



DESIGN REVIEW COMMITTEE OF THE CITY OF BUCHANAN
WEDNESDAY, AUGUST 05, 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**
 - [A.](#) Introduction New Member
- IV. Approve Agenda**
- V. Public Comments - Agenda Items Only** *(3-minute limit)*
- VI. Approve Minutes**
 - [A.](#) Consider the Regular Meeting Minutes from June 3rd, 2026.
- VII. New Business**
 - [A.](#) **107 W Front St**- Consider the application submitted by the City of Buchanan Fire Department to allow painting and window covering.
- VIII. Unfinished Business**
 - [A.](#) **Design Review Committee and the Unified Development Code**- Consideration of Draft Amendments to the Unified Development Code (zoning ordinance) associated with the Downtown Design Review - 3rd Draft
- IX. Public Comment - Non-Agenda Items Only** *(3-minute limit)*
- X. Staff/Committee Comments**
- XI. Adjournment**

Memorandum



Date: July 28, 2026

To: Downtown Design Review Committee

From: Kristen Gundersen, Planning and Community Development Director

Subject: **Introduction of 1st Alternate – Julie Capron**

Background

When the Committee drafted Bylaws earlier this year, two alternate positions were added to the five-member committee. The alternate positions can participate in discussions and move up to a voting member when one of the five members is absent. This change will hopefully decrease times when the committee is not able to conduct business due to a lack of quorum.

Appointment

Julie Capron applied to be on the Downtown Design Review Committee, and the City Commission appointed her during the July 13th meeting. Her term is three-years ending in June 2029. Ms. Capron sits on the Downtown Development Authority Board and owns several buildings in the downtown.

Please welcome Ms. Capron to the Downtown Design Review Committee.



DESIGN REVIEW COMMITTEE OF THE CITY OF BUCHANAN
WEDNESDAY, JUNE 03, 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

Meeting called to order at 6:00pm.

II. Pledge of Allegiance

Brayak led in the pledge of allegiance.

III. Roll Call

Present: Brayak, Carlson, Lysy

Absent: Paolucci

Rowland arrived at 6:04pm.

IV. Approve Agenda

Lysy suggested amending the agenda to place New Business before Unfinished Business so the applicant can leave following their discussion.

Lysy moved, seconded by Carlson to approve agenda as amended. Voice vote carried unanimously.

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

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

None.

VI. Approve Minutes

A. Minutes- Consider approving the Regular Meeting Minutes from May 6th, 2026.

Carlson moved, seconded by Lysy to approve the minutes from May 6th, 2026 as presented. Voice vote carried unanimously.

VII. New Business

A. 211 E Front St - Consideration of Request at 211 E Front Street - Request for Design Review - Replacement Windows and Doors and Paint on Trim

Applicant Steve Raglin presented his design review request for replacement windows, doors, and paint on the trim. He'd like to hang double pane, energy efficient windows and change the red trim to black. He'd previously rebuilt the windows in 2007. P. Lysy asked if there was anything behind the transom, Raglin answered there was only wall. P. Lysy asked about replacing the lintels, Raglin has extra brick will make sure the contractor is careful. It was suggested to add 'specified windows' to the motion.

Carlson moved, seconded by Rowland to approve the request 211 E Front Street to replace specified windows, doors and paint on trim.

Brayak asked if Raglin planned to clean the brick at this time. Raglin wasn't sure but will be careful.

Voice vote carried unanimously.

VIII. Unfinished Business

A. Design Review Committee and the Unified Development Code- Consideration of Draft Amendments to Unified Development Code (zoning ordinance) associated with Downtown Design Review - 2nd Draft

Gundersen reviewed the proposed changes with the board. P.Lysy advocated to hold meetings on site to better review questions of fact. Gundersen reported staff is not supportive of that idea for logistical reasons. Brayak suggested striking that point. There was discussion of mechanical equipment placement, the sign approval process, roofs, paint colors, and additional edits and suggestions.

A final draft will be reviewed at the July meeting.

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

None.

X. Staff/Committee Comments

None.

XI. Adjournment

Meeting adjourned at 7:32pm.

Kalla Langston-Weiss, City Clerk

Mayor Mark Weedon

Memorandum



Date: July 29, 2026

To: Downtown Design Review Committee

From: Kristen Gundersen, Planning and Community Development Director

Subject: **107 W Front Street – Proposed changes – Repaint exterior of building and install shutters over windows on east side of building**

Background

The one-story brick fire station building located at 107 W Front Street is located on two separate parcels and in two separate zoning districts. The easterly portion of the building is located in the D Downtown District and has the lower roof line. The west side of the building is located in the General Neighborhood District. The property is owned by the City of Buchanan and improved with the city's fire station.

