



# **Charter Township of Bedford**

"Neighbors Serving Neighbors"

115 S. Uldriks Drive

Battle Creek, MI 49037

[www.bedfordchartertwpmi.gov](http://www.bedfordchartertwpmi.gov)

## **Request for Proposals**

### **Five-Year Review Rewrite Project**

## **INTRODUCTION**

The Charter Township of Bedford is requesting proposals from qualified consultants to assist the community in updating and rewriting the Master Plan, as well as assisting in making recommendations, if needed, for the Zoning Ordinance and Zoning Map to update documents as required for the five-year review. The township will be accepting proposals until March 3, 2022, at 4:30 pm.

## **BACKGROUND**

The township is located in the northwest corner of Calhoun County, bounded by Kalamazoo County on the west and Barry County to the north. As of April 2020, the estimated population is 9,198. Being of close proximity to Battle Creek and Springfield has pushed the township into becoming more urbanized; However, lack of appropriate sewer and water infrastructure has impeded development. The township is currently working with the city to consider development in this area moving forward.

The Charter Township of Bedford has seen a delay in the five-year review due to the Covid-19 pandemic. The current Master Plan was adopted in 2014 and can be found on the township website at [www.befordchartertwpmi.gov](http://www.befordchartertwpmi.gov). The township anticipates major revisions to all necessary documentation to stay current and move forward with future grant opportunities. Analysis of township demographics and land use was last completed by Fleis and Vandenbrink in January of 2020 for the development of the Park and Recreation Plan, located on the township website.

## **STAFF**

The Building and Zoning Administrator will be the main point of contact for resources related to the project. The members of the Planning Commission and Township Board will play a role in the process by guiding directives, providing updates, and supporting the project through a series of discussions.

## **PROJECT OBJECTIVES**

1. Review the current Master Plan and identify relevant sections to remain, be revised, or be removed.
2. Coordinate public hearings, surveys, and additional community outreach to gather data and identify key changes in the Master Plan as it relates to community input.
3. Review current Township Zoning Map and identify areas of concern and possible revisions, as deemed necessary.
4. Evaluate fee schedule, existing procedures, and forms used in the master plan and zoning review and recommend changes, as deemed necessary.
5. Provide a final revision and completion of all documents within 18 months unless providing a request for an extension to the Township Board.

## **SCOPE OF WORK**

With assistance from township staff and electors of the township, the consultant shall conduct a review of current information gathered from local municipalities as well as facilitate community

engagement for the review and revision of the current Master Plan. The hired consultant shall provide a revised draft of the Master Plan as well as recommend changes and revisions to the Zoning Map to support possible text additions regarding the establishment of new zoning districts in the Zoning Ordinance if deemed necessary. The consultant will develop a final deliverable that should include the following:

1. Summary Sheet- The consultant shall provide a summary sheet of data using various methods for maximum community engagement and detailing recommended changes/additions regarding zoning districts in the Zoning Ordinance and Township Zoning Map. A summary will also include recommended changes and revisions in the Master Plan. The summary sheet should provide key points regarding identifying community concerns and preferences, an inventory of existing land use conditions and limitations, and a prediction of future trends.
2. Drafting the Document- The consultant will prepare the draft Master Plan, including diagrams/graphics reviewed by staff and the Planning Commission in a final version to be acted upon by the Township Planning Commission and Township Board.
3. User-Friendly Format- The consultant will work with township staff to make the newly revised Master Plan accessible to the public.
4. Updated Zoning Ordinance and Zoning Map- The consultant will provide an updated Zoning Map based on revisions recommended and approved by the Township Planning Commission and Township Board following the Master Plan rewrite. The consultant shall provide any text additions regarding the establishment of new districts to be recommended in the current Township Zoning Ordinance for approval by the Township Planning Commission and the Township Board.
5. Project Schedule- The consultant will provide the township with an anticipated schedule and timeline for the above work. The consultant will provide a timeline of requested documentation to assist in structural planning as needed from township staff, Planning Commission, and/or Township Board.

## **SELECTION CRITERIA**

The Planning Commission shall select finalists from the pool of proposals received. The Planning Commission may ask finalists to present their proposals in person (or via a virtual platform) before a final selection is made. Upon selection, approval shall be made by form of resolution by The Township Board. Additional representation by consultants may be asked for clarification regarding approval by resolution.

## **PROPOSAL REQUIREMENTS**

1. Letter of Interest- Cover letter indicating interest in the project and identifying the firm's ability to provide the services requested.
2. Introduction- A brief description of the firm, the range of professional services, office locations, and staff highlights.
3. Work Plan- In, a project overview, describe the general project approach and process that has worked in the past as well as anticipated needs to be provided by township staff, Planning Commission, and/or Township Board. Provide a proposed project schedule, including a timeline of milestones, deliverables, and completion.

