



REGULAR MEETING OF THE BUCHANAN CITY COMMISSION

MONDAY, SEPTEMBER 28, 2026 – 7:00 PM

BUCHANAN CITY HALL | 302 N RED BUD TRAIL

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. Public Hearing No. 1

- A. *Call to Order: Public Hearing No. 1*
- B. *Roll Call*
- C. *Open Public Hearing No.1*
- D. *The purpose of the public hearing is to receive public comment regarding proposed ordinance 2026.09/455, Workforce Housing Payment in Lieu of Taxes (PILOT) Ordinance. The proposed ordinance would establish a process through which qualifying workforce housing developments or rehabilitation projects may receive an exemption from ad valorem property taxes and instead pay an annual service charge in lieu of those taxes.*
- E. *Public Comment-Speakers shall come to the podium, state their name, direct comments to the City Commission, and limit comments to the subject of the public hearing; comments may be limited to three (3) minutes per speaker, and all persons wishing to speak will be given an opportunity to do so.*
- F. *Close of Public Hearing No. 1*

II. Public Hearing No. 2

- A. *Call to Order: Public Hearing No. 2*
- B. *Roll Call*
- C. *Opening Public Hearing No. 2*
- D. *Statement of Purpose- The purpose of this public hearing is to receive comments regarding proposed amendments to the City of Buchanan Unified Development Code (UDC), including the following ordinances:*

Ordinance No. 2026.10/456 – Map Amendment (Rezoning), East Third Street and Skyline Drive – N Natural to I Industrial.

Ordinance No. 2026.10/457 – Unified Development Code Amendment – Downtown Design Review Overlay District.

Ordinance No. 2026.10/458 – Unified Development Code Amendment – Fencing, Lighting, Screening and Landscaping Standards.

Ordinance No. 2026.10/459 – Unified Development Code Amendment – Sign Standards.

Public comment will be taken separately for each proposed ordinance.

- E. *Public Comment-Speakers shall come to the podium, state their name, direct comments to the City Commission, and limit comments to the subject of the public hearing; comments may be limited to three (3) minutes per speaker, and all persons wishing to speak will be given an opportunity to do so.*

1) Public Comment- Ordinance No. 2026.10/456

2) Public Comment- Ordinance No. 2026.10/457

3) Public Comment- Ordinance No. 2026.10/458

4) Public Comment- Ordinance No. 2026.10/459

- F. *Close of Public Hearing No. 2*

III. Recognition

IV. Pledge of Allegiance

V. Invocation

VI. Roll Call

VII. Approve Agenda

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

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

- A. **Buchanan Harvest Fest Street Closure Request** -Consider approval of the Buchanan Area Chamber of Commerce's amended request for temporary street closures on October 3, 2026, for Buchanan Harvest Fest, including Front Street between Redbud Trail and Oak Street, Main Street from Dewey Street to Front Street, and the requested portion of Days Avenue. The requested closure time is revised to begin at 12:00 p.m. to 7:00 p.m.
- B. **Minutes-** Consider the Regular Meeting Minutes and Closed Session Meeting Minutes from September 14th, 2026.
- C. **Buchanan Track and Field Boosters Special Event Permit** - Consider approval of a Special Event Permit for the Buchanan Track and Field Boosters Fundraiser to be held on November 13 and 14, 2026, at the McCoy Creek Recreation Area, utilizing the same course used by the school cross-country team.

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

XI. Reports by: Departments, Committees, Boards

XII. Unfinished Business

- A. **Ordinance 2026.09/455-** Consider the 2nd reading and enactment of Ordinance 2026.09/455, a Workforce Housing Payment in Lieu of Taxes (PILOT) Ordinance.
- B. **Unified Development Code Amendments – Second Reading and Scheduling of Second Public Hearing**

Consider the second reading of the following proposed amendments to the City of Buchanan Unified Development Code and schedule the second public hearing for October 26, 2026:

- 1) Ordinance No. 2026.10/456 – Map Amendment (Rezoning), East Third Street and Skyline Drive – N Natural to I Industrial.
- 2) Ordinance No. 2026.10/457 – Downtown Design Review Overlay District.
- 3) Ordinance No. 2026.10/458 – Fencing, Lighting, Screening and Landscaping Standards.
- 4) Ordinance No. 2026.10/459 – Sign Standards.

- C. **Support for Buchanan Area Senior Center Millage Funding Distribution-** Consider approval of a letter to the Berrien County Board of Commissioners supporting the Buchanan Area Senior Center's position that the current equal seven-way distribution of Berrien County senior center millage funding remain in place.

XIII. New Business

- A. **FY 2027 Lead Service Line Replacement- Engineering Service Agreement** - Consider approval of the Professional Services Agreement with Prein & Newhof, Inc. for engineering design, bidding assistance, and construction-phase services related to the City's FY 2027 Drinking Water State Revolving Fund (DWSRF) Lead Service Line Replacement Project. The project is anticipated to replace approximately 200 lead/galvanized water service lines throughout the City.
- B. **Re-Award of 2026 General Paving Work** – Consider re-awarding the 2026 general paving work to Astrong Construction in an amount not to exceed \$125,000, with the City providing traffic control during the work. The revised proposal would allow the paving work, including Alexander Street and several other locations, to be completed during the remaining 2026 paving season rather than being delayed until spring 2027. Staff further recommends authorizing the City Manager to execute the necessary contract documents and close out the prior award to Rieth-Riley Construction.
- C. **Introduction of Ordinance No. 2026.11/460, Map Amendment (Rezoning), 1106 Victory Street-** Consider introduction of Ordinance No. 2026.11/460, a proposed map amendment to rezone the City-owned property located at 1106 Victory Street from N Natural to NE Neighborhood Edge, and direct staff to schedule the public hearing and first reading for October 26, 2026, following Planning Commission review and recommendation.
- D. **Expenditures-** Consider the expenditures in the amount of \$81,450.38

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

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

XVI. Executive Comments

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

XVII. Adjourn