

## Code of Ordinances

As of 2021, the Hamburg Township Ordinances have been codified, and Municode supplies web services to ensure our laws are accessible to the public. Our code gets updated on a schedule agreed to by the Township Board, and any changes must be submitted to the vendor upon adoption.

All changes in Ordinance, both for General Township Law as well as Zoning, must be forwarded to Municode with supporting documents to be incorporated as a pending change until codification is completed. **The following procedure should be used for all Ordinance changes and it is highly recommended that the originating ordinance document be obtained via the website.**

This is the current location of our Code:

[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)

Before ordinance Supplements are processed, the updates are approved at a Township Board meeting. For General Ordinances revisions there is a 1<sup>st</sup> Reading and 2<sup>nd</sup> reading prior to adoption. For Zoning Ordinance revisions there will be a single reading prior to adoption after their review process is completed. In both cases the changes must be published in a newspaper of record before taking effect. The steps of the Ordinance Supplemental Procedure are:

### Ordinance Supplemental Procedure

1. Staff proposes change/addition to Township Board at a Work Session meeting
  - a. Copy of original text is provided to Board along with cover memo/bullet points
  - b. Board provides comments and authorization to proceed
  - c. Board indicates if Attorney should be included in development and/or review process
2. Staff completes change/addition to Ordinance - Draft
  - a. Assigns a number in the Code of Ordinances – Master Index (Appendix 1) – shared file
    - i. General Ordinances – Tab 1 – Ordinance Coordinator will assign
    - ii. Zoning Ordinances – Tab 2 – Zoning staff will assign
  - b. Works with Township Attorney, if applicable, to finalize Draft ordinance (Appendix 4)
    - i. Templates for both General and Zoning Ordinances available in shared file
    - ii. Examples of General and Zoning Ordinances available in shared file
  - c. Ordinance changes which include Civil Infraction penalties, must be assigned a Class
  - d. Attorney to provide opinion/clarification/review memo, if needed/requested by Board
3. Staff proceeds with approval process
  - a. Zoning
    - i. Planning Commission Approval
    - ii. Livingston County Planning Commission Approval
    - iii. Township Board Approval (single reading)
  - b. General
    - i. Township Board (first reading)
    - ii. Township Board (second reading)

4. Once approved by Township Board:
  - a. Staff provides draft/red-lined version and/or final word doc of numbered ordinance to Ordinance Coordinator with:
    - iii. Code of Ordinances – Supplemental Request Form (Appendix 2) reflecting approval dates
    - iv. Supporting Documents in PDF format (including Attorney opinion, if any)
  - b. Staff provides Clerk's Office with publication language either in full or summary format
  - c. Clerk's Office determines effective date of ordinance and files publication
    - v. New Ordinances will be published in their entirety and must include Certification clause
    - vi. Ordinance changes/additions exceeding two pages may be published in summary format which must be submitted to 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:
    - vii. 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.
    - viii. By: (Clerk) (Signature line)
    - ix. Introduced: (First reading date)
    - x. Adopted: (Second reading date/when motion was passed)
    - xi. Effective: (Date the law/change becomes effective) (Clerk assists with this)
    - xii. Published: (Date the law/change is published) (Clerk assists with this)
3. Clerk Staff finalizes Ordinance document and has Clerk sign and seal the ordinance
4. Ordinance Coordinator forwards red-lined version of Word Document, a PDF of signed/certified version of the approved Ordinance change/addition, and a proof of publication in order to process the update with Municode for inclusion in code
5. Municode sends back confirmation, and changes are scheduled for the next Supplement (Appendix 3)
6. The changes are placed on the Ordinance home page while awaiting codification and are available for public review
7. Once codified, printed versions (4 copies) will be sent for each Supplement to Ordinance Coordinator for distribution to: Clerk, Police, Fire, Zoning
8. All General Ordinances will be maintained in the Clerk archives & V drive. Originals are permanently housed in the Clerk Department archives.

