

Conway Township Planning Commission Meeting Agenda

January 10, 2022

Next meeting February 14, 2022 at 7:00pm

- 1) Call to order and pledge of allegiance
- 2) Roll Call and sign-in: Jeff Klein, Londa Horton, George Pushies, Kelly Ralko , Chuck Skwirsk, Meghan Swain-Kuch, Todd Thomas, Dave Whitt.
- 3) Approve January 10, 2022 Meeting Agenda
- 4) Approve minutes of the December 13, 2021 meeting
- 5) The next meeting is February 14, 2022 at 7pm.
- 6) Approve Annual Report
- 7) Communications - Abby – LCPC ZO amendments via Rob Standford
- 8) Call to Public
- 9) Old Business
 - a. Accessory Dwelling Units – Abby – Clean and Revised ADU
 - b. Master Plan updates needed. PC member assignments:
 - a. Pg. 2 update with current names/positions
 - b. Pg. 11 & 12 census data from County
 - c. Pg. 15 update DEQ with EGLE
 - d. Pg. 24 how we meet community needs
 - e. Pg. 26-34 new planner to review
 - f. Pg. 36 – verify text there are 4 major types of land uses
 - g. Pg. 44 – public participation – take out language on surveys
 - h. Pg. 45 – ZO needs updated with current amendments
 - i. Pg. 47 rewrite – new planner to review
 - j. Pg. 49 legislation is constantly changing – update
 - k. Pg. 48 cemetery plan put in as link
 - l. Pg. 49 climate change update
 - m. Pg. 51 hazard mitigation plan – take into account climate change.
 - c. Report out on number of pictures required for photo contest – Meghan
 - d. Discussion on Large Event Zoning - Kelly and Meghan research on surrounding townships
 - e. Two solar ordinances for review – Todd
 - f. Solar farms – Kelly – topography, noted in Master Plan, need for a Planner
- 10) New Business
 - a. PC Bylaws - Abby
 - b. Election of officers
 - c. Cadence of meetings
 - d. Michigan Planning Enabling Act – Todd
 - e. Conflict of Interest – Kelly
 - f. Review proposed changed by Ranger Power - Todd
 - g. Pictures forwarded by Keith Wasilenski of solar farm
 - h. Strike small scale Article 6.09 – Todd – Board Minutes
- 10) Zoning Administrator Report
- 11) Update from the Board
- 12) Update from Land Division Committee
- 13) Last call to Public
- 14) General Discussion

15) Adjournment

Planning Commission Member Meeting Sign-in

Date: _____

Jeff Klein	
Londa Horton	
George Pushies	
Kelly Ralko	
Chuck Skwirsk	
Meghan Swain-Kuch	
Todd Thomas	
Dave Whitt	

Conway Township Planning Commission Meeting Minutes

December 13, 2021

Conway Township Hall – 8015 N. Fowlerville Rd., Fowlerville, MI

Attendees	<ul style="list-style-type: none">• Public: 9 attendees + Drew Vielbeig• Township Board Members: Trustee Anthony St. Charles, Supervisor Bill Grubb• Planning Commission Members present: Londa Horton, Meghan Swain-Kuch, Kelly Ralko, Chuck Skwirsk, Keith Wasilenski, Dave Whitt and George Pushies (ex officio member)• Planning Commission Members absent – 0• Zoning Administrator: Todd Thomas, present• Livingston County Planning Commissioner: Dennis Bowdoin, present• Township Attorney: Abby Cooper, present• Township Planner, John Enos, not in attendance	Assigned Action Items
Call to Order and Pledge to Flag	<p>President Keith Wasilenski called the Conway Township Planning Commission meeting to order at 7:01pm and led in the Pledge of Allegiance. He called roll call.</p> <p>The next meeting is January 10, 2022 at 7pm.</p>	
Minutes from last meeting	<p>Londa Horton asked to add to the agenda; 'Discussion' in Old Business, and 'C3 Climate Change.' Dave Whitt moved to approve the December 13, 2021, meeting agenda with changes. Second by Chuck Skwirsk. All in favor. Motion passed.</p> <p>Chuck Skwirsk made a motion to accept the November 8, 2021 meeting minutes. Second by Dave Whitt. All in favor. Motion passed.</p>	
Communications	<ul style="list-style-type: none">• The last Township Board meeting there was discussion on onsite training for the Planning Commission. Saturday after 3pm seems to be an amenable time.• The Infrastructure Bill needs to be lobbied by the Township Board.• George Pushies received a phone call from an individual that hires the promoter from Luke Bryan concerts. He was not happy with the letter from the Zoning Administrator (ZA). ZA explained the process. Now it would take about 4 months from start to finish including for them to get the paperwork in. Have Todd Thomas put a timeline on it, recommended George Pushies.	
Call to the Public	<p>Letter from Pamela Koleno on Sherwood Road expressing her displeasure with a potential solar farm. Another resident complained about no internet. Keith Wasilenski inquired to others about Elon Musk Starlink satellite internet options-not online yet. Supervisor Bill Grubb commented on the internet broadband cost of around \$6 million dollars if installed by the township and may be obsolete when installed if other commercial options become available. The hope is to use the Moonshot survey to show the government how we are underserved.</p> <p>Close the Planning Commission meeting at 7:24pm</p>	

Conway Township Planning Commission Meeting Minutes

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Public Hearing	<p>Open the public hearing at 7:24pm.</p> <p>Public Hearing – Zoning Ordinance Amendments</p> <ul style="list-style-type: none">• Event Structures. Allow for special event/wedding structures and venues as a special land use with the addition of new Sections 13.10(W), 7.07(A)(22), 8.03(A)(13), 10.03(A)(11), and 11.03(A)(10).• Accessory Structures. Amend Sections 6.06 and Article 2 definition Structure regarding regulations applied to accessory structures and buildings.• Parking Space Requirements for Event Structures. Amend Section 15.04 to provide parking regulations for special event/wedding structures and venues.• Medical Marijuana Caregivers. Amend Section 6.25 to update outside agency references and to update consumption and delivery regulation to be consistent with current law.• Land Division. Amend Sections 7.05, 8.05, and 10.05 to remove reference to the 4/1.• Solar Energy Collectors. Amend Section 6.26(F)(14) to reduce set back from 1,000 ft. to 200 ft. <p>There was no public comment.</p> <p>Close public hearing at 7:26pm.</p>	
Old Business	<ul style="list-style-type: none">• Discussion; Londa Horton researched other township Zoning Ordinances (ZO) and found that the average setback from property lines and roads for solar farms is 50-75 feet. Our current ZO setbacks will kill any future solar farms. Keith Wasilenski offered that Sheridan Township for example is 50 feet setback from the property line and 75 feet for adjacent residential structures.• Londa Horton made a motion to reduce to 50 feet from all other property lines and roads setbacks for solar farms and 200 feet setback from residences. Second by Meghan Swain-Kuch. Discussion over lease or purchase by the developer of the solar farm. Land is still protected under the Right to Farm Act. There will be screening. Roll call vote: Yeas: Londa, Meghan, Keith. Nays: Kelly, Chuck, Dave, George. Motion is defeated. <p>Recommendation to send Zoning Ordinance Amendments to the Board – Megan Swain-Kuch moved to send to the Township Board for approval the ZO amendments for event structures, accessory structures, parking space for event structures, medical marijuana caregivers, land division, and solar energy collectors. Dave Whitt second. All in favor. Motion passed.</p>	<p>George Pushies to take ZO amendments to the Board.</p>

