

2016 ORDINANCE DIVISION ANNUAL REPORT

“Keeping blight out of your neighborhood!”



*Patricia Voelker, Director
Planning, Building & Ordinance*

Table of Contents

Employee List.....	Page 2
Number of Vacant Properties.....	Page 3
Maintenance Cost of Vacant Properties.....	Page 4
Noxious Weeds Administrative Fees.....	Page 5
Property Maintenance Fees.....	Page 6
Tickets Issued.....	Page 7
Ordinance Permits.....	Page 8
Illegal Signs Removed.....	Page 9
Ordinance Inspections.....	Page 10
Goals & Accomplishments.....	Page 11

Ordinance Division Employee List



From left to right: **Part-Time Ordinance Officer** Mike Klein, **Planning & Ordinance Administrative Assistant** Kelly Jacobson, **Lead Ordinance Officer** Brenda Schlutow, **Ordinance Officer** Jodi Welch, & **Ordinance Officer** Bob Thibeault



Ordinance Officer & Fire Marshall
Pete Vlahos



Ordinance Officer & Building Official
George Kilpatrick



Ordinance Officer & Building Inspector
Chris Fox

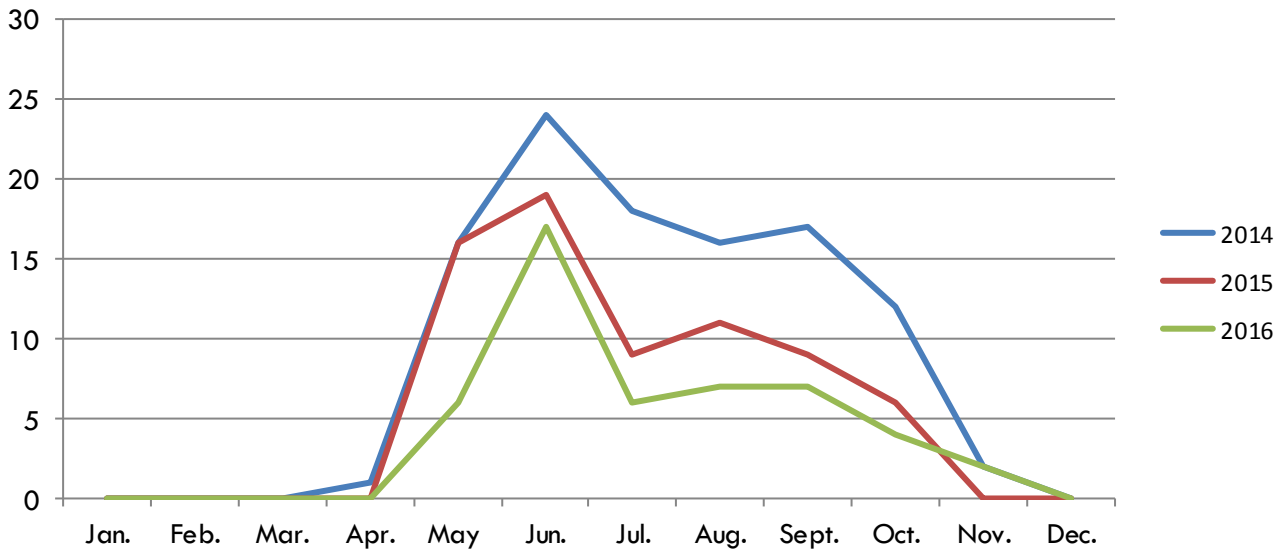
Number of Vacant Properties Maintained by Township 2014 - 2016

