



DESIGN REVIEW COMMITTEE OF THE CITY OF BUCHANAN
WEDNESDAY, MAY 06, 2026 – 6:00 PM
CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI

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 the Meeting Minutes from April 9th, 2026.
- VII. Unfinished Business**
 - [A.](#) **Bylaws**- Review and consider approving the draft bylaws.
- VIII. New Business**
 - [A.](#) **Design Review Committee and the Unified Development Code**- Draft 1 of proposed changes review and discuss.
 - [B.](#) **Board Training**
- IX. Public Comment - Non-Agenda Items Only (3-minute limit)**
- X. Staff/Committee Comments**
- XI. Adjournment**



DESIGN REVIEW COMMITTEE OF THE CITY OF BUCHANAN
THURSDAY, APRIL 09, 2026 – 6:00 PM
CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI

MINUTES

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

Brayak called the meeting to order at 6:00pm.

II. Pledge of Allegiance

Brayak led in the pledge of allegiance.

III. Roll Call

Present: Brayak, Rowland, Carlson, P. Lysy

Absent: Paolucci

City Staff Present: Planning & Community Development Director Kristen Gundersen, Deputy Clerk & Administrative Coordinator Emma Lysy

IV. Approve Agenda

Rowland moved, seconded by P. Lysy, to approve the agenda as presented. Voice vote carried unanimously.

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

None.

VI. Approve Minutes

VII. Unfinished Business

VIII. New Business

A. 108 W Front Street - Consider for Approval of Modifications to Building - Windows, Doors, Paint, Signage

Carlson is the contractor for the project and presented the application to the Board. He introduced the applicant, Dustin Jankoviak, who owns Second & Main in Niles and will open Brick & Bloom in 108 W Front st.

The front door to the building is too narrow for a commercial building and has the incorrect swing. The building inspector told him the width would be grandfathered in provided the swing was changed. The board asked if Carlson already had a building permit for the exterior work, he responded they did. There will be a rear entrance that is ADA accessible in addition to the front entrance.

Rowland believes the door will fail quickly due to its age and increased use once the business is open and wants to consider building code. Gundersen spoke to the standards they should consider as a design review board. P. Lysy suggested that changing the hardware would extend the life of the door,

which is historic and should be preserved. Rowland suggested putting the old hardware on the new door.

There was discussion of the windows. Most are 1/1, with some 4/4 hung in the back. The board discussed replacing the windows with new ones of the same style. The applicant stated he has already purchased new doors and windows to replace existing. There was discussion of the rear deck. The applicant has removed some old units that were covering up old windows, where they will place an overhead door. There will be ADA accessibility at the rear entrance.

The awning has been removed. Carlson introduced the sign, which will be attached with mortar joints. The sign lettering would visually fit in the front façade details, and he will include a proper drawing when they go out for a sign permit.

Carlson also spoke to their desire to paint the exterior of the building blue, which they feel will make the building stand out. P. Lysy said the exterior bricks is historic and painting it would go against the most basic of Secretary of Interior standards, while creating long term maintenance. He said painting the metal on the east side of the building would be fine, but not the historic brick. Brayak and Rowland discussed there being different brick styles that could be unified by painting over them and suggested this constituted an extenuating circumstance that would allow for the painting of the brick.

There was discussion on their design standards and the application.

Brayak moved, seconded by Rowland, to approve the front door removal and replacement while using the original hardware where possible, replacement of windows with replacement windows being 4/4 if possible, removal of the awning as presented, signage providing the words fit, rear deck as presented, overhead rear door, and painting of the building provided no limestone is painted.

Yes: Brayak, Rowland

No: P. Lysy

Abstain: Carlson

Motion carries.

Jankoviak asked that the board and the City work to refine the Design Review process if they want to encourage development.

B. Review and Consider approval of Draft Downtown Design Review Committee Bylaws

Gundersen introduced the proposed draft bylaws. There was discussion on appointing alternates to serve on the committee when board members can't be present. Brayak stressed the need to have a completed application in hand before a building permit is issued. Rowland suggested postponing further discussion to the next regular meeting so they have additional time to review the draft.

Rowland moved, seconded by P. Lysy, to postpone reviewing and considering of the draft Downtown Design Review Committee Bylaws to the next regular meeting. Voice vote carried unanimously.

C. Review and discuss of Unified Development Code Sections Associated with Downtown Design Review Committee

Gundersen asked the board to consider what they'd like to have in the UDC as pertains to the Downtown Design Review Committee, and suggested they add their standards directly into the UDC. She'd like to see clarity and uniformity of standards.

Rowland moved, seconded by Carlson, to postpone reviewing and discussing the Unified Development Code sections associated with the Downtown Design Review Committee to the next regular meeting. Voice vote carried unanimously.

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

None.

X. Staff/Committee Comments

Gundersen introduced herself to the board and spoke to her background and experience.

XI. Adjournment

Rowland moved, seconded by P. Lysy, to adjourn at 8:25am. Voice vote carried unanimously.

Memorandum



Date: April 30, 2026
To: Downtown Design Review Committee
From: Kristen Gundersen, Planning and Community Development Director
Subject: **Review of Updated Draft Bylaws**

Background

During the April 1st meeting, the committee reviewed and discussed the draft bylaws prepared by staff. Several changes were requested and staff heard from members after the meeting for other changes. Attached is a redline version of the document which clearly shows the changes made.

All city appointed boards, commissions and committees have adopted bylaws providing basic information about the operation of the individual group. The Downtown Design Review Committee does not have any adopted bylaws. The format is in keeping with other bylaws recently adopted.

Next Steps

Review and discuss the updated draft bylaws and approve them or direct staff to make changes.

Downtown Design Review Committee Bylaws

Article 1. Name

The name of this board shall be the Downtown Design Review Committee, hereafter referred to as the "Committee."

Article 2. Responsibilities

The Committees responsibilities include, but are not limited to:

1. Review ~~requests- applications~~ associated with exterior alteration, expansion of existing building or proposed new development of properties located within the D Downtown District ~~and approve, approve with conditions or deny.~~
2. Uphold the adopted standards for review when acting on requests for Downtown Design Review
3. ~~Be ready to e~~Educate the community on the need for Downtown Design Review standards and the process for review and approval

Article 3. Officers and Members

Section 1. Membership

Board Size: The Board shall consist of five (5) ~~regular members and two (2) alternate members:~~

Eligibility: Membership shall be comprised of residents of the City of Buchanan ~~and-or~~ adjacent townships.

Term Length: Members shall serve three (3) ~~calendar fiscal-year terms, typically beginning July 1st and ending June 30th,~~ with the option for reappointment by the City Commission.

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Compensation: Members shall serve without compensation.

Section 2. Voting.

~~For each matter before the Committee, no more than five (5) members shall be seated and eligible to vote. All regular members of the Committee present at a meeting shall vote on every matter unless a member of the Committee has a conflict of interest as determined under these Bylaws and/or the adopted Code of Conduct. The alternate members present may take part in all deliberations of the Committee but shall not have a vote or make or second a motion unless a regular member is unable to vote because of absence or a conflict of interest. The first alternate member, if present and able to vote, shall have the priority to replace the first regular member that is absent or unable to vote. The second alternate member shall replace the first alternate member when the alternate member is eligible to vote but absent or unable to vote, or the second regular member that is absent or unable to vote.~~

Section 23. Vacancies

In the event of a vacancy among members or officers, the City Commission shall designate a successor to serve until the next regular election or appointment.

Section 34. Officers

The officers of the Board shall be elected by the Committee and shall include:

1. Chairperson
2. Vice-Chairperson
3. ~~Secretary~~

Section 45. Officer Elections

Officer elections shall be held at the regular meeting in July of each calendar year, provided a quorum is present.

Section 56. Term of Office

All officers shall take office upon election. The term of each office shall terminate June 30th ~~which corresponds with the end of appointments to the Committee-~~

Section 67. Officer's Duties**A. Chairperson**

The Chairperson shall preside at all meetings in accordance with these bylaws and all powers under parliamentary procedure as governed by "Robert's Rules of Order" and work with the City Commission and city staff as needed.

B. Vice-Chairperson

The Vice-Chairperson shall, in the absence of the Chairperson or at the Chairperson's request, perform the duties of that office.

C. Secretary

~~City staff will act as the secretary to the Committee and The Secretary~~ shall record attendance, actions, and proceedings of meetings of the Board and provide copies of approved minutes to the City of Buchanan.

Article 4. Meetings: Open Meetings, and Freedom of Information

The Committee is currently scheduled to meet on the first (1st) Wednesday of each month beginning at 6:00 p.m. Eastern Time.

Special Meetings may be called by the Chairperson or upon the request of two (2) board members. On occasion, city staff will discuss with the Chairperson the need to call a Special Meeting. Notice must be given at least 24 hours prior to the meeting and be given in a reasonable manner under circumstances then existing.

The business of the Committee shall be conducted at a public meeting of the Committee held in compliance with the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275. Public Notice of the time, date and place of a regular or special meeting shall be given in the manner required by that act.

Any writing prepared, owned, used, in the possession of, or retained by the Committee in the performance of an official function shall be made available to the public in compliance with the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246.

Committee members shall notify the staff liaison if they cannot attend a meeting. A meeting shall be cancelled due to lack of a quorum.

Article 5. Rules of Order and Amendments

The Committee shall follow procedures and rules set forth in these bylaws. When not covered by these bylaws, the most recent edition of Robert's Rules of Order shall apply. No changes shall be made to these bylaws without an affirmative vote of a majority of the Committee membership.

Article 6. Quorum

A quorum shall consist of at least three (3) of the five (5) Committee members. When a quorum is not present, no official action, except closing the meeting, may take place.

