

Village of Lake Isabella
1010 Clubhouse Drive
Lake Isabella, MI, 48893

Resolution 2009-07

CODE ENFORCEMENT PROCEDURES

WHEREAS, the Village of Lake Isabella employs personnel as part of a Code Enforcement Department to administer and enforce the provisions of the various ordinances of the village; and,

WHEREAS, the village desires that the department operate with a level of professionalism that positively interacts with the community; and,

WHEREAS, to further this goal, the Village Council desires to establish duties, procedures, and responsibilities for the department that are in harmony with the Village Charter and adopted Code Enforcement Ordinance; and,

NOW, THEREFORE, BE IT RESOLVED:

- **The attached document is hereby adopted and shall serve as the policies, procedures, and responsibilities of persons employed by the Village of Lake Isabella as a code enforcement officer. Further amendments to this document may be made by resolution of the Village Council.**

I, Jeffrey P. Grey, the duly qualified and acting Clerk of the Village of Lake Isabella, Isabella County, Michigan (the "Village") do hereby certify that the foregoing is a true and complete copy of a resolution offered by Councilmember _____ and seconded by Councilmember _____ and by the Village Council at a meeting held on August 18, 2009, the original of which is on file in the Village Office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

Date

Jeffrey P. Grey
Lake Isabella Village Clerk

Timothy R. Wolff
Lake Isabella Village Manager

Village of Lake Isabella

Code Enforcement – Ordinance Enforcement Procedures

Pursuant to the authority conferred by state statute(s), the Village of Lake Isabella Code of Ordinances was developed to promote and protect the general welfare of the Village's inhabitants. The Code Enforcement Department of the Village of Lake Isabella is charged with the protection of the public health, safety, and welfare of the community. The department is further charged with helping to protect and preserve the character of the residential neighborhoods and the commercial and industrial areas of the Village. The mission of this department is to enforce the Village's Code of Ordinances while providing the professionalism, consistency, communication, and mutual respect between citizens and employees to achieve safe, clean, and compatible environments in which to live, work, and play.

Upon recognition of a violation of a Village of Lake Isabella Ordinance, the following process **should** be undertaken:

1. Verbally attempt to resolve the matter by informing the offender of the non-compliance issue. If no one is available to communicate the concern, a second attempt to contact the person directly should be made before a written correction notice is sent. If the property has a "No Trespassing" sign, all contact should be done in writing unless otherwise granted permission from the occupant of the property. (If the owner, person in control of the property, or contractor has a record of repeat offenses, this step in the process may be waived.)
2. If verbal communication does not resolve the issue, a written Notice of Violation should be sent identifying the nature of the violation and defining the time necessary to correct the violation. Correction notices shall only be sent if the officer has personally observed the violation in question or has other bona-fide evidence supporting the violation. The average time given in the notice to bring the violation into compliance should typically be fourteen (14) days, but may be less depending upon the severity of the non-compliance issue, the specific requirements of an ordinance, or if, in the discretion of the officer or official, compliance should occur sooner.
3. If the violation has not been corrected within the specified time, the officer or official may issue a final notice or grant additional time to correct the violation before issuing a citation. This additional notice/time should be given only if the offense does not pose an immediate threat to public health, safety, and welfare.

4. If the violation has not been corrected within the specified or extended time, an appropriate citation should be issued. Citation shall only be issued after the officer has documented the offense with photographs (if applicable).
5. In an appropriate case (such as where there have been repeated violations, or where it appears that the notice is unlikely to serve a reasonable purpose, or where notice is otherwise inappropriate) the appropriate citation may be issued by the officer or official immediately upon discovery of the violation.
6. Projects under development that have not responded to Notices of Violation can also be subject to a "Stop Work Order" notice per section 1312.13(1) of the codified ordinances of the Village of Lake Isabella.

The issuance of a "Stop Work Order" is accomplished through the Zoning Administrator by posting a "Notice of Intent to Stop Work" at the site and contacting the owner. To accomplish this, the reviewing enforcement officer must provide documentation to demonstrate non-compliance or repeated notices/concerns.

A meeting should normally be established within 24 hours to show cause as to why the "work" should not be stopped. The reviewing enforcement officer will be required to attend the meeting.

If the meeting does not provide a satisfactory resolution (i.e., compliance), a citation should be issued at this time.

CODE ENFORCEMENT OFFICER

SUMMARY

To perform duties in carrying out the duties and tasks of Code and Ordinance Enforcement; and to perform related work as required.

SUPERVISION RECEIVED

Work is performed under the general direction of the Village Manager.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any of all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.

1. Enforce and have basic knowledge of the Village's zoning, sign, nuisance, housing and blight ordinances, and codes. Patrol the Village.
2. Make recommendations concerning revisions of ordinances pertaining to work activities.
3. Investigate complaints by the public and follow through on abatement of violations. Write tickets.
4. Type notices of violations, letters, reports, and keep appropriate records.
5. Answer inquiries from the public in person and by phone, and provide timely and regular updates to complainants upon complaint forms that are submitted.
6. Contact appropriate agencies when a threat to the health, safety and welfare of a child or animal is observed by the officer.
7. Perform related work as required.

All of the following functions, qualification, knowledge, skills, abilities (KS's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

Thorough knowledge of village codes and ordinances pertaining to zoning and blight.

Considerable knowledge of the materials, methods, and techniques used in building design and construction.

Ability to understand and interpret plans, blueprints, and specifications.

Ability to prepare comprehensive and accurate records and reports.

Ability to work effectively with public/contractors/other employees.

Ability to see, hear, and speak effectively and without limitation to complete duties 1, 3, 5, 6, and 7.

Ability to reason and process numbers effectively to complete duties 2, 6, and 7.

Valid Michigan driver's license to complete duties 1, 3, and 6.

Ability to run, crawl, climb, and maneuver where physical mobility is required to complete duties 1 and 3.

Ability to type and data input a minimum of 30WPM to complete duty 4.

Preferred experience includes one year of experience in performing ordinance enforcement, construction inspection or related work activities.

People skills a must