

2023 ORDINANCE DIVISION ANNUAL REPORT



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	21
Kelly Jacobson, Planning & Ordinance Administrative Assistant	18
Chris Myers, Lead Ordinance Officer	2.5
Matt Baldwin, Ordinance Officer	2
Suzette Gysel, Ordinance Officer	0.5



Our Mission Statement:

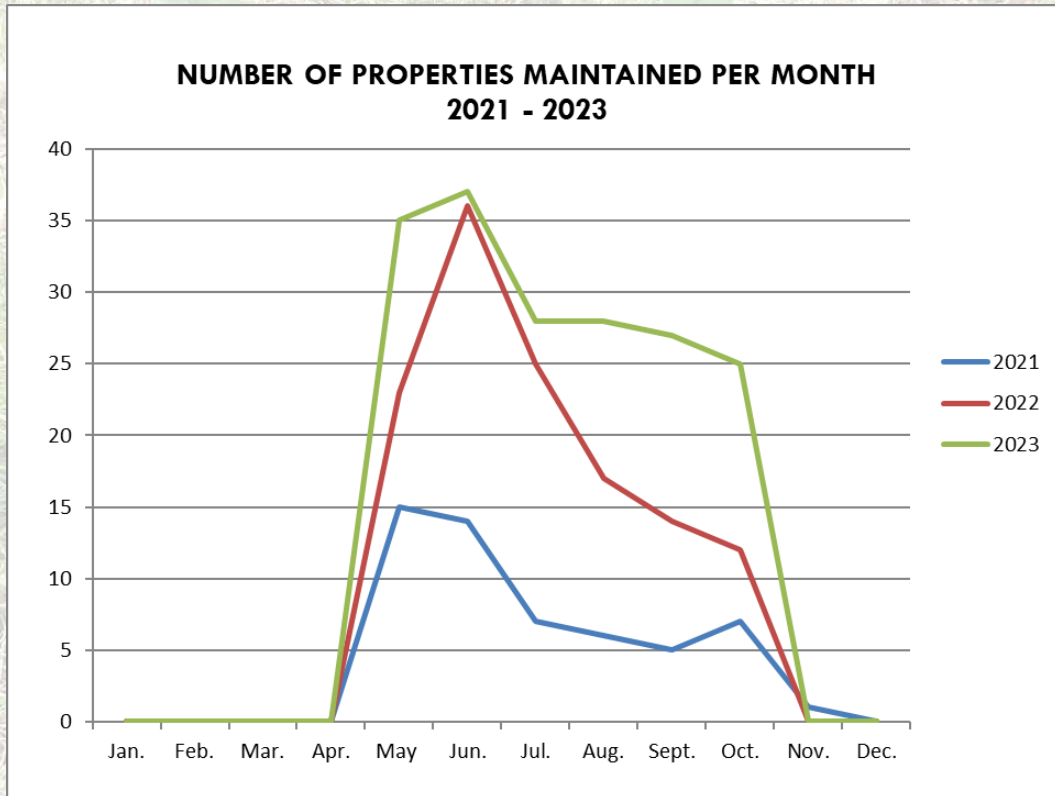
As Representatives of the Bloomfield Township Planning, Building and Ordinance Department we pledge to provide our services in a fair and consistent approach with the highest level of professionalism. We are dedicated to upholding the Township adopted plans, codes, ordinances to ensure a safe, sustainable and enjoyable community for present and future residents.

Number of Properties Maintained by Township 2021 - 2023

TOTAL NUMBER OF PROPERTIES MAINTAINED IN 2021 = 30

TOTAL NUMBER OF PROPERTIES MAINTAINED IN 2022 = 54

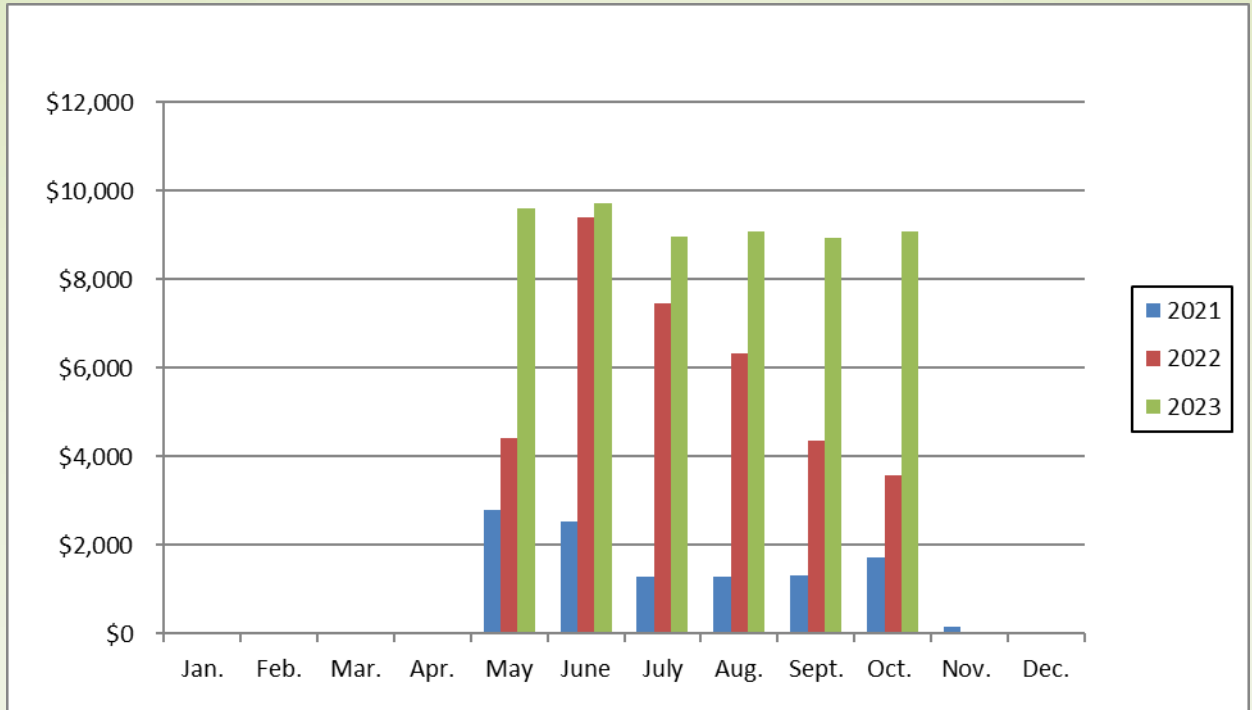
TOTAL NUMBER OF PROPERTIES MAINTAINED IN 2023 = 66



This number includes properties with vacant homes as well as vacant lots. Most residents and property preservation companies have strived to improve their efforts to maintain these properties to avoid being assessed monetary penalties for maintenance violations. However, in 2023 there was still an increase in the number of properties maintained by township hired contractors.



Cost to Maintain Vacant Properties 2021 - 2023



Maintenance costs increased from last year by almost 57%. There was a rise in costs due to more properties being maintained. Additionally with inflation, maintenance costs have increased.

Most properties only need to be cut once by Township hired contractors before a responsible party (i.e. owner, property management company, bank or realtor) takes over the maintenance. However, the last couple years, the Township has had multiple problem sites that required regular maintenance throughout the growing season.

Maintenance costs incurred in the abatement process are reimbursed by property owners.

