

TO: Hamburg Township Board of Trustees

FROM: Deby Henneman, Township Coordinator

DATE: February 19, 2025

AGENDA ITEM TOPIC: Code of Ordinances Procedure Amendment – 2nd Reading and Adoption

Number of Supporting Documents: **1 – Ordinance Procedure Packet**

Requested Action

Requesting Adoption of Ordinance Procedure and Supplemental Request Form as provided in the packet, with approval of changes, if any, to the Appendixes as recommended by Township Counsel.

Note: The first reading of this document was at the February 18, 2025 meeting. Procedure to be added to the Administrative Policies & Procedures, replacing the version adopted at the September 17, 2024 Township Board meeting. Section # to be assigned.

Background

In 2021 we formalized our Township Ordinances after several years of reviewing and updating our laws. We have been working with Municode since then to maintain updates to our Code, however, the internal process hadn't been clarified. We adopted an internal process at the September 17, 2024 Township Board meeting, however, after speaking with our Attorney, there were a few things we need to add to our process.

We have added the following:

- Ordinance Amendment Index – Numbering system to track amendments/new laws for both General and Zoning Ordinances & dates they are reviewed/adopted
- Templates for Staff – Ordinance Amendment Language has been provided for both General and Zoning Ordinances and templates are available for staff to use for future changes
- Process Funnel Clarified – Defines who is responsible for each step of the adoption sequence which ends with the Ordinance Coordinator ensuring all changes are filed with Municode

Township Counsel will be providing comment on the template language, so adjustments, if any, will be made to those prior to the document being placed in the Administrative Policies and Procedures Manual.