

Conway Township

Regular Meeting

September 19, 2023

7:00 pm

AGENDA

Call to Order and Pledge of Allegiance

Roll Call

Consent Agenda Approval

1. Approve 8/15/2023 Meeting Minutes
2. Approve 9/5/2023 Meeting Minutes
3. Account Reconciliations
4. Disbursements/Payroll Report/Budget Report
5. Hall Rental Report
6. Zoning Administrator Report
7. August Server Threat Event Report

Call to the Public Regarding Agenda Items Only

Additions to and /or approval of Board Meeting Agenda

Communications

8. Planning Commission Ex-Officio Report
9. External Vulnerability Scan Detail
10. Business Technology Review

Unfinished Business

New Business

11. Planning Commission Nominations
12. Planning Commission Secretary Wage
13. Oath of Office and disciplinary issues
14. New Planner
15. Closed session with legal counsel
16. Hall Custodial Service
17. Ion Electric Contract for generator
18. Door Repairs
19. Resolution for Ordinance Amendment 2023-03 ADU's
20. Resolution for Ordinance Amendment 2023-04 Special Event/Wedding Structures and Venues
21. Resolution regarding local control
22. Solar Ordinance Amendment

Board Member Discussion

Call to the Public Regarding Any Item or Issue

Adjournment

Unapproved Minutes
Of the August 15, 2023
Conway Township
Regular Board Meeting
7:00 pm

REGULAR MEETING

Supervisor W Grubb called the meeting to order at 7:00 p.m. with the pledge of allegiance to the American flag.

Roll call: Clerk Elizabeth Whitt, Supervisor William Grubb, Treasurer Debra Grubb, Trustee George Pushies, Trustee Amy Crampton-Atherton.

Motion to approve the Consent Agenda, made by Whitt, supported by D Grubb. Motion approved.

Call to the public: 4 Attendees spoke regarding planner discussion, planning commission packet, wind ordinance, conflict of interest.

Motion to approve the Board Meeting Agenda with the following additions: 18 – Kreeger update, 19 – Update on Supervisor Investigation, 20 – Oath of office. Motion by D Grubb, supported by Crampton-Atherton. Motion Approved.

Motion to accept Applied Innovations bid for managed IT Services, made by Whitt, supported by D Grubb. Roll call vote: Whitt, W Grubb, D Grubb, and Crampton-Atherton – yes; Pushies – no. Motion approved.

Motion to have a workshop on September 5th, at 4:30pm to discuss ARPA fund spending. Motion by D Grubb, supported by Whitt. Motion approved.

Motion to approve Recreation Authority Representative Nogafsky to attend the August 18 School Board Finance Committee Meeting, made by D Grubb, supported by Crampton-Atherton. Motion approved.

Motion to go into closed session at 8:10 pm, made by Pushies, supported by Whitt. Motion approved.

Supervisor called the open meeting to order at 8:22pm

Motion for the Township Supervisor to contact the attorney to address multiple Michigan Statues, made by Pushies, supported by Crampton-Atherton. Motion approved.

Call to the public: 5 attendees spoke regarding planner search, setting goals for the masterplan, sound measurement, planning commission packet size, no bids in board packets, detention pond and drains, parking lot, and signature verifications during elections.

Motion to adjourn the meeting at 9:17 pm, made by D Grubb, supported by Crampton-Atherton, motion approved.

Elizabeth Whitt, Township Clerk

Gabi Bresett, Township Deputy Clerk

Unapproved Minutes
Of the September 5, 2023
Conway Township
Special Board Meeting
4:30 pm

Special Board Meeting

Supervisor W Grubb called the meeting to order at 4:30 p.m. with the pledge of allegiance to the American flag.

Roll call: Clerk Elizabeth Whitt, Supervisor William Grubb, Treasurer Debra Grubb, Trustee George Pushies, Trustee Amy Crampton-Atherton.

Call to the public: None

Motion to approve the Board Meeting Agenda with the following changes: order of new business bullets were switched. Motion by W Grubb, supported by D Grubb. Motion Approved.

Motion to accept the police liaison agreement, made by W Grubb, supported by Crampton-Atherton. Motion amended as follows.

Motion to accept the police liaison agreement, understanding if the school gets the full grant applied for, we will not need to pay anything, if the school gets partial grant, the township will make a partial payment, and if the schools application gets denied, the township will pay up to \$10,000. Made by W Grubb, supported by Crampton-Atherton. Roll Call: Unanimous yes.

Motion to allocate the rest of the ARPA funds to roads. Made by Crampton-Atherton, supported by Pushies. Motion approved.

Motion to adjourn the meeting at 5:33 pm, made by D Grubb, supported by Crampton-Atherton, motion approved.

Elizabeth Whitt, Township Clerk

Gabi Bresett, Township Deputy Clerk

Conway Township - Road Fund #201

Reconciliation Summary

005.000 · BofAA - Road Fund, Period Ending 08/31/2023

| | Aug 31, 23 |
|-----------------------------------|-------------------|
| Beginning Balance | 162,649.50 |
| ▼ Cleared Transactions | |
| Checks and Payments - 2 items | -21,139.00 |
| Deposits and Credits - 2 items | 130,164.15 |
| Total Cleared Transactions | 109,025.15 |
| Cleared Balance | <u>271,674.65</u> |
| ▼ Uncleared Transactions | |
| Checks and Payments - 2 items | -264,592.82 |
| Total Uncleared Transactions | -264,592.82 |
| Register Balance as of 08/31/2023 | <u>7,081.83</u> |
| Ending Balance | 7,081.83 |

Conway Township - Cemetery Fund #150

Reconciliation Summary

003.000 · BofAA - Cemetery, Period Ending 08/31/2023

| | Aug 31, 23 |
|-----------------------------------|------------------|
| Beginning Balance | 88,467.72 |
| ▼ Cleared Transactions | |
| Checks and Payments - 2 items | -2,516.60 |
| Deposits and Credits - 5 items | 4,440.39 |
| Total Cleared Transactions | 1,923.79 |
| Cleared Balance | <u>90,391.51</u> |
| ▼ Uncleared Transactions | |
| Checks and Payments - 1 item | -450.00 |
| Deposits and Credits - 2 items | 414.00 |
| Total Uncleared Transactions | -36.00 |
| Register Balance as of 08/31/2023 | <u>90,355.51</u> |
| Ending Balance ▶ | 90,355.51 ◀ |

Conway Township

Reconciliation Summary

009.001 · MSUFCU Saver, Period Ending 08/31/2023

| | Aug 31, 23 |
|-----------------------------------|------------|
| Beginning Balance | 5.00 |
| Cleared Balance | 5.00 |
| Register Balance as of 08/31/2023 | 5.00 |
| Ending Balance ▶ | 5.00 ◀ |

Reconciliation Summary

005.001 · Road Savings, Period Ending 08/31/2023

| | Aug 31, 23 |
|-----------------------------------|------------------|
| Beginning Balance | 183,343.47 |
| ▼ Cleared Transactions | |
| Checks and Payments - 1 item | -130,000.00 |
| Deposits and Credits - 1 item | 182.61 |
| Total Cleared Transactions | -129,817.39 |
| Cleared Balance | <u>53,526.08</u> |
| Register Balance as of 08/31/2023 | 53,526.08 |
| Ending Balance ▶ | 53,526.08 ◀ |

ARPA Fund #464

Reconciliation Summary

000.101 · Independent Bank ARPA Funds, Period Ending 08/31/2023

| | Aug 31, 23 |
|-----------------------------------|-------------------|
| Beginning Balance | 343,555.27 |
| ▼ Cleared Transactions | |
| Checks and Payments - 1 item | -20,000.00 |
| Total Cleared Transactions | -20,000.00 |
| Cleared Balance | <u>323,555.27</u> |
| Register Balance as of 08/31/2023 | 323,555.27 |
| Ending Balance ▶ | 323,555.27 ◀ |

Conway Township
Reconciliation Summary

003.000 · Huntington - Cont Acct #2, Period Ending 08/31/2023

| | Aug 31, 23 |
|-----------------------------------|-------------------|
| Beginning Balance | 236,539.64 |
| ▼ Cleared Transactions | |
| Checks and Payments - 1 item | -5.00 |
| Deposits and Credits - 1 item | 60.27 |
| Total Cleared Transactions | 55.27 |
| Cleared Balance | <u>236,594.91</u> |
| Register Balance as of 08/31/2023 | 236,594.91 |
| Ending Balance | 236,594.91 |

Conway Township
Reconciliation Summary

000-002 · BofAA - Dog License, Period Ending 08/31/2023

| | Aug 31, 23 |
|-----------------------------------|---------------|
| Beginning Balance | 532.99 |
| ▼ Cleared Transactions | |
| Checks and Payments - 1 item | -24.00 |
| Deposits and Credits - 2 items | 25.24 |
| Total Cleared Transactions | 1.24 |
| Cleared Balance | <u>534.23</u> |
| ▼ Uncleared Transactions | |
| Checks and Payments - 1 item | -486.00 |
| Total Uncleared Transactions | -486.00 |
| Register Balance as of 08/31/2023 | <u>48.23</u> |
| Ending Balance | 48.23 |

Conway Township Trust & Agency Fund #701

Reconciliation Summary

001.000 · BofAA Trust & Agency Ckg, Period Ending 08/31/2023

| | Aug 31, 23 |
|-----------------------------------|-----------------|
| Beginning Balance | 8,649.73 |
| ▼ Cleared Transactions | |
| Checks and Payments - 1 item | -350.00 |
| Deposits and Credits - 1 item | 3.77 |
| Total Cleared Transactions | -346.23 |
| Cleared Balance | <u>8,303.50</u> |
| ▼ Uncleared Transactions | |
| Checks and Payments - 1 item | -350.00 |
| Deposits and Credits - 2 items | 0.00 |
| Total Uncleared Transactions | -350.00 |
| Register Balance as of 08/31/2023 | <u>7,953.50</u> |
| Ending Balance | 7,953.50 |

Conway Township

Reconciliation Summary

008.001 · Flagstar Contingent CD, Period Ending 08/31/2023

| | Aug 31, 23 |
|-----------------------------------|------------|
| Beginning Balance | 196,187.93 |
| Cleared Balance | 196,187.93 |
| Register Balance as of 08/31/2023 | 196,187.93 |
| Ending Balance | 196,187.93 |

Conway Township
Reconciliation Summary

002.000 · Chase - Building Fund, Period Ending 08/31/2023

| | Aug 31, 23 |
|-----------------------------------|-------------------|
| Beginning Balance | 133,244.64 |
| ▼ Cleared Transactions | |
| Deposits and Credits - 1 item | 1.12 |
| Total Cleared Transactions | 1.12 |
| Cleared Balance | <u>133,245.76</u> |
| Register Balance as of 08/31/2023 | 133,245.76 |
| Ending Balance | 133,245.76 |

Conway Township
Reconciliation Summary

001.000 · BofAA - Tax Checking, Period Ending 08/31/2023

| | | | |
|-----------------------------------|---|-------------|---|
| | ⋮ | Aug 31, 23 | ⋮ |
| Beginning Balance | | 119,690.59 | |
| ▼ Cleared Transactions | | | |
| Checks and Payments - 5 items | | -153,404.14 | |
| Deposits and Credits - 18 items | | 432,570.51 | |
| Total Cleared Transactions | | 279,166.37 | |
| Cleared Balance | | 398,856.96 | |
| ▼ Uncleared Transactions | | | |
| Checks and Payments - 3 items | | -2,313.60 | |
| Total Uncleared Transactions | | -2,313.60 | |
| Register Balance as of 08/31/2023 | | 396,543.36 | |
| ▼ New Transactions | | | |
| Deposits and Credits - 3 items | | 26,701.85 | |
| Total New Transactions | | 26,701.85 | |
| Ending Balance | ▶ | 423,245.21 | ◀ |

Conway Township Reconciliation Summary

016.000 · BofAA - General Fund, Period Ending 08/31/2023

| | Aug 31, 23 |
|-----------------------------------|-------------------|
| Beginning Balance | 424,900.14 |
| ▼ Cleared Transactions | |
| Checks and Payments - 20 items | -51,922.28 |
| Deposits and Credits - 8 items | 25,476.16 |
| Total Cleared Transactions | -26,446.12 |
| Cleared Balance | <u>398,454.02</u> |
| ▼ Uncleared Transactions | |
| Checks and Payments - 12 items | -34,050.28 |
| Deposits and Credits - 2 items | 45.18 |
| Total Uncleared Transactions | -34,005.10 |
| Register Balance as of 08/31/2023 | <u>364,448.92</u> |
| ▼ New Transactions | |
| Checks and Payments - 1 item | -236.28 |
| Total New Transactions | -236.28 |
| Ending Balance | <u>364,212.64</u> |

2:54 PM

09/12/23

Conway Township
Check Detail
 August 8 through September 12, 2023

| Type | Num | Date | Name | Account | Paid Amount | Original Amount |
|-------|-----|------------|--------------------|--------------------------------------|-------------|-----------------|
| Check | | 08/18/2023 | mers | 016.000 · BofAA - General Fund | | -1,208.58 |
| | | | | 204.000 · Payroll Liabilities | -1,208.58 | 1,208.58 |
| TOTAL | | | | | -1,208.58 | 1,208.58 |
| Check | | 09/06/2023 | AT&T | 016.000 · BofAA - General Fund | | -236.28 |
| | | | | 265.859 · Internet & Phones | -236.28 | 236.28 |
| TOTAL | | | | | -236.28 | 236.28 |
| Check | | 09/12/2023 | Gabi Bresett | 016.000 · BofAA - General Fund | | -293.83 |
| | | | | 102.970 · Mileage | -293.83 | 293.83 |
| TOTAL | | | | | -293.83 | 293.83 |
| Check | | 09/12/2023 | Kodet's True Value | 016.000 · BofAA - General Fund | | -27.99 |
| | | | | 265.146 · Equipment-Office | -27.99 | 27.99 |
| TOTAL | | | | | -27.99 | 27.99 |
| Check | ach | 08/08/2023 | AT&T | 016.000 · BofAA - General Fund | | -236.28 |
| | | | | 265.859 · Internet & Phones | -236.28 | 236.28 |
| TOTAL | | | | | -236.28 | 236.28 |
| Check | ACH | 08/25/2023 | American Express | 016.000 · BofAA - General Fund | | -6,550.68 |
| | | | | 265.146 · Equipment-Office | -1,967.92 | 1,967.92 |
| | | | | 265.920 · Utilities | -197.34 | 197.34 |
| | | | | 265.859 · Internet & Phones | -329.56 | 329.56 |
| | | | | 215.969 · Seminars & Workshops | -452.64 | 452.64 |
| | | | | 266.103 · Attorney | -2,945.50 | 2,945.50 |
| | | | | 262.726 · Supplies | -111.22 | 111.22 |
| | | | | 102.801 · Mmbrshps, Sft. Lic. & Dues | -38.97 | 38.97 |
| | | | | 253.969 · Seminars & Workshops | -419.00 | 419.00 |
| | | | | 171.969 · Seminars & Workshops | -113.26 | 113.26 |
| | | | | 102.726 · Supplies | -11.99 | 11.99 |

2:54 PM

09/12/23

Conway Township
Check Detail
 August 8 through September 12, 2023

| Type | Num | Date | Name | Account | Paid Amount | Original Amount |
|-------|-------|------------|--------------------------|---------------------------------|-------------|-----------------|
| | | | | 102.726 · Supplies | -35.86 | 35.86 |
| | | | | 102.726 · Supplies | 72.58 | -72.58 |
| TOTAL | | | | | -6,550.68 | 6,550.68 |
| Check | ACH | 08/31/2023 | DTE Energy | 016.000 · BofAA - General Fund | | -228.20 |
| | | | | 265.920 · Utilities | -228.20 | 228.20 |
| TOTAL | | | | | -228.20 | 228.20 |
| Check | 12344 | 08/09/2023 | MTA | 016.000 · BofAA - General Fund | | -670.00 |
| | | | | 215.969 · Seminars & Workshops | -670.00 | 670.00 |
| TOTAL | | | | | -670.00 | 670.00 |
| Check | 12345 | 08/09/2023 | Joe Raica Excavating Inc | 016.000 · BofAA - General Fund | | -20,000.00 |
| | | | | 265.935 · Building Maintenance | -6,000.00 | 6,000.00 |
| | | | | 265.935 · Building Maintenance | -14,000.00 | 14,000.00 |
| TOTAL | | | | | -20,000.00 | 20,000.00 |
| Check | 12346 | 08/09/2023 | Gabi Bresett | 016.000 · BofAA - General Fund | | -100.00 |
| | | | | 102.725 · Workwear | -100.00 | 100.00 |
| TOTAL | | | | | -100.00 | 100.00 |
| Check | 12347 | 08/09/2023 | H & H Publication | 016.000 · BofAA - General Fund | | -272.50 |
| | | | | 102.900 · Printing & Publishing | -272.50 | 272.50 |
| TOTAL | | | | | -272.50 | 272.50 |
| Check | 12348 | 08/09/2023 | FES | 016.000 · BofAA - General Fund | | -3,700.00 |
| | | | | 265.859 · Internet & Phones | -3,700.00 | 3,700.00 |
| TOTAL | | | | | -3,700.00 | 3,700.00 |

2:54 PM

09/12/23

Conway Township
Check Detail
 August 8 through September 12, 2023

| Type | Num | Date | Name | Account | Paid Amount | Original Amount |
|-------|-------|------------|-------------------------------|--------------------------------|-------------|-----------------|
| Check | 12349 | 08/09/2023 | VOID | 016.000 · BofAA - General Fund | | 0.00 |
| TOTAL | | | | | 0.00 | 0.00 |
| Check | 12350 | 08/09/2023 | Elizabeth Whitt | 016.000 · BofAA - General Fund | | -100.00 |
| | | | | 102.725 · Workwear | -100.00 | 100.00 |
| TOTAL | | | | | -100.00 | 100.00 |
| Check | 12351 | 08/25/2023 | Great Lakes Outdoor Solutions | 016.000 · BofAA - General Fund | | -333.40 |
| | | | | 265.805 · Snow Removal | -333.40 | 333.40 |
| TOTAL | | | | | -333.40 | 333.40 |
| Check | 12352 | 08/25/2023 | Gary Klein | 016.000 · BofAA - General Fund | | -75.00 |
| | | | | 102.970 · Mileage | -75.00 | 75.00 |
| TOTAL | | | | | -75.00 | 75.00 |
| Check | 12353 | 08/23/2023 | Barbara Richardson | 016.000 · BofAA - General Fund | | -42.24 |
| | | | | 102.726 · Supplies | -42.24 | 42.24 |
| TOTAL | | | | | -42.24 | 42.24 |
| Check | 12354 | 08/23/2023 | Egbert, Susie | 016.000 · BofAA - General Fund | | -91.78 |
| | | | | 102.725 · Workwear | -91.78 | 91.78 |
| TOTAL | | | | | -91.78 | 91.78 |
| Check | 12355 | 08/23/2023 | Debbie Grubb | 016.000 · BofAA - General Fund | | -77.78 |
| | | | | 102.725 · Workwear | -77.78 | 77.78 |
| TOTAL | | | | | -77.78 | 77.78 |

2:54 PM

09/12/23

Conway Township
Check Detail
 August 8 through September 12, 2023

| Type | Num | Date | Name | Account | Paid Amount | Original Amount |
|-------|-------|------------|-------------------------------|---------------------------------|-------------|-----------------|
| Check | 12356 | 08/23/2023 | Foster Swift | 016.000 · BofAA - General Fund | | -165.00 |
| | | | | 266.103 · Attorney | -165.00 | 165.00 |
| TOTAL | | | | | -165.00 | 165.00 |
| Check | 12357 | 09/12/2023 | H & H Publication | 016.000 · BofAA - General Fund | | -197.50 |
| | | | | 102.900 · Printing & Publishing | -197.50 | 197.50 |
| TOTAL | | | | | -197.50 | 197.50 |
| Check | 12358 | 09/12/2023 | Stericycle, Inc. | 016.000 · BofAA - General Fund | | -267.54 |
| | | | | 265.920 · Utilities | -267.54 | 267.54 |
| TOTAL | | | | | -267.54 | 267.54 |
| Check | 12361 | 09/12/2023 | Decker Agency | 016.000 · BofAA - General Fund | | -11,239.00 |
| | | | | 954.000 · Insurance & Bond | -11,239.00 | 11,239.00 |
| TOTAL | | | | | -11,239.00 | 11,239.00 |
| Check | 12362 | 09/12/2023 | Barbara Richardson | 016.000 · BofAA - General Fund | | -20.70 |
| | | | | 102.910 · Postage | -20.70 | 20.70 |
| TOTAL | | | | | -20.70 | 20.70 |
| Check | 12363 | 09/12/2023 | Great Lakes Outdoor Solutions | 016.000 · BofAA - General Fund | | -333.40 |
| | | | | 265.801 · Lawn Mowing | -333.40 | 333.40 |
| TOTAL | | | | | -333.40 | 333.40 |
| Check | 12364 | 09/12/2023 | Knock 'Em Out Pest Control | 016.000 · BofAA - General Fund | | -150.00 |
| | | | | 265.935 · Building Maintenance | -150.00 | 150.00 |
| TOTAL | | | | | -150.00 | 150.00 |

Conway Township
Check Detail
August 8 through September 12, 2023

| Type | Num | Date | Name | Account | Paid Amount | Original Amount |
|-------|-------|------------|-------------------------------------|--------------------------------|-------------|-----------------|
| Check | 12365 | 09/12/2023 | Livingston County Drain Commissi... | 016.000 · BofAA - General Fund | | -42,514.92 |
| | | | | 275.000 · Drains At Large | -42,514.92 | 42,514.92 |
| TOTAL | | | | | -42,514.92 | 42,514.92 |

8:36 AM

09/13/23

Conway Township Journal September 18, 2023

| Trans # | Type | Date | Num | Memo | Account | Debit |
|--------------|---------------|-----------|------------|--|--------------------------------------|------------------|
| 13218 | General Jo... | 09/18/202 | correct aj | Unallocated:Receptionist salary | 102.702 · Office Assistant Salary | 765.00 |
| | | | | Fica ER | 102.704 · Payroll Taxes | 1,071.92 |
| | | | | Med ER | 102.704 · Payroll Taxes | 250.70 |
| | | | | Invoice | 102.710 · Payroll Billing | 196.16 |
| | | | | Township Board:Salaries Wages | 103.702 · Salaries Wages | 392.00 |
| | | | | Supervisor's Office:Salaries | 171.702 · Salaries | 2,026.75 |
| | | | | Federal PRT Liability | 210 · Federal PRT Liability | 3,422.71 |
| | | | | Clerk's Office:Salaries & Wages | 215.702 · Salaries & Wages | 2,309.34 |
| | | | | Clerk's Office:Deputies Wages | 215.703 · Deputies Wages | 2,030.00 |
| | | | | Michigan Withholding Liability | 218 · Michigan Withholding Liability | 660.81 |
| | | | | Treasurer's Office:Salaries & Wages | 253.702 · Salaries & Wages | 2,172.91 |
| | | | | Treasurer's Office:Deputies Salaries | 253.703 · Deputies Salaries | 860.00 |
| | | | | Assessor:Salaries | 257.702 · Salaries | 3,503.33 |
| | | | | Elections:Salaries & Wages | 262.702 · Salaries & Wages | 1,139.50 |
| | | | | Building & Grounds:Hall Monitor Salary | 265.702 · Hall Monitor Salary | 75.00 |
| | | | | Planning & Zoning:Salaries | 721.702 · Salaries | 1,925.00 |
| | | | | Recreation Association:Salaries | 738.702 · Salaries | 90.00 |
| | | | | Direct Deposits | 016.000 · BofAA - General Fund | |
| | | | | Invoice | 016.000 · BofAA - General Fund | |
| | | | | Payroll Taxes | 016.000 · BofAA - General Fund | |
| | | | | Payroll Liabilities | 204.000 · Payroll Liabilities | |
| | | | | Fed Wh | 210 · Federal PRT Liability | |
| | | | | Fica ER | 210 · Federal PRT Liability | |
| | | | | Fica Wh | 210 · Federal PRT Liability | |
| | | | | Med ER | 210 · Federal PRT Liability | |
| | | | | Med Wh | 210 · Federal PRT Liability | |
| | | | | Michigan Withholding Liability | 218 · Michigan Withholding Liability | |
| | | | | | | 22,891.13 |
| TOTAL | | | | | | 22,891.13 |

8:36 AM

09/13/23

Conway Township
Journal
September 18, 2023

Credit

13,204.90
196.16
4,083.52
1,323.03
777.47
1,071.92
1,071.92
250.70
250.70
660.81

22,891.13

22,891.13

2:50 PM

09/12/23

Accrual Basis

Conway Township - Cemetery Fund #150
Profit & Loss Budget vs. Actual
 April 2023 through March 2024

| | Apr '23 - Mar 24 | Budget | \$ Over Budget | % of Budget |
|--------------------------------------|-------------------|------------------|-------------------|---------------|
| Income | | | | |
| 500.000 · Transfer from General Fund | 0.00 | 30,000.00 | -30,000.00 | 0.0% |
| 660.000 · Lot sales | 1,600.00 | 2,800.00 | -1,200.00 | 57.1% |
| 661.000 · Burial Fee | 850.00 | 1,500.00 | -650.00 | 56.7% |
| 662.000 · Foundations | 90.00 | 250.00 | -160.00 | 36.0% |
| 664.000 · Interest Income | 185.33 | 0.00 | 185.33 | 100.0% |
| 690.000 · Other Revenues | 38.00 | | | |
| 695.00 · Stone Restoration | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Income | 2,763.33 | 34,550.00 | -31,786.67 | 8.0% |
| Expense | | | | |
| 265.963 · Property Taxes | 0.00 | 200.00 | -200.00 | 0.0% |
| 276.702 · Salaries | 1,200.00 | 5,000.00 | -3,800.00 | 24.0% |
| 276.801 · Lawn Mowing | 7,999.70 | 14,500.00 | -6,500.30 | 55.2% |
| 276.850 · Contracted Labor | 0.00 | 500.00 | -500.00 | 0.0% |
| 276.860 · Software Fees | 0.00 | 1,200.00 | -1,200.00 | 0.0% |
| 276.930 · Repair & Maintenance | 18,525.00 | 18,000.00 | 525.00 | 102.9% |
| Total Expense | 27,724.70 | 39,400.00 | -11,675.30 | 70.4% |
| Net Income | -24,961.37 | -4,850.00 | -20,111.37 | 514.7% |

2:56 PM

09/12/23

Accrual Basis

Conway Township
Profit & Loss Budget vs. Actual
April 2023 through March 2024

| | Apr '23 - Mar 24 | Budget | \$ Over Budget | % of Budget |
|--|-------------------|-------------------|--------------------|--------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 101.404 · School Tax Collection Fee | 0.00 | 0.00 | 0.00 | 0.0% |
| 366.350 · Trans in - Daisy Lane Fund | 0.00 | 0.00 | 0.00 | 0.0% |
| 366.450 · Trans in - Trust & Agency | 0.00 | 0.00 | 0.00 | 0.0% |
| 402.000 · Taxes - General | 0.00 | 120,000.00 | -120,000.00 | 0.0% |
| 403.000 · Taxes - Admin fees | 2,043.90 | 43,000.00 | -40,956.10 | 4.8% |
| 409.000 · Taxes - SET fee | 0.00 | 700.00 | -700.00 | 0.0% |
| 411.000 · Dog licenses | 34.50 | 40.00 | -5.50 | 86.3% |
| 450.000 · Fees, Licenses & Permits | 2,337.25 | 10,000.00 | -7,662.75 | 23.4% |
| 455.000 · Research Fees | 0.00 | 200.00 | -200.00 | 0.0% |
| 560.000 · Metro Act Fee | 4,650.72 | 0.00 | 4,650.72 | 100.0% |
| 573.000 · LCSA PPT Reimbursement | 0.00 | 4,800.00 | -4,800.00 | 0.0% |
| 574.000 · State Revenue Sharing | 124,234.00 | 393,975.00 | -269,741.00 | 31.5% |
| 664.000 · Interest & Dividends | 4,051.12 | 3,200.00 | 851.12 | 126.6% |
| 667.000 · Rent | 1,200.00 | 2,500.00 | -1,300.00 | 48.0% |
| 671.000 · Misc. Revenues | 0.00 | 0.00 | 0.00 | 0.0% |
| 675.000 · American Rescue Plan Funds | 0.00 | 0.00 | 0.00 | 0.0% |
| 678.000 · Grant Reimbursement | 1,500.00 | | | |
| 680.000 · Election Reimburse | 3,084.27 | 0.00 | 3,084.27 | 100.0% |
| 699.701 · Transfer In - Trust & Agency | 0.00 | 0.00 | 0.00 | 0.0% |
| 700.701 · Escrow Revenues | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Income | 143,135.76 | 578,415.00 | -435,279.24 | 24.7% |
| Gross Profit | 143,135.76 | 578,415.00 | -435,279.24 | 24.7% |
| Expense | | | | |
| 102.000 · Unallocated | | | | |
| 102.702 · Office Assistant Salary | 4,081.32 | 11,000.00 | -6,918.68 | 37.1% |
| 102.704 · Payroll Taxes | 6,576.09 | 15,000.00 | -8,423.91 | 43.8% |
| 102.710 · Payroll Billing | 995.13 | 2,500.00 | -1,504.87 | 39.8% |
| 102.725 · Workwear | 453.28 | 2,500.00 | -2,046.72 | 18.1% |
| 102.726 · Supplies | 1,455.84 | 2,000.00 | -544.16 | 72.8% |
| 102.801 · Mmbrshps, Sft. Lic. & Dues | 6,894.82 | 8,000.00 | -1,105.18 | 86.2% |
| 102.805 · Appropriation Senior Center | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| 102.900 · Printing & Publishing | 3,307.00 | 7,500.00 | -4,193.00 | 44.1% |
| 102.910 · Postage | 2,534.01 | 6,000.00 | -3,465.99 | 42.2% |
| 102.970 · Mileage | 1,321.94 | 3,000.00 | -1,678.06 | 44.1% |
| 102.971 · Miscellaneous | 0.00 | 0.00 | 0.00 | 0.0% |
| 102.000 · Unallocated - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 102.000 · Unallocated | 27,619.43 | 59,500.00 | -31,880.57 | 46.4% |