Article 7. Attendance

Members who miss more than 50% of regular meetings during a calendar year may be deemed ineligible to retain their seat. The Board shall vote on continued eligibility.

Article 8. Removal of Members

A member may be recommended for removal from the Committee for cause, including but not limited to:

1. Failure to meet attendance requirements (see Article 7)
- ~~1-~~ 2. Conduct detrimental to the Board's mission
- ~~2-~~ 3. Inability to fulfill the responsibilities of membership

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Removal shall require:

1. Notice to the member prior to the meeting when the vote will occur; and
2. An affirmative vote of a majority of the seated Committee members, provided a quorum is present.

Article 9. Conflict of Interest

Committee members shall avoid conflicts of interest and shall disclose any financial or personal interest in matters under discussion. Conflict of Interest are established within the City of Buchanan Code of Conduct. Matters of personal interest can include but are not limited to:

1. directly involving them;
2. concerning work on or the use of land owned by them or which is adjacent to land owned by them;
3. involving a corporation, company, partnership, or any other entity in which they are part owner, or any other relationship where they may stand to have a financial gain or loss;
4. concerning their relatives including spouse, children, step-children, grandchildren, parents, brothers, sisters, grandparents, parents, parents-in-law, etc or other members of the household;
5. concerning a person with whom they have such a close personal relationship that the member is unable to have a fair and impartial opinion;

6. _____ where their employee or employer is an applicant or agent for an applicant, or has direct interest in the outcome.

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If a conflict exists, the member shall discuss with the city staff liaison prior to the meeting. Once the meeting begins, the member shall disclose the conflict to the Committee; and Refrain from voting on the matter, and when appropriate, abstain from discussion.

Article 10. Follow Adopted City of Buchanan Code of Conduct

All members of the Committee shall conduct themselves in accordance with the adopted City of Buchanan Code of Conduct.

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Signature / Adoption Section

Chairperson Vice-Chairperson

Adopted by vote of membership: _____ Date: _____

Revised (if applicable): _____

Approved by the Downtown Design Review Committee on the ____ day of _____, 2026. **Attest:**

Attest: _____

DRAFT 2 - 05062026 DDRC meeting review

Memorandum



Date: April 30, 20256

To: Downtown Design Review Committee

From: Kristen Gundersen, Planning and Community Development Director

Subject: **Design Review Committee and the Unified Development Code (zoning ordinance) – Draft 1 of proposed changes**

Background

During the April 1st meeting, staff briefly started the discussion regarding the changes needed to the Unified Development Code as it relates to the design review committee. Staff believe it is important to include standards for review within the Unified Development Code to eliminate any confusion of those looking for information.

History

The City Commission adopted the Unified Development Code (UDC) in November 2025, and it became effective in December 2025. The UDC has elements of a form-based code which provides additional language for the design of buildings to help maintain built environment characteristics found in the different zoning districts. UDC documents can also include all regulations associated with the development of land including stormwater and engineering design standards, signage, subdivision regulations to name a few.

Language found in the 2003 zoning ordinance as amended is now superseded by the UDC adopted in 2025. Properties that were located in the C-3 Central Business District are now designated as D Downtown District in the UDC.

While the UDC is referenced in three locations, other sections provide development standards for properties located in the D Downtown District. The April 1st packet included an excerpt from the UDC as it relates to development in the D Downtown District which included:

- Article III – Section 71-14 Zoning districts – establishes zoning districts
- Figure 71-A – Zoning Map
- Section 71-16 – General Requirements
- Table 71-F Downtown D Standards – provides setback and glazing requirements
- Section 71-17 – Façade requirements – language pertaining to façade regulations
- Table 71-F Façade Types – provides information regarding Shopfronts, Awning or Canopy and Common Entry
- Article 4 – Administration – Section 71-33 Review and decision-making bodies. Section 71-33.E specifically references the Design Review Committee.

Memorandum

- Section 71-36 Specific standards for development approval includes Table 71-V Development Review Procedures and Section 71-36.H Downtown applications – provides language for staff review and approval

Discussion

The Planning Commission is reviewing other sections of the UDC to address concerns that have arisen since its adoption. The intent is there will be several sections amended at one time with remaining sections reviewed later.

At this time, staff is requesting the Design Review Committee review language found in the UDC and determine if any changes are necessary. Staff have confirmed with the Planning Commission that the DRC should review the existing language and direct staff to draft changes that would improve the existing document. Once the DRC is supportive of the draft changes they will be forwarded to the Planning Commission for review and inclusion in the future a larger amendment to the UDC which will require City Commission approval after two readings of the adopting ordinance and public hearings.

Below is a summary of the proposed changes:

1. Sections 71-5.A.9 and 71-14.A and 71-16H.12 - Creation of the Downtown Design Review Overlay District. This includes intent language for the purpose of the district and will include a map of the Downtown district for clarity. In addition, there is a short list of exceptions for design review.
2. Section 71-33.E Review and decision-making bodies – Downtown Design Review expanded existing language to include powers and duties of the committee along with where appeals are sent.
3. Sections 71-34 and 71-36 added Downtown Design Review Overlay District to notice information for clarity and updated review procedures to include staff as a decision-making body, and the planning commission as the appellant body.
4. Section 71-36.H Downtown Design review expanded section to include: 1) reference to overlay district; 2) approval process with language regarding no building or sign permits may be issued associated with exterior alterations until approval has been granted; 3) modified administrative approval to include city manager review and deleted criteria b regarding previous interpretations; 4) provided process for downtown design review committee approvals; 5) established objectives and standards for eight items associated with the exterior of the building along with appeal process; and 6) added term Downtown Design Review Overlay District to definitions under Overlay District.

Next Steps

Review and discuss the draft amendments proposed by staff. Direct staff make changes as needed.

New language is underlined and language to be deleted is stricken Disregard formatting.

Sec. 71-5 Zoning districts established

A. Zoning under this chapter is limited to the following district designations.

8. Short-term rental Overlay District allows short-term rental uses to be located in specific geographic areas.

9. Downtown Design Review Overlay District establishes specific geographic areas where exterior design review by the Downtown Design Review Committee.

Sec. 71-14 Zoning districts

A. Official zoning map – Figure 71-A (Zoning Map shall have the following language added under “Zoning Districts”)

Overlay District

Short-Term Rental Overlay District – see Sec. 71-16.H.11

Downtown Design Review Overlay District – see Sec. 71-16.H.12

Sec. 71-16 General requirements

Section 71-16.H Establishment of zoning districts and regulations

1. through 10 - intentionally left blank (in future Tables 71-C through 71-H will be retitled)

11. Short-Term Rental Overlay District (STROD)

a. Intent. The Short-Term Rental Overlay District is established and applies to the area shown on the map in Section 71-16.H.11.c. The intent of the Short-Term Rental Overlay District is:

i. Protect and promote the health, safety and welfare of the City’s residents, property owners, visitors, and neighborhoods by allowing short-term rentals (STR) within the City under certain conditions as found in Chapter 14 of the Code of Ordinances and in certain zoning districts.

ii. Recognizes that short-term rentals may potentially promote tourism, increase property values, and provide valuable business opportunities for property owners.

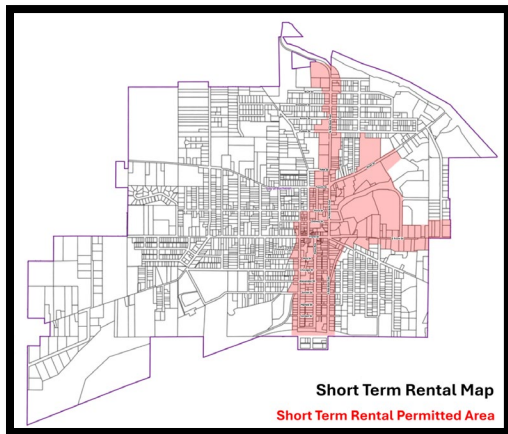
iii. Ensure that the operation of short-term rentals is done in a safe and beneficial manner for the well-being of all in the community. The character of residential zoning districts must also be protected and preserved.

iv. While short-term rentals can provide community benefits, their proliferation in residential neighborhoods can cause difficulties where character of the use takes on a more transitory and commercial character.

v. By creating the overlay district it will decrease potential conflicts with adjacent properties, limit impact on long-term housing availability and maintain the residential character of neighborhoods.

b. Basis for Regulations. Whereas in 2025, the City Commission adopted Ordinance 2025.09.443 establishing regulations that must be met for short-term rental in Chapter 14 of the Code of Ordinance which may be amended from time to time.

c. Short-term rental Areas. The Short-Term Rental Overlay Map as established in Chapter 14 of the Code of Ordinances.



d. Applicability, Exception

i. Properties located outside of the overlay district are prohibited from requesting use variances from the Zoning Board of Appeals for the establishment of a short-term rental unit.

12. Downtown Design Review Overlay District (DDROD)

a. Intent. The Downtown Design Review Overlay District is established and applies to the area shown on the map in Section 71-16.H.12.c. The intent of the Downtown Design Review Overlay District is:

i. Promote the historic and architectural qualities of the City and thereby preserve the distinctive character of the City. Various areas of the City, such as the area in the downtown business district, have special historical, cultural, and design significance. These areas contain historic or unique sites deserving protection. The preservation and appropriate development of these areas require

rules and regulations specifically addressing these distinctive characteristics.

ii. To effect and accomplish the protection, enhancement, perpetuation, and use of improvements and areas of special character or special historic and aesthetic interest or value which represent or reflect elements of the City's cultural, social, economic, political, and architectural history or distinction.

iii. To maintain the local, "small town" atmosphere of various residential and business areas within the City.

iv. To insure compatibility of new development with the existing characteristics of the area.

v. To protect sensitive areas of transition from one land use to another.

vi. To protect and enhance the City's attractiveness to visitors and the support and stimulus to local business provided thereby.

vii. To strengthen the economy and promote improvements in the City.

viii. To promote the use of areas within the Downtown Design Review Overlay District for the education, pleasure, and welfare of the residents of the Village.

b. Downtown Design Review Areas. The Downtown Design Review Overlay District will consist of properties located in the D Downtown District.

