

# CITY OF MUSKEGON

## PLANNING COMMISSION MEETING

**December 11, 2025 @ 4:00 PM**

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

**CALL TO ORDER:**

**ROLL CALL:**

**APPROVAL OF MINUTES:**

**A. Approval of the minutes from the regular meeting of November 13, 2025.**  
Planning

**PUBLIC HEARINGS:**

**A. Case 2025-43: Request for a special use permit to operate a car sale lot at 2382 S Getty St, by Freeway Auto.** Planning

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

**ANY OTHER BUSINESS:**

**A. Update on the action steps outlined in the master plan.** Planning

**GENERAL PUBLIC COMMENT:**

► 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. ► Limit of 3 minutes to address the Commission.

**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](http://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](mailto:clerk@shorelinecity.com)

# CITY OF MUSKEGON

## PLANNING COMMISSION MEETING

**November 13, 2025 @ 4:00 PM**  
**MUSKEGON CITY COMMISSION CHAMBERS**  
**933 TERRACE STREET, MUSKEGON, MI 49440**

### MINUTES

#### CALL TO ORDER

L. Willet-Leroi called the meeting to order at 04:02 PM, and a roll call was taken.

#### ROLL CALL

Members Present: K. Johnson, J. Seyferth, S. Blake, S. Gawron, L. Willett LeRoi, B. Mazade, J. Montgomery-Keast, L. Simmons

Member(s) Absent:

Member(s) Excused: D. Keener

Staff Present: M. Franzak and S. Romine

Others Present:

#### APPROVAL OF MINUTES

##### **A. Approval of the minutes from the special meeting of October 23, 2025.**

Planning

A motion to approve the Minutes of the special Planning Commission meeting on October 23, 2025, was made by J. Montgomery-Keast, supported by K. Johnson, and unanimously approved.

#### PUBLIC HEARINGS

##### **A. Case 2025-40: Request for a special use permit to operate a gas station at 2021 Marquette Ave, by Jaswinder Singh.** Planning

#### SUMMARY

The properties at 2021 and 2033 Marquette Ave are zoned B-2, Convenience & Comparison Business. The property at 2021 Marquette currently operates as a

convenience store. The property at 2033 Marquette is currently a self-service car wash. The applicant plans on combining the properties into one, adding an addition to the convenience store, and adding a gas station.

The current convenience store measures 2,673 sf, and the proposed addition measures 1,920 sf. There are no additional parking spaces proposed, but the 12 spaces that currently exist will remain, which meet the zoning ordinances' parking standards.

The gas station will include eight pumps under one canopy. The underground storage tank will be located to the south of the existing car wash building.

A fence is proposed on the southern property line to screen the apartments to the south. However, the fence will not be placed where the new parking lot connection to the alley is proposed to the east of the convenience store.

The rear setback requirement is 10 feet. However, there is a provision in the zoning ordinance that allows for zero lot line setbacks, as long as the following conditions below are met. It appears these conditions have been met (the rear setback will be 4.9', the same as the existing building, not all the way to zero).

- a. The building has an approved fire rating for zero-lot line development under the building code.
- b. The building has adequate fire access preserved pursuant to fire code requirements.
- c. The zero lot line side is not adjacent to a street.
- d. A maintenance access easement is granted by the adjacent property owner and recorded with the County Register of Deeds, and provided to the zoning administrator with the site plan or plot plan.
- e. It is not adjacent to wetlands or waterfront.

#### Planning Exercise

Prior to authorization of any Special Land Use, the Planning Commission shall give due regard to the nature of all adjacent uses and structures. It shall determine the consistency with the adjacent use and development. In addition, the Planning Commission shall find that the proposed use or activity would not be offensive or a nuisance, by reason of increased traffic, noise, vibration, or light. Further, the Planning Commission shall find that adequate water and sewer infrastructure exists or will be constructed to service the Special Land Use or activity.

Staff will answer the following questions and ask the Planning Commissioners if they disagree with each statement at the meeting (Staff answers in italics).

Would the proposed expansion be considered offensive, or a nuisance, because of any of the following:

1. Increased traffic - *No*

2. Increased noise - *No*
3. Increased vibration - *No*
4. Increased light - *No*

Does adequate water and sewer infrastructure exist, or will it be constructed to service the Special Land Use or activity? *Yes, it currently exists.*

Staff reviewed the Planning Exercise questions with the Planning Commissioners, and they unanimously agreed that the standards listed have been met to authorize a Special Use Permit.