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09/12/23

Accrual Basis

Conway Township
Profit & Loss Budget vs. Actual
April 2023 through March 2024

| | Apr '23 - Mar 24 | Budget | \$ Over Budget | % of Budget |
|--|------------------|------------------|-------------------|--------------|
| 103.000 · Township Board | | | | |
| 103.702 · Salaries Wages | 4,025.00 | 3,500.00 | 525.00 | 115.0% |
| 103.706 · FOIA COORDINATOR | 900.00 | 1,000.00 | -100.00 | 90.0% |
| 103.969 · Seminars and Workshops | 0.00 | 500.00 | -500.00 | 0.0% |
| Total 103.000 · Township Board | 4,925.00 | 5,000.00 | -75.00 | 98.5% |
| 171.000 · Supervisor's Office | | | | |
| 171.702 · Salaries | 10,133.75 | 24,321.00 | -14,187.25 | 41.7% |
| 171.969 · Seminars & Workshops | 1,526.76 | 2,000.00 | -473.24 | 76.3% |
| Total 171.000 · Supervisor's Office | 11,660.51 | 26,321.00 | -14,660.49 | 44.3% |
| 200.203 · Due To Road Fund | 0.00 | 0.00 | 0.00 | 0.0% |
| 215.000 · Clerk's Office | | | | |
| 215.702 · Salaries & Wages | 11,546.70 | 27,712.00 | -16,165.30 | 41.7% |
| 215.703 · Deputies Wages | 7,825.00 | 20,000.00 | -12,175.00 | 39.1% |
| 215.969 · Seminars & Workshops | 3,435.39 | 6,500.00 | -3,064.61 | 52.9% |
| 215.000 · Clerk's Office - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 215.000 · Clerk's Office | 22,807.09 | 54,212.00 | -31,404.91 | 42.1% |
| 247.000 · Board of Review | | | | |
| 247.702 · Salaries & Wages | 1,260.00 | 2,000.00 | -740.00 | 63.0% |
| 247.969 · Seminars & Workshops | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 247.000 · Board of Review | 1,260.00 | 2,000.00 | -740.00 | 63.0% |
| 253.000 · Treasurer's Office | | | | |
| 253.702 · Salaries & Wages | 10,864.55 | 25,609.00 | -14,744.45 | 42.4% |
| 253.703 · Deputies Salaries | 3,330.00 | 12,480.00 | -9,150.00 | 26.7% |
| 253.832 · Charge Back | -76.53 | 200.00 | -276.53 | -38.3% |
| 253.969 · Seminars & Workshops | 2,418.90 | 3,000.00 | -581.10 | 80.6% |
| 253.975 · Bank Service Charge | 25.00 | 150.00 | -125.00 | 16.7% |
| Total 253.000 · Treasurer's Office | 16,561.92 | 41,439.00 | -24,877.08 | 40.0% |
| 257.000 · Assessor | | | | |
| 257.701 · Assessor Services | 0.00 | 100.00 | -100.00 | 0.0% |
| 257.702 · Salaries | 17,576.65 | 38,400.00 | -20,823.35 | 45.8% |
| 257.969 · Seminars & Workshops | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| Total 257.000 · Assessor | 17,576.65 | 40,000.00 | -22,423.35 | 43.9% |

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09/12/23

Accrual Basis

Conway Township
Profit & Loss Budget vs. Actual
April 2023 through March 2024

| | Apr '23 - Mar 24 | Budget | \$ Over Budget | % of Budget |
|---|------------------|-------------------|-------------------|--------------|
| 262.000 · Elections | | | | |
| 262.702 · Salaries & Wages | 1,324.50 | 7,500.00 | -6,175.50 | 17.7% |
| 262.726 · Supplies | 138.24 | 2,500.00 | -2,361.76 | 5.5% |
| 262.900 · Printing & Publishing | 0.00 | 250.00 | -250.00 | 0.0% |
| 262.930 · Equipment/Maintenance | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| Total 262.000 · Elections | 1,462.74 | 20,250.00 | -18,787.26 | 7.2% |
| 265.000 · Building & Grounds | | | | |
| 265.146 · Equipment-Office | 16,663.28 | 10,000.00 | 6,663.28 | 166.6% |
| 265.702 · Hall Monitor Salary | 600.00 | 1,500.00 | -900.00 | 40.0% |
| 265.801 · Lawn Mowing | 1,166.90 | 3,500.00 | -2,333.10 | 33.3% |
| 265.802 · Landscaping | 0.00 | 0.00 | 0.00 | 0.0% |
| 265.805 · Snow Removal | 333.40 | 4,500.00 | -4,166.60 | 7.4% |
| 265.859 · Internet & Phones | 6,737.50 | 12,000.00 | -5,262.50 | 56.1% |
| 265.920 · Utilities | 1,936.59 | 5,500.00 | -3,563.41 | 35.2% |
| 265.930 · Equipment Maintenance | 570.00 | 0.00 | 570.00 | 100.0% |
| 265.935 · Building Maintenance | 22,706.75 | 18,000.00 | 4,706.75 | 126.1% |
| 265.950 · ARPA Fund Expenses | 0.00 | 0.00 | 0.00 | 0.0% |
| 265.970 · Parking Lot | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| 265.971 · Capital Improvement | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| 265.000 · Building & Grounds - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 265.000 · Building & Grounds | 50,714.42 | 70,000.00 | -19,285.58 | 72.4% |
| 266.000 · Professional Fees | | | | |
| 266.103 · Attorney | 33,985.15 | 60,000.00 | -26,014.85 | 56.6% |
| 266.721 · Planning Commission | 0.00 | 37,200.00 | -37,200.00 | 0.0% |
| 266.955 · Auditor | 0.00 | 10,500.00 | -10,500.00 | 0.0% |
| 266.960 · Engineer | 0.00 | 1,800.00 | -1,800.00 | 0.0% |
| 266.000 · Professional Fees - Other | 5,820.05 | | | |
| Total 266.000 · Professional Fees | 39,805.20 | 109,500.00 | -69,694.80 | 36.4% |
| 275.000 · Drains At Large | 42,514.92 | 50,000.00 | -7,485.08 | 85.0% |
| 276.000 · Cemetery | | | | |
| 276.702 · Salaries | 0.00 | 0.00 | 0.00 | 0.0% |
| 276.801 · Lawn Mowing | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 276.000 · Cemetery | 0.00 | 0.00 | 0.00 | 0.0% |
| 301.000 · Public Safety | | | | |
| 301.700 · Fire Authority Rep | 630.00 | 1,000.00 | -370.00 | 63.0% |
| 301.701 · Police Ordinance Enforcement | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| 301.702 · Contribution Police Salaries | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 301.000 · Public Safety | 630.00 | 11,000.00 | -10,370.00 | 5.7% |

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09/12/23

Accrual Basis

Conway Township
Profit & Loss Budget vs. Actual
April 2023 through March 2024

| | Apr '23 - Mar 24 | Budget | \$ Over Budget | % of Budget |
|---|--------------------|-------------------|--------------------|-----------------|
| 526.000 · Sanitary Landfill | | | | |
| 526.960 · Spring Cleanup | 1,874.00 | 5,000.00 | -3,126.00 | 37.5% |
| Total 526.000 · Sanitary Landfill | 1,874.00 | 5,000.00 | -3,126.00 | 37.5% |
| 66900 · Reconciliation Discrepancies | 0.00 | 0.00 | 0.00 | 0.0% |
| 721.000 · Planning & Zoning | | | | |
| 721.702 · Salaries | 10,305.00 | 20,000.00 | -9,695.00 | 51.5% |
| 721.969 · Seminars & Workshop | 0.00 | 500.00 | -500.00 | 0.0% |
| Total 721.000 · Planning & Zoning | 10,305.00 | 20,500.00 | -10,195.00 | 50.3% |
| 738.000 · Recreation Association | | | | |
| 738.100 · Parks & Recreation Contribution | 36,903.22 | 35,000.00 | 1,903.22 | 105.4% |
| 738.702 · Salaries | 360.00 | 900.00 | -540.00 | 40.0% |
| 738.000 · Recreation Association - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 738.000 · Recreation Association | 37,263.22 | 35,900.00 | 1,363.22 | 103.8% |
| 954.000 · Insurance & Bond | 11,294.00 | 11,500.00 | -206.00 | 98.2% |
| 960.000 · Delinquent Personal Prop Taxes | -7,818.46 | | | |
| 980.000 · Transfers Out - Cemetery | 0.00 | 30,000.00 | -30,000.00 | 0.0% |
| Total Expense | 290,455.64 | 592,122.00 | -301,666.36 | 49.1% |
| Net Ordinary Income | -147,319.88 | -13,707.00 | -133,612.88 | 1,074.8% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| Interest Income | 20.28 | 0.00 | 20.28 | 100.0% |
| 501.000 · Federal Grant Income | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Other Income | 20.28 | 0.00 | 20.28 | 100.0% |
| Net Other Income | 20.28 | 0.00 | 20.28 | 100.0% |
| Net Income | -147,299.60 | -13,707.00 | -133,592.60 | 1,074.6% |

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09/12/23

Accrual Basis

Conway Township - Road Fund #201
Profit & Loss Budget vs. Actual
April 2023 through March 2024

| | <u>Apr '23 - Mar 24</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|---|-------------------------|--------------------|-----------------------|--------------------|
| Income | | | | |
| 402.000 · Taxes - Road Millage | 63,791.14 | 250,000.00 | -186,208.86 | 25.5% |
| 664.000 · Interest Income | 1,494.69 | 0.00 | 1,494.69 | 100.0% |
| Total Income | 65,285.83 | 250,000.00 | -184,714.17 | 26.1% |
| Expense | | | | |
| 955.000 · Chloriding | 83,091.73 | 100,000.00 | -16,908.27 | 83.1% |
| 967.000 · Construction | 272,497.27 | 260,000.00 | 12,497.27 | 104.8% |
| 968.000 · Delinquent Personal Prop Taxes | -14,151.85 | | | |
| Total Expense | 341,437.15 | 360,000.00 | -18,562.85 | 94.8% |
| Net Income | -276,151.32 | -110,000.00 | -166,151.32 | 251.0% |

Conway Township Rental Report

August, 2023

Hall rental details:

Rental fee: \$150 for residents of Conway Township, \$300 for non-residents, funerals 1/2 of rental fee.

We currently have 4 different hall attendants/monitors.

Canceled

None

Rescheduled

None

Completed

- 08-26-2023 Cindy Hoskins, Family Reunion

Future hall rentals



8015 Fowlerville Road - PO Box 1157 - Fowlerville, Michigan 48836

P: 517-223-0358 F: 517-223-053

From: Gary Klein - Conway Township Zoning Administrator

To: Conway Township Board of Trustees

Subject: Zoning Administrator Report

Period: **August** 2023

| Name | Location | Permit# | ID # | Details |
|------------|------------------|----------|------------|-----------|
| Wainwright | 11307 Chase Lake | 022-023 | 31-200-025 | garage |
| Mills | 7720 Mohrle | 023-023 | 11-300-010 | pole barn |
| Kime | 8196 Chase Lake | 024-023 | 27-400-017 | pole barn |
| Kime | 8196 Chase Lake | W015-023 | 27-400-018 | reroof |

Date Threat Event

Aug 1,2023

| | | |
|---------------|-------------|---|
| 83.97.73.87 | Germany | 2 |
| 45.128.232.83 | Netherlands | 1 |

Aug 2,2023

| | | |
|---------------|-------------|----|
| 141.98.11.60 | Lithuania | 21 |
| 83.97.73.87 | Germany | 1 |
| 45.128.232.83 | Netherlands | 1 |
| 27.45.38.115 | China | 1 |
| 194.36.177.50 | Germany | 1 |

Aug 3,2023

| | | |
|----------------|-------------|---|
| 81.38.62.132 | Spain | 2 |
| 193.35.18.177 | Netherlands | 1 |
| 113.141.90.197 | China | 1 |
| 43.133.162.70 | Japan | 1 |
| 92.118.39.242 | Netherlands | 1 |

Aug 4,2023

| | | |
|----------------|-------|---|
| 20.210.191.185 | Japan | 1 |
|----------------|-------|---|

Aug 5,2023

| | | |
|----------------|-------------|---|
| 59.178.126.168 | India | 2 |
| 161.35.155.246 | Netherlands | 1 |

Aug 6,2023

| | | |
|---------------|--------|---|
| 95.214.55.244 | Poland | 3 |
|---------------|--------|---|

Aug 7,2023

| | | |
|---------------|-------------|----|
| 92.118.39.40 | Netherlands | 17 |
| 141.98.11.60 | Lithuania | 9 |
| 95.214.55.244 | Poland | 3 |
| 186.56.83.3 | Argentina | 1 |

Aug 8,2023

| | | |
|--------------|-----------|----|
| 141.98.11.60 | Lithuania | 11 |
|--------------|-----------|----|

Aug 9,2023

| | | |
|----------------|---------------|----|
| 92.118.39.40 | Netherlands | 24 |
| 141.98.11.60 | Lithuania | 18 |
| 146.190.64.200 | United States | 1 |
| 27.115.124.66 | China | 1 |

| | | | |
|-------------|----------------|----------------|----|
| Aug 10,2023 | | | |
| | | | |
| | 92.118.39.40 | Netherlands | 42 |
| | 141.98.11.60 | Lithuania | 29 |
| Aug 11,2023 | | | |
| | 141.98.11.60 | Lithuania | 38 |
| Aug 12,2023 | | | |
| | 141.98.11.60 | Lithuania | 80 |
| | 92.118.39.40 | Netherlands | 9 |
| | 43.157.20.143 | Germany | 1 |
| Aug 13,2023 | | | |
| | 141.98.11.60 | Lithuania | 25 |
| Aug 14,2023 | | | |
| | 185.36.81.33 | Lithuania | 14 |
| | 141.98.11.60 | Lithuania | 4 |
| | 95.137.205.109 | Georgia | 1 |
| Aug 15,2023 | | | |
| | 185.36.81.33 | Lithuania | 42 |
| | 141.98.11.60 | Lithuania | 9 |
| Aug 16,2023 | | | |
| | 185.36.81.33 | Lithuania | 25 |
| | 141.98.11.60 | Lithuania | 19 |
| Aug 17,2023 | | | |
| | 95.214.55.244 | Poland | 3 |
| | 185.36.81.33 | Lithuania | 2 |
| | 139.59.182.142 | United Kingdom | 1 |
| Aug 18,2023 | | | |
| | 141.98.11.60 | Lithuania | 48 |
| | 185.36.81.33 | Lithuania | 41 |
| | 45.136.153.217 | Germany | 3 |
| Aug 19,2023 | | | |
| | 141.98.11.60 | Lithuania | 14 |
| | 185.36.81.33 | Lithuania | 3 |
| | 45.136.153.217 | Germany | 1 |
| Aug 20,2023 | | | |
| | | | |

| | | | |
|-------------|-----------------|---------------|----|
| Aug 21,2023 | 185.36.81.33 | Lithuania | 42 |
| | 141.98.11.60 | Lithuania | 31 |
| | 45.136.153.217 | Germany | 3 |
| | | | |
| | | | |
| | 141.98.11.60 | Lithuania | 56 |
| | 185.36.81.33 | Lithuania | 21 |
| | 92.118.39.242 | Netherlands | 1 |
| | 193.35.18.25 | Netherlands | 1 |
| | 118.239.5.152 | China | 1 |
| Aug 22,2023 | 117.132.196.71 | China | 1 |
| | 193.35.18.177 | Netherlands | 1 |
| | 113.141.90.197 | China | 1 |
| | | | |
| | 141.98.11.60 | Lithuania | 39 |
| | 185.36.81.33 | Lithuania | 2 |
| | 195.170.172.225 | Netherlands | 1 |
| | | | |
| | | | |
| | | | |
| Aug 23,2023 | 141.98.11.60 | Lithuania | 36 |
| | 185.36.81.33 | Lithuania | 34 |
| | | | |
| | | | |
| Aug 24,2023 | 141.98.11.60 | Lithuania | 26 |
| | 185.36.81.33 | Lithuania | 16 |
| | | | |
| | | | |
| Aug 25,2023 | | | |
| | 185.36.81.33 | Lithuania | 12 |
| Aug 26,2023 | | | |
| | 71.183.139.14 | United States | 3 |
| | 95.214.55.244 | Poland | 3 |
| | | | |
| Aug 27,2023 | | | |
| | 141.98.11.60 | Lithuania | 34 |
| | 185.36.81.33 | Lithuania | 18 |
| | 179.43.163.134 | Switzerland | 1 |
| | | | |
| Aug 28,2023 | | | |
| | 199.38.219.179 | United States | 61 |
| | 185.36.81.33 | Lithuania | 21 |
| | 141.98.11.60 | Lithuania | 13 |
| | | | |
| Aug 29,2023 | | | |
| | 185.36.81.33 | Lithuania | 40 |

Aug 30, 2023

| | | |
|---------------|-------------|----|
| 185.36.81.33 | Lithuania | 11 |
| 46.19.138.210 | Switzerland | 1 |

Aug 31,2023

[illegible]



Security Assessment

External Vulnerability Scan Detail by Issue Report



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Scan Date: 08/28/2023

Prepared for:
Conway Township
Prepared by:
Dean Markey

08/28/2023

Table of Contents

| | |
|----|--|
| 01 | Summary |
| 02 | Details |
| | 2.1 Cleartext Transmission of Sensitive Information via HTTP |

1 - Summary

This report gives details on hosts that were tested and issues that were found during the External Vulnerability Scan. The findings are grouped by category.

Issues by Severity

High
0

Medium



Low
0

False Positive
0

Issues by NVT

Cleartext Transmission of Sensitive Information via HTTP



| ISSUE | COUNT |
|--|-------|
| Cleartext Transmission of Sensitive Information via HTTP | 1 |

2 - Scan Details

This section details the issues discovered in order of severity. For each issue, the affected nodes are also listed.

Issues by Severity

High
0

Medium
 1

Low
0

False Positive
0

2.1 - Cleartext Transmission of Sensitive Information via HTTP



MEDIUM: (CVSS: 4.8)

OID: 1.3.6.1.4.1.25623.1.0.108440

80/TCP
(HTTP)

Summary

The host / application transmits sensitive information (username, passwords) in cleartext via HTTP.

Affected Nodes

207.174.241.30(207.174.241.30.fwlrvl-mi.surfairwireless.net)

Vulnerability Detection Result

The following URLs requires Basic Authentication (URL:realm name):

http://207.174.241.30/ISAPI/Security/sessionLogin:"DVRNVRDVS" http://207.174.241.30/ISAPI/Security:"DVRNVRDVS"
http://207.174.241.30/ISAPI:"DVRNVRDVS" http://207.174.241.30/SDK:"DVRNVRDVS"

Impact

An attacker could use this situation to compromise or eavesdrop on the HTTP communication between the client and the server using a man-in-the-middle attack to get access to sensitive data like usernames or passwords.

Solution

Enforce the transmission of sensitive data via an encrypted SSL/TLS connection. Additionally make sure the host / application is redirecting all users to the secured SSL/TLS connection before allowing to input sensitive data into the mentioned functions.

Vulnerability Detection Method

Evaluate previous collected information and check if the host / application is not enforcing the transmission of sensitive data via an encrypted SSL/TLS connection. The script is currently checking the following: - HTTP Basic Authentication (Basic Auth) - HTTP Forms (e.g. Login) with input field of type 'password'Details: Cleartext Transmission of Sensitive Information via HTTP(OID: 1.3.6.1.4.1.25623.1.0.108440)Version used: 2023-07-20T05:05:17Z

References

https://www.owasp.org/index.php/Top_10_2013-A2-Broken_Authentication_and_Session_Management,https://www.owasp.org/index.php/Top_10_2013-A6-Sensitive_Data_Exposure,<https://cwe.mitre.org/data/definitions/319.html>

Business Technology Review (BTR) Agenda

Check-in: (5 min – vCIO)

Executive Summary: (1-2 min)

- Business Touchbase
- Brief User & Asset Review
- Budget Forecast
- Accomplishments
- Upcoming Items

Business Touchbase: (15 min)

- How is technology accelerating or impeding business?
- What are the business goals?

Brief User & Asset Review: (10 min)

- Overview of findings with assessment points, user, & asset list
 - Devices and users that need added/ removed or updated

Budget Forecast: (10 min)

- Discussion

Accomplishments/Assessment: (15 min)

- Items completed since the last meeting & Assessment Overview

Upcoming Items: (10 min)

Wrap-Up: (5 min)

All Users

Conway Township



USERS (32)

| First Name | Last Name | Email Address | Source Contact Type | Location | IT Glue | Microsoft 365 | Microsoft 365 Assigned Products | Microsoft 365 Last Activity Date |
|------------|-----------|------------------------------|---------------------|--------------------------|---------|---------------|---------------------------------|----------------------------------|
| Elizabeth | Whitt | clerk@conwaymi.gov | Non-Authorized User | Conway Township - CT35NS | ✓ | | | |
| Elizabeth | Whitt | clerk@conwaytownship.com | | Unknown Location | | ✓ | MICROSOFT 365 BUSINESS STANDARD | 08-07-2023 |
| Liz | Whitt | | Non-Authorized User | Conway Township - CT35NS | ✓ | | | |
| Deputy | Treasurer | deputytreasurer@conwaymi.gov | Non-Authorized User | Conway Township - CT35NS | ✓ | | | |
| Trustee | Township | trustee1@conwaytownship.com | | Unknown Location | | ✓ | MICROSOFT 365 BUSINESS STANDARD | 08-04-2023 |
| Trustee | Township | trustee2@conwaytownship.com | | Unknown Location | | ✓ | MICROSOFT 365 BUSINESS STANDARD | 08-04-2023 |
| Todd | Thomas | zoningadmin@conwaymi.gov | Authorized User | Main | ✓ | | | |
| Meghan | Swain | meghanmswain@gmail.com | Non-Authorized User | Conway Township - CT35NS | ✓ | | | |
| Leah | Sisco | | Non-Authorized User | Conway Township - CT35NS | ✓ | | | |

| First Name | Last Name | Email Address | Source Contact Type | Location | IT Glue | Microsoft 365 | Microsoft 365 Assigned Products | Microsoft 365 Last Activity Date |
|---------------|---------------|----------------------------------|---------------------|--------------------------|---------|---------------|---------------------------------|----------------------------------|
| PC | Secretary | PCSecretary@conwaymi.gov | | Conway Township - CT35NS | ✓ | | | |
| Scans | Scans | scans@conwaytownship.com | | Unknown Location | | ✓ | MICROSOFT 365 BUSINESS BASIC | 08-07-2023 |
| Mike | Rife | supervisor@conwaymi.gov | Authorized User | Main | ✓ | | | |
| Enforcement | Police | Enforcement@conwaymi.gov | | Unknown Location | | ✓ | MICROSOFT 365 BUSINESS STANDARD | 07-03-2023 |
| Kayla | Poissant | PCSecretary@conwaytownship.com | Non-Authorized User | Conway Township - CT35NS | ✓ | ✓ | MICROSOFT 365 BUSINESS BASIC | 08-06-2023 |
| Karen | Page | assessor@conwaymi.gov | Authorized User | Main | ✓ | | | |
| Karen | Page | assessor@conwaytownship.com | | Unknown Location | | ✓ | MICROSOFT 365 BUSINESS STANDARD | 08-02-2023 |
| PC3 | PC3 | PC3@conwaytownship.com | | Unknown Location | | ✓ | MICROSOFT 365 BUSINESS BASIC | 07-12-2023 |
| PC2 | PC2 | PC2@conwaytownship.com | | Unknown Location | | ✓ | MICROSOFT 365 BUSINESS BASIC | 01-21-2023 |
| PC1 | PC1 | PC1@conwaytownship.com | | Unknown Location | | ✓ | MICROSOFT 365 BUSINESS BASIC | 07-10-2023 |
| Conway | Office | office@conwaytownship.com | | Unknown Location | | ✓ | MICROSOFT 365 BUSINESS STANDARD | 07-26-2023 |
| Brande | Nogafski | assessorsasst@conwaymi.gov | Non-Authorized User | Conway Township - CT35NS | ✓ | | | |
| NetSmartAdmin | NetSmartAdmin | NetSmartAdmin@conwaytownship.com | | Unknown Location | | ✓ | | 12-16-2020 |
| NetSmart | NetSmart | | Non-Authorized User | Conway Township - CT35NS | ✓ | | | |

| First Name | Last Name | Email Address | Source Contact Type | Location | IT Glue | Microsoft 365 | Microsoft 365 Assigned Products | Microsoft 365 Last Activity Date |
|------------|-----------|------------------------------------|---------------------|--------------------------|---------|---------------|--|----------------------------------|
| Gary | Klein | zoningadmin@conwaytownship.com | | Unknown Location | | ✓ | MICROSOFT 365 BUSINESS STANDARD | 08-05-2023 |
| Bill | Grubb | supervisor@conwaytownship.com | | Unknown Location | | ✓ | MICROSOFT 365 BUSINESS STANDARD+MICROSOFT 365 BUSINESS BASIC | 08-05-2023 |
| Deb | Grubb | treasurer@conwaymi.gov | Authorized User | Main | ✓ | ✓ | MICROSOFT 365 BUSINESS STANDARD | 08-06-2023 |
| Debra | Grubb | debra@conwaymi.gov | | Conway Township - CT35NS | ✓ | | | |
| Susie | Egbert | deputytreasurer@conwaytownship.com | | Unknown Location | | ✓ | MICROSOFT 365 BUSINESS STANDARD | 08-02-2023 |
| PC | Chair | PCChair@conwaytownship.com | | Unknown Location | | ✓ | MICROSOFT 365 BUSINESS STANDARD | 08-02-2023 |
| PC | Chair | PCViceChair@conwaytownship.com | | Unknown Location | | ✓ | MICROSOFT 365 BUSINESS STANDARD | 08-06-2023 |
| Gabi | Bresett | deputyclerk@conwaymi.gov | Authorized User | Conway Township - CT35NS | ✓ | ✓ | MICROSOFT 365 BUSINESS STANDARD | 08-07-2023 |
| Assessor | Asst | assessorsasst@conwaytownship.com | | Unknown Location | | ✓ | MICROSOFT 365 BUSINESS STANDARD | 08-02-2023 |

All Assets

Conway Township



SERVER (1)

| Device Name | Status | Last User (RMM) | Location | Type | Make | Model | Serial Number | Operating System | Purchase Date | Warranty Expiration | End of Life | Replacement Cost | Age |
|-------------|--------|-----------------|--------------------------|--------|------|-------------------------|---------------|---------------------------------|---------------|---------------------|-------------|------------------|-----|
| SERV2015 | Active | | Conway Township - CT35NS | Server | HP | ProLiant ML310e Gen8 v2 | MX25190 OTF | Windows Server 2012 R2 Standard | 05-12-2015 | 02-10-2024 | 05-12-2020 | 13500 | 8.3 |

