

# 2019 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 &amp; Title</u>	<u>Years of Service</u>
<b>Patricia Voelker, Director</b>	<b>17</b>
<b>Brenda Schlutow, Lead Enforcement Officer</b>	<b>19.5</b>
<b>Kelly Jacobson, Planning &amp; Ordinance Administrative Assistant</b>	<b>14</b>
<b>Robert Thibeault, Ordinance Officer / Building Inspector</b>	<b>8</b>
<b>Jodi Welch, Ordinance Officer</b>	<b>5.5</b>



## **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.

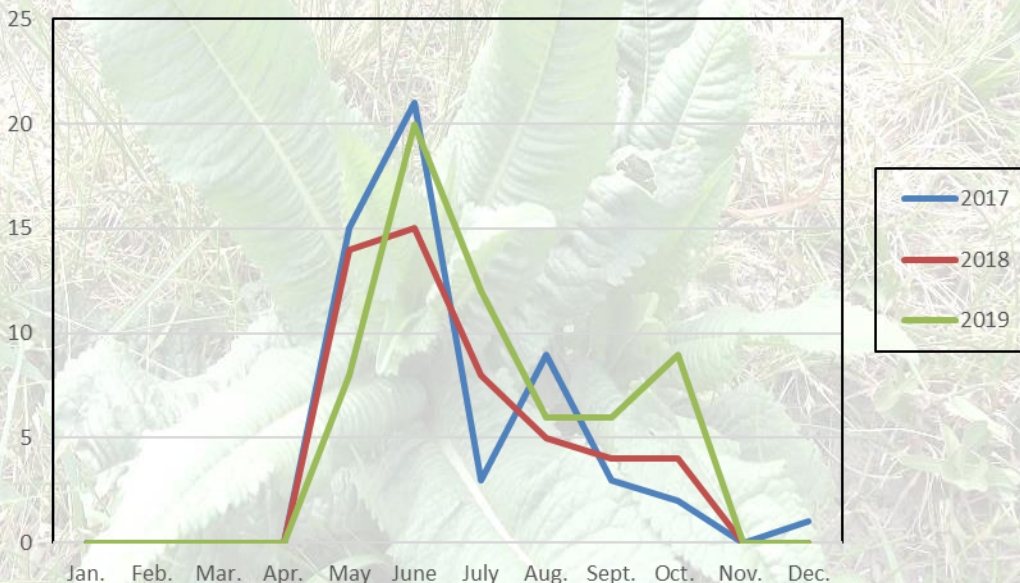
# Number of Vacant Properties Maintained by Township 2017 - 2019

