

CITY OF MUSKEGON

HOUSING BOARD OF APPEALS

MEETING

June 4, 2026 @ 5:30 PM

CITY OF MUSKEGON, ROOM 107

933 TERRACE STREET, MUSKEGON, MI 49440

CALL TO ORDER:

ROLL CALL:

APPROVAL OF MINUTES:

A. Approval of Minutes — May 7, 2026 Public Safety

PUBLIC COMMENT:

OLD BUSINESS:

A. Case A - EN2205110 - 1171 7th Street Public Safety- Inspections

B. Case B - EN2403907 - 185 W Laketon Avenue Public Safety

NEW BUSINESS:

ANY OTHER BUSINESS:

A. Corrections to Past Minutes Public Safety- Inspections

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 Housing Board of Appeals

Commission Meeting Date: June 4, 2026	Title: Approval of Minutes — May 7, 2026															
Submitted by: Gabbie Pulos, Housing Board of Appeals	Department: Public Safety															
Brief Summary: Approve minutes of the May 7, 2026, Housing Board of Appeals meeting.																
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;"> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">No</td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">N/A</td> <td style="width: 25%;"></td> </tr> </table>	Yes		No		N/A										
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Yes		No		N/A												
Recommended Motion: To approve the minutes.																
Approvals:	<u>Name the Policy/Ordinance Followed:</u>															
<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></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			
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CITY OF MUSKEGON

HOUSING BOARD OF APPEALS

MEETING

May 7, 2026 @ 5:30 PM
CITY OF MUSKEGON, ROOM 107
933 TERRACE STREET, MUSKEGON, MI 49440

MINUTES

CALL TO ORDER

The Housing Board of Appeals meeting was called to order at 5:30 PM.

ROLL CALL

Present: Johna Willis, Kim Burr, Demario Phillips, Benjamin Carson, Walt Kubanek, Willie German, Jr.

Staff Present: Steve Stout, Timothy Kozal, Gabbie Pulos

Absent: Kemmie Sargent

APPROVAL OF MINUTES

A. Approval of Minutes Public Safety

Motion by Demario Phillips, second by Walt Kubanek, to approve the minutes of the April 2, 2026, Housing Board of Appeals meeting.

ROLL VOTE: Ayes: Willis, Burr, Phillips, Carson, Kubanek, German

Nays: None

MOTION PASSES

PUBLIC COMMENT

OLD BUSINESS

A. Case A - EN2101928 - 1756 Elwood Street Public Safety

The property owner, Jose Gonzalez, was not present.

In November 2020, staff noted during a field inspection that the home was in dire condition and stated in the report that the house was "rotten." In June 2021, the home was sold to the current owner and staff provided them with time to address the issues that placed the home on the dangerous building list. A permit was pulled in July 2021 for a re-roof and re-side of the structure. A list of required inspections was provided at that time. Staff approved the demo, and ice and water inspections on the roof. In November 2021, the property received a stop work notice for performing work outside the scope of the permit. The permit for roof and siding expired in January 2022. The permit was closed due to inactivity. Staff sent multiple expired permit letters and eventually ticketed the address. In July 2022, the permit was closed due to inactivity. Staff has had no contact with the homeowners since. In September 2022, a dangerous building complaint letter was sent with no response. A notice of hearing was sent on March 24th, 2023.

Steve Stout addressed the board and provided an update regarding the subject property. Steve informed the board of a recent change in ownership, followed by a permit being obtained for siding and soffit repairs. The permit was pulled after the packet for this Housing Board of Appeals meeting was submitted. Due to the recent changes, Steve is requesting we alter the original recommended motion. To allow time for progress to be made on the permit, he requested the case be tabled for 90 days.

The board engaged in a discussion with the dangerous building inspector, Steve Stout.

Ben Carson inquired whether contact with the new owner had been initiated by Steve or by the owner. Steve clarified that the new owner received one of the mailed and posted notices and subsequently contacted him.

Johna Willis noted discrepancies between the findings listed in the official packet and those presented in the slides. She advised that all information included in future official packets be complete and accurate, as the packet serves as the official record.

Willie German requested clarification on whether the property had previously been included on the dangerous building list. Steve Stout stated that it had and noted the property had been in its current condition since 2020.

Ben Carson requested confirmation of Steve's previous report concerning a recently issued permit. Steve confirmed that a permit for siding and soffit work had been pulled within the past week.

Motion by Kim Burr, second by Demario Phillips, to table this item to the August 6, 2026, Housing Board of Appeals meeting to allow the new owner time to make progress on their recently obtained permit.

**ROLL VOTE: Ayes: German, Kubanek, Carson, Phillips, Burr, Willis
Nays: None**

MOTION PASSES

B. Case B - EN2300356 - 1680 Dyson Street Public Safety

The property owner, West Lake LLC, was not present.

