

CITY OF MUSKEGON

CITIZENS DISTRICT COUNCIL

MEETING

April 7, 2026 @ 5:30 PM

CITY OF MUSKEGON, ROOM 103

933 TERRACE STREET, MUSKEGON, MI 49440

CALL TO ORDER:

ROLL CALL:

APPROVAL OF MINUTES:

A. Approval of the minutes from March 3, 2026. Community & Neighborhood Services

PUBLIC COMMENT:

OLD BUSINESS:

A. Regional Consolidated Plan (5 Year) Update Community & Neighborhood Services

NEW BUSINESS:

A. Draft Budget Community & Neighborhood Services

ANY OTHER BUSINESS:

A. Staff Reports Community & Neighborhood Services

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

CITIZENS DISTRICT COUNCIL

MEETING

March 3, 2026 @ 5:30 PM
CITY OF MUSKEGON, ROOM 103
933 TERRACE STREET, MUSKEGON, MI 49440

MINUTES

CALL TO ORDER

P. Denny called the meeting to order at 5:49 and roll was taken.

ROLL CALL

MEMBERS PRESENT: Perry Dennie, Jean Weirich, Jen Sanocki, Margie Kelley

MEMBERS ABSENT:

MEMBERS EXCUSED: Katrina Kochin

STAFF PRESENT: Sharonda Carson

APPROVAL OF MINUTES

A. Approve 1/6/26 minutes Community & Neighborhood Services

A motion to Approve 1/6/26 minutes was made by J. Sanocki, supported by J. Weirich, and all in favor.

PUBLIC COMMENT

OLD BUSINESS

A. Consolidated Plan (5 Year Plan) Update Community & Neighborhood Services

Consolidated Plan Update

Staff provided an update on the **regional Consolidated Plan**, which includes:

- **City of Muskegon**
- **Muskegon Heights**
- **Norton Shores**

Key Points

- The Consolidated Plan is a **regional plan** combining all three communities.
- The combined population of the three communities is what allows eligibility for certain HUD funding.
- All three communities receive **CDBG funds**.
- The **City of Muskegon** is the only one of the three communities receiving **HOME funds**.

Survey Update

- The public survey has been available for nearly **two weeks**.
- Approximately **159 responses** have been received so far.
- Survey responses can be sorted by individual community, allowing staff to identify specific concerns and priorities for each area.
- Staff noted the City's communications team did an excellent job preparing and distributing the survey.
- A **flyer with a QR code** has also been created and can be shared to encourage more responses.

Timeline

- Survey open until **April 9**
- Draft Consolidated Plan expected in **April**
- Plan to be presented at the **April 14 Commission Meeting**
- A required **public hearing** will be held at that meeting
- A **30-day public comment period** will follow
- Final plan is due to **HUD by May 14**

Discussion

Members asked clarifying questions regarding:

- Why only Muskegon receives HOME funds
- The difference between **HOME** and **CDBG**
- Whether the public hearing is a physical in-person meeting
- The role of census/population thresholds in funding eligibility

Staff explained:

- **HOME funds** are primarily used for **rehab and resale housing projects**
- **CDBG funds are** used for:
 - emergency home repair
 - public facilities
 - parks
 - streets
 - public service agencies
 - other eligible community development activities

B. 2026 Meeting Schedule Community & Neighborhood Services

The 2026 Meeting Schedule was left out of the packet and will be emailed to members

NEW BUSINESS

No New Business to Report

STAFF REPORT

A. CNS Staff Update Community & Neighborhood Services

A. Home Repair Program Update

Staff presented a side-by-side comparison of program expenditures and activity.

Financial / Activity Highlights

- **2024:** approximately **\$2 million** spent
- **2025 to date:** approximately **\$620,000** spent

Program Highlights

- The program continues to maintain approximately **60–70% completion rates**, with the remainder of cases in progress.
- Monthly completion goal is **10 homes per month**.
- Staff reported they have generally **met or exceeded** this target.

Winter Emergency Repairs

Staff reported an increase in **furnace failures** during the winter.

