

2017 ORDINANCE DIVISION ANNUAL REPORT

“Keeping blight out of your neighborhood!”



*Patricia Voelker, Director
Planning, Building & Ordinance*

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Ordinance Division Employee List

| <u>Name & Title</u> | <u>Years of Service</u> |
|--------------------------------------------------------------------------|--------------------------------|
| Patricia Voelker, Director | 15 |
| Brenda Schlutow, Lead Enforcement Officer | 17 |
| Kelly Jacobson, Planning & Ordinance Administrative Assistant | 12 |
| Robert Thibeault, Ordinance Officer / Building Inspector | 6 |
| Jodi Welch, Ordinance Officer | 3.5 |
| Michael Klein, Ordinance Officer | 3.5 |



Our Mission Statement:

As Representatives of the Bloomfield Township Planning, Building and Ordinance Department, we pledge to provide our services in a fair and consistent approach with the highest level of professionalism. We are dedicated to upholding the Township adopted plans, codes, ordinances and standards that maintain the quality of life and safety for current and future generations.

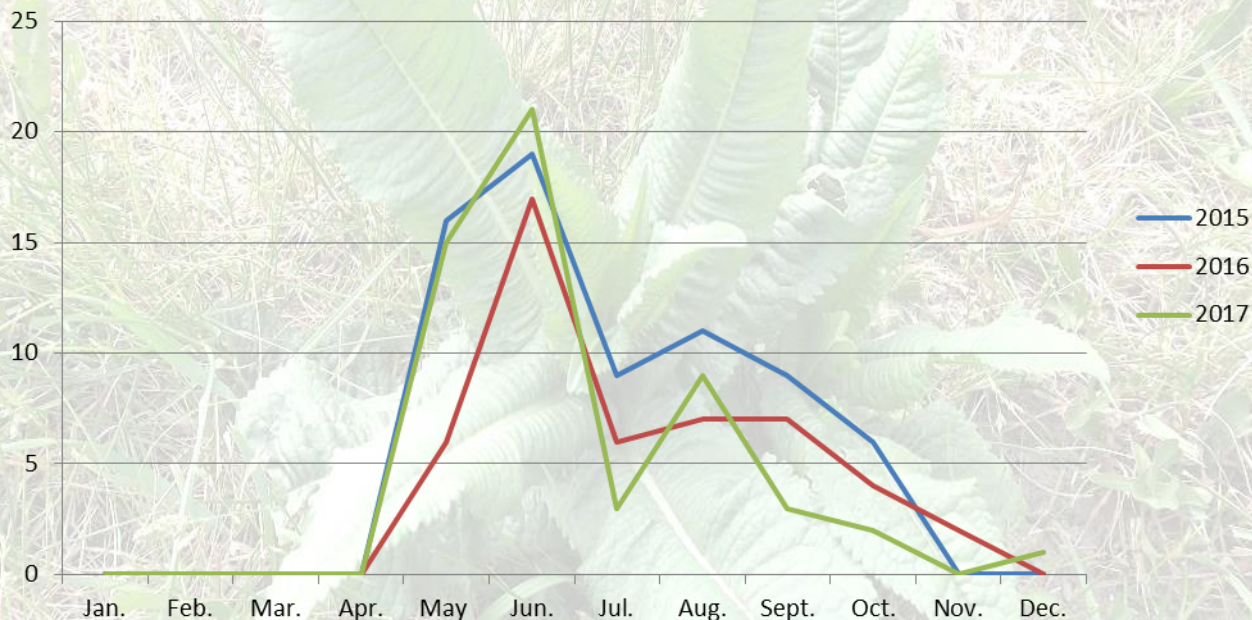
Number of Vacant Properties Maintained by Township 2015 - 2017

