

# 2021 ORDINANCE DIVISION ANNUAL REPORT



**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

<u>Name &amp; Title</u>	<u>Years of Service</u>
<b>Patricia Voelker, Director</b>	<b>19</b>
<b>Kelly Jacobson, Planning &amp; Ordinance Administrative Assistant</b>	<b>16</b>
<b>Robert Thibeault, Ordinance Officer / Building Inspector</b>	<b>10</b>
<b>Chris Myers, Lead Ordinance Officer</b>	<b>4 months</b>



## **Our Mission Statement:**

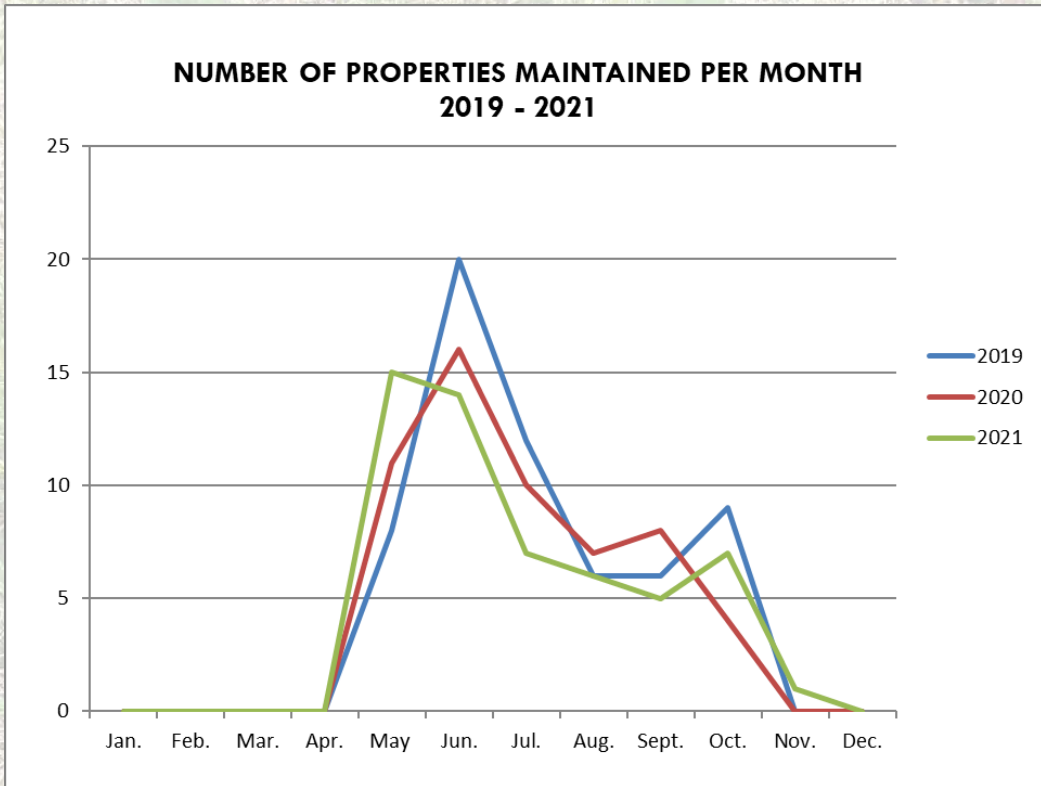
**As Representatives of the Bloomfield Township Planning, Building and Ordinance Department we pledge to provide our services in a fair and consistent approach with the highest level of professionalism. We are dedicated to upholding the Township adopted plans, codes, ordinances to ensure a safe, sustainable and enjoyable community for present and future residents.**

