



DESIGN REVIEW COMMITTEE OF THE CITY OF BUCHANAN
WEDNESDAY, APRIL 01, 2026 – 6:00 PM
CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI

AGENDA

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

** Comments may be submitted in writing at least 4 hours in advance to the Community Development Director/Zoning Administrator at "mailto:rmurphy@cityofbuchanan.com" rmurphy@cityofbuchanan.com*

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approve Agenda**
- V. Public Comments - Agenda Items Only (3-minute limit)**
- VI. Approve Minutes**
- VII. Unfinished Business**
- VIII. New Business**
 - A. 108 W Front Street - Consider for Approval of Modifications to Building - Windows, Doors, Paint, Signage**
 - B. Review and Consider approval of Draft Downtown Design Review Committee Bylaws**
 - C. Review and discuss of Unified Development Code Sections Associated with Downtown Design Review Committee**
- IX. Public Comment - Non-Agenda Items Only (3-minute limit)**
- X. Staff/Committee Comments**
- XI. Adjournment**

Memorandum



Date: March 3, 2026

To: Downtown Design Review Committee

From: Kristen Gundersen, Planning and Community Development Director

Subject: **108 W Front Street – Proposed changes – Replace front access door, replace side window, remove rear window and install overhead door access, install new signage on front of building**

Background

The one-story brick commercial building located at 108 W Front Street is in the D Downtown District. The irregularly shaped parcel was purchased by 2nd and Main Inc in September 2025. The agent for the corporation is the property owner listed in the application. The property owner approached the City Commission regarding a boundary adjustment to create a rectangular parcel rather than a flag lot. On March 23, 2026, the City Commission agreed to the boundary adjustment which will allow the creation of an outdoor patio at the rear of the building.

A building permit for the interior remodel of the existing building was issued in December 2025. The permit allows for the remodel and rehabilitation of the building from office space to food service. Work has been taking place at the property since the building permit was issued.

While working on the building additional changes are now being proposed. With the exception on the signage request, city staff cannot administratively approve the requests per Section 71-36.H.2 of the Unified Development Code (UDC) adopted in late 2025. The applicant has completed the required application which includes the standards for review. Following is a brief description of the proposed changes:

1. Western elevation (facing post office) - removal and replacement of an existing window;
2. North elevation (rear) - removal of an existing window and installation of an overhead door; replacement of an existing access door and removal of enclosed window space with new window and installation of a deck/patio and ADA ramp;
3. North elevation (rear) - installation of an open, unenclosed patio at the rear of the building;
4. Southern elevation (front) - removal and replacement of the existing access door;
5. Painting of exterior of building;
6. Installation of exterior wall sign facing West Front Street. Based on Sections 71-36.G.2.a, b, and d city staff can approve the signage request and have suggested improved exhibits be provided clearly showing the signage will not cover the brick detail work associated with the recessed area located above the windows.

Standards for Review

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

For this meeting, staff have attached the 2007 Design Review Standards along with the Section 71-36.H of the Unified Development Code for review.

Please note the 2007 Design Review Standards references changes to the previous Zoning Ordinance and the C-3 Central Business District. This language is no longer valid. The C-3 District is now called the D Downtown District and there were no changes to the boundaries. Going forward, the language found in the UDC is followed until it is modified by public hearing before the Planning Commission with recommendation made to the City Commission and adoption of an amending ordinance and two public hearings.

With the adoption of the Unified Development Code, the vote of the Committee is not forwarded to the Planning Commission for final action. However, the UDC does not reference an appeal process.

Action

Have the applicant review the application, ask questions and deliberate the request while reviewing the 2007 Design Review Standard before making a motion can be made and voted on. If necessary, each individual request can be voted on separately.

Attachments

1. Location Map, Zoning Map and Site Photographs.
2. 2007 Design Review Standards and Section 71-36.H of the Unified Development Code.
3. Application with supplemental information
4. Historical photographs and written documents provided by Committee member

Location Map - 108 W Front Street



Zoning Map – 108 W Front Street



108 W Front Street



View looking north from West Front Street



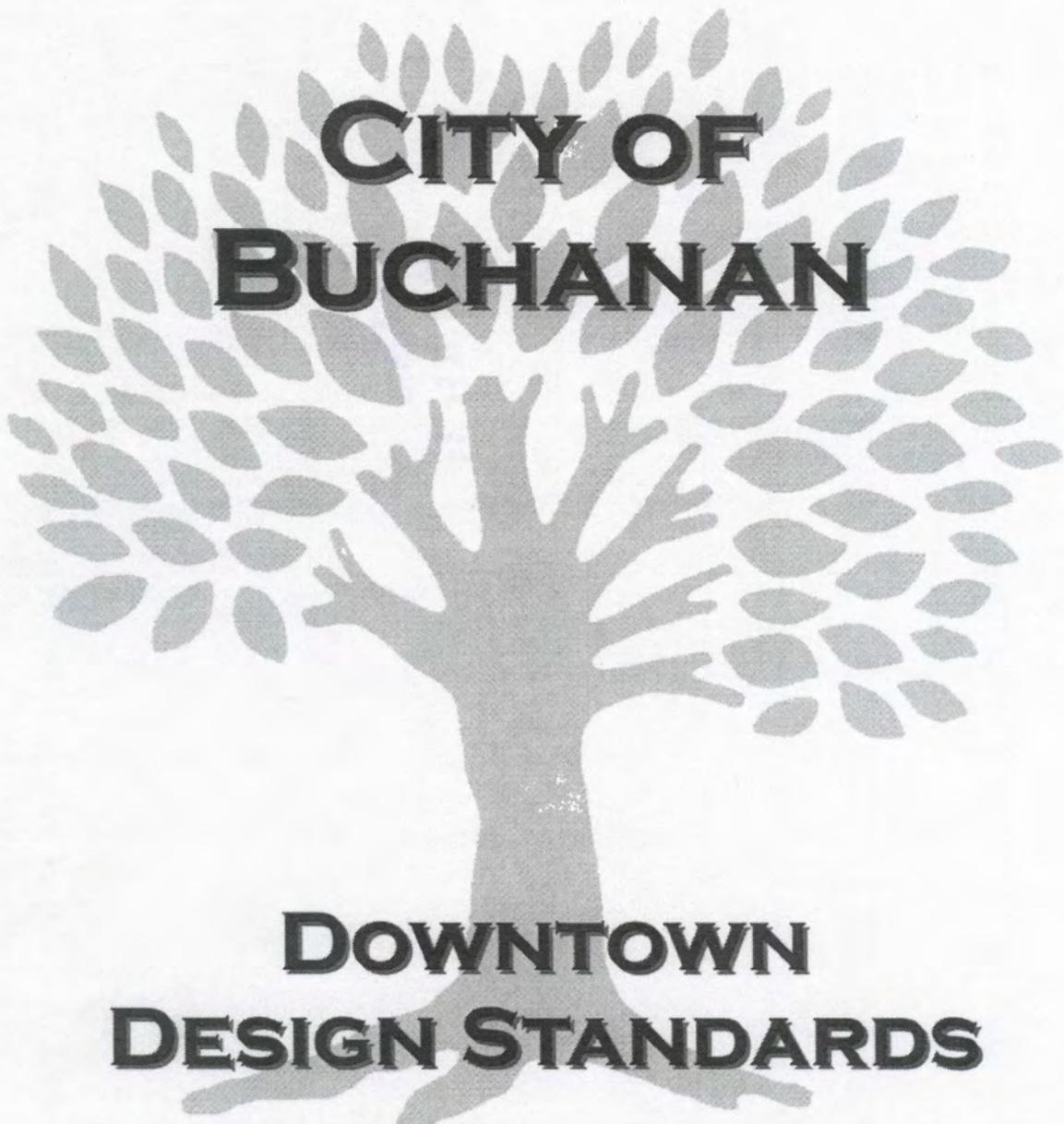
View looking northeast from West Front Street



View looking west from N. Oak Street



View looking south from alley



**CITY OF
BUCHANAN**

**DOWNTOWN
DESIGN STANDARDS**

**MAINTAINING THE INTEGRITY OF OUR
ARTS & HISTORIC DISTRICT**

2005-2007

City of Buchanan, Michigan
Downtown Business District
Building Design Standards

Definitions

- A. *Appearance.* The outward aspect of a building structure or site visible to the public.
- B. *Appropriate.* Sympathetic, or fitting, to the context of the site and the whole community.
- C. *Appurtenances.* The visible, functional objects accessory to and part of the building.
- D. *Architectural concept.* The basic aesthetic idea of a building or group of buildings or structures, including the site and landscape development, which produces the architectural character.
- E. *Architectural feature.* A prominent or significant part or element of a building, structure, or site.
- F. *Architectural style.* The characteristic form and detail, as of buildings of a particular historic period.
- G. *Central Business District.* The area designated on the adopted Buchanan Master Plan as the Central Business District.
- H. *Character.* The combination of traits which, when considered together, distinguish specified land and/or development from other specified land and/or development. In assessing character, the following may be considered, along with any other expressly identified factors:
 - i. Percentage of a lot(s) covered by structures and other impervious improvements
 - ii. Type or style of structure(s)
 - iii. Traffic flow and pattern, and the relationship of traffic to pedestrian and vehicular thoroughfares
 - iv. Density of land use
 - v. Intensity of uses
- I. *External design feature.* The general arrangement of any portion of a building, sign, landscaping, or structure and including the kind, color, and texture of the materials of such portion and the types of roof, windows, doors, lights, attached or ground signs, or other fixtures appurtenant to such portions, as will be open to public view from any street, place, or way.
- J. *Fenestration.* The arrangement of windows and doors in a building.
- K. *Graphic element.* A letter, illustration, symbol, figure, insignia, or other device employed to express and illustrate a message or part thereof.

Design Guidelines

Goals:

- Preserve and protect existing historical structures
- Preserve, protect, and reinforce the context of historic structures and land development patterns within the Downtown District by encouraging design, construction, and maintenance of all new buildings, additions, additions, and alterations to be in harmony with the character of existing historic architecture.
- Encourage new buildings that, while reflecting the traditions and character of historic buildings, are in themselves high quality designs which harmonize without imitating an earlier style or period.
- Protect and enhance historic areas to attract residents and visitors and to serve as a support and stimulus to business and civic pride.
- Insure that when rehabilitating a building, the property is returned to a state of utility through repair or alteration, which makes possible an efficient use, while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values. The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings shall form the basis for review of proposed projects in the Downtown District.
- Assist applicants by providing design guidelines and advice on general historic preservation approaches.

Expectations:

Façade improvements will generally meet the recommended architectural improvements as outlined in the 1992 Downtown Development Plan (Camiros).

Architecture:

- Different architectural styles are encouraged. Any style should be complimentary to its surroundings.
- Architectural styles must be harmonious with existing architecture and respect the period of architecture representing the development of the City of Buchanan.
- Architectural styles preceding establishment of the buildings in Buchanan shall be discouraged.

Massing:

- Façade proportions (ratio of width to height) should be similar to those of surrounding buildings.
- Large structures shall be developed using varied masses to create the appearance and character of smaller pedestrian-oriented structures.
- Massing of new or additions to existing structures shall not be disproportional to adjacent structures or the majority of structures on the same block.

Roofs:

- Various types of roof forms are encouraged. Roof shapes shall be respectful of adjacent structures and not detract from or infringe upon significant features of existing properties.
- Generally visible roof materials should give the appearance of seam metal, slate shingle, tile shingle, architecturally dimensioned fiberglass shingle, or painted corrugated metal.

Materials:

- Materials and use of materials should be compatible with those used in adjacent structures as applicable. Integration of individual details and the design as a whole is encouraged.
- Materials should give the appearance of brick, stucco, tile, and various stones if appropriate to the style of the structure.
- Materials that give the appearance of vinyl siding, aluminum siding, plywood, pressboard siding, corrugated metal, and concrete masonry without an applied finish are generally inappropriate for downtown Buchanan.

Doors and Windows:

- Where appropriate, existing doors and window openings shall be retained. New openings in existing structures shall be proportional to established patterns of fenestration. If closure of existing openings is necessary, such work shall be accomplished without creating a major detraction from the original appearance of the building.
- Height to width ratios of openings should be harmonious with the neighboring structures.
- The pattern established by the relationship of openings and surrounding wall area should respect the neighboring structures. The percentage of glass to wall should approximate that of neighboring structures.
- Replacement windows and doors should fit existing openings and be consistent with existing trim and other features of the structure. Replacements should duplicate the appearance of the original with respect to design, size, proportion, reflective qualities, and profile.
- Windows and doors which have mullions should be of true divided light or equivalent, as opposed to snap-on.
- Glass should be clear or lightly tinted, allowing for two-way visibility.

