

CHARTER TOWNSHIP OF BEDFORD  
**115 S. ULDRIKS DRIVE**  
**BATTLE CREEK, MICHIGAN,**  
**PLANNING COMMISSION MEETING MINUTES**  
**March 26, 2024**

**Call to Order:** by Chairman, Mike Staib at 6:00 pm

**Pledge of Allegiance administered to attending body.**

**Roll Call:** Chairman Mike Staib, Trustee Stacy Greenwood, Commissioners: Barbara Jones, Shirley Tuggle, Tawney Wolters, Kevin Villadsen and Claudia Brown, seven members present. Quorum present.

**Approval of March 26, 2024 Agenda:** It was moved by Trustee Greenwood and seconded by Commissioner Brown to approve the agenda as presented.  
Roll Call 7 in favor/0 opposed. Motion carries.

**Approval of February 20, 2024 Minutes:** A motion was made by Commissioner Wolters to approve the minutes. The motion was seconded by Commissioner Jones.

Roll Call 7 in favor/0 opposed. Motion carries

**Liaison report:** Trustee Greenwood stated that the Board is waiting to hear from the County on rezoning request and working on both the Marijuana Zoning amendment and licensing agreement.

**Zoning Report: Building and Zoning Administrator: Cody McCarty**  
**See attached report**

Cody reported on signage on W. Michigan; complaints related to brightness. Stated work in progress and adjustments are to be made.

**Public Comment time** on agenda items: 6:05 pm opened and closed at 6:05 pm  
No comments.

**Discussion of New Business:**

- a. **Review** of Section 4:36 Shooting Range (Commercial) Zoning Ordinance Draft.  
Presentation by: Gene McKay, Certified NRA Instructor-Outdoor Range  
Discussion of some key issues:
  - Land topography
  - Noise

- Hours of operation
- Lot size minimum to be determined
- Pistol ranges versus rifle ranges and differences in the use of each
- Double back stops
- Fenced in with signage, reduced access points for safety
- Closure of facility: lead debris and a waste management/decommission plan

Discussion: Chairman Staib discussion with Commissioners; need to decide if this is something the commission wants to address.

- Need to define outdoor/indoor standards for each use
- Hazard waste concerns
- Consider a Special Land use, and what districts it will be allowed in
- Compatibility with adjacent land use

McKenna Consultant and Township Attorney noted working on standards such as (above items) and can put a draft together for the zoning ordinance.

b. Review of Accessory Dwelling Units:

Review of sample Ordinance standards currently Bedford Township does not allow Accessory Dwelling Units.

Discussion with Building and Zoning Administrator, McCarty, and McKenna consultant.

- Barns
- Tiny houses
- Residency requirements
- Property owner onsite
- Michigan housing crisis

McKenna will work on drafting standards to address the Accessory Dwelling Units for the commission to review and discuss.

c. Review of Article 13 Procedure and Processes in Zoning Ordinance Draft.

Discussion:

Process, Rezones and special conditions, Planning Commission to do site plans reviews.

McKenna Group will draft specific language about process for consideration on when Item is to be placed on agenda; craft language on determination of what is considered completion of a site plan. McKenna and Attorney also added the thoroughness in the ZBA section and proposed changes to site plan review and standards for review. Suggest of a possible flow chart to be included to help with the process.

d. Review of Planning Commission Bylaws:

Attorney reviewed:

- Section 1: Officers

- Chairperson, not all duties included. Commission discussed adding a more specific job description to Chairperson.
- Secretary per MCL shall execute meeting minutes in eight (8) days
- Secretary not involved in formal written correspondence with other groups, add Township staff.
- Move Trustee report on the agenda
- Rotation of roll call votes
- Chairperson not the primary vote on agenda

e. Discussion of items for next meeting:

Discussion regarding Mineral Extraction moved to the May meeting.

Outdoor events to be discussed at April meeting.

Chairman Staib suggested reading through the rest of Zoning Ordinance and sending specific questions regarding section being reviewed to Chair prior to meeting to be forwarded to Mckenna to help streamline the discussions.

**Public Comment Time:** Opened at 7:59 pm – Community member spoke on the shooting Range, stated contact NRA they can help also DEQ Also spoke on Pole Barns, has property in Bedford that he cannot build on and homesteaded taxes Stated he pays taxes, why?

**Public Comment Time Closed at 8:03 pm-**

**Planning Commission Member Time:** Trustee Greenwood questioned height of structures in old ordinances and would that be addressed?

Chairman adjourned the meeting at 8:05 pm

Next meeting April 23, 2024 at 6:00pm

*Shirley Tuggle, Secretary*