- Approximately **10 furnace-related cases** occurred during January and February.
- DTE-related funding only provided:
 - **2 furnace allocations**
 - **1 water heater allocation**
- Due to limited outside allocations, the department has used **Senior Millage funds** to assist eligible residents.

A specific emergency case was described in which staff coordinated after-hours support for a resident in a mobile home whose furnace failed during extreme cold.

B. Healthy Homes Program Update

Staff provided an update on the **Healthy Homes grant program**.

Program Overview

- Healthy Homes is a separate grant-funded program.
- It focuses on households with:
 - **young children (under age 5)**
 - **seniors**, who receive priority

Activity

- More than **300 applications** were received when the grant opened.
- Nearly **200 families** have been served over the past **3 years**.
- Staff reported many success stories and noted only a small number of cases could not be fully resolved.

Eligible Repairs / Improvements

Healthy Homes funding has supported:

- windows
- sewer repairs
- bathroom remodels for accessibility
- widened doorways
- lead hazard work
- plumbing
- electrical
- asbestos-related work
- mold remediation
- foundation repairs

Funding

- Total Healthy Homes funding was approximately **\$1.5 million**
- About **\$1,800** remains from the current cycle

Program Improvements

For the new cycle beginning in **April**, staff have improved internal processes, including:

- use of a **spec writer**
- more detailed repair scopes
- better coordination between lead hazard work and general contractor work
- streamlined intake using **one unified application** instead of multiple applications

Eligibility

- Households must be at or below **80% of Area Median Income (AMI)**

Discussion

Members asked questions about:

- repeat use of the program,
- lien periods,
- how emergencies are determined,
- and whether homeowners could use the program simply to remodel homes.

Staff explained:

- repairs are based on **need and health/safety**, not cosmetic improvement,
- properties are assessed by staff and professionals,
- lien periods apply depending on funding source,
- repeat service is limited,
- and the department must avoid over-investing in properties in a way that is not sustainable or equitable.

C. HOME-ARP Rental Housing Project

Staff reported progress on a new **rental housing development project** funded with **HOME-ARP** dollars.

Project Highlights

- A contractor has been selected.
- Original goal: **6 rental units**
- Revised estimate: **12 to 16 units**
- Most units are expected in the **Angel neighborhood area**
- Construction has already begun at some locations

Housing Types

Potential unit types include:

- duplexes
- triplexes
- accessory dwelling units (ADUs)

Accessibility / Affordability

Staff stated the units are intended to be:

- affordable to households at or below **80% AMI**
- designed to be as **ADA-compliant / accessible** as possible

Discussion

Members discussed the need for:

- small housing units,

- efficiencies,
- affordable housing for single adults,
- and broader housing options for responsible low-income residents.

D. HOME Rehab / For-Sale Housing Update

Staff provided an update on a HOME-funded rehab home located on **Wood Street**.

Status

- House is approximately **98% complete**
- Open house planned for **late March**
- Home will soon be **appraised** and listed for sale

Property Features

- 4 bedrooms
- 2 full bathrooms
- basement
- open-concept kitchen / dining area

Eligibility

- Intended for households at or below **80% AMI**
- Staff noted the appraisal may come in high, so creative strategies may be needed to keep the home affordable for an eligible buyer

ANY OTHER BUSINESS

Member Comments / General Discussion

Members expressed appreciation for:

- the amount of development underway,
- emergency response work for vulnerable residents,
- and the value of hearing more detailed updates about housing and neighborhood programs.

Staff encouraged members to continue sharing information with the public and to attend future open houses or public hearings.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:33pm

Respectfully Submitted,

Ann Marie Meisch, MMC City Clerk



Agenda Item Review Form

Muskegon Citizens District Council

Commission Meeting Date: April 7, 2026	Title: Regional Consolidated Plan (5 Year) Update
Submitted by:	Department: Community & Neighborhood Services
Brief Summary: Continuation of plan creation	
Recommended Motion:	

2026–2030 Regional Action Plan

Public Comment Open Now – April 7, May 7, 2026

Regional Action Plan Overview

The City of Muskegon is accepting public comment on their 2026-2030 Regional Action Plan from now through April 7, May 7, 2026.

What is a Regional Action Plan? The 2026–2030 Regional Action Plan will serve as a roadmap, explaining the programs which may be funded by the federal government grant dollars over the next five years. This plan is not a budget, and the exact dollar amounts are not guaranteed. The amount of funding can change each year based on a federal formula. The plan simply explains what the funds may be used for if they are awarded.

These federal grants have strict rules. The money can only be used for specific types of projects and programs that benefit the community. The funding is divided into two main programs:

HOME Investment Partnerships Program (HOME)

Federal funding that cities use to build, fix, and improve affordable housing for residents.

Community Development Block Grant (CDBG)

Federal funding that cities use to support public services, neighborhood improvements, and community facilities.

The cities of Muskegon, Norton Shores, and Muskegon Heights work together to plan for and manage these funds. Over the last five years, these grants helped pay for housing, public safety, parks, and other community programs. Altogether, the three communities invested more than \$8.7 million through these programs.

As we plan for the next five years, community feedback is very important. A public survey and community conversations helped us understand what residents think is working well and what needs improvement. Staff members and community partners then created a draft plan. The feedback we received, community information, and the focus areas for the plan are included in this packet.

This packet outlining the goals is shared publicly so people can provide comments before it is finalized. After approval, the plan is submitted to the federal government.

The new program year is scheduled to begin July 1, 2026.

Funding Overview

For this grant program cities do not apply for a specific dollar amount. Instead, the amount of funding changes each grant cycle and program year based on a federal formula. Based on historical context, the City of Muskegon is anticipating the following funding for the next 5-year cycle:

HOME Investment Partnerships Program (HOME) \$1.5 Million

Federal funding that cities use to build, fix, and improve affordable housing for residents.

Community Development Block Grant (CDBG) \$4.5 Million

Federal funding that cities use to support public services, neighborhood improvements, and community facilities.

Community Engagement Overview

Since 2025, the City of Muskegon has been developing a Regional Action Plan through a comprehensive and community-informed process. This work has included internal planning and data analysis, engagement with the Citizen’s District Council, surveys of frontline public safety personnel and city staff, a public survey with more than 300 responses to date, and ongoing collaboration with a broad network of community partners.

These partners represent a wide range of housing, health, education, and social service organizations, ensuring diverse perspectives and expertise are reflected throughout the planning process.

The Citizen’s District Council plays a key advisory role, providing input to the Muskegon City Commission on programs that support income-qualified residents, with meetings open to the public and focused on transparency and community participation.

Staff survey results show strong alignment around the most impactful programs. Both all-staff and Community and Neighborhood Services (CNS) staff identified Emergency Home Repairs and Homebuyer Down Payment Assistance as top priorities. While CNS staff tend to rate indirect or pass-through programs lower due to limited visibility, other staff recognize their broader community impact. This highlights an opportunity to improve internal communication and better share outcomes across departments.

Preliminary public survey results reinforce these findings. The highest-ranked programs for continuation include Emergency Home Repair, Parks and Recreation, Fire Department Support, and Kids Power of Produce. Additionally, 87.57 percent of respondents support continuing the Down Payment Assistance program.

Overall, the data shows strong community and staff support for direct, resident-focused services, particularly those related to housing stability and homeownership, while also identifying opportunities to strengthen awareness and alignment around the full range of programs.

Top Priorities

- **Housing Stability & Affordability**

Repair existing homes, expand homeownership, improve rental quality

- **Neighborhood Conditions & Blight**

Clean up trash, remove abandoned structures, enforce property maintenance

- **Infrastructure & Accessibility**

Fix roads, add sidewalks, improve lighting and ADA access

Supporting Priorities

- **Public Safety-** Reduce crime through prevention, enforcement, and safer environments

- **Youth & Family Support-** Invest in early childhood, recreation, and basic needs

- **Transportation Access-** Expand public transit and improve regional connectivity

Housing Needs Assessments

The city has been evaluating its housing market and housing continues to be a huge need in the community. The data outlines housing is needed at all price points and points to those who are struggling are at 50% AMI with those who are at 30% or below seeing the greatest struggle.

