



REGULAR MEETING OF THE BUCHANAN CITY COMMISSION

MONDAY, AUGUST 24, 2026 – 7:00 PM

BUCHANAN CITY HALL | 302 N RED BUD TRAIL

AGENDA

THE COMMISSION OF THE CITY OF BUCHANAN, in compliance with Michigan's Open Meetings Act, hereby gives notice of a regular meeting of the Buchanan City Commission to be held in the Chamber of City Hall.

* Requests to be added to the agenda as a "Scheduled Matter from the Floor" should be submitted in writing to the City Clerk at least 5 business days prior to the scheduled meeting during which the speaker wishes to appear, and the approval of such requests remain within the discretion of the Mayor. If denied, the speaker may nonetheless speak during the "non-agenda items only" public comments section of the agenda.

* Those who are unable to appear during a meeting but who still wish to share public comment may submit such comments in written form to the City Clerk at least 4 hours in advance of the meeting.

* Individuals with disabilities may request necessary reasonable accommodations by submitting requests to the City Clerk, preferably at least 24 hours in advance.

* Written requests and comments may be submitted to the City Clerk either in person or via mail to Buchanan City Hall, 302 N. Redbud Trail, Buchanan, MI 49107, or via email to clerk@cityofbuchanan.com

I. Call to Order Public Hearing

II. Roll Call

III. Opening of Public Hearing

IV. Statement & Purpose

- A. The purpose of the public hearing is to receive public comment regarding a proposed ordinance 2026.09/455, Workforce Housing Payment in Lieu of Taxes (PILOT) Ordinance. The proposed ordinance would establish a process through which qualifying workforce housing developments or rehabilitation projects may receive an exemption from ad valorem property taxes and instead pay an annual service charge in lieu of those taxes.

V. Close of Public Hearing

VI. Call to Order

VII. Roll Call

VIII. Recognition

- [A.](#) Honoring Geola Lewis on the Occasion of Her 90th Birthday

IX. Pledge of Allegiance

X. Invocation

XI. Approve Agenda

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

XIII. Consent Agenda (can be approved all in one motion, for general housekeeping items)

- [A.](#) **Minutes**- Consider approving the Regular Meeting Minutes from August 10, 2026.

- [B.](#) **Common Rental**- Consider the approval of the Common Rental form for August 30, 2026, for Faith and Family Day.

XIV. Scheduled Matters from the Floor (if any)

XV. Reports by: Departments, Committees, Boards

XVI. Unfinished Business

- A. Ordinance 2026.09/455- Consider the 1st reading of Ordinance 2026.09/455, a Workforce Housing Payment in Lieu of Taxes (PILOT), and schedule the 2nd public hearing and reading for September 28th, 2026.

XVII. New Business

- A. Crossing Guard Agreement- Consider the 2026-2027 Crossing Guard Agreement with Buchanan Community Schools.
- B. School Resource Officer- Consider the SRO agreement with Buchanan Community Schools.
- C. Proposed Ordinance Introductions & Schedule Public Hearings and First Readings for September 28, 2026- Consider the introduction of the following proposed ordinances and direct staff to schedule the required public hearings and first readings for the September 28, 2026, City Commission meeting, following Planning Commission review and recommendation:
- Ordinance No. 2026.10 / 456** – Map Amendment (Rezoning), East Third Street and Skyline Drive – N Natural to I Industrial.
- Ordinance No. 2026.10 / 457** – Unified Development Code Amendment – Downtown Design Review Overlay District.
- Ordinance No. 2026.10 / 458** – Unified Development Code Amendment – Fencing, Lighting, Screening and Landscaping Standards.
- Ordinance No. 2026.10 / 459** – Unified Development Code Amendment – Sign Standards.
- D. Economic Development Incentive Policy- Consider approving the proposed economic development policy.
- E. City Vehicle Fleet- Consider the amended leasing agreement.
- F. L&L Air Trim Plant Rehabilitation District: Consider scheduling a Public Hearing for September 14, 2026, at 7:00 PM. L&L Air Trim Collection Systems, LLC has requested the creation of a Plant Rehabilitation District for the properties located at 600 Cecil Street, 607 Berrien Street, and 701 Berrien Street.
- G. Expenditures- Consider approving the expenditures in the amount of \$83,509.32.

XVIII. Communications *(informational only, formal board action is not necessary for these items, unless so desired)*

- A. Michigan Municipal League Annual Meeting Notice

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

XX. Executive Comments

- A. City Manager Comments
- B. Commissioner Comments
- C. Mayor Comments

XXI. Adjourn

Proclamation Honoring Geola Lewis on the Occasion of Her 90th Birthday



WHEREAS, Geola Lewis celebrates her 90th birthday on August 22, 2026, marking nine decades of a life defined by family, service, compassion, and care for others; and

WHEREAS, Mrs. Lewis has called Buchanan home since the age of 18, when she moved to our community from Mississippi and began building a life that would become deeply connected to generations of Buchanan residents; and

WHEREAS, Buchanan is the community where Mrs. Lewis and her family raised five children, establishing roots that have grown stronger through the years and creating a legacy that extends well beyond her immediate family; and

WHEREAS, throughout her life, Mrs. Lewis has served as a caretaker not only to those closest to her, but to countless others throughout the Buchanan community, consistently offering her time, compassion, support, and a helping hand whenever someone was in need; and

WHEREAS, Mrs. Lewis worked for many years at Moccasin Elementary School, where she touched the lives of generations of children who passed through its doors, providing the kind of care, encouragement, and presence that helped make the school and our community a better place; and

WHEREAS, her commitment to others never ended with her work at the school, as Mrs. Lewis has long been known as one of the first people to answer the call when a neighbor, friend, family, or community member needed help; and

WHEREAS, the true impact of a life cannot always be measured by titles or accomplishments, but rather by the people who have been helped, encouraged, cared for, and made better because someone was there when they needed them; and

WHEREAS, as Mrs. Lewis celebrates this remarkable milestone, the City of Buchanan recognizes not only her 90 years of life, but also the extraordinary number of lives she has touched throughout those years and the lasting impact she has made on the community she has called home for more than seven decades;

NOW, THEREFORE, BE IT PROCLAIMED, that the City Commission of the City of Buchanan, Michigan, on behalf of the entire Buchanan community, hereby recognizes and honors Geola Lewis on the occasion of her 90th Birthday, expresses its sincere gratitude for her lifetime of service and care for others, and wishes her continued happiness surrounded by the family, friends, and community whose lives she has enriched.

Presented with appreciation and best wishes on this 24th day of August, 2026



REGULAR MEETING OF THE BUCHANAN CITY COMMISSION

MONDAY, AUGUST 10, 2026 – 7:00 PM

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

MINUTES

THE COMMISSION OF THE CITY OF BUCHANAN, in compliance with Michigan's Open Meetings Act, hereby gives notice of a regular meeting of the Buchanan City Commission to be held in the Chamber of City Hall.

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** Those who are unable to appear during a meeting but who still wish to share public comment may submit such comments in written form to the City Clerk at least 4 hours in advance of the meeting.*

** Individuals with disabilities may request necessary reasonable accommodations by submitting requests to the City Clerk, preferably at least 24 hours in advance.*

** Written requests and comments may be submitted to the City Clerk either in person or via mail to Buchanan City Hall, 302 N. Redbud Trail, Buchanan, MI 49107, or via email to clerk@cityofbuchanan.com*

I. Call to Order Public Hearing #1

Weedon called Public Hearing #1 to order.

II. Roll Call

Present: Vigansky, Money, Weedon, George

Absent: Swem

III. Opening of Public Hearing #1

Money moved, seconded by George, to open Public Hearing #1 at 7:00pm. Voice vote carried unanimously.

IV. Statement and Purpose

- A. The proposed ordinance 2026.08/453 would amend the City's bicycle ordinance to address bicycles, electric bicycles, quadracycles, scooters, skateboards, roller blades, Segways, and similar devices. The ordinance would remove outdated bicycle licensing requirements, establish updated safety and operating rules, restrict use in designated downtown areas and recreational trails, authorize additional traffic control orders, and provide on that violations are municipal civil infractions.

Norma Ferris – commented that she liked seeing thing being updated, but wondered how they would be enforced.

V. Close of Public Hearing #1

Vigansky moved, seconded by Money, to close Public Hearing #1 at 7:03pm. Voice vote carried unanimously.

VI. Call to Order Public Hearing #2

Weedon called Public Hearing #21 to order.

VII. Roll Call

Present: Vigansky, Money, Weedon, George

Absent: Swem

VIII. Opening of Public Hearing #2

Money moved, seconded by Vigansky, to open Public Hearing #2 at 7:03pm. Voice vote carried unanimously.

IX. Statement and Purpose

A. The proposed ordinance 2026.08/454 would make amendments to Sections 71-18 Uses – Table 71-J Use Matrix – Residential and Article V Definitions and any other sections of the Unified Development Code that may be necessary.

X. Close of Public Hearing #2

Vigansky moved, seconded by George, to close Public Hearing #2 at 7:04pm. Voice vote carried unanimously.

XI. Call to Order Regular Meeting

Weedon called the regular meeting to order at 7:04pm.

XII. Roll Call

Present: Vigansky, Money, Weedon, George

Absent: Swem

City Staff Present: City Clerk Kalla Langston-Weiss, Planning and Community Development Director Kristen Gundersen, City Treasurer Deborah Perez

XIII. Recognition

XIV. Pledge of Allegiance

Weedon led in the pledge of allegiance.

XV. Invocation

George led the invocation.

XVI. Roll Call

XVII. Approve Agenda

Vigansky moved, seconded by George, to approve the agenda as presented. Voice vote carried unanimously.

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

XIX. Consent Agenda (can be approved all in one motion, for general housekeeping items)

A. Minutes- Consider the Regular Meeting Minutes from July 27th, 2026.

B. Department Head Reports- Accept monthly reports

C. Special Event Permit & Street -The Buchanan Area Chamber of Commerce is requesting approval for the 2026 Buchanan Harvest Fest and Chili Walk on October 3, 2026, along with related downtown street closures.

Money moved, seconded by George, to approve the consent agenda as presented. Voice vote carried unanimously.

XX. Scheduled Matters from the Floor (if any)

XXI. Reports by: Departments, Committees, Boards**A. August 4, 2026 Primary Election**- Clerk Department

Clerk Langston-Weiss reported that the election went well, and while turnout overall was low at 20%, it did go up from last primary, at 16%. The countywide turnout was 25%.

XXII. Unfinished Business**A. Second Reading of Ordinance 2026.08/453 and Enactment**– Consider the second reading and enactment of Ordinance 2026.08/453, an ordinance to amend Chapter 98, Article VI, of the City of Buchanan Code to regulate the riding of bicycles within the City and to repeal all ordinances in conflict therewith.

Vigansky moved, seconded by Money, to approve the second reading and enact Ordinance 2026.08/453, an ordinance to amend Chapter 98, Article VI, of the City of Buchanan Code to regulate the riding of bicycles within the City and to repeal all ordinances in conflict therewith. Voice vote carried unanimously.

Money hopes the new ordinance will help traffic control with bicycles downtown. George reiterated that the ordinance does not include motorized wheelchairs other mobility scooters, and asked that a map of the prohibited area be included.

Roll call vote carried unanimously.

B. First Reading of Ordinance 2026.08/454 and Schedule Public Hearing #2 – Consider the first reading of Ordinance 2026.08/454, amendments to Sections 71-18 Uses – Table 71-J Use Matrix – Residential and Article V Definitions, and schedule Public Hearing #2 for September 14, 2026, to receive public input on the proposed ordinance.

Vigansky moved, seconded by George, to approve the second reading and enact Ordinance 2026.08/454, amendments to Sections 71-18 Uses – Table 71-J Use Matrix – Residential and Article V Definitions, and any other sections of the Unified Development Code that may be necessary, and schedule Public Hearing #2 for September 14, 2026. Roll call vote carried unanimously.

XXIII. New Business**A. Redbud Roots**- Consider Approval of the Adult-Use Marijuana Establishment Permit Renewal Application for Redbud Roots Lab II, LLC, for a Grower Class C facility located at 835 Terre Coupe Road.

Money moved, seconded by Vigansky, to approve the Adult-Use Marijuana Establishment Permit Renewal Application for Redbud Roots Lab II, LLC, for a Grower Class C facility located at 835 Terre Coupe Road.

Vigansky asked the applicant about State taxes. Money thanked the Chief and Clerk Langston-Weiss for their due diligence.

Roll call vote carried unanimously.

B. Acceptance of Michigan Department of Natural Resources Grant Agreement for Phase III Riverfront Park Improvements, Resolution 2026.08/14- Consider acceptance of the Michigan Natural Resources Trust Fund grant agreement for Riverfront Park Improvements, Project TF25-0123, in the amount of \$385,000; commit the required City local match of \$165,000; adopt the accompanying grant acceptance resolution; and authorize the City Manager to execute the agreement and related documents.

Vigansky moved, seconded by Money, to adopt Resolution 2026.08/14, accepting the Michigan Natural Resources Trust Fund grant agreement for Riverfront Park Improvements, Project TF25-0123, in the amount of \$385,000; commit the required City local match of \$165,000; and authorize the City Manager to execute the agreement and related documents. Roll call vote carried unanimously.

C. Expenditures- Consider approving the expenditures in the amount of \$90,047.95

Vigansky noted that legal expenses for FOIAs were growing rapidly.

Vigansky moved, seconded by Money, to approve the expenditures in the amount of \$90,0947.95.

George asked Perez if were related to Paolucci or if they were separate. She will share this at the next meeting.

Voice vote carried unanimously.

XXIV. Communications *(informational only, formal board action is not necessary for these items, unless so desired)*

Perez shared that City Hall will be unable to receive payments from August 19-24th while our BS&A software completes a required migration to the cloud. City Hall will be open August 19-21st, but will be closed to the public on August 24th while the final migration takes place. To minimize the impact on customers, no late fees will be assessed for utility bills this month.

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

Chief Harvey Burnett – thanked the community for supporting another successful National Night Out.

Clerk Langston-Weiss shared emailed correspondence from Joseph Paolucci with the Commission and provided copies for the public.

XXVI. Executive Comments

A. City Manager Comments

B. Commissioner Comments

George – National Night Out went great, she thanked the Chief and his Team for a great event. Faith and Family Day is coming up on August 30th. Buchanan's Got Talent will be Friday, August 14th. George also spoke to communications from a previously referenced individual that the Commission, DDA, and members of City Staff have been receiving. She has been threatened professionally and attacked personally, slandering her name.

Vigansky – No comment.

Money – Thanked Chief Burnett for a great National Night Out. He also thanked Denis Mori and the Buchanan Business Boosters for a successful event on Saturday. Thanked George for her comments and the Staff for their hard work.

D. Mayor Comments

Thanked Mori for his work on their event and Hendrixson for a successful Common Concert on Saturday. There's always something going on in Buchanan.

XXVII. Adjourn

Vigansky moved, seconded by George to adjourn at 7:36pm. Voice vote carried unanimously.

Kalla Langston-Weiss, City Clerk

Mayor Mark Weedon



RENTAL FORM

The Common

Bordered by S. Oak St., Roe St., and Days Ave – the Common is directly south of Front St. in the heart of Buchanan's Historic & Arts District

APPLICANT INFORMATION

Applicant Name: Nathan Babcock Organization: Buchanan Area Ministerial Association
 Phone Number: 269-697-9240 Email Address: ndbabcock1977@gmail.com

EVENT INFORMATION

Purpose of Use: Faith + Family Day 2026 Guest Count: 400-500
 Date(s) of Use: August 30, 2026 Start Time: 8:00 am End Time: 7:00 pm
 (Be sure to include necessary set-up/teardown time)

FEES AND CHARGES

2-5

- ☐ City-Affiliated, Open-to-the-Public Event(s) _____ \$0
☒ Non-City-Affiliated, Open-to-the-Public Event(s) _____ \$200
☐ Private or Ticketed Events
- Private
 - Expected Number of Attendees
 - ☐ 0-150 = \$200
 - ☐ 151-300 = \$350
 - ☐ 301-500 = \$500
 - ☐ 500+ = \$750
 - Ticketed
 - Expected Number of Attendees
 - ☐ 0-150 = \$200 PLUS 5% of ticket sales
 - ☐ 151-300 = \$350 PLUS 7% of ticket sales
 - ☐ 301-500 = \$500 PLUS 10% of ticket sales
 - ☐ 500+ = \$750 PLUS 15% of ticket sales

☐ Use of Redbud City Center: +\$100.00

+ \$50.00 refundable key deposit

Total Rental Fee: _____

Date Paid: _____



RENTAL FORM

RULES AND REGULATIONS

1. **NO** smoking inside building.
2. **NO** alcohol allowed on premises.
3. **NO** weapons or firearms allowed on premises.
4. **NO** animals allowed inside facilities.
5. **NO** littering.
6. **FOOD & ALCOHOL** please refer to Food Vendor Ordinance and [Chapter 6 of Charter – Alcoholic Liquors](#) for more information on food & beverage policy
7. The limit of people at The Redbud City Center is 100 based on the fire code. Do not exceed 100 people at your event.
8. All renters are responsible for the storage of supplies and the removal of their own garbage. No garbage or event supplies to be left on the premises after the duration of the event.
9. User shall not damage or remove property of any sort, from the premises.
10. If premises are not left in a satisfactory state, an additional bill of \$150 plus cost of repairs will be billed.
11. Pick up and return the key at the Buchanan City Hall. If the key is not returned within three (3) business days following your rental, Renter will be billed re-keying expenses.
12. The building is City owned and is subject to walk through and inspection by the Police Department personnel at any time during your rental.
13. The premises are monitored with video surveillance equipment.
14. Applicant agrees to ensure that its guests, members, invitees, staff, representatives during set-up, use, and tear down and all times in between follow and comply with all laws and regulations, including local, County, State and Federal relating to any and all health-related mandates. This shall include, but is no way limited to: following occupancy restrictions, health and safety measures, City codes and ordinances.

AGREEMENT

I have read the above rules and regulations and will fully comply with them, and the items listed. I understand that I and other members of the organization reserving the City Center must comply with the provisions of these rules. I further understand that I am responsible for reimbursing the city of Buchanan for its reasonable clean-up and repair costs resulting from any littering or damage to the facilities resulting from the event for which the building has been reserved.

Signature of Renter: *Kathleen Belcock* Date *8-13-26*

THIS FORM IS VALID ONLY AFTER THE RESERVATION FEE HAVE BEEN PAID

Building Reserved for:

Approved By: _____

Date _____



Date: August 20, 2026
To: City Commission
From: Tony McGhee
Subject: Pilot Ordinance to Support Workforce Housing

Background

The proposed ordinance would establish a local framework for considering Payment in Lieu of Taxes, commonly referred to as PILOT, requests for new or rehabilitated workforce housing. Expanding the range of quality housing available at attainable price points supports employer recruitment and retention, allows more people to live near their jobs, strengthens neighborhoods, and keeps more household spending within the local economy.

Workforce housing addresses the gap between traditional income restricted housing and higher cost market rate housing. Households may earn too much for many conventional assistance programs while still finding new rents or home prices difficult to afford. Depending on household size and wages, this may include teachers, police officers, firefighters, health care workers, tradespeople, manufacturing employees, municipal employees, and workers in retail, hospitality, and other service industries.

Michigan law permits a municipality to exempt a qualifying workforce housing project from ordinary ad valorem property taxes and accept an annual service charge in their place. Replacing an uncertain future tax expense with a predictable charge for a defined period can help a project secure financing, manage operating costs, and maintain rents at attainable levels.

A PILOT is not a complete waiver of payment or an automatic entitlement. The owner pays an annual service charge, and the City Commission evaluates each request through a project specific resolution. The draft also requires a recorded restrictive covenant, Michigan State Housing Development Authority certification, and continuing compliance with affordability requirements.

The draft ordinance defines workforce housing as housing that is reasonably affordable to and occupied by households with total household income not greater than 120 percent of

Memorandum

Area Median Income. The limit changes by household size. Under the Michigan State Housing Development Authority Missing Middle limits effective May 1, 2026, the current Berrien County limits are:

Household Size	Maximum Annual Income	Approximate Monthly Gross Income
One person	\$77,520	\$6,460
Family of four	\$110,640	\$9,220

These are maximum household income limits, not required household earnings or guaranteed rent levels. The limits are updated annually and must be confirmed when a project applies.

The ordinance creates an application and review process, but does not approve any project by itself. Major provisions include:

- Eligibility for new construction or rehabilitation serving households at or below 120 percent of Area Median Income.
- A detailed application with site control, plans, unit and rent information, development experience, schedule, financial pro forma, and ten year cash flow projection.
- City Commission review of housing units, Master Plan consistency, neighborhood benefits, amenities, energy efficiency, zoning, and project viability.
- Approval only through a project specific resolution and recorded workforce housing covenant, generally for not more than 15 years under the draft.
- An annual service charge. The proposed ordinance uses the greater of the preconstruction tax or 10 percent of annual shelter rent for new construction, and the lesser of the pre-rehabilitation tax or 10 percent of annual shelter rent for rehabilitation, subject to statutory limits.
- Full taxation of nonworkforce portions of a project and an application fee to offset City review costs.

A project specific PILOT would reduce property tax collections compared with full ad valorem taxation during the approved period. The policy objective is to use a measured, temporary incentive when needed to make a desirable project feasible. The practical comparison may be between a PILOT supported development and a project that is delayed, reduced, or not built without the incentive.

Memorandum

Project specific review preserves the Commission's ability to consider the incentive amount and duration, units created, demonstrated financial need, community benefit, and effect on taxing unit revenues. No exemption would occur without separate Commission action and state certification.

Recommendation

Staff recommends scheduling the 2nd public hearing and reading for September 28th, 2026.

Attachment A



ORDINANCE NO. ____

An ordinance to provide for approval of an exemption from ad valorem property taxes for housing being developed or rehabilitated for workforce housing for persons and families whose household income is not greater than 120% of area median income, as authorized by provisions of the State Housing Development Authority Act of 1966, Public Act 346 of 1966, as amended, MCL 125.1401, et seq.

WORKFORCE HOUSING PILOT ORDINANCE

IS HEREBY ORDAINED BY THE CITY OF BUCHANAN, BERRIEN COUNTY, MICHIGAN:

SECTION 1. Title

This Ordinance shall be known and cited as the “City of Buchanan Workforce Housing PILOT Ordinance.”

SECTION 2. Preamble

It is a proper public purpose for the City of Buchanan (“City”) to encourage the development or rehabilitation of workforce housing for persons and families whose household income is not greater than 120% of area median income by exempting such housing from all ad valorem property taxes imposed by any taxing jurisdiction and providing for payment of an annual service charge for public services in lieu of all such taxes, known as Payment in lieu of taxes (“PILOT”). A PILOT, or service charge payment in lieu of taxes, is an effective means of incentivizing the construction of workforce house. A stable and predictable service charge paid in lieu of all ad valorem property taxes for a fixed period is essential to the determination of the economic feasibility of workforce housing projects developed or rehabilitated in reliance on such tax exemption. City of Buchanan is authorized by section 15a of Public Act 346 of 1966 (“Act”), as amended, MCL 125.1415a, to establish, or change by any amount it chooses, the service charge to be paid in lieu of all ad valorem taxes in accordance with section 15a with respect to new or rehabilitated workforce housing, but not an amount that exceeds the taxes that would be paid but for this authorization or the other limitations imposed by that section. Because workforce housing for individuals and families whose household income is not greater than 120% of area median income is a public necessity, and because the City of Buchanan will be benefited and improved by such housing, encouraging the same through an ad valorem property tax exemption is a valid public purpose, this ordinance is enacted.

SECTION 3. Definitions

- (A) “Additional Amount” means an amount equal to the difference between the following:
- (1) the millage rate levied for operating purposes by the County multiplied by the current Taxable Value of a workforce housing project for which a PILOT Resolution has been adopted, and
 - (2) the amount of the annual service charge paid in lieu of ad valorem property taxes by the housing project under subsection (4)(C) that is distributed to the County pursuant to MCL 125.1415a(5).
- (B) “Annual Shelter Rent” means the total collections during an agreed annual period from or paid on behalf of the occupants of a housing project representing rent or occupancy charges, exclusive of charges for gas, electricity, heat, or other utilities furnished to the occupants and paid for by the housing project.
- (C) “Area Median Income” means the median for the area in which City is located, as determined under the United States Housing Act of 1937, 42 U.S.C. § 1437, et seq.
- (D) “Housing project” means either: a residential real property developed or to be developed pursuant to or receiving benefits provided under the Act or this Ordinance; or a specific work or improvement either for rental or for subsequent sale to an individual purchaser undertaken by a nonprofit housing corporation, consumer housing cooperative, limited dividend housing corporation, pursuant to or receiving benefits under the Act or this Ordinance to provide dwelling accommodations, including the acquisition, construction, or rehabilitation of lands, buildings, and improvements.
- (E) “Sponsor” means any person or entity applying for a workforce housing exemption under this Ordinance, and includes any person or entity who subsequently owns the housing project.
- (F) “Authority” means the Michigan State Housing Development Authority.
- (G) “Restrictive Covenant” means a recorded agreement between Sponsor and the City of Buchanan running with the land that restricts the use of the housing project to workforce housing, as defined in this Ordinance, for a period not to exceed 15 years, or such greater or lesser period of time as may be authorized by state law and as may be required by the PILOT Resolution.
- (H) “County” means the County of Berrien
- (I) “PILOT Resolution” means a project-specific resolution adopted by the City Commission that approves a housing project for exemption under this Ordinance.
- (J) “Taxable Value” means taxable value as calculated under section 27a of the general property tax act, 1893 PA 206, MCL 211.27a.
- (K) “Workforce housing” means rental units or other housing options that are reasonably affordable to, and occupied by, a household whose total household

income is not greater than 120% of the area median income published by the United States Department of Housing and Urban Development.

SECTION 4. Authorization and Establishment of Workforce Housing Exemption.

- (A) The class of housing projects to which the tax exemption shall apply and for which a service charge may be paid in lieu of all ad valorem property taxes are housing projects being developed or rehabilitated for workforce housing.
- (B) Subject to the recording of a Restrictive Covenant, workforce housing and the property on which such housing is or will be located shall be exempt from all ad valorem property taxes as of December 31 of the year in which construction or rehabilitation commences. Construction must start within [one] year of the date of the Authority's notification of exemption or such longer period of time as may be provided by the PILOT Resolution.
 - (1) Commencement of construction began within one year of the date of the Authority's notification of exemption or such longer period of time as may be provided by the PILOT Resolution;
 - (2) The Restrictive Covenant instrument required by the Act and this Ordinance has been accepted, approved, and recorded by the City within a year of the commencement of construction; and
 - (3) The City has received a certified notification of exemption from the Authority.
 - (4) If any of these have not occurred, an otherwise approved PILOT Resolution for exemption shall automatically be null and void.
- (C) City will accept payment of an annual service charge in lieu of all ad valorem property taxes for public services from the owner of a housing project for which the City has received a certified notification of exemption from the Authority in accordance with the following:
 - a. Subject to subsections (B), (D), (E) and (F), for a new construction project, an amount that is the greater of the tax on the property on which the project is located for the tax year proceeding the date on which the construction is commenced or 10% of the Annual Shelter Rent obtained from the project.
 - b. Subject to subsections (B), (D), (E) and (F), for a rehabilitation project, an amount that is the lesser of the tax on the property on which the project is located for the tax year proceeding the date on which rehabilitation is commenced or 10% of the Annual Shelter Rent obtained from the project.
 - c. The service charge paid in lieu of taxes shall not exceed the amount in ad valorem taxes that the Sponsor would have otherwise paid if the workforce housing project were not tax exempt.
- (D) Notwithstanding subsection (C), the service charge paid each year in lieu of taxes for that part of a workforce housing project that is tax exempt under this Ordinance but not used for workforce housing must be equal to the full amount of the taxes

that would be paid on that portion of the project as if the project were not tax exempt. The owner of the project shall allocate the benefits of any tax exemption granted pursuant to this Ordinance exclusively to workforce housing or to the maintenance and preservation of the housing project as a safe, decent, and sanitary workforce housing.

- (E) The annual service charge under subsection (C) for a workforce housing project for which a PILOT Resolution has been adopted must be increased by the Additional Amount if both of the following requirements are met:
- (1) Not later than 45 days after the county treasurer's receipt of the certified notification of exemption, the County Board of Commissioners passes a resolution, by majority vote, that provides that the Additional Amount must be paid.
 - (2) The approval of the resolution described in subparagraph (1) is in accordance with an ordinance or resolution adopted by the County Board of Commissioners establishing the factors to be considered when assessing whether the Additional Amount must be paid.

SECTION 5. Workforce Housing Exemption Application, Review and Approval Process

- (A) The Sponsor of a workforce housing project must own the property that is the subject of the application or must be the purchaser under a purchase or option agreement or otherwise demonstrate it has control over the property. The property that is the subject of the application must be zoned for the intended use at the time of application.
- (B) Prior to applying for a workforce housing exemption, the Sponsor shall submit a written proposed workforce housing project plan to the City Manager. The plan shall include at a minimum: the legal description and survey of the proposed exempt property, proof of ownership interest or control, a site plan, a description of the Sponsor's organizational structure and development experience, a narrative describing the scope of the workforce housing project, including location, number and type of units, typical floor plans and exterior elevations, the targeted median income and proposed rent limits, a schedule with projected milestones, a development income and expense pro forma (including the estimated Annual Shelter Rents), a ten-year cash flow projection, and additional or supplemental information as the City administration may request or require.
- (C) The Sponsor shall submit its request for a workforce housing exemption using the form provided by City Assessor and including the information identified in subsection (B). The fully completed form, and any supplements thereto, shall be filed with the City Clerk along with the administrative review fee for workforce housing PILOTs, as established by City Council resolution.

- (D) If a complete application is received no less than 30 days prior to the next regularly scheduled City Commission meeting, the City Clerk will place the request on the agenda of the next regularly scheduled meeting. If the application is received less than 30 days prior to the next regularly scheduled City Commission meeting, the application shall be placed on the agenda of the regular meeting that follows the next regularly scheduled meeting or the agenda for a special meeting scheduled by the City Commission at the request of the Sponsor.
- (E) When reviewing an application for a workforce housing exemption, the decision to approve or deny the request shall be guided by the City Commission's consideration of the following factors:
- (1) Whether the workforce housing project will increase the number of available workforce housing units in the City.
 - (2) Whether the workforce housing project will reduce the functional obsolescence of an existing building or housing unit(s).
 - (3) Whether the workforce housing project is likely to encourage expansion of the population of the City.
 - (4) Whether the location of the workforce housing project is consistent with the goals and objectives of the City's Master Plan.
 - (5) Whether the development or rehabilitation of the workforce housing project requires zoning variances or results in the continuation of a nonconforming use.
 - (6) Whether the workforce housing project will include a level of amenities desired by or appropriate for the community.
 - (7) Whether the workforce housing project will add attractive, viable housing units to the community.
 - (8) Whether the workforce housing project incorporates green technologies or energy-efficient components.
- (F) Approval of an exemption for a workforce housing project requires passage of a PILOT Resolution by a majority vote of the City Council/Village Council/Township Board that includes the findings with respect to the standards of subsection (E) above.
- (G) If the workforce housing exemption application is approved, the City Clerk will deliver to the Sponsor a certified copy of the resolution approving the application.
- (H) To defray the administrative cost of processing an application for a workforce housing exemption, the City Commission shall include a workforce housing application fee in its annually adopted fee schedule.

SECTION 6. Authority Affidavit and Assessor Notification

- (A) Following adoption of the PILOT Resolution, the Sponsor must submit an affidavit to the Authority in the form required by the Authority for certification by the Authority that the project is eligible for the workforce housing exemption.
- (B) Upon receipt of notification from the Authority that the project is eligible for a workforce housing exemption, the Sponsor or the Authority must file the certified notification of exemption with the City Assessor before November 1 of the year preceding the tax year in which the exemption is to effective.
- (C) Not later than 5 business days after receipt of the certified notification of exemption, the assessor shall provide a copy of the certified notification of exemption to the County treasurer.

