

## Code of Ordinances

As of 2021, the Hamburg Township Ordinances have been codified, and we have entered into a contract with Municode to supply web services to keep our laws more accessible to our residents. Our code gets updated on a schedule agreed to by the board, and any changes must be submitted to the vendor upon adoption to keep the records current.

All changes in Ordinance, both for General Township Law as well as Zoning, must be forwarded to vendor providing support and for incorporation into the Hamburg Township Code of Ordinances. **The following procedure should be used for all requests and it is highly recommended that the originating ordinance document be obtained through the Clerk's Office. The most current code can be found on the Township website.**

This is the current location:

[https://library.municode.com/mi/hamburg\\_township\\_\(livingston\\_co.\)/codes/code\\_of\\_ordinances](https://library.municode.com/mi/hamburg_township_(livingston_co.)/codes/code_of_ordinances)

### Ordinance Supplemental Procedure

1. Staff completes change/addition to Ordinance according to their Department procedure
  - a. Zoning Ordinance and Map/Text Amendments processed by Zoning Department
  - b. General Ordinance changes/additions are processed by Supervisor, Public Safety Director and/or the Clerk, with support from Zoning as it relates to code enforcement
2. Ordinance Coordinator is provided Supplemental Request Form (Appendix 1) and supporting documents from Staff
  - a. Documents must include red-lined version of text changes, and clean "final" version
  - b. New Ordinances will be published in their entirety and must include Certification clause
  - c. Ordinance changes/additions exceeding two pages may be published in summary format which must be submitted by Department staff to Ordinance Coordinator and the Clerk's Office, prior to the 2<sup>nd</sup> reading, in a final single-spaced Word version which must include Certification clause
  - d. Certification Clause is as follows:
    - i. I, (Clerk), the duly qualified Clerk for the Township of Hamburg, Livingston County, Michigan, do hereby certify that the foregoing is a true and complete copy of the Ordinance adopted by the Township Board at a meeting held on (date). The original is on file in the Office of the Township Clerk.
    - ii. By: (Clerk) (Signature line)
    - iii. Introduced: (First reading date)
    - iv. Adopted: (Second reading date/when motion was passed)
    - v. Effective: (Date the law/change becomes effective) (Clerk assists with this)
    - vi. Published: (Date the law/change is published) (Clerk assists with this)

3. Ordinance Coordinator arranges for the new/changed Ordinance to go into the Board packet with cover memo, Zoning Department will provide cover memo for anything they present
  - a. Changes to existing code should reference both the old General Ordinance Number, if applicable, and the current Chapter and Article from the website
  - b. New laws are assigned a General Ordinance Number, based on past numbering
  - c. Board will have a first and second reading of all ordinance changes/additions
  - d. Ordinance Coordinator will include the Summary with the 2nd Township Board reading
  - e. Summary will be reviewed by Township Board and motion will include authorization to publish
  - f. Ordinance changes which include Civil Infraction penalties, must be assigned a Class
4. Once approved, Staff provides the Ordinance Coordinator with any additional information needed to finalize publication. Clerk's Office will arrange for the Summary to be published in the newspaper
  - a. Dates are finalized with Clerk Department staff and filled in on the Word version of Ordinance or change by Ordinance Coordinator or Clerk Department staff
  - b. Final Word version of Ordinance or change is sent to newspaper by Clerk Department staff, and proof copy is sent to Ordinance Coordinator and the originating Department
  - c. Once approved by originating Department, Clerk staff finalizes publication and provides proof of publication to the Ordinance Coordinator, when published
5. Ordinance Coordinator forwards red-lined version of Word, PDF of signed/certified version of Ordinance change/addition, and proof of publication to Municode for inclusion in code
6. Municode sends back confirmation, and changes are scheduled for the next supplement (Appendix 2)
7. The changes are placed on the Ordinance home page while awaiting codification and are available for public review
8. Once codified, printed versions (4 copies) will be sent for each supplement to Ordinance Coordinator for distribution to: Clerk, Police, Fire, Zoning
9. All General Ordinances will be maintained in the Clerk archives & V drive. Originals are permanently housed in the Clerk Department.

**All publications and Ordinances are to be retained indefinitely as outlined in the Records Retention and Disposal Schedule for Michigan Township Clerks General Schedule #25, as provided by the Department of History, Arts and Libraries – Records Management Services. Updated schedules may be referenced here: <https://www.michigan.gov/dtmb/services/recordsmanagement/schedules/glocal>.**



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**Code of Ordinances – Supplemental Request Form**

Ordinance # \_\_\_\_\_ Municode Chapter: \_\_\_\_\_ Section \_\_\_\_\_ Line: \_\_\_\_\_

Pick one: Add  Change  Delete

**Amendment Requested:**

See attached Word Doc:

And/or make corrections as follows: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

Approval/Adoption Date: \_\_\_\_\_

Publication Date: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Sent to Municode: \_\_\_\_\_

Verified by: \_\_\_\_\_

Added to Code date: \_\_\_\_\_

**Deby Henneman**

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**From:** ords@municode.com  
**Sent:** Thursday, January 6, 2022 9:44 AM  
**To:** Deby Henneman  
**Subject:** Hamburg Township, (Livingston Co.), MI Code of Ordinances - 2021 (15852) Supplement 1

\*\*\*\*THIS IS AN AUTOMATICALLY GENERATED EMAIL\*\*\*\*

Below, you will find the material that we have received/recorded to your account. This material is being considered for inclusion in your next/current update, Supplement 1

Document	Adopted Date	Recorded	Recorded Format
Ordinance No. 103	12/21/2021	1/6/2022	PDF



Update the internet version of your Code more often than a printed supplement. We can update the Internet quarterly, monthly, even weekly.



We can post newly enacted ordinances in the online Code after each meeting.