

CITY OF MUSKEGON

HOUSING BOARD OF APPEALS

MEETING

August 6, 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 — June 4, 2026

Public Safety

☐ **PUBLIC COMMENT:**

☐ **OLD BUSINESS:**

A. Case A - EN1901937 - 1784 Smith St. Public Safety

B. Case B - EN1900277 - 835 W Forest Ave. Public Safety

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

D. Case D - EN2300042 - 636 Orchard Ave. Public Safety

E. Case E - EN2300010 - 211 Irwin Ave. Public Safety

☐ **NEW BUSINESS:**

☐ **ANY OTHER BUSINESS:**

☐ **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: August 6, 2026	Title: Approval of Minutes — June 4, 2026															
Submitted by: Gabbie Pulos, Housing Board of Appeals	Department: Public Safety															
Brief Summary: Approve minutes of the June 4, 2026, Housing Board of Appeals meeting.																
Detailed Summary & Background:																
<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: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%; text-align: center;">No</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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Recommended Motion: To approve the minutes.																
Approvals: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Immediate Division Head</td> <td style="width: 10%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td>Information Technology</td> <td></td> <td></td> </tr> <tr> <td>Other Division Heads</td> <td></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			<u>Name the Policy/Ordinance Followed:</u>
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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**

MINUTES

CALL TO ORDER

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

ROLL CALL

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

Staff Present: Steve Stout, Kim Young, Gabbie Pulos, Director Kozal

Absent/Excused: Kemmie Sargent

APPROVAL OF MINUTES

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

Motion by Demario Phillips, second by Ben Carson, to approve the minutes of the May 7, 2026, Housing Board of Appeals meeting.

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

Nays: None

MOTION PASSED

PUBLIC COMMENT

OLD BUSINESS

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

The property owner, Andre Hicks, was not present.

A Dangerous Building complaint was opened on December 9, 2022, due to the property's advanced state of disrepair. Subsequent inspections identified significant structural deterioration, including roof failure, extensive water damage, foundation issues, rotted walls and flooring, and a collapsed rear structure. The owner was notified of the violations and required to provide a plan of abatement; however, the conditions continued to worsen, and no corrective action was taken.

Dangerous Building Inspector Steve Stout and the Board engaged in discussion regarding the subject property. Mr. Stout stated that the owner has since paid the required fees and applied for a demolition permit. The City is awaiting utility shutoff notices from Andre before the permit can be issued.

Mr. Stout further noted that, based on an in-person conversation with Andre, the owner intends to hire an excavation company to fully demolish the home. It is unclear whether Andre intends to sell the property or rebuild after the demolition is completed.

At the Board's request, Mr. Stout explained that his department oversees demolition permits and will continue to monitor the property. It was noted that all permits expire six months after issuance.

Johna Willis requested clarification regarding whether the structure is accessible to the public. Mr. Stout stated that he does not recall the structure being boarded up and has not observed any open windows or other points of entry during his previous visits to the property.

Staff recommendation: To table this item for 90 days to allow time for the owner to make progress on the demo permit he applied for.

Motion by Ben Carson, second by Demario Phillips, to table 1171 7th Street to the October 1, 2026, meeting to allow the property owner reasonable time to demonstrate measurable progress under the permit he applied for.

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

MOTION PASSED

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

The property owner, 185 & 145 W Laketon Ave LLC, was not present.

The case was brought to the attention of the Dangerous Building Inspector in August 2024, although the property had been under staff review since 2006.

Multiple permits had been issued over the years, but none were completed through final inspection. The property remained vacant and changed ownership several times.

In September 2024, a commercial builder contacted staff, stating he had assumed responsibility for the property and intended to address the deficiencies. An inspection revealed multiple conditions qualifying the structure as a Dangerous Building, including exterior house wrap that had remained exposed for several years. Despite assurances that corrective action would be taken, no significant progress had been made as of August 2025.

Staff issued and posted a Notice and Order and later sent a notice of hearing, but no response was received. Due to the property's condition and the potential for public access, concerns remain regarding the safety of the structure.

At the April 2, 2026, Housing Board of Appeals meeting, Steve Stout provided an update on the property. The Board expressed a desire to have the property owner present at the next meeting to discuss a resolution, and the case was tabled for 30 days to provide that opportunity.

Dangerous Building Inspector Steve Stout and the Board discussed the subject property. Mr. Stout provided background on the property, noting that it was intended to be redeveloped as a marijuana dispensary, but those plans were not realized. He further stated that the owner had expressed an intent to repair the property in preparation for a sale in 2024; however, no progress has been observed and staff has had no further communication with the owner.