The partial cinder block building has white paint on the front and sides of the building. Red painted trim is found around the entrances and windows along with along the top of the building. The Fire Department would like to paint the building Peppercorn SW7674 color while maintaining the red trim. The applicant has also provided a second option of Serious Gray S6256. Examples of the paint color will be available at the meeting. The building has been painted white since at least September 2007. Attached is an email dated July 28th regarding which includes the paint samples and explanation regarding the choice of paint color.

In addition, there are five windows on the east side of the building that are not operational and appear to be boarded up from the inside of the building with the southern window having a shutter cover. The applicant would like to cover all windows with a similar shutter cover. Based on funding available, this portion of the proposed improvements may not take place when the building is painted.

Standards for Review

Section 71-36.H of the Unified Development Code does not specifically state the standards for review by the Committee. There is a reference to the Downtown Design Standards which was adopted by the City Commission in December 2007. While preparing the application, staff incorporated the seven points associated with building design in addition to the five criteria that staff can review for administrative approval. The Secretary of the Interior's Standards for Rehabilitation ten points were not incorporated into the application.

For further clarification please review the 2007 Design Review Standards document along with Section 71-36.H of the Unified Development Code.

Please note the 2007 Design Review Standards references changes to the previous Zoning Ordinance and the C-3 Central Business District. This language is no longer valid. The C-3 District is now called the D Downtown District and the boundaries expanded in area to include two properties located on the east side of N. Redbud Trail. With the adoption of the Unified Development Code, the vote of the

Memorandum

Committee is not forwarded to the Planning Commission for final action. However, the UDC does not refer to an appeal process.

Action

Allow the applicant time to present the application, ask questions and deliberate the request while reviewing the 2007 Design Review Standard before making a motion and voting on the request. If necessary, each individual request can be voted on separately.

A motion for approval could include “move to approve the request to repaint the main portion of the building using Peppercorn SW 7674 or similar and painting trim and roof borders red and the installation of shutter coverings painted red on the east side of the building all as depicted in the application packet found in the August 5, 2026 Downtown Design Review Committee agenda packet as prepared by the applicant for the property located at 107 W Front Street as the request meets the standards found in the 2007 Downtown Design Review Standards as discussed.”

Attachments

1. Location Map, Zoning Map and Site Photographs.
2. Application with supplemental information.

Location Map - 107 W Front Street



Zoning Map – 107 W Front Street



Photographs – 107 W Front Street



View looking south from W Front Street.



View looking southwest from parking lot



View looking west from partially improved public parking lot



Viewing east from private parking lot

 Outlook

Re: fire station paint color

From Joe Scanlon

Date Tue 7/28/2026 1:39 PM

To Kristen Gundersen

Good morning,

Our preferred exterior color for the fire station is Peppercorn Gray. Serious Gray is our secondary choice if the darker color is not approved.

We prefer Peppercorn Gray for several reasons. The fire station was constructed in the 1950s and has some visible imperfections associated with the age of the building. The darker color will help conceal those imperfections and present a cleaner overall appearance. Additionally, the darker gray helps reduce the boxy appearance of the building and provides better contrast with the trim, doors, and department signage.

I believe I will be able to attend the next meeting if there are any questions regarding the proposed color selection.

Joe Scanlon
Captain | Buchanan City Fire Department

j
"Firefighters protect lives, property, and the future of their community."

From: Kristen
Sent: Monday
To: Joe Scanlon
Subject: fire st

Joe,

I am finishing
color and I th
packet.

If I recalled co

Thank you,

Kristen

buchanan.com>

m>

and if I recall corre
letter stating the c

before 5 pm on Tu

SW 7674
Peppercorn

SW 6256
Serious Gray

234-C5

to change the
ded in the

in the packet.



Downtown Design Review Application

Please print legibly. All portions must be completed. Do not leave any section blank, use N/A. Incomplete forms will be returned. If additional space is needed, please use additional sheets of paper. Return to the Planning and Community Development at City Hall.

Property Information

Property Address: 107 W Front Street

Tenant Name: City of Buchanan Fire Department

Property Code Number(s) (Tax Number): 11-58- 1150-0013-02-0

Description of proposed work: Repainting of exterior of partial cinder block building from white with red trim to gray with red trim. Place shutter covers on the windows located on the east side of building that are not operational and boarded from inside.