The residence was initially noted to staff in September 2022. The home was set to have its rental registration renewed. The initial inspection was canceled due to a "lockout", meaning no one was at the residence to meet with staff to certify the rental status at a mutually scheduled date and time. This went on into February 2023. On March 14th, 2023, a fire notification was sent by the Muskegon Fire Department. It was noted that the fire damage was kept to the main floor and the fire had burned through the floor, causing significant smoke damage. During efforts to put out the fire, the basement received some water damage and had a few inches of standing water. Staff sent a Fire Inspection notice on March 14th, 2023 and a Notice and Order the following day. The owner reached out to see what needed to be done to get the house off the dangerous building list. Staff instructed them to schedule an All Trades Inspection, and a list of deficiencies would be produced. That inspection was conducted the following day. A dangerous building inspection letter was sent to the homeowner on July 25th, 2023, with no contacts made, and no permits pulled. Staff sent a 10-day notice of hearing on July 25th, 2023. With no response or permits applied for, staff sent another 10-day notice of hearing on August 25th, 2023. To date, no further contact has been made.

Steve Stout addressed the board and provided an update regarding the subject property.

The board engaged in a discussion with the dangerous building inspector, Steve Stout.

Ben Carson asked for clarification regarding the HBA determination. Steve explained that the HBA determination indicates the case was reviewed by the HBA and that demolition of the property was recommended. He further noted that the determination had been issued some time ago, and the case was not forwarded to the City Commission in a timely manner, thus the reoccurrence.

Willie German asked about the outcome of the all-trades inspections. Steve stated that following a fire and subsequent extinguishment, the exterior of the structure was compromised, allowing inclement weather to enter, resulting in interior damage.

Willie German and Steve Stout confirmed that no successful contact has been made with the property owner despite multiple attempts, including certified mail and postings at the correct property address.

Johna Willis noted that the property is owned by an LLC based in Grand Rapids with no personal presence at the property or representation at the meeting. She expressed concern regarding the lack of owner engagement in addressing a dangerous condition within the community and referenced that property taxes are currently delinquent.

Ben Carson asked for confirmation of the date of ownership transfer. Steve Stout confirmed the current owner acquired the property last September.

Johna Willis reiterated her concern that the LLC likely had prior awareness of the property's condition before purchase.

Motion by Walt Kubanek, second by Demario Phillips, to declare 1680 Dyson Street as unsafe, substandard, a public nuisance and that the property be demolished.

**ROLL VOTE: Ayes: Willis, Burr, Phillips, Carson, Kubanek, German
Nays: None**

MOTION PASSES

NEW BUSINESS

ANY OTHER BUSINESS

Johna Willis requested an update on 185 W Laketon Avenue, noting the matter was tabled for 30 days at the April 2, 2026, Housing Board of Appeals meeting per the minutes.

Steve Stout stated, "185 W Laketon, I sent out the certified mailing, registered mail, and also physically posted to the structure". He stated that he subsequently received a phone call from an individual associated with a nearby marijuana business who oversees related operations. Steve advised the caller that he was expecting a follow-up from the primary contact from prior communications in January. He further stated that the caller indicated the original contact would reach out, however no additional communication has

been received to date. Steve noted that he intends to bring the matter back before the Housing Board of Appeals at the next meeting.

Johna Willis requested that a new notice be issued requiring the responsible parties to appear at the next meeting, citing safety concerns and the need to prevent unauthorized access to the property.

Timothy Kozal, Director of Public Safety, reported that Steve Stout and Gabbie Pulos prepared a PowerPoint presentation for the May 12, 2026, City Commission meeting outlining the dangerous building process from initial complaint through resolution. He stated the presentation is intended to provide clarity for those unfamiliar with the process. He further noted that the structure at 779 Yuba Street is also scheduled for review at the May 12, 2026, City Commission meeting. He added that additional properties are being progressed toward demolition this year, with the goal of improving overall community safety and cleanup efforts.

Johna Willis expressed support for the proposed plan.

Walt Kubanek, Kim Burr, and Demario Phillips expressed appreciation for the updated PowerPoint presentation format, noting it was more streamlined and an effective use of materials.

Johna Willis reiterated the importance of ensuring that official meeting documents and presentation materials remain fully consistent to avoid discrepancies and confusion.

ADJOURNMENT

Motion to adjourn by Kim Burr, second by Demario Phillips.
The Housing Board of Appeals meeting adjourned at 5:49 p.m.

