



DESIGN REVIEW COMMITTEE OF THE CITY OF BUCHANAN
WEDNESDAY, OCTOBER 07, 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:kgundersen@cityofbuchanan.com" kgundersen@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 August 5, 2026 Meeting Minutes
- VII. Unfinished Business**
- VIII. New Business**
 - [A.](#) 107 W Front Street - Consider request by Buchanan Preservation Society on behalf of Michigan Gateway Community Foundation - Replacement of front door
 - [B.](#) 302 N Redbud Trail - Consider request by City of Buchanan – New and replacement signage
- IX. Reports**
 - [A.](#) 122 N Oak Street - Roof Improvements - Report/Information
 - [B.](#) 206 N Main Street - Siding Improvements - Report/Information
- X. Public Comment - Non-Agenda Items Only (3-minute limit)**
- XI. Staff/Committee Comments**
- XII. Adjournment**



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

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 6:04pm.

II. Pledge of Allegiance

Garry led in the pledge of allegiance.

III. Roll Call

Present: Rowland, Lysy, Brayak

Absent: Carlson, Paolucci

Alternate(s) Present: Capron

A. Introduction New Member

Committee members greeted Julie Capron to the committee as the first alternate. Ms. Gundersen explained that Ms. Capron moves into a voting position because there is a missing member.

IV. Approve Agenda

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

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

None.

VI. Approve Minutes

A. Consider the Regular Meeting Minutes from June 3rd, 2026.

Rowland moved, seconded by Lysy to approve minutes as presented. Voice vote carried unanimously.

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.

Joe Scanlon from the Buchanan Fire Department explained they would like to paint the exterior of the building using Peppercorn, a dark gray color, with barn red for the trim. The existing building is white with red trim; the lighter color shows the defects of the building. Painting the structure is a low-cost way to improve the appearance of the structure. There are some windows that have wood shutters along the east side of the building, and the fire department would like to place shutters on all of the windows. Many windows do not open.

Scanlon stated the original building dates to 1951, and the rear of the building is currently tan painted cinder block. Lysy stated the addition to the building consists of the taller roofed area with two overhead doors and questioned if the vines on the south side of the building would be removed.

Scanlon stated the intent is to paint the entire building; however, they have removed the vines in the past but over time the vines have grown back. The barn red color for the trim is the same as the paint on the boy scout bridge.

Rowland stated he is fine with the proposed colors and was glad to see the exterior of the building being updated. He believed the roof was replaced during COVID. Lysy suggested the use of solid shutters to help protect the windows being covered. Scanlon stated there is minimal insulation between the wall and windows. The doors will likely be painted to match the building rather than the trim color. Capron stated the building across the street is also painted a dark color.

Rowland moved, seconded by Lysy to approve 107 W Front St's application as presented. Roll call vote carried unanimously.

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 - 4th Draft

Gundersen explained the changes made to the draft language based on the discussion during the June meeting and requested the Committee act on the request so it can be forwarded to the Planning Commission.

The Committee discussed and directed staff to modify the overlay district map to include the natural areas found at the Common and Veterans Park.

Rowland moved, seconded by Lysy to recommend approval of the draft language as modified during the discussion. Roll call vote carried unanimously.

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

None.

X. Staff/Committee Comments

Gundersen stated she has been talking with several property owners regarding improvements that will require Committee approval.

Committee members stated future dates they would be absent and thanked staff for their help.

XI. Adjournment

Meeting adjourned at 6:55pm.

Kalla Langston-Weiss, City Clerk

Mayor Mark Weedon

Memorandum



Date: September 25, 2026

To: Downtown Design Review Committee

From: Kristen Gundersen, Planning and Community Development Director

Subject: **107 W Front Street – Michigan Gateway Community Foundation building - Proposed new front access door and surround**

Background

The partial two-story brick building located at 107 W Front Street is located in the D Downtown District. The Buchanan Preservation Society is acting as the applicant for the property owner Michigan Gateway Community Foundation which uses the building for office space.

The applicant is proposing to replace the existing front glass and metal door and surround that faces West Front Street to a more accurate door from when the building was constructed. The new door will be wood with a four-panel design and no glazing/glass and painted Sherwin Williams SW6188 Shade-Grown. The surround will consist of sidelight glazing/glass and transom window located above the door, this area will be painted white.

The applicant has included photographs of the building and how the front door has changed over time based on the use of the building. The intent is to provide a door and surround similar to the original building in the 1860's when J.D. Ross lived on the property.

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 were 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 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.

Memorandum

A motion for approval could include “move to approve the request to replace the existing glass and metal front door and surround facing West Front Street with a wood door with paint color Sherwin Williams SW6188 Shade Grown and new surround with white paint as depicted in the application packet found in the October 7, 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.