TOTAL NUMBER OF PROPERTIES MAINTAINED IN 2015 = 44

TOTAL NUMBER OF PROPERTIES MAINTAINED IN 2016 = 25

TOTAL NUMBER OF PROPERTIES MAINTAINED IN 2017 = 36

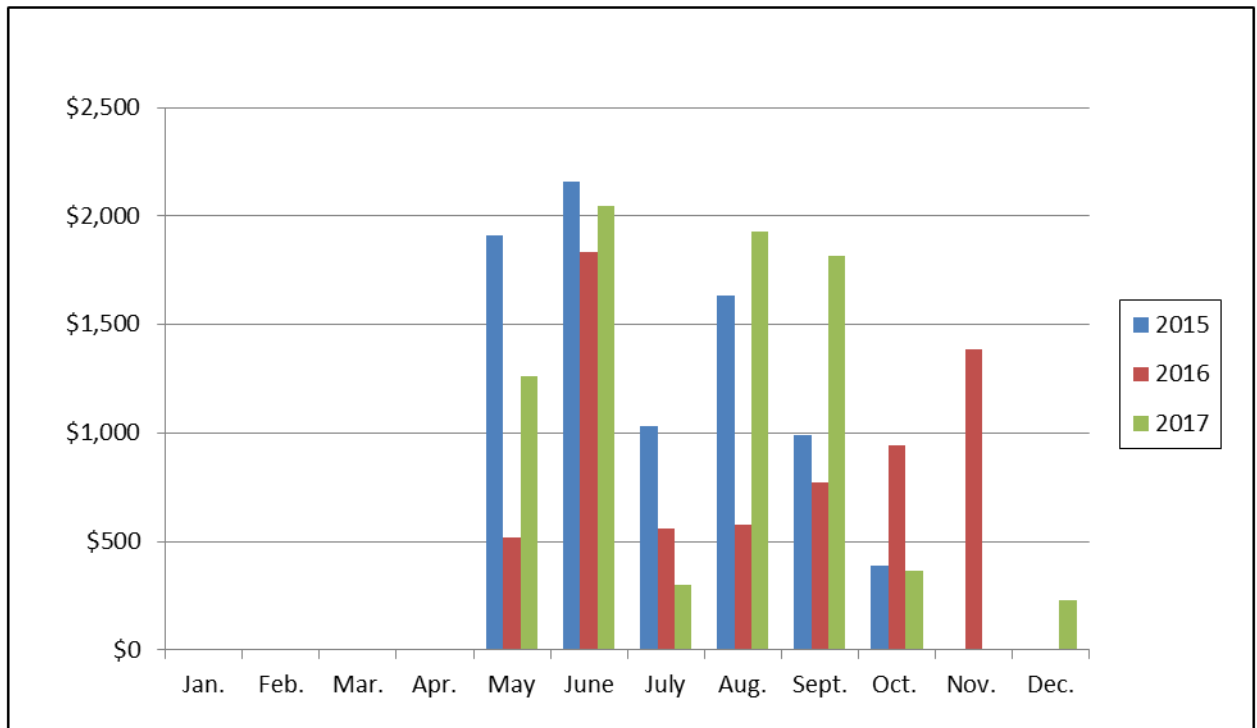
NUMBER OF PROPERTIES MAINTAINED PER MONTH 2015 - 2017



The number of vacant properties maintained by the Township increased this year by a small margin. The Ordinance Division typically receives the most complaints about lawn maintenance at the beginning of the spring season. After the first few months of the grass cutting season, the number of properties requiring Township maintenance usually decreases.



Cost to Maintain Vacant Properties 2015 - 2017



The Township's maintenance costs increased slightly from last year, by approximately 21%. As in previous years, at the beginning of the lawn cutting season, there is always a greater number of properties in need of maintenance.

In August and September of 2017, there were a couple of vacant properties that required a great deal of maintenance due to the lack of care of these sites. This accounted for the increase in fees during these months.

During the spring and summer months, the Ordinance Division strives to be proactive in locating properties that have been neglected and not properly maintained. Notices are posted on these sites, giving residents a short period of time to comply. Failure to comply within the allotted timeframe results in the Township moving forward and carrying out the necessary maintenance.

| MONTH | 2015 | 2016 | 2017 |
|--------------|----------------|----------------|----------------|
| Jan. | \$0 | \$0 | \$0 |
| Feb. | \$0 | \$0 | \$0 |
| March | \$0 | \$0 | \$0 |
| April | \$0 | \$0 | \$0 |
| May | \$1,913 | \$516 | \$1,263 |
| June | \$2,156 | \$1,832 | \$2,048 |
| July | \$1,031 | \$559 | \$303 |
| August | \$1,631 | \$575 | \$1,931 |
| Sept. | \$992 | \$772 | \$1,815 |
| Oct. | \$391 | \$945 | \$368 |
| Nov. | \$0 | \$1,385 | \$0 |
| Dec. | \$0 | \$0 | \$231 |
| TOTAL | \$8,114 | \$6,584 | \$7,959 |

Noxious Weeds Administrative Fee Totals 2016 - 2017

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>2016 MONTHLY TOTAL</u> | <u>2017 MONTHLY TOTAL</u> |
|--------------|-----------------------------------|-----------------------------------|
| April | \$0 | \$0 |
| May | \$525 | \$1,275 |
| June | \$1,725 | \$2,025 |
| July | \$675 | \$375 |
| August | \$750 | \$900 |
| Sept. | \$975 | \$300 |
| Oct. | \$600 | \$150 |
| Nov. | \$150 | \$0 |
| Dec. | \$0 | \$0 |
| TOTAL | \$5,400 | \$5,025 |