WORKSTATION (16)

| Device Name | Status | Last User (RMM) | Location | Type | Make | Model | Serial Number | Operating System | Purchase Date | Warranty Expiration | End of Life | Replacement Cost | Age |
|-------------|--------|-----------------|--------------------------|-------------|------|-----------------------|---------------|------------------|---------------|---------------------|-------------|------------------|-----|
| CT-PC11 | Active | | Conway Township - CT35NS | Workstation | HP | HP ProDesk 400 G4 SFF | 2UA7492L C6 | Windows 10 Pro | 12-09-2017 | 02-10-2022 | 12-09-2022 | 1300 | 5.7 |
| CT18-PC12 | Active | | Conway Township - CT35NS | Workstation | HP | HP ProDesk 400 G4 SFF | MXL8040 Q9Y | Windows 10 Pro | 01-24-2018 | 02-17-2022 | 01-24-2023 | 1300 | 5.6 |
| CT19-PC3 | Active | | Conway Township - CT35NS | Workstation | HP | HP ProDesk 400 G4 SFF | MXL9181 Q1G | Windows 10 Pro | 05-04-2019 | 05-28-2022 | 05-04-2024 | 1300 | 4.3 |
| CT19-PC4 | Active | | Conway Township - CT35NS | Workstation | HP | HP ProDesk 400 G4 SFF | MXL9181 Q4B | Windows 10 Pro | 05-04-2019 | 05-28-2022 | 05-04-2024 | 1300 | 4.3 |

| Device Name | Status | Last User (RMM) | Location | Type | Make | Model | Serial Number | Operating System | Purchase Date | Warranty Expiration | End of Life | Replacement Cost | Age |
|-------------|--------|-----------------|--------------------------|-------------|--------|---|---------------|------------------|---------------|---------------------|-------------|------------------|-----|
| CT19-PC6 | Active | | Conway Township - CT35NS | Workstation | HP | HP ProDesk 400 G4 SFF | MXL9181 Q26 | Windows 10 Pro | 05-04-2019 | 05-28-2022 | 05-04-2024 | 1300 | 4.3 |
| CT19-PC1 | Active | | Conway Township - CT35NS | Workstation | HP | HP ProDesk 400 G4 SFF | MXL9181 Q5K | Windows 10 Pro | 05-04-2019 | 05-28-2022 | 05-04-2024 | 1300 | 4.3 |
| CT21-PC5 | Active | | Main | Workstation | HP | HP ProDesk 400 G4 SFF | MXL9181 Q1J | Windows 10 Pro | 08-27-2019 | 08-26-2022 | 08-27-2024 | 1300 | 4.0 |
| CT21-PC7 | Active | bill | Conway Township - CT35NS | Workstation | Lenovo | E15 Gen 2 (Type 20TD, 20TE) Laptop (ThinkPad) | PF2L416Y | Windows 10 Pro | 02-22-2021 | 02-21-2024 | 02-22-2026 | 1300 | 2.5 |
| CT21-PC8 | Active | amy | Conway Township - CT35NS | Workstation | Lenovo | E15 Gen 2 (Type 20TD, 20TE) Laptop (ThinkPad) | PF2L49K5 | Windows 10 Pro | 02-22-2021 | 02-21-2024 | 02-22-2026 | 1300 | 2.5 |
| CT21-PC9 | Active | george | Conway Township - CT35NS | Workstation | Lenovo | E15 Gen 2 (Type 20TD, 20TE) Laptop (ThinkPad) | PF2L47BJ | Windows 10 Pro | 02-22-2021 | 02-21-2024 | 02-22-2026 | 1300 | 2.5 |
| CT-LT3 | Active | pcvicechair | Conway Township - CT35NS | Workstation | Lenovo | 20TD00BN US | PF2ZTHVY | Windows 10 Pro | 06-23-2021 | 06-22-2024 | 06-23-2026 | 1300 | 2.2 |
| CT-DT-001 | Active | Barbara | Main | Workstation | Lenovo | 11DT002A US | MJ0FS4WJ | Windows 10 Pro | 09-24-2021 | 12-22-2024 | 09-24-2026 | 1300 | 1.9 |
| WC-LT-004 | Active | nkelps | Main | Workstation | Lenovo | 20YU001L US | PF3AXQRR | Windows 11 Pro | 02-08-2022 | 02-07-2025 | 02-08-2027 | 1300 | 1.6 |

| Device Name | Status | Last User (RMM) | Location | Type | Make | Model | Serial Number | Operating System | Purchase Date | Warranty Expiration | End of Life | Replacement Cost | Age |
|-------------|--------|-----------------|------------------|-------------|--------|------------|---------------|------------------|---------------|---------------------|-------------|------------------|-----|
| CT-LT-001 | Active | Shawn | Main | Workstation | Lenovo | 21EB001RUS | PF3X75B1 | Windows 10 Pro | 06-12-2022 | 10-23-2025 | 06-12-2027 | 1300 | 1.2 |
| CT-LT-002 | Active | liz | Main | Workstation | Lenovo | 21E6007DUS | PF49D6F6 | Windows 10 Pro | 05-24-2023 | 05-23-2026 | 05-24-2028 | 1300 | 0.3 |
| CT-LT1 | Active | | Unknown Location | Workstation | HP | ProBook | | | | | | 1300 | |

PRINTER (1)

| Device Name | Status | Last User (RMM) | Location | Type | Make | Model | Serial Number | Operating System | Purchase Date | Warranty Expiration | End of Life | Replacement Cost | Age |
|-----------------------|--------|-----------------|----------|---------|-------|-----------------|---------------|------------------|---------------|---------------------|-------------|------------------|-----|
| Xerox WorkCentre 6655 | Active | | Main | Printer | Xerox | WorkCentre 6655 | | | | | | 500 | |

MX64/67 ADVANCED RENEWAL 3YR (1)

| Device Name | Status | Last User (RMM) | Location | Type | Make | Model | Serial Number | Operating System | Purchase Date | Warranty Expiration | End of Life | Replacement Cost | Age |
|----------------|---------------|-----------------|----------|------------------------------|--------|-------|----------------|------------------|---------------|---------------------|-------------|------------------|-----|
| Q2KN-HL9H-EDCV | Meraki Active | | | MX64/67 Advanced Renewal 3yr | Meraki | MX64 | Q2KN-HL9H-EDCV | | 12-12-2018 | 02-11-2024 | 12-12-2021 | 925 | 4.7 |

Budget Forecast

Conway Township



OVERDUE

| Asset Type | Quantity | Budget Cost |
|------------------------------|----------|---------------|
| Server | 1 | 13,500 |
| Workstation | 2 | 2,600 |
| MX64/67 Advanced Renewal 3yr | 1 | 925 |
| Subtotal for Overdue: | 4 | 17,025 |

RECOMMENDATIONS NOT SCHEDULED

| Asset Type | Quantity | Budget Cost |
|------------|----------|-------------|
|------------|----------|-------------|

AUGUST-SEPTEMBER 2023

| Asset Type | Quantity | Budget Cost |
|--|----------|--------------|
| Contracts/Subscriptions | 1 | 1,875 |
| Subtotal for August-September 2023: | 1 | 1,875 |

OCTOBER-DECEMBER 2023

| Asset Type | Quantity | Budget Cost |
|--|----------|--------------|
| Contracts/Subscriptions | 3 | 5,625 |
| Subtotal for October-December 2023: | 3 | 5,625 |

JANUARY-MARCH 2024

| Asset Type | Quantity | Budget Cost |
|---|----------|--------------|
| Contracts/Subscriptions | 3 | 5,625 |
| Subtotal for January-March 2024: | 3 | 5,625 |

APRIL-JUNE 2024

| Asset Type | Quantity | Budget Cost |
|--------------------------------------|----------|---------------|
| Workstation | 4 | 5,200 |
| Contracts/Subscriptions | 3 | 5,625 |
| Subtotal for April-June 2024: | 7 | 10,825 |

JULY-SEPTEMBER 2024

| Asset Type | Quantity | Budget Cost |
|--|----------|--------------|
| Workstation | 1 | 1,300 |
| Contracts/Subscriptions | 3 | 5,625 |
| Subtotal for July-September 2024: | 4 | 6,925 |

OCTOBER-DECEMBER 2024

| Asset Type | Quantity | Budget Cost |
|-------------------------|----------|-------------|
| Contracts/Subscriptions | 3 | 5,625 |

| Asset Type | Quantity | Budget Cost |
|-------------------------------------|----------|-------------|
| Subtotal for October-December 2024: | 3 | 5,625 |

Budget Forecast (Spreadsheet View)

Conway Township



| Component | Overdue | Not Scheduled | Jul-Sep 2023 | Oct-Dec 2023 | Jan-Mar 2024 | Apr-Jun 2024 | Jul-Sep 2024 | Oct-Dec 2024 | Total Cost |
|------------------------------|---------------|---------------|--------------|--------------|--------------|---------------|--------------|--------------|---------------|
| Server | 13,500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 13,500 |
| Workstation | 2,600 | 0 | 0 | 0 | 0 | 5,200 | 1,300 | 0 | 9,100 |
| MX64/67 Advanced Renewal 3yr | 925 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 925 |
| Contracts/Subscriptions | 0 | 0 | 1,875 | 5,625 | 5,625 | 5,625 | 5,625 | 5,625 | 30,000 |
| MNS-18002-FM Fully Managed | 0 | 0 | 1,875 | 5,625 | 5,625 | 5,625 | 5,625 | 5,625 | 30,000 |
| Totals | 17,025 | 0 | 1,875 | 5,625 | 5,625 | 10,825 | 6,925 | 5,625 | 53,525 |

Assessment Comparison

Conway Township



Overall Performance Comparison +4%

1. General Assessment

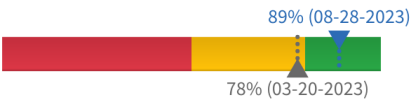
03-20-2023 vs. 08-28-2023






Hardware +11%

Review different components related to client's infrastructure.

03-20-2023 vs. 08-28-2023



| Item | 03-20-2023 | 08-28-2023 | Change |
|------------------------|--|--|--------|
| Asset Inventory | SATISFACTORY Asset Inventory is largely automated and included in the service agreement. | SATISFACTORY Asset Inventory is largely automated and included in the service agreement. | |
| Power Management | ACCEPTABLE RISK Critical equipment is protected by a UPS without network monitoring. | ACCEPTABLE RISK Critical equipment is protected by a UPS without network monitoring. | |
| Workstations | AT RISK Some workstations are past EOL or have warranty that has expired. | AT RISK Some workstations are past EOL or have warranty that has expired. | |
| Servers | NEEDS ATTENTION Some servers are within 12 months of EOL or warranty expiration. | SATISFACTORY Servers are not approaching EOL or warranty expiration. | |
| Storage | SATISFACTORY Primary data storage is located onsite and offers sufficient room for expansion/growth. | SATISFACTORY Primary data storage is located onsite and offers sufficient room for expansion/growth. | |
| Spare Device Inventory | ACCEPTABLE RISK The company keeps only minimal spare equipment (less than 5%). | ACCEPTABLE RISK The company keeps only minimal spare equipment (less than 5%). | |




| | | | |
|--|---|---|---|
| Switching | AT RISK Switches are consumer grade or are unmanaged. | SATISFACTORY Switches are managed with VLANs deployed where appropriate. |  |
| UTM Internet Security Appliance (Firewall) | SATISFACTORY Fully Managed Firewall is installed and managed. | SATISFACTORY Fully Managed Firewall is installed and managed. |  |
| Wi-Fi Hardware | SATISFACTORY Wi-Fi is managed, separated into VLANs, and allows for guest access separate from corporate data networks. | SATISFACTORY Wi-Fi is managed, separated into VLANs, and allows for guest access separate from corporate data networks. |  |

Business Applications / Software No Change

Software Applications for Operating and Protecting the Business

03-20-2023 vs. 08-28-2023






| Item | 03-20-2023 | 08-28-2023 | Change |
|-------------------------------|---|---|---|
| Hosted Email | NEEDS ATTENTION Email is hosted with Office 365 but security standards are not aligned with best practices. | NEEDS ATTENTION Email is hosted with Office 365 but security standards are not aligned with best practices. |  |
| Operating System | SATISFACTORY All Operating Systems are current and vendor supported. | SATISFACTORY All Operating Systems are current and vendor supported. |  |
| Line of Business Applications | SATISFACTORY All LOB Applications are current and vendor supported. | SATISFACTORY All LOB Applications are current and vendor supported. |  |

General Security +6%

Review critical areas of security in place for the client.

03-20-2023 vs. 08-28-2023



| Item | 03-20-2023 | 08-28-2023 | Change |
|---------------------------------|--|--|---|
| Self Service Password Reset | NEEDS ATTENTION No self service password solution is in use. | NEEDS ATTENTION No self service password solution is in use. |  |
| Social Engineering and Phishing | ACCEPTABLE RISK Training is being performed by the organization, but IT is separated from the process. The organization is aware that not including IT in training and its results may limit the ability of IT to fore | SATISFACTORY Social engineering and phishing training is performed at least quarterly and employees are identified who require further training. A process is in place to provide additional training as needed. |  |
| VPN / Remote Access | SATISFACTORY VPN Access is required to work remotely. Company equipment is furnished for remote access. | SATISFACTORY VPN Access is required to work remotely. Company equipment is furnished for remote access. |  |

Continuity

Item

Server Backup & Disaster Recovery No Change

Business Continuity and BDR

03-20-2023 vs. 08-28-2023

80% (08-28-2023)

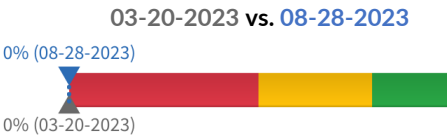


80% (03-20-2023)

| Item | 03-20-2023 | 08-28-2023 | Change |
|-----------------------------------|---|---|--------|
| Desktop Backup | AT RISK Backups require human intervention. | AT RISK Backups require human intervention. | — |
| Server Backup & Disaster Recovery | SATISFACTORY Onsite BDR appliance caches backups while they replicate to a geo-redundant cloud infrastructure. Solution is separate from the corporate network and resistant to malware/encryption. | SATISFACTORY Onsite BDR appliance caches backups while they replicate to a geo-redundant cloud infrastructure. Solution is separate from the corporate network and resistant to malware/encryption. | — |
| Backup of Cloud Services | ACCEPTABLE RISK Client understands the risk and is willing to accept the loss of all data stored in third party cloud environments. | ACCEPTABLE RISK Client understands the risk and is willing to accept the loss of all data stored in third party cloud environments. | — |
| Cloud File Services | SATISFACTORY Business files are hosted on an internal file server, and accessibility from the outside requires either VPN or another form of remote access. | AT RISK Business files are hosted on an internal file server, and files are being accessed by unmanaged computers, putting the entire organization's data at risk. | ⬇️ |
| Email Archiving | ACCEPTABLE RISK Email Archiving is not in place and the Client accepts the risk of lost or incomplete data searches in the event of a request (i.e. FOYA) | ACCEPTABLE RISK Email Archiving is not in place and the Client accepts the risk of lost or incomplete data searches in the event of a request (i.e. FOYA) | — |
| Print Management | SATISFACTORY Printing is handled centrally by high volume print/copy devices with desktop printers only deployed for sensitive print jobs. | SATISFACTORY Printing is handled centrally by high volume print/copy devices with desktop printers only deployed for sensitive print jobs. | — |
| Redundant Internet | ACCEPTABLE RISK Client is aware that redundant solutions exist, but has identified minimal downtime as an acceptable risk that has minimal impact on the business. | ACCEPTABLE RISK Client has access to only one internet provider in their region. | — |
| Internet Service | SATISFACTORY ISP is reliable and circuit speed is appropriate for the operations of the business. | SATISFACTORY ISP is reliable and circuit speed is appropriate for the operations of the business. | — |
| Infrastructure Wiring | AT RISK Infrastructure wiring is disorganized and lacks labeling, adding downtime in the event of a network issue. | SATISFACTORY Infrastructure wiring is reasonably clean and well labeled, speeding up the troubleshooting process in the event of a network issue. | ⬆️ |

Regulatory Compliance No Change

Identify and Score Client Compliance Obligations



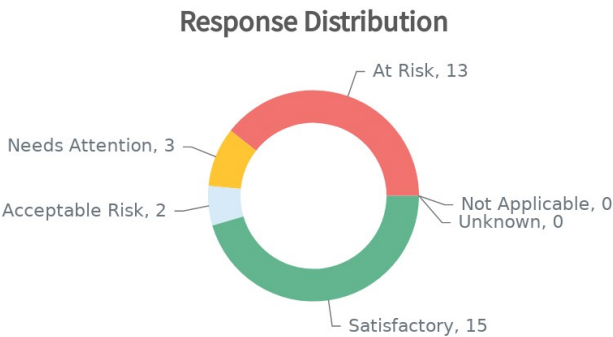
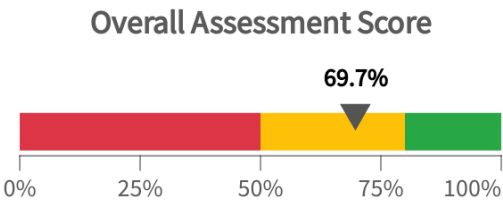
| Item | 03-20-2023 | 08-28-2023 | Change |
|-----------------------------|---|---|--------|
| HIPAA Regulatory Compliance | NOT APPLICABLE Client does not operate as a Covered Entity or Business Associate. | NOT APPLICABLE Client does not operate as a Covered Entity or Business Associate. | |
| NIST 800-171 Compliance | NOT APPLICABLE Client is not obligated to maintain NIST 800-171. | NOT APPLICABLE Client is not obligated to maintain NIST 800-171. | |
| PCI Compliance | UNKNOWN Unknown - more information is required. | NOT APPLICABLE Client does not handle payment card data. | |

Assessment Summary

Conway Township



OVERALL ASSESSMENT PERFORMANCE



ASSESSMENT PERFORMANCE BY CATEGORY

| Category | Category Score | Response Distribution |
|---|----------------|-----------------------|
| E-MAIL AND CLOUD STORAGE | 56.25% | |
| BUSINESS APPLICATIONS / SOFTWARE Software Applications for Operating and Protecting the Business | 33.33% | |
| NETWORK | 88.89% | |
| WORKSTATION/SERVER SECURITY Review critical areas of security in place for the client. | 68.18% | |
| OTHER SECURITY | 76.19% | |

Assessment Item Detail

Conway Township



AT RISK ITEMS

| Item | Response | Comments |
|---------------------------------------|---|---|
| Two-Factor Authentication | One or more users do not have two-factor authentication enabled. | |
| Auto-Forwarding | Auto-forwarding to external mailboxes is permitted. | |
| Office 365 Portal Branding | Office 365 Portal is not Branded or employees are not aware of when to look for branding. | |
| Admin Access | The business has retained an Admin account that is used daily to send/receive e-mail. | aiAdmin@conwaytownship.com deputyclerk@conwaymi.gov clerk@conwaytownship.com NetSmartAdmin@conwaytownship.com svcremoteadmin@conwaytownship.onmicrosoft.com |
| Email Encryption | Sensitive information is being sent by email without encryption. | |
| 3rd Party Multi-Factor Authentication | No | |
| VPN / Remote Access | VPN Access is required to work remotely. Unmanaged personal devices are being used for remote access. | |
| Password Policy | Some users have passwords that are set to never expire. | |
| Workstation/Server Encryption | Encryption is not in place on workstations and servers. | |
| Password Manager | No password management solution is in use, or users are left to find a solution | |

| Item | Response | Comments |
|--------------------------|--|----------|
| | on their own. | |
| Scan & Fax to Email | Fax and/or scan to email are in use, causing potentially sensitive information to be stored un-encrypted inside mailboxes. | |
| Mobile Device Encryption | Mobile device encryption is not enforced or mandated by company policy. | |
| Security Cameras | No security cameras and/or no cameras monitoring Server Room. | |

NEEDS ATTENTION ITEMS

| Item | Response | Comments |
|-----------------------------|--|----------|
| Self Service Password Reset | No self service password solution is in use. | |
| Web Content Filtering | Web Content Filtering is in place, but only Malware is being blocked. | |
| Mobile Device Management | Company owned mobile devices are managed, but personal devices are attached to company data which increases risk/exposure. | |

ACCEPTABLE RISK ITEMS

| Item | Response | Comments |
|-------------------------------|--|----------|
| External Sender E-mail Header | No header is appended to e-mails from external senders. | |
| SIEM | SIEM is not deployed due to cost. Organization is aware that this additional layer of security may stop threats missed by other layers of security, and is willing to accept the risk. | |

Assessment Form

Conway Township



E-MAIL AND CLOUD STORAGE

| Two-Factor Authentication | | |
|---------------------------|--------------|--|
| X | At Risk | One or more users do not have two-factor authentication enabled. |
| | Satisfactory | All users have two-factor authentication enabled. |

| Auto-Forwarding | | |
|-----------------|--------------|---|
| X | At Risk | Auto-forwarding to external mailboxes is permitted. |
| | Satisfactory | Auto-forwarding to external mailboxes is blocked. |

| DKIM/DMARC | | |
|------------|--------------|--------------------------------|
| | At Risk | DKIM/DMARC are not configured. |
| X | Satisfactory | DKIM/DMARC are configured. |

| Office 365 Portal Branding | | |
|----------------------------|----------------|---|
| | Not Applicable | Office 365 not in use. |
| X | At Risk | Office 365 Portal is not Branded or employees are not aware of when to look for branding. |
| | Satisfactory | Office 365 Portal is Branded and employees have been made aware of what to look for. |

| External Sender E-mail Header | | |
|-------------------------------|-----------------|---|
| X | Acceptable Risk | No header is appended to e-mails from external senders. |
| | Satisfactory | Header is appended to e-mails from external senders. |

| Email Protection / Filtering | | |
|------------------------------|------------------------|---|
| | At Risk | There is no email anti-spam and/or virus filter in use. The email client provides filtering. |
| | Needs Attention | There is a 3rd party anti-spam and virus filter, but does not include protection against malicious attachment or links. |
| | Needs Attention | Minimal email filtering is provided by Office 365/Google but may be insufficient. |
| X | Satisfactory | ATP is deployed and protecting the email environment. |
| | Satisfactory | There is a 3rd party anti-spam and virus filter, that includes protection against malicious attachment or links. |

Comments

ATP through 365 is in place.

| Admin Access | | |
|--------------|------------------------|---|
| X | At Risk | The business has retained an Admin account that is used daily to send/receive e-mail. |
| | Acceptable Risk | The business has retained an Admin account that is separate from their primary account. |
| | Satisfactory | Only NetSmart has Admin access to e-mail |

Comments

aiAdmin@conwaytownship.com

deputyclerk@conwaymi.gov

clerk@conwaytownship.com

NetSmartAdmin@conwaytownship.com

svcremoteadmin@conwaytownship.onmicrosoft.com

| Email Encryption | | |
|------------------|-----------------------|--|
| | Not Applicable | Users do not send sensitive information by email. |
| | Unknown | Unknown - more information is required. |
| X | At Risk | Sensitive information is being sent by email without encryption. |
| | Satisfactory | Users who send sensitive information via email have access to encrypted email. |

BUSINESS APPLICATIONS / SOFTWARE

| 3rd Party Multi-Factor Authentication | | |
|---------------------------------------|----------------|---------|
| | Not Applicable | N/A |
| | Unknown | Unknown |
| X | At Risk | No |
| | Satisfactory | Yes |

NETWORK

| Intrusion Detection & Prevention | | |
|----------------------------------|-----------------|--|
| | At Risk | IPS/IDS is not supported on current firewall solution. |
| | Needs Attention | IPS/IDS is included as part of Firewall as a Service subscription. |
| X | Satisfactory | IPS/IDS is included as part of Firewall as a Service subscription and is configured. |

| IP Spoofing | | |
|-------------|--------------|--|
| | At Risk | IP source address spoofing protection is set to log. |
| X | Satisfactory | IP source address spoofing protection is set to block. |

| Virtual Networks (VLANs) | | |
|--------------------------|-----------------|---|
| | At Risk | The network does not have VLANs deployed which increases the threat from lateral movement of hackers and malware throughout the network. |
| | Needs Attention | A minimal number of VLANs have been deployed with access rules between them to provide an additional security layer but further segmentation is recommended to achieve best practices compliance. |
| X | Satisfactory | A reasonable number of VLANs have been deployed with access rules between them to provide an additional security layer and aid in best practices compliance. |

| VPN / Remote Access | | |
|---------------------|----------------|---|
| | Not Applicable | Not Applicable |
| | Unknown | More information needed |
| X | At Risk | VPN Access is required to work remotely. Unmanaged personal devices are being used for remote access. |
| | Satisfactory | Organization's infrastructure is built for mobility first / secure remote access by hosting all critical components in the cloud. |
| | Satisfactory | VPN Access is required to work remotely. Company equipment is furnished for remote access. |

| Wi-Fi Encryption/Authentication | | |
|---------------------------------|--------------|--|
| | At Risk | Wi-Fi is unencrypted or uses WPA. |
| X | Satisfactory | Wi-Fi is Encrypted/Authenticated with WPA2 or WPA3 |

| Wi-Fi Guest Access | | |
|--------------------|--------------|---|
| | At Risk | Guests access to the LAN is not blocked. |
| | Satisfactory | Guest Wi-Fi access is not permitted. |
| X | Satisfactory | Guests are not permitted access to the LAN. |

WORKSTATION/SERVER SECURITY

| Operating System | | |
|------------------|--------------|--|
| | At Risk | Some Operating Systems are no longer vendor supported, which creates a security risk to the company and places the company out of major industry best practices and compliances. |
| X | Satisfactory | All Operating Systems are current and vendor supported. |

| Patch Management Policy | | |
|-------------------------|-----------------|---|
| | At Risk | No defined process exists for deploying Operating System and Application updates on a regular basis. These patches are installed manually and there is no method or process for checking the status of installation |
| | Acceptable Risk | Some devices cannot be patched due to vendor requirements. Additional steps are being taken to add additional protections but full remediation is impossible due to vendor requirements. . |
| X | Satisfactory | A defined process exists for deploying Operating System and Application updates on a regular basis. These patches are audited for successful deployment and remediated if/when failures occur. |

| Endpoint Security Software | | |
|----------------------------|-----------------|---|
| | At Risk | Anti-virus is installed manually with some machines unprotected or out of date. |
| | Needs Attention | Anti-virus is managed internally using a server based console and all endpoints are up to date. |
| | Needs Attention | Quality anti-virus is installed and centrally managed. |
| X | Satisfactory | Traditional Anti-virus was replaced with or is supplemented by Next Gen Endpoint Protection with Endpoint Detection and Response. |

| Password Policy | | |
|-----------------|------------------------|---|
| | Not Applicable | Password Policy is included in another company policy such as AUP or Employee Manual. |
| | Unknown | Unknown - more information is required. |
| | At Risk | No Password Policy exists at this time. |
| X | At Risk | Some users have passwords that are set to never expire. |
| | Needs Attention | Passwords are not enforced by the system or group policy, instead the policy is defined, regularly updated and signed by employees. The policy has been shared with IT Support Vendor. |
| | Satisfactory | Password Policy is in place and includes mandatory MFA where available. The Policy is regularly updated, signed by employees and is shared with IT Support Vendor. |
| | Satisfactory | Password policy is in place and meets the minimum recommended criteria. Password expires every 365 days 12+ characters Not contain the user's account name or parts of the user's full name that exceed two consecutive characters Must contain 3 of 4 of the following: Special Character, Uppercase, Lowercase, Number Account Lockout Threshold - 10 attempts Account Lockout Duration - 30 minutes Enforce Password History - True |

| Workstation/Server Encryption | | |
|-------------------------------|------------------------|---|
| X | At Risk | Encryption is not in place on workstations and servers. |
| | At Risk | Some workstations are consumer grade and lack TPM hardware required for proper encryption. |
| | Acceptable Risk | Mobile Workstations are encrypted but desktops and servers are deemed not likely to be lost/stolen. The company understands the risks in the event that a workstation or server were removed from the o |
| | Satisfactory | TPM is activated and Bitlocker encryption is monitored on all systems authorized to contain sensitive information. |

| Directory Services | | |
|--------------------|---------------------|---|
| | At Risk | No central source of authentication is in use. This creates unnecessary risk/exposure caused by lack of accountability and an inability to deploy adequate security policies. |
| X | Satisfactory | User accounts and permissions are authenticated against an onsite Domain Controller. |
| | Satisfactory | User accounts and permissions are authenticated against Azure , which offers a robust cloud based authentication system. |

| Self Service Password Reset | | |
|-----------------------------|------------------------|--|
| X | Needs Attention | No self service password solution is in use. |
| | Satisfactory | Self service password solution is in use. |

| Password Manager | | |
|------------------|--------------|---|
| X | At Risk | No password management solution is in use, or users are left to find a solution on their own. |
| | Satisfactory | A Password Manager is in use and shared password vaults are shared among restricted groups only as necessary. |

| Scan & Fax to Email | | |
|---------------------|--------------|--|
| | Unknown | Unknown - more information is required. |
| X | At Risk | Fax and/or scan to email are in use, causing potentially sensitive information to be stored un-encrypted inside mailboxes. |
| | Satisfactory | Fax and/or scan to email are not in use. |
| | Satisfactory | A Secure Fax service and/or scan to folder are in use, limiting the potential for sensitive information to wind up in email. |

| SIEM | | |
|------|-----------------|--|
| | At Risk | SIEM is not deployed. |
| X | Acceptable Risk | SIEM is not deployed due to cost. Organization is aware that this additional layer of security may stop threats missed by other layers of security, and is willing to accept the risk. |
| | Satisfactory | SIEM is deployed and monitored 24/7 |

| Web Content Filtering | | |
|-----------------------|-----------------|---|
| | At Risk | No Web Content Filtering is in place. |
| X | Needs Attention | Web Content Filtering is in place, but only Malware is being blocked. |
| | Satisfactory | Web Content Filtering is in place with Malware and Content Filtering blocked. Recommended Blocking: Malware, Adult, Cannabis, Child Abuse Content, Cryptocurrency, Dating, Freeware and Shareware, Gambling, Games, Hacking, Hate Speech, Illegal Activities, Illegal Downloads, Illegal Drugs, Lingerie and Swimsuits, Non-Sexual Nudity, Peer File Transfer, Pornography, Terrorism and Violent Extremism, Weapons |

OTHER SECURITY

| Dark Web Monitoring | | |
|---------------------|--------------|---|
| | At Risk | No Dark Web monitoring is in place. |
| X | Satisfactory | The Dark Web is being monitored for employee credentials and a process is in place to provide additional training if/when credentials are breached. |

| Social Engineering and Phishing | | |
|---------------------------------|-----------------|--|
| | At Risk | Insufficient social engineering and/or phishing training is being performed. |
| | Acceptable Risk | Training is being performed by the organization, but IT is separated from the process. The organization is aware that not including IT in training and its results may limit the ability of IT to fore |
| X | Satisfactory | Social engineering and phishing training is performed at least quarterly and employees are identified who require further training. A process is in place to provide additional training as needed. |

| Mobile Device Management | | |
|--------------------------|-----------------|--|
| | At Risk | MDM is not in use. |
| X | Needs Attention | Company owned mobile devices are managed, but personal devices are attached to company data which increases risk/exposure. |
| | Satisfactory | MDM is in place and company owned devices are managed and patched regularly. |

| Mobile Device Encryption | | |
|--------------------------|-----------------|--|
| | Unknown | More information needed |
| X | At Risk | Mobile device encryption is not enforced or mandated by company policy. |
| | Acceptable Risk | Mobile device encryption is not forced, but is required as per company policy. |
| | Satisfactory | MDM policy or Office 365 security policy includes forced mobile device encryption. |

| Security Cameras | | |
|------------------|--------------|---|
| | Unknown | More information needed. |
| X | At Risk | No security cameras and/or no cameras monitoring Server Room. |
| | Satisfactory | Security cameras monitoring building and Server Room. |

| Monitored Alarm | | |
|-----------------|--------------|--------------------------|
| | Unknown | More information needed. |
| | At Risk | No. |
| X | Satisfactory | Yes. |

| Locked Server Room or Cabinet | | |
|-------------------------------|--------------|--------------------------|
| | Unknown | More information needed. |
| | At Risk | No. |
| X | Satisfactory | Yes. |

August 28, 2023

Bill Grubb
supervisor@conwaymi.gov

Dear Mr. Grubb,

i
initiative

We are pleased to present a proposal for professional planning services for Conway Township. We feel our team at Beckett & Raeder, Ince. (BRI) is expertly equipped with the planning and zoning skills, resources, and experience needed to successfully serve the Township.

