



## CITY OF ROOSEVELT PARK CITY COUNCIL MEETING

**AGENDA**  
**April 3, 2023**  
**6:15 p.m.**

1. Council Work Session
2. Call to Order and Roll Call
3. Pledge of Allegiance
4. Invocation by Councilmember Cruz
5. Public Comment on Agenda Items
6. Approval of Consent Agenda
  - a. Regular Agenda
  - b. Minutes of the March 20, 2023, Regular City Council Meeting
  - c. List of Bills
7. Unfinished Business
8. New Business
  - a. Board and Commission Application-Council Approval
  - b. Roosevelt Park Election Commission-Attorney Appointment
  - c. 3145 Henry Street Rezoning-Planning Commission Recommendation
  - d. SLU Approval-1534 Chapel In-Home Group Daycare-Planning Recommendation
  - e. Roosevelt Park Day Committee-Set Meeting Time and Date
  - f. Recreation and Parks Commission By-Laws- Council Approval
9. Public Comment
  - Please state your name and home address
  - Please limit comments to 3 minutes per individual presentation  
(City Council Rules of Procedure: 10/7/2011)
10. Comments from the Mayor and City Council
11. Reports from City Manager, City Attorney & Department Heads
12. Adjournment

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# City of Roosevelt Park

*A Proud Community*

To: Honorable Mayor and City Council  
From: Jared Olson, City Manager  
Date: March 30, 2023  
Subject: **Monday, April 3, 2023**– CITY COUNCIL MEETING

The following is information pertaining to items on the agenda for your meeting:  
COUNCIL WORK SESSION:

## 1. Active Agenda Items

COUNCIL MEETING:

1. **Board and Commission Application-Council Approval**- A formal Roosevelt Park Board and Commission application has been received for the opening on the Planning Commission and the Commission has recommended to the City Council that the applicant be appointed to the Planning Commission with a term expiring in December of 2024.
2. **Roosevelt Park Election Commission-Attorney Appointment**- Per the City Charter, a formal appointment needs to be made to the Roosevelt Park Election Commission.
3. **3145 Henry Street Rezoning-Planning Commission Recommendation**- As required per statute and ordinance, the unanimous formal Planning Commission recommendation for a rezoning (map amendment) request has been forwarded following the required March 27<sup>th</sup> Planning Commission public hearing.
4. **SLU Approval-1534 Chapel In-Home Group Daycare-Planning Recommendation**- The Planning Commission held a public hearing to review an in-home day-care request from the owners of 1534 Chapel. The full application is included with the staff memo.
5. **Roosevelt Park Day Committee-Set Meeting Time and Date**- The next date for the 2023 Roosevelt Park Day Committee needs to be set.
6. **Recreation and Parks Commission By-Laws- Council Approval**- As of December, a new Recreation and Parks Commission has been seated and as the board is brand new, the formal creation of by-laws was undertaken. During the Recreation and Parks Commission meeting on March 28<sup>th</sup>, a final draft of proposed by-laws was recommended for approval by the City Council.

If you have questions, please contact me.



**CITY OF ROOSEVELT PARK  
CITY COUNCIL  
MEETING MINUTES  
March 20, 2023**

This meeting was called to order by Mayor Pro-Tem Michael Sutton at 6:15 p.m.

**PRESENT:**       **Council Members:** Mayor Pro-Tem Sutton, Greg Neiser, Diane Goodman, Stacey Burmeister, Fawn Cruz, Noah Crossno

**STAFF:**         City Manager Jared Olson, City Clerk Ann Wisniewski, City Treasurer Kate Dibble, City Attorney Sawyer Rozgowski, DPW Superintendent Ben VanHoeven, Chief Shawn Bride

**ABSENT:**        Mayor Aaron Langlois

**WORK SESSION**

**Council discussed Agenda Items:**

- Emergency Services Fleet Services Amendment-Council Authorization
- Fiscal Year 2023 First Quarter Budget Amendments – Council Authorization
- FY 2022 Fiscal Surplus Allocation – Council Authorization
- May Meeting Schedule Adjustments – Council Authorization
- MDNR Passport Grant Application – Resolution of Approval
- Police Department Civilian Position- Council Authorization
- 2023 Easter Egg Hunt Event Planning Discussion
- List of Bills

**Special Guests:**

- Toby Frederickson- Muskegon Township Inspections -Rental and Code enforcement
- Marcia Hovey-Wright - Update

**Mayor Pro-Tem Sutton called the Council meeting to order at 7:54 p.m.**

**2023-041**        **ROLL CALL**  
City Clerk Ann Wisniewski called roll call.

**2023-042**        **INVOCATION**  
Mayor Pro-Tem Sutton provided the Invocation.

**2023-043**        **PUBLIC COMMENT ON AGENDA ITEMS**  
None

2023-044

**CONSENT AGENDA**

Council Member Crossno moved to approve the consent agenda. This motion was supported by Council Member Burmeister.

Roll Call: 6 Ayes, 0 Nays, 1 Absent (Langlois). Motion Passes

2023-045

**UNFINISHED BUSINESS**

None

2023-046

**NEW BUSINESS**

**8A. Emergency Services Fleet Service Amendment – Council Authorization**

Council Member Goodman moved to approve the amended maintenance and outfitting amendment, subject to review by the City Attorney. This motion was supported by Council Member Neiser.

Roll Call: 6 Ayes, 0 Nays, 1 Absent (Langlois). Motion Passes

**8B. Fiscal Year 2023 First Quarter Budget Amendments – Council Authorization**

Council Member Burmeister moved to adopt the first quarter budget amendments as presented for FY 2023. This motion was supported by Council Member Cruz.

Roll Call: 6 Ayes, 0 Nays, 1 Absent (Langlois). Motion Passes

**8C. FY 2022 Fiscal Surplus Allocation – Council Authorization**

Mayor Pro-Tem Sutton, moved to approve allocations of the FY 2022 unbudgeted General Fund growth in the total amount of \$67,600 and leave the remaining, additional \$7000.00 as unbudgeted fund balance growth. This motion was supported by Council Member Neiser.

Roll Call: 6 Ayes, 0 Nays, 1 Absent (Langlois). Motion Passes

**8D. May Meeting Schedule Amendment – Council Authorization**

Council Member Crossno moved to approve the schedule change of the City Council meeting from May 1 to May 8, 2023, at 6:15 pm and the May 15<sup>th</sup> meeting to Tuesday May 23<sup>rd</sup> at 6:00 pm to create a joint parks tour board meeting. This motion was supported by Council Member Goodman.

Roll Call: 6 Ayes, 0 Nays, 1 Absent (Langlois). Motion Passes

**8E. MDNR Passport Grant Application – Resolution of Approval**

Council Member Neiser moved to approve Resolution 23-04 as presented and authorize staff to finalize and submit the grant application prior to the April 1<sup>st</sup> deadline. This motion was supported by Council Member Crossno.

Roll Call: 6 Ayes, 0 Nays, 1 Absent (Langlois). Motion Passes

**8F. Police Department Record/Accreditation Civilian Position – Council Authorization**

Council Member Burmeister moved to authorize staff to publish the job recruitment position for a Department Records Director and move forward with initial recruitment. This motion was supported by Council Member Neiser.

Roll Call: 6 Ayes, 0 Nays, 1 Absent (Langlois). Motion Passes

**8G. 2023 Easter Egg Hunt Event Planning Discussion**

This topic was for discussion only. Needs no motions.

**2023-047**

**COUNCIL COMMENTS**

Council Members shared comments.

**2023-048**

**DEPARTMENT HEAD REPORTS**

Department Heads shared comments.

**2023-049**

**PUBLIC COMMENTS**

None

**2023-050**

**ADJOURNMENT**

Mayor Pro-Tem Sutton moved to adjourn the meeting at 8:45 p.m. This motion was supported by Council Member Goodman and carried unanimously.

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Ann Wisniewski, City Clerk



# CITY OF ROOSEVELT PARK

A Proud Community  
 900 OAK RIDGE ROAD  
 ROOSEVELT PARK, MI 49441  
 (231) 755-3721

# COUNCIL LIST

1/2  
Wednesday, March 29, 2023

CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
3642 (E)	BANK OF AMERICA BUSINESS CARD			
		USB DRIVES, TAPE, LIGHT BULBS	113515865231	91.24
		COIN ENVELOPES	113808710807	5.99
		PRINTER TONER, RECEIVED DATE STAMP, POST	111818512157	308.07
		BOARD OF REVIEW MEAL	031623BOR	74.79
		<b>Check Total</b>		<b>480.09</b>
3643 (E)	BANK OF AMERICA BUSINESS CARD			
		DISENFECTANT WIPES	032823	26.91
		<b>Check Total</b>		<b>26.91</b>
3644 (E)	BANK OF AMERICA BUSINESS CARD			
		EASTER EGG SCRAMBLE CANDY	032423	112.30
		EASTER BUNNY RENTAL	032323EASTER	80.00
		<b>Check Total</b>		<b>192.30</b>
3645 (E)	CITY OF MUSKEGON-WATER DEPT			
		WATER USE - ACCT # 199340001	03132023E	27,666.36
		SEWER ACCT # 199342801	03062023	57.82
		WATER USE - ACCT # 199340201	03062023	4,859.07
		<b>Check Total</b>		<b>32,583.25</b>
3646 (E)	LINDE GAS & EQUIPMENT			
		ACETYLENE	34888249	50.74
		<b>Check Total</b>		<b>50.74</b>
3647 (A)	APPLIED INNOVATION			
		COPY MACHINE USAGE	2178090	311.18
		<b>Check Total</b>		<b>311.18</b>
3648 (A)	DEJONG CHAD			
		TRAVEL REIMBURSEMENT - TRAINING 3/20-3/2	0320-0324	65.56
		<b>Check Total</b>		<b>65.56</b>
3649 (A)	FLEX ADMINISTRATORS, INC.			
		FSA ADMINISTRATION	704743	35.00
		<b>Check Total</b>		<b>35.00</b>
3650 (A)	MUSKEGON CENTRAL DISPATCH 911			
		CENTRAL DISPATCH FEES - MARCH 2023	2300001493	3,786.33
		<b>Check Total</b>		<b>3,786.33</b>
3651 (A)	MUSKEGON CHARTER TOWNSHIP			
		CODE ENFORCEMENT - MARCH 2023	2300014932	915.66
		<b>Check Total</b>		<b>915.66</b>
3652 (A)	MUSKEGON CNTY TREASURER			
		JAN-MARCH FIXED ROUTE	0000195804	1,198.75
		JAN-MARCH MICROTRANSIT	0000195805	1,779.00
		WASTE WATER/BOND PMTS	WWUB022823	32,900.00
		<b>Check Total</b>		<b>35,877.75</b>
3653 (A)	NOVOTNY ELECTRONICS			
		QUARTERLY FIRE ALARM MONITORING - DPW GA	38622	120.00
		<b>Check Total</b>		<b>120.00</b>
3654 (A)	WEST MICHIGAN RUBBER & SUPPLY			
		DPW WORK GLOVES, VESTS	I-08700-0	183.20
		<b>Check Total</b>		<b>183.20</b>
3655 (A)	WEST MICHIGAN UNIFORM			
		DPW UNIFORM CLEANING	5715644	50.00
		DPW UNIFORM CLEANING	5717521	50.00
		<b>Check Total</b>		<b>100.00</b>
3656 (A)	WINDEMULLER			
		TRAFFIC SIGNAL MAINTENANCE - MARCH 2023	226959	300.00
		<b>Check Total</b>		<b>300.00</b>

**CITY OF ROOSEVELT PARK**

A Proud Community  
 900 OAK RIDGE ROAD  
 ROOSEVELT PARK, MI 49441  
 (231) 755-3721

**COUNCIL LIST**

CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
38026	ADVANCE AUTO PARTS			
		OIL, FILTERS	538230761124	267.85
		BATTERY CHARGER, OIL	538230792263	139.05
		<b>Check Total</b>		<b>406.90</b>
38027	BELL EQUIPMENT COMPANY			
		SKID SHOE PLATES, SPACER, NOSE PIECE	P14592	721.99
		<b>Check Total</b>		<b>721.99</b>
38028	CITY OF MUSKEGON			
		WATER SAMPLING	23-0009004	215.50
		<b>Check Total</b>		<b>215.50</b>
38029	COMPASS MINERALS			
		ROAD SALT	1146182	6,332.08
		<b>Check Total</b>		<b>6,332.08</b>
38030	HART INTERCIVIC			
		ELECTION TABULATOR SERVICE RENEWAL	092034	1,608.00
		<b>Check Total</b>		<b>1,608.00</b>
38031	INTEGRITY BUSINESS SOLUTIONS			
		COUNCIL ROOM CHAIRS	2458542-0	3,790.00
		<b>Check Total</b>		<b>3,790.00</b>
38032	MET LIFE			
		LIFE INSURANCE - APRIL 2023	040123	343.25
		<b>Check Total</b>		<b>343.25</b>
38033	SUPERIOR GROUND COVER, INC			
		WOOD FIBER - WELLS PARK	55057	177.50
		WOOD FIBER - COMMUNITY CENTER PARK	55056	1,420.00
		WOOD FIBER - GERMAINE PARK	55055	355.00
		WOOD FIBER - POST PARK	55054	177.50
		<b>Check Total</b>		<b>2,130.00</b>
38034	TURF SERVICES, INC.			
		STONE DUST - BALLFIELD	8553	360.00
		<b>Check Total</b>		<b>360.00</b>
38035	W.M.C.J.T.C. ATTN: LORI BOEVE			
		FIREARMS INSTRUCTOR COURSE - MORSE, RANC	5107	200.00
		<b>Check Total</b>		<b>200.00</b>
38036	ZIMMER, PATRICIA			
		COMMUNITY CENTER REFUND - 10/7/23	COMMREFUND	250.00
		<b>Check Total</b>		<b>250.00</b>
		<b>Report Total</b>		<b>91,385.69</b>



**CITY OF ROOSEVELT PARK  
CITY COUNCIL  
April 3, 2023**

<b>Item:</b> Planning Commission Vacancy Application		<b>Date:</b> April 3, 2023
<p>The City received and the council accepted the resignation of one of the members on the City of Roosevelt Park’s Planning Commission this past fall. The resulting vacancy was posted and advertised (along with the open BOR and ZBA position) and there has only been one application received as of March 21, 2023.</p> <p>That application is attached for review and the Roosevelt Park Planning Commission met on March 27<sup>th</sup> and recommended the City Council Appoint Mr. Ohst to the vacant position on the planning commission term expiring in December of 2024</p>		
<b>Financial Impact:</b> None		
<b>Recommendation:</b> The Roosevelt Park Planning Commission recommends that the City Council appoint Joshua Ohst to the vacant seat which expires in December of 2024.		
<b>Signature:</b>		<b>Title:</b> City Manager





# Board and Commission Application

900 Oak Ridge Rd. Muskegon, MI 49441  
P: (231) 755-3721 F: (231) 755-1442  
Email: clerk@rooseveltpark.org

RECEIVED  
MAR 02 2023  
BY: \_\_\_\_\_

Name: Joshua Ost Date: 12/19/2022

Address: 1336 Cornell Rd, Muskegon, MI 49441 Home Phone: \_\_\_\_\_

Email Address: @gmail.com Cell Phone: \_\_\_\_\_

Years as a City Resident: 1 Occupation: Environmental Health Officer

Background/Interests (Attach additional sheets if necessary):

Community Development, Parks, Education, Environmental Clean up/Protection  
Active with the Livability Lab for Muskegon.

