

Memorandum



Date: June 23, 2026

To: Downtown Design Review Committee

From: Kristen Gundersen, Planning and Community Development Director

Subject: **107 W Front Street – Proposed changes – Repaint exterior of building and install shutters over windows on east side of building**

Background

The one-story brick fire station building located at 107 W Front Street is located on two separate parcels and in two separate zoning districts. The easterly portion of the building is located in the D Downtown District and has the lower roof line. The west side of the building is located in the General Neighborhood District. The property is owned by the City of Buchanan and improved with the city's fire station.

The partial cinder block building has white paint on the front and sides of the building. Red painted trim is found around the entrances and windows along with along the top of the building. The Fire Department would like to paint the building a brown/grey color while maintaining the red trim. The paint card provided references color 409F – Grey Shadow Ombre Grise from the Color Journeys collection of Valspar. The building has been painted white since at least September 2007.

In addition, there are five windows on the east side of the building that are not operational and appear to be boarded up from the inside of the building with the southern window having a shutter cover. The applicant would like to cover all windows with a similar shutter cover. Based on funding available, this portion of the proposed improvements may not take place when the building is painted.

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 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 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 This language is no longer valid.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

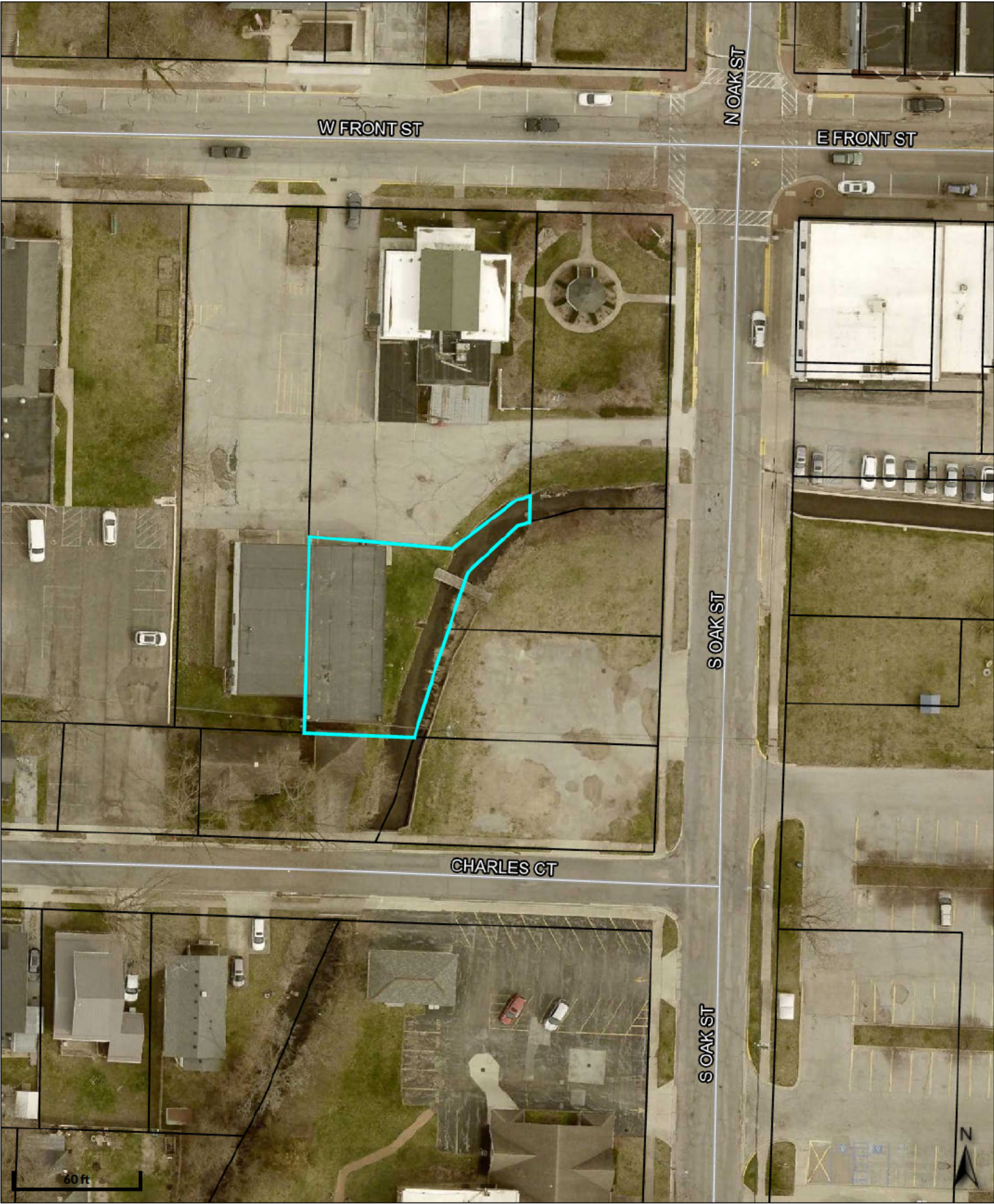
Allow the applicant time to present the application, ask questions and deliberate the request while reviewing the 2007 Design Review Standard before making a motion and voting on the request. If necessary, each individual request can be voted on separately.

A motion for approval could include “move to approve the request to repaint the main portion of the building using Grey Shadow 409F or similar and painting trim and roof borders red and the installation of shutter coverings painted red on the east side of the building all as depicted in the application packet found in the July 1, 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



Photographs – 107 W Front Street



View looking south from W Front Street.



View looking southwest from parking lot



View looking west from partially improved public parking lot



Viewing east from private parking lot



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 W Front Street

Tenant Name: City of Buchanan Fire Department

Property Code Number(s) (Tax Number): 11-58- 1150-0013-02-0

Description of proposed work: Repainting of exterior of partial cinder block building from white with red trim to gray with red trim. Place shutter covers on the windows located on the east side of building that are not operational and boarded from inside.

The building is located on two parcels, the easterly portion of the building with the lower roof line is located in the D Downtown District.

Applicant Information

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

Applicant: City of Buchanan Fire Department

Contact Person: Joe Scanlon, Captain, Buchanan City Fire Department

Mailing Address: 302 N Redbud Tr

City: Buchanan State: MI Zip Code: 49107

Telephone Number: _____ Emergency Number: _____

E-mail Address: _____

Tenant Name: City of Buchanan Fire Department

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail Address: _____

Name of Property Owner/Management Company: City of Buchanan

Contact Person: Tony McGhee, City Manager

Mailing Address: 302 N Redbud Tr

City: Buchanan State: MI Zip Code: 49107

Telephone: [REDACTED] 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): fire station

What are the dimensions of the property? irregularly shaped - apx. 0.43-acre

What is the overall length of the building facing the street? 76' in both districts

What is the width of the tenant space facing the street? overall 67' with 36' in D District

What is the height of the building? existing 1 story

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 building was constructed in different years using cinder block.

Proposing to repaint the building from white with red trim to gray with red trim.

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

Proposing repainting exterior of building to a shade of gray. No change to building massing proposed.

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

The building has a flat roof which is not visible from the street. No changes are proposed to the existing roof.

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.

There are no

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.

There are no changes to the existing openings in the building.

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.

There are no awnings on the building and no changes proposed to the signage at this time.

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

The building is not being 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.

The building and trim were previously painted and are need of new paint. At this time would like to change from white to gray on the walls to help decrease visible dirt on the building. The red trim would maintained. There are no architectural features on the building that add character.

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

The existing painted building will be repainted.

- 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.

The building faces W. Front Street and the east side of the building is visible from south Oak Street as there is an area for surface parking. The west side of the building is visible from the membership organization parking lot to the west. A portion of the building is very close to the south/rear lot line.

- 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.

Only proposing to repaint the existing building.

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

Unknown.

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:

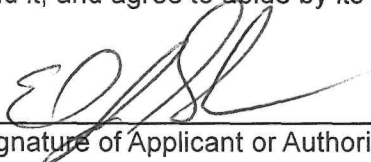
- a. Show the dimensions of the width and height of the building on facades visible.
- b. Show existing and proposed improvements to visible facades.
- c. Show the dimensions of existing and proposed windows and doors.
- d. Show the dimensions from grade to the top of all signs.
- e. Show placement of 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 22, day of June, 2020, I/We have read the above certification, understand it, and agree to abide by its conditions.



Signature of Applicant or Authorized Agent

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,

Joe Scanlon, Buchanan Fire Department
(Company name and contact person) to seek paint color approval for building exterior
(state request that can be made) as required by the City of Buchanan, Michigan for the
property commonly known as Buchanan Fire Station/107 Front Street
(street address) and having the Property Code Number (Tax Number) of 11-58-
1150-0013-02-0.

On the 24, day of June, 20 26, I/We have read the above
certification, understand it, and agree to abide by its conditions.



Signature of Property Owner
City Manager

City of Buchanan

Name of Property Owner

Signature of Property Owner

Name of Property Owner

107 W Front Street – proposed painting project

Please note, the photoshop pictures was not able to accurately depict the actual paint color of Grey Shadow 409F with trim being fire engine red



Lower roofed area is located in the D Downtown District





East side of building is located in the D Downtown District