Attached is a fee schedule for services provided by BRI. Liz will be your planner of record; her resume is attached. Liz is an associate and will bill hourly, in 15-minute increments, for work completed for the Township. In addition, we bill her hourly rate for travel time and mileage at the current federal rate. Project work can be billed hourly or a request for a lump sum proposal can be requested and negotiated.

We look forward to working with the Township for all your planning and zoning needs. Please let me know if you have any questions or how I can be of any further assistance.

Sincerely,



Sara Kopriva, AICP
Senior Associate
skopriva@bria2.com
231.499.8096

Beckett & Raeder, Inc.
535 West William
Suite 101
Ann Arbor, MI 48103

Petoskey Office
113 Howard Street
Petoskey, MI 49770

Traverse City Office
148 East Front Street
Suite 207
Traverse City, MI 49684

Grand Rapids Office
5211 Cascade Road SE
Suite 300
Grand Rapids, MI 49546

2023 Professional Service Fee and Structure

Beckett & Raeder, Inc. / BRI, Inc. is pleased to submit for consideration the following fees for professional services and time / material services:

AS REQUIRED BY CLIENT:

| | |
|---|-------------------------|
| Partner | \$160.00 Hour |
| Principal | \$150.00 Hour |
| Senior Associate | \$140.00 Hour |
| Senior Project Manager | \$135.00 Hour |
| Senior Professional Engineer | \$135.00 Hour |
| Associate | \$130.00 Hour |
| Senior Project Professional/Landscape Architect/Planner | \$125.00 Hour |
| Project Manager | \$125.00 Hour |
| Professional Engineer | \$125.00 Hour |
| Senior GIS Specialist | \$115.00 Hour |
| Project Engineer (E.I.T.) | \$110.00 Hour |
| Senior Project Site Representative | \$105.00 Hour |
| Project Professional/Landscape Architect/Planner | \$105.00 Hour |
| GIS Technician | \$ 95.00 Hour |
| Resident Project Site Representative | \$ 85.00 Hour |
| Computer Technician /CAD Technician | \$ 85.00 Hour |
| Clerical | \$ 70.00 Hour |
| Interns (non-degreed) | \$ 60.00 Hour |
| Inspection Forms | At Cost |
| Printing and Duplicating | At Cost |
| Photography | At Cost |
| Postage / UPS / FedEx | At Cost |
| Permit Application Fees | At Cost |
| Site Plan Review Fees | At Cost |
| Travel Expenses (Airfare, Lodging, Meals, Fares, etc) | At Cost |
| Mileage | At Current Federal Rate |

Note: Rates will be adjusted on the first of each year and billings will reflect the rates in effect at the time of services rendered



Liz Gunden, AICP

Associate, Planner

Liz comes to Beckett & Raeder with a wealth of knowledge in urban and regional planning as well as a background in Graphic Design. She has a diverse skillset and is involved in many projects including, community master plans, park & recreation plans, zoning ordinances, community engagement strategies, downtown development plans, pattern books, data analysis, and report design. She also provides planning services, such as site plan review and analyzing zoning requests, all of which builds from Liz's previous experience of serving as a County Planner. Her combined planning and graphic design skills provide unique products that suitably serve their distinct communities.

EDUCATION

Master of Urban and Regional Planning, University of Michigan, Ann Arbor, MI

Bachelor of Arts, Art
Minors: Graphic Design & Spanish
Goshen College, Goshen, IN

CERTIFICATIONS

American Institute of Certified Planners

AFFILIATIONS

American Planning Association

Michigan Association of Planning

TEACHING EXPERIENCE

Planning Representation & Communication
Adjunct Professor, University of Michigan

Architecture, Sustainability, & the City and U.S. Planning Institutions & Law
Graduate Student Instructor, University of Michigan

SELECTED EXPERIENCE

Master Plans:

City of Albion Comprehensive Plan

Albion, MI

Daniel Burnham Award for a Comprehensive Plan – Michigan Association of Planning, 2023

City of Warren Master Plan

Warren, MI

Daniel Burnham Award for a Comprehensive Plan – Michigan Association of Planning, 2021

City of Sturgis Master Plan

Sturgis, MI

Excellence Award in Community Outreach – Michigan Association of Planning, 2020

City of Rochester Master Plan

Rochester, MI

Fremont Community Joint Comprehensive & Growth Management Plan

City of Fremont, MI

Dayton Township, MI

Sheridan Charter Township, MI

SELECTED EXPERIENCE

Planning:

City of Lincoln Park Planning Services

Lincoln Park, MI

City of Sturgis Planning Services

Sturgis, MI

Groveland Township Planning Services

Groveland, MI

City of Trenton Planning Services

Trenton, MI

City of DeWitt Planning Services

DeWitt, MI

CIB Planning 2023 Fee Schedule

| | |
|---------------------|----------|
| President | \$155.00 |
| Vice President | \$142.00 |
| Director | \$136.00 |
| Planning Manager | \$132.00 |
| Senior Planner | \$112.00 |
| Project Planner III | \$93.00 |
| Project Planner II | \$86.00 |
| Project Planner I | \$78.00 |
| Assistant Planner | \$70.00 |
| Administrative | \$48.00 |

Professional Classification

Carmine P. Avantini, AICP, President

Justin Sprague, Vice President

Elena Moeller-Younger, Director of Marketing & Strategic Planning

Kelly McIntyre, Director of Planning

Hannah Smith, Project Planner III

Sandy Avantini, Business Manager

** Hourly rates are subject to increase of up to 5% on an annual basis January 1st, 2024.*



305 East Grand River, P.O. Box 863, Fowlerville, Michigan 48836
P: (517) 223-2302 Fax: (517) 223-6793
ionelectric.org Lic# 6112282

August 18, 2023

Conway Township
8015 N. Fowlerville Road
PO Box 1157
Fowlerville, MI 48836

Re: Generator Maintenance Agreement

Dear Conway Township,

Your generator maintenance agreement has now expired. If you would like to renew for another 2- or 3-year term, please sign agreement and return the signature page with a check payable to Ion Electric Services, LLC. Once received, we will return an executed agreement to you for your files.

Service will then resume in early 2024.

2-year \$1,180.00

3-year \$1,735.00

Thank you,

Michelle Van Auken
Executive Administrative Assistant



ELECTRIC SERVICE, LLC
COMMERCIAL, INDUSTRIAL, RESIDENTIAL

Ion Electric Service Generator Inspection Log

Customer: Conway Township Unit: _____
Site Address: 5051 N. Lowville Rd S/N: 4923465
Make: Generac Model: 25kW Service Level: _____
Engine Hrs. N/A Hours After Test: _____

Pre-Inspection Signature: N/A

(C) Check (S) Service (A) Adjust (R) Replace (x) Needs Attention (N/A) Not Applicable

| Service Check | Comments | Generator | | | | | | |
|---------------------------------------|--|--|------------------|-------------|-----------|--|--------------|--------------|
| Obtain Authorization & Access | <u>✓</u> | KW _____ KVA _____ VAC <u>208</u> AMP <u>100</u> | | | | | | |
| Check Oil Level | <u>✓</u> | No Load Actual VAC _____ No Load Actual Hz. _____ | | | | | | |
| Check Coolant Level | <u>✓</u> | Is Transfer Test Authorized? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | |
| Check Radiator Cap | <u>✓</u> | VAC A _____ B _____ C _____ Amp _____ A _____ B _____ C _____ Hz _____ | | | | | | |
| Coolant Freeze Point | <u>✓</u> | Check Exciter/Regulator Connection _____ | | | | | | |
| Start/Warmup Engine | <u>✓</u> | Check Generator Bearing _____ | | | | | | |
| | | Check ATS for Cleanliness/Signs of Arcing <u>✓</u> | | | | | | |
| Ck. Operation of Block Heater | <u>✓</u> | Generator Breaker Found <u>Closed</u> Gen Breaker Left <u>Closed</u> | | | | | | |
| Oil Press | <u>✓</u> | Control Panel Found <u>Closed</u> Control Panel Left <u>Closed</u> | | | | | | |
| Fuel Press | <u>✓</u> | ATS Found <u>Closed</u> ATS Left <u>Closed</u> | | | | | | |
| Alt. Charge Rate | | | | | | | | |
| | | Safety System | | | | | | |
| Engine RPM | <u>1800 RPM</u> <u>13.39</u> Volts DC <u>60</u> Hz | High Water Temperature _____ Over Crank _____ | | | | | | |
| Check for Oil Leaks | <u>✓</u> | Low Oil Pressure _____ Over Speed _____ | | | | | | |
| Check for Water Leaks | <u>✓</u> | | | | | | | |
| Check Minor Fuel Leaks | <u>✓</u> | Charger Output & Battery Condition | | | | | | |
| Check Governor Response | <u>✓</u> | Charger Out-put <u>13.39</u> Volt DC | | | | | | |
| Check Turbo Charger | <u>✓</u> | Voltage Drop Test at Start-Up _____ Volts DC | | | | | | |
| Check Governor Linkage | <u>✓</u> | Inspect/Clean/Tighten Battery Lugs & Cables _____ | | | | | | |
| Check Hoses | <u>✓</u> | Fill Low Cells with Water _____ | | | | | | |
| Check/Tighten Hose Clamps | <u>✓</u> | | | | | | | |
| | | <table border="1"><thead><tr><th>Specific Gravity</th><th>Bat Voltage</th><th>Load Test</th></tr></thead><tbody><tr><td></td><td><u>13.39</u></td><td><u>10.44</u></td></tr></tbody></table> | Specific Gravity | Bat Voltage | Load Test | | <u>13.39</u> | <u>10.44</u> |
| Specific Gravity | Bat Voltage | Load Test | | | | | | |
| | <u>13.39</u> | <u>10.44</u> | | | | | | |
| Inspect Radiator/Fins for Debris | <u>✓</u> | | | | | | | |
| Fan Drive Assembly | <u>✓</u> | Spark Ignited Engines | | | | | | |
| Check/Adjust Belts as Required | <u>✓</u> | Check Gap on Points _____ | | | | | | |
| Check for H2O in Fuel Tank(s) & Level | <u>✓</u> | Check Distributor Cap/Rotor _____ | | | | | | |
| Check Day Tank Operation | <u>✓</u> | Check Plug Wires for Signs <u>✓</u> | | | | | | |
| Inspect Air Filter | <u>✓</u> | | | | | | | |
| Check for Wets Stacking | <u>✓</u> | | | | | | | |
| Inspect Control Panel | <u>✓</u> | | | | | | | |
| Rain Cap | <u>✓</u> | | | | | | | |
| Log Book | <u>✓</u> | | | | | | | |

Any Recommendations made below are to ensure as close to a 100% UP-RATE as possible

Comments:

No issues found Oil Filter OA86220296
Changed oil, oil filter Air Filter OC8127
See you next year 8-16-23 JTW



ELECTRIC SERVICE, LLC
COMMERCIAL, INDUSTRIAL, RESIDENTIAL
(517) 404-4214

Contract Date: _____

GENERATOR MAINTENANCE AGREEMENT

Name: Conway Township

Home Phone: 517-223-0358

Address: 8015 N. Fowlerville Road

Cell Phone: _____

City, State, Zip: Fowlerville, MI 48836

E-Mail: _____

Equipment that is to be serviced as outlined by this agreement is as follows:

Generator Manufacturer: Generac

Model: _____

Equipment Covered: 25 KW

Serial #: 4923465

Fuel Type: _____

Physical address of equipment where service is to be performed:

Same

Ion Electric agrees to provide the following services:

- ✓ Check batteries (terminations, connections and water level), cables belts, hoses, coolant level/condition, oil level/condition, battery charging system, fluid levels, safety circuit alarms and lights, automatic transfer switches, switchgear power connection temperature, automatic exercise system. (Note that maintenance-free batteries cannot be checked for low fluid levels)
- ✓ Observe and record oil pressure, coolant temperature, voltage at load and no load, HZ at no load (and load when possible), and amperage reading at load when possible
- ✓ Adjust timers, voltage and HZ (if necessary)
- ✓ Observe and report condition of generator
- ✓ Check and report fuel level
- ✓ Test run engine
- ✓ Apply wax coating to outer housing and transfer switch for maximum protection
- ✓ Change oil and filters **one time per year**

Ion Electric and Customer hereby agree to the terms and conditions of this Generator Maintenance Agreement. This Agreement shall be in effect for a period of 1 year(s), and may be terminate by either party within thirty (30) day's written notice.

 _____
Customer Signature & Acceptance

Ion Electric Service LLC Signature & Acceptance

**Thank You for the opportunity to be of service.
We look forward to working with you.**



Generator Service Agreement

**Certified Kohler /Generac Sales &
Service Specialist**

Ion Electric Service LLC
305 E. Grand River Ave.
Fowlerville, MI 48836
Phone: (517) 223-2302

Emergency: (517) 404-4214

Regular maintenance is a key component to your generator's longevity and functionality. With an Ion Electric Generator Maintenance Plan you have successfully completed the first step in protecting your investment.

This agreement has been prepared in order to provide an annual maintenance/service plan that ensures the installed equipment is maintained to the highest possible level of readiness in the event of an outage. The following outlined parts, procedures & services have been prepared in accordance with the manufacturers specifications and are designed to maintain the equipment's factory condition. Ion Electric Service LLC only utilizes OEM parts as outlined by the manufacturers.

Terms and Conditions

- ✓ Generator Maintenance Visits will be performed Monday through Friday during normal business hours. Customer is responsible for scheduling appointments and must be present during visits.
- ✓ This agreement provides for two inspection visits over the 12-month contractual period.
- ✓ Equipment or parts in need of replacement or repairs will be brought to customer's attention and billed separately on a time and material basis.
- ✓ Service personnel will be available on a priority basis for maintenance agreement customers.
- ✓ Generator unit (interior and exterior components) must be found by Ion Electric Service LLC to be in good working condition for Maintenance Agreement to be valid. Unit will be inspected and started prior to initial servicing of unit to ensure it is in proper working condition prior to acceptance of Maintenance Agreement.
- ✓ Upon completion of each maintenance visit, an Ion Electric Service LLC technician will start generator in the presence of the customer. Customer will verify that the generator is functioning properly by signing the Maintenance check list.
- ✓ This Maintenance Agreement does not warrant parts or labor – it allows for maintenance of the unit only.
- ✓ Please note that in the event of extended generator usage, manufacturers' guidelines must be followed regarding oil changes.
- ✓ Ion Electric Service LLC shall not be responsible for failure to render the services described in this Agreement due to causes beyond its control.
- ✓ This agreement is Non-Refundable Non-Transferable
- ✓ Ion Electric Service LLC shall perform (1) annual service with the option for semi-annual services
- ✓ A discount of 10% off Ion Electric Service LLC Electrical Contracting \$125 per hour shall be extended in courtesy to any current service/maintenance agreement holder for any un-scheduled service call requiring generator system diagnosis, service or repair.
- ✓ Semi –annual Maintenance plan not available on residential air-cooled units

Ion Electric Service LLC shall notify the customer a minimum of 48 hours prior to entering premises. Customer shall provide Ion Electric Service LLC access to the equipment 365 days a year for the purpose of performing maintenance service. Annual Service shall be performed no sooner than 2 weeks before or after the install Anniversary date.

| <u>Pricing</u> | <u>1 year (no contract)</u> | <u>2 years</u> | <u>3 years</u> |
|---------------------------|------------------------------------|-----------------------|-----------------------|
| 7KW to 22KW Units** | \$225.00 | \$425.00 | \$625.00 |
| 25KW to 29KW Units | \$625.00 | \$1,180.00 | \$1,735.00 |
| 30KW to 49KW Units | \$725.00 | \$1,370.00 | \$2,015.00 |
| 50KW to 100KW Units | \$850.00 | \$1,600.00 | \$2,350.00 |

**No Semi-annual service on residential unit

Preventative Maintenance Check List
**ALL ITEMS CHECKED IN COLUMN ARE PERFORMED WHEN FULL P.M. IS
 COMPLETE**

| | <u>Annual</u> | <u>Semi- Annual</u> | |
|----|---------------|-------------------------|--|
| 1 | ✓ | | Change air filter |
| 2 | ✓ | ✓ | Inspect air filter |
| 3 | ✓ | | Valve adjustment (if applicable) |
| 4 | ✓ | | Change engine oil |
| 5 | ✓ | | Change oil filter |
| 6 | ✓ | | Lubricate necessary fittings (if applicable) |
| 7 | ✓ | | Change fuel filter |
| 8 | ✓ | ✓ | Check coolant level (add if applicable) |
| 9 | ✓ | ✓ | Repair minor leaks (ex. Loose Fittings) |
| 10 | ✓ | ✓ | Inspect & adjust fan belts |
| 11 | ✓ | ✓ | Check Flex Connection and mountings |
| 12 | ✓ | ✓ | Check operation of block water heater or carburetor heater |
| 13 | ✓ | ✓ | Check battery level |
| 14 | ✓ | ✓ | Check operation of battery charging equipment |
| 15 | ✓ | ✓ | Inspect governor linkage, oil level & controls |
| 16 | ✓ | ✓ | Inspect electronic connections |
| 17 | ✓ | ✓ | Inspect day tank and pump control |
| 18 | ✓ | | Change spark plugs (Only at required hours) |
| 19 | ✓ | ✓ | Drain water separator on diesel nits |
| 20 | ✓ | ✓ | Check operation of fans, pumps, and louvers |
| 21 | ✓ | ✓ | Check exhaust system |
| 22 | ✓ | ✓ | Operate generator check for correct voltage & frequency |
| 23 | ✓ | ✓ | Check auto start-stop mode |
| 24 | ✓ | ✓ | Simulate each safety shutdown (on applicable units) |
| 25 | | | Load test machine and check operation of transfer switch (This will be done only with the permission of the facility manager or owner on duty) |
| 26 | ✓ | ✓ | clean debris in and around unit. Clean exterior of unit housing |

*Ion Electric Service LLC shall perform (1) annual service with the option for semi-annual services

*A discount of 10% off Ion Electric Service LLC Electrical Contracting \$150 per hour shall be extended in courtesy to any current service/maintenance agreement holder for any un-scheduled service call requiring generator system diagnosis, service or repair.

*Semi –annual Maintenance plan not available on residential air cooled units

Ion Electric Service LLC shall notify the customer a minimum of 48 hours prior to entering premises. Customer shall provide Ion Electric Service LLC access to the equipment 365 days a year for the purpose of performing maintenance service. Annual Service shall be performed no sooner than 2 weeks before or after the install anniversary date.

Howard Commercial Door

26577 GRAND RIVER
REDFORD, MI 48240
PH-313-535-6090

August 25, 2023

Conway Twp.
8015 N. Fowlerville Road
Fowlerville, MI. 48836
Attn: Mike
Phone 517-302-2553
Email: mlbeown@tds.net

Here is the pricing that you requested.

RE: SE & SW Entry Option #1 Hollow Metal

- 2- Custom Hollow Metal Transom Frame
- 2- Custom Hollow Metal Door Flush
- 2- Tempered Safety Glass 1" Insulated
- 6- Hinges Full Mortise
- 2- Exit Device Heavy Duty
- 2- Door Closer Heavy Duty
- 2- Set of Weather Stripping, Brush Sweep & Threshold

Material and Installation Total \$ 7,590.00

RE: SE & SW Entry Option #2 Aluminum

- 2- Custom Aluminum Transom Frame Clear
 - 2- Custom Aluminum Doors Full Glass Narrow Stile
 - 4- Tempered Safety Glass 1" Insulated
 - 2- Continuous Hinges Full Mortise
 - 2- Exit Device Heavy Duty
 - 2- Door Closer Heavy Duty
 - 2- Set of Weather Stripping, Brush Sweep & Threshold
- ***Labor to Trim Out Opening as Needed

Material and Installation Total \$ 10,745.00

Howard Commercial Door

26577 GRAND RIVER
REDFORD, MI 48240
PH-313-535-6090

Page 2

RE: NW Entry Option #1

- 1- Custom Hollow Metal Sidelite Frame
- 1- Custom Hollow Metal Door ½ Glass
- 3- Tempered Safety Glass 1" Insulated
- 3- Hinges Full Mortise
- 1- Exit Device Heavy Duty
- 1- Door Closer Heavy duty
- 1- Set of Weather Stripping, Brush Sweep & Threshold

Material and Installation Total \$ 6,676.00

RE: NW Entry Option #2

- 1- Custom Aluminum Sidelite Frame Clear
 - 1- Custom Aluminum Doors Full Glass Narrow Stile
 - 3- Tempered Safety Glass 1" Insulated
 - 1- Continuous Hinges Full Mortise
 - 1- Exit Device Heavy Duty
 - 1- Door Closer Heavy Duty
 - 1- Set of Weather Stripping, Brush Sweep & Threshold
- ***Labor to Trim Out Opening as Needed

Material and Installation Total \$ 8,119.00

***Wide Stile Doors For All Openings Add +1,700.00 Complete

If you have any questions please give me a call.

Sincerely,

David L. Bates



1933 E Stoll Rd
Lansing MI 48906
517-321-3667

todd@doorpromichigan.com
www.doorpromichigan.com

Estimate

| Name/Address |
|--|
| Conway Township 8015 N Fowlerville Rd Fowlerville MI |

| | | | | PO # |
|--------------|---|---------|------------|--------------|
| | | | | |
| Date | Estimate No. | Project | Contact | Phone |
| 08/31/23 | 4839 | | Mike Brown | 517-302-2553 |
| Item | Description | | | Quantity |
| ADF | Aluminum Door & Frame Package (emergency exits) | | | 2 |
| ADF | Aluminum Door & Frame Package (back door) | | | 1 |
| ED-PHG-SS-3 | Panic Bar Stainless Steel | | | 2 |
| DC1261 PA AL | LCN 10 Year Cast Iron Door Closer (LIST - 35%) | | | 2 |
| DC4040XP | LCN 4000 Series Door Closer (LIST - 35%) | | | 1 |
| REUSE | Existing Panic hardware on back door | | | |
| IFR | Remove and Install Door Frame | | | 3 |
| ICH | Install Continuous Hinge/Door | | | 3 |
| IEDNL | Install Panic Bar w/Outside Trim | | | 1 |
| IEDEO | Install Panic Bar Exit Only | | | 2 |
| IDC | Install Door Closer | | | 3 |
| ITH | Install Threshold | | | 3 |
| IDS | Install Door Sweep | | | 3 |
| IG | Install Glass | | | 5 |
| NOTE | Packages include: !' insulated glass in sidelights and transoms, door sweeps, thresholds, weatherstrip, hinges. | | | |
| NOTE | Aluminum is anodized clear like main entry | | | |
| NOTE | Back door is full glass like main entry | | | |
| NOTE | Exit doors can add glass for \$110 each | | | |
| NOTE-I | Installers take great care when replacing doors. However, sometimes damage occurs. If additional repairs are deemed necessary, it is not included in this estimate. | | | |
| | | | Total | \$14,949.00 |

**RESOLUTION TO ADOPT AN ORDINANCE TO AMEND THE ZONING
ORDINANCE TO ALLOW AND REGULATE ACCESSORY DWELLING UNITS**

Resolution No. 230919-_____

Conway Township

WHEREAS, the Conway Township Board of Trustees has previously adopted the Conway Township Zoning Ordinance (“Zoning Ordinance”) pursuant to its powers under the Michigan Zoning & Enabling Act (“MZEa”);

WHEREAS, the Planning Commission has initiated the process to adopt the attached Ordinance No. 2023-03 adding a new Section 6.27 to the Zoning Ordinance to allow for and set regulations for accessory dwelling units pursuant to its authority under the MZEa and Article 4 of the Zoning Ordinance (“Amendments”);

WHEREAS, the Planning Commission held a public hearing on February 14, 2022, and recommended the Board approve and adopt the Amendments at its February 14, 2022, meeting;

WHEREAS, staff for the Livingston County Planning Commission (“LCPC”) reviewed the Amendments on March 1, 2022 (LCPC #Z-18-22) and the LCPC recommended approval at its March 16, 2022, meeting;

WHEREAS, the Planning Commission considered the recommendations and comments of the LCPC at its August 14, 2023, meeting, and recommended approval to the Board without further change;

WHEREAS, the Board desires to approve and adopt the Amendments, as recommended by the Planning Commission;

WHEREAS, authority is provided to the Board to amend the Zoning Ordinance per section 401 of the of the MZEa, MCL 125.3401 and Article 4 of the Zoning Ordinance;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board hereby amends the Conway Township Zoning Ordinance by adoption of Ordinance No, 2023-03 as presented.
2. The Amendments shall take effect 7 days after publication of notice of adoption.
3. All other ordinances, policies, and procedures that are in conflict with the Amendments herein adopted are repealed.

The foregoing resolution offered by Board Member _____.

Second offered by Board Member _____.

Upon roll call vote the board members voted as follows:

W. Grubb:

Whitt:

D. Grubb:

Crampton-Atherton:

Pushies:

The Supervisor declared the resolution adopted at a regular meeting of the Board held on September 19, 2023.

Elizabeth Whitt, Clerk

**CONWAY TOWNSHIP
TOWNSHIP BOARD**

ORDINANCE NO. 2023-03

**AN ORDINANCE TO AMEND THE ZONING ORDINANCE TO
ALLOW FOR AND REGULATE ACCESSORY DWELLING UNITS**

CONWAY TOWNSHIP ORDAINS:

Section 1. Addition of Section 6.27 to Township Zoning Ordinance. New Section 6.27 is added to the Township Zoning Ordinance and reads as follows:

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.

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.

Section 2. Validity and Severability.

Should any portion of this Ordinance be found invalid for any reason, such holding will not affect the validity of the remaining portions of this Ordinance.

Section 3. Repealer.

Any ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 4. EFFECTIVE DATE.

This Ordinance shall take effect seven (7) days after publication of a notice of adoption as provided by law.

