

AGENDA

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

** Comments may also be submitted in writing at least 4 hours in advance to the Community Development Director Richard Murphy at rmurphy@cityofbuchanan.com*

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

I. Regular Meeting - Call to Order

II. Pledge of Allegiance

III. Roll Call

IV. Approve Agenda

V. Public Comments - Agenda Items

VI. Approve Minutes

A. Minutes

1) Consider approving the amended minutes from March 11, 2025.

2) Consider approving the regular meeting minutes from April 8, 2025.

VII. Old Business

VIII. New Business

A. Short-Term Rental Discussion - City Manager, Tony McGhee

Guest Speakers City of New Buffalo City Manager, Darwin Watson & City of St. Joseph Community Development Director, Kristen Gundersen.

B. On-Street Parking Discussion

IX. Public Comment - Non-Agenda Items Only

X. Community Development Director Comments

XI. Commissioner Comments

XII. Adjournment



CITY OF BUCHANAN PLANNING COMMISSION

TUESDAY, MARCH 11, 2025 – 6:00 PM

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

MINUTES- **AMENDED**

I. Regular Meeting - Call to Order

The meeting was called to order by Chairman Ralph McDonald at 6:00 PM.

II. Pledge of Allegiance

McDonald led in the Pledge of Allegiance.

IV. Roll Call

PRESENT: Chairman Ralph McDonald, Vice-Chair Tony Houser, Secretary Jen Garry, Commissioner Dan Vigansky, Jacob Brown, Peter Lysy

CITY STAFF: Community Development Director, Rich Murphy; Administrative Assistant, Emma Lysy; City Clerk, Kalla Langston

ABSENT: Matt Pleasant

VI. Approve Agenda

Motion made by Vigansky, supported by P. Lysy to approve the agenda as presented. Voice vote carries unanimously.

VII. Public Comments - Agenda Items

VIII. Approve Minutes

A. *Consider approving the Regular Meeting Minutes from February 11th, 2025.*

Motion made by Houser, supported by Brown, to approve the minutes as presented. Voice vote carries unanimously.

IX. Old Business

X. New Business

A. Zoning Project

1) Review the administrative process for Neighborhood Plans and how they compare with the PUD process.

Murphy and E. Lysy reviewed the questions raised by the Plan Commission at their previous meeting the Placemakers, who confirmed that while neighborhood plans would be available by right in parcels over 3 acres, they would still be subject to review.

A difference between neighborhood plans and PUDs is that neighborhood plans can be done through administrative approval, where the zoning administrator is able to determine if the plan is in compliance with the zoning ordinance and approve or deny it. They would still be able to consult the Plan Commission, though compliance would be determined by the zoning administrator to avoid discretionary decisions. Neighborhood plans are designed to allow for variation while still adhering to the larger master plan.

McDonald prefers the PUD system, where plans must go before the Plan Commission for approval. There are more eyes on the project this way and encourages innovation. Placemakers prefers the

neighborhood plan because it avoids the process becoming discretionary and the new zoning ordinance will already allow for developmental features that would have been innovative under our current ordinance.

Vigansky motioned, Brown supported going with the Neighborhood Plan.

Ayes: Brown, P. Lysy, Garry, Vigansky

Nays: McDonald, Houser

Motion carries 4-1.

2) Review the latest draft of the proposed new zoning map.

Houser finds the colors hard to differentiate. P. Lysy had a list of small edits, including moving the creek to be accurate. McDonald asked about municipal districts. This was a district that was recommended in the future land use map, but Placemakers thinks it is unnecessary to enshrine municipal properties as they may not always be so, such as Stark School. The cemetery and E. B. Clark & Spafford Woods should be Natural (N) instead of residential as they will never be developed. There was discussion of particular lots and their zoning designations.

The next update will come with the final draft of the zoning ordinance from Placemakers.

XI. Public Comment - Non-Agenda Items Only

Kim Moyer – would like his parcel to not change its zoning.

XII. Community Development Director Comments

Murphy and E. Lysy will now focus on assembling their notes and Plan Commission feedback and sending it to Placemakers so they can complete the final draft.

The Trail extension groundbreaking was Monday, and it was a well-attended event that went very well. The project will open further opportunities for continued expansion of the trail, including connections to nearby trail systems. A large coalition of people, groups, and organizations contributed to the project.

XIII. Commissioner Comments

Garry – Appreciated the marked up zoning ordinance and working on the zoning map.

P. Lysy – Enjoys working with maps.

Houser – Wondered what the next steps are. E. Lysy said that if there was anything else the Plan Commission would like to discuss, they could hold another meeting, otherwise they were ready to send their notes to Placemakers to begin the final draft.

Brown – Thanked staff and the Plan Commission for the work they do.

Vigansky – Echoed Brown's comments.

McDonald – Also appreciates the effort and discussion brought forward.

XIV. Adjournment

Motion made by Houser, supported by Brown, to adjourn at 7:08 pm. Voice vote carries unanimously.



CITY OF BUCHANAN PLANNING COMMISSION

TUESDAY, APRIL 08, 2025 – 6:00 PM

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

MINUTES

III. Regular Meeting - Call to Order

The meeting was called to order by Chair Ralph McDonald at 6:03 PM.

IV. Pledge of Allegiance

McDonald led in the Pledge of Allegiance.

V. Roll Call

PRESENT: Chair Ralph McDonald, Vice-Chair Tony Houser, Secretary Jen Garry, Commissioner Dan Vigansky, Matt Pleasant, Jacob Brown, Peter Lysy

CITY STAFF: Community Development Director/Zoning Administrator, Rich Murphy; City Clerk, Kalla Langston; Administrative Assistant, Emma Lysy

VI. Approve Agenda

A motion was made by Vigansky, supported by Houser, to approve the agenda, as presented. Voice vote carried unanimously.

VII. Public Comments - Agenda Items

None.

VIII. Approve Minutes

A. *Consider the regular meeting minutes from March 11th, 2025.*

A motion made by Houser, supported by Brown, to postpone the Regular Meeting Minutes from March 11th, 2025 for Clerk Langston to make amendments clarifying a motion.

IX. Old Business

X. New Business

A. Draft 3 Zoning Document- *Brief update and outlining next steps and expected timeline.*

The team are compiling decisions and policy changes for the draft rezoning document. Discussion on draft three will be postponed until after the team returns.

B. Short-Term Rental Discussion - *The City Commission has requested a recommendation from the Planning Commission regarding the policy for Short-Term Rentals.*

A moratorium on short-term rentals has been imposed while a policy is being developed. The aim is to proactively determine the number and location of short-term rentals. Existing short-term rentals are grandfathered in and can continue operating. Discussions included the balance between short-term rentals and neighborhood stability. Concerns about zoning and the potential impact on real estate prices were raised. Commissioners to review other city ordinances on short-term rentals and provide feedback.

I. Public Comment - Non-Agenda Items Only

XII. Community Development Director Comments

There's a lot happening in town right now. McCoy's Creek Trail extension has begun the demolition of the old feed mill, along with abatement activities at the site. The culvert project by the library is progressing, and the Hoven Wall project is set to break ground tomorrow. We also have the downtown project moving forward, with positive feedback regarding our communication efforts. Significant investments are being made in Buchanan, including the kayak launch project, for which design and engineering will start soon. Our community development department submitted grant applications for playground equipment in Katheryn Park for \$400,000 and a fishing pier and vault toilets at Riverfront Park.

We toured the McCollum livery project last week, which looked impressive. We also held a presentation with the Michigan Economic Development Corporation discussing downtown redevelopment and housing programs. Today, we're finalizing applications for the home improvement program and have released two Requests for Proposals: one for the Days Avenue historic district nomination and another for demolishing an unused city-owned bathroom structure at 310 Richard Street. Overall, these projects will significantly improve our community, signaling that Buchanan is ready for more investment. We're holding weekly status meetings with engineers and contractors for both the downtown and feed mill projects.

XIII. Commissioner Comments

***Pleasant: The Tree Friends will be doing their Spring Planting on April 13th.*

***P. Lysy: The artwork displayed in the library will be updated. We are making progress toward the end of May for the competition.*

***Garry: The examples provided were very helpful.*

***Houser: Recently completed the MSU Citizen Planner class and now understand form-based code better.*

***Brown: No comments.*

***Vigansky: The Galien Legion is having a fish fry this Saturday.*

***McDonald: The trail extension is progressing, and they are working on bringing the 5K back. McDonald thanked the planning commission for their support.*

XIV. Adjournment

Motion made by Houser, supported by Vigansky to adjourn the meeting at 6:58 PM. Voice vote carries unanimously.

- CODE OF ORDINANCES
Chapter 98 - TRAFFIC AND VEHICLES
ARTICLE III. - PARKING, STOPPING AND STANDING
DIVISION 2. PARKING REGULATIONS

DIVISION 2. PARKING REGULATIONS

Sec. 98-71. Prohibited parking.

No person shall park a vehicle, except when necessary to avoid conflict with other traffic or in compliance with law or the direction of a police officer or traffic control device, as follows:

- (1) On the sidewalk or the space between the curb and sidewalk, whether paved or unpaved;
- (2) In front of a public or private driveway or alley or within three feet of where the course of the curb line has been changed to start the driveway or alley approach;
- (3) Within an intersection;
- (4) In front of or within 15 feet of a fire hydrant.
- (5) On or partially in a crosswalk;
- (6) Within 50 feet of railroad crossings.
- (7) Across or within 20 feet of the driveway of any fire station or on the side of the street opposite the driveway of any fire station;
- (8) Alongside or opposite any roadway excavation or obstruction when stopping, standing, or parking would obstruct traffic;
- (9) On the roadway side of any vehicle stopped or parked at the edge or curb of the roadway (double parking);
- (10) On any private property in the city without the express consent, authorization, or ratification of the owner, holder, occupant, lessee, agent, or trustee of such property. Any complaint for violation of this section shall be made by the owner, holder, occupant, lessee, agent, or trustee of such property;
- (11) In a space clearly designated as a fire lane or in a place or manner that blocks access to a clearly designated fire lane;
- (12) Within or on a marked bike lane;
- (13) In any place or in any manner so as to block or partially block a bicycle lane;
- (14) In any improved or unimproved portion of a city right-of-way between the edge of the roadway and a sidewalk;
- (15) In such a manner as to straddle or overlap the limit lines of parking spaces marked upon the parking lot or street. Vehicles that are parallel parked shall be parked to the line of the roadway and with the right sidewalls of the vehicle's right-hand tires not more than 12 inches from the curb or curb line;
- (16) Any truck tractor, trailer, or semi-trailer detached from its tractor on any street, alley, or public place or in any public parking lot within the city, except in cases of emergency;
- (17) In or on a front or side yard of a residence or commercial property as defined in the zoning ordinance, except in a driveway or designated parking area (hard surface), without a written permit from the Buchanan City Police Department;

- (18) In any way that completely or partially blocks any city driveway, road, highway, alley, right-of-way, or easement, except for vehicle loading or unloading and making necessary repairs for the period of time necessarily required, but that such city road, highway, alley, right-of-way, or easement shall not be blocked to traffic in any such place more than 30 minutes;
- (19) In a parallel parking space in a direction opposite to the direction of traffic; or
- (20) Partially or completely in front of any yellow curb. A yellow curb shall mean no stopping, standing, or parking for any purpose other than the loading or unloading of passengers, provided that the loading or unloading of passengers shall not last more than three minutes.

(Ord. No. 2022.03/432, § 98-52.1, 4-25-22)

Sec. 98-72. Interference with enforcement.

No person or persons shall interfere with or hinder the enforcement of the parking, standing, or stopping ordinances and regulations of the city by removing, erasing, altering, concealing, or in any manner modifying any tags, stickers, or other items placed on a vehicle by a police officer or other designated parking enforcement official or commit any other act designed or intended to prevent enforcement of this article.

(Ord. No. 2022.03/432, § 98-52.2, 4-25-22)

Sec. 98-73. Overnight parking—Public streets.

No person shall park any motorized or non-motorized vehicle, trailer, recreational vehicle, or implement, or place an object of any type in any public street or alley within the city limits of Buchanan between the hours of 2:30 a.m. and 6:00 a.m. The Buchanan City Police Department may issue a temporary parking permit, not to exceed seven days in duration, to any city resident upon receipt of a verbal or written request to the Buchanan City Police Department.

(Ord. No. 2022.03/432, § 98-55, 4-25-22)

Sec. 98-74. Overnight parking—Public parking spaces.

- (a) No person shall park any motorized or non-motorized vehicle, trailer, recreational vehicle, or implement, or place an object of any type in any public parking space within the city limits of Buchanan between the hours of 2:30 a.m. and 6:00 a.m., without first obtaining a parking permit issued by the Buchanan City Police Department.
- (b) Residential and/or rental units located in the C-3 central business district shall be allowed to park in a public parking lot in the C-3 central business district for overnight parking, which will require a parking permit per vehicle (renewable annually) issued by the Buchanan City Police Department. The permit hangtag must be visibly displayed from the rear-view mirror.
- (c) Residential and/or rental unit vehicles must park in a permitted parking space designated with permit parking signage in one of the available lots (North Parking Lot, in the alley off of S. Oak Street adjacent to the Post Office, Nelson Transfer Lot on Oak Street, the parking lot adjacent (on the west side) to the Common and Farmers Market (also known as the City Center Parking Lot) with a Buchanan City Police Department-issued parking permit.
- (d) Those residents needing additional temporary permits for overnight parking for guests will be issued a maximum of two additional permits not to exceed seven days in duration and a maximum of 14 days in any

of the excess municipal overflow lots per instance with a Buchanan City Police Department-issued parking permit.

- (e) Failure to remove disabled and/or abandoned vehicles that have been issued a permit will result in the permit being revoked, the vehicle cited, and towed at the owner's expense.
- (f) Roll-off or portable dumpsters and construction waste containers used for any purpose must have permission by the Buchanan City Police Department.

(Ord. No. 2022.03/432, § 98-56, 4-25-22)

Sec. 98-75. Public parking space use prohibition.

No resident or any other person shall store any recreational vehicle, trailer, or watercraft in any city public parking space.

(Ord. No. 2022.03/432, § 98-57, 4-25-22)

Sec. 98-76. Public parking in the C-3 central business district.

- (a) Parking in the C-3 central business district on Front Street, Main Street, Days Avenue, and Oak Street will be limited to three hours between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday, unless modified at the direction of the city manager.
- (b) Boundaries of the C-3 central business district are as follows: Redbud Trail north to Third Street, Third Street west to Main Street, Main Street south to Dewey Street, Dewey Street west to Oak Street, Oak Street south to Roe Street, Roe Street east to Days Avenue, Days Avenue north to Central Court, and Central Court east to Redbud Trail.

(Ord. No. 2022.03/432, § 98-59, 4-25-22)

Sec. 98-77. Issuance of parking permits—Establishment of fees.

The Buchanan City Commission shall set the costs and/or fees for the issuance of parking permits issued by the Buchanan City Police Department. The police department shall not issue a parking permit for a period longer than one year for residential and/or rental permits of occupants in the C-3 central business district.

(Ord. No. 2022.03/432, § 98-60, 4-25-22)

Sec. 98-78. Violations.

Violations of this article shall be handled by the Buchanan City Police Department.

(Ord. No. 2022.03/432, § 98-61, 4-25-22)

Sec. 98-79. Limitation of parking period.

The city manager shall have the authority to limit the period during which vehicles may be parked in any city-owned parking space and no person shall park or leave any vehicle therein for a period longer than that established by the city manager and posted for such parking space by signs giving notice of such parking time limitations.

(Ord. No. 2022.03/432, § 98-62, 4-25-22)

Sec. 98-80. Prohibited space use.

