

Conway Township

Regular Meeting

April 16, 2024

7:00 pm

AGENDA

Call to Order and Pledge of Allegiance

Roll Call

Consent Agenda Approval

1. Approve 3/19/2024 Meeting Minutes
2. Account Reconciliations
3. Disbursements/Payroll Report/Budget Report
4. Zoning Administrator Report
5. March Server Threat Event Report

Call to the Public Regarding Agenda Items Only

Additions to and /or approval of Board Meeting Agenda

Presentations

Reports and Communications

6. Planning Commission Ex-Officio Report

Unfinished Business

New Business

7. Recreation Board Report
8. Phone System Status Update
9. Report on Township Allocated Millage
10. Report on Township Road Millage
11. Appoint New Zoning Administrator
12. Appoint New Clerk
13. Proposed Amendments to Zoning Ordinance; Cargo Containers
14. Proposed Amendments to Wind Ordinance
15. Update on Township Drains
16. Pavements Preservation Program Update

Board Member Discussion

Call to the Public Regarding Any Item or Issue

Adjournment

CONWAY TOWNSHIP POLICY No. 7

PUBLIC COMMENT AND CONDUCT POLICY

Conway Township Board recognizes its obligation to obtain and the benefits to be received from public comments on matters pending before the Board. To provide an orderly and efficient manner to obtain public comment and to provide the public with an opportunity to participate in public meetings, the Conway Township Board hereby adopts the following policy for public comment and conduct at public meetings:

1. Public comment is restricted to only those times designated for public comment on the agenda, unless permitted otherwise by the chairperson or a majority of the Board. All persons addressing the Board shall comment only after being recognized by the chairperson conducting the meeting.
2. No individual speaker shall be permitted to speak more than 3 minutes regardless of topic and no time may be transferred or assigned by others to the speaker as to extend the 3-minute time limit. At the discretion of the chairperson, a speaker may be allowed to comment further than the three-minute limit. Alternatively, the chairperson may direct the speaker to submit further comment to the Board in writing at a later date.
3. When recognized by the chairperson to speak, the individual recognized shall approach and speak from the podium or location designated by the chairperson and shall not deviate from the location. When the speaker is advised by the chairperson to stop speaking when time has expired, the speaker shall cease speaking and be seated.
4. Prior to addressing the Board, each speaker shall first state for the record the speaker's name and address, the subject on which the speaker will speak, and state whether the speaker represents an organization or other person, and identify such organization or person. All remarks shall be addressed to the Board as a whole and not to any member thereof specifically or any other member of the public. Public comment is not intended to require Board members or Township staff to provide any answer to the speaker. Discussions between speakers and members of the audience will not be permitted.
5. Only one speaker will be acknowledged at a time. In the event that a group of more than three persons supporting or opposing the same position desires to be heard, in the interest of time, a spokesperson may be designated to express the group's concern and the spokesperson may be allotted up to 10 minutes to speak.
6. Public comments must be presented in a respectful manner and participants shall conduct themselves in an orderly and civil manner. Comments or language of a lewd, insulting, or provocative nature shall not be permitted. No person shall disrupt the Board and/or partake in behavior that becomes hostile, argumentative or threatens the public or an individual's safety, or is disruptive to the meeting. No person shall utilize any profane or obscene speech or gesture.
7. Violation of any provision of this policy shall be deemed a breach of the peace and such person will be asked to leave. If the person being asked to leave does not voluntarily leave or cease the behavior, the person may be ejected, and law enforcement may be called to remove the person.
8. Any person shall have the right to tape record, videotape or broadcast the proceedings of the Township Board, but shall not utilize the electric outlets of the Township without prior permission of the Township Clerk. Any tape recording, video camera or other camera utilized by any such person, shall be kept at least ten feet from all members of the Board and shall not be placed behind them.

This policy may be adopted for use by other boards, commissions, and committees of the Township. This policy or a summary of it may be placed on the back of the meeting agenda or made available with the meeting agenda.

Unapproved Minutes
Of the March 19, 2024
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: Supervisor William Grubb, Clerk Elizabeth Whitt, Treasurer Debra Grubb, Trustee George Pushies, Trustee Amy Crampton-Atherton.

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

Call to the public: two attendants spoke regarding salary increases, Election worker pay and budget proposals.

Motion to approve agenda with the following addition: 22 new phone system. Made by D Grubb, supported by Whitt. Motion passed.

Motion the supervisor develop a list of training for Planning Commission Members to be approved by the board, made by Whitt, supported by Pushies. Motion passed.

Second public hearing for Secluded Acres Special Assessment opened at 7:22 pm.

One attendant thanked the board for considering helping with the roads in secluded acres. Public hearing closed at 7:23 pm.

Public hearing regarding Road Budget opened at 7:23 pm.

3 attendants spoke regarding increasing the assessment, processed road gravel vs. crushed limestone, county road assessments to set priorities. Public hearing closed at 7:37 pm.

Public hearing regarding General Budget opened at 7:38 pm. Public hearing closed 7:39 pm.

Motion to amend the 2022-2023 budget for the following: 102.801 Memberships, Software Licenses, & Dues from \$12,000 to \$19,000; 103.702 Township Trustee Salaries from \$2500 to \$7500; 265.146 Office Equipment from \$18,000 to \$33,200; 721.702 Planning & Zoning Salaries from \$24,500 to \$25,000; 721.969 Planning & Zoning Seminars and Workshops from \$500 to \$2000; 738.100 Parks and Recreation Contribution from \$38,100 to \$51,500; 262.702 Election salary and wages from \$7500 to \$12000. Made by W Grubb, supported by Whitt. Roll call: Whitt, W Grubb and D Grubb – yes, Crampton-Atherton, Pushies – no. Motion passed.

Motion to approve the 2024-2025 as presented, made by W Grubb, supported by Pushies. Roll call: Whitt, W Grubb and D Grubb – yes, Crampton-Atherton, Pushies – no. Motion passed.

Motion to accept bid from TimberTech for \$4600 to removed tree at Antrim Cemetery, made by Whitt, supported by W Grubb. Roll call: Whitt, W Grubb and D Grubb – yes, Crampton-Atherton, Pushies – no. Motion passed.

Motion to approve recreation program invoice for \$14457.70, made by W Grubb, supported by D Grubb. Roll call: Whitt, W Grubb, D Grubb and Crampton-Atherton – yes, Pushies – no. Motion passed.

Motion to pay Mike Brown at a rate of \$20 per hour for the work he does on the township hall building, made by W Grubb, supported by Pushies. Mr. Brown declined payment; Motion withdrawn.

Resolution #240319-01 – Township Clerk salary increase to \$31037.00 offered by W Grubb, supported by D Grubb. Roll call: W Grubb and D Grubb – yes, Whitt, Crampton-Atherton, Pushies – no. Resolution failed.

Resolution #240319-02 – Township Treasurer salary increase to \$28170 offered by W Grubb, no supported. Resolution failed.

Unapproved Minutes
Of the March 19, 2024
Conway Township
Regular Board Meeting
7:00 pm

Resolution #240319-03 – Township Supervisor salary increase to \$26753 offered by W Grubb, no supported. Resolution failed.

Motion to increase the office employee's wages by 10% beginning 4/1/2024, made by W Grubb, supported by Pushies. Roll call: unanimous yes. Motion passed.

Whitt stepped away from the board table at 8:32 pm, due to the following resolution.

Resolution #240219-4 to confirm Secluded Acres Special Assessment Roll, offered by W Grubb, supported by Pushies. Roll call: W Grubb Pushies and Crampton-Atherton – yes, D Grubb – no, Whitt – abstained. Resolution adopted.

Whitt returned to the board table at 8:33 pm.

Motion to accept Pikk Services bid to provide VOIP on an either month to month or one year term, made by Whitt, supported by W Grubb. Motion passed.

Call to the public: 5 attendance spoke regarding, cargo containers, Secluded Acres, civil infraction follow up and tree removal.

Motion to rescind previous budget amendments and make the following changes: Amend the 2023-2024 budget for the following: 102.801 Memberships, Software Licenses, & Dues from \$12,000 to \$19,000; 103.702 Township Trustee Salaries from \$3500 to \$7500; 265.146 Office Equipment from \$18,000 to \$35,200; 721.702 Planning & Zoning Salaries from \$24,500 to \$27,000; 721.969 Planning & Zoning Seminars and Workshops from \$500 to \$2000; 171.969 Supervisor seminars and workshops from \$2000 to \$3500; 276.930 Cemetery repair and maintenance from \$25087 to \$30000; 738.100 Parks and Recreation Contribution from \$38,100 to \$51,500; 25.969 Treasurer seminars and workshops from \$3000 to \$5000; 262.702 Election salary and wages from \$7500 to \$12000. 257.702 Assessing salary and wages from \$38400 to \$44400; 253.702 Treasurer Salary and wages from \$26509 to \$27000. Made by W Grubb, supported by D Grubb. Roll call: Whitt, W Grubb, Crampton-Atherton and D Grubb – yes, Pushies – no. Motion passed.

Motion to adjourn at 9:39 pm made by D Grubb, supported by Pushies. Motion passed.

