



Charter Township of Bedford

115 S. Uldriks Drive

Battle Creek, MI 49037-1165

Phone: 269-968-6917 Fax: 269-965-0908

www.bedfordchartertwpmi.gov

1. Call Meeting to order
 - a. Pledge of Allegiance
2. Roll Call: Barry Beamish, Claudia Brown, Stacy Greenwood, Barbara Jones, Shirley Tuggle, Kevin Villadsen, Tawney Wolters
3. Approval of February 24, 2021 agenda
4. Approval of January 25, 2021 meeting minutes
5. Liaison report-Trustee Beamish
6. Zoning Report- Building and Zoning Administrator Dougherty
7. Public Comment Time
8. Discussion of New Business
 - a. Meeting time change for November 15 2022 from 6:30pm to 6:00pm
 - b. Review and discussion of Planning Commission bylaws
 - c. Master Plan and Zoning Ordinance Open discussion
9. Open Public Comment Time
10. Planning Commission Member Time
11. Chair to announce meeting adjourned

Next Meeting March 22, 2022 at 6:30pm

**CHARTER TOWNSHIP OF BEDFORD
115 S. ULDRIS DRIVE
PLANNING COMMISSION MEETING MINUTES
BATTLE CREEK, MI 49037
January 25, 2022**

1. **Call to Order**-6:35 pm EST by Chairperson Stacy Greenwood
 - **Pledge of Allegiance**
2. **Roll Call**- Barry Beamish, Board Trustee, Stacy Greenwood, Chairperson, Barbara Jones, Vice-Chair, Commissioner, Shirley Tuggle, Commissioner Kevin Villadsen
 - **Absent**- Commissioners Claudia Brown, Tawney Wolters
3. **Approval of January 25, 2022 Agenda.** Moved by Board Trustee Beamish, Second by Commissioner Jones, Roll Call Vote-Passed
4. **Approval of November 16, 2021 minutes,** moved by Trustee, Beamish, Second by Commissioner, Jones. Roll Call-Vote, Minutes approved as submitted.
5. **Liaison report**-Trustee, Berry Beamish, noted that all communications should go through him from the Planning Commission to the Board and vice versa.
6. **Public Comment Time**- (On Agenda items) 6:39 pm-No participation- **Public Comment closed**-6:40 pm
7. **New Business:** a. **Appointment of Officers;** moved by Trustee Beamish to maintain Chair, Stacy Greenwood and Vice Chair Barbara Jones. Second by Commissioner Kevin Villadsen. **Roll Call Vote—motion passed**
 - b. **Addition of a Building and Zoning Monthly Report;** Chair Greenwood noted that this will be a monthly report for all PC meetings. All PC members to receive all information at the same time. Moved by Commissioner Villadsen, second by Commissioner Jones. Roll Call vote-approved
 - c. **6:43 pm Public Hearing-ReZoning Request for 22420 Bedford Road Applicant-Jason Raleigh**- description of property- 6.63 acres currently zoned residential and on the east side of road. To the south is zoned commercial to north is low density residential, asking for property to be re-zoned commercial for a commercial development. (Map attached) Raleigh noted that previously there was a rezoning request for the southern portion so that much legwork has been completed with county, state, and discussions with Michigan Department of Transportation (MDOT). Now, asking for all of property to be rezoned commercial.

6:46 pm Open Public Comment Time for Rezone;

Jacob Campbell- noted that this opens up for commercial development, a Dollar General he questioned? Commissioner Greenwood clarified "yes, A Dollar General."

Campbell noted concerns with traffic flow and maybe run local store out of business. He also stated some concerns contributing to health issues cheap foods. "Information on line about this" he stated.

Maureen Campbell- Discussed water shred concerns. "Now water is clean." "I don't want it next to me." "We have two Dollar Generals already"- "overkill."

Developer's Engineer Jared stated "We have worked with MDOT on traffic concerns and concerns with the Creek, no impact."

Susan Campbell: stated, "I have lived at my property 50 years; I would check ground water, lots of stuff left on property".

8:6:54 pm Open Public Comment Time:

Request for Rezoning: moved by Trustee Beamish, Second by Commissioner Jones. Roll Call vote: Motion approved-Request to the Board.

9. Planning Commission Member time: Trustee Beamish, noted "Dollar General is not a big retailer and the corner store has its own niche". Minimal impact he noted.

