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**MINUTES**

I. *The City of Buchanan Planning Commission, in compliance with Michigan’s Open Meetings Act, hereby gives notice of a Planning Commission meeting to be held in the Chamber of City Hall.*

II. *\* Comments may also be submitted in writing at least 4 hours in advance to the Community Development Director Richard Murphy at [rmurphy@cityofbuchanan.com](mailto:rmurphy@cityofbuchanan.com)*

*\* Buchanan City will provide necessary and reasonable auxiliary aide and services to those individuals with disabilities who wish to attend the public meeting upon receiving at least one (1) week’s prior notice. Any such individual requiring such aids or services should contact the city in writing or by telephoning: Buchanan City Clerk; 302 North Redbud Trail, Buchanan, MI 49107, 269-695-3844.*

**III. Regular Meeting - Call to Order**

Meeting called to order at 7:01 P.M.

**IV. Pledge of Allegiance****V. Roll Call**

Present: Chairman Jason Lietz, Kevin Barker, Ralph McDonald, Sean Denison, and Richard Martin

City Staff: Director of Community Development, Rich Murphy; City Clerk, Kalla Langston

**VI. Approve Agenda**

Community Development Director Murphy requested to add an item C., consideration of 101-103 Days’ façade plan per the recommendation of the Design Review Committee.

*Motion made by Barker, supported by Denison to adopt the agenda as revised. Voice vote carries unanimously.*

**VII. Public Comments - Agenda Items**

None.

**VIII. Approve Minutes**

A. *Consider approving minutes from September 13th, 2022.*

*Motion made by Barker, supported by Denison to approve the minutes as submitted. Voice vote carries unanimously.*

**IX. Old Business**

None.

**X. New Business**

A. *Site plan review for exterior site plan improvements by Honor Credit Union at 128 N. Main St.*

Honor will be resubmitting pending more information on the height of the canopy. They provided details on their plans for the drive through area. There was discussion about the large size of the parking lot and signage to accommodate traffic. Honor is potentially open to selling some of those parking spots.

B. *Buchanan Zoning Ordinance Project update and discussion.*

Richard Murphy gave an update on the Zoning update project. They've met with city stakeholders from downtown, the Northside neighborhood, the Preservation Society, and department heads. They've called a joint planning commission/city commission meeting as well. They've taken that feedback back to Placemakers who have produced a draft zoning ordinance. That draft has been distributed to the Planning Commission for their review before Placemakers returns on December 6<sup>th</sup>. Murphy would like to call a joint City Commission/Planning Commission/BARB meeting afterwards as well. The new zoning ordinance will address improvements such as home businesses, accessory dwelling units, and simplifying the document.

An additional workshop by the Planning Commission before the December 6<sup>th</sup> meeting was suggested. Barker wondered if the new ordinance should clearly address the definitions such as 'front yard' and 'side street.'

The Planning Commission asked Murphy generally why the zoning map would utilize different naming conventions. Murphy said that it reflected 23 years of changing in zoning but that it was Placemakers term.

It was decided that the Planning Commission would hold a workshop meeting on November 29<sup>th</sup> before the December 6<sup>th</sup> meeting with Placemakers.

C. *Consideration of 101-103 Days' façade plan per the recommendation of the Design Review Committee.*

They reviewed information from the Design Review Committee. The project will attempt to preserve the building and keep it historically consistent.

*Motion made by Barker, supported by Martin to acknowledge conflict of interest with Ralph McDonald. Voice vote carries with McDonald Abstaining.*

*Motion made by Barker, supported by Martin to approve façade grant for 101-103 Days as approved by Design Review Committee. Voice vote carries (Martin, Denison, Barker, Lietz) with McDonald Abstaining.*

**XI. Public Comment - Non-Agenda Items Only**

None.

**XII. Community Development Director Comments**

Murphy gave kudos to the Design Review Committee for the quality and helpfulness of their meetings.

**XIII. Commissioner Comments**

There was a report on the minutes from the last meeting of Friends of the Trail, a subcommittee. Two members are retiring so they had a potential new member sit in. Trek or Treat went well and continues to be a beloved community event supported by volunteers and city employees.

There was also a report on the meeting of the Tree Friends, also a subcommittee. They received a \$3500 grant from the Michigan Community Gateway Foundation for tree planting. They will plant trees in the Northside neighborhood around arbor day. They've also applied for a grant for a watering trailer.

**XIV. Adjournment**

*Motion made by Barker, supported by Martin to adjourned at 8:31 P.M. Voice vote carries unanimously.*

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*Chairman, Jason Lietz*

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*City Clerk, Kalla Langston*