

**CITY OF BUCHANAN PLANNING COMMISSION**  
**TUESDAY, AUGUST 15, 2023 – 7:00 PM**  
**CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL**

**MINUTES**

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

\* Comments may also be submitted in writing at least 4 hours in advance to the Community Development Director Richard Murphy at [rmurphy@cityofbuchanan.com](mailto:rmurphy@cityofbuchanan.com)

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

**III. Regular Meeting - Call to Order**

The meeting was called to order at 7:04pm by Vice-Chair Barker.

**IV. Pledge of Allegiance**

Barker led in the pledge of allegiance.

**V. Roll Call**

Present: Kevin Barker, Richard Martin, Sean Denison, Tony Houser

Absent: Ralph McDonald, Jason Lietz

City Staff: Director of Community Development & Zoning Administrator, Rich Murphy; City Clerk, Kalla Langston

**VI. Approve Agenda**

Motion made by Denison to amend the agenda suggesting that new business be switched with old business, supported by Martin. Voice vote carries unanimously.

**VII. Public Comments - Agenda Items**

None.

**VIII. Approve Minutes**

**A. Minutes**

1) Consider approving the Special Meeting Minutes from June 29, 2023.

Motion made by Denison, supported by Houser to adopt minutes as presented. Voice vote carries unanimously.

2) Consider approving the Regular Meeting Minutes from July 11, 2023.

Motion made by Houser, supported by Martin to adopt minutes as presented. Motion made by Barker to amend the minutes and add “at the property line” to clarify the language. Voice vote to approve these amended minutes was carried unanimously.

**IX. New Business**

**A. Preliminary Site Plan Review for 411 N. Redbud Trail- Biggby Renovations.**

Jim Furkis architect for the Bigby Project provides a large site plan. Updates from the last plan sent to Richard include additional landscaping, clarification on existing trees, and still working on the drainage aspect. Discussion points;

1. **Building Renovations:** The current plan is to renovate the existing building and hose off the drive on E 5<sup>th</sup> Street and have a two-way drive off Redbud Trail. There will be a pedestrian walk-up window in addition to the drive-through but with no indoor seating. There will be picnic tables outside.
2. **Parking Lot and Traffic Signals:** Maintain footprint of existing asphalt and restripe for parking. Most of the car parks will be for employees. Traffic directionals will be signaled on the asphalt.
3. **Drainage:** Drainage plan was to use the existing but there are issues. The drain was connected to the storm sewer at one point, but when a gas main was put in the city blocked it off with concrete. Mike Baker says it can't be unblocked if the line is still there, plan is to continue contacting Sunoco for clarification. Potential solution mentioned by Rich Murphy to be considered – we have a Technical Assistance Grant to supplement the developer's costs which covers 60% of their investment up to \$10,000. The Drainage Commission recommended moving drain to the grass or using rain guards. Jim will look at the elevation to see if it can be moved but slopes don't agree with grass placement, and we may not have space for rain guards with the traffic loop. If we must replace the drain up to the road, moving to a better location would be ideal, which the grant could help with. The city has the money set aside for the grant, but the case needs to be brought to the commission with cost information to obtain it.
4. **Landscaping and Zoning:** Two trees on the site. The site is a corner lot with two front yards, note the zoning requirements for green space.
5. **Illumination Plan:** Need to work on lighting plan and determine how many lumens, temperature of the bulbs being used, etc.
6. **Branding and Façade:** Typical orange color, reuse retro diamond signage to put Bigby on.

Construction mentioned wanting to work on the building in the meantime, they don't plan on changing the footprint more than 15% but will come to City Hall to discuss with Guy Lewis.

Next Steps: After sufficient discussion a motion to move forward with planning process and discuss final site plan at the next meeting on September 12<sup>th</sup>. A drainage solution, lighting plan, dumpster enclosure, and any other contingencies should be presented. Once we have an answer about the gas line connect with Jim.

## X. Old Business

### A. Discussion on the Zoning Update Project

Re-Development Ready Certification provides \$10,000/yr in Technical Assistance and \$30,000/yr in pre-development activities.

The goal is to move forward with the certification but if we must meet the grant requirements while Buchanan is becoming more popular, there may not be enough resources to touch every neighborhood.

Murphy suggests that Buchanan zoning/naming be kept as is except for downtown (C3), we add an addendum which achieves the requirements of the NEDC, and then fix the zoning map.

Next Steps: Get the proposal through the planning and city commissions with a plan and timeline devised by Murphy.

**XI. Public Comment - Non-Agenda Items Only**

None.

**XII. Community Development Director Comments**

None.

**XIII. Commissioner Comments**

Martin submitted his resignation from the Buchanan Planning Commission immediately, to be confirmed at the next meeting.

**XIV. Adjournment**

Motion made by Denison, supported by Martin to adjourn the meeting at 8:02pm. Voice vote carries unanimously.

Pending Approval