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**TO:** Hamburg Township Board of Trustees

**FROM:** Pat Hohl

**DATE:** November 30, 2022

**AGENDA ITEM TOPIC:** Planning and Zoning Director

Number of Supporting Documents: **01**

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### **Requested Action**

A request that the Board of Trustees approve the amended Planning and Zoning Directors Job Description and offer the position of Hamburg Township Planning and Zoning Director to Amy Steffens at Grade 10, Step 8 with a starting date of January 1, 2023

### **Background**

The Board of Trustees recently authorized me, Scott Pacheco and Thelma Kubitskey to amend the Planning and Zoning Directors Job Description to include plan and site plan review. That amended Job Description is attached for your review and approval.

The Board also authorized us to seek a Director of Planning and Zoning to replace Chris Madigan who resigned on November 4, 2022. The three of us strongly recommend the position be offered to Amy Steffens. Amy served as our part-time Planning and Zoning Director from 2017 to 2021. During her tenure Amy excelled as our Planning and Zoning Director. She was highly respected by the staff, the Board of Trustees and county officials. The restructuring of the position to include plan and site plan review will save the township, on average, \$25,000 per year in consulting fees.