

CITY OF MUSKEGON

PLANNING COMMISSION MEETING

January 15, 2026 @ 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 on December 11, 2025. Planning

PUBLIC HEARINGS:

UNFINISHED BUSINESS:

NEW BUSINESS:

A. 2026-01: Request for a site plan review for a building addition at 2246 Olthoff Dr, by AB Electrical Wires, Inc. Planning

ANY OTHER BUSINESS:

A. 2026 Planning Commission Goal Setting Planning

B. Approval of the 2026 Planning Commission meeting calendar 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

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

CITY OF MUSKEGON

PLANNING COMMISSION MEETING

December 11, 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 04:00 PM, and a roll call was taken.

ROLL CALL

Members Present: Jonathan Seyferth, Shonie Blake, Lea Willett LeRoi, Bryon Mazade, Jill Montgomery-Keast, and Lashae Simmons

Member(s) Absent: None.

Member(s) Excused: Ken Johnson, Destinee Keener, Steve Gawron

Staff Present: M. Franzak and S. Romine

Others Present: None.

APPROVAL OF MINUTES

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

A motion to approve the minutes of the regular Planning Commission meeting on November 13, 2025, was made by None, supported by None, and unanimously approved.

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

The applicant withdrew this request from the agenda.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ANY OTHER BUSINESS

A. Update on the action steps outlined in the master plan. Planning Staff provided the Planning Commissioners with a printout of the goals and action steps from the Master Plan. The printout highlights the goals/action steps that the City has made progress on, and can be used to help generate any goals that the Planning Commissioners would like to add for 2026. Updates to the goals/action steps will take place at the January 15, 2026, Planning Commission meeting.

GENERAL PUBLIC COMMENT

None.

ADJOURNMENT

The Planning Commission meeting adjourned at 4:20 p.m.

Respectfully Submitted,

Ann Marie Meisch, MMC City Clerk



Agenda Item Review Form

Muskegon Planning Commission

Commission Meeting Date: January 15, 2026	Title: 2026-01: Request for a site plan review for a building addition at 2246 Olthoff Dr, by AB Electrical Wires, Inc.							
Submitted by: Mike Franzak, Planning Director	Department: Planning							
Brief Summary: Request for a site plan review for a 39,750 sf building addition at 2246 Olthoff Dr, by AB Electrical Wires, Inc.								
Detailed Summary & Background: AB Electrical Wires operates out of the existing 31,500 sf building on the corner of Black Creek Rd and Olthoff Dr. They are seeking site plan approval for a 39,750 sf building addition. They have acquired the adjacent property to the east at 2304 Olthoff Dr and will be demolishing the small office building on site and combining the properties to make room for the addition. There are 59 parking spaces at the existing facility and the new parking lot will add another 131 spaces for a total of 190 spaces. The larger lot in the back will include landscaping islands. The landscaping plans include a good mixture of red maple and evergreen trees along Olthoff Dr. The Engineering Department has requested that the existing driveway entrance on Olthoff Dr be moved east to match the driveway entrance on the other side of the street at 2291 Olthoff Dr. This would eliminate left-turn lock up.								
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" 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"/>		
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%;"><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"/>		
Recommended Motion: I move to approve the site plan for 2246 Olthoff Dr with the following conditions:								

1. A stormwater permit is granted by the Engineering Dept.
2. The existing driveway entrance on Olthoff Dr is moved east to match the entrance at 2291 Olthoff Dr.

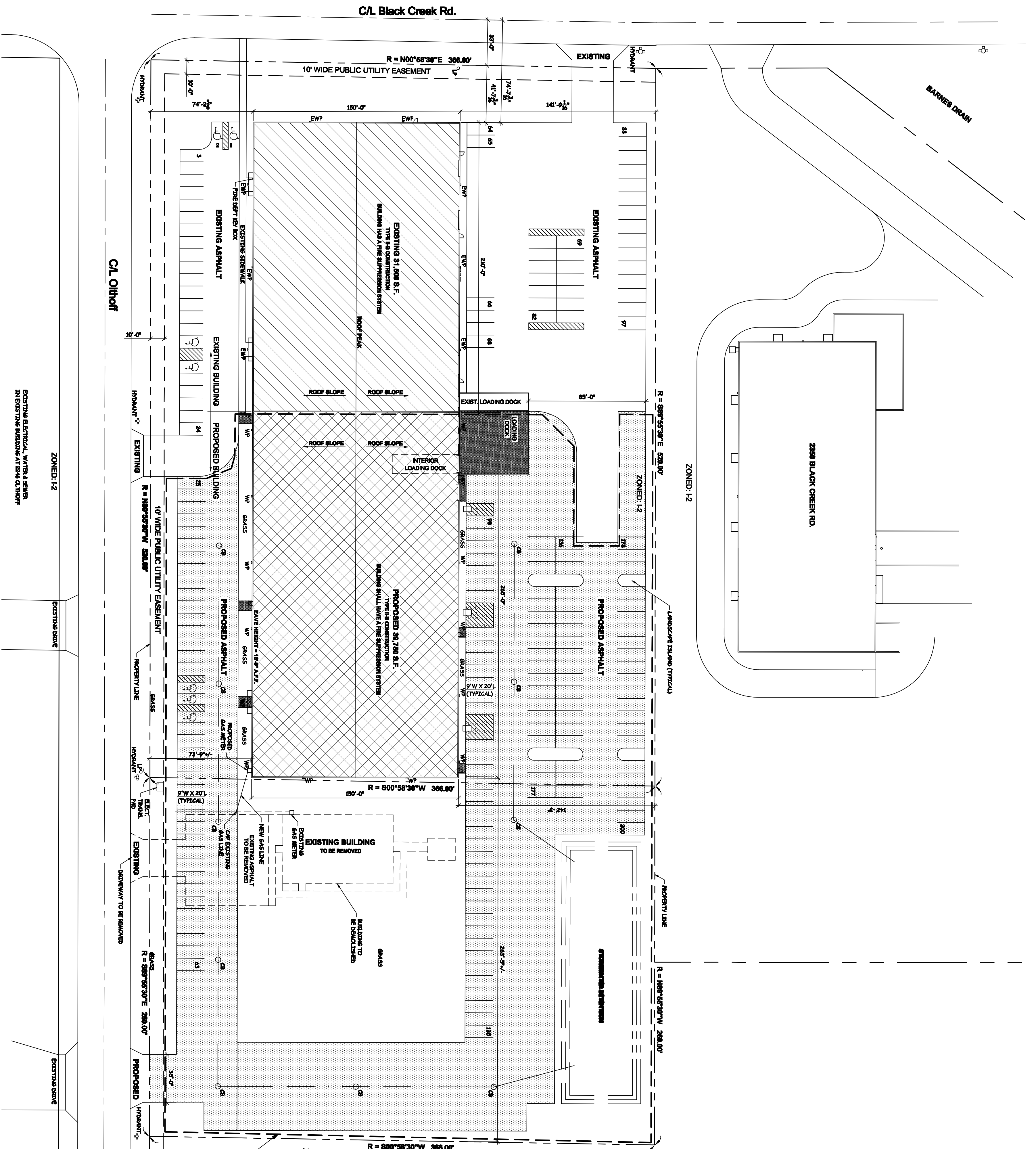
Approvals:

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

Guest(s) Invited / Presenting:

No

ZONED: I-2

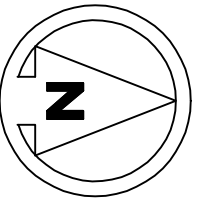
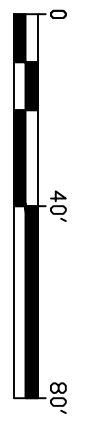


LEGEND

- Utility Pole
- ⊕ Hydrant
- ⌋ Guy Wire
- OHD Electric Lines
- ⊕ Catch Basin
- ⊕ Light Pole

Site Plan

SCALE: 1" = 40'-0"



EXISTING ELECTRICAL, WATER & SEWER IN EXISTING BUILDING AT 254' OLTHOFF

ZONED: I-2

EXISTING DRIVE

EXISTING DRIVE

EXISTING DRIVE

LEGEND

PROPERTY AREA	285,490 SQ. FT.
EXISTING BUILDING AREA	6,956 SQUARE FEET
PROPOSED BUILDING AREA	31,500 SQ. FT.
TOTAL BUILDING AREA	38,456 SQ. FT.
COVERAGE (TOTAL BUILDING / PROPERTY AREA)	13.3%

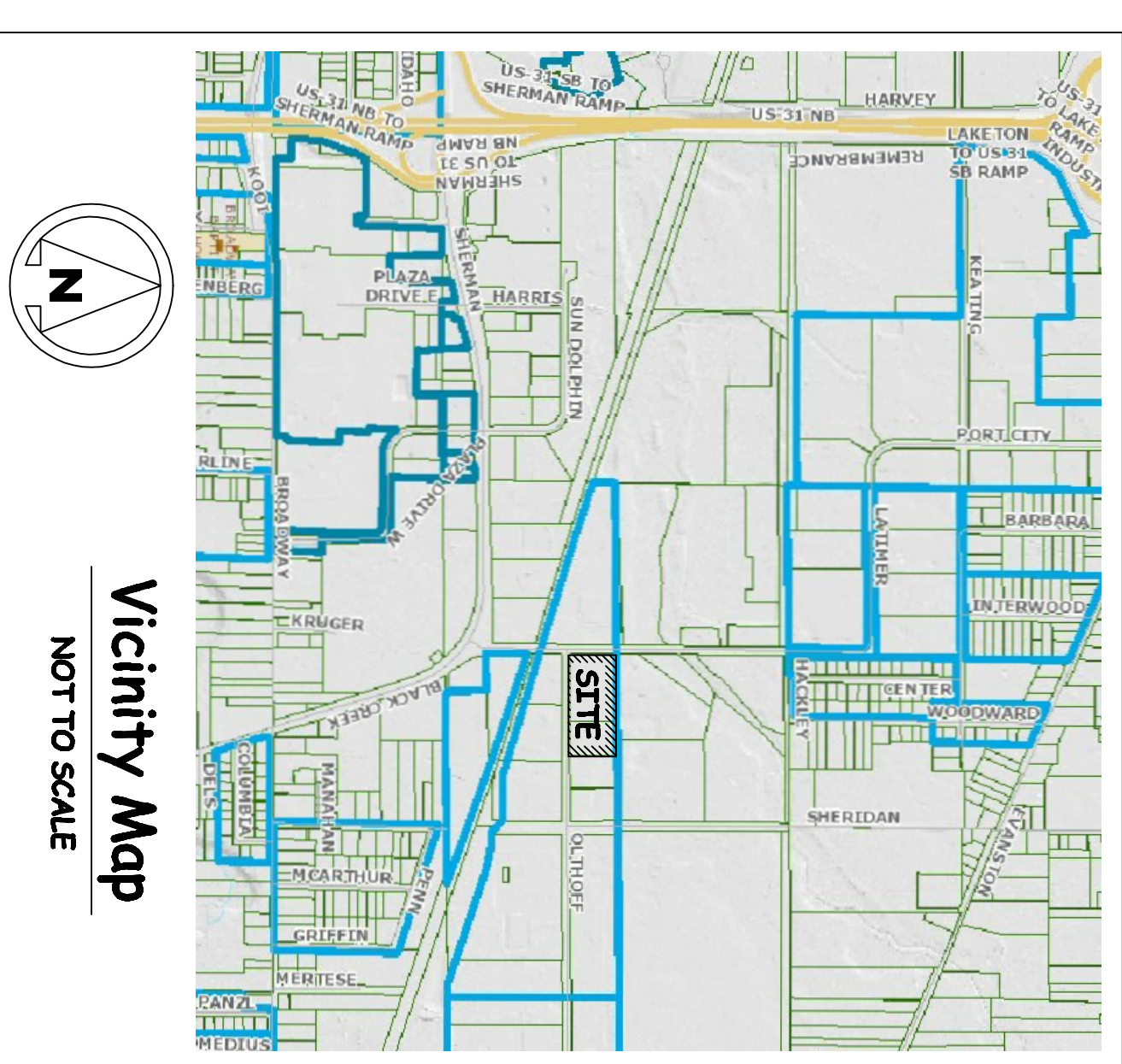
REQUIRED PARKING SPACES: 1 SPACE PER 400 SQ. FT. OF BUILDING (71,250 SQ. FT.) OR 1 SPACE PER 3 EMPLOYEES (419 EMPLOYEES)	178 SPACES
PROPOSED PARKING SPACES (INCLUDING 7 HANDICAP)	138 SPACES
EXISTING ASPHALT TO THE PROPERTY LINE	4,684 SQ. YDS.
PROPOSED ASPHALT TO THE PROPERTY LINE	8,912 SQ. YDS.
PROPOSED ASPHALT TO THE PROPERTY LINE	13,566 SQ. YDS.