<u>MONTH</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Jan.	\$0	\$0	\$0
Feb.	\$0	\$0	\$0
March	\$0	\$0	\$0
April	\$0	\$0	\$0
May	\$2,808	\$4,428	\$9,617
June	\$2,520	\$9,396	\$9,720
July	\$1,296	\$7,452	\$8,981
August	\$1,296	\$6,318	\$9,090
Sept.	\$1,314	\$4,374	\$8,952
Oct.	\$1,728	\$3,564	\$9,072
Nov.	\$144	\$0	\$0
Dec.	\$0	\$0	\$0
TOTAL	\$13,986	\$35,370	\$55,431

Noxious Weeds Administrative Fee Totals 2022 - 2023

The Township passed a resolution in 2008 allowing a \$75.00 administrative fee to be added to each grass/weed cutting. These fees cover enforcement and administrative costs associated with the abatement.

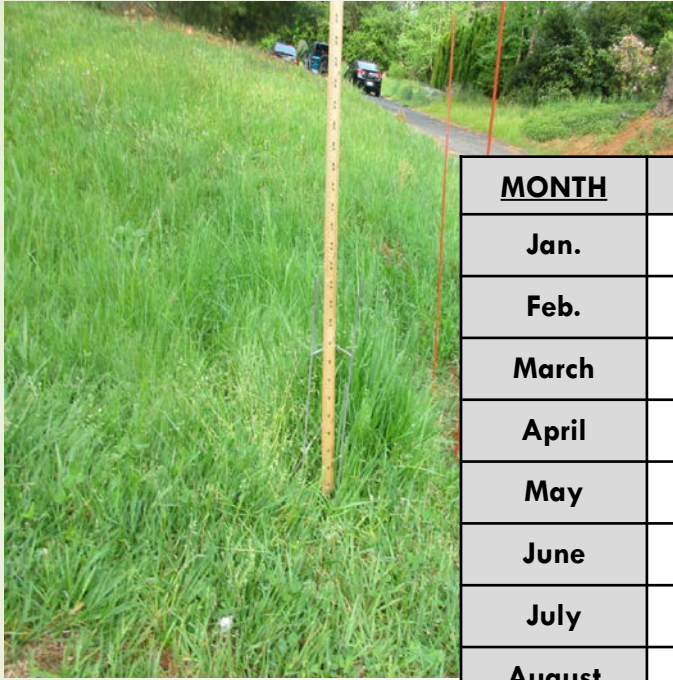
TOTAL NUMBER OF INSTANCES IN 2023 = 315

<u>MONTH</u>	<u>2022</u> <u>MONTHLY</u> <u>TOTAL</u>	<u>2023</u> <u>MONTHLY</u> <u>TOTAL</u>
April	\$0	\$0
May	\$1,950	\$3,600
June	\$4,350	\$4,500
July	\$3,450	\$3,825
August	\$2,925	\$4,050
Sept.	\$2,025	\$3,450
Oct.	\$1,650	\$4,200
Nov.	\$0	\$0
Dec.	\$0	\$0
TOTAL	\$16,350	\$23,625

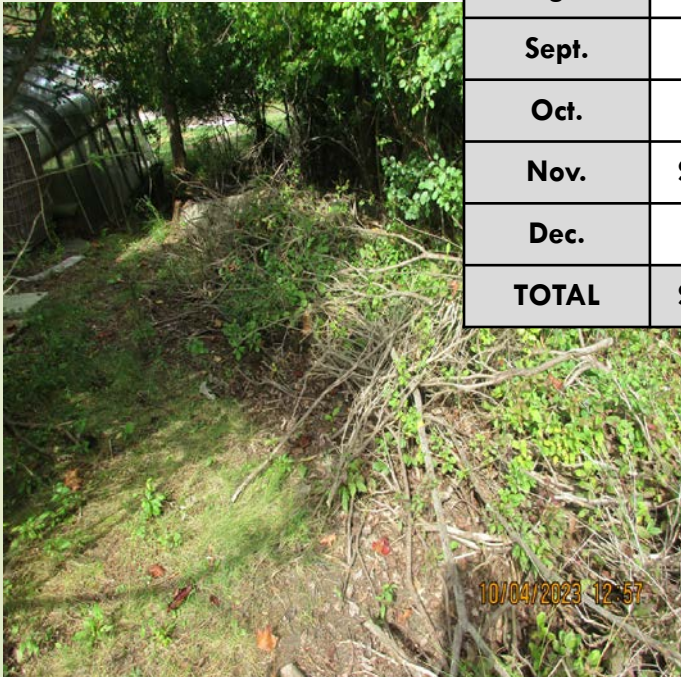
Property Maintenance Enforcement Recovery Fee Totals 2022 - 2023