Please check the board(s) or commission(s) that you would be willing to serve on:

- City Council
- Zoning Board of Appeals
- Downtown Development Authority
- Board of Review
- Planning Commission
- Community Events Volunteer

The above boards typically meet on a monthly basis, with the exception of the ZBA which meets on an "as needed" basis. Quorums are required for any board to act, so attendance is important. Do you feel the other board members can count on your regular attendance so that business can be conducted?

Yes       No       Seasonally – from \_\_\_\_\_ to \_\_\_\_\_

Why would you like to be on the board(s) or commission(s) you have selected: (Please use reverse side if necessary)

I am a graduate of Mona Shores Schools, a 3rd generation County Employee  
and am looking for ways to help my community grow and better represent  
current & future residents.

Concerns for the City; if any:

Revitalization of Parks, redevelopment of former industrial  
& commercial properties that are now defunct.

The City of Roosevelt Park does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.



**CITY OF ROOSEVELT PARK  
CITY COUNCIL MEETING  
April 3, 2023**

<b>Item:</b> Roosevelt Park Election Commission Appointment	<b>Date:</b> April 3, 2023
<p>Per the City Charter, the Roosevelt Park Election Commission, which is a statutory administrative board within municipal operations is comprised of the City Clerk, the City Attorney, and the City Treasurer.</p> <p>The previous appointment outlined Attorney Schrier as the appointee by name and thus, the appointment of Attorney Rozgowski needs to be completed as he is now the main contact for Roosevelt Park within Parmenter Law.</p>	
<b>Financial Impact:</b> None	
<b>Recommendation:</b> Appoint City Attorney Sawyer Rozgowski to the Roosevelt Park Election Commission per the current charter chapter VI section 6.7.	
<b>Signature:</b>	<b>Title:</b> City Manager

Section 6.7. - Election commission.

The Clerk, Treasurer and City Attorney, together, shall constitute the Election Commission. The Election Commission shall have charge of all activities and duties required by State law, this Charter, and any City ordinance relating to the conduct of municipal elections. The compensation of election personnel shall be determined by the City Council. In any case, where the appropriate election procedure is in doubt, the Election Commission shall prescribe the procedure to be followed. The Clerk shall preside at all meetings of the Election Commission. Two members shall constitute a quorum. Members of the Election Commission shall be paid no compensation in addition to their annual salary or contracted compensation.

**State Law reference**— Board of city election commissioners, MCL 168.25.



# CITY OF ROOSEVELT PARK CITY COUNCIL MEETING April 3, 2023

<b>First Read- 3145 Henry Street Rezoning PC Recommendation</b>	<b>Date:</b> April 3, 2023
<p>A request to rezone 3145 Henry Street was submitted and originally went before the Planning Commission and City Council earlier this year. Due to a process error in the property measurement system of the required January 2023 notices, several additional property owner notices were subsequently required to be mailed and the process started over.</p> <p>This is the same identical request by the same applicant from January and per the ordinance, the same process must be followed for the public hearing and notification following this corrected and statute fulfilling mailing notice of the rezoning. The applicant had also requested a Special Land Use approval, however that process will reoccur in the coming months as they hope to rework and improve their site plan and use proposal based on feedback from neighbors, the Planning Commission, and the City Council.</p> <p>The single parcel in question currently has most of the property zoned CE-Henry Commercial with the smaller west portion of the same parcel being zoned as Single Family Residential. As such, the current zoning to the north, south, and east of the property are currently commercially zoned and thus this would not create a singularly zoned “island.”</p> <p>The request fulfills what was already approved by the Planning Commission and the City Council in the 2020 Roosevelt Park Master Plan in which the future land use map utilizes a full commercial zoning for the property. That map along with the application and documents is attached. Page 15-3 of the current zoning code covers the checklist for rezoning requests and as such, is the basis for a Planning Commission recommendation. During their March 27<sup>th</sup> meeting, the Planning Commission held a public hearing on the proposed rezoning and after board discussions and no new additional written or in person comments, the Roosevelt Park Planning Commission has voted to recommend the rezoning request as presented by a unanimous affirmative vote.</p> <p>Per discussion and direction by the commission, attached is the formal application, process details, and property information in regard to the property in question. At the City Council level, the action that is required at this point is to approve the first read and set the second read for the zoning amendment for April 20<sup>th</sup>.</p>	
<b>Recommendation:</b> The Planning Commission unanimously recommends the approval of the proposed rezoning of the entire 3145 Henry Street parcel to be fully commercially zoned in C-E Henry zoning and approve the first read and set the second read of the rezoning for April 20 <sup>th</sup> .	
<b>Signature:</b>	<b>Title:</b> City Manager



# City of Roosevelt Park REZONING APPLICATION

900 Oak Ridge Road  
Muskegon, MI. 49441  
Phone: (231) 755-3721  
Fax: (231) 755-1442

1. APPLICANT: Name: Restaurant Holdings LLC  
(Last) (First) (M.I.)  
Address: 45 Ottawa Ave SW Suite 600, Grand Rapids MI 49503  
(No. & Street) (City) (State) (Zip)  
Phone: 616-988-8749 gtroth@mhgi.net  
(Work) (Home) (Cell) (email address)

2. OWNER: Name: Restaurant Holdings LLC  
(Last) (First) (M.I.)  
Address: 45 Ottawa Ave SW Suite 600, Grand Rapids MI 49503  
(No. & Street) (City) (State) (Zip)  
Phone: 616-988-8749 gtroth@mhgi.net  
(Work) (Home) (Cell) (email address)

3. REQUEST: To Rezone From: R-1 Single Family Residential To: C-E Henry Commercial East

4. LEGAL DESCRIPTION OF PROPERTY: CITY OF ROOSEVELT PARK CRANBROOK ADDITION  
LOTS 41 TO 46 INC (According to Muskegon County GIS)

5. ADDRESS OF PROPERTY: 3145 Henry Street, Muskegon, MI 49441

6. PRESENT USE OF PROPERTY: Professional Offices

7. NAMES & ADDRESSES OF ALL OTHER PERSONS, FIRMS, OR CORPORATIONS HAVING A  
LEGAL INTEREST IN THE PROPERTY: NA

8. APPLICANT'S SIGNATURE: [Signature]  
X \_\_\_\_\_ Date: 01/06/23

9. OWNER'S SIGNATURE:  
X \_\_\_\_\_ Date: \_\_\_\_\_

<b>-OFFICIAL USE ONLY-</b>	
CASE NO:	_____
FILING DATE:	_____
REC'D BY: _____	RECEIPT NO: _____
PC ACTION: _____	DATE: _____
BOARD ACTION: _____	DATE: _____
EFFECTIVE DATE:	_____

**\$350 Fee must be submitted with application**

January 9, 2023  
2221132

Mr. Jared Olson  
City of Roosevelt Park  
900 Oak Ridge Road  
Roosevelt Park, MI 49441

RE: 3145 Henry Street – Rezoning Application

Dear Mr. Olson:

This letter addresses the proposed Map Amendment (Rezoning) for the following Property:

Address: 3145 Henry Street  
Muskegon MI 49441  
PIN: 61-25-164-000-0041-00

The applicant requests the rezoning (Existing Zoning: Single Family Residential to Proposed Zoning: C-E Henry Commercial East) of Lots 41, 44, and 45 of the property described as follows: Lots 41-46, inclusive, Cranbrook Addition, as recorded in Liber 15 of Plats, Page 62, Muskegon County, State of Michigan. Granting this rezoning request would bring the entire parcel into the C-E Henry East zoning district.

The following are explanations of how the property will meet the Roosevelt Park Map Amendment Standards:

#### Consistency

The parcel's current land use is commercial (surface parking). The Roosevelt Park Plan (Master Plan January 2020) Existing Land Use Exhibit shows the lots being commercial, and the Future Land Use Exhibit shows the lots being Corridor Mixed Use, which includes commercial uses.

#### Compatibility

The existing use (surface parking) is allowed in the C-E Henry Commercial East zoning district. The existing use (surface parking) and potential uses can be found in the vicinity of Henry Street, both north and south of the parcel.

#### Capability

The infrastructure including streets, sanitary sewers, storm sewer, sidewalks, and street lighting is sufficient to support those uses provided within the proposed zoning district classification. This is demonstrated by the existing commercial office building, surface parking, and surrounding uses within the C-E Henry Commercial East zoning district.

Mr. Jared Olson  
January 9, 2023  
Page 2

**Existing City Facilities and Services**

The rezoning, of the lots will not have an adverse effect on city facilities and services as the parcel's existing use is commercial (surface parking). Granting the rezoning will bring the lots into compliance with the current zoning and The Roosevelt Park Plan (Master Plan).

Sincerely,

**Prein&Newhof**



Jeffery A. Miller, PLA

JAM/jam

Enclosure(s):

City of Roosevelt Park Rezoning Application

Fees

cc:

Ana Pelhank, Meritage Hospitality Group

George Troth, Meritage Hospitality Group

John VerPlank, Prein & Newhof



# City of Roosevelt Park

*A Proud Community*

Dear Resident/Property owner

The below public notice is required by ordinance to be mailed via first class mail to all property owners within three hundred feet of the below stated property in reference to the applicant's request to rezone the parcel. This is very similar to a mailing that was sent out in January of 2023 in which the same applicant submitted the identical request.

Due to a process error in the property measurement system of those January 2023 notices, several additional property owner notices were subsequently required to be mailed. This has resulted in this letter being received by the majority of neighbors within three hundred feet for a second time and is a near duplicate notice to those notified in January.

This is the same identical request by the same applicant from January and per the ordinance, the same process must be followed for the public hearing and notification following this corrected and statute fulfilling mailing notice of the rezoning. The applicant had also requested a Special Land Use approval, however that process will reoccur in the coming months as they hope to rework and improve their site plan and use proposal.

## **NOTICE OF PUBLIC HEARING CITY OF ROOSEVELT PARK**

NOTICE IS HEREBY GIVEN, pursuant to Public Act 110 of 2006, as amended, that a public hearing will be held by the City of Roosevelt Park Planning Commission At 6:00 p.m., Monday March 27, at the Roosevelt Park City Hall, 900 Oakridge Road, Roosevelt Park, Michigan. The purpose of the public hearing is as follows:

A public hearing regarding a proposed rezoning of the single parcel 61-25-164-000-0041-00 (3145 Henry Street) from existing split zoning of Single Family residential and C-E Henry Commercial East to the single proposed zoning of C-E Henry Commercial East which includes lots 41-46 of the Cranbrook Subdivision which is the existing single property parcel of 61-25-164-000-0041-00.

Any questions pertaining to this request should be directed to the City Clerk at 231-755-3721. The application may be reviewed at City Hall and written comments, may be received until March 27, 2023, at 900 Oak Ridge Road, Roosevelt Park MI 49441. ADA Policy: The City will provide necessary appropriate auxiliary aids and services to individuals with disabilities who want to attend the meeting upon forty-eight (48) hour notice to the City Clerk of Roosevelt Park, 900 Oak Ridge Rd. 231-755-3721.

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Ann Wisniewski  
City Clerk

Mailed via First Class Mail: March 15, 2023



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**CHAPTER 15**  
**ADMINISTRATION AND ENFORCEMENT**

**SECTION 15.1      RESPONSIBILITY**

- A. **Deputy Administrator** - Where the provisions of this Ordinance authorize or direct the Zoning Administrator to perform any act or carry out any function, such act or function may also be carried out by a deputy or deputies designated by the City Manager.
- B. **Basic Duties** - The Zoning Administrator shall have the power to grant certificates of zoning compliance and to make inspections of premises necessary to carry out his/her duties in the enforcement of this Ordinance, and to otherwise carry out the duties assigned herein.
- C. **Official Zoning Map** - The Zoning Administrator shall be responsible for maintaining the Official Zoning Map.
- D. **Violations** - The Zoning Administrator shall order discontinuance of illegal uses of land, buildings, or structures; removal of illegal buildings or structures; discontinuance of any illegal work being done; or shall take any other action authorized by this Ordinance to ensure compliance with, or prevent violations of its provisions.

**SECTION 15.2      ZONING ORDINANCE AMENDMENTS, INITIATION**

- A. **Timeframe for Application Submittal** - All applications for amendments to the Zoning Ordinance shall be submitted to the Zoning Administrator at least twenty-one (21) days prior to the first consideration by the City Planning Commission.
- B. **Initiation of Amendments and Application Requirements** - Requests for amendments to the Zoning Ordinance may be initiated in writing by the owner of the property requested for rezoning, or his/her authorized representative. Requests may also be made by the City Planning Commission or the City Council through official action of the Commission or Council taken at a public meeting which has been properly noticed as required by law.

In the case of an amendment requested by a property owner or his/her authorized representative, the request shall include the following:

- 1) Completion of a Zoning Amendment Application as provided by the Zoning Administrator. Said application to include:
  - a. The name and address of the person making the request and all persons having a legal or equitable interest in any land which is requested to be rezoned.
  - b. In the case of a text amendment, the specific section to be amended and the proposed text change.
  - c. If the requested amendment requires a change in the zoning map, the

common address, legal description of the area requested for change, and present and proposed district classifications shall be provided. The applicant shall also indicate by map form, the location of the property requested for rezoning. Sufficient copies of the map shall accompany the original application.

If, in the opinion of the Zoning Administrator, Planning Commission, or City Council, the information submitted does not provide a clear delineation of the specific area to be rezoned, said Zoning Administrator, Planning Commission, or City Council shall require the applicant to submit a boundary survey of the property in question. Said survey to include a written legal description and drawing of the area to be rezoned. The boundary survey, including legal description and map, shall be completed by a Land Surveyor registered by the State of Michigan. Sufficient copies of the boundary survey shall be provided.

- d. The nature of the amendment shall be fully identified in writing.
- e. Payment of all fees as required by the City of Roosevelt Park.