The building is located on two parcels, the easterly portion of the building with the lower roof line is located in the D Downtown District.

Applicant Information

In case the applicant is not the property owner, written permission from the property owner is required.

Applicant: City of Buchanan Fire Department

Contact Person: Joe Scanlon, Captain, Buchanan City Fire Department

Mailing Address: 302 N Redbud Tr

City: Buchanan State: MI Zip Code: 49107

Telephone Number: _____ Emergency Number: _____

E-mail Address: _____

Tenant Name: City of Buchanan Fire Department

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail Address: _____

Name of Property Owner/Management Company: City of Buchanan

Contact Person: Tony McGhee, City Manager

Mailing Address: 302 N Redbud Tr

City: Buchanan State: MI Zip Code: 49107

Telephone: [REDACTED] E-mail Address: _____

Architect or Design Professional: N/A

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail Address: _____

Site Information

Type of work proposed: Exterior building alteration: XX New construction/addition: _____

Current use of property (office, retail): fire station

What are the dimensions of the property? irregularly shaped - apx. 0.43-acre

What is the overall length of the building facing the street? 76' in both districts

What is the width of the tenant space facing the street? overall 67' with 36' in D District

What is the height of the building? existing 1 story

Building Design Standards – Downtown Design Standards 2007

Prior to answering the following statements, please review the Downtown Design Standards document dated 2005 – 2007 consisting of definitions, design guideline goals and expectations, seven key design categories and the Secretary of the Interior's Standards for Rehabilitation.

In some instances, the categories may not apply, please why the statement does not apply, for example "no change to the existing roof line."

If additional written comments are needed, please use additional sheets of paper.

1. Architecture: Explain how the design is complimentary, harmonious and respects the period architecture.

The building was constructed in different years using cinder block.

Proposing to repaint the building from white with red trim to gray with red trim.

2. Massing: Explain how the modified or new façade proportions have been designed to be similar to surrounding buildings.

Proposing repainting exterior of building to a shade of gray. No change to building massing proposed.

3. Roofs: Explain how the roof is respectful of adjacent buildings and does not detract from the building.

The building has a flat roof which is not visible from the street. No changes are proposed to the existing roof.

4. Materials. Explain and provide detailed information regarding exterior façade materials. Materials having the appearance of aluminum, pressboard or vinyl siding, plywood, concrete masonry without an applied finish are generally inappropriate.

There are no

5. Doors and Windows. Explain how new openings are proportional and harmonious with the surrounding buildings. Replacement of doors and windows should maintain original opening size and be consistent with original material found on the building at time of construction.

There are no changes to the existing openings in the building.

6. Signs and Awnings. Explain how the sign or awning comply with the regulations found in the Unified Development Ordinance (zoning ordinance) and do not detract from significant architectural details on the building.

There are no awnings on the building and no changes proposed to the signage at this time.

7. Demolition. Explain why the building or a portion of the building needs to be demolished.

The building is not being demolished.

Administrative Approvals. Section 71-36.H Downtown Applications. If the following criteria are met, city staff may approve the request.

- H.2.a The work does not involve the addition or removal of architectural features that define the character of the building, including but not limited to cornices, transoms, storefront configurations, or decorative masonry.

The building and trim were previously painted and are need of new paint. At this time would like to change from white to gray on the walls to help decrease visible dirt on the building. The red trim would maintained. There are no architectural features on the building that add character.

- b. The work is consistent with the City of Buchanan Downtown Design Standards, including any applicable design guidance or previously issued staff interpretations.

The existing painted building will be repainted.

- c. 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.

The building faces W. Front Street and the east side of the building is visible from south Oak Street as there is an area for surface parking. The west side of the building is visible from the membership organization parking lot to the west. A portion of the building is very close to the south/rear lot line.

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

Only proposing to repaint the existing building.

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

Unknown.

Supplemental Information

Site Plan. Required if expanding the existing or decreasing the overall square footage of the building or adding an awning, information drawn to scale and with dimensions, containing the following information:

- a. North arrow identified.
- b. Property lines or boundaries of the parcel in question.
- c. Footprint of the existing and/or proposed building with distances to parcel lot lines.
- d. Show all other major property improvements which could affect the design such as parking lots, driveways, landscape area, signage or awnings. There is a thirty (30) foot clear site line for items more than 30" in above grade as measured by the intersection of the streets and line drawing between the two street lines. See Figure 71-B Clear Site Lines of the Unified Development Ordinance.
- e. Show location and description of any easements located on the property.