Elizabeth Whitt, Township Clerk

Gabi Bresett, Township Deputy Clerk

Conway Township - Cemetery Fund #150
Reconciliation Summary
003.000 · BofAA - Cemetery, Period Ending 03/31/2024

	<u>Mar 31, 24</u>
Beginning Balance	71,169.29
Cleared Transactions	
Checks and Payments - 1 item	-1,040.00
Deposits and Credits - 2 items	1,141.29
	<u>101.29</u>
Total Cleared Transactions	<u>101.29</u>
Cleared Balance	<u>71,270.58</u>
Uncleared Transactions	
Deposits and Credits - 1 item	0.00
	<u>0.00</u>
Total Uncleared Transactions	<u>0.00</u>
Register Balance as of 03/31/2024	<u>71,270.58</u>
Ending Balance	71,270.58

1:10 PM

04/02/24

Conway Township
Reconciliation Summary
000-002 · BofAA - Dog License, Period Ending 03/31/2024

	<u>Mar 31, 24</u>	
Beginning Balance		48.39
Cleared Transactions		
Checks and Payments - 1 item	-10.50	
Deposits and Credits - 5 items	145.07	
Total Cleared Transactions	<u>134.57</u>	
Cleared Balance		<u>182.96</u>
Uncleared Transactions		
Checks and Payments - 1 item	-169.50	
Total Uncleared Transactions	<u>-169.50</u>	
Register Balance as of 03/31/2024		<u>13.46</u>
Ending Balance		13.46

Conway Township
Reconciliation Summary
 016.000 · BofAA - General Fund, Period Ending 03/31/2024

	<u>Mar 31, 24</u>
Beginning Balance	370,129.40
Cleared Transactions	
Checks and Payments - 31 items	-79,861.64
Deposits and Credits - 17 items	158,851.35
Total Cleared Transactions	<u>78,989.71</u>
Cleared Balance	<u>449,119.11</u>
Uncleared Transactions	
Checks and Payments - 13 items	-33,837.50
Deposits and Credits - 13 items	67,179.54
Total Uncleared Transactions	<u>33,342.04</u>
Register Balance as of 03/31/2024	<u>482,461.15</u>
New Transactions	
Checks and Payments - 5 items	-17,015.50
Total New Transactions	<u>-17,015.50</u>
Ending Balance	<u>465,445.65</u>

1:22 PM

04/02/24

Conway Township - Road Fund #201
Reconciliation Summary
005.001 · Road Savings, Period Ending 03/31/2024

	<u>Mar 31, 24</u>
Beginning Balance	91,396.44
Cleared Transactions	
Deposits and Credits - 1 item	<u>100.96</u>
Total Cleared Transactions	<u>100.96</u>
Cleared Balance	<u>91,497.40</u>
Register Balance as of 03/31/2024	91,497.40
Ending Balance	91,497.40

Conway Township Reconciliation Summary

001.000 · BofAA - Tax Checking, Period Ending 03/31/2024

	<u>Mar 31, 24</u>
Beginning Balance	785,551.86
Cleared Transactions	
Checks and Payments - 30 items	-365,996.97
Deposits and Credits - 3 items	15,716.84
Total Cleared Transactions	<u>-350,280.13</u>
Cleared Balance	<u><u>435,271.73</u></u>
Uncleared Transactions	
Checks and Payments - 11 items	-426,944.97
Deposits and Credits - 1 item	0.00
Total Uncleared Transactions	<u>-426,944.97</u>
Register Balance as of 03/31/2024	<u><u>8,326.76</u></u>
Ending Balance	8,326.76

Conway Township Trust & Agency Fund #701
Reconciliation Summary
001.000 · BofAA Trust & Agency Ckg, Period Ending 03/31/2024

	<u>Mar 31, 24</u>
Beginning Balance	8,176.41
Cleared Transactions	
Checks and Payments - 1 item	-350.00
Deposits and Credits - 1 item	3.57
	<u> </u>
Total Cleared Transactions	-346.43
	<u> </u>
Cleared Balance	7,829.98
	<u> </u>
Uncleared Transactions	
Deposits and Credits - 2 items	0.00
	<u> </u>
Total Uncleared Transactions	0.00
	<u> </u>
Register Balance as of 03/31/2024	7,829.98
	<u> </u>
Ending Balance	7,829.98

9:38 AM

04/02/24

Conway Township Reconciliation Summary

002.000 - Chase - Building Fund, Period Ending 03/31/2024

	<u>Mar 31, 24</u>
Beginning Balance	99,546.84
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.78</u>
Total Cleared Transactions	<u>0.78</u>
Cleared Balance	<u>99,547.62</u>
Register Balance as of 03/31/2024	99,547.62
Ending Balance	99,547.62

1:20 PM

04/02/24

Conway Township Reconciliation Summary

008.001 · Flagstar Contingent CD, Period Ending 03/31/2024

	<u>Mar 31, 24</u>
Beginning Balance	197,778.73
Cleared Balance	197,778.73
Register Balance as of 03/31/2024	197,778.73
Ending Balance	197,778.73

9:43 AM

04/02/24

Conway Township Reconciliation Summary

003.000 · Huntington - Cont Acct #2, Period Ending 03/31/2024

	<u>Mar 31, 24</u>
Beginning Balance	236,933.72
Cleared Transactions	
Deposits and Credits - 1 item	<u>60.20</u>
Total Cleared Transactions	<u>60.20</u>
Cleared Balance	<u>236,993.92</u>
Register Balance as of 03/31/2024	236,993.92
Ending Balance	236,993.92

1:13 PM

04/02/24

ARPA Fund #464
Reconciliation Summary

000.101 · Independent Bank ARPA Funds, Period Ending 03/31/2024

	<u>Mar 31, 24</u>
Beginning Balance	323,555.27
Cleared Balance	323,555.27
Register Balance as of 03/31/2024	323,555.27
Ending Balance	323,555.27

1:18 PM

04/02/24

Conway Township
Reconciliation Summary
009.000 · MSUFCU CD, Period Ending 03/31/2024

	<u>Mar 31, 24</u>
Beginning Balance	247,911.85
Cleared Transactions	
Deposits and Credits - 1 item	<u>3,050.29</u>
Total Cleared Transactions	<u>3,050.29</u>
Cleared Balance	<u>250,962.14</u>
Register Balance as of 03/31/2024	250,962.14
Ending Balance	250,962.14

1:16 PM

04/02/24

Conway Township Reconciliation Summary

009.001 · MSUFCU Saver, Period Ending 03/31/2024

	<u>Mar 31, 24</u>
Beginning Balance	5.00
Cleared Balance	5.00
Register Balance as of 03/31/2024	5.00
Ending Balance	5.00

Conway Township - Road Fund #201
Reconciliation Summary
005.000 · BofAA - Road Fund, Period Ending 03/31/2024

	<u>Mar 31, 24</u>	
Beginning Balance		154,032.16
Cleared Transactions		
Checks and Payments - 1 item	-86.68	
Deposits and Credits - 3 items	84,229.51	
	<u>84,142.83</u>	
Total Cleared Transactions		
Cleared Balance		<u>238,174.99</u>
Uncleared Transactions		
Deposits and Credits - 1 item	63,791.14	
	<u>63,791.14</u>	
Total Uncleared Transactions		
Register Balance as of 03/31/2024		<u>301,966.13</u>
Ending Balance		301,966.13

Conway Township Check Detail March 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	ACH	03/01/2024	DTE Energy	016.000 · BofAA - General Fund		-440.18
				265.920 · Utilities	-440.18	440.18
TOTAL					-440.18	440.18
Check	ACH	03/15/2024	mers	016.000 · BofAA - General Fund		-1,344.12
				204.000 · Payroll Liabilities	-1,344.12	1,344.12
TOTAL					-1,344.12	1,344.12
Check	ACH	03/27/2024	American Express	016.000 · BofAA - General Fund		-7,189.33
				265.859 · Internet & Phones	-829.61	829.61
				102.801 · Mmbrshps, Sft. Lic. & Dues	-38.97	38.97
				266.103 · Attorney	-2,651.50	2,651.50
				265.146 · Equipment-Office	-3,430.15	3,430.15
				102.900 · Printing & Publishing	-144.90	144.90
				262.726 · Supplies	-36.76	36.76
				265.146 · Equipment-Office	-17.89	17.89
				265.920 · Utilities	-39.55	39.55
TOTAL					-7,189.33	7,189.33
Check	12488	03/05/2024	DoorPro, LLC	016.000 · BofAA - General Fund		-14,389.00
				265.935 · Building Maintenance	-1,107.00	1,107.00
				265.935 · Building Maintenance	-13,282.00	13,282.00
TOTAL					-14,389.00	14,389.00
Check	12489	03/05/2024	Foster Swift	016.000 · BofAA - General Fund		-3,102.10
				266.103 · Attorney	-3,102.10	3,102.10
TOTAL					-3,102.10	3,102.10
Check	12490	03/05/2024	VOID	016.000 · BofAA - General Fund		0.00
TOTAL					0.00	0.00

Conway Township Check Detail March 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	12491	03/05/2024	Susan Egbert	016.000 · BofAA - General Fund		-24.92
				102.970 · Mileage	-24.92	24.92
TOTAL					-24.92	24.92
Check	12492	03/05/2024	Gabi Bresett	016.000 · BofAA - General Fund		-105.06
				102.970 · Mileage	-87.10	87.10
				262.726 · Supplies	-17.96	17.96
TOTAL					-105.06	105.06
Check	12493	03/05/2024	Brande Nogafsky	016.000 · BofAA - General Fund		-239.79
				102.970 · Mileage	-139.79	139.79
				102.725 · Workwear	-100.00	100.00
TOTAL					-239.79	239.79
Check	12494	03/05/2024	Barbara Richards...	016.000 · BofAA - General Fund		-69.96
				102.725 · Workwear	-69.96	69.96
TOTAL					-69.96	69.96
Check	12495	03/05/2024	Village Of Fowler...	016.000 · BofAA - General Fund		-60.00
				301.701 · Police Ordinance Enforcement	-60.00	60.00
TOTAL					-60.00	60.00
Check	12496	03/05/2024	Fowlerville Comm...	016.000 · BofAA - General Fund		-14,457.70
				738.100 · Parks & Recreation Contribution	-14,457.70	14,457.70
TOTAL					-14,457.70	14,457.70
Check	12497	03/05/2024	R.I. Thomas Prop...	016.000 · BofAA - General Fund		-560.00
				265.935 · Building Maintenance	-560.00	560.00
TOTAL					-560.00	560.00

Conway Township Check Detail March 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	12498	03/05/2024	Richard Hohenstein	016.000 · BofAA - General Fund		-26.00
				102.970 · Mileage	-26.00	26.00
TOTAL					-26.00	26.00
Check	12499	03/05/2024	Gary Klein	016.000 · BofAA - General Fund		-26.00
				102.970 · Mileage	-26.00	26.00
TOTAL					-26.00	26.00
Check	12500	03/05/2024	Livingston Count...	016.000 · BofAA - General Fund		-53.51
				253.832 · Charge Back	-53.51	53.51
TOTAL					-53.51	53.51
Check	12501	03/06/2024	Elizabeth Whitt	016.000 · BofAA - General Fund		-68.34
				102.970 · Mileage	-68.34	68.34
TOTAL					-68.34	68.34
Check	12502	03/06/2024	Dockery, Rebecca	016.000 · BofAA - General Fund		-146.73
				102.970 · Mileage	-146.73	146.73
TOTAL					-146.73	146.73
Check	12503	03/19/2024	VOID	016.000 · BofAA - General Fund		0.00
TOTAL					0.00	0.00
Check	12504	03/20/2024	Livingston Count...	016.000 · BofAA - General Fund		-77.85
				960.000 · Delinquent Personal Prop Taxes	-77.85	77.85
TOTAL					-77.85	77.85