TOTAL NUMBER OF PROPERTIES MAINTAINED IN 2014 = 52

TOTAL NUMBER OF PROPERTIES MAINTAINED IN 2015 = 44

TOTAL NUMBER OF PROPERTIES MAINTAINED IN 2016 = 25

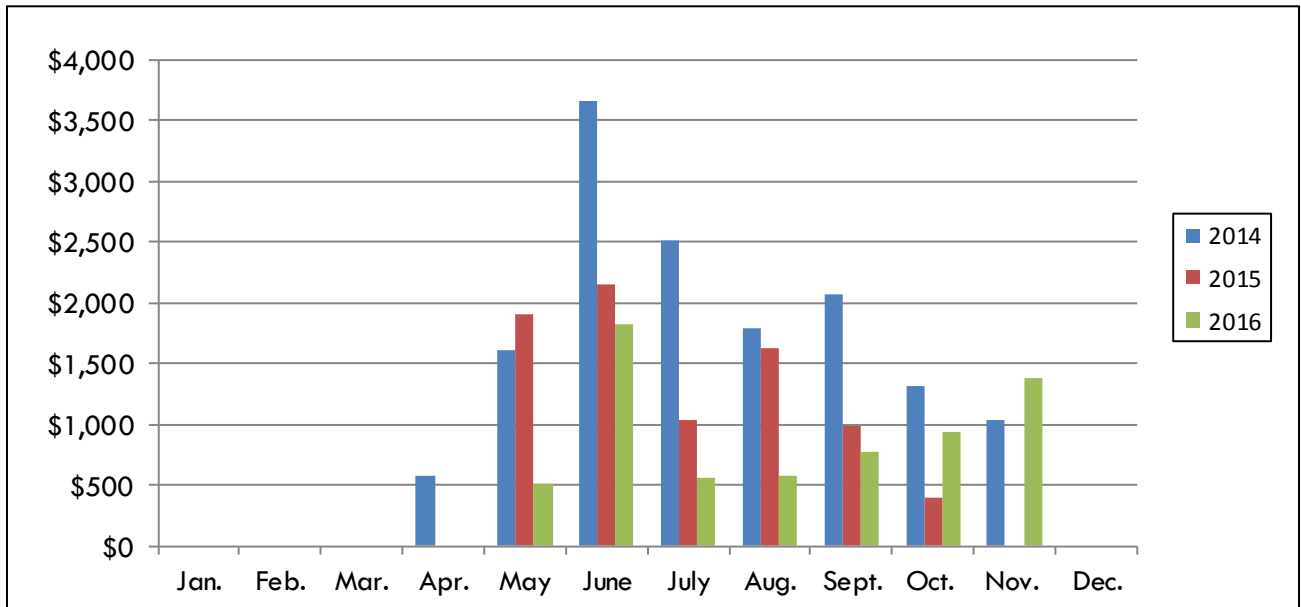
NUMBER OF PROPERTIES MAINTAINED PER MONTH 2014 - 2016



The number of vacant properties maintained by the Township decreased by more than half, approximately 57%. This number includes properties with vacant homes as well as vacant lots. Residents and property preservation companies have been increasing their efforts to maintain these properties, in an effort to avoid being levied monetary penalties for maintenance violations.



Cost to Maintain Vacant Properties 2014 - 2016



The Township’s maintenance costs have declined from last year. These fees have been steadily decreasing over the last few years, due to residents and banks / property preservation companies being more proactive in their maintenance efforts, ensuring that Ordinance requirements are met.

