

Memorandum



Date: September 25, 2026

To: Downtown Design Review Committee

From: Kristen Gundersen, Planning and Community Development Director

Subject: **107 W Front Street – Michigan Gateway Community Foundation building -
Proposed new front access door and surround**

Background

The partial two-story brick building located at 107 W Front Street is located in the D Downtown District. The Buchanan Preservation Society is acting as the applicant for the property owner Michigan Gateway Community Foundation which uses the building for office space.

The applicant is proposing to replace the existing front glass and metal door and surround that faces West Front Street to a more accurate door from when the building was constructed. The new door will be wood with a four-panel design and no glazing/glass and painted Sherwin Williams SW6188 Shade-Grown. The surround will consist of sidelight glazing/glass and transom window located above the door, this area will be painted white.

The applicant has included photographs of the building and how the front door has changed over time based on the use of the building. The intent is to provide a door and surround similar to the original building in the 1860's when J.D. Ross lived on the property.

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 This language is no longer valid.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 to replace the existing glass and metal front door and surround facing West Front Street with a wood door with paint color Sherwin Williams SW6188 Shade Grown and new surround with white paint as depicted 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 107 W Front Street 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 - 107 W Front Street



Zoning Map – 107 W Front Street



Zoning Districts

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

Photographs 107 W Front Street



View looking south from W Front Street.



View looking south from W Front Street of existing front door proposed to be replaced.



302 Redbud Trail North
Bucanan, 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: 107 West Front Street

Tenant Name: Michigan Gateway Community Foundation

Property Code Number(s) (Tax Number): 11-58- 1150-0013-03-0

Description of proposed work: _____

Replace existing modern aluminum front door, sidelights, and transom
with historically accurate wooden door, sidelights, transom, and
surround (frame).

Applicant Information

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

Applicant: Bucanan Preservation Society (BPS)

Contact Person: Peter Lysy

Mailing Address: [REDACTED]

City: Bucanan State: MI Zip Code: 49107

Telephone Number: [REDACTED] Emergency Number: [REDACTED]

E-mail Address: [REDACTED]

Tenant Name: Michigan Gateway Community Foundation (MGCF)

Contact Person: Michael Rowland

Mailing Address: 107 West Front Street

City: Bucanan State: MI Zip Code: 49107

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

Name of Property Owner/Management Company: Michigan Gateway Community Foundation

Contact Person: same as above

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail Address: _____

Architect or Design Professional: Buchanan Preservation Society (BPS)

Mailing Address: same as above

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): Office

What are the dimensions of the property? irregular, about 100' x 146.5' maximum dimensions

What is the overall length of the building facing the street? about 55'

What is the width of the tenant space facing the street? about 55'

What is the height of the building? about 30'

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 proposed door, sidelights, transom, and surround are facsimiles of the originals as shown in the 1860 engraving of the building.

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

not applicable.

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

not applicable.

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.

New door, sidelights, transom, and surround are all to be made of wood, as the originals were.

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.

Existing opening to be retained and proportions of the original door, sidelights, transom, and surround to be replicated.

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.

not applicable.

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.

- 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 15th, day of Sept, 2026, I/We have read the above certification, understand it, and agree to abide by its conditions.


Signature of Applicant or Authorized Agent

Peter J. Lysy (for BPS)

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,
Buchanan Preservation Society (contact person: Peter J. Lysy)

(Company name and contact person) to seek DDRC approval for a new door

(state request that can be made) as required by the City of Buchanan, Michigan for the
property commonly known as 107 West Front Street (Ross Sanders House)

(street address) and having the Property Code Number (Tax Number) of 11-58-
11-58-1150-0013-03-0

On the 15th, day of September, 20 26, I/We have read the above
certification, understand it, and agree to abide by its conditions.