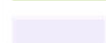
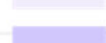
Location Map - 107 W Front Street



Zoning Map – 107 W Front Street



Zoning Districts

-  Natural (N)
-  Neighborhood Edge (NE)
-  General Neighborhood (GN)
-  Neighborhood Center (NC)
-  Downtown (D)
-  Suburban Commercial (SC)
-  Industrial (I)

Photographs 107 W Front Street



View looking south from W Front Street.



View looking south from W Front Street of existing front door proposed to be replaced.



302 Redbud Trail North
Buchanan, MI 49107
Tel: (269) 695-3844
Fax: (269) 695-4330

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 West Front Street

Tenant Name: Michigan Gateway Community Foundation

Property Code Number(s) (Tax Number): 11-58- 1150-0013-03-0

Description of proposed work: _____

Replace existing modern aluminum front door, sidelights, and transom
with historically accurate wooden door, sidelights, transom, and
surround (frame).

Applicant Information

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

Applicant: Buchanan Preservation Society (BPS)

Contact Person: Peter Lysy

Mailing Address: [REDACTED]

City: Buchanan State: MI Zip Code: 49107

Telephone Number: [REDACTED] Emergency Number: [REDACTED]

E-mail Address: [REDACTED]

Tenant Name: Michigan Gateway Community Foundation (MGCF)

Contact Person: Michael Rowland

Mailing Address: 107 West Front Street

City: Buchanan State: MI Zip Code: 49107

Telephone: [REDACTED] E-mail Address: [REDACTED]

Name of Property Owner/Management Company: Michigan Gateway Community Foundation

Contact Person: same as above

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail Address: _____

Architect or Design Professional: Buchanan Preservation Society (BPS)

Mailing Address: same as above

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail Address: _____

Site Information

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

Current use of property (office, retail): Office

What are the dimensions of the property? irregular, about 100' x 146.5' maximum dimensions

What is the overall length of the building facing the street? about 55'

What is the width of the tenant space facing the street? about 55'

What is the height of the building? about 30'

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 proposed door, sidelights, transom, and surround are facsimiles of the originals as shown in the 1860 engraving of the building.

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

not applicable.

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

not applicable.

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.

New door, sidelights, transom, and surround are all to be made of wood, as the originals were.

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.

Existing opening to be retained and proportions of the original door, sidelights, transom, and surround to be replicated.

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.

not applicable.

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

not applicable.

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.

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

- 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.

- 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.

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

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 15th, day of Sept, 2026, I/We have read the above certification, understand it, and agree to abide by its conditions.


Signature of Applicant or Authorized Agent

Peter J. Lysy (for BPS)

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,
Buchanan Preservation Society (contact person: Peter J. Lysy)

(Company name and contact person) to seek DDRC approval for a new door

(state request that can be made) as required by the City of Buchanan, Michigan for the
property commonly known as 107 West Front Street (Ross Sanders House)

(street address) and having the Property Code Number (Tax Number) of 11-58-
11-58-1150-0013-03-0.

On the 15th, day of September, 20 26, I/We have read the above
certification, understand it, and agree to abide by its conditions.



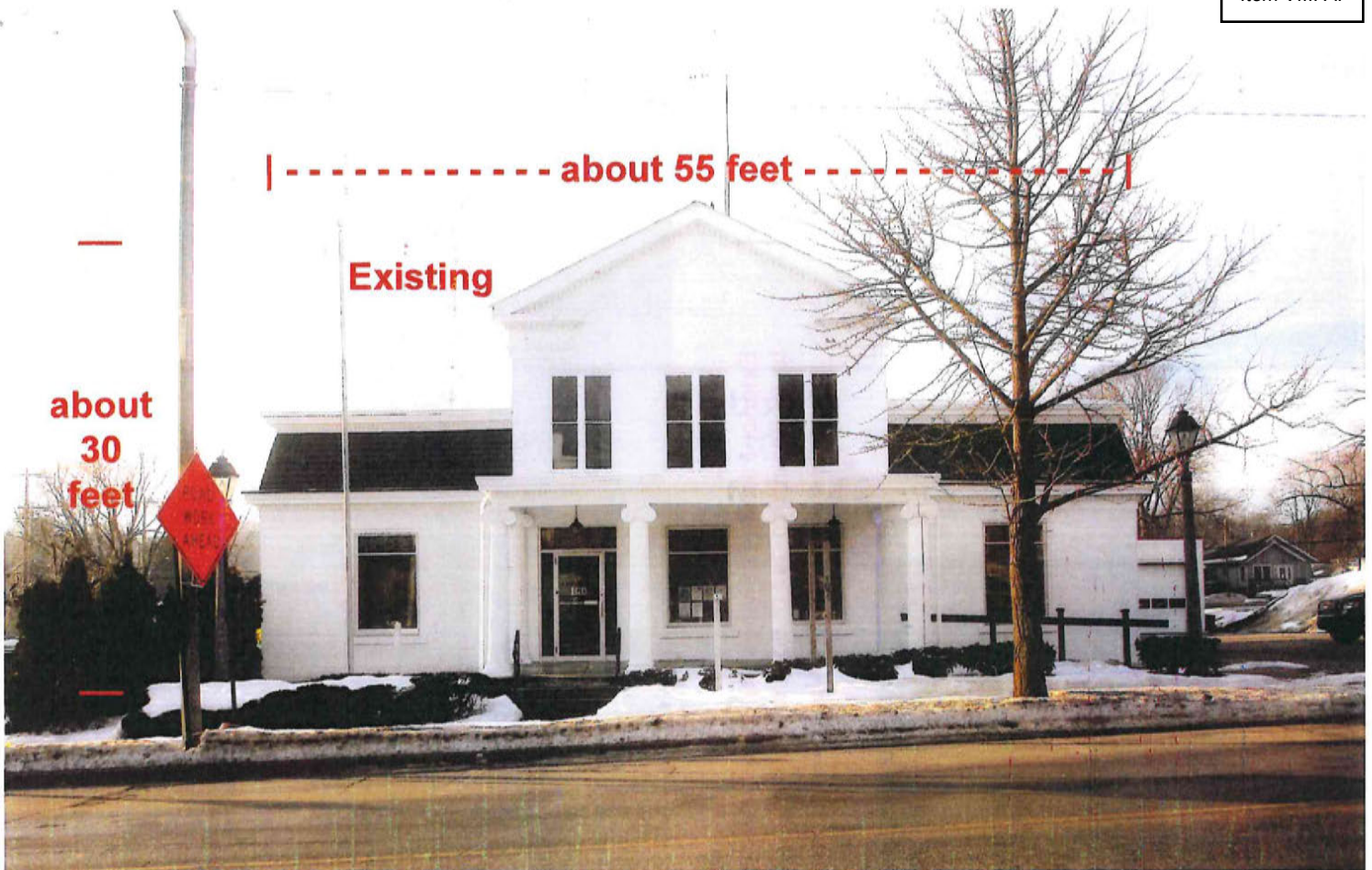
Signature of Property Owner

Michael P. Rowland (for MGCF)