SOIL EROSION AND SEDIMENTATION CONTROLS WILL BE INSTALLED AS REQUIRED BY THE GOVERNING BODIES.

OWNER:
RWD PROPERTY LLC
2246 OLTHOFF DR.
MUSKEGON, MI 49444

EXTERIOR LIGHTING:
ALL LIGHTING FIXTURES SHALL BE SHIELDED.
EWP - EXISTING WALL PACK
WP - LED WALL PACK WITH SHIELD
ALL LIGHTING TO BE RESTRICTED TO THIS PROPERTY.
ALL LIGHTING TO BE DARK SKY FRIENDLY.

ALL RAINFALL TO BE RETAINED ON THIS PROPERTY.
NO WATER IS TO FLOW ON ADJACENT LANDS
PARCEL ID NUMBERS: 61-24-694-000-0039-00 & 61-24-694-000-0041-00



Vicinity Map

NOT TO SCALE

NOTE:
Contract limits shall be 20' (twenty feet) beyond the outside of the building, 10' (ten feet) beyond the edge of asphalt, gravel, and concrete surfaces; and all waste and site drainage areas, unless otherwise noted. Contract limits shall include trees and shrub removed within the specified areas.

72 HOURS BEFORE YOU DIG CALL MISS DIG
800-482-7171
MISS DIG

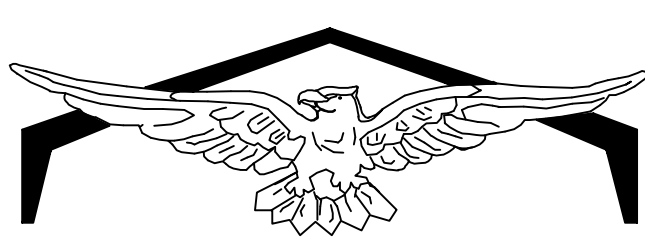
CONTRACTOR SHALL CONTACT MISS DIG (800) 482-7171, 3 DAYS IN ADVANCE TO OBTAIN MISS DIG UNDERGROUND UTILITY LOCATIONS.

DRAWN BY: 9. PARKER

A. B. Electrical Wires Inc.
2246 Olthoff Dr., Muskegon, MI 49444

SITE PLAN

THIS DOCUMENT IS THE PROPERTY OF HUGHES BUILDERS, INC. AND IS CONFIDENTIAL. ANY UNAUTHORIZED USE OR REPRODUCTION HEREOF WITHOUT WRITTEN CONSENT IS PROHIBITED BY LAW.