Conway Township Check Detail March 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	12505	03/26/2024	Great Lakes Outd...	016.000 · BofAA - General Fund		-360.00
				265.805 · Snow Removal	-360.00	360.00
TOTAL					-360.00	360.00
Check	12506	03/26/2024	Debbie Grubb	016.000 · BofAA - General Fund		-53.46
				102.970 · Mileage	-24.92	24.92
				102.970 · Mileage	-16.75	16.75
				102.970 · Mileage	-11.79	11.79
TOTAL					-53.46	53.46
Check	12507	03/26/2024	The Spirit of Livin...	016.000 · BofAA - General Fund		-15.00
				102.726 · Supplies	-15.00	15.00
TOTAL					-15.00	15.00
Check	12508	03/26/2024	Applied Innovation	016.000 · BofAA - General Fund		-4,589.40
				265.146 · Equipment-Office	-1,239.02	1,239.02
				262.930 · Equipment/Maintenance	-440.00	440.00
				262.930 · Equipment/Maintenance	-440.00	440.00
				265.146 · Equipment-Office	-2,470.38	2,470.38
TOTAL					-4,589.40	4,589.40
Check	12509	03/26/2024	Spectrum Printer...	016.000 · BofAA - General Fund		-96.18
				262.900 · Printing & Publishing	-96.18	96.18
TOTAL					-96.18	96.18
Check	12510	03/26/2024	Kodet's True Value	016.000 · BofAA - General Fund		-22.98
				265.146 · Equipment-Office	-22.98	22.98
TOTAL					-22.98	22.98

Conway Township
Check Detail
 March 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	12511	03/26/2024	H & H Publication	016.000 · BofAA - General Fund		-325.00
				102.900 · Printing & Publishing	-325.00	325.00
TOTAL					-325.00	325.00
Check	12512	03/26/2024	Corrigan Propane...	016.000 · BofAA - General Fund		-1,698.41
				265.920 · Utilities	-1,698.41	1,698.41
TOTAL					-1,698.41	1,698.41
Check	12513	03/26/2024	AccuShred	016.000 · BofAA - General Fund		-128.00
				265.920 · Utilities	-128.00	128.00
TOTAL					-128.00	128.00
Check	12514	03/26/2024	Barbara Richards...	016.000 · BofAA - General Fund		-11.52
				102.970 · Mileage	-11.52	11.52
TOTAL					-11.52	11.52
Check	12515	03/26/2024	Susan Egbert	016.000 · BofAA - General Fund		-17.49
				102.970 · Mileage	-17.49	17.49
TOTAL					-17.49	17.49
Check	12516	03/27/2024	Dockery, Rebecca	016.000 · BofAA - General Fund		-16.75
				102.970 · Mileage	-16.75	16.75
TOTAL					-16.75	16.75

1:07 PM
04/02/24

Conway Township Journal April 15, 2024

Trans #	Type	Date	Num	Memo
13519	General Jo...	04/15/2024	JE #35	
				Unallocated:Receptionist salary
				Fica ER
				Med ER
				Invoice
				Township Board:Salaries Wages
				Supervisor's Office:Salaries
				Federal PRT Liability
				Clerk's Office:Salaries & Wages
				Clerk's Office:Deputies Wages
				Michigan Withholding Liability
				Board of Review:Salaries & Wages
				Treasurer's Office:Salaries & Wages
				Treasurer's Office:Deputies Salaries
				Assessor:Salaries
				Building & Grounds:Hall Monitor Sala
				Planning & Zoning:Salaries
				Direct Deposits
				Invoice
				Payroll Taxes
				Payroll Liabilities
				Fed Wh
				Fica ER
				Fica Wh
				Med ER
				Med Wh
				Michigan Withholding Liability

TOTAL

1:07 PM
04/02/24

Conway Township Journal April 15, 2024

Account	Debit	Credit
102.702 · Office Assistant Salary	801.00	
102.704 · Payroll Taxes	1,001.01	
102.704 · Payroll Taxes	234.14	
102.710 · Payroll Billing	229.21	
103.702 · Salaries Wages	392.00	
171.702 · Salaries	2,026.75	
210 · Federal PRT Liability	3,142.06	
215.702 · Salaries & Wages	2,309.34	
215.703 · Deputies Wages	1,280.00	
218 · Michigan Withholding Liability	660.50	
247.702 · Salaries & Wages	540.00	
253.702 · Salaries & Wages	2,172.91	
253.703 · Deputies Salaries	1,055.00	
257.702 · Salaries	4,003.33	
265.702 · Hall Monitor Salary	75.00	
721.702 · Salaries	1,490.00	
016.000 · BofAA - General Fund		12,284.29
016.000 · BofAA - General Fund		229.21
016.000 · BofAA - General Fund		3,802.56
204.000 · Payroll Liabilities		1,293.63
210 · Federal PRT Liability		671.76
210 · Federal PRT Liability		1,001.01
210 · Federal PRT Liability		1,001.01
210 · Federal PRT Liability		234.14
210 · Federal PRT Liability		234.14
218 · Michigan Withholding Liability		660.50
	21,412.25	21,412.25
	21,412.25	21,412.25

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	117,206.91	120,000.00	-2,793.09	97.7%
403.000 · Taxes - Admin fees	37,140.19	43,000.00	-5,859.81	86.4%
409.000 · Taxes - SET fee	0.00	700.00	-700.00	0.0%
411.000 · Dog licenses	376.35	40.00	336.35	940.9%
450.000 · Fees, Licenses & Permits	5,197.61	10,000.00	-4,802.39	52.0%
451.001 · SAD Principal - Eva Lane	0.00	0.00	0.00	0.0%
451.002 · SAD Interest - Eva Lane	0.00	0.00	0.00	0.0%
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	548.04	4,800.00	-4,251.96	11.4%
574.000 · State Revenue Sharing	331,958.00	393,975.00	-62,017.00	84.3%
664.000 · Interest & Dividends	15,564.52	3,200.00	12,364.52	486.4%
667.000 · Rent	1,800.00	2,500.00	-700.00	72.0%
671.000 · Misc. Revenues	446.05	0.00	446.05	100.0%
675.000 · American Rescue Plan Funds	0.00	0.00	0.00	0.0%
677.000 · General Reimbursements	0.00			
678.000 · Grant Reimbursement	1,500.00			
680.000 · Election Reimburse	3,084.27	0.00	3,084.27	100.0%
699.101 · Due from Eva Lane	5,732.50			
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	525,205.16	578,415.00	-53,209.84	90.8%
Gross Profit	525,205.16	578,415.00	-53,209.84	90.8%
Expense				
102.000 · Unallocated				
102.702 · Office Assistant Salary	10,259.82	11,000.00	-740.18	93.3%
102.704 · Payroll Taxes	16,129.86	15,000.00	1,129.86	107.5%
102.710 · Payroll Billing	2,664.38	3,000.00	-335.62	88.8%
102.725 · Workwear	623.24	2,500.00	-1,876.76	24.9%
102.726 · Supplies	2,566.74	2,000.00	566.74	128.3%
102.801 · Mmbrshps, Sft. Lic. & Dues	18,547.14	19,000.00	-452.86	97.6%
102.805 · Appropriation Senior Center	0.00	2,000.00	-2,000.00	0.0%
102.900 · Printing & Publishing	8,088.26	7,500.00	588.26	107.8%
102.910 · Postage	5,241.84	6,000.00	-758.16	87.4%
102.970 · Mileage	4,693.92	3,000.00	1,693.92	156.5%
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	68,815.20	71,000.00	-2,184.80	96.9%

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	7,175.00	7,500.00	-325.00	95.7%
103.706 · FOIA COORDINATOR	1,200.00	1,000.00	200.00	120.0%
103.969 · Seminars and Workshops	0.00	500.00	-500.00	0.0%
Total 103.000 · Township Board	8,375.00	9,000.00	-625.00	93.1%
171.000 · Supervisor's Office				
171.702 · Salaries	24,321.00	24,321.00	0.00	100.0%
171.969 · Seminars & Workshops	2,996.93	3,500.00	-503.07	85.6%
Total 171.000 · Supervisor's Office	27,317.93	27,821.00	-503.07	98.2%
200.203 · Due To Road Fund	0.00	0.00	0.00	0.0%
215.000 · Clerk's Office				
215.702 · Salaries & Wages	27,712.08	27,712.00	0.08	100.0%
215.703 · Deputies Wages	18,260.00	20,000.00	-1,740.00	91.3%
215.969 · Seminars & Workshops	5,922.15	6,500.00	-577.85	91.1%
215.000 · Clerk's Office - Other	0.00	0.00	0.00	0.0%
Total 215.000 · Clerk's Office	51,894.23	54,212.00	-2,317.77	95.7%
247.000 · Board of Review				
247.702 · Salaries & Wages	1,530.00	2,000.00	-470.00	76.5%
247.969 · Seminars & Workshops	0.00	0.00	0.00	0.0%
Total 247.000 · Board of Review	1,530.00	2,000.00	-470.00	76.5%
253.000 · Treasurer's Office				
253.702 · Salaries & Wages	26,074.92	26,075.00	-0.08	100.0%
253.703 · Deputies Salaries	10,965.00	12,480.00	-1,515.00	87.9%
253.832 · Charge Back	42.30	200.00	-157.70	21.2%
253.969 · Seminars & Workshops	4,981.67	5,000.00	-18.33	99.6%
253.975 · Bank Service Charge	56.00	150.00	-94.00	37.3%
Total 253.000 · Treasurer's Office	42,119.89	43,905.00	-1,785.11	95.9%
257.000 · Assessor				
257.701 · Assessor Services	0.00	100.00	-100.00	0.0%
257.702 · Salaries	41,419.96	44,400.00	-2,980.04	93.3%
257.969 · Seminars & Workshops	404.76	1,500.00	-1,095.24	27.0%
Total 257.000 · Assessor	41,824.72	46,000.00	-4,175.28	90.9%

