



**Charter Township of Bedford
Planning Commission
March 22, 2022, 6:30 p.m.**

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 March 22, 2022 agenda
4. Approval of February 22, 2022 meeting minutes
5. Liaison report-Trustee Beamish
6. Zoning Report- Building and Zoning Administrator Dougherty
7. Public Comment Time
8. Discussion of Old Business
 - a. Reminder of Planning Commission and ZBA training on March 31st, 2022 presented by township attorney
 - b. Review and Approval of Planning Commission Bylaws
9. Discussion of New Business
 - a. Appointment of Secretary with term end date of 12/31/2022
 - b. Review and Recommendation of Master Plan Rewrite Project proposals submitted by McKenna and Beckett and Raeder, Inc.
10. Open Public Comment Time
11. Planning Commission Member Time
12. Chair to announce meeting adjourned

Next Meeting May 24, 2022 at 6:30pm

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. Robert's Rules. The Planning Commission incorporates and utilizes Robert's Rules of Order, 12th Edition for procedure to conduct regular or special meetings, including public hearings.**

- I. 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. Any Planning Commission member accumulating three (3) unexcused absences in a calendar year constitutes nonfeasance in office.

- C. A member may resign from the planning commission by sending a letter of resignation to the township board.
- E. 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~~2022.

[illegible]



May 14, 2021

Hon. Kenneth Dinan III, Supervisor
And Board of Trustees
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189

Mr. Larry Roman, Chair
And Planning Commission
Northfield Township
8350 Main Street
Whitmore Lake, MI

RE: Joint Training Session for the Planning Commission and Zoning Board of Appeals

Dear Trustees and Commissioners:

We are excited about the upcoming joint training session and wanted to share some details for the occasion! As you know, we have conducted joint training sessions with members of the Planning Commission and Zoning Board of Appeals in the past. We know that both groups have some new members, and even experienced members could benefit from this refresher course.

We have tailored this seminar to help participants better understand their role and functions and get information on current issues and approaches to planning and zoning.

The presentation will stress the fundamental roles and responsibilities of the Planning Commission and Zoning Board of Appeals, review ethics and risk management best practices, and highlight ways the Planning Commission and Zoning Board of Appeals can become more effective and efficient in decision-making.

FORMAT

Our proposed format is based on our experience conducting similar seminars. We will use a PowerPoint for our presentation, and each attendee will receive a packet of materials to supplement the presentation. We propose to use elements of the basic training program prepared by the Michigan Association of Planning (MAP) supplemented with topics of special interest. Our proposed agenda/outline of the seminar is presented below.

SUGGESTED AGENDA

The following outline is our suggested agenda for the training.

1. Planning and Zoning Essentials

- a) Authority
- b) Roles and Responsibilities
- c) Your Tools: Master Plan and Zoning Ordinance

2. Review Procedures

- a) Site Plan Review
- b) Conditional Use Review

HEADQUARTERS

235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM

Communities for real life.



- c) Text and Map Amendments
- d) Special Development Options: Planned Unit Developments
- e) Nonconformities

3. ZBA Powers, Functions, & Responsibilities

- a) Appeals
- b) Variances

4. Risk Management and Ethics

- a) Making Good Decisions
- b) Conflicts of Interest

5. Public Participation

6. Questions and Answers

We are looking forward to the seminar next week and truly hope that it will be informative and helpful!

Respectfully submitted,

McKENNA

John R. Jackson, AICP
Presidents

Vidya Krishnan
Principal Planner

Transportation Plan

CIRCULATION AND ROAD SYSTEM IMPROVEMENTS

No additional public roads are expected to be built within the foreseeable planning period. The Clinton County Road Commission plans to concentrate on the maintenance and improvement of existing public roads. The condition of existing paved roads should be evaluated each year, and roads with high traffic volume should be considered for repaving. Maintaining existing gravel roads should be a top priority of the Township and the Clinton County Road Commission. Gravel roads promote reduced speeds, a rural atmosphere, and discourage dense development. However, poorly maintained gravel roads result in a variety of conditions from nuisances such as dust to more dangerous conditions resulting in damage to vehicles and difficult driving conditions. The Township and County should evaluate the road conditions and traffic volumes in the Township annually and prioritize improvements based on any findings.

COMPLETE STREETS

Bengal Township intends to implement a rural vision of Complete Streets with this Plan, and will work with the Clinton County Road Commission on road projects. The Complete Streets philosophy is that the roadways should be safe for all legal users. Complete Streets within the Township will mostly consist of widened paved or unpaved shoulders, which can provide access to slow moving traffic such as tractors, horses and buggies, or snowmobiles. The highest priority for Complete Streets in the Township should be major corridors that connect Bengal Township to markets in nearby communities such as Fowler and St. Johns, as well as roads that provide major connectivity throughout the Township. Major north south roadway corridors include N. Forest Hills and S. Francis Roads, and major east west roadway corridors include M-21 and W. Parks Rd.

Action Plan

The Bengal Township Master Plan and its goals, objectives, and policies recommend the future vision for the community. The Township desires to enhance its rural character, maintain agricultural viability, and protect natural resources, while accommodating some residential growth.

The goals, objectives, and policies of this Plan should be reviewed often, and should also be considered in decision-making by the Township. Successful implementation of this Plan will be the result of actions taken by elected and appointed officials, Township staff and consultants, the Planning Commission, the Township residents, public agencies, private organizations, and outside government agencies including Clinton County and the State of Michigan.

The table on the following page presents a detailed summary for all the recommended implementation activities, who is responsible for completing the activity, and available funding sources for each activity.

MASTER PLAN PROPOSAL

ADDENDUM

3.14.2022

TO: Stacy Greenwood, Planning Commissioner, Bedford Township

FROM: Michelle Bennett, AICP, Senior Associate

BRI is submitting an addendum to its originally submitted Master Plan proposal from March 3, 2022 based on additional requests from the Township's Planning Commission for the following:

- A discussion of Complete Street that complies with the Michigan Planning Enabling Act, PA 33 of 2008, as amended. This is included in the original fee.
- An additional review of up to four land use related police power ordinances to make sure they align with the Master Plan goals. This review will include recommendations for improved organization and updated language for alignment. This service would take place after the Master Plan was adopted for an additional fee of up to \$4,000.

Please reach out if you have any questions or comments about this addendum.

Thank you.



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