Exterior Facade Drawings must be drawn to scale with dimensions, containing the following:

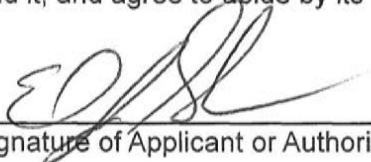
- a. Show the dimensions of the width and height of the building on facades visible.
- b. Show existing and proposed improvements to visible facades.
- c. Show the dimensions of existing and proposed windows and doors.
- d. Show the dimensions from grade to the top of all signs.
- e. Show placement of any proposed signage and/or exterior lighting with distances from ground to bottom of improvement and overall height of improvement.
- f. For new or expanded buildings include the outline and window placement of adjacent buildings where changes are taking place.
- g. Include photographs of the adjacent buildings.
- h. Include accurate information regarding proposed colors to be used.
- i. Superimpose the proposed improvements onto the building

Downtown Design Review Application Certification

The Applicant certifies and acknowledges and agrees that:

- A. The statements contained in this application are true and correct to the best of the Applicant's knowledge and belief. The owner of the subject property, if different from the applicant, states that they consent to the filing of the application and that all information contained is true and correct to the best of their knowledge;
- B. The Applicant understands that an incomplete or nonconforming application will not be considered. In addition, the Applicant understands that the City may require additional information prior to the consideration of this application;
- C. The Applicant shall make the property that is subject of this application available for inspection by the City at reasonable times;
- D. If any information provided in this application changes or becomes incomplete or inapplicable for any reason following submission of this application, the Applicant shall submit a supplemental application or other acceptable written statement containing the new or corrected information as soon as practicable but not less than twenty (20) days following the change, and failure to do so shall be grounds for denial of the application;
- E. The Applicant understands that when the application is approved with conditions, those conditions will need to be met as part of any permit issued; and
- F. The Applicant understands that they responsible for all application fees. Fees are non-refundable and there is no guarantee the application will be approved or permits issued. There should be no outstanding monies owed to the City (i.e., water bill or taxes).

On the 22, day of June, 2020, I/We have read the above certification, understand it, and agree to abide by its conditions.



 Signature of Applicant or Authorized Agent

 Name of Applicant or Authorized Agent

**Downtown Design Review Application Certification
Owner's Property Managers Consent Form**

I/We, the Owner(s) of the property listed below, hereby grant permission for the Applicant,

Joe Scanlon, Buchanan Fire Department
(Company name and contact person) to seek paint color approval for building exterior
(state request that can be made) as required by the City of Buchanan, Michigan for the
property commonly known as Buchanan Fire Station/107 Front Street
(street address) and having the Property Code Number (Tax Number) of 11-58-
1150-0013-02-0.

On the 24, day of June, 20 26, I/We have read the above
certification, understand it, and agree to abide by its conditions.



Signature of Property Owner
City Manager

City of Buchanan

Name of Property Owner

Signature of Property Owner

Name of Property Owner

107 W Front Street – proposed painting project

Please note, the photoshop pictures was not able to accurately depict the actual paint color of Grey Shadow 409F with trim being fire engine red



Lower roofed area is located in the D Downtown District





East side of building is located in the D Downtown District



Date: July 29, 2026

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 4 of proposed changes – August 5th discussion**

Background

The Committee reviewed draft changes to language found in the Unified Development Code (UDC) during the June 3rd meeting. During the May 6th meeting, the Committee reviewed and began discussions of changes to the Unified Development Code (UDC) which was adopted in November 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 DRC 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.

Discussion

The Committee was able to review the entire draft document and while many changes were acceptable, there were a few minor changes needed. Staff reviewed meeting notes with member Lysy and incorporated comments from Chair Brayak to complete the attached final draft. All previous changes (new language and deletions) have been incorporated into the draft with the attached document depicting the minor changes that were discussed during the June meeting. Changes made are shown in underline or strike through with gray shading.

Next Steps

Review and discuss the redline document which is based on the June 3rd meeting discussion. Direct staff make changes as needed. Staff believe the next step would be to forward the draft document to the Planning Commission for review and inclusion in a larger amendment to the UDC later this year.

Disregard formatting. All changes agreed upon during June 3rd meeting have been accepted and ~~language deleted~~ per the discussion or added are depicted.

