

CITY OF MANDEVILLE



DEPARTMENT OF PLANNING &
DEVELOPMENT

CODE ENFORCEMENT POLICIES AND PROCEDURES MANUAL

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DONALD J. VILLERE, MAYOR

Code Enforcement Policies and Procedures

Mission Statement - Department of Planning & Development

The Department of Planning and Development has a long term commitment to economic vitality, environmental integrity, and development design quality that will allow Mandeville to grow in a manner consistent with the goals of the community as identified under our Comprehensive Land Use Plan. We provide guidance for quality growth and development through a concentrated effort of planning, land use controls, historic preservation, permitting and enforcement in order to maintain a community of lasting value to improve the quality of life. We are committed to the highest ethical and professional standards, and with enduring respect for our customers and the public trust.

Purpose and Applicability

These policies and procedures are designed as a guide and procedural reference manual for all types of code enforcement activity. They are intended to assure consistency and predictability within the city's code enforcement program and also to educate citizens and property owners about code enforcement and the consequences of violating the codes. Additionally, these policies and procedures are designed to be a guide and procedural reference manual for use by employees of the City of Mandeville in order to explain the policies and procedures governing the enforcement of property maintenance and zoning codes; and it should not be confused or interpreted to mean enforcement of the provisions of the Louisiana State Uniform Construction Code.

The function of Code Enforcement is to enforce the requirements of the City's zoning ordinance, various "nuisance" ordinances, the building maintenance code, weed and trash abatement, and the inoperable motor vehicle ordinance. Knowing that effective code enforcement goes a long way toward enhancing the City's livability, safety and appearance, increased emphasis has been placed on effective, responsive and proactive code compliance by the City administration, neighborhood groups and citizens. Clean, attractive neighborhoods are a magnet for attracting economic investment and revitalization, and ensuring population retention. Code Enforcement is administered by the Director, the Building Official, the landscape inspector, the special projects planner and two Administrative Assistants.

A Brief Overview of the Code Enforcement in the Department of Planning & Development

The CLURO, under Section 2.5.3 assigns the Building Official or duly authorized representative to enforce all laws under the Property Maintenance code, Division II of the CLURO including Building Codes. The Department of Planning and Development has assigned enforcement of certain zoning codes under Division II of the CLURO to specific staff members. The special projects planner is responsible for enforcement of signage and lighting codes and the landscape inspector is

responsible for enforcement of landscape codes. These staff members are also responsible for initial review and approval of the plans as they are permitted and therefore are familiar with the details of approval. Because they are familiar with what has been approved, this helps ensure that the violations are more accurately cited and streamlines the enforcement process in those specialized areas.

Other zoning related code enforcement is addressed by the Planning Department as needed. The Planning Department coordinates with other city departments in addressing code violations including the Dept. of Public Works, the Police Department and the City Attorney.

Violations to these regulations are punishable as provided by both Section 1-9 of the Code of Ordinances and by Louisiana Revised Statute.

Philosophy of Code Enforcement

The city's policy is to require compliance with codes in all cases in which there has been a valid complaint and to provide proactive enforcement as needed to maintain adopted city codes. Inspectors prioritize complaints based upon the severity of the situation.

Our intent is to enforce the code equitably and to apply the level of enforcement that best fits the specific type and circumstances of the code violation(s) with the end goal of achieving compliance with the code. Every code violation is different and the method of dealing with it should reflect what is necessary in order to resolve it rather than to be unnecessarily punitive.

In working with the general public and interacting with other City staff and outside agencies and groups, Code Enforcement inspectors should always be mindful of the following "core values", mandated for all city employees:

- Respect
- Responsibility
- Honesty
- Teamwork
- Diversity and Inclusion

How Code Enforcement Is Initiated

If a complaint or issue is unrelated to Code Enforcement every effort will be made to forward the concern to the appropriate City department or agency. Code enforcement action may be initiated by any of the following methods:

- Citizen Complaint
- By telephone
- By e-mail
- In the field

- A referral from another inspector or from another department
- City Management
- Businesses
- Agencies
- Neighborhood Groups
- Through proactive canvassing

When a complaint is received, it is investigated by Code Enforcement staff to determine if there is a violation of City Code, and if so the enforcement process begins. The next step is to determine the “responsible party” associated with the real estate on which the violation is taking place. Most often this will be the owner of the parcel, but sometimes, particularly in the case of business properties, the manager of the property will be pursued first. Next, the “responsible party” will be notified that a violation exists. This notification may be either by direct contact, placard, or by citation letter (or a combination of two or more of those methods).

