

CITY OF MUSKEGON

PLANNING COMMISSION MEETING

August 13, 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 July 16, 2026, and the special meeting on July 23, 2026. Planning

☐ **PUBLIC HEARINGS:**

A. Hearing, Case 2026-16: Request to amend the Planned Unit Development (PUD) at Harbour Towne Condominium Association (Parcel # 61-24-425-000-0000-00), to reduce the amount of sidewalk to be installed as required as part of their plans to construct additional housing. Planning

☐ **UNFINISHED BUSINESS:**

☐ **NEW BUSINESS:**

☐ **ANY OTHER BUSINESS:**

☐ **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

July 16, 2026 @ 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 4:03 PM, and a roll call was taken.

ROLL CALL

Members Present: K. Johnson, D. Keener, S. Gawron, L. Willett LeRoi, B. Mazade, L. Simmons II

Member(s) Absent: S. Blake

Member(s) Excused: J. Seyferth, M. De La Garza

Staff Present: M. Franzak and S. Romine

Others Present: None

APPROVAL OF MINUTES

- A. Approval of the minutes from the regular meeting on April 16, 2026.**
Planning

A motion to approve the Minutes of the regular Planning Commission meeting on April 16, 2026, was made by B. Mazade, supported by K. Johnson, and unanimously approved.

PUBLIC HEARINGS

- A. Case 2026-15: Request to amend the Planned Unit Development (PUD) at 1740 E Sherman Blvd for a new drive-thru restaurant building, by Shamrock Coffee, Inc.** Planning

SUMMARY

This Planned Unit Development was originally approved for retail and restaurant uses. It initially contained only the strip mall, but eventually individual out-lots were approved through the PUD amendment process. The PUD was amended in 2022 to allow for a building (located in the same area of the development) that would contain a coffee shop and oil change businesses, but the development never came to fruition.

This request includes the addition of a 2,110 sf building that will host a Dunkin' Donuts,

which will be placed within its own new, one-acre parcel with a separate address from the rest of the development.

The drive-thru will be located on the south side of the parcel. There is adequate space to stack cars in the drive-thru with enough room for nine vehicles. There are 23 parking spaces proposed onsite.

The plan includes a landscaping plan with a variety of trees and shrubs and a photometric plan with downward-facing, 100% cutoff lighting.

STAFF RECOMMENDATION

I move that the request to amend the Planned Unit Development at 1740 E Sherman Blvd be recommended to the City Commission for approval.

PUBLIC HEARING COMMENCED

No public comments were received.

PUBLIC HEARING - MOTION

A motion to close the public hearing was made by S. Gawron, supported by D. Keener, and unanimously approved.

MOTION

Motion by B. Mazade, seconded by S. Gawron, that the request to amend the Planned Unit Development at 1740 E Sherman Blvd be recommended to the City Commission for approval.

ROLL VOTE: **Ayes:** K. Johnson, D. Keener, S. Gawron, B. Mazade, L. Simmons II, and L. Willett-Leroi

Nays: None

MOTION PASSED

UNFINISHED BUSINESS

A. 2026 Goal Setting Planning

SUMMARY

The Planning Commission discussed potential goals at the February meeting. Staff was asked to number the goals in order. Please see the attached list.

Potential 2026 Planning Commission Goals

1. Institute residential lot-width maximums in R districts. These already exist in FBC districts.
2. Consolidating some commercial zoning districts (B-1, B-2, etc.) & eliminating obsolete zoning designations (RT, B-3).
3. Rezone business districts to FBC where appropriate. Identify B-1, B-2, & B-4

commercial districts that would function better as FBC.

4. Signage ordinance updates.

5. Incorporating low-impact design standards. Here is a good example of LID parking lot improvements.

6. Updating landscaping requirements (amount of landscaping required, vegetation buffers along the waterfront, more street trees, etc.)

7. Identifying community needs as it pertains to PUD's

STAFF RECOMMENDATION

I move to approve the 2026 Planning Commission goals as proposed.

