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**AGENDA**

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

*\* Comments may be submitted in writing at least 4 hours in advance to the Community Development Director/Zoning Administrator at "mailto:rmurphy@cityofbuchanan.com" rmurphy@cityofbuchanan.com*

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approve Agenda**
- V. Public Comments - Agenda Items Only** *(3-minute limit)*
- VI. Approve Minutes**
  - [A.](#) *Consider approving Minutes from February 19, 2025.*
- VII. New Business**
  - [A.](#) *Signage proposed for Historic McCollum Livery Building.*
- VIII. Public Comment - Non-Agenda Items Only** *(3-minute limit)*
- IX. Staff/Committee Comments**
- X. Adjournment**



# DESIGN REVIEW COMMITTEE OF THE CITY OF BUCHANAN

WEDNESDAY, FEBRUARY 19, 2025 – 6:00 PM

CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI

## MINUTES

### I. Call to Order

Chairman Brayak called the meeting to order at 5:59 PM.

### II. Pledge of Allegiance

Chairman Brayak led in the Pledge of Allegiance.

### III. Roll Call

Present: Chris Brayak, Michael Rowland, Peter Lysy

Absent: Joe Paolucci, Dan Carlson

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

### IV. Approve Agenda

Motion made by Rowland, supported by Lysy to approve the agenda as presented. Voice Vote carries unanimously.

### V. Public Comments - Agenda Items Only (3-minute limit)

### VI. Approve Minutes

A. *Consider Approval of Minutes from July 10, 2024.*

Motion made by Rowland, supported by Brayak to approve the minutes from July 10, 2024.

### VII. Unfinished Business

### VIII. New Business

A. *Proposed facade improvements for B&W's Pour Decisions, LLC at 116 Main St.*

Murphy presented the following improvements with Jennifer and Michelle owners of B&W Pour Decisions.

#### 1) Overlay of the Existing Roof

- a. Murphy does not believe this is in the purview of the Design Review Committee as well as the Demo of the upstairs apartment. That would be worked out between the building official and himself.

#### 2) Replacement of the Front and Rear Exterior Doors

The front exterior door has been installed incorrectly, and the mechanism for raising and lowering the window blinds is located on the exterior of the door. Additionally, the door lacks an interior handle, making it difficult to pull the door shut and lock it.

The rear exterior door does not have a window for visibility and does not comply with Michigan code requirements for 32-inch exterior doorways. We plan to replace both doors with matching black metal doors that include windows for visibility. Given the ongoing downtown construction, the rear entrance may serve as the main point of entry for the next year.

3) Removal of the 2<sup>nd</sup> floor porch, support posts, and ladder.

The enclosed porch on the 2nd floor poses a significant safety risk. They are requesting the removal of the enclosed porch and the installation of a metal balcony with a retractable ladder.

DRC agreed that it needs to be removed if it is hazardous. The primary concern is how the area will look after the removal, as there is currently no design rendering available for the proposed replacement. The key points of concern include whether the new design meets code requirements and design standards. Brayak and Lysy would like to see the drawing before granting final approval to ensure that it fulfills these requirements. They do not have issues with the envisioned design itself, but they would like to review a rendering first.

The owners are worried about safety due to the second-floor door opening being uncovered after the porch is removed.

4) Removal of Rear Landscape

The rear landscape is overgrown, and we request approval to remove it when the weather allows. The intention is to create a small patio area at a later date.

5) Rear stair replacement

It will combine iron and wood to align with the vision for the balcony while ensuring compliance with code requirements.

6) Replacement of upstairs windows

The upstairs windows are unable to close. The proposal is to replace them with similar windows, with the only difference being that the middle split will not open. After discussions about whether to repair or replace them, the owners believe that the damage is too extensive, and that replacement is necessary due to weather-related issues. The plan is to maintain the original appearance while replacing the damaged areas. Brayak would like to see the double hung. Owners are okay with that.

7) Exterior Masonry Repair and Painting

With the removal of the upstairs porch, attached stairs, and replacement of existing exterior doors, they want to be able to repair the building masonry and paint where necessary. They are not planning on painting the brick in the front, it's only in the back of the building.

8) Exterior Sign Replacement

They would like to take the old sign and hang it inside the building. Additionally, they plan to replace it with a new name and logo displayed as a blade sign. They also want to install a flat sign on the back of the building.

Motion made by Rowland to approve as present. No support.

Motion made by Lysy, supported by Brayak recommends to the planning commission to approve the plans as presented with the exception that the rear façade be drawn and presented for administrative review with the complete final façade showing the balcony, new door on the second floor, the new sign on the back, including the steps/ladder and that the oriel window on the front of the building be double hung 1 over 1 and the dimensions of the new window match the existing definitions and projections from the wall. Voice votes carry unanimously.

Langston will contact the Planning Commission for a Special Meeting to get final approvals.

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

**X. Staff/Committee Comments**

**XI. Adjournment**

Brayak adjourned the meeting at 6:54 PM.

Buchanan City Community Development & Zoning  
 302 N. Redbud Trail  
 Buchanan, MI 49107  
 Phone: 269-695-3844 Ext.19  
 Fax: 269-695-0009  
 Email: [cmurphy@cityofbuchanan.com](mailto:cmurphy@cityofbuchanan.com)

### SIGN PERMIT APPLICATION

PROPERTY ID# 11-58-1500-0044-01-3  
 VALUE OF SIGN \$ \_\_\_\_\_ PERMIT FEE \_\_\_\_\_  
 JOB ADDRESS 206 Days Ave., Buchanan  
 SIGN OWNER'S NAME Brookline Enterprises  
 ADDRESS 433 Moccasin, Buchanan  
 PHONE# 269-262-2906 EMAIL camikawling@coreburein.com  
 SIGN CONTRACTOR'S NAME Signs Unlimited  
 ADDRESS 4121 Lincolnway E, Mishawaka, IN 46544  
 PHONE# 574 255 0500 EMAIL info@pwcgraphics.com  
 TYPE OF SIGN  
 BANNER \_\_\_\_\_ GROUND \_\_\_\_\_ WALL \_\_\_\_\_ ROOF \_\_\_\_\_ OTHER(specify) ☒ Hang from pulley

#### GROUND SIGN

SIZE OF SIGN FACE \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ SQ. FT.