### **SECTION 15.3 AMENDMENT PROCEDURE**

After submission of the application and fee, amendments to this Ordinance shall be processed as provided for in the Zoning Act.

### **SECTION 15.4 CONSIDERATION OF AMENDMENT**

The following guidelines shall be used by the Planning Commission and City Council pursuant to consideration of amendments to the Zoning Ordinance:

#### **A. Text Amendment**

1. The proposed text amendment would correct an error in the Ordinance.
2. The proposed text amendment would clarify the intent of the Ordinance.
3. The proposed text amendment would address changes to the state legislation, recent case law or opinions from the Attorney General of the State of Michigan.
4. The proposed text amendment would promote compliance with changes in other City Ordinances and County, State or Federal regulations.
5. In the event the amendment will add a use to a district, said use shall be fully consistent with the character of the range of uses provided for within the district.
6. The amendment shall not result in problems of incompatibility among land uses within a zoning district, or among adjacent districts.
7. The proposed text amendment is supported by the findings of reports, studies, or other documentation on functional requirements, contemporary building practices, environmental requirements and similar technical items.

8. As applicable, the proposed change shall be consistent with the City's ability to provide adequate public facilities and services.
9. The proposed change shall be consistent with the City's desire to protect the public health, safety, and welfare of the community.

**B. Map Amendment (also known as a Rezoning)**

The following standards are to be used before making a map amendment. The first three (3) numbered items are often called the "3 C's" and are fundamental to rezoning questions:

1. **Consistency** with the goals and policies listed in the Master Plan section of this Ordinance. If conditions have changed since the development of the Master Plan provisions, then decisions shall be based on consistency with recent development trends in the area.
2. **Compatibility** of the site's physical, geological, hydrological and other environmental features with the uses permitted in the proposed zoning district. The potential uses allowed in the proposed zoning district shall be compatible with surrounding uses in terms of land suitability, impacts on the community, density, potential influence on property values and traffic impacts.
3. **Capability** of the existing or planned infrastructure including streets, sanitary sewers, storm sewer, water, sidewalks, and street lighting to sufficiently support those uses provided for within the proposed zoning district classification.
4. Existing City facilities and services including, but not limited to, police and fire protection, recreational facilities, educational facilities, and waste collection shall have sufficient capacity to support those uses provided for within the proposed zoning district classification.
5. The proposed change shall be governed by sufficient standards to ensure that the potential for problems of incompatibility between the proposed and adjoining districts shall be minimal.
6. The requested rezoning will not create an isolated and unplanned spot zone.
7. The proposed change shall not endanger the public health, safety, or welfare.
8. Other factors deemed appropriate by the Planning Commission.

## SECTION 15.5 ZONING COMPLIANCE PERMITS

- A.** Unless otherwise exempted by this Ordinance, the construction, erection, alteration, expansion, moving, repair, or use of any land, building, or structure shall require receipt of a zoning permit and issuance of a certificate of zoning compliance. No building permit shall be issued for the construction, erection, alteration, expansion, moving or repair of any building or other structure until a certificate of zoning compliance has been issued therefore. Issuance of such a certificate shall indicate

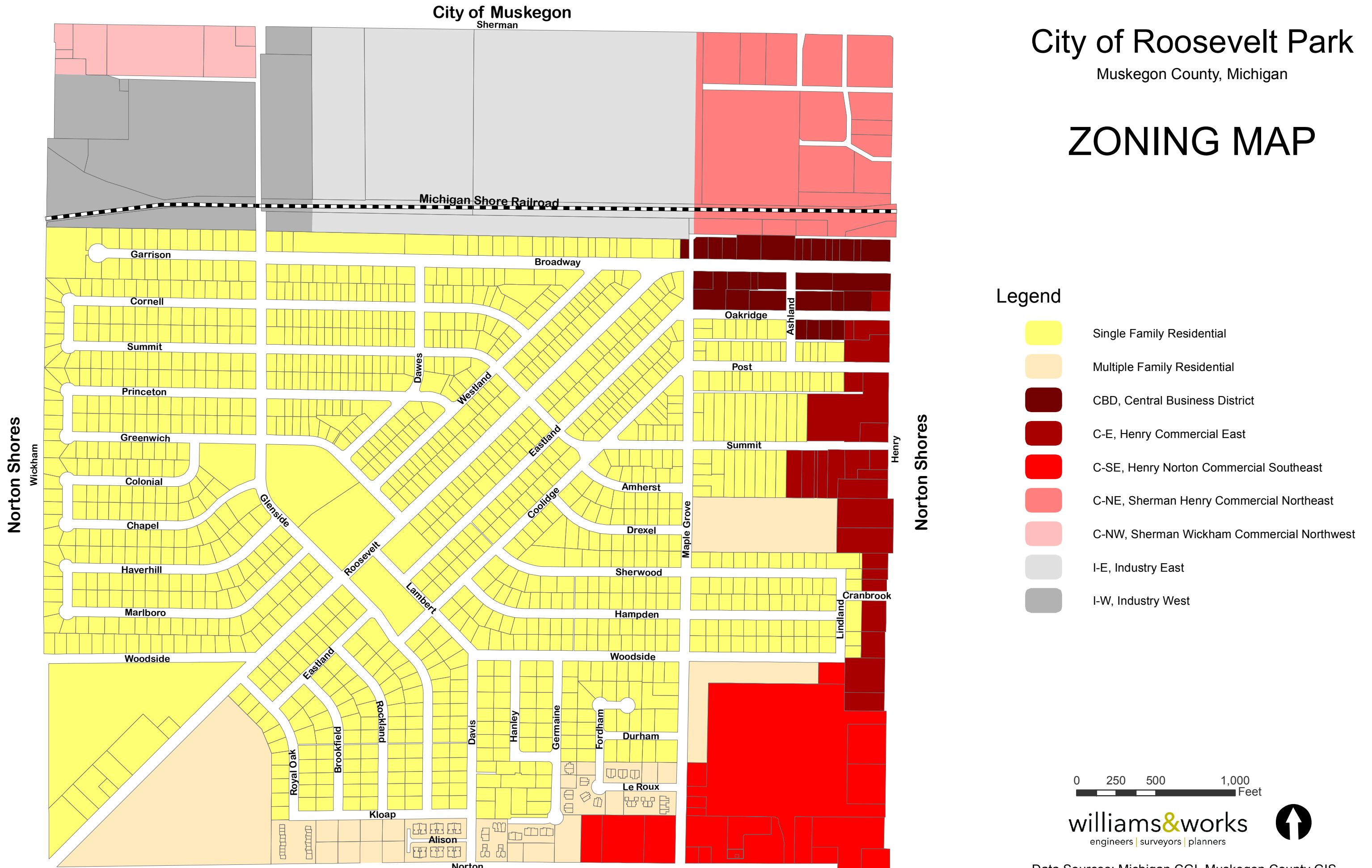
# City of Muskegon

Sherman

# City of Roosevelt Park

Muskegon County, Michigan

## ZONING MAP



### Legend

- Single Family Residential
- Multiple Family Residential
- CBD, Central Business District
- C-E, Henry Commercial East
- C-SE, Henry Norton Commercial Southeast
- C-NE, Sherman Henry Commercial Northeast
- C-NW, Sherman Wickham Commercial Northwest
- I-E, Industry East
- I-W, Industry West



**williams&works**  
engineers | surveyors | planners



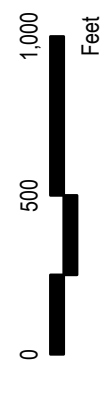
Data Sources: Michigan CGI, Muskegon County GIS

# Existing Land Use

City of Roosevelt Park, Michigan

January 20, 2020

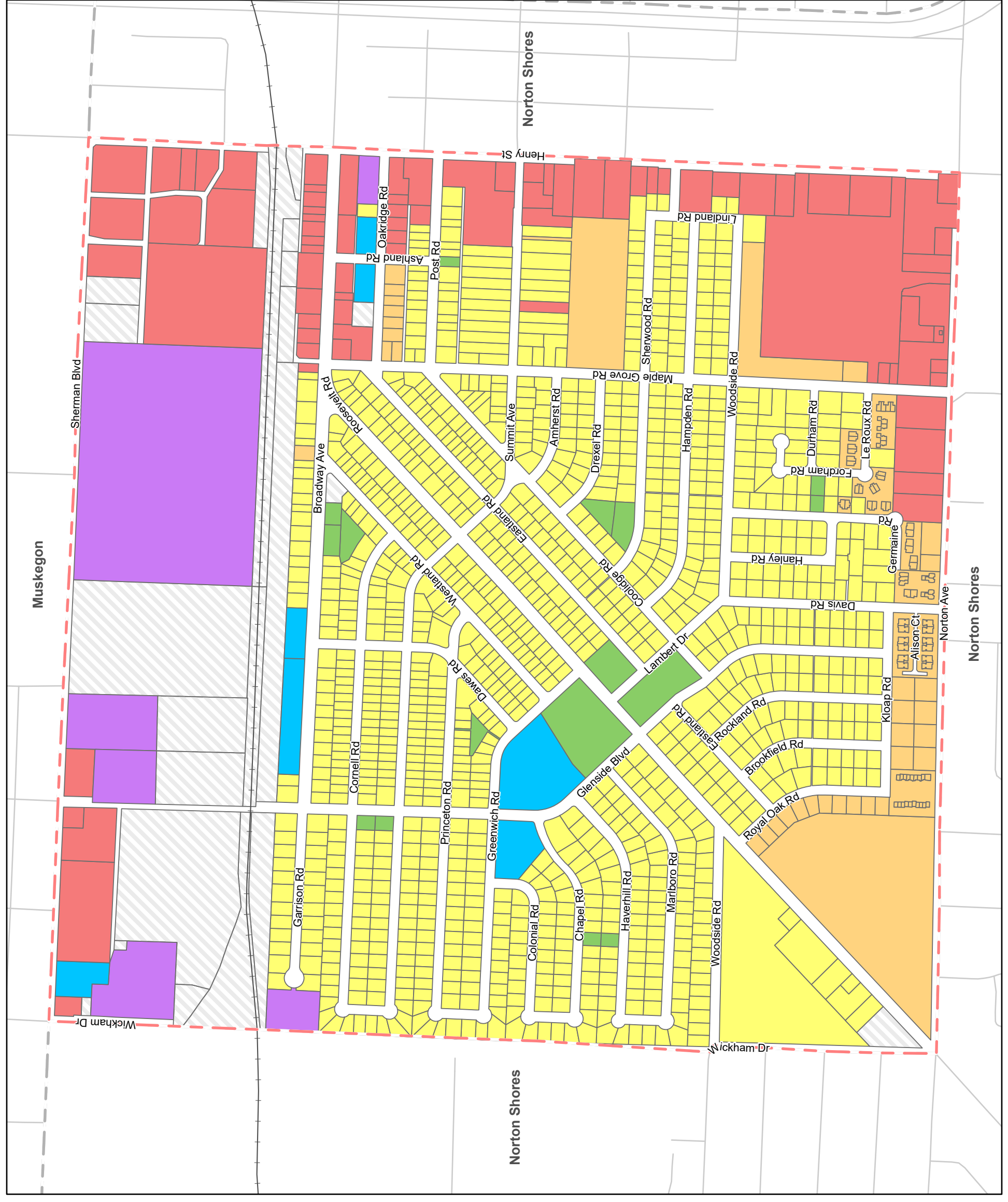
- Legend**
- Roosevelt Park Boundary
  - Other Municipal Boundaries
  - Railroads
  - Roads
  - Existing Land Use
    - Single Family Residential
    - Park
    - Institutional
    - Multi-Family Residential
    - Industrial
    - Commercial
    - Vacant



SOURCES  
Basemap Source: Michigan Center for Geographic Information, Version 17a.  
Data Source: Muskegon County Parcel Data 2020: Mckenna 2020.














MCKENNA

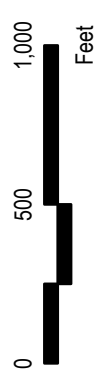


# Future Land Use

City of Roosevelt Park, Michigan

January 20, 2020

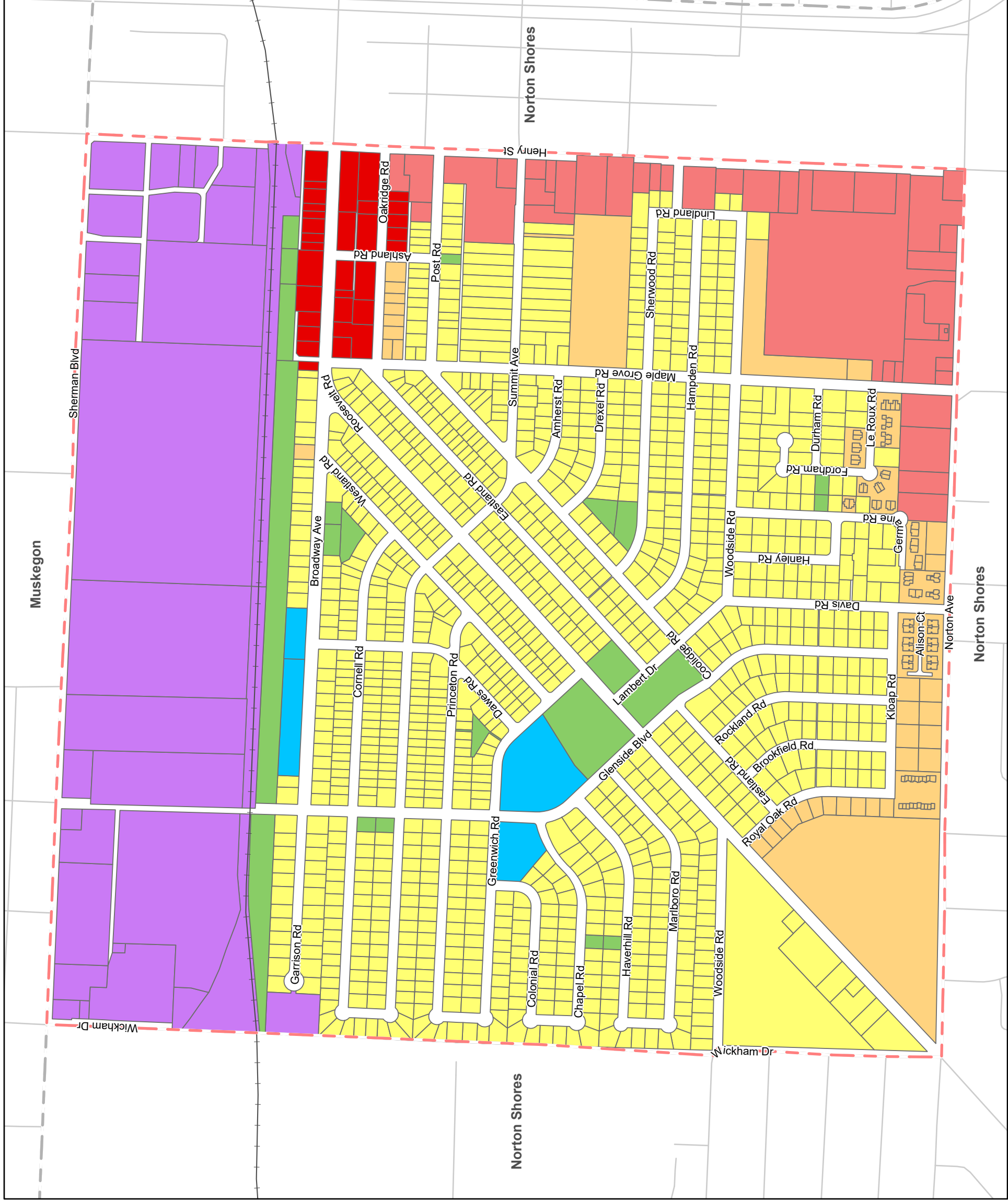
- Legend**
-  Roosevelt Park Boundary
  -  Other Municipal Boundaries
  -  Roads
  -  Railroads
  -  Neighborhood Preservation
  -  Park
  -  Institutional
  -  Multi-Family
  -  Enterprise
  -  Downtown
  -  Corridor Mixed Use



**SOURCES**  
 Basemap Source: Michigan Center for Geographic Information, Version 17a.  
 Data Source: Muskegon County Parcel Data 2020; Mckenna 2020.