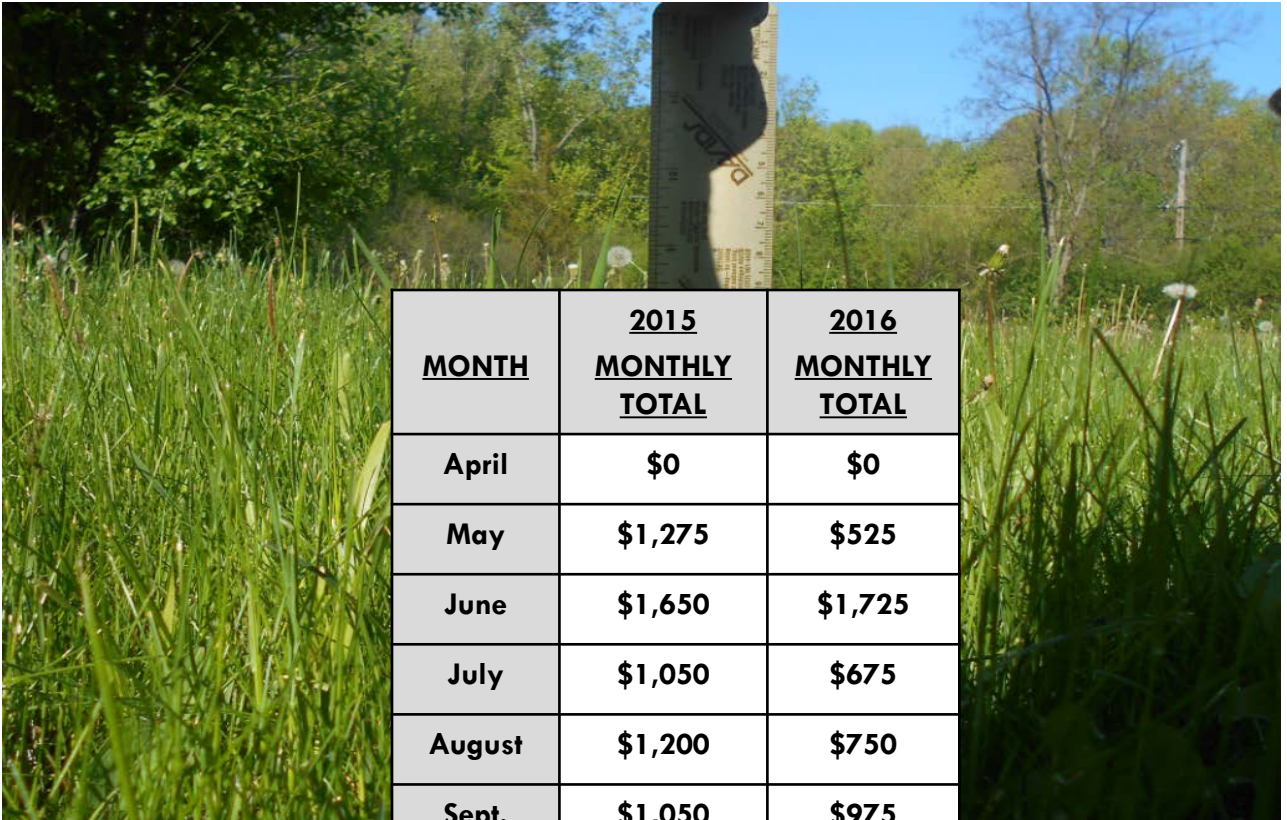
Vacant properties have contact information posted more frequently now, enabling the Ordinance Division to communicate with the responsible parties concerning maintenance violations.

The economy has also been steadily improving with the number of foreclosures dropping, and properties listed for sale are not remaining on the market for lengthy periods of time.

<u>MONTH</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Jan.	\$0	\$0	\$0
Feb.	\$0	\$0	\$0
March	\$0	\$0	\$0
April	\$583	\$0	\$0
May	\$1,616	\$1,913	\$516
June	\$3,665	\$2,156	\$1,832
July	\$2,508	\$1,031	\$559
August	\$1,791	\$1,631	\$575
Sept.	\$2,065	\$992	\$772
Oct.	\$1,313	\$391	\$945
Nov.	\$1,040	\$0	\$1,385
Dec.	\$0	\$0	\$0
TOTAL	\$14,581	\$8,114	\$6,584

Noxious Weeds Administrative Fee Totals 2015 - 2016

The Township passed a resolution in 2008 allowing a \$75.00 administrative fee to be added to each grass/weed cutting.