Signs and Awnings:

- Signs and awnings shall comply with the City of Buchanan Sign Ordinance.
- Signage shall not detract from, destroy, or obscure the significance of prominent architectural features of buildings within the district.

Demolition:

- Approval of projects involving demolition shall give consideration to the contribution of the structure or parts of the structure to its immediate surroundings and to the overall character of the district, the historical importance of the building, and the building's structural condition. Demolition in part or whole shall be permitted if the demolition does not detract from the district, the structure is a hazard to the public health, safety, or welfare and is beyond repair, or the economic feasibility of repair is extreme. Documentation of economic feasibility shall be clearly illustrated in the application for review.

The Secretary of the Interior's Standards for Rehabilitation

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Distinctive historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials should not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment be unimpaired.

ARTICLE XI

C – 3 CENTRAL BUSINESS DISTRICT

Section 11.04 – Alteration, Site, and Façade Plan Required

- A. Prior to any exterior aesthetic or cosmetic alteration (siding, paint, windows, or any exterior work that does not require a building permit) on any building located in the C-3 Central Business District, the building owner or occupant must obtain a Zoning Compliance Permit from the Zoning Administrator. The zoning Compliance Permit application shall include a building façade plan pursuant to Article XXII, Section 22.03. The plan must contain schematics and photos or drawn rendering of the proposed alterations with applicable color sample attached. The Design Review Committee will determine if the applicant's plan conforms to the approved Downtown Design Standards. If not, the applicant will be required to amend the plan and resubmit the plan approval by the Design Review Committee. Failure to comply with the Downtown Design Standards will result in rejection of the applicant's plan and any alteration will be prohibited.

- B. Prior to the issuance of a building permit in the C-3 Central Business District for any new construction or for the remodeling of any existing building or structure which will involve the exterior façade or other exterior surface in any way, the Zoning Administrator shall cause the application including a site and a façade plan prepared pursuant to the provision of Article XXII, Section 22.05 to be submitted to the Design Review Committee for review and determination of compliance with the approved Downtown Design Standards for the Central Business District. The Design Review Committee shall notify the applicant concerning any features and colors inconsistent with the approved standards. Any proposed new construction or remodeling of any existing buildings found to be inconsistent with the standards for the district by the Design Review Committee shall be disqualified for any incentive offered by the City or Downtown Development Authority. The applicant's proposal shall be rejected and no building permit issued until the site and façade plan are in conformance with the approved Downtown Design Standards and the plan approved by the Design Review Committee and the Plan Commission.

Approved by Plan Commission 11-13-2007
Approved by City Commission 12-10-2007



Downtown Design Review Application

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

Property Information

Property Address: 108 West Front Street

Tenant Name: Dustin Jankoviak

Property Code Number(s) (Tax Number): 11-58-7250-0003-01-5

Description of proposed work: -Install Signage front of building

-Painting of building exterior

-Rear "clearview" overhead door 8 x 10

-Replace both exterior door units with energy efficient 36" wide

-Install updated energy efficient windows

Applicant Information

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

Applicant: Dan Carlson

Contact Person: Dan Carlson

Mailing Address: 408 West Front St

City: Buchanan State: MI Zip Code: 49107

Telephone Number: 269-903-8865 Emergency Number: _____

E-mail Address: abandonedrelik@gmail.com

Tenant Name: Brick & Bloom

Contact Person: Dustin Jankoviak

Mailing Address: 816 Totomee lane

City: Niles State: MI Zip Code: _____

Telephone: 269-362-7434 E-mail Address: _____

Name of Property Owner/Management Company: Brick and Bloom

Contact Person: Dustin Jankoviak

Mailing Address: 816 Totomee lane

City: Niles State: MI Zip Code: _____

Telephone: 269-362-7434 E-mail Address: _____

Architect or Design Professional: Kevin Barker

Mailing Address: 600 W. Cermak Rd. Unit 3C

City: Chicago State: IL Zip Code: 60616

Telephone: 847-763-1692 E-mail Address: _____

Site Information

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

Current use of property (office, retail): Assembly

What are the dimensions of the property? 74'10" x 30'

What is the overall length of the building facing the street? 30'

What is the width of the tenant space facing the street? N/A

What is the height of the building? 15'6"

Building Design Standards – Downtown Design Standards 2007

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

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

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

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

The architectural changes/modifications are more in an effort to afford
easier accessibility than actually changing the look or historic value of
the building. The doors will be in like kind to what we see in many of
the historic downtown buildings in Buchanan. Single LOW E glass panel with
proporunate rail and style dimensions, with larger lower rail.

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

This building is in close proximity to a variety of buildings. Including the Ross Sanders House, Post office, ATT building, and the old teen center building. Painted brick, natural brick and stone, warehouse style buildings as well as some residential.

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

NA

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

Black painted aluminum frame doors, rot resistant jambs...historic in appearance, size and scale. Clear view black aluminum frame overhead door Steel and masonry opening...Anderson 400 series replacement windows aluminum clad exterior, wood painted interiors.

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

New Door openings are proposed to be widened to 36" keeping the original historic heights and widths in brick. Overhead door at rear will serve as an access point to a future deck/patio as well as to get larger equipment Into the building. (Non-Primary facade)

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

Pre-existing awning has been removed, and a sign is being proposed to be added to the architectural brick embellishments just above the historic transom glass.

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

Demolition that has occurred and brick repair has been in an effort to further preserve the historic qualities of the building.

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

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

All decorative masonry to remain including transom details, we would be adding a transom back in above rear door that has been boarded shut.

Wall mounted AC unit to be removed and window opened back up east of doorway
Overhead door located to the west closest to the PO

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

Original brick openings and have been preserved, where necessary lintels will be repaired/replaced

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.

Rear exit door, replacement windows and overhead door (non primary facade)

The proposed windows for the west side facing PO as well as the rear have previously approved for other historic buildings downtown. 201 East Front

Second story rectangular Anderson 400 series windows&consistent in size and scale to the original historic windows.

- 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.

With exception of the overhead door, and the double window that is currently boarded shut, all other openings for windows/doors will remain the same without masonry/cosmetic modification

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

There are no design changes to primary facade, the changes at rear do not require interpretation of discretionary design guidance

Supplemental Information

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

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

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

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

Downtown Design Review Application Certification

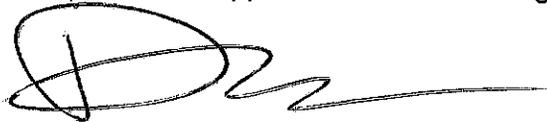
The Applicant certifies and acknowledges and agrees that:

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

On the 09 day of March, 2026, I/We have read the above certification, understand it, and agree to abide by its conditions.

Dan Carlson

Signature of Applicant or Authorized Agent



Dustin Jankoviak

Name of Applicant or Authorized Agent



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

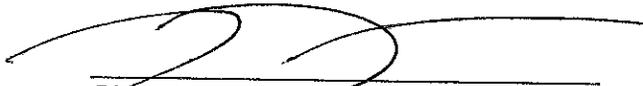
I/We, the Owner(s) of the property listed below, hereby grant permission for the Applicant,
Dan Carlson

(Company name and contact person) to seek Design Review

(state request that can be made) as required by the City of Buchanan, Michigan for the
property commonly known as 108 W Front St.

(street address) and having the Property Code Number (Tax Number) of 11-58-
7250-0003-01-5.

On the 9th, day of March, 2026, I/We have read the above
certification, understand it, and agree to abide by its conditions.



Signature of Property Owner

Dustin Jankowiak

Name of Property Owner

Signature of Property Owner

Name of Property Owner

Signage:

Brick & Bloom (back lit lettering in a steel finish) There are architectural details above the window transoms that we would like to accentuate. Placing the signage inside the picture frame details laid out in the brick pattern would keep the aesthetic of the intended purpose of the design. The rendering shows the graphic slightly larger than what it will actually be. The openings in the larger two frames are approx. 22" x 92" and the middle measures 22" x 48" we would land under those dimensions to fit proportionately inside those parameters. All lettering to be fastened using a rail system anchored to brick mortar joints.

Exterior Paint:

In effort to further the brand and add some eye-catching detail to this building, we are requesting the permission to paint the exterior brick. The exceptions being historic limestone copings to remain as-is at South facing building front as well as all the copper detail and framing at original store front windows. The charcoal steel copings will also remain. There have been many repairs through the years, with a mixture of brick materials, tuck-pointing styles and mortar finishes. Paint would unify and help tremendously with the desire to draw in business and establish a new and attractive look for this building.

Rear Overhead Door:

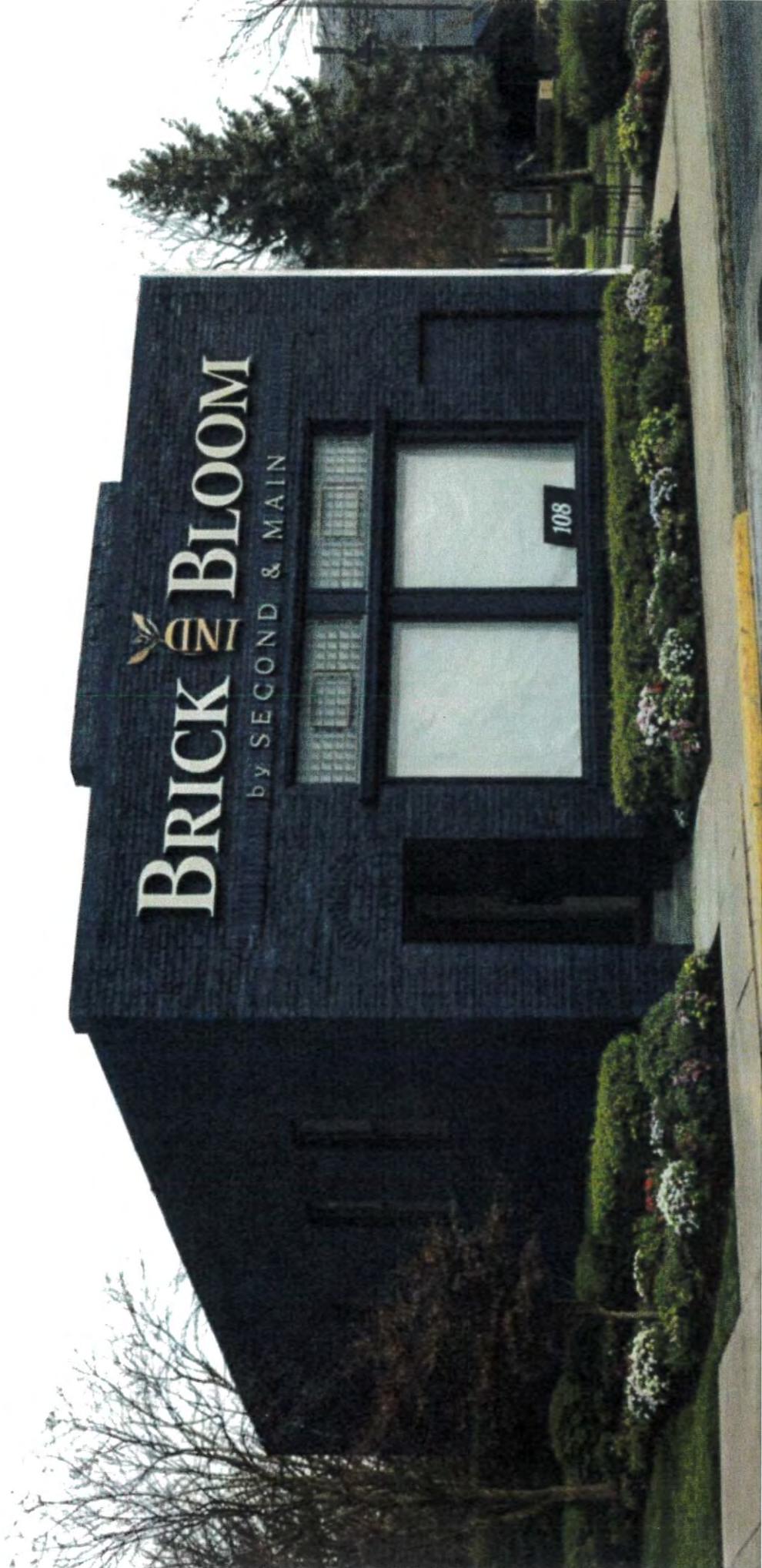
In place of deteriorating brick and a damaged window unit we are proposing the upgrade to a clear view overhead door with black trim. This door would serve as a multi-purpose unit not only allowing for an "open feel" on fair weather days but also ease of bringing in equipment and certain deliveries for day-to-day business operations. A future hope for this space will include a concrete patio with ADA ramp and a hardscape connecting to the sidewalk at the city park next door.