Special Use Permit requirements specific to gas stations:

1. The curb cuts for ingress and egress to a service station shall not be permitted at such locations that will tend to create traffic hazards in the streets immediately adjacent thereto. Entrances shall be no less than twenty-five (25) feet from a street intersection (measured from the roadway) or from adjacent residential property, and subject to other Ordinances of the City. *Condition met (Engineering Dept still reviewing at the time of this writing).*
2. The minimum lot area shall be ten thousand (10,000) square feet, and so arranged that ample space is available for motor vehicles which are required to wait. *Condition met*
3. There shall be provided, on those sides abutting or adjacent to a residential district, a four-foot (4') completely obscuring wall or fence. The height of the wall or fence shall be measured from the surface of the ground. *Condition mostly met. No screening where driveway connects to alley.*
4. All lighting shall be shielded from adjacent residential districts and from abutting streets. *Condition met*
5. All restroom doors shall be shielded from adjoining residential property. *Condition met*

#### **STAFF RECOMMENDATION**

Staff recommends approval of the special use permit with the condition that a stormwater permit is obtained from the Engineering Department. Also, the Engineering Department is still working with the applicant on possibly reducing the width of the curb cut off Marquette Ave (closest to Quarterline Dr). Staff will update the Commission on those discussions at the meeting.

#### **PUBLIC HEARING COMMENCED**

None

#### **CLOSE PUBLIC HEARING - MOTION**

A motion to close the public hearing was made by J. Montgomery-Keast, supported by J. Seyferth, and unanimously approved.

#### ***MOTION PASSED***

## MOTION

Motion by K. Johnson, second by J. Montgomery-Keast, the request for a special use permit to operate a gas station at 2021 Marquette Ave be approved based on the findings of facts in the Planning Exercise in the staff report, with the condition that a stormwater permit is obtained from the Engineering Department.

**ROLL VOTE:** **Ayes:** L. Simmons II, S. Blake, B. Mazade, S. Gawron, J. Seyferth, J. Montgomery-Keast, K. Johnson, and L. Willett-Leroi.

**Nays:** None.

## MOTION PASSED

### **B. Case 2025-41: Staff-initiated request to amend Section 2307 of the zoning ordinance to modify the permitted yard encroachment criteria.** Planning

#### SUMMARY

This amendment is to clarify some information found in Section 2307 (permitted yard encroachments) of the zoning ordinance. The amendment will clean up some language regarding porches that encroach on the front setback requirement and will also allow steps on a porch to encroach a little further than currently allowed. This amendment will also eliminate #4 in the section that describes regulations for subdivisions that were 90% developed prior to 1940. Zoning reform has replaced the need for these requirements. Please see the redline version of the amendments in the attachments.

#### STAFF RECOMMENDATION

I move the request to amend Section 2307 of the zoning ordinance to modify the permitted yard encroachment criteria, be recommended to the City Commission for approval.

#### PUBLIC HEARING COMMENCED

None.

#### CLOSE PUBLIC HEARING - MOTION

A motion to close the public hearing was made by None, supported by None, and unanimously approved.

## MOTION PASSED

## MOTION

Motion by J. Montgomery-Keast, second by L. Simmons, that the request to amend Section 2307 of the zoning ordinance to modify the permitted yard encroachment criteria be recommended to the City Commission for approval.

**ROLL VOTE:** **Ayes:** L. Simmons II, S. Blake, B. Mazade, S. Gawron, J. Seyferth, J. Montgomery-Keast, K. Johnson, and L. Willett-Leroi.

**Nays:** None

## MOTION PASSED

**C. Case 2025-42: Staff-initiated request to amend Section 2319 of the zoning ordinance to modify the residential design criteria.** Planning

**SUMMARY**

These minor amendments are to address some incorrect information in the zoning ordinance that was created when zoning reform was approved. These changes would also require a house to have a door at the front of the house, which is not required as of now. The numbering of the design requirements has also been updated. Please see the redline version of the ordinance excerpt that is attached.

**STAFF RECOMMENDATION**

I move the request to amend Section 2319 of the zoning ordinance to modify the residential design criteria be recommended to the City Commission for approval.

**PUBLIC HEARING COMMENCED**

None.

