

# 2013 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



Front Row: [Lead Ordinance Officer Brenda Schlutow](#), [Director Patricia Voelker](#) & [Ordinance Secretary Kelly Jacobson](#)  
Back Row: [Part-Time Ordinance Officer Bill Boss](#) & [Ordinance Officer Bob Thibeault](#)



[Ordinance Officer & Fire Marshall](#)  
Mike McCully



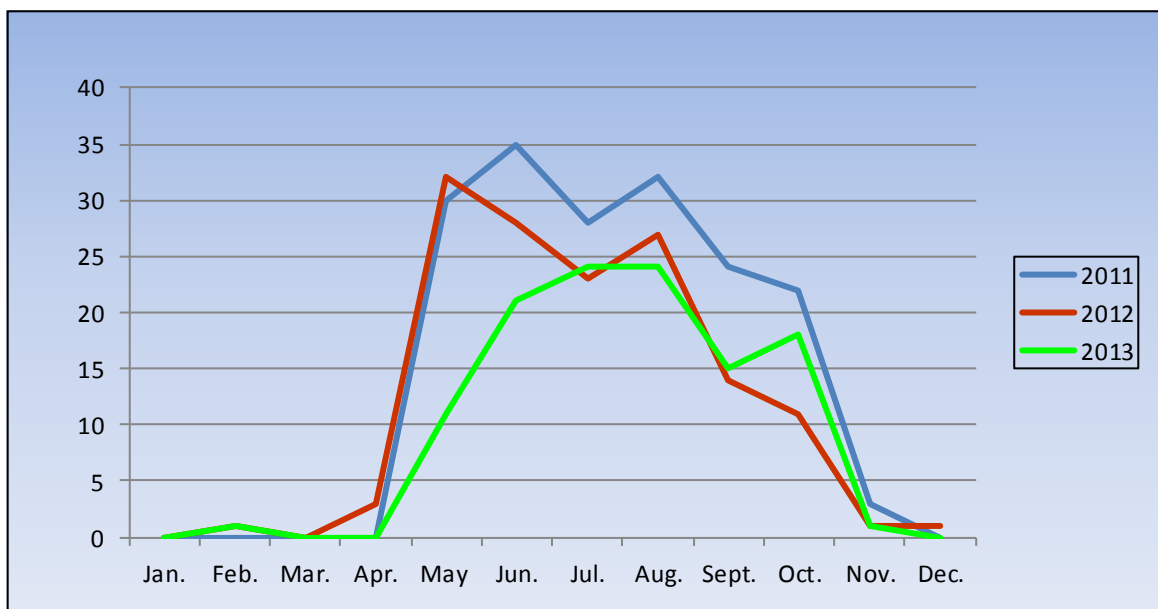
[Ordinance Officer & Building Official](#)  
George Kilpatrick



[Ordinance Officer & Building Inspector](#)  
Chris Fox

# Number of Vacant Properties Maintained by Township 2011 - 2013

As compared to previous years, there has been a reduction in the number of vacant properties maintained by the Township. This includes properties with vacant homes as well as vacant lots. The Ordinance Division has continued to observe an increase in contact information posted on vacant/foreclosed properties by crews hired by the banks. The prompt communication provided by property management companies has improved in recent years, enabling staff to work closely with banks/realtors to ensure Ordinance requirements are met.



