

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

7.0 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 1st Reading and 2nd 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:

7.1 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

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- 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:
 - i. Code of Ordinances – Supplemental Request Form (Appendix 2) reflecting approval dates
 - ii. 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
 - i. New Ordinances will be published in their entirety and must include Certification clause
 - ii. Ordinance changes/additions exceeding two pages may be published in summary format which must be submitted to the Clerk's Office, prior to the 2nd 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)

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

5. Clerk Staff finalizes Ordinance document and has Clerk sign and seal the ordinance
6. 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
7. Municode sends back confirmation, and changes are scheduled for the next Supplement (Appendix 3)
8. The changes are placed on the Ordinance home page while awaiting codification and are available for public review
9. Once codified, printed versions (4 copies) will be sent for each Supplement to Ordinance Coordinator for distribution to: Clerk, Police, Fire, Zoning
10. 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.