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	11,444.25	12,000.00	-555.75	95.4%
262.726 · Supplies	445.48	2,500.00	-2,054.52	17.8%
262.900 · Printing & Publishing	1,138.28	250.00	888.28	455.3%
262.930 · Equipment/Maintenance	1,380.00	10,000.00	-8,620.00	13.8%
Total 262.000 · Elections	14,408.01	24,750.00	-10,341.99	58.2%
265.000 · Building & Grounds				
265.146 · Equipment-Office	40,275.64	35,200.00	5,075.64	114.4%
265.702 · Hall Monitor Salary	825.00	1,500.00	-675.00	55.0%
265.801 · Lawn Mowing	1,917.05	3,500.00	-1,582.95	54.8%
265.802 · Landscaping	0.00	0.00	0.00	0.0%
265.805 · Snow Removal	5,736.80	4,500.00	1,236.80	127.5%
265.859 · Internet & Phones	10,438.77	12,000.00	-1,561.23	87.0%
265.920 · Utilities	7,518.05	5,500.00	2,018.05	136.7%
265.930 · Equipment Maintenance	21,444.32	0.00	21,444.32	100.0%
265.935 · Building Maintenance	89,562.00	92,000.00	-2,438.00	97.4%
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	177,717.63	169,200.00	8,517.63	105.0%
266.000 · Professional Fees				
266.103 · Attorney	77,590.00	60,000.00	17,590.00	129.3%
266.721 · Planning Commission	2,800.00	37,200.00	-34,400.00	7.5%
266.955 · Auditor	11,050.00	10,500.00	550.00	105.2%
266.960 · Engineer	0.00	1,800.00	-1,800.00	0.0%
Total 266.000 · Professional Fees	91,440.00	109,500.00	-18,060.00	83.5%
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%
276.930 · Repair & Maintenance	500.00			
Total 276.000 · Cemetery	500.00	0.00	500.00	100.0%
301.000 · Public Safety				
301.700 · Fire Authority Rep	900.00	1,000.00	-100.00	90.0%
301.701 · Police Ordinance Enforcement	570.00	10,000.00	-9,430.00	5.7%
301.702 · Contribution Police Salaries	5,000.00	0.00	5,000.00	100.0%
Total 301.000 · Public Safety	6,470.00	11,000.00	-4,530.00	58.8%

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	25,800.00	27,000.00	-1,200.00	95.6%
721.969 · Seminars & Workshop	1,725.00	2,000.00	-275.00	86.3%
Total 721.000 · Planning & Zoning	27,525.00	29,000.00	-1,475.00	94.9%
738.000 · Recreation Association				
738.100 · Parks & Recreation Contribution	51,360.92	51,500.00	-139.08	99.7%
738.702 · Salaries	720.00	900.00	-180.00	80.0%
738.000 · Recreation Association - Other	0.00	0.00	0.00	0.0%
Total 738.000 · Recreation Association	52,080.92	52,400.00	-319.08	99.4%
954.000 · Insurance & Bond	13,021.00	11,500.00	1,521.00	113.2%
960.000 · Delinquent Personal Prop Taxes	77.85			
980.000 · Transfers Out - Cemetery	0.00	30,000.00	-30,000.00	0.0%
Total Expense	669,506.30	746,288.00	-76,781.70	89.7%
Net Ordinary Income	-144,301.14	-167,873.00	23,571.86	86.0%
Other Income/Expense				
Other Income				
Interest Income	1,617.94	0.00	1,617.94	100.0%
501.000 · Federal Grant Income	0.00	0.00	0.00	0.0%
Total Other Income	1,617.94	0.00	1,617.94	100.0%
Net Other Income	1,617.94	0.00	1,617.94	100.0%
Net Income	-142,683.20	-167,873.00	25,189.80	85.0%

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	2,400.00	2,800.00	-400.00	85.7%
661.000 · Burial Fee	1,000.00	1,500.00	-500.00	66.7%
662.000 · Foundations	1,890.90	249.96	1,640.94	756.5%
664.000 · Interest Income	435.50	0.00	435.50	100.0%
690.000 · Other Revenues	110.00	0.00	110.00	100.0%
695.00 · Stone Restoration	0.00	0.00	0.00	0.0%
Total Income	5,836.40	34,549.96	-28,713.56	16.9%
Expense				
265.963 · Property Taxes	0.00	200.00	-200.00	0.0%
276.702 · Salaries	2,240.00	5,000.00	-2,760.00	44.8%
276.801 · Lawn Mowing	12,916.15	14,500.00	-1,583.85	89.1%
276.850 · Contracted Labor	0.00	500.00	-500.00	0.0%
276.860 · Software Fees	1,260.00	1,200.00	60.00	105.0%
276.930 · Repair & Maintenance	28,125.95	30,000.00	-1,874.05	93.8%
Total Expense	44,542.10	51,400.00	-6,857.90	86.7%
Net Income	-38,705.70	-16,850.04	-21,855.66	229.7%

**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	349,849.26	250,000.00	99,849.26	139.9%
664.000 · Interest Income	2,282.56	0.00	2,282.56	100.0%
695.000 · Road Commission Refunds	-86.68			
Total Income	<u>352,045.14</u>	<u>250,000.00</u>	<u>102,045.14</u>	<u>140.8%</u>
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	<u>341,437.15</u>	<u>360,000.00</u>	<u>-18,562.85</u>	<u>94.8%</u>
Net Income	<u>10,607.99</u>	<u>-110,000.00</u>	<u>120,607.99</u>	<u>-9.6%</u>



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

P: 517-223-0358 F: 517-223-0533

From: Becky Dockery - Conway Township Zoning Administrator

To: Conway Township Board of Trustees

Subject: Zoning Administrator Report

Meeting: April 2024

Name	Location	Permit#	ID #	Details
BARRON, VICTOR	9100 ROBB RD	024-005	01-13-300-027	POLE BARN
WATSON, WILLIAM & LAURA	9415 ROBB RD	024-006	01-14-400-020	POLE BARN
DRENCHEN, JACOB	9669 HERRINGTON RD	024-007	01-06-100-005	CONVERT GARAGE TO LIVING SPACE
KEKICH. ELIZABETH & DANIEL	8810 Allen Rd	W024-006	01-34-300-010	RE-ROOF

Date Threat Event

Mar 1,2024			
	31.13.80.48	Canada	1
Mar 2,2024	no threats		
Mar 3,2024	no threats		
Mar 4,2024			
	34.140.137.72	Belgium	1
Mar 5,2024			
	23.129.64.214	United States	1
	117.254.181.224	India	1
Mar 6,2024			
	180.107.216.22	China	1
Mar 7,2024			
	80.94.92.60	United Kingdom	1
Mar 8,2024			
	45.56.115.116	United States	2
	80.94.92.60	United Kingdom	1
	91.92.240.203	Bulgaria	1
	194.48.251.7	Bulgaria	1
Mar 9,2024			
	45.56.115.116	United States	2
	80.94.92.60	United Kingdom	1
	91.92.240.203	Bulgaria	1
	194.48.251.7	Bulgaria	1
Mar 10,2024			
	80.94.92.60	United Kingdom	1
	112.239.163.0	China	1
Mar 11,2024	no threats		
Mar 12,2024			
	44.220.188.109	United States	5
	80.94.92.60	United Kingdom	1

Mar 13,2024			
	3.91.146.176	United States	1
	120.85.119.152	China	1
	67.219.192.37	United States	1
	66.244.74.68	United States	1
Mar 14,2024	no threats		
Mar 15,2024	no threats		
Mar 16,2024	no report		
Mar 17,2024	no report		
Mar 18,2024			
	44.220.188.103	United States	5
	111.7.96.178	China	1
	74.80.182.88	United States	1
Mar 19,2024	no threats		
Mar 20,2024	no threats		
Mar 21,2024			
	172.234.96.249		1
Mar 22,2024	no threats		
Mar 23,2024			
	45.95.147.236		1
Mar 25,2024	no threats		
Mar 26,2024	no threats		
Mar 27,2024	no threats		
Mar 28,2024	no threats		
Mar 29,2024			
	44.220.185.32		3
	36.156.22.4		1
Mar 30,2024	no threats		
Mar 31,2024	no threats		

Russell S. Cesarz

10899 W Allen Rd

Fowlerville, Mi 48843 810-599-6019 russcesarz@gmail.com

Profile:

Detail-oriented, multi-skilled licensed Michigan builder with over 30 years of experience seeking a position with Conway township as zoning administrator. Looking to join the team of Conway township with a commitment to the quality care of the township. Born and raised in Fowlerville and retiring in Fowlerville.

Education, Licensing and Certifications:

Self-employed Builder Remodeler for over 30 years with new house construction for the last 25 years, Michigan builder licensed for over 25 years with additional Lead Paint and Safety Certification.

Key Skills:

All phases of building construction, residential and commercial and applicable codes and zoning ordinances with good understanding of zoning and building.

Architectural training in building design and layout, computer aided design

Professional Experience:

Self-employed builder and remodeler of residential and commercial projects priced from \$2500 to \$2,500,000 for over 30 years.

April 10, 2024

Sent via e-mail

Conway Township Board Members
8015 N. Fowlerville Road
P.O. Box 1157
Fowlerville, MI 48836

Re: Proposed Amendments to Zoning Ordinance; Cargo Containers

Dear Board Members:

Included in your packet are proposed amendments to the Conway Township Zoning Ordinance regarding regulation of cargo containers and portable/temporary storage containers. I have included a proposed Resolution outlining the path of these proposed amendments, which were previously before the Board on December 19, 2023, based on a September 11, 2023 (first) recommendation of approval from the Planning Commission. At that time, the Board considered the amendment and the recommendation and comments of the Livingston County Planning Commission. The Board elected to send the proposed amendment back to the Township Planning Commission for further review. The Planning Commission has reviewed the amendments and has again recommended approval to the Board on March 11, 2024, with additional revisions. A clean copy of the March 2024 recommendation of the Planning Commission with those changed incorporated has been included, as well as a copy with changes since the Board last reviewed the proposed amendment marked. See below list of attachments to this letter. Along with their recommendation of approval, the Planning Commission requested a written review of the proposed amendment from the Township Attorney. That review follows.

1. The term “Portable Storage Container” has been changed to “Portable/Temporary Storage Container.” If this is how portable storage containers are going to be defined, then the reference should be consistent throughout 6.18. An alternative to defining this use with a slash (/) would be to keep the definition as “Portable Storage Container” and include the word “temporary” in the substance of the definition. This would seemingly accomplish the intended goal.
2. It is not clear whether Section 6.18(A) is meant to include the portable/temporary storage container use given the added language. I believe this section is meant to only apply to cargo containers (and not also storage containers, which is addressed later). If this is correct, then I would recommend clarifying this added language since it so closely mirrors the separate and distinct (portable/temporary) storage container use. I believe if the section read “all cargo

April 10, 2024
Page 2

container use,” it would have both permanent and temporary cargo container use covered. But see later, Comment #6.

