

Memorandum



Date: October 22, 2025
To: Buchanan City Commission
From: Tony McGhee
Subject: **City of Buchanan 2027-2031 Master Plan**

Background

The City of Buchanan's current Master Plan is set to expire at the end of 2026. As required under Michigan's Planning Enabling Act, every community must maintain a current and actively used Master Plan to guide land use decisions, future infrastructure investments, economic development efforts, and overall community vision. A comprehensive Master Plan is the foundational document that informs zoning, supports pursuit of grant funding, and ensures development aligns with the goals and values of the community.

The Master Plan serves as a roadmap for the next five (5) years, helping the City proactively shape growth, protect our character, and address critical issues such as housing, transportation, recreation, and downtown revitalization. Regular updates are essential to ensure continued compliance with state law and relevance to changing community needs.

Proposal

The Southwest Michigan Planning Commission (SWMPC) has submitted a proposal to lead the development of our next 5-year Master Plan at a cost not to exceed \$20,099. SWMPC has prepared multiple Master Plans for the City over the past several five-year planning cycles.

Partnering with SWMPC also provides a significant cost advantage. Their nonprofit structure enables them to offer professional planning services at a lower cost than private firms, without compromising on expertise or process rigor. Staff believe this partnership will result in a strong, actionable plan while ensuring responsible use of taxpayer resources. The proposal was unanimously recommended by the Planning Commission for City Commission consideration and approval during its October meeting.

Recommendation

Staff recommends that the City Commission approve awarding the contract for the new 5-year Master Plan to the Southwest Michigan Planning Commission. Maintaining a current and compliant Master Plan is important to Buchanan's long-term success, economic competitiveness, and ability to secure future state and federal funding.

Attachment A: Southwest Michigan Planning Commission Proposal

Attachment A



**Southwestern Michigan Commission
City of Buchanan Master Plan Proposal**

		JP	BS	JB	MH	KG	Total
Community Inventory/Analysis Phase							\$10,290.00
Social Characteristics (demographics, housing, employment, economics, transportation/circulation, etc)		4.00		10.00	2.00		\$1,242.00
Physical Characteristics (topo, soils/geology, hydrology, etc.)					4.00		\$396.00
Infrastructure/Services (water, sewer, roads, transit, trails, parks, broadband, materials mgt, education, etc.)		12.00	16.00		1.00		\$1,979.00
Land Use w/Cover (housing, business, industry, historic patterns, etc.)		6.00	4.00		1.00		\$767.00
Review Existing Plan & other documents			2.00		1.00		\$235.00
Additional Maps		6.00					\$396.00
Steering Committee Meetings (2 - kick off and survey development)					8.00		\$792.00
Public Involvement							
<i>Surveys* (develop, refine, tabulate, analyze)</i>			20.00		4.00		\$1,756.00
<i>Public Vision Session (one)</i>			3.00		5.00		\$699.00
<i>Stakeholder Interviews</i>			16.00				\$1,088.00
Inventory/Analysis Writing			8.00		4.00		\$940.00
Goals and Objectives Phase							\$1,386.00
Goals and Objectives					6.00		\$594.00
Steering Committee Meetings (2)					8.00		\$792.00
Future Land Use Alternatives							\$2,145.00
Develop future land use descriptions					7.00		\$693.00
Update future land use map		10.00					\$660.00
Steering Committee Meeting (2)					8.00		\$792.00

Implementation Strategies/Action Steps Phase							\$2,772.00
Develop Action Plan					12.00		\$1,188.00
Develop Zoning Plan					8.00		\$792.00
Public Involvement							
Steering Committee Meeting (2)					8.00		\$792.00
Draft Plan Review & Adoption							\$3,006.00
Draft plan sent to elected body for review and approval prior to distribution to mailing list			10.00		2.00		\$878.00
Transmittal letters (at initiation & end of process)					2.00		\$198.00
List of comments/revisions					4.00		\$396.00
Final document editing/production			8.00		5.00		\$1,039.00
Public Hearing					3.00		\$297.00
Resolution of support/adoption					2.00		\$198.00
Miscellaneous Expenses (Travel, Printing)							\$500.00
TOTAL		38.00	87.00	10.00	105.00	0.00	\$20,099.00

***note** - community pays for any distribution and printing of hard copies of the survey

*City is responsible for publishing public hearing notices; templates provided by SWMPC.