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December 13, 2021

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	<p>Accessory building will be on next agenda.</p> <ul style="list-style-type: none">Review Accessory Dwelling Unit (ADU) proposed from Carlisle Wortman Associates. Can only have one single family dwelling unit per parcel. “How will you not allow 2 kitchens in your house?” asked Todd Thomas. If the residence has two gas meters or two electric meters, now you are describing two family units. Strike out the attached. Abby Cooper to make changes to ZO 6.27 verbiage. Section B#2 Keith Wasilenski needs clarification on Chris Atkins’ proposal. It was agreed to take it out. <p>Large Event Zoning</p> <ul style="list-style-type: none">Research from Kelly Ralko and Meghan Swain-Kuch from surrounding townships<ul style="list-style-type: none">Garden City, GA and Stockbridge have very detailed verbiage for events like the Luke Bryan concert.Bring proposed language to the next meeting for a new ordinance. ZA recommends capping attendance at event due to stress on our infrastructure. Need a traffic plan. Define small- and large-scale entertainment, commented Todd Thomas. Todd recommends having a timeline of having all paperwork in to him 60 days prior to the event. Is it a paved or a dirt road? They tried to get 20,000 people in the Luke Bryan event and 7000 cars. <p>Large/Commercial Solar Farm</p> <ul style="list-style-type: none">Review Handy Township wind farm ordinance. Keith Wasilenski mentioned setbacks and decibels we should have in our ordinance for solar and wind farms. Drew Vielbig mentioned they would provide a sound study if they set inverters close to a property line.Review Ranger Power proposed change to solar ordinance<ul style="list-style-type: none">Proposed changes to be reviewed by Todd Thomas.Conway Township Master Plan supports the use of renewable energy. Londa Horton presented research on <i>Climate change in Conway Township and resiliency efforts by the Planning Commission</i>. See attached.<ul style="list-style-type: none">Comment that the township installed backup generators as part of a cooling mitigation plan for the township.	<p>Abby Cooper to make changes ZO 6.27 verbiage. Take out B#2 in Chris Atkins’ proposal.</p> <p>Kelly Ralko and Meghan Swain-Kuch to develop proposed ZO language for small- and large-scale entertainment.</p> <p>Todd Thomas to review proposed changes to solar ordinance by Ranger Power.</p>
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Conway Township Planning Commission Meeting Minutes

December 13, 2021

Conway Township Hall – 8015 N. Fowlerville Rd., Fowlerville, MI

New Business	<p>Discussion on Current Township Planner.</p> <ul style="list-style-type: none">• John Enos has a standing meeting during Monday nights.• McKenna – recommended by Kelly Ralko.• We need to set goals and expectations to include:<ul style="list-style-type: none">○ One year contract to be at PC meetings once a month.○ Experience with small, rural townships <p>Review Master Plan for pages to update/modify.</p> <ul style="list-style-type: none">• Pg. 2 update with current names/positions• Pg. 11 & 12 census data from County• Pg. 15 updated DEQ = EGLE• Pg.24 how we meet community needs• Pg. 26- 34 new planner to review• Pg 36 – Verify text there are 4 major types of land uses• Pg. 44 public participation – take out language on surveys• Pg. 45 ZO needs updated with current amendments• Pg. 47 rewrite – new planner to review• Pg. 49 legislation is constantly changing – update• Pg. 48 cemetery plan put in as link• Pg. 49 climate change• Pg. 51 hazard mitigation plan – take into account climate change. <p>Megan Swain-Kuch to review number of pictures required for the Master Plan and make that part of the photo contest.</p>	<p>Bill Grubb to research Planners with defined expectations.</p> <p>Meghan Swain-Kuch to review number of pictures required for Master Plan.</p>
Zoning Administrator Report	<ul style="list-style-type: none">• Oct. – He granted 5 land use permits• Nov. – He granted 4 land use permits• He has had some preliminary meetings with Ranger Power.• He will go through list of amendments from Ranger Power.	
Update from the Board	George Pushies gave an update from the Township Board.	
Call to Public	Drew Vielbig commented that Ranger Power just wants to clarify amendments and efficiencies. He is happy to discuss solar farms with residents.	Keith Wasilenski to forward links to PC again from Ranger Power
General Discussion	Keith Wasilenski said thank you to fellow commissioners for their service to the Planning Commission this year.	
Adjournment	Dave Whitt made a motion to adjourn. Second George Pushies. All in favor. Motion passed. Adjourned at 9:28 pm.	

Climate change defined: changes in the normal levels of heat, cold, rain, and wind. Using fossil fuels like oil, natural gas or coal is dirty and disturbs the balance of greenhouse gases (mainly carbon dioxide, methane, nitrous oxide) in the earth's atmosphere. When we add more greenhouse gases to our atmosphere, we trap more heat and the planet gets warmer as a result. Carbon dioxide is the biggest cause of human-made climate change.

We now add over 35 billion tons of CO₂ to the atmosphere every year, mostly by burning carbon-rich fuel like coal and oil that had previously been trapped in the ground. Second, it lasts a long time in the atmosphere. The CO₂ we emit today will stay above us reflecting heat for hundreds of years. This means that, even if we stop all new CO₂ emissions tomorrow, it will take many lifetimes before the warming effect of our past emissions fades away.

Chandler, David. "Explained: Greenhouse Gases," *MIT News*, 30 January 2017, [Greenhouse Gases | MIT Climate Portal](#)

Climate change causes major disasters like floods, hurricanes, heatwaves, and wildfires. How do we combat these threats?

- Build structures that can withstand high winds and tremors
- Clear roads of debris to return public services and business activity
- Ban construction in most hazard-prone areas through zoning laws and building codes
- Communicate to our residents to educate them on climate change initiatives, programs, grants to finance upgrades to their homes. Get our representatives involved.
- Make fertilizer more sustainable by cutting down on its use through incentives to farmers. Use slow-release fertilizers, change when fertilizer is applied, use sensors to monitor fertilizer absorption.
- Promote no-till farming. Tilling breaks up the soil and controls weeds but negatively releases a lot of stored carbon. Promote the planting of perennial crops (fruit trees, alfalfa, grapes, perennial wheat, asparagus), which don't die off every year, have deep roots and store more carbon. After the main harvest promote the growing of cover crops like clover, beans, and peas to help soils take in carbon in the soil year-round.
- Protect our wetlands that is a natural storm buffer
- Promote reforestation. Trees release moisture that cools the earth and stores carbon.
- Cut down on the use of concrete which produces greenhouse gases – carbon dioxide. Use low-carbon concrete or use 'carbon capture' when making cement so that rather than pumping the captured carbon underground, mineralization chemically transforms the carbon and permanently stores it within the concrete.
- Allow for the building of solar farms near mines and manufacturing plants to lower greenhouse gas emissions when using chemicals to extract metals from minerals.

- Offer tax incentives for renewable energy

The Conway township Master Plan supports the use of renewable energy.

- Industrial goals: Update Zoning Ordinance to allow for renewable energy generation in designated areas of the community.
- Environmental goals: Develop an ordinance for renewable energy generation such as solar panels or wind farms.
- Municipal services goals: Permit alternative sources of energy that benefit township residents and do not negatively impact the township's unique character and natural resources.

The Master Plan is the township's vision for the future, laying the groundwork for growth and development.

Page 50 of the 2018 Conway Township Master Plan recognizes the effect climate change already has had on our township with regard to lessening crop yields and pest and disease outbreaks in the agricultural sector. It suggests that our mission now is to engage the community and make policy changes to our infrastructure, habitat protection, landscape design, and land use to increase resiliency.

The question is, how do we build resiliency to climate change? Some ways to mitigate the effects of climate change include:

- Identify hazard districts.
- Consider high climate risk areas such as those in lower elevation areas prone to flooding and limit development
- Incorporate climate data and scenarios into our current Master Plan. Evaluate their risk and vulnerability to climate hazards and implement adaptation, resilient actions.
 - Scenario: a period of abnormally cold weather lasting weeks
 - Scenario: a period of abnormally dry weather marked by little or no rain lasting long enough to cause water shortage for people and natural systems
 - Scenario: an episode of abnormally high rain or snow – an extreme may cause flooding
 - Scenario: a period of abnormally hot weather lasting days to weeks
 - Scenario: an invasion of non-native organisms into the ecosystem causes harm to human, animal, and plant health
 - Scenario: a sudden, rapid growth of algae in waterways which may be toxic or harmful to humans and ecosystems caused by heat
- Strategies to consider include developing a green infrastructure, natural infrastructure/habitat restoration, home elevation and relocation, property buyouts

Invest in renewable green energy as a strategy to mitigate the impact of climate change.

Rather than invest in fossil fuel energy sources of natural gas, coal, oil, invest in reducing our carbon footprint through the use of sustainable energy. Fossil fuels are dirty releasing harmful emissions into our air causing pollution. Renewal energy is clean and sustainable into the future.

Chart 1: Types of Renewable Energy

Renewal Energy	Available in Conway Township	Definition	Pros	Cons
Solar power	Yes	Energy sent by the sun.	It's free, clean, green energy for another 5 billion years.	The sun is only up during the day and not always present.
Wind power	Yes	Energy sent by the sun heating up different layers of air in the atmosphere in an uneven way.	It's free, clean, green energy for another 5 billion years.	The sun is only up during the day and wind not always present and it differs in speed.
Wood	Yes	It is a renewable source of power because trees grow back.	Produces oxygen and stores carbon dioxide.	It takes decades to grow back.
Hydropower	No	The power of water to produce electricity like using the tidal waves into clean energy.		Need to live near a large body of water.
Geothermal power	No	Heat produced by the earth's core.		There are only certain areas of the planet where this is available.

What can we do as a Planning Commission?

- Reduce the price of solar – the soft costs account for 2/3rds of the total cost of installing a solar energy system. They include: permitting process, planning, and zoning considerations, financing, and installation labor. Streamline the processes, save staff time and money, reduce the time and cost of installation to quickly deploy renewable energy. Example: implement a three-day turnaround for permitting applications.
- Be adaptable in our Zoning Ordinances. This is an evolving technology.
- Convert the Conway Township Hall to solar powered energy.
- Develop Conway Township as a solar-friendly community by encouraging solar development and expanding local solar knowledge.

- Research benefits of joining SolSmart.org: “With over 400 designees nationwide, SolSmart helps local governments and regional organizations bring new business to their community, promote economic growth, and foster the creation of new jobs. As a program funded by the **U.S. Department of Energy Solar Energy Technologies Office**, our goal is to make it faster, easier, and more affordable to go solar. Their national team of experts provides no-cost technical assistance to help communities become "open for solar business." In recognition of their achievements, communities receive designations of SolSmart Gold, Silver, and Bronze status.”

The time is ripe right now to implement green energy. DTE will be transforming SE Michigan’s century-old electric infrastructure into a 21st century smart grid at a cost of \$7 billion, a 5-year investment creating a more resilient and reliable electric grid. They will create new substations with high levels of automation and a tech-driven infrastructure. Conway Township can be part of this change effort.

From: [Rob Stanford](#)
To: [Abby Cooper](#)
Cc: [Andrea Taddie](#)
Subject: RE: Conway Township
Date: Monday, January 3, 2022 12:59:01 PM
Attachments: [image001.png](#)
[image002.png](#)

Hi Abby:

Hope your holidays were great, and looking forward to a new year!

Thanks so much for compiling all this information like you have for each. I wish every township was so comprehensive in their submittals to us. This makes things so easy!!

We will have these on the January 19th PC agenda. For local community participants, I believe we will still be allowed to utilize zoom, however, with the recent rulings (or lack thereof) of the OMA, all PC members and Staff will be in attendance live at the County Administration Bldg. You and Township Staff are welcome to attend either live or Zoom.

We will send a reminder note out to all interested Township parties a few days before the meeting that will include a Zoom link for those that wish to participate by that means.

If the Zoom issue changes for us between now and the meeting I will let you know.

Thanks

Rob

Robert Stanford

Robert Stanford, AICP, PEM

robs@livgov.com | 517.546.7555

Principal Planner
Livingston County Department of Planning
304 E. Grand River Avenue
Howell, MI 48843

Geology rocks but Geography is where it's at!



From: Abby Cooper <abby@crlaw.biz>
Sent: Monday, January 3, 2022 12:39 PM
To: Rob Stanford <RStanford@livgov.com>
Cc: Andrea Taddie <andrea@crlaw.biz>
Subject: [EXT] RE: Conway Township

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Hi Rob,

Here are the proposed zoning ordinance amendments, with the minutes and publication notice.
Thanks for your work on these.



From: Rob Stanford <RStanford@livgov.com>
Sent: Monday, October 4, 2021 12:36 PM
To: Andrea Taddie <andrea@crlaw.biz>; Abby Cooper <abby@crlaw.biz>
Subject: RE: Conway Township

Thanks for the heads up! Look forward to reviewing them in November.

Have a great day!

Rob

From: Andrea Taddie <andrea@crlaw.biz>
Sent: Monday, October 4, 2021 12:33 PM



Abby H. Cooper

From: Rob Stanford <RStanford@livgov.com>
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Sent: Monday, October 4, 2021 12:33 PM
To: Rob Stanford <RStanford@livgov.com>; Abby Cooper <abby@crlaw.biz>
Subject: [EXT] RE: Conway Township

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Good afternoon Rob,

I just wanted to give you a heads up that you don't have to worry about receiving these ZO Amendments for Conway. The publishing was pushed out to November so we will email at a later date.

Thank you,



From: Rob Stanford <RStanford@livgov.com>
Sent: Wednesday, September 22, 2021 10:09 AM
To: Andrea Taddie <andrea@crlaw.biz>; Abby Cooper <abby@crlaw.biz>
Subject: RE: Conway Township

Hi Andrea:



Andrea Taddie

From: Rob Stanford <RStanford@livgov.com>
Sent: Wednesday, September 22, 2021 10:09 AM
To: Andrea Taddie <andrea@crlaw.biz>; Abby Cooper <abby@crlaw.biz>
Subject: RE: Conway Township

Hi Andrea:

No hurry, I just wanted to make sure to let you know we can accept items in digital format for the most part.

Thanks!

From: Andrea Taddie <andrea@crlaw.biz>
Sent: Wednesday, September 22, 2021 10:06 AM
To: Rob Stanford <RStanford@livgov.com>; Abby Cooper <abby@crlaw.biz>
Subject: [EXT] RE: Conway Township

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Thank you Rob. We will get them to you this week.



From: Rob Stanford [<mailto:RStanford@livgov.com>]
Sent: Wednesday, September 22, 2021 10:04 AM
To: Abby Cooper <abby@crlaw.biz>
Cc: Andrea Taddie <andrea@crlaw.biz>
Subject: RE: Conway Township

Hi Abby:

I just wanted to touch base with you and let you know if you had any of these items available digitally at the current time, I can take them at any time before the October 6 deadline, just so I can get started on things as early as possible.

We've found that the most efficient means of receiving PC items is digitally. Hopefully you've also noticed we've put our County Planning and Zoning Amendment form online, available here:



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Principal Planner

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From: Abby Cooper <abby@crlaw.biz>

Sent: Thursday, September 16, 2021 2:46 PM

To: Rob Stanford <RStanford@livgov.com>

Cc: Andrea Taddie <andrea@crlaw.biz>

Subject: [EXT] RE: Conway Township



COOPER & RIESTERER PLC

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(810) 227-3103 ext. 117

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Cc: Andrea Taddie <andrea@crlaw.biz>
Subject: [EXT] RE: Conway Township

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andrea@crlaw.biz

From: Rob Stanford [<mailto:RStanford@livgov.com>]

Sent: Wednesday, September 22, 2021 10:04 AM

To: Abby Cooper <abby@crlaw.biz>

Cc: Andrea Taddie <andrea@crlaw.biz>

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We can do that, thanks Rob!



From: Rob Stanford [<mailto:RStanford@livgov.com>]
Sent: Thursday, September 16, 2021 2:13 PM
To: Abby Cooper <abby@crlaw.biz>
Cc: Andrea Taddie <andrea@crlaw.biz>
Subject: RE: Conway Township

Sounds Good. They will be on October agenda if we receive everything by October 6th. We've bumped up our deadline a couple days starting in September 1.

From: Abby Cooper <abby@crlaw.biz>
Sent: Thursday, September 16, 2021 1:56 PM
To: Rob Stanford <RStanford@livgov.com>
Cc: Andrea Taddie <andrea@crlaw.biz>
Subject: [EXT] Conway Township

"The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin."

Hi Rob,

I wanted to let you know Conway PC has recommended another round of Zoning Ordinance changes. I've attached the public hearing notice which was conducted earlier this week. I'll work on completing the forms and get those to you with the supporting documentation sometime next week I hope.

Thanks,





Abby H. Cooper



Attorney at Law



COOPER & RIESTERER PLC



7900 Grand River Road



Brighton, Michigan 48114



**PROPOSED NEW ZONING ORDINANCE LANGUAGE
FOR ACCESSORY DWELLING UNITS (ADUs)
CONWAY TOWNSHIP, MI**

Revised January 3, 2022

Section 6.27. Accessory Dwelling Unit

A. Purpose and Intent. It is the intent of this section to allow for detached Accessory Dwelling Units (ADUs) upon single family properties in the AR and R Districts to allow homeowners to have a supplemental source of income with a long-term tenant as well as other nontangible benefits to older residents such as companionship or a live-in caretaker. It is recognized that ADUs provide an opportunity for affordable housing for young and old households as well as a way for family members to reside nearby with independence. It is further recognized that appropriate limitations are necessary to ensure compatible and harmonious use in Conway Township. Where contradictions with Article 2, definition(s) of dwelling, exist, the provisions hereunder shall apply, however the Michigan Residential Building Code shall remain applicable.