**All publications and Ordinances are to be retained permanently 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:.**

## Appendix 1

### Code of Ordinances Index – Master List for General Ordinances

Can be found by staff in Vdrive: Code of Ordinances

**Numbering convention: Year (4 digit), Type (G or Z), 3-digit sequential (001, 002, etc.)**

**Tab 1:**

Code of Ordinances Index - Master List for General Ordinances						
<i>This numbering system is for General Ordinances only. Please see Tab #2 for Zoning Text Amendments.</i>						
<i>Numbering convention: Year (4 digit), Type (GO or ZO), 3 digit sequential (001, 002, etc.)</i>						
<i>Example for General Ordinances (New and Changes): 2025.G.001</i>						
Ordinance #	Description	1st Reading Date	2nd Reading Date	Publication Date	Effective Date	Comments
2025.G.001						
2025.G.002						
2025.G.003						
2025.G.004						
2025.G.005						
2025.G.006						

**Tab 2:**

Code of Ordinances Index - Master List for Zoning Ordinances							
<i>This numbering system is for Zoning Ordinances only. Please see Tab #1 for General Text Amendments.</i>							
<i>Numbering convention: Year (4 digit), Type (GO or ZO), 3 digit sequential (001, 002, etc.)</i>							
<i>Example for Zoning Ordinances (New and Changes): 2025.Z.001</i>							
Ordinance #	Description	Planning Commission Approval Date	County Planning Commission Approval Date	Hamburg Township Board Approval Date	Publication Date	Effective Date	Comments
2025.Z.001							
2025.Z.002							
2025.Z.003							
2025.Z.004							
2025.Z.005							
2025.Z.006							
2025.Z.007							
2025.Z.008							

## Appendix 2

### Supplemental Request Form – Example



10405 Merrill Road ♦ P.O. Box 157  
Hamburg, MI 48139  
Phone: 810.231.1000 ♦ Fax: 810.231.4295  
www.hamburg.mi.us

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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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Approval/Adoption Date(s):

Zoning: \_\_\_\_\_ Planning \_\_\_\_\_ County \_\_\_\_\_ TB

General: \_\_\_\_\_ TB 1<sup>st</sup> Read \_\_\_\_\_ TB 2<sup>nd</sup> Read

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

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

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

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

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

## Appendix 3

### Automated Email from Municode - Example

#### **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.

## Appendix 4

### Ordinance Amendment/Change Format - Example

**STATE OF MICHIGAN  
COUNTY OF LIVINGSTON  
HAMBURG TOWNSHIP  
ORDINANCE NO. 2025.Z.001**

**AN ORDINANCE TO AMEND CHAPTER 36,  
ARTICLE XIII, SECTION 36-482, OF THE  
HAMBURG TOWNSHIP ZONING  
ORDINANCE**

**Hamburg Township Ordains:**

**Sec. 36-482. Sign regulation enforcement.**

- (a) *Signs on private property.* Signs in violation of the regulations will be enforced by the zoning administrator or designee utilizing Ordinance No. 71-A the civil infraction ordinance.
- (b) *Signs within the public or private right-of-way or on public land.* Signs in violation of the regulations will be removed by the zoning administrator or designee.
  - (1) First violation: Will be removed and held for ten days at the Township offices, after which the signs will be discarded.
  - (2) Second violation: The signs will be removed and will be discarded without a holding period.
  - (3) Signs in continual violation of the regulations may be enforced by the Code Enforcement Officer, Zoning Administrator, or designee, utilizing Chapter 1, Article II, Section 1-45 – Sanctions for violations, in the Hamburg Township Code of Ordinances.
  - (4) Signs will be considered in the public right-of-way if they are within ten feet of a public street or if they are in violation of section 38-228.
  - (5) For purposes of assessing fines and penalties only, a violation under this section shall be classified a Class E municipal civil infraction.
  - (6) Signs for Park/Trail related events must be approved through the Park Use Application process.

(Zoning Ord. 2020, § 18.14, 1-5-2021)

**Effective Date: Publication.** The provisions of this ordinance shall become effective fifteen (15) days after its adoption and shall be published within 15 days of its adoption by publication of a brief notice in a newspaper circulated in the Township, stating the date of enactment and the effective date of the ordinance, a brief statement as to the subject matter of this ordinance and such other facts as the Clerk shall deem pertinent and that a copy of the ordinance is available for public use and inspection at the office of the Clerk.

Made, Passed and Adopted by the Hamburg Township Board of Trustees this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Pat Hohl, Supervisor

\_\_\_\_\_  
Michael Dolan, Clerk

**Certificate of Adoption**

I hereby certify that the foregoing is a true and complete copy of the ordinance adopted at the regular meeting of the Hamburg Township Board of Trustees held on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Michael Dolan, Clerk

Adopted:

Published:

Effective: