

Conway Township Planning Commission Meeting Agenda

Date: February 14, 2022 7:00pm

Next Meeting March 14, 2022 7:00pm

AGENDA

1. Call to Order and Pledge of Allegiance
2. Roll Call and Sign in: Jeff Klein, Londa Horton, George Pushies, Kelly Ralko, Chuck Skworsk, Meghan Swain-Kuch, Dave Whitt. Zoning Administrator: Todd Thomas.

CONSENT AGENDA APPROVAL

3. Planning Meeting Minutes from last meeting- January 10, 2022

CALL TO PUBLIC

APPROVAL OF PLANNING COMMISSION MEETING AGENDA FOR TONIGHT

COMMUNICATIONS

4. Zoning Administrator Report
5. Board Ex-Officio Report
6. Londa clean energy recusal

PUBLIC HEARING: opened for public comment, closed, PC vote to send to Board

7. Accessory Dwelling Units (ADUs). New Section 6.27 in regard to detached accessory dwelling units in the AR and R Districts.
8. General and Supplemental Regulations. Amend Section 6.09(A)(8) pertaining to Temporary Land Use Permits for ag Tourism entertainment events

OLD BUSINESS

9. PC Bylaws – Abby Cooper, Changes marked are the ones proposed from 2020 that didn't get passed, and the one she spoke of at the last meeting for fixing the term of the officers.
10. Large and Small Event definitions – Meghan and Kelly
11. Solar Ordinances - Todd

NEW BUSINESS

12. Master Plan direction to the Community Builders (CIP) – Carmen, Justin, Hannah

PLANNING COMMISSION MEMBER DISCUSSION

LAST CALL TO PUBLIC

ADJOURNMENT

Planning Commission Member Meeting Sign in

Date: _____

Planning Commission

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

Zoning Administrator

Todd Thomas	
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Conway Township Planning Commission Meeting Minutes

January 10, 2022

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

Agenda	Items Discussed	Actions to be Taken
Attendees	<ul style="list-style-type: none"> Public: Eight attendees Planning Commission Members present: Jeff Klein, Londa Horton, Kelly Ralko, Meghan Swain-Kuch, Chuck Skwirsk, Dave Whitt, George Pushies - Ex-Officio Planning Commission Members absent: -0- Zoning Administrator: Todd Thomas, present Livingston County Planning Commissioner: Dennis Bowdoin, present Township Attorney: Abby Cooper, present 	
Call to Order and Pledge to Flag	<p>Secretary Londa Horton called the Conway Township Planning Commission meeting to order at 7:00pm and led in the Pledge of Allegiance. She called roll call. All present.</p> <p>The next meeting is February 14, 2022 at 7pm.</p>	
Minutes from last meeting	<p>Chuck Skwirsk recommended changing the meeting agenda; Change numbering as there are two number tens, take out update from Land Division Committee, take out Master Plan updates until a later date when Master Planner is on board.</p> <ul style="list-style-type: none"> Dave Whitt made a motion to accept the revised agenda. Second by George Pushies. All in the favor. Opposed. Motion passed. George Pushies requested to include the draft Board minutes in PC meeting packets. <p>Dave Whitt moved to accept the minutes from the last meeting of December 13, 2021. Kelly Ralko second. All in favor. Opposed. Motion passed.</p> <p>Dave Whitt moved to accept the PC Annual Report for 2021. Second by Kelly Ralko. All in favor. Opposed. Motion passed.</p>	<p>George Pushies to ask Board to include Board minutes in PC PACKET every month. Have office send to PC Secretary for inclusion.</p>
Communications	<ul style="list-style-type: none"> Welcome Jeff Klein to the PC. Vice Chair Chuck Skwirsk took over the meeting. Potential Planners introduced - Community Image Builders (CIP) from Fenton, MI; CEO Carmen, Justin, and Hannah. They come highly recommended by the Kathy in the Village of Fowlerville. They will have one person at the meeting and one specialty until they are settled in. We are charged for only one person at the beginning regarding the fee schedule. Then their specialty person attends only when their specialty and Master Plan is on the agenda. One individual is assigned to attend all meetings for us. They can set up a retainer for calls from us or will bill for extra time if call is long, example is if applicants call. 	

Conway Township Planning Commission Meeting Minutes

January 10, 2022

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

Agenda	Items Discussed	Actions to be Taken
	<ul style="list-style-type: none">Noise level for Hamtramck increased so Board changed ordinance.Rob Stanford LCPC will consider our amendments. He compliments the way we handle our amendments and compliments our attorney.	
Call to the Public	Dennis Bowdoin concurred that our township amendments come to LCPC very well done.	

Conway Township Planning Commission Meeting Minutes

January 10, 2022

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"> Accessory Dwelling Units – Abby Cooper discussed. Regulate and permit ADU in detached structures only. Replace all Accessory Dwelling Unit references and replace it with the acronym ADU. Main dwelling vs. principle dwelling use discussed. Explain definition in the beginning as principle dwelling. Confirmation on regulate the use as a special land use or a ZA site plan review. Confirmed the PC wants a ZA site plan review. ZO Section C3 allows a waiver with PC like a hardship and could ask for a waiver. This comes to the PC to decide. Duration and revocation of the permit – deleted this. It's already covered. <ul style="list-style-type: none"> George Pushies made a motion to strike ZO #B.11 and #B.12. Discussion to also strike #B.13. Second by Dave Whitt. All in favor. Opposed. Motion passed. George Pushies made a motion to strike ZO C.2.B., C.2.C, C.2.D, C.2.E. – (approvals). Second by Dave Whitt. All in favor. Opposed. Motion passed. Master Plan updates needed. PC member assignments: - this is tabled until a Master Planner is in place. <ul style="list-style-type: none"> Pg. 2 update with current names/positions Pg. 11 & 12 census data from County Pg. 15 update DEQ with 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 update Pg. 51 hazard mitigation plan – take into account climate change. Report out on number of pictures required for photo contest – Meghan Swain-Kuch commented on page 13 will leave in the Horton sign. We need 20 photos for the Master Plan. We need a better picture of the Township with grass. Discussion on Large Event Zoning – Kelly Ralko and Meghan Swain-Kuch reported out on research on surrounding townships. <ul style="list-style-type: none"> Stockbridge and Garden City, GA ordinances - they have large events on private property. It did have some exemptions under Agri-tourism. Timing of ticket sales – recommend having a permit prior to issuing tickets until application completed by ZA, 	<p>Abby Cooper will make revisions for next meeting.</p> <p>Master Plan updates tabled until Master Planner on board</p>
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	<p>commented Kelly Ralko.</p> <ul style="list-style-type: none"> Large events are defined as 250 people, but Dawn Patrol has more people than that. Richland township has language for outdoor gatherings, and mobile food trucks. How to define a Luke Bryan concert, a large assembly? It's a special use event for an outdoor event and the permitting process and the fees are included. Todd Thomas has sample language. Abby Cooper recommends removing small scale entertainment, capping attendance at 20,000 in the existing ordinance, then this could go to the Public Hearing. It has to be in 2 weeks prior to LCPC on Feb. 16 for their meeting. Publish in the paper 15 days prior to the meeting. Have a special meeting and Public Hearing and then we could get it in before March. PC can consider it at the same time as the Public Hearing. Have a special meeting on Jan. 31 Abby Cooper to try to get it on the LCPC agenda for February. The Public Hearing will be set for February 14. Chuck Skwirsk made a motion for a public hearing on Feb. 14 for ADUs and changes to ag tourism. Second Londa Horton. All in favor. Opposed. Motion passed. The Stockbridge ordinance is all inclusive, commented Meghan Swain-Kuch <ul style="list-style-type: none"> Two solar ordinances for review – Todd <ul style="list-style-type: none"> We have a 6-foot-tall fence. The federal law is 7 feet. Have a financial guarantee for completion of the site plan for the project Decommissioning needs a financial bond. No specification on green belt, glare, and lighting Londa Horton commented not to forget the MSU extension solar ordinance template. <p>http://www.richlandtownship.com/uploads/2/6/2/8/26285684/solar_farms_ordinance_2021jul08.pdf Richland</p> <p>https://www.shiawassee.net/Docs/Community-Development/Solar%20Energy%20Systems%20Ordinance.pdf Shiawassee</p> <ul style="list-style-type: none"> Review proposed changes by Ranger Power – Todd to discuss next month Pictures forwarded by Kelly Ralko of solar farm Kelly Ralko discussed – solar farm concerns 	<p>Abby Cooper will change reference small scale from ag-tourism and cap at 20,000 in attendance.</p> <p>Abby Cooper will get with Liz to post Public Hearing in paper</p>
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Conway Township Planning Commission Meeting Minutes