Respectfully Submitted,

Gabbie Pulos



Agenda Item Review Form

Muskegon Housing Board of Appeals

Commission Meeting Date: June 4, 2026	Title: Case A - EN2205110 - 1171 7th Street
Submitted by: Gabbie Pulos, Housing Board of Appeals	Department: Public Safety- Inspections
Brief Summary: To be reviewed by the Housing Board of Appeals.	
<p>Detailed Summary & Background:</p> <p>On 12-9-2022, A Dangerous Building complaint was opened on this location (1171 7th st). We originally received a complaint that there are certain Unsatisfactory conditions at 1171 7th st. The house is in an advanced state of disrepair. This has gotten worse since the original date of report. The house does not appear to have utilities. The Rear portion of the house/Shed has collapsed. The owner was given a date of 12-23-22 to provide a plan of abatement. On 2-9-23, The homeowner was sent a letter that the home was a substandard and a dangerous and constitutes a nuisance in violation of City Ordinance. We were to have contact with the homeowner by 2-23-23, who was to provide a plan of abatement to resolve the issues. We requested to conduct a Trades Inspection also to come up with a complete list of problems. After that the homeowner would obtain permits to resolve the issues. On 2-10-23, The Homeowner was sent a Dangerous Building Inspection Report. In this report the deficiencies are listed. The roof structure has significant damage. There are existing holes continuing to deteriorate the roof as well as the interior of the home. The Roof Structure, roof decking and shingles will need to be replaced. There is excessive humidity , has begun to rot the plaster on the walls, ceiling. The studs will need to be removed to evaluate the water damage. Water Damn on the roof has caused water to enter the wall on the east side of the home and has rotted visibly 10' of interior and exterior wall. Roof leaks caused basement window frames to rot. Will need to replace windows and headers in the lower level. The Foundation blocks have started to crack, due to the water damage. This is separating the wall from the floor joists. This will require a certified foundation expert to evaluate the damage and provide a plan of action to fix the foundation. There is a second large hole on the roof that has caused significant damage to the floor. The floor will need to be removed and damaged floor joists will also need to be replaced. As well as the damage to the west wall. This has been going on for many years with no plan of action and no repairs taken place.</p> <p style="color: red;">At the February 5th, 2026 Housing Board of Appeals meeting, the case we tabled for 90 days to allow the property owners an opportunity to apply for permits and begin rehabilitation. On February 12, 2026, an HBA determination letter was sent to the owner with no response. Notice of hearing letter was not sent in time for the May HBA meeting. DB inspector has decided to push it to the June HBA meeting.</p>	
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:

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

Budget Amendment Needed:

Yes		No		N/A		
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Recommended Motion:

To declare 1171 7th Street as unsafe, substandard, a public nuisance and that the property be demolished.

Approvals:

Immediate Division Head		
Information Technology		
Other Division Heads		
Communication		
Legal Review		

Name the Policy/Ordinance Followed:

Sec 10-371 thru 10-382.

CASE

A EN2205110 -OWNER IS: **1171 7th st**

ANDRE AND SHALONDA HICKS

715 MIDWAY AVE

CANTON GEORGIA, 30114

INFORMATION:

On 12-9-2022, A Dangerous Building complaint was opened on this location (1171 7th st). We originally received a complaint that there are certain Unsatisfactory conditions at 1171 7th st. The house is in an advanced state of disrepair. This has gotten worse since the original date of report. The house does not appear to have utilities. The Rear portion of the house/Shed has collapsed. The owner was given a date of 12-23-22 to provide a plan of abatement. On 2-9-23, The homeowner was sent a letter that the home was a substandard and a dangerous and constitutes a nuisance in violation of City Ordinance. We were to have contact with the homeowner by 2-23-23, who was to provide a plan of abatement to resolve the issues. We requested to conduct a Trades Inspection also to come up with a complete list of problems. After that the homeowner would obtain permits to resolve the issues. On 2-10-23, The Homeowner was sent a Dangerous Building Inspection Report. In this report the deficiencies are listed. The roof structure has significant damage. There are existing holes continuing to deteriorate the roof as well as the interior of the home. The Roof Structure, roof decking and shingles will need to be replaced. There is excessive humidity , has begun to rot the plaster on the walls, ceiling. The studs will need to be removed to evaluate the water damage. Water Damn on the roof has caused water to enter the wall on the east side of the home and has rotted visibly 10' of interior and exterior wall. Roof leaks caused basement window frames to rot. Will need to replace windows and headers in the lower level. The Foundation blocks have started to crack, due to the water damage. This is separating the wall from the floor joists. This will require a certified foundation expert to evaluate the damage and provide a plan of action to fix the foundation. There is a second large hole on the roof that has caused significant damage to the floor. The floor will need to be removed and damaged floor joists will also need to be replaced. As well as the damage to the west wall. This has been going on for many years with no plan of action and no repairs taken place.

OTHER INFORMATON/INSPECTOR NOTES:

COMPLAINT NOTICE:

A Dangerous building letter was originally sent on 12-9-2-22.

On 2-10-23 a DB Inspection was done.

NOTICE & ORDER:

On 2-9-23 a Notice & Order was sent and posted.

On 5-23-24 an HBA Notice of Hearing was sent and posted.

On 1-8-26, I completed another HBA notice of Hearing and sent and posted.

On 4-30-26, I completed another HBA hearing notice for June 4th, 2026 as I have not seen or heard of any progress on this residence.

All notices are sent First Class mail, Certified Mail, and posted to the structure.

CONTACT WITH OWNER:

I have spoke the the Hicks Siblings several times. Recently I received an email from Shalonda Hicks. She advised me that she filed a Quit Claim Deed that removed her name from 1171 7th st.

ADDITIONAL INFORMATION:

This is a single story home, 720 square feet house with crawl space.

SEV & Taxable value 33,400, 28,352. There are no delinquent taxes due.

Built in 1902.

Staff estimates cost for interior and exterior repairs 72,000.

The home is in the Nelson Neighborhood.

A Demolition permit was taken out for the home on 5-27-26.













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2

Case Timeline

1. December 2022: Initial complaint received. Complaint Notice was sent.
2. January 2023: Owner came in, stated property will be sold and demolished in about a month.
3. February 2023: Notice & Order was sent and posted; a Dangerous Building Inspection was completed & the report was sent. Owners have expressed their intention to sell the house to a nephew, but one of the family members on the deed is not in agreement.
4. September 2023: Property changed owners.
5. May 2024: HBA Notice of Hearing was sent and posted.
6. June 2024: Contact with the owners was successful. The need for a remediation plan was expressed and agreed upon.