4. Experience and Qualifications- A brief description of the firm's prior work relevant to the RFP, including name, address, and contact information for the primary point of contact. If available, provide a list of consultant personnel that may be used for the completion of the project, along with a summary of individual work experience.
5. List of Clients- Provide a shortlist of comparable clients for which similar services have been used, as well as contact information.
6. Cost summary- Submit cost estimates for each task associated with the preparation and completion of the project. Tasks include, but are not limited to, structural planning needed to assess workload and objectives, a proposal for community engagement to gather data, presentation and ancillary meetings related to the completion of the project, review of information gathered, revision of the Master Plan, as well as proposed additions to the current Zoning Ordinance and Zoning Map, and finalization of project documents.

## **INQUIRIES**

All requests for clarification or interpretation of the proposal shall be made in writing and emailed to [planning@bedfordchartertwpmi.gov](mailto:planning@bedfordchartertwpmi.gov). Inquiries shall contain the firm's name, address, contact person, email address, and shall be titled "Draft Five-Year Review Bedford RFP". The deadline for inquiries is February 10, 2022, at 4:30 pm.

## **PROPOSALS DUE**

The deadline for proposals is March 3, 2022, at 4:30 pm. Electronic proposals will be accepted and should be sent to [planning@bedfordchartertwpmi.gov](mailto:planning@bedfordchartertwpmi.gov). Applicants shall also submit seven paper copies of the proposal to:

Charter Township of Bedford  
115 S. Uldriks Drive  
Battle Creek, MI 49037



**LETTER OF TRANSMITTAL**

To: Bedford Township Office

Date: 10/18/21

Address: 115 S. Uldriks Dr.

RE: Bedford Twp Rezone

Battle Creek, Michigan 49037

Attention: Ms. Sally Shaw

We are sending you the following:    ☒ Enclosed    ☐ Under Separate Cover    ☐ Plans  
☐ Show Drawings    ☐ Specifications    ☐ Photographs    ☐ Copy of Letter    ☐ Change Order  
☐ Survey    ☐ Other    -

Via:    ☐ Hand Delivery    ☐ UPS Ground    ☒ UPS Next Day    ☐ Fed Ex    ☐ Mail    ☐ Client Pick-up

<i><b>Copies</b></i>	<i><b>Date</b></i>	<i><b>No.(s)</b></i>	<i><b>Description</b></i>
1		-	Rezone Application Form
1		-	Authorization Letter
10		-	Rezone Exhibit
1		33653	\$500.00 Rezone Fee

These are transmitted as checked below:

☐ For approval    ☐ Approved as submitted    ☐ Re-submit    ☒ As requested    ☐ Change Order  
☐ Approved as noted    ☐ Corrected Prints    ☐ For your use    ☐ Returned for corrections  
☐ For bids due on -    ☐ For review and comment    ☐ Returned after loan to us

COMMENTS:    Ms. Shaw,

Please find the attached submittal packet for a proposed rezone of parcel 04-090-049-00. We would ask that we be scheduled for the next available Planning Commission meeting. It appears the regularly scheduled meetings are on the 4<sup>th</sup> Tuesday of the month. If a special meeting is necessary, please let me know if additional items are needed. I can be reached at the below email or phone.  
Thank you for your assistance on this matter.

Copy To:

☐ -  
☐ -

From:

Jason Raleigh, P.E.  
[jason@AREngineeringllc.com](mailto:jason@AREngineeringllc.com)  
(269) 806-6718

CHARTER TOWNSHIP OF BEDFORD  
REQUEST FOR HEARING/CONSIDERATION OF THE PLANNING COMMISSION  
APPLICATION PROCEDURES

1. Application shall be made through the Building and Zoning Department on the attached form.

**A FEE OF \$500 SHALL ACCOMPANY THIS APPLICATION AND IS NOT REFUNDABLE!!!**

2. Application for the hearing of the Planning Commission shall include or be accompanied by the applicant's name, address and telephone number.

3. When the application is completed and the fee is paid, the Building and Zoning Administrator shall schedule a preliminary review by the Township Planning Commission.

4. If the Preliminary Review is complete and if the Township Planning Commission recommends a Public Hearing, the Building and Zoning Administrator shall schedule notice of a Public Hearing. Notification shall be published in the newspaper no more than fifteen (15) days or less than five (5) days prior to the public hearing. (One (1) publication)

5. The property shall be posted a minimum of ten (10) days prior to date of public hearing. Such notice shall include:

- a. Notice of Public Hearing Request.
- b. Name of person requesting hearing
- c. Address of property and its legal description
- d. Time and place of public hearing

6. A notice of time, place and purpose of public hearing shall be given by certified return receipt mail, or served personally, to the party or parties requesting the Conditional Use Permit at least ten (10) days prior to date of Public Hearing.