INSERT MAP OF THE D DISTRICT

c. Applicability, Exception

i. The placement of allowed items such as sandwich board signage, outdoor seating, planter boxes and other similar items in accordance with adopted regulations and policies shall be excluded from the Downtown Design Review Overlay District standards of review as found in _____.

Sec. 71-33 Review and decision making bodies.

E. Downtown Design Review Committee

1. Powers and duties. The Downtown Design Review Committee has the following powers and duties under this chapter:

a. Downtown Design Review Overlay District. To review, hear, consider and approve, approve with conditions or disapprove requests.

b. Appeals to administrative decisions. To hear, review, consider and affirm, modify or review and decision of the Zoning Ordinance as allowed under Sec _____.

2. Appeals. An appeal of a decision by the Downtown Design Review Committee must be filed with the City of Buchanan Planning Commission within 60 days after the decision in writing.

~~is the decision-making body for applications subject to downtown design standards unless the proposed work qualifies for administrative approval under Sec. 71-36.H Downtown applications.~~

~~2. The Design Review Committee meets on an as needed basis when discretionary review is required.~~

Sec. 71-34 General provisions.

G. Timing of notice. Unless otherwise provided in the Michigan statutes and laws or this chapter, notice will be provided as shown in [Table 71-U](#).

TABLE 71-U NOTICE TIMING		
Application	Notice Required	
	Written	Published
Text amendment	None	Planning Commission: Not less than 15 days prior to public hearing. City Commission: not less than 15 days prior to public hearing.
Zoning map amendment	Planning Commission: not less than 15 days prior to public hearing. City Commission: reasonable time prior to public hearing	Planning Commission: Not less than 15 days prior to public hearing. City Commission: not less than 15 days prior to public hearing.
Special use permits	Not less than 15 days prior to public hearing.	Not less than 15 days prior to public hearing
Variance	Not less than 15 days prior to public hearing	Not less than 15 days prior to public hearing
Appeal	Not less than 15 days prior to public hearing	Not less than 15 days prior to public hearing
<u>Downtown Design Review Overlay District</u>	<u>None</u>	<u>None</u>

K. Review of applications by decision-making bodies.

4. Downtown Design Review Overlay District. After submission of an application for downtown design review, the downtown design review committee will hearing comments on the application during a public meeting. The downtown design review committee will either

approve, approve with conditions, or disapprove the application based on the relevant review standards.

Sec. 71-36 Specific standards for development approval.

A. General. [Table 71-V](#) summarizes the development review procedures for all types of applications.

TABLE 71-V DEVELOPMENT REVIEW PROCEDURES						
Procedure	Authority					Notices
	Staff	PC	ZBA	CC	DRC	
Text amendments	R	[R]		[DM]		N
Zoning map amendment	R	[R]		[DM]		W, N
Special use permit	R	[DM]				W, N
Variance	R		[DM]			W
Appeals of administrative decision			[DM]			W
Administrative adjustments	DM		[A]			
Site plan review	DM					
Sign permit	DM		[A]			
Temporary use permit	DM		[A]			
Certificate of zoning compliance	DM					
Downtown <u>Design Review application</u>	R DM	A			DM	
Interpretations	DM		[A]			

TABLE 71-V DEVELOPMENT REVIEW PROCEDURES						
Procedure	Authority					Notices
	Staff	PC	ZBA	CC	DRC	

Key

- Planning Commission PC
- Zoning Board of Appeals ZBA
- City Commission CC
- Design Review Committee DRC
- Review & Recommendations R
- Decision Making Body DM
- Appellate Body A
- Public Hearing Required []
- Published Notice N
- Written Notice W

H. ~~Downtown applications.~~ Downtown design review.

~~1. Applicability.~~ Purpose. Downtown design review is required for properties located within the Downtown Design Review Overlay District as established in Sec. 71-16.H.12.a. and applies to all proposed exterior work in the Downtown Design Review Overlay District associated with exterior alterations to existing buildings such as but

not limited to window and door replacement, awnings, signage, lighting, and changes to the façade such as new siding or paint and new construction.

2. Approval Process Options. No building or sign permit may be issued for work on the exterior of a building located within the Downtown Design Review Overlay District until either an Administrative approval has been issued by the zoning administrator or the Downtown Design Review Committee has approved a request.