1171 7th Street



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1171 7th Street

Case Timeline Cont.

- 7. July 2024: Owner reached out to discuss the property's condition and indicated that demo appears to be the only viable option at this time. 2 permits were applied for.
 - One for the interior demo in early July, which was issue, then canceled by the contractor in October 2024.
 - One for the exterior demo and repair in late July, this was never issued, the outstanding invoice was voided, permit was closed.
- 8. August 2024: Conversation held with the owner and contractor; pending an estimate, demo may be the only option.
- 9. May 2025: No further contact received since August.
- 10. December 2025: We visited the property several times, notes indicate the property is vacant with no power. The City Manager was informed we intend to pursue demo.
- 11. January 2026: 2nd HBA Notice of Hearing was sent and posted. At the end of this month a conversation was had with the owners, we explained the state of the property and our plan to pursue demo.



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1171 7th Street

Case Timeline Cont.

- 12. February 2026: Received drawings and an architect invoice from the owners. Agreed to request HBA table, with permits and progress expected by spring. Case was tabled for 90-days, HBA Determination letter was sent.
- 13. April 2026: HBA Notice of Hearing sent.
- 14. May 2026: Ownership reduced to one party. Full demo permit submitted by owner, awaiting utility shut off notices before we can issue.

Requested Motion:

To declare 1171 7th Street as unsafe, substandard, a public nuisance and that the property be demolished.



5

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Agenda Item Review Form

Muskegon Housing Board of Appeals

Commission Meeting Date: June 4, 2026	Title: Case B - EN2403907 - 185 W Laketon Avenue						
Submitted by: Gabbie Pulos, Housing Board of Appeals	Department: Public Safety						
Brief Summary: To be reviewed by the Housing Board of Appeals.							
<p>Detailed Summary & Background:</p> <p>The case was brought to the attention of the Dangerous Building Inspector in August 2024. The property had been under staff review as far back as 2006. The previous owner opened five permits, but failed to complete any of them for a final inspection. During this time, the property registered as vacant and went through multiple changes in ownership.</p> <p>In September 2024, staff was contacted by a commercial builder who stated he had taken responsibility for the property and scheduled an inspection. At that time, it was observed that the structure had multiple deficiencies qualifying it as a Dangerous Building. Most notably, the exterior had been covered only with house wrap for several years, far exceeding its intended maximum use of six months. The builder expressed an intention to take immediate action, stating his team was prepared to address the issues.</p> <p>However, no progress was made as of August 2025. Staff issued and posted a Notice and Order, with no response received. A notice of hearing was sent in September 2025. Without action, there is a significant risk the building will not remain unoccupied if public access is gained.</p> <p style="color: red;">At the April 2, 2026, Housing Board of Appeals meeting, Steve Stout addressed the board and provided an update regarding the subject property. Staff discussed the desire to have the property owner present at the next Housing Board of Appeals meeting to facilitate discussion toward a resolution.</p> <p style="color: red;">The case we tabled for 30 days to allow the property owners an opportunity to show up to the next meeting.</p> <p style="color: red;">On April 7, 2026, an HBA determination letter was sent to the owner with no response. Notice of hearing letter was not sent in time for the May HBA meeting. DB inspector has decided to push it to the June HBA meeting.</p>							
<u>Goal/Action Item:</u>							
Is this a repeat item?: Explain what change has been made to justify bringing it back to Commission:							
Amount Requested:	Budgeted Item:						
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Yes		No		N/A				

Recommended Motion:
 To declare 185 W Laketon Avenue as unsafe, substandard, a public nuisance and that the property be demolished.

Approvals:	Name the Policy/Ordinance Followed:															
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03/24/2026 EN2403907-185 W Laketon Ave
 185 & 145 W Laketon Ave LLC
Case 2512 W Grand Blvd. #306
 B Detroit, Mi. 48208

INFORMATION:

The case was brought to the attention of the Dangerous Building Inspector in August of 2024. Though the Property had been under staff review as far back as 2006. The previous owner opened five separate permits, but failed to complete any of them for a final inspection. During this time the property is registered as vacant and went through multiple changes in ownership.

In September 2024, Staff was contacted by a commercial builder who stated he had taken responsibility for the property and scheduled an inspection. At that time, it was observed that the structure had multiple deficiencies qualifying it as a Dangerous Building. Most notably, the exterior had been left covered only with house wrap for several years. Despite house wrap being suitable as temporary finish for no longer than six months. The builder expressed an intention to take immediate action, stating his team was prepared to address the issues.

However, no progress was made in August 2025. Staff issued a posted a Notice and Order, with no response received a notice of hearing was sent in September 2025. With out action, there is a significant risk the building will not remain unoccupied if the building is not repaired and cleaned up.



COMPLAINT NOTICE:

- On August 21st 2024, a dangerous building complain notice was sent.
- On September 16th, 2024, A dangerous building inspection report was sent.