7. A notice of time, place and purpose of public hearing shall be given to:

- a. All persons who own or reside on property within three hundred (300) feet of the premises in question shall be notified within fifteen (15) days of Public Hearing.

8. The Planning Commission shall hold the public hearing at the time and place specified.

9. If the proposed Conditional Use application is deemed appropriate by the Planning Commission, the request for the Conditional Use Permit shall be recommended for approval to the Township Board.

**10. THE APPLICANT OR HIS AGENT, SHALL BE PRESENT AT ALL MEETINGS PERTAINING TO SUBJECT APPLICATION.**

**11. NOTE - AUTHORIZATION FOR SITE VISIT ON APPLICATION.**



**Charter Township of Bedford**  
**115 S. ULDRIS DRIVE**  
**BATTLE CREEK, MICHIGAN 49037-1165**

Rezoning Application  
Zoning Amendment

Special/Conditional Use  
Sub-division/plat review

Applicant Name: Midwest V, LLC  
Address: 1435 Fulton Street 2nd Floor  
City: Grand Haven State: MI Zip code: 49417  
Phone: 616-842-2030 email: petemidwest@gmail.com

Signature: \_\_\_\_\_

Date: 10/18/21

Applicant is: Owner (Future) Lessee

Contractor

Owner Name: Michelle Hoffman  
Address: 22420 Bedford Rd  
City: Battle Creek State: MI Zip code: 49017  
Phone: \_\_\_\_\_ email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I agree that the statements made above are true, and if found not to be true, any zoning permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. Further, I agree the permit that may be issued is with the understanding that the property will be in full compliance with all applicable sections of the Charter Township of Bedford Zoning Ordinance. Further, I agree to notify the Zoning Administrator of the Charter Township of Bedford for inspection before the start of construction and when locations of proposed uses are marked on the ground. Further, I agree to give permission for officials of the Charter Township of Bedford, the County and the State of Michigan to enter the property subject to this permit application for purposes of inspection.

Signature: \_\_\_\_\_

Date: 10/18/21

Project Location/address: 22420 Bedford Rd, Battle Creek, MI 49017  
Parcel Number: 04-090-049-00

Explanation of request: Request to rezone all of parcel 04-090-049-00 from RA - Low Density Residential to CS - Commercial. Rezone request is lot 54 of the Bedford Twp Supervisors Plat of Bedford, also part of lot 55 as depicted on the Rezone Exhibit. See attached rezone exhibit for additional information.

TO BE COMPLETED BY TOWNSHIP:

Date Received & accepted: \_\_\_\_\_ Staff name: \_\_\_\_\_  
Parcel Number: \_\_\_\_\_ Hearing Date: \_\_\_\_\_

APPLICATION FEE IS NOT REFUNDABLE

**AUTHORIZATION LETTER**

Owner: Michelle Hoffman

Property: Part of 22420 Bedford Road N Battle Creek, MI 49017  
(Part of Parcel # 13-04-090-049-00)

Date: 11/2/2020

To Whom It May Concern:

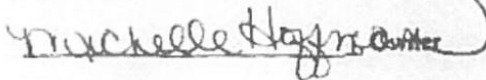
Midwest V. LLC ("Buyer"), 1435 Fulton St., 2<sup>nd</sup> Floor, Grand Haven, MI 49417, is hereby authorized to act on our behalf in connection with the items listed below as it pertains to the development of our above-referenced Property pursuant to a Purchase and Sale Agreement.

Due diligence – soil testing, geo-technical drilling, surveying, engineering and environmental studies (phase I, phase II and/or BEA).

Permitting – Applications and filings with applicable municipalities for all entitlements, including, but not limited to, site plan approval, rezoning, variances, building permits, and any required construction permits.

Unless otherwise agreed in the Purchase and Sale Agreement, any and all of the foregoing work shall be completed by Buyer at its sole cost and expense. Buyer will return the property to substantially the same condition prior to their work.

Sincerely,

 Michelle Hoffman, Owner

\_\_\_\_\_, Owner

Buyer Contact Information:

Attn: Peter Oleszczuk

1435 Fulton St., 2<sup>nd</sup> Floor

Grand Haven, MI 49417

Phone: 616-842-2030 ext. 2106

Fax: 616-842-1950



BRADLEY JAMES & NANCY  
22245 BEDFORD RD  
BATTLE CREEK, MI 49017

BIRD NORMAN D  
P O BOX 271  
BEDFORD, MI 49020

GERBER ARTHUR & LEOLYN / TRUST  
90 MARVIN ST  
BATTLE CREEK, MI 49017

SWIFT THERESA M (LIFE ESTATE)  
3150 MEACHEM RD  
BATTLE CREEK, MI 49017

TAYLOR JACK W & BEVERLY J CO-TRUSTE  
22441 BEDFORD RD  
BATTLE CREEK, MI 49017

TAYLOR JACK W & BEVERLY J CO-TRUSTE  
22441 BEDFORD RD  
BATTLE CREEK, MI 49017

KEAGLE TODD A & HEATHER L  
22405 BEDFORD RD  
BATTLE CREEK, MI 49017

MC CARTY KEVIN M & NIKA J  
3161 MEACHEM RD  
BATTLE CREEK, MI 49017

POOLE JERRY & PATRICIA / TRUST  
22435 BEDFORD RD  
BATTLE CREEK, MI 49017

PETTIE MICHAEL A  
19679 MCALLISTER RD  
BATTLE CREEK, MI 49014-8112

CAMPBELL ROBB B & SUSAN TRUSTEES  
P O BOX 35  
BEDFORD, MI 49020

CAMPBELL ROBB B & SUSAN TRUSTEES  
P O BOX 35  
BEDFORD, MI 49020

HOFFMAN MICHELLE A  
22420 BEDFORD RD  
BATTLE CREEK, MI 49017

MILLER DAVID J  
310 SHEFFIELD RD  
BATTLE CREEK, MI 49017

MCCRIMMON HEATHER L  
22236 BEDFORD RD  
BATTLE CREEK, MI 49017

MCCRIMMON HEATHER L  
22236 BEDFORD RD  
BATTLE CREEK, MI 49017

BEDFORD TOWNSHIP  
115 S UNDRIKS DR  
BATTLE CREEK, MI 49037

GULL LAKE COMMUNITY SCHOOLS  
P O BOX 146  
BEDFORD, MI 49020

LEMON ASHELEY M & JASON A  
407 HUTCHINSON RD  
BATTLE CREEK, MI 49017

WILCOX TIMOTHY  
423 HUTCHINSON RD  
BATTLE CREEK, MI 49017

BRAUER TIMONTH J II & SHAUNA D  
521 HUTCHINSON RD  
BATTLE CREEK, MI 49017

LESTER SARAH D  
535 HUTCHINSON RD  
BATTLE CREEK, MI 49017

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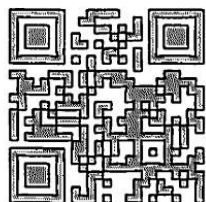
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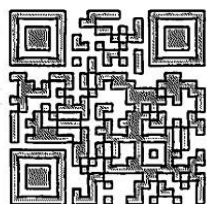
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**CHARTER TOWNSHIP OF BEDFORD**

**CALHOUN COUNTY, MICHIGAN**

**NOTICE OF PLANNING COMMISSION PUBLIC HEARING**

To: The residents and property owners of the Charter Township of Bedford, Calhoun County, Michigan, and any other interested persons.

**PLEASE TAKE NOTICE** that the Planning Commission of the Charter Township of Bedford will hold a public hearing and meeting on Tuesday, January 25, 2022, commencing at 6:30 p.m. at the Township Hall, 115 S. Uldriks Drive, Battle Creek, MI 49037 to consider the following:

- 1) The Charter Township of Bedford Planning Commission will be reviewing a request to rezone from Low-Density Residential to Commercial for the property located at 04-090-049-00, 22420 Bedford Rd, Battle Creek, MI 49017.

**PLEASE TAKE FURTHER NOTICE** that anyone interested in reviewing the proposed request to rezone from Low-Density Residential to Commercial may request to examine a copy of the application and maps at the Bedford Charter Township Hall during regular business hours on regular business days. The Township Zoning Ordinance and map is also posted on the Township's website at <https://www.bedfordchartertwpmi.gov/index.php>

**PLEASE TAKE FURTHER NOTICE** that written comments will be received at the office of the Township Clerk, Joyce Feraco, 115 S. Uldriks Drive within the Township at any time during regular business hours of regular business days until 4:00 p.m. on the date of said hearing, and will further be received by the Planning Commission at the time of the said hearing.

**PLEASE TAKE FURTHER NOTICE** that Bedford Charter Township will provide necessary, reasonable auxiliary aids and services at the hearing to individuals with disabilities upon five (5) days' notice to the Bedford Charter Township Clerk of the need for the same. Individuals with disabilities requiring auxiliary aids or services should contact the Township Clerk by writing or by calling the Clerk at the Township Hall at the phone number and/or email address contained within this notice.

All persons are invited to be present at the aforesaid time and place to participate in discussion on the above.

**BEDFORD CHARTER TOWNSHIP  
PLANNING COMMISSION**  
Stacy Greenwood, Chairman  
Joyce Feraco, Township Clerk  
Bedford Charter Township  
115 S. Uldricks Drive  
Battle Creek, MI 49037  
269-968-6917  
[clerk@bedfordchartertwpmi.gov](mailto:clerk@bedfordchartertwpmi.gov)