January 10, 2022

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

Agenda	Items Discussed	Actions to be Taken
	<ul style="list-style-type: none"> ○ Preservation and growth ○ Wetlands ○ Climate change gives no direction in Master Plan ○ Sustainability of land disturbance ○ Housing development vs. solar development ○ Displacement of ecosystem ○ Drainage for water – impact study ○ Maintenance and operation • Chuck Skwirsk asked for an agreement between Ranger and the land owner. Ranger Power attendee said, “The commercial terms of the agreement are confidential.” He can take a blank agreement back to his group and get a response by end of the week. • We want to make sure farmers can use their land and we don't tell people what to do with their land, commented Meghan Swain-Kuch. • We are regulating a use of the land, commented Dave Whitt. • There is fear of turning land into a wetland. • How to conduct a survey? Kelly Ralko made a motion to make a recommendation to make a survey for solar farms to all tax papers in this township. Second George Pushies. All in favor. Opposed. Motion passed. 	
New Business	<p>New Business</p> <ul style="list-style-type: none"> • PC Bylaws – Abby Cooper noted that more recently we approved PC Bylaws from 2018. She asked to make two revisions to the 2020 version that the PC discussed but failed to approve and adopt. <ul style="list-style-type: none"> ○ Change provides for a digital copy of the agenda to the PC members. If you have an agenda item, then send it to the PC Secretary and the Chairperson by noon on the Tuesday before the meeting. ○ It should be a term of one year for officers. The planning commission membership is 3 years. PC members are appointed for a three-year term for all others. Review this next month with the revisions to the bylaws. • Election of officers: • Chuck Skwirsk made a motion for Londa Horton as Secretary. George Pushies second. All in favor. Opposed. Motion passed. • George Pushies made motion for Chuck Skwirsk as Chairperson. Meghan Swain-Kuch second. All in favor. Opposed. Motion passed. • George Pushies made a motion for Meghan Swain-Kuch as Vice Chair. Second Kelly Ralko. All in favor. Opposed. Motion passed. • Cadence of meetings – It was agreed the PC meetings would commence the second Monday of every month at 7pm. 	<p>Abby Cooper to bring revised PC bylaws to next meeting.</p>

Conway Township Planning Commission Meeting Minutes

January 10, 2022

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

Agenda	Items Discussed	Actions to be Taken
	<ul style="list-style-type: none">Michigan Planning Enabling Act – Todd<ul style="list-style-type: none">Sent on to all PC members for referenceConflict of Interest – Kelly Ralko<ul style="list-style-type: none">When voting, it's a conflict of interest if you stand to benefit or a neighboring landowner or it's financial gain or if you are an employee of the company, (from Section E2).Letting a developer regulate Zoning Ordinances here when he has a relative who stands to benefit, is a conflict of interest.Review of Ranger Power – Todd, will get into it later on – put it on agenda for next month.	Londa Horton and Chuck Skwirsk to put on agenda for next month.
Zoning Administrator Report	Todd Thomas granted two Land Use Permits for December 2021 for a pole barn and for ground solar.	
Update from the Board	George Pushies gave an update from the Township Board.	
Call to Public	<p>Resident has revised PC 2014 Bylaws. Discussion over confusion over latest Bylaw version. Remove old version.</p> <p>Attendee commented on conflict of interest. He has no direct ties to VanGilder Properties. He is not a landowner. He did not negotiate this contract. There are many people who work at Ranger Power and another employee worked on this contract.</p> <p>Resident asked about setbacks. Todd Thomas replied that it's on the website in ZO 6.26.</p>	
General Discussion		
Adjournment	Chuck Skwirsk made a motion to adjourn, second George Pushies. All in favor. Motion passed. Adjourned at 9:25pm.	