Property Maintenance Enforcement Recovery Fee Totals 2016 - 2017

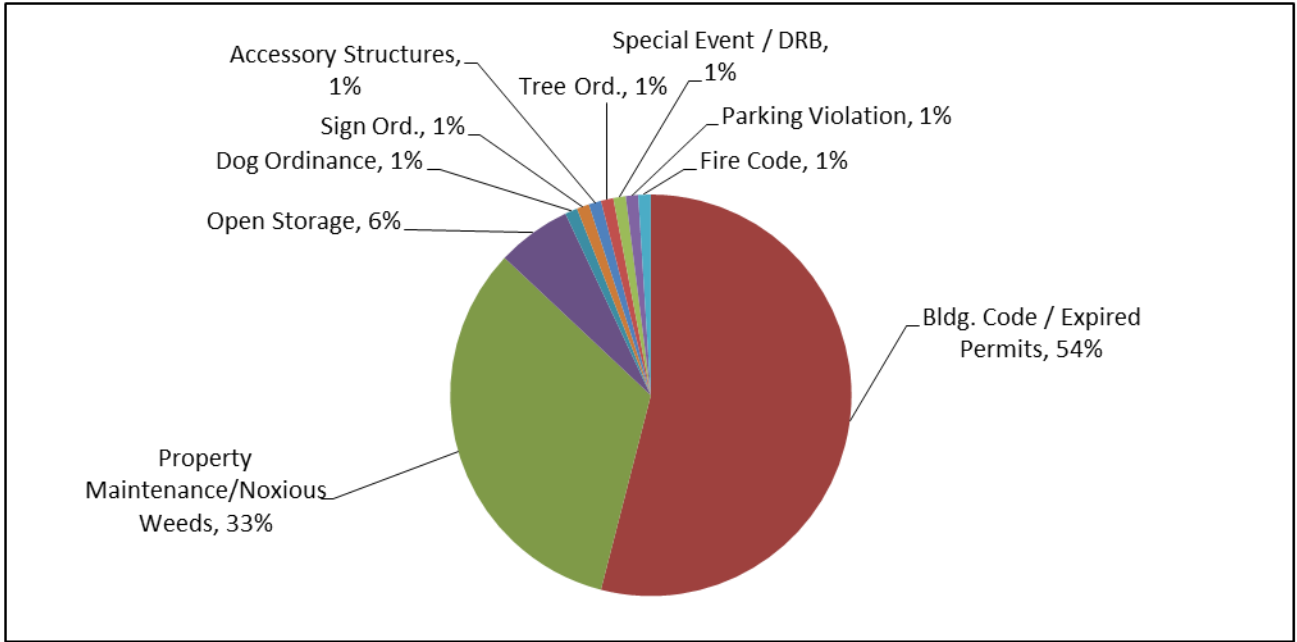
Per the International Property Maintenance Code (IPMC), a \$75 Enforcement Recovery Fee may be charged to the property tax roll after the responsible party has been warned and fails to comply with the Code. The Ordinance Division issued a total of 77 Property Maintenance Notices in which the \$75 Enforcement Recovery fee was charged. There were two (2) hearings held before the International Property Maintenance Code Board of Appeals in 2017.



| <u>MONTH</u> | <u>2016</u> | <u>2017</u> |
|--------------|----------------|----------------|
| Jan. | \$150 | \$300 |
| Feb. | \$225 | \$150 |
| March | \$300 | \$600 |
| April | \$75 | \$300 |
| May | \$450 | \$1,050 |
| June | \$1,125 | \$1,125 |
| July | \$2,025 | \$750 |
| August | \$1,050 | \$450 |
| Sept. | \$525 | \$825 |
| Oct. | \$375 | \$150 |
| Nov. | \$375 | \$75 |
| Dec. | \$75 | \$0 |
| TOTAL | \$6,750 | \$5,775 |



Number of Tickets Issued



| <u>Violation Categories</u> | <u>Number of Tickets Issued</u> |
|-------------------------------------|---------------------------------|
| Building Code / Expired Permits | 72 |
| Property Maintenance/ Noxious Weeds | 45 |
| Open Storage | 8 |
| Dog Ordinance | 2 |
| Sign Ordinance | 1 |
| Accessory Structures | 1 |
| Tree Ordinance | 1 |
| Special Event / DRB | 1 |
| Parking Violation | 1 |
| Zoning | 1 |
| 2017 TOTAL | 133 |

There were a total of 133 tickets issued in 2017. Citations 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. Property Maintenance and Open Storage violations remain in the top 3, as these are the most frequent violations.