Rendering – 108 W Front Street



HISTORIC LIMESTONE COPING
TO REMAIN





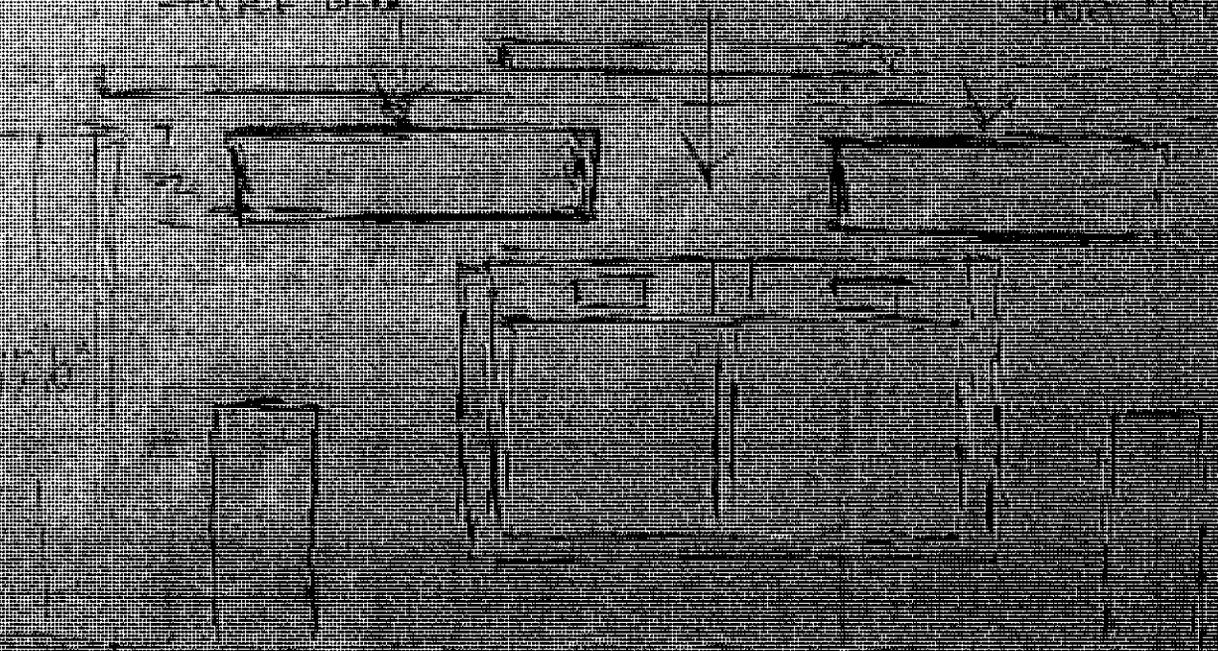
Room & Room

22' x 97'

20' x 30'

Incl. Brn

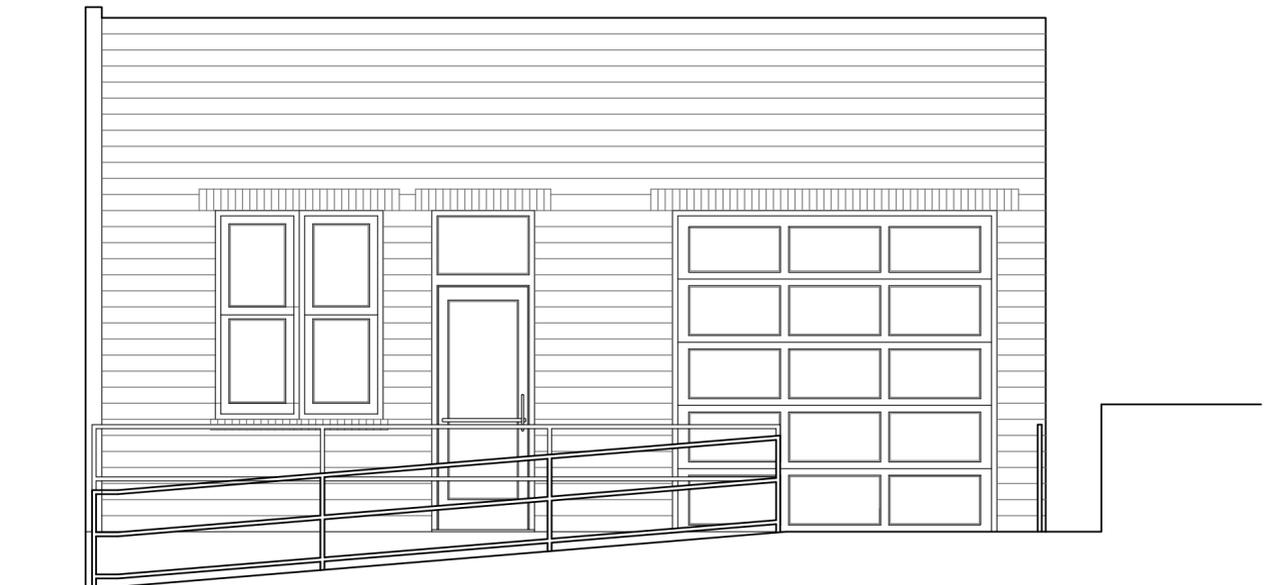
Inc. Brn



Proposed changes to rear of building. Windows to left of door are currently boarded up

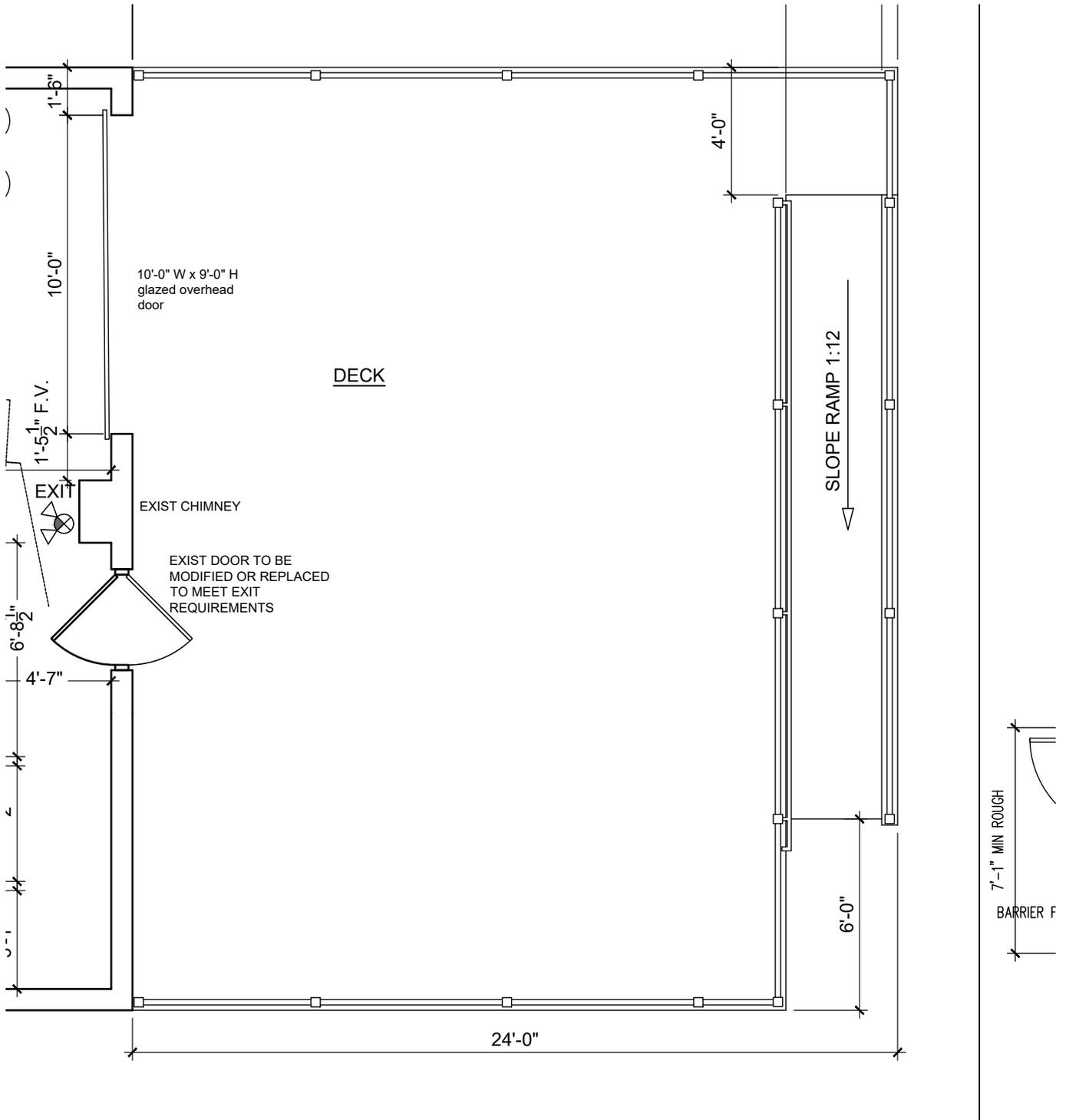


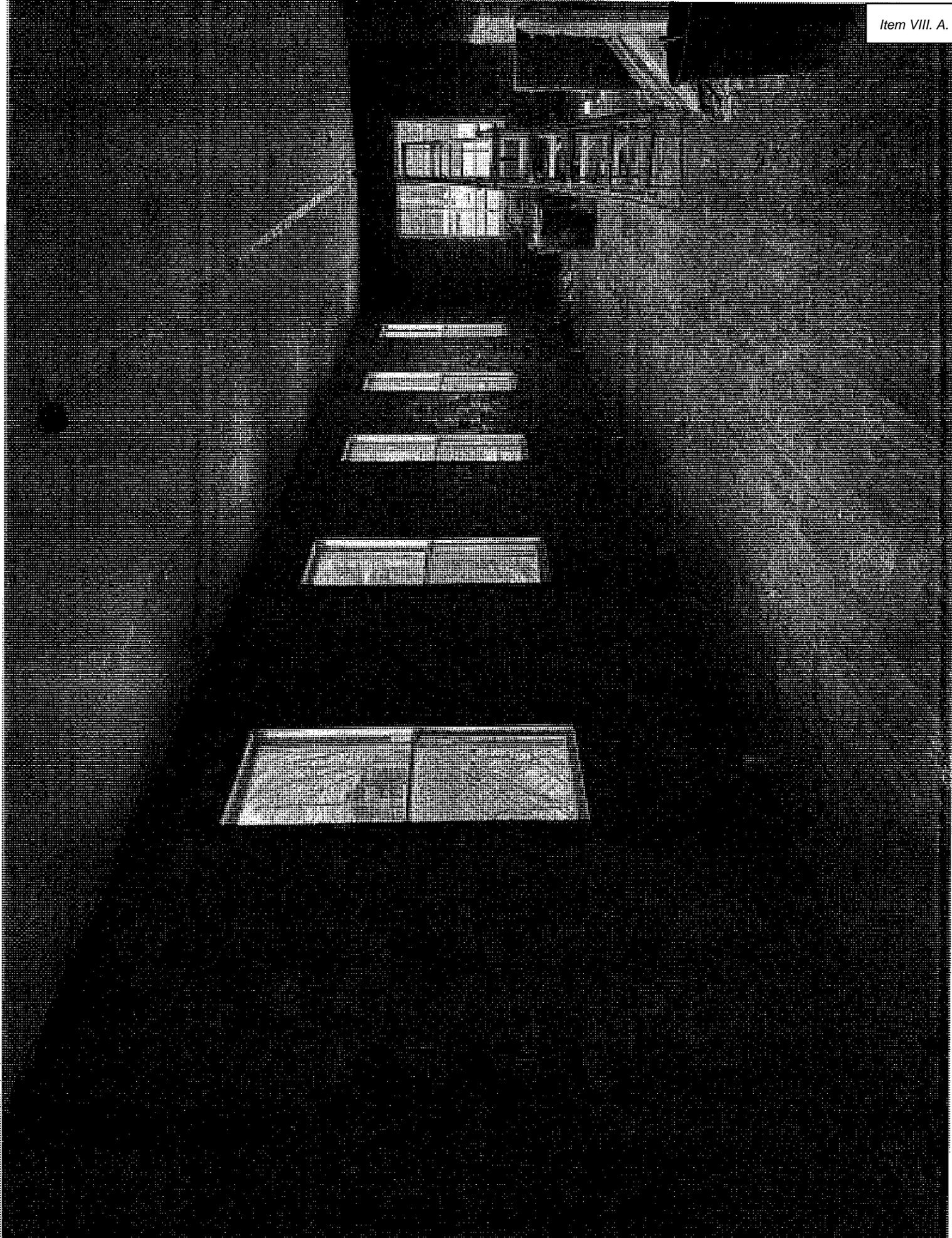
Brick and Bloom Existing Rear Elevation



Brick and Bloom Proposed Rear Elevation

Proposed New Deck at Rear of Building - Extending approximately 24 feet from rear of building and including ADA ramp