REFERENCE MATERIALS FOR BOARD REGARDING ADUs
(Ordinance No. 2023-03)

- PC meeting minutes from February 14, 2022
- LCPC staff review March 1, 2022
- LCPC meeting minutes from March 16, 2022
- PC meeting minutes from August 14, 2023

Conway Township Planning Commission Meeting Minutes

February 14, 2022

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

| Agenda | Items Discussed | Actions to be Taken |
|---|--|---|
| AGENDA | Attendees: 7 | |
| Call to Order | 1. Chair Chuck Skwirsk called the Conway Township Planning Commission meeting to order at 7:00pm. | |
| Pledge of Allegiance | Chair Chuck Skwirsk led in the Pledge of Allegiance. | |
| Roll Call | 2. He called Roll Call of: | |
| Signin | <p>Planning Commission Members present: Jeff Klein, Londa Horton, Kelly Ralko, Meghan Swain-Kuch, Chuck Skwirsk, Dave Whitt, George Pushies - Ex-Officio</p> <p>Zoning Administrator present: Todd Thomas.</p> <p>Livingston County Planning Commissioner present: Dennis Bowdoin</p> <p>Township Attorney present: Abby Cooper</p> <p>Community Builders (CIP) Master Planners present: Hannah Smith (hsmith@cibplanning.com), Justin Sprague (sprague@cibplanning.com)</p> <p>Those absent: -0-</p> | |
| CONSENT AGENDA APPROVAL | 3. Planning Meeting Minutes from last meeting 1/10/2022 - A motion was made by Meghan Swain-Kuch to accept the minutes from the last meeting. Second by Dave Whitt. All in favor. Opposed. Motion passed. | |
| CALL TO PUBLIC | -0- | |
| APPROVAL OF PLANNING COMMISSION MEETING AGENDA FOR TONIGHT | Londa Horton made a motion to accept the meeting agenda for tonight with Abby Cooper's addition of 9B to Old Business regarding the LCPC staff reviews of the 7 ordinance amendments. Second by Dave Whitt. All in favor. Opposed. Motion passed. | |
| COMMUNICATIONS | <p>4. Zoning Administrator Report - 4 land permits for month of January were issued.</p> <p>5. Board Ex-Officio Report – provided by George Pushies.</p> <p>6. Chuck Skwirsk made a motion to include the ZA at all Board meetings. George Pushies second. All in favor. One opposed. Motion passed.</p> | George Pushies to take to the Board to include ZA at all Board meetings. |

Conway Township Planning Commission Meeting Minutes

February 14, 2022

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

| Agenda | Items Discussed | Actions to be Taken |
|-----------------------|--|---|
| | <p>7. Londa Horton recusal Solar farming. Londa explained a conflict of interest regarding a family member considering solar farming. She expressed concern over having no farmer voice on the Board or PC on this issue. Homesteaders who built the infrastructure of this township were remembered as part of a Farm Bureau group including the: Millers, Carbarys, Deitrichs, Parsons, Vogts, Kreegers, Kleins, Kingsleys, Miles, Copelands, Baughns, Robbs, and the Hortons. Change is hard, but look into the future. Consider what could be in your backyard if not a solar farm; dog kennel, medical marijuana facility, shooting range, housing development. Why conduct a survey on solar farming when you already know the outcome. Instead ask the residents things like what road needs paving next? I feel it's my duty to recuse myself whenever we discuss solar farming.</p> <p>8. Justin Sprague, the Township Planner, offered that those with a conflict of interest can still participate, but not vote. Abby Cooper offered that you can have opinions. There is no pending application that Londa is involved in. If an application is filed, then it may be a conflict of interest. George Pushies commented we cannot deny her the first amendment right. Chuck Skwirsk made a motion that Londa Horton sit here with the PC until a solar farm application comes to a vote. Second by George Pushies. All in favor. Two opposed. Motion passed.</p> | |
| PUBLIC HEARING | <p>Public Hearing opened for public comment at 7:28pm and the PC meeting closed. No comment by the public. The Public Hearing was closed at 7:30pm and the PC meeting opened.</p> <p>9. Accessory Dwelling Units new section 6.27 in regard to detached accessory dwelling units in the AR and R Districts.</p> <p>10. General and Supplemental Regulations. Amend Section 6.09 (A)(8) pertaining to Temporary Land Use Permits for Ag Tourism entertainment events.</p> <p>PC discussion. PC vote to send to Board for adoption. Chuck Skwirsk made a motion to recommend to the Board for adoption new ZO section 6.26 and 6.09 (A)(8). Second by Kelly Ralko. All in favor. Motion passed. It goes to the LCPC next for review.</p> | <p>Abby fills out forms to LCPC and Chuck signs forms.</p> |

Conway Township Planning Commission Meeting Minutes

February 14, 2022

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

| Agenda | Items Discussed | Actions to be Taken |
|----------------------------|--|---|
| | <p>George Pushies made a motion that any future updates from the LCPC and the PC be forwarded by the Chair, Vice Chair, and Secretary to the Township Board Clerk. Second by Meghan Swain-Kuch. All in favor. Opposed. Motion passed.</p> | <p>Chair, Vice Chair and Secretary forward all future ZO updates from the LCPC and PC to the Township Clerk.</p> |
| <p>OLD BUSINESS</p> | <p>11. Abby Cooper</p> <ul style="list-style-type: none"> a. PC Bylaws fixing the term of the officers – Revisions to the bylaws were made. She incorporated all changes missed previously such as correcting the duration for term of office for officers to one year. Londa Horton asked the Township Clerk change the PC members terms on the website. Also, Abby noted the PC Agenda items are to be sent to the Secretary and Chair by noon on the Tuesday before the meeting. Londa Horton made a motion to approve the proposed bylaws as presented. Meghan Swain-Kuch second. All in favor. Opposed. Motion passed. b. LCPC staff reviews of the 7 ordinance amendments. It was agreed that the vast majority of the ordinances be approved. Take a closer look at new section 13.10(W) for Event/Wedding structures and venues. They also asked for a definition for medical marijuana caregiver operation. No district listed just AR or R, commented Dennis Bowdoin. Abby Cooper advised PC to take a vote to move on these amendments that were approved by LCPC and give PC another month to review these 2 remaining amendments. George Pushies asked to include the new Planners in this discussion. Abby Cooper will send the 7 amendments to them. Keep this as an agenda item for next month. <p>12. Large and Small Event definitions – Meghan Swain-Kuch and Kelly Ralko came up with a template of topic areas, then we can fill in the blanks to make it stricter. Meghan will send to Londa Horton to send out to the Planner and all PC members.</p> <p>13. Solar Ordinances – Todd, review Ranger Power proposals. Discussion ensued.</p> <ul style="list-style-type: none"> a. Township accessor provided him something to be included in the ordinance like a nameplate. | <p>Township Clerk to change PC member terms of office on website.</p> <p>CIP, the Planners, to take a look at the 7 ordinances.</p> <p>Abby to send the 7 ordinances to the Planners.</p> <p>Chuck to keep the 7 ordinance amendments on March agenda</p> <p>Meghan to send large and small event topic template to Londa to send out to PC and Planner</p> |

Conway Township Planning Commission Meeting Minutes

February 14, 2022

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

| Agenda | Items Discussed | Actions to be Taken |
|--------|---|---|
| | <ul style="list-style-type: none"> b. 6' fence, but federal statute requires 7' fence minimum. Could there be passageways? MSU Extension solar ordinances was worked on by Hannah Smith. c. Kelly Ralko asked about wetland setbacks. d. Transmission lines underground to be look at e. Setbacks; 200' from adjacent property, 50' from property lines. Appeared 75' from road right of way on M-13 project in Shiawassee Township, commented Todd Thomas. f. Site drainage is an issue from property owners, commented Todd Thomas. g. Site plan final requirements; suggestion to have a preliminary approval in terms of the footprint and how it will look. A two-step approval process is something to consider. h. Request on scale to reduce to 1" = 20' scale drawing. i. Justin Sprague explained a Predevelopment process where the Planners work with the applicant through the site plan to work through the process. The point is not to waste their time. The approval conditioned upon these things____. The applicant pays for the Predevelopment process. j. Suggestion that the Planners look at all ordinances and come up with our ordinances. Look at the proposed amendments from the county, and all resources with the ZA, attorney, Supervisor, Chair. The Planners will conduct the meeting before the next PC March meeting. k. Hannah Smith requested to have a conversation about what it is that you like. She has a list of questions. What are the goals for the township? If it's ag preservation then make sure it's consistent. l. Chuck Skwirsk asked Todd Thomas to provide all resources to Hannah Smith. m. A comparison to the federal statute needs to be referenced, commented George Pushies. n. Kelly Ralko asked if all land is suitable for solar? Look at the wetlands map. o. Justin Sprague cautioned that provisions for wetland delineation. George Pushies commented that developers | <p>Todd Thomas to provide all solar farm resources to the Planners</p> |

Conway Township Planning Commission Meeting Minutes

February 14, 2022

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

| Agenda | Items Discussed | Actions to be Taken |
|--|--|---|
| | <p>drill through tile line. Should we be bringing in Cohoctah township as this will affect them?</p> <ul style="list-style-type: none"> p. Remember performance bond and surety bonds – cannot have water discharge from one property to another. q. Meghan Swain-Kuch asked if there is a template for the impact study for things like storm water, environmental, wildlife impacts. r. Make sure the Drain Commission is brought into this. The substation will be right across road from the township hall, commented Dennis Bowdoin. s. Abby Cooper is providing the times for the meeting. Chuck Skwirsk will set the meeting. | <p>Abby Cooper will provide available meeting times</p> <p>Chuck Skwirsk will set the meeting</p> |
| NEW BUSINESS | <p>Meghan Swain-Kuch commented that the PC training provided was good.</p> | |
| PLANNING COMMISSION MEMBER DISCUSSION | <p>Dave Whitt asked if the Planners had a chance to look at our Master Plan yet? Justin Sprague indicated they had.</p> <p>Chuck Swirsk directed that if we need to speak to the attorney, send your request to the Chair who will approach the attorney. He wants to be conscious of spending of funds for this. There should be no duplication of effort.</p> | <p>PC to alert the Chair if they wish to speak to township attorney.</p> |
| LAST CALL TO PUBLIC | <p>Todd Thomas received an email for a request for an application from the Luke Bryant concert group. One attendee indicated that we need to lean hard on the county for asphalt for these concerts.</p> <p>An attendee who works for Ranger Power clarified that the red line document provided to the PC was not dictating amending ordinances. The goal was to simplify the process. A preliminary process was suggested.</p> <p>An attendee was concerned with radio interference with the DC voltage on solar farms.</p> <p>George Pushies asked if we needed to make a motion to provide funding for the meeting? Chuck Skwirsk made a motion for the Township Board to cover expenses for a special meeting with the Planners, Chair, ZA,</p> | <p>George Pushies to take request to the Board to provide funds for special solar meeting.</p> |

Conway Township Planning Commission Meeting Minutes

February 14, 2022

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

| Agenda | Items Discussed | Actions to be Taken |
|-------------------|---|---------------------|
| | <p>Supervisor, attorney, and Planners at the special solar meeting. Second by Meghan Swain-Kuch. All in favor. Opposed. Motion passed.</p> <p>Next meeting may be a long one as there will be a review of a draft of zoning ordinances for solar farms.</p> | |
| ADJOURMENT | <p>Chuck Skwirsk made a motion to adjourn. Second by Dave Whitt. All in favor. Opposed. Motion passed. Adjourned at 8:40pm.</p> | |



Livingston County Department of Planning

MEMORANDUM

TO: Livingston County Planning Commissioners and the
Conway Township Board of Trustees

FROM: Robert Stanford, Principal Planner

DATE: March 1, 2022

SUBJECT: Z-18-22 Amendments to Zoning Ordinance Article -

Article 6: *General and Supplemental Regulations*
Section 6.27: *Accessory Dwelling Units (ADUs)*

Kathleen J. Kline-Hudson
AICP, PEM
Director

Robert A. Stanford
AICP, PEM
Principal Planner

Scott Barb
PEM
Principal Planner

The Conway Township Planning Commission proposes a completely new set of regulations for the Township Zoning Ordinance, as Section 6.27, to allow detached accessory dwelling units in the AR and R districts.

Proposed additions to existing text are noted in red underline, deletions in ~~strike through~~, and staff comments are noted in **bold, italic underline**.

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.

- The principal dwelling or the ADU must be declared the main residence of the owner of record.
- 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.

Department Information

Administration Building
304 E. Grand River Avenue
Suite 206
Howell, MI 48843-2323

•
(517) 546-7555
Fax (517) 552-2347
•

Web Site
co.livingston.mi.us



Z-18-22: Conway Township
New Amendment to Article 6:
Section 6.27 Accessory Dwelling Units (ADUs)
Page 2

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 the section.

C. Approval Procedure.

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.
-

STAFF COMMENT:

Excerpt from American Planning Association PAS (Planning Advisory Service) Quicknotes 19 pertaining to ADUs:

The benefits to the home owner and the ADU occupant are many. For the home owner, ADUs provide the opportunity to offer an affordable and independent housing option to the owner's grown son or daughter just starting out or to an elderly parent or two who might need a helping hand nearby. The unit could also be leased to unrelated individuals or newly established families, which would provide the dual benefit of providing affordable housing to the ADU occupant and supplemental rental income to the owner. Supplemental income could offset the high cost of a home mortgage, utilities, and real estate taxes. Finally, leasing an ADU to a young person or family can provide an elderly home owner with a sense of security and an opportunity to exchange needed work around the house and yard for a discount on rent.

ADUs are a particularly desirable option for many communities today considering the current economic climate, changes in household size, increasing numbers of aging baby boomers, and the shortage of affordable housing choices. They provide a low-impact way for a community to expand its range of housing choices.

Link to document:

<https://planning-org-uploaded-media.s3.amazonaws.com/document/PASQuickNotes19.pdf>

A couple of outstanding issues brought out from this document that the township may want to consider before final approval of the proposed regulations:

- 1. **Form of Ownership. Should the township's ordinance prohibit converting the ADU unit into a condominium?**
- 2. **Preexisting, nonconforming ADUs. How should the ordinance treat grandfathered ADUs? How do you treat illegal apartments that want to apply for an ADU permit?**



Additional helpful information is available through the American Planning Association (APA) regarding the regulation of ADUs if township officials would like to research the topic further. According to the APA:

In 2001 AARP retained APA's Research Department to write a guidance report for citizens interested in convincing local and state officials of the benefits of allowing ADUs and showing them how to do it. Entitled "Accessory Dwelling Units: Model State Act and Model Local Ordinance", the monograph provides alternative statute and ordinance language useful to implementing all forms of ADUs.

"The Model Local Ordinance" suggests recommendations for communities. Additionally, the intent of the ordinance describes the permitting process for eligibility and approval, and further outlines standards for ADU approval pertaining to lot size, occupancy, building standards, parking and traffic, public health, and how to deal with nonconforming ADUs. "The Model State Act" provides findings and policies encouraging the approval of ADUs and names local governments as the entities entitled to authorize Planning fundamentals for public officials and engaged citizens.

Link to document: <https://www.planning.org/knowledgebase/resource/9123024/>

Finally, for consistency and continuity purposes, County Planning Staff would recommend that new listings also be added to Sections 7.03(A) and 8.03(A) to list ADUs as allowed as special uses in the AR and R Districts, and include reference to this section, such as:

EXAMPLES:

Section 7.03 Special Uses

21. Commercial Solar Energy System (See Section 6.26).

22. Accessory Dwelling Units (see Section 6.27).

Section 8.03 Special Uses

12. Ground-Mounted Solar Energy Collector (See Section 6.26).

22. Accessory Dwelling Units (see Section 6.27).

Township Recommendation: Approval. The Conway Township Planning Commission recommended Approval of this zoning amendment at its February 14, 2022. There were no public comments noted in the minutes.

Staff Recommendation: Approval. The proposed amendments appear to be reasonable and appropriate. The township has done the right thing by proactively amending the zoning ordinance to allow for ADUs.

LIVINGSTON COUNTY PLANNING COMMISSION MEETING MINUTES

March 16, 2022

6:30 p.m.

Hybrid In-Person and Virtual Zoom Meeting

Zoom Virtual Meeting Room Meeting ID: 399-700-0062 / Password: LCBOC
<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

| PLANNING COMMISSION | |
|------------------------|---|
| COMMISSIONERS PRESENT: | BRIAN PROKUDA PAUL FUNK BILL ANDERSON BILL CALL JASON SCHROCK DENNIS BOWDOIN |
| COMMISSIONERS ABSENT: | MATT IKLE |
| STAFF PRESENT: | KATHLEEN KLINE-HUDSON ROB STANFORD SCOTT BARB |
| OTHERS PRESENT: | MARION TWP: BRUCE POWELLSON, BOB HANVEY <u>IOSCO TWP:</u> KEN KNUCKLES <u>HARTLAND TWP:</u> TROY LANGER, ROB BUTI <u>PUTNAM TWP:</u> BRIAN HISA ALLAN PRUSS ROD PEIRSON MARK KRYSTAK CHRIS AND KRISTEN AYRES DENISE AND DARYL KRAUSE CHARLES AND JENNIFER GRENIER KONSTANTINE PROKOS SALVATORE BIONDO TOM LEWIS ANDY NUMYER TOM ALLEN <u>RANGER POWER COMPANY:</u> DREW VIELBIG |

1. **CALL TO ORDER:** Meeting was called to order by Planning Commissioner Prokuda at 6:30 PM.
2. **PLEDGE OF ALLEGIANCE TO THE FLAG**

3. **ROLL AND INTRODUCTION OF GUESTS:** Roll call by Principal Planner Stanford indicated the presence of a quorum. Members of the public were acknowledged in the audience.

Present:

| | | |
|----------|-----|---|
| Prokuda | [X] | Location: Livingston County Administration Building |
| Ikle | [] | |
| Funk | [X] | Location: Livingston County Administration Building |
| Anderson | [X] | Location: Livingston County Administration Building |
| Bowdoin | [X] | Location: Livingston County Administration Building |
| Call | [X] | Location: Livingston County Administration Building |
| Schrock | [X] | Location: Livingston County Administration Building |

Absent: Ikle

4. **APPROVAL OF AGENDA**

Commissioner Action: IT WAS MOVED BY COMMISSIONER FUNK TO APPROVE THE AGENDA, DATED MARCH 16, 2022, SECONDED BY COMMISSIONER CALL.

All in favor, motion passed.

Yea: Prokuda [X] Anderson [X] Bowdoin [X] Call [X] Funk [X] Schrock [X]

Nay: None.

5. **APPROVAL OF PLANNING COMMISSION MEETING MINUTES**

Commissioner Action: IT WAS MOVED BY COMMISSIONER BOWDOIN TO APPROVE THE MINUTES, DATED FEBRUARY 16, 2022, SECONDED BY COMMISSIONER FUNK.

All in favor, motion passed.

Yea: Prokuda [X] Anderson [X] Bowdoin [X] Call [X] Funk [X] Schrock [X]

Nay: None.

6. **CALL TO THE PUBLIC:** None.

7. **ZONING REVIEWS:**

A. **Z-14-22: IOSCO TOWNSHIP – REZONING**

Current Zoning: AR Agricultural Residential

Proposed Zoning: C-1 Local Commercial

Section 2

Township Master Plan: The Future Land Use plan and map of Iosco Township (2020) designates the site as Suburban Residential. The site is also located within the township-established Mason Road Commercial Industrial Area. The Township Master Plan further describes theses area in the following manner (p. 3-4 and 3-7).

Suburban Residential

The Suburban Residential Area provides for residential development of a more suburban and urban character than planned elsewhere in the township. There are two planned Suburban Residential Areas. The Northeast Suburban Residential Area is in the northeast corner of the township extending south of Mason Road for approximately one-half mile, from Gregory Road east to Truhn Road, but excluding those areas contained in the Resource Conservation Area and that area comprising the Mason Road Commercial Area.

These Areas are characterized by one or more conditions that are more supportive of higher-density residential growth including:

- improved access via paved primary roads and closer proximity to I-96
- closer proximity to fire protection services
- soils conditions more supportive of suburban and/or urban densities
- closer proximity to planned commercial services

Mason Road Commercial Industrial Area

The Mason Road Commercial / Industrial Area extends along Mason Road from Bull Run Road east to about 1,000' west of Kern Road, for a depth of approximately 500'. Future principal uses planned for this Area are to be commercial endeavors catering to the local population and the motoring public, and light industry. These areas are considered preferred locations for non-residential growth and are characterized by one or more conditions that support commercial and/or industrial activity including:

- improved access via paved primary roads and closer proximity to I-96
- closer proximity to fire protection services
- reduced environmental limitations
- existing and/or past commercial/industrial uses in the immediate area, including in neighboring Handy Township to the north.

There are also portions of the Resource Conservation Area designation that are found on the proposed subject site. They are further described in the township Master Plan as follows:

Resource Conservation Area

The Resource Conservation Area includes those portions of the township comprised of wetlands and river and stream corridors. These resources provide important environmental benefits including habitats for wildlife, flood control, groundwater recharge and discharge, and surface water purification. In addition, they provide special opportunities for recreation, contribute to the township's overall rural character and desirability as a place of residence, and present severe obstacles to development. The Resource Conservation Area is intended to encourage the preservation of important natural resource areas. In light of the critical role these natural resources play, uses within the Resource Conservation Area should be predominantly limited to open space and natural resource-based conservation endeavors. Residential development is discouraged to minimize encroachment into and the disturbance of these important resource areas and the environmental systems contained within.

County Comprehensive Plan: The 2018 Livingston County Master Plan does not direct future land use patterns, or development within Livingston County. Alternatively, it offers a county-wide land use perspective when reviewing potential rezoning amendments. The Land Use & Growth Management chapter of the plan includes decision-making recommendations regarding potential land use conflicts and promoting good land governance.

Based on these strategies, the consistency of rezoning from an AR-Agricultural Residential zoning district to a C-1 Local Commercial zoning district, in a location where the subject property is adjacent to C-1 zoned land and an already established commercial business to the west and is near the Neighborhood Service District (commercial) on the west side of Fowlerville Road in Handy Township, also with several established businesses appears to be a reasonable option.

Township Planning Commission Recommendation: Approval. The Iosco Township Planning Commission recommended Approval of this Rezoning at its February 9, 2022 Public Hearing.

Staff Recommendation: Approval. The proposed rezoning appears to be reasonable and appropriate. Reviewing the proposed rezoning compared to the township Master Plan, there is nothing that clearly indicates that the proposed rezoning is inappropriate for the subject property. The subject property is within the Plan's planned Mason Road Commercial/Industrial Area. The proposed C-1 zoning is reasonably consistent with the existing mixed pattern of districts in the immediately surrounding area.

Commission Discussion: None.

Public Comment: Ken Knuckles representing Dollar General discussed how the rezoning and use would be a good fit for the community.

Commission Action:

Commissioner Action: IT WAS MOVED BY COMMISSIONER SCHROCK TO RECOMMEND APPROVAL, SECONDED BY COMMISSIONER BOWDOIN.

Motion passed: 6-0

Yea: Prokuda [X] Anderson [X] Bowdoin [X] Call [X] Funk [X] Schrock [X]

Nay: None.

B. Z-15-22: HARTLAND TOWNSHIP – REZONING

Current Zoning: CA Conservation Agriculture

Proposed Zoning: SR Suburban Residential

Section 21

Township Master Plan: The Hartland Township Master Plan adopted in 2012, designates the site and many of the surrounding parcels as MS DR Medium Suburban Density Residential. The master plan defines this future land use category as follows:

Medium Suburban Density Residential. This designation is the third largest land use category and has been planned for approximately 2,414 acres of the Township. These areas include some of the most recent development in the community. Hartland Estates, San Marino Estates, Meadow View Estates, Autumn Woods and other similar single-family developments are all located within MS DR areas.

County Comprehensive Plan: The 2018 Livingston County Master Plan does not direct future land use patterns, or development within Livingston County. Alternatively, it offers a county-wide land use perspective when reviewing potential rezoning amendments. The Land Use & Growth Management chapter of the plan includes decision-making recommendations regarding potential land use conflicts and promoting good land governance.

Township Planning Commission Recommendation: Approval. Approval; Minutes reflect that there were no public comments at the February 10, 2022 public hearing.

Staff Recommendation: Approval. Surrounding land use patterns in this area of Hartland Township are consistent with the SR Suburban Residential rezoning request. A rezoning of the 3.9 acre subject site to SR would not negatively impact the surrounding lots on McCartney Road that are zoned CA Conservation Agriculture. Hartland Township should consider a more comprehensive rezoning of the parcels on either side of Clark Road, so that the Hartland Township Zoning Map is more consistent with the Future Land Use designations of this area.

Commission Discussion: None.

Public Comment: None.

Commission Action:

Commissioner Action: IT WAS MOVED BY COMMISSIONER FUNK TO RECOMMEND APPROVAL, SECONDED BY COMMISSIONER ANDERSON.

Motion passed: 6-0

Yea: Prokuda [X] Anderson [X] Bowdoin [X] Call [X] Funk [X] Schrock [X]

Nay: None.

C. Z-16-22: PUTNAM TOWNSHIP – REZONING

Current Zoning: RS-1 Rural Residential

Proposed Zoning: RS-3 Rural Residential

Section 35

Township Master Plan: The Putnam Township Master Plan Future Land Use Map (Draft August 2019) designates the subject parcel as Medium Density Residential (1 to < 3 acres). The Township Master Plan states the following regarding the Medium Density Residential future land use classification:

MDR classified areas are located near existing residential development and provide a transition between higher and lower densities with a single-family lot sizes ranging from 1 to 3 acres. Given the overarching desire to maintain the township's rural character, homes do not gain direct driveway access from existing perimeter arterial and collector roads, but rather they are accessed from within a development through a series of interconnected streets. Views of residential neighborhoods are screened along perimeter roads by significant landscaped buffers, areas of preserved and protected trees and woodlands and changes in topography.

The parcel is bounded by land that is master planned as Rural Preservation to the east, west, and south with Medium Density Residential to the north. Home sites within the proposed development range from 1 to < 3 acres in size and are aligned with the master plan density requirements for the Medium Density Residential classification.

County Comprehensive Plan: The 2018 Livingston County Master Plan does not direct future land use patterns, or development within Livingston County. Alternatively, it offers a county-wide land use perspective when reviewing potential rezoning amendments. The Land Use & Growth Management chapter of the plan includes decision-making recommendations regarding potential land use conflicts and promoting good land governance.

Township Planning Commission Recommendation: Disapproval. The proposed rezoning was recommended for disapproval at the February 9, 2022 public hearing. The minutes of the public hearing note there were several in attendance who were against the proposed rezoning. Additional letters of opposition were also noted in the Township packet.

Staff Recommendation: Approval. The proposed rezoning from RS-1 (5 acres) to RS-3 (1 acre) is compatible with both the Putnam Township Master Plan and the Livingston County Master Plan.

Commission Discussion: Commissioner Call stated that this Commission is charged with making sure a community's Master Plan intentions are met in any rezoning petition. Commissioner Prokuda asked whether the properties around the parcel less than 5 acres have been grandfathered in. Commissioner Funk inquired about the possibility of larger lot sizes. Commissioners discussed whether the proposed rezoning is approvable based on the rezoning aspect only. Commissioner Bowdoin recommended the Township consider conditions on this proposal if they are offered by the petitioner. Commissioner Schrock stated he is happy to see potential new families locate into the township and school district but voiced his concern regarding the proposed rezoning and how growth may affect the area negatively. Commissioner Anderson stated his view is for compromise with the Township regarding the proposed rezoning. Commissioner Prokuda is concerned about the smallest of the lots at 1 acre in size and potential spot zoning issue. Commissioner Funk would like to inquire with the developer to consider other options and or conditions. Principal Planner Barb stated that proposed lot sizes (up to 3 acres) are compliant with surrounding parcels. Director Kline-Hudson stated that the Master Plan does show this area planned for parcels 1 to less than 3 acres in size, so that is partially what this Commission bases its recommendations on.

Public Comment: Tom Lewis explained the Township PC decision to deny the rezoning was based on 1 acre lot sizes being too severe of a change. Allan Pruss, engineer for the project discussed the proposal for rezoning: pipeline issues/constraints will be dealt with in site plan review, access needs to be approved by Road Commission, rural character is supported. Eight (8) residents spoke individually about the rezoning and voiced their concerns and opposition regarding the change in zoning for the parcel. Concerns raised were: well issues; further groundwater contamination in conjunction with Patterson Lakes Products site; raised water table levels; over-developing the site; loss of critical animal habitat; loss of rural character;

rezoning of 1-acre being too drastic of a change; zoning should remain 5-acre; surrounding neighbors are all 5-acres or more; rezoning of 1 to less than 3 acres is not good land stewardship; dangerous traffic concerns at the intersection of Darwin and Dexter-Pinckney Roads.

Commission Action:

Commissioner Action: IT WAS MOVED BY COMMISSIONER CALL TO RECOMMEND APPROVAL, SECONDED BY COMMISSIONER BOWDOIN.

Motion Tied: 3-3, No Action on recommendation

Yea: Anderson [X] Bowdoin [X] Call [X]

Nay: Prokuda [X] Funk [X] Schrock [X]

D. Z-17-22 CONWAY TOWNSHIP, ZONING ORDINANCE AMENDMENTS.
ARTICLE 6 GENERAL AND SUPPLEMENTARY REGULATIONS, SECTION 6.09 (A)(8)
TEMPORARY USES AND BUILDINGS

The Conway Township Planning Commission proposes to amend the provisions of Section 6.09(A)(8) pertaining to Temporary Land Use Permits for agricultural tourism entertainment events.

Township Planning Commission Recommendation: Approval. The Conway Township Planning Commission recommended Approval of this zoning amendment at its February 14, 2022. There were no public comments noted in the minutes.

Staff Recommendation: Approval. The proposed amendments appear to be reasonable and appropriate. The proposed revisions represent a good proactive regulatory response to a unique and challenging land use activity in the township.

Commission Discussion: Commissioner Bowdoin stated that Conway Township will soon be working on more new language regarding large events. Commissioner Funk inquired about traffic/law enforcement issues and how it affects the Township and if they are paying the Township for all of the work this entails.

Public Comment: None

Commission Action:

Commissioner Action: IT WAS MOVED BY COMMISSIONER ANDERSON TO RECOMMEND APPROVAL, SECONDED BY COMMISSIONER CALL.

Motion passed: 6-0

Yea: Prokuda [X] Anderson [X] Bowdoin [X] Call [X] Funk [X] Schrock [X]

Nay: None.

E. Z-18-22 CONWAY TOWNSHIP, TEXT AMENDMENT.
ARTICLE 6 GENERAL AND SUPPLEMENTARY REGULATIONS, SECTION 6.27
ACCESSORY DWELLING UNIT

The Conway Township Planning Commission proposes a completely new set of regulations for the Township Zoning Ordinance, as Section 6.27, to allow detached accessory dwelling units in the AR and R districts.

Township Planning Commission Recommendation: Approval. The Conway Township Planning Commission recommended Approval of this zoning amendment at its February 14, 2022. There were no public comments noted in the minutes.

Staff Recommendation: Approval. The proposed amendments appear to be reasonable and appropriate. The township has done the right thing by proactively amending the zoning ordinance to allow for ADUs.

Commission Discussion: Commissioner Call inquired if setbacks are included in the text amendment. Commissioner Schrock identified the section for Commissioner Call.

