

Memorandum



Date: September 25, 2026

To: Downtown Design Review Committee

From: Kristen Gundersen, Planning and Community Development Director

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

Background

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

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

Action

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

Attachments

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

Location Map - 206 N Main Street



Zoning Map – 206 N Main Street



Zoning Districts

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

Photographs – 206 N Main Street



View looking northeast from N.
Main Street



View looking east from N. Main
Street



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



View looking south
From E Third Street



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



View looking
northwest from
Short Street.



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

Downtown Design Review Application

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

Property Information

Property Address: 206 Main Street

Tenant Name: Frame Products Inc

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

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

Applicant Information

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

Applicant: Jeremy Frame

Contact Person: _____

Mailing Address: 206 Main Street Ste #2

City: Buchanan State: MI Zip Code: 49107

Telephone Number: [REDACTED] Emergency Number: _____

E-mail Address: [REDACTED]

Tenant Name: Frame Products Inc

Contact Person: Jeremy Frame

Mailing Address: 206 Main Street Ste 2

City: Buchanan State: MI Zip Code: 49107

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

Name of Property Owner/Management Company: Jeremy Frame

Contact Person: Jeremy Frame

Mailing Address: 206 Main street Ste2

City: Buchanan State: MI Zip Code: 49107

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

Architect or Design Professional: N/A

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail Address: _____

Site Information

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

Current use of property (office, retail): Manufacturing

What are the dimensions of the property? 50x60

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

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

What is the height of the building? 14 ft

Building Design Standards – Downtown Design Standards 2007

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

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

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

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

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

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

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

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

Facade will match the rest of the building.

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

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

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

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

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

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

c. The work is located on a non-primary façade or is minimally visible from the public right-of-way, unless the proposed materials and design match the existing conditions.

d. The work is limited to repainting, signage, awning replacement, lighting, window or door replacement of the same size and material, or similar minor treatments.

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

Supplemental Information

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

- 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:

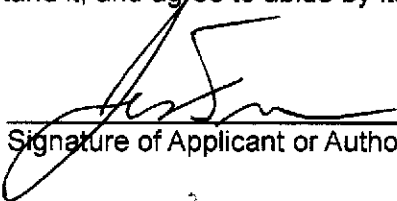
- a. Show the dimensions of the width and height of the building on facades visible.
- b. Show existing and proposed improvements to visible facades.
- c. Show the dimensions of existing and proposed windows and doors.
- d. Show the dimensions from grade to the top of all signs.
- e. Show placement of 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 3rd day of september, 2026, I/We have read the above certification, understand it, and agree to abide by its conditions.


Signature of Applicant or Authorized Agent

Jeremy Frame

Name of Applicant or Authorized Agent

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

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

FRAME PRODUCTS / Jeremy FRAME

(Company name and contact person) to seek _____

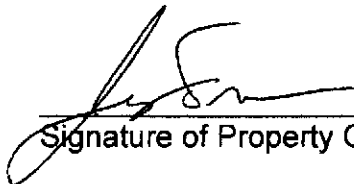
(state request that can be made) as required by the City of Buchanan, Michigan for the

property commonly known as 206 MAIN ST

(street address) and having the Property Code Number (Tax Number) of 11-58-

0340-0014-020

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



Signature of Property Owner

Jeremy FRAME

Name of Property Owner

Signature of Property Owner

Name of Property Owner

206 N Main Street



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



Exterior walls



Sheeting to match existing materials on the building