Per the International Property Maintenance Code (IPMC), a \$150 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.

TOTAL NUMBER OF NOTICES CHARGED IN 2023 = 19



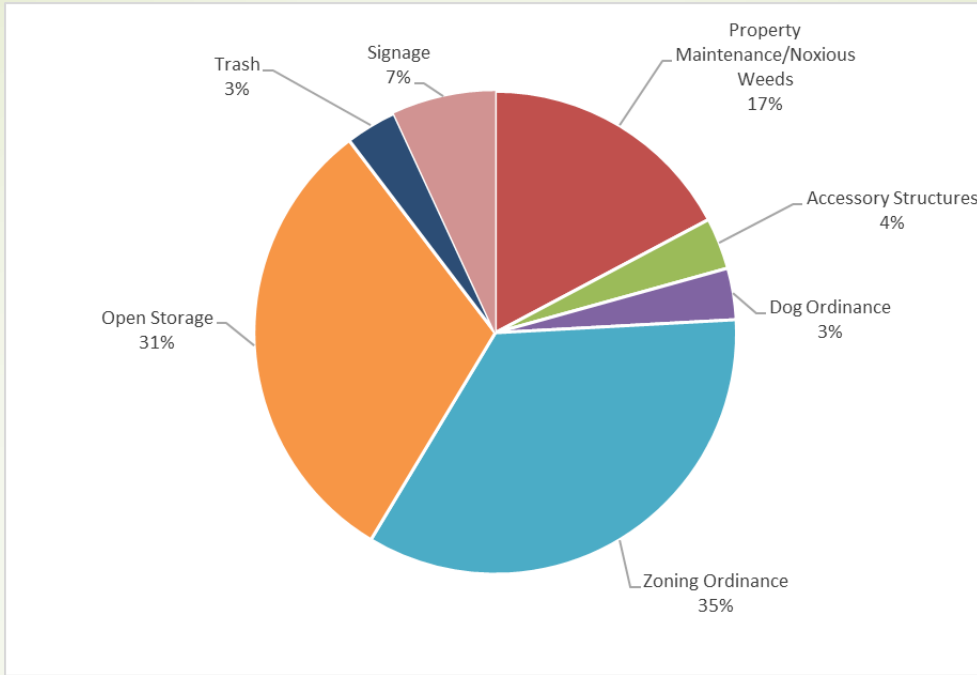
MONTH	2022	2023
Jan.	\$0	\$300
Feb.	\$0	\$0
March	\$300	\$450
April	\$300	\$750
May	\$0	\$300
June	\$150	\$300
July	\$600	\$300
August	\$0	\$0
Sept.	\$150	\$0
Oct.	\$600	\$300
Nov.	\$1,050	\$0
Dec.	\$150	\$150
TOTAL	\$2,700	\$2,850



Number of Tickets Issued

Citations are issued by Ordinance Officers after they have exhausted their efforts to obtain compliance through issuing letters and/or notices and making phone calls with no response.

There were a total of 29 tickets issued in 2023.



