DESIGN REVIEW COMMITTEE OF THE CITY OF BUCHANAN
WEDNESDAY, DECEMBER 02, 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 October 7, 2026 Meeting Minutes

VII. Unfinished Business

VIII. New Business

A. Introduction of 2nd Alternate and Existing Appointments and Terms

B. 109 W Front Street – Proposed changes – Awning on east side of building

IX. Reports

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

XI. Staff/Committee Comments

A. Communication - Downtown Design Review Committee 2027 Meeting Dates and Deadlines

XII. Adjournment

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

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:kgundersen@cityofbuchanan.com" kgundersen@cityofbuchanan.com*

I. Call to Order

Meeting called to order at 6:01pm.

II. Pledge of Allegiance

Brayak led in the Pledge of Allegiance.

III. Roll Call

Present: Lysy, Brayak, Carlson, Rowland, Capron

Absent: Paolucci

IV. Approve Agenda

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

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

None.

VI. Approve Minutes

A. Consider August 5, 2026 Meeting Minutes

Rowland moved, seconded by Capron to approve the August 5, 2026 Minutes as presented. Voice vote carried unanimously.

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

Lysy presented the request and spoke to conversations with the Building Inspector and the history of the building. Rowland is the applicant. The request is to replace the door with a facsimile as close to the original as they can get. Brayak noted the application was well put together, the Preservation Society has been a good partner, and thanked Lysy for his work and assistance.

Carlson moved, seconded by Capron to approve the request by the Buchanan Preservation Society on behalf of the Michigan Gateway Community Foundation as presented.

Yes: Carlson, Brayak, Capron

No:

Abstained: Lysy, Rowland

Roll call vote carried unanimously.

B. 302 N Redbud Trail - Consider request by City of Buchanan – New and replacement signage

Gundersen presented the request on behalf of the City. The signs on City Hall are old and worn, and will be replaced with signage featuring the new logo. A new sign will be added to the East exterior wall as well.

Rowland moved, seconded by Lysy to approve the request by City of Buchanan as presented. Voice vote carried unanimously.

X. Reports

A. 122 N Oak Street - Roof Improvements - Report/Information

C. 206 N Main Street - Siding Improvements - Report/Information

Gundersen reported that the Building Inspector had approved work that should have been presented to the Design Review Board. Gundersen reminded the Building Inspector of the necessity for projects in the Downtown (D) district involving exterior/façade work to go before the Board. The City is getting a new system that will digitize permitting, making the process simpler internally. There was discussion of other work done on Days despite not filling out an application for Design Review, enforcement, and upcoming amendments.

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

X. Staff/Committee Comments

Brayak requested a list of member terms.

Rowland discussed Board efficacy and consistency across different boards. Gundersen encouraged Board members to spread the work of Design Review to help spread awareness downtown.

XI. Adjournment

Meeting adjourned at 6:55pm.

Memorandum

Date:	November 23, 2026
To:	Downtown Design Review Committee
From:	Kristen Gundersen, Planning and Community Development Director
Subject:	**Introduction of 2nd Alternate and Existing Appointments and Terms**

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

Heather Stasser applied to be on the Downtown Design Review Committee, and the City Commission appointed her during the October 12th meeting. Her term is three-years ending in June 2029.

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

Existing Appointments and Terms

During the October meeting, members requested information regarding appointments to the Committee. Following is the information received:

	Appointed
Chris Brayak	7/1/2020
Dan Carlson	5/24/2021
Peter Lysy	2/26/2024
Joseph Paolucci	6/14/2021
Michael Rowland	6/14/2021

Alternates

1st – Julie Capron	July 2026	June 2029
2nd – Heather Strasser	October 2026	June 2026

Memorandum

Date: November 24, 2026

To: Downtown Design Review Committee

From: Kristen Gundersen, Planning and Community Development Director

Subject: **109 W Front Street – Proposed changes – Awning on east side of building**

Background

The one-story brick fire station building located at 109 and 111 W Front Street is located on two separate parcels and in two separate zoning districts. The easterly portion of the building is in the D Downtown District and has the lower roof line. The west side of the building is in the General Neighborhood District. The property is owned by the City of Buchanan and improved with the city's fire station.

Earlier this year, the Downtown Design Review Committee approved the repainting of the building and installation of shutters. Paint work has been completed. The wall sign was upgraded, and the work did not require a sign permit as the sign was the same size.

At this time the applicant is proposing to install an awning over the eastern access door into the building. The metal awning would be 44" wide, 24" tall and extend 24" from the face of the building. The application was received prior to the effective date of November 13, 2026, for changes to the Unified Development Code which included amendments to regulations associated with design review.

Standards for Review

The application received is based on the Unified Development Code prior to November 13, 2026, and is based on Section 71-36.H of the Unified Development Code at that time which did 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.

Attached is the language from Section 71.36.H which became effective November 13, 2026.

