

City of Buchanan Planning & Zoning
302 North Redbud Trail,
Buchanan, Michigan 49107
Phone (269) 695-3844 x 19 Fax (269)695-4330

General Information Application
For Land Development
(Complete application must be filed with the Zoning Administrator)

1. Applicant and Owner Information

Applicant(s)

Property Owner(s)

Principal Contact:

Name: Kevin W. Willis

Name: MCAP Buchanan Propco LLC

Address: 915 E. High St., #301

Address: 437 Madison Ave., Suite 33C

City Charlottesville

City: New York

State: Virginia Zip: 22902-5395

State: New York Zip: 10022-7049

Telephone: 434-963-4917

Secondary Contact:

Architect (if applicable):

Name _____

Name _____

Address _____

Address _____

City _____

City _____

State _____ Zip _____

State _____ Zip _____

Agent or Attorney:

Engineer (if applicable):

Name Daniel J. Schairbaum, Esq./Dykema

Name _____

Address: 2723 S. State Street

Address _____

City: Ann Arbor

City _____

State: Michigan Zip: 48104

State _____ Zip _____

Is this property held in a trust? No

Yes Note – for all trusts–Provide, as an attachment, a statement from the trustee verifying the names of all owners

Name of trust _____

Address _____ City _____ State _____ Zip _____

2. Applicant and Purpose of Application

a. Applicant is (check one)

Property Owner Attorney Agent

Other (specify) _____

b. This application is a request for the following City of Buchanan action (check the appropriate action(s) requested).

- | | |
|---|---|
| <input type="checkbox"/> Rezone of Property | <input type="checkbox"/> Special Use Permit |
| <input type="checkbox"/> Land Division Approval | <input type="checkbox"/> Zoning Variance(s) |
| <input type="checkbox"/> Condominium Approval | <input type="checkbox"/> Plan Review with Plan Commission |
| <input checked="" type="checkbox"/> Other Action (please specify) | |

The applicant seeks approval of text amendments to the City of Buchanan Zoning Ordinance.

c. The reason for the requested action(s) are as follows:

The City of Buchanan and surrounding areas are underserved with respect to senior care options. The most recently adopted Master Plan for the City (adopted in 2021) identifies the multi-family residential districts as districts to be recommended for support of “elderly and assisted-use housing”. However, the current wording of the Zoning Ordinance limits the ability to provide comprehensive elderly and assist-use services in the R-3 (Multi-Family Residential) and R-4 (Multi-Family Senior Residential) zoning districts. The proposed text amendments will (i) facilitate the possible future expansion of Buchanan Meadows, subject to special use approval; (ii) provide flexibility to expand the services provided at Buchanan Meadows to include a licensed Home for the Aged; and (iii) reduce the lot area per resident square footage requirement for group homes and adult foster care facilities so that they are consistent with industry standards.

d. The specific section(s) of the Zoning Ordinance or other City ordinance(s) which address the amendment, variance, or other action which is being requested:

The proposed text amendment addresses the following sections of the Zoning Ordinance:

1. **Article VII (R-3 Multi-Family Residential District), Section 7.03—Uses Permitted by Special Use.** The proposed text amendment adds new Section F., which would allow Convalescent and Nursing Care as a use permitted by issuance of a special use permit.

2. **Article XXI (Group Homes and Adult Foster Care Facilities), Section 21.01—Applicability, Paragraph 3.** The proposed text amendment modifies Paragraph 3 to reduce the required per resident lot area square footage requirement for group homes and adult foster care facilities from 3,000 square feet to 2,000 square feet for each resident over the number of six (6) residents.

3. **Article XXI (Group Homes and Adult Foster Care Facilities), Section 21.03-R-3 and R-4, Residential Districts, Uses Special Uses.** The proposed text amendment adds new Paragraph 3, to allow operation of up to five (5) licensed adult foster care facilities each authorized to provide care to up to 20 residents, within a single, integrated development.

e. The following questions must be answered only if the application contains a request for a zoning variance:

- (1) Are the conditions which prevent the development of the property the result of action by an individual who has or had the property interest in the subject property?
 Yes No
- (2) If the conditions were self – imposed (not hardship), please explain why the variance should be granted?

NOT APPLICABLE; Application is for a text amendment to zoning ordinance and is not site specific.

3. Site and Surrounding Property Information

NOT APPLICABLE; Application is for a text amendment to zoning ordinance and is not site specific.

a. Common address or property location of subject property:

b. Legal Description (Attach additional sheet if necessary):

c. Permanent Real Estate Tax Identification Number: 11-58- _____

d. Parcel Size: _____ square feet

_____ acres

_____ dimension of lot frontage

_____ dimension of lot depth

e. What are the current land uses and zoning on the land and adjoining parcels of land surrounding the site?