Outline of the Code Enforcement Process

Three of our most essential departmental goals are to maintain uniformity in our process, to apply enforcement equitably, and to achieve compliance with the code. The following is a brief outline of the steps taken in each enforcement activity.

- Complaint received or possible violation found
- Investigate
- Determine if in violation and document
 - Clearly a violation
 - Could be a violation
 - If not sure, discuss with someone capable of making a decision
 - If decision is not to cite then document the reason, particularly if the Complaint is likely to arise again
 - If it is a violation then follow standard enforcement procedure for that violation type
- All records maintained in office files
- Observe standard time frames for orders issued
- Document any further activities
- Visits to the property
- Discussions with the property owner or manager
- Improvements made toward compliance
- Follow up on all deadlines
- Grant extensions if they are deserved or necessary and document
- Continue to court if no effort is made to correct the violation
- Re-summons or re-cite if court case is concluded but compliance is not Achieved.

International Property Maintenance Code:

The Building Official, through the Department of Planning and Development, is responsible for the enforcement of nuisance codes which are designed to protect the health, safety and welfare of Mandeville's citizens. In 1986, the City adopted the Building Maintenance Code which establishes a standard for building maintenance citywide. The Code is part of the Louisiana Uniform Statewide Building Code and is based on the International Property Maintenance Code.

The enforcement of property maintenance and zoning has been recognized nationally as being in the best interests of residents and citizens in order to ensure the public health, safety and welfare. Properties that are allowed to deteriorate not only constitute a threat to the monetary values of neighboring structures but also to the health and safety of the occupants through the increased opportunity of vermin to thrive and the elevated risks of fire. The City of Mandeville is enabled to pass laws governing the procedures surrounding code enforcement by Louisiana Revised Statutes 33:5062, 33:4761 and 33:4754. These statutes set up the parameters for the city to inspect, notify, remediate, condemn and collect in code enforcement cases. Even though these statutes are in place to protect the general public, there are, likewise, rules and procedures to protect the rights of the accused property owner. In the case of *Camara v. Municipal Court of the City and County of San Francisco* in 1967, 387 U.S. 523, and continuing through the establishment of the "In Plain View Doctrine", the U.S. Supreme Court has put in place guidelines and limitations which control the Police Powers of the City and aim to protect the 4th Amendment rights of the individual property owner. This Policies and Procedures Manual will attempt to guide and direct the employee in his or her actions so that the laws of the City of Mandeville are enforced both equitably and lawfully.

The City of Mandeville has passed laws that control property maintenance in two separate and distinct areas. Ordinances that govern general public safety and welfare are generally to be found in Chapter 9 of the Code of Ordinances (COO) entitled Health and Sanitation. Ordinances governing zoning and structures can be found in the Comprehensive Land Use Regulations Ordinance (CLURO). Violations to these regulations are punishable as provided by both Section 1-9 of the Code of Ordinances and by Louisiana Revised Statute. At the end of this manual the employee will find forms that might be helpful in the daily performance to his or her duties.

INSPECTION

Following the receipt of a complaint, whether from the general public or from an employee of the city, the first duty of the employee will be to perform an onsite inspection and investigation of the complaint. Any employee investigating a complaint shall have a camera capable of taking a photograph that includes either a visible date stamp or a digital verification of the date that the photo was taken of the violating condition. Proof of the date is important in establishing “before and after” conditions as well as tracking a long and persistent violation.

FOURTH AMENDMENT PROTECTIONS

When investigating a complaint, it is critical that the employee understand and comply with a property owners right to be protected from unreasonable searches and seizures under the 4th Amendment to the U.S. Constitution. The 4th Amendment generally prohibits a search or seizure without the consent of the property owner or tenant unless a search warrant has been obtained. There are some exceptions, but the Supreme Court has generally ruled that an individual has a right to privacy in the sanctity of their own home that is protected by the 4th Amendment.

In the case of *Camara v. Municipal Court of the City and County of San Francisco*, 387 U.S. 523, the plaintiff was arrested when he refused to allow a City Inspector entry into his home in order to investigate a possible zoning violation. The City Inspector was acting under the authority of an ordinance that gave the city the authority to enter rental properties to perform inspections on an annual basis. The City argued that a municipal zoning inspection was not a substantial intrusion into personal privacy; however, the Court ruled that any search of private property is unreasonable unless consented to or authorized by a search warrant, and that any official disruption of the sanctity of the home gave rise to Fourth Amendment protection.