MOTION

Motion by K. Johnson, seconded by D. Keener, to approve the 2026 Planning Commission goals with the replacement of goal #1 with protecting the watershed quality.

ROLL VOTE: Ayes: K. Johnson, D. Keener, L. Willett-Leroi, S. Gawron, B. Mazade, and L. Simmons II

Nays: None

MOTION PASSED

NEW BUSINESS

A. Case 2026-14: Request for a site plan review for a 14,800 sf gymnasium addition to the school at 1220 Eastgate St. Planning

SUMMARY

Muskegon Christian School is proposing to add a 14,800 sf gymnasium to the existing school building at 1220 Eastgate St. The location of the gymnasium will be where the former high school soccer field is located along Madison St. The soccer field is actually located on a separate parcel from the school and should be combined.

A new parking lot is also proposed to the east of the gymnasium. It will include 95 new parking spaces and six landscaping islands. The driveway's location in relation to Calvin Ave is not ideal and will most likely cause traffic delays.

An outdoor classroom area will be installed to the north of the parking lot.

The stormwater runoff area will be located to the north and will be fenced in.

There is not a sidewalk along Madison St, which will make pedestrian access difficult.

This area of the Sheldon Park neighborhood was mentioned in the master plan for possible improvements to connect the school to the Sheldon Park baseball fields.

Please see the attachment.

STAFF RECOMMENDATION

I move to approve the site plan at 1220 Eastgate St with the following conditions:

1. A stormwater permit is acquired from the Engineering Department.
2. The driveway must line up with Calvin Ave or be flipped to the other side of the parking lot.
3. A sidewalk shall be installed from the alley along the north boundary line to Calvin Ave.
4. The properties (1220 Eastgate & 0 Madison St) shall be combined.

MOTION

Motion by K. Johnson, seconded by D. Keener, to approve the site plan at 1220 Eastgate St with the following conditions:

1. A stormwater permit is acquired from the Engineering Department.
2. The driveway must line up with Calvin Ave or be flipped to the other side of the parking lot.
3. A sidewalk shall be installed from the alley along the north boundary line to Calvin Ave.
4. The properties (1220 Eastgate & 0 Madison St) shall be combined.

An amended motion by K. Johnson, seconded by D. Keener, to remove condition #3 and approve the remaining conditions.

ROLL VOTE: Ayes: K. Johnson, D. Keener, S. Gawron, B. Mazade, L. Simmons II, L. Willett-Leroi
Nays: None

MOTION

ANY OTHER BUSINESS

None

GENERAL PUBLIC COMMENT

J. Kilgo, Steele Neighborhood: Spoke regarding housing style diversity, the maximum lot width ordinance, and the importance of public transportation.

ADJOURNMENT

The Planning Commission meeting adjourned at 5:40 p.m.

Respectfully Submitted,

Ann Marie Meisch, MMC City Clerk

CITY OF MUSKEGON

SPECIAL PLANNING COMMISSION MEETING

July 23, 2026 @ 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 4:00 PM, and a roll call was taken.

ROLL CALL

Members Present: K. Johnson, J. Seyferth, S. Gawron, L. Willett LeRoi, L. Simmons II, Margarita De La Garza

Member(s) Absent: None

Member(s) Excused: D. Keener, S. Blake, B. Mazade

Staff Present: M. Franzak and S. Romine

Others Present: None

APPROVAL OF MINUTES

None.

PUBLIC HEARINGS

A. Case 2026-14: Request for a special use permit to operate a school (Divine Minds Early Learning Academy) and co-work office space at 451 S Getty St, by Divine Minds Early Learning Center.

Planning

SUMMARY

The property is zoned R, Neighborhood Residential. Schools and daycares are allowed as a special use permitted in this district. Offices are also allowed as a special use permitted in this district if they are located in a previously existing or established commercial building not already converted to residential. The proposed use would include a preschool and a daycare center for children up to 12 years old. They are expecting 32 students for the preschool but do not have a total number of daycare students at this time. They plan to operate Monday through Friday from 6 am to 11:30 pm, so they may assist families on first and second work shifts. These uses would take place in the former school building, which is attached to the church building. They are also proposing to offer a coworking space in the current church building, which would be open to parents to utilize as office space. The property comes with a large parking lot that is accessible off of Getty St.