**MCKENNA**





**CITY OF ROOSEVELT PARK  
CITY COUNCIL MEETING  
April 3, 2023**

Special Land Use (SLU) for 1534 Chapel-Planning Recommendation	<b>Date:</b> April 3, 2023
<p><b>Summary:</b> The Planning Commission held a public hearing on March 27<sup>th</sup> to hear and receive public comment on a Special Land Use request to operate an in-home day care located at 1534 Chapel.</p> <p>Per the City Zoning Ordinance, an in-home day care operation that consists of 7-12 children is not zoned as a “permitted use” in the residential zoning district but is permitted with a Special Land Use Permit that can be authorized by the City Council. The Planning Commission is unanimously recommending approval of the Special Land Use request per their public meeting with the following motion.</p> <p>The SLU application, submitted additional documents, and zoning code requirements are attached. There were two written comments received and no in person comments made during the public hearing. Those two comments are also included and were presented and addressed during the planning commission hearing.</p>	
<b>Financial Impact:</b> None	
<b>Recommendation:</b> Approve the Special Land Use for an in-home group daycare located at 1534 Chapel as recommended by the Planning Commission.	
<b>Signature:</b>	<b>Title:</b> City Manager

# City of Roosevelt Park

To: Planning Commission

From: Jared Olson, City Manager

Date: March 21, 2023

Subject: Planning Commission Meeting – **Monday, March 27, 2023**  
**City Hall, 6:00 PM**

Agenda Items:

**1. Special Land Use – 1534 Chapel Road**

The City received an application for a special land use (SLU) for a group sized in home daycare at 1534 Chapel Road which is zoned single family residential. According to the Zoning Ordinance which is included within this packet, this requested use requires a special land use permit.

The SLU process is detailed in Chapter 10 of the Zoning Ordinance and the attached application is ready for your consideration. As indicated in the Zoning Ordinance Section 10.3, a public hearing is required as part of the SLU procedure.

The proposed project consists of utilizing a current home located at 1534 Chapel Road as group in-home daycare facility which limits the total number of children from seven to no more than twelve at any given time. Please see the attached application for a complete description of the proposal. The packet also contains a site plan description, an aerial view of the project and several other sets of information as required by the SLU language within the ordinance.

**Section 10.4 (C)** of the Zoning Ordinance explains the General Standards to be used to make a determination on the SLU application.

1. The proposed use shall be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing character of the general vicinity.
2. The proposed use is served by necessary public facilities which are adequate or can be made adequate to serve the proposed use.
3. The proposed use shall not be hazardous or disturbing to neighboring uses or cause any conflict to the existing use and quiet enjoyment of surrounding property.
4. The proposed use shall not involve activities, processes, materials, and equipment and conditions of operation that will have a significant impact to any person, property, or the



general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.

5. The proposed use shall be consistent with the intent and purpose of the Ordinance.
6. The site plan for the proposed use demonstrates compliance with any special land use specific design standards contained in Section 10.6 section J.

Along with the proposed requirements within zoning section 10.4, the following are required of group in home day cares in order to receive a SLU permit.

#### 10.6 Section J- Group day care homes.

1. The dwelling's exterior and property shall be maintained in a manner that is compatible with the surrounding area and does not change the residential character of the neighborhood. No sign shall be permitted, and no evidence of the day care facility shall be visible from any street or adjoining property.
2. The lot shall contain the minimum area required for the district, plus one thousand eight hundred (1,800) square feet.
3. An outdoor play area of at least one thousand eight hundred (1,800) square feet shall be provided in the rear yard. Such play area and any other outdoor areas accessible to children shall be completely enclosed with a fence at least four (4) feet high, but not more than six (6) feet high.
4. The day care operation shall be restricted to Monday through Friday only and between the hours of 7:00 a.m. and 6:00 p.m.
5. No group day care facility shall be established within one thousand five hundred (1,500) feet of any existing group day care home.
6. The facility shall comply with all other applicable State licensing regulations.

The Planning Commission will need to make a recommendation to the City Council using the information provided to you in the packet and received from the applicant during the public hearing. From a Zoning standpoint, the proposed SLU permit application is complete and fulfills all required standards within the proposed used and district.

A recommendation from the Planning Commission to approve, approve the request with amended and/or additional terms and conditions or deny the request is the first step in the Special Land Use process. The recommendation is then forwarded to the City Council for their consideration.



FOR CITY USE

P.C. Date: March 27, 2023  
Date and Time Received February 21, 2023  
Received By: C. Christensen Front Desk  
Date Returned if Incomplete: \_\_\_\_\_  
Returned By: \_\_\_\_\_  
Revised Application Recd: \_\_\_\_\_  
Received By: \_\_\_\_\_

**SPECIAL USE PERMIT REQUEST**

**NOTE TO APPLICANT:**

The Roosevelt Park Planning Commission meetings are held on the fourth Monday of each month at 7 p.m. at the City Hall. All applications must be submitted **30 days** prior to the next regularly scheduled Planning Commission meeting to allow City staff sufficient opportunity to conduct an administrative review prior to submission to the Planning Commission. Any application received without sufficient time for City staff to conduct review will be held until the next regularly scheduled Planning Commission meeting. City Council meetings are held the first and third Monday of every month at 7:15 p.m. at the City Hall. An application fee of \$250.00 must be paid at the time of application.

The Planning Commission and/or City Council have the right to request additional information from an applicant prior to making a decision regarding the Special Use Permit application. The Planning Commission and/or City Council may table or hold a request for a reasonable period of time until the requested information is provided. Applicants are expected to attend the Planning Commission and City Council meetings to explain their request and to answer questions or comments from the Planning Commission and City Council or others who may be present. All meetings of the Planning Commission and City Council are open to the public.

**GENERAL REQUIREMENTS:**

The Planning Commission will be reviewing the site plan of the proposed Special Use to ensure conformance with the City’s guidelines and regulations. The purpose of this review is to protect the health, safety and welfare of Roosevelt Park’s residents and to ensure the compatible, logical use of property. The criterion that may be used in performing this review is outlined in the City’s Zoning Ordinance.

In order to process a request, the applicant must submit a completed application form with the detailed information specified in Chapter 10 of the City’s Zoning Ordinance. Twelve

(12) copies of the application and accompanying plans/details must be submitted. This information will be forwarded to the Planning Commission with notes and comments from the City staff regarding the City's review of the application.

After completing their review of the proposed site plan, the Planning Commission will forward a recommendation to the City Council. The City Council may choose to conduct a public hearing of its own. The City Council will consider all information pertaining to the request, including comments and advisories by City staff. Once this has been done, the City Council will then consider the proposed Special Use Permit and will take one of the following actions:

- They will approve the requested Special Use Permit subject to the terms, conditions and restrictions outlined in the application;
- They will approve the proposed Special Use Permit with additional terms, conditions and restrictions as determined by the City Council;
- The City Council will deny the requested Special Use Permit. An explanation for the City Council's denial will be provided to the applicant.

Persons aggrieved by the decision of the City Council regarding the granting or denial of a Special Use permit may file an appeal to have the decision reviewed by the Roosevelt Park Zoning Board of Appeals. Application forms for the Zoning Board of Appeals are available at City Hall.

**SPECIAL USE PERMIT APPLICATION  
REQUIRED INFORMATION:**

I. Name of Applicant/Owner requesting the Special Use Permit.

A. Applicant

1. Name(s) Katie Eikenberry, Aaron Eikenberry
2. Address(s) 1534 Chapel Rd.
3. Phone(s) (231) 750-2521 (231) 750-1936

B. Owner of property if different than above.

1. Name(s) \_\_\_\_\_
2. Address(s) \_\_\_\_\_
3. Phone(s) \_\_\_\_\_

II. Location of Property

A. Parcel number, legal description, street name and number if assigned:

Roosevelt Park No 4 Lot 894

B. A drawing(s) indicating all of the following information shall also be submitted with the application (such drawing shall be to scale). Special Use Permit requests not seeking final site plan approval may not need to submit all of the items identified. Please indicate on the application if you are seeking preliminary or final site plan approval.

1. Small scale sketch of an area within one quarter (1/4) mile of the subject property showing the property location;
2. Date of preparation/revision;
3. Name, address, and professional seal of the preparer;
4. The topography of the site at a minimum of five (5) foot intervals and its relationship to adjoining land;
5. Existing man-made features;
6. Dimensions of setbacks, locations, heights and size of buildings and structures, including the locations of existing buildings or structures within one-hundred (100) feet of the property;
7. Street rights-of-way, indicating proposed access routes, internal circulation, relationship to existing rights-of-way, and curb cuts within one-hundred (100) feet of the property;

8. Proposed grading;
9. Location, sizes, and type of drainage, sanitary sewers, water services, storm sewers, and fire hydrants;
10. Location, sizes, and type of fences, waste receptacles, landscaping, buffer strips and screening;
11. Location, sizes and type of signs and on-site lighting, including information regarding lighting levels at the edges of the site;
12. Proposed parking areas and drives. Parking areas shall be designated by lines showing the individual spaces and shall conform with the provisions of the Zoning Ordinance on parking;
13. Any public and private easements;
14. Dimensions and number of proposed lots;
15. Significant natural features, and other natural characteristics, including but not limited to open space, stands of trees, flood plains, lakes and other significant natural features;
16. Building elevations.

C. You may also include photographs or other exhibits if you feel they aid in clarifying your request.

### III. Nature of Request

A detailed description of the requested Special Use should be provided in the space below. Be very specific in describing the project, referring to applicable sections of the Zoning Ordinance when possible. The description should include a detailed timeline for the implementation of the project. Attach additional sheets if necessary.

We are requesting special use of our land to operate  
a group day care home for infants, toddlers and  
preschoolers from the hours of 7:00 am - 6:00 pm. (Sec 10.6)  
our business will not contradict the residential character  
of the neighborhood or obtain the appearance of a  
commercial business (Sec 10.6 J.1.). We will be using  
the inside of our home which will be compliant  
with state licensing regulations as well as our  
rear fenced in yard for play and care of children  
(Sec. 10.6 J.3. and J.6.). Our business will be operated  
in a fashion that is respectful to neighbors and  
surrounding areas (Sec 10.4 C.3-4). our projected  
timeline to begin our business is as follows:

- 1) Complete Childrens Nursery - By Jan. 15, 2023
- 2) Become officially licensed - By March 1, 2023
- 3) Take Application - By April 1, 2023
- 4) start Day Care - May 1, 2023

(Sec 10.6 J.4.)

IV. Basis for Approving the requested Special Use

In the space below, the applicant should outline how the proposed site plan and requested Special Use complies with the standards for granting a Special Use Permit. Attach additional sheets if necessary.

The special use of our property will adhere to the zoning ordinance of Roosevelt Park. The Day Care Business will be adequately served by necessary public facilities. The proposed land use will demonstrate and remain in compliance with any specific requirements of special land use for Group Day Care Homes.

V. Effect of Request on Other Properties

1. If the proposed use is approved, what effect will there be regarding the demand placed on governmental facilities?

No extra demand should be placed on governmental facilities due to the special use of our property.

2. Will a substantial change be effected in the character of the neighborhood or will a substantial detriment be created for adjoining properties?

Although some noise may be apparent due to the nature of caring for children (children playing, crying, etc) we will do everything possible to eliminate and reduce noise so it does not become a substantial detriment to adjoining properties. As vehicles arrive for child pick up and drop off we will create a system for a smooth transition as to not disturb the flow of traffic or the blocking of any roads / neighbors driveways.

PROCESSING PROCEDURE:

- I. Upon completion of the above information and submission of the application and related materials and/or exhibits, the request will be scheduled to appear before the Planning Commission. This meeting will only be scheduled when it is found that your application is complete and all information is included.
  
- II. The Planning Commission will consider the request at their next scheduled meeting. The applicant will be given an opportunity to explain their request to the Planning Commission. It will be at the discretion of the Chair of the Planning Commission whether or not to allow or hear public comments or questions regarding the proposed site plan. The Planning Commission will consider all the information provided to them regarding the request. This will include staff reports and advisories. Once the Planning Commission has gathered all of the information necessary to make a decision, they will make a recommendation to the City Council to take one of the following actions:
  - A. Approve the requested Special Use Permit subject to the terms and conditions set forth in the application.
  - B. Approve the requested Special Use Permit subject to amended and/or additional terms and conditions the Planning Commission determines reasonable and appropriate to maintain the public health, safety and welfare. This may also include financial or other guarantees that will ensure compliance with the stated terms of approval.
  - C. Deny the requested Special Use Permit as not being in the public interest and as being contrary to the basic spirit and intent of the Zoning Ordinance.
  
- III. The City Council will consider the recommendation of the Planning Commission at the first Council meeting after receiving the recommendation. The City Council may or may not take additional comments and input from the public. The City Council may or may not follow the recommendation of the Planning Commission and will choose one of the three options outlined under II.

ACKNOWLEDGEMENT AND CERTIFICATION:

It is hereby acknowledged that the applicant(s) has fully read and completed the above application. It is also understood that any approval of the Planning Commission and City Council regarding this Special Use Permit does not relieve the applicant from obtaining other applicable authorization, (for example: building and electrical permits, business license, etc.). The applicant(s) also understands that the submission of incomplete or inaccurate information will only result in delays.