Board members expressed concern regarding broken or missing windows visible in photographs, which could allow public access to the structure. Mr. Stout noted that staff has secured the garage doors by boarding them up. The Board also expressed disappointment that the owner was not present at the meeting.

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

Motion by Demario Phillips, second by Walt Kubanek, to declare 185 W Laketon Avenue as unsafe, substandard, a public nuisance and that the property be demolished.

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

Nays: None

MOTION PASSED

NEW BUSINESS

ANY OTHER BUSINESS

A. Corrections to Past Minutes Public Safety- Inspections

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.

Executive Assistant to the City Manager, Kim Young, reviewed the proposed corrections with the Board. At the Board's request, Kim explained that she discovered the errors while reviewing the records and noted that multiple sets of minutes were incorrectly labeled as March meetings. By comparing the minutes to the corresponding agendas, she was able to determine the correct meeting dates and identify the necessary corrections.

Staff recommendation: To approve the correction of the minutes as proposed.

Motion by Walt Kubanek, second by Kim Burr, to approve the correction of the minutes as proposed.

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

Nays: None

MOTION PASSED

Prior to the review of the proposed corrections, Director Kozal provided an update on 779 Yuba Street. The property received demolition approval at the May 12, 2026, Commission meeting. The bid period closed on May 26, 2026, with two bids received, and the contract was awarded to Melching Inc. The contractor will also be responsible for asbestos abatement at the property.

Director Kozal noted that the City's annual demolition budget is limited and that the demolition of this property is expected to utilize approximately \$170,000 of the available funds. He further stated that plans are in place to address other properties of concern and that staff continues to work toward resolving outstanding Dangerous Building cases.

ADJOURNMENT

The Housing Board of Appeals meeting adjourned at 6:00pm.

Respectfully Submitted,

Gabbie Pulos



Agenda Item Review Form

Muskegon Housing Board of Appeals

Commission Meeting Date: August 6, 2026	Title: Case A - EN1901937 - 1784 Smith St.				
Submitted by: Gabbie Pulos, Housing Board of Appeals	Department: Public Safety				
Brief Summary: Housing Board of Appeals to review.					
Detailed Summary & Background: On March 19, 2019, the Muskegon Fire Department responded to a single-story residential structure on fire at 1784 Smith St. The Fire Crew arrived on scene to find flames out the window on the south side of the structure. There was heavy fire and smoke damage throughout the main floor structure, including the attic. There was also moderate water damage throughout the structure, including the basement, as a result of firefighters extinguishing the fire. At the April 2, 2026, Housing Board of Appeals meeting, Steve Stout addressed the board and provided an update regarding the subject property. He stated that he is actively working with the homeowner and that permits have been obtained. Staff recommendation was to table this item to the August 6, 2026, meeting to allow the property owner additional time to continue rehabilitation efforts and demonstrate measurable progress under the permits already obtained.					
<u>Goal/Action Item:</u>					
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Recommended Motion: To table this item to the October 3, 2026, meeting to allow the property owner additional time to continue rehabilitation efforts and demonstrate measurable progress under the permits already obtained.					
Approvals: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;">Immediate Division</td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>	Immediate Division			<u>Name the Policy/Ordinance Followed:</u> Sec 10-371 thru 10-382	
Immediate Division					

Head			
Information Technology			
Other Division Heads			
Communication			
Legal Review			



Agenda Item Review Form

Muskegon Housing Board of Appeals

Commission Meeting Date: August 6, 2026	Title: Case B - EN1900277 - 835 W Forest Ave.				
Submitted by: Gabbie Pulos, Housing Board of Appeals	Department: Public Safety				
Brief Summary: Housing Board of Appeals to review.					
Detailed Summary & Background: This case has been active since 2017, when the address was initially flagged for work performed without a permit. Since then, various major construction items have been completed with little to no inspections on critical components such as the roof, siding, interior electrical systems, HVAC and plumbing. The owner has been navigating repeated stop-work notices, ultimately leading to the case being presented to the Housing Board of Appeals. In January and March of 2023, the home was brought before the City Commission, which referred it back to the Housing Board of Appeals. At that time, the owner took initiative by scheduling several required inspections and acquiring the necessary permits. The owners were granted time to complete specific items and call for final inspections. However, this call was never made and to date, no further inspections have occurred at this address. The porch roof, which initially raised concerns, remains unfinished. The permits pulled in March of 2023 have all since expired without final inspections. Staff spoke with the owner in response to a notice posted in May 2025. At that time, extending the permits before fall was the requirement of the building department. This action was never taken. At the April 2, 2026, Housing Board of Appeals meeting, Steve Stout addressed the board and provided an update regarding the subject property. He stated that he is trying to work with the homeowner and that permits have been obtained. Staff recommended we table this item to the August 6, 2026, meeting to allow the property owner additional time to continue rehabilitation efforts and demonstrate measurable progress under the permits already obtained.					
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Recommended Motion:

To table this item to the October 3, 2026, meeting to allow the property owner additional time to continue rehabilitation efforts and demonstrate measurable progress under the permits already obtained.