Name of Property Owner

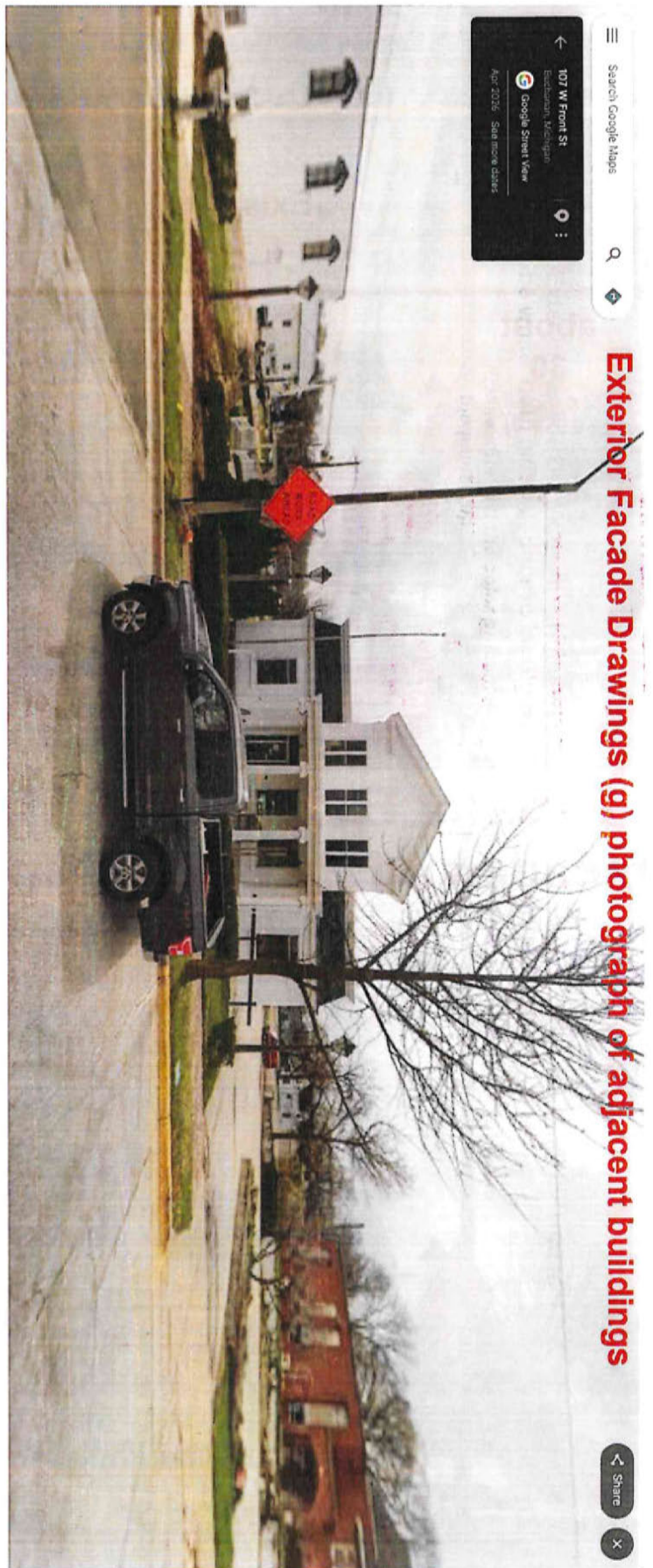
Signature of Property Owner

Name of Property Owner



Exterior Facade Drawings (a) height and width of facade and (b) existing and proposed improvements

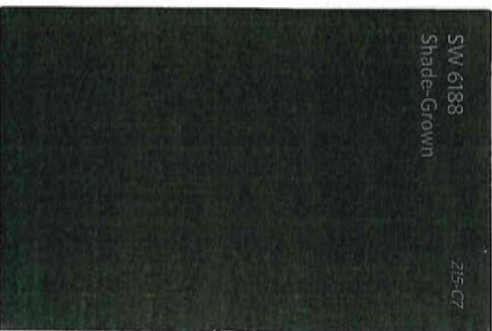




Exterior Facade Drawings (g) photograph of adjacent buildings

Exterior Facade Drawings (h) proposed colors: Door surround, sidelights, and transom to be white, both sides of door to be Sherwin Williams SW6188 "Shade-Grown".

