and beverage program within the region.

Walking distance from both Muskegon Lake and Downtown Muskegon's Social District, the Element Muskegon will be a key part of the 31-acre lakefront Harbor 31 master-planned community. There is no existing hotel or hotel in development on this level of service within the region – it will draw both community members and national visitors looking to visit Lake Michigan.

The hotel is being designed according to Marriott's highly successful prototype standards, but further, it will have an additional highly curated lobby restaurant and bar that will cater to hotel guests and the community at large. We are designing the hotel to provide a warm and welcoming atmosphere and bar during colder months while also capitalizing on the huge summer opportunity for the summer guest months with the bar opening to the exterior with fire tables, pool, and comfortable seating. The Element Hotel Muskegon will redefine the region's lakeside hospitality.

Our team is proud to have the architect, general contractor, and hotel operator as equity partners. Their involvement is a testament to their belief in and commitment to the success of the project.







Element Hotel Legal Descriptions

Land situated in the City of Muskegon, County of Muskegon, State of Michigan.

Unit F, Muskegon Lakeshore SmartZone, a site condominium according to the Master Deed recorded in Liber 3503, Page 491, as amended, in the office of the Muskegon County Register of Deeds, and designated as Muskegon County Condominium Subdivision Plan No. 100, together with rights in general common elements and limited common elements as set forth in the above Master Deed, and amendments thereto, and as described in Act 59 of the Public Acts of 1978, as amended.

Land situated in the City of Muskegon, County of Muskegon, State of Michigan.

Unit G, Muskegon Lakeshore SmartZone, a site condominium according to the Master Deed recorded in Liber 3503, Page 491, as amended, in the office of the Muskegon County Register of Deeds, and designated as Muskegon County Condominium Subdivision Plan No. 100, together with rights in general common elements and limited common elements as set forth in the above Master Deed, and amendments thereto, and as described in Act 59 of the Public Acts of 1978, as amended.

Page 84 of 152

GENERAL DESCRIPTION OF CONSTRUCTION

Our intent, with the approval of a PA 255, we will construct a 132 room hotel. This hotel will be 5 stories tall with a restaurant, fitness center and indoor pool.

The building will be constructed using light gauge metal studs and structural steel.

STATEMENT OF ECONOMIC ADVANTAGES

With the approval of the PA 255 this will allow us to move forward with the construction of the new Element Hotel at Harbor 31 Below are some of the advantages.

- It will create 50 permanent jobs
- The construction will create an estimate of 225 construction jobs during the development
- It will bring 132 new rooms to downtown Muskegon, which will help in more tourist visits and make it mor inviting for people to come from out of town to enjoy the lake.
- It will help sway potential users of the ice arena and the convention center to choose Muskegon for their next event.
- It is revitalizing the use of this property which has been un taxed or used in well over 20 years.

"90%" Construction Document Budget

Elemental Hotel with Approved VE
Muskegon, MI
December 17, 2024

Gross Sqft 90,961

Division No.	Description	Cost	Cost PSF
02 00	Existing Conditions	\$ 83,883.67	\$ 0.92
03 00	Concrete	\$ 767,995.51	\$ 8.44
04 00	Masonry	\$ 221,432.50	\$ 2.43
05 00	Metals	\$ 2,616,576.93	\$ 28.77
06 00	Woods, Plastics, and Composites	\$ 1,142,733.02	\$ 12.56
07 00	Thermal and Moisture Protection	\$ 1,290,452.54	\$ 14.19
08 00	Openings	\$ 793,349.96	\$ 8.72
09 00	Finishes	\$ 2,701,611.54	\$ 29.70
10 00	Specialties	\$ 217,231.11	\$ 2.39
11 00	Equipment	\$ 241,007.17	\$ 2.65
12 00	Furnishings	\$ 247,962.83	\$ 2.73
13 00	Special Construction	\$ 139,171.14	\$ 1.53
14 00	Conveying Equipment	\$ 325,712.98	\$ 3.58
21 00	Fire Suppression Subcontract	\$ 276,814.50	\$ 3.04
22 00	Plumbing Subcontract	\$ 1,043,968.78	\$ 11.48
23 00	Heating, Ventilating, and Air Conditioning	\$ 2,568,578.80	\$ 28.24
26 00	Electrical	\$ 1,761,644.02	\$ 19.37
27 00	Communications	\$ -	\$ -
28 00	Electronic Safety and Security, Fire Alarm	\$ -	\$ -
31 00	Earthwork	\$ 733,310.15	\$ 8.06
32 00	Exterior Improvements	\$ 227,486.32	\$ 2.50
33 00	Utilities	\$ -	\$ -
TOTAL HARD COST		\$ 17,400,923.47	\$ 191.30
	Reimbursables	\$ -	\$ -
	General Conditions	\$ 712,780.00	\$ 7.84
	Design Contingency	\$ -	\$ -
	Construction Contingency	\$ 362,274.07	\$ 3.98
	Escalation	\$ -	\$ -
	WBG Fee 5%	\$ 917,006.24	\$ 10.08
TOTAL SOFT COSTS		\$ 1,992,060.30	\$ 21.90
ESTIMATE TOTAL		\$ 19,392,983.77	\$ 213.20

#	DESCRIPTION - SCOPE OF WORK	FURNISHED BY	INSTALLED BY	NOTES
1	PERMITS, LICENCES AND FEES			
2	Building Permits	Owner	N/A	
3	Impact Fees & Escrows	Owner	N/A	
4	Installation Deposits/Maintenance Bonds	Owner	N/A	
5	CONSTRUCTION:			
6	Exterior			
7	All Exterior Lighting and Bulbs	GC/Owner	GC	Decorative Lighting By Owner
8	Electronic Locks at Exterior Entries	Owner	Owner	To Be Reviewed for Scope
9	Flag Poles	GC	GC	Previously Excluded
10	Permanent Planters	Owner	Owner	
11	All Landscaping and Irrigation	GC	GC	
12	All Site Work	GC	GC	
13	Identification/Signage	Owner	Owner	GC - Parking Lot Signage
14	Fire Pit	GC	GC	
15	Lightning Protection	Excluded	Excluded	
16	Interior - Public Areas			
17	Wall, Base, Floor and Ceiling Finishes	GC	GC	
18	Vinyl Wall Covering	N/A	N/A	None
19	VWC Prep and Adhesive	N/A	N/A	None
20	Doors, Frames and Hardware	GC	GC	Electronic Locks By Owner
21	Carpet, Carpet Tiles, Carpet Base and Pad	Owner	GC	Throughline for Materials
22	Carpet, Carpet Base and Pad: Prep, Adhesive & Installation	GC	GC	
23	Casework/Millwork (except below items)	GC	GC	
24	Permanent Interior Planters	Owner	Owner	
25	Toilet Room Fixtures/Trim/Accessories	GC	GC	
26	Blocking for Draperies (coordinate with Owner)	GC	GC	
27	Drapery Valance	Owner	Owner	
28	Event Space Operable Partitions	GC	GC	
29	Identification/Signage	Owner	Owner	
30	Functional Lighting and Bulbs	GC	GC	Decorative Lighting By Owner
31	Decorative Surface Mount Lighting and Bulbs - Hardwired	Owner	GC	Decorative Lighting By Owner
32	Decorative Surface Mount Lighting and Bulbs - Plug-in (FF&E)	Owner	Owner	
33	Interior - Guest Rooms & Corridors			
34	Wall, Base, Floor and Ceiling Finishes (except below items)	GC	GC	

35	Guest Room LVT and Base	GC	GC	
36	Guest Room LVT and Base: Prep, Adhesive & Installation	GC	GC	
37	Vinyl Wall Covering	N/A	N/A	None
38	VWC Prep and Adhesive	N/A	N/A	None
39	Doors, Frames and Hardware	GC	GC	
40	- Guest Room Entry Electronic Locks	Owner	Owner	
41	Identification/Signage - Guest Room Signage & Numbers, etc.	Owner	Owner	
42	Carpet, Carpet Tiles, Carpet Base and Pad	Owner	GC	Throughline for Materials
43	Carpet, Carpet Base and Pad: Prep, Adhesive & Installation	GC	GC	
44	Casework/Millwork - Guest Room Bathroom Vanity	Owner	GC	
45	Casework/Millwork - Guest Room Bathroom Vanity Stone Counter	Owner	GC	
46	Casework/Millwork - Guest Room Bathroom Vanity Sink and Faucet	GC	GC	
47	Casework/Millwork - Desk and Bench	Owner	Owner	
48	Casework/Millwork - Desk and Bench Underlighting	Owner	Owner	
49	Headboard and Bed Base	Owner	Owner	
50	Headboard Power Modules	Owner	Owner	Modules to be Plug-in
51	Drapery & Window Blinds	Owner	Owner	
52	Drapery Valance and Backlighting	Owner	Owner	
53	Drapery Blocking	GC	GC	
54	Mirrors and Artwork	Owner	Owner	
55	- Framed Mirror on Back of Door	Owner	Owner	
56	Closet Shelving Unit	Owner	Owner	
57	Safes, Coffee Makers, Appliances	Owner	Owner	
58	Window Sills (Painted Wood)	GC	GC	Confirmed in Specs
59	Bathroom - Shower & Tub Surrounds	GC	GC	
60	Bathroom - Toilet Accessories	GC	GC	
61	Bathroom - Shower Panels/Doors	GC	GC	
62	Bathroom - Vanity Mirror	Owner	Owner/GC	GC to Wire Lighted Mirrors Only
63	Functional Lighting and Bulbs	GC/Owner	GC	Decorative Lighting By Owner
64	Decorative Surface Mount Lighting and Bulbs - Hardwired	GC/Owner	GC	Decorative Lighting By Owner
65	Decorative Surface Mount Lighting and Bulbs - Plug-in (FF&E)	Owner	Owner	
66	Corridor Ice Machines	Owner	Owner/GC	Rough-in by GC
67	Ice Machine Water, Drain and Power	GC	GC	
68	Vending Machines	N/A	N/A	
69	Corner Guards	GC	GC	
70	Guest Room FF&E	Owner	Owner	
71	Guest Room FF&E Install	Owner	Owner	

72	Guest Room Blocking (coordinate with Owner)	GC	GC	
73	Exercise Room Equipment	Owner	Owner	
74	Exercise Room Mirror	GC	GC	
75	Exercise Room Hydration Station	GC	GC	
76	Interior - Back of House			
77	Wall, Base, Floor and Ceiling Finishes	GC	GC	
78	Vinyl Wall Covering	N/A	N/A	
79	VWC Prep and Adhesive	N/A	N/A	
80	Corner Guards	GC	GC	
81	Permanent Storage Shelves	Owner	Owner	
82	Employee Lockers	GC	GC	
83	- Mural Vinyl Wrap of Lockers	Excluded	Excluded	
84	Toilet Room Fixtures, Trim and Accessories	GC	GC	
85	Functional Lighting and Bulbs	GC/Owner	GC	Decorative Lighting By Owner
86	Built-in Counters and Cabinets	GC	GC	
87	Food Service Equipment	Owner	Owner	
88	Kitchen Exhaust and Make Up Air Systems	Owner	GC	Fans, MAU's, Hoods, Controls, SS Panels
89	Laundry Equipment and Connections	Owner	Owner/GC	Rough-in by GC
90	Laundry Ductwork and Exhaust (per Contract Documents)	GC	GC	
91	Carpet, Carpet Tiles, Carpet Base and Pad	Owner	GC	Throughline for Materials
92	Carpet, Carpet Base and Pad: Prep, Adhesive & Installation	GC	GC	
93	Safe Deposit Boxes	Owner	Owner	
94	Interior - Systems			
95	All AV Equipment and Sound System	Owner	Owner	
96	Sound Equipment	Owner	Owner	
97	Wiring/Cable/Conduit & Boxes/Terminations for Above	Owner	Owner	
98	Security Systems (CCTV & Door Ajar)	Owner	Owner	
99	Wiring/Cable/Conduit & Boxes/Terminations for Above	Owner	Owner	
100	Lodgnet or Enseo Head In Equipment	Owner	Owner	
101	Data/Telephone: Cable/Conduit & Boxes/Terminations	Owner	Owner/GC	Rough In Box and Conduit Up and Out of
102	Data/Telephone: Equipment Racks & Patch Panels	Owner	Owner	
103	Data/Telephone: Main Switch Equipment	Owner	Owner	
104	Computer Cable/Conduit & Boxes/Terminations	Owner	Owner/GC	Rough In Box and Conduit Up and Out of
105	Computer System	Owner	Owner	
106	Emergency Lighting	GC	GC	
107	All Life Safety Systems Complete	GC	GC	
108	Fire Extinguishers and Cabinets	GC	GC	