An exception to the Fourth Amendment’s warrant requirement is the Plain View Doctrine. While consent is required to inspect a building or property, this doctrine holds that if an inspector observes a violation while at a location where he or she is legally entitled to be, no violation of the Fourth Amendment results. In other words, if the alleged violation is observable from a place where any member of the public may be, the privacy interest of the property owner must be considered insubstantial. Therefore, no warrant is required.

Many violations are visible from the exterior of a building. An official may discover a number of code violations merely by standing on the sidewalk or other public right-of-way and observing the exterior conditions of a structure or property. This exception also allows an inspector to look through windows to discover any violations which may be present “within plain view”. If the occupant does not give consent to further inspection, the inspector should depart immediately. An inspector may not attempt to inspect the rear of any property under this exception unless it too backs up on a public right-of-way.

Many times a neighbor who is also the complainant will allow the inspector to view the property from his or her home. Anything the inspector sees may be used as evidence, even if the

inspector stands at a second-story window or in a backyard. Using a ladder to peer over a fence, however, is not permissible. The area surrounding a house, the curtilage, is an area in which a property owner has a reasonable expectation of privacy and is not subject to a warrantless search.

The rules for commercial property are somewhat different. Those portions of a business open to the public are considered public area and are open to a visual inspection without the consent of the owner. An inspector who finds a violation under the plain view exception must still get a warrant in order to search other areas which are not in plain view and for which the occupant has refused consent.

Emergency situations constitute another exception to the Fourth Amendment's general warrant requirement; however, even if an inspector has a reasonable belief that there is an emergency, consent should still be sought from the owner or occupant. Only if the inspector believes that there is an immediate danger to human life should the warrant requirement be ignored. If in doubt, the warrant should be sought.

DOCUMENTATION

During an inspection, documentation is critical to the eventual resolution of the violation. If a violation is found to exist, the inspector should photograph all aspects of the scene so that the violation will be clearly recognizable to anyone reviewing the case file. The photographs should be date stamped so that a timeline of the violation can be constructed and the before and after conditions can be documented. Additionally, the inspector should take notes concerning any information that is found during the course of the investigation.

NOTIFICATION

Following the inspection of a property and the investigation of a complaint, the next step in the code enforcement process is to give due and proper notice to the offending property owner or tenant. The procedure for notification are promulgated in both Louisiana Revised Statutes and in the various ordinances of the City of Mandeville. In any case where there is a difference in the length of time required for notice, the most stringent requirements placed upon the jurisdiction shall be required. In other words, the burden is placed upon the city to insure that all reasonable measures are taken in order to inform the accused violator that a condition exists which requires their attention.

In the case of grass cutting, high weeds and other deleterious, unhealthful or noxious growths on a property, the enabling statute from the state is R.S. 33:5062, which states that the accused shall have five (5) days to correct the violation himself following notification by either registered mail sent to the address as shown on the latest tax rolls or by publishing the notice in the official journal (St. Tammany News-Banner) of the city for two (2) consecutive days. The city ordinance that deals with weeds and grass cutting is found in the Code of Ordinances Section 9-41 and the notice requirements are located in Sections 9-42 and 9-43, which exceed the minimum requirements mandated by the state of Louisiana. In Section 9-42 and 9-43, the city gives the accused property owner fourteen (14) days to correct the violation following the mailing of a notice via Certified Mail and (10) days following the publication of the notice on 2 consecutive days in the official journal. In the above scenario, the ordinance of the city gives the most notice to the accused; therefore, the city requirement is the controlling notice requirement. An example of both a Notice of Violation to be sent via Certified Mail and of a legal notice in the newspaper are included in the appendix of this manual. Various ordinances should be studied for variances to the above procedure to ensure compliance with the notice requirement.

In all cases, the inspector is to mail or cite the owner at the mailing address listed in the most recent tax roll of the St. Tammany Assessor. The tax rolls are found online at <http://www.stassessor.org/assessor.php>. In addition to the owner or tenant of the property, the City Attorney has directed that in to err on the side of caution that the inspector shall also send notice to any entity holding a mortgage on the property as well as that mortgage holders' Registered Agent in Louisiana, if one exists. An inspector is able to search the land records of the St. Tammany Clerk of Court at <http://www.sttammanyclerk.org/main/index.asp> in order to locate a mortgage, and the Louisiana Secretary of State at <http://www.sos.la.gov/tabid/819/default.aspx> to locate a Registered Agent. All mailings of shall be sent Certified Mail with a Return Receipt or other proof of delivery.