HEIGHT OF SIGN FROM GRADE TO TOP OF SIGN \_\_\_\_\_

ATTACH DRAWING OF PLOT PLAN SHOWING LOCATION OF SIGN ON THE PROPERTY.

WILL SIGN BE ON THE PROPERTY RENDERING THE ADVERTISED GOODS OR SERVICES? \_\_\_\_\_

NUMBER OF GROUND SIGNS NOW ON THE PROPERTY \_\_\_\_\_

## WALL SIGN

SIZE OF SIGN FACE \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ SQ. FT.

NUMBER OF WALL SIGNS NOW ON THE BUILDING \_\_\_\_\_

LOCATION OF NEW WALL SIGN ON THE BUILDING \_\_\_\_\_

LENGTH OF BUILDING/STRUCTURE ON WHICH THE SIGN WILL

BE ATTACHED \_\_\_\_\_

IS THERE A SIGN ON THIS PROPERTY CURRENTLY? \_\_\_\_\_

IF SO, DESCRIBE \_\_\_\_\_

METHOD OF ATTACHING NEW SIGN \_\_\_\_\_

## ROOF SIGN

ATTACH DRAWING SHOWING SIZE, LOCATION &amp; ATTACHMENT METHOD

## OTHER SIGN

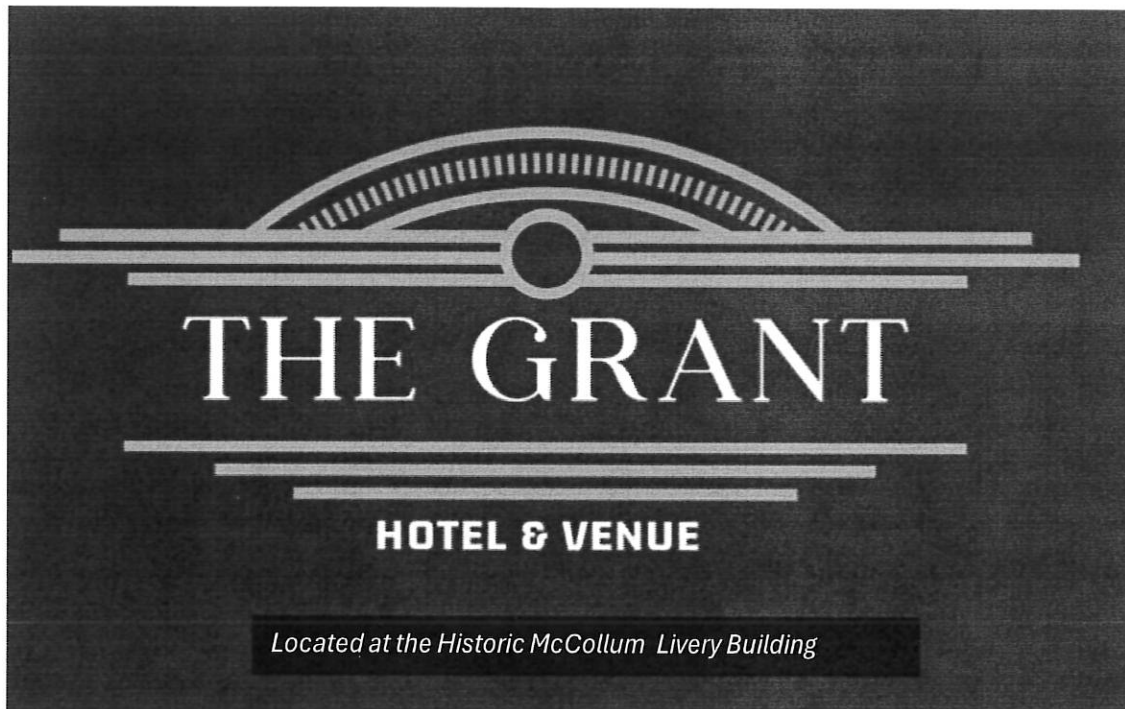
ATTACH DRAWING SHOWING SIZE, LOCATION &amp; ATTACHMENT METHOD

PLEASE ATTACH A SKETCH, PHOTO OR ARTISTIC RENDERING OF THE PROPOSED SIGN SHOWING THE OVERALL HEIGHT & LENGTH OF THE SIGN & THE NATURE OF THE ADVERTISING COPY TO BE ON THE SIGN.

ALL ELECTRICAL WORK/INSTALLATIONS MUST BE DONE BY A COMPANY WITH A VALID MICHIGAN SIGN SPECIALIST CONTRACTOR'S LICENSE OR A MICHIGAN MASTER ELECTRICAL LICENSE. ALL WORK MUST BE DONE IN CONFORMANCE WITH LOCAL ZONING ORDINANCES AND THE MICHIGAN BUILDING AND ELECTRICAL CODES. ELECTRICAL WORK REQUIRES A SEPARATE ELECTRICAL PERMIT AND INSPECTIONS.

APPLICANT'S SIGNATURE Cami Bowling DATE 4-30-2025

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_



**Sign Size: 3 X 3 = 9 Sq Ft**

**Location: Front of building hung from a pulley resembling the original structure to maintain the historic integrity of the building.**

