

REGULAR MEETING OF THE BUCHANAN CITY COMMISSION
MONDAY, NOVEMBER 24, 2025 – 7:00 PM
CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI

AGENDA

THE COMMISSION OF THE CITY OF BUCHANAN, in compliance with Michigan's Open Meetings Act, hereby gives notice of a regular meeting of the Buchanan City Commission to be held in the Chamber of City Hall.

** Requests to be added to the agenda as a "Scheduled Matter from the Floor" should be submitted in writing to the City Clerk at least 5 business days prior to the scheduled meeting during which the speaker wishes to appear, and the approval of such requests remain within the discretion of the Mayor. If denied, the speaker may nonetheless speak during the "non-agenda items only" public comments section of the agenda.*

** Those who are unable to appear during a meeting but who still wish to share public comment may submit such comments in written form to the City Clerk at least 4 hours in advance of the meeting.*

** Individuals with disabilities may request necessary reasonable accommodations by submitting requests to the City Clerk, preferably at least 24 hours in advance.*

** Written requests and comments may be submitted to the City Clerk either in person or via mail to Buchanan City Hall, 302 N. Redbud Trail, Buchanan, MI 49107, or via email to clerk@cityofbuchanan.com*

I. Call to Order Public Hearing #1

II. Roll Call

III. Opening of Public Hearing #1

IV. Statement of Purpose and Announcement of Rules

- A. *The purpose of the public hearing is to hear public comments on a proposed Ordinance 2025.11/444 Unified Development Code, also referred to as the Zoning Ordinance. The proposed zoning ordinance to establish zoning districts and land use regulations governing the City of Buchanan, Berrien County, Michigan; to provide for regulations governing nonconforming uses and structures; to provide for a Zoning Board of Appeals and its duties and powers; to provide for the administration of this Ordinance including the official whose duty it shall be to enforce the provisions thereof; to provide penalties for the violations of this Ordinance; and to provide for conflicts with other ordinances or regulations.*

V. Close of Public Hearing #1

VI. Call to Order Public Hearing #2

VII. Roll Call

VIII. Opening of Public Hearing #2

IX. Statement of Purpose and Announcement of Rules

- A. *The public hearing aims to gather comments on proposed Ordinance 2025.12/445, which amends Chapter 34 of the code of ordinances, specifically Article 11 about even-year elections, Section 34-29 regarding the filing of nominating petitions.*

X. Close of Public Hearing #2

XI. Call to Order Public Hearing #3

XII. Roll Call

XIII. Opening of Public Hearing #3

XIV. Statement of Purpose and Announcements of Rules

- A. *The purpose of the public hearing is to hear public comments on the possible sale of city property located at the following addresses. After the public hearing, the commission will consider the sale of said properties: 405 Elizabeth Street · 411 Elizabeth Street · 416 Bluff Street · 418 Bluff Street · 420 Elizabeth Street · 314 Arctic Street · 503 Arctic Street · 418 Fulton Street · 724 W Roe Street · 907 Victory Street · 1104 Victory Street · 1106 Victory Street, (all located in Buchanan MI, 49107).*

XV. Close of Public Hearing #3

XVI. Call to Order the Regular Meeting

XVII. Recognition

XVIII. Pledge of Allegiance

XIX. Invocation

XX. Roll Call

XXI. Approve Agenda

XXII. Public Comment - Agenda Items Only *(3-minute limit)*

XXIII. Consent Agenda *(can be approved all in one motion, for general housekeeping items)*

- A. **Minutes**- *Consider approving the Regular Meeting Minutes from October 27th, 2025.*
- B. **Department Head Reports**- *Receive monthly reports.*

XXIV. Scheduled Matters from the Floor *(if any)*

XXV. Reports by: Departments, Committees, Boards

- A. **Election Report** - *Special Election November 4th, 2025.*

XXVI. Unfinished Business

- A. **Ordinance 2025.11/444**- *Consider the second reading and enactment of the Unified Development Code of the City of Buchanan (Zoning Ordinance).*
- B. **Ordinance 2025.12/445**- *Consider the first reading of Ordinance 2025.12/445, an Ordinance to amend Chapter 34, Elections Article II. Even Year Elections, Section 34-29. Filing of Nominating Petitions.*
- C. **Sale of City-owned Properties**- *Consider the sale of City-owned properties at: 405 Elizabeth Street-411 Elizabeth Street-416 Bluff Street-418 Bluff Street-420 Elizabeth Street-314 Arctic Street -503 Arctic Street-418 Fulton Street-724 W Roe Street-907 Victory Street-1104 Victory Street-1106 Victory Street*

XXVII. New Business

- A. **Restrictive Covenant**- *Consider allowing the city manager to execute the restrictive covenant updates on the former Clark Equipment historic properties.*
- B. **Introduction of Ordinance 2025.12/446**-*an Ordinance for Sanitary Lateral Sewer Service.*
- C. **CDBG Northside Home Repair Program**- *Consider the approval of the bid and contract award to Cameron's Construction in the amount of \$36,907.00 for 514 Moravia.*
- D. **Traffic Control Order #260**- *Consider Traffic Control Order #260: the westside of Days Ave, south of E. Chicago St and north of E. Roe St shall be a "no parking" zone, except in areas that are already posted as designated parking zones.*

- E. **Southwest Michigan Planning Commission**-*Consider Approval of Southwest Michigan Planning Commission Contract for 5-Year Parks & Recreation Plan*
- F. **Expenditures**-*Consider the expenditures that were approved administratively from November 10th and those from November 24th, totaling the amount of \$121,790.10.*

XXVIII. Communications *(informational only, formal board action is not necessary for these items, unless so desired)*

XXIX. Public Comment - Non-Agenda Items Only *(3-minute limit)*

XXX. Executive Comments

- A. City Manager Comments
- B. Commissioner Comments
- C. Mayor Comments

XXXI. Adjourn