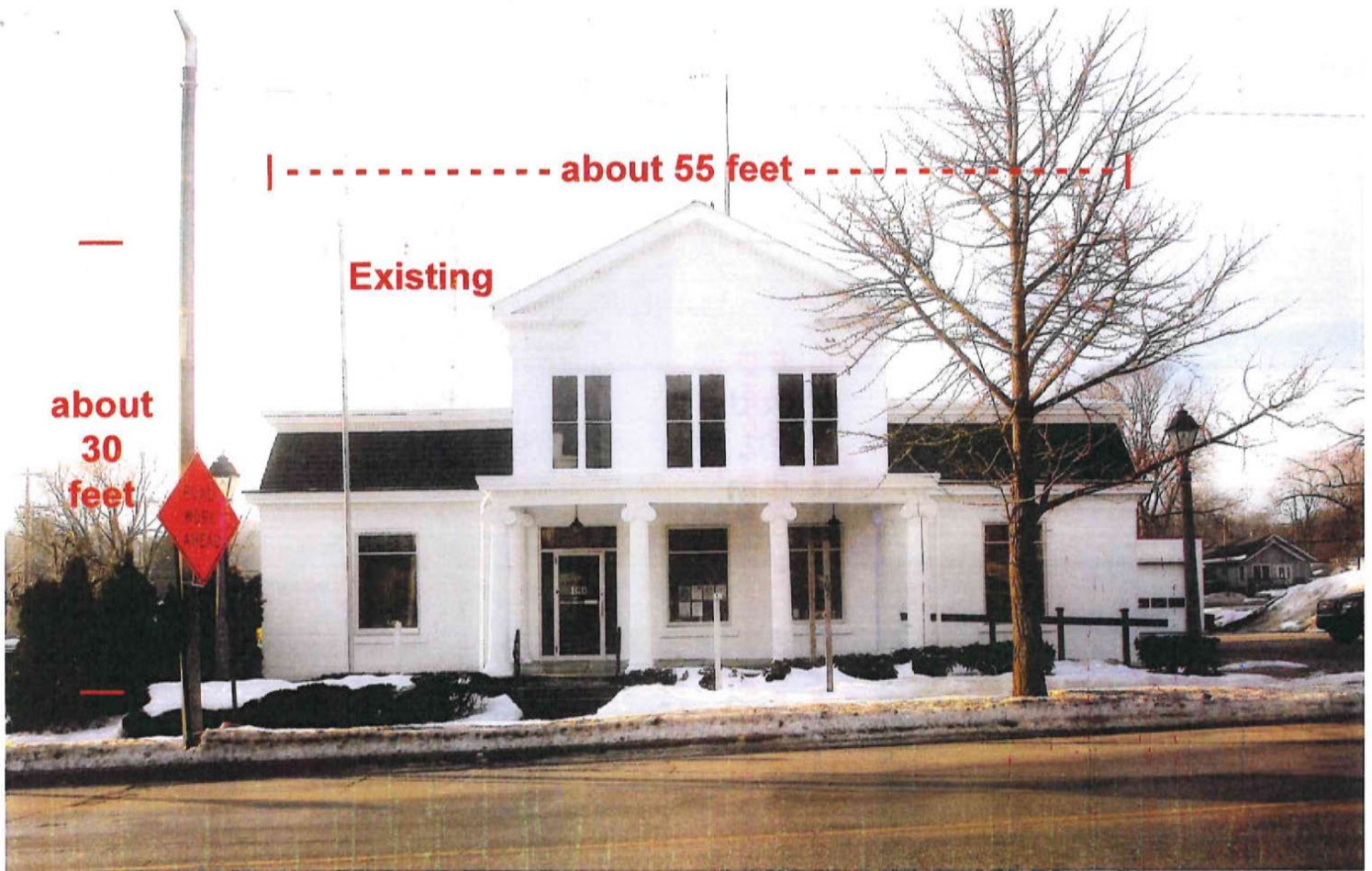
Signature of Property Owner

Michael P. Rowland (for MGCF)

