



CHARTER TOWNSHIP OF BEDFORD PLANNING COMMISSION ANNUAL REPORT 2021

This report consists of the duties and recommendations by the Charter Township of Bedford for the year 2021, including executive planning for the finalization of unfinished business in 2022.

This report is divided into two sections.

Section I is an updated list of commission members and a general summary of duties, reviewed items, and operations of the Planning Commission and Zoning and Building Administrator.

Section II is an establishment of agenda dates, potential agenda items for consideration, and additional measures that may be taken in 2022 to ensure a strategic and structured approach for projects moving forward.

Section I: Executive Summary for 2021

Commission Members:

Barb Jones	01/01/2021-12/31/2023	3 year term
Claudia Brown	01/01/2019-12/31/2021	3 year term
Stacy Greenwood	01/01/2019-12/31/2021	3 year term
Ty Green	01/01/2021-12/31/2023	3 year term
Shirley Tuggle	01/01/2021-12/31/2023	3 year term
Barry Beamish, Trustee	Expiration of Term, November 20, 2024	

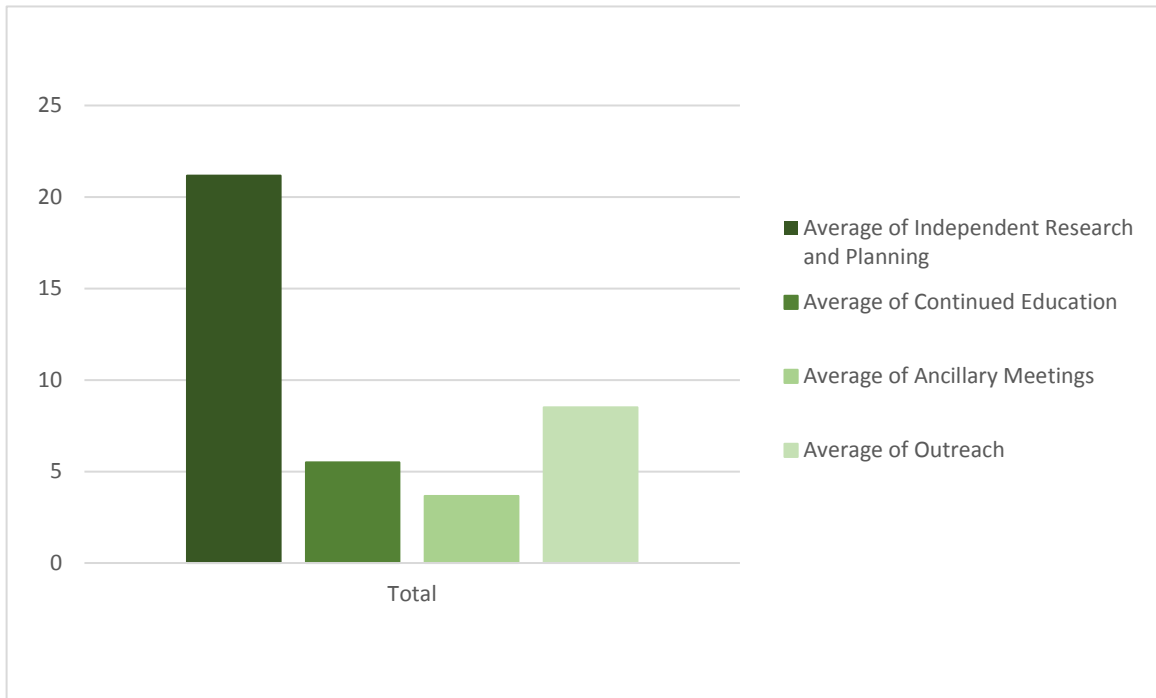
Operations of the Commission:

The Charter Township of Bedford has seen a transition in leadership with a newly appointed chairperson and the transition of secretarial duties. The focus of the Planning Commission in the year 2021 was education on existing roles and duties as well as the review of the township's Medical Marihuana Ordinance with additional structural planning of a Recreational Marihuana Ordinance. Due to the pandemic, the Planning Commission has seen a delay on the five-year review of the Master Plan and Zoning Ordinance.

Meeting Date	Attendance	Agenda Items
January 26, 2021	Quorum, All Present	Appointment of Chairperson, Stacy Greenwood, Vice-Chairperson, Barb Jones, Secretary, Rick Stover Meeting Dates scheduled for 2021 Conditional Use request for Group Daycare Home, Scullion (Tabled)
February 3, 2021	Quorum, Barb Jones, Nikki McKnight (Absent)	Continued discussion on Scullion request. Approval with Condition to replace fence to meet height requirements (Passed)
March 2, 2021	Quorum, Nikki McKnight, Rick Stover (Absent)	Rezoning Request from AR Engineering from Residential to Commercial in the Village of Bedford (Passed) Public Hearing review of Medical Marihuana Zoning Ordinance (Passed with revision by Attorney MacFarlane)
March 23, 2021	Quorum, All Present	Conditional Use request by Man-Sing, LLC for approval of 7 licenses as an outdoor medical marijuana grow facility (Passed)
April 27, 2021	Quorum, Barry Beamish, Nikki McKnight (Absent)	Variance Request from AR Engineering to reduce the number of parking spaces from 71 to 35 (Passed)
May 18, 2021	Meeting Cancelled	Lack of Agenda Items
June 22, 2021	Quorum, Ty Green, Nikki McKnight (Absent)	Meeting to discuss recreational marijuana moving forward and gather input from the public
July 13, 2021	Quorum, Ty Green, Rick Stover (Absent),	Conditional Use request for Potter Grow for approval of 1 license as an indoor medical marijuana grow facility (Passed) Discussion and education from Assessor, Joyce Foondle on the need to update the Master Plan Map

July 27, 2021	Quorum, Ty Green (Absent), Nikki McKnight (Resigned)	<p>Research Presentations on Recreational Marijuana as presented by Commissioners</p> <p>Public Hearing for Recreational Marijuana Approval/Prohibition within the township (Tabled Discussion until Board Vote)</p> <p>Adoption of ongoing Board Meeting report as agenda item from Ex-Officio/Liaison (Passed)</p>
August 17, 2021	Quorum, All Present	<p>Continued education with Assessor Joyce Foondle on the Master Plan Map</p> <p>Discussion on Truck Route Ordinance (Tabled to gather more information)</p>
September 28, 2021	Quorum, Barry Beamish, Ty Green (Absent), Rick Stover (Resigned)	<p>Take from table discussion on Truck Route Ordinance (Passed), clarification on questions before moving forward</p> <p>Take from Table discussion on Recreational Marijuana (Passed)</p> <p>Appointment dates and times set for 2022</p> <p>Commercial District set for first item of discussion on Master Plan Map</p> <p>Appointment of Secretary, Shirley Tuggle</p>
October 7, 2021	Quorum, All Present	<p>Public Hearing for proposed Recreational Marijuana Zoning Ordinance (Passed with revision by Bauckham, Sparks, Thall, Seeber, and Kautfamn)</p>
November 16, 2021	Quorum, Ty Green (Resigned)	<p>Truck Route Ordinance Review (Police Power Ordinance, Null and Void)</p> <p>Review of Annual Report (Passed)</p>

Hours Contributed Outside of Structured Meetings



*Data contribution provided by Commissioner Brown, Commissioner Greenwood, Commissioner Jones, Commissioner Stover, Commissioner Tuggle, and Liaison, Trustee Beamish

The Planning Commission has worked alongside the Building and Zoning Administrator and Building Inspector and has made the following recommendations to the Township Board:

Review and recommendation of currently established Medical Marihuana Zoning Ordinance

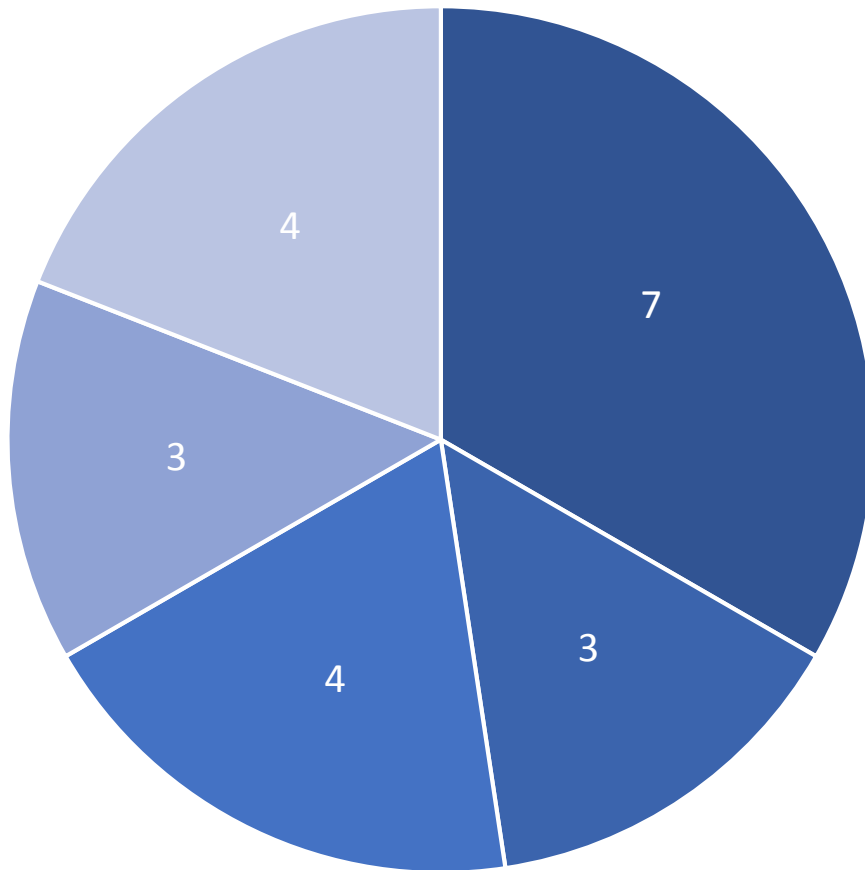
Recommendation of proposed Recreational Marihuana Zoning Ordinance

Recommendation of three Conditional Use requests

Recommendation of one Rezoning request

Recommendation of one Variance Request

2021 Planning Commission Focus



■ Marijuana ■ Additional Ordinance Development ■ Standard Building and Zoning Requests ■ Five-Year Review ■ Structural Planning

***Graph represents number of established agenda items devoted to each topic. It is intended to provide a general overview and does not reflect time spent on agenda items.**

Operations of the Building and Zoning Administrator:

The Building and Zoning Administrator not only serves as an extension of the Planning Commission but is also the backbone for essential functions in the township. As a front-line position, this requires ingenuity, appreciable interpersonal skills, and the ability to balance a high workload.

The Charter Township of Bedford has also had significant changes in Building and Zoning with the retirement of a tenured staff member and a shift in roles and responsibilities to a newly established Building and Zoning Administrator. In addition to the standard operations related to permits and establishing adherence to current zoning ordinance standards, this position has required ongoing organization and development of processes to improve communication between the ZBA, the Planning Commission, the Building Inspector, the Township Supervisor, and the public.

Maintenance of foundational structures and ongoing advancement in township development has required continued education through classes and webinars with MTA, a Citizen Planner class, and a Planning and Zoning retreat to improve efficiency with a complex workload. This will be beneficial to the township to implement strategies and provide resources as needed while the township continues work on the Master Plan review.

A Zoning Administration Certification class is scheduled in 2022 to accommodate shifts in duties and reflect anticipated progressive measures as the township moves forward. Additional support to assist with data entry would be beneficial as the workload increases and Adult Use establishments continue business within township boundaries.

Section II: Status of Ongoing Planning Activities

Agenda Dates set for 2022:

January 25, February 22, March 22, April (Break), May 24, June 28, July 26, August (Break), September 27, October 25, November 15, December (Break)

The Planning Commission will be changing the meeting time effective January 1, 2022 to 6:30pm for all meetings in order to accommodate the need for additional agenda items. It has been discussed that the Planning Commission will anticipate ongoing work with the Master Plan and Zoning Ordinance as well as added conditional use requests for recreational marijuana moving forward. Additional meetings may be added to support the Township Board and submitted requests through the Building and Zoning Administrator.

Establishment of Agenda Items in 2022:

Due to the pandemic and the inability to structure review of the Master Plan Map, the five-year review has been significantly delayed. The Planning Commission considers this a high priority and will be working on the Master Plan Map to reflect the vision of the township.

Review and revision of the current Zoning Ordinance standards will also take place to reflect outdated and unsustainable criteria to diminish the need for additional work through the Zoning Board of Appeals regarding variance requests. Additional review of the Master Plan will also be moving forward in anticipation of potential infrastructure to the commercial district and reflect the township's vision for development. This may be done separately or in tandem with the Township Board and will be based on board discretion.

Due to the establishment of new officers and planning commission members in 2021, the Planning Commission also sees a need to decrease turnover and provide additional education on roles and duties for each position. This will be done through a review of the Planning Commission Ordinance and current bylaws.

Fiscal Needs for Next Year:

The township has seen many changes in bodies for the current year that will impact the need for additional meetings and workload moving forward. The Charter Township of Bedford is in a transition with additional grant opportunities reflecting potential growth and development for the township, as well as newly established opportunities that will increase the workload both during and outside of structured meetings. There is an increased need for educational opportunities for members moving forward.

As a supporting body, the Planning Commission will require ongoing training on land use and development and plan for additional agenda items to accommodate the growth of recreational marijuana business. Measures will be added to create documentation in order to consolidate information for meetings and allow for equal access to information in the decision-making process. This will be a long-term benefit to the township in providing efficiency during meetings, minimizing the risk of error, and strengthening the Planning Commission as a whole.

The Planning Commission respectfully requests the Township Board take these needs into consideration when establishing a budget for the next fiscal year. Appropriate compensation for job duties will minimize turnover and supportive measures for training opportunities will decrease the probability of a leadership vacuum during changes in member attendance and leadership.