



Conway Township Planning Commission

Monday, January 13, 2025 | 7:00pm

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

1. **CALL TO ORDER / PLEDGE**
2. **ROLL CALL**
3. **CALL TO THE PUBLIC**
4. **APPROVAL OF PLANNING COMMISSION MEETING January 13, 2025 AGENDA**
5. **APPROVAL OF THE December 9, 2024 MEETING MINUTES**
6. **APPROVAL OF THE 2024 ANNUAL REPORT**
7. **COMMUNICATIONS**
 - a. Zoning Administrator's Report
 - b. Livingston County Planning Commission Update/Report
 - c. Update from the last board meeting
8. **OLD BUSINESS**
 - a. Kreeger Site Plan Review
 - b. Elm Street – Special Use Permit?
9. **NEW BUSINESS**
 - a. Vacant PC board member position
 - b. Mike Stock – reappointed to PC Board
 - c. Steve Weiss appointed to the PC Board - Welcome
 - d. Election of Planning Commission Officers
 - e. Cadence of Meetings
 - f. Citizen Planner Training
 - f. Locke Township – Public hearing and public commentary on their Draft Master Plan – available on their website www.locketownship.com (Feb 19, 2025)
10. **PLANNING COMMISSION MEMBER DISCUSSION**
11. **2nd CALL TO THE PUBLIC**
12. **ADJOURNMENT**

Any person may speak for up to 3 minutes during the public comment period.

Next Meeting will be Monday, February 10, 2025

	<p>D. Bowdoin stated the LCPC set their meeting dates for the 2025 year. It will be the 3rd Wednesday of each month. The LCPC did text amendments on Hamberg’s cottage housing and signs. They also approved Handy’s PA 116, and approved their annual report.</p>	
<p>Old Business</p>	<p>a. Elm Street Wholesale- Special Use Permit R. Cesarz did recommend approval of the permit. He stated that the permit had lapsed in the past. He reviewed that it was approved with conditions, and the approval ends in January 2025. He stated that the owner has made significant progress, but there were still items to attend to. Specifically, there are items on the property owned by the property owner, not the business owner. A. Cooper brought up the fact that the business is no longer agricultural based, and since the land is zoned AR, the permit wouldn’t be able to exist in the zoned area. The new business would be under commercial or industrial based on their usage. The PC discussed the zoned areas, permits, and processes.</p> <p>Motion to postpone the Elm Street Wholesale Special Use Permit until further review from the ZA and the Township Attorney. Motion by G. Pushies. Supported by M. Stock. Motion Approved.</p> <p>b. Kreeger Site Plan Review</p> <p>A. Cepeda stated that most everything was in compliance, but the screening was still not in compliance based on the new plans submitted. She stated that if the landscaping are berms, there must be deciduous trees planted on top of the berms per the ordinances. If the landscaping was a greenbelt, the PC could wave 50% of the deciduous trees to be evergreens. She also stated that the PC could require a totally obscuring hedge which includes evergreens. A. Cepeda and A. Cooper went through the options with the PC regarding the ordinance language and what was in the site plan submitted. In-depth discussion continued.</p>	<p>Motion Approved</p>

	Motion to recommend approval of the Kreeger Site Plan with the conditions of adding a 6ft tall closed-air fence on the south side of the applicant's property with a length of 240 ft long along with a totally obscuring hedge of evergreen trees from the road eastward, the rest of the south side of the property will be 50/50 deciduous and evergreens alternating every 15ft per the current drawing, the west side of the property will be 50/50 deciduous and evergreen trees alternating every 15ft per the current drawing, the north side of the property will be 50/50 deciduous and evergreen trees alternating every 15ft per the current drawing, the applicant will submit a plan for the road side monument lighting plan, and that the ZA and the PC Chair will make sure the conditions are fulfilled and sign-off on them along with the site plan applicant.	Motion Approved
New Business	None at this time.	None
Commission Discussion		None
Last Call to the Public	The second call to the public resulted in no comment.	None
Adjournment	Motion to adjourn at 8:40pm. Motion by G. Pushies. Support by M. Stock. Motion Approved.	Motion Approved

Respectfully Submitted:

Kayla Poissant,
PC Secretary

Approved:

Lucas Curd,
PC Chair



Conway Township Planning Commission 2024 Annual Report

Date	Overview
January	<ul style="list-style-type: none"> • Public Hearing on WES Overlay District. • Motion to recommend approval of the WES. • Elected L. Curd as Chair, M. Brown as Vice-Chair and Kayla Poissant as Secretary • Approved meeting dates for the coming year- 2nd Monday of the month. • Motion to recommend appointing Rowe Professional Services as Township Planner. • Motion to recommend appointing S. Porter to open PC position.
February	<ul style="list-style-type: none"> • Discussed Cargo Containers with Rick Swanson. • Discussed Cargo Container ordinances, and tabled discussion until March. • Master Plan discussed and how to proceed with updating/amending it. • Discussed survey questions for the Master Plan.
March	<ul style="list-style-type: none"> • LCPC sent the WES ordinance back with recommendations. • Motion to have the Township Board address the blight in the Township. • Motion to recommend approval of the Cargo Container ordinance. • Motion for Township Board to give guidance on PC Trainings that are required. • Set a Public Hearing for May to change the site plan and land division application submittals from 12 hard copies to 3 hard copies and an electronic version.
April	<ul style="list-style-type: none"> • Motion to update SEMCOG reports and graphs with updated information. • Motion to add a future commercial node to Kreeger property on Fowlerville Rd in Master Plan. • Motion to add the solar and wind overlay districts to the Master Plan. • Set Public Hearing on the above motions for May. • Master Plan workshops discussed.
May	<ul style="list-style-type: none"> • Public Hearing on site plan and land division application submittals. Motion to recommend approval was approved.

	<ul style="list-style-type: none"> • K. Poissant appointed as point of contact for the Master Plan. • Motion to Township Board to have Microsoft Office on all PC laptops. • PC discussed enforcement of the ordinances.
June	<ul style="list-style-type: none"> • AJ from Pick Services discussed the phone lines and storage available to the Township. • Master Plan discussion and update on progress. • Set hearings for the Special Use permits for July's meeting due to revocations. • Set hearing for ordinances amendments for wind, solar, and battery for June 27th. • Motion to put policy 21 and 27 on Township Boards agenda through email.
July	<ul style="list-style-type: none"> • Amendments for the wind, solar, and battery ordinances passed. • Master Plan discussion, and workshops were set for 9/7 and 9/19. • Special Use permits were discussed, and motion to approve 6-month Special Use Permit for Elm Street Wholesale with conditions.
August	<ul style="list-style-type: none"> • Mailing information was discussed. Costs, process, etc. • Kreeger Site Plan was reviewed, and motion to postpone until all documents were submitted to the PC. • Motion to recommend hiring a planner to the Township Board. • Planner proposals were discussed, and motion to recommend Township Board get RFPs from three different planners. • Lujak Development was discussed, and tabled until Township Attorney and ZA review the application. • Motion to recommend 3 PC members, G Pushies, and Township Board member meet with the potential planners within 30 days.
September	<ul style="list-style-type: none"> • Discussed Master Plan Workshops and surveys. • Motion to have the Kreeger Site plan reviewed by Township Attorney and the ZA. • Lujak Development discussed, and was tabled until October. • Discussed the light at Chase Lake/Fowlerville Rd.
October	<ul style="list-style-type: none"> • McKenna was chosen as the Township Planner at the combined Board Meeting. Final approval from Township Board was pending.

	<ul style="list-style-type: none"> • Motion to accept Lujak Development easement, utility easement, and maintenance agreements. • Discussion with Aero Tourism in regards to the Township's airport.
November	<ul style="list-style-type: none"> • McKenna officially approved as Township Planner per the Township Board. • Kreeger Site plan reviewed with McKenna, ZA, and PC. • Motion to allow the Kreeger Site plan application to get the information from the planner and attorney. • Land Use waivers were discussed and surrounding Township's policies on them were discussed.
December	<ul style="list-style-type: none"> • Elm Street Wholesale Special Use Permit was discussed, and was motioned to be postponed and reviewed by the ZA and Township Attorney. • Kreeger Site Plan was approved with conditions.



Conway Township Planning Commission

Schedule of Meetings | 7:00 PM | Second Monday of Each Month
(Unless otherwise notified through proper/legal notice)

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

February 10, 2025

March 10, 2025

April 14, 2025

May 12, 2025

June 9, 2025

July 14, 2025

August 14, 2025

September 8, 2025

October 13, 2025

November 10, 2025

December 8, 2025

January 12, 2026



Livingston County 2025 Citizen Planner Program

A Land Use Training and Certificate Course for
Community Land Use Decision-Makers

**Livingston County
Citizen Planner
Begins Thursday
March 6, 2025
6:00—9:00 PM**

Classes held in person at:

**Livingston County Public Safety
Complex
1911 Tooley Rd, Howell, MI**

**Dates: March 6, 13, 20, April 3,
10 and 17.**

Citizen Planner is a time-tested educational program proven to be comprehensive without being overwhelming. The program is delivered "locally" to provide a convenient way for busy community leaders to obtain the latest technical knowledge and the proficiency they need to perform their duties more effectively and responsibly.