SECTION 7. Payment of PILOT

- (A) No later than April 1st of each calendar year, or such other date provided for in the PILOT Resolution, Sponsor shall submit to the City Treasurer, Sponsor's budget for Annual Shelter Rent for the current calendar year and a copy of Sponsor's audited financial statements for the preceding calendar year, prepared in accordance with generally accepted auditing standards or, if Sponsor is not subject to an audit requirement, Sponsor's compiled financial statements for the preceding calendar year prepared in accordance with generally accepted accounting principles and certified by Sponsor. Within 30 days of receipt of the foregoing documents, the treasurer shall issue an invoice showing the PILOT payment due for the current year, which payment shall be due no later than June 20 of the calendar year.
- (B) Except as otherwise provided in this Section and Section 4, any payments for public services under this Ordinance shall be distributed to the governmental units levying the general property tax in the same proportion as prevailed with the general property tax in the previous calendar year. The distribution to those governmental units shall be made as if the number of mills levied for local school district operating purposes were equal to the number of mills levied for the purposes in 1993 minus the number of mills levied under the state education tax act, 1993 PA 331, as amended, MCL 211.901 to 211.906, for the year for which the distribution is calculated. The amount of payments in lieu of taxes to be distributed to a local school district for operating purposes under this subsection must not be distributed to the local school district but instead must be paid to the state treasury and credited to the state school aid fund established by section 11 of article IX of the state constitution of 1963.
- (C) Any PILOT payment or portion of PILOT payment remaining unpaid as of the due date shall bear interest at 1% per month and require payment of a 3% penalty fee. The collection of past due PILOT payments shall otherwise be in accordance with

the provisions of Chapter 211 of the General Property Tax Act, Act 206 of 1893, as amended; MCL 211.44 et seq.

SECTION 8. Duration and Recorded Restrictive Covenant

- (A) A workforce housing project approved for an exemption by a PILOT Resolution shall be encumbered by a valid and binding Restrictive Covenant recorded in the office of the register of deeds for the County of Berrien.
- (B) The Restrictive Covenant shall acknowledge: (i) that the economic feasibility of the workforce housing project depends on the approval and continuing effect of the payment in lieu of all ad valorem taxes as approved by the PILOT resolution; (ii) the City agreement to accept payment of an annual service charge in lieu of all ad valorem taxes in consideration of the Sponsor's offer to construct or rehabilitate workforce housing; and (iii) the amount of the annual service charge to be paid for each operating year.
- (C) The Restrictive Covenant shall provide: (a) for the reporting and monitoring of the Sponsor's compliance with the Restrictive Covenant, this Ordinance and the PILOT Resolution; (b) that the Restrictive Covenant is enforceable by City and any Tenants to be benefitted at law or in equity; (c) any additional remedies available to the City for non-compliance, including termination of the exemption and repayment of all prior years' tax savings under the workforce housing exemption after notice and hearing; and (d) that the Restrictive Covenant cannot be modified or terminated except in a written instrument executed by the Sponsor or then current owner and the City.

SECTION 9. Severability

The provisions of this Ordinance shall be deemed to be severable, and should any provision be declared by any court of competent jurisdiction to be unconstitutional or invalid, the same shall not affect the validity of this Ordinance as a whole or provision of this Ordinance, other than the provision so declared to be unconstitutional or invalid.

SECTION 10. Inconsistent Ordinances

All ordinances or parts of ordinances inconsistent or in conflict with the provisions of this Ordinance are repealed to the extent necessary to give this ordinance full force and effect.

SECTION 11. Effective Date

This Ordinance shall become effective fifteen (15) days after its adoption and publication as required by Section 7.4 of the City Charter.

MADE, PASSED, AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF BUCHANAN, BERRIEN COUNTY, MICHIGAN ON THE __ DAY OF 2026 AND IT WAS PUBLISHED IN THE BERRIEN COUNTY RECORD NEWSPAPER ON DAY __ OF 2026

MARK WEEDON, MAYOR _____

KALLA LANGSTON, CITY CLERK _____

CERTIFICATION, I hereby certify that the above is a true and complete copy of an ordinance adopted by the City Commission of the City of Buchanan, County of Berrien, State of Michigan, at a regular meeting held on the __ day of 2026, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976 as required by said act.

Kalla Langston-Weiss, City Clerk

CROSSING GUARD SERVICE AGREEMENT

AGREEMENT made _____, 2026, between the **BUCHANAN COMMUNITY SCHOOLS**, a public corporation, with its principal place of business at 401 W. Chicago Street, Buchanan, Michigan 49107, hereinafter called "School", and the **CITY OF BUCHANAN**, a Municipal Corporation of the County of Berrien, of 302 Redbud Trail North, Buchanan, Michigan 49107, hereinafter called "City".

WHEREAS, School is a duly organized and existing school district providing public education to students residing in City and its surrounding Townships; and

WHEREAS, Section 613c (MCL 257.613c) places the responsibility of school crossing guards on the local law enforcement agency having jurisdiction of the crossing; and

WHEREAS, School has agreed to assist in the funding of the school crossing guard expense under the terms and conditions of this agreement.

NOW, THEREFORE, THE PARTIES AGREE:

1. **Payments by School.** In consideration of the City implementing, training, equipping, and supervising school crossing guards within its corporate limits, School agrees to pay the City the following:
 - (a) One-half of the direct wage or payroll costs of the crossing guard personnel; and
 - (b) Such other expenses as the Board of Education may approve from time to time.
2. **Warranty by City.** The City shall comply with the requirements set forth in 1949 PA 300, MCL 257.613b and 257.613c as amended. City shall assume full responsibility for the hiring, supervision and discipline of all crossing guard personnel.
3. **School Crossing Stations.** The parties acknowledge that the following school crossings are currently being maintained in the City:
 - (a) Intersection of Fourth Street and Moccasin Avenue;
 - (b) Intersection of Fulton Street and North Red Bud Trail;
 - (c) Intersection of Theoda Court and Front Street;
 - (d) Intersection of Ottawa Street and Front Street;
 - (e) Intersection of Fifth Street and Moccasin Avenue;
 - (f) Intersection of Main Street and Fifth Street;
 - (g) Intersection of Chippewa Street and Front Street;
 - (h) Intersection of Smith Street and South Red Bud Trail;
 - (i) Intersection of Main Street & Moccasin Avenue

The City Manager, Chief of Police and the Central Office Designee shall meet annually during the month of July to review the crossing guard locations. There shall be no modification of the crossing locations without the mutual consent of the parties. Schedules for services shall be based on the school calendar and shall be furnished to City not later than August 15th of each year hereafter by the Central Office Designee.

4. Termination by School. School may cancel this Agreement upon written notice to City given on or before the beginning of the City's fiscal year. In the event that the School shall terminate this agreement after the beginning of the City's fiscal year, School shall pay to City the salary expense for the balance of the fiscal year plus any other expenses approved by the Board of Education. Thereafter, the crossing guards shall be the sole responsibility of City.

5. Assignment. This Agreement shall not be assigned or transferred.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

BUCHANAN COMMUNITY SCHOOLS

BY: _____

Its: Board President –

Attest: _____

Its: Board Secretary –

CITY OF BUCHANAN

BY: _____

Its: Mayor Mark Weedon

Attest: _____

Its: City Clerk – Kalla Langston

This is a letter of agreement between the City of Buchanan and the Buchanan Community School referencing the rate of pay for a Crossing Guard.

Therefore, the parties agree:

1. As of August 31, 2026, the rate of pay for a Crossing Guard shall be \$13.73 per hour. This rate of pay shall not change in the 26-27 school year unless the minimum wage increases in 2026.
2. If minimum wage increases above \$13.73 per hour, both parties agree that all Crossing Guards shall be compensated at the new minimum wage rate for the rest of the school year.

BUCHANAN COMMUNITY SCHOOLS

BY: _____

Its: Board President –

Attest: _____

Its: Board Secretary –

CITY OF BUCHANAN

BY: _____

Its: Mayor – Mark Weedon

Attest: _____

Its: City Clerk – Kalla Langston



Memorandum of Agreement



I. PARTIES

This Memorandum of Agreement (MOA) is entered into by and between the City of Buchanan, a Michigan municipal corporation, whose address is 302 N. Redbud Trail, Buchanan, MI 49107, and Buchanan Community Schools, a Michigan general powers school district whose address is 401 W. Chicago Street, Buchanan, MI 49107. For the purposes of this MOA, the City of Buchanan is referred to as the “City,” Buchanan Police Department is referred to as the “Police Department,” while Buchanan Community Schools is referred to as the “School District,” and collectively are referred to as the “Parties.”

II. PURPOSE

The purpose of this MOA is to establish and define the rights, responsibilities, mission, goals, objectives, and obligations of the Parties regarding the Police Department’s placement of a School Resource Officer (SRO) in the School District through the support of the Fiscal Year (FY) 2027 School Resource Officer Grant Program (SROGP).

III. AGREEMENT

A. The Parties mutually agree:

1. **The SRO will assist with crisis prevention and school safety but shall not be involved in enforcing school discipline.** The administration of student discipline, including student code of conduct violations and student misbehavior, is the sole responsibility of the School District’s employees and/or administrators.
2. SRO duty hours shall commence on site at 7:15 a.m. and end at 3:45 p.m. each day while the School District’s classes are in session during the school year unless otherwise mutually agreed. Additional hours are subject to additional fees as mutually agreed by the Parties.
3. It is understood and agreed that time spent by SROs attending court, student discipline hearings, juvenile proceedings and/or criminal proceedings arising from and/or out of their services as an SRO shall be considered as hours worked under this MOA.
4. In the event an SRO will be absent from work, the SRO shall notify his or her supervisor in the Police Department and the superintendent/designee of the district to which the SRO is assigned as soon as reasonably practicable. The Police Department will assign another SRO-qualified officer, if available, to substitute for



the SRO who is absent, beginning on the sixth consecutive day of absence. In the event an SRO is not present in the School District in accordance with the terms of this MOA for more than fifteen school days, the School District's total costs shall be prorated and reduced by days over fifteen days that an SRO is absent.

5. The cost of the SRO program shall be split-funded between both Parties. The Police Department will be responsible for 26.5% of the total costs of employment of the SRO. The School District will be responsible for 73.5% of the City's total costs of employment of the SRO as indicated in Exhibit "A".

B. Police Department Obligations:

1. The Police Department shall assign one police officer to the School District to serve as an SRO. The Police Department will ensure that any person appointed as an SRO is fully trained, certified, and licensed for that role. The SRO shall be an employee of the City through the Police Department and shall be subject to the sole and exclusive administration, supervision, and control of the Police Department. The School District shall not be responsible for wages, overtime, insurance, benefits, insurance, workers' compensation, unemployment compensation, or other reimbursements of the SROs, who shall be considered an independent contractor as to the District. The Police Department will invoice the District for SRO services monthly, and undisputed invoices will be paid within thirty (30) days of receipt.
2. The SRO shall be subject to all personnel policies and practices of the Police Department except as such policies or practices may be modified by the terms and conditions of this MOA.
3. The SRO will abide by School District policies that are applicable to the MOA, including but not limited to, policies pertinent to:
 - a. Non-discrimination;
 - b. Child abuse and neglect reporting;
 - c. Sexual harassment;
 - d. Confidentiality of student records and student record information;
 - e. Administration of medication to pupils;
 - f. Communicable diseases;
 - g. Seclusion and Restraint;
 - h. Search and Seizure;
 - i. Alcohol/controlled substance possession and use; and
 - j. Emergency Procedures.



Before the effective date of this MOA, the School District will provide the Police Department with copies of the above policies.

4. The Police Department, in its sole discretion, shall have the power and authority to hire, discharge, and discipline the SRO.

A joint committee composed of representatives of the Police Department and the School District shall make recommendations for the SRO position to the Chief of Police, who shall assign such officer. If the Superintendent is dissatisfied with an SRO assigned to the School District, the Superintendent may request that the Chief of Police assign a different officer as the SRO for the School District. The School District acknowledges that the Police Department is the ultimate decision-maker regarding SRO assignment.

- C. During the hours set out in III. A. 2., including during additional hours as agreed by the Parties, the SRO will:

1. Be a visible, active law enforcement figure on campus dealing with law enforcement matters originating on the assigned campus. In all other cases, disciplining students is the sole responsibility of the School District, and the SRO may provide support to school officials by standing by as a peace officer while school discipline is meted out.
2. Be a resource for students that may help them connect with a law enforcement figure and role model in their environment.
3. Be a resource for teachers, parents, and students, offering individual conferences to address specific problems or questions, particularly in the area of substance control.
4. Make appearances before school councils, parent groups, and other groups associated with the campus and as a speaker on a variety of requested topics, particularly drug and alcohol abuse and social media issues.
5. Document activities of the SRO on and off campus and as a compiler of a monthly report to be provided to the Police Department and to the superintendent.
6. Report all crimes originating on campus to the School District. Information on cases that are worked off-campus by the Police Department or other agencies involving students on a campus served by an SRO will be provided to the SRO, but the SRO will not normally be actively involved in off-campus investigation(s).



7. Share information with the Superintendent about persons and conditions that pertain to campus safety concerns.
8. Be familiar with helpful community agencies, such as mental health clinics, drug treatments, etc., that offer assistance to dependency and delinquency-prone youths and their families. Referrals will be made when necessary.
9. With the Superintendent, develop plans and strategies to prevent and/or minimize dangerous situations that might result in student unrest.
10. Work with School District leadership on the development and implementation of emergency plans and related activities.
11. Coordinate his/her activities with the Superintendent and the concerned staff members and seek permission, guidance, and advice prior to implementing any programs within the school.
12. If asked, provide community-wide crime prevention presentations that include but are not limited to: drugs and the law – adult and juvenile; alcohol and the law – adult and juvenile; sexual assault prevention; safety programs – adult and juvenile; assistance in other crime prevention programs as assigned.
13. Wear approved department uniform, formal business attire or business casual with appropriate logos and name badges depending on the time of school year, the type of school activity program, and the requests of the school and/or police department. The Chief of Police and the principal shall jointly set expectations and resolve any disputes in this area.
14. Wear their department-authorized duty weapons in accordance with department policy.
15. Participate in the School District's threat assessment process.

D. The School District will:

1. Pursuant to Sections 1230 and 1230a of the Revised School Code, the School District ensures that a criminal history check through the Michigan State Police and the Federal Bureau of Investigation has been conducted for all persons assigned to work in any of the School District's facilities regularly and continuously. MCL



Memorandum of Agreement



380.1230 and 380.1230a. Accordingly, the Police Department, at its expense, will take all necessary steps to ensure criminal background checks are initiated for all Police Department personnel assigned to the School District pursuant to this Agreement. The Police Department will not assign to the School District any person who has been convicted of any of the following offenses:

- a. Any “listed offense” as defined under Section 2 of the Sex Offenders Registration Act, MCL 28.722;
 - b. Any offense enumerated in Sections 1535a or 1539 of the Revised School Code, MCL 380.1535a, 380.1539b;
 - c. Any felony; provided however, that with prior written approval of the School District’s Board of Education and Superintendent, a person who has been convicted of a felony (other than a “listed offense” as defined above) and who is regularly and continuously providing services under this MOA at School District facilities may be permitted to perform such services when, in the judgment of the School District’s Board, that person’s presence will not pose a danger to the safety or security of School District students or personnel;
 - d. Any misdemeanor conviction involving sexual or physical abuse as those terms are defined in Sections 1230(10) and 1230(8) of the Revised School Code, MCL 380.1230;
 - e. Any offense of a substantially similar enactment to those enumerated in paragraphs a-d, above, of the United States or another State; or
 - f. Any other offense that would, in the judgment of the School District, create a potential risk to the safety and security of students served by the School District.
2. Provide the SRO with access to: (1) an air-conditioned and properly lighted private office containing a telephone line to be used for general business purposes; (2) a desk with drawers, a chair and filing drawers; (3) access to the School District’s wireless network; and (4) a School District email address. The Police Department will supply the SRO with the usual and customary office supplies and forms required in performance of their duty, including a laptop with wireless capabilities.

IV. INFORMATION SHARING

1. The School District designates the SRO as a “school official” as provided in the



Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g. An SRO may be provided access to student records information maintained by the School District only as needed to perform their duties as an SRO. An SRO may also be granted access to student records information in the event of an emergency situation threatening the health or safety of a student or other individual.

2. Records that are both created and maintained by an SRO for the purpose of ensuring the safety and security of persons or property in the school and School District, or for the enforcement of local, state, or federal laws or ordinances shall not be considered student education records - even when such records may serve the dual purpose of enforcing school rules - and are not subject to the same prohibitions of access or disclosure by the SRO. Pursuant to FERPA, such records that are both created and maintained by the Police Department for a law enforcement purpose are considered records of a law enforcement unit and not considered student education records. Nevertheless, records of a law enforcement unit do not include those records created and maintained by a law enforcement unit exclusively for a non-law enforcement purpose, such as a disciplinary action or proceeding conducted by the School District. Additionally, any School District-created video surveillance records do not lose their status as student education records even if in possession of the Police Department. See 34 CFR 99.8.
3. Except as otherwise stated in this MOA or permitted by law, the SRO will not disclose any student information without prior written consent of the student's parent/guardian or eligible student. The SRO may, however, redisclose student information to the same extent that any other school official would be permitted to disclose it pursuant to FERPA and other state and federal laws that apply to local educational agencies. If the SRO rediscloses personally identifiable information, the SRO must notify the building principal of the redisclosure and, in consultation with the building principal, take steps required by state and federal law to document to whom the information was disclosed and the purpose of the redisclosure.

V. SRO TRAINING REQUIREMENTS

The SRO shall receive such training as is necessary to permit the SRO to effectively advance the School District's educational mission in the context of his or her duties as SRO. Training topics, goals, objectives, and attendance shall be determined jointly by representatives of the School District and the Police Department.

VI. SUPERVISION RESPONSIBILITY AND CHAIN OF COMMAND

1. As employees of the Police Department, SROs will be subject to the Police Department's chain of command.



2. In the performance of their duties, SROs shall coordinate and communicate with the school's principal or the principal's designee.
3. SROs shall not transport students in Police Department vehicles except: (1) when the students are victims of a crime, under arrest, or in some other emergency circumstances.
4. SROs shall not transport students to any location unless it is determined that the student's parent, guardian, or custodian is at the destination.
5. SROs shall not transport students in their personal vehicles.
6. SROs shall promptly notify school personnel upon removing a student from campus.

VII. PROGRAM ASSESSMENT

The SRO activities will be assessed as needed or upon the request of one or both Parties. The assessment will be conducted jointly between the Police Department and School District. The following areas will be used by the Parties to evaluate the program:

1. Progress towards or accomplishment of goals and objectives outlined in Section III as provided through the SRO's monthly report.
2. School Community Feedback through an agreed-upon survey.

VIII. POINT OF CONTACT

The points of contact for administering this MOA are listed below. All notices or other written communications shall be addressed as indicated below or as specified by a subsequent written notice delivered by the party whose address or authorized representative has changed.

Notices or other written communications required by or related to this MOA shall be in writing and shall be delivered in one of the following manners:

1. In person;
2. By certified registered mail, return receipt requested, with all postage or charges prepaid; or
3. By electronic mail from an e-mail account for a point of contact indicated below to an



Memorandum of Agreement



e-mail account for a point of contact indicated below.

For the School District:
 Patricia Robinson Superintendent
 401 W Chicago St
 Buchanan, MI 49107
 probinson@buchananschools.com 269-
 695-8401

For the City:
 Dr. Harvey Burnett, Police Chief
 720 E. Front Street, Suite A,
 Buchanan, MI 49107
 hburnett@cityofbuchanan.com 269-
 695-5120

IX. ENTIRE AGREEMENT

This MOA is the complete and exclusive statement of the agreement between the Parties with respect to the subject matter thereof and supersedes all prior negotiations, representations, proposals, agreements, and other communications between the Parties, whether oral or written, with respect to the subject matter thereof. This MOA shall only be amended by a written document signed by the Parties, by and through their duly authorized representatives.

X. NON-LIABILITY FOR BREACH OR TERMINATION OF MOA

1. Except for disputes concerning payments due or owing under Article II or enforcement of Article XI of this MOA, the School District shall have no claim or action at law against the City for breach or termination of this MOA by the City.

XI. Liability and Indemnity. Neither the School District nor the City will waive its governmental immunity nor any defense available to them or their officers, agents, or employees under the Michigan Governmental Immunity Act, or any other defenses which may be available to each governmental entity, or its officers, agents, and employees. The School District and the City are solely responsible for the acts, errors, or omissions of its respective officers, agents, and employees.

XII. Insurance. The City will maintain, at its own expense during the term of this MOA, the following insurances:

- a. Worker's compensation insurance with Michigan statutory limits and employer's liability insurance with a minimum limit of One Hundred Thousand Dollars (\$100,000) each occurrence for any employee;
- b. Comprehensive/commercial general liability insurance with a combined single



Memorandum of Agreement



limit of Two Million Dollars (\$2,000,000) each occurrence for bodily injury and property damage. Policy includes personal injury coverage;

c. Automobile liability insurance covering all owned, hired and non-owned vehicles with personal protection insurance to comply with provisions of the Michigan No Fault insurance law including residual liability insurance with a minimum combined single limit of Two Million Dollars (\$2,000,000) each occurrence for bodily injury and property damage;

d. Police professional liability coverage with a minimum limit of Five Hundred Thousand Dollars (\$500,000) each occurrence.

The City will name the School District as an additional insured on its general liability insurances and other insurance as is reasonably necessary to insure the District from any liability as a result of any act or omission of the SRO.

XIII. Employment Discrimination. The School District and the City will not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of religion, race, color, national origin, age, sex, height, weight, marital status, disability, pregnancy, sexual orientation, gender identity, veteran status, or any other characteristic for which discrimination is prohibited by state or federal law. The School District and the City will not discriminate against any student or other recipient of services under this MOA due to race, color, religion, sex, national origin, disability or any other characteristic for which discrimination is prohibited by state or federal law in the delivery of programs and services rendered under this MOA.

XIV. SEVERABILITY OF PROVISIONS

In case any one or more of the provisions contained in this MOA shall for any reason be held to be invalid, illegal or unenforceable in any respect, this invalidity, illegality, or unenforceability shall not affect the enforceability of any other provision of this MOA. This MOA shall be construed as if the invalid, illegal, or unenforceable provision had never been contained in it. The remainder of the MOA shall remain in full force and effect.

XV. NO-THIRD PARTY BENEFICIARIES

Except as provided in this Agreement, this MOA does not create, by implication or otherwise, any direct or indirect obligation, duty, promise, benefit, right of indemnification (i.e., contractual, legal, equitable, or by implication) right of



Memorandum of Agreement



subrogation as to any Party's rights in this MOA, or any other right kind in favor of any individual or legal entity.

- XVI. Non-Enforcement of Waiver.** The School District and the City may enforce this MOA in strict accordance with the terms, notwithstanding any conduct or custom on the part of a party in refraining from doing so at any time. All rights and remedies of the respective parties are cumulative and concurrent. The exercise of, or failure to exercise, a right or remedy will not be deemed a waiver or release of any other right or remedy.

XVII. TERM AND TERMINATION

This MOA is effective when signed by the Parties, by and through their duly authorized representatives, and remains in effect from August 11, 2026 through June 30, 2027, unless terminated early as hereinafter set forth. Either party may terminate this MOA for any reason or no reason, with or without cause, by providing at least thirty (30) days' advance written notice of termination to the non-terminating party. A written notice of termination by either party shall eliminate the presence of an SRO at Buchanan Community Schools. In such event, the School District will be responsible only for a pro-rated fee for services actually rendered through and until termination.

Equal Drafting. In the event that either party asserts that a provision of the MOA is ambiguous, the MOA shall be construed to have been drafted equally by the Parties.

XVIII. CERTIFICATION

The individual signing this MOA certifies by their signature that they are authorized to sign this MOA on behalf of the party for whom they are signing and, by doing so, does hereby bind the party to the terms of this MOA.

XIX. SIGNATORIES

City of Buchanan

Dr. Harvey Burnett, Chief of Police

Date

Bucchanan Community Schools

Patricia Robinson, Superintendent

Date

Parties, by and through their duly authorized representatives, sign their names as evidence of their approval of this MOA.



Memorandum of Agreement



Katie Berry, Board President

Date

Kelly Laesch, Board Secretary

Date

EXHIBIT A: FEE SCHEDULE

I. Salary Fee Schedule

For the Scope of Service set forth in the Memorandum of Agreement between the City of Buchanan, through the Buchanan Police Department, and Buchanan Community Schools, the City will invoice the School District monthly as established in Section III, item B 1.

	2026-2027
School Year Salary*	\$61,692.80
School Year Benefits*	\$36,634.51
Total Cost:	\$98,327.31
School District Costs (73.5%)	\$56,670.00
City Costs (26.5%)	\$41,666.00

* Salary and benefit costs may change depending on the assigned officer and/or changes in benefit rates. The salary schedule will align with the city contract.

Memorandum



Date: August 17, 2026

To: Buchanan City Commission

From: Kristen Gundersen, Planning and Community Development Director

Subject: **Introduction - Consideration of an Amendment - Unified Development Code – New Section 71-28 Fencing, Lighting, Screening and Landscaping Standards and deletion of Sections 71-26 Buffering, 71-28 Tree preservation and landscape standards and 71-29 Fencing standards**

Background

The Unified Development Code was adopted in late 2025. Staff have been using the document daily to better understand it and to answer questions. In March 2026, staff brought several concerns to the Planning Commission associated with Sections 71-26 Buffering, 71-28 Tree preservation and landscape standards and 71-29 Fencing standards and the Planning Commission directed staff to work on amendments.

Draft language was reviewed, discussed and modified during the April, May and August Planning Commission meetings and the public hearing is scheduled for September 8th. Staff also worked with the Tree Friends Board to create an improved list of appropriate species for planting. Following are some of the changes made:

- Sections 71-26 buffering, 71-28 tree preservation and landscape standards and 71-29 fencing standards have been deleted in their entirety.
- All new language associated with fencing, screening and landscaping have been consolidated into one section and language was added for lighting.
- Changes are proposed to Section 71-27F.7 off-street parking standards – landscaping for parking lots along with H.1.b off-street loading and refuse screening. Language in Section 71-32.B.4 pertaining to enforcement was modified regarding protected trees and within Article V Definitions the term “planter” was removed.
- Section 71-36 modified to include standards for review of fence modifications before the Zoning Board of Appeals.
- A purpose statement was added explaining the intent of the regulations.

Fencing changes include:

- Language was added regarding measurement, use of gates, reference to clear sight lines and having the good side of the fence face out toward the adjacent properties.
- Defined open and closed fences and limit location of fencing. UDC prohibits the use of chain-link fencing, draft language allows chain-link under certain conditions.

Memorandum

- Incorporated language for public recreational and protective measure fences to be taller under certain conditions.
- Established list of allowable and prohibited materials.
- Added a Fence Height Maximum chart for the different zoning districts.
- Added language for the Zoning Board of Appeals to grant modifications to the fence regulations with different standards for review and requiring written notice to property owners.

Lighting regulations were added:

- Established basic standards to help prevent glare and establishes a 0.5 foot-candle for lighting levels at lot lines other than in the D Downtown District.

Screening standards replace “buffering”:

- Establishes minimum standards for mechanical equipment, outdoor storage, refuse containers and loading areas.
- Provides for use of fencing or berming where appropriate.

Landscaping and buffering standards changes include:

- Removed language associated with tree preservation.
- Updated recommended species list after consulting with Tree Friends.
- Included simple reference to Code of Ordinances for Tree lawns and public trees.
- Provided design guidance for berms, retaining walls and green infrastructure.
- Regulations established for perimeter landscaping, parking lot landscaping, foundation plantings and transitional buffers strips.
- Minimum plant size table created for easy reference.
- Exceptions made for existing structures and residential uses.

Article V Definitions

- Modified the definition of “Fence” and defined “yards and mechanical equipment”.

Recommendation

Please direct staff to schedule the necessary public hearing for an amendment to the Unified Development Code to modify and establish regulations pertaining to Fencing, Lighting, Screening and Landscape Standards found in Sections 71-26, 71-27F and H, 71-28, 71-29, 71-32 pertaining to the Zoning Board of Appeals and Article V Definitions associated with planter, fence yards and mechanical equipment for the September 28th City Commission meeting after the Planning Commission has conducted its public hearing and made a recommendation. This would be the first reading of an adopting ordinance.



Text Amendment (Changing Language in Unified Development Code – zoning ordinance) 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.

Property Information

Applicable Section of Zoning Ordinance that amendment is requested: Sections 71-26 Buffering, 71-28 Tree preservation and landscape standards, 71-29 Fencing standards - see redline for smaller items.

Briefly Explain Request: Three sections will be deleted in entirety and new language has been added to provide clear intent, inclusion of standards language and consolidating into one section.

Are there other requests associated with application?: If yes, explain: No, please see attached redline and draft language.

Applicant Information

In case of trust, provide the name, address and telephone numbers of all trustees and beneficiaries of the trust. An LLC or corporation must provide a copy of Articles of Incorporation. In case the applicant is not the property owner, written permission from the property owner is required.

Name of Applicant: City of Buchanan - Kristen Gundersen

Relationship to Property Owner: staff

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

Attorney: Butzel

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail Address: _____

Engineer or Architect: N/A

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail Address: _____

Proposed Language Change (please use additional paper if needed)

Existing section and language from Zoning Ordinance: See attached

Proposed new language for the Zoning Ordinance: See attached

Explain how the proposed new language supports the goals and objectives of the adopted Master Plan: The draft changes will help to ensure the development review process is simple, efficient, predictable and easily accessible (4-1) by consolidating the location of similar regulations. Removes tree preservation regulations as there is not qualified staff to coordinate process. Will help to improve appearance of properties when redeveloped by having consistent, easy to understand regulations (4-6)

Text Amendment Standards

If needed use additional sheets of paper to respond to Standards.

Section 71-35.B.2 Standards. The advisability of amending the text of this chapter or making an amendment to the zoning map is a matter committed to the legislative discretion of the City Commission. In determining whether to adopt or disapprove d the proposed amendment, the City Commission must consider the following factors:

- a. Consistent with master plan and vision plan. Whether and the extent to which the proposed amendment is consistent with the master plan and the vision plan. Proposed amendments are consistent with 4-1 to ensure the development review process is simple, efficient, predictable and easily accessible. The proposed amendments consolidate similar regulations into one section.
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-

- b. Changed conditions. Whether and the extent to which there are changed conditions that require an amendment. The existing language had a very detailed tree removal process and there is no qualified staff to administer such a program. The fencing regulations did not include standard design requirements typical to fence requirements. It was unclear if creening was required for refuse disposal containers, loading areas, or mechanical equipment. Trees listed are not desired in the area.
-

- c. Community need. Whether and the extent to which the proposed amendment addresses a demonstrated community need.

There are no existing regulations associated with on-site lighting requirements. The Unified Development Code needs to provide easy to understand regulations while improving the built environment and limiting negative impacts on the surrounding area.

- d. Compatible with surrounding uses. Whether and the extent to which the proposed amendment is compatible with existing and proposed uses surrounding the subject land, and is the appropriate zone district for the land, or the proposed amendment to the text of this chapter will maintain or improve compatibility among uses and will ensure efficient development within the City.

The proposed text amendment pertains to properties or uses described in the language. It is believed the proposed amendment creates, clear and concise regulations.

- e. Development Patterns. Whether and the extent to which the proposed amendment would result in a logical and orderly development pattern.

Properties relying on the proposed amendment for improvements to private property will help to maintain a logical and orderly development pattern.

TEXT AMENDMENT 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 ten (10) days following the change, and that failure to do so shall be grounds for denial of the application;
- E. The Applicant understands that if the application is approved with conditions, those conditions will need to be met as part of any permit issued; and
- F. The Applicant understands they are 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 10th, day of August, 2026, I/We have read the above certification, understand it, and agree to abide by its conditions.

[Signature], City of Buchanan Kristen Gundersen
 Signature of Applicant or Authorized Agent Name of Applicant or Authorized Agent

SUBSCRIBED AND SWORN

To before me this 10 day of
Aug, 2026

[Signature]
 Notary Public

KALLA LANGSTON
 NOTARY PUBLIC - STATE OF MICHIGAN
 COUNTY OF BERRIEN
 My Commission Expires June 09, 2032
 Acting in the County of Berrien

NOTE: Language to be deleted shown with strikethrough. New language shown with highlight. Additional formatting will take place with creation of adopting ordinance.

Section 71-26 Buffering (delete in entirety)

Sec. 71-26 Buffering

Buffering is required between industrial and commercial development and adjacent uses.

A. Transition with landscape buffers. A landscape buffer is required along shared lot lines where different zoning districts abut, as specified in [Table 71-L Buffer Requirements](#).

B. Buffers must meet the configuration standards in [Table 71-M Buffer Types](#).

C. Landscape buffers must:

1. Be located on the newly developing property;
2. Include continuous evergreen hedges with one row per five feet of buffer width;
3. Include ground cover to cover all exposed soil; and
4. Allow two understory trees to substitute for one canopy tree, up to 30 percent of the required tree count;
5. Natural drainage ways or existing vegetation may be substituted for required buffers when:
 - a. The feature is at least 20 feet wide.