# Number of Properties Maintained by Township 2019 - 2021

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

**TOTAL NUMBER OF PROPERTIES MAINTAINED IN 2020 = 29**

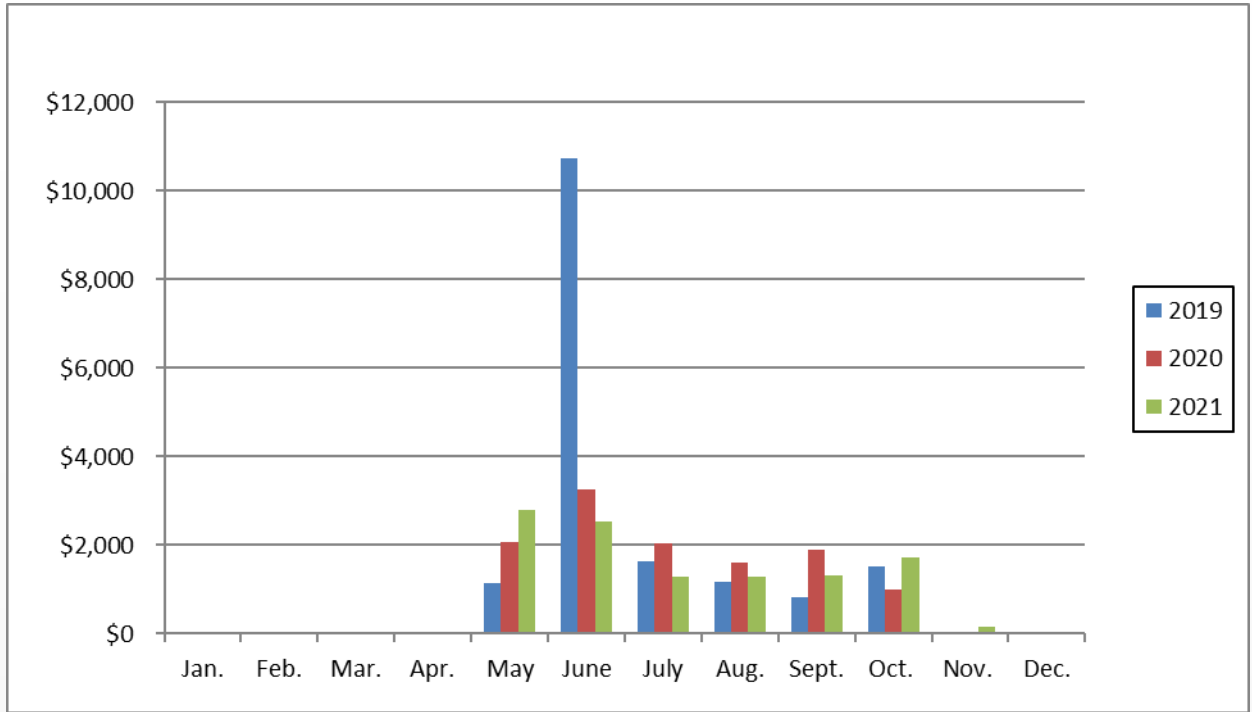
**TOTAL NUMBER OF PROPERTIES MAINTAINED IN 2021 = 30**



**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 2019 - 2021



**The Township’s maintenance costs have increased from last year by approximately 12%. There was a rise in maintenance costs at both the beginning of the season (May) and the end of the season (October-November).**