Name of Property Owner

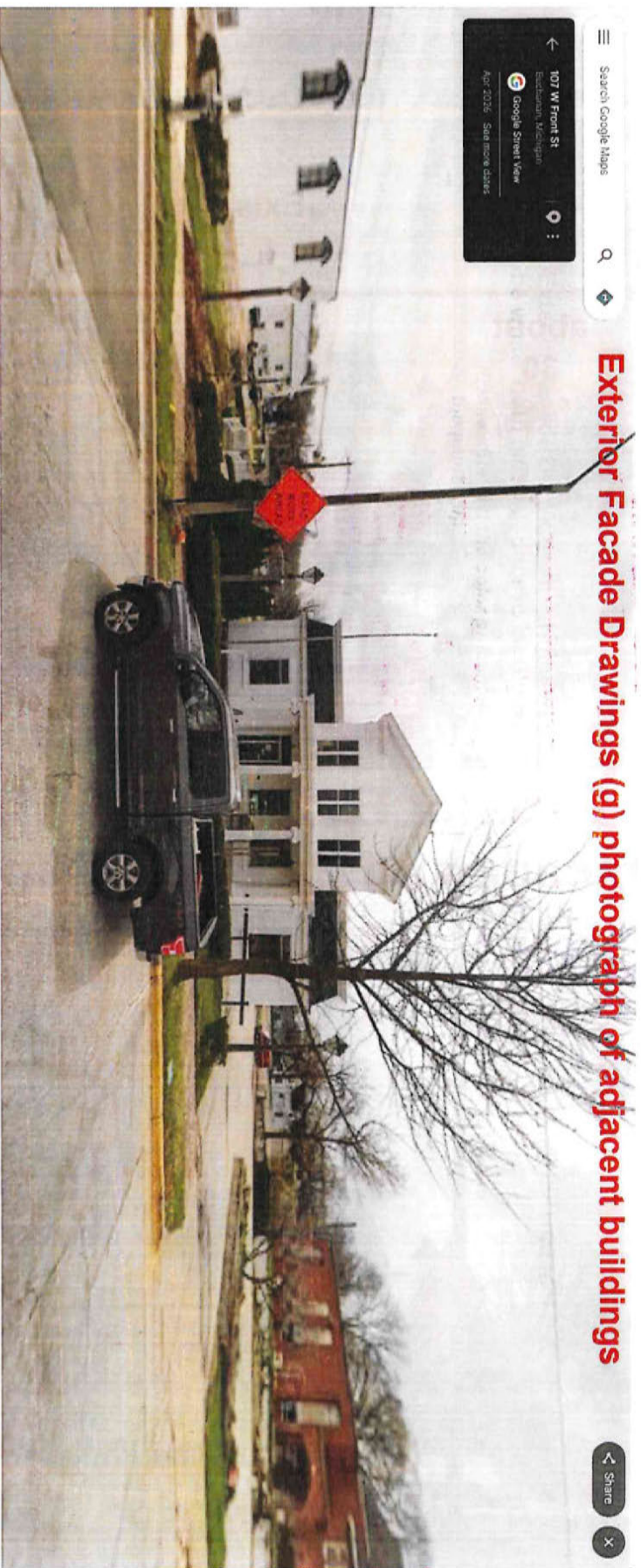
Signature of Property Owner

Name of Property Owner



Exterior Facade Drawings (a) height and width of facade and (b) existing and proposed improvements





Exterior Facade Drawings (g) photograph of adjacent buildings

Exterior Facade Drawings (h) proposed colors: Door surround, sidelights, and transom to be white, both sides of door to be Sherwin Williams SW6188 "Shade-Grown".

Please note that the color presented below is just an approximation of the actual color on the paint chip.



SW 6188
Shade-Grown 215-C7

Light reflective value: 8 (dark)
Valor de reflectancia de luz: 8 (oscuro)

Complementary colors
Colores complementarios
SW 6182 Ethereal White 258-C5
SW 7541 Grecian Ivory 247-C1
SW 9128 Green Onyx 213-C4

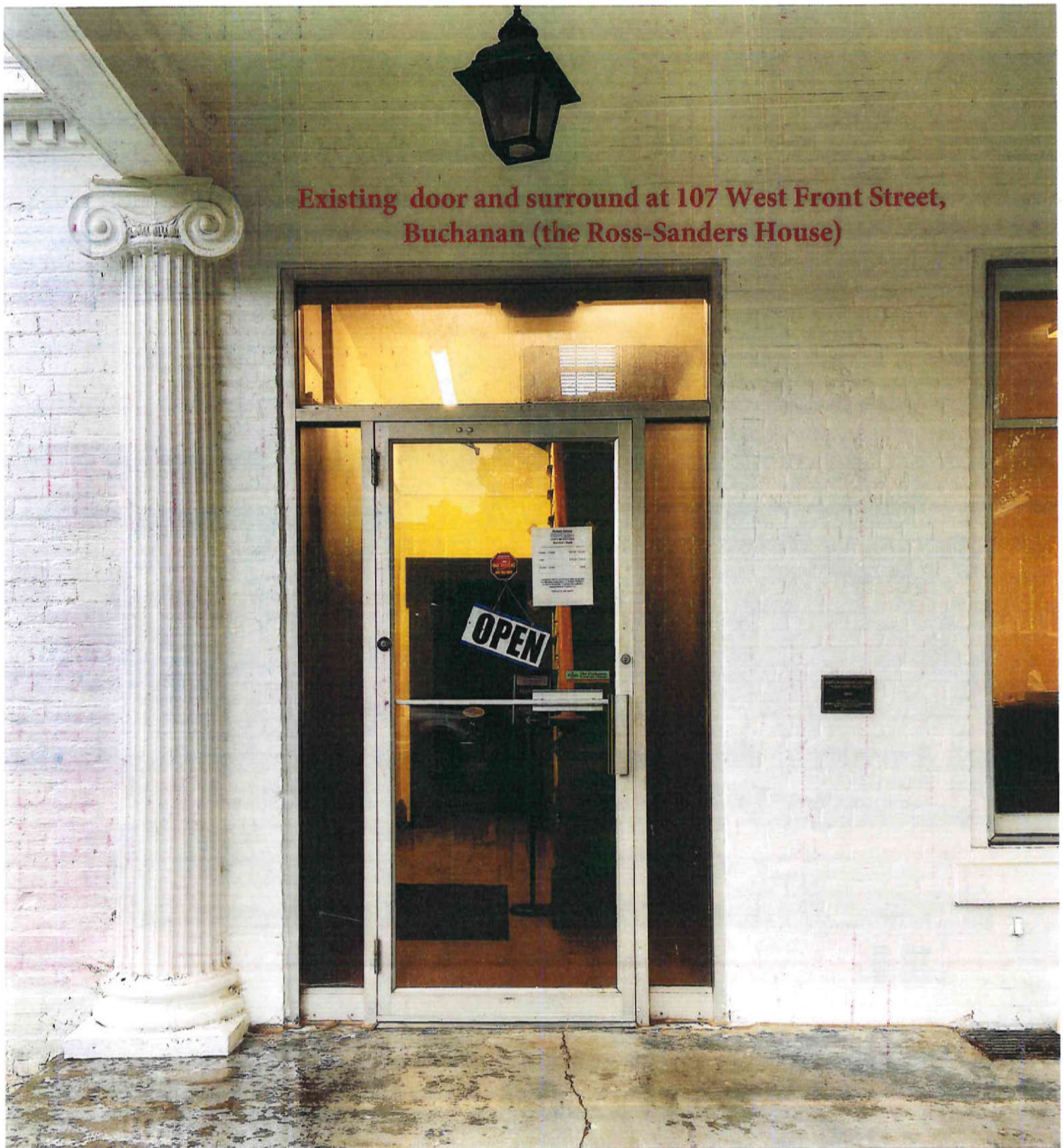


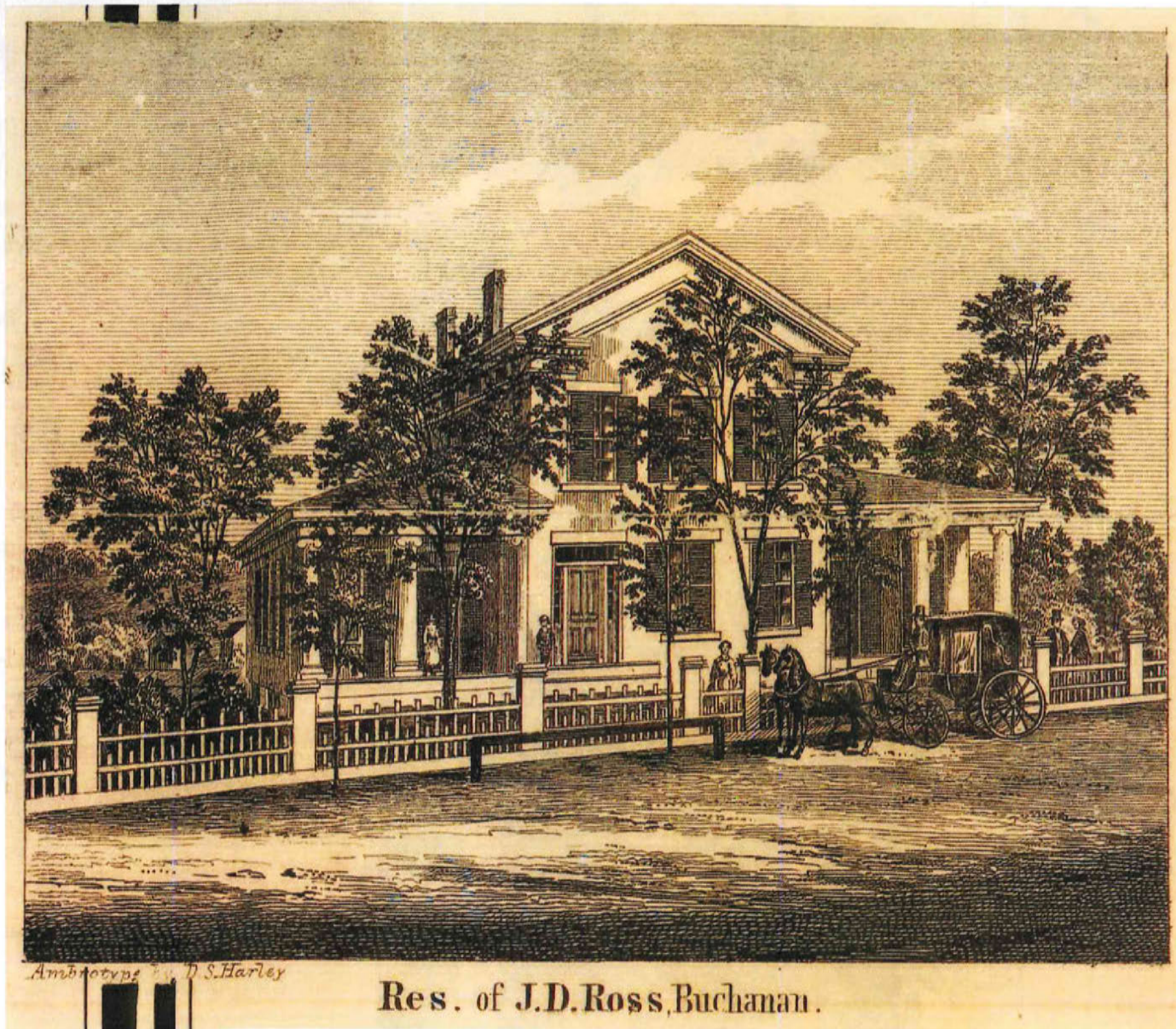
Sherwin-Williams
©2015 The Sherwin-Williams Company
Samples approximate the actual paint color.
Las muestras se aproximan al color real de la pintura.
6505-10670



CS 1/25

**Existing door and surround at 107 West Front Street,
Buchanan (the Ross-Sanders House)**



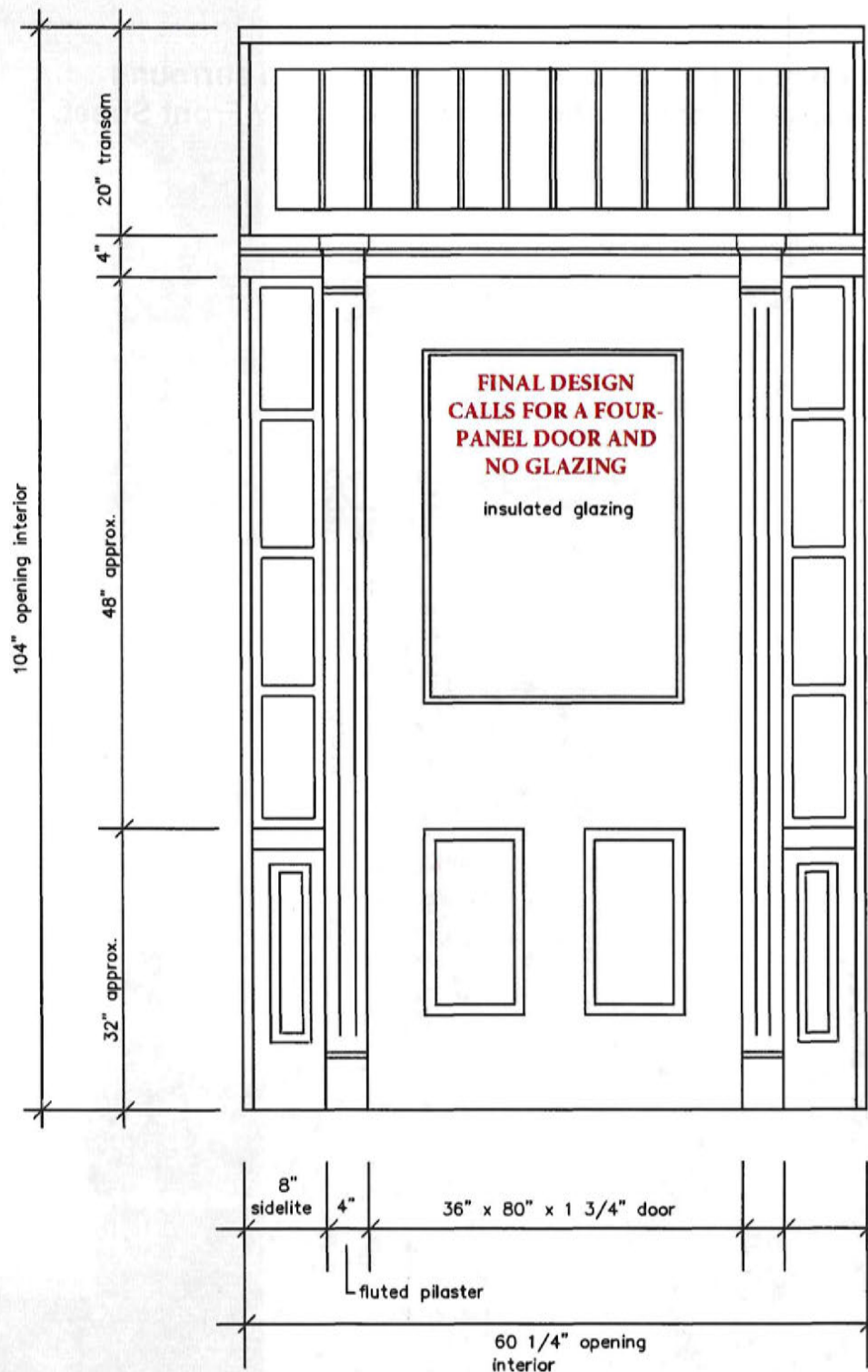


Ross-Sanders House as it appeared in 1860
(from the Geil, Harley & Siverd Map of Cass, Van Buren, and Berrien Counties, 1860)

**Photoshopped image of a similar door and surround
superimposed in the existing opening at 107 W Front Street.**



Proposed new door and surround



ROSS-SANDERS HOUSE DOOR - SCALE: 3/4" = 1'-0"

Not shown are the wood panels (about 14" wide) which frame the opening in the brick wall.

Typical panel molding



Door surround, sidelights, and transom to be painted white. Both sides of door to be painted Sherwin Williams SW6188 "Shade-Grown".

Please note that the color presented below is just an approximation of the actual color on the paint chip.

SW 6188
Shade-Grown

215-C7

SW 6188
Shade-Grown

215-C7

Light reflective value: 8 (dark)
Valor de reflectancia de luz: 8 (oscuro)

Complementary colors

Colores complementarios

SW 6182 Ethereal White 258-C5

SW 7541 Grecian Ivory 247-C1

SW 9128 Green Onyx 213-C4



SHERWIN-WILLIAMS.

sherwin-williams.com 1-800-4SHERWIN

©2015 The Sherwin-Williams Company

Samples approximate the actual paint color.
Las muestras se aproximan al color real de la pintura.

6505-10670

CS 1/25



The following four photographs show the door and surround as it appeared in the 1950s-1960s, after the muntins had been removed from the glass and the upper two solid panels removed from the door.







Note panels on sides and top of door frame:

