

2018 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 & Title</u>	<u>Years of Service</u>
Patricia Voelker, Director	16
Brenda Schlutow, Lead Enforcement Officer	18
Kelly Jacobson, Planning & Ordinance Administrative Assistant	13
Robert Thibeault, Ordinance Officer / Building Inspector	7
Jodi Welch, Ordinance Officer	4.5
Pamela Patterson, Ordinance Officer	0.5



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 and standards that maintain the quality of life and safety for current and future generations.

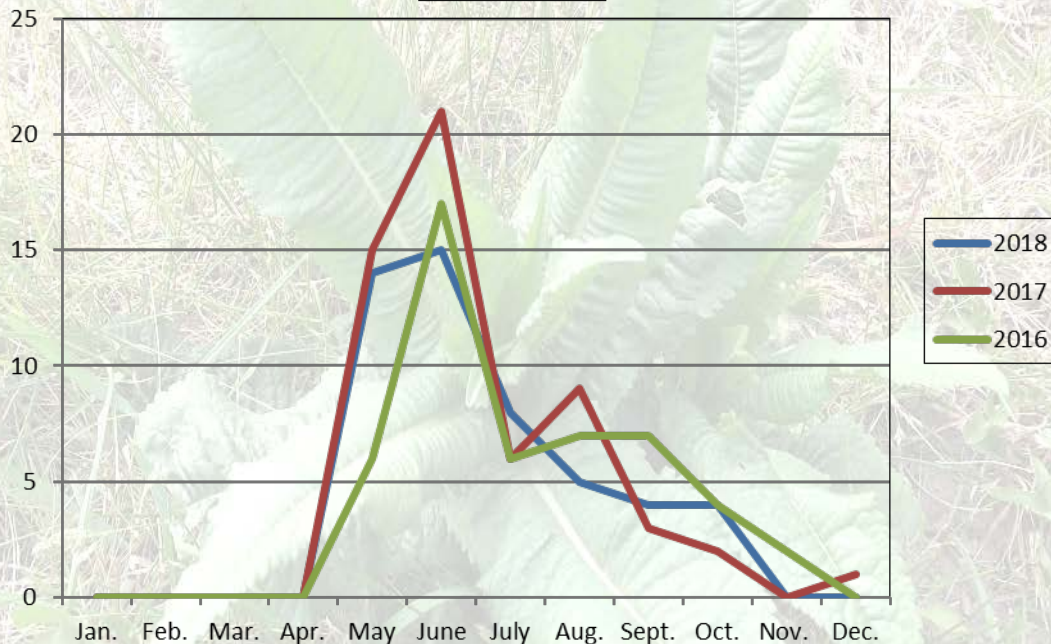
Number of Vacant Properties Maintained by Township 2016 - 2018