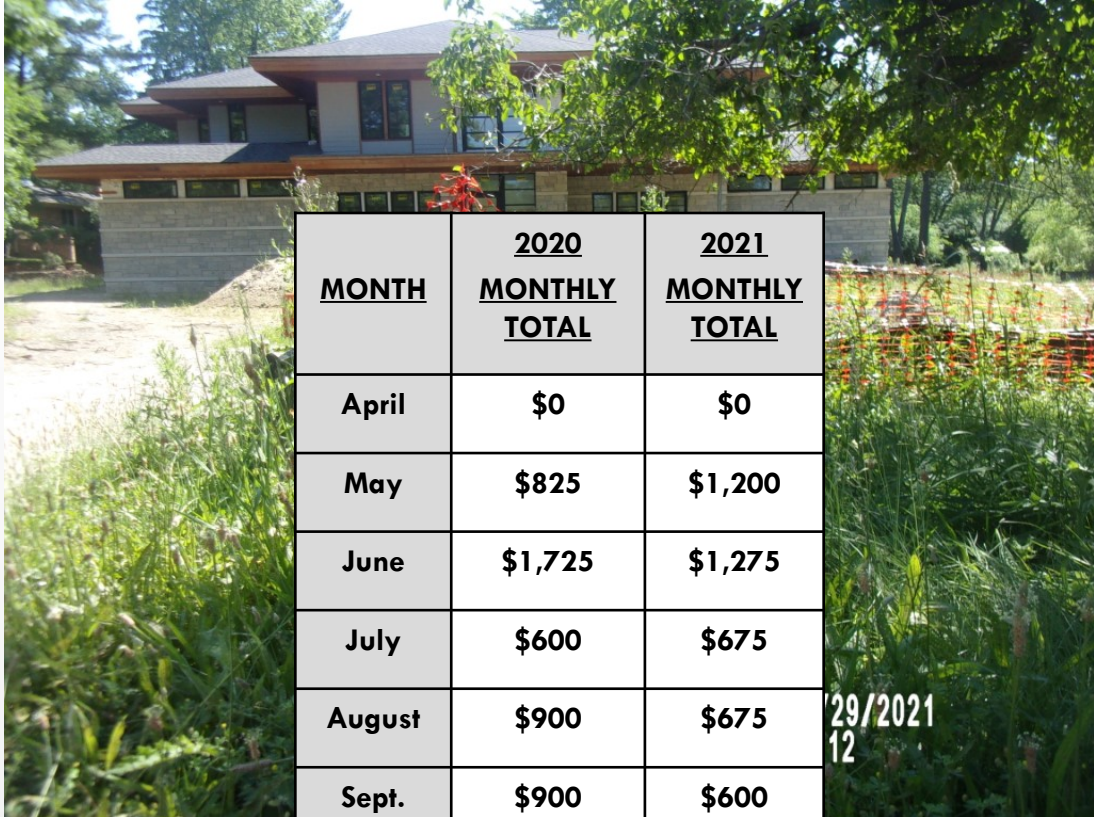
**Most properties only need to be cut once by Township hired contractors before a responsible party (i.e. owner, property management company, bank or realtor) takes over the maintenance. However, this year the Township had a few vacant problem sites that required regular maintenance.**

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

<u>MONTH</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Jan.	\$0	\$0	\$0
Feb.	\$0	\$0	\$0
March	\$0	\$0	\$0
April	\$0	\$0	\$0
May	\$1,143	\$2,083	\$2,808
June	\$10,735	\$3,260	\$2,520
July	\$1,643	\$2,036	\$1,296
August	\$1,174	\$2,204	\$1,296
Sept.	\$809	\$1,892	\$1,314
Oct.	\$1,512	\$1,008	\$1,728
Nov.	\$0	\$0	\$144
Dec.	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$17,016</b>	<b>\$12,483</b>	<b>\$13,986</b>

# Noxious Weeds Administrative Fee Totals 2020 - 2021

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.



<u>MONTH</u>	<u>2020</u> <u>MONTHLY</u> <u>TOTAL</u>	<u>2021</u> <u>MONTHLY</u> <u>TOTAL</u>
April	\$0	\$0
May	\$825	\$1,200
June	\$1,725	\$1,275
July	\$600	\$675
August	\$900	\$675
Sept.	\$900	\$600
Oct.	\$525	\$750
Nov.	\$0	\$75
Dec.	\$0	\$0
<b>TOTAL</b>	<b>\$5,475</b>	<b>\$5,250</b>

29/2021  
12



# Property Maintenance Enforcement Recovery Fee Totals 2020 - 2021

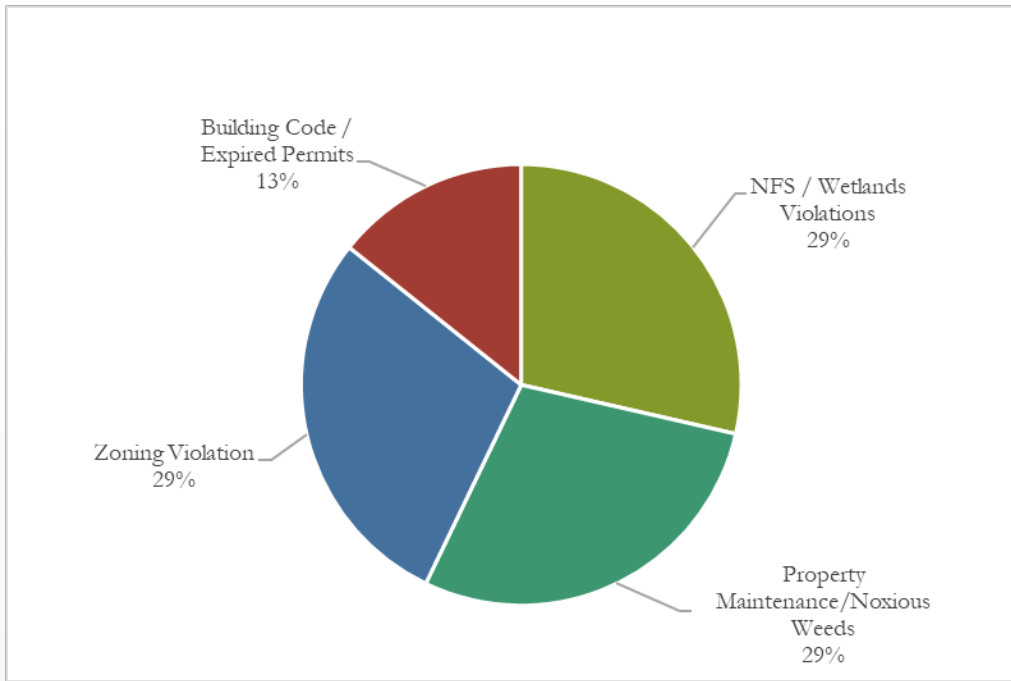
Per the International Property Maintenance Code (IPMC), a \$75 Enforcement Recovery Fee may be charged to a property tax roll after the responsible party has been warned and fails to comply with the Code. In most cases, residents comply. In 2021, the Ordinance Division issued a total of 15 Property Maintenance Notices in which the \$75 Enforcement Recovery fee was charged.



<u>MONTH</u>	<u>2020</u>	<u>2021</u>
Jan.	\$75	\$150
Feb.	\$150	\$75
March	\$225	\$150
April	\$0	\$75
May	\$0	\$0
June	\$300	\$225
July	\$675	\$0
August	\$600	\$150
Sept.	\$375	\$150
Oct.	\$525	\$525
Nov.	\$225	\$225
Dec.	\$75	\$75
<b>TOTAL</b>	<b>\$3,225</b>	<b>\$1,125</b>



# Number of Tickets Issued



**There were a total of 7 tickets issued in 2021.**

<u>Violation Categories</u>	<u>Number of Tickets Issued</u>
<b>Property Maintenance / Noxious Weeds</b>	<b>2</b>
<b>NFS / Wetlands Violation</b>	<b>2</b>
<b>Zoning Violation</b>	<b>2</b>
<b>Building Code / Expired Permits</b>	<b>1</b>
<b>2021 TOTAL</b>	<b>7</b>

**State of Michigan  
Uniform Law Citation**

US DOT # \_\_\_\_\_ Incident No. \_\_\_\_\_ Day No. \_\_\_\_\_ License # \_\_\_\_\_  
 The Fee(s) of \_\_\_\_\_ the State of Michigan:  Township  City  Village  County \_\_\_\_\_ Detention Device \_\_\_\_\_  
 or: BLOOMFIELD \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
 THE UNLICENSED DRIVER: Month \_\_\_\_\_ Year \_\_\_\_\_ At approximately (A.M./P.M.) \_\_\_\_\_ Date \_\_\_\_\_  
 SAYS THAT ONE: \_\_\_\_\_  
 T  Other License Number \_\_\_\_\_  
 Race \_\_\_\_\_ Sex \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair \_\_\_\_\_ Eyes \_\_\_\_\_ Occupation/Employer \_\_\_\_\_  
 Name (First, Middle, Last) \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Vehicle Plate No. \_\_\_\_\_ Year \_\_\_\_\_ Size \_\_\_\_\_ Vehicle Description (Year, Make, Color) \_\_\_\_\_ Veh. Type \_\_\_\_\_  
 THE PERSON NAMED ABOVE, in violation of  Local Ordinance  State Law  Administrative Rule  
 UPON INSPECTION  
 AT OR NEAR  
 WITHIN  CITY  VILLAGE  TOWNSHIP OF BLOOMFIELD  
 COUNTY OF OAKLAND \_\_\_\_\_ DID THE FOLLOWING  
 RICH, CIVIL/ACC Order \_\_\_\_\_  
 Cit.  Warn.  Ordinance \_\_\_\_\_ Description include any other amount entered on other charges. \_\_\_\_\_  
 Misd.  Pkg.  Authorization period.  BLM TWP MUNICIPAL CIVIL INF 197 \_\_\_\_\_ Change \_\_\_\_\_  
 Inf.  Warn.  Offense (SET COURT DATE) \_\_\_\_\_  
 Cit.  Warn.  Authorization period. \_\_\_\_\_  
 Misd.  Pkg. \_\_\_\_\_  
 Inf.  Warn.  Authorization period. \_\_\_\_\_  
 Misd.  Pkg. \_\_\_\_\_  
 Inf.  Warn. \_\_\_\_\_  
 TO THE COURT: Do not arrest on a felony charge until an authorized complaint is filed.  
 (Please Check) \_\_\_\_\_  
 1. 09984 \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
 Key for Type: Cit = Civil Infraction Misd = Misdemeanor Fel = Felony Warn = Warning Pkg = Package  
 Warn = Violation for Which Fees/Costs May be Waived. Authorization period = Authorization pending.  
 Remarks: \_\_\_\_\_

CHECK IF APPLICABLE:  Damage to Property  Local Court Bond \$ \_\_\_\_\_  
 Vehicle Impounded  Injury  License Pended in Law of Bond \_\_\_\_\_  
 Traffic Stop  Arrest  Appearance Certificate \_\_\_\_\_  
 Punish in Action/Military Service:  Yes  No \_\_\_\_\_  
 SEE DATE BELOW. SEE BACK OF CITATION FOR EXPLANATION AND INSTRUCTIONS  
 Appearance Date or or before: \_\_\_\_\_  
 Hearing Date if applicable on: \_\_\_\_\_  Contact Court \_\_\_\_\_  
 License/Traffic Stop (Court will Notify)  Formal Hearing Required (Court will Notify) \_\_\_\_\_  
 In the 48th DISTRICT COURT, BLOOMFIELD HILLS Court of BLOOMFIELD HILLS  
 Court Address & Phone Number: 48TH DISTRICT COURT  
 4280 TELEGRAPH RD  
 BLOOMFIELD HILLS, MI 48302  
 (248) 647-1141  
 I received a copy of the out revision completed upon the statement (or non-statement) by paying if applicable  
 (please include the penalties of perjury that the statements above are true to the best  
 of my information, knowledge, and belief.  
 Complainant's signature and receipt if applicable: \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_  
 Officer's Name (printed) \_\_\_\_\_ Officer's ID No. \_\_\_\_\_  
 Agency Code: \_\_\_\_\_ Agency Name: BLOOMFIELD TWP PD  
 Tel.: 6326200  
 Lic. #: \_\_\_\_\_ Online payment Web site: <https://payment.clerks.org/>  
 (rev. 8/03)

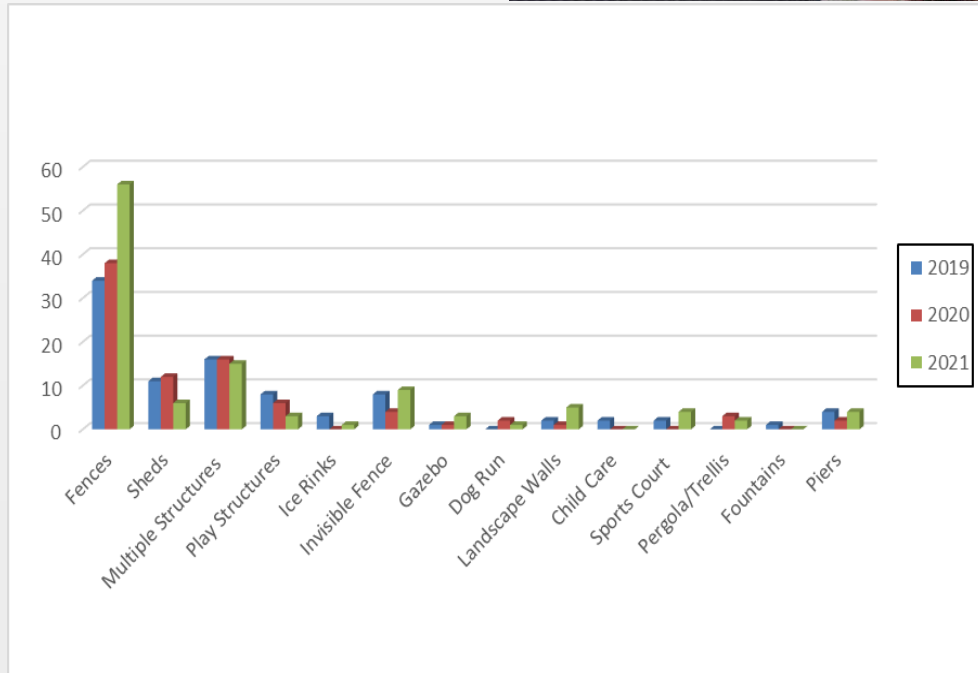


# Ordinance Permits 2019- 2021

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

Fences and sites with multiple structures, such as gazebos, outdoor fireplaces, etc. consistently account for the largest number of Ordinance permits issued.

<u>Number of Permits Issued</u>			
<b>Ordinance Permit Type</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>Fences</b>	<b>34</b>	<b>38</b>	<b>56</b>
<b>Multiple Structures</b>	<b>16</b>	<b>16</b>	<b>15</b>
<b>Sheds</b>	<b>11</b>	<b>12</b>	<b>6</b>
<b>Play Structures</b>	<b>8</b>	<b>6</b>	<b>3</b>
<b>Invisible Fences</b>	<b>8</b>	<b>4</b>	<b>9</b>
<b>Pergola/Trellis</b>	<b>0</b>	<b>3</b>	<b>2</b>
<b>Piers</b>	<b>4</b>	<b>2</b>	<b>4</b>
<b>Dog Runs</b>	<b>0</b>	<b>2</b>	<b>1</b>
<b>Landscape Walls</b>	<b>2</b>	<b>1</b>	<b>5</b>
<b>Gazebos</b>	<b>1</b>	<b>1</b>	<b>3</b>
<b>Ice Rinks</b>	<b>3</b>	<b>0</b>	<b>1</b>
<b>Fountains</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Sports Courts</b>	<b>2</b>	<b>0</b>	<b>4</b>
<b>Child Care</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>92</b>	<b>85</b>	<b>109</b>



## Illegal Signs Removed 2020 - 2021

Although 2021 was not an election year, there were almost as many signs pulled as there were in 2020, which was an election year. 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.



**TOTAL NUMBER OF SIGNS PULLED IN 2020 = 1,112**

**TOTAL NUMBER OF SIGNS PULLED IN 2021 = 923**

<u>Number of Signs Removed</u>												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	45	22	43	0	207	11	135	17	263	349	61	69
2021	4	4	60	139	77	67	197	108	0	74	101	80



# Ordinance Inspections

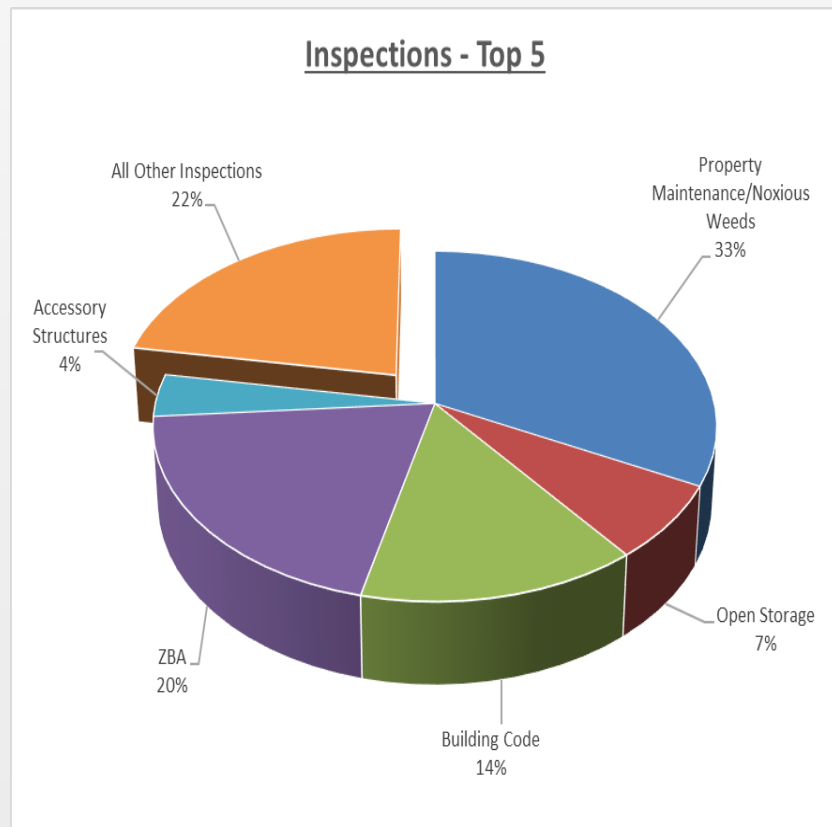
<u>Categories</u>	<u>Inspections</u>
Property Maintenance/ Noxious Weeds	1,778
ZBA	1,099
Building Code	781
Open Storage	382
Accessory Structures	215
Trash / Yard Waste	207
Trees	157
Fence	138
Drainage	136
Fire Code	116
Wetland / NFS	86
Animal Containment / Dog Ordinance	67
R.O.W. Issues	44
Parking Violations	38
Lighting	36
Signage	36
DRB	34
Care Facilities	28
Zoning	27
Noise	23
Dumping	21
Snow	15
Water/Sewer/EESD	10
<b>2021 TOTAL</b>	<b>5,474</b>

**Property Maintenance/Noxious Weeds violations continually account for the largest number of inspections each year. These inspections keep the Ordinance staff very busy, especially during spring and summer months.**

**Wetland / NFS inspections increased by 83% in 2021. These inspections consist mostly of structures and/or work being done within the required 25 ft. Natural Feature Setback.**

**Trash / Yard Waste inspections rose by a massive 205%. These are follow-ups to verify that trash containers are removed from public view after trash is picked up, that trash is not put out too early and to ensure that trash that does not comply with waste hauler requirements (and may have been tagged) is not left sitting at the curb for an extended period of time.**

**The number of Parking Violations climbed by 124%. This category covers vehicles for sale parked on residential and/or commercial properties as well as violations for parking on the grass (i.e. unpaved surfaces).**

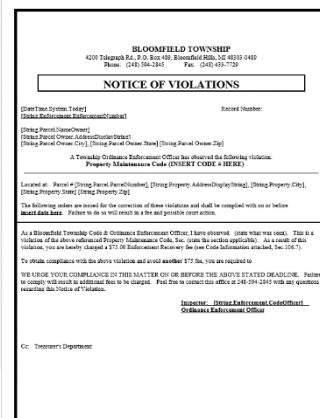


# Goals & Accomplishments



## 2021 Accomplishments

- In response to Covid-19 crisis, and subsequent health and safety protocols, staff must wear masks when moving around the building. Inspectors are also required to wear masks when out in the field and/or meeting with residents and contractors.
- Enforcement forms and communication letter templates are continually reviewed and re-evaluated to improve the pertinent information sent to residents.
- 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.
- The Planning, Building and Ordinance Department implemented a fee increase after it was approved by the Township Board. This resulted in a fee being added to Zoning Board of Appeals applications to cover the time and costs that Ordinance invests in taking pictures, checking for site violations, sending letters and performing site inspections.
- Chris Myers was hired as the new Lead Code and Ordinance Enforcement Officer. He brought knowledge and experience to the Township due to his previous position as an Ordinance Officer for the city of Auburn Hills.



## 2022 Goals

- Continue to modify Ordinance Division protocols accordingly to mitigate new challenges Covid-19 will continue to bring by ensuring staff is prepared to follow whatever health and safety protocols are in place to continue providing the high quality of services that we have always offered.
- Continually update Enforcement forms and communication letter templates in BS&A program, as well as the commercial shopping center contact file to ensure current business names and contact information is accurate, which is utilized by staff as a quick reference tool.
- Purge Ordinance records according to the Michigan Record Retention General Schedule #10 and those records that are already stored electronically. This will allow the Ordinance Division to continue to better manage records and reduce needless storage space.