

2014 ORDINANCE DIVISION ANNUAL REPORT

“Keeping blight out of your neighborhood!”



*Patricia Voelker, Director
Planning, Building & Ordinance*

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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

Mike McCully



Ordinance Officer &
Building Official

George Kilpatrick



Ordinance Officer &
Building Inspector

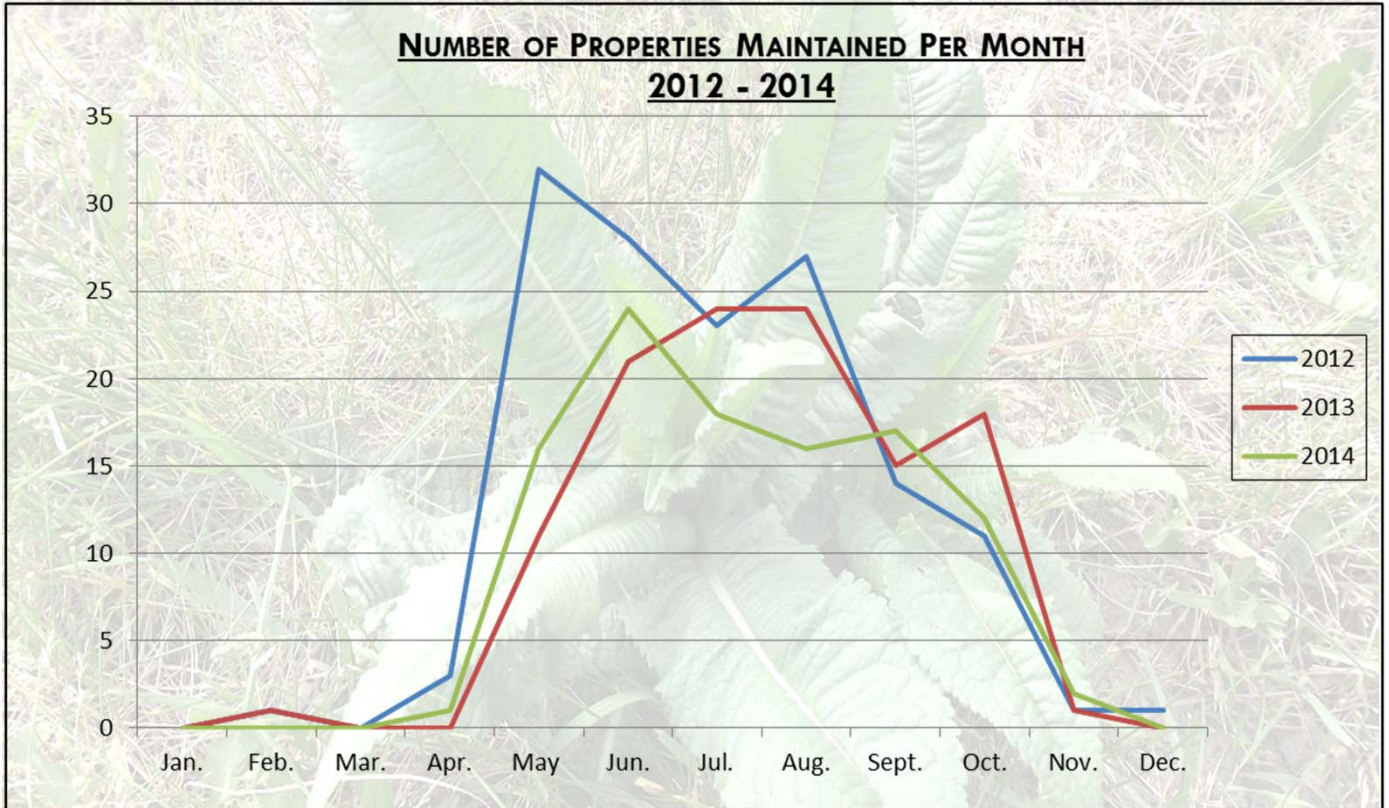
Chris Fox

Number of Vacant Properties Maintained by Township 2012 - 2014

TOTAL NUMBER OF PROPERTIES MAINTAINED IN 2012 = 59

TOTAL NUMBER OF PROPERTIES MAINTAINED IN 2013 = 48

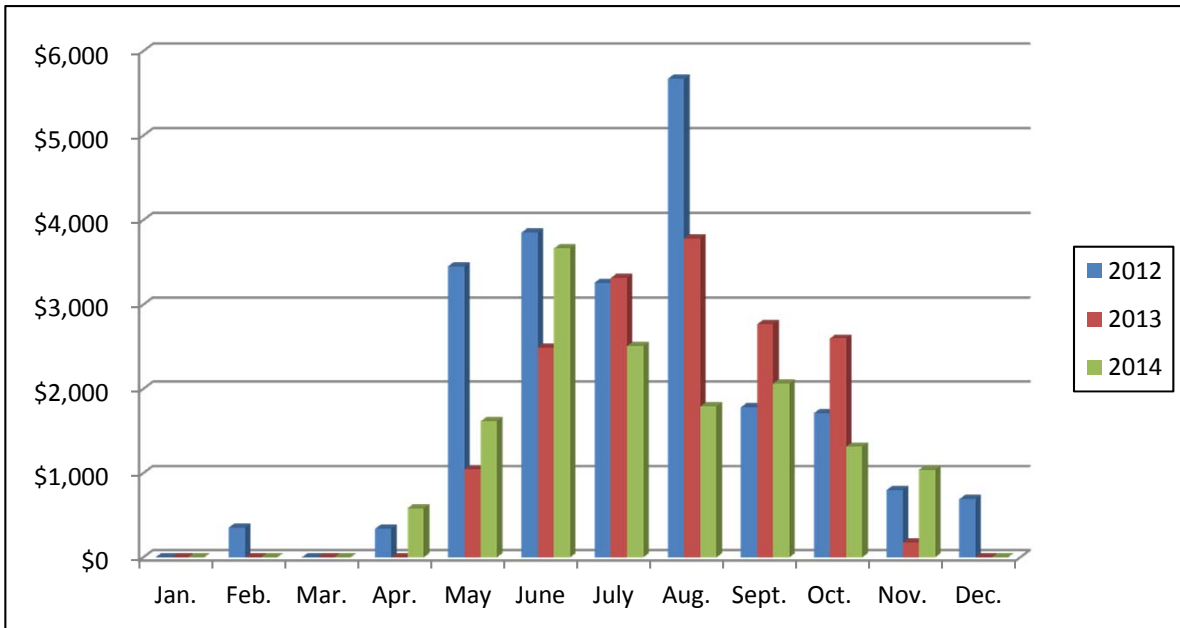
TOTAL NUMBER OF PROPERTIES MAINTAINED IN 2014 = 52



The number of vacant properties maintained by the Township only increased by a small margin in 2014. This number includes properties with vacant homes as well as vacant lots. Property management companies have continued to improve their communication with the Ordinance Division in recent years, enabling staff to work closely with banks and/or realtors to ensure Ordinance requirements are met.



Cost to Maintain Vacant Properties 2012 – 2014



The Township’s maintenance costs for vacant properties continued to decline for the 5th year in a row, falling more than 17%. This is a positive and encouraging trend.

Banks are taking more responsibility to maintain these properties by releasing the funds necessary to ensure that maintenance is carried out and Ordinance requirements are met.

