

Memorandum



Date: September 25, 2026

To: Downtown Design Review Committee

From: Kristen Gundersen, Planning and Community Development Director

Subject: **302 N Redbud Trail – City of Buchanan - Proposed new signage**

Background

The one-story brick office building located at 302 N Redbud Trail is located in the Downtown District. The building is owned by the city of Buchanan and is now city hall. It was previously used for administration tasks for Clark Equipment.

The applicant is proposing to replace the existing non-illuminated metal wall signs on the south end of the building facing East Third Street and install new signage facing N Redbud Trail.

East Third Street.

The existing wall sign is approximately 96" x 54" or 36 square feet in size. The sign is peeling and cracking and needs to be replaced. Rather than replace the sign with a new 36 square foot sign two smaller signs are proposed, the city logo is a 4' x 4' circle for 16 square feet and the smaller "city hall" sign is approximately 8 square feet with dimensions of 75" x 15". Drawing on box around the two signs the overall size would be approximately 75" x 78" or approximately 41 square feet.

The second sign provides information to where on-site parking is located. No changes are proposed to the overall size of 3' x 3' or 9 square feet. This sign will be in the same position just updated with the current city logo.

North Redbud Trail.

There is currently no signage on the building facing North Redbud Trail. Two options are proposed as there is some concern if the construction material used for the fascia can support the proposed signs.

Signage proposed for the fascia is 75" x 15" or approximately 8 square feet and 22" x 22" or approximately 3.5 square feet. The overall dimensions of the two signs increase to 105" x 22" or approximately 16 square feet.

If the fascia cannot support the proposed signs, there are five recessed areas facing North Redbud and either of the two southern areas would be sufficient. The center area has a flagpole and the two northerly areas have a tree that could block the view. Signage in this area would be the same dimensions as the two signs facing E. Third Street. The overall size of the sign would be 118" x 36" or 29.5 square feet.

In all cases the square footage of the signage is well below the maximum allowed under the current regulations found in Section 71-30 Sign standards and the proposed changes the Planning

Commission recommended approval of and the City Commission are scheduled to act on during meetings in October and November.

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 which were adopted by the City Commission in December 2007. While preparing the application, staff incorporated the seven points associated with building design in addition to the five criteria that staff can review for administrative approval. The Secretary of the Interior's Standards for Rehabilitation ten points were not incorporated into the application.

For further clarification please review the 2007 Design Review Standards document along with Section 71-36.H of the Unified Development Code.

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 the boundaries expanded in area to include two properties located on the east side of N. Redbud Trail. 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 refer to an appeal process.

Action

Allow the applicant time to present the application, ask questions and deliberate the request while reviewing the 2007 Design Review Standard before making a motion and voting on the request. A motion for approval could include "move to approve the request for new signage on the south and west sides of city hall as depicted for location, size and color in the application packet found in the October 7, 2026 Downtown Design Review Committee agenda packet as prepared by the applicant for the property located at 302 N Redbud Trail as the request meets the standards found in the 2007 Downtown Design Review Standards as discussed."

Attachments

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

Location Map - 302 N Redbud Trail



Zoning Map – 302 N Redbud Trail



SITE

Zoning Districts

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

Photographs – 302 N Redbud Trail



View looking
southeast from
Redbud Trail



View looking
east from Redbud
Trail



View looking
northeast from
East Third Street



302 Redbud Trail North
Bucchanan, 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: 302 N Redbud Trail

Tenant Name: City of Bucchanan - city hall

Property Code Number(s) (Tax Number): 11-58-0700-0010-00-1

Description of proposed work: proposed new signage on west side of building facing Redbud Trail and replacing signage on south side of building facing E Third Street

Applicant Information

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

Applicant: City of Bucchanan

Contact Person: Kristen Gundersen, Planning and Community Development Director

Mailing Address: 302 N Redbud Trail

City: Bucchanan State: MI Zip Code: 49107

Telephone Number: 269.695.3844 Emergency Number: _____

E-mail Address: kgundersen@cityofbucchanan.com

Tenant Name: N/A

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail Address: _____

Name of Property Owner/Management Company: N/A

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail Address: _____

Architect or Design Professional: N/A

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail Address: _____

Site Information

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

Current use of property (office, retail): office

What are the dimensions of the property? irregular 123 x 186

What is the overall length of the building facing the street? 112 - Redbud and 60 - E Third

What is the width of the tenant space facing the street? 112 and 60

What is the height of the building? one story existing

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.

No change to existing exterior of building.

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

No change.

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

No change.

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

Proposed new signs will be constructed of metal similar to existing signage on 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.

No change.

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.

Section 71-30 Sign standards regulates signage and square footage complies.

The proposed signage also complies with the draft amendment to Section 71-30 that will likely be in effect when the signage is installed.

7. Demolition. Explain why the building or a portion of the building needs to be demolished.
Not applicable.

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.

No architectural features will be covered. Signage will be attached to exterior brick wall or fascia.

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

Yes.

- 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.

Signage faces the adjacent streets and is similar to existing signage on the building that will be replaced.

- 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.

New and replacement signage is proposed on the building. Replacement signage is changing in shape but will be located in the same area on the south side of the building.

New signage is proposed facing Redbud and will be located on the fascia or brick wall.

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

No interpretation necessary.

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 17th, day of September, 2026, I/We have read the above certification, understand it, and agree to abide by its conditions.

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

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

Proposed Signage – 302 N Redbud Trail



View looking north from E Third Street – building width facing street – 60'





Option 1 - View looking southeast from N Redbud Trail – building with facing street 112'





Option 2 - View looking southeast from N Redbud Trail – building with facing street 112'. Sign dimensions are the same as Option 1 and may be located in the recessed area to the left (north) for improved symmetry with the building.



GoogleStreetView April 2026. Flag pole is located in center recessed area.