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 is required

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)

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. Preserve and promote the historic and architectural qualities of the downtown and thereby preserve the distinctive character of the City. The downtown business district has special historical, cultural, and design significance and contains historic or unique sites deserving protection. The preservation and appropriate development of these sites 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, and architectural history or distinction.

iii. To maintain the local, "small town" atmosphere of and the downtown business area within the City.

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

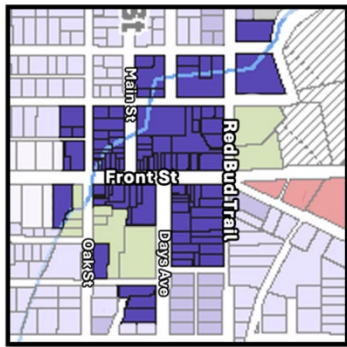
v. To protect sensitive areas of transition from one land use to another.

vi. To protect and enhance the downtown'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 City.

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



 Downtown (D)

Question regarding light green area – which is the Common/farmers market, Pears Mill, city owned grassy land and surface parking lot

c. Applicability, Exception

i. The placement of allowed non-permanent 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 applications .

b. Appeals to administrative decisions. To hear, review, consider and affirm, modify, or review decisions of the Zoning Administrator 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 in writing within 60 days after the decision is made or within 21 days after the Downtown Design Review Committee approves the meeting minutes.

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 hear 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 actual conditions and 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 design review application	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 design review.

4. 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 related but not limited to

windows, doors, awnings, signage, lighting; 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 the request.

a. Administrative approvals. The Zoning Administrator along with the City Manager consider and approve, approve with condition or disapprove downtown design review applications for proposed work when all of the following criteria are met:

- i. The work does not involve the addition, 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.
- ii. The work is limited to repainting, signage replacement, awning replacement, lighting, window or door replacement with units of the identical size, material, and construction, or similar minor treatments.
- iii. The repair or replacement of a roof surface when not visible from the street and retaining the original roof design.
- iv. The proposal does not require interpretation of discretionary design guidance or involve requests for exceptions to adopted standards.
- v. The Zoning Administrator or City Manager may choose to not review a request and instead send it to the Downtown Design Review Committee for action.

- 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 Objectives and Standards found in Sec. 71-36.c.____

- c. Objectives and Standards

The Downtown Design Review Committee shall review the following Objectives and Standards when reviewing applications for exterior work 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 architectural style and details, placement, shape, scale, character, and materials, as well as relationship to adjacent buildings.
 - b. Standard: New development must maintain setbacks, and should maintain 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 adhere to 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. For new construction, 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. Elements of multiple architectural styles should not, however, be mixed in a single building. For renovations of or additions to existing buildings, the architectural style of the existing building will inform the design of the new work, which will be consistent and harmonious with the existing building.
3. Roof Treatment.
 - a. Objective. Roof forms should provide visual interest that is consistent with the roof forms of adjacent buildings.
 - b. Standard. Flat roofs and low-pitch (no more than 2:12) 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 and conceal the roof.
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.

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

5. Building Widths and Facades

- a. Objective. To reflect typical existing building widths found in the downtown 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 each) through articulation of the facade. This can be achieved through combinations of the following techniques and others that may meet the objective, as long as they all conform to a single architectural style: stepping back or extending forward a portion of the façade; using different textures or materials drawn from a common palette; dividing the storefronts with separate display windows and entrances; varying the rooflines by alternating parapets, stepped roofs, or other roof elements; using arcades, awnings, window bays, arched windows, and balconies as focal points or defining elements.

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 but not limited to 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 (which 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, which may be used as an accent but not a primary material), architectural metalwork.
 - ii. The following materials are prohibited: unadorned plain or painted concrete block, tilt-up concrete panels, prefabricated steel or sheet metal panels, reflective or darkly tinted glass, siding materials which simulate wood or masonry (metal, vinyl, fiberglass, asphalt, or fiberboard), 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 Downtown Design Review Committee (DDRC).

- iv. Existing buildings should be rehabilitated using original materials to the extent feasible. If original features or materials cannot be restored or replicated, the primary materials listed above may be used.
- v. Roofs, generally flat or low pitch (2:12 or less). Asphalt shingles and asphalt roll roofing are prohibited on flat or low-pitch roofs. New roofing material may not be terminated on the fascia or the wall below the roof, that is, the existing fascia must be retained or replaced in kind and may not be covered by the roofing material.