Citizen Planner Classroom Sessions

Citizen Planner instructors include MSU Faculty, MSU Extension educators, planners and attorneys. The core classroom program consists of six sessions:

- **Understanding the Planning and Zoning Context** – Learn the legal sources and limitations of planning and zoning authority, and explore your understanding of ethical decision-making.
- **Planning for the Future of Your Community** – Recognize the function and importance of a master plan, know the process for developing one and its relationship to zoning.
- **Implementing the Plan with Zoning** – Discover the importance of zoning, learn how zoning is administered and gain confidence in your zoning reviews, including site plans.
- **Making Zoning Decisions** – Learn how to adopt and amend a zoning ordinance, understand the role of the zoning board of appeals and obtain skills in basic property development methods.
- **Using Innovative Planning and Zoning** – Strategize with placemaking and design-based solutions for local and regional success in the New Economy.
- **Successfully Fulfilling Your Role** – Strengthen your ethical decision-making skills, apply standards to your decision-making and know when to ask for help.



**The Livingston County Citizen
Planner Program is a partnership
with Livingston County**

Contact

**Kara Kelly: cplanner@msu.edu
Visit <http://citizenplanner.msu.edu>.**

Livingston County Citizen Planner

Classes: Thursdays, March 6 - April 17

Understanding the Planning and Zoning Context

Thursday, March 6, 2025
6:00 pm—9:00 pm

Planning for the Future or Your Community

Thursday, March 13, 2025
6:00 pm—9:00 pm

Implementing the Plan with Zoning

Thursday, March 20, 2025
6:00 pm—9:00 pm

Making Zoning Decisions

Thursday, April 3, 2025
6:00 pm—9:00 pm

Using Innovative Planning and Zoning

Thursday, April 10, 2025
6:00 pm—9:00 pm

Successfully Fulfilling Your Role

Thursday, April 17, 2025
6:00 pm—9:00 pm

Course Location

Livingston County Public Safety
Complex
1911 Tooley Rd, Howell, MI

Local Contact

Harmony Gmazel: gmazelh@msu.edu

Course Fee

The course fee is \$250 per participant for the complete core program. The fee covers registration and course materials. A group (4 or more) discount is available. Participants that complete all six sessions will receive a certificate of completion.

How to Register

Online registration is available at <https://events.anr.msu.edu/CPLivingston25/>. Payment can be made by credit card, check; an invoice is created with registration. Group registration is also available online. A \$45 cancellation fee is assessed if registration is canceled after **February 28, 2025, the registration deadline.**

Grants/Scholarships

A grant program, Risk Reduction Grant Program (RRGP), may be available from your community's liability insurance provider. Michigan Township Participating Plan offers to its municipal members one per community, which covers the complete registration cost reimbursement for completion of the Citizen Planner Program. For more information, please visit us on the web at www.theparplan.com. For member governments of the Michigan Municipal Risk Management Authority (MMRMA), contact **Cara Ceci** at 800-243-1324 for more information regarding grants for education and training through the Risk Avoidance Program (RAP). For municipalities obtaining insurance through Nickel & Saph, Inc. Insurance Agency contact **Stephen R. Saph, Jr.** at 586-463-4573 or stephenjr@nickelsaph.com. Contact your local community liability risk insurance carrier to see if similar grants or similar grants or scholarships are available.

Persons with Disabilities

Persons with disabilities may request accommodations by emailing Kara Kelly (cplanner@msu.edu) two weeks prior to the event to ensure sufficient time to make arrangements. Requests made less than two weeks prior to the event will be met if possible.



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December 16, 2024

Conway Township Planning Commission
8015 North Fowlerville Road
P.O. Box 1157
Fowlerville, MI 48836

RE: Notice of Public Review and Comment Period and Public Hearing

To Whom It May Concern:

Please take notice that the Locke Township Planning Commission will hold a public hearing at its regular Planning Commission meeting on Wednesday, February 19, 2025, at 7:00 PM at Township Hall, 3805 Bell Oak Road, Williamston, MI 48895, to hear public comment about its draft Master Plan. The purpose of this letter is to advise you of this public hearing and public commentary period and to invite your cooperation, comments, and participation in our process pursuant to Section 39 of the Michigan Planning Enabling Act (Act 33 of 2008), as amended.

Copies of the Draft Master Plan are available for review and download on the Township's website at www.locketownship.com. For more information, please get in touch with Julie Moore, Township Zoning Administrator, at locketwpzoning@tds.net or by telephone at +1 (517) 468-3405.

Thank you for your interest and cooperation.

Sincerely,

Jordan Smith, Chair
Locke Township Planning Commission