B. Regulations.

1. The principal dwelling or the ADU must be declared the main residence of the owner of record.
2. An ADU may only be established on a lot with a single-family dwelling on it in a building that is separate and detached from the principal dwelling.
3. The ADU shall not be greater than forty (40) percent of the gross floor area of the principal dwelling structure or 1,000 square feet; whichever is less.
4. The number of off-street parking spaces for the ADU shall be not less than one (1) and shall not block the required parking for the main dwelling.
5. If garage floor area is converted for an ADU, replacement off-street parking shall be provided for the main dwelling.
6. No more than two (2) bedrooms may be provided in the ADU.
7. The occupancy of the ADU shall not be more than two (2) persons.
8. ADUs and the principal structure must be connected to sewer if available. If public water and sewer are not available, the use of private water and septic systems for the ADU shall be subject to the approval of the Livingston County Health Department. The ADU shall comply with all applicable housing, building, fire, and health code requirements.
9. The main dwelling and the ADU shall share the same vehicular access to the property.
10. All zoning district bulk and setback requirements shall apply to the site.
11. All proposed ADUs shall be reviewed to ensure compliance to the following standards:
 - a. Architectural design, style and appearance of the main dwelling building must be maintained. In considering this factor the existing facade, roof pitch, building materials, colors, and windows of the ADU shall be consistent with the principal structure.

**PROPOSED NEW ZONING ORDINANCE LANGUAGE
FOR ACCESSORY DWELLING UNITS (ADUs)
CONWAY TOWNSHIP, MI**

Revised January 3, 2022

- b. The proposed development does not impair the existing views, block access to light and air, or infringe on the privacy of neighbors in a substantial fashion. In considering this factor, decision makers shall balance the importance of minimizing impacts on neighboring properties and the applicant's ability to develop the property.
 - c. The proposed development is compatible with existing land uses in the area, would not be detrimental to the safety or convenience of vehicular or pedestrian traffic.
12. Private restrictions on the use of property shall remain enforceable and take precedence over these additional district regulations. Private restrictions include but are not limited to deed restrictions, condominium master deed restrictions, neighborhood association bylaws, and binding covenants. The interpretation and enforcement of the private restriction is the sole responsibility of the private parties involved.
13. ADUs must be located closer to the main dwelling on the subject site than the main dwelling on an adjacent property.
14. Mobile homes, shipping containers and trailers on wheels shall not be considered or used as an ADU for purposes of this section.

C. Approval Procedure.

- 1. ADUs shall require special land use approval in accordance with Article 13.
- 2. In addition to any requirement of Article 14, the applicant shall submit the following information for review with the site plan:
 - a. The location of the proposed ADU, lot identification (address and property number), size of lot, dimension of lot lines, existing improvements on the lot, water, sewer, and septic connections, location of structures on adjacent lots, distance of the proposed ADU from the main dwelling on the subject property and the main dwelling on any adjacent property, abutting streets, driveways, and parking areas.
 - b. Sufficient architectural drawings or clear photographs to show the exterior building alterations proposed.
 - c. Interior floor plans showing the floor area of the proposed ADU and the primary dwelling.
 - d. Copies of any private restrictions applicable to the subject property.
 - e. Any additional information deemed necessary by the township for review.
- 3. The Planning Commission may waive one or more of the regulations of this Section upon consideration of the following factors:
 - a. The topography and/or wooded nature of the subject property and how it reduces the visibility of or screens from view the detached ADU.

**PROPOSED NEW ZONING ORDINANCE LANGUAGE
FOR ACCESSORY DWELLING UNITS (ADUs)
CONWAY TOWNSHIP, MI**

Revised January 3, 2022

- b. A unique design is proposed preventing or reducing the ability to comply with specific standards and regulations provided in Section 6.27.
- c. Existing principal and accessory buildings on the subject property, or nearby properties, would support a waiver.

Proposed New Sections to be added to 7.03(A) and 8.03(A) to allow ADUs as special uses in the AR and R Districts.

PROPOSED NEW ZONING ORDINANCE LANGUAGE
FOR ACCESSORY DWELLING UNITS (ADUs)
CONWAY TOWNSHIP, MI

Revised January 3, 2022

Section 6.27. Accessory Dwelling Unit

A. Purpose and Intent. It is the intent of this section to allow for detached Accessory Dwelling Units (ADUs) upon single family properties in the AR and R Districts to allow homeowners to have a supplemental source of income with a long-term tenant as well as other nontangible benefits to older residents such as companionship or a live-in caretaker. It is recognized that ADUs provide an opportunity for affordable housing for young and old households as well as a way for family members to reside nearby with independence. It is further recognized that appropriate limitations are necessary to ensure compatible and harmonious use in Conway Township. Where contradictions with Article 2, definition(s) of dwelling, exist, the provisions hereunder shall apply, however the Michigan Residential Building Code shall remain applicable.

B. Regulations.

1. The principal dwelling or the ADU must be declared the main residence of the owner of record.
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3. The ADU shall not be greater than forty (40) percent of the gross floor area of the principal dwelling structure or 1,000 square feet; whichever is less.
4. The number of off-street parking spaces for the ADU shall be not less than one (1) and shall not block the required parking for the main dwelling.
5. If garage floor area is converted for an ADU, replacement off-street parking shall be provided for the main dwelling.
6. No more than two (2) bedrooms may be provided in the ADU.
7. The occupancy of the ADU shall not be more than two (2) persons.
8. ADUs and the principal structure must be connected to sewer if available. If public water and sewer are not available, the use of private water and septic systems for the ADU shall be subject to the approval of the Livingston County Health Department. The ADU shall comply with all applicable housing, building, fire, and health code requirements.
9. The main dwelling and the ADU shall share the same vehicular access to the property.
10. All zoning district bulk and setback requirements shall apply to the site.
11. All proposed ADUs shall be reviewed to ensure compliance to the following standards:
 - a. Architectural design, style and appearance of the main dwelling building must be maintained. In considering this factor the existing facade, roof pitch, building materials, colors, and windows of the ADU shall be consistent with the principal structure.

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Deleted: The following regulations shall apply to all attached and detached accessory dwelling units:

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a.

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**PROPOSED NEW ZONING ORDINANCE LANGUAGE
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Revised January 3, 2022

b. The proposed development does not impair the existing views, block access to light and air, or infringe on the privacy of neighbors in a substantial fashion. In considering this factor, decision makers shall balance the importance of minimizing impacts on neighboring properties and the applicant's ability to develop the property.

c. The proposed development is compatible with existing land uses in the area, would not be detrimental to the safety or convenience of vehicular or pedestrian traffic.

12. Private restrictions on the use of property shall remain enforceable and take precedence over these additional district regulations. Private restrictions include but are not limited to deed restrictions, condominium master deed restrictions, neighborhood association bylaws, and binding covenants. The interpretation and enforcement of the private restriction is the sole responsibility of the private parties involved.

13. ADUs must be located closer to the main dwelling on the subject site than the main dwelling on an adjacent property.

14. Mobile homes, shipping containers and trailers on wheels shall not be considered or used as an ADU for purposes of this section.

C. Approval Procedure.

1. ADUs shall require special land use approval in accordance with Article 13.

2. In addition to any requirement of Article 14, the applicant shall submit the following information for review with the site plan:

a. The location of the proposed ADU, lot identification (address and property number), size of lot, dimension of lot lines, existing improvements on the lot, water, sewer, and septic connections, location of structures on adjacent lots, distance of the proposed ADU from the main dwelling on the subject property and the main dwelling on any adjacent property, abutting streets, driveways, and parking areas.

b. Sufficient architectural drawings or clear photographs to show the exterior building alterations proposed.

c. Interior floor plans showing the floor area of the proposed ADU and the primary dwelling.

d. Copies of any private restrictions applicable to the subject property.

e. Any additional information deemed necessary by the township for review.

3. The Planning Commission may waive one or more of the regulations of this Section upon consideration of the following factors:

a. The topography and/or wooded nature of the subject property and how it reduces the visibility of or screens from view the detached ADU.

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The following regulations shall apply to all detached accessory dwelling units: ¶

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The following regulations shall apply to all attached accessory dwelling units: ¶

Access to the interior of an attached accessory dwelling unit shall be limited to a common entrance foyer or exterior entrance to be located on the side or rear of the building.

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PROPOSED NEW ZONING ORDINANCE LANGUAGE
FOR ACCESSORY DWELLING UNITS (ADUs)
CONWAY TOWNSHIP, MI

Revised January 3, 2022

- b. A unique design is proposed preventing or reducing the ability to comply with specific standards and regulations provided in Section 6.27.
- c. Existing principal and accessory buildings on the subject property, or nearby properties, would support a waiver.

Proposed New Sections to be added to 7.03(A) and 8.03(A) to allow ADUs as special uses in the AR and R Districts.