Public Comment: None

Commission Action:

Commissioner Action: IT WAS MOVED BY COMMISSIONER FUNK TO RECOMMEND APPROVAL, SECONDED BY COMMISSIONER CALL.

Motion passed: 6-0

Yea: Prokuda [X] Anderson [X] Bowdoin [X] Call [X] Funk [X] Schrock [X]

Nay: None.

F. Z-19-22: MARION TOWNSHIP – REZONING

Current Zoning: HS Highway Service

Proposed Zoning: UR Urban Residential

Section 2

Township Master Plan: The Future Land Use plan and map of Marion Township (2021) designates the site as Commercial. The Township Master Plan further describes this area in the following manner (p. 72).

The intent of the Commercial future land use category is to concentrate future commercial uses within the Township Proposed Water/Sewer Boundary and around the highway interchange for ease of transportation access to and from establishments and to serve a regional customer base. Locating future Commercial development adjacent to the interchange and D-19, the major arterial in Marion Township, will minimize traffic congestion, traffic conflict and traffic hazards and will keep nonresidential uses contiguous to the commercial services of the City of Howell. Traffic generated by commercial uses will also benefit from a future paved roadway that will connect D-19 to Peavy Road just south of the interchange.

The Commercial future land use designation encompasses 238 acres of land. The bulk of this land area surrounds the I-96 interchange extending south to Francis Road and west to Peavy Road. It includes land area on both sides of D-19. Another small node of commercial is noted near the southern boundary of the Township, at the northwest corner of the Schafer Road and D-19 intersection where existing commercial is present. Lastly, small commercially-designated Township parcels are scattered amongst City of Howell properties along Mason Road and Michigan Avenue.

Developmental Densities within the Commercial future land use designation should not exceed one building or structure per one acre. The Commercial future land use category corresponds to the HS Highway Service District of the Marion Township Zoning Ordinance.

County Comprehensive Plan:

The 2018 Livingston County Master Plan does not direct future land use patterns, or development within Livingston County. Alternatively, it offers a county-wide land use perspective when reviewing potential rezoning amendments. The Land Use & Growth Management chapter of the plan includes decision-making recommendations regarding potential land use conflicts and promoting good land governance.

Based on these strategies, the consistency of rezoning from a Highway Service Commercial zoning district to an Urban Residential zoning district, in a location where all of the immediately adjacent parcels are of similar single-family residential character, but which are master planned for Commercial uses appears to be incompatible with the Best Practices on their face, as identified in the Livingston County

Master Plan. However, as the details of this review reveals, there are extenuating circumstances related to this particular parcel that make rezoning the subject site to a residential land use a better, more reasonable option.

Township Planning Commission Recommendation: Approval. The Marion Township Planning Commission recommended Approval of this Rezoning at its February 22, 2022 Public Hearing.

Staff Recommendation: Approval. While the proposed rezoning to Urban Residential is not consistent with the Township Master Plan designation for the subject parcel, it would, however, be generally compatible with the urbanized, residential nature of the immediately surrounding area and would create a more suitable economic and land use solution for this particular parcel.

Commission Discussion: Commissioner Funk inquired about the parcel and if it is considered as a potential spot zone?

Public Comment: None.

Commission Action:

Commissioner Action: IT WAS MOVED BY COMMISSIONER BOWDOIN TO RECOMMEND APPROVAL, SECONDED BY COMMISSIONER ANDERSON.

Motion passed: 6-0

Yea: Prokuda [X] Anderson [X] Bowdoin [X] Call [X] Funk [X] Schrock [X]

Nay: None.

8. OLD BUSINESS: None.

9. NEW BUSINESS:

- A. Livingston County Planning Department Work Program.** A brief discussion of the 2022 Planning Department Work Program was explained. Commissioner Funk inquired about the Housing Best Practices project.

10. REPORTS:

- A. Livingston County High Quality Natural Areas Assessment.** Principal Planner Stanford handed out individual copies of the Livingston County High Quality Natural Areas Assessment to each Commissioner and stated that all 20 local communities are also receiving a hard copy via USPS to their Planning Commissions via their local Planning Director or Zoning Administrator.

- B. Livingston County Capital Improvement Plan.** Principal Planner Stanford briefed the Commissioners that the initial Capital Improvement Plan project submission packets were sent out to all County departments and agencies and outlined the planned time table of activities related to the CIP process. The Planning Commission will receive the CIP at the June meeting for review and anticipated approval.

11. COMMISSIONERS HEARD AND CALL TO THE PUBLIC: Drew Vielbig from Ranger Power discussed solar projects that are currently in progress in various townships. Commissioner Bowdoin discussed the benefits of Mr. Vielbig's solar power presentation at Conway Township. Bruce Powelson commended the Commission on excellently handling a contentious meeting and inquired about gas line easement locations. Director Kline-Hudson said that gas line easements are recorded with Livingston County Emergency Management. Commissioner Schrock thanked staff for their work and efforts.

12. ADJOURNMENT:

Commissioner Action: IT WAS MOVED BY COMMISSIONER FUNK TO ADJOURN THE MEETING AT 8:37 P.M., SECONDED BY COMMISSIONER ANDERSON.

Motion passed: 6-0

Yea: Prokuda [X] Anderson [X] Bowdoin [X] Call [X] Funk [X] Schrock [X]

Nay: None.



Conway Township Planning Commission Meeting Minutes
Monday, August 14th, 2023 | 7:00pm EST
Conway Township Hall | 8015 N. Fowlerville Road, Fowlerville, MI 48836

| Agenda | Items Discussed | Actions to be Taken |
|---|---|---------------------|
| Attendees | PC Members Present: Jeff Klein, Dave Whitt, George Pushies - Ex-Officio, Shawn Morrison, Lucas Curd, and Kayla Poissant Absent: Meghan Swain-Kuch Zoning Administrator: Gary Klein Livingston County Planning Commissioner: Dennis Bowdoin Township Attorney: Abby Cooper, JD Absent: Michael D. Homier | None |
| Call to Order/Pledge | PC Vice Chair, L. Curd called the Conway Township Planning Commission meeting to order at 7:00pm and led the Pledge of Allegiance. | None |
| Approval of Agenda | Motion to accept the meeting agenda as amended for August 14 th , 2023. Motion by D. Whitt. Support G. Pushies. Motion Approved. | Motion Approved |
| Approval of July 2023 PC Minutes | Motion to accept meeting minutes from July 10 th , 2023. Motion by S. Morrison. Support by G. Pushies. Motion Approved. | Motion Approved |
| Call to the Public | Steve Smith- Robb Rd.- He stated that it wasn't clear on the agenda if the PC was going to address the LCPC meeting notes on the Solar Ordinance, and that several members of the public attended. He said that there was a lot of discussion at the LCPC meeting that was not included in their notes. He encouraged an open discussion tonight so that members of the public that attended that meeting to speak on the issues discussed but not included in the notes. He proceeded to give an example of how the minutes of that meeting reflect something different than what he had spoke about. He is concerned about the wording of the inverters and that it may be interpreted differently. He would also like to see studies and experts hired by the township and not the | None |

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| | <p>developer. He also stated that he is concerned on the enforcement of the rules. He stated that has some information about wind projects which he would address in the 2nd Call to the Public.</p> <p>Mike Brown- Sober Rd- He wanted to discuss about why the agenda was not out at the start of the meeting, and why the PC Packet was not posted on the website. L. Curd responded that the packet was sent out to the members of the PC on August 10th. Mr. Brown asked about whether the members had enough time to review the packet in time for the meetings.</p> <p>Steve Weiss- Sober Rd- He was wondering about the agenda, and if the PC was going to discuss the LCPC meeting and information sent to the PC. He wanted to know when the Solar Ordinance was going to be discussed as it wasn't on the agenda. He stated that the Solar Ordinance is a big issue that has been worked on and it needs to be addressed.</p> <p>Kennedy Parker- Hayner Rd- She stated that she thought that since the LCPC sent their review back that the PC would address their review. L. Curd stated that Solar Ordinance is going to be reviewed and it was under line-item D. Mrs. Parker stated that there was not line-item D, and that there is a communication error between the parties. G. Pushies stated that there were two emails on the same day and that the Solar Ordinance was placed on the second email. Mrs. Parker stated that the PC should know who puts the information out. L. Curd stated that M. Swain-Kuch puts out the information, but he doesn't know who puts the information on the website. Mrs. Parker stated that it is disappointing that the Solar Ordinance wasn't on the agenda.</p> <p>Sarah Porter- Sober Rd- She stated that the absence of the PC at the LCPC was noticed, and that there was discussion that took place at the LCPC that wasn't not conveyed or mentioned in the review sent to the Conway PC. G. Pushies asked if she was inferencing that there was information not included in the review, and she responded that she wasn't inferencing but verifying that there was missing information. She then mentioned a concern that Mr. Bowdoin brought up in the LCPC meeting, that was never mentioned in the review. She stated she took notes which could verify the missing discussions. She stated that she has emailed numerous</p> | |
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| | <p>times and asked about how everyone can work smarter and not harder, and if a sit-down meeting can occur to discuss some important information not included in the original draft. She also stated that she doesn't want to just hear that we have an airport which excludes the wind projects, and that the airport could shut down any day which then would allow them in the township.</p> | |
| Communications | <p>a. Zoning Administrator Report: G. Klein stated that there was one reroofing permit, and one land-use permit for a house addition.</p> <p>b. Livingston County Planning Commission Report: D. Bowdoin stated that the LCPC was going to be reviewing Cohoctah's and Genoa's Solar Ordinance at their next meeting, and that there was a Brown Bag Lunch coming up.</p> | <p>None</p> <p>None</p> |
| Old Business | <p>a. Shipping Containers [Accessory/Principal Use]-</p> <p>L. Curd stated that a new draft was provided in the packet, and asked for any discussion. D. Whitt stated that he believed it was well written. G. Pushies stated that he had an issue with number 5 referring to electrical not being allowed. He stated that he disagrees with that portion, and doesn't know how would the township enforce it. D. Whitt mentioned that solar lighting and other lighting types could be used instead of hard-wiring electrical in.</p> <p>Motion to remove number 5- No electricity or plumbing may be run or connected to a cargo container. Motion by G. Pushies. Support by J. Klein.</p> <p>Discussion- K. Poissant stated that she was fine with removing the electricity part of number 5, but believed that the plumbing should stay. A. Cooper stated that number 5 was regarding all containers, not just permanent ones. There was discussion on the how to enforce it.</p> <p>Motion amended to have number 5 state "No plumbing may be run or connected to a cargo container" striking out the word electricity. D. Whitt opposed. Motion Approved.</p> <p>K. Poissant asked about whether the number of cargo containers allowed on a property was in the ordinance as she didn't see anything regarding it. It was discussed that</p> | <p>Motion Approved</p> |

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| | <p>cargo containers weren't a taxable outbuilding, and not affixed to the property. G. Klein stated that on a two acres parcel, homeowners could have 150% of the square footage, or about two accessory buildings in the Accessory Building ordinance.</p> <p>Motion to accept the Shipping Container ordinance as amended and to set a Public Hearing for September 11th, 2023. Motion by L. Curd. Support by K. Poissant. Motion Approved.</p> <p>Roll Call Vote-</p> <p style="padding-left: 40px;">J. Klein- Yes D. Whitt- Yes S. Morrison- Yes K. Poissant- Yes G. Pushies- No L. Curd- Yes</p> <p>b. Zoning Ordinance on Windmills Update</p> <p>L. Curd stated that the Wind Ordinance was included in the packet. D. Whitt stated that the Wind Ordinance was not included in his packet. G. Pushies asked about whether an overlay district was feasible with how they are set-up. D. Bowdoin stated that an overlay would be difficult, but not impossible as the wind turbines are spread out. K. Poissant stated that she would like to see the FAA be added to the list of organizational rules to follow. G. Pushies agreed.</p> <p>Motion to open the floor on wind energy to the public on. Motion by G. Pushies. Support by J. Klein. Motion Approved.</p> <p>It was discussed that the packet wasn't posted on the website so the general public didn't have access to the wind ordinance. K. Poissant asked about whether an open meeting could be set to allow the public to comment and review the ordinance. Sarah Porter mentioned a lot of particular situations missing in the wind ordinance.</p> <p>Motion to set an Open Meeting/Public Hearing on Wind Energy between August 28th to September 10th with the attendance of the Foster Swift law firm. Motion by G. Pushies. Supported by J. Klein. Motion Approved.</p> | <p>Motion Approved</p> <p>Motion Approved</p> <p>Motion Approved</p> |
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| | <p>c. 2022 Proposed Zoning Ordinances- Event Barns, Accessory Dwelling Units</p> <p>Event Barns- K. Poissant stated that she comments on the 20 acres required and that there is only a 500 ft buffer, and whether the buffer was enough. She also mentioned access drives to the accessory building and allowing access drives between the principal building and the accessory building. It was clarified that the access drives are just not allowed on private easements. K. Poissant brought up the definition of a solid surface and whether that could be misinterpreted. G. Pushies brought up the ADA requirements, and whether the ordinance should state paved rather than solid surface. A. Cooper stated that solid surface is mentioned in another portion of the ordinance referring to public road access. She also stated that if it is not defined in the ordinance, it would take on the ordinary meaning of the term. K. Poissant stated that she would like to remove the “dancing” portion relating to only allowing dancing in the building. G. Pushies brought up the noise ordinance, and that was a way to control the noise level. K. Poissant referred to the capacity of the buildings is the allowable number of people on the property. K. Poissant also stated to allow portable restrooms and tents on the property. D. Whitt stated that tents are allowed at the event, and K. Poissant stated that it stated that tents were only allowed during the “wedding ceremony” which could be viewed differently. K. Poissant mentioned changing the word ceremony to the word event. A. Cooper brought up the current noise ordinance, and that there are hours of operation which may need to be worked on. She stated that there is no decibel rating in the ordinance, and G. Klein stated that he can not enforce that ordinance with no equipment to measure it. The LCPC comments were discussed in reference to the noise.</p> <p>Motion to remove the word “dancing” from letter m, to allow portable restroom on the premises under letter n, and change the word “ceremonies” under letter p to “event”. Motion by K. Poissant. Support by L. Curd. Motion Denied.</p> <p>Motion to recommend approval of ordinances LCPC #Z-07-22, LCPC #Z-08-22, and LCPC #Z-10-22 regarding Event Barns as drafted to the Township Board. Motion by D. Whitt. Support by G. Pushies. S. Morrison and K. Poissant Dissent. Motion Approved.</p> | <p>Motion Denied</p> <p>Motion Approved</p> |
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| | <p>Accessory Dwelling Units- No Discussion.</p> <p>Motion to recommend approval of LCPC #Z-18-22 regarding Accessory Dwelling Units as drafted to the Township Board. Motion by G. Pushies. Support by J. Klein. Motion Approved.</p> <p>d. 2023 Solar Ordinance for the Solar Amendment-</p> <p>Motion to open the floor to the Public. Motion by G. Pushies. Support by S. Morrison. Motion Approved.</p> <p>L. Curd stated that the PC received feedback from the LCPC. A public member asked on how difficult it would be to make an amendment if something were to come up. Another member of the public stated that there were things discussed at the LCPC that should be reviewed and discussed by Mr. Homier before approval. The special meeting voted on was in reference to wind energy, not solar. It was discussed that it wasn't decided to have Mr. Homier review the LCPC comments, but that it could be decided. It was again discussed that the PC should attend the LCPC to hear the discussion their discussion as not all of that information is included in their findings. It was discussed whether a special meeting was needed to review the findings, or whether everything could be done at the next scheduled PC meeting.</p> <p>Motion to send the draft Solar Ordinance with the LCPC comments and including Mr. Steve Smith's and Mrs. Sarah Porter's notes to Mr. Homier or a Foster Swift associate for commentary and feedback at the next scheduled PC meeting. Motion by G. Pushies. Support by K. Poissant. Motion Approved.</p> <p>A member of the public stated that he is concerned about information not being communicated properly between the chain of command. He brought up the PC meeting agenda being the wrong agenda. He also mentioned that the LCPC minutes are a fraction of what was actual discussed. He would like to see the flow of communication get better.</p> | <p>Motion Approved</p> <p>Motion Approved</p> <p>Motion Approved</p> |
| New Business | None at this time. | None |
| Commission Discussion | G. Pushies asked who would make sure the information gets to the proper people. It was discussed that the | None |

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| | <p>meeting packet needed to be done the Monday the week before the meeting. K. Poissant mentioned that all she could say was that the information she received was given to her on August 10th. K. Poissant mentioned that Mr. Homier stated he was not going to be in attendance at this meeting, and G. Pushies asked when an email or text came in regarding his absence. K. Poissant stated the email was posted the Thursday before. D. Whitt also mentioned M. Swain-Kuch's text stating that she had just received the information included.</p> | |
| Last Call to the Public | <p>Steve Smith- Robb Rd- He explained a situation when MDOT was spraying an X in his barn driveway. He said that the man was measuring the ground elevation there because that was the distance from the airport necessary for wind mills, and the man gave him some advice. The man stated that he has seen a lot of wind mills being built and then not used, as well as planes, mostly crop dusters, flying into weather monitoring stations being used for the wind mills. Mr. Smith stated that if he had received a warning letter with a \$500 fine, he would be shocked, but a company like DTE wouldn't be shocked.</p> <p>Don Smith- Hidden Circle- He stated that he lived in a condo, and was concerned about the shipping containers. He was concerned about them being around his house, and that although there were bylaws for his area. K. Poissant and G. Pushies both stated that the township's ordinance would not override the bylaws of his condo. K. Poissant went on to state that the bylaws state that the outbuildings allowed in the Association must be in harmony with the principal building, and that a shipping container could not meet that standard. Mr. Smith then brought up portable restrooms and how they are not helpful for someone with a disability, as well as a gravel driveway isn't easy for someone in a wheel chair. He would like to see some work on this area to make sure things are suitable for those with disabilities. He then stated it isn't easy to change a baby in a portable restroom. He mentioned his time in the military, and how getting around in a wheelchair isn't easy.</p> <p>Jim Dannemiller- Chase Lake Rd- He stated that while golf one day he ran into a DTE worker, and the worker stated that a couple of solar farms are costing more to run them than the profit they are receiving out of it. He stated to keep this in mind going forward.</p> | None |

| | | |
|--------------------|---|-----------------|
| | <p>Sarah Porter- Sober Rd- She stated that she apologized for snapping earlier in the meeting. She mentioned that the whole situation is a lot to deal with. She asked if the PC could email her when the meeting is scheduled for wind energy. G. Pushies asked if L. Curd or K. Poissant could make sure the information gets posted and passed to the PC Board. L. Curd also apologized for his joke, and didn't mean to offend her. It stated that these matters are important to the PC.</p> <p>There was a brief discussion regarding a projector, and projector screen for the next meeting.</p> | |
| Adjournment | <p>Motion to adjourn at 8:48pm. Motion by G. Pushies. Support by J. Klein. Motion Approved.</p> | Motion Approved |

Respectfully Submitted:

Approved:

Kayla Poissant,
PC Secretary

Meghan Swain-Kuch,
PC Chair

**RESOLUTION TO ADOPT AN ORDINANCE TO AMEND THE
ZONING ORDINANCE TO ALLOW AND REGULATE
SPECIAL EVENT/WEDDING STRUCTURES AND VENUES AS A SPECIAL USE**

Resolution No. 230919-_____

Conway Township

WHEREAS, the Conway Township Board of Trustees has previously adopted the Conway Township Zoning Ordinance (“Zoning Ordinance”) pursuant to its powers under the Michigan Zoning & Enabling Act (“MZEa”);

WHEREAS, the Planning Commission has initiated the process to adopt the attached Ordinance No. 2023-04 adding a new Section 13.10(W) to the Zoning Ordinance to allow and set regulations for special event/wedding structures and venues pursuant to its authority under the MZEa and Article 4 of the Zoning Ordinance (“Amendments”);

WHEREAS, the Planning Commission held a public hearing on December 13, 2021, and recommended the Board approve and adopt the Amendments at its December 13, 2021, meeting;

WHEREAS, staff for the Livingston County Planning Commission (“LCPC”) reviewed the Amendments on January 4, 2022 (LCPC #Z-07-22, LCPC #Z-08-22, LCPC #Z-10-22) and the LCPC recommended “no action, encourage further review” as to the substantive regulations in proposed new Section 13.10(W) at its January 19, 2022, meeting;

WHEREAS, the Planning Commission considered the recommendations and comments of the LCPC over the course of several meetings, and on August 14, 2023, the Planning Commission recommended approval of the Amendments to the Board without further change;

WHEREAS, the Board desires to approve and adopt the Amendments, as recommended by the Planning Commission;

WHEREAS, authority is provided to the Board to amend the Zoning Ordinance per section 401 of the of the MZEa, MCL 125.3401 and Article 4 of the Zoning Ordinance;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board hereby amends the Conway Township Zoning Ordinance by adoption of Ordinance No, 2023-04 as presented.
2. The Amendments shall take effect 7 days after publication of notice of adoption.
3. All other ordinances, policies, and procedures that are in conflict with the Amendments herein adopted are repealed.

The foregoing resolution offered by Board Member _____.
Second offered by Board Member _____.

Upon roll call vote the board members voted as follows:

W. Grubb:

Whitt:

D. Grubb:

Crampton-Atherton:

Pushies:

The Supervisor declared the resolution adopted at a regular meeting of the Board held on September 19, 2023.

Elizabeth Whitt, Clerk

**CONWAY TOWNSHIP
TOWNSHIP BOARD**

ORDINANCE NO. 2023-04

**AN ORDINANCE TO AMEND THE ZONING ORDINANCE
TO ALLOW AND REGULATE SPECIAL EVENT/WEDDING STRUCTURES
AND VENUES AS A SPECIAL USE**

CONWAY TOWNSHIP ORDAINS:

Section 1. Addition of Section 13.10 (W) to Township Zoning Ordinance. New Section 13.10(W) is added to the Township Zoning Ordinance and reads as follows:

W. Special Event/Wedding Structures and Venues.

1. **Intent and Purpose.** This special land use is for the conversion of existing farm structures or construction of new structures of a farm, rustic or similar style, and the use of surrounding grounds for organized meeting and/or reception space as a gathering place for weddings, parties, and corporate events.
2. **Site Requirements and Performance Standards.** All special event/wedding structures, venues, and surrounding grounds shall be subject to the following requirements and standards:
 - a. All approved special land uses for special wedding structures, venues, and surrounding grounds are subject to an annual review by the Zoning Administrator for compliance purposes as stated in Section 13.06 (D.).
 - b. The minimum parcel size shall be twenty (20) acres.
 - c. A five hundred (500) foot open buffer shall be provided on all sides of the property not abutting a public roadway. Special event activities are not permitted within this buffer area. Where possible, agricultural crops shall remain or be grown in the buffer area, or suitable landscaping shall be installed, to maintain the rural/agricultural character of the site.
 - d. A landscape buffer meeting the requirements of Article 6 shall be installed along all property boundaries abutting a residentially zoned district or residential use. The Planning Commission may request additional landscaping to provide further screening/buffer from lights or noise.
 - e. Parcels shall have unobstructed frontage and provide direct ingress and egress to a solid surface public road.
 - f. All ingress/egress shall be designed in such a manner to minimize traffic hazards associated with entering and exiting the public roadway and meet the requirements and standards of Article 16.
 - g. Access drives on private easements are not permitted.
 - h. Event parking area design shall meet the requirements and standards of Article 15.

- i. Parking is not permitted within the designated front yard, required buffer area, public or private right of way, or within any other setback areas required by this Ordinance.
- j. Barrier-free parking spaces and pathway shall be a solid surface and meet ADA requirements.
- k. Lighting shall be the minimum necessary to provide for site safety and comply with ordinance standards. Lighting shall be directed away from all adjacent properties.
- l. Structures shall meet Fire Code standards and shall be inspected by the Fowlerville Area Fire Department and Livingston County Building Department prior to issuance of a Certificate of Occupancy.
- m. Amplified music and dancing are permitted only within the event structure as part of the special use permit. Township noise ordinance shall be observed and complied with.
- n. No portable restroom facilities shall be permitted. A permanent restroom facility plan must be approved by the Livingston County Health Department.
- o. The sale and consumption of alcohol beverages on the premises are subject to all applicable local and state licensing requirements.
- p. Tents are permitted only for outdoor wedding ceremonies.
- q. Applicants for a special use permit under this subsection shall, in addition to any other special use and site plan application requirements, provide the following information at the time of application:
 - 1. Ownership of the property.
 - 2. A site plan for the entire parcel, including proposed ingress/egress, parking areas, and capacity and otherwise consistent with Article 14.
 - 3. Proposed hours/days of operation.
 - 4. The size of the event facility and guest capacity, including a floor plan of the structure and other areas/structures to be utilized. Applicant must provide a copy of Certificate of Occupancy for any structures included in the event.
 - 5. The anticipated number of events per year.
 - 6. The maximum number of attendees per event, which shall not exceed the capacity of all utilized structures.
 - 7. Number of full- and part-time employees.
 - 8. Provision of restroom facilities.
 - 9. Location of refuse receptacles and method of disposal.
 - 10. Proposed signage.
 - 11. Use of music at the facility, including types of sound amplification.

12. Identification of any temporary structures or tents to be used in association with events.
13. Evidence of insurance coverage.
14. Any other documentation required by the Zoning Administrator.

Section 2. Add references to Special Event/Wedding Structures and Venues as special uses in all appropriate districts in Township Zoning Ordinance. New subsections are added to the Township Zoning Ordinance and read as follows:

ARTICLE 7. AR AGRICULTURAL RESIDENTIAL DISTRICT

Section 7.03 Special Uses

- A. The following uses of land and structures may be permitted upon the issuance of a special use permit in accordance with the procedures and standards contained in Article 13, Special Land Uses:

22. Special Event/Wedding Structures and Venues. (See Section 13.10).

ARTICLE 8. R RESIDENTIAL DISTRICT

Section 8.03 Special Uses

- A. The following uses of land and structures may be permitted upon the issuance of a special use permit in accordance with the procedures and standards contained in Article 13, Special Land Uses:

13. Special Event/Wedding Structures and Venues. (See Section 13.10).

ARTICLE 10. C COMMERCIAL DISTRICT

Section 10.03 Special Uses

- A. The following uses of land and structures may be permitted upon the issuance of a special use permit in accordance with the procedures and standards contained in Article 13, Special Land Uses:

11. Special Event/Wedding Structures and Venues. (See Section 13.10).

ARTICLE 11. I INDUSTRIAL DISTRICT

Section 11.03 Special Approval

- B. The following uses may be permitted subject to the conditions hereinafter imposed and subject further to the approval of the Planning Commission pursuant to the standards of Article 13 Special Land Uses:

10. Special Event/Wedding Structures and Venues. (See Section 13.10).

Section 3. Addition to parking chart in Section 15.04 of the Township Zoning Ordinance. A new regulation is added to the required number of spaces parking chart in the Township Zoning

Ordinance and reads as follows:

| | |
|---|--|
| Special Event/Wedding Structures and Venues | One (1) space per three (3) people, based on the occupancy load of the building. |
|---|--|

Section 4. Validity and Severability.

Should any portion of this Ordinance be found invalid for any reason, such holding will not affect the validity of the remaining portions of this Ordinance.

Section 5. Repealer.

Any ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 6. EFFECTIVE DATE.

This Ordinance shall take effect seven (7) days after publication of a notice of adoption as provided by law.

REFERENCE MATERIALS FOR BOARD REGARDING SPECIAL
EVENT/WEDDING STRUCTURES AND VENUES
(Ordinance No. 2023-04)

- PC meeting minutes from December 13, 2021
- LCPC staff reviews January 4, 2022 (Z-07-22, Z-08-22, and Z-10-22)
- LCPC meeting minutes from January 19, 2022
- PC meeting minutes from August 14, 2023

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: 12 attendees• 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 | <ul style="list-style-type: none">• Pamela Koleno on Sherwood Road presented the Chairman with a letter stating her displeasure with a solar farm in that it would affect her and her family and decrease her property value. She wants to maintain the beauty around her and asks how much the township will reduce property taxes since value is being taken away. She questioned the decrease in setbacks by her property line stating she values her privacy and the natural beauty around her affirming her belief that a decreased setback is for increased profit.• 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 | |

Conway Township Planning Commission Meeting Minutes

December 13, 2021

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

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| | <p>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> | |
| 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> |

Conway Township Planning Commission Meeting Minutes

December 13, 2021

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

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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

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| 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.



Livingston County Department of Planning

MEMORANDUM

TO: Livingston County Planning Commissioners and the
Conway Township Board of Trustees

FROM: Robert Stanford, Principal Planner

DATE: January 4, 2022

SUBJECT: Z-07-22 Amendments to Zoning Ordinance Article -

Article 7: AR Agricultural Residential District
Article 8: R Residential District
Article 10: C Commercial District
Article 11: I Industrial District

Kathleen J. Kline-Hudson
AICP, PEM
Director

Robert A. Stanford
AICP, PEM
Principal Planner

Scott Barb
PEM
Principal Planner

The Conway Township Planning Commission proposes to revise sections within its Article 7: AR Agricultural Residential District, Article 8: R Residential Districts, Article 10: C Commercial Districts and Article 11: I Industrial Districts of the Township Zoning Ordinance regarding Special Event/Wedding Structures and Venues.