<u>Violation Categories</u>	<u>Number of Tickets Issued</u>
Zoning Ordinance	10
Open Storage	9
Property Maintenance / Noxious Weeds	5
Signage	2
Accessory Structures	1
Dog Ordinance	1
Trash	1
2023 TOTAL	29

Uniform Law Citation

City: **BLOOMFIELD HILLS**

Section: **157.004**

Offense: **VIOLATION OF ZONING ORDINANCE**

Officer: **B526200**

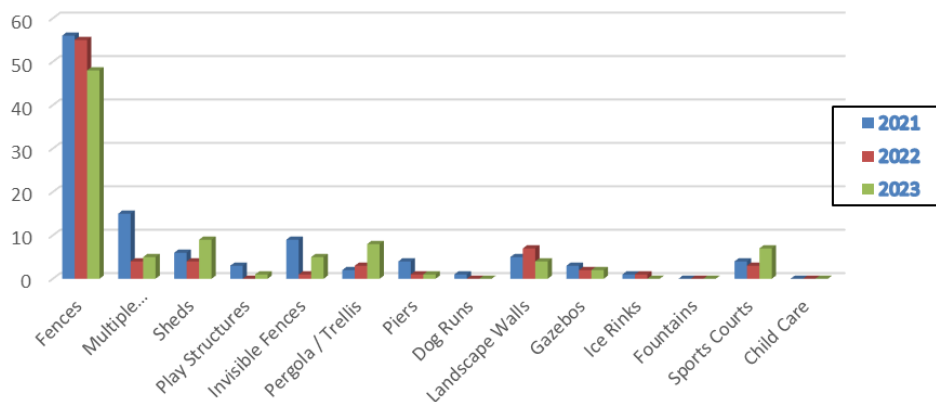
Property: **42500 TELEGRAPH RD, BLOOMFIELD HILLS, MI 48302**

Ordinance Permits 2021 - 2023

<u>Number of Permits Issued</u>			
<u>Ordinance Permit Type</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Fences	56	55	48
Sheds	6	4	9
Pergola/ Trellis	2	3	8
Sports Courts	4	3	7
Landscape Walls	5	7	4
Multiple Structures	15	4	5
Invisible Fences	9	1	5
Gazebos	3	2	2
Piers	4	1	1
Play Structures	3	0	1
Ice Rinks	1	1	0
Dog Runs	1	0	0
Fountains	0	0	0
Child Care	0	0	0
TOTAL	109	81	90

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

Fences consistently account for the largest number of Ordinance permits issued. Sheds are another commonly requested accessory structure.



Illegal Signs Removed 2022 - 2023

There was an increase in the number of signs pulled in 2023. Please note, these numbers do 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.



TOTAL NUMBER OF SIGNS PULLED IN 2022 = 1,254

TOTAL NUMBER OF SIGNS PULLED IN 2023 = 1,584

<u>Number of Signs Removed</u>												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2022	17	6	40	74	144	133	65	122	74	256	285	38
2023	64	31	34	172	200	123	159	200	154	261	134	52