109	All MEP Systems Complete	GC	GC	
110	Fire Sprinkler System Complete	GC	GC	
111	Elevator Interior Finishes	GC	GC	
112	Employee Time Clock	Owner	Owner	
113	Employee Time Clock Cable/Conduit & Boxes/Power	GC	GC	
114	Time Clocks (entry doors)	Owner	Owner	
115	Time Clock Cable/Conduit & Boxes/Power/Wiring	GC	GC	
116	Uninterrupted Power Supply	Owner	Owner	
117	FURNITURE, FIXTURES & EQUIPMENT			
118	All Items Listed in Interior Design Specification Manual	Owner	Owner	
119	FF&E Install	Owner	Owner	
120	Exterior			
121	Misc. Portable Planters & Plants	Owner	Owner	
122	Exterior Trash Containers	Owner	Owner	
123	Landscape Maintenance Equipment	Owner	Owner	
124	Vehicles, Vans, etc.	Owner	Owner	
125	Exterior Furniture	Owner	Owner	
126	Recessed Entry Mat	GC	GC	
127	Dumpsters (until Substantial Completion)	GC	GC	
128	Trash Compactor (Operating Hotel)	N/A	N/A	
129	Interior - Public Areas			
130	Chalk and Tack Boards in Meeting Rooms	Owner	Owner	
131	Portable Projection Screens	Owner	Owner	
132	Built-in Projection Screens	Owner	Owner	
133	Furniture & Televisions	Owner	Owner	
134	Floor and Table Lamps	Owner	Owner	
135	Interior Plants/Ash Urns/Trash & Recycle Receptacle	Owner	Owner	
136	Decorative Framed Mirrors	Owner	Owner	
137	Artwork, Artifacts and Interior Graphics	Owner	Owner	
138	All Window Treatment and Hardware	Owner	Owner	All blocking required by GC
139	Business Center Equipment	Owner	Owner	
140	Fitness Center - Exercise Equipment	Owner	Owner	
141	Guest Laundry Equipment	Owner	Owner	
142	Graphics and Signage	Owner	Owner	
143	Window Treatments	Owner	Owner	
144	Required Blocking (coordinate with Owner)	GC	GC	
145	Interior - Guest Rooms & Corridors			

146	Furniture/Bedding/Bedspreads	Owner	Owner	
147	Floor and Table Lamps	Owner	Owner	
148	Interior Plants	Owner	Owner	
149	Decorative Framed Mirrors	Owner	Owner	
150	Artwork, Artifacts and Interior Graphics	Owner	Owner	
151	All Window Treatments and Hardware	Owner	Owner	
152	TV/Radio/Coffee/Microwave/Refrigerator	Owner	Owner	
153	Hair Dryers	Owner	Owner	
154	Irons and Ironing Boards	Owner	Owner	
155	Guestroom Accessories/Amenities	Owner	Owner	
156	Required Blocking (coordinate with Owner)	GC	GC	
157	Interior - Back of House			
158	Luggage, Carts, Dollies, etc.	Owner	Owner	
159	Maintenance Department Equipment	Owner	Owner	
160	Housekeeping Department Equipment & Supplies	Owner	Owner	
161	Linen Carts, Vacuums, etc.	Owner	Owner	
162	First Aid Cabinet and Supplies	Owner	Owner	
163	Kitchen - Cooking Utensils, etc.	Owner	Owner	
164	Storage Containers	Owner	Owner	
165	Furniture and Files	Owner	Owner	
166	Administrative Office Equipment and Supplies	Owner	Owner	
167	Freestanding Safe	Owner	Owner	
168	Break Room Refrigerator	Owner	Owner	

Uses:		
Land/Site	\$	689,729
General Contract	\$	19,500,000
Architect, MEP, Civil & Structural	\$	448,804
Interior & Exterior Amenity Design	\$	145,200
Permits and Impact Fees	\$	250,000
Legal/Title/Accounting	\$	250,000
Financing Fees	\$	274,800
Due Dilligence & Third Party Reports	\$	265,000
Interest Carry	\$	1,180,206
Taxes and Insurance	\$	325,000
FF&E + OS&E	\$	4,758,507
Procurement & Install Fees	\$	321,331
Low Voltage	\$	300,000
Franchise & Hotel Fees	\$	225,000
Pre-Opening Expenses	\$	400,000
Development Overhead	\$	1,444,513
Development Contingency	\$	1,077,233
Total Uses	\$	31,855,323

Resolution No. _____

**RESOLUTION APPROVING THE ESTABLISHMENT OF A COMMERCIAL
REDEVELOPMENT DISTRICT
181 Viridian Drive.**

WHEREAS, pursuant to PA 255 of 1978, the City of Muskegon has the authority to establish “Commercial Redevelopment Districts” within the City of Muskegon at request of a commercial business enterprise or on its own initiative; and

WHEREAS, Lakeshore Hotel Partners, LLC has filed a written request with the clerk of the City of Muskegon requesting the establishment of the Commercial Redevelopment District for an area in the vicinity of 181 Viridian Drive located in the City of Muskegon hereinafter described; and

WHEREAS, the City Commission of the City of Muskegon determined that the district meets the requirements set forth in section 5 of PA 255 of 1978; and

WHEREAS, written notice has been given by certified mail to all owners of real property located within the proposed district as required by section 5(3) of PA 255 of 1978; and

WHEREAS, on January 28, 2025 a public hearing was held and all residents and taxpayers of the City of Muskegon were afforded an opportunity to be heard thereon; and

WHEREAS, the City of Muskegon deems it to be in the public interest of the City of Muskegon to establish the Commercial Redevelopment District as proposed;

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Muskegon that the following described parcel(s) of land situated in the City of Muskegon, County of Muskegon, and State of Michigan, to wit:

MUSKEGON LAKESHORE SMARTZONE UNIT G FIFTH AMEND TO MASTER
DEED L/P 4292/128 SUBJ TO ELECTRIC ESMT REC L/P 3591/578 SBJT TO
ELECTRIC EASEMENT RECORD'D L/P 3630/646

Adopted this 28th Day of January 2025

AYES:

NAYS:

ABSENT:

BY: _____
Ken Johnson, Mayor

ATTEST: _____

Ann Meisch, Clerk

CERTIFICATION

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Muskegon City Commission of the City of Muskegon, County of Muskegon, Michigan at a regular meeting held on January 28, 2025.

Ann Meisch, Clerk

West Haven 280 LLC

Cognate	Value	Cognate	Value
PA 198		PA 210, 255, 146	
Taxable Value	0-5	Taxable Value	0-5
Job Creation	0-3	Location	0-2
Resident Hiring	0-2	New Business	0-1
		Resident Owned/Managed	0-2
TOTAL	0-10	TOTAL	0-10

PA 255 Tax Abatement Scoring Guide

1-5 Points: 4 Year Abatement

6-8 Points: 8 Year Abatement

9-10 Points: 12 Year Abatement

PA 146 Tax Abatement Scoring Guide

1-5 Points: 4 Years frozen taxable values

6-8 Points: 8 Years frozen taxable values

9-10 Points: 12 Years frozen taxable values

TAXABLE VALUE: The City will consider the estimated additional tax base that the development will generate based on plan review, assessor's analysis and permit fees. 1 point awarded for \$150,000 to \$249,999 in taxable value, 2 points awarded for \$250,000 to \$499,999, 3 points awarded for \$500,000 to \$749,999, and 4 points awarded for \$750,000 to \$999,999, and 5 points for taxable value creation over \$1,000,000.

LOCATION: An additional two points will be awarded to a development if it is proposed in one of the City's identified Commercial or Residential Redevelopment Areas (map attached).

NEW BUSINESS: An additional point will be awarded if the development is being proposed by a commercial entity or housing developer that is new to the City of Muskegon.

RESIDENT Owned / Managed: An additional point will be awarded if the proposed business or development is owned or managed by a resident.

PA 198 IFEC Scoring Guide

1-7 Points: 9-Year 50% Abatement

7-10 Points: 12 Year 50% Abatement

PA 210 Tax Abatement Scoring Guide

1-5 Points: 3 Years frozen taxable values

6-8 Points: 6 Years frozen taxable values

9-10 Points: 10 Years frozen taxable values

CITY OF MUSKEGON

933 TERRACE
MUSKEGON, MI 49440
United States



WWW.MUSKEGON-MI.GOV

Community Development Location:

Receipt: 0100862186

Dec/12/2024

Page

Cashier: WENDY.WEBSTER

Received Of: WOLVERINE BUILDING INC.
4045 BARDEN SE
GRAND RAPIDS, MI 49512

The sum of: \$1,000.00

13-10	PUD APPLICATION			1,000.00
	ZONING & ENCROACHMENT FEES	101-000-617	1,000.00	
			Total	1,000.00

TENDERED:	CREDIT CARD PAY	167662893	1,000.00
TENDERED:	Credit Card Fee	167662893	28.00

NOTES PA255 APP FEE THE ELEMENT BY



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: January 28, 2025	Title: Public Hearing Establishment of a Commercial Facilities Exemption Certificate, Lakeshore Hotel Partners, LLC- 181 Viridian Drive
Submitted by: Contessa Alexander, Development Analyst	Department: Economic Development

Brief Summary:
Lakeshore Hotel Partners, LLC has formally requested the establishment of a Commercial Facilities Exemption Certificate for 181 Viridian Drive on December 9, 2024. The approval of a Commercial Facilities Exemption Certificate, which freeze the building's taxable value and exempt new investments from local taxes.

Detailed Summary & Background:
Lakeshore Hotel Partners, LLC has formally requested the establishment of a Commercial Facilities Exemption Certificate for 181 Viridian Drive on December 9, 2024. This designation will enable the property owner to apply for a Commercial Facilities Exemption Certificate, which freezes the building's taxable value and exempts new investments from local taxes. The approval of the certificate is contingent upon the approval of the Commercial Redevelopment District.

The proposed project involves the development of the Element Hotel by Marriott, part of the broader Harbor 31 Redevelopment Plan. Key details of the hotel project include:

- Size & Scope: A 5-story building featuring 132 rooms.
- Amenities: A full-service restaurant, fitness center, and indoor pool.
- Location: Situated along the Lakeshore, enhancing the area's appeal as a destination for visitors and residents.
- Investment: The project represents a \$30 million construction effort spanning 31 acres.

The Element Hotel is a key component of the larger Harbor 31 Redevelopment Plan, which aims to transform the area into a vibrant, mixed-use community. In addition to the hotel, the redevelopment plan includes:

- Senior living facilities.
- Single-family homes.
- Townhomes and apartments.
- Office space.

The project is expected to:

- Begin construction in February 2025 and conclude in April 2026.
- Create approximately 50 permanent jobs upon completion, enhancing the local workforce.
- Generate approximately 225 construction jobs during the development phase.
- Revitalize underutilized property along the Lakeshore

Goal/Focus Area/Action Item Addressed:

Key Focus Areas:

Progress toward completion of ongoing economic development projects

Goal/Action Item:

2027 Goal 2: Economic Development Housing and Business

Amount Requested:

N/A

Budgeted Item:

Yes		No		N/A	☒	
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Fund(s) or Account(s):

N/A

Budget Amendment Needed:

Yes		No		N/A	☒	
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Recommended Motion:

I move to close the public hearing and approve the request from Lakeshore Hotel Partners, LLC, to establish a Commercial Facilities Exemption Certificate at 181 Viridian Drive and authorize the Mayor and City Clerk to sign the attached resolution.

Approvals:

Immediate Division Head	☒	
Information Technology	☐	
Other Division Heads	☐	
Communication	☐	
Legal Review	☐	

Guest(s) Invited / Presenting:

No

STATE USE ONLY		
Application Number	Date Received	LUCI Code

RECEIVED

Application for Commercial Facilities Exemption Certificate

DEC 9 2024

Issued under authority of Public Act 255 of 1978, as amended.

Read the instructions page before completing the application. This application must be filed after a Commercial Redevelopment District is established. The original application and required documents are filed with the clerk of the Local Governmental Unit (LGU).

PART 1: OWNER / APPLICANT INFORMATION (applicant must complete all fields)

Applicant (Company) Name Lakshore Hotel Partners, LLC		NAICS or SIC Code 7011	
Facility's Street Address 181 Viridian Drive	City Muskegon	State MI	ZIP Code 49440
Name of City, Township or Village (taxing authority) Muskegon	County Muskegon County	School District Where Facility is Located	
☒ City ☐ Township ☐ Village			
Date of Rehabilitation Commencement (mm/dd/yyyy) 02/01/2025	Planned Date of Rehabilitation Completion (mm/dd/yyyy) 04/01/2026		
Estimated Cost of Rehabilitation \$30,000,000	Number of Years Exemption Requested (1-12) 12		

Expected Project Outcomes (check all that apply)

- | | | |
|--|---|---|
| ☒ Increase Commercial Activity | ☐ Retain Employment | ☒ Revitalize Urban Areas |
| ☒ Create Employment | ☐ Prevent Loss of Employment | ☐ Increase Number of Residents in Facility's Community |

No. of perm. jobs to be created due to facility's rehab. 50	No. of perm. jobs to be retained due to facility's rehab.	Number of construction jobs to be created during rehabilitation 225
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Each year, the State Treasurer may approve 25 additional reductions of half the state education tax for a period not to exceed six years.

☐ Check this box if you wish to be considered for this exclusion.

