

**Complaint Received by Village Staff**

Staff contacts the complainant and then makes a site visit to document violation.

If a violation is found, a correction notice is sent to the property owner where the violation is located.

Property owner has a timeframe to bring the property into compliance with the ordinance and resolve the case with staff.

If the matter is resolved, the case is closed. If unresolved, either a 2<sup>nd</sup> notice is mailed to the property owner, or a civil infraction ticket is issued.

**Failure to bring the property into compliance results in a civil infraction ticket being issued to the property owner or responsible party.**

**If the property remains in violation, the Village Council may authorize either abatement action or a civil judgment to force the property owner to resolve the matter or face additional penalties.**

### Frequently Called Numbers

JCCA	(989) 773.4401
Isabella County	(989) 772.0911
Animal Control	(989) 773.9721
Recycling Center	(989) 773.9631
Sheriff's Dept.	(989) 772.5911
Central Dispatch	(989) 773.1000
Commission on Aging	(989) 772.0748
Drain Commissioner	(989) 317.4072
Trail Court	(989) 317.4097
LIPOA Office	(989) 644.8654
Sherman Twp.	(989) 644.2666
Assessor (Denise Hall)	(989) 644.3413
Broomfield Twp.	(989) 697.8839
Assessor (Jan Sanderson)	(989) 644.5085
Health Department	(989) 773.5921
DNR Burn Permits	1.866.922.2876
MISS Dig	811
<b>Emergency</b>	<b>911</b>



## **Village of Lake Isabella**

1010 Clubhouse Drive  
Lake Isabella, MI 48893

Phone: (989) 644.8654  
Fax: (989) 644.3327

[www.lakeisbellami.org](http://www.lakeisbellami.org)

## Village of Lake Isabella

### CODE ENFORCEMENT



Serving the public since 1998

**Dave Torgerson, Village President**

**Tim Wolff, Village Manager**

# WHAT IS CODE ENFORCEMENT?



Code Enforcement is a service provided by the Village of Lake Isabella through our Department of Community Development. The primary purpose of this service is to educate and enforce the ordinances of the Village of Lake Isabella. The primary focus of Lake Isabella's efforts are on blight and zoning matters. By educating and enforcing the Village's ordinances the Village is able to maintain property values while protecting the public's health and well-being.

In addition to handling blight and zoning issues, our Code Enforcement staff also enforce the Village's adopted residential rental licensing program. As part of this program code enforcement staff inspect all rental dwellings at least once every three years. One final area the code enforcement staff frequently address are animal control issues. Depending on the issue these matters may best be handled by Isabella County's Animal Control Department. The Village does not catch stray animals, and usually must witness a violation before initiating a case.

In addition to the ordinances of the Village of Lake Isabella, your property may also be subject to **building & use restrictions** which are administered by your property owners association. These are private covenants and *not* enforced by the Village of Lake Isabella.

Building, electrical, mechanical, plumbing permits and complaints are *not* handled by Code Enforcement staff. Those issues are handled by Isabella County.

## HOW IT WORKS

Most cases start either by responding to a complaint filed with the Village Hall, or by Code Enforcement staff observing a violation while patrolling the Village. This usually comes in the form of a "**violation sweep**." A violation sweep is a process where staff target a specific violation and document all observed violations throughout the Village. In many cases staff must actually witness the violation or have other photographic proof of the violation before enforcement action can begin.



When a complaint is received the first step taken is to make contact with the individual making the complaint to gain a better understanding of the situation and their desired outcome of enforcement. Complaints can be made in writing, via email, in person, or over the phone. We do request that for a formal complaint you provide your name and contact information so we can update you throughout the process.

## GAINING COMPLIANCE

Our primary focus is to educate. Once a complaint has been processed and a violation documented, the Village will send the property owner or responsible party a "**correction notice**." This notice will

have information about the violation and will document what the property owner needs to do in order to bring the property into compliance with the ordinance. It will also have the date by which this needs to occur by and the Village's contact information.

## **I Received a Correction Notice... What Should I do?**

The notice you receive shall detail the ordinance section in violation, how your property is in violation of that section, and what you need to do to resolve the issue. If you are unclear about any of these items, please contact the Village Hall for further assistance.



If there are circumstances which prevent compliance by the date on the notice, please contact the Village so we can jointly come to a plan of action that meets both of our needs. *The value of communication cannot be understated.*

## **Most Frequent Cases 2008—2016**

Blight—Accumulation of Waste	21%
Blight—Long Weeds & Grass	15%
Rental Code	14%
Animal Control Complaints	7%
Blight—Building Materials	7%
Trailer/RV Storage Violations	6%
Blight—Junk Vehicles	6%
Zoning Violations	6%
Open Burning Violations	3%