Commissioner Greenwood stated the Planning Commission's role in a determination is to make sure the rezoning is in alignment with the Master Plan. Commissioner Greenwood referenced the following sections in the Master Plan: Problems, Advantages and Opportunities Subsection 7: Commercial Development page 16. Recommended Future Land Use Plan Subsection 3: Commercial Land Use Plan page 21. Recommendations for Implementation Subsection J. page 23. After review of The Master Plan, Commissioner Greenwood stated the rezone request aligns with the document and therefore, the vision of the township. Guidelines meet the standard for approval.

Roll Call vote: Measure approved.

7:01 pm PC Master Plan 5 year Review: Commissioner Greenwood stated "doing minor text amendments in the zoning ordinance."

The Master Plan RFP has been proposed: The PC is requesting professional expertise; contacting professional firm's for proposals, Moved by Commissioner Villadsen, Second by Trustee Beamish. Roll Call vote: Approved for Plan RFP.

Moved by Commissioner Jones, second by Trustee Beamish. Roll Call vote: approved, request for hiring qualified Planning Firm -sent to Board.

7:08 pm Public Comment Time: Adam Heikkila stated he is in agreement with hiring a Professional Planning Firm.

7:09 pm Public Comment Closed

New Commissioner Kevin Villadsen welcomed.

Property and Zoning Administrator, Kara Dougherty verified one issue she has seen: a. Setback requirements for agriculture are too restrictive for residents to add accessory buildings. And (b). budget has opportunities for educational programs and

(c). The Bedford Township Law firm is arranging trainings (free) to

PC members-information coming soon.

10. Commissioner Greenwood adjourned meeting at 7:14 pm

Next meeting February 22, 2022 at 6:30pm
submitted by Shirley Tuggle

Bedford Charter Township Planning Commission Bylaws

The following rules of procedure are hereby adopted by the Bedford Charter Township Planning Commission to facilitate the performance of its duties as outlined in the Michigan Planning Enabling Act, Public Act 33 of 2008, MCL 125.3801, *et seq.*, and the Michigan Zoning Enabling Act, Public Act 110 of 2006, MCL 125.3101, *et seq.*

SECTION 1: Officers

- A. Selection and Tenure**—At the first regular meeting each year, the planning commission shall select from its membership a chairperson, vice chairperson and secretary. All officers shall serve a term of one year, or until their successors are selected and assume office, except as noted in C, below. All officers shall be eligible for re-election for consecutive terms for the same office.
- B. Chairperson**—The chairperson shall preside at all meetings, appoint committees and perform such other duties as may be ordered by the planning commission.
- C. Vice Chairperson**—The vice chairperson shall act in the capacity of the chairperson in his/her absence. In the event the office of chairperson becomes vacant, the vice chairperson shall succeed to this office for the unexpired term, and the planning commission shall select a successor to the office of vice chairperson for the unexpired term.
- D. Secretary**—The secretary shall execute documents in the name of the planning commission and shall perform the following additional duties:
 - 1. Minutes**—The secretary shall be responsible for maintaining a permanent record of the minutes of each meeting and shall have them recorded in suitable permanent records maintained by the township clerk. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and record of votes, conditions or recommendations made on any action and record of attendance.
 - 2. Correspondence**—The secretary shall be responsible for issuing formal written correspondence with other groups or persons, as directed by the planning commission. All communications, petitions, reports or other written materials received by the secretary shall be brought to the attention of the planning commission.
 - 3. Attendance**—The secretary shall be responsible for maintaining an attendance record for each planning commission member and report those records annually to the planning commission for inclusion in the annual report to the township board.
 - 4. Notices**—The township clerk shall oversee the issuance of such notices as may be required by the planning commission, including Open Meetings Act notices, as well as notice required for specific planning or zoning actions under the Michigan Planning Enabling Act or the Michigan Zoning Enabling Act.

SECTION 2: Meetings

The business the planning commission may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act. The planning commission may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting.

- A. Regular Meetings**—The planning commission shall hold not less than four regular meetings each year and by resolution shall determine the time and place of such meetings. Other meetings may be held as necessary. When a regular meeting falls on a legal holiday or upon a day resulting in a conflict, the planning commission shall, if possible, select a suitable alternate meeting date in the same month as the originally scheduled meeting.