**TOTAL NUMBER OF PROPERTIES MAINTAINED IN 2017 = 36**

**TOTAL NUMBER OF PROPERTIES MAINTAINED IN 2018 = 26**

**TOTAL NUMBER OF PROPERTIES MAINTAINED IN 2019 = 33**

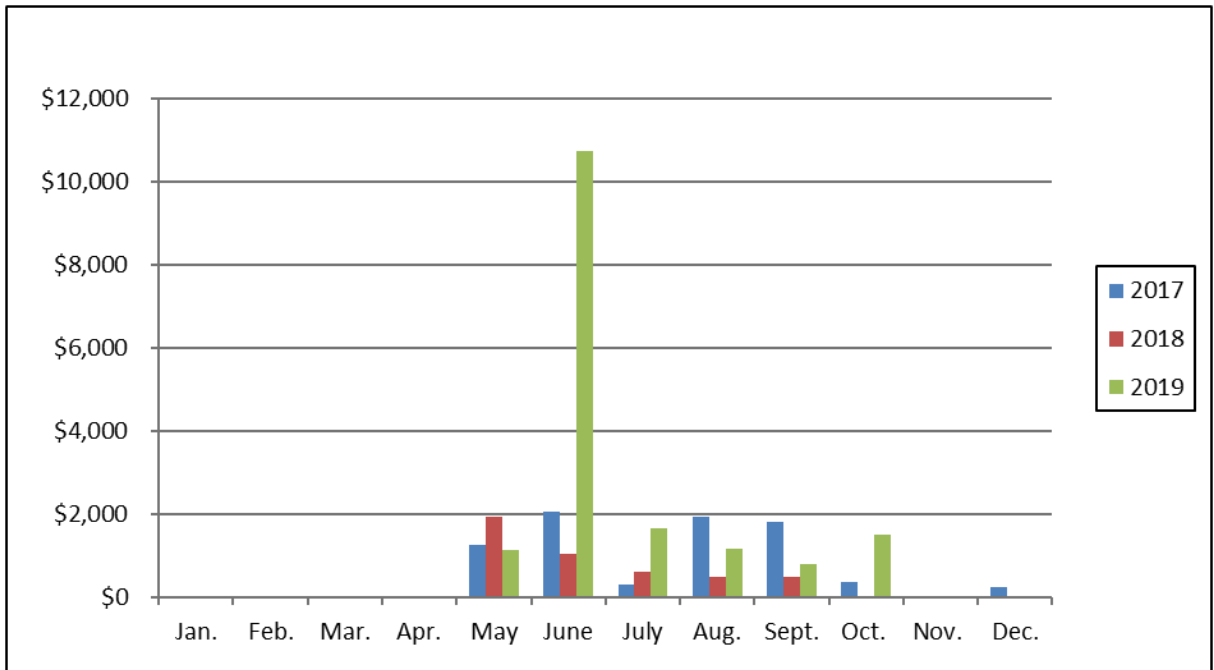
**Number of Properties Maintained  
2017-2019**



**The number of vacant properties maintained by the Township increased by approximately 27% in 2019. 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 assessed monetary penalties for maintenance violations.**



# Cost to Maintain Vacant Properties 2017 - 2019



**The Township’s maintenance costs have increased from last year by approximately 149%. This is largely due to 2 properties that Ordinance had to obtain court orders for. Under the court orders, the following maintenance issues had to be addressed on these sites: tree removal, clearing overgrown vegetation to allow access to the home, removing debris from the site, cutting the grass, weed removal, etc.**

**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.**

<u>MONTH</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Jan.	\$0	\$0	\$0
Feb.	\$0	\$0	\$0
March	\$0	\$0	\$0
April	\$0	\$0	\$0
May	\$1,263	\$1,930	\$1,143
June	\$2,048	\$2,291	\$10,735
July	\$303	\$1,056	\$1,643
August	\$1,931	\$605	\$1,174
Sept.	\$1,815	\$476	\$809
Oct.	\$368	\$476	\$1,512
Nov.	\$0	\$0	\$0
Dec.	\$231	\$0	\$0
<b>TOTAL</b>	<b>\$7,959</b>	<b>\$6,834</b>	<b>\$17,016</b>