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

**CONWAY TOWNSHIP
LIVINGSTON COUNTY, MICHIGAN
NOTICE OF PUBLIC HEARING FOR ZONING ORDINANCE AMENDMENTS**

PLEASE TAKE NOTICE that the Conway Township Planning Commission will hold a public hearing at its regular meeting on February 14, 2022, commencing at 7:00 p.m. at the Conway Township Hall located at 8015 N. Fowlerville Road, Fowlerville, Michigan 48836, to review the proposed amendments to the Conway Township Zoning Ordinance, as follows:

1. Accessory Dwelling Units (ADUs). New Section 6.27 in regard to detached accessory dwelling units in the AR and R Districts.
2. General and Supplemental Regulations. Amend Section 6.09(A)(8) pertaining to Temporary Land Use Permits for Agricultural Tourism entertainment events.

The Planning Commission reserves the right to modify or alter the proposed ordinance amendments at or following the public hearing and to make its decision accordingly.

Written comments concerning the above matter may be submitted to the Conway Township Clerk at any time prior to the public hearing, and may further be submitted to the Planning Commission at the public hearing. The complete text of the proposed amendments may be examined at the Township Hall during regular Township business hours, which are 9-3 Tuesdays and Wednesdays, or on the Township's website, www.conwaytownship.com, after the publication of this Notice and until and including the day of the meeting. The complete text of the proposed amendments may be further examined at the meeting.

Conway Township will provide necessary, reasonable auxiliary aids and services at the meeting to individuals with disabilities, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, upon ten days' notice to the Conway Township Clerk. Individuals with disabilities requiring auxiliary aids or services should contact the Clerk by writing or calling the following: 8015 N Fowlerville, Fowlerville, MI 48836 or call 517 223-0358, between the hours of 9-3 Tuesdays and Wednesdays.

The complete text of the Conway Township Zoning Ordinance, as amended, may be examined at the Township Hall, 8015 N. Fowlerville, Fowlerville, MI 48836, during regular Township business hours, which are 9-3 Tuesdays and Wednesdays, or on the Township's website, www.conwaytownship.com.

Elizabeth Whitt, Clerk
Conway Township
8015 N. Fowlerville Road
Fowlerville, MI 48836
517-223-0358

Section 6.09 Temporary Uses and Buildings

All temporary uses and buildings permitted by this Section are allowed in all districts unless otherwise provided. Such uses and buildings shall be authorized by a temporary land use permit issued by the Zoning Administrator unless otherwise provided.

A. Temporary Uses and Buildings for Non-Dwelling Purposes. Temporary uses and buildings not to be used for dwelling purposes may be placed on a lot or parcel of record and occupied only under the following conditions.

1. **Natural Disasters or Fire Damage.** A temporary building may be occupied for non-dwelling purposes during renovation of a permanent building damaged by a fire or natural disaster, such as a tornado, flood, or severe storm. The temporary building must be removed when repair of the damage is complete. The Zoning Administrator may issue a temporary land use permit for up to ninety (90) days. The Board may renew the permit up to ninety (90) additional days upon the applicant's showing of substantial progress towards completion of the repair and the submission of an appropriate compliance bond. Thereafter, the permit may be renewed at the discretion of and upon conditions set by the Board.
2. **New Construction.** Temporary buildings incidental to construction work, except for instances where one (1) single-family residence is being constructed. Said temporary buildings shall be removed within fifteen (15) days after construction is complete, but in no case shall the building or structure be allowed for more than one (1) year.
3. **Temporary Real Estate Offices.** Temporary real estate offices are permitted within approved development projects. No cooking or sleeping accommodations shall be maintained. The permit shall be valid for not more than one (1) year, but is renewable. The office shall be removed upon completion of the development. A model home may be used as a temporary real estate office.
4. **Roadside Stands.** The display and sale of agricultural produce, excluding farm market or on-farm markets, shall be considered a temporary use within the AR Agricultural Residential District permitted by a temporary land use permit renewable on an annual basis, subject to the following conditions:
 - a. The stand shall be located no closer than fifty (50) feet from the nearest roadway right of way line.
 - b. The area between the stand and the roadway shall be reserved exclusively for parking. Parking shall not interfere with through traffic.
 - c. The structure shall not be more than one (1) story in height.
 - d. The floor plan shall not be larger than twenty (20) feet by twenty (20) feet.
 - e. Signs used in connection with the roadside stand shall be