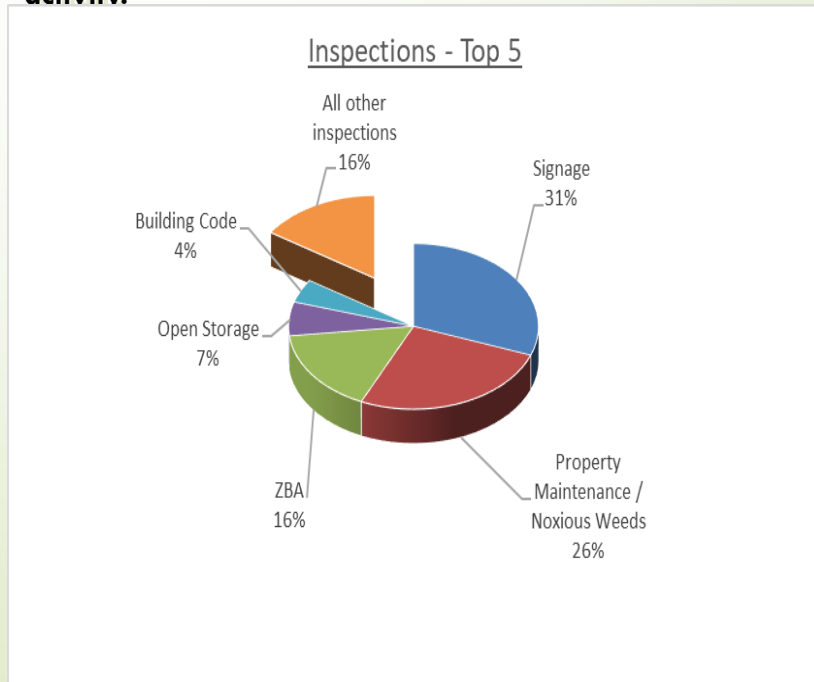
Ordinance Inspections

<u>Categories</u>	<u>Inspections</u>
Signage	1,886
Property Maintenance/ Noxious Weeds	1,608
ZBA	1,000
Open Storage	407
Building Code	282
Zoning	136
Accessory Structures	120
Trash / Yard Waste	113
Trees	113
Fence	105
Lighting	90
Drainage	64
Dumping	41
Wetland/NFS	36
Parking Violations	36
Noise	29
DRB	22
Fire Code	20
Animal Containment / Dog Ordinance	15
R.O.W. Issues	14
Water/Sewer/EESD	6
Care Facilities	3
Snow	0
2023 TOTAL	6,146

Signage follow-up inspections topped the list for the most inspections, as Ordinance Officers have been diligent in trying to remove illegal signage posted throughout the Township. Property Maintenance/Noxious Weeds violations account for the second largest number of inspections. Ordinance staff remain very busy during the growing season, ensuring that properties are cut, maintained and up to code with Township standards.

Lighting inspections increased by approximately 87% in 2023. These inspections are usually the result of complaints from residents, and consist largely of Ordinance follow-up inspections on lights that are shining onto neighboring properties (nuisance lighting). A small amount of Ordinance lighting inspections are due to complaints / changes in lighting at commercial locations that have not been approved by the Township.

Zoning follow-up inspections increased by about 225% this year. These follow-up inspections consist mostly of commercial businesses operating out of residential homes, with a small percentage for the storage of a commercial vehicle at a residential home. In 2023, there were multiple complaints regarding short-term rentals (AirBNBs, VRBOs, etc.) being run out of homes in the Township. Rentals under 30 days are prohibited under Township Ordinance, as this is considered commercial activity.

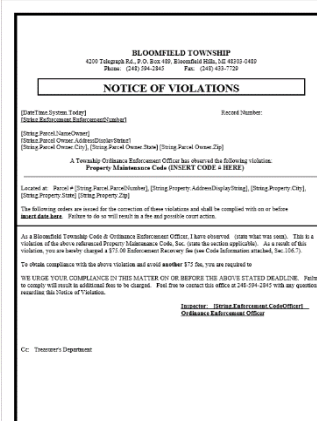


Goals & Accomplishments



2023 Accomplishments

- Enforcement forms and communication letter templates are reviewed and re-evaluated to improve the pertinent information sent to residents.
- 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.
- Matt Baldwin was hired on as a full-time Code and Ordinance Enforcement Officer.
- Suzette Gysel was hired as a part-time Code and Ordinance Enforcement Officer.
- Ordinance staff participated in the 2023 Annual Township Open House along with the Building and Planning Divisions.



2024 Goals

- Continue to review and update Enforcement forms and communication letter templates in BS&A program, as well as the commercial shopping center contact file to ensure information is accurate.
- With new additions to staff, the Ordinance Division strives to be proactive vs. reactive. In addition, an Ordinance Officer works one weekend a month to address violations that may be difficult to catch / address during the work week.
- Purge Ordinance records according to the Michigan Record Retention General Schedule #10. This will allow the Division to continue to better manage records.