3. Section 6.18(A)(9), I would remove the word “Township and” since the electrical permits come from Livingston County and not the Township.
4. I would recommend rewording Section 6.18(A)(11) to provide for “the earlier of” instead of the “lesser of” and to divide into two subparagraphs. I would suggest using the word “Section” instead of “ordinance” at the end of the second sentence.
5. With the removal of prior section 6.18(D) addressing temporary cargo container use, the Amendments do not address what kind of permit a temporary cargo container use would require or what kind of timeline would be permitted for temporary use versus permanent use (note, this is different than the temporary use of a portable storage container). A disparate treatment between these two uses (permanent versus temporary cargo container use) is acknowledged in current Section 6.18(11), implying a temporary use permit would be required for a temporary use; however, the prior draft regulation providing for this use requiring a temporary land use permit pursuant to Zoning Ordinance Section 6.09 has been deleted.
6. Section 6.18(C). It is not clear to me why some of the regulations previously contained in this section were removed, and which would otherwise apply to portable/temporary storage containers, since this section is the only place where the temporary/portable storage container use is addressed (unless the recent revisions to 6.18(A) are meant to include portage/temporary storage containers, see above Comment #2). For example, with the removal of the regulation relating to time limits (prior draft section 6.18(E)(11)), there is no time limit/guide on this particular temporary use from a permitting perspective as Zoning Ordinance 6.09 calls forth specific time limits as to each of the enumerated uses in that section and would not otherwise provide a time limit for a temporary land use permit for a portable/temporary storage container.
7. Section 6.18(E) calls for the scheduling of inspections within 30 days of “obtaining a land use permit.” However, the container may not be installed within 30 days from getting the permit. I would suggest revising to provide for inspection within 30 days from installation. Any cost associated with this should be the responsibility of the owner, this should be added to the Township fee schedule. Also, Section 6.18(E) could be further modified to make clear that the inspection requirement applies to both cargo containers and portable/temporary storage containers.
8. I recommend deleting Section 6.18(F) since Zoning Ordinance Section 3.05(D) already specifically calls for this method of enforcement as to the entire zoning ordinance and therefore it is not necessary to repeat that option in any subsequent subsection.

April 10, 2024
Page 3

9. There appear to be a number of recommendations made by the planning staff at the LCPC that have not been included in the Amendments.

I have attached relevant documents that may assist the Board in its review, and a list of those is documents below. The Board may approve the Amendments as presented, work on modifications to the proposed Amendments per any one or more of the items listed above, send the Amendments back to the Planning Commission, or decline approval. If the Board elects to send the Amendments back to the Planning Commission, I recommend specific direction on what further changes the Board may be looking for. Please let me know if the Board has any questions.

Very truly yours,



Abby H. Cooper

Cc: Conway Township Planning Commission Chairperson

ATTACHMENTS

- A. Draft Resolution
- B. Amendments as recommended by PC on March 11, 2024
- C. Amendments with most changes marked from the Board's December 2023 review
- D. LCPC recommendations
- E. PC Minutes March 22, 2024 (unapproved)

**RESOLUTION TO ADOPT AN ORDINANCE TO AMEND THE
ZONING ORDINANCE TO ALLOW AND REGULATE
CARGO CONTAINERS AND PORTABLE STORAGE CONTAINERS**

Resolution No. 240416-_____

Conway Township

WHEREAS, the Conway Township Board of Trustees (“Board”) 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. 2023-05 adding a new Section 6.18 to the Zoning Ordinance to allow and set regulations for cargo containers and other portable storage containers pursuant to its authority under the MZEA and Article 4 of the Zoning Ordinance (“Amendments”);

WHEREAS, the Planning Commission held a public hearing on September 11, 2023, and recommended the Board approve and adopt the Amendments at its September 11, 2023, meeting;

WHEREAS, staff for the Livingston County Planning Commission (“LCPC”) reviewed the Amendments on October 2, 2023 (LCPC #Z-32-23) and the LCPC recommended “approval with conditions” as to the substantive regulations in proposed new Section 6.18 at its October 18, 2023, meeting;

WHEREAS, the Board reviewed the Amendments, considered the LCPC’s recommendation, the Planning Commission’s recommendation, and on December 19, 2023, the Board send the Amendments back to the Planning Commission for further review;

WHEREAS, the Planning Commission considered the recommendations and comments of the LCPC over the course of several meetings, drafted additional changes to the Amendments in response to those comments, and on March 11, 2024, the Planning Commission recommended approval of the Amendments to the Board along with a review from the Township Attorney;

WHEREAS, the Township Attorney has since reviewed the Amendments and provided comments to the Board pursuant to the Planning Commission’s request;

WHEREAS, in consideration of the above, 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, 2023-05 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:

Grubb, B:
Whitt, E:
Grubb, D:
Pushies, G:
Crampton-Atherton, A:

The Supervisor declared the resolution adopted at a regular meeting of the Board held on April 16, 2024.

Elizabeth Whitt, Clerk

CONWAY TOWNSHIP

ORDINANCE NO. 2023-05

AN ORDINANCE TO AMEND THE ZONING ORDINANCE
TO DEFINE AND REGULATE CARGO CONTAINERS

The Township of Conway ordains:

Section 1. Addition of Definitions to Article 2 of the Township Zoning Ordinance

The following definitions are added to Article 2 of the Township Zoning Ordinance, consistent with the existing ordering of definitions in that section:

Cargo Container. Any metal or primarily metal container designed or constructed to ship, store, or handle bulk goods or items, or which appears substantially similar to such containers in appearance. Such containers include reusable steel boxes, freight containers, and bulk shipping containers; originally, a standardized reusable vessel that was designed for and used in the parking, shipping, movement, transportation or storage of freight, articles of goods or commodities; generally capable of being mounted or moved on a rail car, or loaded on a ship.

Portable/Temporary Storage Container. A portable or moveable, weather resistant receptacle designed and used for the storage or shipment of household goods, wares, valuables or merchandise (i.e. PODS or MODS), and which is typically leased on a short-term basis for temporary storage purposes.

Section 2. Addition of New Section 6.18, entitled "Cargo Containers and Portable Storage Containers."

New Section 6.18, currently designated as "Reserved," entitled "Cargo Containers and Portable Storage Containers," is added to the Township's Zoning Ordinance and reads as follows:

Section 6.18 - Cargo Containers and Portable Storage Containers

A. **Cargo Containers.** Cargo containers are permitted as an accessory use in all zoning districts subject to the requirements of this Section. The following regulations apply to all permanent, portable/temporary cargo container use in all zoning districts:

1. Cargo containers shall not be stacked above the height of a single container device.
2. No plumbing may be run or connected to a cargo container.
3. Cargo containers shall not be used to store hazardous materials, as defined by the Michigan Fire Prevention Code, 1941 PA 207, MCL 29.1 *et seq.*
4. Cargo containers shall not occupy required off-street parking, emergency access, ingress, egress, or loading areas.
5. Cargo containers shall not be located on any utility, right of way, or easement.
6. No cargo container shall be placed in a location which may cause

- hazardous conditions or constitute a threat to public safety.
7. No cargo container may be used as living quarters.
 8. No structural modifications may be made to cargo containers with the exception of electrification for lighting. All electrical wiring to the container must be placed underground.
 9. Applicant must obtain proper electrical permits from Township and Livingston County Building Department for lighting.
 10. No livestock or pets may be stored in cargo containers.
 11. Cargo containers associated with an approved building construction project shall be permitted to remain on-site until the approval of the lesser of the project's final building inspection or the expiration of the building permit. At the time a cargo container is no longer intended for temporary use, the owner must apply for a land use permit for a cargo container for permanent storage as described in section B of this ordinance.

B. Cargo Containers for Permanent Storage. Cargo containers may be permanently placed on the property for storage purposes upon issuance of a land use permit from the Zoning Administrator and shall adhere to the following restrictions:

1. Permanent Cargo Containers are limited in quantity as follows:
 - a. On a parcel between two (2) to five (5) acres, one (1) cargo container with a maximum of two hundred (200) square feet.
 - b. On a parcel of five (5) to ten (10) acres, up to two (2) cargo containers with a maximum of two hundred (200) square feet per container, not to exceed four hundred (400) total square feet.
 - c. On a parcel of ten (10) plus acres, up to four (4) cargo containers with a maximum of three hundred sixty (360) square feet per container, not to exceed one thousand four hundred forty (1,440) total square feet. Permanent accessory structures that are over two hundred (200) square feet require additional permitting with the Livingston County Building Department.
2. Cargo containers shall meet all required setbacks of Section 6.06.
3. Cargo containers shall be located in rear yards with the exception that cargo containers may be allowed in the side yard but not forward of the rear wall of the principal structure.
4. Cargo containers must be screened with shrubbery, trees, privacy

fencing and/or natural surrounding so as to not be visible from the street/road and/or neighboring properties.

5. All applicable county building regulations must be followed when cargo containers exceed two (200) square feet.
6. A solid foundation (road base material/gravel or better) is required.
7. Cargo containers shall be painted in solid colors (colors which blend into the surrounding area).
8. Cargo containers shall not be used for any advertising purpose and shall be kept clean of all alpha-numeric signage and writing.
9. Any writing or graffiti that may be placed on the container is the responsibility of the property owner and shall be promptly removed.

C. Portable/Temporary Storage Containers. Portable/Temporary storage containers are permitted as an accessory use in all zoning districts upon issuance of a temporary land use permit (Section 6.09) from the Zoning Administrator and shall adhere to the following restrictions:

1. No structural modifications may be made to portable/temporary cargo containers.
2. Portable/temporary storage containers used in a residential district or associated with a residential use must be placed on a driveway or paved area.

D. Referral to Planning Commission. At any time after receipt of an application for a cargo container or portable storage container pursuant to this Section, the Zoning Administrator may elect to refer the application for review and approval by the Planning Commission at no additional cost to the applicant.

E. Right of Entry and Inspection. The Township reserves the right to inspect all storage containers during each permitting period to ensure that such structures are compliant with all applicable ordinances and that public safety and other properties are not jeopardized by the condition or deterioration of said structures. It is the duty of the applicant and/or property owner to schedule and complete all necessary inspections. The scheduling of inspections must occur within thirty (30) days from obtaining a land use permit.