NOTICE & ORDER:

- On August 28th, 2025 A Notice & Order was sent and posted.
- On September 22, 2025, A 10 day notice was sent and posted.

All notices are sent First Class Mail and Certified Mail as well as posted to the property.

TABLE CASE:

On 4-8-26, I requested the HBA table this case as I wanted to try to work with the owner and contractor on this matter.

CONTACT WITH OWNER:

Staff spoke with the contractor in the winter of 2024. He noted having the intention to get working soon. He further said that time got away from them. As always staff reminded him that they will need permits. No contact has been made recently,

NOTICE OF HOUSING BOARD OF APPEALS HEARING:

On 4/30/26 I sent and posted another hearing date for the HBA. This was brought on as there had been no progress with the



commercial building.

ADDITIONAL INFORMATION:

- This is a 1 story, 9,938 square feet commercial improved structure.
- Sev & Taxable \$139,300 & \$67,982.
- Delinquent taxes owed \$9,781.86
- Built in 1965, effective age 60 years.
- Taxes and fees due approx \$4,250.36.
- Staff estimated cost for interior/exterior repairs is \$30,000.
- The structure is in the Marsh Field-Agri Med Com Neighborhood.

Case B EN2403907 185 W Laketon Avenue

Old Business



6

6

185 W Laketon Ave.

Case Timeline

1. August 2024: Initial complaint received, Complaint Notice was sent.
2. September 2024: Contact was received from a commercial builder responsible for the property resulting in an inspection. A dangerous building inspection report was sent.
3. December 2024: Communications with the owner and contractor indicate interest in completing repairs in pursuit of a sale come spring.
4. August 2025: No further progress made. A Notice & Order was sent and posted.



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185 W Laketon Ave.

Case Timeline Cont.

5. September 2025: Notice of Hearing was sent.
6. October 2025: Prior owner called to inform us he is no longer involved, provided us the new owners mailing address.
7. January 2026: Contractor expressed intentions to remedy the exterior.
8. April 2026: Contact was attempted with the contractor, with no success. HBA tabled the case for 30-days. Another Notice of Hearing was sent and posted.



Requested Motion:

To declare 185 W Laketon Avenue as unsafe, substandard, a public nuisance and that the property be demolished.

8



Agenda Item Review Form

Muskegon Housing Board of Appeals

Commission Meeting Date: June 4, 2026	Title: Corrections to Past Minutes
Submitted by: Kimberly Young, Administrative Assistant to the City Manager	Department: Public Safety- Inspections
Brief Summary: While working with HBA records after staff transition, several sets of minutes were identified as being in need of correction. This should be considered a clerical error and does not change the substance of the minutes themselves.	
Detailed Summary & Background: A correction is being made to the Approval of Minutes portion, the date of the minutes being approved needed correction. Staff is requesting that the following minutes be corrected: February 1, 2024 - Approve minutes from November 2, 2023 March 7, 2024 - Approve minutes from February 1, 2024 April 4, 2024 - Approve minutes from March 7, 2024 November 7, 2024 - Approve minutes from September 5, 2024 May 1, 2025 - Approve minutes from February 6, 2025 Also, while working with HBA records after staff transition, two sets of minutes were identified to be in need of correction, as they do not match staff notes. Votes were recorded incorrectly, item letters in the minutes did not match the agenda, and the date of the minutes being approved needs to be corrected. September 5, 2024 - corrections to be made per staff notes on agenda. <ul style="list-style-type: none">• Approve minutes from April 4, 2024• New Business item A - votes not properly recorded• New Business Item D - does not match agenda. Item D was removed• New Business Item E - incorrectly labeled as D, votes not properly recorded• Time of adjournment listed incorrectly February 6, 2025 - corrections to be made per staff notes on agenda. <ul style="list-style-type: none">• Approve minutes from November 7, 2024• New Business Item B - does not match agenda. Item B was removed• New Business Item C - incorrectly labeled as B, votes not properly recorded• New Business Item D - incorrectly labeled as C, votes not properly recorded• New Business Item E - does not match agenda, Item E was removed• New Business Item F - incorrectly labeled as D	

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Goal/Action Item:
Administrative Action

Is this a repeat item?:
Explain what change has been made to justify bringing it back to Commission:

Amount Requested:
n/a

Budgeted Item:

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Fund(s) or Account(s):
n/a

Budget Amendment Needed:

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Recommended Motion:
To approve the correction of the minutes as proposed.

Approvals:

Immediate Division Head	<input type="checkbox"/>	
Information Technology	<input type="checkbox"/>	
Other Division Heads	<input type="checkbox"/>	
Communication	<input type="checkbox"/>	
Legal Review	<input type="checkbox"/>	

Name the Policy/Ordinance Followed:
n/a

CITY OF MUSKEGON
MUSKEGON HOUSING BOARD OF APPEALS
~~NOTICE AND AGENDA~~

DATE OF MEETING: Thursday, February 1st, 2024 ^{minutes}
TIME OF MEETING: 5:30 PM
PLACE OF MEETING: CITY HALL FIRST FLOOR COMMISSION CHAMBERS

CHAIR: Kim Burr called the meeting at 5:31PM

ATTENDANCE: K. Burr, J. Willis, E. Simmons, Steve Frantz, Jay Kilgo

STAFF: Timothy Kozal, Director of public Safety, S. Kiaunis, Building Safety Department, Hilarey Travieso, Building Safety Department.

ABSENT: C. Bickford

OTHERS:

I. Meeting Minuets: A motion to approve the regular meeting minutes from ^{November 2, 2023} ~~February~~ meeting was made by K. Burr and supported by all.

II. Old Business:

A. EN2104884 1875 Valley St. – Jean Brault – 1875 Valley St. Muskegon, MI 49442
- Declared for Demolition – All.

B. EN1903767 1267 Pine St. - Decker Lorry – 1267 Pine St. Muskegon, MI 49441
- Declared for Demolition – All.

C. EN1903174 861 Amity Ave. Ortiz Humberto/ Zavaia Carlos – 1643 Cleaveland Ave SW. Wyoming, MI 49509
- Declared for Demolition – All.

III. New Business:

IV. **ADJOURN:** A motion to adjourn was made by Ed Simmons and supported by Steven Frantz at 6:10 PM

4824

CITY OF MUSKEGON
MUSKEGON HOUSING BOARD OF APPEALS
NOTICE AND AGENDA

DATE OF MEETING: Thursday, March 7th, 2024
TIME OF MEETING: 5:30 PM
PLACE OF MEETING: CITY HALL FIRST FLOOR COMMISSION CHAMBERS

minutes

CHAIR: Kim Burr called the meeting at 5:30PM

ATTENDANCE: K. Burr, J. Willis, C. Bickford, E. Simmons, Steve Frantz, Jay Kilgo

STAFF: Timothy Kozal, Director of public Safety, S. Kiaunis, Building Safety Department, Hilarey Travieso, Building Safety Department.

ABSENT: Paul Wakefield

OTHERS:

I. Meeting Minutes:

A motion to approve the regular meeting minutes from ~~March~~ ^{February 1, 2024} meeting was made by K. Burr and supported by all.

II. Old Business:

- A. EN1900639 1449 Nolan Ave. – Wakefield Paul – 1538 Montgomery Ave. Muskegon, MI 49441
- Tabled for 30 Days – Willis/All.

III. New Business:

- A. EN2004045 848 Emerald St. – Childers Gregory ET AL – 7222 Crenshaw Blvd Apt 3 Los Angeles, CA 90043
- Declared for Demolition – Simmons/All.
- B. EN2300101 1459 Pine St. – Figueroa Antonio/Anabel – 100 Diana Ave Muskegon, MI 49442
- Declared for Demolition – Burr/All.

IV. ADJOURN: A motion to adjourn was made by Ed Simmons and supported by Steven Frantz at 5:50 PM

5264

CITY OF MUSKEGON
MUSKEGON HOUSING BOARD OF APPEALS
~~NOTICE AND AGENDA~~

DATE OF MEETING: Thursday, April 4th, 2024 *Minutes*
TIME OF MEETING: 5:30 PM
PLACE OF MEETING: CITY HALL FIRST FLOOR COMMISSION CHAMBERS

CHAIR: Kim Burr called the meeting at 5:30PM

ATTENDANCE: K. Burr, J. Willis, C. Bickford, E. Simmons, Steve Frantz, Jay Kilgo

STAFF: S. Kiaunis, Building Safety Department, Hilarey Travieso, Building Safety Department.

ABSENT:

OTHERS:

I. Meeting Minutes:

A motion to approve the regular meeting minutes from March meeting was made by K. Burr and supported by all. *4-7-2024*

II. Old Business:

- A. EN1900459 1829 Hoyt St. – Deleon Danny – 1380 Eastwood Dr. Muskegon MI, 49442
- Tabled for 60 Days – Willis/All.

III. New Business:

- A. EN2300577 922 Emerald St. – Johnston John T – 922 Emerald St Muskegon, MI 49442
- Declared for Demolition – Bickford/All.
- B. EN2300042 636 Orchard Ave. – Madison Nora J – 636 Orchard Ave. Muskegon, MI 49442
- Declared for Demolition – Frantz/All.

IV. ADJOURN: A motion to adjourn was made by Ed Simmons and supported by Steven Frantz at 6:00 PM

5381

CITY OF MUSKEGON
MUSKEGON HOUSING BOARD OF APPEALS
NOTICE AND AGENDA

DATE OF MEETING: Thursday, September 5th, 2024 *minutes*
TIME OF MEETING: 5:30 PM
PLACE OF MEETING: CITY HALL FIRST FLOOR COMMISSION CHAMBERS

CHAIR: Kim Burr called the meeting at 5:30PM

ATTENDANCE: K. Burr, J. Willis, E. Simmons, Steve Frantz.

STAFF: S. Kiaunis, Building Safety Department, Hilarey Travieso, Building Safety Department, Timothy Kozal, Director of public safety.

ABSENT: C. Bickford, Jay Kilgo.

OTHERS: T. Woollard, M. Walker, S. Mckellar, E. Wasiura

I. Meeting Minutes:

A motion to approve the regular meeting minutes from *April 4, 2024* ~~March~~ meeting was made by K. Burr and supported by all.

II. Old Business:

- A. EN2003998 639 Marquette Ave – Wyatt Christopher – 1670 Silver Creek Rd. Whitehall MI, 49461
- Tabled for 30 Days – Frantz/All.

III. New Business:

- a. EN2300523 1370 S Getty St. – Richards Catherine M Estate – 15017 Brookside Dr. Spring Lake, MI 49456
- Declared for Demolition – *yes: Simmons, Willis, Frantz*
no: Burr
- b. EN2400156 1101 Pine St. – New Brith Outreach Ministries – 350 Houston Ave. Muskegon, MI 49441
- Declared for Demolition – Frantz/All.
- c. EN2000528 535 Mulder St. – Mckellar Terry – 535 Mulder St. Muskegon, MI 49442
- Tabled for 30 Days – Simmons/All.
- d. EN2300515 283 Sumner Ave. – Modisette James J Estate – 283 Sumner Ave. Muskegon, MI 49442
- ~~Declared for Demolition~~ – Frantz/All.
Tabled for 30 days

IV. Other Business:

1. EN2105020 275 Dratz St. – Jenkins Charles – 275 Dratz St. Muskegon, MI 49442
- Declared for Demolition – All

IV. ADJOURN: A motion to adjourn was made by Ed Simmons and supported by Steven Frantz at ¹⁶6:00 PM

*Save < 5476 delete
5478*

Start time 5:30pm

CITY OF MUSKEGON
MUSKEGON HOUSING BOARD OF APPEALS
NOTICE AND AGENDA

DATE OF MEETING: Thursday, September 5th, 2024
TIME OF MEETING: 5:30 P.M.
PLACE OF MEETING: CITY HALL FIRST FLOOR-COMMISSION CHAMBERS

copy

AGENDA

1) Roll Call:

2) Approval of the Minutes:

Approval of the copy of the minutes from the April 4th, 2024, meeting.
Approved - motion by Ed + 2nd by Johna

3) Public Comment:

4) Old Business:

A. EN2003998 639 Marquette Ave – Wyatt Christopher – 1670 Silver Creek Rd. Whitehall MI, 49461

Table for 30 days - motioned by Steve + 2nd by Johna - Approved by All

5) Dangerous Building(s) – New Cases:

a. EN2300523 1370 S Getty St. – Richards Catherine M Estate – 15017 Brookside Dr. Spring Lake, MI 49456

motion to be declare - motioned by Ed 2nd by Steve yay Johna yay Kim

b. EN2400156 1101 Pine St. – New Brith Outreach Ministries – 350 Houston Ave. Muskegon, MI 49441

motion to be declare - motioned by Ed yay by All

c. EN2000528 535 Mulder St. – Mckellar Terry – 535 Mulder St. Muskegon, MI 49442

Table for 30 - motioned by Approved by All

e. EN2300515 283 Sumner Ave. – Modisette James J Estate – 283 Sumner Ave. Muskegon, MI 49442

Table for 30 days - All Approved by all

6) Other Business:

1. EN2105020 275 Dratz St. – Jenkins Charles – 275 Dratz St. Muskegon, MI 49442

motion to be Declare - All

7) Adjourn

Leile

**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:

CITY OF MUSKEGON
MUSKEGON HOUSING BOARD OF APPEALS
NOTICE AND AGENDA

DATE OF MEETING: Thursday, November 7th, 2024 *Minutes*
TIME OF MEETING: 5:30 PM
PLACE OF MEETING: CITY HALL FIRST FLOOR COMMISSION CHAMBERS

CHAIR: Kim Burr called the meeting at 5:30PM

ATTENDANCE: K. Burr, J. Willis, E. Simmons, Steve Frantz, C. Bickford, Jay Kilgo.

STAFF: S. Kiaunis, Building Safety Department, Hilarey Travieso, Building Safety Department, Timothy Kozal, Director of public safety.

ABSENT: N/A

OTHERS:

I. Meeting Minutes:

A motion to approve the regular meeting minutes from ~~March~~ *September 5, 2024* meeting was made by K. Burr and supported by all.

II. Old Business:

III. New Business:

- E. EN2400300 760 Catherine Ave – Redo Construction & Maintenance LLC – 1431 Bemis SE. Grand Rapids, MI 49506
 - Declared for Demolition – Frantz/All

F. Other Business:

IV. ADJOURN: A motion to adjourn was made by Ed Simmons and supported by Steven Frantz at 5:50 PM

5606

CITY OF MUSKEGON
MUSKEGON HOUSING BOARD OF APPEALS
~~NOTICE AND AGENDA~~

DATE OF MEETING: Thursday, February 6th, 2025 *minutes*
TIME OF MEETING: 5:30 PM
PLACE OF MEETING: CITY HALL FIRST FLOOR COMMISSION CHAMBERS

CHAIR: Kim Burr called the meeting at 5:30PM

ATTENDANCE: K. Burr, E. Simmons, Steve Frantz, D. Phillips, Jay Kilgo.

STAFF: S. Kiaunis, Building Safety Department, Hilarey Travieso, Building Safety Department, Timothy Kozal, Director of public safety.

ABSENT: J. Willis

I. Meeting Minutes:

A motion to approve the regular meeting minutes from ~~March~~ *November 7, 2024* meeting was made by K. Burr and supported by all.