**CLOSE PUBLIC HEARING - MOTION**

A motion to close the public hearing was made by J. Montgomery-Keast, supported by J. Seyferth, and unanimously approved.

***MOTION PASSED***

***MOTION***

Motion by K. Johnson, second by J. Montgomery-Keast, to approve the request to amend Section 2319 of the zoning ordinance to modify the residential design criteria, be recommended to the City Commission for approval.

**ROLL VOTE:** **Ayes:** L. Simmons II, S. Blake, B. Mazade, S. Gawron, J. Seyferth, J. Montgomery-Keast, K. Johnson, and L. Willett-Leroi.  
**Nays:** None.

***MOTION PASSED***

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

None.

**ANY OTHER BUSINESS**

None.

**GENERAL PUBLIC COMMENT**

None.

**ADJOURNMENT**

The Planning Commission meeting adjourned at 4:30 PM.

Respectfully Submitted,

Ann Marie Meisch, MMC City Clerk



# Agenda Item Review Form

## Muskegon Planning Commission

<b>Commission Meeting Date:</b> December 11, 2025	<b>Title:</b> Case 2025-43: Request for a special use permit to operate a car sale lot at 2382 S Getty St, by Freeway Auto.
<b>Submitted by:</b> Mike Franzak, Planning Director	<b>Department:</b> Planning

**Brief Summary:**

Request for a special use permit to operate a car sale lot at 2382 S Getty St, by Freeway Auto.

**Detailed Summary & Background:**

The applicant is requesting to operate a car sales lot at 2382 S Getty St. This suite is located in a strip mall, although most of the suites appear to be vacant. Car sale lots are allowed in B-4 districts with the issuance of a special use permit with the following conditions: 1) Ingress and egress to the outdoor sales area shall be at least 60 feet from the intersection of any two streets 2) No major repair or major refinishing shall be done on the lot, such use of land being only permitted in the I-1 or I-2 Industrial Districts.

The site plan does not appear to show the correct striping for parking spaces. Staff will work with the applicant before the meeting to correct the site plan. There appears to be adequate parking on-site to accommodate the retail suites and a car sales lot.

Planning Exercise

Prior to authorization of any Special Land Use, the Planning Commission shall give due regard to the nature of all adjacent uses and structures. It shall determine the consistency with the adjacent use and development. In addition, the Planning Commission shall find that the proposed use or activity would not be offensive or a nuisance, by reason of increased traffic, noise, vibration, or light. Further, the Planning Commission shall find that adequate water and sewer infrastructure exists or will be constructed to service the Special Land Use or activity.

Staff will answer the following questions and ask the Planning Commissioners if they disagree with each statement at the meeting (Staff answers in italics).

Would the proposed expansion be considered offensive, or a nuisance, because of any of the following:

1. Increased traffic - *No*
2. Increased noise - *No*
3. Increased vibration - *No*
4. Increased light - *No*

Does adequate water and sewer infrastructure exist, or will it be constructed to service the Special Land Use or activity? *Yes, it currently exists.*

Special Use Permit requirements specific to car sale lots:

1. Ingress and egress to the outdoor sales area shall be at least 60 feet from the intersection of any two streets. *Meets standard*
2. No major repair or major refinishing shall be done on the lot, such use of land being only permitted in the I-1 or I-2 Industrial Districts. *Meets standard*

**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:**

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

N/A

**Budget Amendment Needed:**

Yes		No		N/A	X	
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**Recommended Motion:**