F. Civil Infraction. Any person violating any of the provisions of this ordinance shall be responsible for a civil infraction according Section 5 – Schedule of Civil Fines/Costs of the Municipal Civil Infraction Ordinance.

Section 3. Validity and Severability.

If any portion of this Ordinance is found invalid for any reason, such holding will not affect

the validity of the remaining portions of this Ordinance.

Section 4. Repealer.

All other ordinances inconsistent with the provisions of this Ordinance are hereby repealed to the extent necessary to give this Ordinance full force and effect.

Section 5. Effective Date.

This Ordinance takes effect seven days after publication as provided by law.

CONWAY TOWNSHIP

ORDINANCE NO. 2023-

05

**AN ORDINANCE TO AMEND THE ZONING ORDINANCE
TO DEFINE AND REGULATE CARGO CONTAINERS**

The Township of Conway ordains:

Section 1. Addition of Definitions to Article 2 of the Township Zoning Ordinance

The following definitions are added to Article 2 of the Township Zoning Ordinance, consistent with the existing ordering of definitions in that section:

Cargo Container. Any metal or primarily metal container designed or constructed to ship, store, or handle bulk goods or items, or which appears substantially similar to such containers in appearance. Such containers include reusable steel boxes, freight containers, and bulk shipping containers; originally, a standardized reusable vessel that was designed for and used in the parking, shipping, movement, transportation or storage of freight, articles of goods or commodities; generally capable of being mounted or moved on a rail car, or loaded on a ship.

Portable/Temporary Storage Container. A portable or moveable, weather resistant receptacle designed and used for the storage or shipment of household goods, wares, valuables or merchandise (i.e. PODS or MODS), and which is typically leased on a short-term basis for temporary storage purposes.

Section 2. Addition of New Section 6.18, entitled "Cargo Containers and Portable Storage Containers."

New Section 6.18, currently designated as "Reserved," entitled "Cargo Containers and Portable Storage Containers," is added to the Township's Zoning Ordinance and reads as follows:

Section 6.18 - Cargo Containers and Portable Storage Containers

A. Cargo Containers. Cargo containers are permitted as an accessory use in all zoning districts subject to the requirements of this Section. The following regulations apply to all permanent, portable/temporary cargo container use in all zoning districts:

1. Cargo containers shall not be stacked above the height of a single container device.
2. ~~Cargo containers shall meet all required setbacks.~~
3. ~~Cargo containers shall be located in rear yards with the exception that cargo containers may be allowed in the side yard but not forward of the front building.~~
4. ~~Cargo containers must be screened so as to not be visible from the street or nearby buildings, drives, and roads.~~
5. No plumbing may be run or connected to a cargo container.

6. Cargo containers shall not be used to store hazardous materials, as defined by the Michigan Fire Prevention Code, 1941 PA 207, MCL 29.1 *et seq.*
7. Cargo containers shall not occupy required off-street parking, emergency access, ingress, egress, or loading or landscaping areas.
8. Cargo containers shall not be located on any utility, right of way, or easement.
9. No cargo container shall be placed in a location which may cause hazardous conditions or constitute a threat to public safety.
10. No cargo container may be used as living quarters.
11. No structural modifications may be made to cargo containers with the exception of electrification for lighting. All electrical wiring to the container must be placed underground.
12. Applicant must obtain proper electrical permits from Township and Livingston County Building Department for lighting.
13. No livestock or pets may be stored in cargo containers.
14. Cargo containers associated with an approved building construction project shall be permitted to remain on-site until the approval of the lesser of the project's final building inspection or the expiration of the building permit. At the time a cargo container is no longer intended for temporary use, the owner must apply for a land use permit for a cargo container for permanent storage as described in section B of this ordinance.

B. **Cargo Containers for Permanent Storage.** Cargo containers may be permanently placed on the property for storage purposes upon issuance of a land use permit from the Zoning Administrator and shall adhere to the following restrictions:

C. . The following regulations shall also apply:

1. Permanent Cargo Containers are limited in quantity as follows:
 - a. On a parcel between two (2) to five (5) acres, one (1) cargo container with a maximum of two hundred (200) square feet.
 - b. On a parcel of five (5) to ten (10) acres, up to two (2) cargo containers with a maximum of two hundred (200) square feet per container, not to exceed four hundred (400) total square feet.
 - c. On a parcel of ten (10) plus acres, up to four (4) cargo containers with a maximum of three hundred sixty (360) square feet per container, not to exceed one thousand four hundred forty (1,440) total square feet. Permanent accessory structures that are over two hundred (200) square feet require additional permitting with the Livingston County Building Department.
2. Cargo containers shall meet all required setbacks of Section 6.06.
3. Cargo containers shall be located in rear yards with the exception that cargo containers may be allowed in the side yard but not forward of the rear wall of the principal structure.
4. Cargo containers must be screened with shrubbery, trees, privacy fencing and/or natural surrounding so as to not be visible from the street/road and/or neighboring properties.
5. All applicable county building regulations are must be followed when cargo containers exceed two (200) square feet.
6. A solid foundation (road base material/gravel or better) is required.
7. Cargo containers shall be painted in solid colors (colors which blend into the surrounding area).
8. Cargo containers shall not be used for any advertising purpose and shall be kept clean of all alpha-numeric signage and writing.
9. Any writing or graffiti that may be placed on the container is the responsibility of the property owner and shall be promptly removed.

~~D. **Cargo Containers for Temporary Use.** Property owners will be required to obtain a temporary land use permit (Section 6.09) from the Zoning Administrator for the temporary use of cargo containers. The following regulations shall also apply:~~

- ~~1. Cargo containers shall be removed from the property within 180 calendar days from the date of initial placement. Property owners are allowed one additional period of up to 180 days.~~
- ~~2. Cargo containers associated with an approved building construction project shall be permitted to remain on site until the earlier occurrence of approval of the project's final building inspection or the expiration of the building permit.~~

E. **Portable/Temporary Storage Containers.** Portable/**Temporary** storage containers are permitted as an accessory use in all zoning districts upon issuance of a temporary land use permit (Section 6.09) from the Zoning Administrator and shall adhere to the following restrictions:

- ~~1. No portable storage container may be stacked on top of another or on top of any other object.~~
- ~~2. Portable storage containers shall not be used to store hazardous materials, as defined by the Michigan Fire Prevention Code, 1941 PA 207, MCL 29.1 et seq.~~
- 3. No structural modifications may be made to portable/temporary cargo containers.**
- ~~4. No electricity or plumbing may be run or connected to a portable storage container.~~
5. Portable/**temporary** storage containers used in a residential district or associated with a residential use must be placed on a driveway or paved area.
- ~~6. Portable storage containers used in a non-residential district or associated with a nonresidential use shall not occupy required off-street parking, loading or landscaping areas.~~
- ~~7. No portable storage container shall be placed in a location which may cause hazardous conditions or constitute a threat to public safety.~~
- ~~8. No portable storage container may be used for living quarters.~~
- ~~9. No livestock or pets may be stored in a portable storage container.~~
- ~~10. Portable storage containers may not be placed on a vacant lot, unless that lot is associated with an approved building construction project.~~
- ~~11. Time Limits:~~
 - ~~a. Portable storage containers shall be removed from the property within 180 calendar days from the date of initial placement. Property owners are allowed one additional period of up to 180 days.~~
 - ~~b. Portable storage containers associated with an approved building construction project shall be permitted to remain on site until the earlier occurrence of approval of the project's final building inspection or the expiration of the building permit.~~

F. **Referral to Planning Commission.** At any time after receipt of an application for a cargo container or portable storage container pursuant to this Section, the Zoning Administrator may elect to refer the application for review and approval by the Planning Commission at no additional cost to the applicant.

G. **Right of Entry and Inspection. The Township reserves the right to inspect all storage containers during each permitting period to ensure that such structures are compliant**

with all applicable ordinances and that public safety and other properties are not jeopardized by the condition or deterioration of said structures. It is the duty of the applicant and/or property owner to schedule and complete all necessary inspections. The scheduling of inspections must occur within thirty (30) days from obtaining a land use permit.

H. Civil Infraction. Any person violating any of the provisions of this ordinance shall be responsible for a civil infraction according Section 5 – Schedule of Civil Fines/Costs of the Municipal Civil Infraction Ordinance.

Section 3. Validity and Severability.

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

Section 4. Repealer.

All other ordinances inconsistent with the provisions of this Ordinance are hereby repealed to the extent necessary to give this Ordinance full force and effect.

Section 5. Effective Date.

This Ordinance takes effect seven days after publication as provided by law.



Livingston County Department of Planning

October 19, 2023

Conway Township Board of Trustees
c/o Elizabeth Whitt, Clerk
8015 N. Fowlerville Road
P.O. Box 1157
Fowlerville Michigan 48836

Scott Barb
AICP, PEM
Director

Re: Livingston County Planning Commission Review of Zoning Ordinance Amendments:

Z-32-23: Text Amendment, Cargo Containers and Portable Storage

Robert A. Stanford
AICP
Principal Planner

Dear Board Members:

Martha Haglund
Principal Planner

The Livingston County Planning Commission met on Wednesday, October 18, 2023, and reviewed the zoning ordinance text amendment referenced above. The County Planning Commissioners made the following recommendations:

Z-32-23: APPROVAL WITH CONDITIONS

If it is truly the desire and intent of Conway Township to allow for this land use activity, Staff would recommend an Approval with Conditions regarding these proposed amendments which address the regulation of temporary and permanent cargo containers in all township zoning districts. Conditions of Approval being that the township assess and carefully consider all suggestions and recommendations highlighted in Staff's review, especially those provided by the County Building Department. There are many concerns raised which give pause and rise to the level of important reassessment of the ordinance provisions as proposed, prior to any final approval that is undertaken by the Conway Township Board.

Copies of the staff review and draft Livingston County Planning Commission meeting minutes are enclosed. Do not hesitate to contact our office should you have any questions regarding this county action.

Sincerely

Robert Stanford
Principal Planner

Enclosures

c: Meghan Swain-Kuch: Chair, Conway Township Planning Commission
Gary Klein, Zoning Administrator

Meeting minutes and agendas are available:
<https://milivcounty.gov/planning/commission/>

Department Information

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

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

Web Site
<https://milivcounty.gov/planning/>



Livingston County Department of Planning

LIVINGSTON COUNTY PLANNING COMMISSION MEETING

Wednesday, October 18, 2023 – 6:30 p.m.