Please note that the color presented below is just an approximation of the actual color on the paint chip.



SW 6188
Shade-Grown 215-C7

Light reflective value: 8 (dark)
Valor de reflectancia de luz: 8 (oscuro)

Complementary colors

Colores complementarios

SW 6182 Ethereal White 258-C5

SW 7541 Grecian Ivory 247-C1

SW 9128 Green Onyx 213-C4

SHERWIN-WILLIAMS

sherwin-williams.com 1-800-4-SHERWIN

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Samples approximate the actual paint color.

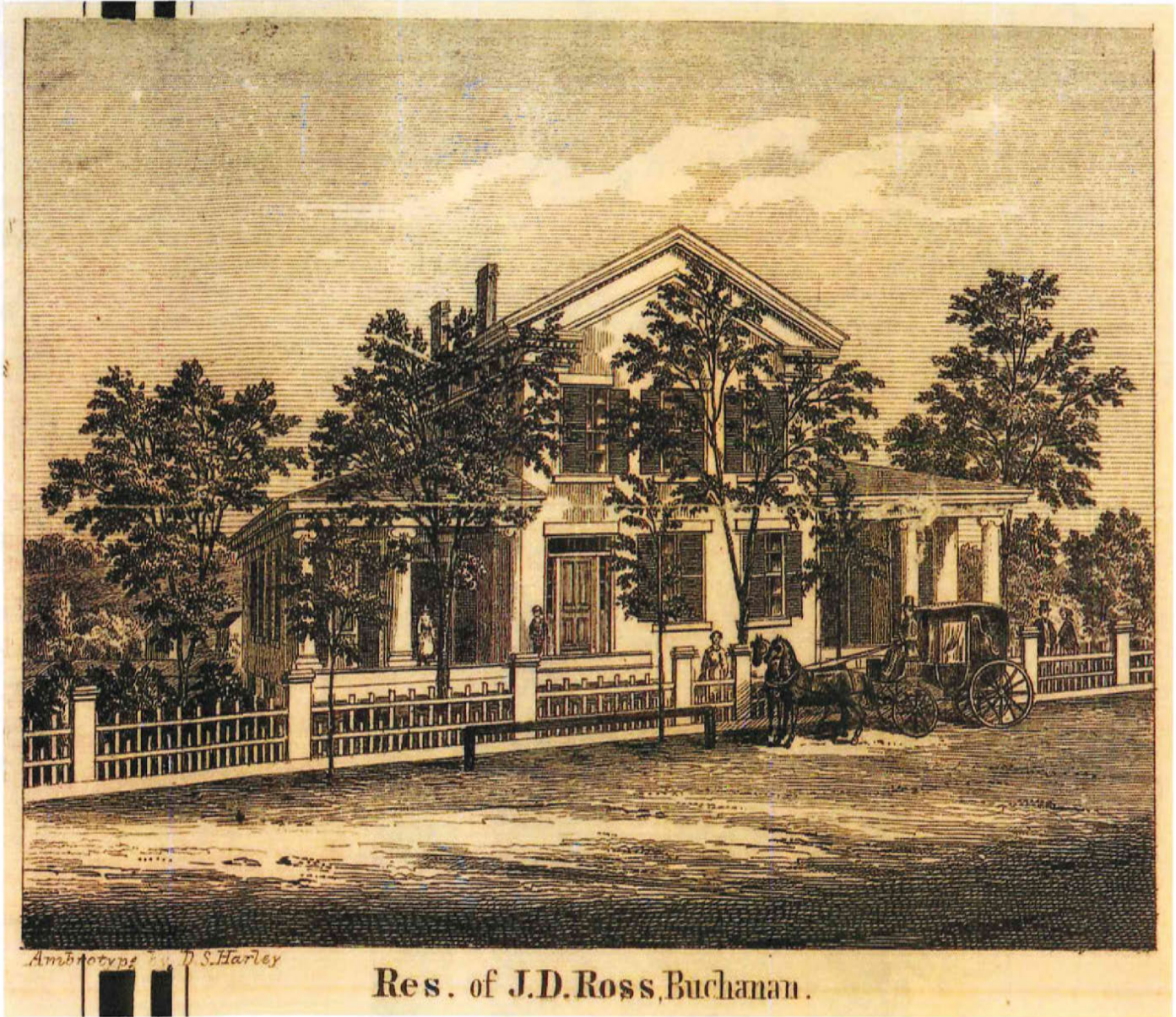
Las muestras se aproximan al color real de la pintura.