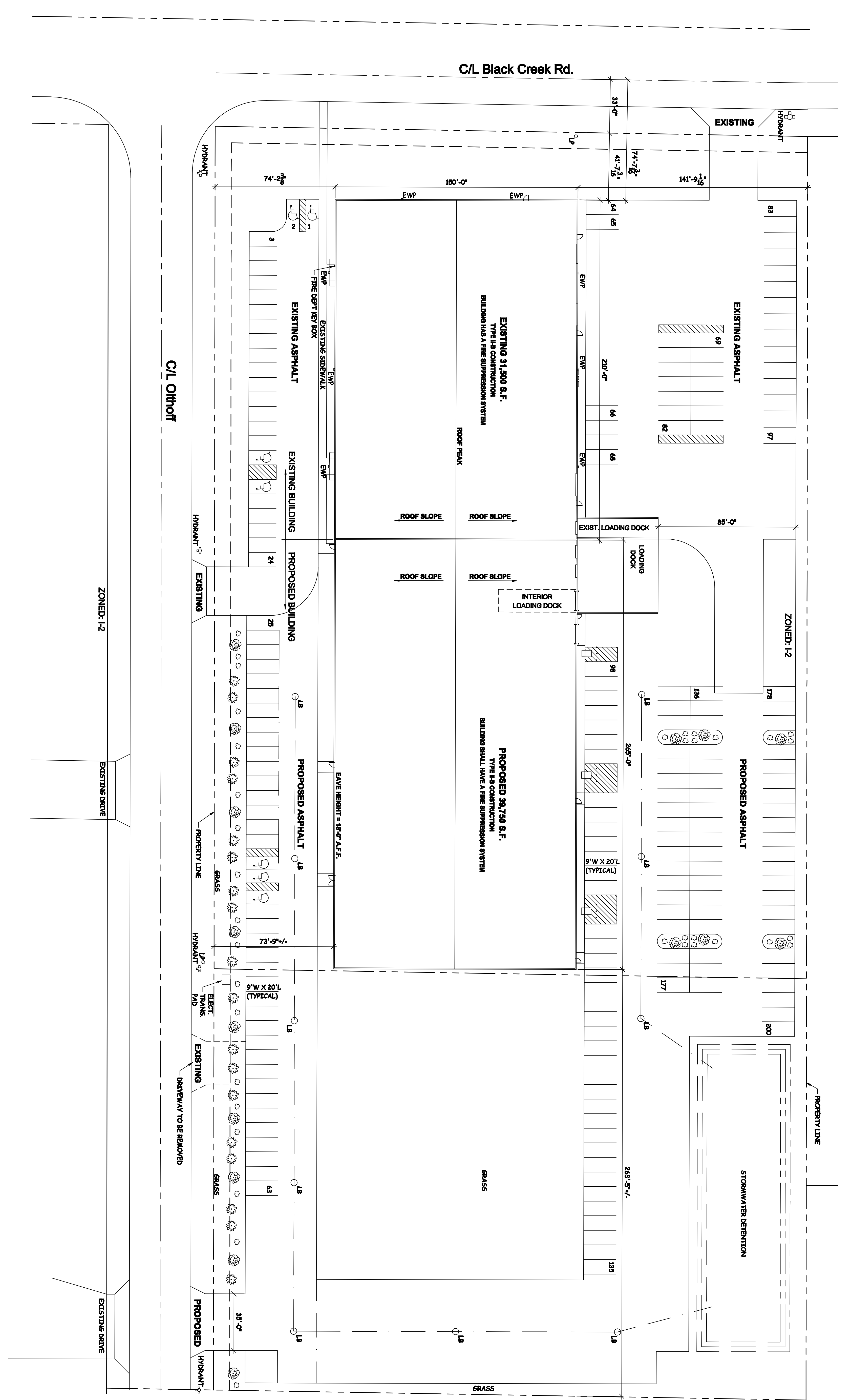
General Contractor
Hughes Builders, Inc.
1848 S Dangi Rd.
Muskegon, Michigan
(231)-773-0077

SEALED

This drawing is not meant to depict all items required by code. If there are any questions please contact the Engineer.

APPROVED BY: _____
DATE: _____

Consulting Engineer
Stephen W. Parker, P.E.
1848 S. Dangi Rd.
Muskegon, Michigan
(231)-773-0077
Steve@HughesBuildersInc.net



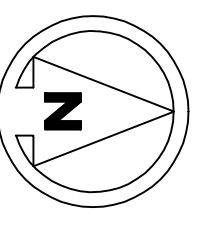
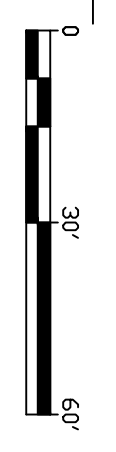
LEGEND

- Utility Pole
- Hydrant
- Guy Wire
- OHD Electric Lines

PLANTING TYPE	COMMON NAME	SCIENTIFIC NAME
	RED MAPLE	ACER RUBRUM
	NORWAY SPRUCE	PICEA ABIES
	BEARBERRY	ARCTOSTAPHYLOS UVA-URSI

Landscape Plan

SCALE: 1" = 30'-0"



NOTE
Contract limits shall be 20' (twenty feet) beyond the outside of the building, 10' (ten feet) beyond the edge of asphalt, gravel, and concrete surfaces; and all shade and site drainage areas, unless otherwise noted. Contract limits shall include trees and shrub removed within the specified areas.

CONTRACTOR SHALL CONTACT MISSDIG (800) 482-7171, 3 DAYS IN ADVANCE OF ANY UNDERGROUND UTILITY LOCATIONS.
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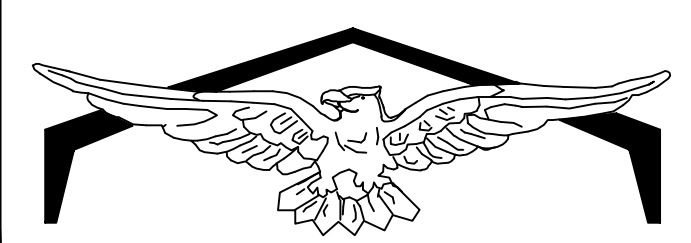
REVISED 12-9-2025
SCALE 1"=30'-0"
PROJECT NO. A25092
DWG. NO. ST-3.2

DRAWN BY S. PARKER

A. B. Electrical Wires Inc.
2246 Olthoff Dr., Muskegon, MI 49444

Landscape Plan

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General Contractor Hughes Builders, Inc.
1848 S Dangi Rd.
Muskegon, Michigan
(231)-773-0077