Notice of regular planning commission meetings shall be posted at the principal township office within 10 days after the planning commission's first meeting in each calendar year in accordance with the Open Meetings Act.

- B. Special Meetings**—Special meetings may be called by the chairperson or upon written request to the secretary by at least two members of the planning commission.

Notice of special meetings shall be given to the members of the planning commission at least 48 hours prior to the meeting. Such notice shall state the purpose, time and location of the special meeting and shall be posted in accordance with the Open Meetings Act.

- C. Notice**—Notice required for specific planning, zoning or other land use actions will be given in accordance with the Michigan Planning Enabling Act, the Michigan Zoning Enabling Act, Land Division Act, or other applicable statute.

- D. Public Hearings**—All public hearings held by the planning commission must be held as part of a regular or special meeting of the planning commission.

- E. Agenda**—The chairperson shall be responsible for preparing a tentative agenda for planning commission meetings. The agenda may be modified by action of the commission.

- F. Quorum**—Four members of the planning commission shall constitute a quorum for transacting business and taking official action for all matters. No official action of the commission may be taken without a quorum present.

- G. Voting**—An affirmative vote of the majority of the members of the planning commission is required to approve any part of the master plan or amendments to the plan or to amend these bylaws. Unless otherwise required by statute, other actions or motions placed before the planning commission may be adopted by a majority vote of the members present and voting, as long as a quorum is present. Voting shall be by voice vote; a roll call vote shall be required if requested by any commission member or directed by the chairperson. Except in the case of conflict of interest, all planning commission members, including the chairperson and ex officio member, shall vote on all matters.

- H. Public Records**—All meetings, minutes, records, documents, correspondence and other materials of the planning commission shall be open to public inspection in accordance with the Freedom of Information Act, except as may otherwise be provided by law.

SECTION 3: Duties of the Planning Commission

The planning commission shall perform the following duties:

- A.** Prepare, review and update a master plan as a guide for development within the township's planning jurisdiction.
- B.** Take such action on petitions, staff proposals and township board requests for amendments to the zoning ordinance as required.
- C.** Take such action on petitions, staff proposals and township board requests for amendments to the master land use plan as required.
- D.** Prepare an annual written report to the township board of the planning commission's operations and the status of planning activities, including recommendations regarding actions by the township board related to planning and development.
- E.** Take such actions as authorized or required by the Michigan Planning Enabling Act.
- F.** Take such actions as authorized or required by the Michigan Zoning Enabling Act.
- G.** Review subdivision proposals and recommend appropriate actions to the township board.
- H.** Perform other duties and responsibilities or respond as requested by any township board or commission.

SECTION 4: Absences, Removals, Resignations and Vacancies

- A.** To be excused, members of the planning commission shall notify the planning commission chairperson or other planning commission member when they intend to be absent from a meeting. Failure to make this notification prior to the meeting shall result in an unexcused absence.
- B.** Members may be removed by the township board for misfeasance, malfeasance or nonfeasance in office upon written charges and after a public hearing.
- C.** A member may resign from the planning commission by sending a letter of resignation to the township board.
- D.** Vacancies shall be filled by the township supervisor, with the approval of the township board. Successors shall serve out the unexpired term of the member being replaced.

SECTION 5: Conflict of Interest

Before casting a vote on a matter on which a planning commission member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the planning commission. Failure of a member to disclose a potential conflict of interest as required by these bylaws constitutes malfeasance in office.

Conflict of interest is defined as, and a planning commission member shall declare a conflict of interest and abstain from participating in planning commission deliberations and voting on a request, when:

1. An immediate family member is involved in any request for which the planning commission is asked to make a decision. "Immediate family member" is defined as:


The planning commission member's spouse, the member and member's spouse's children (including adopted) and their spouses, step-children and their spouses, grandchildren and their spouses, parents and step-parents, brothers and sisters and their spouses, grandparents, parents in-law, grandparents in-law, or any person residing in the planning commission member's household.

2. The planning commission member has a business or financial interest in the property involved in the request or has a business or financial interest in the applicant's company, agency or association.
3. The planning commission member owns or has a financial interest in neighboring property.
For purposes of this section, a neighboring property shall include any property falling within the notification radius for the application or proposed development, as required by the zoning ordinance or other applicable ordinance.
4. There is a reasonable appearance of a conflict of interest, as determined by a majority vote of the remaining members of the planning commission.