Administration Building, Board of Commissioners Chambers
304 East Grand River, Howell, MI 48843

Please note that this is a hybrid meeting with County Planning Commissioners and staff meeting in-person. Audience participants are welcome to attend in-person or via Zoom by using the meeting link at the bottom of the agenda.

Scott Barb
AICP, PEM
Director

Robert A. Stanford
AICP
Principal Planner

Martha Haglund
Principal Planner

Agenda

1. Call to Order
2. Pledge of Allegiance to the Flag
3. Roll and Introduction of Guests
4. Approval of Agenda – October 18, 2023
5. Approval of Meeting Minutes – September 20, 2023
6. Call to the Public
7. Zoning Reviews
 - A. Z-30-23: Brighton Township Rezoning, Section 4 – RC to PUD
 - B. Z-31-23: Putnam Township Rezoning, Section 23 – AO to C-2
 - C. Z-32-23: Conway Township Text Amendment – Cargo Containers and Portable Storage
 - D. Z-33-23: Howell Township Conditional Rezoning, Section 25 – NSC to IFZ
8. Old Business:
9. New Business:
 - A. Planning Commissioner reappointments
 - B. Planning Commission Resolution for Consideration – Wind and Solar Preemption
10. Reports
11. Call to the Public
12. Adjournment

Department Information

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

•
(517) 546-7555
Fax (517) 552-2347

•
Web Site
<https://milivcounty.gov/planning/>

Via Zoom (on-line meetings):

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

Via the Zoom app

Join a meeting, with meeting number: 399 700 0062

Enter the password: LCBOC (ensure there are no spaces before or after the password)

Meeting ID: 399 700 0062

Password: 886752



Livingston County Department of Planning

MEMORANDUM

Scott Barb
AICP, PEM
Director

Robert A. Stanford
AICP
Principal Planner

Martha Haglund
Principal Planner

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

FROM: Robert Stanford, Principal Planner

DATE: October 2, 2023

SUBJECT: **Z-32-23 Amendments to Zoning Ordinance Article**

Article 2: Definitions

Article 6: General and Supplemental Regulations
Section 6.18 (new): Cargo Containers and Portable Storage Containers

The Conway Township Planning Commission has proposed the above-referenced zoning amendment to define and regulate cargo containers.

Proposed additions to existing text are noted in red underline, deletions in ~~strikethrough~~.

ITEM 1 - The township proposes to add the following definitions to Article 2: Definitions of the Township Zoning Ordinance.

Cargo Container. Any metal or primarily metal container designed or constructed to ship, store, or handle bulk goods or items, or which appears substantially similar to such containers in appearance. Such containers include reusable steel boxes, freight containers, and bulk shipping containers; originally, a standardized reusable vessel that was designed for and used in the parking, shipping, movement, transportation or storage of freight, articles of goods or commodities; generally capable of being mounted or moved on a rail car, or loaded on a ship.

Portable Storage Container. A portable or moveable, weather resistant receptacle designed and used for the storage or shipment of household goods, wares, valuables or merchandise (ie. PODS or MODS), and which is typically leased on a short-term basis for temporary storage purposes.

Department Information

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

•
(517) 546-7555
Fax (517) 552-2347

•
Web Site
<https://milivcounty.gov/planning/>



ITEM 2 - The township proposes to add the following new section (Section 6.18) to Article 6 (General and Supplemental Regulations) pertaining to the regulation of cargo containers in the township, and reads as follows.

Section 6.18 - Cargo Containers and Portable Storage Containers

A. Cargo Containers. Cargo containers are permitted as an accessory use in all zoning districts subject to the requirements of this Section. The following regulations apply to all cargo container use:

1. Cargo containers shall not be stacked above the height of a single container device.
2. Cargo containers shall meet all required setbacks.
3. Cargo containers shall be located in rear yards with the exception that cargo containers may be allowed in the side yard but not forward of the front building.
4. Cargo containers must be screened so as to not be visible from the street or nearby buildings, drives, and roads.
5. No plumbing may be run or connected to a cargo container.
6. Cargo containers shall not be used to store hazardous materials, as defined by the Michigan Fire Prevention Code, 1941 PA 207, MCL 29.1 et seq.
7. Cargo containers shall not occupy required off-street parking, fire lanes, loading or landscaping areas.
8. No cargo container shall be placed in a location which may cause hazardous conditions or constitute a threat to public safety.
9. No cargo container may be used as living quarters.
10. No structural modifications may be made to cargo containers.
11. No livestock or pets may be stored in cargo containers.

B. Cargo Containers for Permanent Storage. Cargo containers may be permanently placed on the property for storage purposes upon issuance of a land use permit from the Zoning Administrator. The following regulations shall also apply:

1. All applicable building regulations are followed.
2. A solid foundation (road base material/gravel or better) is required.
3. Cargo containers shall be painted in solid colors (colors which blend into the surrounding area).
4. Cargo containers shall not be used for any advertising purpose and shall be kept clean of all alpha-numeric signage and writing.
5. Any writing or graffiti that may be placed on the container is the responsibility of the property owner and shall be promptly removed.



C. Cargo Containers for Temporary Use. Property owners will be required to obtain a temporary land use permit (Section 6.09) from the Zoning Administrator for the temporary use of cargo containers. The following regulations shall also apply:

1. Cargo containers shall be removed from the property within 180 calendar days from the date of initial placement. Property owners are allowed one additional period of up to 180 days.
2. Cargo containers associated with an approved building construction project shall be permitted to remain on-site until the earlier occurrence of approval of the project's final building inspection or the expiration of the building permit.

D. Portable Storage Containers. Portable storage containers are permitted as an accessory use in all zoning districts upon issuance of a temporary land use permit (Section 6.09) from the Zoning Administrator and shall adhere to the following restrictions:

1. No portable storage container may be stacked on top of another or on top of any other object.
2. Portable storage containers shall not be used to store hazardous materials, as defined by the Michigan Fire Prevention Code, 1941 PA 207, MCL 29 .1 *et seq.*
3. No electricity or plumbing may be run or connected to a portable storage container.
4. Portable storage containers used in a residential district or associated with a residential use must be placed on a driveway or paved area.
5. Portable storage containers used in a non-residential district or associated with a nonresidential use shall not occupy required off-street parking, loading or landscaping areas.
6. No portable storage container shall be placed in a location which may cause hazardous conditions or constitute a threat to public safety.
7. No portable storage container may be used for living quarters.
8. No livestock or pets may be stored in a portable storage container.
9. Portable storage containers may not be placed on a vacant lot, unless that lot is associated with an approved building construction project.
10. Time Limits.
 - a. Portable storage containers shall be removed from the property within 180 calendar days from the date of initial placement. Property owners are allowed one additional period of up to 180 days.
 - b. Portable storage containers associated with an approved building construction project shall be permitted to remain on-site until the earlier occurrence of approval of the project's final building inspection or the expiration of the building permit.

E. Referral to Planning Commission. At any time after receipt of an application for a cargo container or portable storage container pursuant to this Section, the Zoning Administrator may elect to refer the application for review and approval by the Planning Commission at no additional cost to the applicant.



Staff Comments:

According to the County Equalization Department, cargo containers, if not affixed to ground via a permanent foundation, are typically taxed as personal property.

Staff has a few specific concerns regarding the text amendments as proposed. They are as follows:

1. The proposed ordinance does not address the density or identify how many cargo containers are allowed per acre, or per parcel.
2. The proposed ordinance states in Item 6.18(B)(1) that: “All applicable building regulations are followed.” While this may be suitable at the most basic form, Staff would encourage the township to expand on this requirement with more specifics with which the resident layperson relying on this ordinance as their regulatory guideline would have a better understanding as to what SPECIFIC building regulations are to be met, and through which SPECIFIC governing/regulating body they should seek such compliance (State, County, Local, etc.).
3. The proposed ordinance does not identify a maximum allowable size of cargo container. This may or may not be of concern to the township in general, but the size of a cargo container used in this regard certainly does have some effect on permitting processes at the County Building Department level. Refer to further discussion of this point below.
4. The amendments as proposed do not identify how the number of cargo containers permanently placed on a parcel count towards the maximum allowed cumulative square footage of all garages and accessory structures on the individual parcel in which it/they is/are located (plural references included in the case of more than one allowed permanent cargo container on site, if this is the township’s intent – however, this is not clearly defined, as highlighted in Item #1 above).
5. While the amendments do require that the cargo container be screened “so as to not be visible from the street or nearby buildings, drives, and roads”. Staff would encourage the township to include additional standards regarding the type of screening required in this regard. In the least, these standards should align closely with current screening standards found in the Conway Township Zoning Ordinance (according to Section 6.16: Required Landscaping and Screening).

Planning Staff discussion with County Building Department:

County Planning Staff met with Deputy County Building Department Director Rick Swanson, and discussed at length the proposed amendments. The following is a list of observances and proposed recommendations that were generated from this meeting:

1. Even as descriptive as the current definitions for both “Cargo Container” and “Portable Storage Container” are, County Building found them to be too broad and should be revised, to a more narrow and limited definition. As currently proposed, the definitions provide a very wide variation of metal boxes that could comply with the ordinance. The types of cargo containers as currently defined run the gamut of possibilities, most of which are not durable or sustainable forms of containers. Possibilities to strengthen the ordinance would be to include maximum allowable sizes, materials (such as requiring higher grade steel



(thickness) and steel or metal flooring instead of wood). The definition should align itself, to the extent possible, with the highest-grade industry standard for such a cargo container for compliance purposes. Anything less, and the township runs the risk of realizing unintended and undesirable outcomes.

2. The ordinance should clearly define permanent and temporary storage containers as being of a size 200 square feet or smaller, therefore eliminating the need for a County Building Permit to be secured, as these size accessory structures are not regulated by the County Building Department and the County Building Code. In addition, while proposed Item 6.18(B)(2) states that, cargo containers for permanent storage:

“A solid foundation (road base material/gravel or better) is required”...

Permanent accessory structures that are over 200 square feet require a County Building Permit and a permanent foundation (12” wide minimum, 24” deep perimeter footing). Anchoring is also required if the container is intended to be a permanent structure (over 200 square feet). Wood flooring would require elevating the structure for adequate air flow and provision of a vapor barrier.