Table 71-J Façade Types provides information regarding Awning or Canopy along with Common Entry. Common Entry items include awnings and canopies. However, when reviewing language associated with Awning or Canopy there is reference to an awning being fabric and having no side panels. Staff believes the intent of the language is to allow cloth awnings when hanging over the lot line onto public right-of-way. In this case the proposed metal awning is located entirely on private property at the side entrance into the building.

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 to allow installation of a 44” wide, 24” tall metal awning on the east side of the building above the access door as depicted in the application packet found in the December 2, 2026 Downtown Design Review Committee agenda packet as prepared by the applicant for the property located at 109 W Front Street.”

Attachments

1. Location Map, Zoning Map and Site Photographs.
2. Application with supplemental information.
3. Excerpt from Unified Development Code – Section 71.36.H Downtown design review

Location Map - 109 W Front Street



Zoning Map – 109 W Front Street



Photographs – 109 W Front Street



View looking south from W Front Street



View looking west from South Oak 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: 109 W Front Street (previously known as 107 W Front)

Tenant Name: City of Buchanan Fire Department

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

Description of proposed work: Proposed awning to be installed over access door facing east toward South Oak Street.

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: [redacted]

Name of Property Owner/Management Company: City of Buchanan

Contact Person: Kristen Gundersen, Planning and Community Development Director

Mailing Address: 302 N Redbud Tr

City: Buchanan State: MI Zip Code: 49107

Telephone: 269.695.3844 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 or stucco.
Proposing installation of metal awning being 44" wide, 24" tall and projecting
24" from building. Awning will be located above access door facing South Oak

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

Proposed 44" awning does not change the mass of the building. 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.

Proposed awning is metal and will help to protect the entrance into the building. Use of a metal awning will help protect from individuals from the elements and requires minimal maintenance.

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.

The awning is located on the east side of the building approximately 120 feet from South Oak Street. The UDC allows awnings, however the language and the pictures contradict each other as it states awning must only be fabric and depicts flat awning/canopy. The awning is located entirely on private property.

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 installation of the metal awning will not cover any architectural features and it not located on the front facade of the building.

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.

The proposed awning is not located on the front facade of the building.

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.

No awning existed on the building before.

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

for City of Buchanan
Signature of Applicant or Authorized Agent

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

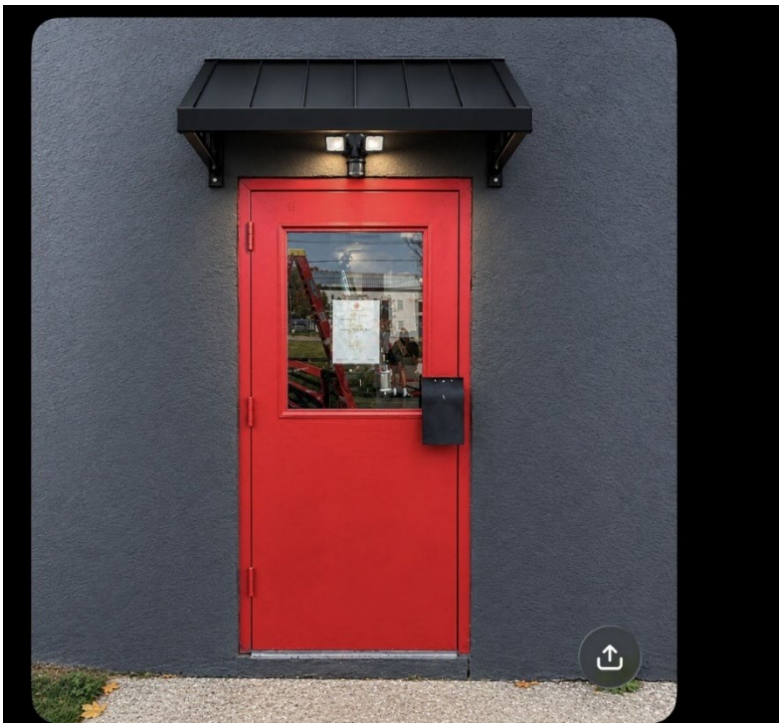
Proposed Improvements – 109 W Front Street – Buchanan Fire Department Building



Projects 24” from building.

Height is 24”.

Width is 44”.



Proposed final view – east side of building



Top of awning proposed to be less than 115 inches. Top of light fixture is 107” and top of door is 88”.

28, and all other applicable landscaping and screening requirements of the city. The amount, type, and minimum size of landscaping must be identified in a plant list with appropriate labeling on the landscaping plan.

g. Stormwater management. Stormwater management is consistent with all federal, state and city regulations. The development will not substantially reduce the natural retention storage capacity of any watercourse, increase the potential for flooding, or increase the stormwater runoff from the site.

h. Traffic impacts. The site plan is designed so the location and design of driveways are safe in relation to streets giving access to the site and in relation to pedestrian traffic.

i. Parking and loading spaces. The number and dimensions of off-street parking and loading/ unloading spaces, and the design of parking and loading areas, comply with the requirements of Sec. 71-27.

j. Signs. Signage proposed in the site plan complies with Sec. 71-30.

k. Utilities. The site plan provides adequate utility services. All new utility distribution lines (public or private) must be placed underground, when feasible. Proposed utilities must be approved by the city engineer.

l. Site development standards. The development proposed in the site plan and its general layout and design comply with all appropriate standards in Article III. Zoning.