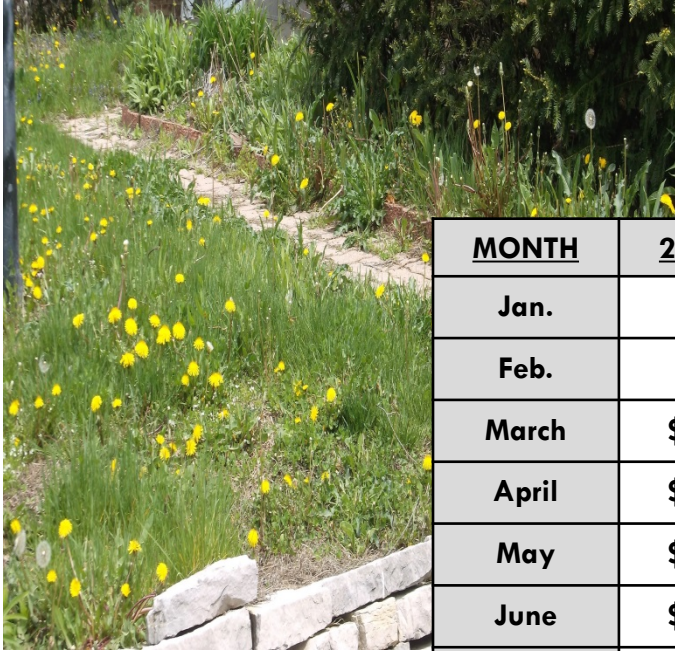


<u>MONTH</u>	<u>2015 MONTHLY TOTAL</u>	<u>2016 MONTHLY TOTAL</u>
April	\$0	\$0
May	\$1,275	\$525
June	\$1,650	\$1,725
July	\$1,050	\$675
August	\$1,200	\$750
Sept.	\$1,050	\$975
Oct.	\$750	\$600
Nov.	\$0	\$150
Dec.	\$0	\$0
TOTAL	\$6,975	\$5,400



Property Maintenance Enforcement Recovery Fee Totals 2015 - 2016

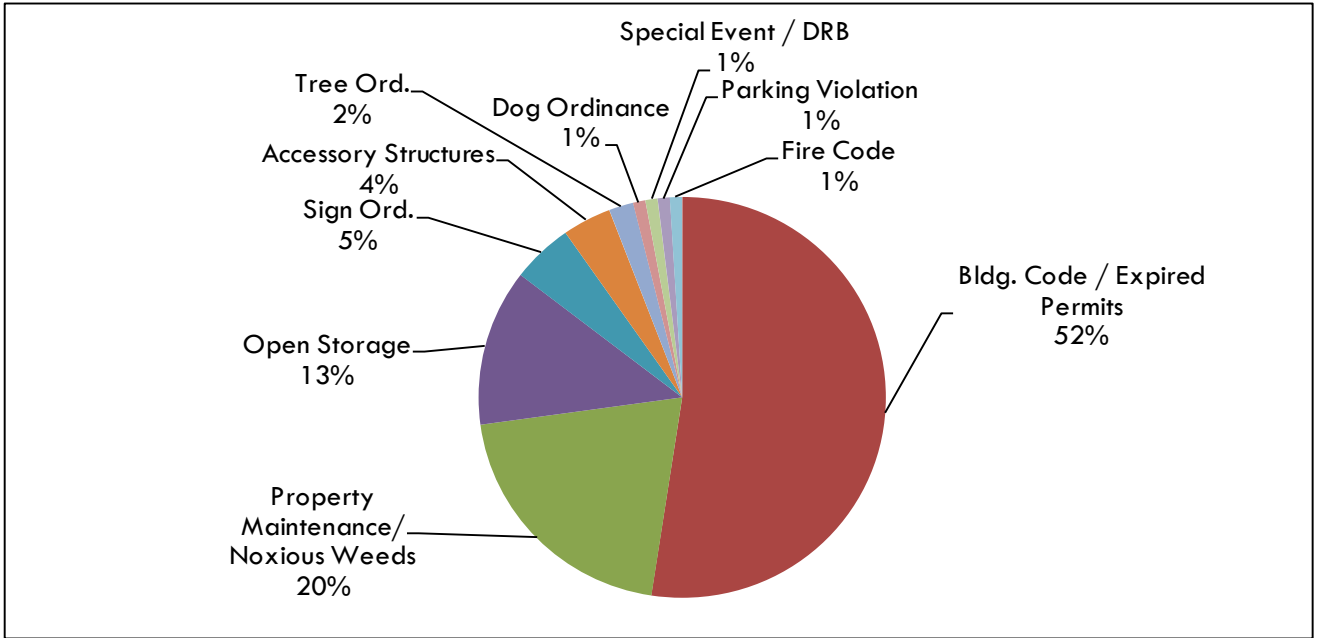
Per the International Property Maintenance Code (IPMC), a \$75 Enforcement Recovery Fee may be charged to a property tax roll after the responsible party has been warned and fails to comply with the Code. In most cases, residents comply. The Ordinance Division issued a total of 90 Property Maintenance Notices in which the \$75 Enforcement Recovery fee was charged. There was one (1) hearing held before the International Property Maintenance Code Board of Appeals in 2016.



