

# 2024 ORDINANCE DIVISION ANNUAL REPORT



**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>22</b>
<b>Kelly Jacobson, Planning &amp; Ordinance Administrative Assistant</b>	<b>19</b>
<b>Chris Myers, Lead Ordinance Officer</b>	<b>3</b>
<b>Matt Baldwin, Ordinance Officer</b>	<b>3</b>
<b>Suzette Gysel, Ordinance Officer</b>	<b>1</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.



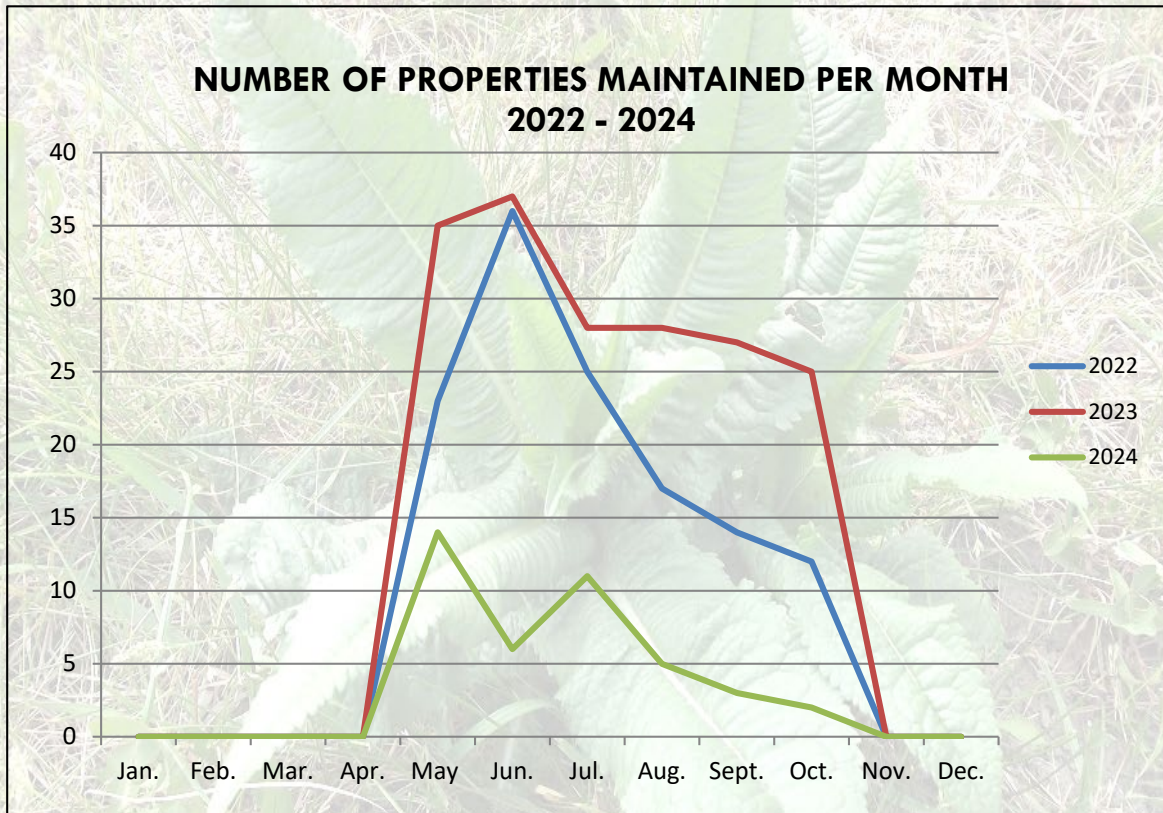
# Number of Properties Maintained by Township

## 2022 - 2024

**TOTAL NUMBER OF PROPERTIES MAINTAINED IN 2022 = 54**

**TOTAL NUMBER OF PROPERTIES MAINTAINED IN 2023 = 66**

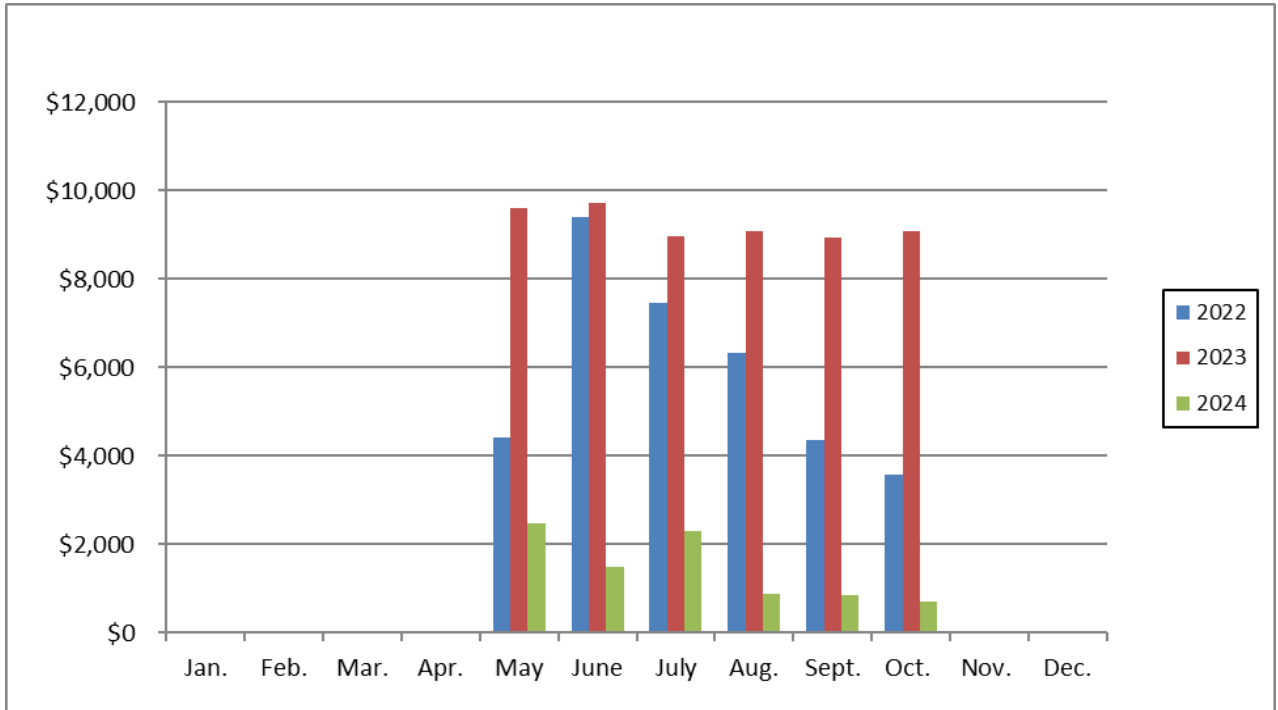
**TOTAL NUMBER OF PROPERTIES MAINTAINED IN 2024 = 29**



**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. In 2024, there was a decrease in the number of properties maintained by township hired contractors.**



# Cost to Maintain Vacant Properties 2022 - 2024



**Maintenance costs decreased from last year by about 85%. Records indicate the Township had increased cooperation this year in properties being maintained by residents.**

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

<u>MONTH</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Jan.	\$0	\$0	\$0
Feb.	\$0	\$0	\$0
March	\$0	\$0	\$0
April	\$0	\$0	\$0
May	\$4,428	\$9,617	\$2,478
June	\$9,396	\$9,720	\$1,488
July	\$7,452	\$8,981	\$2,301
August	\$6,318	\$9,090	\$885
Sept.	\$4,374	\$8,952	\$841
Oct.	\$3,564	\$9,072	\$708
Nov.	\$0	\$0	\$0
Dec.	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$35,370</b>	<b>\$55,431</b>	<b>\$8,701</b>



# Noxious Weeds Administrative Fee Totals

## 2023 - 2024

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 2024 = 46

<u>MONTH</u>	<u>2023 MONTHLY TOTAL</u>	<u>2024 MONTHLY TOTAL</u>
April	\$0	\$0
May	\$3,600	\$1,050
June	\$4,500	\$450
July	\$3,825	\$975
August	\$4,050	\$375
Sept.	\$3,450	\$300
Oct.	\$4,200	\$300
Nov.	\$0	\$0
Dec.	\$0	\$0
TOTAL	\$23,625	\$3,450



Property Maintenance Enforcement Recovery Fee Totals  
2023 - 2024

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 2024 = 7



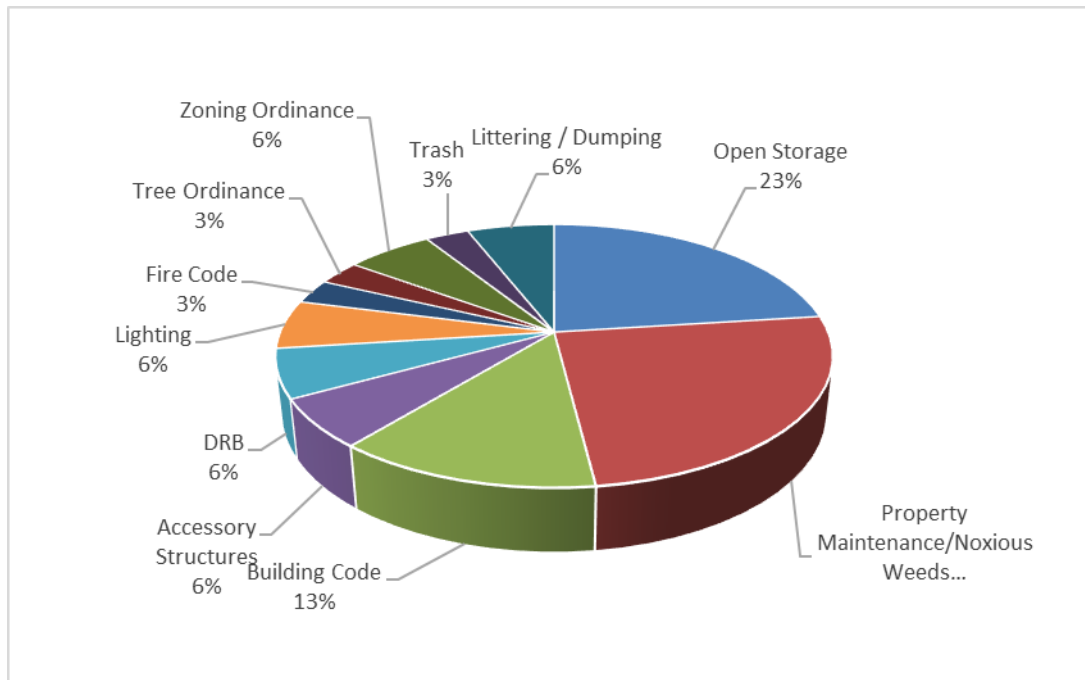
<u>MONTH</u>	<u>2023</u>	<u>2024</u>
Jan.	\$300	\$0
Feb.	\$0	\$0
March	\$450	\$0
April	\$750	\$0
May	\$300	\$0
June	\$300	\$0
July	\$300	\$600
August	\$0	\$450
Sept.	\$0	\$0
Oct.	\$300	\$0
Nov.	\$0	\$0
Dec.	\$150	\$0
TOTAL	\$2,850	\$1,050



## 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 32 tickets issued in 2024.**



<u>Violation Categories</u>	<u>Number of Tickets Issued</u>
Fire Code	1
Tree Ordinance	1
DRB	2
Lighting	2
Zoning	2
Open Storage	7
Property Maintenance / Noxious Weeds	8
Littering / Dumping	2
Accessory Structures	2
Trash	1
Building Code	4
2024 TOTAL	32

[illegible]

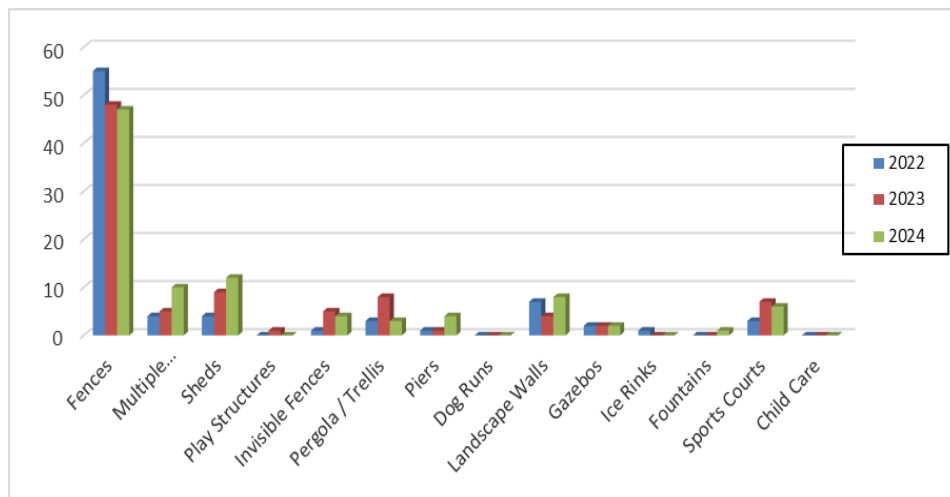
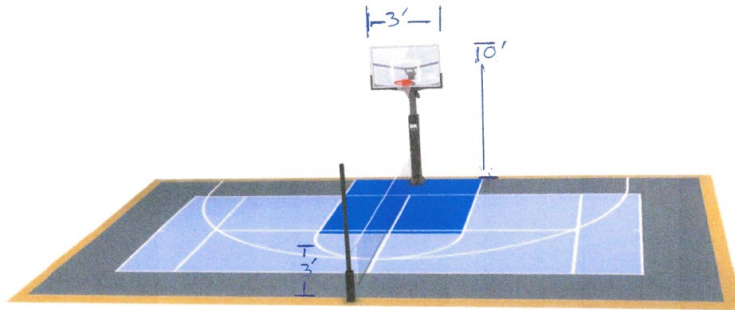


## Ordinance Permits 2022 - 2024

Number of Permits Issued			
Ordinance Permit Type	2022	2023	2024
Fences	55	48	47
Sheds	4	9	12
Pergola/ Trellis	3	8	3
Sports Courts	3	7	6
Landscape Walls	7	4	8
Multiple Structures	4	5	10
Invisible Fences	1	5	4
Gazebos	2	2	2
Piers	1	1	4
Play Structures	0	1	0
Ice Rinks	1	0	0
Dog Runs	0	0	0
Fountains	0	0	1
Child Care	0	0	0
<b>TOTAL</b>	<b>81</b>	<b>90</b>	<b>97</b>

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

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



# Illegal Signs Removed 2023 – 2024

With 2024 being an election year, there was an increase in the number of signs pulled. 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 challenge for the Ordinance Division.



**TOTAL NUMBER OF SIGNS PULLED IN 2023 = 1,254**

**TOTAL NUMBER OF SIGNS PULLED IN 2024 = 3,244**

Number of Signs Removed												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2023	64	31	34	172	200	123	159	200	154	261	134	52
2024	16	333	237	276	328	211	215	216	284	374	650	104





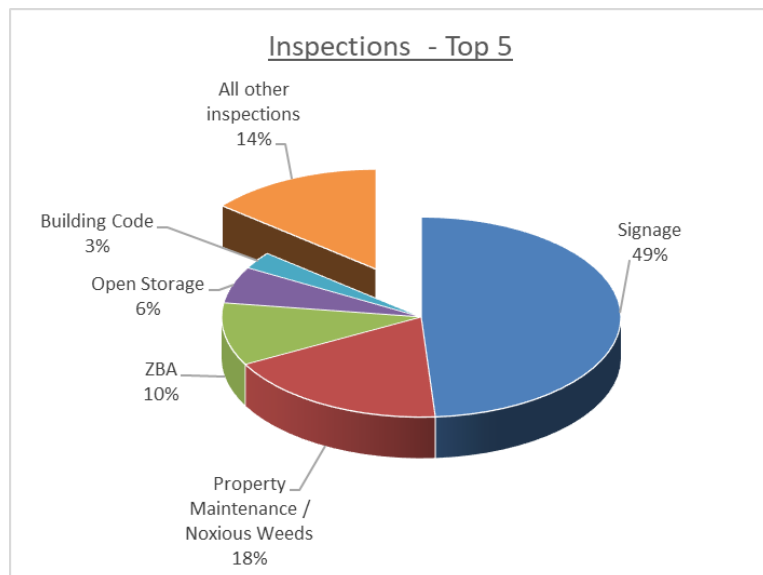
# Ordinance Inspections

<u>Categories</u>	<u>Inspections</u>
Signage	3,235
Property Maintenance/ Noxious Weeds	1,209
ZBA	670
Open Storage	393
Trash / Yard Waste	188
Building Code	183
Accessory Structures	106
Zoning	102
Drainage	95
Trees	84
Fence	83
Lighting	65
DRB	54
Wetland/NFS	33
Parking Violations	29
Noise	21
Dumping	19
Animal Containment / Dog Ordinance	17
R.O.W. Issues	12
Water/Sewer/EESD	10
Fire Code	6
Snow	3
Care Facilities	2
<b>2024 TOTAL</b>	<b>6,619</b>

Signage follow-ups / inspections topped the list for the most inspections, as Ordinance Officers have been diligent in trying to remove illegal signage posted throughout the Township, especially since this was an election year. Property Maintenance/Noxious Weeds violations always accrue a large number of inspections, accounting for the second highest total. Ordinance staff remain very busy during the growing season, ensuring that properties are cut, and kept in compliance with Township standards.

Trash /yard waste inspections increased by 67%. These are follow-ups related to residents not properly preparing their trash for collection and/or storing their trash containers in public view after the scheduled pick up date, or putting their garbage out too early. The Ordinance requires trash to be stored out of public view when not set out for collection. Trash should not be placed at the curb earlier than noon the day before scheduled pick up and all containers are to be removed within 12 hours of being serviced.

Drainage inspections increased by approximately 48% in 2024. These inspections come through as complaints, and are typically nuisance drainage concerns (i.e. flooding / water collecting on residential properties). Although most of these inspections do not result in violations, Ordinance Officers follow up to ensure the Township's standard of keeping downspouts 20 ft. from property lines is met.



## 2024 Accomplishments



- Enforcement forms and communication letter templates are reviewed and re-evaluated to improve the pertinent information sent to residents.
- Ordinance staff participated in the 2024 Annual Township Open House along with the Building and Planning Divisions.
- 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.
- In lieu of mailing letters to residents / applicants after they have gone before the Zoning Board of Appeals, Ordinance notifies them via email if their request was denied, or if it was approved and they should proceed in applying for a permit.



BLOOMFIELD TOWNSHIP  
4200 Telegraph Rd., P.O. Box 495, Bloomfield Hills, MI 48301-0495  
Phone: (248) 364-2843 Fax: (248) 493-7728

**NOTICE OF VIOLATIONS**

Parcel Number: [Insert Parcel Number]  
[Insert Parcel Address]  
[Insert Parcel Owner Name]  
[Insert Parcel Owner Address]  
[Insert Parcel Owner City] [Insert Parcel Owner State] [Insert Parcel Owner Zip]  
A Township Ordinance Enforcement Officer has observed the following violation:  
Property Maintenance Code (INSERT CODE # HERE)

Located at: Parcel # [Insert Parcel Number] [Insert Property Address/City/State] [Insert Property City] [Insert Property State] [Insert Property Zip]

The following action is required for the correction of these violations and shall be completed with on or before **insert date here**. Failure to do so will result in a fine and possible court action.

As a Bloomfield Township Code Enforcement Enforcement Officer, I have observed [insert violation]. This is a violation of the above referenced Property Maintenance Code, Inc. (insert the section applicable). As a result of this violation, you are hereby charged a \$17.00 Enforcement Fee per the Township Code Enforcement Code Book, Sec. 106.71.

To obtain compliance with the above violation and avoid another \$17 fee, you are required to:

WE URGE YOUR COMPLIANCE IN THIS MATTER ON OR BEFORE THE ABOVE STATED DEADLINE. Failure to comply WILL result in additional fines to be charged. Please do not contact this office at 248-364-2843 with any questions regarding this Notice of Violation.

Signature: [Insert Enforcement Code Officer Name]  
Ordinance Enforcement Officer

CC: Township's Department



## 2025 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.
- Streamline Ordinance processes and files. Continuing to move toward electronic records when possible.
- To participate in the 2025 Township Open House.
- Ordinance Officers continue to participate in MACEO (Michigan Association of Code Enforcement Officers) and educational programs to ensure current code enforcement practices.