

CITY OF MUSKEGON

HOUSING BOARD OF APPEALS

MEETING

September 21, 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 - EN2300042 - 636 Orchard Ave. Public Safety

B. Case B - EN2303354 - 1171 Spring St. Public Safety

C. Case C - EN1904127 - 532 Jackson 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: September 21, 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:																		
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"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> <td>N/A</td> <td></td> <td></td> </tr> </table>		Yes		No		N/A										
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Fund(s) or Account(s):		Budget Amendment Needed:																
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Yes		No		N/A														
Recommended Motion: To approve the minutes.																		
Approvals:		Name the Policy/Ordinance Followed:																
<table border="1"> <tr> <td>Immediate Division Head</td> <td></td> <td></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

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: September 21, 2026	Title: Case A - 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. The September 3, 2026, meeting was canceled due to a lack of quorum. This case has been carried over to the special September 21, 2026, agenda.							
<u>Goal/Action Item:</u>							
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Yes		No		N/A			
Recommended Motion: To declare 636 Orchard Avenue 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.



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: September 21, 2026	Title: Case B - EN2303354 - 1171 Spring St.						
Submitted by: Gabbie Pulos, Housing Board of Appeals	Department: Public Safety						
Brief Summary: Housing Board of Appeals to review.							
Detailed Summary & Background: On August 16, 2023, the property sustained significant fire, smoke, and water damage. The property has changed ownership several times since the fire and is currently owned by Prince Aleem. Following department correspondence in April 2026, the owner was advised that permits and an All Trades Inspection would be required before work could proceed. An inspection subsequently found unlicensed work being performed without permits, resulting in a Stop Work Order. No permits or rehabilitation plan have been pursued since. The structure remains gutted, with some framing members undersized for the required loads. Despite efforts by the Inspections Department to work with the owner, there is currently no indication that rehabilitation will proceed. The September 3, 2026, meeting was canceled due to a lack of quorum. This case has been carried over to the special September 21, 2026, agenda.							
<u>Goal/Action Item:</u>							
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Yes		No		N/A			
Recommended Motion: To declare 1171 Spring Street 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: 60%;">Immediate Division Head</td> <td style="width: 10%;"></td> <td style="width: 30%;"></td> </tr> </table>	Immediate Division Head			<u>Name the Policy/Ordinance Followed:</u> Sec. 10-371 thru 10-382.			
Immediate Division Head							

Information Technology			
Other Division Heads			
Communication			
Legal Review			



08/26/2026 **EN2303354-1171 SPRING ST**
OWNER IS PRINCE ALEEM
10928 BLUE LAKE RD.
HOLTON, MI. 49425

CASE

INFORMATION:

On August 16th, 2023, 1171 Spring st, City of Muskegon had a residential fire in the home. The fire was on the first floor of the home and rear enclosed porch on the home. The first floor received smoke and water damage from fighting the fire. The second floor received minimal damage to it. The second floor received heavy heat and smoke damage.

The home has had several new owners since the fire. Prince Aleem is the most recent owner.

Prince started the project by coming to the Inspections department after receiving a letter from me dated 4-29-2026. I advised Prince that he could set up an All Trades Inspection for the home. I said that he would need to obtain permits to work on the home. We went to the home and Prince had unlicensed people at the home working on it with no permits. The electrical inspector immediately put a stop work order on the home. Since then Prince has not pursued the construction project any further. No permits or any plan of action have proceeded. The home is gutted and some of the new studs are too small for the load. I have tried to work with Prince on this but there is no plan to proceed at this point. The neighborhood has lived with this eyesore of a home since the fire in 2023. I recommend demolition on the home.

COMPLAINT NOTICE:

-On 9-8-2023 a Dangerous Building Notice was sent out requesting a fire inspection on the home.

NOTICE & ORDER:

-A Notice & Order was sent on 8-21-2023 requesting a Trades Inspection.



- A Notice of Hearing was sent and posted to the home. This was on 9-18-2024.
- An Inspection was done with a lengthy response from the inspection. This was sent to the owner at the time.
- I sent a Dangerous Building Letter to the newer owner Prince Aleem. Dated 4-29-2026.
- On 8-4-2026 I sent a Notice of Hearing for the HBA. Hearing date of 9-3-2026.

