

## **CONWAY TOWNSHIP POLICY No. 13**

### ORDINANCE ENFORCEMENT

The Conway Township Board desires to set up procedures governing the enforcement of its Township ordinances. Accordingly, the Conway Township Board hereby adopts the following policy:

1. The Zoning Administrator shall be the Ordinance Enforcement Officer.
2. The Ordinance Enforcement Officer shall be responsible for enforcing the Township's Zoning Ordinance and police power ordinances according to this policy, and as otherwise set forth in those ordinances.
3. Any written complaint received relating to any Township ordinance shall be investigated by the Ordinance Enforcement Officer.
4. Any person verbally lodging a complaint with any Township official or employee shall be directed to submit their complaint in writing.
5. The Township shall have a form available for complaints that shall be available for the complainant's use.
6. Any written complaint received shall be provided to the Ordinance Enforcement Officer for investigation. The Ordinance Enforcement Officer shall investigate only those complaints made in writing.
7. The Township will require the name and address of the person filing the complaint.
8. The Ordinance Enforcement Officer may investigate any potential ordinance violations discovered by the Ordinance Enforcement Officer or other Township official in the course of their normal duties.
9. The Ordinance Enforcement Officer investigating a particular case may make any necessary investigation in accordance with applicable law including but not limited to site visits, telephone calls, taking of photographs, researching past property violations, and conferring with the alleged violator, neighbors, and other witnesses.
10. If the Ordinance Enforcement Officer determines no violation exists, the Ordinance Enforcement Office shall note the file and no further action shall be taken.
11. If the Ordinance Enforcement Officer determines that a violation exists, the Ordinance Enforcement Officer shall send written notice to the property owner identifying the violation and requesting specific corrective action within a reasonable amount of time given the violation ("First Notice"). A copy of the applicable ordinance may be included for reference.
12. If the violation is not corrected to the satisfaction of the Ordinance Enforcement Officer within the time identified in the First Notice, the Ordinance Enforcement Officer shall send

a second violation notice indicating a final period of time in which to correct the violation to avoid additional enforcement action (“Second Notice”).

13. If the violation is not corrected in accordance with the Second Notice, the Ordinance Enforcement Officer shall set the matter for a show cause hearing before the Township Board, at which time the Board shall hear any reasons why additional action should not be taken (their last chance to respond) (“Show Cause Hearing”). Notice of the Show Cause Hearing shall be provided to the property owner and any other parties designated by the Ordinance Enforcement Officer.
14. What additional action to be taken, if any, shall be decided by the Township Board following the Show Cause Hearing and after recommendation by the Township Attorney. Such additional action may include, but is not limited to, circuit court litigation, request for injunctive relief, and/or pursuit of the matter as a civil infraction.
15. The Ordinance Enforcement Officer may confer with the Township Attorney regarding any enforcement matter at any time.
16. The Ordinance Enforcement Officer shall be the person designated by the Township to issue Municipal Civil Infractions, also known as the Bureau Clerk, pursuant to the Township’s Municipal Civil Infraction Ordinance, General Law Ordinance No. 10. In lieu of proceeding with a Show Cause Hearing before the Board as set forth in Section 13, the civil infraction process may be invoked at the discretion of the Ordinance Enforcement Officer after consideration of the nature of the violation.

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I, Cindy Dickerson, Conway Township Clerk, hereby certify that this administrative Conway Township Policy No. 13 was approved by a regular meeting of the Conway Township Board on \_\_\_\_\_, 2016.

/s/ \_\_\_\_\_  
Cindy Dickerson  
Conway Township Clerk