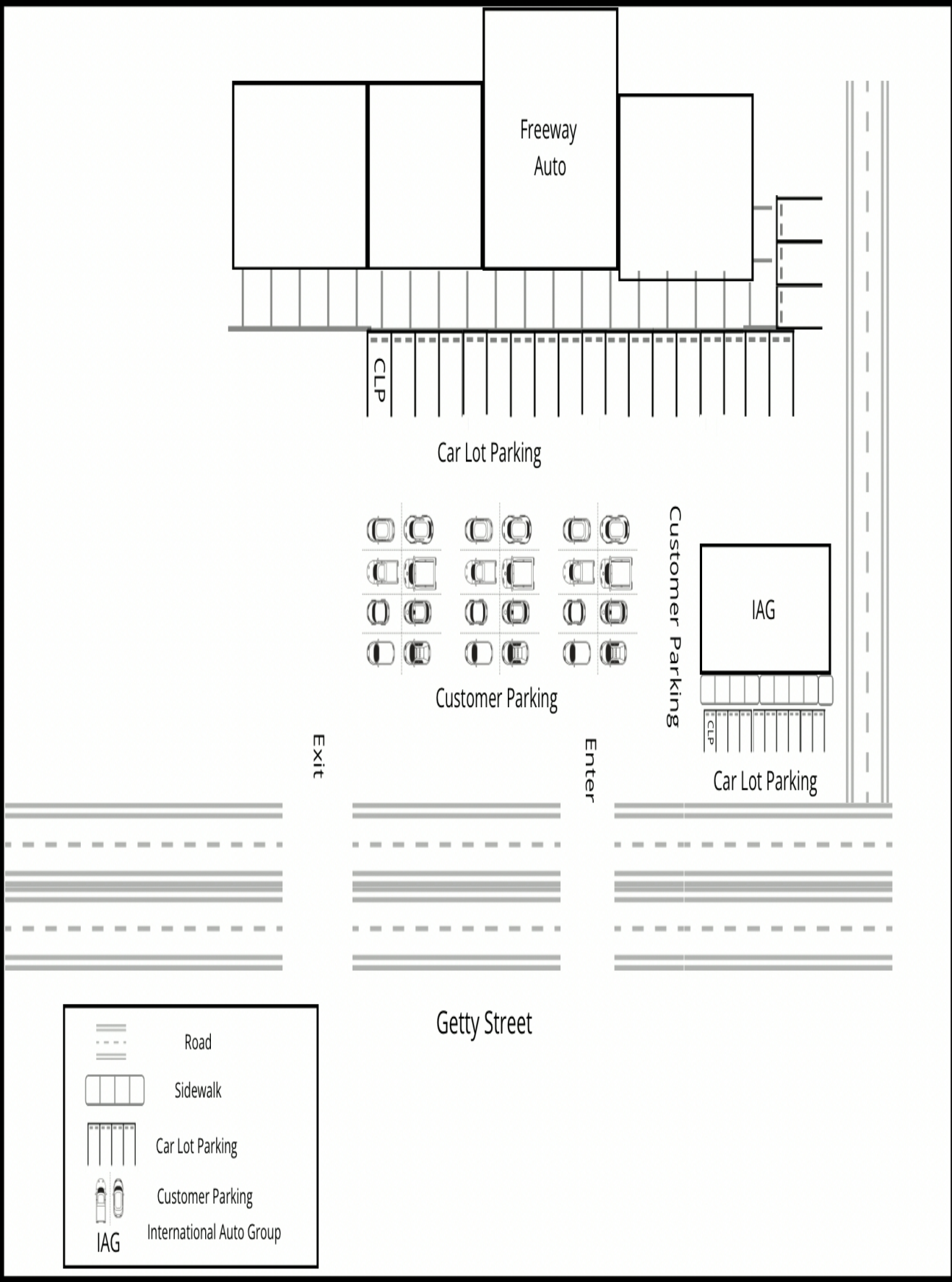
I move the request to operate a car sale lot at 2382 S Getty St be approved based on the finding of facts in the staff report.