SEALED

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APPROVED BY: _____
DATE: _____

Consulting Engineer Stephen W. Parker, P.E.
1848 S. Dangi Rd.
Muskegon, Michigan
(231)-773-0077
Steve@HughesBuildersInc.net



Agenda Item Review Form

Muskegon Planning Commission

Commission Meeting Date: January 15, 2026	Title: 2026 Planning Commission Goal Setting												
Submitted by: Mike Franzak, Planning Director	Department: Planning												
Brief Summary: The Planning Commission will set their goals for the 2026 calendar year. Board members have been asked to review the attached materials to discuss their preferences at the meeting.													
Detailed Summary & Background: The Planning Commission will set their goals for the 2026 calendar year. Board members have been asked to review the attached materials to discuss their preferences at the meeting.													
Goal/Focus Area/Action Item Addressed: <u>Key Focus Areas:</u> <u>Goal/Action Item:</u> 2027 Goal 1: Destination Community & Quality of Life													
Amount Requested: N/A	Budgeted Item: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 25%;">Yes</td> <td style="width: 25%;">No</td> <td style="width: 25%;">N/A</td> <td style="width: 25%;">X</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: 25%;">Yes</td> <td style="width: 25%;">No</td> <td style="width: 25%;">N/A</td> <td style="width: 25%;">X</td> </tr> </table>	Yes	No	N/A	X								
Yes	No	N/A	X										
Recommended Motion: I move to approve the following list as the 2026 Planning Commission goals: (list after discussion)													
Approvals: <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> </table>	Immediate Division Head	X		Information Technology			Other Division Heads			Communication			Guest(s) Invited / Presenting: No
Immediate Division Head	X												
Information Technology													
Other Division Heads													
Communication													

Legal Review		
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2025 MASTER PLAN PROGRESS REPORT



Master Plan Progress Report

The charts in this report outline the progress made on the goals and action steps listed in the master plan. A green highlight indicates that progress has been made for the specific recommendation. The yellow highlight explains in detail what progress has been made.

ECONOMIC DEVELOPMENT			
Goal 1: Bolster business retention, expansion, and attraction initiatives with a robust portfolio of economic development programs and services.			
Recommendation		Time Frame	Task Leaders
E1.1	Maintain an up-to-date tax abatement policy.	Ongoing	DS
The Development Services Division maintains the tax abatement policy and currently reviews abatement requests as a team, using the policy to guide its recommendations to the Commission. The policy was updated again in 2025.			
E1.2	Identify land for future business expansion.	Ongoing	DS
Staff is working to find a developer for the remaining parcel in the Port City Industrial Park that was acquired from the jail. Staff also continues to work with existing businesses on expansion projects.			
Goal 2: Create viable commercial corridors and neighborhood commercial/social nodes			
E2.1	Invest in placemaking opportunities that capitalize on community assets.	Ongoing	DS, PC, DDA, DPW
The city adopted an Accessory Commercial Unit ordinance utilizing the community nodes identified in the future land use map.			
E2.2	Encourage the formation of business district associations and develop corridor improvement plans for active business districts.	Ongoing	DS
Staff has created a Corridor Improvement Checklist that will assist business owners in establishing business associations, addressing corridor issues, and creating a vision for their corridor. The Checklist is intended to incrementally improve business corridors rather than developing full-scale corridor improvement plans that may not be necessary. Staff is currently working with businesses on Getty St to determine the best path forward for improvements to the corridor. The Apple Ave Corridor Improvement Plan was completed 2024, which includes a new street design that was approved by the City Commission in 2025.			
E2.3	Support retail development, growth, and expansion through zoning amendments and economic incentives that encourage a range of potential unit sizes.	Now	DS, PC
The city continues to operate Western Market. However, the space for the Century Club is for sale and small retailers may lose their space. Staff will research possible zoning amendments and the tax abatement policy for ways to address the need for smaller retail spaces. City staff continues to encourage developers to provide smaller retail spaces, however, we do not currently have any incentives specific to this goal. Properties along Peck, Beidler and 3 rd St (Midtown) were rezoned to bring these existing businesses into conformance and allow new business expansion.			
E2.4	Promote walkability through pedestrian-focused ground-level activities and use micro-transit to bridge long distances.	Now	DS, PC

Staff updated the outdoor seating policy in 2024 and continues to approve outdoor seating requests. A new food truck parking lot has opened behind the Corner building next to Hackley park. The city continues to operate the downtown tram service. The city started operating a beach shuttle to transport people to the beach. Electronic scooters were briefly available in the summer of 2023, but an official contract never materialized.			
E2.5	Simplify zoning regulations to permit flexibility in business types.	Now	DS, PC
The zoning ordinance was amended to allow marinas in the Lakeside FBC. It was also amended to allow for cat cafes in numerous zoning districts. Additional efforts are needed to increase allowable use-types for existing commercial building within neighborhoods. The Accessory Commercial Unit ordinance was approved.			
Goal 3: Create opportunities for local residents to participate in the workforce.			
E3.1	Improve workforce training efforts and opportunities.	Now	DS
E3.2	Create a pipeline of workforce talent from schools to local industries.	Now	DS
Goal 4: Create a business community that is reflective of the diversity of the city.			
E4.1	Help create networking and mentoring opportunities for those interested in local business opportunities.	Now	DS, COM
E4.2	Create a community engagement portal to address the concerns and needs of local entrepreneurs.	Now	DS, COM
The Corridor Improvement Checklist was created to address business-owner concerns. Staff continues to meet with different business corridors.			
Goal 5: Utilize our natural resources to develop a strong blue economy.			
E5.1	Increase and enhance publicly-accessible amenities along the waterfront and soften shorelines where possible.	Ongoing	DS, PC
The land swap project was approved, which will increase publicly-accessible amenities along the waterfront.			
E5.2	Become regionally and nationally designated by organizations that will bring visibility and economic development to Muskegon Lake.	Next	DS
The city participated in the creation of the Shoreline Trails and Greenways Plan.			
Goal 6: Provide a diverse supply of housing options that focuses on infill development.			
E6.1	Maintain a database of available lots and incentives for residential development	Now	DS
The Planning Department maintains an online database/map of available city-owned, vacant residential properties.			
E6.2	Engage with developers to create agreements to provide diverse types of housing options.	Ongoing	DS
The Planning Department continues to work with developers on lot sales, requiring them to maximize unit counts by utilizing the most efficient site layouts.			