# Noxious Weeds Administrative Fee Totals 2018 - 2019

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

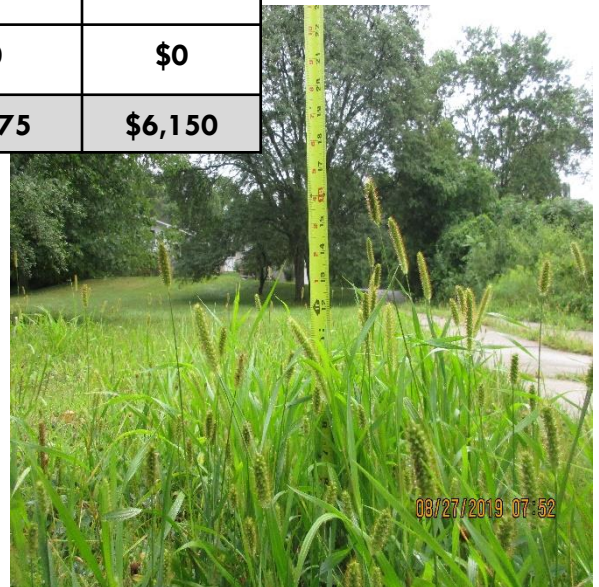


<b>MONTH</b>	<b><u>2018</u> MONTHLY TOTAL</b>	<b><u>2019</u> MONTHLY TOTAL</b>
<b>April</b>	<b>\$0</b>	<b>\$0</b>
<b>May</b>	<b>\$1,500</b>	<b>\$600</b>
<b>June</b>	<b>\$1,500</b>	<b>\$1,650</b>
<b>July</b>	<b>\$1,125</b>	<b>\$1,275</b>
<b>August</b>	<b>\$750</b>	<b>\$600</b>
<b>Sept.</b>	<b>\$600</b>	<b>\$825</b>
<b>Oct.</b>	<b>\$600</b>	<b>\$1,200</b>
<b>Nov.</b>	<b>\$0</b>	<b>\$0</b>
<b>Dec.</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$6,075</b>	<b>\$6,150</b>

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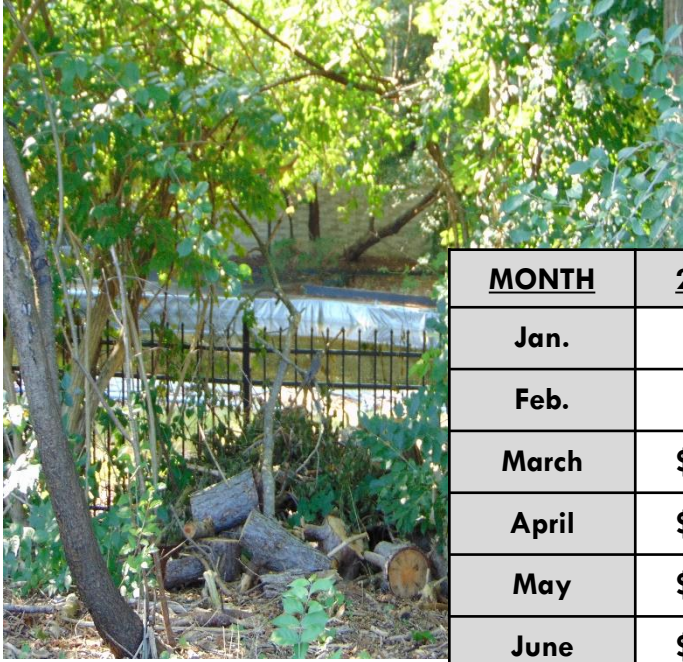
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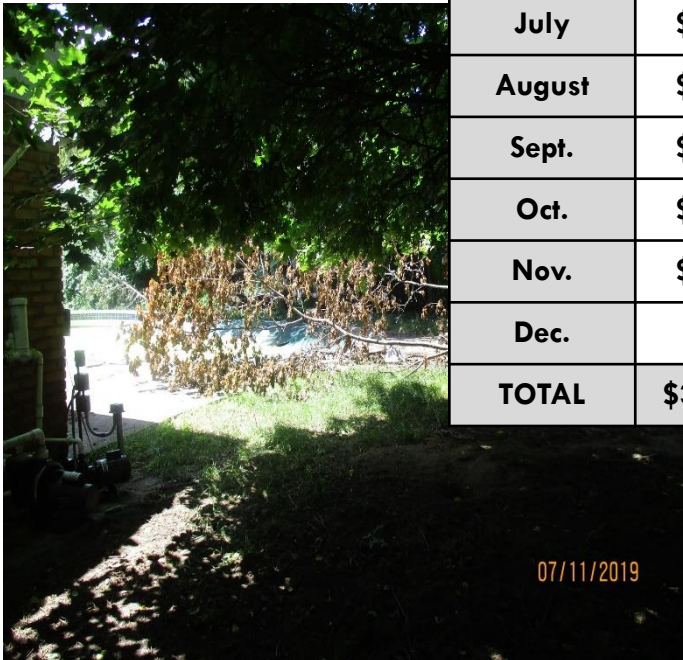
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# Property Maintenance Enforcement Recovery Fee Totals 2018 - 2019