Signature of Petitioner

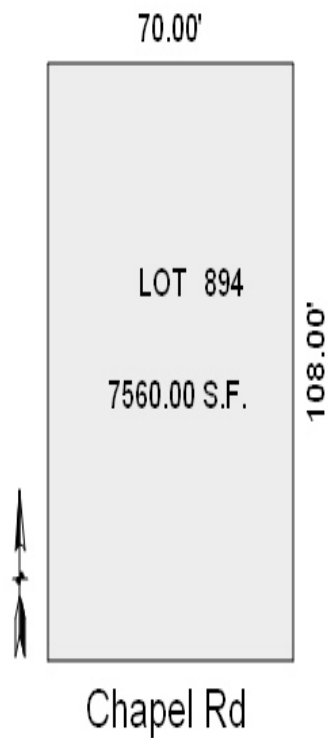
Date

Signature of Petitioner

Date

Signature of Owner if different than petitioner

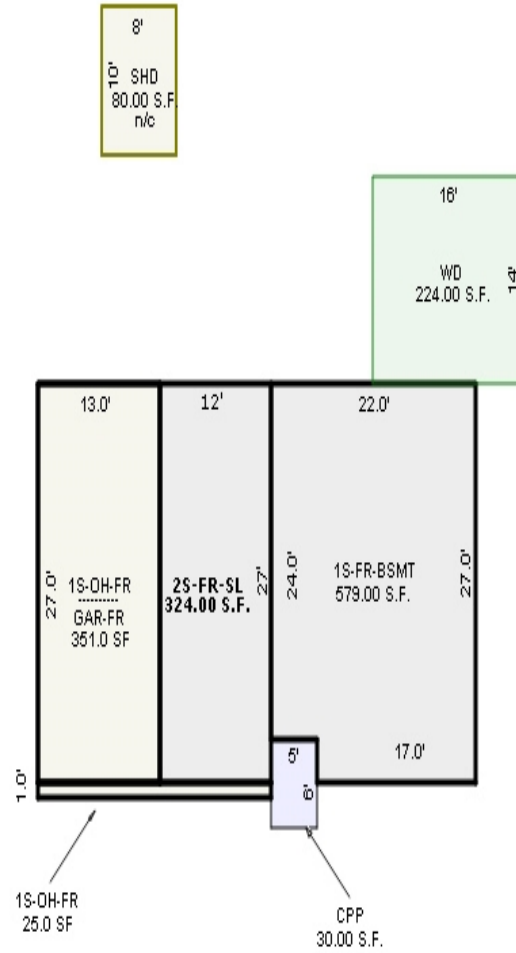
Date



Sketch by Apex Medina™

\*\*\* Information herein deemed reliable but not guaranteed\*\*\*





Sketch by Apex Medina™

\*\*\* Information herein deemed reliable but not guaranteed\*\*\*

You are currently running an experimental version of Earth.

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Perimeter

110.07 m



Area

730.21 m<sup>2</sup>



Start new



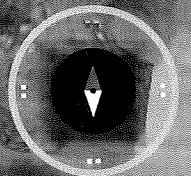
Google Earth

Imagery date: 6...

10 m

Camera: 295 m

43°11'50"N 86°16'5...



- SERVICES**
- Public Records Search
  - All Record Search
  - Assessing Search
  - Current Tax Search
  - Delinquent Tax Search
  - Property Sale Search
  - Utility Billing Search
- PERFORMANCE DATA**
- MI Community Financial Dashboard
- Performance Dashboard
- EMPLOYMENT OPPORTUNITIES**
- All Employment Opportunities (List)
- Search for Employment Opportunities
- Employment Opportunities Near Me
- View My Profile
- MUNICIPALITIES**
- Select a Municipality
- Recent
  - Muskegon County
  - Oakland County
  - City of Muskegon
  - Oshtemo County
  - Grand Haven Township
  - City of Grand Haven
  - Georgetown Township
  - Brandon Township
  - City of Hudsonville
  - Holland Charter Township
- ACCOUNT**
- Parents Avail
- Parents Avail@gmail.com
- Account Settings
- Remote Assistance
- Sign Out

**1534 CHAPEL RD MUSKEGON, MI 49441 (Property Address)**

Parcel Number: 25-544-000-0294-00

**Property Owner: EIKENBERRY AARONKATIE**

**Summary Information**

- Residential Building Summary
- Year Built: 1964
- Full Baths: 2
- Sq Feet: 1603
- Bedrooms: 4
- Half Baths: 0
- Acres: 0.174

Assessed Value: \$68,300 | Taxable Value: \$74,332  
Property Tax Information Fund

**Property Information** | Tax Information | Delinquent Tax Information

Jump To: Owner and Taxpayer Information | General Information for Tax Year 2022 | Land Information | Legal Description | Land Division Act Information | Sale History | Building Information - 1603 sq ft MULTI-LEVEL (Residential)

Click here to add this parcel to your favorite records for easy access on your next visit.

**Owner and Taxpayer Information**

Owner	EIKENBERRY AARONKATIE 1534 CHAPEL RD MUSKEGON, MI 49441	Taxpayer	SEE OWNER INFORMATION
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**General Information for Tax Year 2022**

Property Class	401 RESIDENTIAL-IMPROVED	Unit	25 CITY OF ROOSEVELT PARK
School District	MONA SHORES SCHOOL DISTRICT	Assessed Value	\$68,300
MAP #	RP-RP40E24	Taxable Value	\$74,332
USER NUM IDX	0	State Equalized Value	\$98,300
USER ALPHA 1	No Data to Display	Date of Last Name Change	10/21/2016
USER ALPHA 3	No Data to Display	Notes	No Assessed
Historical District	No	Genesis Block Group	No Data to Display
USER ALPHA 2	No Data to Display	Exemption	No Data to Display

**Principal Residence Exemption Information**

Homestead Date	10/21/2016
Principal Residence Exemption	June 1st
2022	100.0000 %
	100.0000 %

**Previous Year Information**

Year	MSOR Assessed	Final SEV	Final Taxable
2021	\$69,900	\$69,900	\$71,948
2020	\$63,400	\$63,400	\$70,955
2019	\$60,200	\$60,200	\$69,632

**Land Information**

Zoning Code	SFR	Total Acres	0.174
Land Value	\$18,000	Land Improvements	\$972
Renaissance Zone	No	Renaissance Zone Expiration Date	No Data to Display
ECF Neighborhood	R4 OR RES/541-545	Mortgage Code	No Data to Display
Lot Dimensions/Comments	No Data to Display	Neighborhood Enterprise Zone	No

Lot(s)	Frontage	Depth
Lot 1	70.00 ft	108.00 ft
	Total Frontage: 70.00 ft	Average Depth: 108.00 ft

**Legal Description**

CITY OF ROOSEVELT PARK ROOSEVELT PARK NO 4 LOT 834

**Land Division Act Information**

Date of Last Split/Combine	No Data to Display	Number of Splits Left	Not Available
Date Form Filed	No Data to Display	Unallocated Dirs of Parent	0
Date Created	01/01/2001	Unallocated Dirs Transferred	0
Acres of Parent	0.00	Rights Were Transferred	Yes
Split Number	0	Courtesy Split	No
Parent Parcel	No Data to Display		

**Sale History**

Sale Date	Sale Price	Instrument	Grantor	Grantee	Terms of Sale	Liber/Page	Comments
09/23/2016	\$135,000.00	VD	SRUBA DENNIS J REVOCABLE TRUST	EIKENBERRY AARONKATIE	03-ARMS LEVIGHT	4101721	CONV
04/15/2016	\$0.00	OTH	SRUBA DENNIS J		21-NOT USED/OTHER	4101719	DEATH CERTIFICATE
10/10/2011	\$105,000.00	VD	DEWITT RICHARD A MARY A	SRUBA DENNIS J REVOCABLE TRUST	03-ARMS LEVIGHT	3033587	119 DOM.CASH

**Building Information - 1603 sq ft MULTI-LEVEL (Residential)**

**General**

Floor Area	1603 sq ft	Estimated TCV	\$163,436
Garage Area	633 sq ft	Basement Area	579 sq ft
Foundation Size	1,254 sq ft		
Year Built	1964	Year Remodeled	No Data to Display
Occupancy	Single Family	Class	C
Effective Age	38 yrs	Tri-Level	Yes
Percent Complete	0%	Heat	Forced Heat & Cool
AC w/Separate Ducts	No	Wood Stove Add-on	No
Basement Rooms	0	Water	Public Water
1st Floor Rooms	0	Sewer	Public Sewer
2nd Floor Rooms	0	Style	MULTI-LEVEL
Bedrooms	4		

**Area Detail - Basic Building Areas**

Height	Foundation	Exterior	Area / Heated
1 Story	Basement	Siding	579 sq ft 1 Story
2 Story	Slab	Siding	324 sq ft 2 Story
1 Story	Bk-In Gar	Siding	351 sq ft 1 Story

**Area Detail - Overhangs**

Area	Story Height	Exterior	Included in Size for Rates
25 sq ft	1 Story	Siding	No

**Exterior Information**

Brick Veneer	264 sq ft	Stone Veneer	0 sq ft
--------------	-----------	--------------	---------

**Basement Finish**

Recreation	0 sq ft	Recreation % Good	0%
Living Area	746 sq ft	Living Area % Good	0%
Walk Out Doors	0	No Concrete Floor Area	0 sq ft

**Plumbing Information**

3 Future Bath	2
---------------	---

**Garage Information**

Area	351 sq ft	Exterior	Siding
Foundation	42 inch	Common Wall	1 Wall
Year Built	No Data to Display	Finished	No
Auto Doors	0	Mach Doors	1

**Porch Information**

CRP	30 sq ft	Foundation	Shallow
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**Deck Information**

Treated Wood	224 sq ft
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\*Disclaimer: BS&A Software provides BS&A Online as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or implied. Please contact your local municipality if you believe there is an error in the data.



- SERVICES**
- Public Records Search
  - All Record Search
  - Assessing Search
  - Current Tax Search
  - Delinquent Tax Search
  - Property Sale Search
  - Utility Billing Search
- PERFORMANCE DATA
  - MI Community Financial Dashboard
  - Performance Dashboard
- EMPLOYMENT OPPORTUNITIES
  - All Employment Opportunities (Local)
  - Search for Employment Opportunities
  - Employment Opportunities Near Me
  - View My Profile
- MUNICIPALITIES
  - Select a Municipality
  - Recent
    - Muskegon County
    - Oakman County
    - City of Muskegon
    - Oakman County
    - Grand Haven Township
    - City of Grand Haven
    - Georgetown Township
    - Brandon Township
    - City of Hudsonville
    - Holland Charter Township
- ACCOUNT
  - Patricia Averill
  - Patricia.Averill@gmail.com
  - Account Settings
  - Remote Assistance
  - Sign Off

1634 CHAPEL RD MUSKEGON, MI 49441 (Property Address)  
Parcel Number: 25-544-000-004-00



**Property Owner: EIKENBERRY AARONKATIE**

**Summary Information**

- Residential Building Summary
  - Year Built: 1964
  - Full Baths: 2
  - Sq Feet: 1603
- Bedrooms: 4
- Half Baths: 0
- Acre: 0.174

Assessed Value: \$58,300 | Taxable Value: \$74,322  
Property Tax Information Fund

Property Information | Tax Information | Delinquent Tax Information

Jump To: Owner and Taxpayer Information | General Information for Tax Year 2022 | Land Information | Legal Description | Land Division Act Information | Sale History | Building Information - 1603 sq ft MULTI-LEVEL (Residential)

Click here to add this parcel to your favorite records for easy access on your next visit.

**Owner and Taxpayer Information**

Owner: EIKENBERRY AARONKATIE  
1634 CHAPEL RD  
MUSKEGON, MI 49441

Taxpayer: SEE OWNER INFORMATION

**General Information for Tax Year 2022**

Property Class: 401 RESIDENTIAL-IMPROVED  
School District: MONA SHORES SCHOOL DISTRICT  
MAP #: RP-994-0084  
USER NUM IDX: 0  
USER ALPHA 1: No Data to Display  
USER ALPHA 3: No Data to Display  
Historical District: No  
USER ALPHA 2: No Data to Display

Unit: 25 CITY OF ROOSEVELT PARK  
Assessed Value: \$58,300  
Taxable Value: \$74,322  
State Equalized Value: \$58,300  
Date of Last Name Change: 10/21/2016  
Notes: No Data to Display  
Census Block Group: No Data to Display  
Exemption: No Data to Display

**Principal Residence Exemption Information**

Homestead Date: 10/21/2016

Principal Residence Exemption	June 1st	Final
2022	100.0000 %	100.0000 %

**Previous Year Information**

Year	MEOR Assessed	Final SEV	Final Taxable
2021	\$59,600	\$59,900	\$71,943
2020	\$83,400	\$53,400	\$70,555
2019	\$50,200	\$50,200	\$59,632

**Land Information**

Zoning Code: SFR  
Land Value: \$18,000  
Renaissance Zone: No  
ECF Neighborhood: R6 (0 RES-541-545)  
Lot Dimensions/Comments: No Data to Display

Total Acres: 0.174  
Land Improvements: \$972  
Renaissance Zone Expiration: No Data to Display  
Mortgage Code: No Data to Display  
Neighborhood Enterprise Zone: No

Lot #	Frontage	Depth
Lot 1	70.00 ft	108.00 ft
Total Frontage: 70.00 ft		Average Depth: 108.00 ft

**Legal Description**

CITY OF ROOSEVELT PARK ROOSEVELT PARK NO 4 LOT 6M4

**Land Division Act Information**

Date of Last Split/Combine: No Data to Display  
Date Form Filed: No Data to Display  
Date Created: 01/01/2001  
Acreage of Parent: 0.00  
Split Number: 0  
Parent Parcel: No Data to Display

Number of Splits Left: 101-4-1-0094  
Unallocated Dirs of Parent: 0  
Unallocated Dirs Transferred: 0  
Rights Were Transferred: Yes  
Country Split: No

**Sale History**

Sale Date	Sale Price	Instrument	Grantor	Grantee	Terms of Sale	Libor Page	Comments
09/23/2016	\$135,000.00	VD	SRUBA DENNIS J REVOCABLE TRUST	EIKENBERRY AARONKATIE	03-ARM'S LENGTH	4101721	CONV
04/15/2016	\$0.00	OTH	SRUBA DENNIS J	SRUBA DENNIS J	21-NOT USED/OTHER	4101719	DEATH CERTIFICATE
10/10/2011	\$105,000.00	VD	DEWITT RICHARD A MARY A	SRUBA DENNIS J REVOCABLE TRUST	03-ARM'S LENGTH	3833587	119 DDM/CASH