Ordinance Permits

2015- 2017

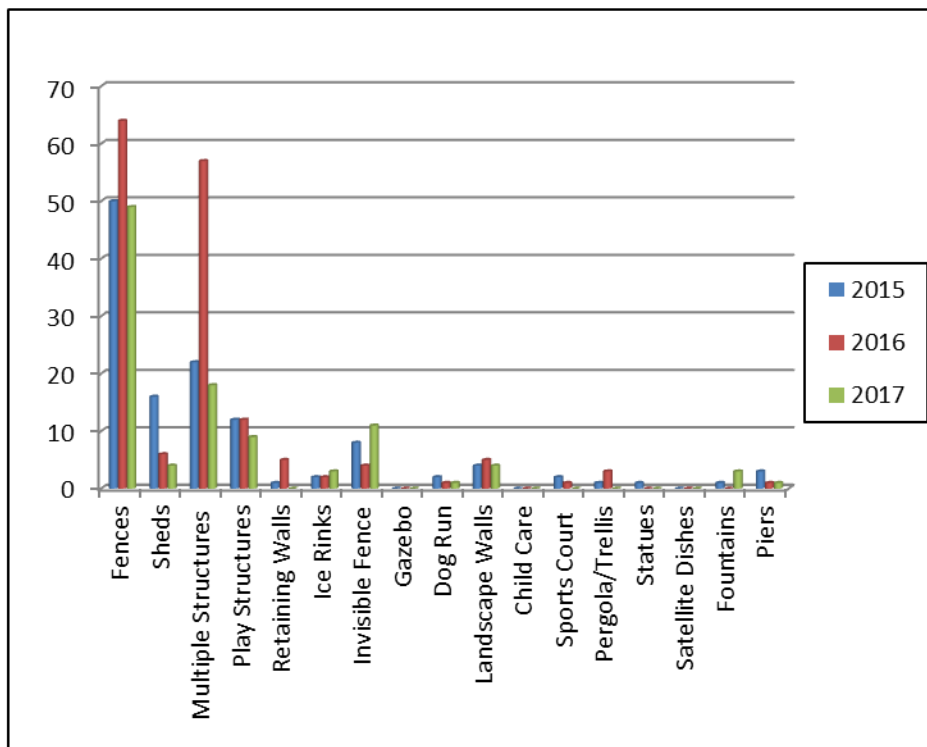
Number of Permits Issued

| Ordinance Permit Type | 2015 | 2016 | 2017 |
|-----------------------|------------|------------|------------|
| Fences | 50 | 64 | 49 |
| Multiple Structures | 22 | 57 | 18 |
| Play Structures | 12 | 12 | 9 |
| Sheds | 16 | 6 | 4 |
| Landscape Walls | 4 | 5 | 4 |
| Invisible Fences | 8 | 4 | 11 |
| Ice Rinks | 2 | 2 | 3 |
| Fountains | 1 | 0 | 3 |
| Piers | 3 | 1 | 1 |
| Dog Runs | 2 | 1 | 1 |
| Pergola/Trellis | 1 | 3 | 0 |
| Retaining Walls | 1 | 5 | 0 |
| Sports Courts | 2 | 1 | 0 |
| Gazebos | 0 | 0 | 0 |
| Statues | 1 | 0 | 0 |
| Child Care | 0 | 0 | 0 |
| Satellite Dishes | 0 | 0 | 0 |
| TOTAL | 125 | 161 | 103 |

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



The largest number of Ordinance permits issued in 2017, as in previous years, was for fencing and for sites with multiple structures, such as landscape walls, retaining walls, etc.



Illegal Signs Removed

2016 - 2017

Based on the table below, the number of confiscated signs decreased by more than 50%. 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, usually during the warm weather months. This is primarily the time when contractors seeking to gain new customers and/or more business start putting their signs up throughout communities.