~~a. This subsection applies to all proposed exterior work in the Downtown District associated with exterior alterations to existing buildings such as but not limited to window and door replacement, awnings, signage, lighting, and changes to the façade such as new siding or paint and new construction. subject to the Downtown Design Standards, including new construction, façade alterations, cosmetic upgrades, and signage.~~

a. Administrative approvals. The ~~community development director~~ zoning administrator along with the city manager ~~may review, consider and approve, approve with condition or disapprove downtown design review permits~~ approve proposed work when all of the following criteria are met:

- i. The work does not involve the addition or removal or covering of architectural features that define the character of the building, including but not limited to cornices, transoms, storefront configurations, or decorative masonry.

~~b. The work is consistent with the City of Buchanan Downtown Design Standards, including any applicable design guidance or previously issued staff interpretations. The work is located on a non-primary façade or is minimally visible from the public right-of-way, unless the proposed materials and design match the existing conditions.~~

- ii. The work is limited to repainting, signage, awning replacement, lighting, window or door replacement of the same size and material, or similar minor treatments.

- iii. The proposal does not require interpretation of discretionary design guidance or involve requests for exceptions to adopted standards.

~~2. DRC referral. The community development director may refer any application to the DRC when the proposed work is unusual, precedent-setting, or~~

~~potentially inconsistent with the Downtown Design Standards.~~

~~b. Downtown Design Review Committee approvals. The downtown design review committee is authorized to review and approve, approve with conditions or disapprove an application for modifications or new construction for properties located in the Downtown Design Review Overlay District in accordance with Standards found in Sec. 71-36.H.~~

~~c. Objectives and Standards~~

~~The Downtown Design Review Committee shall review the following Objectives and Standards when reviewing requests within the Downtown Design Review Overlay District.~~

~~1. Building character, context and mass~~

~~a. Objective. Each new development or exterior renovation should relate and contribute towards a positive image in terms of details, placement, shape, scale, character, and materials, as well as relationship to adjacent buildings.~~

~~b. Standard: New development should maintain setbacks, building proportions, roof and cornice lines, façade divisions, rhythm and proportions of openings, building materials and colors that are consistent with or similar to surrounding commercial buildings, where present and shall with the established regulations found within this code pertaining to bulk standards and façade type requirements.~~

~~2. Architectural Style.~~

~~a. Objective. To ensure general consistency with historic architectural styles found in downtown Buchanan.~~

~~b. Standard. Historic architectural styles need not be replicated. The contemporary adaptation of elements of historic commercial architectural styles found in downtown Buchanan is encouraged. Elements should be based upon, and consistent with, an architectural inventory of the existing downtown district.~~

~~3. Roof Treatment.~~

~~a. Objective. Roof forms should provide visual interest that is consistent with the building adjacent rooflines and buildings.~~

~~b. Standard. Flat roofs are the most common traditional downtown roof form, and should be used on all new buildings. Detailed cornices or parapets are encouraged to emphasize the roofline.~~

4. Corner Buildings.

- a. Objective. To emphasize the importance of corner locations for pedestrian circulation and visibility.
- b. Standard. New buildings on corner lots should be oriented to the corner and both public streets. Both street-facing facades should be built up to the established building façade line on each block. Corner entrances may be desirable but are not required. However, both street-facing facades should maintain similar articulation, detailing, and rhythm of window openings.

Existing buildings on corner lots should maintain or create orientation on both public streets.

5. Building Widths and Facades

- a. Objective. To reflect typical building widths found in downtown River Falls and to avoid long building facades with a monolithic or monotonous appearance.
- b. Standard. Buildings of more than 40 feet in width shall be divided into smaller increments (between 20 and 40 feet) through articulation of the facade. This can be achieved through combinations of the following techniques and others that may meet the objective: stepping back or extending forward a portion of the façade; using different textures or materials, the materials should be drawn from a common palette; dividing the storefronts, with separate display windows and entrances; varying the rooflines by alternating dormers, stepped roofs, gables, or other roof elements; using arcades, awnings, window bays, arched windows and balconies

6. Materials – All elevations and roof

- a. Objective. To ensure that high-quality, durable and authentic materials typical of Buchanan's traditional downtown continue to be used.
- b. Standard:
 - i. Primary materials: New buildings should be constructed of high-quality materials, including the following: Brick, Natural stone, Precast concrete units and decorative concrete block, provided that surfaces are molded, serrated or textured giving the wall surface a three-dimensional character, Stucco, Jumbo brick may be used on up to 30 percent of any façade, provided that it is used only on the lower third of the building wall, EIFS (exterior insulating finish system) may be used as an accent but not a primary material and Architectural metalwork
 - ii. The following materials are prohibited: Unadorned plain or painted concrete block, Tilt-up concrete panels, Pre-fabricated steel or sheet

metal panels, Reflective and darkly tinted glass, Aluminum, vinyl, fiberglass, asphalt or fiberboard siding, Pole buildings

- iii. Accent materials may be used on up to 15 percent of the building's façade. These may include metal, glass, block, painted wood panels, spandrel glass or similar materials as approved by the Design Review Committee (DRC).
- iv. Existing buildings should be rehabilitated using original materials, to the extent feasible. If original materials cannot be restored or replicated, the primary materials listed above may be used.
- v. Roofs, generally flat roofs should be used. Covering flat roofs with gravel ballast to reduce heat gain and glare is encouraged. Asphalt shingles are prohibited.