	Current Zoning	Current Use of Land
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On Site	_____	_____
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Property Abutting – North of Site	_____	_____
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Property Abutting – South of Site	_____	_____
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Property Abutting – East of Site	_____	_____
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Property Abutting – West of Site	_____	_____
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f. Describe any existing structures and the physical attributes of the site:

Description of the Proposed Development

NOT APPLICABLE; Application is for a text amendment to zoning ordinance and is not site specific.

a. Please describe the proposed use of the land and/or buildings assuming approval of the request:

b. What is the proposed time frame for the build – out of the proposed development? _____

c. Please describe the number of buildings, square footage of each building and the total square footage of the development along with the required number of parking spaces for each intended use:

Building Use	Number of Buildings	Building Area (sq. ft.)	Total Building (sq. ft.)	Req. Parking
Single Family	_____	_____	_____	_____
Multi Family	_____	_____	_____	_____
Retail	_____	_____	_____	_____
Office	_____	_____	_____	_____
Industrial	_____	_____	_____	_____
Other	_____	_____	_____	_____

Other please specify type of use _____

Totals _____

d. Please describe the number of water and sewer connections this development will require:

Building Use	Water Connections & Size	Sewer Connection
Single Family	_____	_____
Multi – Family	_____	_____
Retail	_____	_____
Office	_____	_____
Industrial	_____	_____
Other	_____	_____

Other please specify type of use _____

Totals _____

- e. Will the building within this proposed development house any hazardous materials at occupancy?
[] No
[] Yes – Please continue by describing the type and quantity of materials:

4. Fire Department Approval of Site and Building Plans:

NOT APPLICABLE; Application is for a text amendment to zoning ordinance and is not site specific.

The City requires that the Fire Department must approve all site and building plans. This application and associated documentation must be approved by the Fire Chief or his designee. This approval can be arranged by calling the Fire Chief's office.

Approval Date: _____

Conditions Attached

By: _____

[] Yes

[] No

Title: _____

5. Required and Requested Attachments

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- a. _____ Plat of survey with legal description.
- b. _____ Site plan of proposed use or project showing traffic patterns, parking locations and count, drainage patterns including detention areas, landscape plans, landscaping plans, exterior lighting locations and illumination pattern, building façade portrait and building size and location dimensions.
- c. _____ Floodplain / hazard map (engineers drawing or FEMA map showing location of subject project).
- d. Please include any additional comments or pertinent information below or on separate attachment to this application.

6. Signature and Declaratory Statement

a. Please describe the reason that this petition should be granted:

The proposed text amendments provide a practical solution to an apparent problem. As noted above, the City of Buchanan and surrounding areas are underserved with respect to senior care options. The most recently adopted Master Plan for the City (adopted in 2021) identifies the multi-family residential districts as districts to be recommended for support of “elderly and assisted-use housing”. However, the current wording of the Zoning Ordinance limits the ability to provide comprehensive elderly and assist-use services in the R-3 (Multi-Family Residential) and R-4 (Multi-Family Senior Residential) zoning districts. Implementing the proposed text amendments will provide needed flexibility to senior care providers wishing to expand the scope of available services to the community. Importantly, adoption of the proposed text amendments will not result in automatic approval of any future expansion of building footprints or services in these zoning districts. To the contrary, any applicant (including the owner of the Buchanan Meadows property), will still need to satisfy the special use permit requirements as a condition to any expansion.

b. **Required Attendance at Public Hearing and / or Plan Commission Meeting(s):** The Plan Commission and the Board of Appeals have established a policy requiring the applicant or a designed representative of the applicant shall be present at any meeting or public hearing at which the matter will be considered. Failure of the applicant or designee of the applicant to appear before the Plan Commission or Board of Appeals is ground to postpone consideration of the application.

a. Declaratory Statement: I, Kevin W. Willis, hereby certify that all information contained in this application and accompanying documentation is true and correct to the best of my knowledge and further, I acknowledge the attendance responsibilities of the applicant as set forth in paragraph b. above.

b. Date: 3/22/2026
c. Applicant Signature: [Handwritten Signature]

d. Notary Public Certification Statement

City/County of Charlottesville
Commonwealth of Virginia

The foregoing instrument was subscribed and sworn before me this 22 day of March, 2024, by Kevin W. Willis.

[Handwritten Signature]
Notary registration number: 8042925
My commission expires: 01/31/2027



The following signature is required, for verification that this is a valid and complete application to be considered by the Plan Commission or Zoning Board of Appeals.

Date _____
Zoning Administrator
Meeting date for initial review: _____

CITY OF BUCHANAN, MICHIGAN
SITE PLAN CHECKLIST
ITEMS REQUIRED ON SITE PLAN

1. Site Plan Drawn to scale – 1” = 100’ or larger (example: 1” = 60’, 1” = 50’, 1” =40’ etc.)
2. Name of Project Noted.
3. Owner’s and/or Developer’s Name and Address Noted
4. Architect and or Engineer’s Name and Address Noted
5. Date
6. Scales of Drawing Noted on Plan
7. Existing Topography Shown at Intervals Not Less than Two (2) Feet
8. Building Coverage Noted (percentage of total size and total square footage to be shown)
9. Total Number of Parking Spaces Noted and Shown on Drawing
10. Building Dimensions Shown
11. Indicate Height of Buildings
12. Street Names Indicated (Existing and Proposed)
13. Indicate Existing and Proposed Right-of-Ways
14. North Arrow Shown
15. Locate Existing and Proposed Sanitary Sewers, Storm Sewers and Water Mains (Note for purposes of site plan review the proposed utilities need only be shown roughly)
16. Locate any Existing and Proposed Storm Water Detention / Retention Areas
17. Locate Existing Trees and Plantings
18. Note Location of Proposed Plantings
19. Note Location of all Sidewalks
20. Rough Sketches Showing Architectural intent.

04-11-03
REV12-08-2009