The zoning ordinance requires daycare centers to provide a minimum of 35 sf of indoor play area for each child. Play areas shall be computed exclusively of hallways, bathrooms, reception and office areas, kitchens, storage areas and closets, and areas used exclusively for rest or sleep. This facility appears to provide more than enough play space, as the school side of the building measures 12,185

square feet. The church building measures 9,088 square feet. Please see the attached sketch of the buildings from the Assessor's office. The ordinance also requires a minimum area of 1,200 sf of outdoor play area. The applicant is proposing the grass lot to the south of the building for the play area. They have already ordered playground equipment for this area.

The applicant is currently operating Divine Minds Early Learning Academy at 425 Catawba Ave.

Notice was sent to all properties within 300 feet of this address. At the time of this writing, staff had received one comment from the public. Please see the attached email.

STAFF RECOMMENDATION

I move the request for a special use permit to operate a school, daycare, and co-work office space at 451 S Getty St be approved.

PUBLIC HEARING COMMENCED

No public comments were received.

CLOSE PUBLIC HEARING - MOTION

A motion to close the public hearing was made by K. Johnson, supported by S. Gawron, and unanimously approved.

MOTION

Motion by K. Johnson, seconded by L. Simmons II, that the request for a special use permit to operate a school, daycare, and co-work office space at 451 S Getty St be approved.

ROLL VOTE: **Ayes:** K. Johnson, S. Gawron, J. Seyferth, L. Willett-Leroi, M. De La Garza, and L. Simmons II
 Nays: None

MOTION PASSED

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ANY OTHER BUSINESS

None.

GENERAL PUBLIC COMMENT

No public comments were received.

ADJOURNMENT

The Planning Commission meeting adjourned at 4:26 PM.

Respectfully Submitted,

Ann Marie Meisch, MMC City Clerk



Agenda Item Review Form

Muskegon Planning Commission

Commission Meeting Date: August 13, 2026	Title: Hearing, Case 2026-16: Request to amend the Planned Unit Development (PUD) at Harbour Towne Condominium Association (Parcel # 61-24-425-000-0000-00), to reduce the amount of sidewalk to be installed as required as part of their plans to construct additional housing.
Submitted by: Mike Franzak, Planning Director	Department: Planning
Brief Summary: Request to amend the Planned Unit Development (PUD) at Harbour Towne Condominium Association (Parcel # 61-24-425-000-0000-00), to reduce the amount of sidewalk to be installed as required as part of their plans to construct additional housing.	
Detailed Summary & Background: In August 2024, Harbour Towne Condominium Association applied to amend the PUD to allow for an additional 10 buildings (28 units total) on vacant lots located on the west side of the development. The amendment was approved with the following conditions: 1. A turnaround must be incorporated at the end of Channel View Point. 2. An additional fire hydrant must be added along Channel View Point. (They have since worked with the Fire Marshal and determined this is not necessary). 3. A stormwater permit must be obtained from the Engineering Department before construction commences. 4. A landscaping plan is provided. (These will be reviewed by staff during the building permit phase). 5. Sidewalks through Harbour Towne Circle East and West are installed within two years from the commencement of construction. Harbour Towne Condominium Association has been unable to find a way to finance the installation of a new sidewalk throughout the entire development, so they are now proposing a scaled-back version of the sidewalk connection, which would include a new sidewalk from the Fulton St entrance to the Indiana St entrance, as depicted on the map that has been included. The Engineering Department has the following comments regarding the proposed site plan: 1. A crosswalk will be incorporated at Indiana St, including accessible ramps. The existing sidewalk on Indiana St that this will connect to is on the south side. 2. While the City's engineering group or a consultant, whichever ends up designing this, will be able to make the highlighted route work, several of the driveways on the east side of West Harbour Towne Circle will get quite a bit steeper near the roadway. Those residents may be unhappy with the result, as the steepness of their driveways may cause bottoming out or at the least a "lumpy" ride. 3. Grading easements will be needed outside the existing right-of-way, particularly along the east	

side of the street. If not obtainable, retaining walls may be necessary, driving up costs. Grading easements for the driveways will be absolutely required and are necessary for the project as proposed.