Transportation and Mobility			
Goal 1: Design streets to safely accommodate all users of the street equitably, putting people first.			
Recommendation		Time Frame	Task Leaders
T1.1	Develop a consistent approach to evaluating the conditions of city streets to ensure that they are sized appropriately and designed to serve all users. Prioritize traffic studies and design interventions on streets identified as those which impede safe, comfortable, and convenient travel for all users.	Ongoing	DPW
T1.2	Create and maintain a detailed inventory of existing, typical street design components used throughout the city including, but not limited to, right-of-way width, pavement width, travel and parking lane configuration, intersection treatments, design speeds and posted speed limits.	Now	DPW, DS
The City entered into a three-year contract for traffic volume and speed data software to address traffic mobility across the city.			
T1.3	Establish and adopt street design standards that consider existing, typical street design components and incorporate best practices in urban street design and construction. Complete all new street design projects in a way that exemplifies a safe streets approach and promotes safe, comfortable, and convenient use of the street by all.	Now	DPW, DS
Staff continues work on developing formal street design standards.			
Goal 2: Strengthen walkability, accessibility, and connectivity at major corridors and neighborhood centers.			
T2.1	Incorporate pedestrian and other active transportation amenities into the design of streets at commercial corridors and community nodes that improve access and mobility for all users.	Now	DPW, DS
The Apple Ave redesign includes reduced driving lanes and includes a new bike lane. The Lakeshore/Laketon Trail Connector on Sanford and Terrace designs were approved and will be constructed in 2026.			
T2.2	Maintain the existing street grid and reestablish it where it has been lost.	Ongoing	DPW, DS
Goal 3: Establish a local funding source for street right-of-way improvements.			
T3.1	Launch a citizen education campaign to increase the general understanding of the means of financing public right-of-way projects and ongoing maintenance needs.	Next	DPW, DS, COM
T3.2	Consider methods of establishing local funding for right-of-way projects and maintenance	Next	DPW, DS, CM

Goal 4: Improve access to public transportation.			
T4.1	Partner with MATS to complete improvements to the public realm surrounding bus stops throughout the city.	Now	DPW, DS
T4.2	Within 1/4-mile of existing bus stops in residential areas, enable transit-supportive housing densities/a housing supply that can support transit.	Now	DS, PC
Properties along Peck St were rezoned to FBC, allowing denser developments, especially the properties closest to Laketon Ave.			
T4.3	Partner with MATS to ensure public transportation options that service new or planned housing, employment, and commercial centers.	Ongoing	DS, CM
Goal 5: Utilize less land for vehicle parking throughout the city.			
T5.1	As parking demand fluctuates, travel habits change, and new development occurs, follow the strategies outlined in the City of Muskegon Parking Strategy, expanding the area of focus.	Ongoing	DS, DPW
The zoning ordinance was amended to reduce the minimum number of parking spaces required for residential units from two to one.			
T5.2	Make better use of on-street parking where it exists and/or where it can be accommodated.	Now	DS, DPW
The Traffic Committee regularly reviews parking restrictions city-wide.			
Goal 6: Promote and improve active transportation through maintenance and expansion of the network of sidewalks and nonmotorized trails.			
T6.1	Establish an active transportation plan.	Next	DS, DPW
The Shoreline Trails and Greenways plan was completed in 2025. An ongoing committee meets to address implementation of the plan.			
T6.2	Using the plan as a guide, expand the city's active transportation network.	Next	DS, DPW
Goal 7: Require new developments to incorporate strong connections to the existing transportation network.			
T7.1	Update the City's subdivision standards to encourage expansion of the existing street grid into newly-platted areas, creation of small blocks, and to restrict construction of new disconnected streets.	Now	DS
T7.2	When reviewing new developments, involve public transportation entities to incorporate connections that serve new residents.	Ongoing	DS
T7.3	Ensure that all new development located adjacent to existing or proposed non-motorized transportation facilities provides intentional public connections to those facilities.	Ongoing	DS, PC
Goal 8: Establish a process to complete quick-build street projects to improve safety within the city's neighborhoods.			

