

# City of Buchanan Design Review Committee Guidebook



*NEW photo  
Sweet Shop?*

~~2015~~  
*2021*

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## General Information

### 2015 Buchanan Design Review Committee

~~William Cameron~~ - DDA Representative - ~~wwcameron@yahoo.com~~  
~~Dave Hagey~~ - Plan Commission Representative - ~~hageydave@comcast.net~~  
~~Willard Gustavsen~~ - term ending 2017 - ~~wgustavsen@gmail.com~~  
Kevin Barker - term ending ~~2015~~ - ~~kbarker340@aol.com~~  
Chris Brayak, Chairman - term ending ~~2017~~ - ~~cbrayak@wightman-assoc.com~~

### City Officials

~~William Marx~~, City Manager - ~~wmarx@cityofbuchanan.com~~  
~~Guy Lewis~~, Building Inspector - ~~glewis@cityofbuchanan.com~~  
~~Debra Patzer~~, Zoning Administrator - ~~dpatzer@cityofbuchanan.com~~  
~~Debra Patzer~~, Recording Secretary - ~~dpatzer@cityofbuchanan.com~~

### City of Buchanan

Buchanan City Hall  
302 N. Redbud Trail, Buchanan, MI  
(269)695-3844

### 2015 Design Review Committee Meeting Schedule

1<sup>st</sup> Wednesday of each Month

6:00 p.m. at City Hall

January	7	May	6	September	2
February	4	June	3	October	7
March	4	July	1	November	4
April	1	August	5	December	2

### 2015 Plan Commission Meeting Schedule

2<sup>nd</sup> Tuesday of each Month

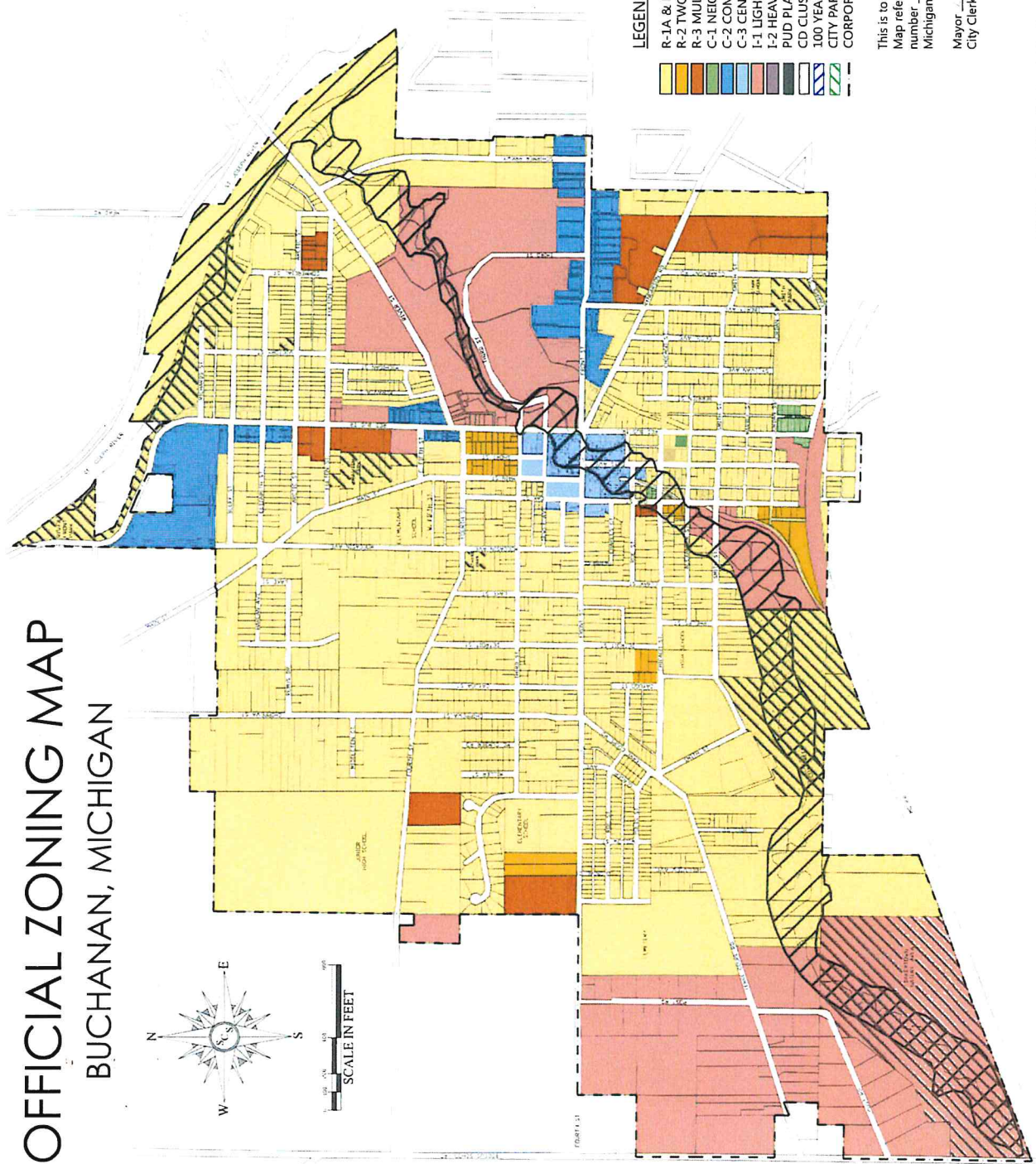
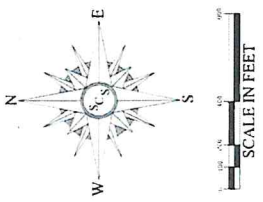
7:00 p.m. at City Hall

January	13	May	12	September	8
February	10	June	9	October	13
March	10	July	14	November	10
April	14	August	11	December	8



# OFFICIAL ZONING MAP

## BUCHANAN, MICHIGAN



- LEGEND**
- R-1A & R-1B SINGLE FAMILY RESIDENTIAL DISTRICT
  - R-2 TWO-FAMILY RESIDENTIAL DISTRICT
  - R-3 MULTI-FAMILY RESIDENTIAL DISTRICT
  - C-1 NEIGHBORHOOD COMMERCIAL DISTRICT
  - C-2 COMMERCIAL DISTRICT
  - C-3 CENTRAL BUSINESS DISTRICT
  - I-1 LIGHT INDUSTRIAL DISTRICT
  - I-2 HEAVY INDUSTRIAL DISTRICT
  - PUD PLANNED UNIT DEVELOPMENT
  - CD CLUSTER DEVELOPMENT DISTRICT
  - 100 YEAR FLOODPLAIN OVERLAY DISTRICT
  - CITY PARKS
  - CORPORATE LIMITS

This is to certify that this is the Official Zoning Map referred to in Section 302 of the Ordinance number 359 of the City of Buchanan, Michigan, as amended.

Mayor \_\_\_\_\_ Date \_\_\_\_\_  
 City Clerk \_\_\_\_\_ Date \_\_\_\_\_







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Buchanan, MI 49107

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Replaces old  
11.04 on  
page 27

## ARTICLE XI

### C - 3 CENTRAL BUSINESS DISTRICT

#### Section 11.04 - Alteration, Site, and Façade Plan Required

- A. Prior to any exterior aesthetic or cosmetic alteration (siding, paint, windows, or any exterior work that does not require a building permit) on any building located in the C-3 Central Business District, the building owner or occupant must obtain a Zoning Compliance Permit from the Zoning Administrator. The zoning Compliance Permit application shall include a building façade plan pursuant to Article XXII, Section 22.03. The plan must contain schematics and photos or drawn rendering of the proposed alterations with applicable color sample attached. The Design Review Committee will determine if the applicant's plan conforms to the approved Downtown Design Standards. If not, the applicant will be required to amend the plan and resubmit the plan approval by the Design Review Committee. Failure to comply with the Downtown Design Standards will result in rejection of the applicant's plan and any alteration will be prohibited.
- B. Prior to the issuance of a building permit in the C-3 Central Business District for any new construction or for the remodeling of any existing building or structure which will involve the exterior façade or other exterior surface in any way, the Zoning Administrator shall cause the application including a site and a façade plan prepared pursuant to the provision of Article XXII, Section 22.05 to be submitted to the Design Review Committee for review and determination of compliance with the approved Downtown Design Standards for the Central Business District. The Design Review Committee shall notify the applicant concerning any features and colors inconsistent with the approved standards. Any proposed new construction or remodeling of any existing buildings found to be inconsistent with the standards for the district by the Design Review Committee shall be disqualified for any incentive offered by the City or Downtown Development Authority. The applicant's proposal shall be rejected and no building permit issued until the site and façade plan are in conformance with the approved Downtown Design Standards and the plan approved by the Design Review Committee and the Plan Commission.

Approved by Plan Commission 11-13-2007  
Approved by City Commission 12-10-2007



**ARTICLE XXII**

**SITE AND BUILDING PLAN REVIEW**

**Section 22.02. When a Site Plan Must be Approved by the Plan Commission.**

1. **New Development.** The Zoning Administrator shall not issue a zoning compliance permit or issue a building permit for any proposed development in the R-3 and R-4 Residential, C-1 Neighborhood Commercial, C-2 Commercial, C-3 Central Business, I-1 Light Industrial and I-2 Heavy Industrial Districts and any use requiring more than four (4) parking spaces in the R-1 or R-2 Residential Districts except a single-family dwelling proposed for construction as an allowable use in these districts or as otherwise required in this Ordinance until a site plan has been reviewed and approved by the Plan Commission.

2. **Existing Development.** The Zoning Administrator, upon review of a building permit application for the addition to, modification of a building or structure that does not increase the total gross floor area by fifteen (15) percent of the current total gross square footage, or the demolition of any part of a legally conforming existing building or structure and upon finding the modification, addition to, modification of, or the demolition thereof conforms with the specifications of the district in which the property is located, shall issue a zoning compliance permit or a building permit, provided the proposed action is in compliance with all other applicable laws and ordinances. All other applications shall first be reviewed by the Plan Commission prior to any action of the Zoning Administrator.

3. **When a Building Design Plan is Required.** When the Zoning Administrator determines that a Building Design Plan is required pursuant to Article XXII, Section 22.03.

**Section 22.03 - When a Building Design Plan is Required.** The Zoning Administrator shall not issue a zoning compliance permit nor issue a building permit for any proposed development in the C-3 Central Business District until a Building Design Plan has been reviewed by the Plan Commission based on Building Design Standards established by the Downtown Development Authority.

**Section 22.04 - Application Procedures.** All applications for site plan review (and a Building Design Plan, when required) shall be submitted with any fee established by the terms of this Ordinance (See Article XXVI, Section 26.04) thirty (30) days prior to the next scheduled Plan Commission meeting through the Zoning Administrator, who will review the application and plans for completeness, then transmit the application and site plan to the Plan Commission.

**Section 22.05 – Preliminary Site and Building Design Plan Review.** Preliminary sketches of proposed sites and other development plans, including Building Design Plans, when required, may be submitted for review to the Plan Commission with any fee established by the terms of this Ordinance (See Article XXVI, Section 26.04) prior to final site plan submission. The purpose of such procedure is to allow discussion between the applicant and the Plan Commission and, when applicable, the Downtown Development Authority to better inform the applicant of the acceptability of his proposed plans prior to incurring extensive engineering and other costs which might be necessary for a final site plan.

**Section 22.07 – Plan Commission Review of Building Design Plan.**

1. **Design Review Committee:**

A. Creation of Design Review Committee

A Design Review Committee shall be appointed by the Plan Commission for the purpose of assisting the Plan Commission to preserve, protect and enhance the aesthetic appeal of the C-3 Central Business District, protect property values through the application of good design principles, and promote the general health, safety and welfare of the C-3 Central Business District and the community.

B. Membership

The Design Review Committee shall consist of not less than three (3) regular members and shall include one (1) member of the Downtown Development Authority and one (1) member at large with expertise in the area of construction, architecture, engineering, or a similar related field. Appointments shall be made annually by July 1, which term shall be for a period of three (3) years. The Design Review Committee, as it determines necessary or appropriate, shall utilize the assistance of planning, architectural, and other consultants. The City Manager shall assign a staff liaison to the Design Review Committee, who shall not be a voting member.

1. PDA  
1 AT LARGE

1. Liaison  
(non voting)

C. Guidelines for Review.

The façade and Building Design Standards established by the Downtown Development Authority for the C-3 Central Business District shall serve as a guide to the Design Review Committee in the review of applications submitted hereunder.



D. **Design Review Committee Action.**

The Design Review Committee shall recommend in writing to the Plan Commission approval, conditional approval, or disapproval of the application. Such action shall not be in lieu of site plan review or final approval by the Plan Commission.

2. **Scope of Review by the Design Review Committee.**

All Building Design Plans shall be reviewed by the Design Review Committee unless the Plan Commission determines that no exterior design feature is involved in the scope of the work for which the approval is being sought, in which case the Plan Commission will immediately notify the applicant and the Zoning Administrator in writing.

3. **Plan Commission's Action.**

The Planning Commission shall review all of the material submitted by the applicant, including a site plan or a preliminary site plan, along with the written recommendation of the Design Review Committee. No permit required under these Ordinances may be granted without approval by the Plan Commission of the Building Design Plan.

If a Building Design Plan is denied the Plan Commission, the applicant shall be entitled to a hearing before the Zoning Board of Appeals, Article XXIV.

4. **Basis of Determination.**

Prior to approval of a Building Design Plan, the Plan Commission shall insure that the standards specified in this Article, as well as all other standards deemed applicable by the Plan Commission, shall be complied with.

A. **General Standards.**

The Plan Commission shall review the proposed Building Design Plan, Site Plan, and other applicable materials submitted and shall approve the application based upon consideration of the following:

- (1) Does the proposal preserve and protect existing historical structures;



(2) Does the proposal preserve, protect, and reinforce the context of historic structures and land development patterns within the C-3 Central Business District by encouraging design, construction, and maintenance of all new buildings, additions, and alterations to be in harmony with the character of existing historic architecture;

(3) Does the proposal encourage new buildings that, while reflecting the traditions and character of historic buildings, are in themselves high quality designs which harmonize without imitating an earlier style or period;

(4) Does the proposal protect and enhance historic areas to attract residents and visitors and to serve as a support and stimulus to business and civic pride; and

(5) Does the proposal insure that when rehabilitating a building, the property is returned to a state of utility through repair or alteration, which makes possible an efficient use; while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.

## 5. Enforcement.

Upon the granting of a Building Design Plan or amendments thereto, and following site plan review by the Plan Commission, the exterior drawings, sketches, landscape and site plans, renderings and materials upon which an approved plan or amendment was granted shall be turned over to the Zoning Administration, whose responsibility it shall be to determine, from time to time as the project is in progress and finally upon its completion, that there have been no deviations therefrom.

A. It shall be the duty of the person, firm or corporation to whom a Building Design Plan has been granted to comply therewith, and to obtain such inspections as may be necessary to assure compliance. The Building Inspector may notify such person of any deficiencies found to exist. Failure to comply with a Building Design Plan will constitute a violation of this ordinance.

B. Before any use may be made of improvements constructed under these provisions, a final inspection of the premises must be obtained from the Zoning Administrator. An occupancy permit will not be issued unless an inspection has been made and the completed work found to be in compliance with plans approved.

**Section 22.10 – Right to Accept Reduced Site and Building Design Plan Information.** The Plan Commission recognizes that not all applications to be submitted for consideration under the terms of this Article will require full compliance with the submission requirements. An applicant may propose, or the Zoning Administrator may accept, an application not fulfilling all of the submission requirements when, in the opinion of the Zoning Administrator, that the submission materials are sufficient for the Plan Commission to render a decision on the applicant's request. Upon submission of such an application, the Plan Commission may request and the applicant shall provide such additional information as deemed necessary to fulfill the review and approval responsibilities of this Article.

#### ARTICLE XXIV

#### ZONING BOARD OF APPEALS

**Section 24.03 – Jurisdiction.** In addition to the duties and powers prescribed in other sections of this Ordinance, the Zoning Board of Appeals shall hear and decide on all matters relating to the following:

1. **Appeals from Administrative Decisions.** The Zoning Board of Appeals shall hear and decide appeals from, and review any order, requirement, decision or determination by any person aggrieved or by any officer or agency of the governing body of the City affected by any decision of the Zoning Administrator or Plan Commission, and shall act upon all questions as they may arise in the administration of this Ordinance.

5. **Hear and Decide Appeals Concerning Issuance of Special Use Permits.** The Zoning Board of Appeals shall hear and decide any appeal from any decision made concerning issuance or denial of a Special Use Permit by the Plan Commission.

**Section 24.07 – Procedure of Appeals, Meetings and Public Notice.** The following rules of procedure will govern the operation and decision making of the Zoning Board of Appeals:

1. Upon receiving an application with any fee established by the terms of this Ordinance (See Article XXVI, Section 26.04) for an appeal from any order, requirement, determination or decision of the Zoning Administrator

or Plan Commission, such appeal shall be taken within such time as shall be prescribed by the Zoning Board of Appeals by general rule by the filing with the City Clerk and with the Zoning Board of Appeals, a notice of appeal specifying the grounds thereof. The Zoning Administrator shall forthwith transmit to the Zoning Board of Appeals, all the papers constituting the record upon which the action appealed from was taken.

2. A concurring vote of a simple majority of the entire Zoning Board of Appeals shall be necessary to reverse any order, decision or determination of the Zoning Administrator or Plan Commission or to decide in favor of the applicant on any matter upon which they are required to pass under this Ordinance or to affect any variation of the Ordinance.

4. The Zoning Board of Appeals may reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination of the Zoning Administrator or Plan Commission. Where there are practical difficulties or unnecessary hardships in the way of carrying out the strict letter of this Ordinance, the Zoning Board of Appeals shall have the power in passing upon appeals to vary or modify any of the rules, regulations or provisions relating to the construction, erection or alteration of buildings or structures so that the spirit of this Ordinance shall be observed, public health and safety secured, and substantial justice is accomplished.

**Severability**

All parts of Ordinance 154 as amended, in conflict with this Ordinance are hereby repealed to the extent they conflict with this Ordinance.

MADE, PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF BUCHANAN, BERRIEN COUNTY, MICHIGAN, ON THE 14TH DAY OF MARCH, 2005, AND IT WAS PUBLISHED IN THE BERRIEN COUNTY RECORD on February 17 and 24, 2005, AND EFFECTIVE FIFTEEN (15) DAYS AFTER THE DATE OF ADOPTION AND PUBLICATION AS REQUIRED.

  
\_\_\_\_\_  
EARL J SCANLON; Mayor

  
\_\_\_\_\_  
GLADYS BYBEE, Clerk



Ordinance proposed by Commissioner Hagey; seconded by Commissioner Moore.

AYES: McGuire, Hagey, Moore, King, Scanlon  
NAYES:  
ABSTAIN:  
ABSENT:

**ORDINANCE DECLARED ADOPTED.**

A COPY OF THIS ORDINANCE MAY BE PURCHASED AND/OR INSPECTED DURING NORMAL BUSINESS HOURS AT CITY HALL, LOCATED AT 302 REDBUD TRAIL NORTH, BUCHANAN, MICHIGAN.

**CERTIFICATION**

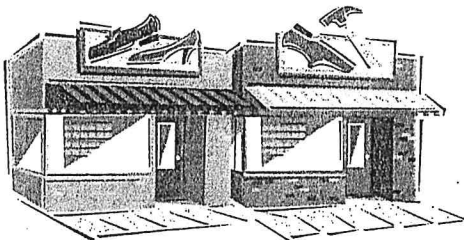
I hereby certify that the above is a true and complete copy of an ordinance adopted by the City Commission of the City of Buchanan, County of Berrien, State of Michigan, at a regular meeting held on the 14th day of March, 2005, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with Act No. 207, Public Acts of Michigan, 1921, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said act.

\_\_\_\_\_  
GLADYS BYBEE, City Clerk

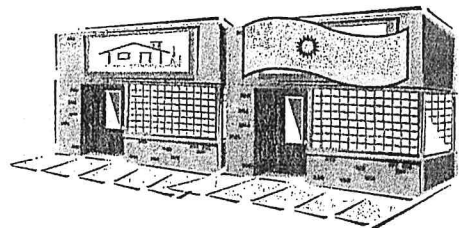
# CITY OF BUCHANAN

## DOWNTOWN DESIGN STANDARDS

MAINTAINING THE INTEGRITY OF OUR  
ARTS & HISTORIC DISTRICT



\*2005\*



**City of Buchanan, Michigan**  
**Downtown Business District**  
**Building Design Standards**

**Definitions**

- A. *Appearance*. The outward aspect of a building structure or site visible to the public.
- B. *Appropriate*. Sympathetic, or fitting, to the context of the site and the whole community.
- C. *Appurtenances*. The visible, functional objects accessory to and part of the building.
- D. *Architectural concept*. The basic aesthetic idea of a building or group of buildings or structures, including the site and landscape development, which produces the architectural character.
- E. *Architectural feature*. A prominent or significant part or element of a building, structure, or site.
- F. *Architectural style*. The characteristic form and detail, as of buildings of a particular historic period.
- G. *Central Business District*. The area designated on the adopted Buchanan Master Plan as the Central Business District.
- H. *Character*. The combination of traits which, when considered together, distinguish specified land and/or development from other specified land and/or development. In assessing character, the following may be considered, along with any other expressly identified factors:
  - i. Percentage of a lot(s) covered by structures and other impervious improvements
  - ii. Type or style of structure(s)
  - iii. Traffic flow and pattern, and the relationship of traffic to pedestrian and vehicular thoroughfares
  - iv. Density of land use
  - v. Intensity of uses
- I. *External design feature*. The general arrangement of any portion of a building, sign, landscaping, or structure and including the kind, color, and texture of the materials of such portion and the types of roof, windows, doors, lights, attached or ground signs, or other fixtures appurtenant to such portions, as will be open to public view from any street, place, or way.
- J. *Fenestration*. The arrangement of windows and doors in a building.
- K. *Graphic element*. A letter, illustration, symbol, figure, insignia, or other device employed to express and illustrate a message or part thereof.