4. Improved sidewalk ramps, requiring grading easements and possibly requiring permanent easements, will be needed at the Fulton entrance to make the sidewalks ADA-compliant, which is a requirement for public sidewalks when upgraded.

Goal/Focus Area/Action Item Addressed:

Key Focus Areas:

Goal/Action Item:

2027 Goal 2: Economic Development Housing and Business

Amount Requested:

N/A

Budgeted Item:

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

N/A

Budget Amendment Needed:

Yes		No		N/A	X	
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Recommended Motion:

I move the request to amend the Planned Unit Development at Harbour Towne Condominium Association, to reduce the amount of sidewalk to be installed as required as part of their plans to construct additional housing, be recommended to the City Commission for approval with the following conditions:

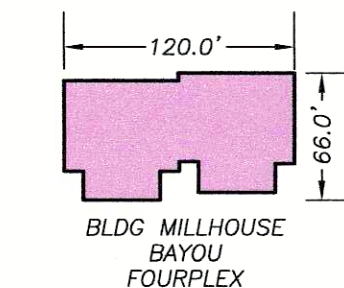
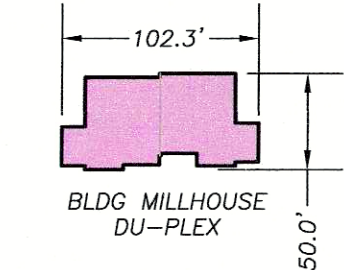
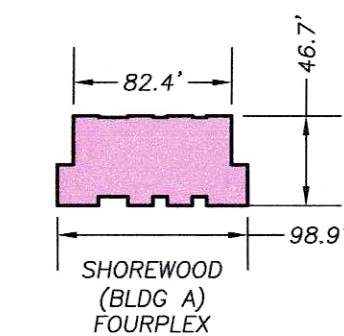
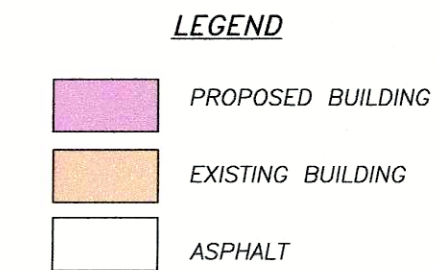
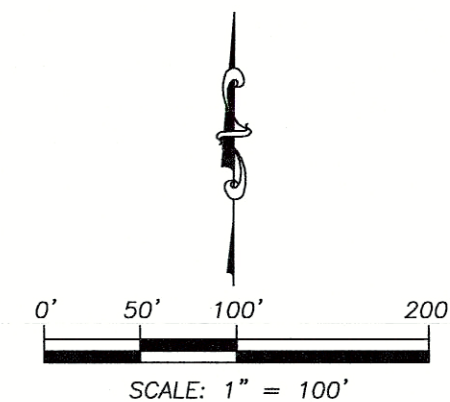
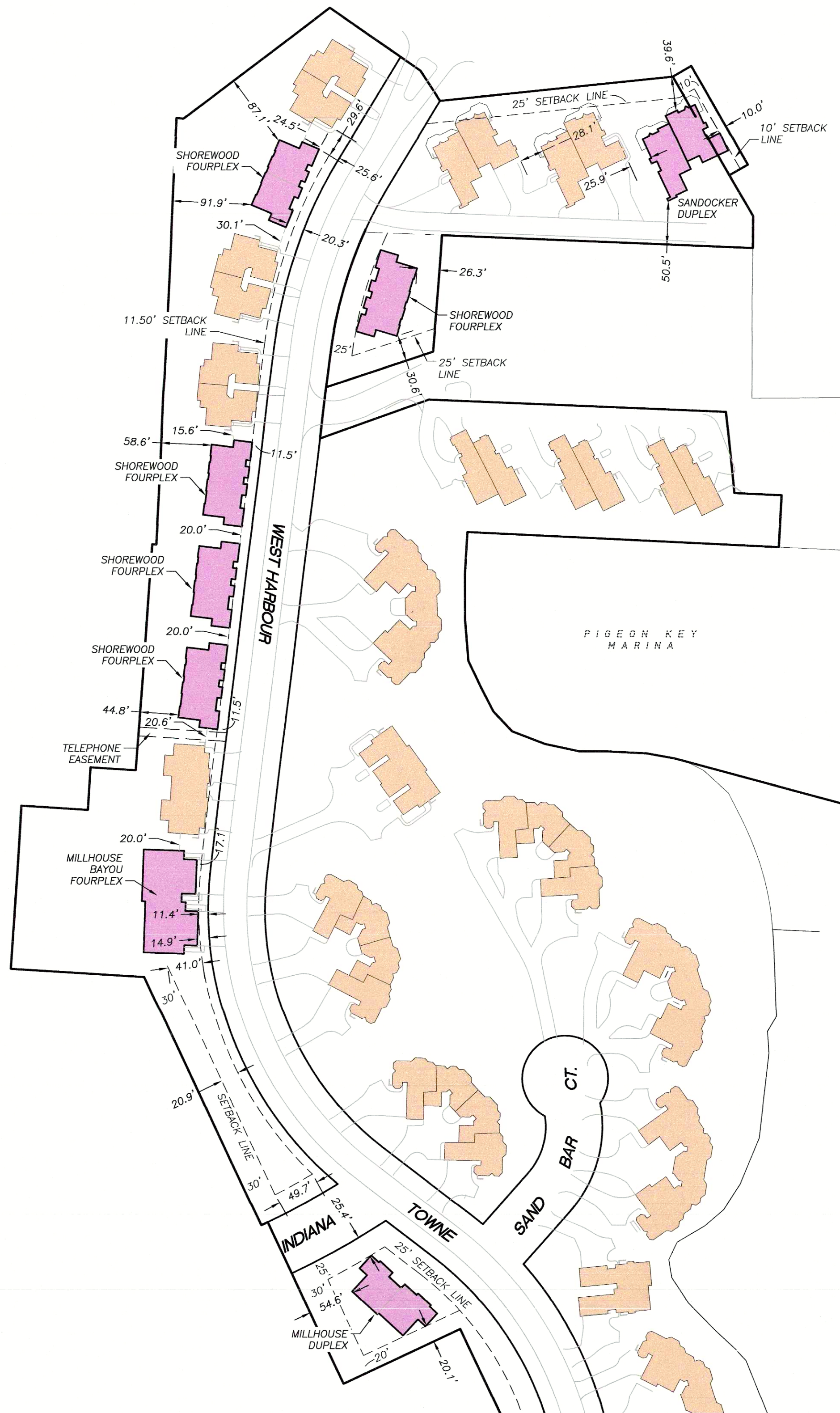
1. A turnaround must be incorporated at the end of Channel View Point.
2. A stormwater permit must be obtained from the Engineering Department before construction commences.
3. A landscaping plan is provided.
4. A crosswalk will be installed at Indiana St.
5. Grading easements will be needed outside the existing right-of-way, particularly along the east side of the street. If not obtainable, retaining walls may be required.
6. Improved sidewalk ramps, requiring grading easements and possibly requiring permanent easements, will be required at the Fulton entrance to make the sidewalks ADA-compliant.