TABLE 71-L BUFFER REQUIREMENTS

Proposed Zoning	Existing Adjacent Zoning						
	N	NE	GN	NC	D	SC	I
N							
NE				A	B	C	C
GN				A	B	B	C
NC	C	B	A				B
D	C	B	A				B
SC	C	C	C	B	B		
I	C	C	C	C	C	B	

TABLE 71-M BUFFER TYPES

Type	Width of Buffer	Hedge	Canopy Trees
A	6' minimum	6' high at maturity, planted 30 inches on center, minimum.	1 per each 50 linear ft.
B	10' minimum		1 per each 40 linear ft.
C	25' minimum		2 per each 50 linear ft.

~~Sec. 71-28 Tree preservation and landscape standards~~~~(delete in entirety)~~~~A. Purpose:~~

- ~~1. Preserve and increase Buchanan's urban tree canopy for public health, safety, welfare, storm-water management, heat-island mitigation, habitat, community character, and economic development.~~
- ~~2. Implement the Buchanan Tree Maintenance Program, including its risk-based priorities, seven-year pruning cycle, planting targets, and species-diversity goals.~~
- ~~3. Satisfy Tree City USA eligibility and the MEDC "Development-Ready Communities" Best Practice 2.6 for Green Infrastructure.~~
- ~~4. Provide plain, prescriptive standards that is simple to administer, with direction from the Tree Board (formerly Buchanan Tree Friends) as needed.~~

~~B. Applicability:~~

- ~~1. All new construction, site-plan, or subdivision applications in every zoning district.~~
- ~~2. Any removal of a Protected Tree (≥ 8 in. diameter at breast height (DBH)) or Landmark Tree (≥ 24 in. DBH or on the City's "special-status" list).~~
- ~~3. Public trees in rights-of-way, parks, civic spaces, and City facilities.~~
- ~~4. Routine single- or two-family yard activity that does not remove a Protected or Landmark Tree is exempt from subsections ~~E-G~~.~~

~~C. Administration:~~

- ~~1. The community development director (or designee) is the approving authority.~~
- ~~2. Tree Work / Tree Removal Permits are one-page forms; compliant applications are approved administratively within 5 working days.~~
- ~~3. The community development director may consult a certified arborist, the Tree Board, or the City's on-call engineer; reasonable review costs may be charged to the applicant.~~
- ~~4. A Tree Fund is hereby created; in-lieu fees, fines, and donations are used solely for public-tree planting, maintenance, or inventory updates.~~
- ~~5. Tree Board designation. The volunteer organization known as Buchanan Tree Friends is hereby designated as the Buchanan Tree Board for the purposes of this Code, Tree City USA, and grant eligibility.~~

~~D. Public tree care:~~

- ~~1. Street- and park-tree pruning must follow a 6- to 7-year cycle; young trees (< 6 in. DBH) must receive structural training every 3 years.~~

2. ~~High-risk trees identified in the Buchanan Tree Maintenance Program are treated first, then moderate-risk, then routine maintenance.~~
3. ~~Any contractor working on a public tree must hold ISA Certified Arborist credentials and obtain a permit.~~

E. ~~Tree preservation in development:~~

1. ~~Tree survey. Site plans must show location, species, and DBH of all existing trees $\geq$ 6 in. DBH.~~
2. ~~Preservation priority. Designs must avoid Landmark Trees. The Administrator may waive preservation if no prudent and feasible alternative exists.~~
3. ~~Protection during construction. Preserved trees must be fenced at the dripline or $\geq$ 10 ft. radius, whichever is greater; no grading, trenching, storage, or vehicle traffic is permitted inside the fence.~~
4. ~~Credits for preservation. Each healthy tree $\geq$ 8 in. DBH retained counts toward new-tree requirements, per [Table 71-Q](#).~~

TABLE 71-Q TREE PRESERVATION CREDITS	
Existing Tree Diameter at Breast Height (DBH)	Count As
8 to 17 in.	2 new trees
18 to 23 in.	3 new trees
$\geq$ 24 in. (Landmark trees)	4 new trees

F. ~~Tree removal and replacement:~~

1. ~~Removal of any Protected or Landmark Tree requires a permit.~~
2. ~~Replacement is calculated on total diameter removed:~~
 - a. ~~Protected Trees — replace 50% of removed DBH (inch-for-inch).~~
 - b. ~~Landmark Trees — replace 100% of removed DBH.~~
1. ~~Replacement stock: deciduous 2.5-in. caliper minimum; evergreen 8 ft. tall minimum.~~
2. ~~If the site cannot physically accept all required inches, pay an in-lieu fee of \$200 per 2.5-in. caliper (or equivalent) to the Tree Fund.~~

G. ~~Landscape planting standards:~~

1. ~~Front-yard planting by zoning district:~~
 - a. ~~NE: $\geq$ 2 understory trees or 1 understory tree + 10 shrubs.~~
 - b. ~~GN & NP-M: $\geq$ 1 understory tree or 10 shrubs.~~
 - c. ~~Existing healthy trees may satisfy these counts.~~
2. ~~Suburban Commercial (SC) & Industrial (I) Districts~~
 - a. ~~Minimum landscaped area: 15% of gross lot area.~~

- b. Minimum 2 shrubs per 250 sq. ft. and 2 trees per 500 sq. ft. of required landscape area; cover beds 100% with living groundcover or mulch.
- c. At least 25% of landscaping must lie along lot lines if abutting a different zoning district.
- d. Outdoor storage and waste areas within 15 ft. of a lot line must be screened by a continuous 6-ft. opaque fence, wall, or evergreen hedge.

3. Street trees, parking lots, and internal landscaping.

- a. Street frontage. 1 canopy tree per 40 linear ft. of new public or private street.
- b. Parking lots. 1 landscape island with a canopy tree per 12 spaces; islands minimum 9 × 18 ft. and curbed with openings for infiltration.
- c. Internal plantings may count toward the lot-wide tree totals.

Clearances between trees and objects are required per [Table 71-R](#).

TABLE 71-R TREE CLEARANCES

Horizontal	
2 ft.	from walks and curbs (in wells or planters)
3 ft.	from swales
5 ft.	from underground utilities
6 ft.	from one-story eaves
8 ft.	from two-story eaves
Vertical	
8 ft.	above walks
13 ft.	above drives and streets

4. Prohibited material.

- a. Plants with hazardous thorns within 2 ft. of front or side-street lot lines.
- b. Artificial plants or artificial turf except on athletic fields.
- c. Species listed as “invasive or noxious” by the State of Michigan or subsection [L](#).

H. Exemptions:

- 1. Dead or imminently hazardous trees (documented by photo or arborist letter).
- 2. Species classified as invasive by the State of Michigan.
- 3. Emergency work by public utilities.
- 4. Active commercial orchards or Christmas-tree farms.
- 5. Routine pruning that follows ANSI A300 and removes ≤ 25% of live crown in one season.

I. Species selection and diversity.

- 1. Follow the Recommended Species List in subsection [M](#), excerpted from the Tree Maintenance Program, as amended by resolution.

2. ~~Diversity goal: no more than 20% of any one genus or 10% of any one species within a development phase.~~
3. ~~To reduce over-representation, no additional maples may be planted until the citywide maple share falls below 30%.~~

J. ~~Maintenance and warranty.~~

1. ~~Applicants must guarantee survival of new plant material for two growing seasons; dead plantings must be replaced at the applicant's cost.~~
2. ~~For large projects requiring financial guarantees, the City shall inspect replacements before releasing any bond or letter of credit.~~

K. ~~Enforcement and penalties.~~

1. ~~Violation is a municipal civil infraction; fines per municipal Schedule of Fees plus required tree replacement.~~
2. ~~Illegal removal of a Landmark Tree requires 200% inch-for-inch replacement or equivalent in-lieu fee.~~
3. ~~The Administrator may issue stop-work orders for continued non-compliance.~~

L. ~~Prohibited species list.~~

1. ~~The following species shall not be planted within the City and, if present, should be removed when practical:~~
 - a. ~~Tree-of-Heaven (Ailanthus altissima)~~
 - b. ~~Black Locust (Robinia pseudoacacia)~~
 - c. ~~Common Buckthorn (Rhamnus cathartica)~~
 - d. ~~Glossy Buckthorn (Frangula alnus)~~
 - e. ~~Cattery/Bradford Pear (Pyrus calleryana)~~
 - f. ~~Norway Maple (Acer platanoides)~~
 - g. ~~Russian Olive (Elaeagnus angustifolia)~~
 - h. ~~Any species listed as "Prohibited" or "Restricted" under Michigan's Natural Resources and Environmental Protection Act, Part 413.~~

M. Recommended species list:

1. The recommended species list is in [Table 71-S](#). The City Commission may, by resolution, add to or revise this list to address pests, climate trends, or inventory data without amending the text of this section.

TABLE 71-S—RECOMMENDED SPECIES LIST

COMMON NAME	BOTANICAL NAME	CULTIVAR	NATIVE	SHAPE	MATURE SPREAD (FT.)	MATURE HEIGHT (FT.)
American Elm	Ulmus americana	Valley Forge; Princeton	Yes	Vase	50 to 70	70 to 90
American Hornbeam	Carpinus caroliniana		Yes	Upright	20 to 30	20 to 30
American Linden	Tilia americana		Yes	Rounded	30 to 50	50 to 80
American Yellowwood	Cladrastis kentukea		No	Rounded/ Vase	20 to 50	40 to 50
Bald Cypress	Taxodium distichum		No	Pyramidal	25 to 35	60 to 80
Blackgum	Nyssa sylvatica		No	Pyramidal/ Oval	25 to 35	65 to 75
Bur Oak	Quercus macrocarpa		Yes	Upright Oval/ Spreading	40 to 60	60 to 70
Cockspur Thornless Hawthorn	Crataegus crusgalli var inermis		Yes	Rounded	10 to 25	10 to 15
Crabapple	Malus spp.	Sugar Tyme; Prairie Fire; Various	No	Rounded	20 to 25	20 to 25

TABLE 71-S RECOMMENDED SPECIES LIST

COMMON NAME	BOTANICAL NAME	CULTIVAR	NATIVE	SHAPE	MATURE SPREAD (FT.)	MATURE HEIGHT (FT.)
Cucumbertree magnolia	Magnolia acuminata	Various	No	Pyramidal	20 to 35	40 to 70
Dawn Redwood	Metasequoia glyptostroboides		No	Upright Pyramidal	20 to 30	60 to 80
Eastern Hackberry	Celtis occidentalis		Yes	Rounded	40 to 50	60 to 70
European Hornbeam	Carpinus betulus	Fastigiata; Various	No	Oval	20 to 30	40 to 30
Ginkgo	Ginkgo biloba	male trees only	No	Round / Pyramidal	30 to 60	50 to 75
Golden Raintree	Koelreuteria paniculata		No	Rounded	30 to 40	30 to 40
Green hawthorn	Crataegus viridis	Winter King	No	Upright Vase to Spreading	15 to 20	10 to 15
Hybrid Elm	Ulmus X	Patriot; Triumph; Accolade	No	Vase	30 to 45	40 to 60
Japanese Tree Lilac	Syringia reticulata	Ivory Silk	No	Oval to Rounded	15 to 20	20 to 30
Katsura tree	Cercidiphyllum japonicum		No	Upright to Pyramidal	30 to 40	30 to 40
Kentucky Coffeetree	Gymnocladus dioica		No	Upright to Rounded	40 to 70	50 to 70
Kousa dogwood	Cornus kousa		No	Rounded / Vase	15 to 30	15 to 30
Little-leaf Linden	Tilia cordata	Greenspire	No	Pyramidal to Rounded	30 to 40	40 to 60
London Planetree	Platanus x acerifolia	Bloodgood; Various	No	Pyramidal / Rounded	50 to 70	75 to 90
Northern Red Oak	Quercus rubra		Yes	Rounded	60 to 80	50 to 60
Pin Oak	Quercus palustris		Yes	Upright Pyramidal / Oval	40 to 50	60 to 80

TABLE 71-S — RECOMMENDED SPECIES LIST

COMMON NAME	BOTANICAL NAME	CULTIVAR	NATIVE	SHAPE	MATURE SPREAD (FT.)	MATURE HEIGHT (FT.)
Red Horsechestnut	Aesculus x carnea	Briotti; Ft. McNair	Hybrid	Upright / Oval	30 to 40	60 to 80
Redbud	Cercis canadensis	Various	Yes	Rounded	15 to 25	15 to 30
River Birch	Betula nigra		Yes	Upright / Oval	30 to 40	40 to 60
Serviceberry or Juneberry	Amelanchier x grandiflora	Autumn Brilliance; Princess Diana	Hybrid	Rounded	10 to 15	10 to 25
Silver Linden	Tilia tomentosa		No	Broad Columnar	30 to 50	50 to 70
Swamp White Oak	Quercus bicolor		Yes	Upright Oval / Rounded	50 to 60	50 to 70
Sweetgum	Liquidambar styraciflua		Yes	Pyramidal / Oval	35 to 50	60 to 75
Sycamore	Platanus occidentalis		Yes	Pyramidal / Rounded	50 to 70	75 to 90
Thornless Honeylocust	Gleditsia triacanthos var inermis	Various	Yes	Rounded	30 to 70	30 to 70
Tuliptree	Liriodendron tulipifera		Yes	Pyramidal / Oval	35 to 50	70 to 90
Zelkova	Zelkova serrata	Green Vase; Village Green	No	Vase	40 to 50	60 to 80

~~Sec. 71-29 Fencing standards~~ (Delete in entirety)

- ~~A. Construction of a fence requires a zoning compliance permit issued by the zoning administrator prior to construction.~~
- ~~B. When erected on a lot line, all of the fence and any of its supporting structures must be contained within the lot.~~
- ~~C. Chain link, barbed wire, razor wire, and electrically charged fences are not permitted.~~
- ~~D. Fences may not exceed four feet in height in the front yard and may not exceed six feet in height in all other yards.~~

Section 71-28 Fencing, Lighting, Landscaping and Screening Standards

A. Intent and Purpose

The intent and purpose of this section is to provide regulations and requirements for fencing, lighting, landscape and screening of certain uses and perimeters while protecting the character of surrounding areas, enhancing the visual environment, lessening the impact of differing intensity and use of adjacent properties, securing property, providing safety for individuals, stabilizing soils, controlling blowing dust and debris, preventing the glaring of lighting on adjacent properties, reducing stormwater runoff, and reducing noise.

B. Fencing and wall standards

1. These standards shall apply to fences as an accessory structure in all zoning districts.
 - a. Permits Required. Construction of a fence shall require issuance of a permit issued by the City, prior to construction or installation of any fence.
 - b. Measurement of Fence Height. Fence height is measured from the grade below the fence, to the top of the fence. Anchor posts may be up to 6 inches above the fence. There will be an additional tolerance of not more than 3 inches due to grade changes along the fence.
 - c. Setbacks. All portions of the fencing including support posts must be installed on the parcel and cannot extend over the lot line. It is the responsibility of the property owner to determine the location of the lot lines.
 - d. Clear Sight Lines. All fencing shall comply with the Clear sight lines regulations found in Section 71-16G.
 - e. Gates. Shall not swing over public rights-of-way or onto an adjacent property.
 - f. Pools. Fences that serve as enclosure for a swimming pool shall meet the permit requirements and standards of the State of Michigan Building Code.
 - g. Placement in recorded easements. Fencing may be approved within recorded easements, however, those with easement rights may need to remove the fence.
2. Fence design, types, materials and maintenance. These standards shall apply to a fences in all zoning districts.
 - a. Finished Side Out. All fences shall be constructed to present a finished outside fence appearance to adjacent property and public rights-of-way by either:
 - ii. Symmetrical construction having identical inside and outside appearance, including anchor posts and frame members.
 - ii. Offset construction with anchor posts and horizontal and vertical frame members visible on inside face only and horizontal and vertical members or materials mounted on outside surface of frame and anchor post members.
 - b. Fence Types.
 - i. Open Fence. An open fence is more than 50% open when viewed from an angle perpendicular to the fence. Examples of open fences include split rail, chain link, picket, metal open fences.
 - ii. Solid Fence. A solid fence is 50% or less open when viewed from an angle perpendicular to the fence. The fence may also provide sound blocking. Examples of solid fences include vinyl privacy fencing, brick walls, wood stockade fencing and board on board fencing.
 - c. Public Recreational Use Fence. An open fence is used to keep recreational equipment within a confined area. Typically installed around the perimeter of tennis or pickleball courts or baseball fields or basketball courts.
 - d. Protective Measure Fence. A protective measure fence is used to protect utility and public service installations, other uses or facilities as determined necessary. The zoning administrator, city

manager and police or fire chief will determine if the property requires a protective measure fence.

i. An exception to increase the maximum allowable height of a fence may be granted not to exceed 12' in height.

ii. A protective measures fence may incorporate barbed wire, concertina wire, razor wire or electrically charged fencing or incorporate jagged or sharp materials, so long as these materials are at least 8' above grade.

iii. A protective measures fence shall be placed to protect only the authorized facilities and a reasonable adjacent area that is necessary to provide access to the authorized facilities or that is impractical to separate from the authorized facilities. The specific location and design of the protective measure fence shall be subject to approval by the zoning administrator, city manager, police and fire chief.

3. Materials.

a. Fences shall be constructed of pressure-treated wood, wrought iron, brick, masonry, high-quality vinyl, chain link or other materials designed for permanent outdoor fencing.

b. Wood fences shall be constructed of cedar, redwood, or other decay-resistant wood.

c. Alternative materials such as scrap or "recycled" materials such as recycled doors, sheet metal, corrugated metal, wood pallets, siding, filing cabinets, tires, plywood, and similar materials must be reviewed and approved by the Zoning Board of Appeals in accordance with Section prior to any permit being issued.

d. Prohibited materials. The following materials are prohibited barbed wire, concertina wire, razor wire or electrically charged fencing. The use of slats in chain link or the use of chicken wire, fabric, tarps and materials not traditionally used for fencing is prohibited.

4. Maintenance.

a. Fences shall be maintained in good repair and safe condition.

b. Peeling, flaking, and chipped coating shall be eliminated and surfaces shall be recoated.

c. Damaged boards or panels shall be replaced.

d. Nonconforming fencing may not be replaced.

5. Fence Height Maximums

	N, NE, GN, NC – One and Two- Family Residential Uses	N, NE, GN, NC – Three- Family or more Residential Uses or Non-Residential Uses	D	SC	I
Front Yard	4' – open excluding chain- link 3' - solid	4' – open excluding chain-link 3' - solid	N/A	4' – open excluding chain link	4' – open or solid excluding chain link
Secondary Front Yard – Behind front face of building	6'	6'	6'	6'	6'
Side Yard – Behind front face of building	6'	6'	6'	6'	6'

Rear Yard	6'	6'	6'	6'	6'
Public Recreational Use Fencing	6'	12'	N/A	N/A	12'

C. Lighting standards

1. The standards shall apply to all exterior lighting found in any zoning district.
2. Exceptions. The following types of outdoor lighting shall not be subject to this Ordinance; however, no lighting shall cause a disturbance on private property.
 - a. Residential decorative lighting such as porch, low level lawn lights, and seasonal lights.
 - b. Ground lights that illuminate flags and lights that are incorporated as architectural accent features shall be placed so that lighting or glare is not directed toward streets or adjacent properties, and fixtures shall be located, aimed, or shielded to minimize light spilling into the night sky.
 - c. Internally and externally illuminated signage as regulated in Section 71-30 of this Ordinance.
 - d. Lighting necessary for road work, utility work or emergency work.
 - e. Lighting for a permitted temporary event such as carnival, fair or city approved event.
 - f. Motion sensitive security lighting.
 - g. Fossil fuel light. Fossil fuel light produced directly or indirectly from the combustion of natural gas or other utility-type fossil fuels (i.e., gas lamps) is exempt from the provisions of this section.
 - h. Streetlights located within the public right-of-way.
3. Lighting Plan and manufacturer lighting details. A lighting plan with manufacturer lighting information is required if exterior lighting is required. The plan will include placement of lighting equipment and foot-candle readings along lot lines and location of highest foot-candle readings.
4. Lighting requirements.
 - a. Maximum height
 - i. Light Pole Height. The maximum height of light pole shall be 20' as measured from the ground to the top of the pole or light fixture, except for approved outdoor recreation area lighting associated with ballfields, tennis courts or stadiums.
 - ii. Wall Mounted Light Height. A wall mounted light shall not extend above the wall or be located on a roof.
 - iii. Lighting under a canopy shall be fully recessed
 - b. Maximum light levels. The maximum light level at any lot line shall be 0.5 foot-candles. The maximum light level anywhere else on the property is 15 foot-candles. Buildings located in the D Downtown District and built at the lot line are exempt from the foot-candle levels.
 - c. Shielding. All exterior light shall be shielded, hooded and or louvered to provide a glare free area from all lot lines. 100% of the light shall be cut off above the horizontal plane at the lowest part of the light source.
 - d. Design. All exterior lighting shall be downward facing to reduce glare and arranged to direct and deflect light away from adjacent properties.
 - e. Ground lighting. Ground lighting shall not produce glare on adjacent properties.
 - f. Maintenance. Light fixtures shall be maintained in good working order. Bulbs and fixtures shall be promptly replaced as needed as not to become a hazard or nuisance.

D. Screening standards

1. These standards apply to all uses and zoning districts where mechanical equipment, outdoor storage and refuse containers are found on the exterior of the building.
2. Exceptions to screening requirements. One and two-family dwellings are excluded from the screening requirements following.
3. Mechanical equipment. Screening is required at time of installation of new or the replacement of existing mechanical equipment as follows:
 - a. Rooftop mechanical equipment. All rooftop mechanical equipment shall be screened from ground-level view at the property line with the use of a concealing roof line, a parapet, a screening wall, or grillwork constructed of the same building material as the building directly surrounding the equipment, other alternatives may be approved by both the zoning administrator and city manager. All mechanical equipment shall be sufficiently setback from the façade edge to be concealed from street-level view or where roofs are visible from abutting and adjacent properties shall be covered. Any screening material shall be no taller than necessary to achieve the required screening.
 - b. Ground mounted equipment. All ground mounted equipment shall be screened from view by fencing or landscaping of sufficient height to screen the equipment.
4. Outdoor storage. All stored materials, supplies, equipment, or other similar materials, including any vehicle, trailers, commercial vehicles, boats (or similar), recreational vehicles, or similar materials that are not on display for direct sale, rental or lease to the ultimate consumer or user must be screened by landscaping or fencing or wall with a minimum height of 6' at time of installation. If outdoor storage materials exceed the height of the allowable fence, then a combination of berming, fencing and landscaping shall be used to accomplish appropriate screening.
5. Refuse containers. With the exception of one to four-family dwellings and properties located in the D Downtown District, refuse containers including recycling and grease containers shall be installed as follows:
 - a. Location. Refuse containers shall be located in the side or rear yards of the property and at least 5' from any principal building. To the greatest extent possible, the door side of the enclosure shall be situated as to not face an abutting property, sidewalk, or street. Properties abutting residential uses shall place the refuse containers as far away as possible from the residential use. Refuse containers may not be placed in the front yard.
 - b. Access. Refuse containers shall be accessible by the waste hauler to prevent damage to vehicles and buildings.
 - c. Screening. Refuse containers shall be enclosed by a fence or wall on three sides with a gate for the refuse hauler to gain access.
 - d. Base. Refuse containers must be located on a concrete or asphalt base, designed to support the refuse container. Where grease containers are used, curbing shall be provided around the enclosure base to contain any spillage.
6. Loading areas. All new exterior loading areas shall be placed at the rear of the building when possible.
 - a. Loading areas visible from the street shall be screened with a wall or landscaping sufficient height to screen equipment and vehicles.

E. Landscaping and Buffering standards

1. The standards contained in this Section are considered the minimum necessary to achieve the intent. The standards are intentionally flexible to encourage creative design. Property owners are encouraged to provide additional landscaping beyond the minimum requirements to improve the function, appearance, and value of their property.

2. General requirements

- a. Design creativity. Creativity in landscape design is encouraged. Accordingly, required trees and shrubs may be planted at uniform intervals, at random, or in groupings, depending on the designer's desired visual effect and, equally important, the intent of the integration with existing landscaping on adjacent properties.
- b. Installation. When a landscaping plan is required, it shall be installed as part of the building permit construction process. In the event of building completion in the winter months, an installation bond may be required to guarantee completion of the project.

3. Landscape Plan requirements.

When a landscape plan is required pursuant to this Ordinance, the landscaping plan shall clearly describe the location, type, size, height, and spacing of materials. The landscape plan may be incorporated into the site plan.

4. General standards for landscape materials and ground cover.

- a. Permitted species. Following is a list of permitted species of trees to be planted. Species not listed are either prohibited or must be reviewed and approved by the zoning administrator after review of the updated Michigan Department of Natural Resources (MDNR) Recommended Trees for Community Planting and/or discussions with the Buchanan Tree Friends Board prior to installation.

Common Name	Botanical Name	Size	Native	Street Sidewalk Friendly	Riparian Friendly	Park/Utility Friendly
Serviceberry	Amelanchier spp.	Small	Yes	Yes	No	No
Eastern Redbud	Cercis canadensis	Small	Yes	Yes	No	No
Pagoda Dogwood	Cornus alternifolia	Small	Yes	Yes	No	No
Flowering Dogwood	Cornus florida	Small	Yes	No	No	No
Kousa Dogwood	Cornus kousa	Small	Yes	No	No	No
Hawthorn (Thornless)	Crataegus spp. Var. inermis	Small	No	No	No	No
Star Magnolia	Magnolia stellata	Small	No	No	No	No
Saucer Magnolia	Magnolia x soulangiana	Small	No	No	No	No
Red Horsechestnut	Aesculus x carnea	Medium	No	No	No	No

River Birch – single stem only	Betula nigra	Medium Large	Yes	No	No	No
European Hornbeam	Carpinus betulus	Small Medium	Yes	No	No	No
American Hornbeam	Carpinus Carolina	Small Medium	Yes	Yes	Yes	Yes
Yellowwood	Cladrastis kentukea	Medium	Yes	Yes	No	No
Turkish Filbert – Turkish Hazel	Corylus colurna	Medium	No	No	No	No
Ginkgo (male only)	Ginkgo biloba	Medium Large	No	Yes	No	Yes
Thornless Honeylocust	Gleditsia triacanthos var. inermis	Medium Large	Yes	No	No	No
American Tamarack	Larix laricina	Medium	Yes	Yes	No	No
Hop-Hornbeam Ironwood	Ostrya virginiana	Small medium	Yes	Yes	Yes	Yes
Sourwood	Oxydendrum arboreum	Small medium	Yes	No	No	No
Persian Parrotia	Parrotia persica	Small medium	Yes	No	No	No
Ohio Buckeye	Aesculus glabra	Large	No	No	No	No
Bitternut Hickory	Carya cordiformis	Large	Yes	No	No	No
Red Maple	Acer rubrum	Large	Yes	Yes	No	Yes
Sugar Maple	Acer saccharum	Large	Yes	Yes	Yes	Yes
Pignut Hickory	Carya glabra	Large	No	No	No	No
Shagbark Hickory	Carya ovata	Large	No	No	No	No
Catalpa	Catalpa spp.	Large	No	No	No	No
Hackberry	Celtis occidentalis	Medium Large	Yes	Yes	Yes	No
Katsura	Cercidiphyllum japonicum	Medium Large	Yes	No	No	no
American Beech	Fagus grandifolia	Large	No	No	No	No
Kentucky Coffeetree	Gumnocladus dioicus	Large	Yes	Yes	No	No
Tulip Tree	Liriodendron tulipifera	Large	Yes	Yes	No	No
Dawn Redwood	Metasequoia glyptostroboides	Large	No	No	No	No
Sycamore	Platanus occidentalis	Large	Yes	Yes	No	No
London Planetree	Platanus acerifolia x	Large	Yes	No	No	no
White Pine	Pinus strobus	Large	Yes	No	No	No
White Oak	Quercus alba	Large	Yes	Yes	No	No

Swamp White Oak	Quercus bicolor	Large	Yes	Yes	Yes	No
Shingle Oak	Quercus imbricaria	Large	Yes	No	No	No
Bur Oak	Quercus macrocarpa	Large	Yes	Yes	No	No
Chinkapin Oak	Quercus muehlenbergli	Large	Yes	Yes	No	No
Red Oak	Quercus rubra	Large	Yes	Yes	No	No
Baldcypress	Taxodium distichum	Large	Yes	Yes	No	no
American Linden Basswood	Tilia americana	Large	Yes	Yes	No	No
Littleleaf Linden	Tilia cordata	Large	Yes	No	No	No
Silver Linden	Tilia tomentosa	Large	Yes	No	No	No
American Elm	Ulmus americanus x Hybrids	Large	Yes	Yes	Yes	No
Zelkova	Zelkova serrata	Large	No	No	No	no

5. Maintenance. Areas not used for buildings, parking, loading, and storage shall be landscaped. Maintenance shall include all reasonable and regular watering, weeding, fertilizing, and pruning. Plant materials that show signs of insect pests, diseases, and/or damage should be removed immediately or as soon as practical under the seasonal conditions existing and according to the approved landscape plan. Any mulch or stone used for ground cover must be maintained and refreshed as needed. Any debris or refuse must be removed as soon as possible. The developer or subsequent owner(s) shall be responsible for maintaining all on-site landscaping in a living condition and shall replace any removed plants required based on the approved landscape plan.

6. Tree lawns and Public Trees.
See Chapter 106 Vegetation in the Code of Ordinances.

F. Berms.

A berm is a raised mound of soil designed to enhance both the aesthetic and functional aspects of outdoor spaces. They can be installed to improve drainage, provide privacy or create a focal point. Berms shall be constructed as follows:

1. Dimensions. Berms shall be measured from the grade or flat ground adjacent to the berm and shall be constructed with slopes no steeper than one (1) foot vertical for each three (3) feet horizontal (33% slope), with a least two (2) feet of flat area on top. Berms may undulate in height, subject to review and approval of the berm design. The height of a berm should not exceed three (3) feet.
2. Protection from erosion. Any berm shall be planted with sod, ground cover, or other suitable live plant material to protect it from erosion so that it retains its height and shape. The use of railroad

ties, cement blocks, or other types of construction materials to retain the shape and height of the berm shall be prohibited.

3. Required plantings. The installation of a berm does not eliminate the landscaping requirements.

G. Retaining walls.

A structure designed to restrain the existing natural grade of land or changes to grade associated with mass grading of a parcel where the soil slope would not naturally keep due to steep, near vertical or vertical slopes. A retaining wall is considered landscaping. A retaining wall more than four feet in height when measured from existing grade to the highest point requires a building permit.

H. Green infrastructure.

The use of rain gardens or bioretention or vegetated swale facilities may be incorporated into parking lot design. Standard design principles shall be incorporated into the facility.

I. Perimeter Landscaping, Parking Lot Landscaping, Foundation Plantings and Transitional Buffer Strips

1. Applicability.

- a. One- and two-family residential properties shall be exempt from providing perimeter landscaping, parking lot landscaping as required as provided in this Section.
- b. For all other properties any development activity involving an improved property, such landscaping shall be required when the floor area of any building or structure, or parking areas, or any combination thereof, is increased, as follows:
 - i. If the total of the existing such area(s) is increased twenty-five percent (25%) or less, no additional landscaping is required.
 - ii. If the total of the existing such area(s) is increased more than twenty-five percent (25%) but less than fifty percent (50%), such landscaping is required for that portion of the lot which is faced by the expanded area(s).
 - iii. If the total of the existing such area(s) is increased fifty percent (50%) or more, such landscaping is required for the entire development.

The percentage of increase shall be calculated by combining all increases in floor or parking area(s) after the effective date of this ordinance.

2. Minimum Plant sizes at time of planting. The minimum size of landscape plant material at time of installation shall comply with the following:

Plant Type	Minimum Caliper	Minimum Height	Minimum Spread
Deciduous/Canopy Tree	2" measured 2' above grade	N/A	N/A
Ornamental Tree	1.5 inches measured 2' above grade	N/A	N/A
Evergreen Tree	N/A	5'	2'

Deciduous Shrub	N/A	2'6"	2'
Upright Evergreen Shrub	N/A	3-gallon container or 30" in height whichever is greater	N/A
Spreading Evergreen Shrub	N/A	N/A	2' spread
Ornamental or Native Grasses	N/A	18"	N/A
Perennials	N/A	1-gallon container	N/A

3. Perimeter Landscaping.

Perimeter landscaping shall be provided as follows

- a. Trees: Shade trees or evergreen trees are required based on one (1) tree for each seventy (70) feet of lot line length, exclusive of access drives perpendicular to the lot lines.
- b. Ground Cover: Except where occupied by planting beds and trees, all perimeter landscaping areas shall be sodded or seeded with turf grass.