Approvals:

Immediate Division Head		
Information Technology		
Other Division Heads		
Communication		
Legal Review		

Name the Policy/Ordinance Followed:

Sec. 10-371 thru 10-382.



Agenda Item Review Form

Muskegon Housing Board of Appeals

Commission Meeting Date: August 6, 2026	Title: Case C - EN2101928 - 1756 Elwood Street						
Submitted by: Gabbie Pulos, Housing Board of Appeals	Department: Public Safety						
Brief Summary: Housing Board of Appeals to review.							
Detailed Summary & Background: Staff identified the property as being in poor condition in November 2020, and it was subsequently added to the Dangerous Building list. Following a change in ownership, the new owner obtained permits for exterior repairs. However, those permits ultimately expired or were closed due to inactivity, and the case proceeded through the dangerous building process. Most recently, the property was brought before the Housing Board of Appeals on May 7, 2026, where the case was tabled for 90 days to allow the owner time to make progress on the siding and soffit permit issued on May 5, 2026. Since that meeting, no inspections have been scheduled or approved under the permit.							
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Recommended Motion: To table this item to the October 3, 2026, meeting to allow the property owner additional time to continue rehabilitation efforts and demonstrate measurable progress under the permits already obtained.							
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Immediate Division Head							
Information Technology							

Other Division Heads			
Communication			
Legal Review			



Agenda Item Review Form

Muskegon Housing Board of Appeals

Commission Meeting Date: August 6, 2026	Title: Case D - EN2300042 - 636 Orchard Ave.							
Submitted by: Gabbie Pulos, Housing Board of Appeals	Department: Public Safety							
Brief Summary: Housing Board of Appeals to review.								
Detailed Summary & Background: Staff first identified the property as being in poor condition in early 2023 due to significant deterioration, including holes in the roof, siding, and fascia, broken windows, failing porch steps, and a deteriorating foundation. Throughout 2023, staff remained in contact with the owners regarding options to either repair or sell the property, including discussions about a possible quick claim transfer to the City. The owners indicated multiple times that a sale or repairs were forthcoming. However, no sale occurred, no permits were obtained, and no improvements were made. The property was brought before the Housing Board of Appeals on April 4, 2024, where it was declared for demolition. Since that time, the owners have advised staff they were seeking roof repair estimates and working through probate to transfer ownership, but no work has been completed. A site visit on May 21, 2026, confirmed the property has continued to deteriorate, with worsening roof failure, additional broken windows, extensive rot, and no evidence of progress. Staff has had no further meaningful contact with the owners, and no repairs or improvements have been made since the Board's previous determination.								
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Recommended Motion: To declare 636 Orchard Avenue as unsafe, substandard, a public nuisance and that the property be demolished.								
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Immediate Division								

Head			
Information Technology			
Other Division Heads			
Communication			
Legal Review			



07/29/2026

**EN230042-636 ORCHARD AVE
NORA J MADISON
636 ORCHARD AVE
MUSKEGON, MI. 49442**

CASE

2

INFORMATION:

This was brought to the attention of staff in January of 2023. When the home received a board up notice from the City. At that time, Staff sent an initial complaint that was returned as the residence was unoccupied. On March 20th , 2023. A Notice and Order was sent. Shortly after a return call was made from the owner's daughter. She notified that her mother's health was in poor condition, she was living in their care. She said that they had fallen into financial hardship and had hoped to sell the house soon. At that time inquiring if the City was interested in purchasing the home.

March of 2023, an inspection was held at the address with a representative from the City to determine if the City was interested in purchasing the home. At that meeting it was noted that the City would only be willing to purchase the home for the back taxes with a quick deed. The homeowner was hoping for better options. They then said that they would try to sell the home themselves. Staff agreed to provide time to sell the home at that time staff suggested CNS Programs as an option. Sometime after Staff confirmed no one applied for CNS and sent the information personally to CNS Staff in hopes of helping. CNS had an inspection on the property shortly after determining the home was too far damaged to provide assistance. In October of 2023, A

voicemail from the homeowners stating a potential buyer making a purchase was left over the weekend. No record of the sale being made is noted in the system and with the property very quickly deteriorating, Staff recommendation is to determine the home for demolition in hopes the sale on the home can still be made and the address can be rehabbed.

COMPLAINT NOTICE:

-A DB complaint Letter was sent January 11th, 2023.