T8.1	Create a series of steps for neighborhood associations and business improvement districts to follow when requesting alterations to streets.	Now	DS, DPW
T8.2	Establish a means of measuring the success of projects undertaken through the quick-build program, consistently building on successful projects and evaluating failures.	Now	DS, DPW
Goal 9: Inventory and establish a policy for alley vacations and establishment of new alleys.			
T9.1	Encourage increased and continued use of public alleys through an improved maintenance plan, a more rigid access management policy, and education on and, when necessary, enforcement of parking regulations.	Now	DS, DPW
The city continues to utilize grant funding to pave public alleys and offers residents the option to improve their alleys.			
T9.2	Adopt standards for approving future requests for alley vacations.	Next	DS, DPW
Goal 10: Ensure transportation connections to the greater region and other population centers.			
T10.1	Seek partnerships with public transportation services in neighboring Ottawa and Kent Counties to establish connections to their population centers and associated transportation options.	Next	DS, DPW
T10.2	Establish more frequent, state-wide bus service to and from Muskegon.	Next	DS, CM
T10.3	Lobby for extension of passenger rail service to Muskegon. Study the feasibility of passenger rail connections to Muskegon.	Next	DS, CM

Housing & Neighborhoods			
Recommendation		Time Frame	Task Leaders
Goal 1: Adopt policies that provide housing choice within all neighborhoods.			
H1.1	Evaluate existing land uses throughout the city to determine where housing options can best be integrated into the city's neighborhoods.	Now	DS
Zoning reform was approved in 2024. Duplexes, triplexes and ADU's are now allowed in all residential zoning districts. Later amendments included the addition of cottage courts.			
H2.2	Study the needs of neighborhoods as well as shortcomings and weaknesses in the city's housing stock.	Now	DS
The Development Services Department plans on updating the housing needs study in 2026. A housing dashboard is being developed to track ongoing progress towards the city's housing goals.			
H3.3	Foster public-private partnerships that assist in the creation of affordable housing units.	Now	DS
The city was awarded six LIHTC developments in the past two years and staff continues to work with developers on providing affordable housing units, including the newly created scattered site PILOT agreements.			
Goal 2: Infill vacant residential lots with new housing options.			
H2.1	Track vacant property in the city and utilize the information in marketing pieces and sale policies.	Ongoing	DS
Vacant, city-owned properties can be found on the City's website here . The lot sale policy was updated in 2025.			
H2.2	Educate and partner with other groups or individuals that own large quantities of vacant land in the city (Muskegon County, State of Michigan, private property owners) to create additional opportunities for infill housing construction on vacant lots, regardless of ownership.	Next	DS
The County of Muskegon has partnered with Allen Edwin Homes to build 30 homes. Planning Department staff has begun compiling a list of privately-owned buildable lots.			
H2.3	Partner with developers to construct infill housing. Explore unique development agreements that utilize the City's resources that pair with a developer's strengths to construct new housing in established residential areas.	Ongoing	DS, CM
The Development Services Division continues to work with a wide variety of developers, many of them local.			
H2.4	Involve a wide range of developers to ensure variety in housing products and to provide architectural diversity. Require individual developers to provide multiple	Ongoing	DS

	floorplans and interior layouts that draw from the needs and architectural styles of the immediate neighborhood.		
The Planning Department continues to work with a wide variety of large and small-scale developers to build housing. We continue to sell lots for a mixture of different housing types and sizes, including duplexes, ADU's and smaller houses under 600 sf. City staff is developing pre-approved housing plans that developers can utilize.			
Goal 3: Create walkable community nodes within a short distance of all residents.			
H3.1	Identify existing or potential community nodes in each city neighborhood to serve as a strong center(s) from which the neighborhood can orient itself and build upon.	Now	DS
Community nodes have been identified and incorporated into the future land use map. An Accessory Commercial Unit ordinance was approved in 2025, using the community nodes identified in the future land use map.			
H3.2	Update land use regulations to permit better integration of different land uses at identified community nodes.	Now	DS, PC
The rezonings on Peck St, Beidler, Midtown, and Lakeshore Dr have allowed for a variety of land uses and reinforced these locations as community nodes.			
Goal 4: Require new development to provide identified public amenities for existing and future residents.			
H4.1	Work with developers of major projects to incorporate needed amenities as identified by neighborhood residents.	Now	DS
H4.2	Create a database that identifies the public amenity needs of certain areas. Developers that are seeking information on potential investments can be notified early on about the needs of the community.	Ongoing	DS
Goal 5: Encourage participation in neighborhood associations to create strong neighborhoods with invested residents empowered to address their common needs.			
H5.1	Provide staff assistance to neighborhood associations so they have the ability to meet regularly and have the knowledge to legally operate.	Ongoing	DS
The city continues to host the monthly Neighborhood Associations of Muskegon (NAM) meetings at City Hall.			
H5.2	Offer financial incentives to neighborhood associations that partner with the city on general maintenance and services that would otherwise go unaddressed.	Ongoing	DS, CM
The city continues to provide the Neighborhood Empowerment Program grants to individual neighborhood associations.			
Goal 6: Strive to protect existing neighborhood residents from displacement and safeguard the cultural practices of diverse groups within the same space.			
H6.1	Create programs and partnerships with neighborhood associations and neighborhood task forces to limit the negative effects of reinvestment and ensure that existing residents benefit from such changes.	Ongoing	DS, CM

H6.2	Continue to offer and expand housing stability programs.	Ongoing	DS
H6.3	Continue to provide affordable housing units in all neighborhoods.	Ongoing	DS, PC
In 2025, the city programmed 121 units (between single family and duplex homes) of scattered site PILOT housing that will create affordable housing units with reduced taxes. We have also programmed 294 units for LIHTC development, which include subsidized apartment units available for those making between 30-120% of area median income. These projects include Froebel School, Apple Crossings, Amity Crossings, Allen Crossings, Nelson School and Pivotal (former McDonalds on Webster Ave).			