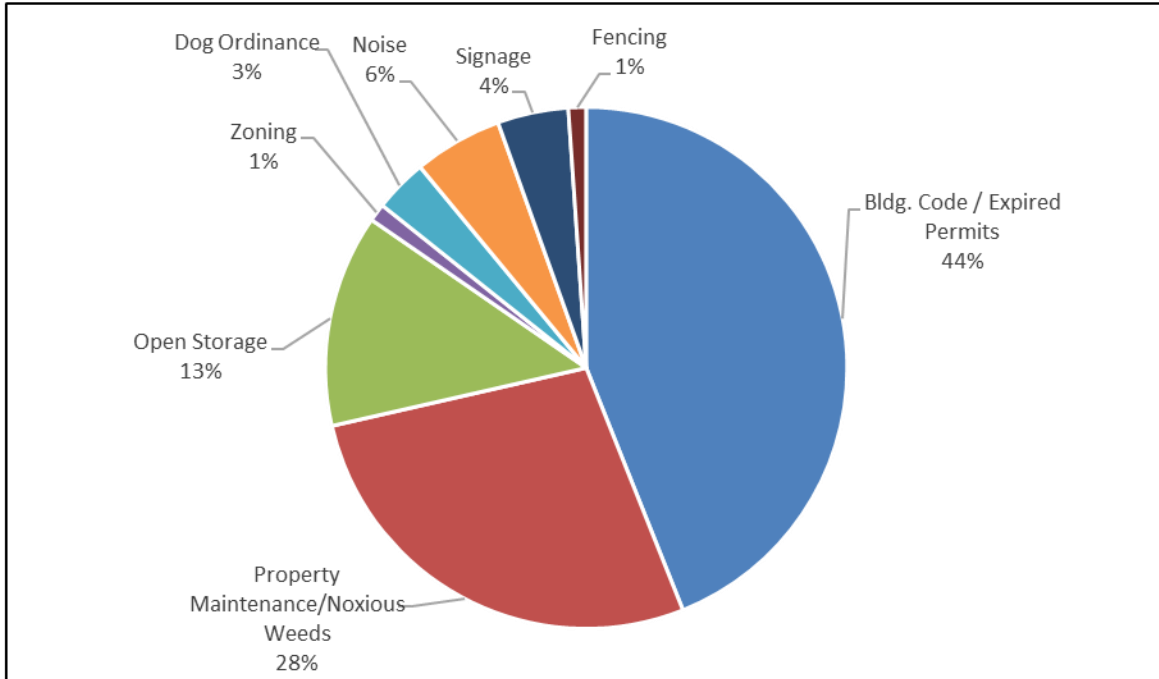
Per the International Property Maintenance Code (IPMC), a \$75 Enforcement Recovery Fee may be charged to a property tax roll after the responsible party has been warned and fails to comply with the Code. In most cases, residents comply. The Ordinance Division issued a total of 46 Property Maintenance Notices in which the \$75 Enforcement Recovery fee was charged.



<u>MONTH</u>	<u>2018</u>	<u>2019</u>
Jan.	\$75	\$0
Feb.	\$0	\$0
March	\$150	\$75
April	\$150	\$300
May	\$300	\$900
June	\$375	\$75
July	\$300	\$150
August	\$225	\$600
Sept.	\$600	\$300
Oct.	\$675	\$450
Nov.	\$225	\$300
Dec.	\$75	\$300
<b>TOTAL</b>	<b>\$3,150</b>	<b>\$3,450</b>



# Number of Tickets Issued



There were a total of 91 tickets issued in 2019. There were 5 tickets issued for Noise this year, which is an increase in this category as there have been no citations issued for Noise violations in recent years. Noise violations can include but are not limited to the following: faulty mechanical equipment in residential areas, contractors doing construction and/or cutting grass and making noise outside of permitted work hours, and commercial sites having dumpsters emptied outside of permitted hours.