Demand for affordable housing is expected to continue increasing during the 2026–2030 program period due to rising construction costs, limited housing inventory, and increased demand for smaller and accessible housing units.

Housing Market Analysis

The regional housing market is characterized by:

- Low rental vacancy rates.
- Rising construction and development costs.
- Increased investor ownership in certain neighborhoods.
- Limited availability of entry-level homeownership opportunities.

Homeowners below 80% AMI face increased property insurance, maintenance, and utility costs. Renters below 50% AMI experience the highest rates of severe housing cost burden.

Disproportionate Housing Needs

Updated Comprehensive Housing Affordability Strategy (CHAS) and American Community Survey (ACS) data indicate disproportionate housing needs among Black/African American households, particularly below 50% AMI. Disparities exist in severe cost burden, overcrowding, and homeownership rates.

The Regional Community Partners (RCP) will prioritize equitable housing strategies including:

- Expansion of affordable housing in high-opportunity areas.
- Support for first-generation and minority homebuyers.
- Fair housing education and enforcement.

Draft Strategic Plan Goals 2026–2030

Taking in our past five-year plan responses, community input, and housing data around the community the following main focus areas have been outlined for the new 2026-2030 Regional Action Plan:

1. Expand Affordable Housing Production and Preservation.
2. Improve Housing Stability and Prevent Homelessness.
3. Strengthen Neighborhood Conditions and Public Infrastructure.
4. Promote Economic Opportunity and Workforce Development.
5. Advance Fair Housing and Reduce Disparities.

Non-Housing Community Development Needs

Community development priorities include:

- Infrastructure improvements.
- Blight removal and demolition.
- Code enforcement.
- Public facility upgrades.
- Youth and senior services.
- Economic development and workforce programs

Conclusion

The 2026–2030 Regional Consolidated Plan establishes a coordinated, data-driven strategy to address housing affordability, housing stability, racial disparities, and community development needs.

Affordable housing production and preservation remain central to this plan. The RCP partners are committed to leveraging federal, state, local, and private resources to maximize impact and improve quality of life for low- and moderate-income residents.



Agenda Item Review Form

Muskegon Citizens District Council

Commission Meeting Date: April 7, 2026	Title: Draft Budget															
Submitted by:	Department: Community & Neighborhood Services															
Brief Summary: Discussion surrounding proposed CDBG and HOME Budget																
Detailed Summary & Background:																
Goal/Action Item:																
Is this a repeat item?: Explain what change has been made to justify bringing it back to Commission:																
Amount Requested:	Budgeted Item: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 25%;">Yes</td> <td style="width: 10%;"></td> <td style="width: 25%;">No</td> <td style="width: 10%;"></td> <td style="width: 20%;">N/A</td> <td style="width: 10%;"></td> </tr> </table>	Yes		No		N/A										
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CDBG Organization/Agency	2025	2026 (DRAFT)
Kid Power of Produce	\$20,000.00	\$20,000.00
Priority Home Repair	\$245,380.00	\$245,380.00
Residential Façade	\$148,693.00	\$148,693.00
Service Delivery	\$121,575.00	\$100,000.00
Housing Ramps	\$0.00	\$0.00
Fire Station Bond	\$200,000.00	\$200,000.00
Admin	\$183,917.00	\$183,917.00
TOTAL	\$919,565.00	\$919,565.00

2%
27%
16%
13%
22%
20%

HOME Organization/Agency	2025 (DRAFT)	2026
Community Dev. Housing	\$0.00	\$0.00
Rehab Construction	\$233,631.00	\$233,631.00
Admin	\$25,181.00	\$25,181.00
TOTAL	\$ 258,812.00	\$ 258,812.00



Agenda Item Review Form

Muskegon Citizens District Council

Commission Meeting Date: April 7, 2026	Title: Staff Reports															
Submitted by:	Department: Community & Neighborhood Services															
Brief Summary: CNS Staff Update																
Detailed Summary & Background:																
Goal/Action Item:																
Is this a repeat item?: Explain what change has been made to justify bringing it back to Commission:																
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