- temporary and shall be removed when the stand is not in use. No sign shall be placed within a public right-of-way.
- f. The seasonal nature of the use shall result in closure of the stand during the portion of the year that produce raised on the lot is not available for sale. Other goods such as imported produce, arts and crafts, greenhouse plants or salvage materials shall not be sold from the roadside stand during the “closed” season nor may they compose a major portion of the goods sold from the stand during its operational season.
 - g. Upon closure of the seasonal use, any temporary structures shall be removed.
5. **Garage Sales.** Garage sales, rummage sales, yard sales, moving sales, and similar activity shall be considered temporary uses within the AR Agricultural Residential and R Residential Districts subject to the following conditions:
- a. Any sale under this Section shall be allowed without a temporary land use permit for a period not to exceed four (4) days within a six (6) month period. Such activities in operation for a period of time in excess of four (4) days shall require a temporary land use permit from the Zoning Administrator.
 - b. In no instance shall more than four (4) sales under this Section be held in any one location within any twelve (12) month period.
 - c. Goods or merchandise offered at such sale shall not be stored overnight.
 - d. All such sales shall be conducted in a manner so as not to create a traffic hazard or a nuisance to neighboring properties.
 - e. No signs advertising a garage sale or similar activity shall be placed upon public property. Two (2) signs advertising a sale are permitted to be placed upon private property with the consent of the owner of said property and shall be removed within twenty-four(24) hours of the conclusion of said sale.
6. **Auctions.** The public sale of property to the highest bidder shall be permitted without a temporary land use permit for not more than four (4) days. No sales activity shall occur within thirty (30) feet of any road right-of-way.
7. **Firewood Sales.** Storage of firewood for sale and use by person off the premises shall be restricted to the side and rear yards.
8. **Agricultural Tourism.**
- a. General and specialized farming of agricultural products and agricultural activities, including the raising or growing of crops, livestock, poultry, bees and other farm animals,

products and foodstuffs are permitted by right. Any building or structure may be located thereon and used for the day-to-day operation of such activities, for the storage or preservation of said crops or animals, products and collection, distribution, or processing, and for the incidental sale of crops, products and foodstuffs raised or grown on said parcel or in said building or structure. The following additional agricultural uses shall be permitted:

- (1) Storage, retail or wholesale marketing, or processing of agricultural products into a value-added agricultural product in a farming operation if more than 50 percent of the stored, processed, or merchandised products are produced by the farm operator for at least 3 of the immediately preceding 5 years.
- (2) Direct marketing of produce in a farm market or on-farm market provided that any building, or combination of buildings used for such purposes contain a total of not more than 2,500 square feet. A temporary roadside stand that does not qualify as a farm market or on-farm market shall be permitted as a temporary use provided it complies with all regulations set forth in Section 6.09(A)(4).
- (3) Seasonal U-pick fruits and vegetables operations.
- (4) Food sales/processing, processing any fruits/produce.
- (5) Uses 2 through 4 listed above may include any or all of the following ancillary agriculturally related uses and some non-agriculturally related uses so long as a temporary land use permit is obtained and the general agricultural character of the farm is maintained.
 - i. Cider mills or wineries selling product, in a tasting room, derived from crops grown primarily on site for at least 3 of the immediately preceding 5 years, provided that the premises is otherwise compliant with state law.
 - ii. Seasonal outdoors mazes of agricultural origin such as straw bales or corn.
 - iii. Value-added agricultural products or activities such as education tours or tours of processing facilities.
 - iv. Bakeries selling baked goods containing produce grown primarily on site.
 - v. Playgrounds or equipment typical of a school playground, such as slides and swings (not including motorized vehicles or rides).
 - vi. Petting farms, animal display, and pony rides.
 - vii. Entertainment events (e.g., music concert, car show, art fair), family-oriented animated

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Deleted: and the income from these ancillary activities represents less than 50 percent of the gross receipts from the farm

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barns (e.g., fun houses, haunted houses or similar) and mechanical rides attracting no greater than 20,000 attendees per event.