**Building Information - 1603 sq ft MULTI-LEVEL (Residential)**

**General**

Floor Area	1,603 sq ft	Estimated TCV	\$158,426
Garage Area	638 sq ft	Basement Area	579 sq ft
Foundation Size	1,254 sq ft		
Year Built	1964	Year Remodeled	No Data to Display
Occupancy	Single Family	Class	C
Effective Age	36 yrs	To Level	Yes
Percent Complete	0%	Heat	Forced Heat & Cool
AC w/Separate Ducts	No	Wood Stove Add-on	No
Basement Rooms	0	Water	Public Water
1st Floor Rooms	0	Sewer	Public Sewer
2nd Floor Rooms	0	Style	MULTI-LEVEL
Bedrooms	4		

**Area Detail - Basic Building Areas**

Height	Foundation	Exterior	Area	Heated
1 Story	Basement	Siding	579 sq ft	1 Story
2 Story	Slab	Siding	324 sq ft	2 Story
1 Story	Br-In Gar	Siding	351 sq ft	1 Story

**Area Detail - Overhangs**

Area	Story Height	Exterior	Included in Size for Rates
25 sq ft	1 Story	Siding	No

**Exterior Information**

Brick Veneer	264 sq ft	Stone Veneer	0 sq ft
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**Basement Finish**

Recreation	0 sq ft	Recreation % Good	0%
Living Area	746 sq ft	Living Area % Good	0%
Walk Out Doors	0	No Concrete Floor Area	0 sq ft

**Plumbing Information**

3 Future Bath: 2

**Garage Information**

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**Deck Information**

Treated Wood	224 sq ft
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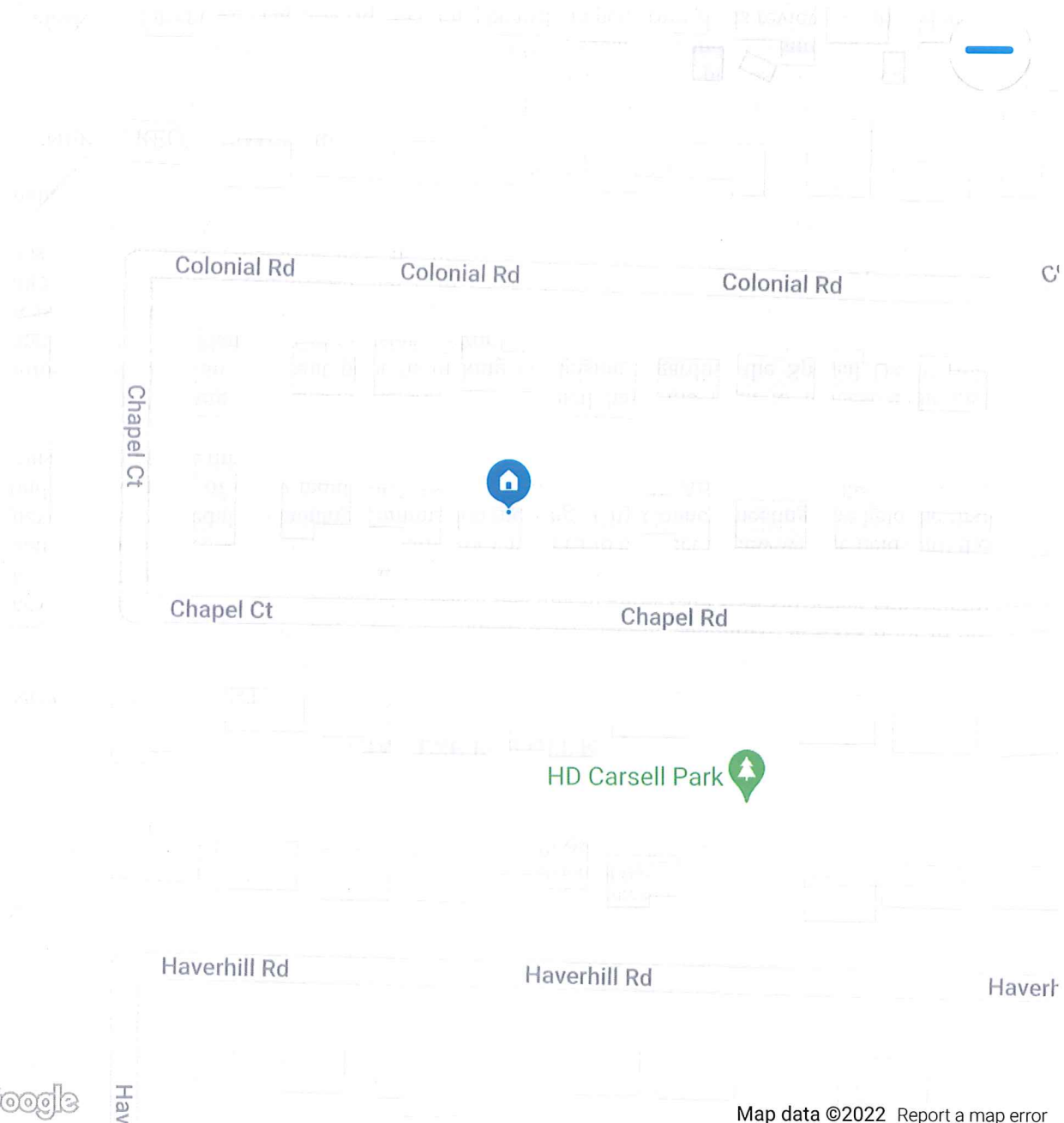


Directions

Save Home

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Road  Satellite  Lot lines



Map data ©2022 Report a map error

1534 Chapel Rd  
Muskegon, MI 49441

**ZONING APPROVAL FOR GROUP CHILD CARE HOMES**  
Michigan Department of Licensing and Regulatory Affairs  
Bureau of Community and Health Systems

Licensee Name: Eikenberry, Katie Lynn  
Licensee Address: 1534 Chapel Rd.  
Muskegon, MI 49441



License Type: DG – Group Child Care Home (capacity 7-12 children)

Zoning Authority:

According to the Michigan Zoning Enabling Act, 2006 PA 110, a group child care home located in a county or township shall be issued a special use permit, conditional use permit, or other similar permit if the group child care home meet specific standards. A group child care home located in a city or village may be issued a special use permit, conditional use permit, or other similar permit.

Please complete the lower portion of this form and return this completed form to the licensee/applicant.

If you have any questions or concerns, please contact the Michigan Department of Licensing and Regulatory Affairs, Bureau of Community and Health Systems, at 517-373-8300.

Thank you.

- Location is APPROVED by the local zoning authority.  
 Location is DISAPPROVED by the local zoning authority.

\_\_\_\_\_  
Signature of Zoning Authority                      Date                      Telephone Number

\_\_\_\_\_  
Printed Name of Zoning Authority                      Jurisdiction (City, Township)

AUTHORITY:1973 PA 116

COMPLETION:Required

PENALTY: Applicant cannot be licensed/registered

LARA is an equal opportunity employer/program.

**CHAPTER 10**  
**SPECIAL LAND USES**

**Section 10.1 INTENT AND PURPOSE**

- A. This Chapter is intended to respond to the functions and characteristics of an increasing number of new kinds of land uses, combined with conclusive experience regarding some of the older, familiar kinds of uses, which call for a more flexible and equitable procedure for properly accommodating these activities in the community. Rather than assigning all uses to special, individual, and limited zoning districts, it is important to provide control and reasonable flexibility in requirements for certain kinds of uses that will allow practical latitude for the applicant, but will maintain adequate provision for the security of the health, safety, convenience, and general welfare of the community's inhabitants.
- B. In order to accomplish this dual objective, provisions are made in this Ordinance for a more detailed consideration of each specified activity as it may relate to proposed conditions of location and design, size, operation, intensity of use, generation of traffic and traffic movements, concentration of population, processes and equipment employed, amount and kind of public facilities and services required, together with many other possible factors.
- C. Land and structure uses possessing these particularly unique characteristics are designated as Special Land Uses and may be authorized by the issuance of a Special Land Use permit, which contains conditions and safeguards necessary for the protection of the public welfare.
- D. The following sections, together with previous references in other Chapters of this Ordinance, designate those uses requiring a Special Land Use Permit. With any noted exceptions, the procedures for obtaining such a Special Land Use Permit shall apply to all special land uses indicated.

**SECTION 10.2 APPLICATION PROCEDURES**

**A. Application Procedures**

1. An application for Special Land Use shall be submitted to the zoning administrator at least thirty (30) days prior to the next planning commission meeting. If the zoning administrator deems that the application is complete per the requirements of Section 9.3, A,2 then the plans will be reviewed and submitted to the Planning Commission for their consideration. The zoning administrator has the ability to reduce or extend the thirty (30) day period if it is deemed appropriate (ex - the submitted site plan is very basic and

review can be performed in less than thirty (30) days or the site plan requires additional time due to the high level of detail and size of the project).

2. An application for a Special Land Use shall not be considered complete until all of the following materials have been submitted and deemed complete by the Zoning Administrator:
  - a. A completed application form, as provided by the City. The application shall be signed by an owner of, or person having an interest in, the property to be developed, or an authorized representative.
  - b. Twelve (12) copies of the Preliminary or Final Site Plan meeting the requirements of Section 9.3.
  - c. Payment of a fee, in accordance with a fee schedule, as determined by City Council resolution.
  - d. A legal description, including the permanent parcel number, of the subject property.
  - e. A statement with supporting evidence regarding the required findings as specified in Section 10.4
  - f. Other materials as may be required in this Chapter or by the Zoning Administrator, Planning Commission, or City Council.
3. An application shall not be accepted until all required materials are provided. Incomplete applications shall be returned to the applicant with an indication of the items necessary to make up a complete application.

### SECTION 10.3 REVIEW AND FINDINGS

#### A. Public Hearing

1. The Planning Commission shall schedule a public hearing within sixty (60) days thereafter after receipt of a complete application. This date may be extended upon written request by the applicant, or by agreement of the applicant and the Planning Commission.
2. The City Clerk shall cause to be published a notice of public hearing, not less than five (5) days nor more than fifteen (15) days in advance of the hearing and shall notify by regular mail or personal delivery the parties of interest and all property owners within three hundred (300) feet of the subject property.
3. Such notice shall describe the nature of the request; the location of the property involved, the time and place of the hearing, and indicate when and where the application may be examined and how written comments may be received.
4. Any person may speak or present documents or evidence in support of a position regarding the application at the public hearing.



- B. Upon conclusion of the hearing, and after time for deliberation, the Planning Commission shall make a recommendation to the City Council for approval, approval with conditions, or denial to the City Council. The Commission shall state its reasons for such recommendation in its minutes for submission to the Council.
- C. Upon receipt of a report and summary of hearing comments from the Planning Commission, the City Council may hold an additional public hearing, if it considers a further hearing necessary, using the same hearing requirements as the hearing held before the Planning Commission. The City Council, upon approval of an application for Special Land Use Permit, shall authorize the Zoning Administrator to issue the permit subject to the conditions specified by the City Council.

#### SECTION 10.4 GENERAL STANDARDS FOR MAKING DETERMINATIONS

- A. The Planning Commission and City Council shall review the particular facts, circumstances and evidence presented. The Planning Commission decisions shall be based on the General Standards of this Section and the applicable Specific Requirements contained in Section 10.5 and Section 10.6.
- B. It shall be incumbent upon the representatives of the applicant for a Special Land Use Permit to provide documentation and evidence in support of the proposal. It shall also be the obligation of the applicant to furnish evidence, or proof of compliance with the specific and general criteria contained in this Ordinance.
- C. **General Standards:** The General Standards are basic to all Special Land Uses; and the Specific Requirements of Section 10.5 and Section 10. are in addition to and shall be required in all applicable situations. All of the following general standards must be satisfied:
1. The proposed use shall be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing character of the general vicinity.
  2. The proposed use is served by necessary public facilities which are adequate or can be made adequate to serve the proposed use. Specifically, existing streets, storm water drainage, water supply, fire protection, police, emergency medical care, sanitary sewer disposal, solid waste disposal, and public recreation shall be adequate to serve the proposed project.
  3. The proposed use shall not be hazardous or disturbing to neighboring uses or cause any conflict to the existing use and quiet enjoyment of surrounding property.
  4. The proposed use shall not involve activities, processes, materials and equipment and conditions of operation that will have a significant impact to any person, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.

5. The proposed use shall be consistent with the intent and purpose of this Ordinance.
6. The site plan for the proposed use demonstrates compliance with any special land use specific design standards contained in Section 10.6.

#### SECTION 10.5 CONDITIONS AND SAFEGUARDS

- A. Before granting a Special Land Use Permit, the City Council may impose reasonable conditions or limitations upon the establishment, location, construction, maintenance, or operation of the use authorized by the Special Land Use Permit as may be necessary for the protection of the public interest.
- B. Such conditions may include those necessary to insure that public services and facilities affected will be capable of accommodating increased demand and facility loads; to protect the natural environment and conserve natural resources and energy; to insure compatibility with adjacent uses of land; to promote the use of land in a socially and economically desirable manner and be consistent with the general standards as established in this Ordinance and are necessary to meet the intent and purpose of the regulations contained in this Ordinance.
- C. The conditions imposed shall be recorded in the minutes of the City Council and shall remain unchanged except upon mutual consent of the City Council and the owner of the property affected. The City Council shall record in its minutes any changes in conditions of approval of Special Land Use Permits.
- D. Conditions and requirements stated as part of Special Land Use Permit authorization, including all plans, specifications and statements submitted with the application for a Special Land Use Permit, shall be a continuing obligation of its holder. The Zoning Administrator shall make periodic investigations of uses authorized by Special Land Use Permits to determine compliance with all requirements.
- E. Certification of Compliance: At final inspection or at other appropriate times the Zoning Administrator shall certify whether all conditions and other requirements of the City Council in its approval of the Special Land Use have been fulfilled.
- F. An application for a Special Land Use Permit which had been denied wholly or in part by the City Council shall not be resubmitted until the expiration of one (1) year or more from the date of denial, except in the case of newly discovered evidence or changed conditions found to be sufficient to justify reconsideration by the City Council.

- B. Upon conclusion of the hearing, and after time for deliberation, the Planning Commission shall make a recommendation to the City Council for approval, approval with conditions, or denial to the City Council. The Commission shall state its reasons for such recommendation in its minutes for submission to the Council.
- C. Upon receipt of a report and summary of hearing comments from the Planning Commission, the City Council may hold an additional public hearing, if it considers a further hearing necessary, using the same hearing requirements as the hearing held before the Planning Commission. The City Council, upon approval of an application for Special Land Use Permit, shall authorize the Zoning Administrator to issue the permit subject to the conditions specified by the City Council.

