

P.O. Box 157  
10405 Merrill Road  
Hamburg, Michigan 48139-0157

(810) 231-1000 Office  
(810) 231-4295 Fax



**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, ZONING  
BOARD OF APPEALS, PLANNING COMMISSION, PARKS  
AND RECREATION  
Special Joint Meeting  
Hamburg Township Hall Board Room  
Wednesday, February 27, 2019  
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 Planning Commission), 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), Muck, Hamlin, Koeble (Trustee on the Township Board and on Parks & Recreation)

**Absent:** None

**Zoning Board of Appeals**

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

**Absent:** Auxier (also on Parks & Recreation)

**Parks & Recreation**

**Present:** Dolan (Hamburg Township Clerk), Koeble (Trustee on the Hamburg Township Board and on Planning Commission), Muck

**Absent:** Auxier (also on ZBA)

**Also Present:** Amy Steffens, Planning Commission and Zoning Board of Appeals Administrator; Scott Pacheco, Township Planner; Deby Henneman, Parks Coordinator; Brittany Stein, Zoning Department Coordinator; Bill Anderson, Livingston County Planning Commissioner; Kathleen Kline-Hudson, Livingston County Planning; Brenda Richardson, Township Videographer

**4. Call to the Public**

Brenda Richardson, 1658 Sandy Shore Dr, Township Videographer for the joint meeting, discusses how to use the microphones in the room to produce good audio levels for the live streaming and video recording of the meeting.

**5. Correspondence**

There was no correspondence presented.

6. Approval of Agenda

Motion by Dolan, second 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 and handed out a summary of the Livingston County Master Plan that was adopted in October of 2018. This summary includes the Vision Plan as well as Current Trends with the “Best Practices” of how to support the trend. A collection of Planning & Zoning ideas that they hope each one of the local communities will look at and incorporate. To make this inclusion easier the 2018 Livingston County Master Plan includes links within it that will assist in language and ideas. Kline-Hudson is looking forward to serving as a member on the committee for our own Master Plan. She also informed the group about the Press Release that was handed out at the table for the 30 Day public review and comment on the Livingston County Parks & Open Space Plan.

B. Parks and Recreation Committee Parks Master Plan update

Henneman reviewed the Parks & Recreation Master Design Plan that included many new projects. Some of these being walking trails in East Park, completion of trails in West Park, baseball diamond irrigation, ADA bathrooms, a pickleball court, updated playgrounds and a new tot lot, additional parking, phase two of the adult workout area, and the addition of a picnic area. Henneman also informed about the progress and next steps of the General Ordinance Project which is moving right along and will soon be ready for codification.

C. Planning and Zoning Department 2018 year in review

Steffens reviewed her 2018 Annual Report for the Planning Commission, Zoning Board of Appeals, and the Planning & Zoning Department. Starting with the Planning Commission, Steffens stated that they had three special meetings and eight regular meetings presenting a chart showing a brief description of those meetings and what the results were. She also went over the 2018 Floodplain Activity and asked that the township direct the staff to research the necessity and impact of adopting a “cumulative value” ordinance into the floodplain regulations. Steffens went over CRS (community rating system) and that FEMA has scheduled our audit for April 9, 2019. Steffens stated that staff processed 8 lot combinations, 2 land divisions, and 6 boundary adjustments.

Stein then went over the Zoning Board of Appeals functions and stated that the ZBA considered 12 variances in 2018, of those 12 variances that were heard by the ZBA, 10 were approved, and 2 were denied. Those variances were presented in the packet. Stein also covered Land Use Permits stating the process used to issue a Land Use Permit and showed a chart showing that in 2018, 586 Land Use permits were issued. Stein stated that the township received 26 permits issued by the DEQ for projects. Stein also went over the training and professional activities that the staff participated in throughout 2018 and touched on training opportunities for 2019.

D. 2018 Code Enforcement year in review

Steffens discussed the 2018 Code Enforcement introducing Code Enforcement Officer Mike Sumeracki and his theory to approaching Code Enforcement, the “Broken Windows Theory”, if you take care of the small things then the big things don’t become so big. In 2018, we received 181 new complaint cases, with 150 of those being closed in 2018. The largest number of complaints in 2018 was blight. She also discussed the Code Enforcement Goals for 2019.

E. Zoning Amendments 2018-2019

Pacheco reviewed Zoning Text Amendments (ZTAs) of 2018 and upcoming Zoning Text Amendments for 2019 including fence revisions, wireless revisions, planned unit development (PUD) revisions, wind and solar farms, senior housing ordinance (overlay district), short term rental use, tiny houses, village center zoning district revisions, collection drop boxes, public hearing notification requirements, and expansion of non-conforming structures. Pacheco also stated that the staff is cleaning up the General Ordinances working toward the codification of the Township Municipal Code.

Motion by Hohl, second by Neilson, to direct the Zoning Department to prioritize a list including the following: an amendment to the fence ordinance (eliminating the back yard fence), revisions to the wireless ordinance, revisions to the PUD development including but not limited to specific definitions of exemplary projects, specific schedules for density bonuses, and to consider home and lot size and cottage home construction oriented to empty nesters. Not to make a priority of solar and wind farm ZTAs. To proceed with discretion on a senior housing overlay district. And to bring back to the Board for approval a revision of the 2015 proposal for short term rentals, provide proposals for tiny housing, village center district revisions that will enhance development in the village center district specific to development in close proximity to historic village, collection drop boxes, on-site public notice to include administrative function, eliminate unintended consequences of Section 11.3.1, which have negative impact on applicants while maintaining integrity of district, and amendment to the Accessory Dwelling Unit (ADU) ordinance to allow ADUs on riparian lots.

Voice Vote: AYES: 5, ABSENT: 2

MOTION CARRIED

F. 2020 Master Plan Update Timeline and Process

Pacheco reviewed the 2020 Master Plan Update. Stating that they are looking at a September 2019 approval date.

8. Call to the Public

A call was made with no response.

9. Planning Commission Comments

None.

10. Adjournment

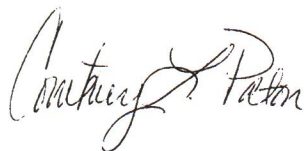
Motion by Leabu, second by Muir, to adjourn meeting.

Voice Vote: AYES: 7, ABSENT: 0

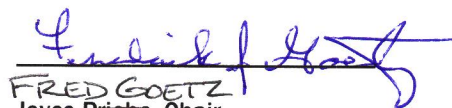
MOTION CARRIED

Meeting adjourned at 9:23 p.m.

Respectfully submitted,



Courtney L. Paton  
Recording Secretary



FRED GOETZ  
Joyce Priebe, Chair

~~Zoning Board of Appeals~~

PLANNING COMMISSION