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- viii. Wagon, sleigh and hayrides.
- ix. Nature trails.
- x. Open air or covered picnic area with restrooms.
- xi. Educational classes, lectures, seminars.
- xii. Historical agricultural exhibits.
- xiii. Gift shops for the sale of agricultural products and agriculturally related products.
- xiv. Gifts shops for the sale of non- agriculturally related products such as antiques or crafts, limited to 25 percent of gross sales.

- b. Ancillary agricultural related uses and non- agriculturally related uses listed in section 5 above must obtain a temporary land use permit in accordance with the following:
- (1) A temporary land use permit shall be obtained from the Zoning Administrator. A fee may be charged for said permit.
 - (2) Said use shall be permitted only for one (1) period per year, the duration of which will be determined by the Zoning Administrator.
 - (3) Applicant must provide evidence of liability insurance coverage, acceptable to the Township, of not less than \$1,000,000.
 - (4) Inspections shall be conducted by the Livingston County Building Department, and other departments as may be required, prior to the period of use. Evidence of approval in the form of an inspection certificate shall be provided to the Zoning Administrator prior to the issuance of a temporary land use permit. A fee may be charged covering the cost of such inspection(s) and certificate(s).
 - (5) The applicant may need to submit additional information at the request of the Zoning Administrator, dependent upon the requested use.
 - (6) Notwithstanding other provisions of this ordinance, the uses outlined in section 5 need not be accessory to a bona fide farm or agricultural use provided that:
 - i. it is located on a parcel of not less than five (5) acres, and
 - ii. It has been in existence, has been lawfully approved by the Township, and has been operated for at least one (1) season prior to the effective date of this ordinance provision.

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

Revised January 11, 2022

Section 6.27. Accessory Dwelling Unit

A. Purpose and Intent. It is the intent of this section to ~~permit~~ detached Accessory Dwelling Units (ADUs) upon single family properties ~~with an existing primary dwelling~~ 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 ~~primary~~ dwelling.
5. If garage floor area is converted for an ADU, replacement off-street parking shall be provided for the ~~primary~~ 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 ~~dwelling~~ 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 ~~primary~~ 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. ~~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.

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Deleted: All proposed ADUs shall be reviewed to ensure compliance to the following standards: ¶
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.

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

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

Revised January 11, 2022

1. ADUs shall require a land use ~~permit from the Zoning Administrator~~.
2. ~~The applicant shall submit a plan with~~ the following information for review ~~to the Zoning Administrator~~:
 - 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, ~~abutting streets, driveways, and parking areas.~~
 - b. ~~Any additional information required by the Ordinance or the Zoning Administrator~~.
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.
 - 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.

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Deleted: distance of the proposed ADU from the main dwelling on the subject property and the main dwelling on any adjacent property,

Deleted: Sufficient architectural drawings or clear photographs to show the exterior building alterations proposed

Deleted: Interior floor plans showing the floor area of the proposed ADU and the primary dwelling. ¶
Copies of any private restrictions applicable to the subject property. ¶
Any additional information deemed necessary by the township for review. ¶

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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.

CONWAY TOWNSHIP PLANNING COMMISSION BYLAWS OF

Adopted, effective immediately, September 8, 2008

(Revised August 8, 2014)

(Revised October 8, 2018)

(Revised February 14, 2022)

Deleted: (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.

b. Tenure. All officers shall take office at the meeting following their selection and shall hold office for a term of ~~one, year or until their successors are selected~~ and assume office.

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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.
- a. 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. 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

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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 February 14, 2022.

Deleted: October 8, 2018.

Deleted: 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 _____