TOTAL NUMBER OF SIGNS PULLED IN 2016 = 575

TOTAL NUMBER OF SIGNS PULLED IN 2017 = 284

| <u>Number of Signs Removed</u> | | | | | | | | | | | | |
|--------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| 2016 | 7 | 44 | 52 | 31 | 45 | 75 | 33 | 39 | 17 | 208 | 11 | 13 |
| 2017 | 0 | 4 | 81 | 42 | 17 | 25 | 14 | 18 | 11 | 21 | 19 | 32 |



Ordinance Inspections

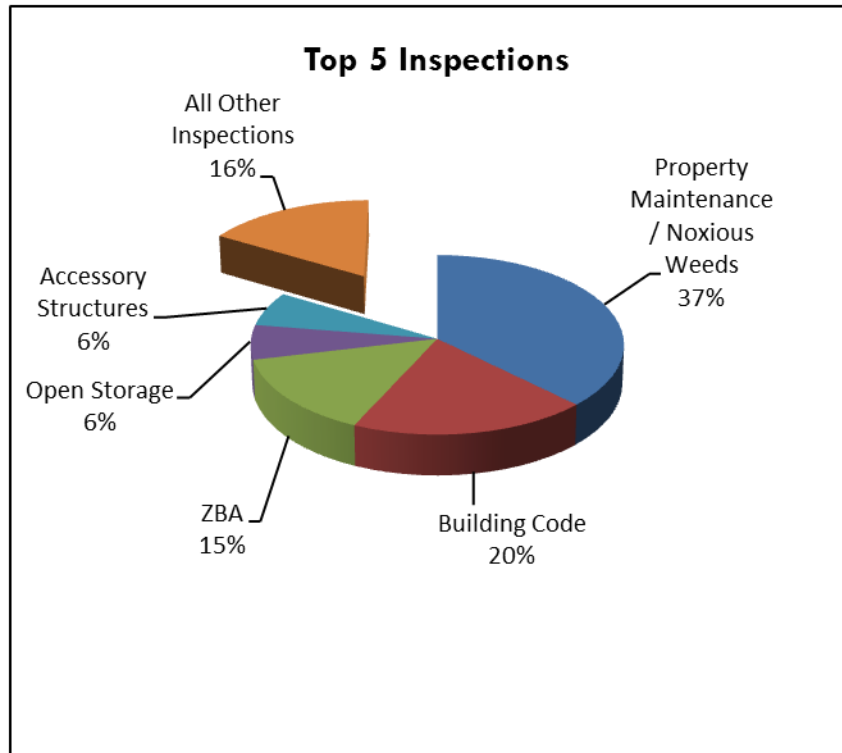
| <u>Categories</u> | <u>Inspections</u> |
|----------------------------------------|--------------------|
| Property Maintenance/ Noxious Weeds | 2,857 |
| Bldg. Code | 1,488 |
| ZBA | 1,101 |
| Open Storage | 475 |
| Accessory Structures | 470 |
| Trees | 183 |
| Drainage | 167 |
| Trash / Yard Waste | 126 |
| Fence | 110 |
| Fire Code | 100 |
| Parking | 91 |
| Animal Containment / Dog Ordinance | 87 |
| R.O.W. Issues | 83 |
| Signage | 63 |
| DRB | 51 |
| Dumping | 49 |
| Lighting | 35 |
| Zoning | 27 |
| Wetlands/NFS/ EESD Issues | 26 |
| Noise | 18 |
| Care Facilities | 13 |
| Water / Sewer | 12 |
| Snow | 9 |
| 2017 TOTAL | 7,641 |

Property Maintenance/Noxious Weeds violations continually account for the largest number of inspections. Open Storage remains in the top five, with the number of inspections increasing by approximately 42% in 2017.

There was an increase in the number of Right-of-Way violations / inspections. Issues that would fall into this category include overgrown vegetation at the road's edge, impeding pedestrian and vehicular traffic, rocks and/or boulders placed too close to the edge of the road, which can damage Township snow plows, etc. This also includes structures such as piers, gates, etc. that are installed in the right-of-way. The Ordinance Division follows up to ensure the necessary permit is obtained.

Trash / yard waste inspections account for a significant number of inspections, jumping about 62% in 2017. These inspections include trash and/or yard waste being put out too early, garbage / debris that needs to be disposed of, and trash / yard waste that has not been properly prepared for pick up by the Township trash hauler.

The number of parking violations rose approximately 49%. These violations consist of residents parking vehicles on their lawn and storing vehicles with a "For Sale" sign in the window.



Goals & Accomplishments



2017 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 or hazards in the workplace. Training seminars as well as hands-on training and online exercises are scheduled 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, were taught proper use of a fire extinguisher by a Township firefighter and completed an online course regarding how to avoid back injuries.**
- **Violation Notice Forms and letter templates were reviewed, re-evaluated and modified for improvement to better inform residents of Township ordinances.**
- **Participated in the 2017 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.**



2018 Goals

- **Continue employee safety training via the Planning, Building and Ordinance Department Safety Committee's direction to ensure employee safety is a priority.**
- **Update template letters and notices in our BS&A program so that they address current issues in our community.**
- **Update 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.**