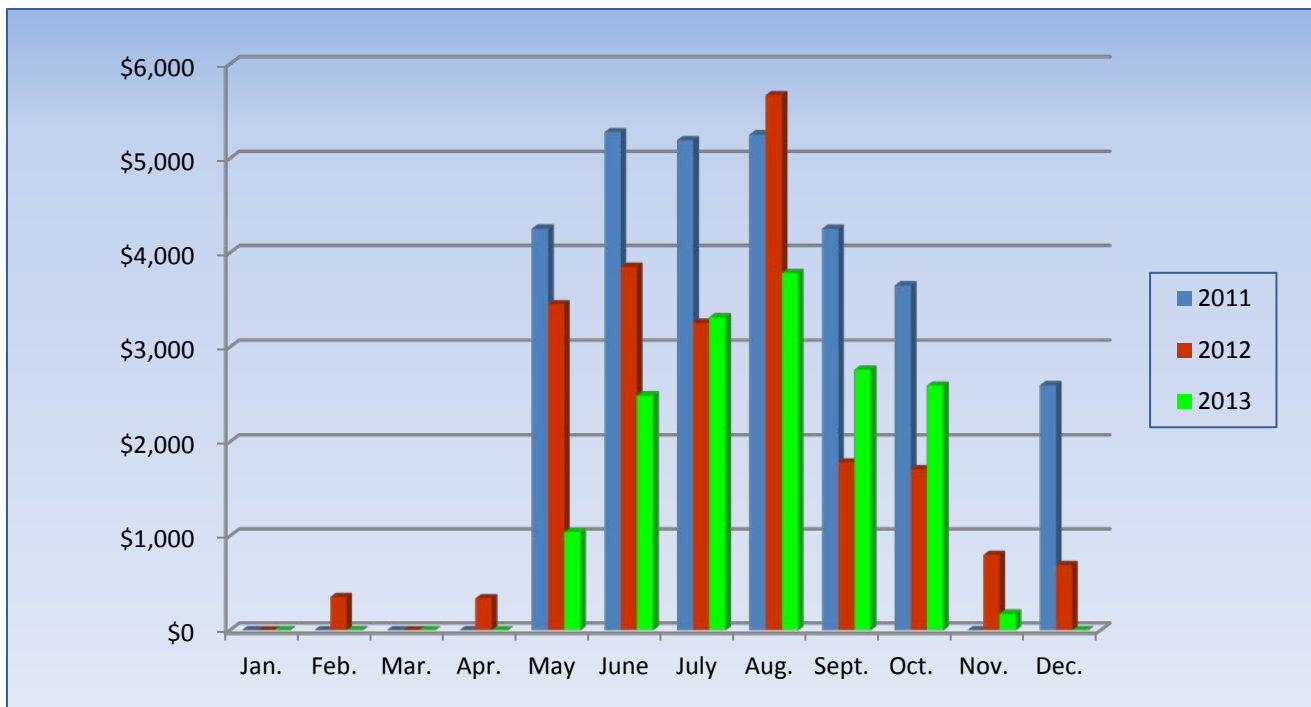
**TOTAL NUMBER OF PROPERTIES MAINTAINED IN 2011 = 64**

**TOTAL NUMBER OF PROPERTIES MAINTAINED IN 2012 = 59**

**TOTAL NUMBER OF PROPERTIES MAINTAINED IN 2013 = 48**



# Cost to Maintain Vacant Properties 2011 - 2013



While foreclosed homes continue to be a challenge for the Ordinance Division, the Township's original out-of-pocket maintenance costs continue to decline and have been steadily decreasing since 2008.

It appears that many banks are slowly assuming 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 take over maintenance.

<u>MONTH</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Jan.	\$0	\$0	\$0
Feb.	\$0	\$353	\$0
March	\$0	\$0	\$0
April	\$0	\$339	\$0
May	\$4,256	\$3,455	\$1,043
June	\$5,278	\$3,852	\$2,492
July	\$5,192	\$3,259	\$3,316
August	\$5,254	\$5,671	\$3,784
Sept.	\$4,255	\$1,782	\$2,767
Oct.	\$3,731	\$1,710	\$3,533
Nov.	\$0	\$799	\$174
Dec.	\$3,327	\$692	\$0
<b>TOTAL</b>	<b>\$31,293</b>	<b>\$21,912</b>	<b>\$17,109</b>

# Noxious Weeds Administrative Fee Totals 2012 - 2013

Compared to 2012, there was a slight decrease in the total fees collected for grass/weed cuttings in 2013. As the number of lawn cuttings decline, these fee amounts are decreasing as well. Since the Township passed a resolution in 2008 allowing a \$75.00 administrative fee to be added to each grass/weed cutting, the Ordinance Division has continued to see an increase in cooperation from residents, as well as banks, realtors, etc. who wish to avoid paying these additional fees.