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  - 1. The proposed use shall be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing character of the general vicinity.
  - 2. The proposed use is served by necessary public facilities which are adequate or can be made adequate to serve the proposed use. Specifically, existing streets, storm water drainage, water supply, fire protection, police, emergency medical care, sanitary sewer disposal, solid waste disposal, and public recreation shall be adequate to serve the proposed project.
  - 3. The proposed use shall not be hazardous or disturbing to neighboring uses or cause any conflict to the existing use and quiet enjoyment of surrounding property.
  - 4. The proposed use shall not involve activities, processes, materials and equipment and conditions of operation that will have a significant impact to any person, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.

**SECTION 10.6 SPECIFIC REQUIREMENTS**

The requirements set forth in this Section relate to particular Special Land Uses and specific requirements in the appropriate districts which must be met in addition to the standards of Section 10.4. (rev. 9/19/03)

**A. Adult Uses**

1. In the development and execution of this subsection, it is recognized that there are some uses which, because of their very nature, have serious objectionable operational characteristics, particularly when several are concentrated in certain areas, or when located in proximity to a Residential District, thereby having a detrimental effect upon the adjacent areas. Special regulation of these uses is necessary to insure that these adverse effects will not contribute to the blighting or downgrading of the surrounding neighborhood. These controls of this subsection are for the purpose of preventing a concentration of these uses within any one area, or to prevent deterioration or blighting of a nearby residential or other neighborhood. These controls do not legitimize activities which are prohibited in other Sections of the Zoning Ordinance.
2. The lot or parcel on which the use is located shall not be closer than seven hundred fifty (750) feet from any residential use or zoning district, school, or church, measured from lot line to lot line.
3. The use is not located within a five hundred (500) foot radius of any two (2) other such uses, measured from lot line to lot line.
4. Any sign or signs proposed for the adult use business must comply with the requirements of this Ordinance, and shall not include photographs, silhouettes, drawings, or pictorial representations of any type, not include any animated illumination or flashing illumination.
5. No product for sale or gift, nor any picture or other representation of any product for sale or gift, shall be displayed so that it is visible by a person of normal visual acuity from the nearest adjoining roadway or property.
6. No adult use shall be open for business prior to ten (10) a.m., not after (10) p.m. However employees or other agents, or contractors of the business are permitted to be on the premises at other hours for legitimate business purposes such as maintenance, clean up, preparation, record keeping and other similar purposes.
7. For massage parlors, all persons massaging any client or customer must be certified as a massage therapist by the American Massage Therapy Association or be a graduate of a School of Massage Therapy that is certified by the State of Michigan.

2. No more than thirty-five (35) percent of the gross site area shall be covered by buildings.

H. Funeral homes and mortuary establishments.

1. Lighting for parking areas or outdoor activity areas shall be shielded to prevent light from spilling onto any residential district or use.
2. Minimum lot area shall be one (1) acre and minimum lot width shall be one-hundred and fifty (150) feet.
3. An off-street vehicle assembly area shall be provided to be used in support of funeral processions and activities. This area shall be in addition to the required off-street parking and its related maneuvering area.
4. No waiting lines of vehicles shall extend off-site or onto any public street.
5. Access driveways shall be located no less than one hundred (100) feet from street intersections rights-of-way lines or seventy-five (75) feet from any driveway throat edge.

I. Government and community service facilities

1. No building shall be closer than forty (40) feet to any property line or street right-of-way line.
2. No more than thirty-five (35) percent of the gross site area shall be covered by buildings.

J. Group day care homes.

1. The dwelling's exterior and property shall be maintained in a manner that is compatible with the surrounding area and does not change the residential character of the neighborhood. No sign shall be permitted and no evidence of the day care facility shall be visible from any street or adjoining property.
2. The lot shall contain the minimum area required for the district, plus one thousand eight hundred (1,800) square feet
3. An outdoor play area of at least one thousand eight hundred (1,800) square feet shall be provided in the rear yard. Such play area and any other outdoor areas accessible to children shall be completely enclosed with a fence at least four (4) feet high, but not more than six (6) feet high.
4. The day care operation shall be restricted to Monday through Friday only and between the hours of 7:00 a.m. and 6:00 p.m.
5. No group day care facility shall be established within one thousand five hundred (1,500) feet of any existing group day care home.
6. The facility shall comply with all other applicable State licensing regulations.

**NOTICE OF  
PUBLIC HEARING  
City of Roosevelt Park**

**NOTICE IS HEREBY GIVEN** of a public hearing to be held by the City of Roosevelt Park Planning Commission on Monday, March 27, 2023, at 6 p.m. in the Council Chambers, Roosevelt Park City Hall, 900 Oak Ridge Road, Roosevelt Park, MI 49441. The purpose of the public hearing is to hear and consider comments regarding a Special Land Use request for an in-home group childcare at 1534 Chapel Road.

Any questions pertaining to this request should be directed to the City Manager at (231) 755-3721 ext. 1954. The application may be reviewed, or written comments may be received until March 27, 2023 at 900 Oak Ridge Rd., Roosevelt Park, MI 49441.

ADA Policy: The City will provide necessary appropriate auxiliary aids and services to individuals with disabilities who want to attend the meeting upon forty-eight (48) hour notice to the City Clerk, City of Roosevelt Park, 900 Oak Ridge Road, (231) 755-3721 ext. 1950.

---

Ann Wisniewski  
City Clerk

Publish: March 17, 2023

March 20, 2023



City of Roosevelt Park City Manager

City of Roosevelt Park Mayor

City of Roosevelt Park City Council

To Whom it may concern;

We are writing to you regarding the Special Land Use request for 1534 Chapel Road. Our house is within three houses of the property in question.

Our questions are the following:

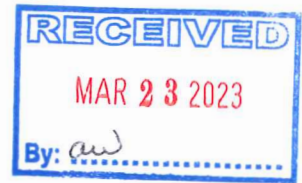
1. Is the planned use for a Day Care Center?
2. Is the planned use for an in-home group care facility for children with disabilities?
3. Is the planned use for a Foster Care facility?
4. Who will be watching and taking care of the children?
5. How will parking be affected?

We have no problem with the first four of these questions. What we do have a problem with is the safety of the kids and who will be watching them. There were many times last year when we had to come to a complete stop to keep from hitting the kids living there with our car as they either ran or rode their bikes across the street without looking. There were also times when kids were left in a stroller that was placed behind a car. Both cases could have resulted in serious consequences. In neither case were there any adults around to be seen. What will it be like if they have even more children to watch?

Because parking anywhere in our city is always at a premium, how will this be affected?

We would also prefer our concerns to be kept anonymous. We don't want any animosity with our neighbors.

March 22, 2023



Ann Wisniewski, City Clerk  
City of Roosevelt Park  
900 Oak Ridge Road  
Roosevelt Park, Michigan 49441

Ms. Wisniewski:


As I am unable to attend the public hearing regarding special land use for an in-home group child care at 1534 Chapel Road, I am writing this letter in response to your request for comment.

If this couple's request is granted and the State allows licensure of the home for a group day/foster care facility, I would ask that the following items be monitored for compliance:

- Strollers, children's bikes, riding toys, wagons, toy lawn mowers, and various children's toys not be strewn on the driveway and the yard 24/7 during the warm months.
- Any relatively large dogs not roam unleashed and wander (and to do whatever) in neighbors' yards.
- Care be taken by the providers when driving out of the driveway to avoid children on the sidewalk and cars passing in the street.
- Young children not be allowed to play in the middle of the street with little or no supervision.

As a social worker who spent my entire career in the area of child abuse and neglect (including in day care and foster care facilities), my response is guided not only by the impact on the neighborhood but by a deep interest in the children for whom care will be given.

Thank you.

  
Rosemary L. Stellino





**CITY OF ROOSEVELT PARK  
CITY COUNCIL MEETING  
April 3, 2023**

<b>Item:</b> Set Roosevelt Park Day Meeting Time and Date	<b>Date:</b> April 3, 2023
As we begin the planning for the 2023 RP day event, the upcoming Roosevelt Park Day event planning discussion needs to continue. The next meeting date needs to be set.	
<b>Financial Impact:</b> None	
<b>Recommendation:</b> Set a committee meeting for the next Roosevelt Park Day event	
<b>Signature:</b>	<b>Title:</b> City Manager



**CITY OF ROOSEVELT PARK  
CITY COUNCIL MEETING  
April 3, 2023**

<b>Parks and Rec By-Laws Approval</b>	<b>Date:</b> April 3, 2023
<p>As of December, a new Recreation and Parks Commission has been seated and as the board is brand new, the formal creation of by-laws was undertaken. During the Recreation and Parks Commission meeting on March 28<sup>th</sup>, a final draft of proposed by-laws was recommended for approval by the City Council.</p> <p>This is the first adoption of by-laws and as noted in the attachment, any subsequent amendments would have to be approved by a two thirds vote of approval and then resent to the City Council for final approval.</p>	
<b>Financial Impact:</b> None	
<b>Recommendation:</b> Approve the Recreation and Parks Commission By-Laws as presented and recommended by the Commission.	
<b>Signature:</b>	<b>Title:</b> City Manager

**BY-LAWS OF THE  
CITY OF ROOSEVELT PARK RECREATION AND PARKS COMMISSION**

ARTICLE I – NAME

The name of this Commission shall be the City of Roosevelt Park Recreation and Parks Commission.

ARTICLE II – OBJECTIVES

The objectives and purposes of the Commission are those set forth by the City Council of the City of Roosevelt Park by Ordinance No. 22-01 of August 8, 2022 which amends and adds Division 4. – Recreation and Parks Commission of Article IV of Chapter 2.

ARTICLE III – OFFICERS AND THEIR DUTIES

Section 1. The officers shall be a Chair, Vice-Chair and Recording Secretary.

Section 2. The Chair, who shall be a member of the Commission, shall have the privilege of discussing all matters before the Commission and to vote thereon. The Chair shall preside at all meetings and hearings of the Parks Commission and shall have the duties normally conferred by parliamentary usage on such Officers.

Section 3. The Vice-Chair, who shall be a member of the Commission, shall act for the Chair in their absence, keeping accurate records of meeting notes.

Section 4. The Recording Secretary, who shall be a member of the Commission or by Commission approval, may be provided as a member of staff, shall keep the minutes and records of the Commission, prepare the agenda of regular and special meetings with the Chair and/or Vice Chair, provide notice of special meetings to Commission members, arrange proper and legal notice of hearings and special meetings, attend to correspondence of the Commission and such other duties as are normally carried out by a Recording Secretary.

ARTICLE IV – ELECTION OF OFFICERS

Section 1. Nomination of office shall be made from the floor at the annual organization meeting that shall be held in January or the first regular meeting thereafter of each year and the elections shall follow immediately thereafter.

Section 2. A candidate receiving a majority vote of the entire membership of the Commission shall be declared elected and shall serve for one year or until their successor shall take office.

Section 3. Vacancies in officers shall be filled during the first meeting following the vacancies by election, with the candidate receiving the majority vote of the entire membership of the Commission.

ARTICLE V – COORDINATION OF DUTIES

The Commission shall be responsible for coordinating its actions in accordance with the Code of Ordinances, City of Roosevelt Park, Article IV, and as appropriate with City Council and City Staff.

ARTICLE VI – MEETINGS

Section 1. Business meetings will be held on the fourth Tuesday of each month at Roosevelt Park City Hall at 6:00 p.m.

Section 2. A quorum of the Commission of four (4) members and an affirmative vote of four (4) members shall be necessary to pass any motion involving the adoption or amending of plans, policy statements or recommendations to the Council.

Section 3. Special and work meetings may be called by the Chair or as requested by a majority of the members of the Commission. The notice of such a meeting shall specify the purposes of such meeting and no other business may be considered except by unanimous consent of the Commission. The Recording Secretary shall notify all members of the Commission in writing not less than five (5) days in advance of such special meeting. Special meetings shall be announced to the public not later than 48 hours in advance of such special meeting by posting such announcement at City Hall. All steps to create and notice any such regular or special commission meeting shall be in accordance with the Michigan Open Meetings Act as adopted.

Section 4. All meetings at which official action is taken shall be open to the general public.

Section 5. Roberts Rules of Order shall govern parliamentary procedure in Commission meetings inasmuch to any possible extent.

Section 6. Unexcused Absence will mean a Commissioner has not communicated to another Commissioner or proper staff in a verbal or written manner their intention not to attend a duly called meeting. After three (3) consecutive unexcused absences, a Commissioner may be asked to resign, subject to the approval of City Council.

#### ARTICLE VII – ORDER OF BUSINESS

Section 1. The order of business at regular meetings shall be:

- a. Roll Call
- b. Approval of Agenda
- c. Approval of minutes of previous meeting
- d. Unfinished business
- e. New business
- f. Board/Staff Reports
- g. Adjournment

Section 2. Order of business may be suspended by a vote of two-thirds of those members present.

#### ARTICLE VIII – COMMITTEES

The Chair for purposes and terms, which the Commission approves, may appoint special committees.

#### ARTICLE IX – HEARINGS

In addition to those required by law, the Commission may at its discretion, hold public hearings when it decides that such hearings will be in the public interest.

#### ARTICLE X – AMENDMENTS

These by-laws may be amended by a two-thirds (2/3) vote of the entire membership of the Commission.

DRAFT PRESENTED 2/28/2023

City of Roosevelt Park

*A Proud Community*

## **Informational Updates**

The following documents are informational updates and documents relating to our community. They are for your information only and no action is requested.



City of Roosevelt Park  
Planning Commission  
Meeting Minutes  
March 27, 2023  
6:00 pm

This meeting was called to order by Commissioner Bob Jakubowski at 6:00 p.m.

**PRESENT:** Commissioners: Mayor Aaron Langlois, Michael Sutton, Richard Isacson, City Manager Jared Olson, Amber Weerstra-Berdinski, Tyra Jonas, Donald Nilson-Hinton

**ABSENT:** None

**2023-013** **Roll Call**  
City Clerk Ann Wisniewski called roll call.

**2023-014** **APPROVAL OF MINUTES:**  
Mayor Langlois moved to accept the minutes of the January 30, 2023 meeting. This motion was supported by City Manager Olson and carried unanimously.