Natural Features			
Goal 1: Protect the quality of the Muskegon Lake watershed.			
Recommendation		Time Frame	Task Leaders
N1.1	Implement land-use regulations that will help filter and clean water before it enters the watershed.	Now	DS, PC
N1.2	Create a program through which lakefront property owners can receive funding to plant native vegetation along their property.	Next	DS, DDA
N1.3	Promote sustainable practices through education and outreach.	Now	DS, COM
Goal 2: Balance the different interests on Muskegon Lake			
N2.1	Allow for a wide variety of land uses along the Muskegon Lake shoreline considering the necessity of certain land uses and paying special attention to location, past planning efforts, existing context, and market demand.	Ongoing	DS, PC
N2.2	Conduct a carrying capacity study for Muskegon Lake.	Now	DS
Goal 3: Create wildlife corridors with small natural pathways that connect large natural areas.			
E3.1	Conduct a wildlife corridor study that focuses on linking existing corridors.	Now	DS, DPW
The Muskegon Rotary Club created a micro forest on Marquette, using this goal as inspiration.			
E3.2	Bolster Muskegon's urban tree canopy.	Now	DPW
The city completed a tree inventory that identifies the health of all trees in public spaces. The City continues to apply for urban tree grants and plants around 100 trees per year.			
Goal 4: Improve the environmental quality of greenway corridors by cleaning up contaminated sites, safeguarding areas highly susceptible to private land use, and reducing dumping.			
E4.1	Help remediate contaminated open spaces with phytoremediation efforts.	Next	DPW

E4.2	Require low impact design techniques at sites near environmentally sensitive ecosystems.	Now	DS
E.4.3	Prioritize the development of residential lots at the end of streets and those adjacent to open spaces.	Now	DS
Goal 5: Strengthen climate resilience efforts.			
E5.1	Create a climate action plan.	Now	CM

Potential 2026 Planning Commission Goals

- Consolidating some commercial zoning districts (B-1, B-2, etc.) & eliminating obsolete zoning designations (RT, B-3).
- Rezone business districts to FBC where appropriate. Identify B-1, B-2, & B-4 commercial districts that would function better as FBC.
- Signage ordinance updates
- Updating landscaping requirements (amount of landscaping required, vegetation buffers along the waterfront, more street trees, etc.)
- Institute residential lot-width maximums in R districts. These already exist in FBC districts.
- Incorporating low impact design standards. [Here](#) is a good example of LID parking lot improvements.
- Identifying community needs as it pertains to PUD's



Agenda Item Review Form

Muskegon Planning Commission

Commission Meeting Date: January 15, 2026	Title: Approval of the 2026 Planning Commission meeting calendar															
Submitted by: Mike Franzak, Planning Director	Department: Planning															
Brief Summary: Approval of the 2026 Planning Commission meeting calendar.																
Detailed Summary & Background: Approval of the 2026 Planning Commission meeting schedule.																
Goal/Focus Area/Action Item Addressed:																
<u>Key Focus Areas:</u>																
<u>Goal/Action Item:</u> 2027 Goal 1: Destination Community & Quality of Life																
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%;"><input type="checkbox"/></td> <td style="width: 15%;">No</td> <td style="width: 15%;"><input type="checkbox"/></td> <td style="width: 15%;">N/A</td> <td style="width: 15%;"><input checked="" type="checkbox"/></td> <td style="width: 15%;"><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"/>										
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%;"><input type="checkbox"/></td> <td style="width: 15%;">No</td> <td style="width: 15%;"><input type="checkbox"/></td> <td style="width: 15%;">N/A</td> <td style="width: 15%;"><input checked="" type="checkbox"/></td> <td style="width: 15%;"><input type="checkbox"/></td> </tr> </table>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
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Recommended Motion:																
Approvals: <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			Guest(s) Invited / Presenting: No
Immediate Division Head	X															
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2026 MEETING SCHEDULE & APPLICATION DEADLINE DATES

PLANNING COMMISSION THURSDAY AFTER THE 2ND TUESDAY OF EACH MONTH		ZONING BOARD OF APPEALS 2ND TUESDAY OF EACH MONTH	
APPLICATION DEADLINE	MEETING DATE	APPLICATION DEADLINE	MEETING DATE
DECEMBER 11, 2025	JANUARY 15, 2026	DECEMBER 9, 2025	JANUARY 13, 2026
JANUARY 15, 2026	FEBRUARY 12, 2026	JANUARY 13, 2025	FEBRUARY 10, 2026
FEBRUARY 13, 2026	MARCH 12, 2026	FEBRUARY 10, 2026	MARCH 10, 2026
MARCH 12, 2026	APRIL 16, 2026	MARCH 10, 2026	APRIL 14, 2026
APRIL 16, 2026	MAY 14, 2026	APRIL 14, 2026	MAY 12, 2026
MAY 14, 2026	JUNE 11, 2026	MAY 12, 2026	JUNE 9, 2026
JUNE 11, 2026	JULY 16, 2026	JUNE 9, 2026	JULY 14, 2026
JULY 16, 2026	AUGUST 13, 2026	JULY 14, 2026	AUGUST 11, 2026
AUGUST 13, 2026	SEPTEMBER 10, 2026	AUGUST 11, 2026	SEPTEMBER 8, 2026
SEPTEMBER 10, 2026	OCTOBER 15, 2026	SEPTEMBER 8, 2026	OCTOBER 13, 2026
OCTOBER 15, 2026	NOVEMBER 12, 2026	OCTOBER 13, 2026	NOVEMBER 10, 2026
NOVEMBER 12, 2026	DECEMBER 10, 2026	NOVEMBER 10, 2026	DECEMBER 8, 2026