NOTICE & ORDER:

- On March 20th, 2023, A Notice and Order was sent and posted.
- On March 20th, 2024, A 10 Day Notice of Hearing was sent and posted.
- On April 4th 2024 a HBA Determination letter was sent and posted.
- On 7-23-26, I sent and posted an HBA Notice.

All notices are sent via First Class and Certified Mail as well as posted on the residence.

CONTACT WITH OWNER:

-Contact was made with the homeowner initially, but no response was received after that. I had contact via telephone with the homeowners daughter. She advised she was going to work on the home and has done nothing to date. This contact was 4-7-2026. I spoke to Breann. She told me that they were currently getting bids to redo the roof. They were looking to finance it. They were also attempting to go through probate court to get the house as it was in her deceased mothers name.



ADDITIONAL INFORMATION:

- This is a 2 story home, 1846 square feet. Single family residence.
- Sev & Taxable value is \$60,900, and 22,587.
- Built in: no data available.
- Staff estimated cost for the interior/exterior repairs not available due to unknown interior damage.
- The structure is in the Angel residential neighborhood.
- Current property tax due \$3,829.53.







Agenda Item Review Form

Muskegon Housing Board of Appeals

Commission Meeting Date: August 6, 2026	Title: Case E - EN2300010 - 211 Irwin Ave.						
Submitted by: Gabbie Pulos, Housing Board of Appeals	Department: Public Safety						
Brief Summary: Housing Board of Appeals to review.							
Detailed Summary & Background: This Dangerous Building case was opened in January 2023 after staff identified a failing front porch foundation and a deteriorating roof. The property was brought before the Housing Board of Appeals on June 1, 2023, where it was declared for demolition. Since that time, staff has observed temporary efforts to stabilize the porch using bottle jacks and a makeshift beam; however, those efforts were unsuccessful, and the porch has continued to deteriorate. New decking materials have remained on site but have not been installed. No building permits have been obtained, staff has had no contact from the owner, and no progress has been made toward correcting the dangerous building conditions. The property remains in deteriorating condition and has been scheduled to return to the Housing Board of Appeals for further consideration.							
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Recommended Motion: To declare 211 Irwin Avenue as unsafe, substandard, a public nuisance and that the property be demolished.							
Approvals: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Immediate Division Head</td> <td style="width: 10%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td>Information Technology</td> <td></td> <td></td> </tr> </table>	Immediate Division Head			Information Technology			Name the Policy/Ordinance Followed: Sec. 10-371 thru 10-382.
Immediate Division Head							
Information Technology							

Other Division Heads			
Communication			
Legal Review			



07/29/2026

EN2300010-211 Irwin Ave
Owner David Lewis
211 Irwin Ave
Muskegon, Mi. 49442

CASE 1

Information:

On or about Sept. 11, 2009, A Rental Inspection was performed by Staff. Upon completion of the inspection, the Inspector filed a formal complaint stating that unsatisfactory conditions at the residence. After not complying staff sent an agreement to not occupy. It appears that the home was then sold in 2010 and has changed ownership multiple times since. A permit to re-roof the home was approved on 04-27-21. In June of 2022 a blighted area Property Maintenance letter was sent by staff in regards to the front and rear porch deteriorating. With no response made, Staff sent a second and final notice in July of 2022. With the continual deterioration of the front porch, it was brought to the attention of Staff and a Dangerous Building Complaint letter was sent to the address in January of 2023. With no contact made the house was elevated to the Dangerous Building List. Homeowner has made no contact with Staff.

Complaint Notice:

Property Maintenance letter was sent 10-4-2021.

Property Maintenance letter blight letter was sent 6-29-22.

Property Maintenance Final Notice was sent on 7-29-22.

Dangerous Building Complaint letter was sent 1-3-2023.

Dangerous Building Complaint letter was sent on 4-21-2026

NOTICE & ORDER:

On 01-18-2023, A Notice & Order was sent and posted.

On 1-19-23, A 10 Day Notice of Hearing was sent and posted.

On 2-20-23, A 10 Day Notice of Hearing was sent and posted.

All Notices are sent First Class Mail, Certified Mail, and posted on the residence.

An HBA Determination was originally made on 6-2-2023 was sent and posted.

On 7-22-2026, A HBA Hearing Notice was sent on 7-22-2026.

CONTACT WITH OWNER:

No contact has been made with Staff.



ADDITIONAL INFORMATION:

- This is a two story , single family residence that is 2,417 square ft.
- Built in 1886, Effective Age of 140 years.
- SEV & Taxable value: \$176,026 (Whole Property).
- Current Property Taxes Due: \$0.00.
- Staff Estimated cost for exterior repairs at 25,000- 50,000 dollars.
- The home is in the McLaughlin Neighborhood.