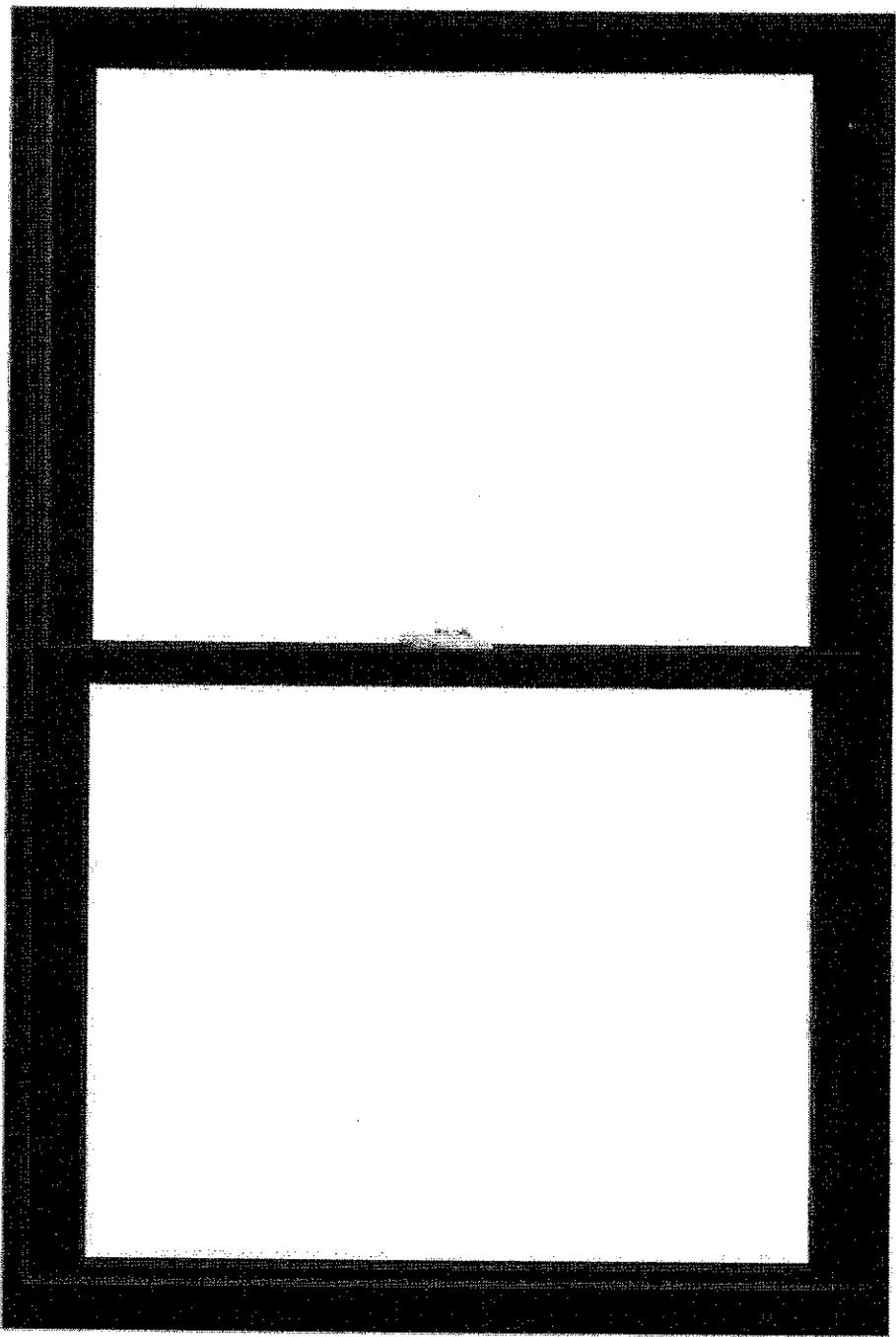


400 Series Tilt-Wash Double-Hung Window

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[INTERIOR](#)

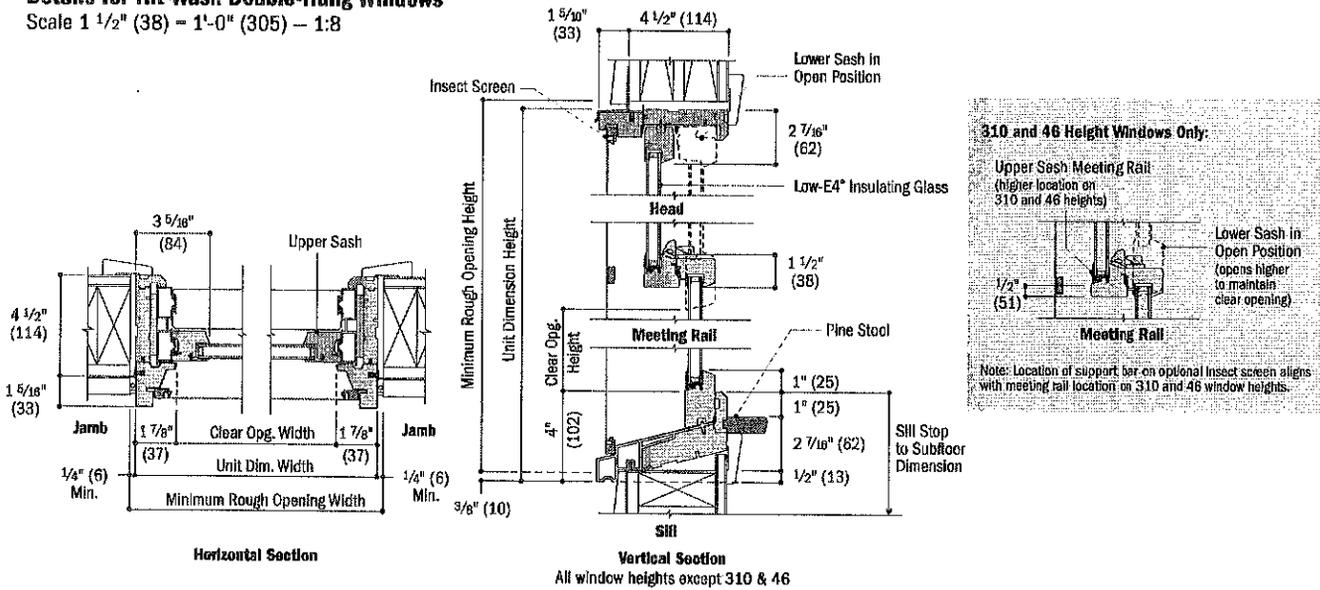
[EXTERIOR](#)



400 SERIES TILT-WASH FULL-FRAME WINDOWS

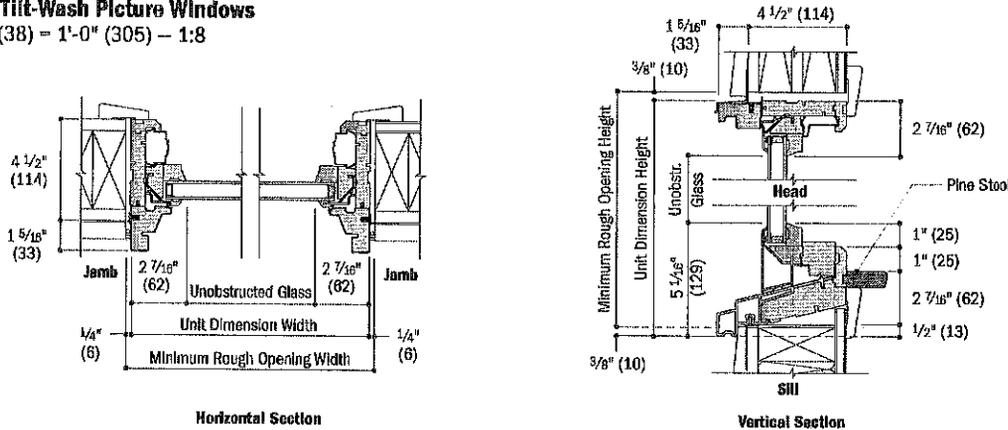
Details for Tilt-Wash Double-Hung Windows

Scale 1 1/2" (38) = 1'-0" (305) – 1:8



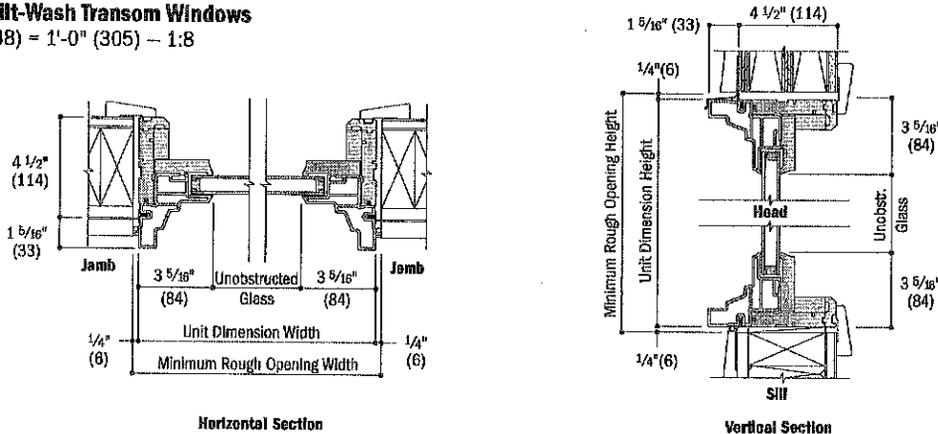
Details for Tilt-Wash Picture Windows

Scale 1 1/2" (38) = 1'-0" (305) – 1:8



Details for Tilt-Wash Transom Windows

Scale 1 1/2" (38) = 1'-0" (305) – 1:8



- Light-colored areas are parts included with window. Dark-colored areas are additional Andersen® parts required to complete window assembly as shown.
- Minimum rough openings may need to be increased to allow for use of building wraps, flashing, sill panning, brackets, fasteners or other items.
- Details are for illustration only and are not intended to represent product installation methods or materials. Refer to product installation guides at andersenwindows.com.
- Dimensions in parentheses are in millimeters.



SOLD BY:
 204 S. 11th St.
 Niles, MI 49120
 269-684-4050

SOLD TO:

CREATED DATE
 11/12/2025

LATEST UPDATE
 1/12/2026

OWNER
 Russell Cutter

Abbreviated Quote Report - Customer Pricing

QUOTE NAME Unassigned Quote **PROJECT NAME** Unassigned Project **QUOTE NUMBER** 8459771 **CUSTOMER PO#** **TRADE ID**

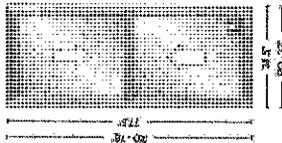
ORDER NOTES **DELIVERY NOTES**

Item	Qty	Operation	Location	Unit Price	Ext. Price
100	6	AA	None Assigned	\$905.23	\$5,431.38

RO Size = 32" x 78"

Unit Size = 31 1/2" x 77 1/2"

100DH 2' 7 1/2"X6' 5 1/2", Unit, 100 Series Double-Hung, Equal Sash, 1 3/8" Setback, Black Exterior Frame, Black Exterior Sash/Panel, w/Black Interior Frame, w/Black Interior Sash/Panel, AA, Dual Pane Low-E Standard Argon Fill Stainless Glass / Grille Spacer, 2 Sash Locks Black, Black, Full Screen, Fiberglass



Insect Screen 1: 100 Series Double-Hung, 100DH 31.5 x 77.5 Full Screen Fiberglass Black

Unit #	U-Factor	SHGC	ENERGY STAR Clear Opening/Unit #	Width	Height	Area (Sq. Ft)
A1	0.3	0.31	NO	A1	28.0300	34.9600
						6.80510

Item	Qty	Operation	Location	Unit Price	Ext. Price
200	1	AA - AA	None Assigned	\$1,927.90	\$1,927.90

RO Size = 64 1/4" x 78 1/4" Unit Size = 63 1/2" x 77 1/2"

Mull: Factory Mullied, Nonreinforced Join - Factory Assembled Vertical Priority Ribbon Mull, 1/2" Fiberglass Non Reinforced Material