5. Architectural Details.

- a. Objective. Incorporate architectural details to serve as identifiable and visually interesting enhancements to building facades and help to establish a pedestrian supportive environment.
- b. Standard. Architectural design shall be sensitive to the massing and proportion of adjacent structures, and reflect or complement the detailing of surrounding buildings, with elements such as lintels, cornice lines, balconies and decorative brick or stone work.
 - i. The installation of exterior lighting, awnings or signage shall be installed without damaging the building or visually impairing distinctive architectural features.

6. Openings in Front – Windows and Doors.

- a. Objective. To establish the visual importance of the primary street entrance, and to ensure those entries contribute to the visual attractiveness of the building and are readily visible to the customer.
- b. Standard. The main entrance should always face the primary street, with secondary entrances to the side or rear. Entries to corner oriented buildings may face the corner rather than either primary street. The main entrance of commercial, office and mixed-use facilities should be placed at sidewalk grade to facilitate ease of access.
 - i. The removal of existing doors and windows with replacement of a solid wall is typically not supported unless the applicant can provide detailed information regarding why the removal is necessary.

- ii. The replacement of original doors and windows is recognized as necessary when the equipment is nonfunctioning, broken or energy efficiency is needed. The door and window openings shall not decrease in size. When it is proposed to increase the size of an existing opening or create a new opening clear and detailed information is necessary. Care must be given not to remove any existing architectural elements.

Replacement doors should be of similar design or one typical of the architecture of the building.

Replacement windows shall be of similar design. The replacement of wood windows with _____ windows is acceptable when the design remains the same (i.e., windows being double-hung or 6 over 6 shall be replaced with similar windows). NEED TO DISCUSS FAKE MULLINS/GRILLES

7. Color and Use of Paint.

- a. Objective. To ensure that building colors are aesthetically pleasing and compatible with surrounding buildings.
- b. Standard. Principal building colors shall consist of subtle, neutral or muted colors, with low reflectance. Recommended colors include browns, grays, tans, beiges, and dark or muted greens, blues and reds as found in the Sherwin Williams – Victorian collection. No more than two principal colors may be used on a façade or storefront. Bright, white or primary colors shall be used only as accents, occupying a maximum of 15 percent of building facades. (This standard does not apply to murals or other works of public art).

- i. The use of paint on masonry is not advised as it cannot be easily removed without damaging the masonry. Building that currently have masonry painted may change paint color as stated above.

8. Mechanical Equipment.

- a. Objective. To ensure that views of rooftop equipment and services areas from public streets or pedestrian ways are minimized.
- b. Standard. All rooftop equipment shall be screened from view from adjacent streets, public rights-of-way and adjacent properties. Preferably, rooftop equipment should be screened by the building parapet, or located out of view from the ground. If this is not feasible, the equipment shall be grouped within a single enclosure. This structure shall be set back a distance of 1 ½ times its height from any façade fronting a public street. Screens shall be of durable,

permanent materials (not including wood) that are compatible with the primary building materials.

If an outdoor storage, service or loading area faces adjacent residential uses or a public street, alley or walkway, it shall be screened from view by masonry walls or plant material. Screen walls shall be architecturally compatible with the primary structure. Loading docks and loading doors shall be located to the side or rear.

d. Appeal process.

a. Applications denied by the zoning administrator maybe appealed to the downtown design review committee, the applicant shall submit a complete application for such request to the planning commission on such forms provided by the city for that purpose and subject to the fees set by the city commission prior to the posted submittal deadline prior to the next regularly scheduled downtown design review committee meeting.

b. Appeals from a decision of the downtown design review committee shall be made to the planning commission on such forms provided by the city for that purpose and subject to such fees set by the city commission and within 30 days after the decision in writing, or within 21 days after the downtown design review committee approves the meeting minutes.

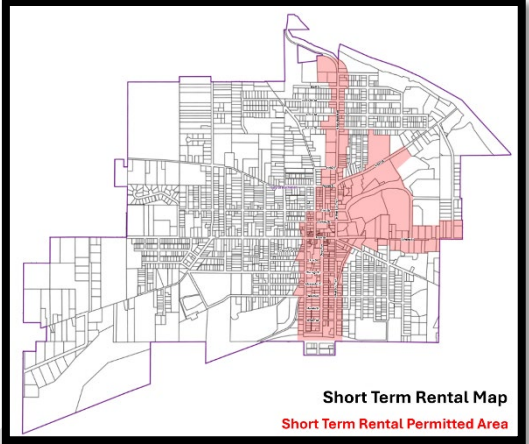
3. ~~Effect of noncompliance. Proposals determined not to comply with Downtown Design Standards may not proceed until amended to achieve compliance and receive approval from the appropriate review authority.~~

Article V. DEFINITIONS

Overlay District: A zoning district which has definite boundaries and is superimposed over all existing zoning districts within those boundaries. The overlay district may establish additional regulations, reduce existing regulations, or extend or limit the permitted uses within the underlying zoning district. Where there is a conflict between standards in the Overlay district and the underlying Zoning district, the standards in the Overlay district shall be applied. The intent is to address particular issues that span a geographic area and may include more than one underlying zoning district or portions of underlying zoning districts.