**2023-015** **PUBLIC HEARING:**  
**4A. Rezoning Request – 3145 Henry Street 61-25-16-000-0041-00**  
City Manager Olson moved to open the public hearing on the rezoning, of 3145 Henry Street. This was supported by Commissioner Weerstra-Berdinski and carried unanimously. City Manager Olson explained the purpose for the rezoning request.  
Roll Call: 8 Ayes, 0 Nays Motion Carries

- 2023-016**      **PUBLIC COMMENT:** on rezoning request -3145 Henry Street  
None
- 2023-017**      **CLOSE PUBLIC HEARING:** Rezoning Request 3145 Henry Street  
Commissioner Jonas moved to close the public hearing on the rezoning,  
of 3145 Henry Street. This was supported by Commissioner Weestra-  
Berdinski.  
Roll Call: 8 Ayes, 0 Nays Motion Carries
- 2023-018**      **PUBLIC HEARING:**  
**4B. Special Land Use Request – 1534 Chapel 61-25-544-000-0894-00**  
Mayor Langlois moved to open the public hearing on the SLU request of  
1534 Chapel Rd. This was supported by Commissioner Jonas.  
Roll Call: 8 Ayes, 0 Nays Motion Carries
- 2023-019**      **PUBLIC COMMENT:** on SLU-1534 Chapel Rd.  
Katie Eikenberry of 1534 Chapel Road explained her SLU request.
- 2023-020**      **CLOSE PUBLIC HEARING:** SLU – 1534 Chapel Rd.  
Commissioner Jakubowski made a motion to close the public hearing on  
on the SLU for 1534 Chapel Road. This motion was supported by  
Commissioner Jonas.  
Roll Call: 8 Ayes, 0 Nays Motion Carries
- 2023-021**      **NEW BUSINESS:**  
**6A. Planning Commission Decision- Rezoning Request -3145 Henry St.**  
Mayor Langlois moved to recommend the zoning amendment as  
presented and send it to the City Council meeting set for April 3,  
2023, for approval. This motion was supported by Commissioner  
Sutton.  
Roll Call: 8 Ayes, 0 Nay, motion carries.
- 6B. Planning Commission Decision – SLU Request 1534 Chapel Rd.**  
Commissioner Jakubowski moved to recommend the approval as  
presented for the SLU request for 1534 Chapel Rd. and send it to the City  
Council meeting set for April 3, 2023. for approval. This motion was  
supported by Commissioner Jonas.  
Roll Call: 8 Ayes, 0 Nays, motion passes.

**6C. Planning Commission Application – Recommendation to Approve**  
Commissioner Weerstra-Berdinski moved to recommend the approval of the application for a seat on the Planning Commission and send it to the City Council meeting set for April 3, 2023, for approval. This motion was supported by Commissioner Jakubowski.

**2023-022**      **COMMISSION MEMBERS QUESTIONS/COMMENTS:**

Commissioners asked questions.  
City Manager Olson shared city updates.

**2023-023**      **PUBLIC COMMENT:**

None

**2023-024**      **ADJOURNMENT:**

The meeting was adjourned at 6:40 p.m.

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Ann Wisniewski, City Clerk





**CITY OF ROOSEVELT PARK  
RECREATION AND PARKS COMMISSION  
ORGANIZATIONAL MEETING  
MEETING MINUTES  
March 28, 2023**

This meeting was called to order by Commission Chair Crossno at 6:01 p.m.

**PRESENT:** Mayor Aaron Langlois, Noah Crossno, Lauren Biksacky, Jessica Lambert, Jeff Grossenbacher, Karly Smothers, Tiffany Dugger

**ABSENT:**

**STAFF:** City Manager Jared Olson

Approval of Agenda: Motion by Crossno and seconded by Langlois to approve agenda as presented. Motion carried unanimously.

Approval of Meeting Minutes-February 28<sup>th</sup>, 2023: Motion by Langlois and seconded by Crossno to approve agenda as presented. Motion carried unanimously.

**NEW BUSINESS**

**Item A- MDNR Passport Grant Submittal**

Staff presented a brief overview of the current Parks Envisioned Plan along with discussion on grant opportunities and the draft Covered Performance Stage drawing and grant request. Direction was given to staff and Ms. Blough to submit a MDNR Passport Grant Application for a covered performance stage prior to the April 1<sup>st</sup> deadline

**Item B- Wells Park Capital Project**

Discussion ensued and the recommendation to remove the existing metal structures, none functioning light poles, and dilapidated benches and swings. A new sign will be included. Staff was directed to create and issue an RFP for the park overhaul and solicited project proposals for complete implementation and construction.

**Item C- Commission By-Laws Discussion**

By-law examples reviewed and discussed, and a final draft was presented. Motion by Grossenbacher and seconded by Crossno to recommend formal adoption of bylaws by the City Council as presented.

**Item D- Capital Fund and Budget Update**

Staff presented the current budget following the formal first quarter amendments that occurred by the City Council. Those amendments included the creation of the 208-capital millage fund and the revised GF budget with those corresponding expenditures.

**PUBLIC COMMENT**

-None

**ADJOURNMENT**

-Motion by Smothers to adjourn at 7:04 pm. Carried unanimously.

Minutes Submitted by City Manager/Commission Secretary Olson

DRAFT



# Muskegon Area Medication Disposal Program

*In coordination with the National DEA Take-back Program*

## MEDICATION & SHARPS COLLECTION

FREE

Drop off your unused or expired medications for proper disposal. Properly disposing of your unused medications, both over-the-counter and prescription, reduces the risk of accidental poisoning, environmental contamination, and misuse. Mark out patient information prior to drop off.

**Sharps accepted in appropriate containers**  
**Vaping devices accepted** (Please do not disassemble)

**Saturday, April 22, 2023**

10:00 AM - 2:00 PM

**Norton Shores Fire Department**

1100 E. Pontaluna Rd.  
Norton Shores, MI 49444

To learn more visit [www.mamdp.org](http://www.mamdp.org) or call 231-672-3201

Daily medication take-back sites are available, with locations listed on our website.

Become a fan and join the conversation on *Facebook*

### SHARPS SPONSOR:

Hospital Network Healthcare Services

### COALITION MEMBERS:

City of Muskegon Police

Health Project

Trinity Health Muskegon Hospital

Trinity Health Pharmacy

Muskegon County Sheriff

Norton Shores Police

### COMMUNITY PARTNERS:

CALL 2-1-1

City of Muskegon

City of Norton Shores

Drug Free Muskegon

Lakeshore Regional Entity

Muskegon Fire Dept.

Muskegon Township Fire Dept.

Muskegon Opiate Task Force

Norton Shores Fire Dept.

Public Health - Muskegon County

Senior Resources

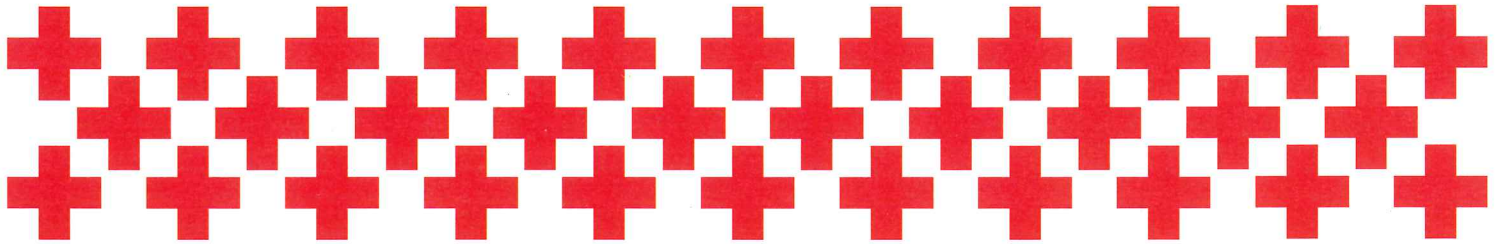


CITY HALL OFFICES WILL BE  
**CLOSED FRIDAY, APRIL 7**  
IN OBSERVANCE OF GOOD FRIDAY



# American Red Cross

*Give blood.* Help save lives.



## **Blood Drive** **City of Roosevelt Park**

Community Center  
3150 Glenside Blvd, Muskegon

**Monday, May 8, 2023**  
**12:00 p.m. to 5:45 p.m.**

For an appointment visit [RedCrossBlood.org](https://RedCrossBlood.org) and enter sponsor code: RooseveltPark, or call 1-800-RED CROSS (1-800-733-2767).



Scan to be directed to  
RapidPass®

**Streamline your donation experience and save up to 15 minutes by visiting [RedCrossBlood.org/RapidPass](https://RedCrossBlood.org/RapidPass) to complete your pre-donation reading and health history questions on the day of your appointment.**



Scan to schedule  
an appointment.



March 30, 2023

by US mail and email  
([jolson@rooseveltpark.org](mailto:jolson@rooseveltpark.org))

City of Roosevelt Park City Council  
Attn: Jared Olson  
900 Oak Ridge Road  
Roosevelt Park, Michigan 49441

Attorney Client Privileged and Confidential

**RE: Cranbrook Road**

Dear Mayor and Council Members,

The City requested our office outline the process and timeline for vacating Cranbrook Road. This process is governed by the Land Division Act, MCL 560.221 et seq. The process of vacating a platted street is part administrative and part litigation because it involves the filing of a lawsuit. Unless a named party objects to vacating Cranbrook Road, the process is almost entirely administrative. However, the administrative burden is significant and involvement by other owners' in the plat and local and state agencies is required. Due to the procedural requirements, coordination between state agencies, and the necessity of new plats, easements, and legal descriptions to be prepared, this process is especially lengthy and costly. The ultimate result is that the public dedication for use of Cranbrook Road as a public street is exterminated, and title to the land vests in the adjoining landowners subject to certain easements as recorded in an amended plat.

Vacating a public street is a multi-step process with requirements before, after and during the litigation. Below is a summary of each step with an anticipated timeline and suggestion for workload distribution.

**Step 1**

Due Diligence on road vacation proposal.

<b>Job</b>	<b>Completed by</b>	<b>Statute Reference</b>
Solicit input from department heads, stakeholders, and adjacent property owners.	City Staff	N/A
Research property ownership to determine necessary parties to lawsuit.	City Staff/City Attorney	MCL 560.224a
Research all known utilities on Cranbrook Road.	City Staff/ City Attorney	MCL 560.224a

Prepare proposed drawings of <i>post-vacated</i> Cranbrook Road for consideration by Utilities, State agencies, and adjacent property owners.	City Staff	MCL 560.229
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## **Step 2**

Preparation of filing circuit court complaint. This can be completed within 2 weeks of finishing Step 1.

<b>Job</b>	<b>Completed by</b>	<b>Statute Reference</b>
Prepare and distribute newsletters to named parties to advise them of the incoming lawsuit and the relief sought by the City.	City Staff	N/A
Draft Complaint.	City Attorney	MCL 560.223
Verify list of required parties to lawsuit.	City Attorney	MCL 560.224a
Prepare Council resolution to vacate Cranbrook Road and authorize lawsuit.	City Attorney	MCL 560.226(1)(c)

## **Step 3**

City Council action.

<b>Job</b>	<b>Completed by</b>	<b>Statute Reference</b>
Council passes resolutions to vacate Cranbrook Road and authorize filing of lawsuit.	City Council	MCL 560.226(1)(c)
Resolution is recorded with register of deeds and a copy sent to Department of LARA within 30 days.	City Staff/City Attorney	MCL 560.257(2)

## **Step 4**

File and serve complaint. This step will take 3 to 6 months.

<b>Job</b>	<b>Completed by</b>	<b>Statute Reference</b>
File Complaint.	City Attorney	MCL 560.223
Attend to service of process on State agencies and utilities.	City Attorney	N/A

First attempt of service of process on required owners in the plat (by certified mail RRR).	City Staff/ City Attorney	MCL 560.224a(2)
Second attempt of service of process on required owners in the plat (personal service).	City Staff/ City Attorney	MCL 560.224a(2)
Final attempt of service of process on required owners in the plat (publication).	City Attorney	MCL 560.224a(2)

### **Step 5**

Default parties and obtain consent stipulations from other parties. This step will take 1 to 3 months.

<b>Job</b>	<b>Completed by</b>	<b>Statute Reference</b>
Default served parties who have failed to file an answer to the complaint.	City Attorney	N/A
Request consent stipulations from State agencies and utilities.	City Attorney	N/A
Determine parties with substantive objections.	City Attorney	N/A

### **Step 6**

Resolve substantive objections to lawsuit, if any. Steps 6 and 7 could take 6 to 18 months depending on the substantive objections, if any.

<b>Job</b>	<b>Completed by</b>	<b>Statute Reference</b>
Negotiate with objecting party.	City Staff/City Attorney	N/A
Obtain trial date and brief legal issues.	City Attorney	MCL 560.226
Hold trial on substantive objections.	City Attorney	MCL 560.226



## **Step 7**

Finalize procedural steps of lawsuit. Can be combined with Step 6 depending on objections. Steps 6 and 7 could take 6 to 18 months depending on the substantive objections, if any.

<b>Job</b>	<b>Completed by</b>	<b>Statute Reference</b>
Coordinate with Department of LARA and remaining utilities for pre-approved final judgment.	City Attorney	MCL 560.229
Obtain default judgment against defaulted parties.	City Attorney	N/A
Obtain final judgment vacating Cranbrook Road.	City Attorney	MCL 560.226

## **Step 8**

Post-judgment procedures.

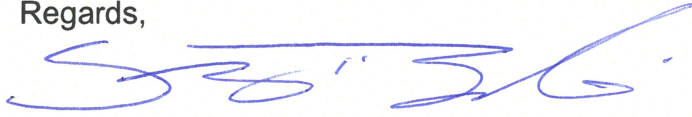
<b>Job</b>	<b>Completed by</b>	<b>Statute Reference</b>
Within 30 days of final judgment, record judgment with register of deeds.	City Staff/City Attorney	MCL 560.228
Prepare new/amended plat (includes surveys, legal descriptions, easements descriptions, and drawings).	City Staff/City Attorney	MCL 560.229
Obtain Department of LARA's approval of new/amended plat.	City Staff/ City Attorney	MCL 560.229
Submit final plat to local and state agencies and pay associated fees.	City Staff	MCL 560.241 <i>et seq.</i>

The City is currently in Stage 1—drawings are being solicited and research on existing utilities is being conducted. When a proposed drawing is completed and the utilities known, a complaint and Council resolutions can be prepared.

This entire process could be accomplished in 12 to 36 months depending on whether or not there are substantive objections by named parties and especially by adjoining landowners or utilities. The administrative costs (mailing, filing, recording, survey, drawings, service of process) will likely be greater than the attorney fees, but our office will work in coordination with City staff to reduce those costs.

I am happy to discuss this process in further detail and answer any questions.

Regards,



Sawyer T. Rozgowski  
Attorney



Direct P: (231) 722-5412

Direct F: (231) 722-5512

Email: [Sawyer@parmenterlaw.com](mailto:Sawyer@parmenterlaw.com)