<u>MONTH</u>	<u>2012 MONTHLY TOTAL</u>	<u>2013 MONTHLY TOTAL</u>
April	\$225	\$0
May	\$3,075	\$825
June	\$3,825	\$2,250
July	\$3,300	\$2,250
August	\$3,375	\$2,925
Sept.	\$1,875	\$2,550
Oct.	\$1,500	\$2,400
Nov.	\$0	\$0
Dec.	\$0	\$0
<b>TOTAL</b>	<b>\$17,175</b>	<b>\$13,200</b>



# Property Maintenance Fee Totals 2012 - 2013

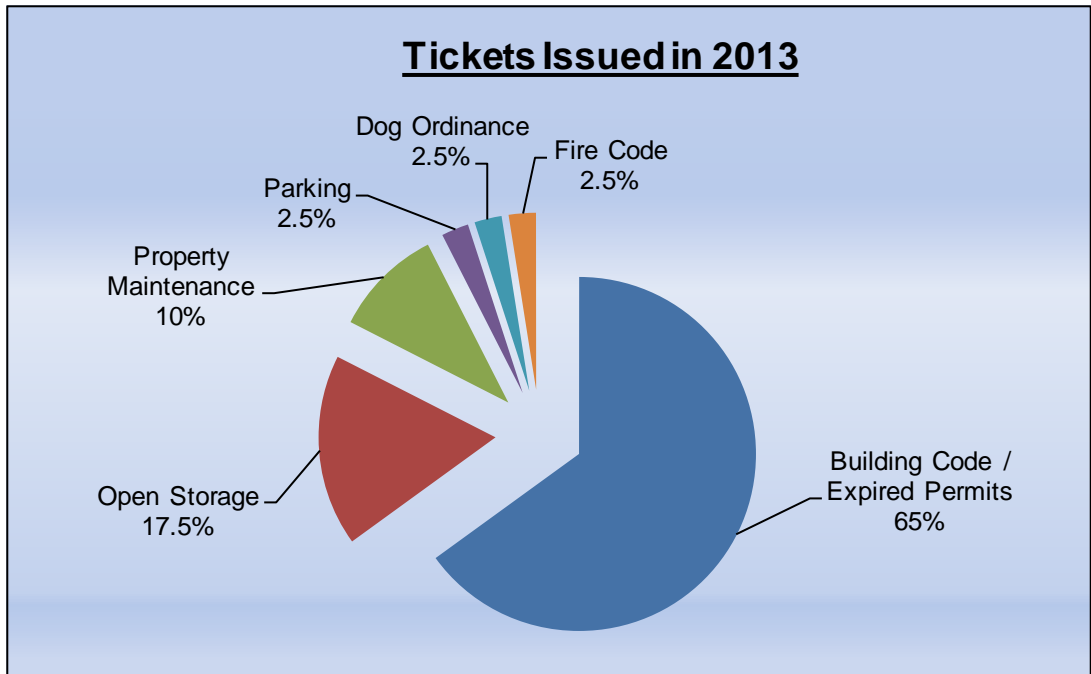
Per the International Property Maintenance Code (IPMC), a \$75 Enforcement Recovery Fee may be charged to a property tax roll after the responsible party has been warned and fails to comply with the Code. In most cases, residents comply. In 2013, the Ordinance Division issued a total of 16 Property Maintenance Notices in which the \$75 Enforcement Recovery fee was charged, doubling last year's total.



<u>MONTH</u>	<u>2012</u>	<u>2013</u>
Jan.	\$0	\$0
Feb.	\$0	\$0
March	\$0	\$0
April	\$75	\$75
May	\$0	\$150
June	\$0	\$150
July	\$75	\$375
August	\$150	\$75
Sept.	\$0	\$225
Oct.	\$75	\$0
Nov.	\$150	\$75
Dec.	\$75	\$75
<b>TOTAL</b>	<b>\$600</b>	<b>\$1,200</b>



# Number of Tickets Issued



There were a total of 40 tickets issued in 2013, compared to 42 tickets issued in 2012. As it has consistently been every year, Building Code / Expired Permits still comprise the largest number of tickets issued, accounting for more than half of the total.

<u>Violation Categories</u>	<u>Number of Tickets Issued</u>
<b>Building Code / Expired Permits</b>	<b>26</b>
<b>Open Storage</b>	<b>7</b>
<b>Property Maintenance</b>	<b>4</b>
<b>Parking</b>	<b>1</b>
<b>Dog Ordinance</b>	<b>1</b>
<b>Fire Code</b>	<b>1</b>
<b>2013 TOTAL</b>	<b>40</b>

State of Michigan  
 Uniform Law Citation

Incident No. \_\_\_\_\_ Dept. No. 262  
 Local Use/Arrest No. \_\_\_\_\_ Detention Device \_\_\_\_\_

City: BLOOMFIELD State: MI Zip Code: 48302  
 County: BLOOMFIELD

Offense: BLM TWP MUNICIPAL CIVIL INF 1ST  
 Description: (SET COURT DATE)

Offense Code(s): 09984

Key for Type: Cit = Civil Infraction, Med = Misdemeanor, Fel = Felony, Warn = Warning, Fug = Fugitive, etc.

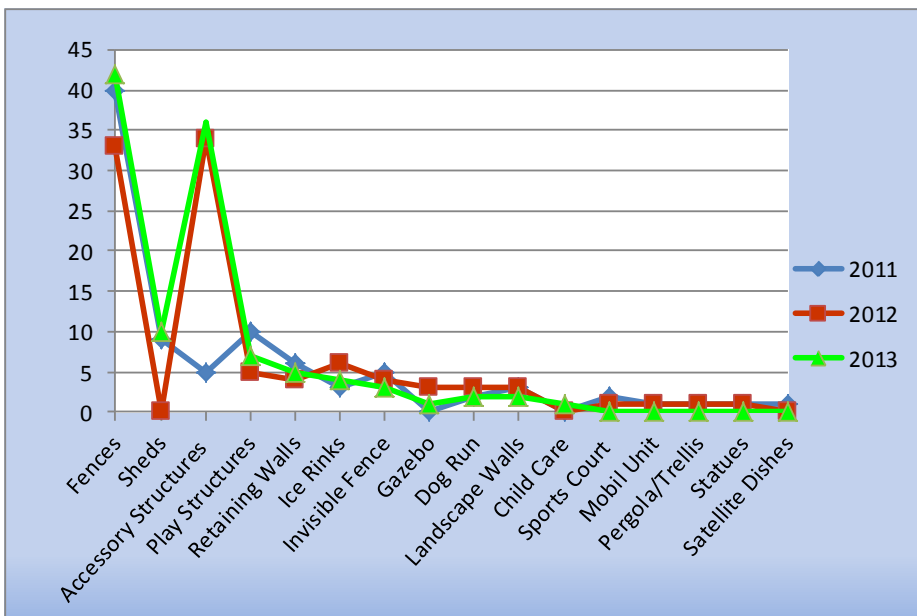
Agency Name: BLOOMFIELD TWP PD  
 Officer's ID No.: 448

Online payment Web site: <https://payment.eleminis.org/>



# Ordinance Permits 2011- 2013

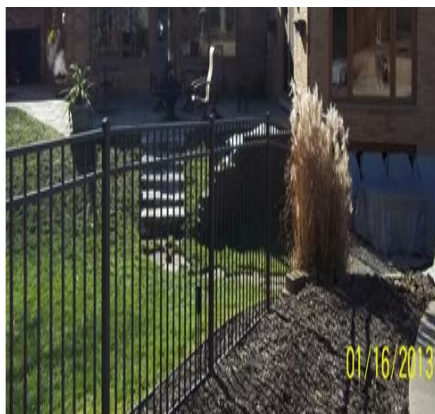
<u>Number of Permits Issued</u>			
<b>Ordinance Permit Type</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Fences	40	33	42
Sheds	9	0	10
Accessory Structures	5	34	36
Retaining Walls	6	4	5
Dog Runs	2	3	2
Invisible Fences	5	4	3
Landscape Walls	3	3	2
Sports Courts	2	1	0
Gazebos	0	3	1
Mobil Unit	1	1	0
Pergola/Trellis	1	1	0
Play Structures	10	5	7
Statues	1	1	0
Ice Rinks	3	6	4
Child Care	0	0	1
Satellite Dishes	1	0	0
<b>TOTAL</b>	<b>89</b>	<b>99</b>	<b>113</b>



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

**In 2013, the number of permits for these structures increased from last year by approximately 14%.**

**Most of the Ordinance permits pulled in 2013 were for fencing and accessory structures, which include piers, fountains, etc.**



# Illegal Signs Removed

## 2012 - 2013

With the upcoming elections in 2014, the Ordinance Division anticipates the number of illegal signs to drastically increase from the previous year. In the past, the number of signs has more than doubled during election season. This table only indicates the number of signs that were confiscated. It does not represent the number of calls made, letters sent, email responses, follow-ups, etc., regarding sign issues. Since 2014 is a gubernatorial election year, public campaigning is expected to be widespread. Therefore, addressing sign violations is anticipated to be a time consuming activity for the Ordinance Division.



<u>Number of Signs Removed</u>												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2012	1	9	17	35	16	28	23	40	15	332	183	20
2013	32	9	43	113	60	16	41	21	49	82	86	26



**TOTAL NUMBER OF SIGNS PULLED IN 2012 = 719**

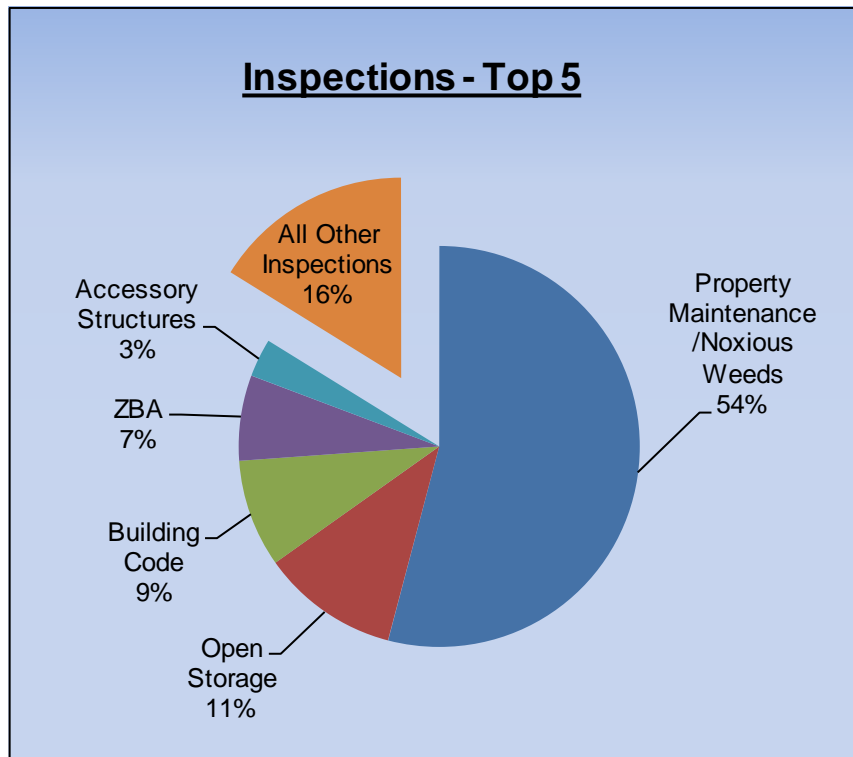
**TOTAL NUMBER OF SIGNS PULLED IN 2013 = 578**

# Ordinance Inspections

<u>Categories</u>	<u>Inspections</u>
Property Maintenance/ Noxious Weeds	4,962
Open Storage	1,015
Bldg. Code	797
ZBA	631
Accessory Structures	283
Trees	245
Drainage	147
Parking Violations	138
Signage	123
Animal Containment	121
Trash/Yard Waste	103
Fire Code	90
Wetlands	89
Fences	88
DRB	83
R.O.W. Issues	62
Lighting	57
Care Facility	55
Zoning	29
Dumping	22
Litter/Debris	21
Noise	10
<b>2013 TOTAL</b>	<b>9,171</b>

In 2012, Ordinance Officers conducted a total of 8,946 inspections. The number of inspections increased by approximately 2.5% in 2013. Property Maintenance/Noxious Weeds violations still account for the largest number of inspections. The Ordinance Division is also called upon by other departments to assist in all types of ordinance violations.

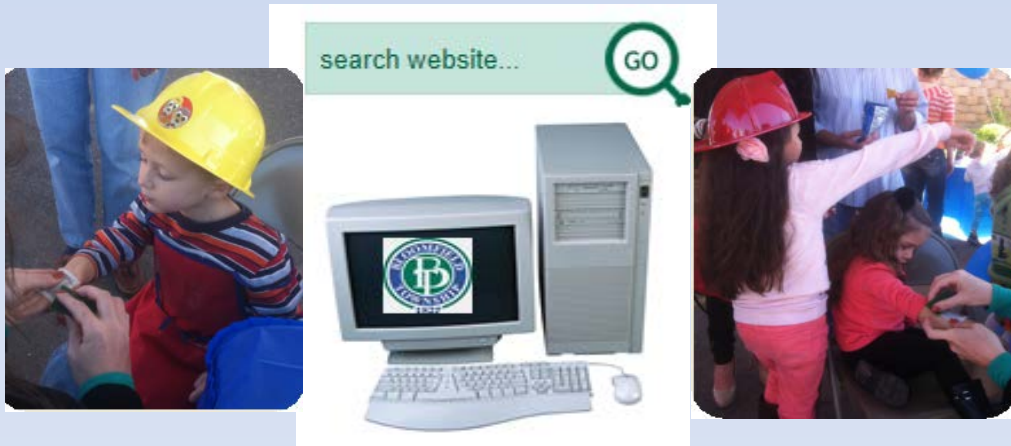
Ordinance assists the Building Division with a variety of inspections due to their increased workload. The Planning Division utilizes the Ordinance Division for a variety of projects, including follow-up on many ZBA and DRB rulings. Ordinance also works closely with EESD in assisting with violations involving wetland, natural feature setback, fertilizer and tree violations. The DPW 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.



# Goals & Accomplishments

## 2013 Accomplishments

- Ordinance records were purged according to the Michigan Record Retention General Schedule #10, allowing more efficient record management.
- Updated the Commercial Shopping Center contact file to include current business names and contact information, to be utilized by staff as a quick reference tool.
- Participated, along with the Building and Planning Divisions, in the 2013 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.
- Ordinance Officer, Bob Thibeault, has been trained and fully integrated into the Planning, Building and Ordinance Department. He has cross trained with the Building Division, assisting them as necessary in performing permit inspections.
- Began working with the Police Department to ensure that vacant properties are monitored and secure.



## 2014 Goals

- 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.
- Continue integrating new Notices / letters into the BS&A program, expanding the use of the system and streamlining the Ordinance Division's correspondence procedures.
- Continue to collaborate with the Police Department to closely monitor foreclosed properties being sold from one bank to another.