All Notices are sent Certified Mail and Registered Mail and posted to the home.

CONTACT WITH OWNER:

I have met with Prince Aleem twice, Once at my Office and once at the home (1171 Spring St).

ADDITIONAL INFORMATION:

- This is a 2 story home, 2,280 square feet within the home.
- SEV & Taxable value \$42,500, \$42,500 dollars.
- Built in unknown year, approx age 52 years.
- Current property taxes due is \$0.
- Staff estimates the cost for interior and exterior repairs at 75,000-100,00 dollars.
- Several City Enforcement's have been opened against the home with no current fines due. There is an open grass enforcement active.
- The home is in the McLaughlin Neighborhood.



Agenda Item Review Form

Muskegon Housing Board of Appeals

Commission Meeting Date: September 21, 2026	Title: Case C - EN1904127 - 532 Jackson Ave.				
Submitted by: Gabbie Pulos, Housing Board of Appeals	Department: Public Safety				
Brief Summary: Housing Board of Appeals to review.					
Detailed Summary & Background: Staff received a complaint regarding the condition of the property in July 2019. Upon inspection, the property was vacant and exhibited multiple concerns, including a damaged/failing foundation, broken front steps, a deteriorated chimney, and extensive exterior rot. The property was added to the Dangerous Building List in July 2019, and a complaint notice was issued in August 2019. The property was brought before the Housing Board of Appeals in October 2019 and tabled. No corrective action has been taken, and the property has continued to deteriorate. Vegetation and overgrowth have caused additional damage. As of 2026, the exterior has further deteriorated, and several holes have developed in the roof, allowing further exposure and damage to the interior. The September 3, 2026, meeting was canceled due to a lack of quorum. This case has been carried over to the special September 21, 2026, agenda.					
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Recommended Motion: To declare 532 Jackson 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: 60%;">Immediate Division Head</td> <td style="width: 10%;"></td> <td style="width: 30%;"></td> </tr> </table>	Immediate Division Head			<u>Name the Policy/Ordinance Followed:</u> Sec. 10-371 thru 10-382.	
Immediate Division Head					

Information Technology			
Other Division Heads			
Communication			
Legal Review			



08/26/2026

Staff received a complaint regarding the condition of the property in July 2019. Upon inspection, Staff observed a vacant property with various causes for concern, including a damaged/failing foundation, broken front steps, deteriorated chimney in danger of collapsing, and rotten finishes throughout. Staff added the property to the Dangerous Building List in July, 2019 and sent a complaint notice in August of 2019. Property came to HBA in October 2019 and was tabled. No action has been taken on the property, and it has continued to deteriorate. Vegetation and overgrowth are causing additional damage to the structure.

As of 2026, I observed more rotting of the exterior of the home and there are now several holes in the roof. This is allowing the weather elements in the house. This is doing more damage to the home.

COMPLAINT NOTICE:

-A DB Inspection report was sent on 8-12-2019.

NOTICE & ORDER:

- On 7-29-2019 A Notice & Order was sent and posted.
- On 10-27-2019 A Notice and Order Hearing was sent and posted.
- On 11-16-2022 A Notice and Order Hearing was sent and posted.
- On December 1st, 2022 a Determination Ordered from a HBA Meeting.
- On 8-6-2026, I sent out a Notice for a hearing on 9-3-2026 for the HBA.

CONTACT WITH OWNER;

-No Contact has been made with the owner.

ADDITIONAL INFORMATION:

- This is a 2 story home, 1,296 square feet house.
- Sev & Taxable value: \$55,800, \$16,615.
- Built in unknown year, approx 64 years old.



- Current Property Taxes Due is \$906.68.
- Staff estimated cost for interior and exterior repairs at unavailable as it is unknown the amount of damage done to the interior of the home.
- Several enforcements for Grass and Trash since 2020. currently owing over 2,319.00 for the enforcements.
- The Structure is in Jackson Hill Neighborhood.