Following the mailing of the Notices of Violation and the publication in the official journal, corrective actions can be taken by the city. In order to ensure that all applicable waiting times are met, a file cover sheet is very helpful to calculate action dates. An example of a file cover sheet is included in the appendix of this manual. Additionally, full notice of a violation is only required once per calendar year, and thereafter corrective action can be taken if a repeat of the same violation occurs. An affidavit of repeat action is also included in the appendix.

REINSPECTION

In most cases, once a property owner has received official notice of a violation from the City of Mandeville, the responsible inspector is contacted and corrective actions are taken by the owner to achieve compliance. The cases where compliance is achieved only require a verification that corrective action has been taken in order to close the case; however, in some cases, the owner is either unreachable or uncooperative.

Once the action date is reached, the inspector shall repeat the onsite inspection that was performed some weeks earlier. As in the previous case, documentation is of paramount importance. Date stamped photographs and any additional notes should be kept to add clarity to the file and the case.

Following the reinspection of the property, the case will either be shown to have been resolved or the violating condition will still exist, which will require corrective action to be taken by the city. In the case of grass cutting and other deleterious growths or accumulations, it has been the choice of the City of Mandeville to perform the work in house by the Department of Public Works. In any case, either the city employees or the contractor will need an authorization that all of the required notifications have occurred and that they have a Right of Entry to perform the work on the property. An example of an authorization is included in the appendix to this manual.

COMPREHENSIVE LAND USE REGULATIONS ORDINANCE (CLURO) (ZONING)

The CLURO, under Section 2.5.3 assigns the Building Official or duly authorized representative to enforce all laws under the Property Maintenance code, Division II of the CLURO including Building Codes. The Department of Planning and Development has assigned enforcement of certain zoning codes under Division II of the CLURO to specific staff members. The special projects planner is responsible for enforcement of signage and lighting codes and the landscape inspector is responsible for enforcement of landscape codes. These staff members are also responsible for initial review and approval of the plans as they are permitted and therefore are familiar with the details of approval. Because they are familiar with what has been approved, this helps ensure that the violations are more accurately cited and streamlines the enforcement process in those specialized areas.

Other zoning related code enforcement is addressed by the Planning Department as needed. The Planning Department coordinates with other city departments in addressing code violations including the Dept. of Public Works, the Police Department and the City Attorney.

Violations to these regulations are processed and punishable as provided by both Section 1-9 of the Comprehensive Land Use Regulations Ordinance (CLURO) and by Louisiana Revised Statute.

COMPREHENSIVE LAND USE REGULATIONS ORDINANCE (CLURO)

1.2 ENFORCEMENT, VIOLATIONS AND PENALTY PROVISIONS

1.9.1 Administration of Enforcement

The provisions of these Land Use Regulations shall be administered by the City Planner, the Building Inspector and the Director of the Department of Public Works, as designated herein, who shall have the power to make inspections of buildings or premises necessary to carry out their administrative duties in the enforcement of these regulations. The provisions of these regulations shall be enforced by the City's police; the City Planner, the Building Inspector or the Director of Public Works may call upon the Chief of Police to furnish the necessary police personnel to carry out enforcement.

1.2.2 Violations and Enforcement Proceedings

In case any structure is erected or structurally altered or maintained, or any structure or land is used or altered or is not maintained, in violation of these regulations, any proper City official or his or her duly authorized deputies or representatives may institute any appropriate action or proceedings to prevent such unlawful construction or alteration or use or other violations, to restrain, to correct or to prevent any illegal act, conduct any business or maintain any use in or about such premises. Furthermore, any resident of the community who believes that a violation of any of the provisions of these regulations is occurring may file a written complaint with the Building Inspector. Such complaint shall fully set forth the acts or omissions constituting the alleged violation and the site or sites at which such violation or violations are alleged to be occurring. The Building Inspector shall record properly such complaint, promptly investigate the allegations underlying said complaint, and take action on such complaint and take action on such complaints as provided by these regulations.

1.2.3 Responsibility for Violations

The owner of any structure or land, or part thereof, and the user of any structure or land or part thereof, where anything in violation of these regulations shall be placed or shall be used, and any architect, builder, contractor, agent, or any other person employed in connection therewith who may have assisted or contributed to the commission of any such violation, may each be deemed responsible for a violation of these regulations.

