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**MINUTES**

I. *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.*

II. *\* Comments may also be submitted in writing at least 4 hours in advance to the Community Development Director Richard Murphy at [rmurphy@cityofbuchanan.com](mailto: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.*

**III. Regular Meeting - Call to Order****IV. Pledge of Allegiance****V. Roll Call**

**Members Present:** Sean Denison, Jason Lietz, Kevin Barker, Ralph McDonald

**Members Absent:** Martin

**Staff Present:** Community Development Director, Rich Murphy; City Clerk, Kalla Langston

**VI. Approve Agenda**

*Denison motioned, seconded by McDonald to approve the agenda as presented. Roll call vote carried unanimously.*

**VII. Public Comments - Agenda Items**

Norma Ferris – Wanted copies of the current Ordinance book for the Local History Room before zoning and ordinances are updated.

**VIII. Approve Minutes**

A. Consider approving the Planning Commission Minutes from April 12, 2022.

Question about identifying individuals and their addresses making public comments. Clerk Langston explained it was not required to include addresses and last names and that she omits them for privacy but keeps them in her notes.

*Denison motioned, seconded by McDonald to approve the April 12, 2022, Regular Meeting Minutes. Roll call vote carried unanimously.*

**IX. Old Business**

None.

**X. New Business**

A. Joint meeting to be scheduled between the City Commission, Planning Commission, and Buchanan Area Recreation Board, which is a requirement of RRC certification. Potential agenda items: park updates, truck routes, capital improvement plans. Other ideas of items to discuss.

Murphy believes it is an annual requirement of RRC Certification. Updating Zoning is also a path to certification. The Planning Commission suggested doing a status check on the road map under Old Business to keep on top of it.

- B. Zoning Code Review - Proposal from Placemakers to update the City's Zoning Code to align with the Andrew's University Project and RRC Best Practices for a price of \$50,000 of which Manager Grace has secured a verbal commitment from the MEDC to cover \$30,000 of the cost through an RRC grant. Professor Andrew von Maur, who works with Placemakers, will provide direct assistance on the project.

Working with Placemakers. Murphy believes they are a desirable firm to be working with. The City Commission approved them moving forward to engage in the contract with Placemakers. First stakeholder meetings will take place May 20<sup>th</sup>. They will begin with some public engagement until the grant is secured. A Vision for Buchanan will serve as a model for the project. Expects process to take between 9 months and a year.

The Planning Commission wanted to see some specific references from cities Placemakers had drafted zoning ordinances for, specifically in Michigan. They appreciate that the team already knows Buchanan and has spent time working here.

**XI. Subcommittee Reports- if any**

There was a report by the McCoy Creek Trail. Cash Balance of \$114,443.61. There was a small fundraiser at River Saint Joe. Working on request for \$1,000,000 to extend the trail from Walton Road to US 31 Bypass. Four new composite benches are being installed along the trail. Jerry Flenar and City crews have been working on amenities along the trails. Murphy commended the Friends for their fast action in working to solicit a grant from Fred Upton for river public access improvements.

Report from the Buchanan Tree Friend's April Meeting. Arbor Day planting at Ottawa school went well and 20 trees were planted, 15 of which were donations. Also working on White Pine trees for the High School to continue the tradition of having pines there – the yearbook was long known as The Pines. Looking to get a water tank to water young trees, provided they can budget for it. The Tree Friends received a grant to do a City Tree Inventory for trees on the city right of way and city owned property. The Masons contributed \$500 to match the grant.

**XII. Public Comment - Non-Agenda Items Only**

None.

**XIII. Community Development Director Comments**

Murphy would like to schedule some meetings with the Placemakers and the Planning Commission.

**XIV. Commissioner Comments**

Ralph McDonald: None

Kevin Barker: Very impressed with the grants Murphy has been chasing and the teams he's put together.

Jason Lietz: Agreed with Kevin and is also pleased with the new City Administration.

Sean Denison: None

**XV. Adjournment**

Motion made by Barker, seconded by Denison to adjourn the meeting at 7:47 P.M.

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Kalla Langston, City Clerk

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Jason Lietz, Chairman