4. Foundation Landscaping.

Foundation plantings shall be located adjacent to all sides of buildings which face a public right-of-way, internal street or access drive, and shall exclude buildings that are constructed at the front or street side lot lines which are not required to provide foundation landscaping. Landscaping is required as follows:

- a. The foundation landscaping area shall be a minimum of two (2) feet in width and shall remain open and free of all paving except where interrupted for sidewalks and driveways leading directly into the building as necessary ingress and egress.
- b. Foundation plantings shall consist of a minimum ratio of one plant for every three (3) linear feet of building length. A combination of deciduous shrubs, evergreens, flowers, ornamental grasses and other native ground covers should be used. All planting areas which are not occupied by trees, shrubs, flowers, ground cover, ornamental grasses or mulch shall be sodded or contain decorative landscape stone. Attention should be paid to providing transitions between the building and ground plane, visual breaks along monotonous building facades, and enhancing walkways, entrances, seating areas or other pedestrian areas.
- c. At the discretion of the Zoning Administrator and City Manager, required foundation plantings may be relocated elsewhere on site or provided in an alternate manner, such as using above-ground planting containers or boxes.

5. Parking Lot Landscaping.

All parking spaces used by employees and guests shall comply with the required parking lot landscape regulations except for areas specifically designated for the storage of vehicles as follows:

- a. Parking in the front and street side yards.

- i. Where parking stalls and drive aisles abut or face a public street, landscaping shall be required between the parking area and the street right-of-way and shall consist of a landscape strip of land at least five (5) feet in width.
- ii. Landscaping consisting of one shrub or ornamental grass for each 5' of street frontage excluding curb cuts. One (1) ornamental tree may be planted instead of 5 shrubs or ornamental grasses. Landscaping installed may be placed in groupings within the required landscape strip.

b. Internal parking lot landscaping and islands.

- i. For every twenty (20) parking spaces, there shall be provided a landscape island at least ten (10) feet in width and eighteen (18) in length. The islands shall be dispersed evenly throughout the parking lot.
- ii. Each landscape island shall include one canopy tree and include ground cover, ornamental grasses, annual or perennial flowers or shrubbery. Vegetation planted shall not infringe on access to the adjacent parking spaces.
- iii. The landscape island may be used as part of the on-site stormwater management system.

6. Transitional buffer strips.

Transitional buffer strips shall be provided along the interior side and rear yards of a lot where a non-residential use abuts directly upon land zoned or used for one to four family residential. Properties located in the D Downtown District are exempt from providing a transitional buffer strip.

- a. A minimum 10' wide transitional buffer strip shall be provided along the shared lot line.
- b. Screening within the 10' wide transitional buffer strip may consist of the following:
 - i. Fence or Wall. A solid 6' fence or wall located 10' from the lot line. The area located outside of the fence must have established grass, ground cover, or other suitable live plant materials and shall be planted over the entire length of the transition buffer strip.
 - ii. Landscaping. The use of evergreens or a landscape screen is proposed, the plans shall consist of closely spaced evergreen plantings (i.e., no farther than fifteen (15) feet apart) which can be reasonably expected to form a complex visual barrier that is at least eight (8) feet above the ground level within three (3) years of planting. Deciduous plant materials may be used provided that a complete visual barrier is maintained throughout the year.
 - iii. A berm may be installed to help create the required transitional buffer strip. Landscaping will be required on the berm.

Sec. 71-27 *Parking and loading standards*

F. Off-street parking standards

7. Parking lots shall be screened designed in accordance with Section 71-28 Fencing, Lighting, Landscaping and Screening Standards must be screened along front and side street lot lines by one or more of the following methods:

a. Buildings. A minimum of 70% of parking lot width must be screened;

b. A masonry wall no less than 4 feet in height; or

c. A metal fence with a hedge or other landscape element no less than four feet in height.

H. Loading standards

1.b Off-street loading shall be screened and designed in accordance with Section 71-28 Fencing, Lighting, Landscaping and Screening Standards and refuse collection must be located and screened so it is not visible from adjacent streets, or residential uses.

Sect. 71-32 Enforcement

B. Violations.

4. Removing or damaging protected trees or required landscaping without approval of a revised site and landscape plan.

Sec. 71-36 *Specific standards for development approval.*

A. General. Table 71-V summarizes the development review procedures for all types of applications.

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

TABLE 71-V DEVELOPMENT REVIEW PROCEDURES						
Procedure	Authority					Notices
	Staff	PC	ZBA	CC	DRC	
Key						
Planning Commission	PC					
Zoning Board of Appeals	ZBA					
City Commission	CC					

Design Review Committee	DRC
Review & Recommendations	R
Decision Making Body	DM
Appellate Body	A
Public Hearing Required	[]
Published Notice	N
Written Notice	W

D. Variances and Fence Modifications

1. Purpose

a. General. There are ~~two~~ **three** types of variances allowed under the terms of this chapter: dimensional variances ~~and~~ use variances **and fence modifications**.

d. Fence modifications. Fence modifications are deviations from Section ____ Fence and Wall Standards from height, setback, yard, or alternative materials when special circumstances of the property which are not the reasonably foreseeable result of the actions of the property owner, and the strict enforcement of Section ____ would unreasonably deprive the owner of the lawful use and enjoyment of the property or would be contrary to the spirit and purpose of these provisions or the public interest.

2. Authority. The zoning board of appeals is authorized to review and approve, approve with conditions or disapprove an application for a variance **or fence modification**.

3. Standards.

c. Fence modification. The zoning board of appeals may approve a fence modification on a finding there is evidence of the following:

i. There are special circumstances of the property which are not the reasonably foreseeable result of the actions of the property owner, and the strict enforcement of Section ____ would unreasonably deprive the owner of the lawful use and enjoyment of the property or would be contrary to the spirit and purpose of these provisions or the public interest.

ii. The applicant has demonstrated the proposed alternative materials are appropriate for the location and how they will be maintained as not to become a nuisance per se.

ARTICLE V. DEFINITIONS

This Section provides definitions for terms in this chapter that are technical in nature or that may not reflect a common usage of the term.

Fence: ~~a permeable metal or wooden wall, independent of a building.~~ A barrier, railing, buffer or other upright structure, typically of wood, metal or vinyl, enclosing an area of ground, marking a boundary, screening an activity, or creating a visual barrier. A retaining wall is not a fence. Plant material is considered landscaping and not fencing.

Yard: the open area between a building and a property line, as determined by the actual construction on a property. Depending on the footprint of the building, the yard may not be rectangular in shape.

Front Yard: the open space extending the full width of the lot between the wall of the building and the front lot line.

Front Secondary Yard: the open space between the wall of the building and the secondary front lot line.

Rear Yard: the open space extending the full width of the lot between the wall of the building and the rear lot line.

Side Yard: the open space between the building and the side lot line.

Mechanical equipment: means a system or part of a system installed outside of a structure and utilized to provide control of environmental conditions and related process within a structure. Equipment can include air conditioning units, emergency generators, heat pumps, ductless heat pump (mini-splits), water pumps or other similar things.

Planter: ~~the element of the right-of-way which accommodates street trees, whether continuous or individual.~~



Date: August 17, 2026

To: Buchanan City Commission

From: Kristen Gundersen, Planning and Community Development Director

Subject: **Introduction - Consideration of an Amendment - Unified Development Code – Creation of Downtown Design Review Overlay District – Amendments to Sections 71-5.A, 71-14.A, 71-16.H.12, 71-33.E and 71-34.G and Article V Definitions**

Background

The Unified Development Code was adopted in late 2025 and included language for staff to administratively review and approve requests “downtown applications”. The language did not include any standards for the committee to review, nor did it establish an appeal process.

Review of the previous zoning ordinance that dates back to 2003 found Section 22.07 Planning Commission Review of Façade Plan which stated, “The Planning Commission shall review the building façade plan and make recommendations to the applicant based on façade design and aesthetic standards established by the Downtown Development Authority and approved by resolution of the City Commission.” No standards were found in the zoning ordinance.

In 2007, the Downtown Design Standards established 6 goals with 7 areas of review and had the Secretary of the Interior’s Standards for Rehabilitation attached. In addition, the City Commission approved changes to Section 11.04 of the zoning ordinance which created the Design Review Committee and process.

The different documents appear to have created confusion on the process and the Unified Development Code from late 2025 did not completely address the concerns. Staff brought several concerns to the Planning Commission which referred to the discussion and drafting of regulations to the Design Review Committee. The Committee also discussed its purpose and understood the need to allow improvements in the downtown area while working to maintain the character of the area and its design elements. The draft changes do not reference historic preservation, rather call out best practice principles for historic downtowns. The discussions also included the creation of a Downtown Design Review Overlay District be created.

The Committee has reviewed and discussed the draft document during their April, May, June and August meetings and recommended to the Planning Commission the changes be reviewed and a public hearing scheduled. The Planning Commission reviewed the document during their August 11, 2026, meeting and directed staff to schedule the necessary public hearing and complete the necessary applications and documents. Following are some of the changes made:

- Established the Downtown Design Review Overlay District and included language addressing the intent of the district.
- Changed the name from Design Review to Downtown Design Review. This will help eliminate confusion of what properties the Committee reviews.
- In keeping with past practice, no public hearing or notice is required for applications under review.
- Established the Planning Commission as the appeal board/commission.
- Provided written purpose statement pertaining to the review of applications, established the review process, along with adopting standards to be used when reviewing applications for both Committee review and administrative reviews.
- Added the definition of the overlay district, similar to the Short-term rental overlay district created earlier this year.

Recommendation

Please direct staff to schedule the necessary public hearing for an amendment to the Unified Development Code to modify and establish regulations pertaining to the creation of the Downtown Design Review Overlay District and review processes Sections 71.5.A, 71-14.A, 71-16.H.12, 71-33.E and 71.34.G and Article V Definitions and any other sections of the Unified Development Code that may be necessary for the September 28th City Commission meeting after the Planning Commission has conducted its public hearing and made a recommendation. This would be the first reading of an adopting ordinance.



Text Amendment (Changing Language in Unified Development Code – zoning ordinance) 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.

Property Information

Applicable Section of Zoning Ordinance that amendment is requested: Sections 71-5.A, 71-14.A, 71-16.H.12 establishing the Downtown Overlay District and 71-33.E, 71-34.G and K providing review process

Briefly Explain Request: Creation of a Downtown Design Review Overlay District, review process, standards for review and appeal process

Are there other requests associated with application?: If yes, explain: No, please see attached redline and draft language.

Applicant Information

In case of trust, provide the name, address and telephone numbers of all trustees and beneficiaries of the trust. An LLC or corporation must provide a copy of Articles of Incorporation. In case the applicant is not the property owner, written permission from the property owner is required.

Name of Applicant: City of Buchanan - Kristen Gundersen, Planning/Community Dev. Director

Relationship to Property Owner: staff

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

Attorney: Butzel

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail Address: _____

Engineer or Architect: N/A

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail Address: _____

Proposed Language Change (please use additional paper if needed)

Existing section and language from Zoning Ordinance: See attached

Proposed new language for the Zoning Ordinance: See attached

Explain how the proposed new language supports the goals and objectives of the adopted Master Plan: The draft changes will help to ensure the development review process is simple, efficient, predictable and easily accessible (4-1) by establishing the Downtown Design Review Overlay District and establishing set processes, standards for review and appeal process. While the proposed overlay district and standards for review do not reference historic preservation, many elements of historic preservation have been incorporated to help educate on the history and architecture of the community while allowing opportunity for new development and redevelopment of existing buildings to happen (2-2 and 10-4).

Text Amendment Standards

If needed use additional sheets of paper to respond to Standards.

Section 71-35.B.2 Standards. The advisability of amending the text of this chapter or making an amendment to the zoning map is a matter committed to the legislative discretion of the City Commission. In determining whether to adopt or disapprove d the proposed amendment, the City Commission must consider the following factors:

- a. Consistent with master plan and vision plan. Whether and the extent to which the proposed amendment is consistent with the master plan and the vision plan. Proposed amendments are consistent with 4-1 to ensure the development review process is simple, efficient, predictable and easily accessible. The proposed amendment establishes standards for reviewing applications and eliminates confusion of previously adopted documents.
- b. Changed conditions. Whether and the extent to which there are changed conditions that require an amendment. Several ordinances over time have been adopted relating to design review in the City, however, they were stand alone documents. The proposed amendment will eliminate the need for the stand alone documents and relies on regulations found in the UDC. The draft language has also moved away from historic preservation with the understanding the need to allow appropriate redevelopment.

- c. Community need. Whether and the extent to which the proposed amendment addresses a demonstrated community need.

The Unified Development Code did not include any standards for the Downtown Design Review Committee to review as part of requests before them. The draft language also incorporates an appeal process before the Planning Commission.

- d. Compatible with surrounding uses. Whether and the extent to which the proposed amendment is compatible with existing and proposed uses surrounding the subject land, and is the appropriate zone district for the land, or the proposed amendment to the text of this chapter will maintain or improve compatibility among uses and will ensure efficient development within the City.

The proposed text amendment pertains to properties or uses described in the language. It is believed the proposed amendment creates, clear and concise regulations.

- e. Development Patterns. Whether and the extent to which the proposed amendment would result in a logical and orderly development pattern.

Properties relying on the proposed amendment for improvements to private property will help to maintain a logical and orderly development pattern.

TEXT AMENDMENT 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 ten (10) days following the change, and that failure to do so shall be grounds for denial of the application;
- E. The Applicant understands that if the application is approved with conditions, those conditions will need to be met as part of any permit issued; and
- F. The Applicant understands they are 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).

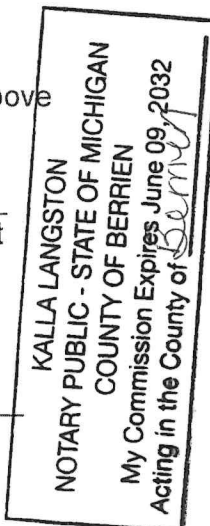
On the 10th, day of August, 2026, I/We have read the above certification, understand it, and agree to abide by its conditions.

[Signature] City of Buchanan Kristen Gundersen
 Signature of Applicant or Authorized Agent Name of Applicant or Authorized Agent

SUBSCRIBED AND SWORN

To before me this 10 day of
Aug, 2026

[Signature]
 Notary Public



NOTE: Language to be deleted is shown with strikethrough. New language is shown with highlight. Final formatting will take place in adopting ordinance.

Section 71-36 Specific standards for development approval.

~~H. Downtown applications:~~

~~1. Applicability:~~

~~a. This subsection applies to all proposed exterior work in the D Downtown District subject to the Downtown Design Standards, including new construction, façade alterations, cosmetic upgrades, and signage.~~

~~2. Administrative approvals. The community development director may approve proposed work when all of the following criteria are met:~~

~~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 exceptions to adopted standards.~~

~~3. DRC referral. The community development director may refer any application to the DRC when the proposed work is unusual, precedent-setting, or potentially inconsistent with the Downtown Design Standards.~~

~~4. Effect of noncompliance. Proposals determined not to comply with Downtown Design Standards may not proceed until amended to achieve compliance and receive approval from the appropriate review authority.~~

PROPOSED DRAFT LANGUAGE

Sec. 71-5 Zoning districts established

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

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

Sec. 71-14 Zoning districts

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

Overlay District

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

Sec. 71-16 General requirements

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

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

11. Short-Term Rental Overlay District (STROD)

12. Downtown Design Review Overlay District (DDROD)

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

i. Preserve and promote the historic and architectural qualities of the downtown and thereby preserve the distinctive character of the City. The downtown business district has special historical, cultural, and design significance and contains historic or unique sites deserving protection. The preservation and appropriate development of these sites require rules and regulations specifically addressing these distinctive characteristics.

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

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

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

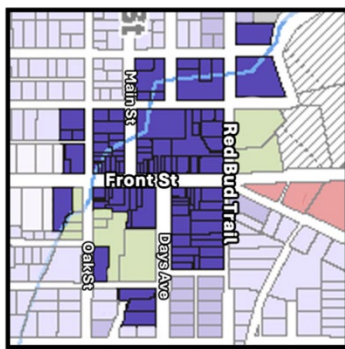
v. To protect sensitive areas of transition from one land use to another.

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

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

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

b. Downtown Design Review Areas. The Downtown Design Review Overlay District will consist of all properties located in the D Downtown District and those properties located in the N Natural District located between Days Avenue and South Oak Street between East Roe and East Front Streets in addition to parcels abutting the west side of South Oak Street between Charles Court and West Front Street and land located between East Front Street and south of unimproved East Dewey Street and east of North Redbud Trail.



 Natural (N)

 Downtown (D)

c. Applicability, Exception

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

Sec. 71-33 Review and decision making bodies.

E. Downtown Design Review Committee

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

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

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

2. Appeals. An appeal of a decision by the Downtown Design Review Committee must be filed with the City of Buchanan Planning Commission in writing within 60 days after the decision is made or within 21 days after the Downtown Design Review Committee approves the meeting minutes, whichever comes first.

Sec. 71-34 General provisions.

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

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

K. Review of applications by decision-making bodies.

4. Downtown Design Review Overlay District. After submission of an Application for Downtown Design Review, the Downtown Design Review Committee will hear comments on the application during a public meeting. -The Downtown Design Review Committee will either approve, approve with conditions, or disapprove the application based on actual conditions and the relevant review standards.

Sec. 71-36 Specific standards for development approval.

A. General. Table 71-V summarizes the development review procedures for all types of applications.

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

TABLE 71-V DEVELOPMENT REVIEW PROCEDURES						
Procedure	Authority					Notices
	Staff	PC	ZBA	CC	DRC	
Key						
Planning Commission	PC					
Zoning Board of Appeals	ZBA					
City Commission	CC					
Downtown Design Review Committee	DRC					
Review & Recommendations	R					
Decision Making Body	DM					
Appellate Body	A					
Public Hearing Required	[]					
Published Notice	N					
Written Notice	W					

H. Downtown design review.

4. Purpose. Downtown design review is required for properties located within the Downtown Design Review Overlay District as established in Sec. 71-16.H.12.a. and applies to all proposed exterior work in the Downtown Design Review Overlay District associated with exterior alterations to existing buildings related but not limited to windows, doors, awnings, signage, lighting; changes to the façade such as new siding or paint; and new construction.

2. Approval Process Options. No building or sign permit may be issued for work on the exterior of a building located within the Downtown Design Review Overlay District

until either an Administrative approval has been issued by the zoning administrator, or the Downtown Design Review Committee has approved the request.

a. Administrative approvals. The Zoning Administrator along with the City Manager 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.c.____

4. 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.
- ii. 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 (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

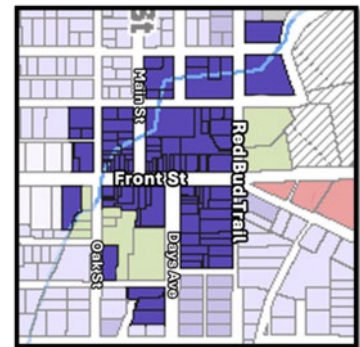
to the posted submittal deadline prior to the next regularly scheduled Downtown Design Review Committee meeting.

- 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.

Article V. DEFINITIONS

Overlay District:

Downtown Design Review Areas. The Downtown Design Review Overlay District will consist of all properties located in the Downtown District and those properties located in the N Natural District located between Days Avenue and South Oak Street between East Roe and East Front Streets in addition to parcels abutting the west side of South Oak Street between Charles Court and West Front Street and land located between East Front Street and south of unimproved East Dewey Street and east of North Redbud Trail.



Final draft 08222026 PC changes

Memorandum



Date: August 17, 2026

To: Buchanan City Commission

From: Kristen Gundersen, Planning and Community Development Director

Subject: **Introduction - Consideration of a Map Amendment (rezoning) from N Natural to I Industrial district for property at northeast corner of E Third Street and Skyline Drive**

Background

The City of Buchanan is requesting a map amendment (rezoning) from the N Natural to I Industrial district for the irregularly shaped 4.82-acre parcel located near the northeast corner of East Third Street and Skyline Drive. The property is owned by Ingersoll Rand Company – Trane Technologies Company LLC

A portion of the property is improved with a 10' wide trail for McCoy Creek along with a surface parking lot. The remaining portion of the property has vegetation and is enclosed with a fence. The previous zoning map had the property designated as I-2 Heavy Industrial and the property owner has stated they were not aware of the Unified Development Code or any proposed changes to the zoning map that took place in late 2025.

This property was previously owned by Clark Equipment and has an ongoing due care plan under the Michigan Natural Resources Environmental Protection Act (NREPA). The due care plan is based on the property being in an industrial zoning district. In addition, there is a Declaration of Restrictive Covenant from 2007 which restricts the use of the property. An easement was granted in 2001 to allow the construction of the 10' wide pedestrian path.

Table 71-H Industrial Standards require a minimum lot width of 60' and no minimum lot area. The existing parking lot would be considered nonconforming as Table 71-H requires parking to be located 20' behind the minimum 10' building setback or 30'.

Table 71-J Use Matrix allows governmental uses in the I Industrial district. The table only references cultural (library, museum, gallery) as a special use in the I Industrial district.

Recommendation

Please direct staff to schedule the necessary public hearing for the application requesting approval of a map amendment (rezoning) from N Natural to I Industrial District for the 4.82-acre parcel located near the northeast corner of East Third Street and Skyline Drive for the September 28th City Commission meeting after the Planning Commission has conducted its public hearing and made a recommendation. This would be the first reading of an adopting ordinance.



Map Amendment (Rezoning) 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.

Property Information

Property Address (es): Northeast corner of E Third and Skyline

Property Code Number(s) (Tax Number): 11-58-0700-0006-02-0

Briefly Explain Request: Map amendment from N Natural to I Industrial -

to allow existing Due Care Plan based on I Industrial district to remain. Returns to previous zoning district prior to UDC adoption in December 2025.

Applicant Information

In case of trust, provide the name, address and telephone numbers of all trustees and beneficiaries of the trust. An LLC or corporation must provide a copy of Articles of Incorporation. In case the applicant is not the property owner, written permission from the property owner is required.

Name of Applicant: City of Buchanan

Relationship to Property Owner: _____

Mailing Address: 302 N Redbud Trail

City: Buchanan State: MI Zip Code: 49107

Telephone Number: 269.695.3844 Emergency Number: _____

E-mail Address: _____

Name of Property Owner: Ingersoll Rand Company

Mailing Address: 800 E Beaty St

City: Davidson State: NC Zip Code: 28036

Telephone: _____ E-mail Address: _____

Attorney: Grant Gilezan

Mailing Address: 777 Woodward Ave Ste 400

City: Detroit State: MI Zip Code: 48226

Telephone: _____ E-mail Address: ggilezan@dykema.com

Engineer or Architect: N/A

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail Address: _____

Site Information

General description or characteristics of the site: wooded with a ravine and trail running through property from west to east and surface parking lot

Master Plan Designation: Open Space

Existing Zoning and Land Use: N Natural - McCoy Creek Trail and parking

Proposed Zoning and Land Use: I Industrial - McCoy Creek Trail and parking

Existing square footage of property: 4.82-acres or 209,959 square feet

Proposed square footage of Property: 4.82-acres or 209,959 square feet

Existing square footage of all buildings on the property: no buildings

Proposed square footage of all buildings on the property: no buildings

Existing zoning and land uses of adjacent parcels:

North: I Industrial and N Natural, City Wastewater plant and vacant

South: I Industrial, industrial building

East: N Natural, McCoy Creek Trail system

West: I Industrial, McCoy Creek Trail system and industrial building

Is there floodplain or wetlands on the property? Yes: XX No: _____

Map Amendment Standards

If needed use additional sheets of paper to respond to Standards.

Section 71-36.B.2 Standards. The advisability of amending the text of this chapter or making an amendment to the zoning map is a matter committed to the legislative discretion of the City Commission. In determining whether to adopt or disapprove d the proposed amendment, the City Commission must consider the following factors:

- a. Consistent with master plan and vision plan. Whether and the extent to which the proposed amendment is consistent with the master plan and the vision plan.
The Master Plan designates the property as Recreational and Land Conservation. The property is improved with the McCoy Creek Trail and small surface parking lot. No changes are proposed to the existing use of the property.
- b. Changed conditions. Whether and the extent to which there are changed conditions that require an amendment.
Prior to the adopted of the Unified Development Code in Dec 2025, this property was located in the I Industrial District. There is an existing Due Care Plan based on the previous zoning of I-2 Heavy Industrial associated with Phase I Audit from 1993 along with recorded restrictive covenants which limits allowable uses.
- c. Community need. Whether and the extent to which the proposed amendment addresses a demonstrated community need.
To remain compliant with the Due Care Plan, the property must remain in an Industrial zoning district. Representatives of the property owner have stated they were not aware the property was being rezoned as part of the new Unified Development Code and would have addressed the issue at that time.
- d. Compatible with surrounding uses. Whether and the extent to which the proposed amendment is compatible with existing and proposed uses surrounding the subject land, and is the appropriate zone district for the land, or the proposed amendment to the text of this chapter will maintain or improve compatibility among uses and will ensure efficient development within the City.
The property was previously located in the I-2 Heavy Industrial district along with other owned properties to the south and southwest which are now both located in the I Industrial District. The existing surface parking lot and trail, both associated with the McCoy Creek Trail will remain.
- e. Development Patterns. Whether and the extent to which the proposed amendment would result in a logical and orderly development pattern.
The use of the property for a trail and surface parking lot will not change. The Due Care Plan based on underlying zoning of I Industrial and the restrictive covenants limits the uses on the property. The existing trail and surface parking are allowed.

MAP AMENDMENT (REZONING) 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 ten (10) days following the change, and that failure to do so shall be grounds for denial of the application;
- E. The Applicant understands that if the application is approved with conditions, those conditions will need to be met as part of any permit issued; and
- F. The Applicant understands they are 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 10th, day of August, 2026, I/We have read the above certification, understand it, and agree to abide by its conditions.

[Signature] City of Buchanan Kristen Gundersen
 Signature of Applicant or Authorized Agent Name of Applicant or Authorized Agent

SUBSCRIBED AND SWORN

To before me this 10 day of
Aug, 2026

[Signature]
 Notary Public

KALLA LANGSTON
 NOTARY PUBLIC - STATE OF MICHIGAN
 COUNTY OF BERRIEN
 My Commission Expires June 09, 2032
 Acting in the County of Berrien

MAP AMENDMENT (REZONING) APPLICATION OWNER'S CONSENT FORM

I/We, the Owner(s) of the property listed below, hereby grant permission for the Applicant,
City of Buchanan - Kristen Gundersen, Planning and Community Development Director
 (Company name and contact person) to seek Map Amendment Request from N Natural to I Industrial
 (state request that can be made) as required by the City of Buchanan, Michigan for the
 property commonly known as irregularly shaped parcel at northeast corner of Third Street and Skyline Drive
 (street address) and having the Property Code Number (Tax Number) of 11-58-0700-0006-02-0

On the 6th, day of August, 2026, I/We have read the above certification, understand it, and agree to abide by its conditions.

Terri Hamill

Signature of Property Owner

Trans Technologies Co LLC Successor
in trust to Ingersol Rand Company

Name of Property Owner

Signature of Property Owner

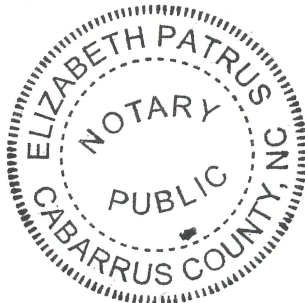
Name of Property Owner

State of North Carolina
County of Mecklenburg
 SUBSCRIBED AND SWORN

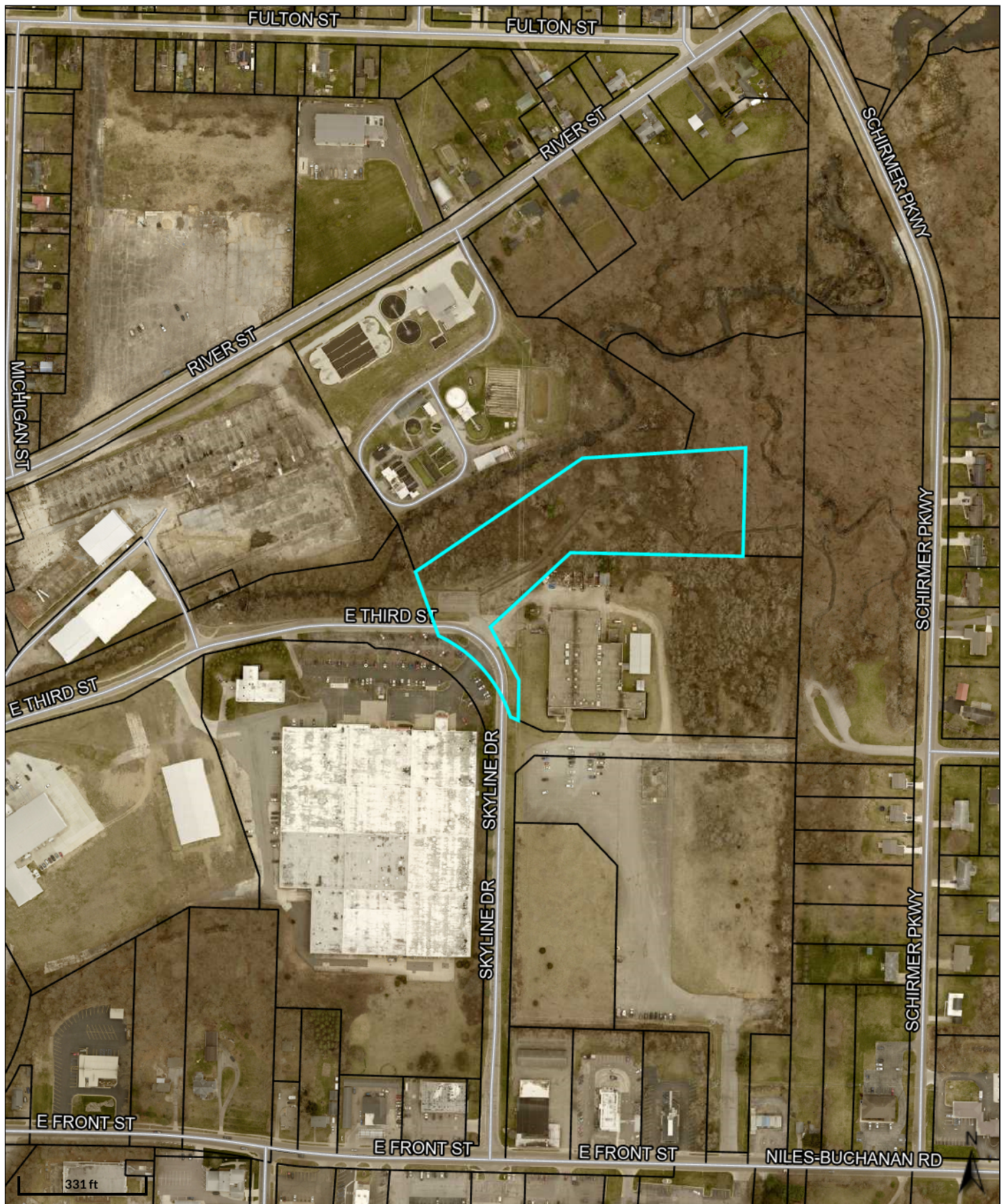
To before me this 6th day of
August, 2026

Elizabeth Patrus
 Elizabeth Patrus
 Notary Public

My Commission expires
5/12/2029



Location Map - Northeast corner of E. Third Street and Skyline Drive



Zoning Map – Northeast corner of East Third Street and Skyline Drive



Zoning Districts

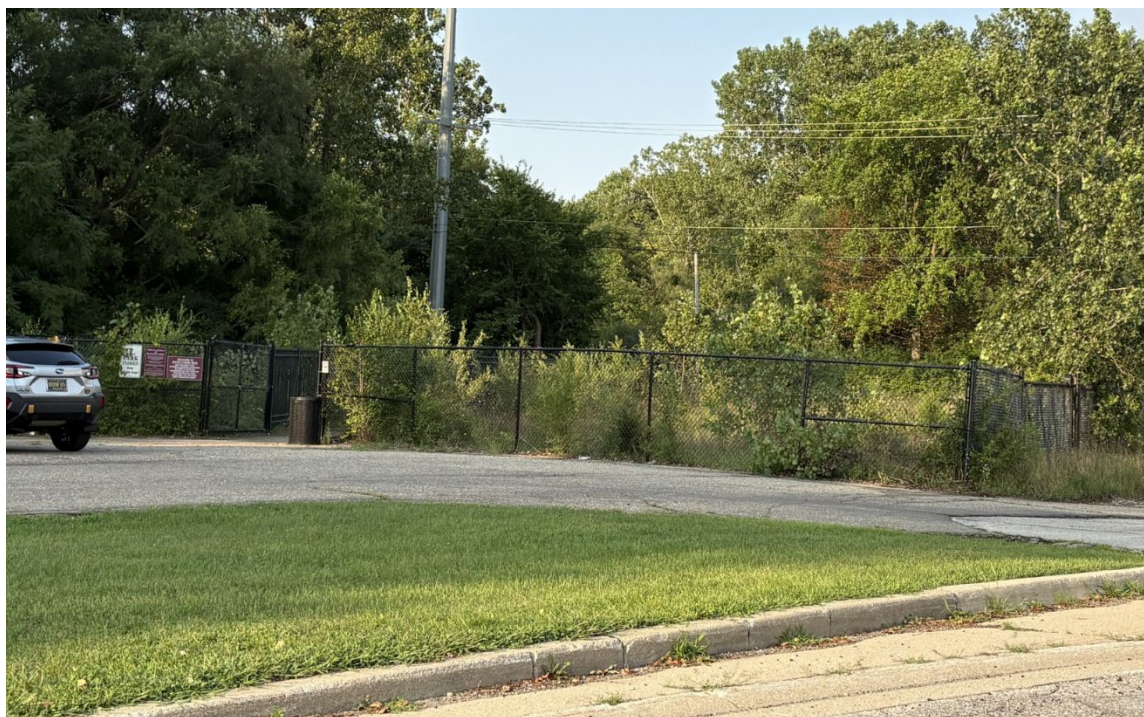
-  Natural (N)
-  Neighborhood Edge (NE)
-  General Neighborhood (GN)
-  Neighborhood Center (NC)
-  Downtown (D)
-  Suburban Commercial (SC)
-  Industrial (I)
-  Planned Unit Development (PUD)



Photographs – Northeast corner of East Third Street and Skyline Drive



View looking northeast from East Third Street.