1.2.4 Compliance Information Required

Whenever the Building Inspector, on the basis of a written complaint from the City Planner, the Director of Public Works, any other City official or any credible person or on the basis of his own available information, has reason to believe that a violation of these regulations may exist, he may require any person owning the structure or land or operating a use thereon to provide, within 30 days of notification, information as may be necessary, in his judgement, to determine the existence or extent of any violation.

1.2.5 Penalty

Any person violating any provision of these regulations shall be guilty of a misdemeanor, and deemed a public nuisance and upon conviction shall be punished for each separate offense by a fine not exceeding five hundred dollars (\$500.00) or imprisonment for a term not exceeding sixty (60) days, or by both such fine and imprisonment, or as provided in Section 1.9 of the Code of Ordinances of the City of Mandeville, whichever is greater. Each day any violation of any provision of these regulations shall continue shall constitute a separate offense.

4.3 Administrative Procedures:

4.3.2 Procedures and Fees for Site Plan Review for Administrative and Zoning Permits

4.3.2.2 Suspension and Revocation

1. Upon violation of any applicable provision of these regulations, or, if granted subject to conditions, upon failure to comply with conditions, a Site Plan approval shall be suspended upon notification by the City Planner to the owner of a use or property subject to the Site Plan.
2. The Zoning Board shall give notice as required for zoning permits and hold a public hearing within forty (40) days of such notification, and upon a finding that the regulation, general provision, or condition is not being complied with, may revoke the Site Plan approval or take such action as the Zoning Board deems necessary to ensure compliance with the regulation, general provision, or condition.
3. The decision of the Zoning Board to revoke a Site Plan approval shall be effective immediately.

4.3.3 Procedures and Fees for Conditional Use Permits and Planned District Zoning

4.3.3.14 Suspension and Revocation

1. Upon violation of any applicable provision of this Section, or, if granted subject to conditions, upon failure to comply with conditions, a Conditional Use Permit may be suspended upon notification by the City Clerk to the owner of the use or property subject to a Conditional Use Permit.
2. The City Council shall hold a public hearing within forty (40) days of such notification, and upon a finding that the regulation, general provision, or condition is not being complied with, may revoke the Conditional Use Permit or take such action as may be necessary to ensure compliance with the regulation, general provision, or condition.

3. The decision of the Council to revoke a Conditional Use Permit shall be effective immediately.

8.1.10 Supplemental Regulations for Outdoor Lighting

8.1.10.7 Violations, Legal Actions, and Penalties:

a. Violation.

It shall be a civil infraction for any person to violate any of the provisions of this Code. Each and every day during which the violation continues shall constitute a separate offense.

b. Violations and Legal Actions:

If, after investigation, the Building Inspector or his designee finds that any provision of the Ordinance is being violated, he shall give notice by hand delivery or by certified mail, return-receipt requested, of such violation to the owner and/or to the occupant of such premises, demanding that violation be abated within thirty (30) days of the date of hand delivery or of the date of mailing of the notice. If the violation is not abated within the thirty-day period, the Building Inspector or his designee may institute actions and proceedings, either legal or equitable, to enjoin, restrain, or abate any violations of this Ordinance and to collect the penalties for such violations.

c. Penalties:

Any person violating any provision of these regulations shall be guilty of a misdemeanor, and deemed a public nuisance and upon conviction shall be punished for each separate offense by a fine not exceeding five hundred dollars (\$500.00) or imprisonment for a term not exceeding sixty (60) days, or by both such fine and imprisonment, or as provided in Section 1.9 of the Code of Ordinances of the City of Mandeville, whichever is greater. Each day any violation of any provision of these regulations shall continue shall constitute a separate offense.

9.2 Landscape Regulations.

9.2.5.16 Violations

Each required tree, shrub, (nonliving screen,) or other plant matter cut, cleared, removed, caused to become diseased or die, or otherwise acted upon in violation of the provision of this article shall constitute a separate offense (subject to the provisions of Section 1.9 of this [Code]. Each separate day on which a violation occurs or continues shall be considered a separate violation of this article.)

1. **Building Permit Denied:** Should any tree(s), shrub(s), nonliving screen(s) or other plant matter be cut, cleared, removed, caused to become diseased or die, or otherwise acted upon in violation of this section prior to the issuance of a building permit, no such permit shall be issued until all fines resulting from the violation are paid.

