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**Supervisor:** Pat Hohl  
**Clerk:** Mike Dolan  
**Treasurer:** Jason Negri  
**Trustees:** Bill Hahn  
Annette Koeble  
Chuck Menzies  
Jim Neilson

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**HAMBURG TOWNSHIP BOARD OF TRUSTEES**  
Special Joint Meeting  
Hamburg Township Hall Board Room  
Wednesday, February 28, 2018  
7:00 p.m.

1. Call to Order

Supervisor Hohl called the meeting to order at 7:00 p.m.

2. Pledge to the Flag

3. Roll Call of the Board

**Hamburg Township Board**

Present: Supervisor Hohl, Dolan (also on Parks & Recreation), Negri, Koeble (also on Parks & Recreation), and Neilson (also on the Zoning Board of Appeals).

Absent: Hahn, Menzies (also on the Planning Commission,)

**Planning Commission**

Present - Leabu, Goetz, Muir, Priebe (also on Zoning Board of Appeals)

Absent: Vicko, Cyphert

**Zoning Board of Appeals**

Present: Chairman Priebe (also on Planning Commission), Watson, Neilson (Trustee on the Hamburg Township Board)

Absent: Bohn, Hollenbeck

**Parks & Recreation**

Present: Dolan (Hamburg Township Clerk), Koeble (Trustee on the Hamburg Township Board)

Absent: Auxier, Bennett, Muck

**Also Present:** Amy Steffens, Planning Commission and Zoning Administrator; Scott Pacheco, Township Planner; Patricia Hughes, Deputy Clerk, Deby Henneman, Parks Coordinator; Genal Pratt, Code Enforcement Officer; Brittany Jacobs, Zoning Department Coordinator

4. Call to the Public

A call was made with no response.

5. Correspondence

There was no correspondence presented.

6. Approval of Agenda

**Motion by Dolan, supported by Neilson, to approve the Agenda as presented.**

**Voice Vote: AYES – 5, ABSENT – 2 (Hahn, Menzies)**

**MOTION CARRIED**

7. **Current Business**

**A. Kathleen Kline-Hudson, Livingston County Planning, presentation of Livingston County Master Plan Update**

Kline-Hudson presented the draft of the Livingston County Master Plan informing us they are hoping to authorize the distribution by April 2018. She also handed out an example of Current Trends with the "Best Practices" of how to support the trend from the 2017 Livingston County Master Plan.

**B. Elizabeth Saarela, Johnson, Rosati, Schultz & Joppich, P.C., presentation on the Michigan Medical Marijuana Program**

Saarela presented on the Michigan Medical Marijuana Program. Explaining Public Acts 281, 282, & 283 which were signed into law by Governor Snyder on September 20, 2016.

**C. Parks and Recreation Committee 2017 Update**

Henneman reviewed the Parks & Recreation Master Plan that was adopted by the Township Board on June 27, 2017. Is planning an Earth Day Clean-up for April 20 & 21.

**D. General Ordinance Project Update**

Henneman anticipates Phase 2 of this project will be done by the end of the year as they are currently 2/3 of the way through. With 35 Ordinances that have been reviewed and approved through the Township Board, 34 Ordinances that have been (or were) repealed, and 26 Ordinances that remain to be reviewed by Ordinance Project members. Once completed there will be discussion on how to proceed with the final Phase 3 of the project which will include codification.

**E. ADA Transition Plan**

Henneman discussed the ADA Audit that the Township had done in 2016 that developed a transition plan to bring the Township up to compliance with the ADA Act. Talking about the Priority Level of the things that need to be updated in Hamburg Township.

**F. Planning and Zoning Department 2017 Year-in-review**

Steffens reviewed her staff report dated February 28, 2018. The report included the number of Land Use Permits issued in 2015, 2016 & 2017, also stating that the staff expects two large residential projects, the Crossings at Lakeland Trail Apartment Complex and Regency Village PUD, will begin construction in 2018 thereby increasing the total number of permits issued in 2018. She also reviewed the results from ZBA Hearings, Planning Commission Hearings, and the Staffing Changes that have been made.

**G. Zoning Code Enforcement 2017 Year-in-review**

Pratt reviewed her 2017 Code Enforcement Report stating that she had a total of 131 complaints logged for 2017. Of those, 28 were for Blight, 27 were for Building without a Permit, 19 were for needing a DEQ Permit, and 15 were for Unlicensed and Inoperable Vehicles. She informed that the ticket process has been updated and streamlined this year where the ticket goes directly to the police station where it is entered as an E-ticket and violators pay at the 53<sup>rd</sup> district court instead of at the Township. Fees have been increased as well and are now based on the violation classification assigned per the updated Civil Infraction Ordinance #71. Projects and Goals for 2018 were also set.

**H. Zoning Text Amendment, Zoning Department General Ordinances, and Zoning Ordinance Codification**

Pacheco reviewed the 6 Zoning Text Amendments and Two Zoning Map Amendments that were approved and enacted in 2017. Recommended the Zoning Text Amendments for the staff to work on for 2018 to include Senior Housing Ordinance (Overlay District), PUD (articles 13-17) Revisions, and

Village Center Zoning District Revisions, Short Term Rental Uses, Tiny Houses, and Medical Marijuana Regulations. General Ordinance Amendments to be worked on in 2018 and Zoning Ordinance Codification were also covered.

**I. 2020 Master Plan Update Timeline and Process**

Pacheco summarized the Master Plan process, which starts with the Parks & Recreation Master Plan update that took place last year and will continue to update the M-36 Corridor Plan, Village Center Master Plan and the Hamburg Township Master Plan. A Master Planning Committee to oversee the review and to engage people in the process will be formed.

Motion by Planning Commission

**Motion by Priebe, supported by Leabu, to publish the intent to prepare the Master Plan as presented by Scott Pacheco.**

**Voice Vote: AYES: 4, ABSENT: 2**

**MOTION CARRIED**

**8. Call to the Public**

A call was made with no response.

**9. Board Comments**

None.

**10. Adjournment**

**Motion by Neilson, supported by Koeble, to adjourn meeting.**

**Voice Vote: AYES: 6, ABSENT: 1**

**MOTION CARRIED**

Meeting adjourned at 9:21 p.m.

Respectfully submitted,



Courtney L. Paton  
Recording Secretary



Mike Dolan  
Township Clerk