6505-10670



CS 1/25



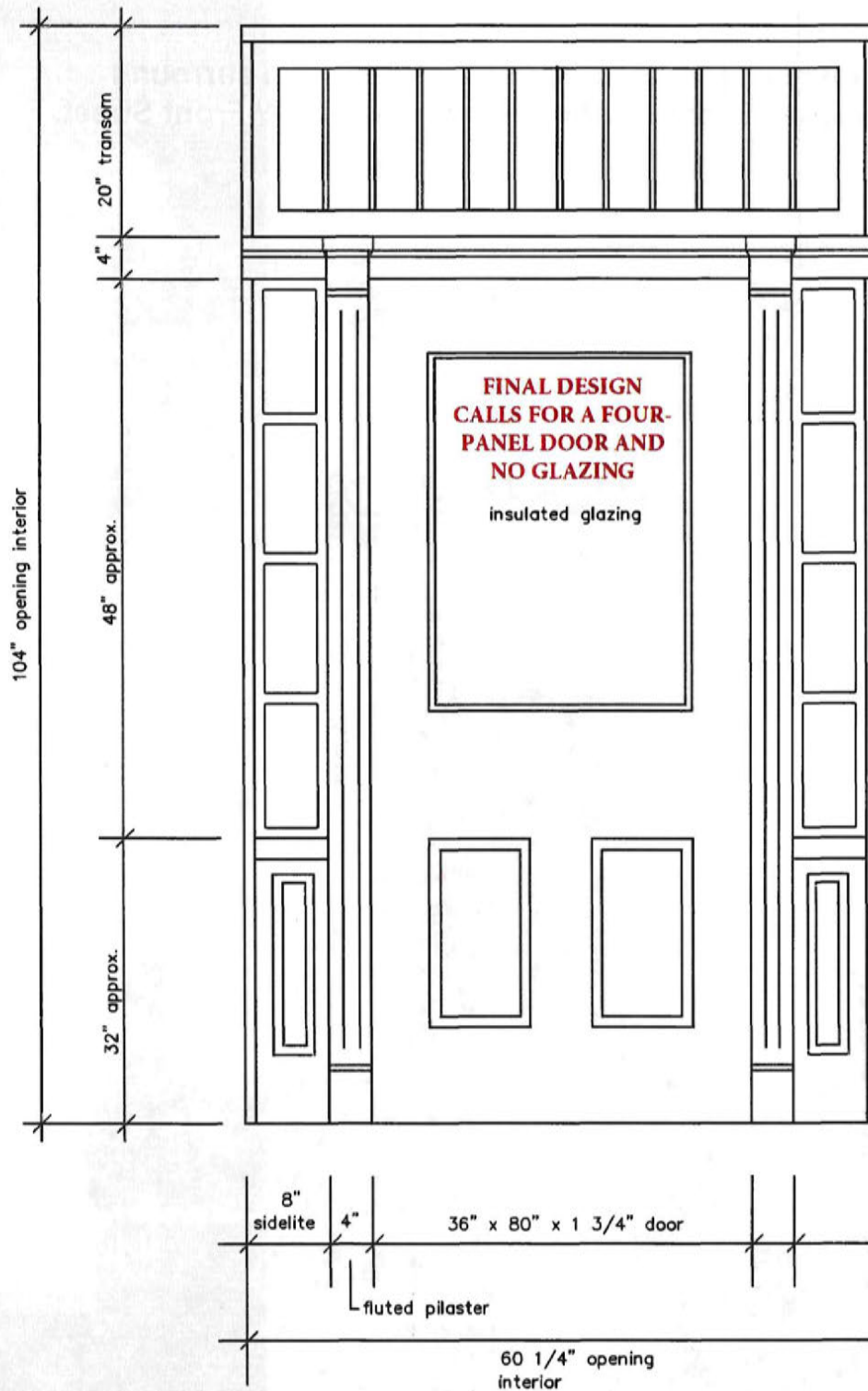


Ross-Sanders House as it appeared in 1860
(from the Geil, Harley & Siverd Map of Cass, Van Buren, and Berrien Counties, 1860)

**Photoshopped image of a similar door and surround
superimposed in the existing opening at 107 W Front Street.**



Proposed new door and surround



ROSS-SANDERS HOUSE DOOR - SCALE: 3/4" = 1'-0"

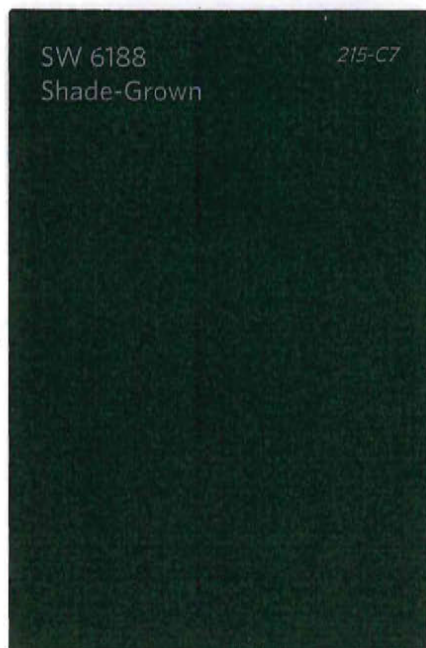
**Not shown are the wood panels (about 14" wide)
which frame the opening in the brick wall.**

Typical panel molding



Door surround, sidelights, and transom to be painted white. Both sides of door to be painted Sherwin Williams SW6188 "Shade-Grown".

Please note that the color presented below is just an approximation of the actual color on the paint chip.



SW 6188
Shade-Grown

215-C7

Light reflective value: 8 (dark)
Valor de reflectancia de luz: 8 (oscuro)

Complementary colors

Colores complementarios

SW 6182 Ethereal White 258-C5

SW 7541 Grecian Ivory 247-C1

SW 9128 Green Onyx 213-C4



SHERWIN-WILLIAMS.

sherwin-williams.com 1-800-4SHERWIN

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Samples approximate the actual paint color.
Las muestras se aproximan al color real de la pintura.

6505-10670

CS 1/25



The following four photographs show the door and surround as it appeared in the 1950s-1960s, after the muntins had been removed from the glass and the upper two solid panels removed from the door.







Note panels on sides and top of door frame:



Memorandum



Date: September 25, 2026

To: Downtown Design Review Committee

From: Kristen Gundersen, Planning and Community Development Director

Subject: **302 N Redbud Trail – City of Buchanan - Proposed new signage**

Background

The one-story brick office building located at 302 N Redbud Trail is located in the D Downtown District. The building is owned by the city of Buchanan and is now city hall. It was previously used for administration tasks for Clark Equipment.

The applicant is proposing to replace the existing non-illuminated metal wall signs on the south end of the building facing East Third Street and install new signage facing N Redbud Trail.

East Third Street.

The existing wall sign is approximately 96" x 54" or 36 square feet in size. The sign is peeling and cracking and needs to be replaced. Rather than replace the sign with a new 36 square foot sign two smaller signs are proposed, the city logo is a 4' x 4' circle for 16 square feet and the smaller "city hall" sign is approximately 8 square feet with dimensions of 75" x 15". Drawing on box around the two signs the overall size would be approximately 75" x 78" or approximately 41 square feet.

The second sign provides information to where on-site parking is located. No changes are proposed to the overall size of 3' x 3' or 9 square feet. This sign will be in the same position just updated with the current city logo.

North Redbud Trail.

There is currently no signage on the building facing North Redbud Trail. Two options are proposed as there is some concern if the construction material used for the fascia can support the proposed signs.

Signage proposed for the fascia is 75" x 15" or approximately 8 square feet and 22" x 22" or approximately 3.5 square feet. The overall dimensions of the two signs increase to 105" x 22" or approximately 16 square feet.

If the fascia cannot support the proposed signs, there are five recessed areas facing North Redbud and either of the two southern areas would be sufficient. The center area has a flagpole and the two northerly areas have a tree that could block the view. Signage in this area would be the same dimensions as the two signs facing E. Third Street. The overall size of the sign would be 118" x 36" or 29.5 square feet.

In all cases the square footage of the signage is well below the maximum allowed under the current regulations found in Section 71-30 Sign standards and the proposed changes the Planning

Memorandum

Commission recommended approval of and the City Commission are scheduled to act on during meetings in October and November.

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 were 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 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. A motion for approval could include "move to approve the request for new signage on the south and west sides of city hall as depicted for location, size and color in the application packet found in the October 7, 2026 Downtown Design Review Committee agenda packet as prepared by the applicant for the property located at 302 N Redbud Trail 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 - 302 N Redbud Trail



Zoning Map – 302 N Redbud Trail



SITE

Zoning Districts

-  Natural (N)
-  Neighborhood Edge (NE)
-  General Neighborhood (GN)
-  Neighborhood Center (NC)
-  Downtown (D)
-  Suburban Commercial (SC)
-  Industrial (I)

Photographs – 302 N Redbud Trail



View looking
southeast from
Redbud Trail



View looking
east from Redbud
Trail



View looking
northeast from
East Third Street



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: 302 N Redbud Trail

Tenant Name: City of Buchanan - city hall

Property Code Number(s) (Tax Number): 11-58-0700-0010-00-1

Description of proposed work: proposed new signage on west side of building facing Redbud Trail and replacing signage on south side of building facing E Third Street

Applicant Information

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

Applicant: City of Buchanan

Contact Person: Kristen Gundersen, Planning and Community Development Director

Mailing Address: 302 N Redbud Trail

City: Buchanan State: MI Zip Code: 49107

Telephone Number: 269.695.3844 Emergency Number: _____

E-mail Address: kgundersen@cityofbuchanan.com

Tenant Name: N/A

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail Address: _____

Name of Property Owner/Management Company: N/A

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ 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): office

What are the dimensions of the property? irregular 123 x 186

What is the overall length of the building facing the street? 112 - Redbud and 60 - E Third

What is the width of the tenant space facing the street? 112 and 60

What is the height of the building? one story existing

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.

No change to existing exterior of building.

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

No change.

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

No change.

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.

Proposed new signs will be constructed of metal similar to existing signage on the building.

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.

No change.

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.

Section 71-30 Sign standards regulates signage and square footage complies.

The proposed signage also complies with the draft amendment to Section 71-30 that will likely be in effect when the signage is installed.

7. Demolition. Explain why the building or a portion of the building needs to be demolished.
Not applicable.

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.

No architectural features will be covered. Signage will be attached to exterior brick wall or fascia.

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

Yes.

- 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.

Signage faces the adjacent streets and is similar to existing signage on the building that will be replaced.

- 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.

New and replacement signage is proposed on the building. Replacement signage is changing in shape but will be located in the same area on the south side of the building.

New signage is proposed facing Redbud and will be located on the fascia or brick wall.

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

No interpretation necessary.

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 17th, day of September, 2026, I/We have read the above certification, understand it, and agree to abide by its conditions.

Kristen Gunderson for City of Buchanan
Signature of Applicant or Authorized Agent

Kristen Gunderson for City of Buchanan
Name of Applicant or Authorized Agent

Proposed Signage – 302 N Redbud Trail



View looking north from E Third Street – building width facing street – 60'





Option 1 - View looking southeast from N Redbud Trail – building with facing street 112'





Option 2 - View looking southeast from N Redbud Trail – building with facing street 112'. Sign dimensions are the same as Option 1 and may be located in the recessed area to the left (north) for improved symmetry with the building.



GoogleStreetView April 2026. Flag pole is located in center recessed area.

Memorandum



Date: September 25, 2026

To: Downtown Design Review Committee

From: Kristen Gundersen, Planning and Community Development Director

Subject: **Information – 122 N Main Street – Masonic Temple Association of Buchanan**

Background

The tall one-story building located at 206 N Main Street is located in the D Downtown District is working on improvements to the building. A building permit was issued in late July for new roofing on a portion of the building. The roof modified is approximately 13' x 13' square located north of the main entrance on Oak street.

When staff learned about the project it was completed. The Building Department has not received photographs from the roof of the work completed. Attached are photographs of the work completed along with Google Street View from April 2026 which depicts the original roof. The new roof is a low pitch metal which replaced what appears to be a flat roof with railings.

Action

No action is required, the Building Department was reminded of the regulations pertaining to the properties in the D Downtown District that no permits may be issued until after approval has been granted for design review.

Attachments

1. Location Map, Zoning Map and Site Photographs.

Location Map - 122 N Oak Street



Zoning Map – 122 N Oak Street



Photographs – 122 N Oak Street



New roof view from W
Dewey Street



New roof view from N Oak
Street looking east.



Old roof view from W Dewey St. Google Street View April 2026



Old roof view from N Oak Street looking east – Google Street View April 2026

Memorandum



Date: September 25, 2026

To: Downtown Design Review Committee

From: Kristen Gundersen, Planning and Community Development Director

Subject: **Information – 206 N Main Street – Frame Products**

Background

The one-story manufacturing business located at 206 N Main Street is located in the D Downtown District is working on improvements to the building. A building permit was issued in late August for new metal siding on a portion of the building that had exposed cinder block walls along a portion of the east and south sides of the building.

Staff contacted the property owner who was unaware of the downtown design review process and requested the design review application be completed along with photographs of the existing conditions. According to the property owner, some of the cinder blocks were in disrepair and the area had no insulation. The new metal covering is similar to the existing material found on the north end of the building facing E Third Street and a portion of the west side of the building facing N Main Street.

Action

No action is required, the Building Department has been reminded again of the regulations pertaining to the properties in the D Downtown District that no permits may be issued until after approval has been granted for design review.

Attachments

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

Location Map - 206 N Main Street



Zoning Map – 206 N Main Street



- Zoning Districts
- Natural (N)
 - Neighborhood Edge (NE)
 - General Neighborhood (GN)
 - Neighborhood Center (NC)
 - Downtown (D)
 - Suburban Commercial (SC)
 - Industrial (I)

Photographs – 206 N Main Street



View looking northeast from N. Main Street



View looking east from N. Main Street



View looking east from N. Main Street – Google Street View April 2026



View looking south
From E Third Street



View looking west
from Short Street of
northern portion of
building.



View looking
northwest from
Short Street.



302 Redbud Trail North
Buchanan, MI 49107
Tel: (269) 695-3844
Fax: (269) 695-4330

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: 206 Main Street

Tenant Name: Frame Products Inc

Property Code Number(s) (Tax Number): 11-58- 0340-0014-02-0

Description of proposed work: Fur out and insulate brown block wall to brown metal siding to match the rest of the building.

Applicant Information

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

Applicant: Jeremy Frame

Contact Person: _____

Mailing Address: 206 Main Street Ste #2

City: Buchanan State: MI Zip Code: 49107

Telephone Number: [REDACTED] Emergency Number: _____

E-mail Address: [REDACTED]

Tenant Name: Frame Products Inc

Contact Person: Jeremy Frame

Mailing Address: 206 Main Street Ste 2

City: Buchanan State: MI Zip Code: 49107

Telephone: [REDACTED] E-mail Address: [REDACTED]

Name of Property Owner/Management Company: Jeremy Frame

Contact Person: Jeremy Frame

Mailing Address: 206 Main street Ste2

City: Buchanan State: MI Zip Code: 49107

Telephone: [REDACTED] E-mail Address: [REDACTED]

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: X New construction/addition: _____

Current use of property (office, retail): Manufacturing

What are the dimensions of the property? 50x60

What is the overall length of the building facing the street? 150 feet

What is the width of the tenant space facing the street? 50

What is the height of the building? 14 ft

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.

This will match the rest of the building but look new and insulate it.

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

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

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.

Facade will match the rest of the building.

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.

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.

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

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

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.

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.

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

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:

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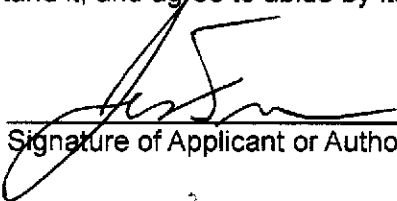
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- c. Show the dimensions of existing and proposed windows and doors.
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- h. Include accurate information regarding proposed colors to be used.
- i. Superimpose the proposed improvements onto the building

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 3rd day of september, 2026, I/We have read the above certification, understand it, and agree to abide by its conditions.


Signature of Applicant or Authorized Agent

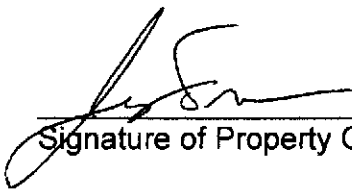
Jeremy Frame

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,
FRAME PRODUCTS / Jeremy FRAME
(Company name and contact person) to seek _____
(state request that can be made) as required by the City of Buchanan, Michigan for the
property commonly known as 206 MAIN ST
(street address) and having the Property Code Number (Tax Number) of 11-58-
0340-0014-020.

On the 3rd, day of SEPTEMBER, 2026, I/We have read the above
certification, understand it, and agree to abide by its conditions.



Signature of Property Owner

Jeremy FRAME

Name of Property Owner

Signature of Property Owner

Name of Property Owner

206 N Main Street



206 N Main Street – conditions of building and material being used



Exterior walls



Sheeting to match existing materials on the building