2. Building Permit Suspended: Should any tree(s), shrub(s), nonliving screen(s) or other plant matter be cut, cleared, removed, caused to become diseased or die, or otherwise acted upon in violation of this section after the issuance of a building permit, the permit shall automatically be suspended until all fines resulting from the violation are paid.
3. Acceptance of Improvements: No acceptance of public improvements shall be authorized until all fines for violations of this section have been paid to the City or otherwise disposed of through the Mayor's Court. No acceptance of public improvements shall be authorized until all replacement trees have been planted or appropriate payments have been made to the Landscape Mitigation Fund.
4. Certificate of Occupancy: No Certificate of Occupancy shall be issued until all fines for violations of this section have been paid to the City or otherwise disposed of through the Mayor's Court. No Certificate of Occupancy shall be issued until all replacement trees have been planted or appropriate payments have been made to the Landscape Mitigation Fund.
5. Failure to maintain the required vegetation protection zone barrier during the construction process shall constitute a violation, shall automatically suspend the development permit for which the tree barrier was required to be erected and shall be subject to the maximum penalty of Section 1.9 of this [Code].
6. Replacement Penalties: For each tree which is removed without a tree removal permit by the property owner, or the property owner's contractor, agent, employee or any individual or entity authorized to be on the property owner's property, the property owner shall plant new replacement trees in accordance with the following:
 - a. Calculation of Replacement Trees: The total of the diameters of the replacement trees shall, at a minimum, equal the total of the diameters of the trees cut inch for inch. The diameter shall be measured on the trunk of a tree in inches five feet (5') above the ground.
 - b. Minimum Size of Replacement Trees: All replacement trees shall have a minimum trunk size of two inches (2") in diameter and ten (10) feet tall when planted. At the discretion of the City, larger trees may be required.
 - c. In the event the property owner is unable to plant the required number of replacement trees on the affected parcel, the owner has the option of one of the following;
 - (1) The owner may plant the remaining number of required replacement trees, which will not be planted on the affected parcel at a site to be approved by the City.
 - (2) The owner may contribute to the Landscape Mitigation Fund an amount equal to the cost associated with purchasing and planting the remaining replacement trees as outlined in (1) above.
 - d. Pursuant to a notice of violation being issued, the City will prepare a Compliance Agreement for the owner of the affected parcel setting forth the terms of replacement penalties as set forth herein. If the owner fails to enter into the Compliance Agreement within twenty (20) days of the notice of violation, the City will take appropriate legal action, including a citation to Mayor's court and an injunction in the 22nd Judicial District Court.

- e. Fines: In addition to providing or paying for trees, violators of this Section will be fined up to five hundred dollars (\$500.00) for each tree removed without or in violation of a permit.
- f. Enforcement: The Planning Department and the City Attorney shall administer the provisions of this Section.

ARTICLE 10 - SIGN CODE

10.12 ENFORCEMENT OF THE PROVISIONS OF THE SIGN CODE AND PENALTY FOR VIOLATION

10.12.7 Enforcement and Administration

The provisions of this Article shall be enforced by the police. The provisions of this Article shall be administered by the City Planner or, in the absence of a City Planner, by the Building Inspector. All such officers shall have the power and authority to make inspections of signs, sign structures or premises necessary to carry out their duties in the coordination and the enforcement of the provisions of this Article.

10.12.8 Violation

1. In case any sign structure or sign is erected or structurally altered or maintained or used in violation of the provisions of this Article, any proper City official or his or her duly authorized deputies or representatives may institute any appropriate action or proceedings to prevent such unlawful act or to prevent any illegal act, conduct or use in or about or concerning any such sign, sign structure or premises. Each day any such violation continues shall constitute a separate violation of this Article. The City Planner or Building Inspector may call upon the Chief of Police to furnish necessary personnel to carry out his orders.
2. Any resident of the community who believes that a violation of any of the provisions of this Article is occurring may file a written complaint with the Building Inspector. Such complaint shall fully set forth the acts or omissions constituting the alleged violation and the site or sites at which such violation or violations are alleged to be occurring. The Building Inspector shall record properly such complaint, investigate the allegations underlying said complaint, and take action on such complaint and investigation as provided by this Article.

10.12.9 Penalty

Any person violating any provision of this Article shall be guilty of a misdemeanor, and upon conviction shall be punished as provided in Section 1.9 of these Land Use Regulations of the City of Mandeville.

BILLING AND COLLECTIONS

APPENDIX