

AGENDA

The City of Buchanan Planning Commission in compliance with Michigan's Open Meetings Act hereby gives notice of a Planning Commission meeting to be held in the Chamber of City Hall.

** Comments may also be submitted in writing at least 4 hours in advance to the Community Development Director Richard Murphy at rmurphy@cityofbuchanan.com*

** Buchanan City will provide necessary and reasonable auxiliary aide and services to those individuals with disabilities who wish to attend the public meeting upon receiving at least one (1) week's prior notice. Any such individual requiring such aids or services should contact the city in writing or by telephoning: Buchanan City Clerk; 302 North Redbud Trail, Buchanan, MI 49107, 269-695-3844.*

I. Call to Order**II. Pledge of Allegiance****III. Roll Call****IV. Public Comments - Agenda Items****V. Approve Agenda****VI. Approve Minutes**

A. June 8, 2021 Regular Meeting Minutes

B. July 13, 2021 Regular Meeting Minutes

VII. Old Business**A. Master Plan Adoption Timeline Update and Recommended Next Steps to Plan Commission**

The Community Development Director recommends next action steps by the Plan Commission to set the City of Buchanan Master Plan adoption public comment period from August 11 – September 14 and schedule the Master Plan adoption public hearing for September 14.

VIII. New Business**A. Consideration of Additional Subcommittees**

City Manager Grace and Clerk Pitcher have been working to improve the effectiveness of all City commissions, boards, committees, and councils. Currently, the Friends of McCoy's Creek Trail Committee and the Buchanan Tree Friends Committee are both subcommittees of the Buchanan Area Recreation Board (B.A.R.B.) The B.A.R.B. does not possess the knowledge or expertise to provide proper oversight or guidance to those subcommittees which have, therefore, proceeded their activities independent from the B.A.R.B. However, there do seem to be significant opportunities for strategic alignment with the Planning Commission's purpose. To that end, it is proposed the Friends of McCoy's Creek Trail and the Buchanan Tree Friends be transferred from the auspices of the B.A.R.B. to become subcommittees of the Planning Commission.

If the Planning Commission is amenable to this transition, the following should be considered. According to Resolution 204.04/11, "the commission, board or council will appoint a member of its

own to serve on the subcommittee to provide ongoing updates to the supervising commission, board or council". Options for the Planning Commission to comply are:

1. Appoint a current Planning Commissioner to each of the subcommittees; or
2. Appoint a member of each subcommittee to the Planning Commission; or
3. A combination of 1 and 2.

Given the Planning Commission currently has two vacancies for City residents, the Planning Commission may wish to consider appointing Richard Martin, Chair of Buchanan Tree Friends. He has indicated his willingness to serve in that capacity, has previously served as a Planning Commissioner, and is a City of Buchanan resident. There may be a similarly suited individual from the Friends of McCoy's Creek Trail as well.

Should the Planning Commission wish to proceed, a recommendation must be made to the City Commission, also in accordance with Resolution 204.04/11.

- IX. Public Comment - Non-Agenda Items Only**
- X. Community Development Director Comments**
- XI. Commissioner Comments**
- XII. Adjournment**



COUNTY OF BERRIEN
COMMUNITY DEVELOPMENT

Berrien County Administration Building
701 Main Street, St. Joseph, MI 49085

Katie Montoya, Assistant Director
Phone: 269-983-7111 ext. 8257 Fax: 269-982-8611
Email: cmontoya@berriencounty.org

June 11, 2021

Barbara Pitcher, Clerk
City of Buchanan
302 N. Redbud Trail
Buchanan, MI 49107

RE: City of Buchanan Master Plan

Dear Ms. Pitcher:

The Berrien County Planning Commission held a virtual meeting on June 8, 2021 to review the City of Buchanan's Master Plan with the following comments:

The Commission commends the City on creating a comprehensive Master Plan. In accordance with the adoption procedures of the Municipal Planning Act (MCL 125.37b(5)), the Commission considers this Plan to be consistent with the contiguous municipality of Buchanan Township.

Members of the Commission commented on the informative nature of the plan and the involvement of Andrews University School of Architecture's involvement. Additional comment regarding new economic drivers for the city and future land uses may need to be considered. Lastly, the Action Plan is noteworthy. Adherence to the guidance provided by this planning document should serve the City well.

If you have any questions, please feel free to contact us.

Sincerely,
BERRIEN COUNTY PLANNING COMMISSION

Katie Montoya

Katie Montoya
Assistant Director/Housing Coordinator

**Resolution # _____
Buchanan City, Berrien County, Michigan**

**Buchanan City Planning Commission
Resolution to Adopt Buchanan City Master Plan 2021**

WHEREAS, Act 33, Public Acts of Michigan 2008, as amended provides for a City Planning Commission to prepare and recommend adoption of a master plan for the physical development of the City; and,

WHEREAS, the Buchanan City Planning Commission has prepared a plan update in compliance with Act 33; and,

WHEREAS, Buchanan City distributed the draft plan update to the county planning commission and the planning commissions of surrounding units of government, and all other relevant agencies for review and comment in compliance with Act 33; and,

WHEREAS, the Buchanan City Planning Commission held a properly noticed public hearing on the draft plan update on September 14, 2021, in accordance with the requirements of Act 33 and other applicable statutes; and,

WHEREAS, at the public hearing held on September 14, 2021, the citizens of Buchanan City were afforded the opportunity to provide oral and written comments on the draft plan update, which comments the Planning Commission has taken into consideration; and,

NOW, THEREFORE, BE IT RESOLVED, that the Buchanan City Planning Commission adopts the **Buchanan City Master Plan 2021**.

Offered By:

Supported By:

Yeas:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED.

,Secretary

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Buchanan City Planning Commission at a regular meeting thereof held on the date first stated above, and I further certify that public notice of such meeting was given as provided by law.

,Secretary

City of Buchanan Master Plan Adoption Timeline

1. **March – April** finalize FLU map, Action Plan and Zoning Plan
2. **April/May** – PC meeting – Submit draft plan to city council
3. **May** council meeting – approve distribution of the plan and post on website giving 63 days for review (ends July 30).
4. **August 10** - Planning Commission votes to hold a comment period (Aug 11- Sept 14) and hearing (hearing date must be 78 days after distribution) (Sept 14), giving at least 15 days notice and be sent to the entities that the plan review was sent to.
5. **Sept 14** – Hold public hearing (**published week of August 16**), if no major changes, Plan Commission can adopt plan by resolution
6. City Commission adopts plan if they choose.