TOTAL NUMBER OF PROPERTIES MAINTAINED IN 2016 = 25

TOTAL NUMBER OF PROPERTIES MAINTAINED IN 2017 = 36

TOTAL NUMBER OF PROPERTIES MAINTAINED IN 2018 = 26

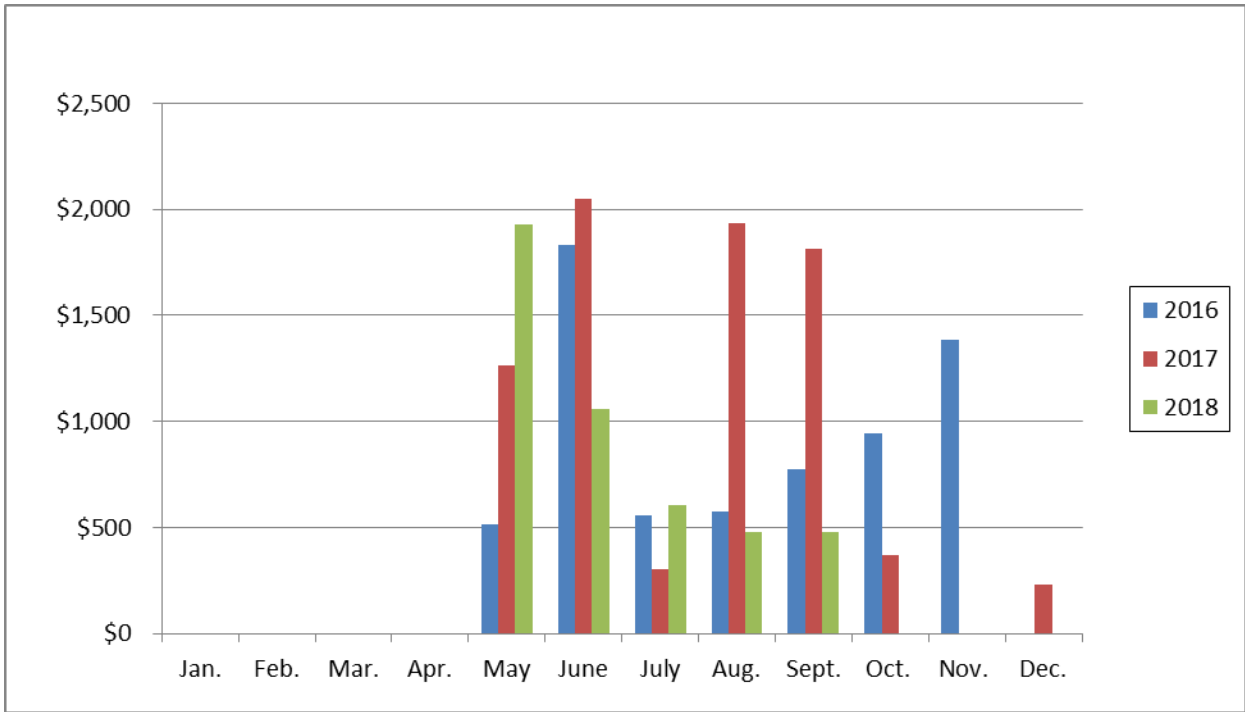
Number of Properties Maintained 2016 - 2018



The number of vacant properties maintained by the Township decreased by approximately 28%. 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 2016 - 2018



The Township's maintenance costs have receded from last year. These fees have declined from last year largely due to residents, realtors and banks / property preservation companies intensifying their maintenance efforts, to ensure that Ordinance requirements are met.

Vacant properties have contact information posted more frequently now, allowing the Ordinance Division to communicate and work with responsible parties concerning violations.

<u>MONTH</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Jan.	\$0	\$0	\$0
Feb.	\$0	\$0	\$0
March	\$0	\$0	\$0
April	\$0	\$0	\$0
May	\$516	\$1,263	\$1,930
June	\$1,832	\$2,048	\$2,291
July	\$559	\$303	\$1,056
August	\$575	\$1,931	\$605
Sept.	\$772	\$1,815	\$476
Oct.	\$945	\$368	\$476
Nov.	\$1,385	\$0	\$0
Dec.	\$0	\$231	\$0
TOTAL	\$6,584	\$7,959	\$6,834

Noxious Weeds Administrative Fee Totals 2017 - 2018

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



<u>MONTH</u>	<u>2017 MONTHLY TOTAL</u>	<u>2018 MONTHLY TOTAL</u>
April	\$0	\$0
May	\$1,275	\$1,500
June	\$2,025	\$1,500
July	\$375	\$1,125
August	\$900	\$750
Sept.	\$300	\$600
Oct.	\$150	\$600
Nov.	\$0	\$0
Dec.	\$0	\$0
TOTAL	\$5,025	\$6,075