PART 2: APPLICATION DOCUMENTS

Prepare and attach the following items:

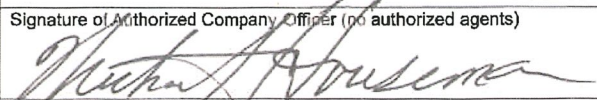
- | | |
|--|--|
| ☒ General description of the facility (year built, original use, most recent use, number of stories, square footage) | ☒ Descriptive list of the fixed building equipment that will be a part of the facility. |
| ☒ General description of the facility's proposed use | ☒ Time schedule for undertaking and completing the facility's restoration, replacement or construction |
| ☒ General description of the nature and extent of the restoration, replacement, or construction to be undertaken | ☒ Statement of the economic advantages expected from receiving the exemption |
| ☒ Legal description of the facility | |

PART 3: APPLICANT CERTIFICATION

Name of Authorized Company Officer (no authorized agents) Michael J. Houseman	Telephone Number (616) 299-4381		
Fax Number	E-mail Address mhouseman@wolvgroup.com		
Mailing Address 112 W Jefferson Blvd #200	City South Bend	State IN	ZIP Code 46601

I certify that, to the best of my knowledge, the information contained herein and in the attachments is truly descriptive of the property for which this application is being submitted. Further, I am familiar with the provisions of Public Act 255 of 1978, as amended, and to the best of my knowledge the company has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local governmental unit and the issuance of a Commercial Facilities Exemption Certificate by the State Tax Commission.

I further certify that this application relates to a program, when completed, will constitute a facility, as defined by Public Act 255 of 1978, as amended.

Signature of Authorized Company Officer (no authorized agents) 	Title Member	Date 12/9/24
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Continue on Page 2

PART 4: LGU ASSESSOR CERTIFICATION

Provide the Taxable Value and State Equalized Value of the Commercial Property.

	Taxable Value (excluding land)	State Equalized Value (SEV) (excluding land)
Building	0	0

The property to be covered by this exemption may not be included on any other specific tax roll while receiving the Commercial Facilities Exemption. For example, property on the Eligible Tax Reverted Property (Land Bank) specific tax roll cannot be granted a Commercial Facilities Exemption that would also put the same property on the Commercial Facilities specific tax roll.

☒ By checking this box I certify that, if approved, the property to be covered by this exemption will be on the Commercial Facilities Exemption specific tax roll and not on any other specific tax roll.

Name of Assessor (first and last name) Donna VanderVries		Telephone Number 231 750-6750	
Fax Number 231 724-1129		E-mail Address VanderVriesdo@muskegoncounty.net	
Mailing Address 173 E Apple Ave Ste 201	City Muskegon	State MI	ZIP Code 49442

I certify that, to the best of my knowledge, the information contained in Part 4 of this application is complete and accurate.

Assessor's Signature Donna VanderVries	Date 12/30/24
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PART 5: LGU ACTION / CERTIFICATION (LGU Clerk must complete Part 5)

Action Taken By LGU:

- ☐ Exemption approved for _____ years, ending December 30, _____ (not to exceed 12 years)
- ☐ Exemption Denied

Date District Established (attach resolution for district)	Local Unit Classification Identification (LUCI) Code	School Code	
Name of Clerk (first and last name)		Telephone Number	
Fax Number		E-mail Address	
Mailing Address	City	State	ZIP Code
LGU Contact Person for Additional Information	LGU Contact Person Telephone Number	Fax Number	

I certify that, to the best of my knowledge, the information contained in this application and attachments is complete and accurate.

Clerk's Signature	Date
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If you have questions, need additional information or sample documents, call 517-335-7491 or visit www.michigan.gov/propertytaxexemptions.



ELEMENT BY MARRIOTT MUSKEGON – CITY PREVIEW & DISCUSSION

MUSKEGON, MICHIGAN

NOVEMBER 2024

executive summary

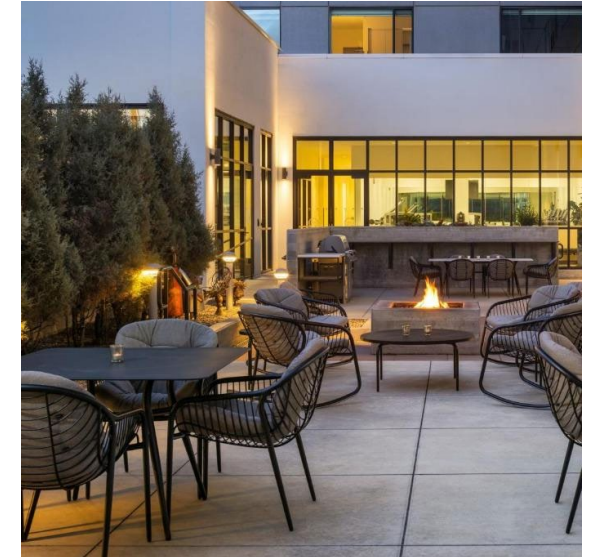
Great Lakes Capital is pleased to share its plans for a 134-key Element by Marriott hotel. Located along the shores of Lake Michigan, it will fill an unmet but high need for an extended-stay hotel with a food and beverage program within the region.

Walking distance from both Muskegon Lake and Downtown Muskegon's Social District, the Element Muskegon will be a key part of the 31-acre lakefront Harbor 31 master-planned community. There is no existing hotel or hotel in development on this level of service within the region – it will draw both community members and national visitors looking to visit Lake Michigan.

The hotel is being designed according to Marriott's highly successful prototype standards, but further, it will have an additional highly curated lobby restaurant and bar that will cater to hotel guests and the community at large. We are designing the hotel to provide a warm and welcoming atmosphere and bar during colder months while also capitalizing on the huge summer opportunity for the summer guest months with the bar opening to the exterior with fire tables, pool, and comfortable seating. The Element Hotel Muskegon will redefine the region's lakeside hospitality.

Our team is proud to have the architect, general contractor, and hotel operator as equity partners. Their involvement is a testament to their belief in and commitment to the success of the project.







Element Hotel Legal Descriptions

Land situated in the City of Muskegon, County of Muskegon, State of Michigan.

Unit F, Muskegon Lakeshore SmartZone, a site condominium according to the Master Deed recorded in Liber 3503, Page 491, as amended, in the office of the Muskegon County Register of Deeds, and designated as Muskegon County Condominium Subdivision Plan No. 100, together with rights in general common elements and limited common elements as set forth in the above Master Deed, and amendments thereto, and as described in Act 59 of the Public Acts of 1978, as amended.

Land situated in the City of Muskegon, County of Muskegon, State of Michigan.

Unit G, Muskegon Lakeshore SmartZone, a site condominium according to the Master Deed recorded in Liber 3503, Page 491, as amended, in the office of the Muskegon County Register of Deeds, and designated as Muskegon County Condominium Subdivision Plan No. 100, together with rights in general common elements and limited common elements as set forth in the above Master Deed, and amendments thereto, and as described in Act 59 of the Public Acts of 1978, as amended.

GENERAL DESCRIPTION OF CONSTRUCTION

Our intent, with the approval of a PA 255, we will construct a 132 room hotel. This hotel will be 5 stories tall with a restaurant, fitness center and indoor pool.

The building will be constructed using light gauge metal studs and structural steel.

STATEMENT OF ECONOMIC ADVANTAGES

With the approval of the PA 255 this will allow us to move forward with the construction of the new Element Hotel at Harbor 31 Below are some of the advantages.

- It will create 50 permanent jobs
- The construction will create an estimate of 225 construction jobs during the development
- It will bring 132 new rooms to downtown Muskegon, which will help in more tourist visits and make it mor inviting for people to come from out of town to enjoy the lake.
- It will help sway potential users of the ice arena and the convention center to choose Muskegon for their next event.
- It is revitalizing the use of this property which has been un taxed or used in well over 20 years.

"90%" Construction Document Budget

Elemental Hotel with Approved VE
Muskegon, MI
December 17, 2024

Gross Sqft 90,961

Division No.	Description	Cost	Cost PSF
02 00	Existing Conditions	\$ 83,883.67	\$ 0.92
03 00	Concrete	\$ 767,995.51	\$ 8.44
04 00	Masonry	\$ 221,432.50	\$ 2.43
05 00	Metals	\$ 2,616,576.93	\$ 28.77
06 00	Woods, Plastics, and Composites	\$ 1,142,733.02	\$ 12.56
07 00	Thermal and Moisture Protection	\$ 1,290,452.54	\$ 14.19
08 00	Openings	\$ 793,349.96	\$ 8.72
09 00	Finishes	\$ 2,701,611.54	\$ 29.70
10 00	Specialties	\$ 217,231.11	\$ 2.39
11 00	Equipment	\$ 241,007.17	\$ 2.65
12 00	Furnishings	\$ 247,962.83	\$ 2.73
13 00	Special Construction	\$ 139,171.14	\$ 1.53
14 00	Conveying Equipment	\$ 325,712.98	\$ 3.58
21 00	Fire Suppression Subcontract	\$ 276,814.50	\$ 3.04
22 00	Plumbing Subcontract	\$ 1,043,968.78	\$ 11.48
23 00	Heating, Ventilating, and Air Conditioning	\$ 2,568,578.80	\$ 28.24
26 00	Electrical	\$ 1,761,644.02	\$ 19.37
27 00	Communications	\$ -	\$ -
28 00	Electronic Safety and Security, Fire Alarm	\$ -	\$ -
31 00	Earthwork	\$ 733,310.15	\$ 8.06
32 00	Exterior Improvements	\$ 227,486.32	\$ 2.50
33 00	Utilities	\$ -	\$ -
TOTAL HARD COST		\$ 17,400,923.47	\$ 191.30
	Reimbursables	\$ -	\$ -
	General Conditions	\$ 712,780.00	\$ 7.84
	Design Contingency	\$ -	\$ -
	Construction Contingency	\$ 362,274.07	\$ 3.98
	Escalation	\$ -	\$ -
	WBG Fee 5%	\$ 917,006.24	\$ 10.08
TOTAL SOFT COSTS		\$ 1,992,060.30	\$ 21.90
ESTIMATE TOTAL		\$ 19,392,983.77	\$ 213.20

#	DESCRIPTION - SCOPE OF WORK	FURNISHED BY	INSTALLED BY	NOTES
1	PERMITS, LICENCES AND FEES			
2	Building Permits	Owner	N/A	
3	Impact Fees & Escrows	Owner	N/A	
4	Installation Deposits/Maintenance Bonds	Owner	N/A	
5	CONSTRUCTION:			
6	Exterior			
7	All Exterior Lighting and Bulbs	GC/Owner	GC	Decorative Lighting By Owner
8	Electronic Locks at Exterior Entries	Owner	Owner	To Be Reviewed for Scope
9	Flag Poles	GC	GC	Previously Excluded
10	Permanent Planters	Owner	Owner	
11	All Landscaping and Irrigation	GC	GC	
12	All Site Work	GC	GC	
13	Identification/Signage	Owner	Owner	GC - Parking Lot Signage
14	Fire Pit	GC	GC	
15	Lightning Protection	Excluded	Excluded	
16	Interior - Public Areas			
17	Wall, Base, Floor and Ceiling Finishes	GC	GC	
18	Vinyl Wall Covering	N/A	N/A	None
19	VWC Prep and Adhesive	N/A	N/A	None
20	Doors, Frames and Hardware	GC	GC	Electronic Locks By Owner
21	Carpet, Carpet Tiles, Carpet Base and Pad	Owner	GC	Throughline for Materials
22	Carpet, Carpet Base and Pad: Prep, Adhesive & Installation	GC	GC	
23	Casework/Millwork (except below items)	GC	GC	
24	Permanent Interior Planters	Owner	Owner	
25	Toilet Room Fixtures/Trim/Accessories	GC	GC	
26	Blocking for Draperies (coordinate with Owner)	GC	GC	
27	Drapery Valance	Owner	Owner	
28	Event Space Operable Partitions	GC	GC	
29	Identification/Signage	Owner	Owner	
30	Functional Lighting and Bulbs	GC	GC	Decorative Lighting By Owner
31	Decorative Surface Mount Lighting and Bulbs - Hardwired	Owner	GC	Decorative Lighting By Owner
32	Decorative Surface Mount Lighting and Bulbs - Plug-in (FF&E)	Owner	Owner	
33	Interior - Guest Rooms & Corridors			
34	Wall, Base, Floor and Ceiling Finishes (except below items)	GC	GC	