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Deleted: Prior to granting approval, the approving body must determine that a proposed accessory dwelling unit meets the standards in Article 3 and Section 6.27. ¶

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The approval of an accessory dwelling unit shall expire within one (1) year after the date of such approval unless a special land use permit has been issued and construction has commenced. ¶

The permit and any other form of approval for an accessory dwelling unit issued shall be subject to revocation by Conway Township upon a finding by Conway Township or its lawfully authorized designee, that there is in fact noncompliance with the conditions and requirements contained in Article 3 or Section 6.27.

Conway Township Planning Commission Meeting Agenda

July 13, 2020

Next meeting August 10, 2020 at 7:00pm

- 1) Call to order and pledge of allegiance
- 2) Roll Call and sign-in
- 3) Approve July 2020 Meeting Agenda
- 4) Approve minutes of the March 9, 2020 meeting
- 5) Communications
- 6) Call to Public
- 7) Old Business
 - a. Reviewing zoning revisions list. (Proposed ZO Amendments Phase II) Will use Abby's revised list as review reference.
 - i. Sign Standards, Event Barns, Accessory Buildings, Outdoor Furnace Ordinance
 - b. Discuss revisions to PC Bylaws. Sections 12 and 13 regarding meeting agenda's.
- 8) New Business
 - a. Discuss upcoming changes regarding Planning Commission members.
- 9) Zoning Administrator Report
- 10) Update from the Board
- 11) Update from Land Division Committee
- 12) Last call to Public
- 13) General Discussion
- 14) Adjournment

Conway Township Planning Commission Meeting Minutes

July 13, 2020

Conway Township Hall – 8015 N. Fowlerville Rd., Fowlerville, MI

Agenda	Items Discussed	Actions to be Taken
Attendees	<ul style="list-style-type: none">• Public: Three attendees.• Township Board Members: Larry Parsons, Trustee present• Planning Commission Members present: George Pushies, Londa Horton, Mike Stock, Keith Wasilenski, Chuck Skworsk• Planning Commission Members absent: -0-, note resignation of Caleb Jenkins.• Zoning Administrator: Todd Thomas, absent• Township Attorney: Abby Cooper, absent• Township Planner: Chris Adkins, absent	
Call to Order and Pledge to Flag	<p>Chairperson Mike Stock called the Conway Township Planning Commission meeting to order at 7:00pm and led in the Pledge of Allegiance. He called roll call. All present.</p> <p>The next meeting is August 10, 2020 at 7pm.</p>	
Minutes from last meeting	<p>Larry Parsons moved to approve tonight's agenda with addition of adding old business of handing out new ZO documents for insertion into ZO member books. Second Chuck Skworsk. All in favor. Motion passed.</p> <p>Larry Parsons moved to approve the minutes of the March 9, 2020 meeting. Second by George Pushies. All in favor. Motion passed.</p>	
Communications	<ul style="list-style-type: none">• Keith Wasilenski mentioned that Handy township is addressing waste management transfer stations according to the local newspaper.	
Call to the Public	-0-	

Conway Township Planning Commission Meeting Minutes

July 13, 2020

Conway Township Hall – 8015 N. Fowlerville Rd., Fowlerville, MI

Agenda	Items Discussed	Actions to be Taken
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Old Business	<ul style="list-style-type: none"> Review zoning revisions provided by Abby Cooper. There are only three items we are still working on: <ol style="list-style-type: none"> Event barns – comments to add it to special use 13.10. George Pushies recommended tabling this issue until the next meeting when members have time to review Chris Adkins' draft. Accessory structures – Mike Stock gave a definition of an accessory. An attached garage is now part of the accessory. <ul style="list-style-type: none"> ZO page 5 and 6 defines dwelling ZO 6.6E – Mike Stock wants to take out attached garage. We should allow two detached accessory buildings. Discussion over different lot sizes and number of accessories. Chris Adkins to take our two ordinances and simplify them. Outdoor furnaces – Abby Cooper drafted ZO 6.27. Larry Parsons recommended we table this until the next meeting. Have Abby redistribute to the PC members and then we will discuss. We also need to know how many applications for outdoor furnaces Todd Thomas has received. The nuisance item needs to be addressed by the township board as this is a general law. Airport Approach – Dennis Bowdoin wants to include the 2006 airport approach amendment and send us the revised section 6.23. Bylaw revisions: The deadline for submission for agenda items to the Planning Commission Chair and Secretary is Tuesday at noon the week prior to meeting. If you cannot make the deadline, then make your own copies to share with all PC members to the meeting. Reminder that if you miss the deadline then that item will not be on the agenda for that weeks' meeting. 	<p>Mike Stock to send all PC members draft of event barns from Chris Adkins.</p> <p>Mike Stock to talk Chris Adkins through his thinking on how to simplify these two ordinances regarding accessories.</p> <p>Abby Cooper to send all PC members her outdoor furnace draft ordinance.</p> <p>Abby Cooper to send all PC members revised section 6.23 including 2006 airport approach amendment.</p>
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Conway Township Planning Commission Meeting Minutes

July 13, 2020

Conway Township Hall – 8015 N. Fowlerville Rd., Fowlerville, MI

Agenda	Items Discussed	Actions to be Taken
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New Business	<ul style="list-style-type: none">• Discussion of upcoming membership changes to PC with Caleb Jenkins resigning and George Pushies on the August ballot to move to the township board. In addition, Larry Parsons will no longer be the ex officio member to the PC.<ul style="list-style-type: none">◦ Recommendations for residents expressing interest in the past: Isaac on Robb Rd. on Parsons' lake and Moltz on Vogt Rd.• Londa Horton directed PC members to insert newly revised ZO documents into their ZO notebooks and discarding old sections.	
Zoning Administrator Report	-0-	
Update from the Board and Land Division Committee	<ul style="list-style-type: none">• Larry Parsons gave an update from the Township Board.• Update from the Land Division Committee given by George Pushies. There was one land division and two more are coming.	
Call to public	Dennis Bowdoin commented that in the March packet there was an update on Michigan Aeronautics and how to proceed.	
General Discussion		
Adjournment	George Pushies made a motion to adjourn at 8:40pm, second by Larry Parsons. All in favor. Motion passed.	

Compare 2018-2020

CONWAY TOWNSHIP PLANNING COMMISSION BYLAWS OF

Adopted, effective immediately, September 8, 2008

(Revised August 8, 2014)

(Revised October 8, 2018)

(Revised July 13, 2020)

1. Name Purpose

- A. The name shall be the Conway Township Planning Commission, hereafter known as the "Commission".
- B. These Bylaws are adopted by the Commission to facilitate the performance of its duties as outlined in P.A. 33 of 2008, as amended, being the Michigan Planning Enabling Act (M.C.L. 125.3801 et seq.), hereinafter "the Planning Act."
- C. These Bylaws are also adopted to facilitate the duties of the Commission for administration of a zoning ordinance as outlined in P.A. 110 of 2006, as amended, being the Michigan Zoning Enabling Act (M.C.L. 125.3101 et seq.), hereinafter "the Zoning Act."

2. Membership

- A. Members. Members of the Commission are appointed by the Conway Township Board of Trustees pursuant to the Conway Township Planning Commission Ordinance No. 21, as amended. There shall be seven members, which shall include one ex officio member.
 - 1. First priority, each member shall represent and advocate what is best for the Township of Conway as a whole, putting aside personal or special interests.
 - 2. Second priority, the membership of a planning commission shall be representative of important segments of the community, such as the economic, governmental, educational, and social development of the local unit of government, in accordance with the major interests as they exist in the local unit of government, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. The membership shall also be representative of the entire territory of Conway Township to the extent practicable, as appointed by the Conway Township Board of Trustees.
- B. Ex Officio. As defined by statute, is a planning commission member with full voting rights unless otherwise provided, who serves on the planning commission by virtue of holding another office, for the term of that other office.
- C. Omitted.
- D. Attendance. If any member of the Commission is absent from three consecutive regularly scheduled meetings, then that member shall be considered delinquent. Delinquency shall be grounds for the Conway Township Board of Trustees to remove a member from the Commission for nonperformance of duty, or misconduct, after holding a public hearing on the matter. The Commission Secretary, or acting Secretary in the absence of the elected Secretary, shall keep attendance records and shall notify the Conway Township Board of Trustees whenever any member of the Commission is absent from three consecutive regularly scheduled meetings; this is not to include the Township Board of Trustee meetings; so the Conway Township Board of Trustees can consider further action allowed under law or excuse the absences.
- E. Conflict of Interest and Incompatibility of Office.
 - 1. Each member of the Commission shall avoid conflicts of interest and/or incompatibility of office. Each member shall disclose to the Planning Commission any

matter in which the member may reasonably be considered to have a conflict of interest or an appointment which creates an incompatibility of office.