Approvals:

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

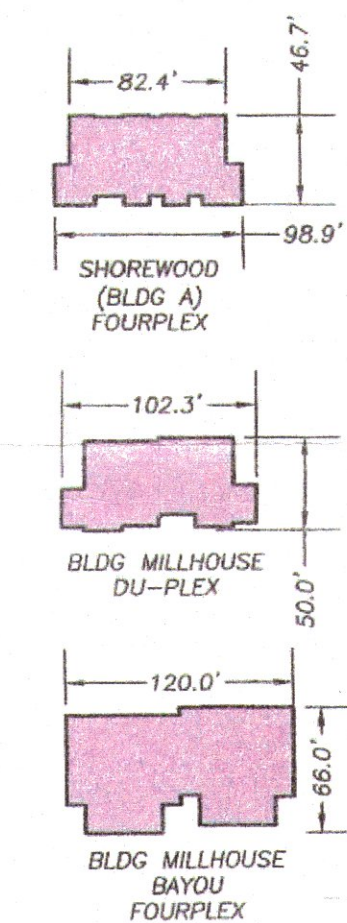
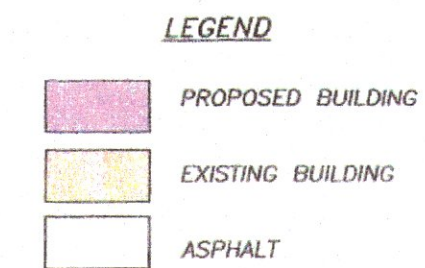
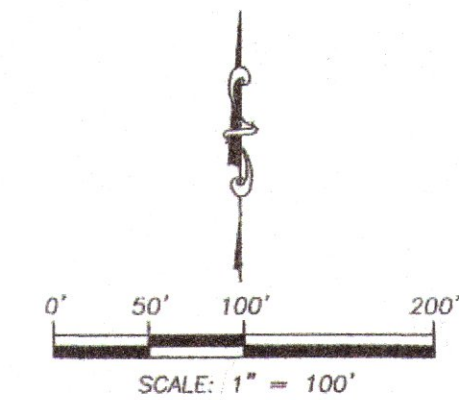
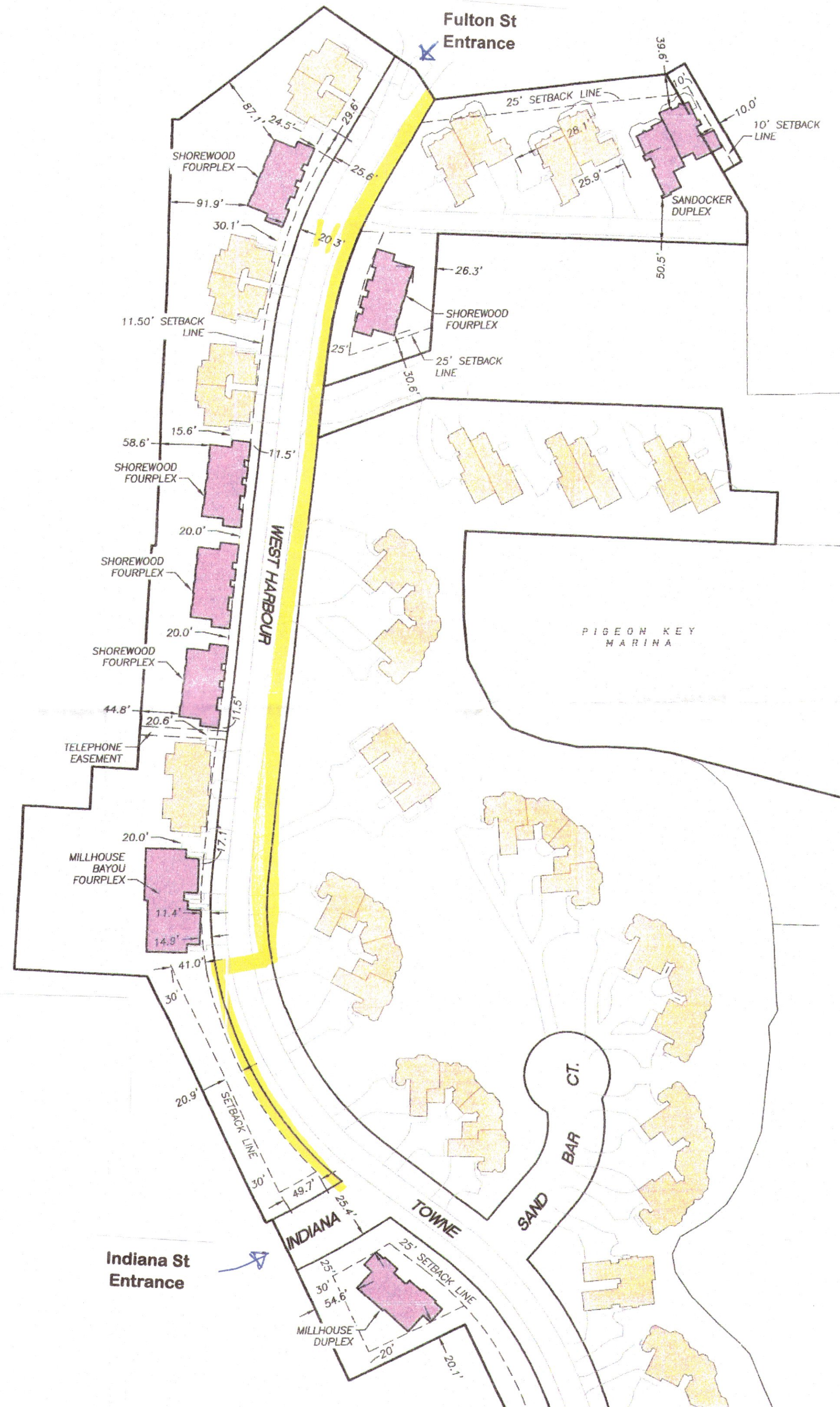
Guest(s) Invited / Presenting:

No



SCALE: 1" = 100'
ZONING: PUD

PROJECT NAME:		PROJECT # 03704-0002 (REF: 007-39D)		DATE:		BY:		DATE:	
SITE PLAN		HARBOUR TOWNE, CITY OF MUSKEGON, MICHIGAN		DRAWN BY:		NSS		8-08-24	
		WESTSHORE ENGINEERING & SURVEYING ENVIRONMENTAL		CHECKED BY:		SURVEYED BY:			
				DWG NAME:.		DESIGNED BY:			
				Westshore ESE 2534 Black Creek Road Muskegon, MI 49444 Ph: (231) 777-3447 E-mail: Service@Westshore.net					



SCALE: 1" = 100'
ZONING: PUD

WESTSHORE ENGINEERING & SURVEYING ENVIRONMENTAL			
PROJECT NAME: SITE PLAN HARBOUR TOWNE CITY OF MUSKEGON, MICHIGAN		PROJECT # 03704-0002 (REF: 007-39D)	
DRAWN BY: NSS		CHECKED BY: NSS	
DATE: 8-08-24		DESIGNED BY: NSS	
SURVEYED BY: NSS		NO. DATE DESCRIPTION BY CHK'D DATE	
Westshore ESE 2534 Black Creek Road Muskegon, MI 49444 Ph: (231) 777-3447 E-mail: Service@Westshore.net			

OSR

MUSKEGON CHANNEL

MUSKEGON LAKE/HARBOUR TOWNE MARINA

OSR

PUD

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LAKE MICHIGAN

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OSR

3-1/2 PARK ROAD

MUSKEGON CHANNEL

OSR

MUSKEGON LAKE/HARBOUR TOWNE MARINA

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MUSKEGON LAKE/HARBOUR TOWNE MARINA

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LAKE MICHIGAN

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The map displays the Muskegon Lake/Harbour Towne Marina area, highlighting property boundaries and zoning designations. The central area is labeled "MUSKEGON LAKE/HARBOUR TOWNE MARINA" and is outlined in red. Surrounding areas are color-coded: yellow for OSR (Office, Service, Retail) and blue for PUD (Public Use District) and LR (Low Residential). The map also shows the Muskegon Channel, Lake Michigan, and several streets including Muskegon Avenue, Muskegon Avenue, and Muskegon Avenue. The map is titled "Page 15 of 16" in the bottom right corner.