<u>Violation Categories</u>	<u>Number of Tickets Issued</u>
<b>Building Code / Expired Permits</b>	<b>40</b>
<b>Property Maintenance/ Noxious Weeds</b>	<b>25</b>
<b>Open Storage</b>	<b>12</b>
<b>Noise</b>	<b>5</b>
<b>Signage</b>	<b>4</b>
<b>Dog Ordinance</b>	<b>3</b>
<b>Zoning</b>	<b>1</b>
<b>Fencing</b>	<b>1</b>
<b>2019 TOTAL</b>	<b>91</b>

**Uniform Law Citation**

City: BLOOMFIELD HILLS, MI

Date: 09/26/2019

Offense: BLM TWP MUNICIPAL CIVIL INF 1ST

Amount: \$9984

Agency: BLOOMFIELD TWP PD



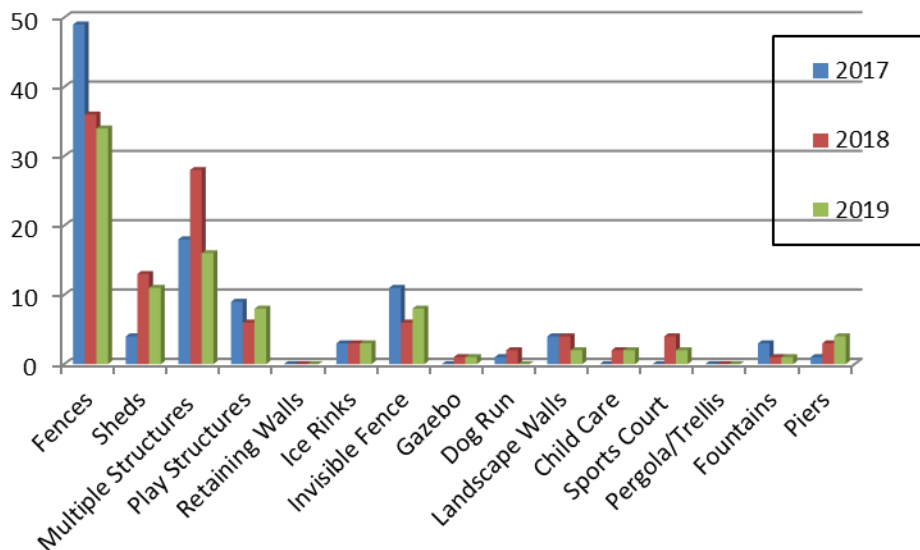
# Ordinance Permits

## 2017- 2019

<b>Number of Permits Issued</b>			
<b>Ordinance Permit Type</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Fences	49	36	34
Multiple Structures	18	28	16
Play Structures	9	6	8
Sheds	4	13	11
Landscape Walls	4	4	2
Invisible Fences	11	6	8
Ice Rinks	3	3	3
Fountains	0	1	1
Piers	0	3	4
Dog Runs	1	2	0
Pergola/Trellis	3	0	0
Retaining Walls	1	0	0
Sports Courts	0	4	2
Gazebos	0	1	1
Child Care	0	2	2
<b>TOTAL</b>	<b>103</b>	<b>109</b>	<b>92</b>

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

Fences and sites with multiple structures, such as landscape walls, outdoor fireplaces, etc. consistently account for the largest number of Ordinance permits issued. Other permit increases involved play structures and invisible fences in 2019.



# Illegal Signs Removed 2018 - 2019



As indicated in the table below, the largest number of signs pulled was in April, with a total of 147 signs. 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. Last year's large totals were impacted by elections.