2. As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following:
 - a. Deliberating on, voting on, or reviewing a case concerning him or her.
 - b. Deliberating on, voting on, or reviewing a case concerning land owned by him or her.
 - c. Deliberating on, voting on, or reviewing a case concerning a neighboring property to property owned by a member or to property a member has a financial interest in. For purposes of this subsection, a neighboring property shall include any property falling within the notification radius for the particular application or request, as required by the Zoning Ordinance or other applicable statute; or, in the event no notification provision applies, 300 feet.
 - d. Deliberating on, voting on, or reviewing a case involving a corporation, company, partnership, or any other entity in which he or she is a part owner, or any other relationship where he or she may stand to have a financial gain or loss.
 - e. Deliberating on, voting on, or reviewing a case which is an action which results in a pecuniary benefit to him or her.
 - f. Deliberating on, voting on, or reviewing a case concerning his or her spouse, children, step-children, grandchildren, parents, brothers, sisters, grandparents, parents in-law grandparents in-law, or members of his or her household.
 - g. Deliberating on, voting on, or reviewing a case where his or her employee or employer is:
 - (1) an applicant or agent of an applicant, or
 - (2) Has a direct interest in the outcome.
 - h. There is a reasonable appearance of a conflict of interest, as determined by a majority vote of the remaining members of the Commission.
3. When a conflict of interest exists, the member of the Commission, shall do all of the following immediately, upon first knowledge of the case and determining that a conflict exists:
 - a. declare a conflict exists at the next meeting of the Commission:
 - b. cease to participate at the Commission, or in any other manner, or represent one's self before the Commission, or others; and
 - c. during deliberation of the agenda item before the Commission, remove one's self from the front table where members of the Commission sit, until that agenda item is concluded.
4. If a member of the Commission is appointed to another office, which is an incompatible office with his or her membership on the Commission, then on the effective date of the appointment to the other office, that shall result in an automatic resignation from the Commission. If a member of another office is appointed to the Commission, which is an incompatible office with his or her membership in the other office, then on the effective date of the appointment to the Commission, that shall result in an automatic resignation from the other office.

F. Duties of all members.

1. Ex Parte contact.

- a. Members shall avoid ex parte contact about cases where an administrative decision is before the Commission whenever possible.
 - b. Despite one's best efforts it is sometimes not possible to avoid ex parte contact. When that happens, the member should take detailed notes on what was said and report to the Commission at a public meeting or hearing what was said, so that every member and other interested parties are made aware of what was said.
2. Site inspections.
 - a. Site inspections shall be done by the Zoning Administrator. An oral report of the site inspection shall be presented to the Commission at a public meeting. Written presentation may be requested by the Commission.
 - b. If desired, no more than one member of the Commission may accompany the Zoning Administrator on a site inspection.
3. Omitted.
4. Accepting gifts.
 - a. Gifts shall not be accepted by a member of the Commission from anyone connected with an agenda item before the Commission.
 - b. As used here, gifts, shall mean cash, any tangible item, or Service, regardless of value; and food valued over \$10.00 ten dollars.
 - c. This section does not apply to the Commission accepting gifts For the exercise of its functions pursuant to M.C.L. 125.3823(3), Section 23(3) of the Planning Act.
 - d. In Township gifts shall only be accepted by the Township Board on behalf of the planning Commission
5. Spokesperson for the Commission.
 - a. Free and open debate should take place on issues before the Commission. Such debate shall only occur at meetings of the Commission.
 - b. Once a vote is taken and an issue is decided by vote, the duty of each member of the Commission is to represent the position reflected by the outcome of the vote. Minority reports and requests for reconsideration may take place only at an open meeting of the Commission.
 - c. From time-to-time or on a specific issue the Commission may appoint a spokesperson for the Commission for all matters which occur outside of the meetings of the Commission.
6. Code of Conduct. Each member, upon appointment, shall sign a code of conduct. The current Code of Conduct for the Planning Commission is attached to these Bylaws.
7. Officers
 - a. Selection. At the regular meeting in January of each year, the Commission shall select from its membership a Chair, Vice-Chair, and Secretary. All officers are eligible for reelection. In the event the office of the Chair becomes vacant, the Vice-Chair shall succeed to this office for the unexpired term and the Commission shall select a successor to the office of Vice-Chair for the unexpired term. In the event the office of the Secretary becomes vacant, the Commission shall select a successor to the office of Secretary for the unexpired term. The Commission or Secretary may also designate another person who is not a member of the Commission to be the recording Secretary.

- Should be 1*
- b. Tenure. All officers shall take office at the meeting following their selection and shall hold office for a term of three years or until their successors are selected and assume office.
 - c. Chair's Duties. The Chair retains his or her ability to discuss, make motions and vote on issues before the Commission. The Chair shall:
 - (1) Preside at all meetings with all powers under parliamentary procedure.
 - (2) Shall rule out of order any irrelevant remarks; remarks which are personal; remarks about another's race, religion, sex, physical condition, ethnic background, beliefs, or similar topics; profanity or other remarks which are not about the topic before the Commission.
 - (3) Restate all motions as pursuant to these Bylaws.
 - (4) Appoint committees.
 - (5) Appoint officers of committees or choose to let the committees select their own officers.
 - (6) May call special meetings pursuant to these Bylaws.
 - (7) Act as an Ex-Officio member of all committees of the Commission.
 - (8) Appoint an Acting-Secretary in the event the Secretary is absent from a Commission meeting.
 - (9) Review with the Secretary, prior to a Commission meeting, the items to be on the agenda if he or she so chooses.
 - (10) Periodically meet with the Planner hired by the Board of Trustees, the County Planner to review Planning procedures, and to monitor progress on various projects.
 - (11) Act as the Commissions chief spokesman and lobbyist to represent the Commission at local, regional, and state government levels.
 - (12) Represent the Commission before the Conway Township Board of Trustees.
 - (13) Perform such other duties as may be ordered by the Commission.
 - d. Vice-Chair's Duties. The Vice Chair shall:
 - (1) Act in the capacity of the Chair, with all the powers and duties of the Chair.
 - (2) Perform such other duties as may be ordered by the Commission.
 - e. Secretary's Duties. The secretary shall:
 - (1) Execute documents in the name of the Commission;
 - (2) Be responsible for the minutes of each meeting.
 - (3) Review the draft of the minutes, sign them, and submit them for approval to the Commission and shall have them spread in suitable volumes. Copies of minutes shall be distributed to each member of the Commission prior to the next meeting of the Commission.
 - (4) Keep attendance records pursuant to these Bylaws.
 - (5) Provide notice to the public and members of the Commission for all regular and special meetings, pursuant to the Open Meetings Act, P.A. 267 of 1976, as amended, M.C.L. 15.261 et seq.
 - (6) Prepare an agenda for the Commission meetings pursuant to these Bylaws.
 - (7) Perform such other duties as may be ordered by the Commission.

G. Meetings

1. Regular meetings. Meetings of the Commission will be held the 2nd Monday of every month at 7:00 p.m. at the Conway Township Hall. When the regular meeting day falls on a legal holiday, the Commission shall select a suitable alternate day in the same month. As annual notice or regularly scheduled Commission meeting shall comply with P.A. 267 of 1976, as amended, (being the Michigan Open Meeting Act M.C.L. 15.261 et seq.)
2. Special Meetings. Special meetings shall be called in the following manner:
 - a. By the Chair.
 - b. By any two members of the Commission.
 - c. By the Chair at the request of any non-member of the Commission, upon payment of a non-refundable fee to cover costs of the special meeting. The fee shall be set by the Conway Township Board of Trustees.
 - d. Notice of special meetings shall be given by the Secretary to members of the Commission at least forty eight (48) hours prior to such meeting and shall state the purpose, time, day, month, date, year and location of the meeting. In addition notices shall comply with P.A. 267 of 1976, as amended, (being the Michigan Open Meetings Act M.C.L. 15.261 et seq.).
3. Recess. The Chair, or the Commission, after the meeting has been in session for two hours (not including site inspections), may suspend the Commission's business and evaluate the remaining items on its agenda. The Commission shall then decide to finish that meeting's agenda, may act to continue the meeting on another day (fix the time at which to adjourn), or complete some agenda items and continue the meeting on another day to complete other agenda items or postpone certain agenda items to the next meeting. If applicable such action shall include the time, day, month, date, year, and location the Commission will reconvene. If more than 18 hours will pass before the reconvened Commission, public notice shall be given to comply with P.A. 267 of 1976 as amended, (being the Michigan Open Meeting Act M.C.L. 15.261 et seq.). Upon reconvening, a roll call of attendance shall be the first item of business before proceeding with the same agenda. The Commission shall resume with the same meeting agenda, proceeding at the same point where they left off, without the addition of additional business.
4. Quorum. More than half the total number of seats for members of the Commission, regardless if vacancies exist or not, shall constitute a quorum for the transaction of business and the taking of official action for all matters before the Commission. Whenever a quorum is not present at a regular or special meeting, those present shall adjourn the meeting to another day.
5. Motions.
 - a. Motions shall be restated by the Chair before a vote is taken.
 - b. Findings of Fact. All actions taken in an administrative capacity (including but not limited to, special use permits, subdivisions, zoning, site plan review, planned unit developments, review and submission on another municipality's proposed plan, review and submission on a capital improvement, review of township zoning) shall include each of the following parts.
 - (1) A finding of fact, listing what the Commission determines to be relevant facts in the case in order to eliminate misleading statements, hearsay, irrelevant, and untrue statements;