SECTION 6: Amendments

These bylaws may be amended at any meeting by a vote of the majority of the membership of the planning commission.

Adopted by the Bedford Charter Township Planning Commission at a regular meeting on _____, 2017.



MONTHLY ZONING REPORT

February 2022

2/24/2022

Bedford Charter Township

**Authored by: Kara Dougherty – Zoning
Administrator**

Good evening Planning Commission.

First, please let me apologize for not being at the meeting tonight. I had knee surgery on Monday and was not supposed to be at work. I am not very good at that when I feel that things need to be done. So I worked a portion of Tuesday & Wednesday in the office and have been paying for it. Today, I worked from home with the help of our Supervisor and coordinated with our Planning Chair.

This report is brief since all of my materials are at the office however, I would like to be aware of what events are currently unfolding and what is coming in the future. I have asked Stacy to hand out the training invitation for me, please contact me with any questions or concerns. I will be back in the office full time on Monday.

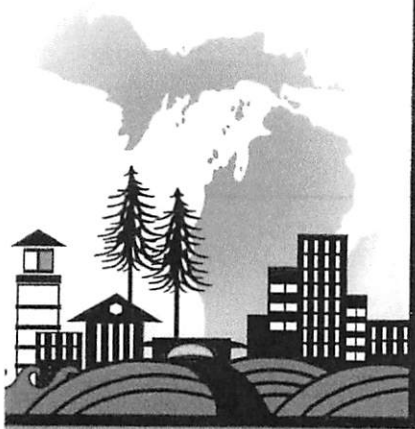
Current Events

- The rezoning of 22420 Bedford Rd has been passed by the Board of Trustees on 02/08/2022. The next phase of this project is the parking variance application that is scheduled for a public hearing on March 15, 2022, at 5:00 p.m.
- Man-Sing has dropped off-site plans for review to amend their conditional use to be able to have a nursery for seedlings in their warehouse or a greenhouse. They are currently an outdoor grower, and plan to stay that way but like to seek permission to protect the young seeds from the weather.
- The Zoning Administrator Certification was earlier this month. I learned an awful lot and came back with many ideas and areas or processes in zoning that could be tweaked for a smoother flow.
- Work on a Zoning Application form has begun, as the building permit application form has been being used. I would also like to update several other forms that we are using in zoning for ease of use, understanding, and process layout. This will help the residents be able to visualize the process and what the expectation will be better. The two departments need to be separated and guidance from the MTA and our municipal attorney has been sought.

Upcoming Events

- The training seminar for Planning Commissions and Zoning Board of Appeals is scheduled for March 31, 2022, at Fire Keeper's Casino. Anyone from the township that is interested in attending is invited. The cost is \$40/person, which represents the food and beverage service (dinner will be provided). The township will cover this cost.
- Evolution Grow at 1060 River Rd W is in the early discussions of applying for a conditional use on the parcel they purchased next door to the current facility for processing. They have decided that they would like to have all of their facilities on one campus.
- 117 Blue Spruce has been in to discuss the possibility of an exotic bird rescue. The owners have purchased another parcel under the Business name of Birds & Beeks. They intend to purchase a building to put this rescue next to their primary residence. Both parcels are zoned Med-Density Residential. They have been advised that the zoning ordinance doesn't support this nor does the master plan. They have asked if they could apply for a conditional use permit. The application was given along with the Med-Density Ordinance, instructions for what needs to be included in the application, and what the process and fees are.

Thank you,
Kara Dougherty
Zoning Administrator



BAUCKHAM SPARKS

michigantownshiplaw.com

Planning and Zoning
Workshops Presented by
Attorneys
Catherine Kaufman and
Seth Koches.

1:00 PM - 4:00 PM PC 4:00 - 5:00 Dinner 5:00 PM - 8:00 PM ZBA

Municipal Attorneys, Catherine Kaufman and Seth Koches of Bauckham, Sparks, Thall, Seeber & Kaufman, PC will be presenting educational workshops on the duties and responsibilities of the Planning Commission and Zoning Board of Appeals.

Cost per person of \$40 includes one or two sessions and dinner. Checks should be made payable to Bauckham Sparks and sent to 470 W. Centre Ave., Ste. A, Portage, MI 49024. If you are a current client the cost can be added to your next billing statement.

**RSVP to
weber@michigantownshiplaw.com or
269-382-4500 by March 21.**