100DH 2' 7 1/2"X6' 5 1/2"-2, Unit, 100 Series Double-Hung, Equal Sash, 1 3/8" Setback, Black Exterior Frame, Black Exterior Sash/Panel, w/Black Interior Frame, w/Black Interior Sash/Panel, AA, Dual Pane Low-E Standard Argon Fill Stainless Glass / Grille Spacer, 2 Sash Locks Black, Black, Full Screen, Fiberglass

Insect Screen 1: 100 Series Double-Hung, 100DH 31.5 x 77.5 Full Screen Fiberglass Black

Insect Screen 1: 100 Series Double-Hung, 100DH 31.5 x 77.5 Full Screen Fiberglass Black

Unit #	U-Factor	SHGC	ENERGY STAR Clear Opening/Unit #	Width	Height	Area (Sq. Ft)
A1	0.3	0.31	NO	28.0300	34.9600	6.80510
B1	0.3	0.31	B1	28.0300	34.9600	6.80510

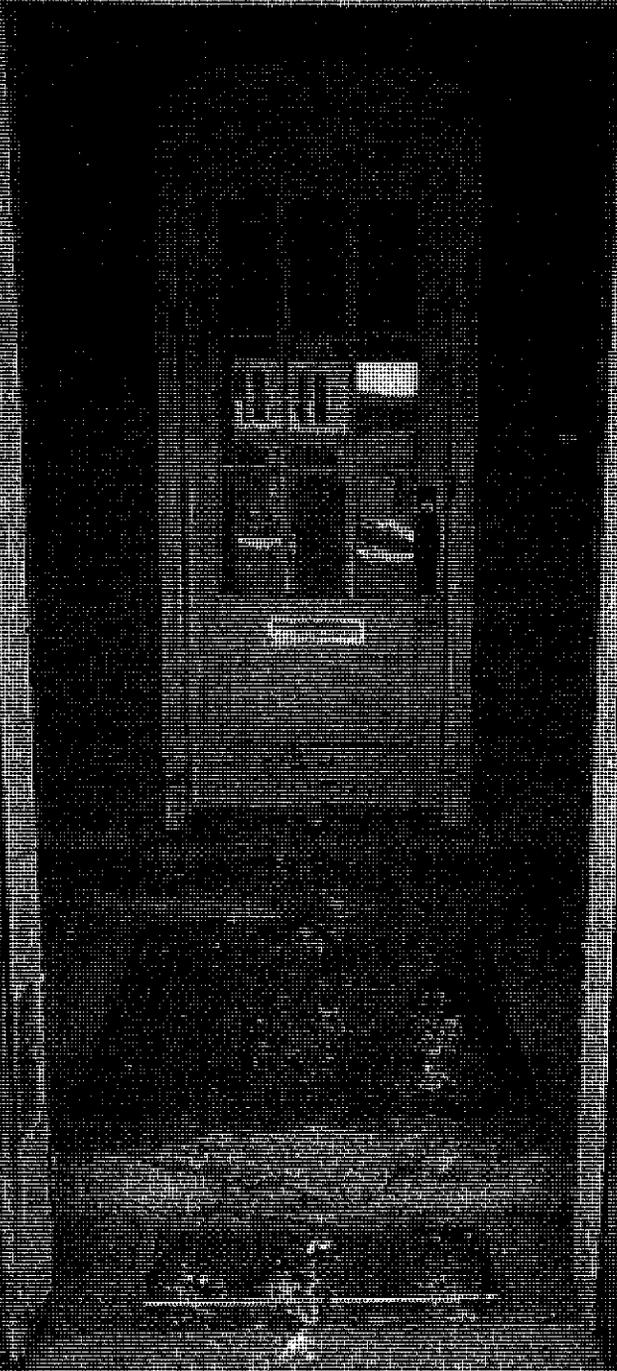
SUB-TOTAL	\$7,359.28
FREIGHT	\$0.00
LABOR	\$0.00
TAX	\$441.56
TOTAL	\$7,800.84

CUSTOMER SIGNATURE _____ DATE _____

* All graphics as viewed from the exterior. ** Rough opening dimensions are minimums and may need to be increased to allow for use of building wraps or flashings or sill panning or brackets or fasteners or other items.

Thank you for choosing Andersen Windows & Doors

108





Hannapel Kitchen Bath Window & Door

Address: 204 S 11th St
Niles, MI 49120

Phone: 269-684-4050
Fax: 269-684-3848
Website: hannapel.com
Email: rcutter@hannapel.com



Quote

Quote Number: Date: 1/27/2025

Customer Information

Name:

Address:

Phone 1:

Phone 2:

Fax:

Contact:

Job Name:

Specifications

U.D. = 37-1/2" x 97-5/8"; R.O. = 38-1/4" x 98"

O.M. of Exterior Trim = 40" x 98-7/8"

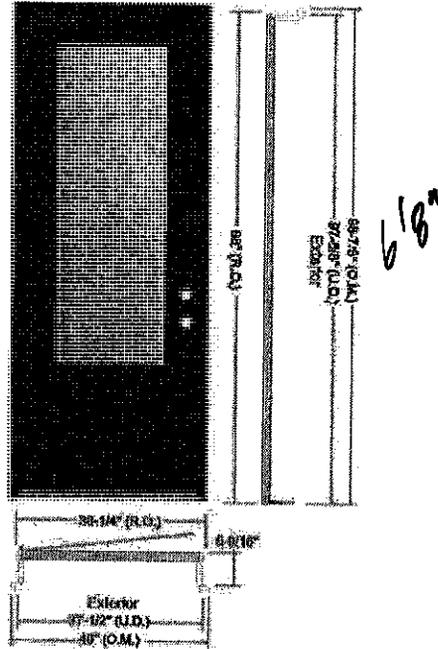


Image is viewed from Exterior!

OUTSWING

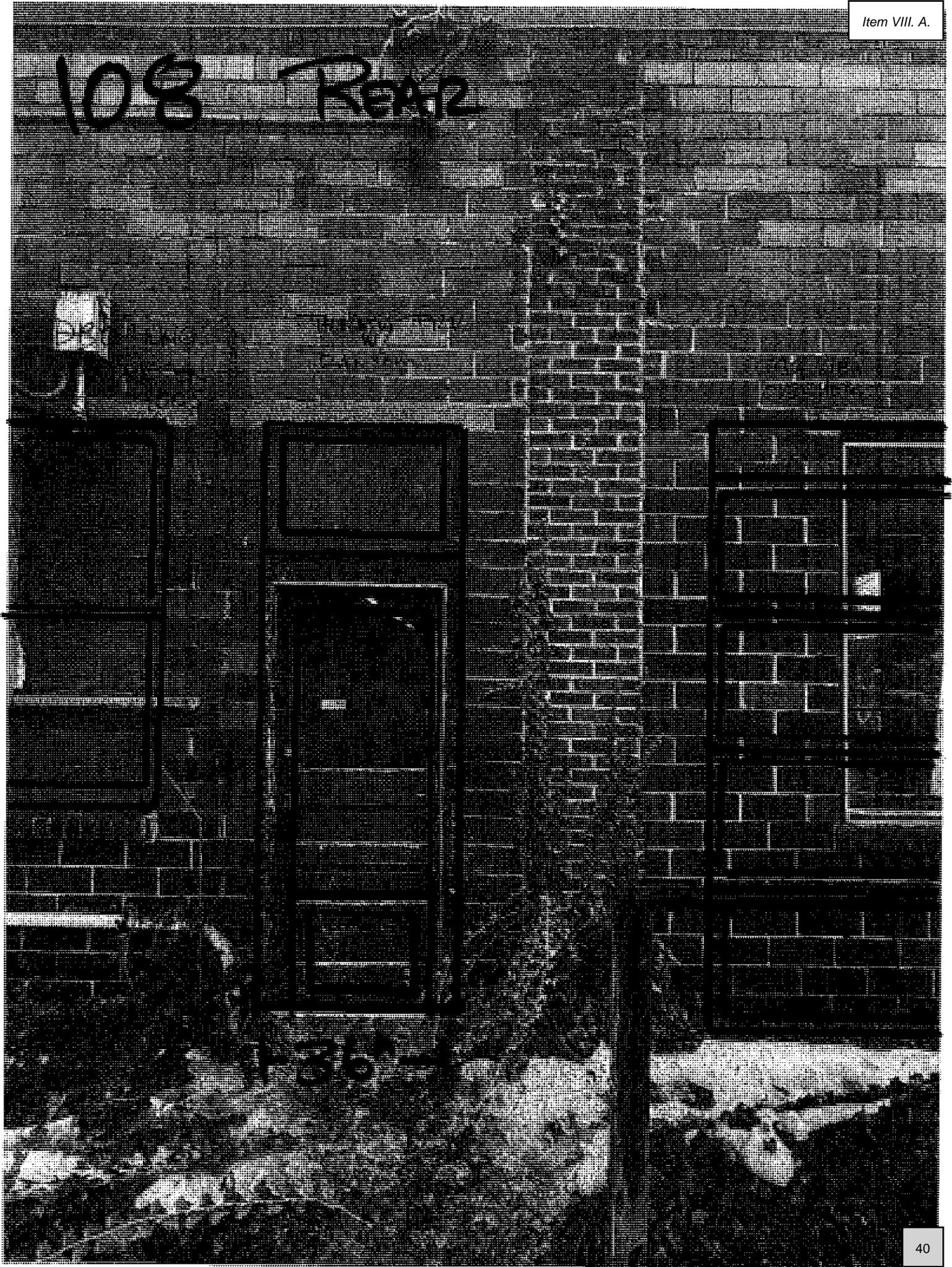
Lead Time: Non-Stock

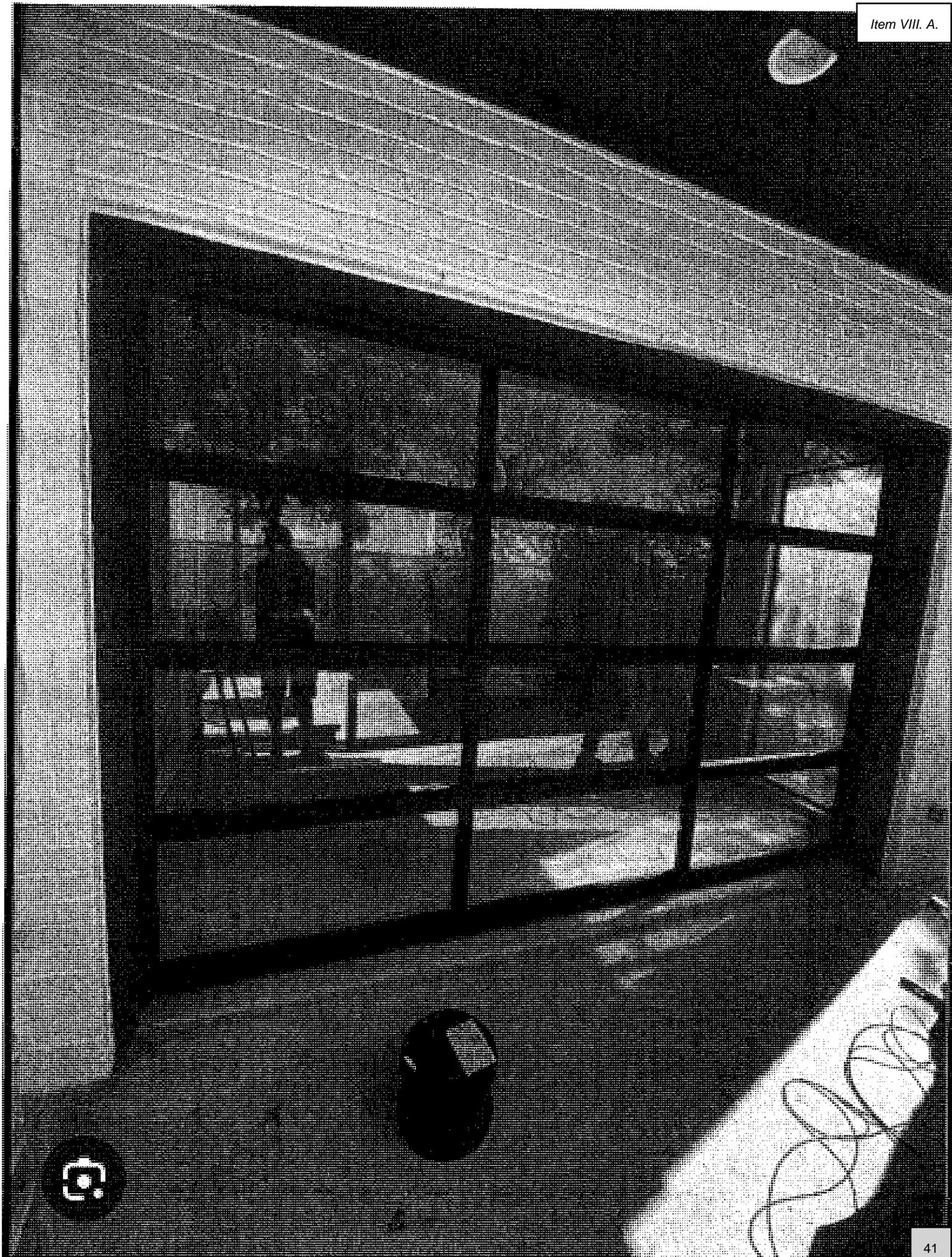
Item Description	Qty
3' 0" x 8' 0" S82200-LE Smooth-Star - Flush Glazed Fiberglass Door w/Low E Glass - Left Hand Inswing (Tru-Guard Composite Edge)	1
2-3/4" Backset - Double Bore (2-1/8" Dia. Bore w/Standard 5-1/2" Spacing) w/Mortised Edge Latch Preps w/Deadbolt Schlage (Standard) 1-1/8" x 2-3/4" Strike Prep	1
Set of T/T Ball-Bearing - Black Nickel Hinges	1
Black Aluminum Clad Frame w/Primed Dura-Frame Interior - 6-9/16" Jamb w/Brickmould Exterior Trim (Applied)	1
Bronze Compression Weatherstrip	1
Tru-Defense Adjustable - Mill Finish w/Dark Cap Sill	1
PREFINISH: Paint Door Panel Interior & Exterior OBSIDIAN (BLACK)	1
Item Total	