- (2) Conclusions to list reasons based on the facts for the Commission's action, often directly related, or not, to a finding of compliance, or noncompliance, to standard;
 - (3) The Commission's action; and
 - (4) As applicable, recommendation or decision on approval, approval with conditions, or disapproval.
6. Voting. Voting shall be by voice and shall be recorded as passing or Failing. Roll call votes will be recorded only upon request by a member of the Commission and shall be recorded by "yes" or "no". Members must be present to cast a vote. Voting by proxy shall not occur. The affirmative vote of a majority of those present or a majority of a quorum, whichever is greater, shall be necessary for the adoption of motions. The affirmative vote of a majority of the total number of seats for members of the Commission, regardless if vacancies or absences exist or not, shall be necessary for the adoption, or recommendation for adoption, of any plan or amendment to a plan.
7. Commission Action. Action by the Commission on any matter on which a hearing is held shall not be taken until the hearing has been concluded.
8. Parliamentary Procedure. Parliamentary procedure in Commission meetings shall be informal. However, if required to keep order, Commission meetings shall then be governed by Roberts Rules of Order, as amended and revised, for issues not specifically covered by these Bylaws. Where these Bylaws conflict, or are different than Robert's Rules of Order, then these Bylaws control.
9. Public Participation. All regular and special meetings, hearings, records, and accounts shall be open to the public. All public comment on all agenda items should be presented at the beginning of the meeting where provided in the printed agenda. After that point during the meeting, public comment is normally not allowed; however, sometimes the Commission may direct questions to members of the public. Public comment is at the beginning of the meeting so the Commission can hear concerns and questions before acting on an issue. Those making public comment are expected to be familiar with the issue and have prepared comments ahead of time. To help the public in preparing for the meeting, any written material shall be made available without cost for members of the public asking for a copy prior to the meeting. The Chair may limit the amount of time allowed for each person wishing to make public comment at a Commission meeting. The Chair may ask members of the audience to caucus with others sharing similar positions so they may select a single spokesperson. If a single spokesperson is selected, that individual shall be able to make public comment at the Commission meeting with an extended time limit set by the Chair.
10. Consensus Business. Certain items of business before the Commission are routine matters where no discussion normally occurs or is expected to occur and a consensus for adoption normally occurs or is expected to occur. The individual preparing the agenda may mark such items on the agenda as a Consent Item, if that individual feels it qualifies as consensus business. The agenda or material presented on the issue should indicate the proposed action (approve, disapprove, no comment, approve with modification).
 - a. Any Consent Item can be removed by request of a member. It is automatically removed if discussed during Public Participation.

- b. A motion to adopt the Consent Items can be made, in effect adopting all agenda items still included as Consent Items. The approval of minutes could be proposed on the agenda as a Consent Item.
 - c. Consensus business can be proposed for any item on the agenda, but shall never include any of the following.
 - (1) Review of plans and zoning ordinances, or any part or amendment thereto.
 - (2) Action on special use permits, planned unit developments, site plans, and similar administrative actions. Election of officers.
 - (3) Any item not printed on the agenda which is delivered, along with adequate supporting information, to Commissioners prior to the meeting.
 - d. The motion to adopt Consent Items in the minutes shall clearly list each item and indicate its action/disposition.
11. Order of Business/Agenda. The Secretary, or designee, shall prepare an Agenda for each meeting and the order of business shall be as follows:
- a. Call to order, Pledge of Allegiance.
 - b. Matters pertaining to citizens present at the meeting, as advertised public hearings. The Chair will declare such a public hearing open and state its purpose. The petitioner, or proponent of the action advertised will be heard first
 - c. Housekeeping business such as, consent business, approval of minutes, communication, other.
 - d. Unfinished business and reports to include but not limited to, a report from the Conway Township Board of Trustees about the action taken by the Board on the items sent to them by the Commission for their action.
 - e. New business.
 - f. Public participation for items not on this agenda.
 - g. Adjournment.
12. Delivery of Agenda. ~~The agenda and accompanying materials shall be~~
a. mailed or delivered A digital copy of the agenda and accompanying materials shall be emailed to Commission members so it is reasonably expected to be received prior to the weekend prior to the regular meeting date, ~~generally accepted to be, but not always, mailed by first class mail on the Thursday of the week prior to the Commission meeting or by email. A hard copy may be available for pick up upon request.~~
- b. Any agenda materials must be submitted to the Chair and Secretary no later than noon the Tuesday before the meeting.
13. Placement of Items on the Agenda.
- a. The Conway Township Clerk shall be the office of record for the Commission.
 - b. The Zoning Administrator may receive items on behalf of the Commission between the time of the adjournment of the previous Commission meeting and eight business days prior to the next regularly scheduled Commission meeting.
 - c. Items received by the Zoning Administrator between seven business days prior to the next regularly scheduled Commission meeting and the next regularly scheduled Commission meeting shall be set aside to be received by the Commission at its next regularly scheduled Commission meeting. The

Commission may act on those items of a minor nature or table action to the subsequent regular or special Commission meeting. Those items of a major nature, or items normally receiving review, analysis, or recommendation shall be tabled until the subsequent regular or special Commission meeting.

- d. The deadline to add items to the Commission's meeting agenda
Shall be seven business days prior to the next regularly scheduled Commission meeting.

14. Record

- a. Minutes and Record. The Commission Secretary shall keep, or caused to be kept, a record of Commission meetings, which shall at a minimum include an indication of the following:
 - (1) Copy of the meeting posting pursuant to P.A. 267 of 1976, as amended, (being the Michigan Open Meetings Act, M.C.L. 15.261 et seq.).
 - (2) Copy of the minutes, and all its attachments which shall include a summary of the meeting, in chronological sequence of occurrence.
 - (3) Time and place the meeting was called to order.
 - (4) Attendance.
 - (5) Indication of others present.
 - (6) Summary or text of points of all reports including reports of what was seen and discussed at a site inspection given at the meeting, and who gave the report and in what capacity.
 - (7) Summary of all points made in public participation or at a hearing by the applicant, officials, and guests and an indication of who made the comments. An alternative is to attach a copy of the public's statement, petition, or letter if it is provided in written form.
 - (8) Full text of all motions introduced, whether seconded or not, who made the motion and who seconded the motion. For each motion, the following should be included: who testified and a summary of what was said, a statement of what is being approved, the location of the property involved including tax parcel number ID, what exhibits were submitted, what evidence was considered, the administrative body's findings of fact, reasons for the decision made and if denied then each reason should refer to a section of an ordinance which would be violated or with which not complied, the decision if denied, approved, or approved with modification, a list of all required improvements, a list of all changes to the map/drawing/site plan that was submitted, who called the question, what type of vote and its outcome, that a person making a motion withdrew it from consideration, all the Chair's rulings, all challenges, discussion and vote/outcome on a Chair's ruling, all parliamentary inquiries or points of order, when a voting member enters or leaves the meeting, when a voting member has a conflict of interest and when the voting member ceases and resumes participation in discussion, voting and deliberations at a meeting, all calls for an attendance count, the attendance, and ruling if a quorum exists or not, the start and end of each recess, all Chair's rulings of discussion being out of order, full text of any resolutions offered, summary

of announcements, summary of informal actions, or agreement on consensus, time of adjournment.

b. Records of any action, support documents, maps, site plans, photographs, correspondence received, attached as an appendix to the minutes.

c. Retention. Commission records shall be preserved and kept on file according to the Township's record retention schedule.

