



2011 ORDINANCE DIVISION ANNUAL REPORT

"Keeping blight out of
your neighborhood!"



*Patricia Voelker, Director
Planning, Building & Ordinance*

Table of Contents

Employee List.....	Page 3
Number of Vacant Properties.....	Page 4
Maintenance Cost of Vacant Properties.....	Page 5
Noxious Weeds Administrative Fees.....	Page 6
Property Maintenance Fees.....	Page 7
Tickets Issued.....	Page 8
Ordinance Permits.....	Page 9
Illegal Signs Removed.....	Page 10
Ordinance Inspections.....	Page 11
Goals & Accomplishments.....	Page 12

Ordinance Division Employee List



From left to right: **Lead Ordinance Officer**, Brenda Schlutow, **Ordinance Officer**, Bill Boss, **Director**, Patricia Voelker, **Ordinance Officer**, Bob Thibeault and **Ordinance Secretary**, Kelly Jacobson



Ordinance Officer
Bob Thibeault

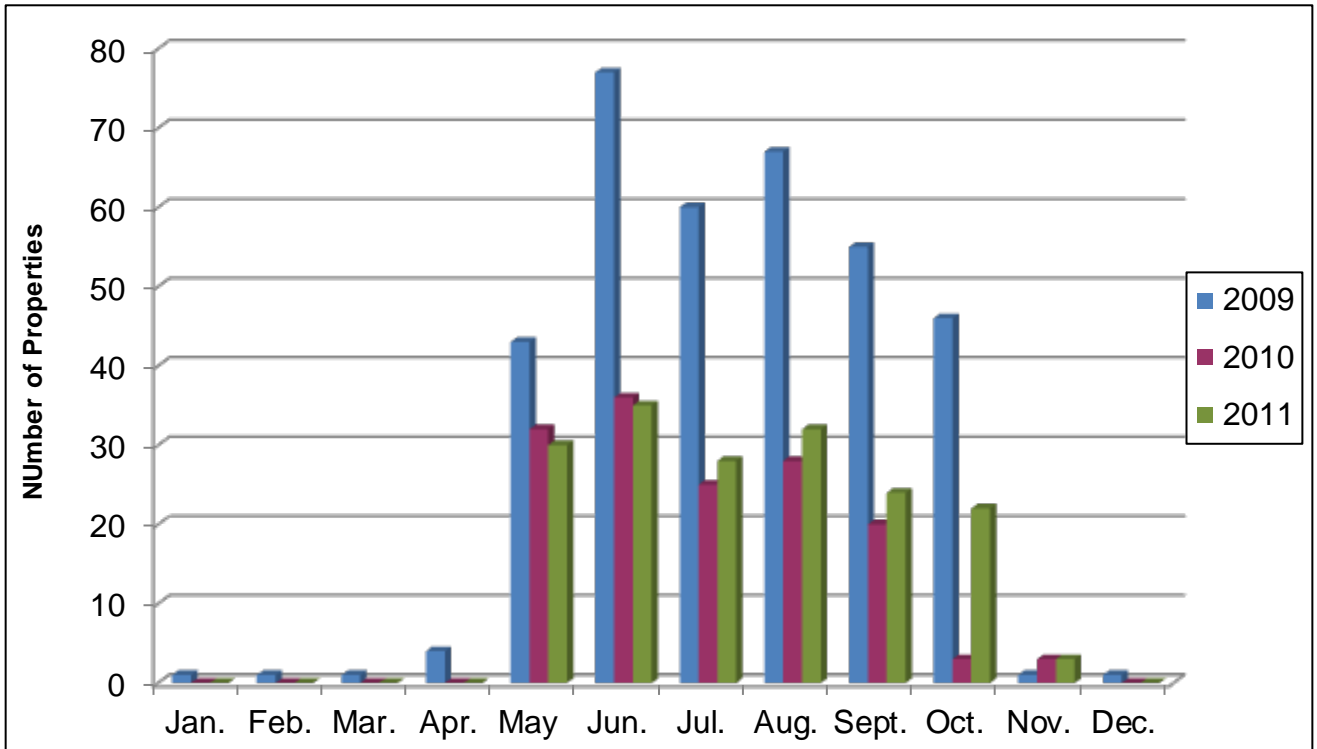


Ordinance Officer
Mike McCully
Fire Marshall



Ordinance Officer
Chris Fox
Building Inspector

Number of Vacant Properties Maintained by Township 2009 - 2011

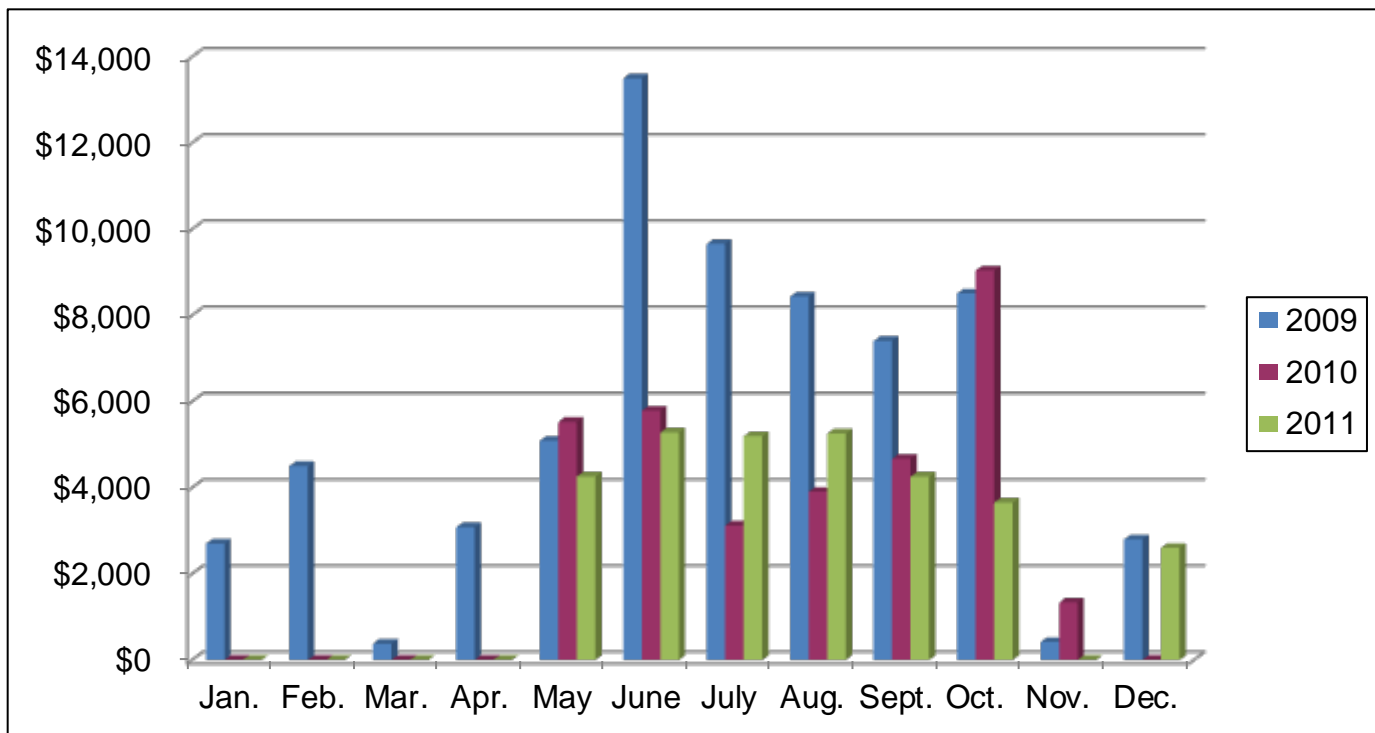


Properties that require maintenance by the Township are serviced by contractors hired by the Township to perform grass/weed cutting, leaf clean up, tree limbs/debris removal, draining/covering pools, etc. as deemed necessary.



<u>MONTH</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Jan.	1	0	0
Feb.	1	0	0
March	1	0	0
April	4	0	0
May	43	32	30
June	77	36	35
July	60	25	28
Aug.	67	28	32
Sept.	55	20	24
Oct.	46	3	22
Nov.	1	3	3
Dec.	1	0	4
TOTAL FOR YEAR	108	62	64

Cost to Maintain Vacant Properties 2009 - 2011



From the table to the right and the above chart, we had an increase in maintenance costs over a couple months during the last summer. Overall, however, costs were down from the two (2) previous years.

While we do not see the number of foreclosed homes decreasing, we are seeing a decline in the Township's original out-of-pocket maintenance costs.

In addition, the Ordinance Division has seen an increase in contact information posted on vacant/foreclosed properties by crews hired by the banks. This has enabled us to work closely with banks/realtors to ensure Ordinance requirements are met.

<u>MONTH</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Jan.	\$2,700	\$0	\$0
Feb.	\$4,500	\$0	\$0
March	\$375	\$0	\$0
April	\$3,082	\$0	\$0
May	\$5,090	\$5,526	\$4,256
June	\$13,498	\$5,784	\$5,278
July	\$9,657	\$3,119	\$5,192
August	\$8,433	\$3,902	\$5,254
Sept.	\$7,404	\$4,669	\$4,255
Oct.	\$8,503	\$9,037	\$3,653
Nov.	\$416	\$1,334	\$0
Dec.	\$2,800	\$0	\$2,602
TOTAL	\$66,459	\$33,369	\$29,879

Noxious Weeds Administrative Fee Totals 2010- 2011

As compared to 2010, there was a slight increase in the total fees collected for grass/weed cuttings in 2011. 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 seen an increase in cooperation from residents, as well as banks, realtors, etc. who wish to avoid paying these additional fees.

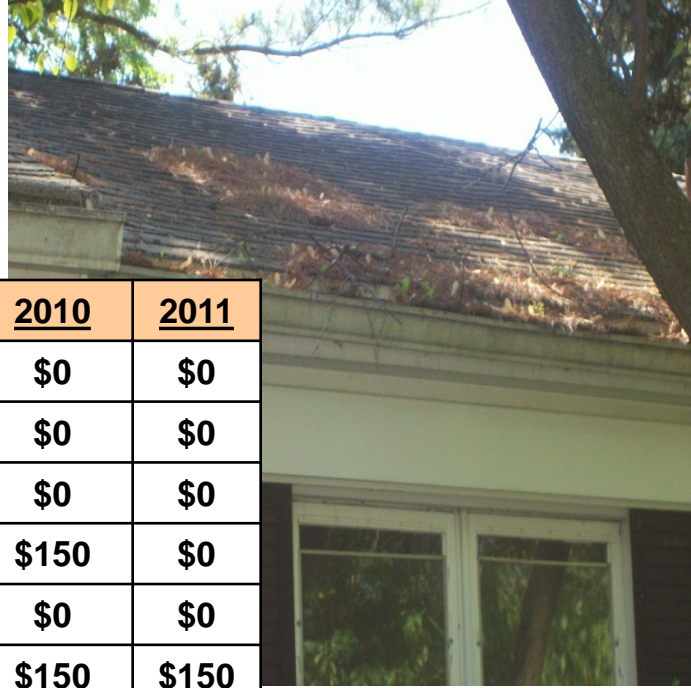


<u>MONTH</u>	<u>2010 MONTHLY TOTAL</u>	<u>2011 MONTHLY TOTAL</u>
May	\$3,525	\$2,400
June	\$5,550	\$4,875
July	\$3,225	\$4,125
August	\$3,600	\$4,650
Sept.	\$2,775	\$3,225
Oct.	\$2,475	\$2,700
Nov.	\$150	\$0
Dec.	\$0	\$300
TOTAL	\$21,300	\$22,425



Property Maintenance Fee Totals 2010- 2011

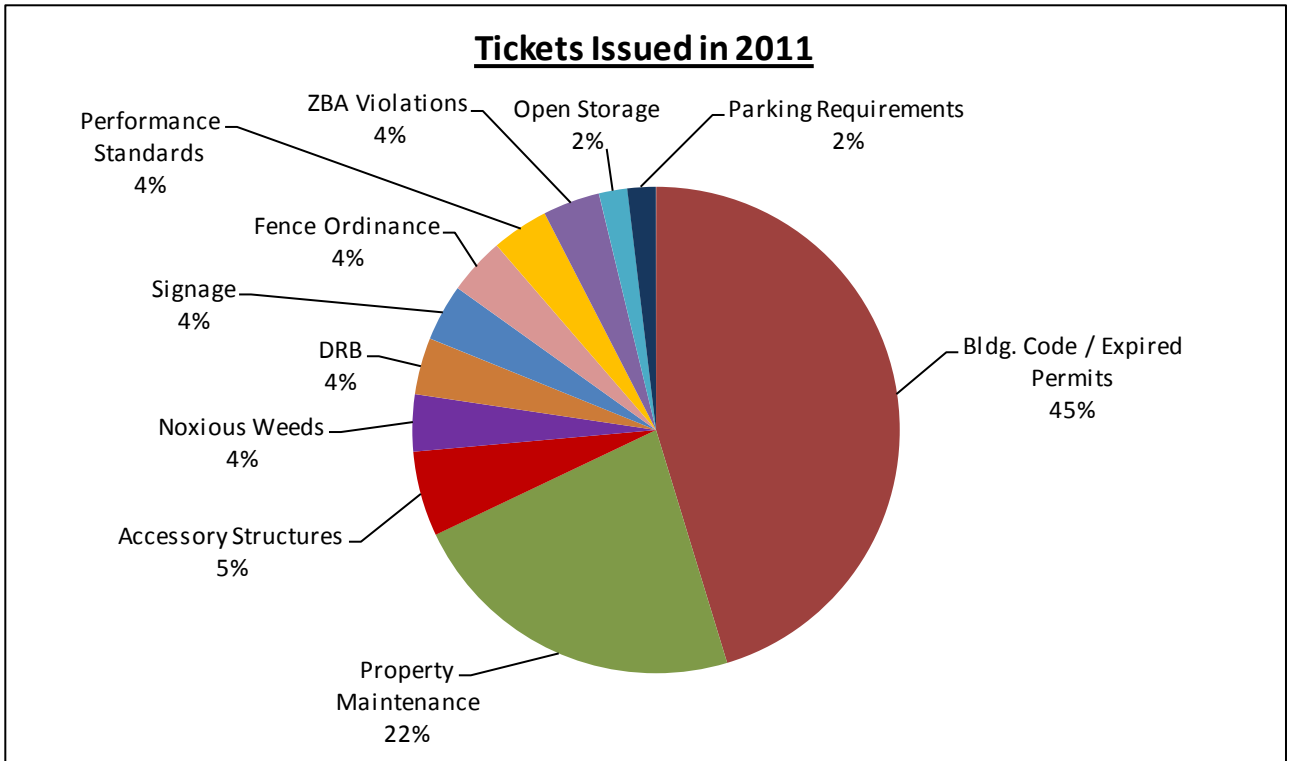
Per the International Property Maintenance Code (IPMC), a \$75 Enforcement Recovery Fee may be charged to a resident after being given a warning and he fails to comply with the Code. In most cases, the residents comply. In 2011, the Ordinance Division issued a total of 11 Property Maintenance Notices in which the \$75 Enforcement Recovery fee was charged . The Notices are categorized as follows: 5 home/building repairs, 3 grass/weed issues, 2 tree branches/limbs removal, and 1 inoperable vehicle.



<u>MONTH</u>	<u>2010</u>	<u>2011</u>
Jan.	\$0	\$0
Feb.	\$0	\$0
March	\$0	\$0
April	\$150	\$0
May	\$0	\$0
June	\$150	\$150
July	\$0	\$300
August	\$150	\$150
Sept.	\$0	\$150
Oct.	\$225	\$0
Nov.	\$0	\$75
Dec.	\$75	\$0
TOTAL	\$750	\$825



Number of Tickets Issued



<u>Violation Categories</u>	<u>Number of Tickets Issued</u>
Building Code / Expired Permits	24
Property Maintenance	12
Accessory Structures	3
Noxious Weeds	2
DRB Violations	2
Signage	2
Fence Ordinance	2
Performance Standards	2
ZBA Violations	2
Open Storage	1
Parking Requirements	1
2011 TOTAL	53

There were a total of 53 tickets issued in 2011. This is an increase of approximately 43%, as there was a total of 37 tickets issued in 2010.

Violation or Enforcement

Ordinance Division

Case No. _____

Violator Name: _____

Address: _____

City: _____ State: _____ Zip: _____

VIOLATION

Building Code / Expired Permits

Property Maintenance

Accessory Structures

Noxious Weeds

DRB

Signage

Fence Ordinance

Performance Standards

ZBA Violations

Open Storage

Parking Requirements

Other: _____

Ordinance Permits 2009- 2011

<u>Number of Permits Issued</u>			
Ordinance Permit Type	2009	2010	2011
Fences	29	24	40
Sheds	4	5	9
Accessory Structures	4	13	5
Retaining Walls	3	6	6
Dog Runs	2	1	2
Invisible Fences	2	1	5
Landscape Walls	3	4	3
Sports Courts	1	1	2
Gazebos	1	0	0
Mobil Unit	1	1	1
Pergola/Trellis	0	3	1
Play Structures	8	6	10
Statues	0	0	1
Ice Rinks	2	2	3
Child Care	1	0	0
Satellite Dishes	0	1	1
TOTAL	61	68	89



Illegal Signs Removed 2010- 2011

With the upcoming elections in November 2012, the Ordinance Division anticipates the number of illegal signs to drastically increase from the previous year. As indicated in the table below, this was the case with the 2010 elections. The number of signs more than doubled. 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 2012 is a presidential election year, public campaigning is expected to be widespread, and therefore, a very 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
2010	12	0	11	19	12	13	35	115	28	158	94	11
2011	1	0	29	5	11	11	17	68	36	25	36	19



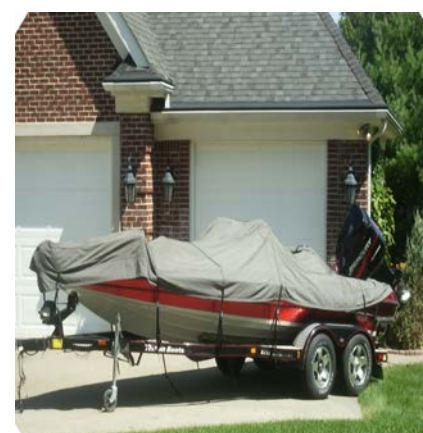
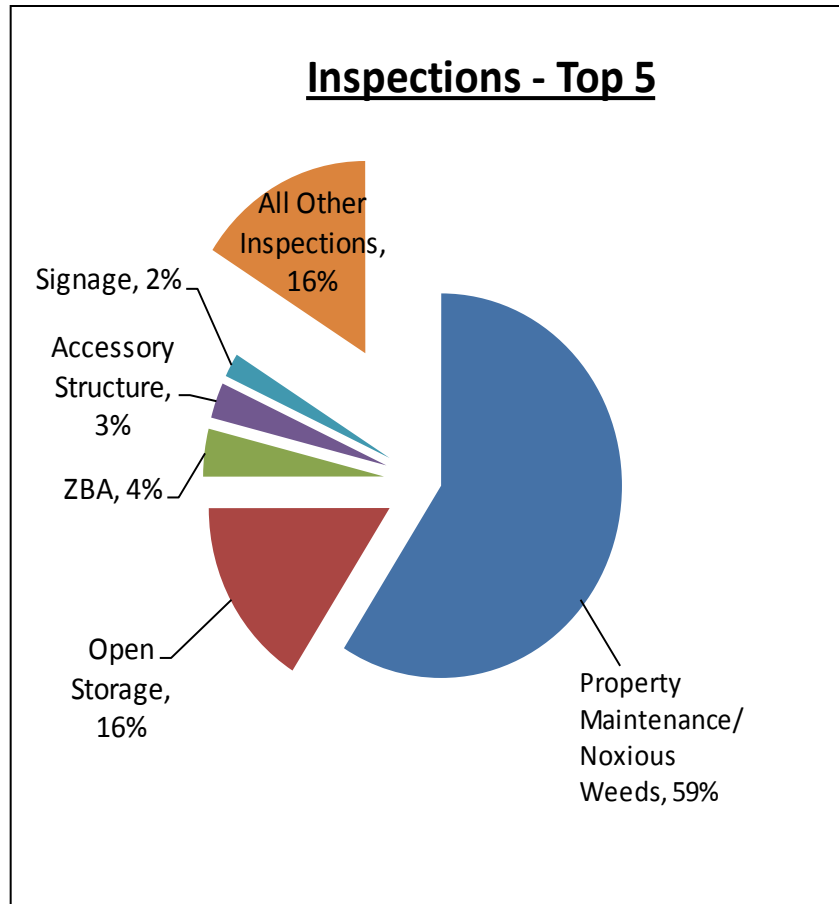
TOTAL NUMBER OF SIGNS PULLED IN 2010 = 508