In addition, the majority of these properties are not sitting on the market as long as before. Therefore, while in previous years the Ordinance Division had to maintain properties throughout the entire growing season, many now require cutting only a few times before new owners or property

<u>MONTH</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Jan.	\$0	\$0	\$0
Feb.	\$353	\$0	\$0
March	\$0	\$0	\$0
April	\$339	\$0	\$583
May	\$3,455	\$1,043	\$1,616
June	\$3,852	\$2,492	\$3,665
July	\$3,259	\$3,316	\$2,508
August	\$5,671	\$3,784	\$1,791
Sept.	\$1,782	\$2,767	\$2,065
Oct.	\$1,710	\$3,533	\$1,313
Nov.	\$799	\$174	\$1,040
Dec.	\$692	\$0	\$0
TOTAL	\$21,912	\$17,109	\$14,581

Noxious Weeds Administrative Fee Totals 2013 – 2014

There was a slight decrease in the total fees collected for grass/weed cuttings in 2014. These fees have been steadily declining since 2009, when the Ordinance was amended to allow fees to be levied for those properties in violation. In 2009, the total amount of fees collected was \$47,475. Compared to this year's total of \$11,250, that is a decrease of approximately 76% over a 5-year span.



<u>MONTH</u>	<u>2013 MONTHLY TOTAL</u>	<u>2014 MONTHLY TOTAL</u>
April	\$0	\$0
May	\$825	\$1,200
June	\$2,250	\$2,625
July	\$2,250	\$2,250
August	\$2,925	\$1,875
Sept.	\$2,550	\$1,875
Oct.	\$2,400	\$1,425
Nov.	\$0	\$0
Dec.	\$0	\$0
TOTAL	\$13,200	\$11,250