No person shall use any city parking space to repair or sell any vehicle or carry on any trade or business therein. This prohibition includes mobile billboards and/or advertisements on any vehicle.

(Ord. No. 2022.03/432, § 98-63, 4-25-22)

Sec. 98-81. Continuous parking for disabled vehicles or vehicle repairs.

Continuous parking of any vehicle in any parking space or in any city right-of-way for repairs or because the vehicle is disabled for a period of 48 hours is prohibited and such vehicle may be towed. All abandoned vehicles found in any parking space or in any city right-of-way may be towed. Performing any maintenance or repairs on vehicles in the public roadway, other than emergency repairs necessary to permit immediate removal or use of the vehicle, is hereby prohibited.

(Ord. No. 2022.03/432, § 98-66, 4-25-22)

Sec. 98-82. Snow routes.

Parking may be restricted because of the necessity to remove snow along those streets where density of traffic, protection of life and property, construction, and condition of the roadway (or any hazardous condition) make it advisable. Such restriction shall be made by the city manager or their designated representative. No person shall park a vehicle between the hours of 2:30 a.m. and 6:00 a.m. on any city roadway.

(Ord. No. 2022.03/432, § 98-67, 4-25-22)

Sec. 98-83. Liability.

All parking shall be at the owner's risk. The city shall not be responsible or liable for the theft of, or damage to, any vehicle or the loss of any articles left in any vehicle while parked in any city-owned or -operated parking space.

(Ord. No. 2022.03/432, § 98-69, 4-25-22)

Sec. 98-84. Registered owner.

In any proceeding relating to prosecution for the violation of this article, evidence that a particular vehicle described in a citation was parked or stored in violation of this article, together with evidence by verifying ownership with the secretary of state, that the defendant named in the citation was on the date alleged in the citation the registered owner of the vehicle may be accepted by the court as establishing probable cause for the issuance of a citation for the registered owner of the vehicle and creates in evidence a presumption that the registered owner was the person who parked or stored the vehicle at the location where and during the time which the violation occurred.

(Ord. No. 2022.03/432, § 98-70, 4-25-22)

Sec. 98-85. Disabled persons parking.

The city manager is authorized to designate certain parking spaces of the city for disabled parking and to install at such locations designated signs indicating this use. Any person in control of private property, whether normally restricted to certain persons or offered freely to the public, may designate parking spaces for disabled parking. No vehicle shall be parked in any city or private parking space designated for disabled parking, unless the same be used by a disabled person and the vehicle be identified as authorized for disabled parking by the State of Michigan.

(Ord. No. 2022.03/432, § 98-71, 4-25-22)

Sec. 98-86. Continuance of violation.

When a traffic violation citation is placed upon any vehicle, additional citations may be placed thereon for each overtime parking violation, or fraction thereof, that said vehicle remains in such parking space; each separate overtime parking period, or fraction thereof, shall constitute a separate and distinct violation.

(Ord. No. 2022.03/432, § 98-75, 4-25-22)

Sec. 98-87. Penalties for violations.

- (a) Violations of this article shall be handled by the City of Buchanan. Whenever a police officer or city-appointed enforcement officer shall observe a violation of any ordinance pertaining to parking, the officer shall notify the owner or driver of the vehicle involved in the alleged violation by issuance of a written citation provided to the owner or driver or securely placing the citation on the vehicle. Violations shall be considered civil infractions.
- (b) Response to the citation must be made by payment of the citation within the time allowed or by requesting a court appearance within 15 calendar days of the date of issuance of the citation.
- (c) In addition, the city may have citations issued for those violations and transfer these matters to the district court. The district court shall then establish the civil fine for the offense, up to the maximum allowed by law.
- (d) At the discretion of the city manager, parking violations not paid within 90 days after the issuance of the notice of violation may be transferred to the district court and administrative costs may be added. The city may extend these time limits at its discretion.

(Ord. No. 2022.03/432, § 98-77, 4-25-22)

Secs. 98-88—98-105. Reserved.