<u>MONTH</u>	<u>2015</u>	<u>2016</u>
Jan.	\$0	\$150
Feb.	\$0	\$225
March	\$75	\$300
April	\$75	\$75
May	\$75	\$450
June	\$75	\$1,125
July	\$225	\$2,025
August	\$225	\$1,050
Sept.	\$450	\$525
Oct.	\$75	\$375
Nov.	\$75	\$375
Dec.	\$0	\$75
TOTAL	\$1,350	\$6,750



Number of Tickets Issued



<u>Violation Categories</u>	<u>Number of Tickets Issued</u>
Building Code / Expired Permits	54
Property Maintenance/ Noxious Weeds	21
Open Storage	13
Sign Ordinance	5
Accessory Structures	4
Tree Ordinance	2
Dog Ordinance	1
Special Event / DRB	1
Parking Violation	1
Fire Code	1
2016 TOTAL	103

There were a total of 103 tickets issued in 2016. As in recent years, violations pertaining to Building Code and/or Expired Permits still encompass the largest number of tickets issued. Most of these citations were issued to contractors for installing mechanical/electrical equipment prior to obtaining the required permits, and several were issued for expired permits.

The image shows a Michigan Uniform Law Citation form. Key details include:

- Officer:** 0526200, Bloomfield TWP PD
- Location:** 48TH DISTRICT COURT, 4280 TELEGRAPH RD, BLOOMFIELD HILLS, MI 48302
- Violation:** State Law - License Expired in Use of Bond
- Date/Time:** 12:00 PM, 1/1/16
- Vehicle:** 2015, Blue, 4DR

Ordinance Permits

2014- 2016

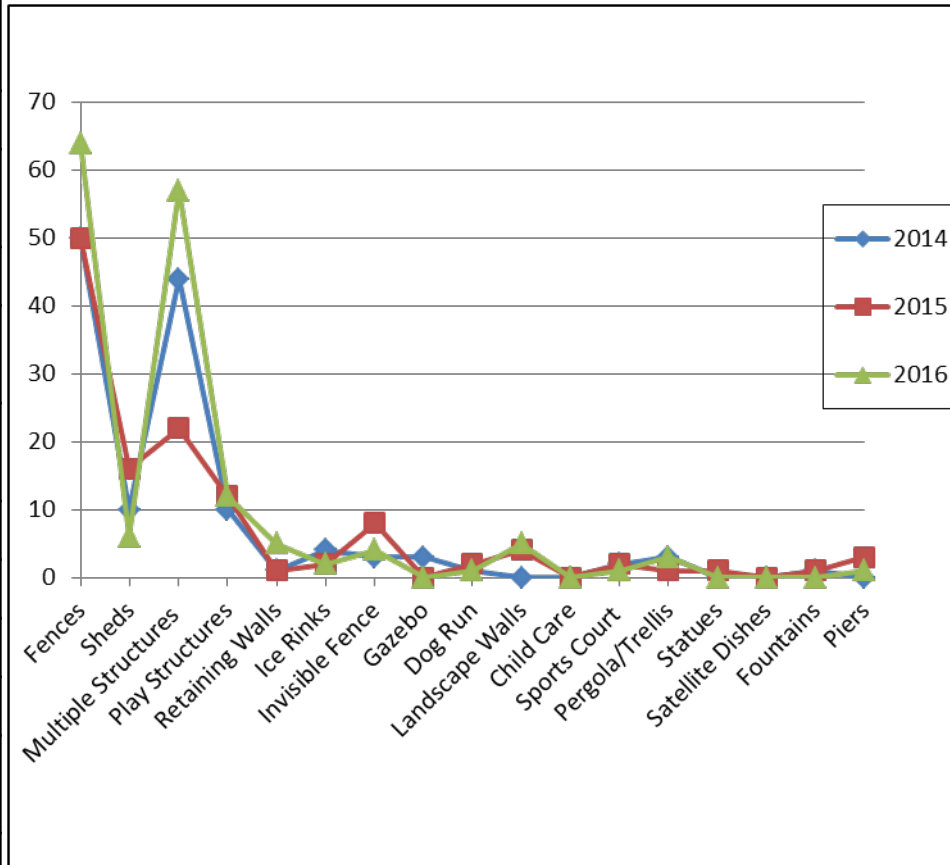
Number of Permits Issued

Ordinance Permit Type	2014	2015	2016
Fences	50	50	64
Multiple Structures	44	22	57
Play Structures	10	12	12
Sheds	10	16	6
Landscape Walls	0	4	5
Invisible Fences	3	8	4
Pergola/Trellis	3	1	3
Ice Rinks	4	2	2
Retaining Walls	1	1	5
Dog Runs	1	2	1
Sports Courts	2	2	1
Piers	0	3	1
Gazebos	3	0	0
Statues	0	1	0
Child Care	0	0	0
Fountains	1	1	0
Satellite Dishes	0	0	0
TOTAL	132	125	161

Ordinance permits are required for many types of accessory structures and uses.



The largest number of Ordinance permits issued in 2016 was for fencing and for sites with multiple structures, such as landscape walls, retaining walls, etc.



Illegal Signs Removed 2015 - 2016



Based on the table below, the number of confiscated signs decreased by a small margin. This does not represent the total number of calls, letters, email responses, or follow-ups, etc., regarding sign issues. As with most communities, illegal signage continues to be a problem for the Ordinance Division. As indicated by the table below, the number of signs confiscated increased by a large volume right before the 2016 presidential election.

TOTAL NUMBER OF SIGNS PULLED IN 2015 = 744

TOTAL NUMBER OF SIGNS PULLED IN 2016 = 575

<u>Number of Signs Removed</u>												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2015	12	47	72	32	67	60	87	166	83	55	56	7
2016	7	44	52	31	45	75	33	39	17	208	11	13