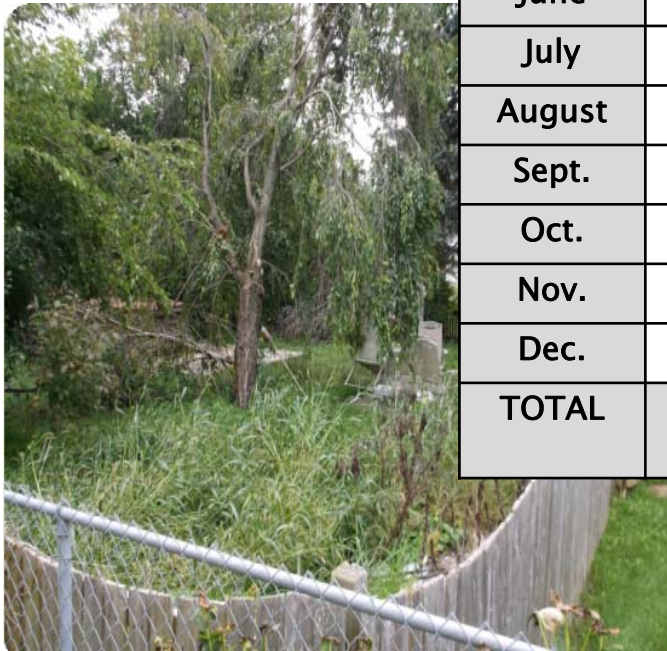



Property Maintenance Fee Totals 2013 – 2014

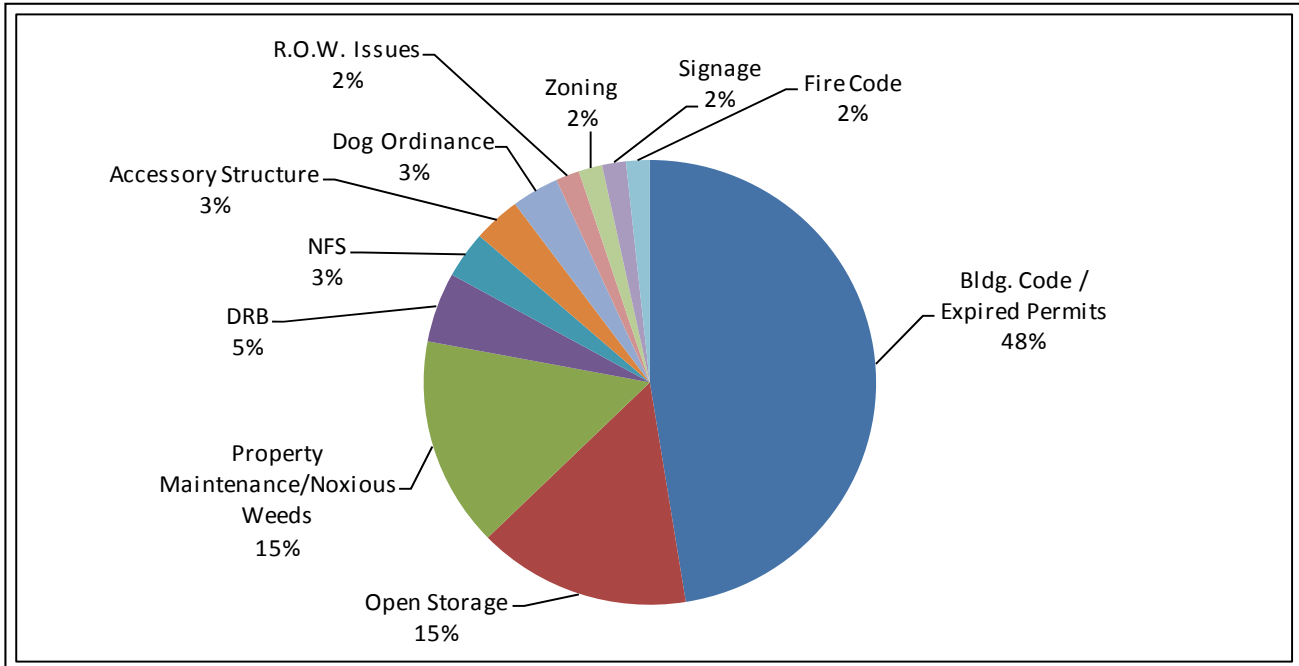
Per the International Property Maintenance Code (IPMC), a \$75 Enforcement Recovery Fee may be charged to a property tax roll after the responsible party has been warned and fails to comply with the Code. In most cases, residents comply. In 2014, the Ordinance Division issued a total of 14 Property Maintenance Notices in which the \$75 Enforcement Recovery fee was charged, which is down slightly from last year's total of 16 Notices.



<u>MONTH</u>	<u>2013</u>	<u>2014</u>
Jan.	\$0	\$0
Feb.	\$0	\$0
March	\$0	\$0
April	\$75	\$75
May	\$150	\$150
June	\$150	\$0
July	\$375	\$75
August	\$75	\$150
Sept.	\$225	\$150
Oct.	\$0	\$0
Nov.	\$75	\$225
Dec.	\$75	\$225
TOTAL	\$1,200	\$1,050



Number of Tickets Issued



<u>Violation Categories</u>	<u>Number of Tickets Issued</u>
Building Code / Expired Permits	28
Open Storage	9
Property Maintenance/Noxious Weeds	9
Design Review Board	3
Natural Feature Setback	2
Accessory Structure	2
Dog Ordinance	2
R.O.W. Violation	1
Zoning	1
Signage	1
Fire Code	1
2014 TOTAL	59

There were a total of 59 tickets issued in 2014, compared to 40 tickets issued in 2013. As it has consistently been every year, violations pertaining to Building Code and/or Expired Permits still comprise the largest number of tickets issued to contractors, accounting for almost half of the total.