TOTAL NUMBER OF SIGNS PULLED IN 2011 = 258

Ordinance Inspections

In 2010, Ordinance Officers conducted a total of 6,129 inspections. The number of inspections increased by approximately 25% in 2011. As in previous years, this is mainly due to the high volume of foreclosures and our efforts to monitor these sites. The Property Maintenance and/or Noxious Weeds inspections account for approximately 59% of the total number of inspections for the year.

<u>Categories</u>	<u>Inspections</u>
Property Maintenance/ Noxious Weeds	4,482
Open Storage	1,256
ZBA	328
Accessory Structure	257
Signage	182
Bldg. Code	179
Trash/Yard Waste	137
Tree Ordinance	125
Fence	95
Care Facilities	86
Drainage	82
DRB	75
Permit Inspects	62
Fire Code	52
R.O.W Issues	43
Zoning	41
Parking Violations	35
Animal Containment	34
Litter/Yard Waste	25
Noise	20
Dumping	18
Lighting	9
Wetlands	6
2011 TOTAL	7,629



Goals & Accomplishments

2011 Accomplishments



- A frequently asked “Questions & Answers” page was added to the Code & Ordinance Division section of the website.
- Lead Code Enforcement Officer, Brenda Schlutow, assisted in creating the first Ordinance Video entitled “Spring Clean Up Tips” for the Township website, reminding residents to maintain their properties.
- Through coordination with the Assessing Department, review of quarterly foreclosure lists resulted in the Ordinance Division scheduling inspections to monitor these sites for property maintenance.
- The Ordinance Division assisted the IT Department in creating an overlay in Civic Sight for “Home Care Facilities” (aka Group and Family Day Cares and Adult Foster Care).
- An Ordinance Enforcement “Question/Complaint” form was added to the Code & Ordinance section of the website. This allows residents to easily submit their complaints and/or concerns directly to the Department via email.

2012 Goals

- Purge Ordinance records according to the Michigan Record Retention General Schedule #10. This will allow the Division to continue to better manage records.
- Send out reminder letters to residents and/or businesses to obtain necessary permits following DRB and/or ZBA approval.
- Update the Township website with timely information to provide a more efficient way to communicate Ordinance questions and concerns.
- Re-evaluate existing data that is collected daily and streamline it into smaller, more comprehensive reporting.
- Update various forms used daily by ordinance officers. The updates should allow more flexibility in use as well as allow more space to write specific information relating to compliance.