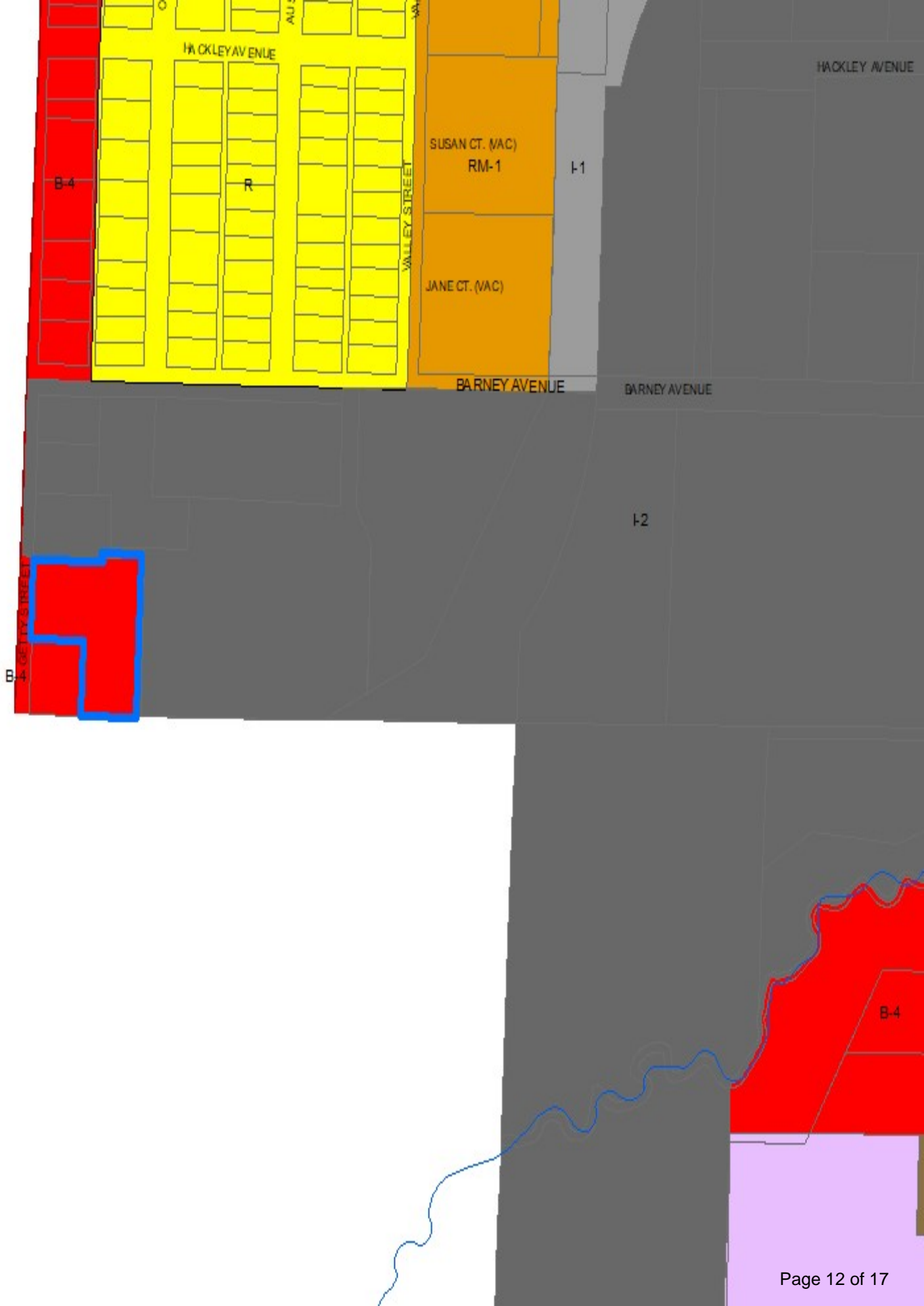
**Approvals:**

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

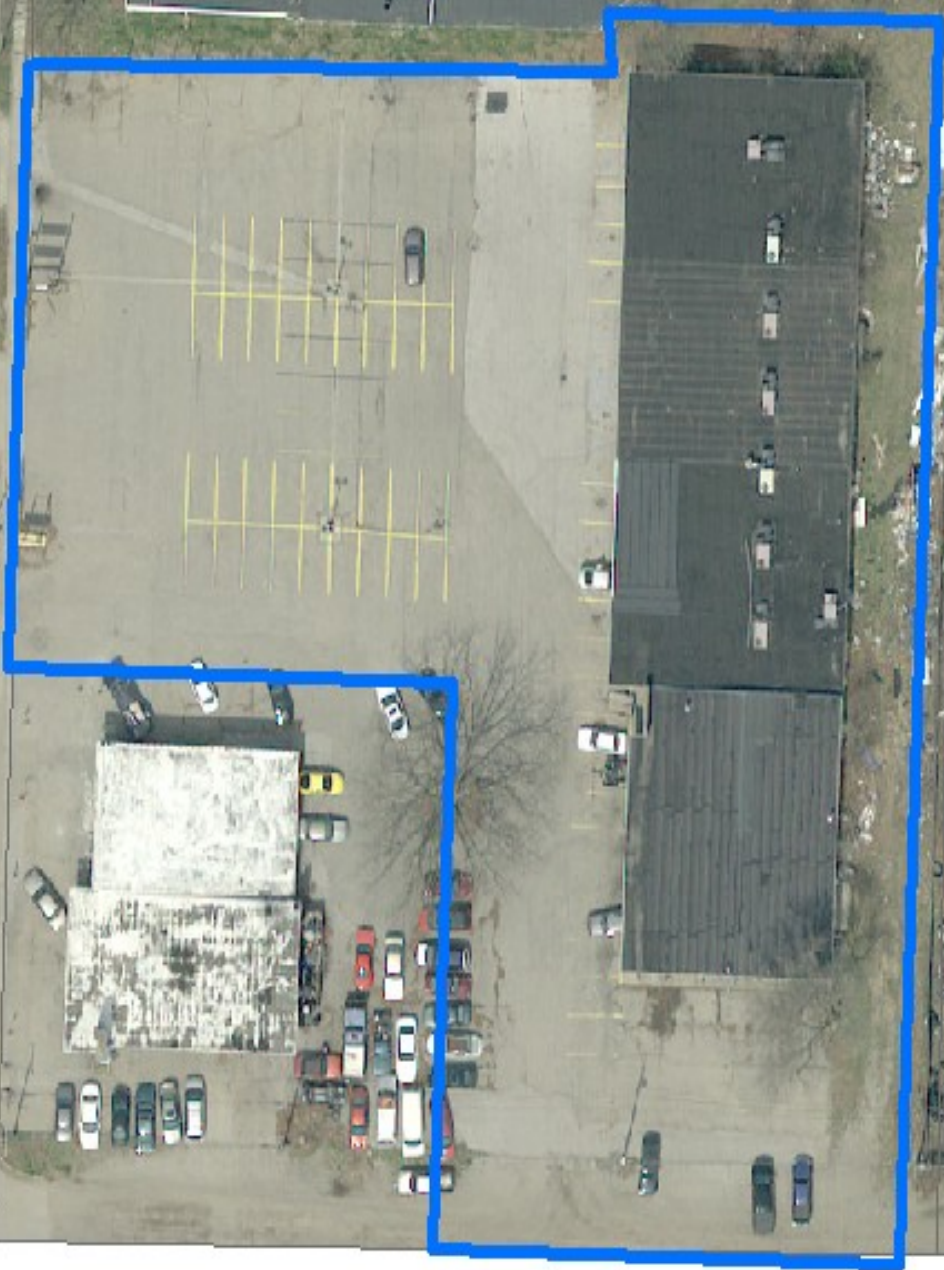
**Guest(s) Invited / Presenting:**

No





GETTY STREET





City  
Wide  
Appliance  
2362 S. GAY ST.  
COLUMBIA, MO 65203

FREE MONTHLY MOBILE SERVICE  
Includes FREE Smartphone

2362  
Be Back Soon  
CLOSED

City  
Wide  
Appliance

TO PARKING  
TOW AWAY  
ZONE





## Agenda Item Review Form

### Muskegon Planning Commission

<b>Commission Meeting Date:</b> December 11, 2025	<b>Title:</b> Update on the action steps outlined in the master plan.															
<b>Submitted by:</b> Mike Franzak, Planning Director	<b>Department:</b> Planning															
<b>Brief Summary:</b> Update on the action steps outlined in the master plan.																
<b>Detailed Summary &amp; Background:</b> Staff will present on the progress made regarding the action steps listed in the master plan. The Planning Commission should use this information to develop our goals for 2026, which will be discussed at the January meeting.																
<b>Goal/Focus Area/Action Item Addressed:</b>  <b>Key Focus Areas:</b>  <b>Goal/Action Item:</b> 2027 Goal 2: Economic Development Housing and Business																
<b>Amount Requested:</b> N/A	<b>Budgeted Item:</b> <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%;"><input type="checkbox"/></td> <td style="width: 12.5%;">No</td> <td style="width: 12.5%;"><input type="checkbox"/></td> <td style="width: 12.5%;">N/A</td> <td style="width: 12.5%;"><input checked="" type="checkbox"/></td> <td style="width: 12.5%;"><input type="checkbox"/></td> </tr> </table>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>										
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Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>										
<b>Recommended Motion:</b> N/A																
<b>Approvals:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Immediate Division Head</td> <td style="width: 10%; text-align: center;">X</td> <td style="width: 20%;"></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	X		Information Technology			Other Division Heads			Communication			Legal Review			<b>Guest(s) Invited / Presenting:</b> No
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