35	Guest Room LVT and Base	GC	GC	
36	Guest Room LVT and Base: Prep, Adhesive & Installation	GC	GC	
37	Vinyl Wall Covering	N/A	N/A	None
38	VWC Prep and Adhesive	N/A	N/A	None
39	Doors, Frames and Hardware	GC	GC	
40	- Guest Room Entry Electronic Locks	Owner	Owner	
41	Identification/Signage - Guest Room Signage & Numbers, etc.	Owner	Owner	
42	Carpet, Carpet Tiles, Carpet Base and Pad	Owner	GC	Throughline for Materials
43	Carpet, Carpet Base and Pad: Prep, Adhesive & Installation	GC	GC	
44	Casework/Millwork - Guest Room Bathroom Vanity	Owner	GC	
45	Casework/Millwork - Guest Room Bathroom Vanity Stone Counter	Owner	GC	
46	Casework/Millwork - Guest Room Bathroom Vanity Sink and Faucet	GC	GC	
47	Casework/Millwork - Desk and Bench	Owner	Owner	
48	Casework/Millwork - Desk and Bench Underlighting	Owner	Owner	
49	Headboard and Bed Base	Owner	Owner	
50	Headboard Power Modules	Owner	Owner	Modules to be Plug-in
51	Drapery & Window Blinds	Owner	Owner	
52	Drapery Valance and Backlighting	Owner	Owner	
53	Drapery Blocking	GC	GC	
54	Mirrors and Artwork	Owner	Owner	
55	- Framed Mirror on Back of Door	Owner	Owner	
56	Closet Shelving Unit	Owner	Owner	
57	Safes, Coffee Makers, Appliances	Owner	Owner	
58	Window Sills (Painted Wood)	GC	GC	Confirmed in Specs
59	Bathroom - Shower & Tub Surrounds	GC	GC	
60	Bathroom - Toilet Accessories	GC	GC	
61	Bathroom - Shower Panels/Doors	GC	GC	
62	Bathroom - Vanity Mirror	Owner	Owner/GC	GC to Wire Lighted Mirrors Only
63	Functional Lighting and Bulbs	GC/Owner	GC	Decorative Lighting By Owner
64	Decorative Surface Mount Lighting and Bulbs - Hardwired	GC/Owner	GC	Decorative Lighting By Owner
65	Decorative Surface Mount Lighting and Bulbs - Plug-in (FF&E)	Owner	Owner	
66	Corridor Ice Machines	Owner	Owner/GC	Rough-in by GC
67	Ice Machine Water, Drain and Power	GC	GC	
68	Vending Machines	N/A	N/A	
69	Corner Guards	GC	GC	
70	Guest Room FF&E	Owner	Owner	
71	Guest Room FF&E Install	Owner	Owner	

72	Guest Room Blocking (coordinate with Owner)	GC	GC	
73	Exercise Room Equipment	Owner	Owner	
74	Exercise Room Mirror	GC	GC	
75	Exercise Room Hydration Station	GC	GC	
76	Interior - Back of House			
77	Wall, Base, Floor and Ceiling Finishes	GC	GC	
78	Vinyl Wall Covering	N/A	N/A	
79	VWC Prep and Adhesive	N/A	N/A	
80	Corner Guards	GC	GC	
81	Permanent Storage Shelves	Owner	Owner	
82	Employee Lockers	GC	GC	
83	- Mural Vinyl Wrap of Lockers	Excluded	Excluded	
84	Toilet Room Fixtures, Trim and Accessories	GC	GC	
85	Functional Lighting and Bulbs	GC/Owner	GC	Decorative Lighting By Owner
86	Built-in Counters and Cabinets	GC	GC	
87	Food Service Equipment	Owner	Owner	
88	Kitchen Exhaust and Make Up Air Systems	Owner	GC	Fans, MAU's, Hoods, Controls, SS Panels
89	Laundry Equipment and Connections	Owner	Owner/GC	Rough-in by GC
90	Laundry Ductwork and Exhaust (per Contract Documents)	GC	GC	
91	Carpet, Carpet Tiles, Carpet Base and Pad	Owner	GC	Throughline for Materials
92	Carpet, Carpet Base and Pad: Prep, Adhesive & Installation	GC	GC	
93	Safe Deposit Boxes	Owner	Owner	
94	Interior - Systems			
95	All AV Equipment and Sound System	Owner	Owner	
96	Sound Equipment	Owner	Owner	
97	Wiring/Cable/Conduit & Boxes/Terminations for Above	Owner	Owner	
98	Security Systems (CCTV & Door Ajar)	Owner	Owner	
99	Wiring/Cable/Conduit & Boxes/Terminations for Above	Owner	Owner	
100	Lodgnet or Enseo Head In Equipment	Owner	Owner	
101	Data/Telephone: Cable/Conduit & Boxes/Terminations	Owner	Owner/GC	Rough In Box and Conduit Up and Out of
102	Data/Telephone: Equipment Racks & Patch Panels	Owner	Owner	
103	Data/Telephone: Main Switch Equipment	Owner	Owner	
104	Computer Cable/Conduit & Boxes/Terminations	Owner	Owner/GC	Rough In Box and Conduit Up and Out of
105	Computer System	Owner	Owner	
106	Emergency Lighting	GC	GC	
107	All Life Safety Systems Complete	GC	GC	
108	Fire Extinguishers and Cabinets	GC	GC	

109	All MEP Systems Complete	GC	GC	
110	Fire Sprinkler System Complete	GC	GC	
111	Elevator Interior Finishes	GC	GC	
112	Employee Time Clock	Owner	Owner	
113	Employee Time Clock Cable/Conduit & Boxes/Power	GC	GC	
114	Time Clocks (entry doors)	Owner	Owner	
115	Time Clock Cable/Conduit & Boxes/Power/Wiring	GC	GC	
116	Uninterrupted Power Supply	Owner	Owner	
117	FURNITURE, FIXTURES & EQUIPMENT			
118	All Items Listed in Interior Design Specification Manual	Owner	Owner	
119	FF&E Install	Owner	Owner	
120	Exterior			
121	Misc. Portable Planters & Plants	Owner	Owner	
122	Exterior Trash Containers	Owner	Owner	
123	Landscape Maintenance Equipment	Owner	Owner	
124	Vehicles, Vans, etc.	Owner	Owner	
125	Exterior Furniture	Owner	Owner	
126	Recessed Entry Mat	GC	GC	
127	Dumpsters (until Substantial Completion)	GC	GC	
128	Trash Compactor (Operating Hotel)	N/A	N/A	
129	Interior - Public Areas			
130	Chalk and Tack Boards in Meeting Rooms	Owner	Owner	
131	Portable Projection Screens	Owner	Owner	
132	Built-in Projection Screens	Owner	Owner	
133	Furniture & Televisions	Owner	Owner	
134	Floor and Table Lamps	Owner	Owner	
135	Interior Plants/Ash Urns/Trash & Recycle Receptacle	Owner	Owner	
136	Decorative Framed Mirrors	Owner	Owner	
137	Artwork, Artifacts and Interior Graphics	Owner	Owner	
138	All Window Treatment and Hardware	Owner	Owner	All blocking required by GC
139	Business Center Equipment	Owner	Owner	
140	Fitness Center - Exercise Equipment	Owner	Owner	
141	Guest Laundry Equipment	Owner	Owner	
142	Graphics and Signage	Owner	Owner	
143	Window Treatments	Owner	Owner	
144	Required Blocking (coordinate with Owner)	GC	GC	
145	Interior - Guest Rooms & Corridors			

146	Furniture/Bedding/Bedspreads	Owner	Owner	
147	Floor and Table Lamps	Owner	Owner	
148	Interior Plants	Owner	Owner	
149	Decorative Framed Mirrors	Owner	Owner	
150	Artwork, Artifacts and Interior Graphics	Owner	Owner	
151	All Window Treatments and Hardware	Owner	Owner	
152	TV/Radio/Coffee/Microwave/Refrigerator	Owner	Owner	
153	Hair Dryers	Owner	Owner	
154	Irons and Ironing Boards	Owner	Owner	
155	Guestroom Accessories/Amenities	Owner	Owner	
156	Required Blocking (coordinate with Owner)	GC	GC	
157	Interior - Back of House			
158	Luggage, Carts, Dollies, etc.	Owner	Owner	
159	Maintenance Department Equipment	Owner	Owner	
160	Housekeeping Department Equipment & Supplies	Owner	Owner	
161	Linen Carts, Vacuums, etc.	Owner	Owner	
162	First Aid Cabinet and Supplies	Owner	Owner	
163	Kitchen - Cooking Utensils, etc.	Owner	Owner	
164	Storage Containers	Owner	Owner	
165	Furniture and Files	Owner	Owner	
166	Administrative Office Equipment and Supplies	Owner	Owner	
167	Freestanding Safe	Owner	Owner	
168	Break Room Refrigerator	Owner	Owner	

Uses:		
Land/Site	\$	689,729
General Contract	\$	19,500,000
Architect, MEP, Civil & Structural	\$	448,804
Interior & Exterior Amenity Design	\$	145,200
Permits and Impact Fees	\$	250,000
Legal/Title/Accounting	\$	250,000
Financing Fees	\$	274,800
Due Dilligence & Third Party Reports	\$	265,000
Interest Carry	\$	1,180,206
Taxes and Insurance	\$	325,000
FF&E + OS&E	\$	4,758,507
Procurement & Install Fees	\$	321,331
Low Voltage	\$	300,000
Franchise & Hotel Fees	\$	225,000
Pre-Opening Expenses	\$	400,000
Development Overhead	\$	1,444,513
Development Contingency	\$	1,077,233
Total Uses	\$	31,855,323

Resolution No. _____

MUSKEGON CITY COMMISSION

**RESOLUTION APPROVING APPLICATION FOR ISSUANCE OF A COMMERCIAL
FACILITIES EXEMPTION CERTIFICATE
181 Viridian Drive.**

WHEREAS, the City of Muskegon legally established the Commercial Redevelopment District on January 28, 2025 after a public hearing held on January 28, 2025; and

WHEREAS, the state equalized value of the property proposed to be exempt plus the aggregate state equalized value of property previously exempt and currently in force under Public Act 255 of 1978 and under Public Act 198 of 1974 (IFT's) does not exceed 5% of the total state equalized value of the City of Muskegon; and

WHEREAS, the application was approved at a public hearing as provided by section 6(2) of Public Act 255 of 1978 on January 28, 2025; and

WHEREAS, the Lakeshore Hotel Partners, LLC is not delinquent in any taxes related to the facility; and

WHEREAS, the application is for commercial property as defined in section 3(3) of Public Act 255 of 1978; and

WHEREAS, the applicant Lakeshore Hotel Partners, LLC has provided answers to all required questions under Section 6(1) of PA 255 of 1978 to the City of Muskegon; and

WHEREAS, the City of Muskegon requires that the construction, restoration or replacement of the facility shall be completed by January 28, 2027; and

WHEREAS, the Commercial Facilities Exemption Certificate is granted for a period of ____ () years and no extension will be allowed; and

WHEREAS, the commencement of the construction, restoration or replacement of the facility did not occur more than 45 days prior to the filing of the application for exemption; and

WHEREAS, the commencement of the construction, restoration or replacement of the facility did not occur prior to the establishment of the Commercial Redevelopment District; and

WHEREAS, the application relates to a construction, restoration or replacement program which when completed constitutes a new, replacement or restored facility within the meaning of Public Act 255 of 1978 and that is situated within a Commercial Redevelopment District established under Public Act 255 of 1978; and

WHEREAS, completion of the facility is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to, increase commercial activity, create employment and retain employment in which the facility is situated; and

WHEREAS, the restoration includes improvements aggregating 10% or more of the true cash value of the property at commencement of the restoration as provided by section 4(6) of Public Act 255 of 1978.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Muskegon

Be and hereby is granted a Commercial Facilities Exemption for the real property, excluding land, located in Commercial Redevelopment District at 181 Viridian Drive for a period of __ () years, beginning December 31, 2025, and ending December 30, 20__ pursuant to the provisions of PA 255 of 1978, as amended.

Adopted this 28 Day of January 2025.

AYES:

NAYS:

Absent:

BY: _____
Ken Johnson, Mayor

ATTEST: _____
Ann Meisch, Clerk

CERTIFICATION

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Muskegon City Commission of the City of Muskegon, County of Muskegon, Michigan at a regular meeting held on January 28, 2025.

Ann Meisch, Clerk

West Haven 280 LLC

Cognate	Value	Cognate	Value
PA 198		PA 210, 255, 146	
Taxable Value	0-5	Taxable Value	0-5
Job Creation	0-3	Location	0-2
Resident Hiring	0-2	New Business	0-1
		Resident Owned/Managed	0-2
TOTAL	0-10	TOTAL	0-10

PA 255 Tax Abatement Scoring Guide

1-5 Points: 4 Year Abatement

6-8 Points: 8 Year Abatement

9-10 Points: 12 Year Abatement

PA 146 Tax Abatement Scoring Guide

1-5 Points: 4 Years frozen taxable values

6-8 Points: 8 Years frozen taxable values

9-10 Points: 12 Years frozen taxable values

TAXABLE VALUE: The City will consider the estimated additional tax base that the development will generate based on plan review, assessor's analysis and permit fees. 1 point awarded for \$150,000 to \$249,999 in taxable value, 2 points awarded for \$250,000 to \$499,999, 3 points awarded for \$500,000 to \$749,999, and 4 points awarded for \$750,000 to \$999,999, and 5 points for taxable value creation over \$1,000,000.

LOCATION: An additional two points will be awarded to a development if it is proposed in one of the City's identified Commercial or Residential Redevelopment Areas (map attached).

NEW BUSINESS: An additional point will be awarded if the development is being proposed by a commercial entity or housing developer that is new to the City of Muskegon.

RESIDENT Owned / Managed: An additional point will be awarded if the proposed business or development is owned or managed by a resident.