7. Conditions of approval. The zoning administrator may impose conditions on the approval as is required to ensure compliance with the standards of this section.

8. Engineering plans. Subsequent to sketch plan or final site plan approval, and before any construction proceeds, complete engineering plans and specifications for construction of storm sewers and drains, sanitary sewers, water mains, driveways, roads and parking area

improvements, all conforming to city standards, must be submitted for review and approval by the city.

9. Modification of plan during construction. It is the responsibility of the applicant to notify the city if changes to the sketch plan or final site plan are made during construction. They are subject to review and approval, approval with conditions or disapproval by the zoning administrator.

H. Downtown design review.

1. 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 considers and may 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 not to 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.H.3.

3. 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.

a. Building character, context and mass

i. 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.

i. 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.

b. Architectural Style.

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

ii. 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.

c. Roof Treatment.

i. Objective. Roof forms should provide visual interest that is consistent with the roof forms of adjacent buildings.

ii. 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.

d. Corner Buildings.

i. Objective. To emphasize the importance of corner locations for pedestrian circulation and visibility.

ii. 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.

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

e. Building Widths and Facades

i. Objective. To reflect typical existing building widths found in the downtown and to avoid long building facades with a monolithic or monotonous appearance.

ii. 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.

f. Materials – All elevations and roof

i. Objective. To ensure that high-quality, durable and authentic materials typical of Buchanan's traditional downtown continue to be used.

ii. Standard:

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, reflective or darkly tinted glass, or 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.

g. Architectural Details.

i. Objective. Incorporate architectural details to serve as identifiable and visually interesting enhancements to building facades and help to establish a pedestrian supportive environment.

ii. 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 stonework. 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.

h. Openings in Front

i. 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.

ii Standard. The main entrance should always face the primary street, with secondary entrances to the side or rear. Entries to corner-oriented buildings may face the corner rather than either primary street. The main entrance of commercial, office and mixed-use facilities should be placed at sidewalk grade to facilitate ease of access.

i. Windows and Doors

i. Objective. Preservation of the historic character of the building and downtown.

ii. Standard. Historic windows and doors should be rehabilitated or repaired if possible. Replacement of historical windows or doors will either replicate or simulate the appearance of the historical unit.

iii. 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.

iv. 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 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 muntin's 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.

j. Color and Use of Paint.

i. Objective. To ensure that building colors are aesthetically pleasing and compatible with surrounding buildings.

ii. Standard. Principal building colors shall consist of subtle, neutral or muted colors, with low reflectance. Allowed colors include browns, grays, tans, beiges, and muted greens, blues and reds. 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.

iii. Buildings that currently have painted masonry may change paint color as stated above.

iv. 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.

v. 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.

k. Mechanical Equipment and Service Areas.

i. Objective. To ensure that views of rooftop equipment and services areas from public streets or pedestrian ways are minimized.

ii. Standard. All rooftop equipment shall be screened from view six feet above by 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.

5. 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 60 days after the decision or within 21 days after the Downtown Design Review Committee approves the meeting minutes, whichever comes first.

c. A building permit 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.

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Downtown Design Review Committee

2027 Meeting Dates and Deadlines

The Design Review Committee consists of five voting members and two alternates. They are responsible for the review of exterior alterations to existing and proposed new buildings located in the D Downtown District for compliance with the adopted Downtown Design Standards.

The Committee typically meets on the first Wednesday of each month at 6:00 pm at City Hall.

Contact the Planning and Community Development Director for submittal of the required application and supplemental information prior to the submittal deadline. Only complete applications will be accepted.

Meeting Date	Submittal Deadline
Wednesday, January 6, 2027	Monday, December 21, 2026
Wednesday, February 3, 2027	Monday, January 18, 2027
Wednesday, March 3, 2027	Monday, February 15, 2027
Wednesday, April 7, 2027	Monday, March 15, 2027
Wednesday, May 5, 2027	Monday, April 19, 2027
Wednesday, June 2, 2027	Monday, May 17, 2027
Wednesday, July 7, 2027	Monday, June 14, 2027
Wednesday, Aug. 4, 2076	Monday, July 19, 2027
Wednesday, Sept. 1, 2027	Monday, Aug. 16, 2027
Wednesday, Oct.6, 2027	Monday, Sept. 20, 2027
Wednesday, Nov. 3, 2027	Monday, Oct. 18, 2027
Wednesday, Dec. 1, 2027	Monday, Nov. 15, 2027