According to the township's legal counsel, these amendments were issues that the PC had considered years ago and didn't move forward with at the time. It came back to the Planning Commission because the Zoning Administrator had been receiving calls asking if this use was permitted. The Township Planner provided some sample ordinance language and shared their experiences with this kind of use in other townships. The Planning Commission then decided to allow this use as a special land use at this time. These amendments directly correlate with the proposed amendments in County Planning Case Z-08-22, also under County review at this time.

A summary of the proposed amendments is contained in this review. Proposed additions to existing text are noted in red underline, deletions in ~~strikethrough~~, and staff comments are noted in **bold, italic underline**.

ARTICLE 7. AR AGRICULTURAL RESIDENTIAL DISTRICT

Section 7.03 Special Uses

- A. The following uses of land and structures may be permitted upon the issuance of a special use permit in accordance with the procedures and standards contained in Article 13, Special Land Uses:

22. Special Event/Wedding Structures and Venues. (See Section 13.10).

Department Information

Administration Building
304 E. Grand River Avenue
Suite 206
Howell, MI 48843-2323

•
(517) 546-7555
Fax (517) 552-2347

•
Web Site
co.livingston.mi.us



Z-07-22 Conway Township

Amendments to Zoning Ordinance Article 7: AR Agricultural Residential District, Article 8: R Residential District, Article 10: C Commercial District, and Article 11: I Industrial District

ARTICLE 8. R RESIDENTIAL DISTRICT

Section 8.03 Special Uses

- A. The following uses of land and structures may be permitted upon the issuance of a special use permit in accordance with the procedures and standards contained in Article 13, Special Land Uses.

13. Special Event/Wedding Structures and Venues. (See Section 13.10).

ARTICLE 10. C COMMERCIAL DISTRICT

Section 10.03 Special Uses

- A. The following uses of land and structures may be permitted upon the issuance of a special use permit in accordance with the procedures and standards contained in Article 13 Special Land Uses:

11. Special Event/Wedding Structures and Venues. (See Section 13.10).

ARTICLE 11. I INDUSTRIAL DISTRICT

Section 11.03 Special Approval

- A. The following uses may be permitted subject to the conditions hereinafter imposed and subject further to the approval of the Planning Commission pursuant to the standards of Article 13 Special Land Uses.

10. Special Event/Wedding Structures and Venues. (See Section 13.10).

Township Recommendation: Approval. The Conway Township Planning Commission recommended Approval of this zoning amendment at its December 13, 2021. There were no public comments noted in the minutes.

Staff Recommendation: Approval. The proposed amendments appear to be reasonable and appropriate.



Livingston County Department of Planning

MEMORANDUM

TO: Livingston County Planning Commissioners and the
Conway Township Board of Trustees

FROM: Robert Stanford, Principal Planner

DATE: January 4, 2022

SUBJECT: Z-08-22 Amendments to Zoning Ordinance Article -
Article 13: *Special Land Uses*
Section 13.10(W): *Special Event/Wedding Structures and
Venues*

Kathleen J. Kline-Hudson
AICP, PEM
Director

Robert A. Stanford
AICP, PEM
Principal Planner

Scott Barb
PEM
Principal Planner

The Conway Township Planning Commission proposes to add a new section to Article 13: Special Land Uses of the Township Zoning Ordinance regarding Special Event/Wedding Structures and Venues.

According to the township's legal counsel, these amendments were issues that the PC had considered years ago and didn't move forward with at the time. It came back to the Planning Commission because the Zoning Administrator had been receiving calls asking if this use was permitted. The Township Planner provided some sample ordinance language and shared their experiences with this kind of use in other townships. The Planning Commission then decided to allow this use as a special land use at this time. These amendments directly correlate with the proposed amendments in County Planning Case Z-07-22, also under County review at this time.

A summary of the proposed amendments is contained in this review. Proposed additions to existing text are noted in **red underline**, deletions in ~~strikethrough~~, and staff comments are noted in ***bold, italic underline***.

ARTICLE 13. SPECIAL LAND USES

Section 13.10 Site Design Conditions

The special land use general review standards of Section 13.05 are the basis for all uses authorized by special land use approval. The following sections identify specific requirements which individual special land uses shall comply with, in addition to the general standards of the zoning district in which the special use is proposed, Section 13.05 and the site plan design requirements of Article 14.

Department Information

Administration Building
304 E. Grand River Avenue
Suite 206
Howell, MI 48843-2323

•
(517) 546-7555
Fax (517) 552-2347

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Web Site
co.livingston.mi.us



W. Special Event/Wedding Structures and Venues.

1. Intent and Purpose.

This special land use is for the conversion of existing farm structures or construction of new structures of a farm, rustic or similar style, and the use of surrounding grounds for organized meeting and/or reception space as a gathering place for weddings, parties, and corporate events.

2. Site Requirements and Performance Standards.

All special event/wedding structures, venues, and surrounding grounds shall be subject to the following requirements and standards:

- a. All approved special land uses for special wedding structures, venues, and surrounding grounds are subject to an annual review by the Zoning Administrator for compliance purposes as stated in Section 13.06 (D.).

STAFF COMMENTS: The Township Ordinance regarding permit compliance (Section 13.06 (D.)), states the following:

D. Permit Compliance. *In authorizing any special use permit, the Planning Commission may require a performance guarantee pursuant to Section 3.06 to insure compliance with the requirements, specifications and conditions imposed. All special use permits shall be subject to an annual review by the Zoning Administrator for compliance purposes. The Zoning Administrator shall report any non-compliance findings to the Planning Commission for further action.*

- b. The minimum parcel size shall be twenty (20) acres.
- c. A five hundred (500) foot open buffer shall be provided on all sides of the property not abutting a public roadway. Special event activities are not permitted within this buffer area. Where possible, agricultural crops shall remain or be grown in the buffer area, or suitable landscaping shall be installed, to maintain the rural/agricultural character of the site.
- d. A landscape buffer meeting the requirements of Article 6 shall be installed along all property boundaries abutting a residentially zoned district or residential use. The Planning Commission may request additional landscaping to provide further screening/buffer from lights or noise.
- e. Parcels shall have unobstructed frontage and provide direct ingress and egress to a solid surface public road.



- f. All ingress/egress shall be designed in such a manner to minimize traffic hazards associated with entering and exiting the public roadway and meet the requirements and standards of Article 16.
- g. Access drives on private easements are not permitted.
- h. Event parking area design shall meet the requirements and standards of Article 15.
- i. Parking is not permitted within the designated front yard, required buffer area, public private right of way, or within any other setback areas required by this Ordinance.
- j. Barrier-free parking spaces and pathway shall be a solid surface and meet ADA requirements.
- k. Lighting shall be the minimum necessary to provide for site safety and comply with ordinance standards. Lighting shall be directed away from all adjacent properties.
- l. Structures shall meet Fire Code standards and shall be inspected by the Fowlerville Area Fire Department and Livingston County Building Department prior to issuance of a Certificate of Occupancy.

STAFF COMMENTS: Staff would recommend that the Township also consult with law enforcement in order to make sure they are aware of this new type of land use within the township, as there are times when these types of uses, unfortunately, generate the need for law enforcement presence. In addition, the township should require written approval from the Fowlerville Area Fire Department and the Livingston County Building Department, correspondence of which remains as part of the permanent land use permit file with the Township Zoning Administration office prior to any final approval of a site plan and permit.

- m. Amplified music and dancing are permitted only within the event structure as part of the special use permit. Township noise ordinance shall be observed and complied with.

STAFF COMMENTS: Staff would recommend that the parcel owner and or the applicant/petitioner provide the Township with a professional noise level analysis of the lot/parcel in order for Township officials and the Planning Commission to better understand the negative effects generated by the proposed amplified noise generated from the site. Also, Staff would recommend that the township establish a set, general time allowed for music at these events, which takes into consideration the surrounding land use character (residential versus commercial) and retains good neighborly relations to the extent possible.

- n. No portable restroom facilities shall be permitted. A permanent restroom facility plan must be approved by the Livingston County Health Department.
- o. The sale and consumption of alcohol beverages on the premises are subject to all applicable local and state licensing requirements.



STAFF COMMENT: Here the question arises, who is the responsible party to secure the liquor permit, the owner of the property or the event applicant/petitioner? This permit should also be retained as part of the permanent land use permit file residing in the Zoning Administrator's office.

- p. Tents are permitted only for outdoor wedding ceremonies.
- q. Applicants for a special use permit under this subsection shall, in addition to any other special use and site plan application requirements, provide the following information at the time of application:
 - 1. Ownership of the property.
 - 2. A site plan for the entire parcel, including proposed ingress/egress, parking areas, and capacity and otherwise consistent with Article 14.
 - 3. Proposed hours/days of operation.

STAFF COMMENTS: Staff would highly recommend that the township pre-establish a set standard for hours of operation for this land use, especially due to the noise and traffic elements it typically generates. A good rule of thumb would be an operational time limit of 9 or 10 AM until 10 or 11 PM, with the site only operational during Daylight Savings Time (or Mid-March through early November), when leaves are still on the trees, in order to provide another level of noise suppression and to maximize the level of daylight available during that time period.

- 4. The size of the event facility and guest capacity, including a floor plan of the structure and other areas/structures to be utilized. Applicant must provide a copy of Certificate of Occupancy for any structures included in the event.
- 5. The anticipated number of events per year.

STAFF COMMENTS: Again, Staff would suggest that the township pre-establish a set number of events allowed by the site, either daily, weekly, monthly and yearly. Staff would also suggest that the owner of the site maintain a log of events that will serve as part of the basis for the annual permit review by the township.

- 6. The maximum number of attendees per event, which shall not exceed the capacity of all utilized structures.
- 7. Number of full- and part-time employees.
- 8. Provision of restroom facilities.
- 9. Location of refuse receptacles and method of disposal.
- 10. Proposed signage.



11. Use of music at the facility, including types of sound amplification.

STAFF COMMENTS: please refer to the comments regarding sound/amplified music provided above.

12. Identification of any temporary structures or tents to be used in association with events.

13. Evidence of insurance coverage.

14. Any other documentation required by the Zoning Administrator.

STAFF COMMENTS: Staff has consulted with well-respected Michigan Township's Association (MTA) planning and legal expert Catherine Kauffman regarding this topic in other planning capacities and situations in the past. Her advice is for the community to make sure it takes a good hard look at the level of desire the township has in allowing this type of land use and then start small in concept and build from there. She states that the Key is to start with a SMALL vision of what the intent of the event barn land use is, what the township envisions it is, and have a strict set of standards and requirements, which, if necessary, can be amended over time. Keep the Vision Small and Focused.

In addition, she states that another key is to remember that a violation of a Special Use permit is a violation of the entire Zoning Ordinance, and this can be enforced through preferably the municipal civil infraction process.

Other keys she feels are important:

- **Has the township identified the proper zoning districts? Why these districts?**
- **Has the township identified the proper minimum parcel size? Why this acreage?**
- **If possible, make it a requirement that the Event Structure be tied directly to the commercial-ag use/nature of the subject parcel. This is a VERY IMPORTANT consideration, in order to preserve the Goals and Objectives of the Master Plan – preservation of ag uses, open space, etc**
- **If possible, require that a certain percentage of the parcel be dedicated to commercial agricultural uses and remaining percentage MAY be utilized for Event Structure use.**
- **If possible require that the parcel include an owner-occupied residential dwelling. This is also a very IMPORTANT consideration, so that outsiders that do not want to live or associate with the rest of the community but only want to profit from the use are dissuaded from looking at this for purely financial gain. Purpose of the event structure use should be to aid in the continued preservation of farming and commercial-ag activities in the township by providing an outside “niche” commercial opportunity/activity to keep them financially viable.**



- **Other Important Issues to Consider:**
 - **Noise: Enforcement of the regulation is challenging, who enforces, how is it measured (Decibel reader). The Decimal reader must be calibrated. Allow or not allow amplified music. Require all doors to be closed during an event. Require a vestibule as part of the building envelope to diminish noise level/effects.**
 - **Traffic: How is it controlled – ingress and egress to and from parcel, who enforces, important to have Road Commission involved as well. Drinking and driving issue.**
 - **Frequency and Duration of “Events”: How is an “Event” defined. Can it be all day, half day, etc., What time of year (seasonal, etc.). Is a three-day event by same renter constitute one event or three events? 3-day weekends are important considerations. Five events per week is too many – we need to scale this number way back.**
 - **Setbacks: Ample enough to diminish effects of events on surrounding parcels.**
 - **Landscaping: How much, need for more than normal because of amplified music? Where located on site?**
 - **Lighting: How much, what type and how shielded (same as required for site plan and commercial special uses).**
 - **Parking: How much, allow for non-paved parking but how do you identify parking spaces, required handicap parking, signage, concrete wheel stops.**
 - **Sanitation: Require on-site permanent restrooms or simply allow port-a-johns and handwashing stations. How many required and where location on the site.**
 - **Handicap Accessibility: Must be accessible to all. Handicap parking. Signage.**
 - **Ingress and Egress within the building envelope: Must have exit signs, safe walking to and from parking area and event barn.**
 - **Fire suppression: Require sprinkled building due to commercial nature of use and number of occupants. Must consider everyone’s safety and Building Code requirements.**
- **Compare what is already allowed in the intended districts with what exact types of activities the township will allow as an event barn special use. How do they compare?**
- **Ask local building official: What type of building category does our ordinance describe? And what is required for C of O – requirements for compliance to Code.**



What about rehabbing a building previously used for strictly Ag purposes into an Event Barn.

- **It is necessary to have solid language regarding violation of the special use permit (Should be located in the Special Use Chapter so it covers all special uses). Use municipal civil infraction process, do not use criminal court process. Provide Notice of Violation, Time for Correction (within 30 days of notice), Require a Hearing for Permit Holder that is in violation.**
- **Need to require an Escrow Fee or Performance Guarantee: This is used to cover all reviews and required studies as part of the special Use and Site Plan review process.**
- **Require Sound Study? Do analysis of immediately surrounding uses to petitioner's lot and where they want to site the Event Barn (to try to answer questions regarding noise, traffic issues, etc.). Require \$1500-\$2000 bond in addition to the actual permit fee.**

Hopefully the township will find these suggestions beneficial to the process and will consider them prior to taking any final action on these amendments.

Township Recommendation: Approval. The Conway Township Planning Commission recommended Approval of this zoning amendment at its December 13, 2021. There were no public comments noted in the minutes.

Staff Recommendation: Approval. The proposed amendments appear to be reasonable and appropriate. Staff would encourage the township to take careful consideration of all the items of consideration as presented by staff prior to taking any final action on these amendments.



Livingston County Department of Planning

MEMORANDUM

TO: Livingston County Planning Commissioners and the
Conway Township Board of Trustees

Kathleen J. Kline-Hudson
AICP, PEM
Director

FROM: Robert Stanford, Principal Planner

DATE: January 4, 2022

SUBJECT: Z-10-22 Amendments to Zoning Ordinance Article -

Robert A. Stanford
AICP, PEM
Principal Planner

Article 15: *Off-Street Parking and Loading-Unloading
Standards*
Section 15.04: *Parking Space Requirements*

Scott Barb
PEM
Principal Planner

The Conway Township Planning Commission proposes updates to Article 15: *Off-Street Parking and Loading-Unloading Standards*, Section 15.04: *Parking Space Requirements* of the Township Zoning Ordinance regarding parking space requirements for the newly created Special Event/Wedding Structures and Venues land use.

A summary of the proposed amendments is contained in this review. Proposed additions to existing text are noted in red underline, deletions in ~~striketrough~~, and staff comments are noted in **bold, italic underline**.

Section 15.04 Parking Space Requirements

Off-street parking spaces shall be required in all districts based upon the following permitted and specially permitted uses:

| Type of Use | Required Number of Spaces |
|--|---|
| Single Family Attached Dwellings | Three (3) spaces for each dwelling unit, plus one (1) space per five (5) units for guest parking |
| <u>Special Event/Wedding Structures and Venues</u> | <u>One (1) space per three (3) people, based on the occupancy load of the building</u> |
| Veterinary Hospital, Clinics, and Commercial Kennels | One (1) space for each three hundred (300) square feet of gross floor area, plus one (1) space per employee on the largest work shift |

If a particular use is not specifically listed, the Planning Commission, in its discretion, may choose the closest similar use to the use not specifically listed and apply or deviate from the requirements to fit the new use.

Department Information

Administration Building
304 E. Grand River Avenue
Suite 206
Howell, MI 48843-2323

(517) 546-7555
Fax (517) 552-2347

Web Site
co.livingston.mi.us



Z-10-22: Conway Township

Article 15: Off-Street Parking and Loading-Unloading Standards, Section 15.04: Parking Space Requirements

Page 2

STAFF COMMENTS: This amendment corresponds with the newly proposed Event and Wedding Structures Special Land Use amendments being reviewed concurrently BY County Planning (See County Zoning Cases Z-07-22 and Z-08-22).

County Planning Staff would suggest the township consult with the Livingston County Building Department to ensure this proposed standard meets with current Building Code compliance. County Planning Staff would also suggest adding requirements for barrier free accessible spaces and loading and unloading spaces.

Township Recommendation: Approval. The Conway Township Planning Commission recommended Approval of this zoning amendment at its May 10, 2021. There were no public comments noted in the minutes.

Staff Recommendation: Approval. The proposed amendments appear to be reasonable and appropriate.

LIVINGSTON COUNTY PLANNING COMMISSION MEETING MINUTES

January 19, 2022

6:30 p.m.

Hybrid In-Person and Virtual Zoom Meeting

Zoom Virtual Meeting Room Meeting ID: 399-700-0062 / Password: LCBOC
<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

| PLANNING COMMISSION | |
|------------------------|---|
| COMMISSIONERS PRESENT: | BILL ANDERSON DENNIS BOWDOIN BILL CALL JASON SCHROCK |
| COMMISSIONERS ABSENT: | MATT IKLE BRIAN PROKUDA PAUL FUNK |
| STAFF PRESENT: | KATHLEEN KLINE-HUDSON ROB STANFORD SCOTT BARB |
| OTHERS PRESENT: | COMMISSIONER MATT IKLE (VIA ZOOM) WAYNE PERRY-DESINE, INC BRUCE POWELSON, MARION TWP PC TIM BOAL-HOWELL TWP ZBA MEMBER R.K. McDEVITT (VIA ZOOM) |

- 1. CALL TO ORDER:** Meeting was called to order by Planning Commissioner Anderson at 6:30 PM.
- 2. PLEDGE OF ALLEGIANCE TO THE FLAG**
- 3. ROLL AND INTRODUCTION OF GUESTS:** Roll call by Principal Planner Stanford indicated the presence of a quorum. Members of the public were acknowledged in the audience.

Present:

| | | |
|----------|-----|---|
| Anderson | [X] | Location: Livingston County Administration Building |
| Bowdoin | [X] | Location: Livingston County Administration Building |
| Call | [X] | Location: Livingston County Administration Building |
| Schrock | [X] | Location: Livingston County Administration Building |

Absent: Commissioner Prokuda
Commissioner Ikle
Commissioner Funk

4. APPROVAL OF AGENDA – AMENDED TO BRING Z-03-22 (A) AND Z-12-22 (B) TO THE BEGINNING OF THE AGENDA.

Commissioner Action: IT WAS MOVED BY COMMISSIONER BOWDOIN TO APPROVE THE AGENDA, AS AMENDED, DATED JANUARY 19, 2022, SECONDED BY COMMISSIONER CALL.

All in favor, motion passed.

Yea: Anderson [X] Bowdoin [X] Call [X] Schrock [X]

Nay: None.

5. APPROVAL OF PLANNING COMMISSION MEETING MINUTES

Commissioner Action: IT WAS MOVED BY COMMISSIONER CALL TO APPROVE THE MINUTES, DATED DECEMBER 15, 2021, SECONDED BY COMMISSIONER BOWDOIN.

All in favor, motion passed.

Yea: Anderson [X] Bowdoin [X] Call [X] Schrock [X]

Nay: None.

6. CALL TO THE PUBLIC: None.

7. ZONING REVIEWS:

A. Z-01-22 COHOCTAH TOWNSHIP, ZONING ORDINANCE AMENDMENTS, ARTICLE VI AR AGRICULTURAL –RESIDENTIAL AND ARTICLE XIII SPECIAL USES, REGARDING MEDICAL MARIJUANA CARETAKER OPERATIONS.

The Cohoctah Township Planning Commission and Board of Trustees added Medical Marihuana caregiver language to the Cohoctah Township Zoning Ordinance under the Home Occupations section of Article XVI, item J. Medical Marihuana in July 2021 (Z-24-21). This language allowed medical marijuana primary caregiver operations as a home occupation which is an accessory use. The following amendment proposes to delete Article XVI, item J. Medical Marihuana language that was adopted in July 2021 and amend Article VI. AR Agriculture Residential District and Article XIII Special Uses with medical marihuana caregiver language.

Township Planning Commission Recommendation: Approval. The Cohoctah Township Planning Commission recommended Approval of the zoning ordinance text amendments to Articles VI and XIII at their December 2, 2021 Planning Commission meeting. The minutes from the December 2, 2021 public hearing reflect that there were no public comments.

Staff Recommendation: Approval With Conditions. The proposed amendments provide good content regarding Medical Marihuana Primary Caregiver Operations, however, there are some errors with use of the term ‘accessory use’ instead of ‘special use’ in the language proposed in Article VI, AR Agricultural-Residential District and in Article XIII, Section 13.28 Primary Caregiver Operations (6.) Additionally, County Planning Staff recommends that a definition of “Medical Marihuana Primary Caregiver” be added to Article II Definitions.

Commission Discussion: Commissioner Schrock asked if there is a standard definition for “Medical Marihuana Primary Caregiver”? Director Kline-Hudson stated there is in the State Act.

Public Comment: None.

Commission Action:

Commissioner Action: IT WAS MOVED BY COMMISSIONER CALL TO RECOMMEND APPROVAL WITH CONDITIONS, SECONDED BY COMMISSIONER SCHROCK.

Motion passed: 4-0

Nay: None.

B. Z-02-22 HARTLAND TOWNSHIP, ZONING ORDINANCE AMENDMENTS, ARTICLE 4.0 USE STANDARDS, AND ARTICLE 6.0 DEVELOPMENT PROCEDURES, REGARDING PONDS.

The Hartland Township Planning Director explains the project history of this proposed zoning ordinance text amendment as follows, in a November 23, 2021, memorandum:

The Township Planning Department recently had a request to install a pond. During that request, the applicant had conversations with the Township Manager and the Township Supervisor on the process. As a result, the Township Manager has asked if the process could be modified so that persons that desire to construct a pond on their property could obtain approval administratively instead of being required to obtain approval from the Planning Commission.

Applicants that desire to install a pond on their property are required to submit a Site Plan Review application to the Planning Commission. This often requires an application fee of \$1,200 and a period of time before the Planning Commission can hear this request and make a determination. Whereas, if the process were reviewed administratively, the costs would be significantly less and the review period would be approximately a week.

The Hartland Township Planning Department reviewed similar ordinances from 10 Michigan communities, and discussed this potential ordinance with the Michigan Department of Environment Great Lakes and Energy.

The primary purpose of this amendment is to no longer require Site Plan Review from the Township Planning Commission for the construction of a pond, and instead require Land Use Permit approval from the Township Zoning Administrator

Township Planning Commission Recommendation: Approval. The Hartland Township Planning Commission recommended Approval of the zoning ordinance text amendments to Articles 4.0 and 6.0 at their December 2, 2021 Planning Commission meeting. The minutes from the December 2, 2021 public hearing were not available at the time of this review.

Staff Recommendation: Approval. The proposed amendments to Articles 4.0 and 6.0 that shift the review of pond construction from Site Plan Review through the Township Planning Commission, to Land Use Permit approval through the Township Zoning Administrator, are reasonable. County Planning Staff recommends that Hartland Township consider the minor revisions suggested in this review.

Commission Discussion: Commissioner Bowdoin stated that removing the 100-foot requirement in Article 4.1.E., is a problem as it is compliant with State law and taking it out of the Ordinance is not a good decision. Commissioner Call noticed that this was also proposed in item 4.1.B. He also stated he isn't sure if it matters what the Zoning Administrator does in the case of ponds because it is handled at the state level as well as with the County Drain Commissioner's Office. Commissioner Bowdoin also cautioned that giving up the opportunity for a wider level of input and oversight via the planning commission process and placing the decision-making in these situations solely in the hands of the Zoning Administrator could be detrimental to the Township.

Director Kline-Hudson stated that the Hartland Township Zoning Administrator wanted to be in attendance but had an emergency out of town. Commissioners would like Staff's recommendations addressed and included in the standard follow up letter that goes to the Township regarding the outcome and Planning Commission decision in this case.

Public Comment: None.

Commission Action:

Commissioner Action: IT WAS MOVED BY COMMISSIONER BOWDOIN TO RECOMMEND APPROVAL WITH STAFF RECOMMENDATIONS, SECONDED BY COMMISSIONER CALL.

Motion passed: 4-0

Nay: None.

C. Z-03-22: PUTNAM TOWNSHIP – REZONING

Current Zoning: RBR Rural Based Recreation

**Proposed Zoning: PUD Planned Unit Development
Sections 2, 3, 10 and 11.**

Township Master Plan: The Putnam Township Master Plan (2012) designates the subject parcels as Agricultural Preservation. The Township Master Plan states the following regarding the Agricultural Preservation future land use classification:

AP designated areas are characterized by large land parcels that accommodate agricultural uses, including farming and animal keeping, and in particular equestrian activities, both at larger scales and on smaller, individual sites. In addition, low density residential development is allowed that is compatible with agricultural and farming use. Farm fields, orchards and pastures, some of which are separated by hedgerows, dominate roadside views. Homes, barns, and stables are generally set back from roads, or they may assume a traditional farm setting with structures having a lesser setback. Individual homes that are not associated with agricultural activities have gracious setbacks with intervening fields, or woodlots to screen views.

A prominent component of this future land use description is the opportunity for equestrian related activities on a larger and smaller scale. The proposed residential development with its larger lots, equestrian center, and an extensive trail network for equestrian uses appear to be well suited with the Agricultural Preservation classification.

As noted in the Township Planner review, the proposed density of the proposed project is approximately 10 acres per lot which is consistent with adjacent areas of the Township that are zoned Low Density Residential. We do believe that the proposed PUD will offer recognizable benefits to the Township beyond a conventional development and that the proposal is compatible with both the Putnam Township Master Plan and the Livingston County Master Plan.

County Comprehensive Plan: The 2018 Livingston County Master Plan does not direct future land use patterns, or development within Livingston County. Alternatively, it offers a county-wide land use perspective when reviewing potential rezoning amendments. The Land Use & Growth Management chapter of the plan includes decision-making recommendations regarding potential land use conflicts and promoting good land governance.

Township Planning Commission Recommendation: Approval. The proposed rezoning was approved at the November 10, 2021 public hearing. There were no major comments indicated in the draft meeting minutes of the November 10, 2021 Putnam Township Planning Commission on the proposed rezoning.

Staff Recommendation: Approval. The proposed rezoning from RBR (Resource Based Recreation) to PUD (Planned Unit Development) is compatible with both the Putnam Township Master Plan and the Livingston County Master Plan.

Commission Discussion: Commissioner Schrock asked about the gated development and what portions of the site would be accessible to the public. Commissioner Anderson asked what lake the private beach would be located on.

Public Comment: Mr. Wayne Perry of Desine, Incorporated gave a brief overview of the proposed project. Mr. Perry, provided a brief overview of the level of access to amenities within the site by those who are residents and those who are members of the public. He also responded that the site's access to Bentley Lake would be private and that all pathways and trails within the site connect directly to major access points (roads) so that members of the public would also have access as well.

Commission Action:

Commissioner Action: IT WAS MOVED BY COMMISSIONER CALL TO RECOMMEND APPROVAL, SECONDED BY COMMISSIONER SCHROCK.

Motion passed: 4-0

Nay: None.

D. Z-04-22: HANDY TOWNSHIP – REZONING

Current Zoning: I Industrial, RB Residential, and AR Agricultural Residential

Proposed Zoning: MPD Municipal Property District

Sections 11, 13, 15, 18, 22, 28, 32, 35

Township Master Plan: The Township will be rezoning several parcels of land that will be designated to the newly created Municipal Property District (March 2021). These parcels are located in several different sections of the Township and are currently zoned Industrial, Residential-B, and Agricultural Residential. The intent of the Township initiated rezoning is to place these municipally owned properties into their own zoning district that will provide land resources for municipal needs. The intent of the proposed district is as follows:

It is the intent of the Municipal District to provide adequate land resources for the purposes of administering and performing necessary and important public services by the Township of Handy and other public or quasi-public institutions offices. Lands within this district are intended solely for the public and quasi-public buildings and uses and it is intended that no land will be placed within this district until such land falls under public or quasi-public ownership.

The current Handy Township Master Plan (2017) does not contain a description or map of the proposed Municipal District. At this time, however, the Township has initiated a master plan update with anticipated completion in the Spring of 2022 that will contain both a description of the proposed future land use classification and an updated future land use map depicting the new district. The proposed intent of the MP (Municipal Property) District for Handy Township is to clearly identify government and municipal owned properties, more specifically, those properties with a municipal use not available for future development and to designate on our zoning maps municipally run and managed properties.

County Comprehensive Plan: The 2018 Livingston County Master Plan does not direct future land use patterns, or development within Livingston County. Alternatively, it offers a county-wide land use perspective when reviewing potential rezoning amendments. The Land Use & Growth Management chapter of the plan includes decision-making recommendations regarding potential land use conflicts and promoting good land governance.