Downtown Design Review Overlay District: Establishes design review process for properties located within the district. INSERT MAP OF THE DOWNTOWN DISTRICT

Short-Term Rental Overlay District: Allows short-term rental with stays of less than one month as a permitted use in accordance with regulations found in Chapter 14 of the Code of Ordinance.



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DRAFT

Michigan Open Meetings Act (OMA) Public Act 267 of 1976

What is the Open Meetings Act?

The **Open Meetings Act (OMA)** requires that public bodies conduct business openly so the public can:

- Attend meetings
- Observe discussions and decisions
- Access minutes and public records

Purpose: Transparency, accountability, and public trust.

Who Must Follow OMA?

OMA applies to **public bodies**, including:

- City Commission / Council
- Planning Commission
- Zoning Board of Appeals
- Downtown Development Authority (DDA)
- Committees created by a governing body

What Counts as a “Meeting”?

A meeting occurs when:

- A **quorum** is present **and**
- Members discuss, deliberate, or act on public business

Key Requirements

1. Meetings Must Be Open

All meetings must be open to the public unless a lawful closed session applies.

2. Public Notice Must Be Posted

Notices must include:

Date
Time
Location

***Special meetings require at least 18 hours’ notice.**

3. Minutes Are Required

- Minutes must be documented:
- Members present/absent
- Motions and votes
- Decisions made

- Draft minutes available within **8 business days.**

4. Decisions Must Be Made Publicly

Boards may not make decisions outside open meetings.

- No private votes
- No informal decision-making

Closed Sessions (Limited Exceptions)

Closed sessions are allowed only for specific reasons, such as:

- Pending litigation (attorney-client strategy)
- Purchase/sale of real estate
- Labor negotiations
- Certain personnel matters

Closed sessions require:

- Motion stating legal reasons
- Roll call vote
- Separate minutes kept

Common OMA Violations to Avoid

- Email/text discussions involving a quorum
- “Pre-meetings” where decisions are made
- Improper use of closed session
- Failure to post meeting notice correctly

Best Practices for Board Members

- Keep deliberations in open session
- Avoid quorum discussions outside meetings
- Use closed sessions sparingly and legally
- When unsure, consult the Clerk

OMA ensures the public can witness how decisions are made—not just the final vote.

Minutes

Required by Law

- Date, time, and location
 - Members present and absent
 - Motions (clearly stated)
 - Decisions made
 - Roll call votes (who voted yes/no/abstained)
 - Purpose for closed session
-

What Minutes Should Be

Accurate • Clear • Concise (not a transcript)

How to Write Good Minutes

- Record full motions with names and details
 - Always include clear vote results
 - Briefly summarize topics discussed
-

What NOT To Do

- Do not write transcripts
 - Do not summarize individual opinions
 - Avoid vague statements like 'discussion was held' or 'motion passed.'
-

Common Mistakes

- Missing roll call votes
 - Vague motions
 - No clear record of decisions
 - Overly detailed minutes
-

Closed Session

- Must be recorded
 - Not public
 - Must state purpose
 - Must be kept securely
-

Simple Rules

- If it was voted on, record it clearly
 - Can someone understand this later?
 - Minutes protect the board
-

Why It Matters

- Protects the board, Legal record
 - Transparency
 - Prevents challenge
-



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Board Conduct and Expectations

Core Responsibilities

- Act in the best interest of the public
- Make decisions in open meetings
- Respect the authority of the board as a whole

Durning Meetings

DO: Stay on topic, Listen, Address Chair, Ask Clean Questions

DON'T: Interrupt, Side Conversations, Dominate, Argue with the public

Decision- Making

- Base decisions on facts and policy
- Avoid pre-deciding
- Deliberation happens in the meeting- not before

Outside the Meeting: Do not discuss board business via email, text, social media, or informal gatherings

Public Interaction

Be respectful. Do not argue. Stay professional

“Thank you for your comment.”

“The Board will consider that.”

Working with Others: Respect differences. Focus on issues, not people. Support board decisions once made.

Role of the Chair: Maintain order. Ensure participation. Keep the discussion on track. Clarify motions

Common Issues Side conversations: interruptions, outside deliberations, and personal conflicts.

Professionalism: You represent the City, Be respectful, calm, and professional at all times.

Key Rules: If it's not in a meeting, don't discuss it. Respect the process. Your conduct reflects the entire board

When in doubt: Ask the Clerk or Chair before acting.