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. Exterior lighting, awnings and signage shall be installed without damaging the building or visually impairing distinctive architectural features. Fasteners will be placed in mortar joints and not into masonry units.

6. Openings in Front

- 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.

7. Windows and Doors

- a. Objective. Preservation of the historic character of the building and downtown.
- b. Standard. Historic windows and doors ~~will~~ should be rehabilitated or repaired if possible. Replacement of historical windows or doors will either replicate or simulate the appearance of the historical unit.

- i. The removal of existing doors and windows and replacement by a solid wall is typically not allowed unless the applicant can provide detailed information regarding why the removal is necessary.
- ii. Original or historic windows and doors should be rehabilitated or repaired whenever possible. Options for dual glazing (storm panels) is the preferred method to improve energy efficiency. When rehabilitation or repair is ~~im~~ not possible, replacement is allowed.

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 must be provided in the application. Care must be given not to damage or remove any existing architectural elements.

When original or historic doors are to be replaced, the new units must be of a similar style, have the same number and placement of panels, lights, etc., and have similar molding profiles. Historic pattern or decorative glass (glue-chip, etched, beveled, etc.) must be replaced with identical materials. When non-historic doors are to be replaced, the new doors should be of a style appropriate to the architectural style of the building.

When original or historic windows are to be replaced, the new units must be of a similar style (i.e. double-hung, casement, fixed, etc.), have the same number and placement of lights (i.e. 6 over 6, 3 over 1, etc.), and have similar muntin widths (with no more than 1/8" variation from the original). Historic pattern or decorative glass (prism, reeded, glue-chip, etched, beveled, etc.) must be replaced with identical materials. If the window sash are not true divided light, grilles simulating muntins must be permanently installed on both the inner and outer sides of the glass.

When non-historic windows are to be replaced, the new windows should be of a style appropriate to the architectural style of the building and should otherwise follow the standards for replacement of historic windows, above.

Triple-track storm units are not allowed.

- 8. 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. Allowed **(We should be more descriptive of the color or tell that samples are available or say that as approved by DDRC)** colors include browns, grays, tans, beiges, and 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 a building's facades. This standard does not apply to murals or other works of public art.

- i. Buildings that currently have painted masonry may change paint color as stated above.
- ii. Painting masonry surfaces is strongly discouraged as it cannot be easily removed without damaging the masonry, often creates conditions that lead to the accelerated deterioration of the masonry, and turns a maintenance-free surface into a maintenance-required surface. Any application to paint an unpainted masonry building must include clear, detailed, and persuasive reasons as to why painting the masonry is necessary. Simple aesthetic preference is not a sufficient reason.
- iii. Removing the paint from historically painted masonry surfaces is also strongly discouraged. Any application to remove paint in such situations must clearly demonstrate why the removal of the paint is necessary, what methods and materials are to be used in the removal, the plan for repairing or replacing deterioration, which is revealed, and the planned material to be used to treat or finish the newly exposed brick.

9. Mechanical Equipment and Service Areas.

- 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 **six feet above** ~~an adult standing at ground level on adjacent streets, public rights-of-way, or 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 **ground mounted** outdoor mechanical units or storage, service, or loading areas face adjacent residential uses or are visible from a public street, alley or

walkway, they 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 of the building.

d. Appeal process.

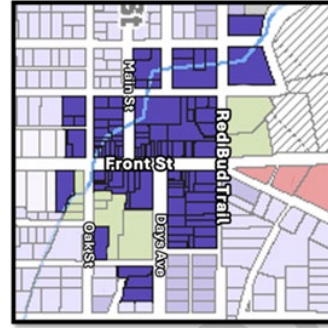
- a. A decision by the Zoning Administrator may be appealed to the Downtown Design Review Committee. The applicant shall submit a complete application for such request to the Downtown Design Review Committee on such forms provided by the City for that purpose and subject to the fees set by the City Commission prior to the posted submittal deadline prior to the next regularly scheduled Downtown Design Review Committee meeting.
- b. Appeals of 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 60 days after the decision in writing, or within 21 days after the Downtown Design Review Committee approves the meeting minutes.
- c. A building permit ~~may~~ shall not be issued for proposed exterior work unless the Downtown Design Review Application has been approved or approved with conditions. An occupancy permit will not be issued until the Zoning Administrator has inspected the work and finds it is in compliance with the plans approved by the Zoning Administrator or the Downtown Design Review Committee.

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.

 Downtown (D)



Kg draft 4 final with minor changes 08052026 – Lysy and Brayak