**TOTAL NUMBER OF SIGNS PULLED IN 2018 = 851**

**TOTAL NUMBER OF SIGNS PULLED IN 2019 = 471**

<u>Number of Signs Removed</u>												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	0	0	0	0	80	29	94	212	97	126	108	105
2019	0	0	14	147	1	25	65	22	81	62	45	9



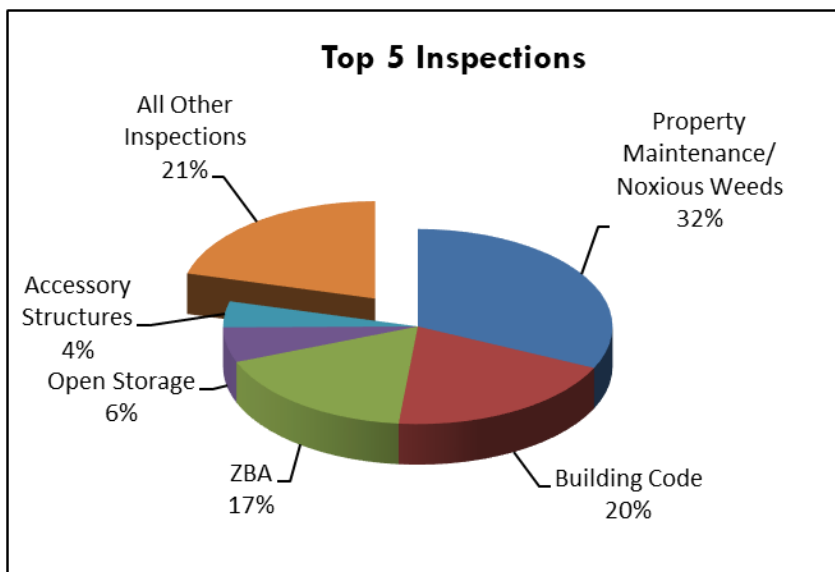
# Ordinance Inspections

<u>Categories</u>	<u>Inspections</u>
Property Maintenance/ Noxious Weeds	2,667
Bldg. Code	1,632
ZBA	1,458
Open Storage	483
Accessory Structures	359
Drainage	321
Fence	249
Trees	176
Trash/Yard Waste	167
Fire Code	118
Wetlands/NFS EESD Issues	110
Lighting	98
Animal Containment / Dog Ordinance	84
DRB	76
Signage	74
Parking Violation	52
Zoning	44
Dumping	37
R.O.W. Issues	37
Care Facilities	37
Noise	34
Snow	23
<b>2019 TOTAL</b>	<b>8,336</b>

The number of inspections increased in 2019 by 7.5%. As in previous years, Property Maintenance/Noxious Weeds violations still account for the largest number of inspections. There was an increase in several categories including fence and animal containment inspections, with totals almost doubling the amount of inspections performed in 2018. When combined, fence and animal containment inspections increased by approximately 93%.

The number of Drainage inspections rose as well. These inspections can consist of but are not limited to the following: residents not draining their pool properly, discharging water (from sump pump, downspouts, etc.) too close to the property line, draining water out into the street causing flooding or when temperatures are below freezing, causing icy road conditions or excessive periods of rain.

Building Code and Accessory Structures inspections comprise a great deal of the Ordinance Division workload. These types of inspections mostly consist of site visits and follow-ups for structures being constructed without ZBA approval and/or permits.

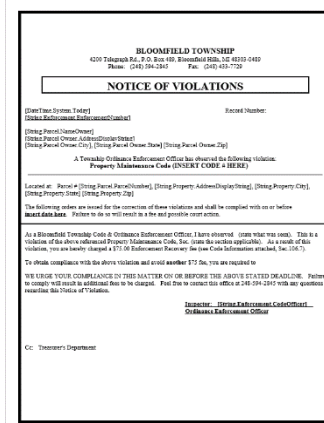


# Goals & Accomplishments



## 2019 Accomplishments

- **Violation Notice Forms and communication letter templates are continually reviewed, re-evaluated to improve the pertinent information sent to Township residents.**
- **In an effort to decrease the amount of inter office storage, and move towards going paperless, the Ordinance Division has started purging documentation that is already stored electronically. This will help reduce needless storage space and allow more space for future file retention.**
- **Purged Ordinance records according to the Michigan Record Retention General Schedule #10. This will allow the Division to continue to better manage records.**
- **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.**



## 2020 Goals

- **Continually 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.**