Ordinance Permits

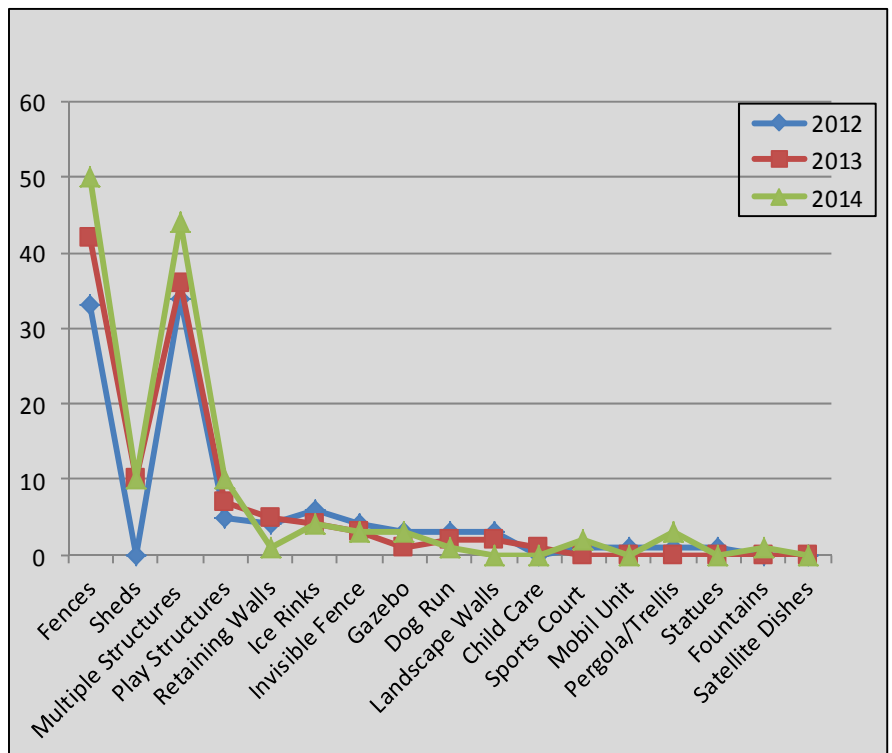
2012- 2014

<u>Number of Permits Issued</u>			
Ordinance Permit Type	<u>2012</u>	<u>2013</u>	<u>2014</u>
Fences	33	42	50
Sheds	0	10	10
Multiple Structures	34	36	44
Retaining Walls	4	5	1
Dog Runs	3	2	1
Invisible Fences	4	3	3
Landscape Walls	3	2	0
Sports Courts	1	0	2
Gazebos	3	1	3
Mobil Unit	1	0	0
Pergola/ Trellis	1	0	3
Play Structures	5	7	10
Statues	1	0	0
Ice Rinks	6	4	4
Child Care	0	1	0
Fountains	0	0	1
Satellite Dishes	0	0	0
TOTAL	99	113	132

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

In 2014, the number of permits for these structures increased from last year by approximately 17%.

Most of the Ordinance permits issued in 2014 were for fencing and multiple structures, which includes piers, seat walls, etc.



Illegal Signs Removed 2013 – 2014

The number of confiscated signs increased by 10% this year. The table below indicates the number of signs that were confiscated. It does not represent the number of calls, letters, email responses, or follow-ups, etc., regarding sign issues. Illegal signage continues to be a problem for the Ordinance Division, especially during election seasons and in the warm weather months.



TOTAL NUMBER OF SIGNS PULLED IN 2013 = 578

TOTAL NUMBER OF SIGNS PULLED IN 2014 = 639

Number of Signs Removed												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2013	32	9	43	113	60	16	41	21	49	82	86	26
2014	0	0	15	67	46	91	84	70	74	179	13	0

