

# Memorandum



Date: April 8, 2026  
To: Planning Commission Members  
From: Kristen Gundersen, Planning and Community Development Director  
Subject: **Master Plan Update Discussion 4 – Update and Next Steps**

## Background

During the January 2026 meeting, Marcy Hamilton representative from the Southwestern Michigan Planning Commission (SWMPC) attended the meeting and reviewed the timeframe for the creation of the update of the 2021 Master Plan.

## Project title

During the March meeting the Commission concluded the title of the plan would be “One Herd, One Future – Building a Better Buchanan.” This appears on all documents.

## Survey Update

The survey went live on March 24<sup>th</sup> and will be available until Monday, April 20<sup>th</sup> for individuals to take. Outreach regarding the survey has included the following:

- Buchanan public school backpacks for grades pre-K through 6<sup>th</sup> along with the electronic email that is sent. The flyers were in the March 26<sup>th</sup> backpack.
- Posters and flyers were distributed left: public library, senior center, American Legion, RAM, Roti Roti
- The flyer was posted on the city’s Facebook page Friday, April 3<sup>rd</sup> and will be likely be posted two or three more times.
- Information was included on the water bill that went out on April 1<sup>st</sup>.
- Information was placed on the city’s website and can be found by searching “master plan.”

As of Monday, April 6<sup>th</sup> 135 people had responded to the survey with 24 after the Facebook post. The 2021 master plan had 481 responses to the survey. Based on Census Reporter the population of Buchanan is 4,223 with 1,752 households.

## Review of Background/Supplemental Information

During the March 10<sup>th</sup> meeting background and supplemental information was reviewed. Ms. Hamilton answered questions.

## Future Activities

It is anticipated that results from the survey will be included in the May 12<sup>th</sup> agenda packet for review and discussion. Work will need to begin regarding the proposed public visioning session that is tentatively scheduled for Tuesday, June 9<sup>th</sup>.

To promote the public visioning session, staff would rely on the outreach activities for the survey.

## Next Steps

No action is required currently. Please spread the word regarding the survey.