PA 198 IFEC Scoring Guide

1-7 Points: 9-Year 50% Abatement

7-10 Points: 12 Year 50% Abatement

PA 210 Tax Abatement Scoring Guide

1-5 Points: 3 Years frozen taxable values

6-8 Points: 6 Years frozen taxable values

9-10 Points: 10 Years frozen taxable values

CITY OF MUSKEGON

933 TERRACE
MUSKEGON, MI 49440
United States



WWW.MUSKEGON-MI.GOV

Community Development Location:

Receipt: 0100862186

Dec/12/2024

Page

Cashier: WENDY.WEBSTER

Received Of: WOLVERINE BUILDING INC.
4045 BARDEN SE
GRAND RAPIDS, MI 49512

The sum of: \$1,000.00

13-10	PUD APPLICATION			1,000.00
	ZONING & ENCROACHMENT FEES	101-000-617	1,000.00	
			Total	1,000.00

TENDERED:	CREDIT CARD PAY	167662893	1,000.00
TENDERED:	Credit Card Fee	167662893	28.00

NOTES PA255 APP FEE THE ELEMENT BY



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: January 28, 2025	Title: Neighborhood Enterprise Zone Certificate - 485 Mary St (formerly 845 Ducey Ave)							
Submitted by: Jocelyn Hines, Development Analyst	Department: Economic Development							
Brief Summary: Staff is requesting the approval of a Neighborhood Enterprise Zone (NEZ) certificate for 15 years for a new construction home at 485 Mary St (formerly 845 Ducey Ave).								
Detailed Summary & Background: An application for a Neighborhood Enterprise Zone (NEZ) certificate has been received from Stephen Homes and Investments for a new construction home at 485 Mary St (formerly 845 Ducey Ave). The cost of construction is approximately \$175,000. The applicant has met local and state requirements for the issuance of the NEZ certificate.								
Goal/Focus Area/Action Item Addressed: Key Focus Areas: Diverse housing types Goal/Action Item: 2027 Goal 2: Economic Development Housing and Business - Additional attainable housing units and increased rates of home ownership								
Amount Requested: N/A	Budgeted Item: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 12.5%;">Yes</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;">No</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;">N/A</td> <td style="width: 12.5%;">X</td> <td style="width: 12.5%;"></td> </tr> </table>	Yes		No		N/A	X	
Yes		No		N/A	X			
Fund(s) or Account(s): N/A	Budget Amendment Needed: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 12.5%;">Yes</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;">No</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;">N/A</td> <td style="width: 12.5%;">X</td> <td style="width: 12.5%;"></td> </tr> </table>	Yes		No		N/A	X	
Yes		No		N/A	X			
Recommended Motion: I move to close the public hearing and approve the Neighborhood Enterprise Zone District certificate at 485 Mary St (formerly 845 Ducey Ave) and authorize the City Clerk and Mayor to sign the certificate resolution.								
Approvals: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Immediate Division Head</td> <td style="width: 10%;"></td> <td style="width: 30%;"></td> </tr> </table>	Immediate Division Head			Guest(s) Invited / Presenting: Yes				
Immediate Division Head								

Information Technology			
Other Division Heads			
Communication			
Legal Review			

Application for Neighborhood Enterprise Zone Certificate

Issued under authority of Public Act 147 of 1992, as amended.

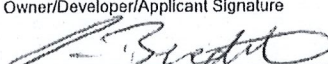
LOCAL GOVERNMENTAL UNIT USE ONLY	
Application No.	Date Received

DEC 19 2023

STATE USE ONLY	
Application No.	Date Received

CITY OF MUSKEGON
PLANNING DEPT

Read the instructions before completing the application. This application must be filed prior to building permit issuance and start of construction except as provided in the instructions on page 3 under Owner/Developer/Applicant Instructions. Initially file completed application and required documents with the clerk of the local governmental unit. The additional documents to complete the application process will be required by the State of Michigan only after the original application is filed with the clerk of the local governmental unit (LGU). This form is also used to file a request for the transfer of an existing NEZ certificate. Please see the instruction sheet.

PART 1: OWNER/DEVELOPER/APPLICANT INFORMATION (Applicant must complete all fields)			
Owner/Developer/Applicant Name Stephens Homes and Investments		Type of NEZ ☒ OPRA eligible community NEZ ☐ Workforce Housing NEZ	
Facility's Street Address 485 Mary St (formerly 845 Duane Ave)		Type of Approval Requested	
City Muskegon	State MI	Zip Code 49442	☒ New Facility ☐ Rehabilitated Facility ☐ Transfer (1 copy only)
Name of City, Township or Village (taxing authority) City of Muskegon		No. of years requested for exemption (6-15; 11-17 for qualified historic building) 15 years	
☒ City ☐ Township ☐ Village		Is the facility owned or rented by occupants? ☒ Owned ☐ Rented	
County Muskegon		Type of Property (check one) ☒ House ☐ Duplex ☐ Condo ☐ Loft ☐ Apartment - No. of Units _____	
School District Muskegon			
Name of LGU that established district City of Muskegon		Name or Number of Neighborhood Enterprise Zone	
Identify who will complete the work ☒ Licensed Contractor ☐ Other _____		Date district was established	
		Estimated Project Cost (per unit) \$175,000.00	
Describe the general nature and extent of the new construction or rehabilitation to be undertaken. For rehabilitation only, include Breakdown of Investment Costs. Use attachments if necessary. Building a 2 bed 2 bathroom with a 2 stall garage on a crawl space totaling 960 sq feet. New Construction			
Timetable for undertaking and completing the rehabilitation or construction of the facility.		Additional Timetable Information (if applicable)	
Begin Date 1/1/2025	End Date 3/31/2025		
PART 2: OWNER/DEVELOPER/APPLICANT CERTIFICATION			
Contact Name Stephen Benedict			
Contact Telephone Number (231) 206-7114		Contact Email Address stephenshomes@yahoo.com	
Owner/Developer/Applicant Name Stephens Homes and Investments LLC			
Owner/Developer/Applicant Telephone Number (231) 206-7114		Owner/Developer/Applicant Email Address stephenshomes@yahoo.com	
Owner/Developer/Applicant Mailing Address 1042 Terrace St		City Muskegon	State MI
		ZIP Code 49442	
I certify the information contained herein and in the attachments are true and that all are truly descriptive of the residential real property for which this application is being submitted.			
I certify I am familiar with the provisions of Public Act 147 of 1992, as amended, (MCL 207.771 to 207.787) and to the best of my knowledge, I have complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the LGU and the issuance of Neighborhood Enterprise Zone Certificate by the State Tax Commission.			
Owner/Developer/Applicant Signature 		Date 12/18/24	

Continue on Page 2

PART 3: LGU ASSESSOR CERTIFICATION (Assessor of LGU must complete Part 3)			
The property to be covered by this exemption may not be included on any other specific tax roll while receiving the Neighborhood Enterprise Zone Exemption. For example, property on the Eligible Tax Reverted Property (Land Bank) specific tax roll cannot be granted a Neighborhood Enterprise Zone Exemption that would also put the same property on the Neighborhood Enterprise Zone specific tax roll.			
☒ By checking this box I certify that, if approved, the property to be covered by this exemption will be on the Neighborhood Enterprise Zone Exemption specific tax roll and not on any other specific tax roll.			
Name of LGU <u>City of Muskegon</u>			
Name of Assessor (First and last name) <u>Donna VanderVries</u>			
Telephone Number <u>231 750 6750</u>		Email Address <u>VanderVriesdo@muskegoncounty.net</u>	
I certify that, to the best of my knowledge, the information contained in Part 3 of this application is complete and accurate.			
Assessor's Signature <u>D VanderVries</u>			Date <u>12/30/24</u>
PART 4: LGU ACTION/CERTIFICATION (LGU clerk must complete this section before submitting to the State Tax Commission)			
Action taken by LGU: ☐ Exemption Approved for _____ Years (6-15) ☐ Exemption Approved for _____ Years (11-17 qualified historic building) ☐ Exemption Denied (include Resolution Denying)		The State Tax Commission requires the following documents be filed for an administratively complete application: ☐ 1. Original Application ☐ 2. Legal description of the real property with parcel identification number ☐ 3. Resolution approving the zone. ☐ 4. Resolution approving the application. ☐ 5. REHABILITATION APPLICATIONS ONLY. Statement by the assessor showing the taxable value of the rehabilitated facility not including the land, for the tax year immediately preceding the effective date of the rehabilitation.	
Date of resolution approving/denying this application			
Clerk's Name (First and Last)			
Telephone Number			
Email Address			
Mailing Address	City	State	ZIP Code
I certify that I have reviewed this application for complete and accurate information and determined that the subject property is located within a qualified Neighborhood Enterprise Zone.			
I certify this application meets the requirements as outlined by Public Act 147 of 1992 and hereby request the State Tax Commission issue a Neighborhood Enterprise Zone Certificate.			
Clerk Signature			Date

For faster service, the LGU should email the completed application and required documents to PTE@michigan.gov.

An additional submission option is to mail the completed application and required documents to:

Michigan Department of Treasury, State Tax Commission
P.O. Box 30471
Lansing, MI 48909

Note: Additional documentation will be required for further processing of the application and for the issuance of the certificate of exemption. These documents should be sent by email or mail directly to the State of Michigan only after the original application is filed with the LGU clerk and approved by the LGU. See the instruction sheet attached.

Any questions concerning the completion of this application should be directed to the LGU clerk.

SITE PLAN

FOR: Steve Benedict
Stephens Homes and Investments
1042 Terrace St.
Muskegon, MI 49442



Feenstra
 & Associates, Inc.
 CIVIL ENGINEERS & SURVEYORS
 3145 Prairie St SW
 Grandville, MI 49418
 Phone: 616.457.7050
 www.feenstrainc.com

Proj	240981
File	Urban Renewal Plat No. 3
Date	12/16/2024
Drafted by	JD

DESCRIPTION: Lot 631, Muskegon—Urban Renewal Plat No. 3, part of Section 21, T10N, R16W, City of Muskegon, Muskegon County, Michigan.

PROPERTY ADDRESS: 845 Ducey Ave

NOTE: The location of the proposed house including required building setbacks and elevations should be approved by the governing agency prior to staking or start of construction. The location of drainfields, septic tanks, and wells, if shown, are subject to actual health department permit.

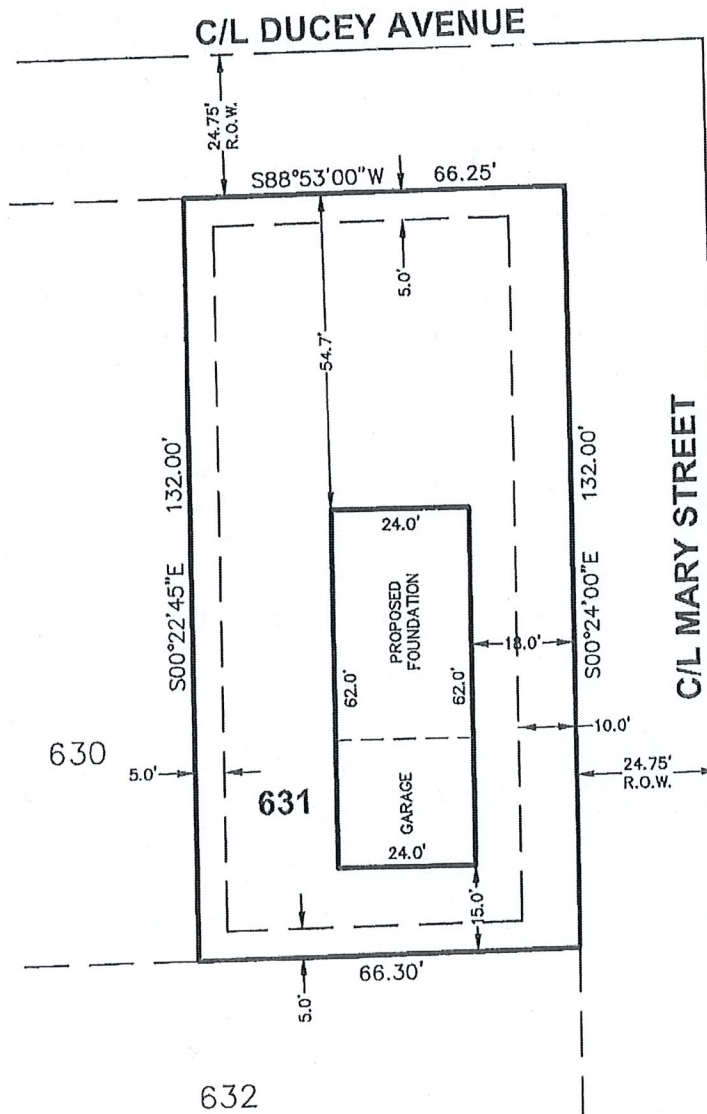


Scale 1" = 30'

LEGEND

- Found Iron Stake
- Set Iron Stake
- Set Wood Stake
- ⊕ Utility Pole
- x—x— Fence Line
- D = Deeded
- P = Platted
- M = Measured

-  Building
-  Deck
-  Concrete
-  Asphalt
-  Gravel



This survey was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

CITY OF MUSKEGON

933 TERRACE
MUSKEGON, MI 49440
United States



Receipt: 0100866308

Dec/19/2024

Page

Cashier: WENDY.WEBSTER

WWW.MUSKEGON-MI.GOV

Community Development Location:

Received Of: STEPHENS HOMES
841 POST RD
MUSKEGON, MI 49441

The sum of: \$50.00

19-10	NEZ APPLICATION FEE		50.00
	TAX ABATEMENT APPLICATION FEES	101-000-640	50.00
		Total	50.00

TENDERED:

CASH PAYMENT

50.00

NOTES NEZ FOR 845 DUCEY (TEMPORARY

Resolution No. _____

MUSKEGON CITY COMMISSION

**RESOLUTION TO APPROVE THE ISSUANCE
OF A NEIGHBORHOOD ENTERPRISE ZONE CERTIFICATE**

WHEREAS, an application for a Neighborhood Enterprise Zone Certificate has been filed with the City Clerk by Stephens Homes and Investments LLC to construct a new home at 485 Mary St (formerly 845 Ducey Ave) in the Marquette neighborhood, and;

WHEREAS, the applicant has satisfied both the local and state eligibility criteria for a Neighborhood Enterprise Zone Certificate;

WHEREAS, the local unit of government is allowing the six (6) month grace period after construction commencement to apply, which is allowed under the law;

WHEREAS, the Neighborhood Enterprise Zone Certificate has been approved for fifteen (15) years;

NOW, THEREFORE, BE IT RESOLVED that the application for a Neighborhood Enterprise Zone Certificate for the new construction of a home by Stephens Homes and Investments LLC be approved.

Adopted this 28th day of January, 2025.

Ayes:

Nays:

Absent:

By: _____
Ken Johnson, Mayor

Attest: _____
Ann Meisch
City Clerk

CERTIFICATION

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Commission of the City of Muskegon, County of Muskegon, Michigan at a regular meeting held on January 28, 2025.

By: _____
Ann Meisch
City Clerk

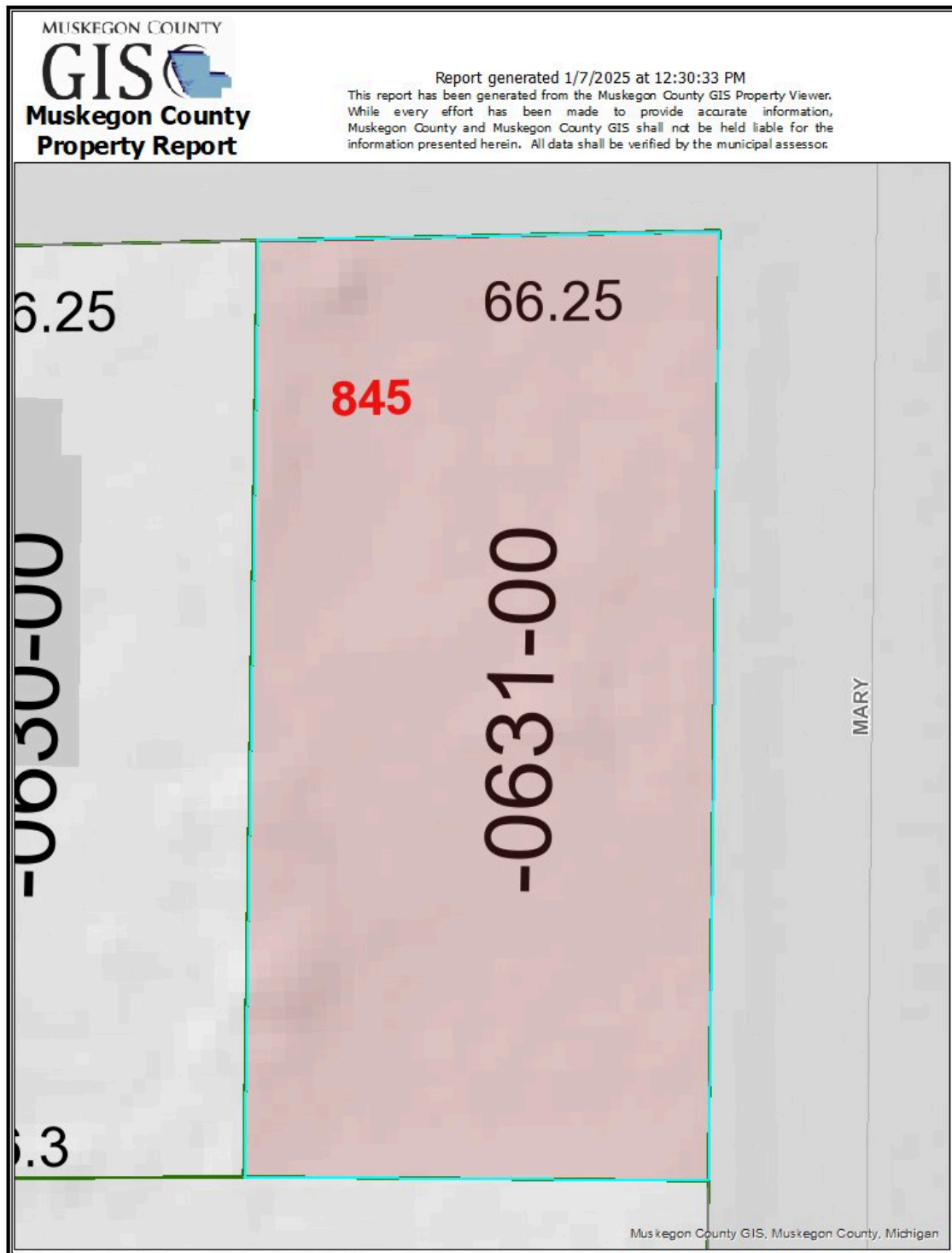


485 Mary St Property Viewer Report

Area of Interest (AOI) Information

Area : 8,881.4 ft²

Jan 7 2025 12:30:13 Eastern Standard Time



Formerly known as 845 Ducey Ave.

Summary

Name	Count	Area(ft ²)	Length(ft)
Parcels	1	8,881.40	N/A

Parcels

#	PIN	Municipality Code	Acreage per GIS	Acreage per Assessor	Property Address Number	Property Address Direction	Property Address Combined	Property Address City
1	61-24-612-000-0631-00	24	0.20	0.38	485	No Data	485 MARY ST	MUSKEGON

#	Property Address State	Property Address Zip Code	Owner Name 1	Owner Name 2	Owner Care Of	Owner Address	Owner Address City	Owner Address State
1	MI	49442	CITY OF MUSKEGON	No Data	PO BOX 536	933 TERRACE ST	MUSKEGON	MI

#	Owner Address Zip Code	Assessed Value	State Equalized Value	Taxable Value	PRE Homestead Pct	Property Class Code	Property Class Description	School District Code
1	49443	0.00	0.00	0.00	0	201	Commercial - Improved	61010

#	School District Name	Zoning per Assessor Primary	Tax Description	Area(ft ²)
1	MUSKEGON CITY SCHOOL DIST	R-1	CITY OF MUSKEGON URBAN RENEWAL PLAT NO 3 LOT 631 ALSO VACATED E 1/2 OF ADJ ALLEY ((8/00 RESOLUTION # 2000-72 (G))	8,881.40

©2020 Muskegon County GIS Data reported herein is believed to be accurate and up to date, however Muskegon County and Muskegon County GIS make no warranty to the accuracy of the data. It is advised that before any decisions are made from this data, that the local assessor or building officials are contacted.

City of Muskegon Res New Const Permit No: PB241266

BUILDING SAFETY INSPECTIONS 933 TERRACE ST., ROOM 201 MUSKEGON, MI 49440

CALL FOR INSPECTIONS: 231-724-6715 FAX 231-728-4371

Permit Issued: 12/30/24

Permit Expires: 06/28/2025

**ALL PERMITS MUST BE FINALED -
PLEASE CALL 231-724-6715 FOR
AN INSPECTION AT LEAST 24 HOURS IN ADVANCE**

MINI EXCAVATING LLC **Contractor**
800 E ELLIS (231) 557-0828
NORTON SHORES, MI 49441

485 MARY ST **Job Location**

24-612-000-0631-00

MUSKEGON 49442

CITY OF MUSKEGON **Owner**

933 TERRACE ST
MUSKEGON MI 49443-0536

Category: Single Family New Construction

Work Description: NEW CONSTRUCTION

**PERMIT MUST BE POSTED/KEPT ON JOB SITE UNTIL FINAL
INSPECTION IS COMPLETED AND APPROVED**

PERMIT ITEM	WORK TYPE	PERMIT VALUE	FEE
(6) \$100,001-\$500,00	Single Family New Construction	140,000.00	\$1,406.00

Fee Total: \$1,406.00

Amount Paid: \$1,406.00

CODE BOOK REFERENCE 2015 MBC/2015 MRC

Balance Due: \$0.00

I agree this permit is only for the work described, and does not grant permission for additional or related work which requires separate permits. I understand that this permit will expire, and become null and void if work is not started within 180 days, or if work is suspended or abandoned for a period of 180 days at any time after work has commenced; and, that I am responsible for assuring all required inspections are requested in conformance with the applicable code.

I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his authorized agent. I agree to conform to all applicable laws of the State of Michigan and the local jurisdiction. All information on the permit application is accurate to the best of my knowledge.

Payment of permit fee constitutes acceptance of the above terms.

Resolution No. 2024-90(A)

MUSKEGON CITY COMMISSION

RESOLUTION TO CREATE AND AMEND NEIGHBORHOOD ENTERPRIZE ZONE DISTRICTS WITHIN
THE CITY OF MUSKEGON

WHEREAS, the City of Muskegon currently has established Neighborhood Enterprise Zone districts within the City pursuant to Public Act 147 of the Michigan Public Acts of 1992, and;

WHEREAS, the City of Muskegon would like to amend existing Neighborhood Enterprise Zone districts to new locations within the City, and;

WHEREAS, the City of Muskegon would like to remove certain areas from the Neighborhood Enterprise Zone and;

WHEREAS, notices were sent to the local taxing jurisdictions on October 10, 2024, and;

WHEREAS, a public hearing was held regarding the creation of this new district on October 22, 2024 at a regular commission meeting of the City of Muskegon; and;

WHEREAS, the old district boundaries will include properties as shown in Exhibit A, and;

WHEREAS, the new and removed boundaries will include properties as shown in Exhibit B, and;

WHEREAS, the total square footage of Neighborhood Enterprise Zone districts in Muskegon will not exceed 15% of the total square footage of the City pursuant to the Act;

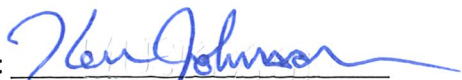
NOW, THEREFORE, BE IT RESOLVED that the new Neighborhood Enterprise Zone districts in the City of Muskegon have been approved.

Adopted this 22nd day of October, 2024.

Ayes: Gorman, Kochin, St.Clair, Johnson, Kilgo, Keener, and German

Nays: None

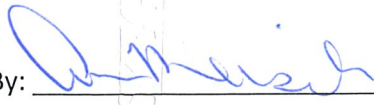
Absent: None

By: 
Ken Johnson, Mayor

Attest: 
Ann Meisch City Clerk

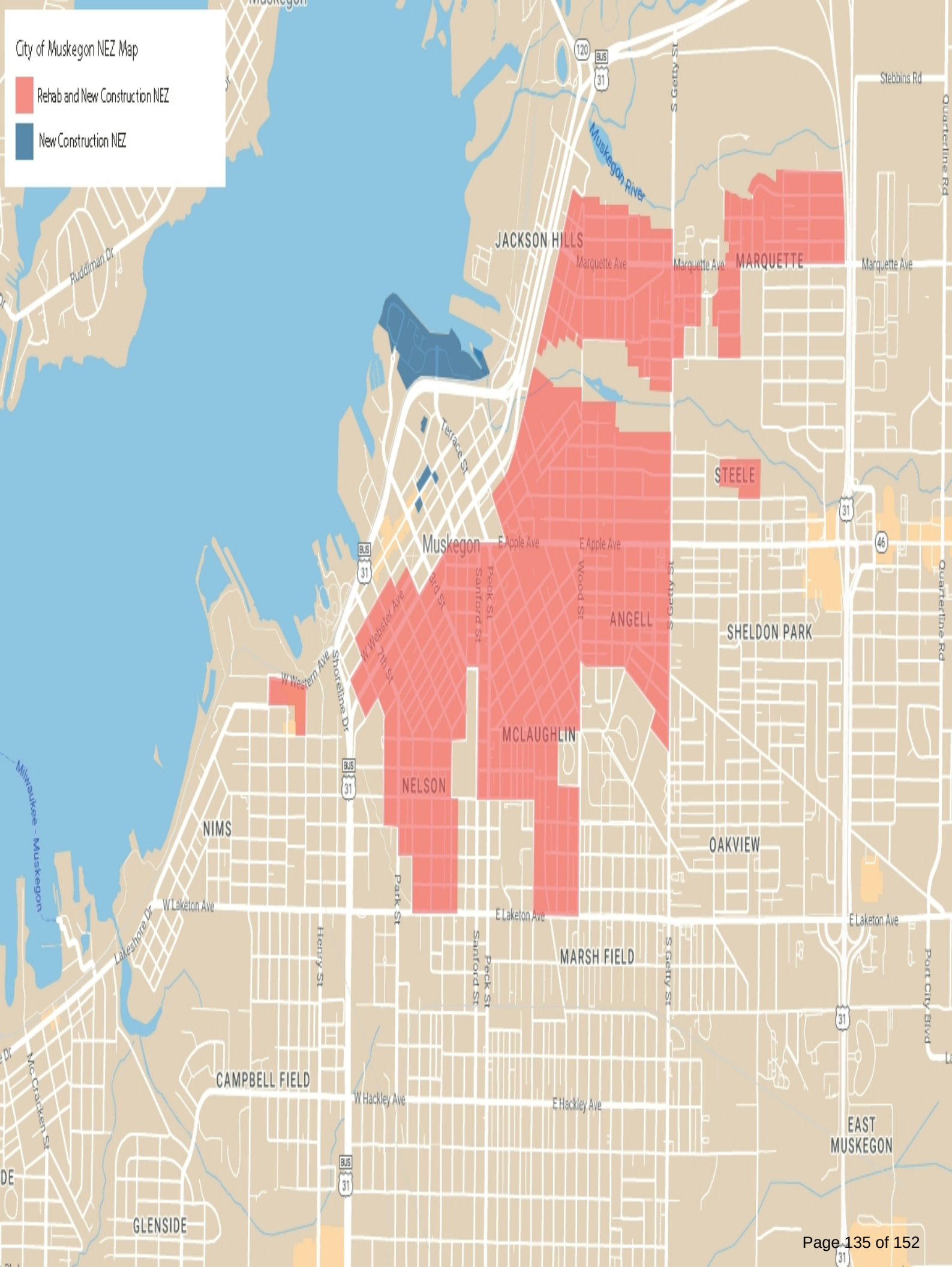
CERTIFICATION

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Commission of the City of Muskegon, County of Muskegon, Michigan at a regular meeting held on October 22, 2024.

By: 
Ann Meisch City Clerk

City of Muskegon NEZ Map

- Rehab and New Construction NEZ
- New Construction NEZ





Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: January 28, 2025	Title: Neighborhood Enterprise Zone Certificate - 263 W Muskegon Ave.							
Submitted by: Jocelyn Hines, Development Analyst	Department: Economic Development							
Brief Summary: Staff is requesting the approval of a Neighborhood Enterprise Zone (NEZ) certificate for 15 years for rehabilitation of 263 W Muskegon Ave.								
Detailed Summary & Background: An application for a Neighborhood Enterprise Zone (NEZ) certificate has been submitted by Ryan Kraai for the rehabilitation of a 3-unit residential property located at 263 W Muskegon Ave, within the Nelson neighborhood's historic district. The proposed rehabilitation, with an estimated cost of \$40,000, includes re-roofing and re-siding. The application meets all local and state requirements for NEZ certification. Additionally, the Historical District Commission (HDC) has approved all external renovations, and their approval documentation is included in your agenda packet. The agenda also contains the NEZ resolution and a map outlining the NEZ boundaries for your reference.								
Goal/Focus Area/Action Item Addressed: Key Focus Areas: Diverse housing types Goal/Action Item: 2027 Goal 2: Economic Development Housing and Business - Diverse housing types								
Amount Requested: N/A	Budgeted Item: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 15%;">Yes</td> <td style="width: 15%;"></td> <td style="width: 15%;">No</td> <td style="width: 15%;"></td> <td style="width: 15%;">N/A</td> <td style="width: 15%;">X</td> <td style="width: 15%;"></td> </tr> </table>	Yes		No		N/A	X	
Yes		No		N/A	X			
Fund(s) or Account(s): N/A	Budget Amendment Needed: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 15%;">Yes</td> <td style="width: 15%;"></td> <td style="width: 15%;">No</td> <td style="width: 15%;"></td> <td style="width: 15%;">N/A</td> <td style="width: 15%;">X</td> <td style="width: 15%;"></td> </tr> </table>	Yes		No		N/A	X	
Yes		No		N/A	X			
Recommended Motion: I move to close the public hearing and approve the Neighborhood Enterprise Zone District certificate at 263 W Muskegon Ave and authorize the City Clerk and Mayor to sign the certificate and resolution.								
Approvals: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Immediate Division</td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>	Immediate Division			Guest(s) Invited / Presenting: Yes				
Immediate Division								

Head			
Information Technology			
Other Division Heads			
Communication			
Legal Review			

**Application for Neighborhood Enterprise
Zone Certificate**

Issued under authority of Public Act 147 of 1992, as amended.

LOCAL GOVERNMENTAL UNIT USE ONLY	
▶ Application No.	▶ Date Received
STATE USE ONLY	
▶ Application No.	▶ Date Received

Read the instructions before completing the application. This application must be filed prior to building permit issuance and start of construction except as provided in the instructions on page 3 under Owner/Developer/Applicant Instructions. Initially file completed application and required documents with the clerk of the local governmental unit. The additional documents to complete the application process will be required by the State of Michigan only after the original application is filed with the clerk of the local governmental unit (LGU). This form is also used to file a request for the transfer of an existing NEZ certificate. Please see the instruction sheet.

PART 1: OWNER/DEVELOPER/APPLICANT INFORMATION (Applicant must complete all fields)				
Owner/Developer/Applicant Name Ryan Kraai		Type of NEZ ☒ OPRA eligible community NEZ ☐ Workforce Housing NEZ		
Facility's Street Address 263 W Muskegon Ave		Type of Approval Requested ☐ New Facility ☒ Rehabilitated Facility ☐ Transfer (1 copy only)		
City Muskegon	State Mi	ZIP Code 49440	No. of years requested for exemption (6-15; 11-17 for qualified historic building) 15	
Name of City, Township or Village (taxing authority) City of Muskegon		Is the facility owned or rented by occupants? ☐ Owned ☒ Rented		
☒ City ☐ Township ☐ Village				
County Muskegon	Type of Property (check one) ☐ House ☒ Duplex ☐ Condo			
School District Muskegon	☐ Loft ☐ Apartment - No. of Units _____			
Name of LGU that established district City of Muskegon		Name or Number of Neighborhood Enterprise Zone Nelson/Downtown		Date district was established
Identify who will complete the work ☒ Licensed Contractor ☐ Other _____		Estimated Project Cost (per unit) \$30,000.00		
Describe the general nature and extent of the new construction or rehabilitation to be undertaken. For rehabilitation only, include Breakdown of Investment Costs. Use attachments if necessary. I purchased the property in August of 2022 I put about \$90,000 into updating and rehabbing the home. The improvements I did include updating all electrical services, fixing the foundation, refinishing the floors, redoing the bathrooms, gutting one of the units, removing rotted-out trees, replacing old furnaces and hot water heaters, and adding air conditioning units. I plan to re-roof and reside the exterior of the property starting 9/1/2025 and completing the project 11/1/2025				
Timetable for undertaking and completing the rehabilitation or construction of the facility.		Additional Timetable Information (if applicable)		
Begin Date 09/01/2025	End Date 11/01/2025			
PART 2: OWNER/DEVELOPER/APPLICANT CERTIFICATION				
Contact Name Ryan Kraai				
Contact Telephone Number (616) 218-2254		Contact Email Address rgkcorppllc@gmail.com		
Owner/Developer/Applicant Name Ryan Kraai				
Owner/Developer/Applicant Telephone Number (616) 218-2254		Owner/Developer/Applicant Email Address rgkcorppllc@gmail.com		
Owner/Developer/Applicant Mailing Address 2268 Whistle Creek Drive		City Byron Center	State Mi	ZIP Code 49315
I certify the information contained herein and in the attachments are true and that all are truly descriptive of the residential real property for which this application is being submitted.				
I certify I am familiar with the provisions of Public Act 147 of 1992, as amended, (MCL 207.771 to 207.787) and to the best of my knowledge, I have complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the LGU and the issuance of Neighborhood Enterprise Zone Certificate by the State Tax Commission.				
Owner/Developer/Applicant Signature <i>Ryan Kraai</i>		Date 11/25/2024		

Continue on Page 2

PART 3: LGU ASSESSOR CERTIFICATION (Assessor of LGU must complete Part 3)

The property to be covered by this exemption may not be included on any other specific tax roll while receiving the Neighborhood Enterprise Zone Exemption. For example, property on the Eligible Tax Reverted Property (Land Bank) specific tax roll cannot be granted a Neighborhood Enterprise Zone Exemption that would also put the same property on the Neighborhood Enterprise Zone specific tax roll.

☒ By checking this box I certify that, if approved, the property to be covered by this exemption will be on the Neighborhood Enterprise Zone Exemption specific tax roll and not on any other specific tax roll.

Name of LGU

City of Muskegon

Name of Assessor (First and last name)

Donna VanderVries

Telephone Number

231 750 6750

Email Address

vanderriesd@muskegoncounty.net

I certify that, to the best of my knowledge, the information contained in Part 3 of this application is complete and accurate.

Assessor's Signature

Donna VanderVries

Date

1/16/2025

PART 4: LGU ACTION/CERTIFICATION (LGU clerk must complete this section before submitting to the State Tax Commission)

Action taken by LGU:

☐ Exemption Approved for _____ Years (6-15)

☐ Exemption Approved for _____ Years
(11-17 qualified historic building)

☐ Exemption Denied (include Resolution Denying)

Date of resolution approving/denying this application

Clerk's Name (First and Last)

Telephone Number

Email Address

Mailing Address

The State Tax Commission requires the following documents be filed for an administratively complete application:

☐ 1. Original Application

☐ 2. Legal description of the real property with parcel identification number

☐ 3. Resolution approving the zone.

☐ 4. Resolution approving the application.

☐ 5. **REHABILITATION APPLICATIONS ONLY.**

Statement by the assessor showing the taxable value of the rehabilitated facility not including the land, for the tax year immediately preceding the effective date of the rehabilitation.

I certify that I have reviewed this application for complete and accurate information and determined that the subject property is located within a qualified Neighborhood Enterprise Zone.

I certify this application meets the requirements as outlined by Public Act 147 of 1992 and hereby request the State Tax Commission issue a Neighborhood Enterprise Zone Certificate.

Clerk Signature

Date

For faster service, the LGU should email the completed application and required documents to PTE@michigan.gov.

An additional submission option is to mail the completed application and required documents to:

Michigan Department of Treasury, State Tax Commission
P.O. Box 30471
Lansing, MI 48909

Note: Additional documentation will be required for further processing of the application and for the issuance of the certificate of exemption. These documents should be sent by email or mail directly to the State of Michigan only after the original application is filed with the LGU clerk and approved by the LGU. See the instruction sheet attached.

Any questions concerning the completion of this application should be directed to the LGU clerk.

MUSKEGON COUNTY

M I C H I G A N

263 W Muskegon Ave Neighborhood Enterprise Zone

January 16, 2025

RE: 263 W Muskegon Ave (24-205-351-0004-00)

The structure at 263 W Muskegon Ave Muskegon MI 49440 (parcel 61-24-351-0004-00) consists of a 2 story 3,412 Square Foot home. The entire parcel has a current taxable value of \$78,225. The land carries a true cash value of \$8,200. The taxable value of the home and land improvements excepting out the land is **\$74,125.**



Assessing
City of Muskegon

Resolution No. _____

MUSKEGON CITY COMMISSION

**RESOLUTION TO APPROVE THE ISSUANCE
OF A NEIGHBORHOOD ENTERPRISE ZONE CERTIFICATE, PA 147 of 1992 AS AMENDED**

WHEREAS, an application for a Neighborhood Enterprise Zone Certificate has been filed with the City Clerk by Ryan Kraai to rehabilitate a home at 263 W Muskegon Avenue in the historic Nelson neighborhood, and;

WHEREAS, the applicant has satisfied both the local and state eligibility criteria for a Neighborhood Enterprise Zone Certificate as required under PA 147 of 1992;

WHEREAS, the local unit of government is allowing the six (6) month grace period after construction commencement to apply, which is allowed under the law;

WHEREAS, the Neighborhood Enterprise Zone Certificate has been approved for fifteen (15) years;

NOW, THEREFORE, BE IT RESOLVED that the application for a Neighborhood Enterprise Zone Certificate for the rehabilitation of a home by Ryan Kraai be approved.

Adopted this 28th day of January, 2025.

Ayes:

Nays:

Absent:

By: _____
Ken Johnson, Mayor

Attest: _____
Ann Meisch
City Clerk

CERTIFICATION

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Commission of the City of Muskegon, County of Muskegon, Michigan at a regular meeting held on January 28, 2025.

By: _____
Ann Meisch
City Clerk

NEZ Application Summary for 263 W Muskegon Ave, Muskegon, MI 49440

I purchased the property at **263 W Muskegon Ave** in August 2022 and have since invested approximately **\$90,000** in improvements to update and rehabilitate the home. These upgrades include:

- Updating all electrical systems.
- Repairing the foundation.
- Refinishing floors.
- Remodeling bathrooms.
- Fully renovating one unit.
- Removing rotted-out trees.
- Replacing old furnaces and hot water heaters.
- Installing air conditioning units.

These improvements have modernized the property while preserving its historic charm. Below is a breakdown of the upgrades and associated costs for each unit:

Unit 1

- Installed new electrical systems: **\$3,416.66**
- Added plumbing to accommodate a washer and dryer.
- Installed a washer and dryer.
- Added air conditioning: **\$5,826.50**
- Painted the entire unit.
- Installed a new water heater.
- Fully remodeled the bathroom: **\$5,200**
- Kitchen and dining room updates: **\$3,860**

Total for Unit 1: \$18,303.16

Unit 2

- Fully remodeled both bathrooms.

- Upgraded electrical systems: **\$3,416.66**
- Added plumbing to accommodate a washer and dryer.
- Installed a washer and dryer.
- Added air conditioning: **\$5,826.50**
- Painted the entire unit.
- Installed a new water heater.
- Tree and stump removal to address foundation issues: **\$1,586.20**
- Foundation repairs: **\$7,664**
- Kitchen, doors, and flooring updates: **\$17,690**

Total for Unit 2: \$36,183.36

Unit 3

- Fully remodeled bathrooms.
- Installed new electrical systems: **\$3,416.66**
- Added plumbing to accommodate a washer and dryer.
- Installed a washer and dryer.
- Added air conditioning: **\$10,935**
- Replaced all flooring with new materials.
- Painted the entire unit.
- Installed a completely new kitchen.
- Added all new appliances.
- Replaced all windows.
- Installed a new water heater.
- Unit remodel (kitchen, floors, bathroom, bedrooms, and living room): **\$21,500**
- Additional unit remodel work: **\$10,750**
- Laundry line installation: **\$885**

Total for Unit 3: \$36,486.66

Grand Total for Property Improvements: \$90,000.18

Future Plans

In addition to the completed renovations, I plan to further enhance the property by re-roofing and re-siding the entire home within the next 1-2 years. The estimated cost for these future improvements is approximately **\$40,000**.

These renovations and planned updates will significantly improve the property's curb appeal, structural integrity, and energy efficiency, while continuing to respect its historic character. This property exemplifies the goals of the Neighborhood Enterprise Zone (NEZ) program, promoting revitalization and long-term value in the community.



Historic District Commission

CERTIFICATE OF APPROPRIATENESS

Pursuant to Section 38-112 of the Code of Ordinances of the City of Muskegon, the Historic District Commission hereby issues this Certificate of Appropriateness authorizing commencement of exterior work within the District as described below:

263 W. MUSKEGON AVENUE (Case 2025-01)

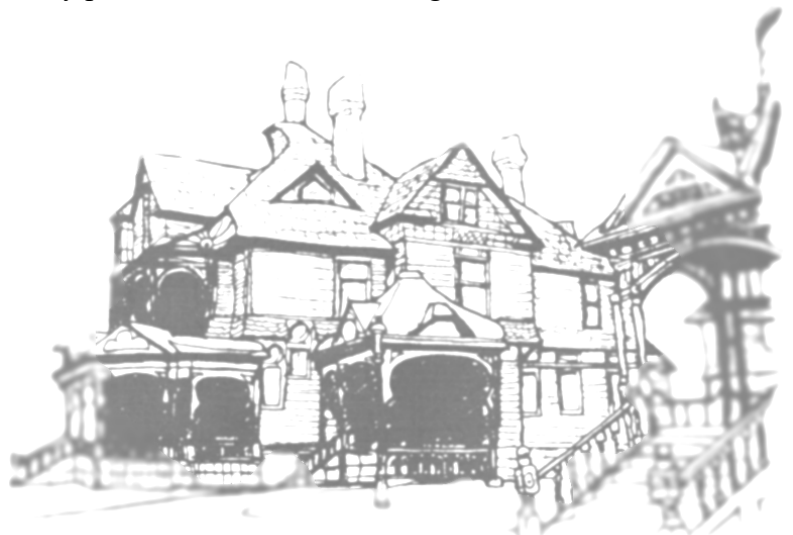
Remove and replace the existing wood siding with new cement siding with a three-inch reveal, remove and replace the existing wood window, door, and corner trim with new smooth-faced PVC trim of the same width and thickness, and replace the front, back, and side exterior doors with new wood, steel, or fiberglass doors of an approved style.

Approval by the Commission was granted under the assumption that all work will meet minimum Code requirements and any necessary permits will be obtained. No other work or any variation in work thereof approved is permitted under this certificate without the prior consent of the Commission. Applicant must secure all necessary permits before commencing work.

January 15, 2025

Steven Radtke /JP
HDC Chairperson

[Signature]
Staff



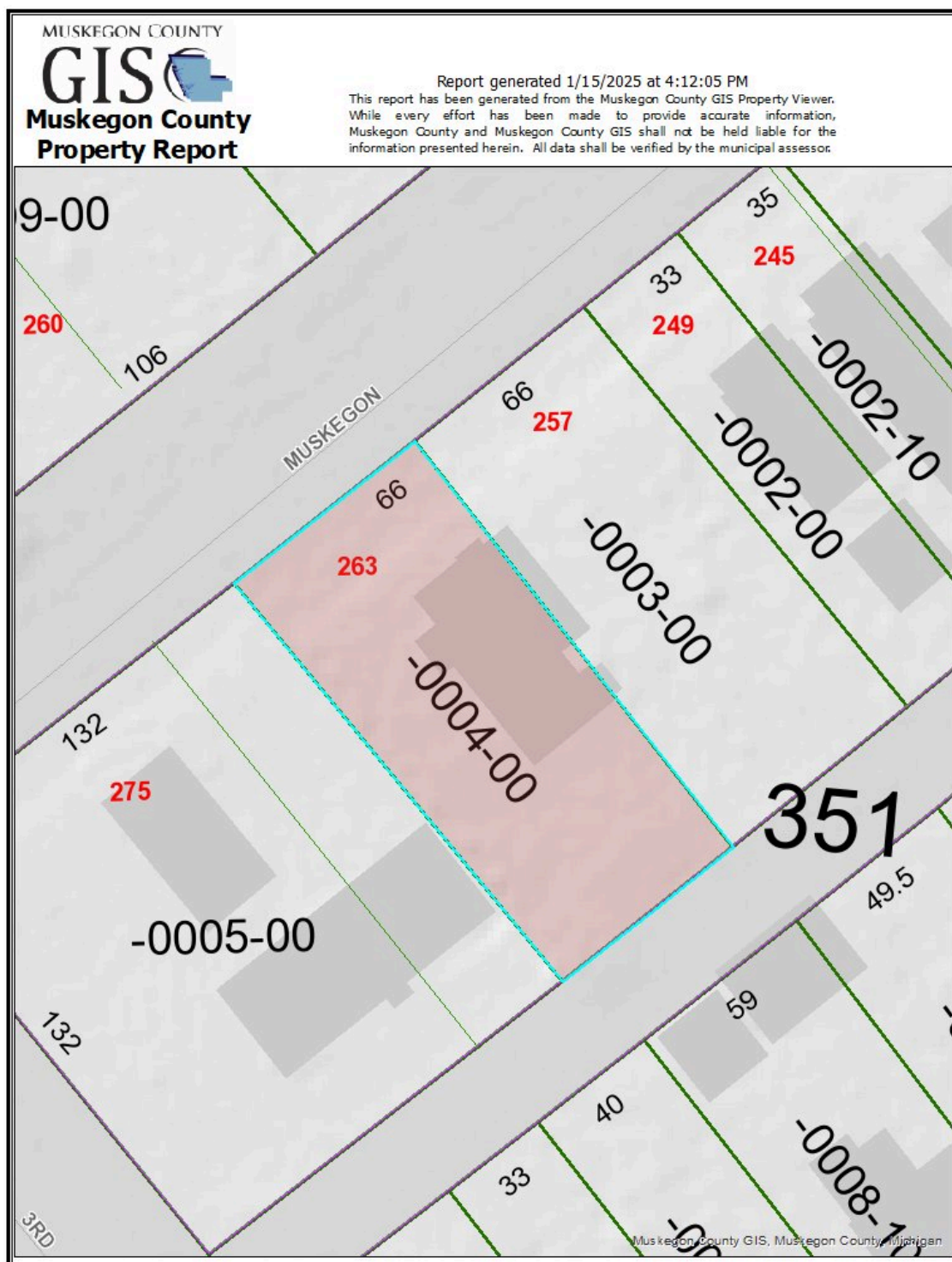


263 W Muskegon Ave Property Viewer Report

Area of Interest (AOI) Information

Area : 9,306.62 ft²

Jan 15 2025 16:11:26 Eastern Standard Time



Summary

Name	Count	Area(ft ²)	Length(ft)
Parcels	1	9,306.62	N/A

Parcels

#	PIN	Municipality Code	Acreage per GIS	Acreage per Assessor	Property Address Number	Property Address Direction	Property Address Combined	Property Address City
1	61-24-205-351-0004-00	24	0.21	0.20	263	W	263 W MUSKEGON AVE	MUSKEGON

#	Property Address State	Property Address Zip Code	Owner Name 1	Owner Name 2	Owner Care Of	Owner Address	Owner Address City	Owner Address State
1	MI	49440	KRAAI DEVELOPMENT LLC	No Data	No Data	2268 WHISTLE CREEK SW	BYRON CENTER	MI

#	Owner Address Zip Code	Assessed Value	State Equalized Value	Taxable Value	PRE Homestead Pct	Property Class Code	Property Class Description	School District Code
1	49315	94,900.00	94,900.00	78,225.00	0	401	Residential - Improved	61010

#	School District Name	Zoning per Assessor Primary	Tax Description	Area(ft ²)
1	MUSKEGON CITY SCHOOL DIST	FBC-UR	CITY OF MUSKEGON REVISED PLAT OF 1903 LOT 4 BLK 351	9,306.62

©2020 Muskegon County GIS Data reported herein is believed to be accurate and up to date, however Muskegon County and Muskegon County GIS make no warranty to the accuracy of the data. It is advised that before any decisions are made from this data, that the local assessor or building officials are contacted.

RENTAL DEPT. SERVICES
933 TERRACE ST. RM 201
MUSKEGON, MI 49440



RENTAL CERTIFICATE

CR221525

PROPERTY OWNER :

KRAAI RYAN/LAUREN

4224 DEL MAR VILLAGE DR SW

GRANDVILLE MI 49418

RESPONSIBILITY PARTY:

DEBOER PROPERTY MANAGEMENT

35 S JEFFERSON

ZEELAND MI 49464

CERTIFICATE OF COMPLIANCE

RENTAL PROPERTY ADDRESS: 263 W MUSKEGON AVE

CERTIFICATE STATUS: Certified

EXPIRATION DATE OF CERTIFICATE: 11/22/2025

NUMBER OF UNITS IN DWELLING: 3

NUMBER OF BEDROOMS IN DWELLING: 5 BEDROOM

UNITS IN COMPLIANCE: 3

CERTIFICATE STIPULATIONS:

The condition of the above address meets the requirements of the property maintenance code for existing dwellings insofar as can be determined by a visual inspection of the premises. The City of Muskegon does not make any guarantee or warranty as to the condition of the buildings inspected, nor does the city assume any liability in the inspection or in certification of compliance.

IS HEREBY ACKNOWLEDGED.

KATHRYNE LEONARD

Rental Dept. Inspector

NOTE: If this building is registered as a vacant building you must notify us when it becomes occupied, obtaining a certificate does not automatically remove the building from the vacant building registration program.

Printed on: 10/16/2023

Resolution No. 2024-90(A)

MUSKEGON CITY COMMISSION

RESOLUTION TO CREATE AND AMEND NEIGHBORHOOD ENTERPRIZE ZONE DISTRICTS WITHIN
THE CITY OF MUSKEGON

WHEREAS, the City of Muskegon currently has established Neighborhood Enterprise Zone districts within the City pursuant to Public Act 147 of the Michigan Public Acts of 1992, and;

WHEREAS, the City of Muskegon would like to amend existing Neighborhood Enterprise Zone districts to new locations within the City, and;

WHEREAS, the City of Muskegon would like to remove certain areas from the Neighborhood Enterprise Zone and;

WHEREAS, notices were sent to the local taxing jurisdictions on October 10, 2024, and;

WHEREAS, a public hearing was held regarding the creation of this new district on October 22, 2024 at a regular commission meeting of the City of Muskegon; and;

WHEREAS, the old district boundaries will include properties as shown in Exhibit A, and;

WHEREAS, the new and removed boundaries will include properties as shown in Exhibit B, and;

WHEREAS, the total square footage of Neighborhood Enterprise Zone districts in Muskegon will not exceed 15% of the total square footage of the City pursuant to the Act;

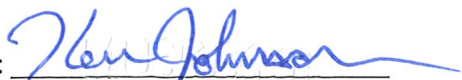
NOW, THEREFORE, BE IT RESOLVED that the new Neighborhood Enterprise Zone districts in the City of Muskegon have been approved.

Adopted this 22nd day of October, 2024.

Ayes: Gorman, Kochin, St.Clair, Johnson, Kilgo, Keener, and German

Nays: None

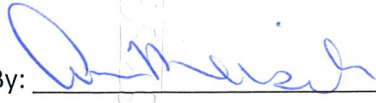
Absent: None

By: 
Ken Johnson, Mayor

Attest: 
Ann Meisch City Clerk

CERTIFICATION

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Commission of the City of Muskegon, County of Muskegon, Michigan at a regular meeting held on October 22, 2024.

By: 
Ann Meisch City Clerk

City of Muskegon NEZ Map

- Rehab and New Construction NEZ
- New Construction NEZ