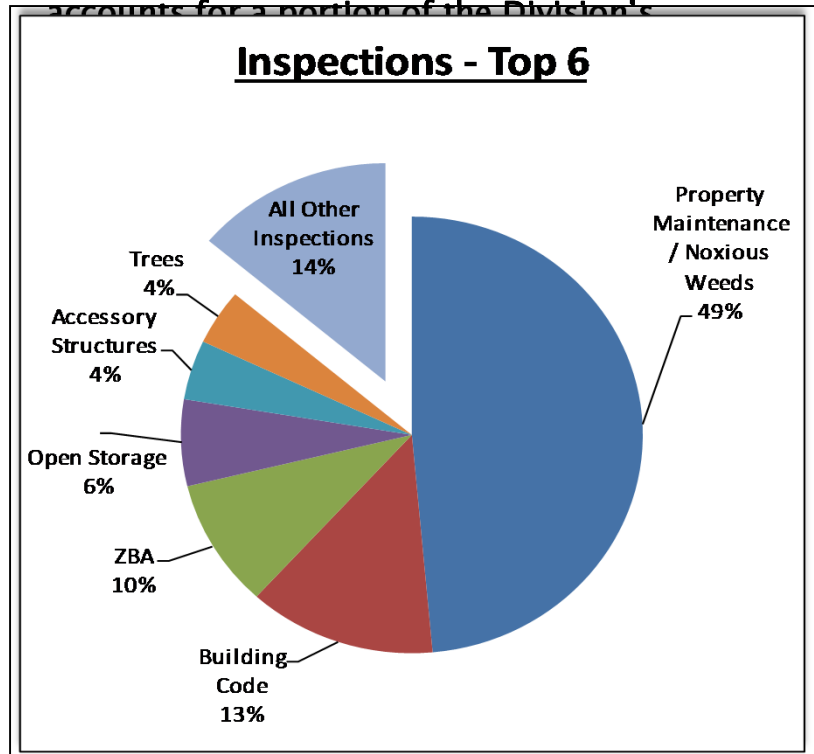


Ordinance Inspections

<u>Categories</u>	<u>Inspections</u>
Property Maintenance/ Noxious Weeds	4,692
Bldg. Code	1,273
ZBA	916
Open Storage	619
Accessory Structures	426
Trees	397
Signage	164
Animal Containment	162
Fence	149
Parking Violations	131
Trash/Yard Waste	91
R.O.W. Issues	84
Drainage	83
Fire Code	82
Wetlands/EESD Permits	80
DRB	75
Care Facility	75
Litter/Debris	59
Lighting	36
Zoning	28
Dumping	23
Noise	17
2014 TOTAL	9,662

In 2013, Ordinance Officers conducted a total of 9,171 inspections. The number of inspections increased by approximately 5% in 2014. Property Maintenance/Noxious Weeds violations still account for the largest number of inspections. The Ordinance Division is also called upon by other Township Departments to assist in all types of ordinance violations.

Ordinance assists the Building Division with a variety of accessory structure inspections, including fencing, sheds, etc. The Planning Division utilizes the Ordinance Division for a variety of projects, including follow-up on many Zoning Board of Appeals (ZBA) and Design Review Board (DRB) rulings. Ordinance also works closely with Engineering and Environmental Services (EESD) in assisting with violations involving wetlands, natural feature setback, fertilizer and tree violations. The Public Works Department requests Ordinance assistance for utility violations, such as meter or water / sewer connections and right-of-way issues. Overall, the Ordinance Division assists any Department whenever needed, which accounts for a portion of the Division's



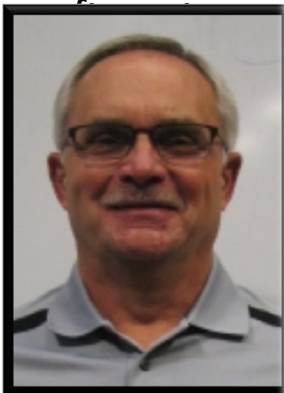
Goals & Accomplishments



2014

Accomplishments

- 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.
- Participated, along with the Building and Planning Divisions, in the 2014 Annual Township Open House.
- The Township website is continually updated with timely information to provide a more efficient way to communicate Ordinance questions and concerns.
- The Division welcomed 2 new employees, Ordinance Officer Mike Klein and Ordinance Officer Jodi Welch to assist the Division in managing its increased inspection load, in an effort to provide faster, more efficient response times to complaints received.
- In an effort to go paperless, the Ordinance Division began utilizing updated



**Ordinance
Officer Mike
Klein**



**Ordinance
Officer Jodi
Welch**



2015 Goals

- Continue to move towards paperless files by utilizing updated software. This will reduce storage space and save paper and printer ink costs.
- Purge Ordinance records according to the Michigan Record Retention General Schedule #10. This will allow the Division to continue to better manage records.
- Utilize New BS&A System with enhanced options for scheduling, tracking violations, running reports, etc., to improve the Ordinance Division's correspondence and inspection procedures.