View looking northeast from East Third Street.



Date: August 17, 2026

To: Buchanan City Commission

From: Kristen Gundersen, Planning and Community Development Director

Subject: Introduction - Consideration of an Amendment - Unified Development Code – Section 71-30 Sign standards and Article V Definitions

Background

The Unified Development Code was adopted in late 2025. Staff have been using the document daily to better understand it and to answer questions. In January 2026, staff brought several concerns to the Planning Commission associated with the Sign standards and the Planning Commission directed staff to work on amendments.

Draft language was reviewed, discussed and modified during the February, March, April, May and August Planning Commission meetings and the public hearing is scheduled for September 8th. The proposed changes help to create a user-friendly document which addresses the 2015 U.S. Supreme Court ruling associated with temporary signage. Following are some of the changes made:

- Included a purpose statement to explain the reasoning on why the regulations have been established along with standard language pertaining to substitution/no discrimination against non-commercial signs or speech.
- Expanded list of exempt signs and prohibited signs.
- Modified sign standard table by including maximum height of sign structure, decreased the maximum square footage for some signage types and the number of permitted signs on a property or business. Decreased the minimum clearance of wall sign from 8' to 6'8".
- Expanded the list of allowable temporary signage and included regulations.
 - The 2015 US Supreme Court ruling prohibits the reading of text on signage. To eliminate reading, temporary signs include a maximum size, height. The standard that many communities have adopted in sign ordinances that comply with the Supreme Court ruling allow residential dwellings (not apartment complexes) to have a total of 24 square feet of signage with the maximum size sign of 6 square feet. The signage that falls into this category includes the following type of signage: construction, real estate, political, express (advertising a business or school or sport) to name a few. Temporary signage for other uses is set at a maximum of 32 square feet.
 - Limited the use of pennants, feather flags and portable changeable signage.
 - Expanded signage on the public sidewalk in the D Downtown District to allow not more than one temporary sign on the public sidewalk or hanging over the public

sidewalk. A business owner has the option of either a sandwich board or a hanging attention device. During the August 11th Planning Commission meeting, staff prepared draft language in response to the Buchanan Business Boosters interest in providing “open flag” signs to the businesses. The Planning Commission was supportive of the request and draft language. The discussion also included decreasing the minimum clearance required from 8’ to 6’8” as part of the discussion. While preparing information for the introduction and Planning Commission public hearing, staff believes the proposed signage should not be limited to “open” only and has changed the name to “hanging attention device”. A definition has been included which also references flags and windsocks and excludes the display of business name or logo on the device.

- Establishes how setback, overall height and sign area is measured along with illumination standards.
- Incorporates standards for changeable message centers/boards/reader boards.
- Establishes off-premise advertising regulations (billboards).
- Expands regulations pertaining to removal of unsafe, abandoned, obsolete and prohibited signs and sign structures along with nonconforming signs.
- Introduced language that allows the Planning Commission to review and approve sign modifications (variances) for certain requests and under certain conditions.
- Within Article V Definitions, modified and added definitions associated with signs.

Recommendation

Please direct staff to schedule the necessary public hearing for an amendment to the Unified Development Code to modify and establish regulations pertaining sign standards as found in Section 71-30 Sign standards and Article V Definitions associated sign regulations for the September 28th City Commission meeting after the Planning Commission has conducted its public hearing and made a recommendation. This would be the first reading of an adopting ordinance.



Text Amendment (Changing Language in Unified Development Code – zoning ordinance) 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.

Property Information

Applicable Section of Zoning Ordinance that amendment is requested: Sections 71-26 Buffering, 71-28 Tree preservation and landscape standards, 71-29 Fencing standards - see redline for smaller items.

Briefly Explain Request: Three sections will be deleted in entirety and new language has been added to provide clear intent, inclusion of standards language and consolidating into one section.

Are there other requests associated with application?: If yes, explain: No, please see attached redline and draft language.

Applicant Information

In case of trust, provide the name, address and telephone numbers of all trustees and beneficiaries of the trust. An LLC or corporation must provide a copy of Articles of Incorporation. In case the applicant is not the property owner, written permission from the property owner is required.

Name of Applicant: City of Buchanan - Kristen Gundersen

Relationship to Property Owner: staff

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

Attorney: Butzel

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail Address: _____

Engineer or Architect: N/A

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail Address: _____

Proposed Language Change (please use additional paper if needed)

Existing section and language from Zoning Ordinance: See attached

Proposed new language for the Zoning Ordinance: See attached

Explain how the proposed new language supports the goals and objectives of the adopted Master Plan: The draft changes will help to ensure the development review process is simple, efficient, predictable and easily accessible (4-1) by consolidating the location of similar regulations. Removes tree preservation regulations as there is not qualified staff to coordinate process. Will help to improve appearance of properties when redeveloped by having consistent, easy to understand regulations (4-6)

Text Amendment Standards

If needed use additional sheets of paper to respond to Standards.

Section 71-35.B.2 Standards. The advisability of amending the text of this chapter or making an amendment to the zoning map is a matter committed to the legislative discretion of the City Commission. In determining whether to adopt or disapprove d the proposed amendment, the City Commission must consider the following factors:

- a. Consistent with master plan and vision plan. Whether and the extent to which the proposed amendment is consistent with the master plan and the vision plan. Proposed amendments are consistent with 4-1 to ensure the development review process is simple, efficient, predictable and easily accessible. The proposed amendments consolidate similar regulations into one section. information for sign regulations and standards.
- b. Changed conditions. Whether and the extent to which there are changed conditions that require an amendment. The existing language had a very detailed tree removal process and there is no qualified staff to administer such a program. The fencing regulations did not include standard design requirements typical to fence requirements. It was unclear if creening was required for refuse disposal containers, loading areas, or mechanical equipment. Trees listed are not desired in the area.

- c. Community need. Whether and the extent to which the proposed amendment addresses a demonstrated community need.

There are no existing regulations associated with on-site lighting requirements. The Unified Development Code needs to provide easy to understand regulations while improving the built environment and limiting negative impacts on the surrounding area.

- d. Compatible with surrounding uses. Whether and the extent to which the proposed amendment is compatible with existing and proposed uses surrounding the subject land, and is the appropriate zone district for the land, or the proposed amendment to the text of this chapter will maintain or improve compatibility among uses and will ensure efficient development within the City.

The proposed text amendment pertains to properties or uses described in the language. It is believed the proposed amendment creates, clear and concise regulations.

- e. Development Patterns. Whether and the extent to which the proposed amendment would result in a logical and orderly development pattern.

Properties relying on the proposed amendment for improvements to private property will help to maintain a logical and orderly development pattern.

TEXT AMENDMENT 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 ten (10) days following the change, and that failure to do so shall be grounds for denial of the application;
- E. The Applicant understands that if the application is approved with conditions, those conditions will need to be met as part of any permit issued; and
- F. The Applicant understands they are 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 10th, day of August, 2026, I/We have read the above certification, understand it, and agree to abide by its conditions.

[Signature], City of Buchanan Kristen Gundersen
 Signature of Applicant or Authorized Agent Name of Applicant or Authorized Agent

SUBSCRIBED AND SWORN

To before me this 10 day of
Aug, 2026

Kalla Langston
 Notary Public

KALLA LANGSTON
 NOTARY PUBLIC - STATE OF MICHIGAN
 COUNTY OF BERRIEN
 My Commission Expires June 09, 2032
 Acting in the County of Berrien

NOTE: Deleted language is shown with strikethrough and new language is shown with highlight. For ease of review all of Section 71-30 Sign standards was deleted along with associated definitions. In several cases, the current language can be found in the new draft language.

Sec. 71-30 Sign standards

This section establishes the standards for the number, size, placement, and physical characteristics of on-premise signs visible from a public sidewalk or adjacent property.

A. ~~These regulations do not restrict the content of signs.~~

B. ~~Permits required. All signs with the exception of the following require a sign permit:~~

1. ~~A frame ground sign;~~
2. ~~Small signs. Any sign that does not exceed four square feet in area;~~
3. ~~Window signs;~~
4. ~~Official sign. Notices required by law, signs erected by a governmental agency or public utility; and~~
5. ~~Temporary signs. Not more than one temporary sign is permitted per facade and may not exceed 32 square feet in area. Temporary signs must be removed within 48 hours after the event. Temporary signs may not be displayed longer than the event or 30 days.~~

C. ~~Removal. The zoning administrator or their designee is authorized to remove any sign deemed to be unsafe or a hazard to the public. The cost of the removal will be billed to the property owner.~~

D. ~~Non-conforming signs.~~

1. ~~If a sign display is not current, is in a state of disrepair, or is left blank for a continuous period of 60 days, it is considered abandoned, within 30 days after abandonment the owner of the property must remove or replace the sign or the message. The sole exception to this provision is signs installed as an integral component of a building.~~
2. ~~Illumination may not be added to a nonconforming sign.~~
3. ~~A nonconforming sign may not be replaced except to bring it into complete conformance with this section.~~
4. ~~If a sign is removed or damaged to the extent that the cost of restoration exceeds 50 percent of the original value of the sign it must be removed or brought into complete conformance with this section.~~

E. ~~Prohibited signs. Signs with the following features are prohibited:~~

1. ~~Off-premise signs, including snipe or bandit signs and vehicular signs;~~
2. ~~Signs located within the clear sight triangle according to [Figure 71-B Clear site lines](#);~~
3. ~~Signs extended above the parapet or eave of a roof;~~
4. ~~Signs utilizing animation or which contain the optical illusion of sign movement;~~
5. ~~Signs incorporating noisy mechanical devices or emitting smoke or steam;~~

- ~~6. Inflatable signs;~~
- ~~7. Portable signs, except a frame ground signs; and~~
- ~~8. Any unsafe sign.~~

~~F. Permitted signs and restrictions.~~

- ~~1. Permitted sign types are limited by district and the following restrictions according to [Table 71-T](#):~~
 - ~~a. The number of signs per type;~~
 - ~~b. The area of signs; and~~
 - ~~c. The height of sign copy.~~
- ~~2. All signs must be a minimum of eight feet clear over sidewalks and vehicular areas.~~
- ~~3. No sign may be placed in or over a public right of way with the exception of the following:~~
 - ~~a. A-Frame signs are permitted on a public sidewalk during hours the associated business is open, but must maintain a five foot clear path for pedestrian travel;~~
 - ~~b. Awning and/or canopy signs;~~
 - ~~c. Hanging signs;~~
 - ~~d. Marquee signs; and~~
 - ~~e. Projecting signs.~~
- ~~4. All signs may be double-sided by right, if the configuration of the sign permits. Only the larger side contributes to the calculation of sign area.~~
- ~~5. All signs may be illuminated by an external light source or internally illuminated if neon with the exception of signs located in NE and GN.~~
 - ~~a. If externally illuminated, the source of the light must be enclosed and directed to prevent the source of light from shining directly onto traffic or a residential property.~~
- ~~6. All signs must comply with the building and electrical codes of the City of Buchanan. Underground wiring is required for all illuminated signs.~~

TABLE 71-T SIGN STANDARDS

Sign	Signs (max)	Area (max)	Copy Height (max)	N	NE	GN	NC	D	SC	I
A-Frame	1 per tenant	9 sq. ft.	n/a				■	■	■	■
Awning	1 sloping plane & 1 valence per awning	75% awning area	16 in. on sloping plane, 8 in. on valence				■	■	■	■

Banner	1 per event	76 sq. ft.	n/a				■	■	■	■
Canopy	1 per canopy	2 sq. ft. per linear ft.	30 in.				■	■	■	■
Hanging	1 per tenant	6 sq. ft.	n/a				■	■	■	
Marquee	1 per entry	4 sq. ft. per linear ft.	30 in.					■	■	
Monument	1 per facade	36 sq. ft.	n/a		■	■	■		■	■

TABLE 71-T SIGN STANDARDS

Sign	Signs (max)	Area (max)	Copy Height (max)	N	NE	GN	NC	D	SC	I
Mural	1 per facade	no max.	n/a				■	■	■	■
Off-premise	Not permitted	n/a	n/a							
Pole	1 per property	200 sq. ft.	30 in.						■	■
Projecting	1 per tenant	6 sq. ft.	8 in.				■	■	■	■
Reader board	1 per tenant	6 sq. ft.	12 in.						■	■
Wall	1 per tenant	3 sq. ft. per linear ft.	18 in.					■	■	■
Window	1 per window	25% of glazed area	12 in.				■	■	■	■

■ Permitted

G. Maintenance and liability.

1. Painted or paper-faced signs must be maintained free of peeling paint or paper, sun fading, staining, rust or other conditions which impair the legibility of the sign.
2. Any permitted signs, including all supports, braces, guys and anchors, must be maintained in a manner not to cause a hazard to the public.
3. The city requires proof of current, in force liability insurance in the aggregate amount of at least \$500,000.00, as a condition of granting a sign permit or as a condition of allowing the continued use of an existing sign, in the following instances:
 - a. Signs that extend over the city right-of-way.
 - b. Freestanding signs whose height exceeds the horizontal distance of the base of the sign to the nearest city right of way

Sec. 71-36 Specific standards for development approval**I. Sign permit.****1. Procedure.**

- a. Action. After the application is determined sufficient, the zoning administrator will review the application and determine if the application complies with the standards in [Sec. 71-30](#).
- b. Approval. If the zoning administrator finds that the application complies, the zoning administrator will approve the sign permit.

c. ~~Fails to comply.~~

- i. ~~If the Zoning Administrator determines the application fails to comply, the applicant will be provided comments explaining why the application fails to comply, and an opportunity to submit a revised application. A revised application will be reviewed and approved, approved with conditions or disapproved, based on the standards in [Sec. 71-30](#).~~
- ii. ~~If the application is not resubmitted within 30 days, the application will be considered withdrawn.~~

Article V Definitions

Signs: A devise, structure, fixture, or placard using graphics, symbols, and/or written copy designed specifically for the purpose of advertising or identifying an establishment, product, service or activity. Multiple types of signs exist and are defined below:

Awning or canopy: ~~a fixed or movable shading structure, cantilevered or otherwise entirely supported from a building, used to protect outdoor spaces from sun, rain, and other natural conditions. Awnings are typically used to cover outdoor seating for restaurants and cafes.~~

Flag: ~~Any fabric, banner or bunting containing distinctive color, letters or symbols.~~

Freestanding sign: ~~A temporary or permanent sign erected by the City of Buchanan, Berrien County, or the state or federal government, including temporary signs as necessary in conjunction with the improvement of public infrastructure.~~

Inflatable sign: ~~a sign composed of an inflatable, nonporous bag, and exceeding 20 cubic feet.~~

Marquee: ~~a permanent structure constructed of rigid materials that projects from the exterior wall of a building.~~

Marquee sign: ~~a sign affixed flat against the surface of a marquee.~~

Mural: ~~a design or representation painted or drawn on a wall.~~

Off-premises sign: ~~a freestanding sign owned by a person, corporation or other entity that engages in the business of selling or donating the display space on that sign, commonly referred to as a billboard.~~

Permanent sign: ~~a sign that has a permanent location on the ground or which is painted on or attached to a structure having a permanent location and which meets the structural requirements for signs as established in the building code.~~

Projecting sign: ~~a double faced sign attached to and not parallel with a building or wall.~~

Reader board: ~~a portion of a sign on which copy can be changed periodically, either manually or electronically.~~

Temporary sign: ~~a sign intended for a limited period of display, including all portable signs, banners, and/ or balloon signs.~~

Wall sign: ~~a single faced sign painted or attached directly to and parallel to the exterior wall of a building.~~

Window sign: ~~a sign placed on the inside of a window and intended to be viewed from the outside.~~

Sec. 71-30 Sign standards

71-30.A General Provisions

1. Purpose

This section establishes the standards for the number, size, placement, and physical characteristics of on-premises signs visible from a public sidewalk or adjacent property. Signage regulated is located on private property and does not include directional, emergency, or traffic related signs owned or required by city, county, state or federal governmental agencies. The regulations are designed to protect the interest of public health, safety and welfare while accommodating the need for signs to inform, direct, identify, advertise, advocate, promote, endorse and otherwise communicate information to residents of the City of Buchanan, the business community and visitors.

The regulations also promote the goals of the master plan by improving the visual character of thoroughfares and fostering business retention while attracting new businesses. Accommodation for special circumstances or events may create a need for temporary signs or modifications to adopted regulations. The need to eliminate potential hazards to motorists and pedestrians resulting from sign clutter and visual distractions and preventing blight is necessary.

While these regulations allow for a variety of sign types and sizes, they do not necessarily ensure every property owner or business owner's desired level of visibility. It is not the intent or purpose to regulate the message or content displayed on any sign.

2. Compliance and applicability of other regulations

It shall be unlawful for any person to erect, relocate, enlarge, alter, modify or maintain a sign or allow a sign to remain on property in the city except for compliance with this Section. All regulations in this section shall be in addition to any other applicable laws, rules and regulations concerning signs. If any provision in this section is inconsistent with the provisions of any other law presently existing or enacted in the future, the more restrictive will apply.

3. Exclusions

Government signs are not regulated by this section.

4. No vested rights.

Nothing in this section shall be interpreted or construed to give rise to any permanent vested rights in the continuation of any particular sign, and it is hereby declared to be subsequent amendment, change or modification as may be necessary for the preservation of public health, safety and welfare.

5. Substitution/no discrimination against non-commercial signs or speech.

The owner of any sign which is otherwise allowed by this section may substitute non-commercial content in lieu of any other commercial or non-commercial content. This substitution of content may be made without any additional approval or permitting. The purpose of this provision is to prevent any inadvertent favoring of commercial speech or non-commercial speech or favoring of any particular non-commercial message over any other non-commercial message. This provision prevails over any more specific provisions to the contrary in this section.

The clause shall not be construed to allow content, which is obscene, profane, threatening, discriminatory or otherwise not protected by the First Amendment to the United States Constitution or art. 5 of the Michigan Constitution.

71-30.B Sign regulations.

1. Permits required

- a. A permit is required to erect, alter, place, or replace any sign or sign structures as regulated and required by this section or by the City's Code of Ordinance. A permit is also required for substantial maintenance or repair to an existing nonconforming sign.
- b. To obtain a sign permit, a completed application as provided by the city shall be filed with the City in accordance with Section 71-26I Sign Permit.

- c. Properties located within the D Downtown District are required to obtain Downtown Design Review in accordance with Section 71-36H Downtown Applications.

2. Signs exempt from obtaining permits.

The following signs may be installed or erected without a permit:

- a. Donor signs up to two square feet in size.
- b. Historic markers placed under the authority of the local, state, or federal government and not exceeding two square feet in size.
- c. Home occupation sign, not to exceed 3 square feet and nonilluminated (from section 71-23.A.5)
- d. Nameplate or plaques up to 2 square feet in size, bearing the name of the building occupant, one per occupant.
- e. Official legal notice.
- f. On-site informational signs.
- g. Vehicle signs, where the vehicle on which the sign is displayed does not regularly go unoperated for a period exceeding seven consecutive days.
- h. Signs located on or within a building, in compliance with MCL125.3205d (or Article I, Section 5 of MI Constitution), that commemorate any of the following:
 - i. Any of the following who die in the line of duty: police officers, firefighters, medical first responders, members of the United States Armed Forces or correction officers;
 - ii. Veterans of the United States Armed Forces.
- i. Window signs when applied to the interior or exterior of the window or door glass does not exceed 25% of the glass area. Windows that are immediately adjacent, on the same wall face of the same building, maybe averaged together. (25% per existing code)

3. Prohibited signs.

The following signs as described are prohibited:

- a. Abandoned signs.
- b. Inflatable signs or devices except for balloons used in temporary, non-commercial situations.
- c. Neon, LED, or other light types permanently outlining windows or doors.
- d. Pornographic or obscene signs.
- e. Roof signs.
- f. Signs emitting smoke, vapors, particulate matter, odor or open flames.
- g. Signs imitating or resembling official traffic or government signs or signals that confuse, mislead, or create a safety hazard.
- h. Signs prohibited under federal, state, or local laws, rules or regulations.
- i. Signs utilizing animation or which contain the optical illusion of sign movement.
- j. Snipe signs.
- k. Signs that emit noise.

4. District sign regulations

Table 71-T sets forth the sign types, maximum size, height and number of signs allowed, minimum setbacks, prohibited or permitted signs. All permitted signs require a sign permit prior to installation unless exempt under section ____ or allowed as temporary under section ____ of this chapter.

Table 71-T Permanent Sign Standards

Table 71-T District Sign Regulations

	N, NE, GN, NC - One to Four Residential Dwellings Units	N, NE, GN, NC - Five-Family or more Residential Dwelling Units or Non-Residential Use	D	SC	I
Wall Signs: Awning, Canopy, Wall	Permit Required				
Maximum square footage for business frontage		One times (1 x) the building frontage	Two times (2x) the building frontage not to exceed a combined total of 150 square feet		
Number allowed		1 per building frontage	3 per building frontage		
Maximum square footage for side or rear wall having a secondary entrance (not on building frontage)		20 square feet			
Number allowed on a side or rear wall having a secondary entrance (not on building frontage)		1 per wall			
Maximum height		20 feet or below the bottom of any second floor window, whichever is less. Shall not extend above the roof deck or parapet and shall not be located on a penthouse or elevator overrun.			
Minimum vertical clearance		Six feet eight inches (6'8") when located over public or private sidewalk; 15 feet over public rights-of-way or drive aisles. If projection less than 4" no minimum vertical clearance			
Maximum projection		12" from face of building			
Illumination - see section ___ for additional information					
Wall Signs: Projecting or Hanging	Permit Required				
Maximum square footage			6 square feet		
Number allowed			1 per building frontage		
Maximum projection from wall of building			4 feet		
Maximum height			Below the bottom of the second floor window		
Minimum vertical clearance			6 feet 8 inches		
Illumination - see section ___ for additional information					

	N, NE, GN, NC - One to Four Residential Dwellings Units	N, NE, GN, NC - Five-Family or more Residential Dwelling Units or Non-Residential Use	D	SC	I
Ground Signs			Permit Required		
Number allowed, total	1 per development entrance	1 per parcel			1 per parcel
Maximum size	32 square feet	32 square feet			50 square feet
Maximum Height - Monument	6 feet	6 feet			8 feet
Maximum Height - Pole		6 feet		15 feet	
Minimum setback	3 feet from any lot line	3 feet from any lot line			3 feet from any lot line
Minimum vertical clearance for pole sign					6 feet 8 inches
Illumination - see section ___ for additional information					
Changeable message board - see section ___ for additional information					
Billboards, see Section ___ for additional information					Permit Required
Number allowed					1 per parcel
Maximum size					260 sf
Maximum height					30 feet
Minimum setback					50 feet
Distance between signs					300 feet
Minimum clearance from ground					6 feet 8 inches
Illumination - see section ___ for additional information					

5. Temporary signs allowed under certain conditions

- a. Temporary signs which allow for the freedom of expression or promotion of temporary events while minimizing clutter, visual distractions, obstructions, and nuisances when meeting the following:

General regulations:

- i. Shall not be illuminated;
- ii. Shall not have supports or borders wider than two inches on any side; and
- iii. Shall be removed no more than seven days after an event concludes if the sign is associated with a particular commercial event.

- b. Signs placed on a lot where the primary use is a single-family or two-family residential use

- i. The maximum overall sign height is four feet.
- ii. The maximum sign area is six square feet.
- iii. The maximum total area of all temporary signs displayed concurrently on one lot is 24 square feet.

- c. Signs placed on parcels where the use is not a single-family or two-family residential use

- i. The maximum overall height is eight feet.
- ii. the maximum total area of all temporary signs displayed concurrently on one parcel is 32 square feet.

- d. Temporary signage in the D Downtown District - sandwich board or hanging attention device are allowed under the following:

- i. A business is limited to one temporary sign that is placed on or hangs over the public sidewalk that complies with the following:

a. Sandwich Boards

- i. One sandwich board sign per business
- ii. Maximum height of 4 feet
- iii. Maximum size is 8 square feet.
- iv. Maximum width 30".
- v. Displayed outside during business hours and stored inside when the business is closed.

- vi. Shall not have moving parts or attachments, including but not limited to, balloons, pinwheels, streamers, pennants, flags, or similar adornments.

- viii. Shall not be illuminated or have sound amplification.

- ix. Shall be constructed of wood, metal, or other similarly durable material and shall have adequate support to prevent tipping or movement of the sign and shall not present a tripping hazard to pedestrians.

- x. Must be placed to allow unobstructed ADA compliant route to business and surrounding areas.

b. Hanging Attention Device

- i. One hanging attention device.

- ii. Minimum clearance of 6'8" from the ground to the lowest hanging portion of device.

- iii. Maximum projection of equipment from building of not more than 24".

- iv. Maximum size of 3.5 square feet. For circular items the square footage is based on drawing a rectangle around the largest portions of the item.

- v. Displayed outside during business hours and stored inside when the business is closed.

- vi. Wording shall not include business name or logo.

- vii. Shall be constructed of fabric or similar material that blows in the wind.

- e. Pennant signs are allowed under the following:

- i. Shall be displayed for not more than thirty (30) days when associated with a business grand opening.
- f. Feather flag signs are allowed under the following:
 - i. No more than two feather flag signs per commercial property.
 - ii. Shall be located on private property.
 - iii. Shall only be displayed during business hours.
- g. Portable Changeable Message signs are allowed under the following:
 - i. No more than one portable changeable message sign is allowed on an non-residentially zoned property or on properties which have non-residential uses.
 - ii. Shall be displayed on private property no more than one week prior to advertised event.
- h. Sandwich boards located on private property are allowed under the following:
 - i. One sandwich board sign per business
 - ii. Maximum height of 4 feet
 - iii. Maximum square footage of 8 square feet.
 - iv. Maximum width 30".
 - v. Displayed outside during business hours and stored inside when the business is closed.
 - vi. Shall not have moving parts or attachments, including but not limited to, balloons, pinwheels, streamers, pennants, flags, or similar adornments.
 - vii. Shall not be illuminated or have sound amplification.
 - ix. Shall be constructed of wood, metal, or other similarly durable material and shall have adequate support to prevent tipping or movement of the sign and shall not present a tripping hazard to pedestrians.
 - x. Must be placed to allow unobstructed ADA compliant route to business and surrounding areas.

71-30.C Sign design standards in all districts

1. Corner lot clear sign lines
No sign shall be located within the required corner lot clear sight line as established in Section 71-16.G of this Code.
2. Setback – minimum distance
The minimum required distance between any sign, building or property line is measured by drawing a straight horizontal line that represents the shortest distance between the sign and other sign, building or property line.
3. Sign height/overall height.
The height of a sign is measured from the existing average finished grade level of the premises where the sign is located to the highest point of the sign structure. Freestanding signs located in raised planter boxes shall have the height measured from the existing average finished grade outside the planter box. The ground beneath a sign shall not be raised to artificially raise the height of a sign.
4. Sign area measurement
 - a. The area of a sign shall be measured as the area within a single, continuous perimeter composed of either the smallest square, or rectangle, which encloses the extreme limits of writing, representation, emblem, logo, or any other figure of similar character, together with any frame or other material or color forming an integral part of the display or used to differentiate the sign from the background against which it is placed, excluding only the structure necessary to support the sign. Reader boards shall be included in the sign measurement.
 - b. The area of a freestanding or projecting sign that has two or more faces shall be measured by including the area of all sign faces, except if two such faces are placed back-to-back shall be counted as one face. If the two back-to-back faces are of unequal size, the larger of the two sign faces shall be counted as one face.

5. Illumination

- a. Any permanent wall or free-standing sign may be internally or externally illuminated.
- b. If externally illuminated, the source of the light shall be located, shielded and directed to prevent the source of light from shining directly onto any public right-of-way or residential property.
- c. Uniform lighting shall be used throughout a sign to create a uniform appearance rather than creating some areas that appear brighter than others.
- d. Signs shall not be illuminated between the hours of 11:00 pm and 6:00 am, except that a business open after 11:00 pm or before 6:00 am may have illumination during business hours.
- e. All signs must comply with the building and electrical codes of the City of Buchanan. Underground wiring is required for all illuminated signs.

71-30.D Changeable message centers/boards/reader boards

1. In addition to other regulations contained in this section, the following provisions shall apply to changeable message boards, where allowed:
 - i. One changeable message board is permitted per business; however, no more than one changeable message board is permitted per lot where the business is located.
 - ii. Changeable message boards shall only advertise on-site products or services or non-commercial public information such as time/temperature, safety alerts, and community/civic events.
 - iii. Changeable message boards are permitted only on free-standing signs and shall not be attached to the exterior wall of a building.
 - iv. Changeable message boards shall be integrated into a free-standing sign in order to create a cohesive, single-looking sign and shall not occupy more than 50% of the total sign face on each side.
 - v. With the exception of wall mounted signage located in the D Downtown district, Illumination shall not exceed 0.0 foot-candles at any lot lines that are adjacent to or across a right-of-way from a residential use. In all other cases, the illumination shall not exceed 0.5 foot-candles at the lot line.
 - vi. Changeable message boards shall not be illuminated between the hours of 11:00 pm and 6:00 am, except that a business open after 11:00 pm or before 6:00 am may have the changeable message board illuminated during business hours.
2. Electronic message centers (EMC) must comply with the following additional regulations:
 - i. An EMC shall not be used or displayed in a way that presents multiple screens within a single sign face, whether simulated or actual.
 - ii. Transition from one message to another shall be instantaneous, without movement or other transition effects between messages.
 - iii. Messages must remain on display for no less than seven seconds. Scrolling and flashing display messages is prohibited.
 - iv. Illumination shall not exceed 0.0 foot-candles at any lot lines that are adjacent to or across a right-of-way from a residential use. In all other cases, the illumination shall not exceed 0.5 foot-candles at the lot line.
 - v. Any new EMC must be equipped with both a programable dimming sequence as well as an additional overriding mechanical photocell that adjusts the brightness of the display to the ambient light at all times of day. Such programming and mechanical equipment shall be set so that the electronic sign, from dusk to dawn or in overcast conditions, will be no more than 40% of the daytime brightness level. Manufacturers' information must be submitted with the sign permit application.
 - vi. A copy of the manufacturer's operating manual for the EMC, including any recommended standards for brightness, display operations and any interfaced computer programs, must be available for immediate access at the business location where it is operating and must be provided to the zoning administrator upon request.

3. Electronic vehicle fuel station signs displaying fuel prices must comply with the following:
 - i. A maximum of three fuel products may be displayed per sign face, limited to fuel product pricing only.
 - ii. The maximum electronic message area is 12 square feet or five square feet per fuel product displayed.

E. Billboards.

The following standards shall apply to all billboards unless specifically exempted in this section:

- a. A sign face shall not exceed 260 square feet per side, and the total area of a double-faced sign shall not exceed 520 square feet. A double-faced sign shall consist of the two sign faces being parallel to each other and facing opposite directions.
- b. Billboards greater than 100 square feet in size shall be located a minimum of 50 feet from the nearest property line and 100 feet from any residential use or district, public park, religious institution or any public or private school.
- c. Billboards must have a minimum ground clearance of eight feet and may not exceed 30 feet in height.
- d. Billboards must have a minimum separation of 300 feet from any other billboard or any public waterway.
- e. Billboards shall be located perpendicular to the nearest street.
- f. Billboards must be free-standing and shall not be attached to, erected on, cantilevered over or constructed above any other structure.
- g. Billboards shall not incorporate flashing or rotating lights, beacon lights, running lights, animated copy, electronic message centers or digital displays.

Exemption: Billboards lawfully existing on the date this chapter becomes effective shall be allowed to continue in their current location and size even if in conflict with the provisions of this chapter. However, all other regulations shall continue to apply to such billboards.

F. Maintenance

1. Signs and sign structures must be maintained free of broken or torn materials, peeling paint or paper, sun fading, staining, rust or other conditions which impair the legibility of the sign.
2. Any permitted signs, including all supports, braces, guys and anchors, must be maintained in a manner not to cause a hazard to the public.

G. Removal of unsafe, abandoned, obsolete and prohibited signs and sign structures.

1. **Public Property or Rights-of-Way.** Any unauthorized sign or sign structure located in a public right-of-way or on public property may be removed without notice and may be destroyed after seven days of being removed.
2. **Abandoned, Obsolete, Unsafe or Prohibited Signs.** If upon inspection, the zoning administrator finds that a sign or sign structure located on private property is abandoned, obsolete, unsafe, and/or prohibited, the zoning administrator shall issue a written order to the sign owner and the property owner upon which the sign or sign structure is located stating the nature of the violation and requiring them to repair, remove, or conform the permanent sign or sign structure within 30 calendar days of the date of the order, or to remove temporary signs or sign structures within five calendar days of the order.
3. **Imminent Danger.** When any sign or sign structure is found to be in such condition as to make it an imminent danger to the life or safety of the public, in addition to any other remedy in this chapter, the zoning administrator is hereby authorized and empowered to immediately order

the necessary work to be done as is necessary to render such sign or sign structure temporarily safe. In such event, the owner of the premises upon which the sign is located is responsible for such costs and the zoning administrator shall cause such appropriate action as is necessary to recover those costs.

H. Non-conforming signs.

Every permanent sign which was erected legally and which lawfully exists at the time of the enactment of this article, but which does not conform to the provisions of this chapter as of the date this chapter is effective, is hereby deemed to be nonconforming and may remain except as provided in this section.

1. Nonconforming status shall not be granted to any temporary sign, banner, or other non-permanent sign. In addition, a sign illegal at the time of the adoption of the ordinance from which this section derives shall not become a non-conforming sign by reason of such adoption, but shall remain an illegal sign.

2. The right to maintain any nonconforming sign shall terminate whenever any of the following occurs:

a. The nonconforming sign is dimensionally or structurally altered, enlarged, modified, added to, reduced or changed, except as may be required by law, unless it is made to conform with this chapter.

b. The nonconforming sign is located on property that is being modified as requested and initiated by the owner of the property or owner's representative, for an application that involves a public hearing request before the planning commission (examples include: map amendment (rezoning), text amendment, special use permits, or planned unit developments) or zoning board of appeals (example, a dimensional variance).

c. The principal structure associated with the sign or the non-conforming sign is demolished or destroyed by fire or other casualty loss when restoration will constitute more than 50 percent of the value of the structure.

d. The principal structure associated with the sign is renovated or remodeled when renovation or remodeling will constitute more than 50 percent of the value of the structure on the date the renovation or remodeling begins.

e. The nonconforming sign is unsafe, abandoned, obsolete and/or prohibited.

3. The nonconforming sign shall not be relocated or moved in whole or part to any other location on the same or any other lot unless every portion of such sign is made to conform to the regulations of this chapter and other applicable regulations of the city.

ARTICLE IV. ADMINISTRATION AND PROCESS

This article outlines the bodies with review, approval, and appellate authority in administering this chapter.

Sec. 71-33 Review and decision making bodies.

B. Planning Commission. The Planning Commission establishment, organization, powers and duties are enumerated in Chapter 70 of the City of Buchanan Code of Ordinances and include review, hear, consider and approve or disapprove Sign Modifications, Mural requests or Iconic Sign Designation.

Sec. 71-34 General provisions.

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

TABLE 71-U NOTICE TIMING		
Application	Notice Required	
	Written	Published
Text amendment		Planning commission: Not less than 15 days prior to public hearing
		City commission: not less than 15 days prior to public hearing
Zoning map amendment	Planning commission: not less than 15 days prior to public hearing	Planning commission: Not less than 15 days prior to public hearing
	City commission: reasonable time prior to public hearing	City commission: not less than 15 days prior to public hearing
Special use permit	Not less than 15 days prior to public hearing	
Variance		
Appeal		
Sign modification or mural	No notice is required	

Sec. 71-36 Specific standards for development approval.

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

TABLE 71-V DEVELOPMENT REVIEW PROCEDURES						
Procedure	Authority					Notices
	Staff	PC	ZBA	CC	DRC	
Text amendments	R	[R]		[DM]		N
Zoning map amendment	R	[R]		[DM]		W, N
Special use permit	R	[DM]				W, N
Variance	R		[DM]			W
Appeals of administrative decision			[DM]			W
Administrative adjustments	DM		[A]			
Site plan review	DM					
Sign permit, modifications, mural and iconic designation	DM or R	DM	[A]	A		

Temporary use permit	DM		[A]			
Certificate of zoning compliance	DM					
Downtown application	R				DM	
Interpretations	DM		[A]			

TABLE 71-V DEVELOPMENT REVIEW PROCEDURES

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

B. Sign permit.**1. Administrative review of sign applications.**

- a. Action. After the application is determined sufficient, the zoning administrator will review the application and determine if the application complies with the standards in [Sec. 71-30](#).
- b. Approval. If the zoning administrator finds that the application complies, the zoning administrator will approve the sign permit.
- c. Appeals from any interpretations, determinations, or denials made by the zoning administrator shall be made to the planning commission and submitted on such forms provided by the city for that purpose and subject to such fees set by the city commission prior to the posted submittal deadline prior to the next regularly scheduled planning commission meeting.
- d. Applications denied by the zoning administrator for the reason that the proposed sign requires a sign modification of the sign regulations by the planning commission as provided under section ____- of this section, the applicant shall submit a complete application for such request to the planning commission on such forms provided by the city for that purpose and subject to the fees set by the city commission prior to the posted submittal deadline prior to the next regularly scheduled planning commission meeting.
- e. Appeals from a decision of the planning commission shall be made to the city commission on such forms provided by the city for that purpose and subject to such fees set by the city commission and within 30 days after the decision in writing, or within 21 days after the planning commission approves the meeting minutes.

2. Planning commission review and approval of certain sign modifications and murals

Subject to the standards and limitations set forth in this section, the planning commission shall have the authority to review certain sign applications and grant approvals. Any

approval granted shall be valid for not more than 180 days.

a. Authority to Grant Requested Modifications of Sign Regulations. The planning commission has no authority to grant a modification for signs prohibited under section _____ of this section. However, the planning commission has authority, in connection with an application, to grant approval of a request for modification of the sign regulations for permitted signs, subject to the following regulations.

1. Review. The planning commission shall, within 60 days of receiving a complete application, either grant approval of the application by written findings stating the reasons therefor, deny the application, or grant the application with modifications or conditions. Failure of the planning commission to act within 60 days, or such further time to which the applicant may agree, shall be deemed to be a decision of denial.
2. Authorized Modification. The planning commission may grant an applicant's request to modify the provisions of this section as follows:
 - (a) To increase by no more than 20 percent the maximum allowable height of any free-standing sign.
 - (b) To increase by no more than 20 percent the maximum area of signage otherwise allowed.
 - (c) To increase by no more than one sign the maximum number of signs or sign types otherwise allowed.
 - (d) To allow no more than one sign type to be located on a lot where signs of such types are not otherwise allowed.
 - (e) To adjust the required spacing between any signs, structures or lot lines.
3. Factors for Approval of Modifications. The factors to be considered by the planning commission for permitted modifications shall include, but are not limited to the following:
 - (a) Minimum Request. The modification requested is the minimum change necessary to alleviate the hardship while addressing the unique and specific needs of the applicant.
 - (b) General Standards. Carrying out the strict letter of the provisions of this Ordinance would create a particular hardship or a practical difficulty not caused by an act or omission of the applicant.
 - (c) Unusual Physical Limitations. The subject property or the structure on which the sign is proposed to be located is burdened with an unusual physical limitation, such as irregular shape, unusual geographic location, exceptional feature, or other extraordinary physical condition, that is peculiar to the subject property and is more than merely an inconvenience or cost consideration to the applicant.
 - (d) Location Factors. The subject property location supports the permitted modification, reviewing such factors as size and use of parcel, setbacks, adjacent property uses, and speed of adjacent roadway(s).
 - (e) Adverse Impacts. The modification, if granted, would have no significant adverse impact on any abutting or adjacent property, the essential character of any part of or all of the neighborhood, or the use, enjoyment or value of other nearby properties.
 - (f) Public Health and Safety. The modification, if granted, would have no significant adverse impact on and would not endanger the public health or safety of the public.

b. Authority to Approve Requested Mural Installations. The planning commission has authority, in connection with an application to grant approval of a request for installation of a mural as defined in Article V subject to the following regulations.

1. Review. The planning commission shall, within 60 days of receiving a complete application, either grant approval of the application by written findings stating the reasons therefor, deny the application, or grant the application with modifications or conditions. Failure of the planning commission to act within 60 days, or such further time to which the applicant may agree, shall be deemed to be a decision of denial.
2. Factors for Approval of Murals. The factors to be considered by the planning commission for installation of a mural shall include, but are not limited to the following:
 - (a) Art Work. The mural design does not include elements that would be considered inappropriate and/or indecent by community standards and the art work provided is

sufficient and accurate for review.

- (b) Location Appropriate. The proposed mural placement on the building does not negatively impact vehicular or pedestrian traffic once installed and does not disrupt the properties landscaping and maintenance activities.
- (c) Placement in Neighborhood/Surrounding Area. How many murals are in the neighborhood/surrounding area and what impact could the new mural have on existing ones.
- (d) Scale and Placement on Building. Is the scale of the mural on the exterior wall and view from public right-of-way properly designed and placed. Does the mural design minimizes alterations to the existing façade of the building including windows or doors.
- (e) Enhancement and Activation. How will the proposed mural enhance and activate the pedestrian and streetscape experience.
- (f) Installation Process. The applicant has sufficiently documented how the exterior wall will be prepared prior to installation of the mural, how the mural will be installed and what if any city permits will be required (right-of-way permit), documentation regarding public utilities being disturbed either on the building or overhead.
- (g) Maintenance and Removal. Written document has been provided regarding the future maintenance and/or removal of the mural.

3. Authority to Grant Iconic Sign Designation and Maintenance. The planning commission has authority, in connection with an application, to grant approval of the application for iconic sign designation, subject to the following regulations.

- a. Review. The planning commission shall, within 90 days of receiving a complete application, either grant the application by written findings stating the reasons therefor, deny the application, or grant the application with modifications or conditions. The failure of the planning commission to act within 90 days, or such further time to which the applicant may agree, shall be deemed to be a decision of denial.
- b. Factors for Approval of Iconic Sign Designation. Iconic sign standards are intended to provide for the preservation of the city's unique character, history, or identity as reflected in its historic and iconic signs. A sign may be designated as an iconic sign if the planning commission determines that the sign is structurally safe or capable of being made so without materially altering its historical character or significance, and the applicant presents a proposed maintenance program that addresses general maintenance, repair, restoration, and other potential future modifications (e.g., text changes).

In addition, the planning commission must determine that the sign meets a majority of the following criteria:

- 1. The sign has been in continuous existence at its present location for at least 10 years.
- 2. The sign is associated with historic figures, events, or locations within the city; is recognized as a popular focal point in the community; or reflects the history or historical use of the building or the history of the city.
- 3. The sign is of exemplary technology, craftsmanship, or design for the period in which it was constructed; uses historic sign materials or means of illumination; or is unique in that it demonstrates extraordinary aesthetic quality, creativity, or innovation.

- c. *Factors for Approval of Iconic Sign Repair or Restoration.* Any repair or restoration to an iconic sign requires a permit and shall be reviewed by the planning commission by the above described process, and must comply with the following:

1. The sign will be restored and repaired to its substantially original condition, using the same color scheme, graphics, and materials to the extent practicable in order to replicate the original appearance of the sign;
 2. Text changes either match or are compatible with existing text in material(s), letter size, font/typography; and
 3. Restoration or repair of the sign is not expanded beyond the original sign area.
- d. *Iconic Sign Removal.* Nothing in this chapter prohibits the voluntary removal of an iconic sign. Once removed, an iconic sign cannot be replaced unless it is removed as part of an approved sign restoration.

ARTICLE V. DEFINITIONS

This Section provides definitions for terms in this chapter that are technical in nature or that may not reflect a common usage of the term.

***** definitions A – Z with exception of sign related language not included *****

Signs: An object, devise, structure, fixture, or placard using graphics, symbols, and/or written copy designed specifically for the purpose of advertising or identifying an establishment, product, service or activity. Multiple types of signs exist and are defined below:

Awning or canopy: a fixed or movable shading structure, cantilevered or otherwise entirely supported from a building, used to protect outdoor spaces from sun, rain, and other natural conditions.

Banner: a temporary lightweight sign that is made of flexible, nondurable materials such as fabric, cloth or plastic and is typically affixed to a building or accessory structure. A banner sign does not include a feather or pennant sign.

Billboard: An off-premises sign which contains a message unrelated to or not advertising a business transacted or goods sold or produced on the premises on which the sign is located.

Business frontage: The maximum linear width between exterior wall(s) of a building, or in the case of a multi-tenant building, the maximum linear width between the exterior and/or demising walls of an individual tenant located at street level and having an individual exterior entrance. Building frontage must abut a public street or a parking lot abutting a public street; it is measured in a single straight line parallel, or essentially parallel, with the abutting public street or parking lot. The building frontage is used to determine the maximum square footage of wall signs. A corner lot is considered to have a building frontage abutting each public street or parking lot; maximum signage is calculated individually per building frontage.

Donor or memorial sign: a sign that contains names, acknowledgements, or factual information to acknowledge or honor a benefactor, volunteer, or individual associated with the structure or site upon which it is located.

Electronic message center: an electronic changeable message board, including an electronic screen or monito, which is not an animated sign.

Expressive sign: a temporary sign that promotes or expresses an individual's personal non-commercial ideology, belief, value, or message. Examples of expressive signs include, but are limited to, signs expressing political beliefs, supporting clubs or sports teams, and expressing religious views.

Feather flag: A temporary sign applied to cloth, paper, flexible plastic, or fabric of any kind with only such material for backing, are generally a single sign attached to a support post and typically having a dimensional ratio of four high to one wide and move in the wind to attract attention. This can also be referred to as a feather banner or feather sign.

Flag: Any fabric, banner or bunting containing distinctive color, letters or symbols.

Freestanding sign: A sign that is not affixed to a separate structure or building but is affixed to the ground, including but limited to pole signs or monument/ground signs.

Hanging attention device: A temporary visual display, sign, or object extending from the face of a building typically by a pole on an angle used to draw attention to the space or business. Examples can include flags, balloons or windsocks or similar items

Historical marker sign: a plaque bearing historical information related to the nearby structure, land or area upon which it is located (i.e., date of construction, early owners and builder, etc.)

Iconic sign: A sign found in its sustainably original form or construction that exemplifies historical, cultural or architectural features or is deemed to be unusual, significant, or meaningful to the city streetscape or the city's history.

Inflatable sign: a sign composed of an inflatable, nonporous bag.

Marquee: a permanent structure constructed of rigid materials that projects from the exterior wall of a building.

Monument sign: A base-mounted, freestanding sign placed on the ground and not attached to any building or other structure. A monument sign includes a solid supporting base of at least twelve inches in height and a width equal to or greater than the width of the sign face.

Mural: A design, graphics, or representation painted or drawn on a wall or other structure which does not contain commercial copy, advertising symbols, lettering, trademarks or other references to a particular entity, product or service located on the premises where the mural is located, or any other premise.

Obscene: Any material that meets all of the following criteria:

a. The average individual, applying contemporary community standards, would find the material, taken as a whole, appeals to the prurient interest.

b. The reasonable person would find the material, taken as a whole, lacks serious literary, artistic, political, or scientific value.

c. The material depicts or describes sexual conduct in a patently offensive way

Official legal notice: Notices required by law, signs erected by a governmental agency or public utility

Off-premises sign: A sign which contains a message unrelated to or not advertising a business transacted or goods sold or produced on the premises on which the sign is located. Sometimes referred to as a billboard and can be free-standing or attached to a building.

On-site informational sign: a sign that identifies entrances and exits, safety precautions, open and closed information, warnings and other such incidental information for the property upon which the sign is located, including drive-thru menu boards, which is of a minimum size and height to provide the necessary information while not extending above the parapet, eave or wall of the building. On-site informational signs are located on entirely on private property and do not extend or have the ability to extend over lot lines.

Pennant sign: a geometric piece of fabric or other material, commonly attached by string, with rows of loose materials, streamers, shapes, or strands, or supported on small poles intended to flap in the wind and used to draw attention. A pennant sign is not a feather flag.

Permanent sign: a sign that has a permanent location on the ground or which is painted on or attached to a structure having a permanent location and which meets the structural requirements for signs as established in the building code.

Pole sign: a freestanding sign that is affixed, attached, or erected on a pole that is not an integral part of or attached to a building or structure.

Portable changeable message board or sign: A sign containing a changeable message and designed to be transported or moved and not permanently attached to the ground, a building, or other structure.

Projecting sign: a double-faced sign attached to and not parallel with a building or wall.

Reader board: a portion of a sign, with written representation, emblem, graphic, logo, symbol or other display that can be changed periodically, either manually or electronically without altering the face surface of the sign, whether or not displayed is periodically rearranged. This definition excludes sandwich boards.

Roof sign: a sign which is erected, constructed and maintained above any portion of the roof or parapet.

Sandwich board sign: a free-standing, portable, temporary sign consisting of two faces connected and hinged at the top and whose message is targeted to pedestrians; it is also known as an A-frame sign or inverted T-shaped sign.

Sign: An object, device, display or structure, or part thereof situated outdoors which is used to advertise or identify an object, person, institution, organization, business, product, service, event or location by any means including words, letters, figures, designs, symbols, fixtures, colors, motion illumination or projected images.

“Signs” do not include the following:

- a. Flags which do not advertise a business, product or service, not larger than 30 square feet and affixed to permanent flagpoles or flagpoles mounted to buildings, subject to the maximum building height of the zoning district it is in and located on private property. However, if such flags are greater than 30 square feet, they are considered signs and are subject to regulations in this Section 71-30 Sign standards.
- b. Seasonal decorations which do not advertise a business, product or service.
- c. Interior signs that are not visible from adjacent property or public rights-of-way.
- d. Merchandise, pictures or models of products or services incorporated in a window display.
- e. Governmental, educational, military, religious, fraternal, and civic symbols or crests.
- f. Tablets or plates containing only the building’s name and/or date the building was installed when cut into the masonry surface or permanently affixed to the building.
- g. Time and temperature devices not related to a product and not larger than six square feet.
- h. Works of art, including murals, which do not advertise a business, product or service.
- i. Address numbers in compliance with the International Property Maintenance Code, Premises identification.

Sign structure: poles, posts, walls, frames, brackets, or other supports holding a sign in place.

Snipe sign: Any sign tacked, nailed, posted, pasted, glued, or otherwise attached to trees, poles, stakes, fences, public benches, streetlights, or other objects, or placed on any public property in the public right-of-way or on any private property with or without the permission of the property owner for commercial uses.

Temporary sign: Any sign which is erected or displayed on a non-permanent basis for a limited period of time. Examples of temporary signages include, but not limited to, a banner sign, construction sign, garage sale sign, political sign, expressive sign, real estate sign, and sandwich board sign.

Transported sign: A sign attached to or pulled by a vehicle that may be displayed or affixed to a moveable object such as but not limited to a car, truck, trailer, or similar transportation device. A transported sign is not a vehicle sign.

Vehicle sign: A sign, painted or otherwise, attached to an operable vehicle or pulled trailer that is regularly used and moved. A vehicle sign is not a transported sign.

Wall sign: any sign mounted or attached to and supported by the wall of any part of a building or structure and in which the horizontal sign surface is parallel to the building wall or structure.

Window sign: any sign painted on, affixed to or placed against any window intended to be viewed from the outside.

Memorandum



Date: August 18, 2026
To: Buchanan City Commission
From: Tony McGhee
Subject: Economic Incentive Policy

Background

The attached Economic Development Incentive Policy is being presented to create a consistent, transparent, and financially responsible process for considering requests for tax abatements, tax exemptions, payments in lieu of taxes, brownfield tax capture, and other forms of local economic development assistance.

The City already has access to tools under Michigan law, including industrial, commercial, housing, brownfield, PILOT, and authority assistance programs. What we have not had is one local policy explaining what an applicant must provide, how staff will evaluate a request, and what factors the Commission should consider.

The purpose of the policy is not to make these tools harder to use or discourage investment in Buchanan. It is to make sure assistance remains available when it is needed, while also making sure it is provided in a measured and responsible manner. How these tools are ultimately used remains a policy decision of the City Commission.

In many of these situations, there is a gap between the actual cost of completing the project and the amount that can reasonably be financed based on future rents, sale prices, or the value of the completed property. An incentive can help bridge that documented gap and allow a project to move forward in a better form, at a larger scale, or sooner than it otherwise would.

Approach

The policy is built around the idea that economic development assistance is discretionary and is not an entitlement simply because a project may qualify under state law. An applicant must demonstrate that the project is eligible, that there is a legitimate financial need, and that the requested assistance is tied to a measurable public benefit for Buchanan.

Memorandum

The policy requires a preapplication meeting, complete project and financial information, disclosure of other public assistance, and a review of the applicant's experience and capacity. It also applies a but for test to determine whether the project, or its promised public benefit, would occur in substantially the same form, quality, scale, or timing without assistance.

Projects meeting the minimum requirements are evaluated through a one hundred point scoring system covering financial need, private investment, jobs or housing, property reuse, design, infrastructure, readiness, and community benefits. The score is a decision aid, not an automatic approval, and the Commission retains full discretion based on the facts and public interest.

The policy calls for the shortest term and minimum amount reasonably necessary to close the documented gap. Written agreements, annual reporting, performance monitoring, and remedies for nonperformance help ensure the promised benefits are delivered. It also prevents duplicate reimbursement and expects applicants to pursue other available resources before seeking additional local assistance.

Just as importantly, the policy does not tie the Commission's hands. A high score does not require approval, and a lower scoring project may still be considered for an exceptional public purpose. The policy preserves flexibility while requiring written findings when the Commission deviates from the normal framework.

The policy should also improve the process for applicants by establishing expectations, documents, and timing early. It reduces the chance that work begins before a required district, hearing, or approval is in place and gives property owners and developers a clearer understanding of what will be expected.

Recommendation

Staff recommends that the City Commission adopt the attached Economic Development Incentive Policy. The policy gives the City the ability to continue using incentives to encourage investment and bridge legitimate development gaps, while ensuring those tools are used selectively, transparently, and in a manner that protects the long-term interests of the community.

Attachment A



Economic Development Incentive Policy



Purpose

This policy shall be known as the City of Buchanan Economic Development Incentive Policy. Its purpose is to establish a consistent, transparent, and financially responsible process for considering requests for property tax abatements, specific tax exemptions, payments in lieu of taxes, tax increment financing, and related local economic development assistance.

The City Commission recognizes that these tools can help overcome extraordinary development costs, reactivate obsolete or vacant property, support business retention and expansion, create housing, address environmental conditions, and generate long term community value. The City also recognizes that every incentive has a public cost or opportunity cost. Assistance will therefore be used selectively, in the minimum amount and duration necessary to produce a defined public benefit.

This policy is adopted under the City Commission's general authority and the specific powers provided by applicable Michigan law. If this policy conflicts with an enabling statute, administrative rule, State Tax Commission directive, approved authority plan, or binding project agreement, the controlling legal requirement shall govern.

Economic development assistance is discretionary. No applicant, property owner, business, developer, or project has a right or entitlement to an incentive merely because the project may satisfy minimum statutory eligibility. Approval of one project does not establish a precedent for another project.

The City Commission retains the authority to approve, deny, reduce, modify, condition, postpone, or terminate a request to the extent permitted by law. Staff discussions, letters of interest, estimates, term sheets, or recommendations are not binding until all required public bodies have acted, all required agreements have been executed, and all required state approvals have been received.

Objectives

Incentives should advance one or more of the following objectives:

- Retain and expand existing employers and attract businesses that diversify the local economy.
- Create and retain quality employment with competitive wages, benefits, training, and advancement opportunities.

Economic Development Incentive Policy

- Increase the City's long term tax base and generate a reasonable public return compared with the value of the assistance.
- Reactivate vacant, underutilized, blighted, contaminated, functionally obsolete, or historically significant property.
- Support downtown vitality, neighborhood commercial areas, community gateways, industrial areas, and other locations identified in adopted plans.
- Increase the supply and quality of housing, including workforce and income qualified housing, while supporting stable neighborhoods.
- Address environmental conditions, flood risk, utility limitations, infrastructure needs, and other extraordinary redevelopment barriers.
- Improve building design, site appearance, walkability, accessibility, resilience, and the overall sense of place in Buchanan.
- Leverage state, federal, county, utility, philanthropic, and private resources before relying on local assistance.
- Create catalyst projects that encourage additional private investment beyond the boundaries of the assisted property.

Definitions

1. *Applicant*. The property owner, business, developer, sponsor, or other person or entity requesting an incentive.
2. *Assistance*. Any tax abatement, specific tax exemption, payment in lieu of taxes, tax increment reimbursement, grant, loan, authority contribution, or other local financial participation covered by this policy.
3. *But for test*. A showing that the project, or the public benefit promised by the project, would not occur in substantially the same form, quality, scale, or timing without the requested assistance.
4. *City*. The City of Buchanan, including its departments and, where applicable, its component authorities.
5. *Commission*. The Buchanan City Commission.
6. *Development agreement*. A written agreement between the City or an authority and the applicant that states the approved assistance, project commitments, reporting duties, default provisions, and remedies.
7. *Incentive gap*. The amount of assistance reasonably necessary to make a project financially feasible after considering private equity, debt, grants, tax credits, and other available resources.

Economic Development Incentive Policy

8. *Project*. The development, rehabilitation, business investment, housing development, environmental work, or public improvement for which assistance is requested.
9. *Public benefit*. A measurable benefit to Buchanan, such as jobs, investment, tax base, housing, remediation, historic preservation, infrastructure, public access, placemaking, or reuse of an important site.

Programs Covered by This Policy

This policy applies whenever an applicant requests local approval, sponsorship, recommendation, financial participation, or a project specific agreement under one or more of the following programs, as amended from time to time:

- Industrial Facilities Exemption under PA 198 of 1974, including Industrial Development Districts and Plant Rehabilitation Districts.
- Obsolete Property Rehabilitation Exemption under PA 146 of 2000.
- Commercial Rehabilitation Exemption under PA 210 of 2005.
- Commercial Facilities Exemption under PA 255 of 1978.
- Brownfield tax increment financing under PA 381 of 1996.
- Attainable Housing Exemption under PA 236 of 2022 and Residential Housing Exemption under PA 237 of 2022.
- Neighborhood Enterprise Zone assistance under PA 147 of 1992, where the City and property are eligible.
- New Personal Property Exemption under PA 328 of 1998, where the City, business, and property are eligible.
- Housing payment in lieu of taxes under PA 346 of 1966 and any ordinance adopted by the City.
- Project assistance from the Downtown Development Authority or another tax increment finance authority under PA 57 of 2018, where authorized by the authority's development plan and tax increment financing plan.
- Charitable nonprofit housing exemptions and other state authorized programs that require or request local action.

Air pollution control, water pollution control, historic preservation tax credits, Michigan Community Revitalization Program assistance, federal tax credits, and similar programs are primarily administered by other agencies. Staff may support or coordinate those programs, but they are governed by this policy only when a local financial commitment or local approval is requested.

Economic Development Incentive Policy

Threshold Eligibility Requirements

Before a request is scored or scheduled for formal action, staff shall determine whether the following threshold requirements have been satisfied. Failure to satisfy a threshold requirement is grounds for an administrative recommendation of denial or for postponement until the deficiency is corrected.

- **Statutory eligibility.** The applicant, property, use, district, timing, and proposed investment appear eligible under the applicable law.
- **Early consultation.** The applicant has consulted with the City before beginning work or placing property in service when the law requires prior district creation, application, or approval. Work begun before the required action is undertaken at the applicant's sole risk.
- **Site control.** The applicant owns the property, has a binding purchase agreement or option, or has another legally sufficient interest in the property.
- **Good standing.** The applicant and related entities are current on City taxes, special assessments, utility bills, fees, loans, and other obligations. Any code violations must be corrected or addressed through a written plan acceptable to the City.
- **Land use compliance.** The project is permitted by existing zoning or has a reasonable and disclosed path to obtain any required land use approvals. Incentive approval does not guarantee zoning, building, environmental, or other permits.
- **Complete application.** The applicant has submitted all state forms, local supplemental information, required fees, cost deposits, and supporting documents.
- **Financial need.** The applicant has provided enough information to evaluate the but for test and the amount of assistance requested.
- **Public benefit.** The project provides benefits beyond the private return to the applicant and is consistent with a proper public purpose.
- **Applicant capacity.** The applicant has demonstrated relevant experience, financial capacity, and a credible plan to complete and operate the project.
- **Disclosure.** The applicant has disclosed related entities, prior incentives, defaults, litigation material to project completion, tax liens, bankruptcy, and all other public assistance requested or received for the project.

Projects Generally Not Recommended

Unless exceptional circumstances and a clear public benefit are documented, the following requests will generally not be recommended:

- Routine maintenance, ordinary replacement, or work required solely to correct deferred maintenance or existing code violations.

Economic Development Incentive Policy

- Projects that are already complete or substantially underway when the applicable law requires prior action.
- Refinancing, recapitalization, acquisition of an operating business, or speculative land holding without a defined development commitment.
- A transfer of an existing Buchanan business from one site to another that does not create net new investment, jobs, housing, remediation, or another material public benefit.
- Projects that primarily shift economic activity from an existing Buchanan business without expanding the market or filling a documented need.
- Projects with unresolved environmental, utility, drainage, traffic, public safety, or land use impacts that the applicant has not agreed to mitigate.
- Requests that exceed the demonstrated incentive gap or that would provide a return materially above what is reasonably necessary to complete the project.
- Projects involving material misrepresentation, failure to disclose other assistance, or a history of nonperformance under prior City agreements.

Preapplication and Application Process

1. Preapplication Conference

A preapplication conference with the City Manager or designated staff coordinator is required before a formal application is submitted. The City Assessor, Planning and Community Development Department, Treasurer, Public Works or utilities staff, Brownfield consultant, authority representative, and City Attorney may participate as appropriate. The purpose is to identify likely eligibility, timing, required districts, public hearings, supporting information, and other approvals.

Applicants should allow at least sixty days between submission of a complete application and the requested local action. Brownfield plans, projects involving multiple incentives, and projects requiring state work plans should generally allow at least ninety days. These are planning targets and not guarantees.

2. Required Application Information

In addition to the state application and program specific forms, the applicant shall provide a local supplemental application containing the following, unless waived in writing because an item is not relevant:

- Applicant name, ownership, organizational structure, authorized representative, and related entities.

Economic Development Incentive Policy

- Property address, parcel numbers, legal description, current ownership, and evidence of site control.
- Detailed project narrative, drawings, site plan, proposed use, construction schedule, and anticipated completion date.
- Itemized development budget, sources and uses of funds, financing commitments, equity contribution, and construction contingency.
- Operating pro forma, cash flow projection, financing gap analysis, and explanation of the requested amount and term.
- Current assessed and taxable values, estimated post project value, estimated tax effect, and any assumptions used.
- Capital investment, jobs retained, jobs created, expected wages, benefits, workforce development, and hiring schedule, where applicable.
- For housing, the number and type of units, target households, proposed rents or sale prices, affordability period, accessibility features, and annual compliance plan.
- Environmental conditions, due care obligations, demolition, site preparation, infrastructure, utility, traffic, stormwater, fire protection, and public service impacts.
- Description and value of all other grants, credits, loans, abatements, captures, reimbursements, or public assistance requested or received.
- Developer and operator experience, references, prior incentive performance, and evidence of financial capacity.
- A signed but for statement and certification that all information is complete and accurate.

3. Cost Deposits and Confidential Information

The applicant shall pay the application fee established in the City fee schedule and shall deposit funds sufficient to cover publication, certified mail, legal, financial, assessing, planning, engineering, Brownfield consulting, and other outside review costs. The City may require additional deposits as work proceeds. Unused deposits shall be returned after all costs are paid.

Applications and supporting records are public records to the extent required by law. An applicant may identify information it believes is protected from disclosure, but the City cannot guarantee confidentiality and will respond to records requests in accordance with applicable law.

Economic Development Incentive Policy

Administrative Review

The City Manager or designated staff coordinator shall organize the review and prepare a written recommendation. Review may include the following departments and advisors: the Assessor, Treasurer and finance staff, Clerk, Planning and Community Development, Building and Code Enforcement, Public Works, water and wastewater utilities, public safety, the City Attorney, the Brownfield Redevelopment Authority and consultant, the Downtown Development Authority, and other agencies affected by the request.

The staff recommendation should include:

- A summary of the project and the assistance requested.
- Confirmation of statutory eligibility and required local and state actions.
- The completed evaluation score and an explanation of any unusual scoring decision.
- A fiscal impact estimate showing the City share and, where practical, the total public tax effect during and after the incentive term.
- The demonstrated incentive gap and the amount and duration staff believes are reasonably necessary.
- Public infrastructure, utility, service, environmental, land use, and public safety impacts.
- The proposed development agreement, reimbursement agreement, restrictive covenant, or other conditions.
- A recommendation to approve, approve with conditions, postpone, or deny.

Nothing in this policy directs or predetermines a statutory finding assigned to the City Assessor, the State Tax Commission, EGLE, MSHDA, the Michigan Strategic Fund, or another independent public body.

Evaluation Criteria and Scoring

Projects that satisfy the threshold requirements shall be evaluated on a one hundred point scale. The score is a decision aid, not an entitlement. A project may be denied despite a high score if legal, financial, service, environmental, or public interest concerns remain unresolved. A project with a lower score may be approved only when the Commission makes written findings identifying an exceptional public purpose.

Criterion	Points	What Is Evaluated	Typical Evidence
Statutory fit and financial necessity	20	Eligibility, timing, but for test, documented gap, and whether the request is the minimum necessary.	State forms, gap analysis, lender terms, pro forma, financing commitments.

Economic Development Incentive Policy

Criterion	Points	What Is Evaluated	Typical Evidence
Private investment and fiscal return	15	Amount of new private investment, increase in taxable value, long term revenue, and relationship between public cost and public return.	Project budget, assessor estimate, tax model, capital schedule.
Jobs or housing benefit	15	Quality jobs retained or created, wages, benefits, training, or, for housing, units created, affordability, accessibility, and unmet need.	Employment schedule, wage data, unit mix, rents, income targets, covenant.
Property reuse and catalytic impact	15	Reuse of vacant, obsolete, blighted, contaminated, or historic property and ability to encourage surrounding investment.	Condition reports, environmental records, photos, redevelopment strategy.
Plans, design, and sense of place	10	Consistency with adopted plans, zoning, downtown and corridor goals, design quality, walkability, accessibility, and community character.	Site plan, elevations, design narrative, plan consistency review.
Infrastructure and environmental responsibility	10	Capacity and cost of streets, water, sewer, stormwater, public safety, remediation, resilience, and mitigation of impacts.	Utility review, engineering, environmental studies, operations plan.
Readiness and applicant capacity	10	Site control, financing readiness, experience, schedule, market support, and prior performance.	Purchase agreement, financing letters, resumes, references, market study.
Additional community benefits	5	Local procurement, public space, public access, preservation, sustainability, community partnerships, or other benefits.	Commitment letter, partnership agreement, project narrative.

Score Guidance

Score	General Result	Term and Support Guidance
Below 65	Generally not recommended	The project should be revised, use a smaller program, or document exceptional circumstances.
65 to 74	Limited support	Generally up to four years or the lowest term allowed by law, and only for the minimum amount needed.
75 to 84	Moderate support	Generally five to eight years, subject to the demonstrated gap and program maximum.

Economic Development Incentive Policy

Score	General Result	Term and Support Guidance
85 to 89	Strong support	Generally nine to ten years, subject to the demonstrated gap and program maximum.
90 to 100	Exceptional support	May justify the statutory maximum when the public benefit and financial need support it.

These ranges are guidance only. The approved term shall be the shortest term that reasonably closes the incentive gap and shall never exceed the term permitted by law. Where a statute establishes a minimum term, the statutory minimum controls if the project is approved. For PA 328, the City will generally limit an initial exemption to twelve years unless exceptional public benefit is documented. Brownfield assistance is governed by verified eligible costs and actual tax increment rather than this term table.

Program Specific Standards

1. Industrial Facilities Exemption and Plant Rehabilitation Districts

- The project must involve an eligible manufacturing, high technology, research, or other activity authorized by PA 198.
- An Industrial Development District is used for an eligible new facility. A Plant Rehabilitation District is used for rehabilitation and requires the statutory obsolescence finding.
- District creation and certificate approval are separate actions. The City may consider them together only when all notice, hearing, and timing requirements are satisfied.
- The requested term shall reflect capital investment, quality jobs, business retention, site improvement, utility and service impacts, and the applicant's prior performance.
- A development agreement shall state the investment, project completion, jobs or retention commitments, annual reporting, assignment conditions, and remedies for material nonperformance.

2. Obsolete Property Rehabilitation Exemption

- The City Assessor must independently determine whether the property is obsolete as required by law.
- Priority consideration may be given to vacant or underutilized commercial buildings, mixed use projects, historic resources, downtown properties, and projects that create upper floor housing or remove a documented barrier to occupancy.

Economic Development Incentive Policy

- The applicant shall provide a rehabilitation plan, code and life safety scope, design information, occupancy plan, and evidence that the work exceeds routine maintenance.
 - The City may require an occupancy deadline, preservation commitments, design review, and a development agreement for the approved term.
3. Commercial Rehabilitation and Commercial Facilities Exemptions
- The project must be located within the district required by the applicable act and must involve eligible commercial or multi family development or rehabilitation.
 - The City will consider the age and condition of the property, the level of private investment, occupancy, new business activity, housing, historic character, design, and the effect on surrounding properties.
 - A request for a new or replacement commercial facility should demonstrate a material increase in investment and public benefit rather than routine construction that would proceed without assistance.
 - The development agreement may require completion, occupancy, continued operation, property maintenance, design compliance, and annual reporting.
4. Brownfield Tax Increment Financing
- Brownfield requests must comply with PA 381, this policy, and any separately adopted policies and procedures of the Buchanan Brownfield Redevelopment Authority.
 - The applicant shall prepare a Brownfield Plan, reimbursement agreement, tax increment estimate, eligible activity budget, and state work plan when required.
 - Developer financed, pay as you go reimbursement is the preferred structure. The City does not guarantee the amount or timing of tax increment and will not pledge its full faith and credit unless separately and expressly authorized.
 - Reimbursement is limited to verified eligible costs, approved interest where allowed, approved administrative charges, and actual available tax increment. No cost may be reimbursed twice from multiple public sources.
 - The plan should identify the initial taxable value, captured millages, expected annual increment, reimbursement priority, authority administrative capture, Local Brownfield Revolving Fund capture, and the date capture ends.
 - The City may require third party review of environmental, housing, construction, financial, or tax increment assumptions at the applicant's expense.

Economic Development Incentive Policy

5. Housing Exemptions and PILOTs

- Attainable Housing and Residential Housing exemptions shall be evaluated based on unit production, rent and income restrictions, market need, location, accessibility, design, affordability period, and administrative capacity.
- The applicant shall provide a recorded covenant or other enforceable restriction when required by law or local approval, together with an annual certification and audit process.
- Housing targeted to households at or below one hundred twenty percent of county area median income should be evaluated as workforce housing, but the City may award additional points for deeper affordability, longer commitments, accessible units, or mixed income development.
- A PILOT request must comply with PA 346, any City ordinance, and a project specific resolution. The staff analysis shall compare the proposed service charge with estimated ad valorem taxes and evaluate the amount necessary for feasibility.
- The City may require the applicant to pay the cost of income and rent compliance review, independent audit, legal review, and covenant monitoring.

6. Neighborhood Enterprise Zone and New Personal Property Exemption

- An NEZ request shall be considered only if the City and property are eligible and the proposed zone supports an adopted housing, neighborhood, infill, or redevelopment objective.
- A PA 328 request shall identify the qualifying business activity, new personal property, placement date, jobs, investment, and why the exemption is necessary after considering other personal property exemptions available under state law.
- The City will generally require measurable investment and employment commitments and will limit the term to what is needed to secure the project.

7. DDA and Other Authority Assistance

- Requests for DDA or other authority funding must be permitted by the authority's approved development plan, tax increment financing plan, budget, and governing law.
- The authority shall review the request and make its own decision or recommendation.
- City Commission approval under this policy does not obligate an authority to spend its funds.
- Project assistance should be tied to public improvements, property activation, placemaking, business support, or other eligible activities that benefit the authority district and not solely the private property owner.

Economic Development Incentive Policy

- A reimbursement or development agreement shall identify eligible costs, proof of payment, completion standards, public access or maintenance obligations, and remedies.

Combining Incentives

Applicants may request more than one incentive when permitted by law. All assistance must be disclosed and analyzed together. The combined public assistance shall not exceed the documented financial need or reimburse the same cost more than once. The City will generally expect the applicant to pursue state, federal, county, utility, philanthropic, and private resources before increasing local support.

When later assistance reduces the project gap, the City may reduce uncommitted local assistance or amend future reimbursement to the extent allowed by law and the governing agreement. The Commission may require a shared savings or excess return provision for unusually large or uncertain requests.

Development Agreements and Conditions

A written agreement is required for every project receiving discretionary local assistance unless the City Attorney determines that the approving resolution and state certificate provide adequate protection. The agreement should be executed before or at the time of final local approval and should contain, as applicable:

- A complete description of the project and approved assistance.
- Required investment, eligible costs, jobs, wages, housing units, rents, income targets, occupancy, or other public benefits.
- Construction start, completion, occupancy, and operating deadlines.
- Compliance with zoning, building, property maintenance, utility, environmental, and other laws.
- Annual reporting, record retention, inspection, audit, and verification rights.
- Requirements to remain current on taxes, service charges, utilities, fees, and other City obligations.
- Restrictions on assignment, transfer, change of control, relocation, closure, or material change in project scope without written approval.
- Events of default, notice and cure, force majeure, and remedies.
- Authority to reduce or suspend reimbursement, recommend certificate revocation, terminate future assistance, recover improperly paid amounts, or require repayment when legally and contractually available.

Economic Development Incentive Policy

- Indemnification, insurance, security, lien, guaranty, or other protections when the City advances funds or assumes financial risk.
- Payment of City legal, consulting, publication, monitoring, and enforcement costs.

Monitoring and Annual Reporting

Each recipient shall submit an annual compliance report on or before March 1 unless another date is established by the agreement or state program. The report shall compare actual performance with the commitments approved by the City and shall include the information reasonably requested by staff.

- Capital investment completed and placed in service.
- Jobs retained and created, wages, benefits, and employment status, where applicable.
- Housing units completed, occupancy, rents, household eligibility, and covenant compliance, where applicable.
- Project construction and operating status.
- Taxes, service charges, utilities, loans, fees, and other City obligations.
- Brownfield costs incurred, reimbursements received, remaining eligible costs, and tax increment captured.
- Any ownership, control, financing, use, closure, relocation, or material project changes.

Staff shall provide the City Commission with an annual summary of active incentives, expected and actual public benefits, compliance concerns, outstanding reimbursements, and recommended corrective action. The City may conduct inspections, request supporting records, or require an independent audit at the recipient's expense when permitted by law and the agreement.

Nonperformance and Remedies

When a recipient fails to meet a material commitment, staff shall provide written notice and a reasonable opportunity to explain or cure the deficiency. The City shall consider the severity of the deficiency, the recipient's good faith, circumstances beyond the recipient's control, the proportion of benefits actually delivered, and the remedies available under law and contract.

Available remedies may include a corrective action plan, revised schedule, proportional reduction, suspension of reimbursement, denial of future requests, recommendation of revocation, termination of assistance, repayment or clawback, collection costs, interest, and any other remedy stated in the agreement or authorized by law. Material misrepresentation, intentional concealment, abandonment, or misuse of funds may support immediate and stronger action.

Economic Development Incentive Policy

Public Process, Ethics, and Commission Action

All notices, public hearings, taxing jurisdiction notices, resolutions, authority actions, and state filings required by law shall be completed. Staff shall not schedule final action until the application is complete and the proposed agreement is substantially finalized.

Commissioners, authority members, staff, and advisors shall comply with applicable conflict of interest and ethics requirements. A person with a disqualifying interest shall disclose the interest and abstain as required by law.

The approving resolution should identify the program, property, applicant, term, amount or method of assistance, public purpose findings, score or evaluation summary, material conditions, agreement, and authorization for necessary filings. The Commission may deviate from this policy only through written findings explaining the exceptional public benefit or unique circumstances supporting the deviation.

Administration

The City Manager is responsible for administering this policy and may designate a staff coordinator. The City Manager may develop application forms, checklists, fee recommendations, standard agreements, annual report forms, and administrative procedures consistent with this policy. Administrative materials may be updated without amending the policy, provided that they do not expand the assistance authorized by the City Commission or conflict with law.

The City Attorney shall review program eligibility, resolutions, agreements, and unusual conditions as appropriate. The City Assessor retains all independent duties assigned by law. Brownfield and DDA requests remain subject to the authority and procedures of the applicable public body.

Existing Approvals, Review, and Effective Date

This policy applies to applications submitted after its effective date. It does not alter a certificate, agreement, Brownfield Plan, reimbursement agreement, PILOT, or authority commitment previously approved unless the parties lawfully agree to an amendment.

The City Manager shall review this policy at least once every three years and recommend amendments when state law, market conditions, community priorities, administrative capacity, or program experience warrant a change. This policy becomes effective upon adoption by the City Commission.

Economic Development Incentive Policy

Appendix A. Michigan Program Reference Matrix

This matrix is a practical summary as of August 2026. Program law and State Tax Commission guidance change over time. Current law and official forms must be confirmed before each application is accepted.

Program	Typical Use	Required Public Action	Term or Structure
PA 198 Industrial Facilities Exemption	Eligible manufacturing, high technology, new facility, expansion, or rehabilitation.	Create IDD or PRD before the required project milestone; local hearing and resolution; State Tax Commission approval.	One to twelve years.
Plant Rehabilitation District	District for PA 198 rehabilitation of an obsolete industrial facility.	Local hearing and resolution with the required obsolescence finding. It is not a separate certificate.	Uses the PA 198 certificate term.
PA 146 OPRA	Rehabilitation of eligible obsolete commercial or commercial housing property.	Create district; assessor statement of obsolescence; local hearing and resolution; State Tax Commission approval.	One to twelve years; taxable value generally frozen at the prior year level.
PA 210 Commercial Rehabilitation	Rehabilitation of eligible commercial property or multi family residential facility.	Create district; local hearing and resolution; State Tax Commission approval.	One to ten years. New certificates currently authorized through 2035.
PA 255 Commercial Facilities	Restored, replacement, or new eligible commercial facilities.	Create Commercial Redevelopment District; local hearing and approval; certificate filed with the State Tax Commission.	One to twelve years. New certificates currently authorized through 2035.
PA 381 Brownfield TIF	Environmental, demolition, site preparation, infrastructure, housing, and other eligible activities on eligible property.	BRA approval and recommendation; City Commission Brownfield Plan approval; state work plan when required.	Actual increment reimburses verified eligible costs under the approved plan and agreement.
PA 236 Attainable Housing	Income qualified rental housing of not more than four units.	Create district; local hearing and resolution; State Tax Commission approval; annual compliance.	One to twelve years, with statutory extension provisions.
PA 237 Residential Housing	Income qualified rental housing of more than four units.	Create district; local hearing and resolution; State Tax Commission approval; annual compliance.	One to twelve years, with statutory extension provisions.

Economic Development Incentive Policy

Program	Typical Use	Required Public Action	Term or Structure
PA 147 Neighborhood Enterprise Zone	New or rehabilitated residential housing in an eligible zone.	Create zone; local hearing and approval; State Tax Commission approval for new or rehabilitated facilities.	Generally six to fifteen years; special historic terms may differ.
PA 328 New Personal Property	New personal property for qualifying businesses in eligible communities.	Local district and resolution; state review; State Treasurer approval with Michigan Strategic Fund concurrence.	Term determined locally. Buchanan policy generally limits initial approval to twelve years.
PA 346 Housing PILOT	Qualified affordable or workforce housing when authorized by law and local ordinance.	Ordinance or statutory framework, project specific resolution, service charge, covenant, and required state certification.	Term and service charge established by law, ordinance, and project approval.
PA 57 Authority Assistance	Eligible DDA or other authority projects within an approved plan and district.	Authority action and City action where required; project agreement and budget appropriation.	Limited by available authority revenue, plan, budget, and agreement.
PA 612 Charitable Nonprofit Housing	Property owned by a charitable nonprofit housing organization for eventual low income principal residence occupancy.	State application and approval, with local information or action as required.	Generally three or five years depending on the property.

Economic Development Incentive Policy

Appendix B. Staff Evaluation Worksheet

Applicant: _____

Project: _____

Program Requested: _____

Date Reviewed: _____

Criterion	Max	Score	Staff Findings
Statutory fit and financial necessity	20		
Private investment and fiscal return	15		
Jobs or housing benefit	15		
Property reuse and catalytic impact	15		
Plans, design, and sense of place	15		
Infrastructure and environmental responsibility	10		
Readiness and applicant capacity	10		
Additional community benefits	5		
Total:	100		

Threshold Review

- ☐ Yes ☐ No Statutory eligibility confirmed
☐ Yes ☐ No Required district exists or can be established
☐ Yes ☐ No No disqualifying project commencement
☐ Yes ☐ No Applicant in good standing
☐ Yes ☐ No Land use path confirmed
☐ Yes ☐ No Complete application and fees received
☐ Yes ☐ No Financial need documented
☐ Yes ☐ No Development agreement substantially complete

Economic Development Incentive Policy**Recommendation**

- ☐ Approve as requested
- ☐ Approve with reduced term or amount
- ☐ Approve with conditions
- ☐ Postpone for additional information
- ☐ Deny

Recommended term or structure:	
Material conditions:	

Staff Signature_____
Date

Memorandum



Date: August 20, 2026
To: Buchanan City Commission
From: Tony McGhee
Subject: Vehicle Lease

Background

In June 2025, the City Commission approved entering into a master lease with Enterprise Fleet Management as part of the City's effort to address an aging vehicle fleet. At that time, staff had identified a significant backlog of replacement needs, including vehicles that had been in service for more than 15 years. Years of deferring vehicle purchases due to budget limitations had created a situation where several high priority replacements needed to be addressed at the same time.

The leasing program gave the City a way to accelerate those initial replacements without requiring the full purchase cost of several vehicles in a single budget year. It also began bringing the overall age and condition of the fleet into a more manageable range while providing predictable costs and more dependable vehicles for daily operations.

As staff has continued working through the fleet, two additional vehicles have now reached the point where they need to be replaced. The first is a dump truck used by the Cemetery Department. The second is a pickup used by the Public Works Department. Both existing vehicles have aged out, and continued reliance on them increases the likelihood of repairs, downtime, and interruptions to the work performed by the two departments.

The cemetery dump truck supports grounds maintenance and material handling throughout the cemetery. The Public Works pickup is used for daily field operations and to move staff, tools, and materials throughout the community. Replacing both units will provide dependable equipment while reducing the time and money required to keep older vehicles in service.

The City moved to a vehicle leasing program last year because the replacement backlog could not be responsibly corrected through the normal purchase of one vehicle

Memorandum

at a time. Leasing allowed the most immediate needs to be addressed quickly while spreading the cost over a predictable schedule.

With the vehicles approved last year and the two replacements in this request, staff believes the City will be in a better position to begin purchasing fleet vehicles again within the next two fiscal years. This is not a recommendation that every future vehicle be leased. The longer term goal is a balanced replacement program that uses purchasing or leasing based on fleet condition, available funding, operating needs, and overall value.

The proposed lease cost includes all maintenance needs for both vehicles through Enterprise, along with the fleet management tools and support included in the City's master lease program. These services provide better information on maintenance, operating costs, vehicle use, replacement timing, and fleet condition. Including maintenance also provides more predictable costs and reduces exposure to unexpected repairs and extended downtime.

Staff is requesting authorization to increase the City's monthly Enterprise lease amount by up to \$2,170 for the two replacement vehicles. Staff is also requesting up to \$8,000 for the initial buildouts and other fees necessary to place the vehicles into service.

Cost Component	Amount	Notes
Additional monthly lease authorization	\$2,170	Maximum monthly increase for both vehicles
Initial buildouts and other fees	\$8,000	One time maximum authorization

Payments will begin only after each vehicle is delivered and accepted. If the final vehicle selections, buildouts, or fees would exceed the amounts authorized by the Commission, staff will return for additional approval before proceeding.

The City has made progress on the oldest and most immediate fleet needs through the leasing program. After this request, staff intends to shift back toward planned vehicle purchases over the next two fiscal years while continuing to evaluate each replacement based on age, condition, use, repair history, and available funding. This approach gives the City flexibility without committing to one financing method for every vehicle.

Memorandum

Recommendation

Staff recommends that the City Commission approve the addition of one cemetery dump truck and one Public Works pickup to the City's existing Enterprise master lease; increase the authorized monthly lease amount by up to \$2,170; authorize up to \$8,000 for initial vehicle buildouts and other fees; and authorize the City Manager to finalize the vehicle selections and execute the applicable lease schedules and related documents. The necessary funding for this activity was included in the approved FY26/27 budget.



Date: August 18, 2026
To: City Commission
From: Kalla Langston-Weiss, City Clerk
Subject: L&L Air Trim Collection Systems, LLC – Plant Rehabilitation District

Background

L&L Air Trim Collection Systems, LLC submitted a written request to establish a Plant Rehabilitation District for its properties located at 600 Cecil Street, 607 Berrien Street, and 701 Berrien Street. The request includes all three parcel numbers and legal descriptions.

The proposed district includes:

600 Cecil Street – Parcel 58-0036-0259-01-3

607 Berrien Street – Parcel 58-6900-0033-01-4

701 Berrien Street – Parcel 58-6900-0028-00-2

L&L Air Trim is listed as the owner of all three properties.

The City Assessor has also provided a signed Statement of Obsolescence for the industrial building at 600 Cecil Street. The statement identifies the age and condition of the building, deferred maintenance, roofing issues, outdated industrial configuration, and need for substantial modernization, and concludes that the property suffers from more than 50% functional obsolescence.

Under Public Act 198 of 1974, the City Commission may establish a Plant Rehabilitation District after providing certified-mail notice to property owners within the proposed district and holding a public hearing. The Commission's resolution establishing the district must also find that property comprising at least 50% of the state equalized value of industrial property within the district is obsolete.

The purpose of the district is to allow L&L Air Trim to pursue future industrial rehabilitation incentives. Establishment of the district itself does **not** grant a tax abatement. A separate Industrial Facilities Exemption Certificate application and approval process would be required before an exemption could be granted.

Recommendation

Staff recommends scheduling the required public hearing for September 14, 2026, and directing the City Clerk to provide the required notice. Following the public hearing, the City Commission may consider a resolution establishing the Plant Rehabilitation District.

Memorandum



600 Cecil Street | Buchanan, MI 49107

June 23, 2026

Kalla Langston-Weiss
City Clerk
City of Buchanan
302 N Redbud Trail
Buchanan, MI 49107

Subject: Request for Plant Rehabilitation District

Dear Clerk Langston-Weiss:

This letter is to formally request the establishment of a Plant Rehabilitation District for properties located at 600 Cecil St., 607 Berrien St., and 701 Berrien St., all located within the city of Buchanan, on behalf of L&L Air Trim Collection Systems, LLC.

The property identification numbers are
58-0036-0259-01-3
58-6900-0033-01-4 and
58-6900-0028-00-2, respectively.
The legal descriptions of the parcels are enclosed for your review.

L&L Air Trim Collection Systems, LLC specializes in comprehensive material handling and scrap-collection systems for manufacturing facilities, including systems designed for corrugated scrap, paper scrap, and folded-carton scrap industries. Our company designs, installs, services, and supports customized air trim and scrap-handling systems for facilities throughout the region and nationally.

To the extent possible, L&L Air Trim Collection Systems, LLC would like to apply for available tax abatement incentives related to proposed future economic development expansion activities at our Buchanan location. We anticipate continued growth and believe these improvements may help support additional investment and future job creation within the City of Buchanan.

If you have any questions concerning this request, please contact me at 260-908-3918 or by email at rloomis@llatcs.com.

Thank you for your time and consideration.
Sincerely,

Robert W. Loomis
L&L Air Trim Collection Systems, LLC

L&L Air Trim Collection Systems, LLC | 600 Cecil Street, Buchanan, MI 49107

Memorandum

600 CECIL AVE

BUCHANAN, MI 49107
 Parcel #58-0036-0259-01-3
 Property Owner: L&L AIR TRIM COLLECTION SYSTEMS LLC

Owner and Taxpayer Information

Owner	L&L AIR TRIM COLLECTION SYSTEMS LLC 600 CECIL ST BUCHANAN, MI 49107-1736	Taxpayer	SEE OWNER INFORMATION
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General Information for Tax Year 2026

Property Class	301 INDUSTRIAL-IMPROVED	Unit	58 CITY OF BUCHANAN
School District	BUCHANAN COMMUNITY SCH DIST	Assessed Value	\$40,300
Map Number	024-021	Taxable Value	\$40,300
USER NUM IDX	100	State Equalized Value	\$40,300
USER ALPHA 1	No Data to Display	Date of Last Name Change	04/08/2025
USER ALPHA 3	No Data to Display	Notes	Not Available
Historical District	No	Census Block Group	No Data to Display
USER ALPHA 2	No Data to Display	Exemption	No Data to Display

Principal Residence Exemption Information

Effective Date	No Data to Display	
Principal Residence Exemption	June 1st	Final
2026	0.0000%	0.0000%

Previous Year Information

Year	MBOR Assessed	Final SEV	Final Taxable
2025	\$47,700	\$47,700	\$43,508
2024	\$42,200	\$42,200	\$42,200
2023	\$230,900	\$230,900	\$51,871

Land Information

Zoning Code	R-1 SIN	Total Acres	9.540
Land Value	\$37,400	Land Improvements	\$8,895
Renaissance Zone	No	Renaissance Zone Expiration Date	No Data to Display How can I help you today?
ECF Neighborhood	INDUSTRIAL AREAS	Mortgage Code	No Data to Display
Lot Dimensions/Comments	No Data to Display	Neighborhood Enterprise Zone	No

Memorandum

6/24/26, 7:42 AM

Parcel Number - 58-0036-0259-01-3 | City of Buchanan | BS&A Online

Lot(s)	Frontage	Depth
No lots found.		
Total Frontage: 0.00 ft		Average Depth: 0.00 ft

Legal Description

COM 515'E & 64'N OF W1/4 PST SEC 36 T7S R18W TH S75DEG E 42'TH E 753.4'TH N 468.8'TH W 326.4'TH N 48.4'TH W 468' TH S 503.6'TO POB ALSO LOTS 29 30 88 166 167&168 LIBERTY HEIGHTS ADD TO CITY OF BUCHANAN

Land Division Act Information

Date of Last Split/Combine	No Data to Display	Number of Splits Left	Not Available
Date Form Filed	No Data to Display	Unallocated Div.s of Parent	Not Available
Date Created	No Data to Display	Unallocated Div.s Transferred	Not Available
Acreage of Parent	0.00	Rights Were Transferred	Yes
Split Number	0	Courtesy Split	No
Parent Parcel	No Data to Display		

Sale History

Sale Date	Sale Price	Instrument	Grantor	Grantee	Terms of Sale	Liber/Page	Comments
05/03/2023	\$85,000.00	WD	TORSTEN LLC	L&L AIR TRIM COLLECTION SYSTEMS LLC	03-ARM'S LENGTH	3403/2672	
09/25/2006	\$35,000.00	OTH	TELEX COMMUNICATIONS INC.	TORSTEN, LLC	21-NOT USED/OTHER	2748/1259	NOT CONSIDERED MARKET SALE
11/19/2003	\$0.00	OTH	TELEX COMMUNICATIONS HOLDINGS INC.	TELEX COMMUNICATIONS, INC.	21-NOT USED/OTHER	2483/1778	ALSO 11-06-0036-0009-00-1

Building Information - 119929 sq ft Industrial - Light Manufacturing (Commercial)

Floor Area	119,929 sq ft	Estimated TCV	\$31,589
Occupancy	Industrial - Light Manufacturing	Class	C
Stories Above Ground	1	Average Story Height	14 ft
Basement Wall Height	0 ft	Identical Units	1
Year Built	1902	Year Remodeled	1965
Percent Complete	0%	Heat	Space Heaters, Gas with Fan
Physical Percent Good	35%	Functional Percent Good	25%
Economic Percent Good	25%	Effective Age	56 yrs

Building Information - 14274 sq ft Industrial - Light Manufacturing (Commercial)

Floor Area	14,274 sq ft	Estimated TCV	\$4,252
Occupancy	Industrial - Light Manufacturing	Class	C
Stories Above Ground	1	Average Story Height	12 ft
Basement Wall Height	0 ft	Identical Units	1
Year Built	1937	Year Remodeled	1965
Percent Complete	0%	Heat	Package Heating & Cooling
Physical Percent Good	35%	Functional Percent Good	25%
Economic Percent Good	25%	Effective Age	56 yrs

Building Information - 1220 sq ft Industrial - Light Manufacturing (Commercial)

Floor Area	1,220 sq ft	Estimated TCV	\$427
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<https://bsaonline.com/SiteSearch/PropertyDetails?SearchType=2&uid=973&SearchText=58-0036-0259-01-3&PageIndex=1&ReferenceKey=58-0036-0259-01-3&ReferenceType=0&SearchCategory=Parcel+Number&Sort...> 2/3

STATEMENT OF OBSOLESCENCE FROM ASSESSOR

600 Cecil Street, Buchanan, Michigan 49107

The building that is the subject of this request is an older industrial/manufacturing building located at 600 Cecil Street, Buchanan, Michigan 49107, in Berrien County. The building was originally constructed in approximately 1902 and has historically been used for manufacturing, distribution, warehouse, storage, and related industrial purposes.

The property is currently owned by L&L Air Trim Collection Systems LLC and is being rehabilitated and returned to productive industrial use for air-trim and material-handling system fabrication, service, storage, and related business operations.

Obsolescence is evident due to the age of the building, its outdated industrial configuration, deferred maintenance, the poor condition of portions of the roofing system, and the need for substantial modernization of building systems and finishes. The building requires significant rehabilitation and improvements, including roof work, electrical and lighting upgrades, interior restoration and modernization, and other repairs necessary to make the space functional for current industrial operations.

The current condition and functional layout of the building do not meet modern standards for an efficient industrial facility without substantial investment. In my opinion, this property suffers in excess of 50% functional obsolescence.

Malinda A. Cole-Crocker

Name of Assessor

Malinda A. Cole-Crocker

Assessor's Signature

6/02/2026

Date

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
08/19/2026	AP	ALEXANDER CHEMICAL CORP CHEMICALS Vnd: 2293 Invoice: 110930	Invoice: 110930 Ref#: 33386(SOD HYPO 12.5% & SODIUM BISULFATE- WWTP) 592-590.000-743.000 592-000.000-202.000	916.93	916.93
		Expected Check Run: 08/24/2026		916.93	916.93
08/19/2026	AP	AUTO ZONE, INC MISCELLANEOUS SUPPLIES Vnd: 0025 Invoice: 10926044374	Invoice: 10926044374 Ref#: 33375(SPARK TESTER) 101-441.000-756.000 101-000.000-202.000	8.09	8.09
		Expected Check Run: 08/24/2026		8.09	8.09
08/19/2026	AP	AUTO ZONE, INC MISCELLANEOUS SUPPLIES Vnd: 0025 Invoice: 10926044267	Invoice: 10926044267 Ref#: 33376(NEW END FOR GREASE GUN) 101-441.000-756.000 101-000.000-202.000	35.27	35.27
		Expected Check Run: 08/24/2026		35.27	35.27
08/19/2026	AP	AUTO ZONE, INC EQUIPMENT MAINT SUPPLIES Vnd: 0025 Invoice: 10926043325	Invoice: 10926043325 Ref#: 33382(BOSCH SNOW DRIVER 22" WINTER BLADE) 592-591.000-758.000 592-000.000-202.000	33.98	33.98
		Expected Check Run: 08/24/2026		33.98	33.98
08/19/2026	AP	BANDIT INDUSTRIES, INC. EQUIPMENT MAINT SUPPLIES Vnd: 1816 Invoice: 90021461	Invoice: 90021461 Ref#: 33353(KNIFE KIT, FUEL FILTER, OIL FILTER, HYDR) 101-567.000-758.000 101-000.000-202.000	409.69	409.69
		Expected Check Run: 08/24/2026		409.69	409.69
08/24/2026	AP	BS&A SOFTWARE CONTRACTUAL -CLOUD UPGRADE CAPITAL OUTLAY - UB CLOUD UPGRADE CAPITAL OUTLAY - UB CLOUD UPGRADE CAPITAL OUTLAY - CLOUD UPGRADE CAPITAL OUTLAY - CLOUD UPGRADE CAPITAL OUTLAY - CLOUD UPGRADE CAPITAL OUTLAY - CLOUD UPGRADE CAPITAL OUTLAY - CLOUD UPGRADE Vnd: 0068 Invoice: 170769 Vnd: 0068 Invoice: 170769 Vnd: 0068 Invoice: 170769 Vnd: 0068 Invoice: 170769	Invoice: 170769 Ref#: 33332(BS&A CLOUD UPGRADE - GL,AP,CR,AR,ASSESS,) 101-257.000-818.000 592-591.000-971.000 592-590.000-971.000 101-253.000-971.000 202-267.000-971.000 203-267.000-971.000 592-591.000-971.000 592-590.000-971.000 101-000.000-202.000 592-000.000-202.000 202-000.000-202.000 203-000.000-202.000	2,774.00 1,580.00 1,580.00 2,606.25 2,606.25 2,606.25 1,303.13 1,303.12	5,380.25 5,766.25 2,606.25 2,606.25
		Expected Check Run: 08/24/2026		16,359.00	16,359.00

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
08/19/2026	AP	CERTIFIED LABORATORIES MISCELLANEOUS SUPPLIES Vnd: 1991 Invoice: 9727330	Invoice: 9727330 Ref#: 33395 (CERTOP INDUSTRIAL LUBRICANT FOR WWTP) 592-590.000-756.000 592-000.000-202.000	428.00	428.00
		Expected Check Run: 08/24/2026		428.00	428.00
08/19/2026	AP	COMCAST BUSINESS TELEPHONE, INTERNET, CABLE TELEPHONE, INTERNET, CABLE TELEPHONE, INTERNET, CABLE Vnd: 1722 Invoice: 08.14.26-09.13.26 Vnd: 1722 Invoice: 08.14.26-09.13.26	Invoice: 08.14.26-09.13.26 Ref#: 33333 (MOTHLY CYCLE) 592-590.000-853.000 101-441.000-853.000 101-567.000-853.000 592-000.000-202.000 101-000.000-202.000	521.32 330.76 181.33	521.32 512.09
		Expected Check Run: 08/24/2026		1,033.41	1,033.41
08/19/2026	AP	COREWELL HEALTH MEDICAL EXAMS Vnd: 2433 Invoice: 08.06.26	Invoice: 08.06.26 Ref#: 33360 (DRUG/ALC SCREEN FOR OFC. KLEIN - COLLISI) 101-301.000-961.000 101-000.000-202.000	181.00	181.00
		Expected Check Run: 08/24/2026		181.00	181.00
08/19/2026	AP	COUNTY OF BERRIEN CONTRACTUAL Vnd: 1864 Invoice: 18351	Invoice: 18351 Ref#: 33346 (JULY 2026 INMATE WORK CREW - 7.14.26 TRA) 101-761.009-818.000 101-000.000-202.000	180.00	180.00
		Expected Check Run: 08/24/2026		180.00	180.00
07/31/2026	AP	CROWN TROPHY #93 TRAIL MAINTENANCE SUPPLIES Vnd: 0858 Invoice: 55696	Invoice: 55696 Ref#: 33345 (X2 ENGRAVED BENCH PLATES) 101-761.009-756.008 101-000.000-202.000	32.64	32.64
		Expected Check Run: 08/24/2026		32.64	32.64
07/31/2026	AP	D.L. GALLIVAN OFFICE SOLUTIONS MAINT. - OFFICE EQUIPMENT MAINT. - OFFICE EQUIPMENT BACK OFFICE MAINT. - OFFICE EQUIPMENT MAINT. - OFFICE EQUIPMENT FRONT OFFICE TONER SHIPPING CHARGE Vnd: 2467 Invoice: IN206599 Vnd: 2467 Invoice: IN206599	Invoice: IN206599 Ref#: 33335 (CITY HALL, WWTP, POLICE DEPT PRINTER CON) 592-590.000-934.000 101-265.000-934.000 101-301.000-934.000 101-265.000-934.000 101-265.000-756.000 592-000.000-202.000 101-000.000-202.000	8.87 12.61 29.39 216.98 14.73	8.87 273.71
		Expected Check Run: 08/24/2026		282.58	282.58

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
07/31/2026	AP	DAVEY RESOURCE GROUP CONTRACTUAL Vnd: 2246 Invoice: 9000250991	Invoice: 9000250991 Ref#: 33334(TREE KEEPER SERVICES - WEBSITE HOSTING 1 101-761.006-818.000 101-000.000-202.000	2,500.00	2,500.00
		Expected Check Run: 08/24/2026		2,500.00	2,500.00
08/19/2026	AP	DENNY'S AUTOMOTIVE MAINTENANCE - VEHICLE Vnd: 0909 Invoice: 65379	Invoice: 65379 Ref#: 33383(FRONT END ALIGNMENT) 592-591.000-939.000 592-000.000-202.000	95.00	95.00
		Expected Check Run: 08/24/2026		95.00	95.00
08/30/2026	AP	ENTERPRISE FLEET MANAGEMENT LEASE - ENTERPRISE FLEET ENETERPRISE - INTEREST EXPENSE ENTERPRISE - MAINTENANCE MANAGEMENT LEASE - ENTERPRISE FLEET ENETERPRISE - INTEREST EXPENSE ENTERPRISE - MAINTENANCE MANAGEMENT LEASE - ENTERPRISE FLEET ENETERPRISE - INTEREST EXPENSE ENTERPRISE - MAINTENANCE MANAGEMENT LEASE PAYABLE - ENTERPRISE FLEET ENTERPRISE - INTEREST EXPENSE ENTERPRISE - MAINTENANCE MANAGEMENT Vnd: 2425 Invoice: 653247-080526 Vnd: 2425 Invoice: 653247-080526	Invoice: 653247-080526 Ref#: 33336(FLEET LEASE & MAINTENANCE MANAGEMENT 101-265.000-991.001 101-265.000-993.005 101-265.000-818.006 101-301.000-991.001 101-301.000-993.005 101-301.000-818.006 101-301.000-991.001 101-301.000-993.005 101-301.000-818.006 592-000.000-304.000 592-000.000-907.000 592-591.000-818.006 101-000.000-202.000 592-000.000-202.000	471.70 106.24 106.31 681.47 128.27 68.03 681.47 128.27 68.03 843.97 188.23 143.54	2,439.79 1,175.74
		Expected Check Run: 08/24/2026		3,615.53	3,615.53
08/19/2026	AP	ETNA SUPPLY CO. METERS-HYDRANTS-FITTINGS Vnd: 0919 Invoice: S107018978.001	Invoice: S107018978.001 Ref#: 33379(X8 5/8" METERS) 592-591.000-729.002 592-000.000-202.000	1,560.00	1,560.00
		Expected Check Run: 08/24/2026		1,560.00	1,560.00
07/31/2026	AP	EXEMPLAR IT SOLUTIONS TECHNOLOGY CONTRACTUAL SERVICES Vnd: 2228 Invoice: 2060	Invoice: 2060 Ref#: 33352(IT SUPPORT & ADMIN -CEM.JULY 2026) 101-567.000-819.000 101-000.000-202.000	27.00	27.00
		Expected Check Run: 08/24/2026		27.00	27.00

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
08/01/2026	AP	EXEMPLAR IT SOLUTIONS TECHNOLOGY CONTRACTUAL SERVICES TECHNOLOGY CONTRACTUAL SERVICES TECHNOLOGY CONTRACTUAL SERVICES TECHNOLOGY CONTRACTUAL SERVICES Vnd: 2228 Invoice: 2048 Vnd: 2228 Invoice: 2048	Invoice: 2048 Ref#: 33355(AUG 2026 PSP, KEEPER BUSINESS, AVANAN EM) 101-265.000-819.000 592-590.000-819.000 592-591.000-819.000 101-265.000-819.000 101-000.000-202.000 592-000.000-202.000	230.28 115.14 115.14 950.00	1,180.28 230.28
		Expected Check Run: 08/24/2026		1,410.56	1,410.56
07/31/2026	AP	EXEMPLAR IT SOLUTIONS TECHNOLOGY CONTRACTUAL SERVICES Vnd: 2228 Invoice: 2062	Invoice: 2062 Ref#: 33356(IT SUPPORT & ADMIN, HUNTRESS EDR - CITY) 101-265.000-819.000 101-000.000-202.000	584.75	584.75
		Expected Check Run: 08/24/2026		584.75	584.75
08/19/2026	AP	EXEMPLAR IT SOLUTIONS CAPITAL OUTLAY Vnd: 2228 Invoice: 2070	Invoice: 2070 Ref#: 33357(CHAMBER UPGRADES - X1 14-OUTLET RACK MOU) 101-101.000-971.000 101-000.000-202.000	276.64	276.64
		Expected Check Run: 08/24/2026		276.64	276.64
07/31/2026	AP	EXEMPLAR IT SOLUTIONS TECHNOLOGY CONTRACTUAL SERVICES Vnd: 2228 Invoice: 2064	Invoice: 2064 Ref#: 33362(IT SUPPORT & ADMIN, DUO ESSENTIALS & HUN) 101-301.000-819.000 101-000.000-202.000	926.00	926.00
		Expected Check Run: 08/24/2026		926.00	926.00
07/31/2026	AP	EXEMPLAR IT SOLUTIONS TECHNOLOGY CONTRACTUAL SERVICES Vnd: 2228 Invoice: 2063	Invoice: 2063 Ref#: 33363(IT SUPPORT & ADMIN CJIS - PD JULY 2026) 101-301.000-819.000 101-000.000-202.000	398.25	398.25
		Expected Check Run: 08/24/2026		398.25	398.25
07/31/2026	AP	EXEMPLAR IT SOLUTIONS TECHNOLOGY CONTRACTUAL SERVICES Vnd: 2228 Invoice: 2061	Invoice: 2061 Ref#: 33364(IT SUPPORT & ADMIN - FIRE JULY 2026) 101-336.000-819.000 101-000.000-202.000	195.75	195.75
		Expected Check Run: 08/24/2026		195.75	195.75
07/31/2026	AP	EXEMPLAR IT SOLUTIONS TECHNOLOGY CONTRACTUAL SERVICES Vnd: 2228 Invoice: 2067	Invoice: 2067 Ref#: 33368(IT SUPPORT & ADMIN & HUNTRESS EDR- DPW J) 101-441.000-819.000 101-000.000-202.000	14.00	14.00
		Expected Check Run: 08/24/2026		14.00	

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
07/31/2026	AP	EXEMPLAR IT SOLUTIONS TECHNOLOGY CONTRACTUAL SERVICES Vnd: 2228 Invoice: 2068	Invoice: 2068 Ref#: 33381(JULY 2026 IT SUPPORT & ADMIN, HUNTRESS E) 592-591.000-819.000 592-000.000-202.000	7.00	7.00
		Expected Check Run: 08/24/2026		7.00	7.00
07/31/2026	AP	EXEMPLAR IT SOLUTIONS TECHNOLOGY CONTRACTUAL SERVICES Vnd: 2228 Invoice: 2065	Invoice: 2065 Ref#: 33391(JULY 2026 IT SUPPORT & ADMIN, HUNTRESS E) 592-590.000-819.000 592-000.000-202.000	142.75	142.75
		Expected Check Run: 08/24/2026		142.75	142.75
07/31/2026	AP	FLEIS & VANDENBRINK ENGINEERING SERVICES Vnd: 2447 Invoice: 79031	Invoice: 79031 Ref#: 33337(PROJECT#: 875750 - PROF. SERVICES RENDER) 243-000.000-818.005 243-000.000-202.000	739.50	739.50
		Expected Check Run: 08/24/2026		739.50	739.50
08/19/2026	AP	GASVODA & ASSOCIATES. INC. MAINTENANCE - SYSTEM Vnd: 1892 Invoice: 115457	Invoice: 115457 Ref#: 33385(MILL POND - PIPE & PUMP REPAIR) 592-590.000-938.000 592-000.000-202.000	9,780.81	9,780.81
		Expected Check Run: 08/24/2026		9,780.81	9,780.81
08/19/2026	AP	GENIA MANNING RENTAL REFUNDS Vnd: MISC Invoice: 8.23.26	Invoice: 8.23.26 Ref#: 33338(CITY CENTER RENTAL REFUND REQUEST) 101-761.004-756.005 101-000.000-202.000	175.00	175.00
		Expected Check Run: 08/24/2026		175.00	175.00
08/19/2026	AP	GUY EDWARD LEWIS TRAVEL & CAR ALLOWANCE Vnd: 0023 Invoice: 07.09.26-08.18.26	Invoice: 07.09.26-08.18.26 Ref#: 33365(MILEAGE REIMBURSEMENT) 101-700.000-873.000 101-000.000-202.000	113.10	113.10
		Expected Check Run: 08/24/2026		113.10	113.10
08/19/2026	AP	HAVILAND PRODUCTS COMPANY CHEMICALS Vnd: 2417 Invoice: 580529	Invoice: 580529 Ref#: 33387(SODIUM BISULFATE X3 DRUMS - CREDIT MEMO) 592-590.000-743.000 592-000.000-202.000	502.73	502.73
		Expected Check Run: 08/24/2026		502.73	502.73

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
08/19/2026	AP	HAVILAND PRODUCTS COMPANY CHEMICALS Vnd: 2417 Invoice: 580136	Invoice: 580136 Ref#: 33388(BLEACH - SOD HYPOCHLORIDE & SODIUM BISUL) 592-590.000-743.000 592-000.000-202.000	836.17	836.17
		Expected Check Run: 08/24/2026		836.17	836.17
08/19/2026	AP	IMPRESSIVE LETTERING UNIFORMS UNIFORMS UNIFORMS UNIFORMS Vnd: 1045 Invoice: 000801 Vnd: 1045 Invoice: 000801	Invoice: 000801 Ref#: 33373(UNIFORMS FOR FY 26-27 PER UNION CONTRACT) 101-441.000-768.000 101-567.000-768.000 592-590.000-768.000 592-591.000-768.000 101-000.000-202.000 592-000.000-202.000	1,000.00 400.00 600.00 400.00	1,400.00 1,000.00
		Expected Check Run: 08/24/2026		2,400.00	2,400.00
08/31/2026	AP	INDIANA MICHIGAN POWER COMPANY UTILITIES UTILITIES TRAFFIC SIGNAL-FRONT & REDBUD UTILITIES STREET LIGHTING UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES Vnd: 0131 Invoice: 8.31.26 Vnd: 0131 Invoice: 8.31.26 Vnd: 0131 Invoice: 8.31.26	Invoice: 8.31.26 Ref#: 33339(AUG 2026 USAGE) 101-441.000-921.000 101-755.000-921.000 202-463.000-928.000 592-590.000-921.000 101-441.000-926.000 101-567.000-921.000 101-336.000-921.000 101-265.000-921.000 592-591.000-921.000 101-761.003-921.000 101-000.000-202.000 202-000.000-202.000 592-000.000-202.000	870.75 326.31 116.51 745.22 74.40 114.43 278.72 1,752.07 68.00 11.95	3,428.63 116.51 813.22
		Expected Check Run: 08/24/2026		4,358.36	4,358.36
08/19/2026	AP	JERRY FLENOR TRAIL MAINTENANCE SUPPLIES Vnd: 1375 Invoice: 8.12.26-8.13.26	Invoice: 8.12.26-8.13.26 Ref#: 33347(REIMBURSEMENT FOR INMATE WORK CREW) 101-761.009-756.008 101-000.000-202.000	27.77	27.77
		Expected Check Run: 08/24/2026		27.77	27.77
08/19/2026	AP	KERKSTRA PORTABLE RESTROOM SERVICE CONTRACTUAL Vnd: 2451 Invoice: 305472	Invoice: 305472 Ref#: 33349(PORTABLE TOILET RENTAL - PONY FIELD) 101-755.000-818.000 101-000.000-202.000	200.00	200.00
		Expected Check Run: 08/24/2026		200.00	200.00

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
08/19/2026	AP	KERKSTRA PORTABLE RESTROOM SERVICE CONTRACTUAL Vnd: 2451 Invoice: 305473	Invoice: 305473 Ref#: 33350(X3 PORTABLE TOILET RENTAL - SMITH PARK) 101-755.000-818.000 101-000.000-202.000	440.00	440.00
		Expected Check Run: 08/24/2026		440.00	440.00
07/31/2026	AP	KEYSTONE COOPERATIVE GAS AND OIL Vnd: 2342 Invoice: 22607279	Invoice: 22607279 Ref#: 33369(PROPANE FOR CEMETERY) 101-567.000-751.000 101-000.000-202.000	363.79	363.79
		Expected Check Run: 08/24/2026		363.79	363.79
08/19/2026	AP	KEYSTONE COOPERATIVE GAS AND OIL Vnd: 2342 Invoice: 6204222	Invoice: 6204222 Ref#: 33370(FUEL/OIL FOR GENERATORS) 592-590.000-751.000 592-000.000-202.000	288.00	288.00
		Expected Check Run: 08/24/2026		288.00	288.00
08/19/2026	AP	KRUGGEL LAWTON CPA AUDIT Vnd: 2145 Invoice: 404730	Invoice: 404730 Ref#: 33351(PROGRSS BILL FOR ANNUAL 6/30/26 AUDIT -) 101-253.000-807.000 101-000.000-202.000	2,400.00	2,400.00
		Expected Check Run: 08/24/2026		2,400.00	2,400.00
07/31/2026	AP	MACALLISTER MACHINERY CO MAINTENANCE - EQUIPMENT Vnd: 1145 Invoice: R82731829101	Invoice: R82731829101 Ref#: 33377(BASKET ROTATOR REPLACEMENT & IDLE SCRI 101-441.000-933.000 101-000.000-202.000	936.00	936.00
		Expected Check Run: 08/24/2026		936.00	936.00
08/19/2026	AP	MODERN MARKETING COMMUNITY POLICING Vnd: 2465 Invoice: MMI169879	Invoice: MMI169879 Ref#: 33361(PENCILS FOR COMM. POLICING EVENTS) 101-301.000-886.000 101-000.000-202.000	336.11	336.11
		Expected Check Run: 08/24/2026		336.11	336.11
07/31/2026	AP	MURDOCKS GLASS LLC MAINTENANCE - GROUNDS Vnd: 1701 Invoice: 4698	Invoice: 4698 Ref#: 33374(WINDOW REPAIR AT 211 SYLVAN - MOWING INC) 101-441.000-932.000 101-000.000-202.000	319.14	319.14
		Expected Check Run: 08/24/2026		319.14	319.14

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
08/06/2026	AP	NALCO CROSSBOW WATER LAB ANALYTICAL SERVICE Vnd: 1304 Invoice: 6660471304	Invoice: 6660471304 Ref#: 33393(DI WATER SERVICE WWTP - AUG 2026) 592-590.000-820.000 592-000.000-202.000	568.69	568.69
		Expected Check Run: 08/24/2026		568.69	568.69
08/19/2026	AP	NAPA AUTO PARTS EQUIPMENT MAINT SUPPLIES Vnd: 2315 Invoice: 820477	Invoice: 820477 Ref#: 33378(ENGINE OIL FILTER - CREDIT APPLIED) 101-441.000-758.000 101-000.000-202.000	9.97	9.97
		Expected Check Run: 08/24/2026		9.97	9.97
07/31/2026	AP	NORTH CENTRAL LABORATORIES LAB SUPPLIES Vnd: 0143 Invoice: 538975	Invoice: 538975 Ref#: 33392(LAB SUPPLIES) 592-590.000-757.000 592-000.000-202.000	929.86	929.86
		Expected Check Run: 08/24/2026		929.86	929.86
08/19/2026	AP	PEERLESS-MIDWEST, INC. MAINTENANCE - SYSTEM Vnd: 1672 Invoice: 93358	Invoice: 93358 Ref#: 33384(ANNUAL WELL & PUMP MAINTENANCE) 592-591.000-938.000 592-000.000-202.000	900.00	900.00
		Expected Check Run: 08/24/2026		900.00	900.00
08/19/2026	AP	PITNEY BOWES BANK FEES AND CHARGES POSTAGE Vnd: 2391 Invoice: 7.31.26	Invoice: 7.31.26 Ref#: 33358(JULY 2026 POSTAGE CHARGED - JE TO RE-DIS) 101-253.000-956.000 101-253.000-730.000 101-000.000-202.000	5.00 200.00	205.00
		Expected Check Run: 08/24/2026		205.00	205.00
07/31/2026	AP	PREIN & NEWHOF ENGINEERING SERVICES Vnd: 1195 Invoice: 97722	Invoice: 97722 Ref#: 33380(PROJECT#: 2260297 - WATER SYSTEM RELIABI) 592-591.000-818.005 592-000.000-202.000	547.00	547.00
		Expected Check Run: 08/24/2026		547.00	547.00
07/31/2026	AP	PREIN & NEWHOF ENGINEERING SERVICES ENGINEERING SERVICES CONTRACTUAL Vnd: 1195 Invoice: 97471 Vnd: 1195 Invoice: 97471	Invoice: 97471 Ref#: 33394(PROJECT#: 2260432 - PHASE 2 - DOWNTOWN I) 592-591.000-818.005 592-590.000-818.005 202-463.000-818.000 592-000.000-202.000 202-000.000-202.000	5,064.84 5,064.83 5,064.83	10,129.67 5,064.83
		Expected Check Run: 08/24/2026		15,194.50	15,1

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
08/19/2026	AP	RIETH-RILEY CONSTRUCTION CO. ROAD MAIN. MATERIAL & SUPPLIES ROAD MAIN. MATERIAL & SUPPLIES Vnd: 0130 Invoice: 3308358 Vnd: 0130 Invoice: 3308358	Invoice: 3308358 Ref#: 33366(HOT PATCH - 8.13.26 DELIVERY) 202-463.000-782.000 203-463.000-782.000 202-000.000-202.000 203-000.000-202.000	133.04 133.04	133.04 133.04
		Expected Check Run: 08/24/2026		266.08	266.08
08/19/2026	AP	ROAD EQUIPMENT PARTS CENTER EQUIPMENT MAINT SUPPLIES Vnd: 0916 Invoice: 2601164930	Invoice: 2601164930 Ref#: 33354(CABLE 3-CONDUCTOR, LIGHT BAR, PULSE LED) 101-567.000-758.000 101-000.000-202.000	581.32	581.32
		Expected Check Run: 08/24/2026		581.32	581.32
08/19/2026	AP	S.E BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0176761-IN	Invoice: 0176761-IN Ref#: 33389(SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	403.86	403.86
		Expected Check Run: 08/24/2026		403.86	403.86
08/19/2026	AP	S.E BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0176806-IN	Invoice: 0176806-IN Ref#: 33390(SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	403.86	403.86
		Expected Check Run: 08/24/2026		403.86	403.86
07/31/2026	AP	SEMCO ENERGY ACCT 0157168.501 ACCT 0157576.500 ACCT 0374061.500 ACCT 0158995.500 ACCT 0348966.501 ACCT 0157440.501 ACCT 0156522.501 BANK FEES AND CHARGES Vnd: 0459 Invoice: 07.31.26 Vnd: 0459 Invoice: 07.31.26	Invoice: 07.31.26 Ref#: 33341(GAS ENERGY USAGE) 101-301.000-921.000 101-336.000-921.000 592-590.000-921.000 101-265.000-921.000 592-591.000-921.000 101-761.004-921.000 101-441.000-921.000 101-253.000-956.000 101-000.000-202.000 592-000.000-202.000	43.18 25.69 172.44 98.91 22.38 34.18 220.55 3.50	426.01 194.82
		Expected Check Run: 08/24/2026		620.83	620.83
07/31/2026	AP	SOUTHWESTERN SUPPLY CORP EQUIPMENT MAINT SUPPLIES Vnd: 1847 Invoice: 03/97613	Invoice: 03/97613 Ref#: 33371(HOSE FOR LOADER) 101-441.000-758.000 101-000.000-202.000	64.67	64.67
		Expected Check Run: 08/24/2026		64.67	64.67

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
07/31/2026	AP	SPECTRUM PRINTERS, INC OFFICE SUPPLIES Vnd: 2420 Invoice: INV092572	Invoice: INV092572 Ref#: 33348 (X2 VOTER TEST DECKS FOR AUG 4 2026 ELECT) 101-262.000-728.000 101-000.000-202.000	225.09	225.09
		Expected Check Run: 08/24/2026		225.09	225.09
07/31/2026	AP	SWM INSPECTIONS, LLC ELECTRICAL PERMITS Vnd: 2456 Invoice: 007	Invoice: 007 Ref#: 33340 (ELECTRICAL PERMITS - JULY 2026) 701-000.000-491.000 701-000.000-202.000	192.80	192.80
		Expected Check Run: 08/24/2026		192.80	192.80
08/19/2026	AP	THE SAFETY COMPANY LLC EQUIPMENT MAINT SUPPLIES Vnd: 2270 Invoice: IN265455	Invoice: IN265455 Ref#: 33367 (RUBBER SQUEEGEE FOR SWEEPER) 101-441.000-758.000 101-000.000-202.000	441.67	441.67
		Expected Check Run: 08/24/2026		441.67	441.67
08/19/2026	AP	TRUCK AND TRAILER SPECIALTIES EQUIPMENT MAINT SUPPLIES Vnd: 0221 Invoice: DSO019809	Invoice: DSO019809 Ref#: 33372 (FILTER HOASING & FILTER FOR OIL INTERNAT) 101-441.000-758.000 101-000.000-202.000	81.15	81.15
		Expected Check Run: 08/24/2026		81.15	81.15
08/19/2026	AP	TYLER COLLISION CENTER INSURANCE CLAIM REPAIRS Vnd: 2481 Invoice: 18274	Invoice: 18274 Ref#: 33359 (REPAIR TO 46-3 FROM DEER COLLISION) 101-301.000-810.000 101-000.000-202.000	1,978.25	1,978.25
		Expected Check Run: 08/24/2026		1,978.25	1,978.25
08/01/2026	AP	VERDANT COMMERCIAL CAPITAL CONTRACTUAL CONTRACTUAL CONTRACTUAL Vnd: 2475 Invoice: 906327968 Vnd: 2475 Invoice: 906327968	Invoice: 906327968 Ref#: 33343 (CITY HALL PRINTERS, PD PRINTER, WWTP PRI) 101-265.000-818.000 101-301.000-818.000 592-590.000-818.000 101-000.000-202.000 592-000.000-202.000	182.76 91.38 91.37	274.14 91.37
		Expected Check Run: 08/24/2026		365.51	365.51
07/31/2026	AP	VITAL RECORDS CONTROL CONTRACTUAL Vnd: 0595 Invoice: 6821144	Invoice: 6821144 Ref#: 33342 (MONTHLY SHREDDING CONTRACT) 101-265.000-818.000 101-000.000-202.000	156.50	156.50
		Expected Check Run: 08/24/2026		156.50	156.50

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
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07/31/2026	AP	WEX BANK	Invoice: 114183886 Ref#: 33344(JULY 2026 FUEL CHARGES)		
		GAS AND OIL	101-301.000-751.000	1,969.20	
		GAS AND OIL	101-441.000-751.000	841.56	
		GAS AND OIL	101-567.000-751.000	153.19	
		GAS AND OIL	592-590.000-751.000	145.34	
		GAS AND OIL	592-591.000-751.000	348.51	
		GAS AND OIL	101-265.000-751.000	44.61	
		Vnd: 1098 Invoice: 114183886	101-000.000-202.000		3,008.56
		Vnd: 1098 Invoice: 114183886	592-000.000-202.000		493.85

Expected Check Run: 08/24/2026					
				3,502.41	3,502.41
				83,509.32	83,509.32

Cash/Payable Account Totals:					
	ACCOUNTS PAYABLE		101-000.000-202.000		33,147.07
	ACCOUNTS PAYABLE		202-000.000-202.000		7,920.63
	ACCOUNTS PAYABLE		203-000.000-202.000		2,739.29
	ACCOUNTS PAYABLE		243-000.000-202.000		739.50
	ACCOUNTS PAYABLE		592-000.000-202.000		38,770.03
	ACCOUNTS PAYABLE		701-000.000-202.000		192.80
	TOTAL INCREASE IN PAYABLE:				83,509.32

July 30, 2026

Michigan Municipal League Annual Meeting Notice

(Please present at the next Council, Commission or Board Meeting)

Dear Official:

The Michigan Municipal League Annual Convention will be held in Traverse City, October 7-9, 2026. The League's "**Annual Meeting**" is scheduled for 4:30 pm on Wednesday, October 7 in Governors' A at the Grand Traverse Resort. The meeting will be held for the following purposes:

1. Election of Trustees. To elect five members of the Board of Trustees for terms of four years each (see #1 on page 2).
2. Policy. A) **To vote on the Core Legislative Principles document.**

In regard to the proposed League Core Legislative Principles, the document is available on the League website at <https://mml.org/resources-research/delegate/>. If you would like to receive a copy of the proposed principles by fax, please call Monica Druks at the League at 800-653-2483.

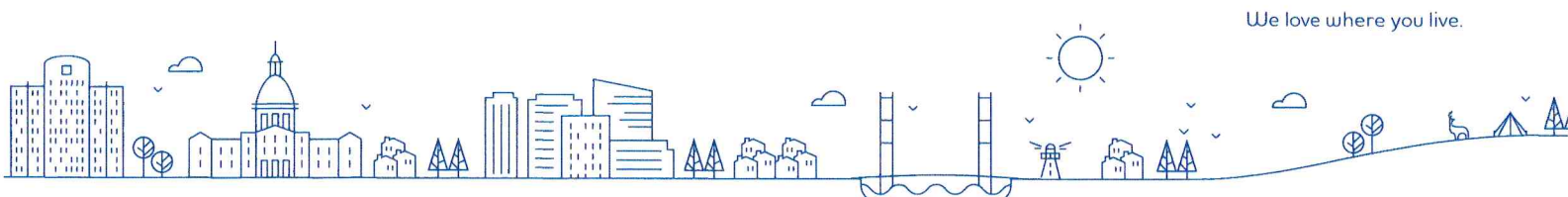
B) If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on. (See #2 on page 2.)

In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by **September 7, 2026**.

3. Other Business. To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate. Please submit this information through the League website by visiting <https://mml.org/resources-research/delegate/> **no later than September 7, 2026.**



Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

“Section 4.4 - Votes of Members. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary Members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative.”

1. Election of Trustees

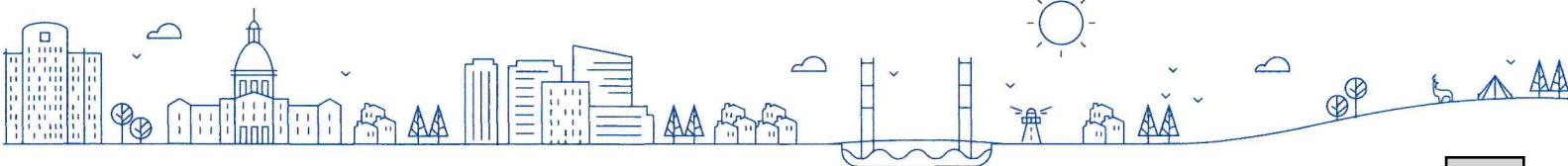
Regarding election of Trustees, under Section 5.3 of the League Bylaws, five members of the Board of Trustees will be elected at the annual meeting for a term of four years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees on a board at the registration desk at least four hours before the hour of the business meeting.

2. Statements of Policy and Resolutions

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and “no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting.” Thus, the deadline this year for the League to receive resolutions is **September 7, 2026**. Please submit resolutions to the attention of Daniel P. Gilmartin, Executive Director/CEO at 1675 Green Rd., Ann Arbor, MI 48105. **Any resolution submitted by a member municipality will go to the League Board of Trustees, serving as the resolutions committee under the Bylaws, which may present it to the membership at the Annual Meeting or refer it to the appropriate policy committee for additional action.**

Further, “Every proposed resolution submitted to the Board of Trustees by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or a modification thereof.

We love where you live.

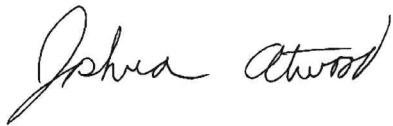


3. Posting of Proposed Resolutions and Core Legislative Principles

The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website, or at the League registration desk to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the Annual Meeting.

The Board of Trustees will meet on Tuesday, October 6, 2026, at Grand Traverse Resort for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

Sincerely,



Joshua Atwood
President
Commissioner, City of Lapeer



Daniel P. Gilmartin
Executive Director & CEO