Township Planning Commission Recommendation: Approval. The proposed rezoning was approved at the December 16, 2021 public hearing on the map amendments. There were no public comments noted at the public hearing that was held at the Township Hall.

Staff Recommendation: Approval. Staff believes the proposed rezoning of the subject properties from Industrial, Residential-B, and Agricultural Residential to the newly created Municipal Properties District will benefit the Township in preparing for potential future growth and development.

Commission Discussion: Commissioner Call stated he believes there are a couple of circa-1800 cemeteries included in these areas.

Public Comment: None.

Commission Action:

Commissioner Action: IT WAS MOVED BY COMMISSIONER BOWDOIN TO RECOMMEND APPROVAL, SECONDED BY COMMISSIONER SCHROCK.

Motion passed: 4-0

Nay: None.

E. Z-05-22 CONWAY TOWNSHIP, ZONING ORDINANCE AMENDMENT.
ARTICLE 2 DEFINITIONS AND ARTICLE 6 GENERAL AND SUPPLEMENTAL
REGULATIONS, REGARDING ACCESSORY BUILDINGS AND STRUCTURES.

The Conway Township Planning Commission proposes to revise its Definitions and General and Supplemental Provisions Article (Article 2 and Article 6) of the Township Zoning Ordinance regarding Accessory Buildings and Structures. According to the township's legal counsel, the PC wanted to remove some of the restrictions on the use of accessory structures.

Township Planning Commission Recommendation: Approval. The Conway Township Planning Commission recommended Approval of this zoning amendment at its December 13, 2021. There were no public comments noted in the minutes.

Staff Recommendation: Approval. The proposed amendments appear to be reasonable and appropriate. It appears that the proposed revisions adequately remove the undesirable and sometimes archaic language of the ordinance.

Commission Discussion: Principal Planner Stanford thought that in addition to the comments in his review, for item 6.06 F.1. concerning the number of accessory structures, perhaps the text should be clarified more. As it reads now it's everything under 2 acres in one standard and everything over 2.01 acres is another standard. Perhaps simply adding the terms "equal to and" as shown below would better clarify the intent:

F.1. Number of Accessory Structures.

- 2.** On AR Agricultural Residential and R Residential zoned lots **[insert "equal to and"]** greater than two and ~~one-hundredth~~ (2.01) acres, ~~the are permitted any number of detached accessory buildings and/or structures. shall be regulated by the maximum coverage requirements of Section 6.06(I) unless accessory buildings and structures are for active agricultural conduct and are eligible for an agricultural waiver under 6.06(F) below.~~

Commissioner Schrock requested the clarification on item F.1. be reflected in the follow-up letter that goes to the Township regarding the outcome and Planning Commission decision in this case.

Public Comment: None.

Commission Action:

Commissioner Action: IT WAS MOVED BY COMMISSIONER SCHROCK TO RECOMMEND APPROVAL, SECONDED BY COMMISSIONER CALL.

Motion passed: 4-0

Nay: None.

**F. Z-06-22 CONWAY TOWNSHIP, ZONING ORDINANCE AMENDMENT.
ARTICLE 7 AR AGRICULTURAL RESIDENTIAL DISTRICT, ARTICLE 8 R RESIDENTIAL DISTRICT AND ARTICLE 10 C COMMERCIAL DISTRICT REGARDING ADDITIONAL DIMENSIONAL REQUIREMENTS.**

The Conway Township Planning Commission proposes to revise sections within its Article 7: AR Agricultural Residential District, Article 8: R Residential Districts, and Article 10: C Commercial Districts of the Township Zoning Ordinance regarding 4/1 lot width to depth ratio.

According to the township legal counsel, this regulation was removed from the Zoning Ordinance because it was already addressed by the Land Division Ordinance (general law) and also because it wasn't what the Township intended. The Township intended for the 4/1 rule to apply to only parcels under 10 acres and the way the ordinance reads, it applies to both the division and the resulting parent parcel even if over 10 acres. Therefore, the general law ordinance was revised and then the township removed it entirely from the Zoning Ordinance via these amendments.

Township Planning Commission Recommendation: Approval. The Conway Township Planning Commission recommended Approval of this zoning amendment at its December 13, 2021. There were no public comments noted in the minutes.

Staff Recommendation: Approval. The proposed amendments appear to be reasonable and appropriate.

Commission Discussion: None.

Public Comment: None.

Commission Action:

Commissioner Action: IT WAS MOVED BY COMMISSIONER CALL TO RECOMMEND APPROVAL, SECONDED BY COMMISSIONER SCHROCK.

Motion passed: 4-0

Nay: None.

**G. Z-07-22 CONWAY TOWNSHIP, ZONING ORDINANCE AMENDMENT.
ARTICLE 7 AR AGRICULTURAL RESIDENTIAL DISTRICT, ARTICLE 8 R RESIDENTIAL DISTRICT, ARTICLE 10 C COMMERCIAL DISTRICT, AND ARTICLE 11 I INDUSTRIAL DISTRICT REGARDING EVENT/WEDDING STRUCTURES AS A SPECIAL USE.**

The Conway Township Planning Commission proposes to revise sections within its Article 7: AR Agricultural Residential District, Article 8: R Residential Districts, Article 10: C Commercial Districts and Article 11: I Industrial Districts of the Township Zoning Ordinance regarding Special Event/Wedding Structures and Venues.

According to the township's legal counsel, these amendments were issues that the PC had considered years ago and didn't move forward with at the time. It came back to the Planning Commission because the Zoning Administrator had been receiving calls asking if this use was permitted. The Township Planner provided some sample ordinance language and shared their experiences with this kind of use in other townships. The Planning Commission then decided to allow this use as a special land use at this time. These amendments directly correlate with the proposed amendments in County Planning Case Z-08-22, also under County review at this time.

Township Planning Commission Recommendation: Approval. The Conway Township Planning Commission recommended Approval of this zoning amendment at its December 13, 2021. There were no public comments noted in the minutes.

Staff Recommendation: Approval. The proposed amendments appear to be reasonable and appropriate. Staff would encourage the township to take careful consideration of all the items of consideration as presented by staff prior to taking any final action on these amendments.

Commission Discussion: Commissioner Schrock asked why the Township did not forward the amendments previously? Commission Call surmised that perhaps Covid had halted the progress.

Public Comment: None.

Commission Action:

Commissioner Action: IT WAS MOVED BY COMMISSIONER BOWDOIN TO RECOMMEND APPROVAL, SECONDED BY COMMISSIONER CALL.

Motion passed: 4-0

Nay: None.

H. Z-08-22 CONWAY TOWNSHIP, ZONING ORDINANCE AMENDMENT.
ARTICLE 13 SPECIAL LAND USES REGARDING SPECIAL EVENT/WEDDING
STRUCTURES AND VENUES.

The Conway Township Planning Commission proposes to add a new section to Article 13: Special Land Uses of the Township Zoning Ordinance regarding Special Event/Wedding Structures and Venues.

According to the township's legal counsel, these amendments were issues that the PC had considered years ago and didn't move forward with at the time. It came back to the Planning Commission because the Zoning Administrator had been receiving calls asking if this use was permitted. The Township Planner provided some sample ordinance language and shared their experiences with this kind of use in other townships. The Planning Commission then decided to allow this use as a special land use at this time. These amendments directly correlate with the proposed amendments in County Planning Case Z-07-22, also under County review at this time.

Township Planning Commission Recommendation: Approval. There were no public comments on the proposed amendments to the Ordinance at the November 18, 2021 public hearing.

Staff Recommendation: Approval. The proposed amendments to the Township Ordinance are well written and allow for easier access to zoning district regulations in one easy to understand Article.

Commission Discussion: Commissioner Call stated he could not find an actual zoning district where this will be allowed as proposed in the amendment. Commissioners were all in unanimous agreement that Staff's review identifies many elements which, because of the unique nature of the use, may need another review period by the Township Planning Commission in order to ensure all elements presented by Staff in the review are thoroughly examined and satisfactorily addressed before going forward with approval by the Township Board.

Public Comment: None.

Commission Action:

Commissioner Action: IT WAS MOVED BY COMMISSIONER CALL TO RECOMMEND NO ACTION, ENCOURAGE FURTHER REVIEW, SECONDED BY COMMISSIONER SCHROCK.

Motion passed: 4-0

Nay: None.

I. Z-09-22 CONWAY TOWNSHIP, ZONING ORDINANCE AMENDMENT.
ARTICLE 6 GENERAL AND SUPPLEMENTAL REGULATIONS REGARDING MEDICAL MARIJUANA USES.

The Conway Township Planning Commission proposes updates to Section 6.25: Medical Marijuana Uses, of the Township Zoning Ordinance regarding Medical Marijuana Uses. According to the township's legal counsel, this set of amendments is meant to update the enabling legislation/citation/reference to the appropriate State of Michigan department (MDHHS) and remove some prohibitions on consumption and delivery that would otherwise be permitted given the new recreational marijuana laws and recent caselaw.

Township Planning Commission Recommendation: Approval. The Conway Township Planning Commission recommended Approval of this zoning amendment at its December 13, 2021 public hearing. There were no public comments noted in the minutes.

Staff Recommendation: Approval. The proposed amendments appear to be reasonable and appropriate. The proposed amendments provide good content regarding Medical Marijuana Operations. Staff recommends that a definition of "Medical Marijuana Caregiver Operation" be added to the Township's Definitions Article for additional clarity. The Township can simply implement the State's standard definition from the Act.

Commission Discussion: None.

Public Comment: None.

Commission Action:

Commissioner Action: IT WAS MOVED BY COMMISSIONER BOWDOIN TO RECOMMEND APPROVAL, SECONDED BY COMMISSIONER SCHROCK.

Motion passed: 4-0

Nay: None.

J. Z-10-22 CONWAY TOWNSHIP, ZONING ORDINANCE AMENDMENT.
ARTICLE 15 OFF-STREET PARKING AND LOADING-UNLOADING STANDARDS
REGARDING PARKING SPACE REQUIREMENTS.

The Conway Township Planning Commission proposes updates to Article 15: Off-Street Parking and Loading-Unloading Standards, Section 15.04: Parking Space Requirements of the Township Zoning Ordinance regarding parking space requirements for the newly created Special Event/Wedding Structures and Venues land use.

Township Planning Commission Recommendation: Approval. The Conway Township Planning Commission recommended Approval of this zoning amendment at its May 10, 2021 public hearing. There were no public comments noted in the minutes.

Staff Recommendation: Approval. The proposed amendments appear to be reasonable and appropriate.

Commission Discussion: None.

Public Comment: None.

Commission Action:

Commissioner Action: IT WAS MOVED BY COMMISSIONER SCHROCK TO RECOMMEND APPROVAL, SECONDED BY COMMISSIONER CALL.

Motion passed: 4-0

Nay: None.

K. Z-11-22 CONWAY TOWNSHIP, ZONING ORDINANCE AMENDMENT.
ARTICLE 6 GENERAL AND SUPPLEMENTAL REGULATIONS REGARDING SOLAR ENERGY COLLECTORS.

The Conway Township Planning Commission proposes a minor update to the Township Zoning Ordinance in Article 6: General and Supplemental Regulations Section 6.26(F)(14): Solar Energy Collectors.

According to the township's legal counsel, the township had received some feedback, and did some research on its own, to determine the current one thousand (1,000) foot setback from any property line with a residence was too much so the township decided to lower it to two hundred (200) feet from the boundary line of a parcel with the residence.

Township Planning Commission Recommendation: Approval. The Conway Township Planning Commission recommended Approval of this zoning amendment at its May 10, 2021 public hearing. There were no public comments noted in the minutes.

Staff Recommendation: Approval. The proposed amendments appear to be reasonable and appropriate.

Commission Discussion: None.

Public Comment: None.

Commission Action:

Commissioner Action: IT WAS MOVED BY COMMISSIONER BOWDOIN TO RECOMMEND APPROVAL, SECONDED BY COMMISSIONER CALL.

Motion passed: 4-0

Nay: None.

L. Z-12-22: HOWELL TOWNSHIP – REZONING

Current Zoning: SFR Single Family Residential and MFR Multiple Family Residential

Proposed Zoning: PUD

Section 32

Township Master Plan: The 2016 Howell Township Master Plan designates the subject parcels as Medium Density Residential. The Township Master Plan establishes several goals and strategies to accomplish the continued intent of appropriate development and an overall sound land use vision for the Township. Some of the goals included in master plan include:

- Encourage appropriate development and land use based on existing character and development patterns.
- Support residential development patterns of varying style and density in appropriate areas based on existing and intended character and function.
- Provide housing types for all ages, abilities, and income levels.
- Encourage diversity of housing types including single family, duplex, apartments, condominiums, and manufactured homes.

The proposed PUD is located near the corner of Mason and Burkart Road, an area where single family and multiple family residential land uses overlap with a 17-acre residential subdivision and a gas station on the immediate corner of Mason/Burkhart. The proposed rezoning consists of both SFR and MFR zoned parcels that will be changed to PUD with approval of the application.

The PUD designation is suitable at this location as the developer will be including single family homes, multi-family units, and an assisted living center. These uses are compatible with the current Township Master Plan and are well aligned with the Medium Density Residential future land use classification.

County Comprehensive Plan: The 2018 Livingston County Master Plan does not direct future land use patterns, or development within Livingston County. Alternatively, it offers a county-wide land use perspective when reviewing potential rezoning amendments. The Land Use & Growth Management chapter of the plan includes decision-making recommendations regarding potential land use conflicts and promoting good land governance.

Township Planning Commission Recommendation: Approval. The proposed rezoning was approved at the December 28, 2021 public hearing at the Howell Township hall. There were no comments from the public on the proposed rezoning and comments from the planning commission focused only on the positive aspects of the proposed rezoning.

Staff Recommendation: Approval. The proposed rezoning from SFR and MFR to PUD is compatible with both the Howell Township Master Plan and the Livingston County Master Plan.

Commission Discussion: Commissioner Schrock asked for further clarification on Staff's comments regarding traffic issues. Commissioner Call asked about a possible error in the aerial photo depicting a gas station at the corner, which Staff agreed should be Angelo's Party Store. Also, the aerial does not depict the current completed development to the east of the proposed site, as the aerials are dated from 2015 and this development had not yet occurred.

Public Comment: None.

Commission Action:

Commissioner Action: IT WAS MOVED BY COMMISSIONER BOWDOIN TO RECOMMEND APPROVAL, SECONDED BY COMMISSIONER CALL.

Motion passed: 4-0

Nay: None.

8. OLD BUSINESS: None.

9. NEW BUSINESS: None.

10. REPORTS:

- A. Revisions to the Open Meetings Act:** Planning Director Kline-Hudson briefly explained the 2022 changes to the Open Meetings Act and how County Planning Commissioners must attend the meetings in person; virtual participation is only allowed due to military duty.
- B. Press Release for both Livingston County Parks Rock!** Planning Director Kline-Hudson distributed the press release that went out on January 19, 2022 and briefly explained this park activity/contest.
- C. Potential Conservation Areas Assessment document:** Rob Stanford will do a presentation on this new document at the February 16, 2022 meeting if time permits.
- D. Community Profiles for Livingston County communities:** Scott Barb will distribute the new community profiles at the February 16, 2022 meeting.
- E. 2022 Work Program for the department:** Planning Director Kline-Hudson stated that County Planning Staff is currently working on this document and hopes to bring a completed version to the February or March Livingston County Planning Commission meeting.

11. COMMISSIONERS HEARD AND CALL TO THE PUBLIC: None.

11. ADJOURNMENT:

Commissioner Action: IT WAS MOVED BY COMMISSIONER CALL TO ADJOURN THE MEETING AT 8:21 P.M., SECONDED BY COMMISSIONER BOWDOIN.

Motion passed: 4-0

Nay: None.



Conway Township Planning Commission Meeting Minutes
Monday, August 14th, 2023 | 7:00pm EST
Conway Township Hall | 8015 N. Fowlerville Road, Fowlerville, MI 48836

| Agenda | Items Discussed | Actions to be Taken |
|---|---|---------------------|
| Attendees | PC Members Present: Jeff Klein, Dave Whitt, George Pushies - Ex-Officio, Shawn Morrison, Lucas Curd, and Kayla Poissant Absent: Meghan Swain-Kuch Zoning Administrator: Gary Klein Livingston County Planning Commissioner: Dennis Bowdoin Township Attorney: Abby Cooper, JD Absent: Michael D. Homier | None |
| Call to Order/Pledge | PC Vice Chair, L. Curd called the Conway Township Planning Commission meeting to order at 7:00pm and led the Pledge of Allegiance. | None |
| Approval of Agenda | Motion to accept the meeting agenda as amended for August 14 th , 2023. Motion by D. Whitt. Support G. Pushies. Motion Approved. | Motion Approved |
| Approval of July 2023 PC Minutes | Motion to accept meeting minutes from July 10 th , 2023. Motion by S. Morrison. Support by G. Pushies. Motion Approved. | Motion Approved |
| Call to the Public | Steve Smith- Robb Rd.- He stated that it wasn't clear on the agenda if the PC was going to address the LCPC meeting notes on the Solar Ordinance, and that several members of the public attended. He said that there was a lot of discussion at the LCPC meeting that was not included in their notes. He encouraged an open discussion tonight so that members of the public that attended that meeting to speak on the issues discussed but not included in the notes. He proceeded to give an example of how the minutes of that meeting reflect something different than what he had spoke about. He is concerned about the wording of the inverters and that it may be interpreted differently. He would also like to see studies and experts hired by the township and not the | None |

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| | <p>developer. He also stated that he is concerned on the enforcement of the rules. He stated that has some information about wind projects which he would address in the 2nd Call to the Public.</p> <p>Mike Brown- Sober Rd- He wanted to discuss about why the agenda was not out at the start of the meeting, and why the PC Packet was not posted on the website. L. Curd responded that the packet was sent out to the members of the PC on August 10th. Mr. Brown asked about whether the members had enough time to review the packet in time for the meetings.</p> <p>Steve Weiss- Sober Rd- He was wondering about the agenda, and if the PC was going to discuss the LCPC meeting and information sent to the PC. He wanted to know when the Solar Ordinance was going to be discussed as it wasn't on the agenda. He stated that the Solar Ordinance is a big issue that has been worked on and it needs to be addressed.</p> <p>Kennedy Parker- Hayner Rd- She stated that she thought that since the LCPC sent their review back that the PC would address their review. L. Curd stated that Solar Ordinance is going to be reviewed and it was under line-item D. Mrs. Parker stated that there was not line-item D, and that there is a communication error between the parties. G. Pushies stated that there were two emails on the same day and that the Solar Ordinance was placed on the second email. Mrs. Parker stated that the PC should know who puts the information out. L. Curd stated that M. Swain-Kuch puts out the information, but he doesn't know who puts the information on the website. Mrs. Parker stated that it is disappointing that the Solar Ordinance wasn't on the agenda.</p> <p>Sarah Porter- Sober Rd- She stated that the absence of the PC at the LCPC was noticed, and that there was discussion that took place at the LCPC that wasn't not conveyed or mentioned in the review sent to the Conway PC. G. Pushies asked if she was inferencing that there was information not included in the review, and she responded that she wasn't inferencing but verifying that there was missing information. She then mentioned a concern that Mr. Bowdoin brought up in the LCPC meeting, that was never mentioned in the review. She stated she took notes which could verify the missing discussions. She stated that she has emailed numerous</p> | |
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| | <p>times and asked about how everyone can work smarter and not harder, and if a sit-down meeting can occur to discuss some important information not included in the original draft. She also stated that she doesn't want to just hear that we have an airport which excludes the wind projects, and that the airport could shut down any day which then would allow them in the township.</p> | |
| Communications | <p>a. Zoning Administrator Report: G. Klein stated that there was one reroofing permit, and one land-use permit for a house addition.</p> <p>b. Livingston County Planning Commission Report: D. Bowdoin stated that the LCPC was going to be reviewing Cohoctah's and Genoa's Solar Ordinance at their next meeting, and that there was a Brown Bag Lunch coming up.</p> | <p>None</p> <p>None</p> |
| Old Business | <p>a. Shipping Containers [Accessory/Principal Use]-</p> <p>L. Curd stated that a new draft was provided in the packet, and asked for any discussion. D. Whitt stated that he believed it was well written. G. Pushies stated that he had an issue with number 5 referring to electrical not being allowed. He stated that he disagrees with that portion, and doesn't know how would the township enforce it. D. Whitt mentioned that solar lighting and other lighting types could be used instead of hard-wiring electrical in.</p> <p>Motion to remove number 5- No electricity or plumbing may be run or connected to a cargo container. Motion by G. Pushies. Support by J. Klein.</p> <p>Discussion- K. Poissant stated that she was fine with removing the electricity part of number 5, but believed that the plumbing should stay. A. Cooper stated that number 5 was regarding all containers, not just permanent ones. There was discussion on the how to enforce it.</p> <p>Motion amended to have number 5 state "No plumbing may be run or connected to a cargo container" striking out the word electricity. D. Whitt opposed. Motion Approved.</p> <p>K. Poissant asked about whether the number of cargo containers allowed on a property was in the ordinance as she didn't see anything regarding it. It was discussed that</p> | <p>Motion Approved</p> |

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| | <p>cargo containers weren't a taxable outbuilding, and not affixed to the property. G. Klein stated that on a two acres parcel, homeowners could have 150% of the square footage, or about two accessory buildings in the Accessory Building ordinance.</p> <p>Motion to accept the Shipping Container ordinance as amended and to set a Public Hearing for September 11th, 2023. Motion by L. Curd. Support by K. Poissant. Motion Approved.</p> <p>Roll Call Vote-</p> <p style="padding-left: 40px;">J. Klein- Yes D. Whitt- Yes S. Morrison- Yes K. Poissant- Yes G. Pushies- No L. Curd- Yes</p> <p>b. Zoning Ordinance on Windmills Update</p> <p>L. Curd stated that the Wind Ordinance was included in the packet. D. Whitt stated that the Wind Ordinance was not included in his packet. G. Pushies asked about whether an overlay district was feasible with how they are set-up. D. Bowdoin stated that an overlay would be difficult, but not impossible as the wind turbines are spread out. K. Poissant stated that she would like to see the FAA be added to the list of organizational rules to follow. G. Pushies agreed.</p> <p>Motion to open the floor on wind energy to the public on. Motion by G. Pushies. Support by J. Klein. Motion Approved.</p> <p>It was discussed that the packet wasn't posted on the website so the general public didn't have access to the wind ordinance. K. Poissant asked about whether an open meeting could be set to allow the public to comment and review the ordinance. Sarah Porter mentioned a lot of particular situations missing in the wind ordinance.</p> <p>Motion to set an Open Meeting/Public Hearing on Wind Energy between August 28th to September 10th with the attendance of the Foster Swift law firm. Motion by G. Pushies. Supported by J. Klein. Motion Approved.</p> | <p>Motion Approved</p> <p>Motion Approved</p> <p>Motion Approved</p> |
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| | <p>c. 2022 Proposed Zoning Ordinances- Event Barns, Accessory Dwelling Units</p> <p>Event Barns- K. Poissant stated that she comments on the 20 acres required and that there is only a 500 ft buffer, and whether the buffer was enough. She also mentioned access drives to the accessory building and allowing access drives between the principal building and the accessory building. It was clarified that the access drives are just not allowed on private easements. K. Poissant brought up the definition of a solid surface and whether that could be misinterpreted. G. Pushies brought up the ADA requirements, and whether the ordinance should state paved rather than solid surface. A. Cooper stated that solid surface is mentioned in another portion of the ordinance referring to public road access. She also stated that if it is not defined in the ordinance, it would take on the ordinary meaning of the term. K. Poissant stated that she would like to remove the “dancing” portion relating to only allowing dancing in the building. G. Pushies brought up the noise ordinance, and that was a way to control the noise level. K. Poissant referred to the capacity of the buildings is the allowable number of people on the property. K. Poissant also stated to allow portable restrooms and tents on the property. D. Whitt stated that tents are allowed at the event, and K. Poissant stated that it stated that tents were only allowed during the “wedding ceremony” which could be viewed differently. K. Poissant mentioned changing the word ceremony to the word event. A. Cooper brought up the current noise ordinance, and that there are hours of operation which may need to be worked on. She stated that there is no decibel rating in the ordinance, and G. Klein stated that he can not enforce that ordinance with no equipment to measure it. The LCPC comments were discussed in reference to the noise.</p> <p>Motion to remove the word “dancing” from letter m, to allow portable restroom on the premises under letter n, and change the word “ceremonies” under letter p to “event”. Motion by K. Poissant. Support by L. Curd. Motion Denied.</p> <p>Motion to recommend approval of ordinances LCPC #Z-07-22, LCPC #Z-08-22, and LCPC #Z-10-22 regarding Event Barns as drafted to the Township Board. Motion by D. Whitt. Support by G. Pushies. S. Morrison and K. Poissant Dissent. Motion Approved.</p> | <p>Motion Denied</p> <p>Motion Approved</p> |
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| | <p>Accessory Dwelling Units- No Discussion.</p> <p>Motion to recommend approval of LCPC #Z-18-22 regarding Accessory Dwelling Units as drafted to the Township Board. Motion by G. Pushies. Support by J. Klein. Motion Approved.</p> <p>d. 2023 Solar Ordinance for the Solar Amendment-</p> <p>Motion to open the floor to the Public. Motion by G. Pushies. Support by S. Morrison. Motion Approved.</p> <p>L. Curd stated that the PC received feedback from the LCPC. A public member asked on how difficult it would be to make an amendment if something were to come up. Another member of the public stated that there were things discussed at the LCPC that should be reviewed and discussed by Mr. Homier before approval. The special meeting voted on was in reference to wind energy, not solar. It was discussed that it wasn't decided to have Mr. Homier review the LCPC comments, but that it could be decided. It was again discussed that the PC should attend the LCPC to hear the discussion their discussion as not all of that information is included in their findings. It was discussed whether a special meeting was needed to review the findings, or whether everything could be done at the next scheduled PC meeting.</p> <p>Motion to send the draft Solar Ordinance with the LCPC comments and including Mr. Steve Smith's and Mrs. Sarah Porter's notes to Mr. Homier or a Foster Swift associate for commentary and feedback at the next scheduled PC meeting. Motion by G. Pushies. Support by K. Poissant. Motion Approved.</p> <p>A member of the public stated that he is concerned about information not being communicated properly between the chain of command. He brought up the PC meeting agenda being the wrong agenda. He also mentioned that the LCPC minutes are a fraction of what was actual discussed. He would like to see the flow of communication get better.</p> | <p>Motion Approved</p> <p>Motion Approved</p> <p>Motion Approved</p> |
| New Business | None at this time. | None |
| Commission Discussion | G. Pushies asked who would make sure the information gets to the proper people. It was discussed that the | None |

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| | <p>meeting packet needed to be done the Monday the week before the meeting. K. Poissant mentioned that all she could say was that the information she received was given to her on August 10th. K. Poissant mentioned that Mr. Homier stated he was not going to be in attendance at this meeting, and G. Pushies asked when an email or text came in regarding his absence. K. Poissant stated the email was posted the Thursday before. D. Whitt also mentioned M. Swain-Kuch's text stating that she had just received the information included.</p> | |
| Last Call to the Public | <p>Steve Smith- Robb Rd- He explained a situation when MDOT was spraying an X in his barn driveway. He said that the man was measuring the ground elevation there because that was the distance from the airport necessary for wind mills, and the man gave him some advice. The man stated that he has seen a lot of wind mills being built and then not used, as well as planes, mostly crop dusters, flying into weather monitoring stations being used for the wind mills. Mr. Smith stated that if he had received a warning letter with a \$500 fine, he would be shocked, but a company like DTE wouldn't be shocked.</p> <p>Don Smith- Hidden Circle- He stated that he lived in a condo, and was concerned about the shipping containers. He was concerned about them being around his house, and that although there were bylaws for his area. K. Poissant and G. Pushies both stated that the township's ordinance would not override the bylaws of his condo. K. Poissant went on to state that the bylaws state that the outbuildings allowed in the Association must be in harmony with the principal building, and that a shipping container could not meet that standard. Mr. Smith then brought up portable restrooms and how they are not helpful for someone with a disability, as well as a gravel driveway isn't easy for someone in a wheel chair. He would like to see some work on this area to make sure things are suitable for those with disabilities. He then stated it isn't easy to change a baby in a portable restroom. He mentioned his time in the military, and how getting around in a wheelchair isn't easy.</p> <p>Jim Dannemiller- Chase Lake Rd- He stated that while golf one day he ran into a DTE worker, and the worker stated that a couple of solar farms are costing more to run them then the profit they are receiving out of it. He stated to keep this in mind going forward.</p> | None |

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| | <p>Sarah Porter- Sober Rd- She stated that she apologized for snapping earlier in the meeting. She mentioned that the whole situation is a lot to deal with. She asked if the PC could email her when the meeting is scheduled for wind energy. G. Pushies asked if L. Curd or K. Poissant could make sure the information gets posted and passed to the PC Board. L. Curd also apologized for his joke, and didn't mean to offend her. It stated that these matters are important to the PC.</p> <p>There was a brief discussion regarding a projector, and projector screen for the next meeting.</p> | |
| Adjournment | <p>Motion to adjourn at 8:48pm. Motion by G. Pushies. Support by J. Klein. Motion Approved.</p> | Motion Approved |

Respectfully Submitted:

Approved:

Kayla Poissant,
PC Secretary

Meghan Swain-Kuch,
PC Chair