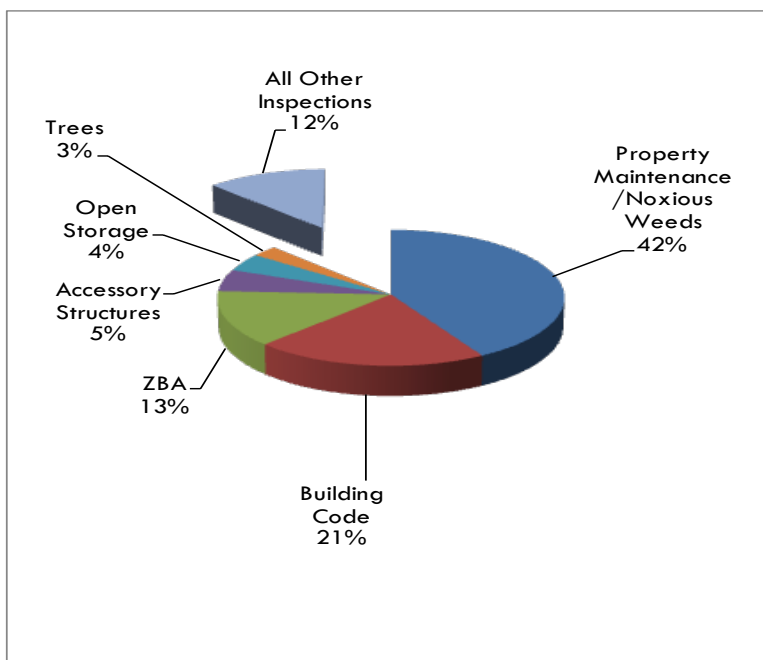
Ordinance Inspections

<u>Categories</u>	<u>Inspections</u>
Property Maintenance/ Noxious Weeds	3,288
Bldg. Code	1,646
ZBA	1,060
Accessory Structures	409
Open Storage	333
Trees	201
Fence	125
Drainage	101
Drainage	103
Fire Code	91
Wetlands/NFS/ EESD Issues	89
Animal Containment / Dog Ordinance	79
Lighting	78
Trash / Yard Waste	78
Signage	66
Parking	61
R.O.W. Issues	55
DRB	47
Zoning	37
Dumping	28
Care Facilities	22
Noise	11
Snow	4
2016 TOTAL	7,909

Property Maintenance/Noxious Weeds violations continually account for the largest number of inspections. The largest increase was in the number of Wetlands / NFS / EESD Permits. These inspections mostly consist of structures and/or work being done within the required 25 ft. Natural Feature Setback. Lighting inspections, which can range from commercial light pole complaints to residential lighting, jumped significantly.

There was also an increase in the number of Fire Code inspections. The Ordinance Division schedules site inspections to check house fire sites to ensure they are not neglected and work towards compliance. The amount of Animal Containment / Dog Ordinance inspections, which consist of invisible fencing or dog runs installed without ZBA approval and/or permit(s), rose this year also.

Zoning Board of Appeals (ZBA) inspections account for a large portion of the Ordinance Division's inspections, increasing by approximately 19% in 2016. After residents go before the Zoning Board, the Ordinance Division sends out permit reminder letters and follows each project through to completion, ensuring that permits are obtained, inspections are scheduled, screening is installed and ZBA requirements are met.



Goals & Accomplishments



2016 Accomplishments

- **Appointed by the PBO Director, Lead Ordinance Officer Brenda Schlutow joined Building Official George Kilpatrick and Development Coordinator Planner Andrea Bibby to form the Department's first Safety Committee. The purpose of the committee is to raise employee awareness of potential dangers / hazards, especially in the workplace. Topics will consist of training seminars as well as hands-on training and online exercises to ensure that staff is provided with proper instruction when faced with an emergency. Planning, Building and Ordinance Division staff took part in an online assessment for defensive driving safety.**
- **Violation Notice Forms and letter communication templates were reviewed, re-evaluated and modified for improvement to better inform residents of Township ordinances.**
- **Participated in the 2016 Annual Township Open House along with the Building and Planning Divisions.**
- **Purged Ordinance records according to the Michigan Record Retention General Schedule #10. This will allow the Division to continue to better manage records.**



2017 Goals

- **To continue employee safety training via the Department Safety Committee's direction, ensuring that employee safety is a priority.**
- **Update template letters and notices in our BS&A program so that they address current issues in our community**
- **Updated the Commercial Shopping Center contact file to include current business names and contact information, which is utilized by staff as a quick reference tool.**
- **Purge Ordinance records according to the Michigan Record Retention General Schedule #10. This will allow the Division to continue to better manage records.**