15. Mileage and Per Diem. Mileage and per diem shall be paid to members of the Commission at the will of and at the rate established by the Conway Township Board of Trustees. No mileage or per diem is paid to any member to attend the Board of Trustee meetings.
16. Hearings. Before the adoption of any part of a plan, as defined in the Planning Act, or any amendment to a plan, or recommending approval of an amendment to the Conway Township Board of Trustees, the Commission shall hold a public hearing on the matter. Notice of the time and place of the hearing shall be given, not less than 15 days prior to such hearing, by at least one publication in each newspaper of general circulation. Notice of special hearings for the purposes of presenting preliminary master plans, obtaining public opinion on a problem, or discussion of a particular problem with interested parties will be given in the most practical manner and to persons, or group representatives most interested and as required by the Planning Act, Zoning Act, and relevant local zoning ordinance. A written notice containing the decision of the Commission will be sent to petitioners and originators of a request for the Commission to study a special problem.
17. Zoning Responsibilities. All the powers of zoning are transferred to this Commission, pursuant to M.C.L. 125.3301 of the Zoning Act. The Commission shall review and act on all proposed zoning ordinances, or zoning amendments pursuant to the Zoning Act. At least one hearing shall be held on each proposed zoning ordinance or amendment, with notices given as specified in the zoning ordinance and the Zoning Act. After the hearing, action shall be in the form of a recommendation to the Conway Township Board of Trustees. At a minimum the recommendation shall include the text of a zoning ordinance or amendment with the necessary maps and zoning regulations to be adopted for a zoning district or the zoning jurisdiction as a whole; and the manner of administering and enforcing the zoning ordinance. The Commission shall review and act on all special use permits pursuant to the Zoning Act and the zoning ordinance. At least one hearing shall be held on each proposed zoning ordinance or amendment, with notices given as specified in the zoning ordinance and the Zoning Act. After the hearing, action shall be in the form of a motion which contains a finding of fact, conclusions as to a list of reasons for action, the Commission's action pursuant to these Bylaws and a recommendation to the Conway Township Board of Trustees. The Commission shall review and act on all those site plans which the zoning ordinance requires Commission action. Action shall be in the form of a motion which contains a finding of fact, conclusions as to a list of reasons for the action, and the Commission's action, pursuant to these Bylaws. The Commission shall not act, or otherwise hear issues on zoning ordinance interpretations, zoning map interpretation, or variances. Such matters shall be exclusively the jurisdiction of the Zoning Board of Appeals.
18. Other Matters to be Considered by the Commission

- a. The following matters shall be presented for consideration at a meeting of the Commission:

- (1) Preparation of an annual report of the Commission.

- (2) Selection of Consultants and a recommendation to the Conway Township Board of Trustees for same.

19. Adoption, Repeal, Amendments

- a. Upon adoption of these Bylaws of 9/8/2008, they shall become effective and all previous Bylaws, shall be repealed.

- b. The Commission may suspend any one of these Bylaws, for a duration of not more than one agenda item or meeting.

- c. These Bylaws may be amended at any regular or special meeting by a two-third (2/3) vote of the members present.

Amended by the Conway Township Planning Commission at a regular meeting held on ~~October 8, 2018~~ July 13, 2020.

/s/ _____
Londa Horton, Secretary

CODE OF CONDUCT AND OATH OF OFFICE

The Appointed Member of the Conway Township Planning Commission agrees to abide by this Code of Conduct.

As a member I will:

1. Accept responsibility to represent the Conway Township Planning Commission which I am appointed to with dignity and pride by being a positive role model.
2. Conduct myself in a businesslike manner, respecting the rights and opinions of other members and of the public. Abusive, insulting, profane or excessively argumentative language or conduct should not be tolerated.
3. Abstain from, and not tolerate, physical or verbal abuse.
4. Accept the responsibility to promote and support development of effective planning and zoning programs.
5. Attend the meetings of the Planning Commission on a regular basis and provide prior notification of any necessary absences.
6. Read the Master Plan, Zoning Ordinance, other ordinance, rules of procedure, bylaws, and other pertinent documents which pertain to the business of the Planning Commission and continue to gain knowledge and understanding through self-study, inquires and attending appropriate training when possible.
7. Respect, adhere to, and help enforce the rules, policies, and guidelines established by the Planning Commission and Township Board of Trustees.
8. Read meeting packet materials ahead of time and otherwise be prepared for the meetings.
9. Refrain from deciding cases before the meeting discussion.
10. Participate in the Planning Commission deliberation at the meetings when appropriate.
11. Do not engage in criminal activities, and other activities including but not limited to situations of conflict of interest, ex parte contact, or accepting gifts as a form of influencing your vote.
12. In public forums, after a vote by the Planning Commission has been taken, I will represent the adopted majority position of the Planning Commission when speaking on behalf of the Planning Commission.
13. I will follow, and will help my community follow the community planning principles established by the Michigan Association of Planning, the Michigan Chapter of the American Planning Association.

OATH OF OFFICE

I, _____ solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Michigan, and that I will discharge the duties of the office of a member of the Planning Commission in and for Conway Township to the best of my ability.

Signed: _____ Date _____

Unapproved Minutes
Of the December 21, 2021
Conway Township
Regular Board Meeting
7:00 pm

REGULAR MEETING

Supervisor Grubb called the meeting to order at 7:01 p.m. with the pledge of allegiance to the American flag.

Present: Whitt, W. Grubb, St. Charles, D. Grubb, Pushies.

Motion to approve Consent Agenda. Motion by Whitt. Support by D. Grubb. Roll Call: Whitt – yes, W. Grubb – yes, D. Grubb – yes, St. Charles - no, Pushies – no. Motion approved.

Motion to approve the Board Meeting Agenda with the addition of item #24 under New Business – Discuss Secluded Acres SAD, and striking item # 19 - Tony St. Charles PC Liaison Appointment, making new item #24 item #23. Motion by Whitt. Support by D. Grubb. Motion approved.

Motion to pay the LCRC invoice for Chase Lake Road work. Motion by Whitt. No Support.

Motion to purchase a new computer for the Deputy Treasurer and a new desk for the Supervisor. Motion by W. Grubb. Support by D. Grubb. Roll Call: Pushies – yes, D. Grubb – yes, St. Charles – no, W. Grubb – yes, Whitt – no. Motion approved.

Motion to table item #15 – IISD Summer Tax Resolution, until January meeting. Motion by D. Grubb. Support by Pushies. Motion approved.

Motion to appoint Jeff Klein to the Planning Commission. Motion by W. Grubb. Support by Whitt. Motion approved.

Motion to renew Meghan Swain-Kuch to another three-year term on the Planning Commission. Motion by W. Grubb. Support by Pushies. Motion approved.

Motion to renew Dennis Bowdoin to another three-year term on the Zoning Board of Appeals, Motion by W. Grubb. Support by Pushies. Motion approved.

Motion to accept one of the estimates from Livingston County Road Commission for rehabilitating Hayner Road next summer from Fowlerville Road to Robb Road at an estimated cost of \$175,000 or \$197,500 so we can get this project on their schedule. Motion by W. Grubb. Support by St. Charles. Roll Call: D. Grubb – yes, St. Charles - yes, Pushies – yes, W. Grubb – yes, Whitt – yes. Motion approved.

Motion that the township board requests that the Planning Commission strike the words (small scale) from Article 6.09, item 8 (5) vii, under Agricultural Tourism in the Conway Township Zoning Ordinance in order to allow the Zoning Administrator to handle limited temporary events in the township using the attached review list as a guide. Also add that the maximum attendance to a temporary event be 20,000. Motion by W, Grubb. Support by D. Grubb. Motion approved.

Motion to add a category to the fee schedule: Temporary Land Use Permits. Within the category there will be two items. Small Events (defined as 1499 attendees or less) - \$250 application fee + \$500 escrow. Large Events (defined as 1500 or more attendees) - \$1,500 application fee, \$5,000 escrow. Motion by Whitt. Support by Grubb. Motion approved.

Unapproved Minutes
Of the December 21, 2021
Conway Township
Regular Board Meeting
7:00 pm

Motion to accept the proposal from Progressive Hardware to replace and upgrade the existing Hikvision camera system to a DARPA approved system at a cost of \$18,304.68. Motion by Whitt. Support by St. Charles. Roll Call: W. Grubb – no, St. Charles- yes, D. Grubb – no, Whitt – yes, Pushies – no. Motion denied.

Motion to move ahead with investigation of setting up a Special Assessment District for Secluded Acres. Motion by Whitt. Support by St. Charles. Motion approved.

Motion to adjourn at 8:31. Motion by Pushies. Support by St. Charles. Motion approved.

Elizabeth Whitt, Township Clerk

Nanci Forster, Deputy Clerk