Property Maintenance Enforcement Recovery Fee Totals 2017 - 2018

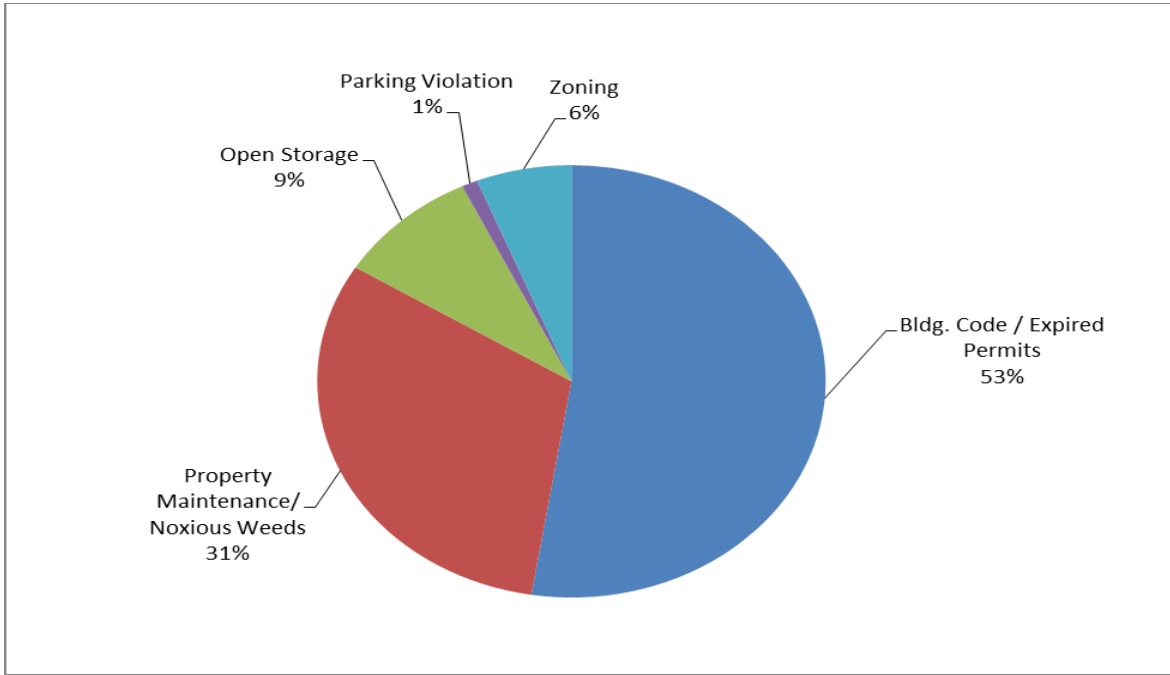
Per the International Property Maintenance Code (IPMC), a \$75 Enforcement Recovery Fee may be charged to a property tax roll after the responsible party has been warned and fails to comply with the Code. In most cases, residents comply. The Ordinance Division issued a total of 42 Property Maintenance Notices in which the \$75 Enforcement Recovery fee was charged.



<u>MONTH</u>	<u>2017</u>	<u>2018</u>
Jan.	\$300	\$75
Feb.	\$150	\$0
March	\$600	\$150
April	\$300	\$150
May	\$1,050	\$300
June	\$1,125	\$375
July	\$750	\$300
August	\$450	\$225
Sept.	\$825	\$600
Oct.	\$150	\$675
Nov.	\$75	\$225
Dec.	\$0	\$75
TOTAL	\$5,775	\$3,150



Number of Tickets Issued



There were a total of 99 tickets issued in 2018. As in recent years, violations pertaining to Building Code and/or Expired Permits still comprise the largest number of tickets issued. Most of these citations were issued to contractors for installing mechanical/electrical equipment prior to obtaining the required permits, and several were issued for expired permits.

<u>Violation Categories</u>	<u>Number of Tickets Issued</u>
Building Code / Expired Permits	52
Property Maintenance/ Noxious Weeds	31
Open Storage	9
Zoning	6
Parking Violation	1
2018 TOTAL	99

Uniform Law Citation

Incident No. _____ Dept. No. _____

The Person or _____ Township of _____ City of _____ Village of _____ County of _____

Local Use/Annual No. _____

or: **BLOOMFIELD**

Month _____ Day _____ Year _____ At approximately _____ (A.M. or P.M.) _____ of _____ Year