II. Old Business:

- A. EN1901937 1784 Smith St. – Shields Della Mae Estate – 1784 Smith St. Muskegon, MI 49442
- Table for 30 days – All

III. New Business:

- a. EN2404075 1615 Dyson St. – Golidy Dwayne – 1615 Dyson St. Muskegon, MI 49442
Declared for Demolition – Simmons/~~Phillips~~ *All*

- c* b. EN2400772 143 Delaware Ave. – NA Capital Group LLC – 420 Round Lake Drive, Caledonia, MI 49316
Declared for Demolition – *Simmons*/~~Frantz~~ *All*

- d* c. EN2404258 185 Strong Ave. – Stalling Hamid – 774 Catherine Ave. Muskegon, MI 49442
Declared for Demolition – Simmons/~~Phillips~~ *All*

- d. EN2400242 339 W Forest Ave. – Houston Kenneth W – 531 Oak Ave. Muskegon, MI 49442
- Table for 90 days – All

IV. Other Business:

- a. A motion was made for the approval of the current chairperson to step down and a vote to be held next meetings for the new chairperson.

V. Adjourn:

- a. A motion to adjourn was made by Ed Simmons and supported by Kim Burr at 5:57 PM

5698

5:30
5:57

CITY OF MUSKEGON
MUSKEGON HOUSING BOARD OF APPEALS
NOTICE AND AGENDA

DATE OF MEETING: Thursday, February 6th, 2025
TIME OF MEETING: 5:30 P.M.
PLACE OF MEETING: CITY HALL FIRST FLOOR-COMMISSION CHAMBERS

AGENDA

1) Roll Call: Absent ~~two~~
- Steve Frantz + Johna Willis

2) Approval of the Minutes:
Approval of the copy of the minutes from the November 7th, 2024, meeting.

3) Public Comment:

DETERMINATION MADE TO SIGN
2.11.25

4) Old Business:

A. EN1901937 1784 Smith St. – Shields Della Mae Estate – 1784 Smith St. Muskegon, MI 49442

Table 30-days DETERMINATION MADE

5) Dangerous Building(s) – New Cases:

a. EN2404075 1615 Dyson St. – Golidy Dwayne – 1615 Dyson St. Muskegon, MI 49442 DETERMINATION MADE
motion to declare Ed + Demario - Approved by All

c. EN2400772 143 Delaware Ave. – NA Capital Group LLC – 420 Round Lake Drive, Caledonia, MI 49316 49442 motion to declare Ed + Demario - Approved by All
DETERMINATION MADE

d. EN2404258 185 Strong Ave. – Stalling Hamid – 774 Catherine Ave. Muskegon, MI 49442 DETERMINATION MADE
Motion to Declare Ed + Demario - Approved by All

f. EN2400242 339 W Forest Ave. – Houston Kenneth W – 531 Oak Ave. Muskegon, MI 49442

Tabled 90-days DETERMINATION MADE

6) Other Business:

NEXT month agenda STEVE CHAIR

7) Adjourn

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS
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CITY OF MUSKEGON
MUSKEGON HOUSING BOARD OF APPEALS
~~NOTICE AND AGENDA~~

DATE OF MEETING: Thursday, May 1st, 2025 *Minutes*
TIME OF MEETING: 5:30 PM
PLACE OF MEETING: CITY HALL FIRST FLOOR COMMISSION CHAMBERS

CHAIR: Kim Burr called the meeting at 5:30PM

ATTENDANCE: K. Burr, J. Willis E. Simmons, Steve Frantz, D. Phillips, Jay Kilgo.

STAFF: S. Kiaunis, Building Safety Department, Hilarey Travieso, Building Safety Department, Timothy Kozal, Director of public safety.

ABSENT: J. Willis

I. Meeting Minutes:

A motion to approve the regular meeting minutes from the February meeting was made by K. Burr and supported by all. *16th 2025*

II. Old Business:

- A. EN1901937 - 1784 Smith St. – Shields Della Mae Estate – 1784 Smith St. Muskegon, MI 49442
 - Table for 30 days – All
- B. EN2104869 - 571 Octavius St. – Love Jasper – 932 W Forest Ave. Muskegon, MI 49442
 - Table for 30 days – All
- C. EN1806617 - 1853 Sanford St. – NA Capital Group LLC – 4655 5th St. Caledonia, MI 49316
 - Declared – All
- D. EN2004044 - 442 Catherine Ave. – Fernandez Jorge/Priscila – 2369 Vine Ave. Muskegon, MI 49442
 - Table for 60 Days – All

III. New Business:

- 1. EN2303126 241 Delaware Ave. – Workplace Change LLC – 2001 Gertz Rd. Portland, OR 97211
 - Declared for Demolition – Simmons/Willis
- 2. EN2401183 657 Allen Ave. – Walker Joshua/Victoria – 657 Allen Ave. Muskegon, MI 49442
 - Declared for Demolition – Simmons/ Phillips
 -

IV. Other Business:

- a. A motion was made for the approval of the current chairperson to step down and a vote for the new chairperson.

V. Adjourn:

- 1. A motion to adjourn was made by Steven Frantz and supported by Kim Burr at 6:20 PM

6012