3. Item 6.18(B)(1) in the proposed ordinance should be strengthened and revised to state that placement of permanent cargo containers (those larger than 200 square feet) are required to comply with the most current State of Michigan Building Code as well as the Livingston County Building Department standards.
4. With regards to the planned location of either a temporary or more importantly a cargo container placed for permanent storage, any structure placed closer than 5 feet from a lot line requires a fire rated system – and there are very few if any ways to do this to a cargo container. In addition, these structures should be placed no closer than 10 feet from any water or septic line.
5. In the same vein as Item 4 above, County Building Department staff highly recommends that a general disclaimer or statement be added to the proposed amendments that speaks to the placement of cargo containers. The statement should state that the temporary or permanent placement of these structures be isolated a recommended and proper distance so as to not interfere with or obstruct well and septic facilities located on the parcel, as regulated by the Livingston County Environmental Health Department. In addition, these structures should also be located in a manner so as to not interfere with or obstruct any recorded easements (utility, transportation, etc.).
6. The key at the County-level is to try to limit the allowable size of these structures to 200 square feet or smaller, so that the County Building Department (and other associated County Departments, i.e., Environmental Health) are not involved with any regulatory review or permitting processes, to make things as simple as possible for everyone involved.
7. In general, County Planning and Building Department Staff would contend that allowing cargo containers on residential sites within the township, especially those less than 5 (five) acres in area, do not enhance quality of life for residents, provide little to no overall community benefit, can become an eyesore and have the potential to contribute to the blight of the community if not properly maintained. Nor do they enhance the aesthetic rural charm of the township. As an alternative, there are many commercially available sheds, barns and other outbuilding products available from a wide variety of local home and garden retailers that provide a much more aesthetically pleasing form of storage



opportunities, that would also better serve the intent of the Master Plan with regards to preserving rural character and charm and eliminating blight.

8. Finally, the along with the County Planning Department, the County Building Department welcomes the opportunity to speak further to township officials to help collaborate and deal with the regulation of this land use activity at any time. (Contact Jim Rowell, Director, or Rick Swanson: Deputy Director, County Building Dept: 517-546-3240, or County Planning Staff)

Township Recommendation: Approval.

The Conway Township Planning Commission recommended Approval of this zoning amendment at its September 11, 2023. There were a few public comments noted in the minutes, both in support and opposition to the proposed amendments.

Staff Recommendation: Approval With Conditions

Approval With Conditions: If it is truly the desire and intent of Conway Township to allow for this land use activity, Staff would recommend an Approval With Conditions regarding these proposed amendments which address the regulation of temporary and permanent cargo containers in all township zoning districts. Conditions of Approval being that the township assess and carefully consider all suggestions and recommendations highlighted in Staff's review, especially those provided by the County Building Department. There are many concerns raised which give pause and rise to the level of important reassessment of the ordinance provisions as proposed, prior to any final approval that is undertaken by the Conway Township Board.



Conway Township Planning Commission Meeting Minutes

Monday, March 11th, 2024 | 7:00pm EST

Conway Township Hall | 8015 N. Fowlerville Road, Fowlerville, MI 48836

Agenda	Items Discussed	Actions to be Taken
Attendees	<p>PC Members Present: George Pushies - Ex-Officio, Shawn Morrison, Sarah Porter, Mike Stock, Lucas Curd- Chair, Mike Brown- Vice Chair (ABSENT), and Kayla Poissant-Secretary</p> <p>Zoning Administrator – Becky Dockery</p> <p>Livingston County Planning Commissioner: Dennis Bowdoin</p> <p>Township Attorney: (Both ABSENT) Abby Cooper, JD, Michael D. Homier</p>	None
Call to Order/Pledge	<p>Chair, L. Curd called the Conway Township Planning Commission meeting to order at 7:00pm and led the Pledge of Allegiance.</p>	None
Approval of Agenda	<p>Motion to accept the meeting agenda for March 11th, 2024. Motion by S. Porter. Support S. Morrison. Motion Approved.</p>	Motion Approved
Approval of February 2024 Minutes	<p>Motion to accept meeting minutes from February 12th, 2024. Motion by Curd. Support by S. Porter. Motion Approved.</p>	Motion Approved
1st Call to the Public	<p>No Public Comments at this time.</p>	None
Communications	<ul style="list-style-type: none"> a. Zoning Administrator Report: <ul style="list-style-type: none"> B. Dockery stated that there were two Land Use Permits last month: 1-Addition over a garage, 1-New deck. There were two waivers, 1-Replacement of deck, 1-Carbon armor installment in basement. b. Livingston County Planning Commission Report: <ul style="list-style-type: none"> D. Bowdoin stated the LCPC approved the Marion Township text amendment, that no action was taken on the Conway Township WES Ordinance, and approved Hartland Township text amendment. He also stated that there is a Brown Bag Lunch event on Monday, March 18th, at 12pm. Details should have been sent to the Commission. 	<p>None</p> <p>None</p>

	<p>S. Porter stated that her and a few other Conway PC members attended the LCPC Meeting where they discussed the Conway WES Ordinance. She stated that they voiced that Conway was trying to think outside the box, and also due to the airport in the Township. She stated that her comments and others were not included in the LCPC minutes. M. Stock stated that the LCPC talked a lot about the CREO, and that the LCPC would like more Townships to do the same.</p>	
<p>Old Business</p>	<p>a. Wind Ordinance – LCPC sent back with recommendations- S. Porter stated she would like to see more neutrality instead of seeing the “just comply” mentality. It was discussed that the new act is still yet to be understood fully and how the MPSC will be handling the act and compliance of the act. K. Poissant stated that she attended the webinar in January regarding the basics of the act. She stated that according the webinar, the act covers facilities over a specific megawatt, and she believes it would be prudent to work towards an ordinance that would comply and not wait until it is too late. Discussion continued.</p> <p>Motion to send M. Homier the LCPC Minutes regarding the WES ordinance to review and give recommendations. Motioned by M. Stock. Supported by G. Pushies. Motion Approved.</p> <p>b. Cargo Container – Ordinance 2023-05 L. Curd stated that the packet had a new redline and a clean version, and he also forwarded A. Cooper’s comments on the ordinance. S. Porter stated she wanted to add the Michigan State Building Code regulations into the ordinance under the complying section. M. Stock stated that he read other Township’s cargo ordinances, and he was wondering to add William’s Township Charter’s definition of what a cargo container is not. S. Porter brought up construction trailers and whether that would be included or not. G. Pushies brought up the moveable buildings that can be used for many things, and whether that should be added to this ordinance or under the accessory ordinance. K. Poissant read the current wording of the ordinance on what cargo containers included. M. Stock read the William’s Township definition. Discussion continued regarding the definition of a cargo container.</p>	<p>Motion Approved</p>

	<p>M. Stock stated that he believed that the cargo containers would be included in the Accessory Building ordinance as well. He stated that he also didn't want to see the containers sitting on vacant lots with no primary dwellings. S. Porter clarified this within the ordinance. There was discussion on this topic from the commission as well as the permitting, temporary vs. permanent, and more. Blight in the Township was discussed, as well as looking into the accessory building ordinance in the futures.</p> <p>The PC agreed to change the wording under Section A-14 (redline version) to "Cargo containers "must be" associated with..."</p> <p>Motion to have the Township Board address the blight in the Township. Motion by M. Stock. Supported by S. Morrison. Motion Approved.</p> <p>S. Porter stated that she had one change to make under Section B-5 to include "and the most current State of Michigan Building Code". The PC agreed to use A. Cooper's comment on this section. Discussion continued.</p> <p>Motion to recommend approval of the Cargo Container ordinance as amended to the Township Board with a written review by the Township Attorney. Motion by G. Pushies. Supported by S. Porter. Motion Approved.</p> <p>Roll Call Vote-</p> <p style="padding-left: 40px;"> S. Porter- Yes S. Morrison- No M. Stock- No K. Poissant- Yes G. Pushies- Yes L. Curd- Yes </p> <p>c. Planner Update-</p> <p>L. Curd stated that he has not heard from Rowe this week, but will reach out to them. He also stated that he talked with M. Brown who feels that the PC should move forward with the Master Plan without the Planners at this time.</p> <p>d. Master Plan-</p> <p>It was discussed that the link attached for the survey does not work. The PC discussed how to proceed with the Master Plan. D. Bowdoin stated that we should</p>	<p style="text-align: right;">Motion Approved</p> <p style="text-align: right;">Motion Approved</p>
--	---	---

	<p>update the census, the overlay districts, and the commercial nodes first, then the PC can review the rest of the Master Plan. L. Curd stated that he would update the commercial nodes and the overlays, and S. Porter stated she would update the census. The PC discussed setting a Public Hearing for these sections for the May meeting, but the information will be review at the April meeting before setting the Public Hearing date. The survey piece was discussed and K. Poissant stated she could create a survey and sent it to the Clerk for posting. S. Porter handed out possible survey questions to review and to discuss at the next PC meeting.</p> <p>There was discussion on additional possible commercial nodes.</p> <p>e. Planning Commission by-laws- This was tabled until next meeting.</p> <p>There was discussion on the PC Trainings. There was discussion on how different PC positions can impact the trainings those members take.</p> <p>Motion to have the Township Board give guidance on the hours, categories, and time frame of the PC’s training, and approve the membership of the Michigan Association of Planning to elected and appointed officials. Motion by S. Porter. Supported by M. Stock. Motion Approved.</p> <p>f. Community Survey- This was discussed under the Master Plan Section-D.</p>	<p>Motion Approved</p>
<p>New Business</p>	<p>a. Zoning Ordinance Update 1. Section 14.05 A- The PC discussed.</p> <p>Motion to set a Public Hearing in May to change the site plan and land division application submittals from 12 hard copies to 3 hard copies and an electronic version. Motion by L. Curd. Support by G. Pushies. Motion Approved.</p>	<p>Motion Approved</p>
<p>Commission Discussion</p>	<p>S. Porter asked about the procedures of letting the community members know about updates to the Township Ordinances. She would like to see the information be sent out to the community so that the community is informed when a new ordinance or update is created. She also ask about specifically if there are</p>	<p>None</p>

	cargo containers that are “grandfathered in” and then the homeowner modifies the container, how would the township know if that owner is in compliance or not. These	
Last Call to the Public	The second call to the public resulted in no comment.	None
Adjournment	Motion to adjourn at 8:58pm. Motion by L. Curd. Support by G. Pushies. Motion Approved.	Motion Approved

Respectfully Submitted:

Kayla Poissant,
PC Secretary

Approved:

Lucas Curd,
PC Chair

DRAFT