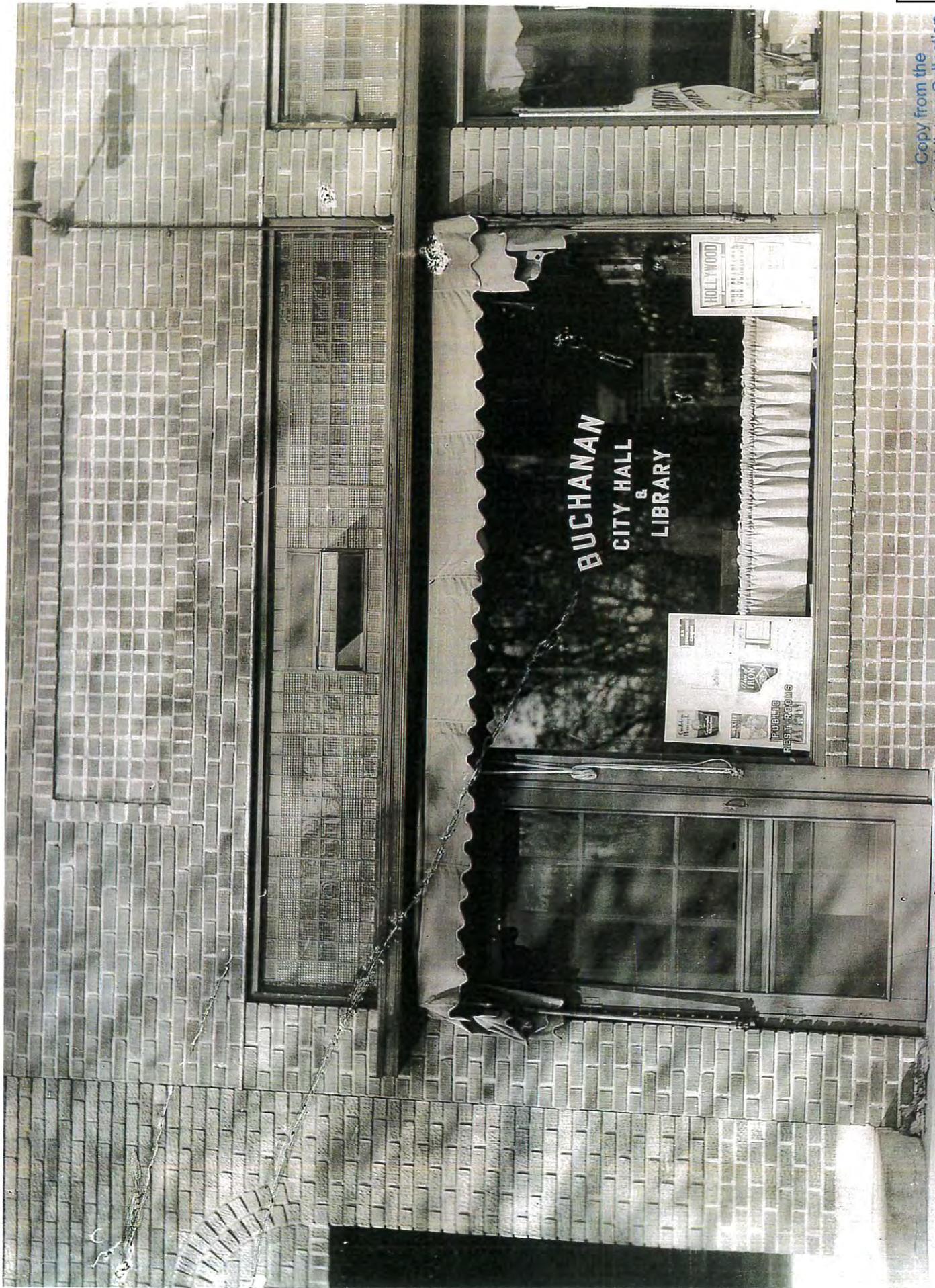
Version #: 7.76
Version Date: 1/8/2025

108 REAR





[106 W. Front Street, mid Oct. 1938]



Copy from the
Local History Collection
Buchanan District Library
Buchanan, MI

[from Buchanan Library Records, Scrapbook 1930s-2002]

[106 and 108 W. Front, possibly 1958]



Copy from the
Local History Collection
Buchanan District Library
Buchanan, MI

[from Berrien County Record Photo Negs 1955-1964 Posides]

[108 W. Front St.]

The new Michigan Bell Telephone company building which C. F. Pears is erecting is rapidly nearing completion. The walls and roofs are up, and the floors, plastering and window frames in.

[106 W. Front St.]

Item VIII. A.

Mrs. M. M. Siraganian announces
an auction sale of millinery, store
fixtures and household goods at
the new Pears building on Front
street, Friday afternoon and Satur-
day all day.

[106 W. Front St.]

THE SPARTONS ARE HERE!

Opening Saturday, Aug. 20

*At Our New Location, 106 W. Front Street
In the New Pears Building*

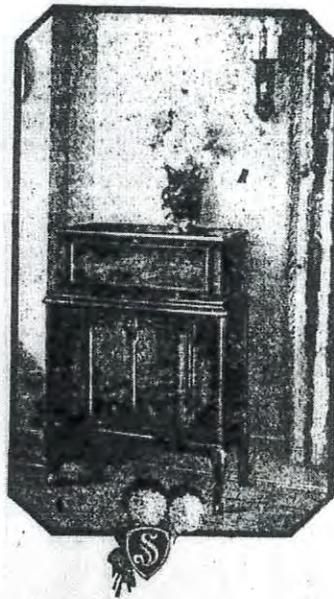
New 928 Models of Sparton Radio on display. Price range to suit everyone. Beautiful cabinet work.

Battery Sets

Six tubes. Dial calibrated in wave lengths. Exceptional selectivity.

Music you feel, as well as hear. You critics who have been waiting for radio that is true to the ideals of musical art—here it is!

Let us demonstrate this amazingly different instrument.



Electric Sets

No A Batteries—No B Batteries—No C Batteries—No Trouble.

Just plug in—take your power from the light socket and enjoy freedom from batteries, eliminators and chargers.

But more! In addition to having this convenience listen to the richest, clearest, most delightful reception that radio science has yet achieved.

Come in and listen to radio at its best, or ask for a demonstration in your own home. We believe you'll agree that the Sparton is an instrument without equal.

Don't forget our address, 106 W. Front street new Pears Building, in show rooms of DePoy Motor Co.

C. L. HOUSWERTH

Memorandum



Date: March 25, 2026
To: Downtown Design Review Committee
From: Kristen Gundersen, Planning and Community Development Director
Subject: **Review of Draft Bylaws**

Background

All city appointed boards, commissions and committees have adopted bylaws providing basic information about the operation of the individual group. The Downtown Design Review Committee does not have any adopted bylaws.

City staff has created the attached draft bylaws for review and approval. The format is in keeping with other bylaws recently adopted.

The document refers to the City of Buchanan Code of Conduct. This document will be included in your committee binders that will be distributed at the meeting.

Next Steps

Review and discuss the draft bylaws and approve them or direct staff to make changes.

Downtown Design Review Committee Bylaws

Article 1. Name

The name of this board shall be the Downtown Design Review Committee, hereafter referred to as the "Committee."

Article 2. Responsibilities

The Committees responsibilities include, but are not limited to:

1. Review requests associated with exterior alteration, expansion of existing building or proposed new development of properties located within the D Downtown District
2. Uphold the adopted standards for review when acting on requests for Downtown Design Review
3. Educate the community on the need for Downtown Design Review standards and the process for review and approval

Article 3. Officers and Members

Section 1. Membership

Board Size: The Board shall consist of five (5) members.

Eligibility: Membership shall be comprised of residents of the City of Buchanan and adjacent townships.

Term Length: Members shall serve three (3) calendar-year terms, with the option for reappointment by the City Commission.

Compensation: Members shall serve without compensation.

Section 2. Vacancies

In the event of a vacancy among members or officers, the City Commission shall designate a successor to serve until the next regular election or appointment.

Section 3. Officers

The officers of the Board shall be elected by the Committee and shall include:

1. Chairperson
2. Vice-Chairperson
3. Secretary

Section 4. Officer Elections

Officer elections shall be held at the regular meeting in July of each calendar year, provided a quorum is present.

Section 5. Term of Office

All officers shall take office upon election. The term of each office shall terminate June 30th.

Section 6. Officer's Duties

A. Chairperson

The Chairperson shall preside at all meetings in accordance with these bylaws and all powers under parliamentary procedure as governed by "Robert's Rules of Order" and work with the City Commission and city staff as needed.

B. Vice-Chairperson

The Vice-Chairperson shall, in the absence of the Chairperson or at the Chairperson's request, perform the duties of that office.

C. Secretary

The Secretary shall record attendance, actions, and proceedings of meetings of the Board and provide copies of approved minutes to the City of Buchanan.

Article 4. Meetings: Open Meetings, and Freedom of Information

The Committee is currently scheduled to meet on the first (1st) Wednesday of each month beginning at 6:00 p.m. Eastern Time.

Special Meetings may be called by the Chairperson or upon the request of two (2) board members. Notice must be given at least 24 hours prior to the meeting and be given in a reasonable manner under circumstances then existing.

The business of the Committee shall be conducted at a public meeting of the Committee held in compliance with the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275. Public Notice of the time, date and place of a regular or special meeting shall be given in the manner required by that act.

Any writing prepared, owned, used, in the possession of, or retained by the Committee in the performance of an official function shall be made available to the public in compliance with the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246.

Committee members shall notify the staff liaison if they cannot attend a meeting. A meeting shall be cancelled due to lack of a quorum.

Article 5. Rules of Order and Amendments

The Committee shall follow procedures and rules set forth in these bylaws. When not covered by these bylaws, the most recent edition of Robert's Rules of Order shall apply. No changes shall be made to these bylaws without an affirmative vote of a majority of the Committee membership.

Article 6. Quorum

A quorum shall consist of at least three (3) of the five (5) Committee members. When a quorum is not present, no official action, except closing the meeting, may take place.

Article 7. Attendance

Members who miss more than 50% of regular meetings during a calendar year may be deemed ineligible to retain their seat. The Board shall vote on continued eligibility.

Article 8. Removal of Members

A member may be recommended for removal from the Committee for cause, including but not limited to:

Failure to meet attendance requirements (see Article 7)

- 1. Conduct detrimental to the Board’s mission
- 2. Inability to fulfill the responsibilities of membership

Removal shall require:

- 1. Notice to the member prior to the meeting when the vote will occur; and
- 2. An affirmative vote of a majority of the seated Committee members, provided a quorum is present.

Article 9. Conflict of Interest

Committee members shall avoid conflicts of interest and shall disclose any financial or personal interest in matters under discussion. Conflict of Interest are established within the City of Buchanan Code of Conduct.

If a conflict exists, the member shall discuss with the city staff liaison prior to the meeting. Once the meeting begins, the member shall disclose the conflict to the Committee; and Refrain from voting on the matter, and when appropriate, abstain from discussion.

Article 10. Follow Adopted City of Buchanan Code of Conduct

All members of the Committee shall conduct themselves in accordance with the adopted City of Buchanan Code of Conduct.