## *Design Guidelines*

### **Goals:**

- Preserve and protect existing historical structures
- Preserve, protect, and reinforce the context of historic structures and land development patterns within the Downtown District by encouraging design, construction, and maintenance of all new buildings, additions, alterations, and alterations to be in harmony with the character of existing historic architecture.
- Encourage new buildings that, while reflecting the traditions and character of historic buildings, are in themselves high quality designs which harmonize without imitating an earlier style or period.
- Protect and enhance historic areas to attract residents and visitors and to serve as a support and stimulus to business and civic pride.
- Insure that when rehabilitating a building, the property is returned to a state of utility through repair or alteration, which makes possible an efficient use, while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values. The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings shall form the basis for review of proposed projects in the Downtown District.
- Assist applicants by providing design guidelines and advice on general historic preservation approaches.

### **Expectations:**

Façade improvements will generally meet the recommended architectural improvements as outlined in the 1992 Downtown Development Plan (Camiros).

### **Architecture:**

- Different architectural styles are encouraged. Any style should be complimentary to its surroundings.
- Architectural styles must be harmonious with existing architecture and respect the period of architecture representing the development of the City of Buchanan.
- Architectural styles preceding establishment of the buildings in Buchanan shall be discouraged.

### **Massing:**

- Façade proportions (ratio of width to height) should be similar to those of surrounding buildings.
- Large structures shall be developed using varied masses to create the appearance and character of smaller pedestrian-oriented structures.
- Massing of new or additions to existing structures shall not be disproportional to adjacent structures or the majority of structures on the same block.

### **Roofs:**

- Various types of roof forms are encouraged. Roof shapes shall be respectful of adjacent structures and not detract from or infringe upon significant features of existing properties.
- Generally visible roof materials should give the appearance of seam metal, slate shingle, tile shingle, architecturally dimensioned fiberglass shingle, or painted corrugated metal.

## **Materials:**

- Materials and use of materials should be compatible with those used in adjacent structures as applicable. Integration of individual details and the design as a whole is encouraged.
- Materials should give the appearance of brick, stucco, tile, and various stones if appropriate to the style of the structure.
- Materials that give the appearance of vinyl siding, aluminum siding, plywood, pressboard siding, corrugated metal, and concrete masonry without an applied finish are generally inappropriate for downtown Buchanan.

## **Doors and Windows:**

- Where appropriate, existing doors and window openings shall be retained. New openings in existing structures shall be proportional to established patterns of fenestration. If closure of existing openings is necessary, such work shall be accomplished without creating a major detraction from the original appearance of the building.
- Height to width ratios of openings should be harmonious with the neighboring structures.
- The pattern established by the relationship of openings and surrounding wall area should respect the neighboring structures. The percentage of glass to wall should approximate that of neighboring structures.
- Replacement windows and doors should fit existing openings and be consistent with existing trim and other features of the structure. Replacements should duplicate the appearance of the original with respect to design, size, proportion, reflective qualities, and profile.
- Windows and doors which have mullions should be of true divided light or equivalent, as opposed to snap-on.
- Glass should be clear or lightly tinted, allowing for two-way visibility.

### **Signs and Awnings:**

- Signs and awnings shall comply with the City of Buchanan Sign Ordinance.
- Signage shall not detract from, destroy, or obscure the significance of prominent architectural features of buildings within the district.

### **Demolition:**

- Approval of projects involving demolition shall give consideration to the contribution of the structure or parts of the structure to its immediate surroundings and to the overall character of the district, the historical importance of the building, and the building's structural condition. Demolition in part or whole shall be permitted if the demolition does not detract from the district, the structure is a hazard to the public health, safety, or welfare and is beyond repair, or the economic feasibility of repair is extreme. Documentation of economic feasibility shall be clearly illustrated in the application for review.

## The Secretary of the Interior's Standards for Rehabilitation

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Distinctive historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials should not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment be unimpaired.