Signature / Adoption Section

Chairperson

Vice-Chairperson

Adopted by vote of membership: _____ Date: _____

Revised (if applicable): _____

Approved by the Downtown Design Review Committee on the ____ day of _____, 2026.

Attest: _____

Memorandum



Date: March 9, 2026

To: Downtown Design Review Committee

From: Kristen Gundersen, Planning and Community Development Director

Subject: **Unified Development Code (zoning ordinance)**

Background

The City Commission adopted the Unified Development Code (UDC) in November 2025, and it became effective in December 2025. The UDC has elements of a form-based code which provides additional language for the design of buildings to help maintain built environment characteristics found in the different districts. UDC documents can also include all regulations associated with the development of land including stormwater and engineering design standards, subdivision regulations to name others.

Attached is an excerpt from the UDC as it relates to development in the D Downtown District:

- Article III – Section 71-14 Zoning districts – establishes zoning districts
- Figure 71-A – Zoning Map
- Section 71-16 – General Requirements
- Table 71-F Downtown D Standards – provides setback and glazing requirements
- Section 71-17 – Façade requirements – language pertaining to façade regulations
- Table 71-F Façade Types – provides information regarding Shopfronts, Awning or Canopy and Common Entry
- Article 4 – Administration – Section 71-33 Review and decision-making bodies

Section 71-33.E Design Review Committee

1. Powers and duties. The design review committee is the decision-making body for applications subject to downtown design review standards unless the proposed work qualifies for administrative approval under Section 71-36H Downtown Applications.
 2. The Design Review Committee meets on an as-needed basis when discretionary review is required.
- Section 71-36.H Downtown applications – provides language for staff review and approval

Memorandum

The previous zoning ordinance had three references to Façade Building Review - Section 22.07 Planning Commission Review of Façade Plan as found in the amended 2003 zoning ordinance 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.” The standards were not incorporated into the zoning ordinance.

In addition, the Downtown Design Standards from 2007 established 6 goals with 7 areas of review and provided the Secretary of the Interior’s Standards for Rehabilitation. Changes to Section 11.04 of the zoning ordinance were attached and approved by the City Commission in December 2007. Section 11.04 references the Design Review Committee and process.

Discussion

The Planning Commission is reviewing other sections of the UDC to address concerns that have arisen since its adoption. The intent is there will be several sections amended at one time with remaining sections reviewed later. At this time, staff is requesting the Design Review Committee review language found in the UDC and determine if any changes are necessary. Staff have the following discussion items:

- Section 71-33.E.
 - Subsection 2. Meeting dates. It can be difficult for the property owner/tenant, applicant, committee members and staff to schedule meetings on as needed basis. The webpage associated with the committee referred to the first Wednesday of each month. Staff created a meeting date and deadline handout for 2026 to help those going through the process understand when the committee meets. City staff can easily cancel meetings and let the members know as soon as possible.
 - Review of other boards includes reference to how appeal of decisions are handled. There should be an established appeal board/commission if an applicant determines the step is necessary. Options included: Zoning Board of Appeals or Planning Commission.
- Section 71-36H Downtown applications
 - Review of existing design standards for inclusion in the UDC. This will help people find all necessary documents in one document and would be in keeping with similar requests reviewed by either the Planning Commission or ZBA. An example of the language associated with the Special Use Permit process was included in the excerpt.

Memorandum**Next Steps**

Review and discuss the information provided along with the supplemental information and the 2007 Downtown Design Review Standards. If the Committee concludes changes are needed to the UDC, direct staff to work on drafting changes for review at a future meeting.

Excerpt from Unified Development Code pertaining to Downtown Design Review and Committee

Language associated with Downtown Design Review highlighted in yellow

ARTICLE III. ZONING

Sec. 71-14 Zoning districts

The zoning districts listed in [Sec. 71-5 Zoning districts established](#) are created by this chapter. [Table 71-B](#) indicates the consolidation of zoning districts upon adoption of this chapter.

- A. Official zoning map. The location and boundaries of each of the districts are shown on the official zoning map and the map is a part of this code, see [Figure 71-A Buchanan Zoning Map](#). Whenever amendments or changes are made in district boundaries, the amendments or changes must be made by ordinance and recorded on the official zoning map. The official zoning map located in the office of the planning department is the final authority in determining current zoning status.
- B. Zoning districts summary table. [Table 71-B](#) generally shows the City of Buchanan’s previous zoning districts in relation to this chapter’s zoning districts.

TABLE 71-B ZONING DISTRICT SUMMARY			
Previous district		New district	
R1-A	Single-family residential	NE	Neighborhood edge
R1-B	Single-family residential		
R-2	Two-family residential	GN	General neighborhood
R-3	Multi-family residential		
R-4	Multi-family senior residential	NC	Neighborhood center
C-1	Neighborhood commercial		
C-2	Commercial	SC	Suburban commercial
C-3	Central business	D	Downtown
I-1	Light industrial		
I-2	Heavy industrial	I	Industrial
PUD	Planned unit development	Archived	
		NP	Neighborhood plan
CD	Cluster residential	Deleted	

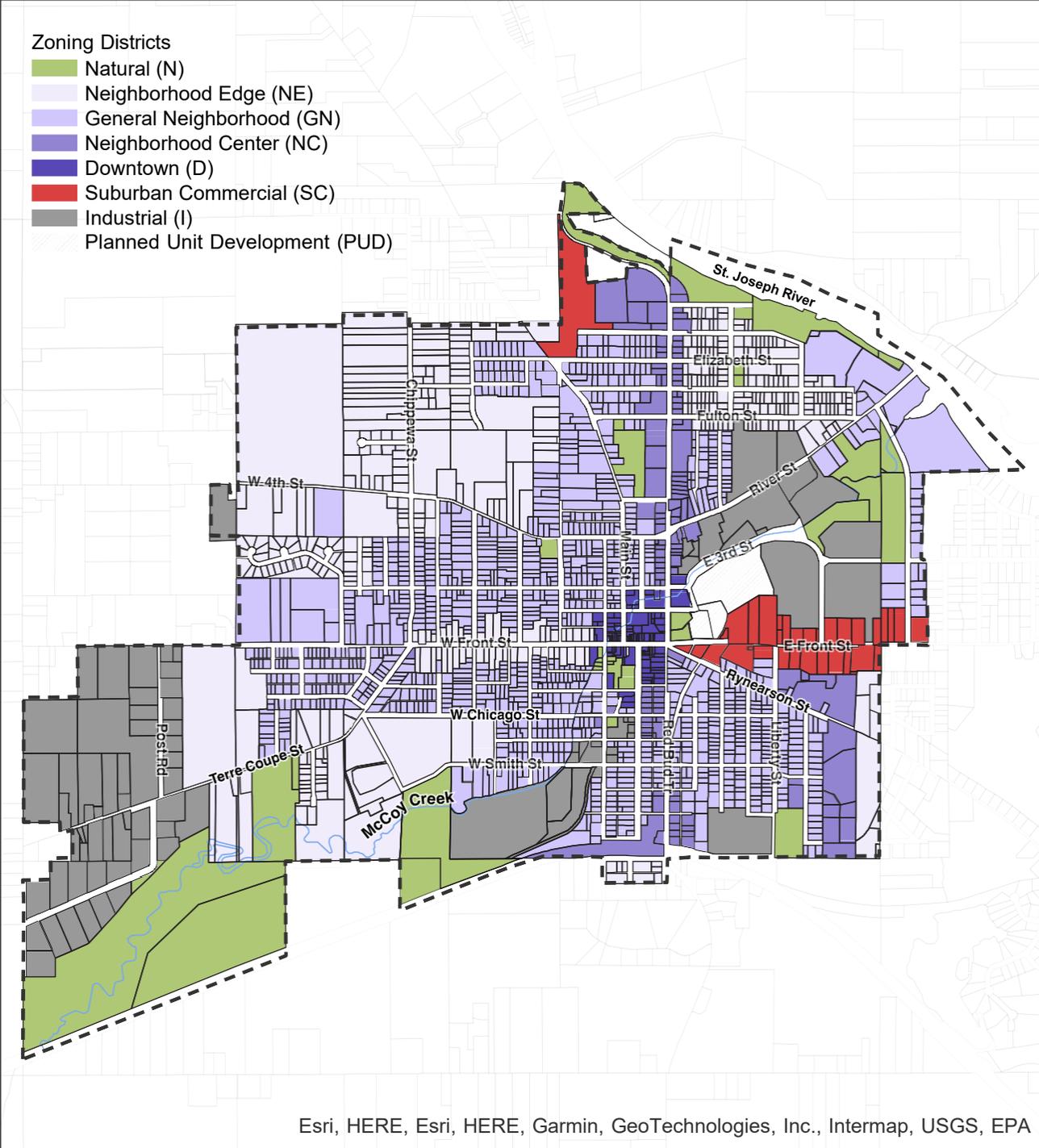


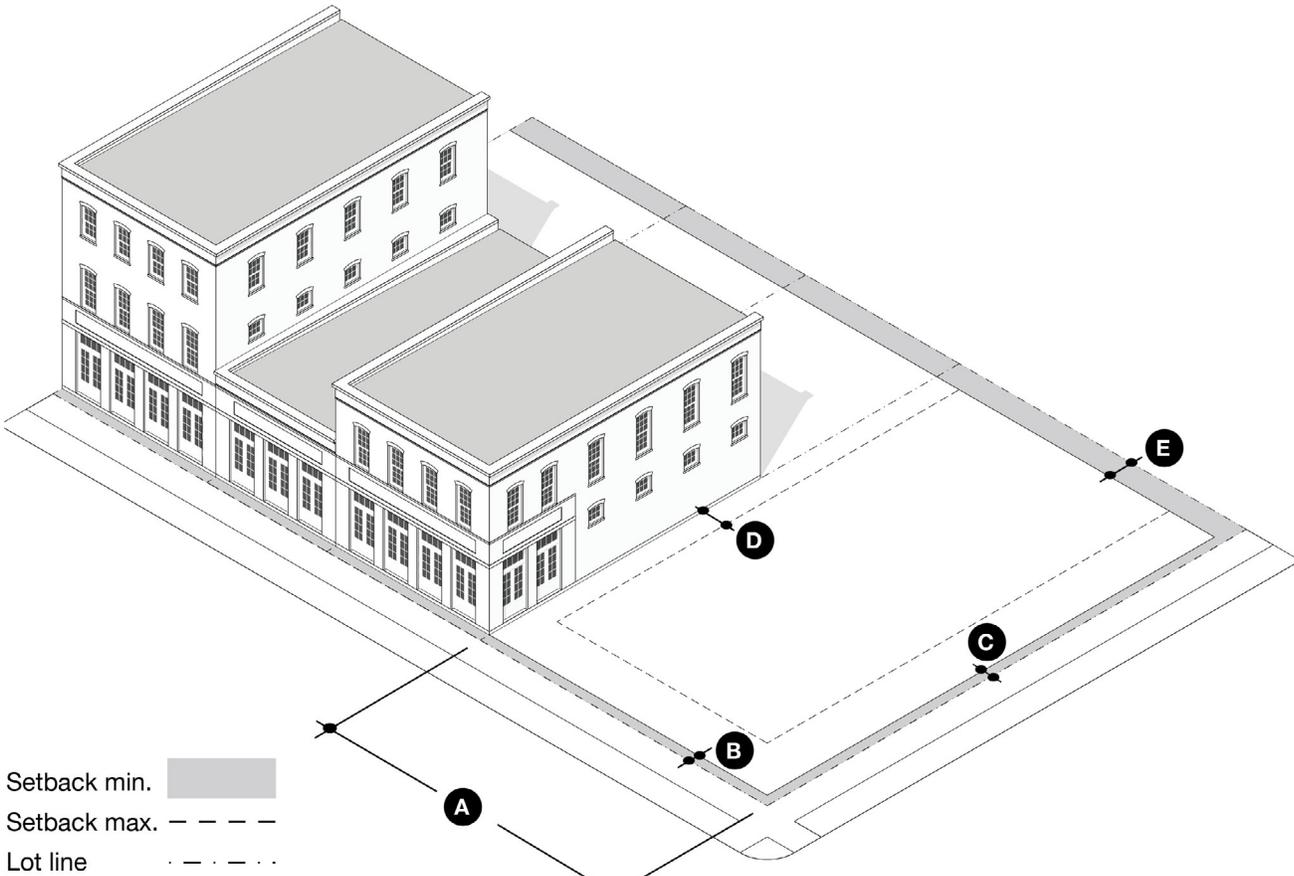
Figure 71-A Buchanan Zoning Map

Sec. 71-16 General requirements

The following requirements apply to all zoning districts and neighborhood plans.

- A. Buildings and Yards.
 - 1. Building placement. Structures must be set back from lot lines as specified in [Table 71-C through Table 71-H](#).
 - 2. Elements that project from facades are permitted to encroach into setbacks as specified in [Sec. 71-17 F](#).
 - 3. Buildings and covered structures are limited in the total area they may occupy as a percentage of the net lot area as specified by lot coverage in [Table 71-C through Table 71-H](#).
 - 4. Outdoor dining on private property is permitted in all districts. See [Sec. 71-17](#) for use of public sidewalks.
- B. Building height.
 - 1. Building height is limited according to [Table 71-C through Table 71-H](#), measured as follows:
 - a. Building height is measured in stories above sidewalk grade adjacent to the principal building entrance;
 - b. Stories are measured from finished floor to finished ceiling;
 - c. Stories are limited to 14 feet high, except a first floor non-residential use may be a maximum of 20 feet high;
 - d. Stories exceeding 14 feet are counted as one story for every 14 feet;
 - e. Below ground stories do not count toward building height provided they do not extend more than 4 feet above sidewalk grade; and
 - f. Height limits do not apply to attics, masts, belfries, clock towers, chimney flues, water tanks, or elevator bulkheads.
 - 2. Height exception. Chimneys, cooling towers, communication towers, and other necessary structures in the industrial district (I) may exceed the height limitations if they are set back from the adjacent lot line the same distance as their height.
 - 3. Rooftops are habitable in all zones except Neighborhood Edge (NE).
- C. Facade requirements are established in [Sec. 71-17](#).
- D. Travel trailers. The occupancy of travel trailers may not exceed seven days as a temporary dwelling.
- E. Storage of recreational vehicles. Unoccupied recreational vehicles may be stored on a lot as long as it is stored in the area designated for parking according to [Table 71-C – Table 71-H](#).

TABLE 71-F DOWNTOWN (D) Standards



Lot Occupation		Accessory Structures	
A Lot Width	See Sec. 71-11 C	Front Setback	B + 20 ft. min.
Lot Coverage	Not applicable	F Sidestreet Setback	0 ft. min.
Buildings		G Side Setback	0 ft. min.
B Front Setback	0 ft. min., 12 ft. max. ²	H Rear Setback	6 ft. min.
C Sidestreet Setback	0 ft. min., 12 ft. max.	H Rear Alley Setback	15 ft. min. from centerline
D Side Setback	0 ft. min.	Height	2 stories max.
E Rear Setback	10 ft. min.	Parking, Loading and Storage	
E Rear Alley Setback	15 ft. min. from centerline	Front Setback	B + 20 ft. min.
Height	3 stories max.	Sidestreet Setback	6 ft. min.
Ground Floor Glazing	50% min. ³	Structure Height	n/a
Upper Floor Glazing	20% min.		
Entry Frequency	50 ft. min.		

1 Front Street, between S Red Bud Tr and S Oak St has a 0 ft. setback maximum. See [Sec. 71-17 D.](#) for additional glazing requirements

Sec. 71-17 Facade requirements

This section applies to the building facade and any attachments.

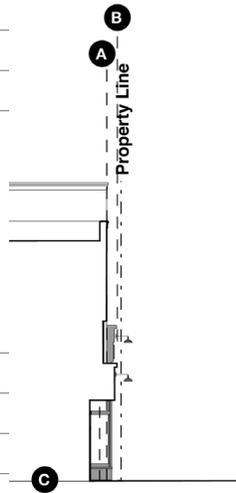
- A. Facade requirements regulate the following:
 1. Building facades nearest the front and side street lot lines; and
 2. Elements that project from the building facade into front and side street setbacks such as eaves, porches, stoops, awnings, canopies, and bay windows.
- B. A facade type according to [Table 71-I Facade Types](#) must be specified for each building facade facing a street as follows:
 1. Multiple facade types may be used sequentially along a facade; and
 2. A shopfront facade is required for all ground floor retail uses and all buildings in the following locations:
 - a. Front Street between Oak Street and Red Bud Trail,
 - b. Red Bud Trail N between Front Street and E 3rd Street,
 - c. Main Street south of East Dewey Street, and
 - d. Days Avenue north of Roe Street.
- C. Buildings located within 30 feet of streets and civic spaces must comply with the following:
 1. Building entries must be provided from streets and civic spaces at the minimum frequency specified in [Table 71-C through Table 71-H](#); and
 2. Buildings on corner lots are exempt from entry frequency requirements along the shorter facade if it is less than 75 feet in length.
- D. Facades must meet the minimum clear glass requirements of [Table 71-C through Table 71-H](#) and as follows:
 1. Glass percentage is calculated individually for each facade and is measured between two and ten feet in height above grade along the length of the facade;
 2. The entire frame and structure of doors, windows, and storefront systems are considered glass for this calculation;
 3. Shopfronts must have a minimum of 60% clear glass;
 4. Secondary frontage glazing minimum is 50% of the requirements of [Table 71-C through Table 71-H](#); and
 5. Tinted, mirrored and reflective glass, and glass covered by screening sheets, white, or UV protection film are prohibited.
- E. Blank walls visible from the public sidewalk must not exceed 50 linear feet. Walls along interior side lot lines with a zero setback are exempt from this requirement.

- F. Encroachments. Facade elements may encroach as follows:
1. Minor facade elements.
 - a. Eaves, cornices, window and door surrounds, and other facade elements may encroach into setbacks up to 2 feet beyond the structure they are attached to; and
 - b. Minor facade elements must not encroach into rights-of-way.
 2. Major facade elements.
 - a. Major facade elements may encroach according to facade type as specified in [Table 71-1 Facade Types](#); and
 - b. Major facade elements include bay windows, display windows, balconies, stoops, porches, awnings, and canopies.
 3. Ground floor retail uses may utilize the public sidewalk for seating, dining, displays of merchandise, and other business related activities provided a 5 foot clear pedestrian path is maintained.
 - a. Retail sales furnishings, such as a-frame signs and sales racks must be stored inside between 12 AM and 6 AM.
 - b. A right-of-way use permit is required for public sidewalk use.
- G. All outdoor electrical, plumbing, and mechanical equipment must be located behind the front facade or concealed from street view with a screen or wall. These facilities may not encroach into any setback.
- H. Drive-through facilities and lanes must be located behind the building relative to sidewalks.
- I. Awning facades must meet the following requirements:
1. If transom windows exist, awnings must be installed between the transom and the shopfront;
 2. Awnings must be fabric;
 3. Awnings may be movable;
 4. Awnings must extend a minimum of six feet from the building facade;
 5. Awnings must be set back from the curb a minimum of two feet;
 6. A minimum of eight foot clearance must be maintained above the sidewalk; and
 7. Awnings must span the shopfront area up to 80% of its width without gaps, except between tenants.

Table 71-I Façade Types

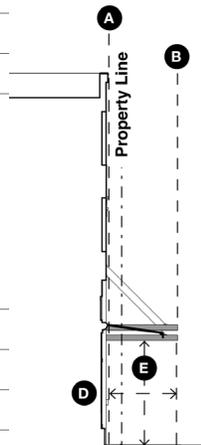
Shopfront

Zones	NC, D, SC, I
Combinations	Awning or canopy
A Max. Setback	By district
B Encroachment	Seating by permit; bay and display windows to lot line; awning and canopy by element
C Entry Condition	At grade entry
D Horizontal Clear.	N/A
E Vertical Clear.	N/A
Special Conditions	Band, window, or blade sign required



Awning or Canopy

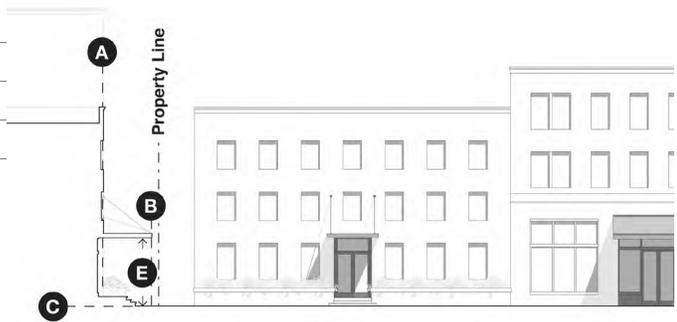
Zones	GN, NC, D, SC, I
Combinations	Shopfront
A Max. Setback	N/A
B Encroachment	Awning or canopy to within 2 ft. of curb
C Entry Condition	N/A
D Horizontal Clear.	6 ft. min.
E Vertical Clear.	8 ft. min.



Special Conditions Awning must be fabric and exclude side panels.

Common Entry

Zones	NC, D, SC, I
Combinations	Awning or canopy
A Max. Setback	By district
B	Bay windows or raised planter to lot line; awning by element
C Entry Condition	At grade entry
D Horizontal Clear.	N/A



Special Conditions	Planters must contain
---------------------------	-----------------------

Sec. 71-33 Review and decision making bodies.

- A. City Commission. – language removed.
- B. Planning Commission. The Planning Commission establishment, organization, powers and duties are enumerated in Chapter 70 of the City of Buchanan Code of Ordinances.
- C. Community Development Director/Zoning Administrator. Language removed
- D. Zoning Board of Appeals. – language rem
 - 1. Powers and duties. The Zoning Board of Appeals has the following powers and duties under this chapter:
 - a. Variances. To review, hear, consider and approve, approve with conditions or disapprove variances.
 - b. Appeals of administrative decisions. To hear, review, consider, and affirm, modify or reverse any decision or interpretation of the zoning administrator.
 - 2. Appeals. An appeal of a decision by the Zoning Board of Appeals must be filed with the Circuit Court within 30 days after the decision in writing, or within 21 days after the board approves the minutes of the meeting.

E. Design Review Committee.

- 1. Powers and duties. The design review Committee is the decision-making body for applications subject to downtown design standards unless the proposed work qualifies for administrative approval under Sec. 71-36 H. Downtown applications.
- 2. The Design Review Committee meets on an as-needed basis when discretionary review is required.

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		

Sec. 71-36 Specific standards for development approval.

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

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

TABLE 71-V DEVELOPMENT REVIEW PROCEDURES

Procedure	Authority					Notices
	Staff	PC	ZBA	CC	DRC	
<i>Key</i>						
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	

- C. Special use permit. – **LANGUAGE TO BE USED AS EXAMPLE FOR FORMAT**
1. Purpose. Special uses are uses that may have a greater propensity to adversely affect surrounding uses and require special review of their location, design, configuration, and intensity to ensure compatibility, public facility adequacy, natural resource protection, and the public health, safety and welfare of the residents of the city.
 2. Authorization.
 - a. General. The planning commission will review, consider and approve, approve with conditions or disapprove special use permits.
 - b. Uses authorized. Only those uses authorized as special uses in [Table 71-J](#), may be approved as special uses. The designation of a special use in [Table 71-J](#), does not constitute an authorization that the use will be approved.
 3. Standards. The planning commission will approve a special use permit if it finds all of the following are met:
 - a. Compatibility. The proposed special use is appropriate for its proposed location and compatible with the surrounding land uses.
 - b. Location and design. The location and design of the proposed special use minimizes adverse effects, including visual impact of the proposed use on adjacent lands by:
 - i. Avoiding significant adverse impact on surrounding lands regarding service delivery, parking and loading, odors, noise, glare, and vibration, and does not create a nuisance;
 - ii. Retaining, to the greatest extent possible, the natural features of the landscape where they provide a barrier or buffer between the proposed special use and adjoining lands;
 - iii. Locating buildings, structures, and entry ways to minimize impact; and

- iv. Providing appropriate screening, fencing, landscaping, and setbacks.
 - c. Minimizes environmental impact. The proposed special use minimizes environmental impacts, and conforms to all relevant environmental protection standards of this chapter, or any other state or federal laws.
 - d. Road ingress and egress. The proposed special use is designed to ensure safe ingress and egress onto the site and safe road conditions around the site.
 - e. Impact on other public facilities. There are adequate potable water, wastewater, solid waste, park, police, and fire/EMS facilities to serve the proposed special use.
 - f. Other standards of this chapter. The proposed special use complies with all applicable provisions of this chapter.
4. Conditions of approval. The planning commission may impose conditions on approval of the proposed use as it determines are required to prevent or minimize adverse effects from the proposed use and development on surrounding lands.
 5. Recording. The planning commission may require the applicant to record the special use permit with the County Register of Deeds. The special use permit is binding upon the landowners, their successors and assigns.
 6. Expiration. Unless otherwise specified in the special use permit, an application for a construction permit must be applied for and approved within two years of the date of the approval of the special use permit or the special use permit is invalid. Permitted time frames do not change with successive owners.
 7. Extension. Upon written request, one extension of one year may be granted by the planning commission for good cause.

H. Downtown applications. **EXISTING LANGUAGE**

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 interpretation
- 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.