SAYS THAT ONE _____

Sex _____ Hair _____ Eyes _____ Occupation/Employer _____

Race _____ Sex _____ Height _____ Weight _____ Hair _____ Eyes _____ Occupation/Employer _____

Name (First, Middle, Last) _____

State _____

City _____ State _____ Zip Code _____

Vehicle Plate No. _____ Year _____ State _____ Vehicle Description (Year, Make, Color) _____ With 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

Type	NCL Code/PACC Code	Description (provide any best source referred to each charge)	NCL Charge
<input checked="" type="checkbox"/> Cit. <input type="checkbox"/> Warn. <input type="checkbox"/> Insult. <input type="checkbox"/> Pwd.	09984	BLM TWP MUNICIPAL CIVIL INF 1ST OFFENSE (SEE COURT DATE)	1
<input type="checkbox"/> Cit. <input type="checkbox"/> Warn. <input type="checkbox"/> Insult. <input type="checkbox"/> Pwd.		Authorization pend.	2
<input type="checkbox"/> Cit. <input type="checkbox"/> Warn. <input type="checkbox"/> Insult. <input type="checkbox"/> Pwd.		Authorization pend.	3

TO THE COURT: Do not arrest on a felony charge until an authorized complaint is filed.

Offense Code(s) _____

1. 09984 2. _____ 3. _____

May Be Towed: Cit = Civil Infraction Misd = Misdemeanor Fel = Felony Warn = Warning Pwd = Pledge

Waiv = Violation for Which Fines/Costs May Be Waived Auth = Authorization pending

Remarks: _____

Check if appropriate: Damage to Property Legal Court Bond Vehicle Impounded Injury License Pended in Lieu of Bond Traffic Crash Death Appearance Certificate Release to Military Service No Yes

SEE DATE BELOW. SEE BACK OF CITATION FOR EXPLANATION AND INSTRUCTIONS

Appearance Date on or before _____

Hearing Date if applicable on _____ Civilized Court Juvenile Traffic Hear. (Court will Notify) Formal Hearing Required. (Court will Notify)

In the return/receipt cover, accurately file Court of BLOOMFIELD HILLS

Court Address & Phone Number 48TH DISTRICT COURT
4280 TELEGRAPH RD
(248) 647-1141 BLOOMFIELD HILLS, MI 48302

I declare under the penalties of perjury that the statements above are true to the best of my information, knowledge, and belief.

Citation Number _____ Month _____ Day _____ Year _____

Officer's Name (printed) _____ Officer's ID No. 448

Agency Code _____ Agency Name BLOOMFIELD TWP PD

Off. 0328200

UC-31a Online payment Web site: <https://payment.clerks.org/>

Rev. 8/09

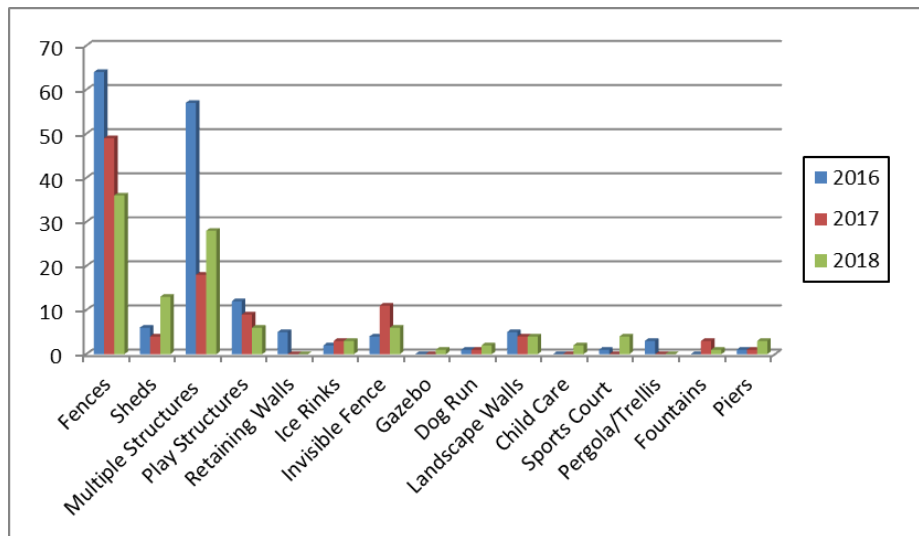
Ordinance Permits

2016- 2018

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. The number of shed permits issued increased by more than 3 times the number issued in 2017.

Number of Permits Issued			
Ordinance Permit Type	2016	2017	2018
Fences	64	49	36
Multiple Structures	57	18	28
Play Structures	12	9	6
Sheds	6	4	13
Landscape Walls	5	4	4
Invisible Fences	4	11	6
Ice Rinks	2	3	3
Fountains	0	0	1
Piers	1	0	3
Dog Runs	1	1	2
Pergola/Trellis	3	3	0
Retaining Walls	5	1	0
Sports Courts	1	0	4
Gazebos	0	0	1
Child Care	0	0	2
TOTAL	161	103	109



Illegal Signs Removed 2017 - 2018



As indicated by the table below, the number of signs confiscated increased by a large volume right before and after the general election, rising by approximately 200%. 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 2017 = 284

TOTAL NUMBER OF SIGNS PULLED IN 2018 = 851

<u>Number of Signs Removed</u>												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	0	4	81	42	17	25	14	18	11	21	19	32
2018	0	0	0	0	80	29	94	212	97	126	108	105



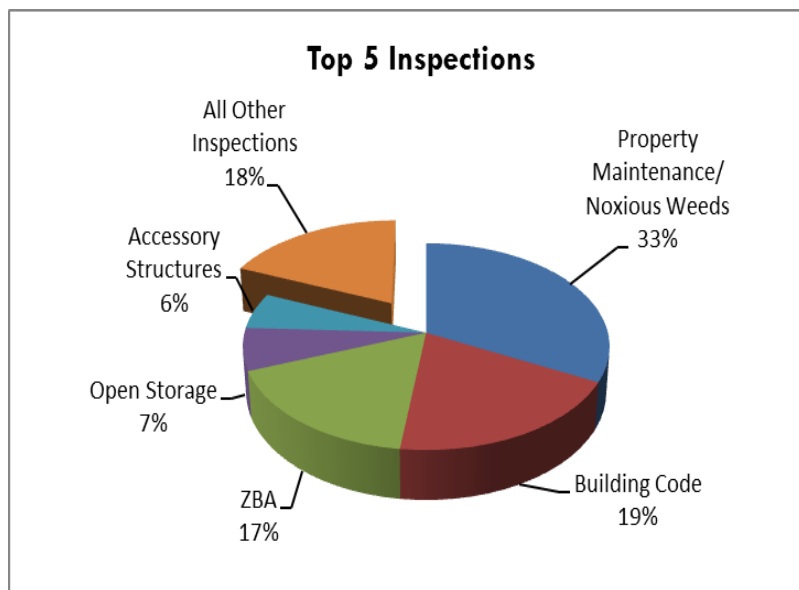
Ordinance Inspections

<u>Categories</u>	<u>Inspections</u>
Property Maintenance/ Noxious Weeds	2,527
Bldg. Code	1,506
ZBA	1,328
Open Storage	514
Accessory Structures	439
Trees	181
Drainage	143
Fire Code	136
Trash / Yard Waste	133
Wetlands/NFS EESD Issues	131
Fence	125
Signage	81
Lighting	77
Zoning	65
Parking Violations	66
Care Facilities	58
DRB	56
R.O.W. Issues	56
Animal Containment / Dog Ordinance	48
Dumping	43
Snow	35
Noise	7
2018 TOTAL	7,755

The number of inspections rose in 2018. Property Maintenance/Noxious Weeds violations continually account for the largest number of inspections. The largest increase was in the number of Wetlands/NFS/EESD Issues. These inspections mostly consist of structures and/or work being done within the required 25 ft. Natural Feature Setback. Lighting inspections, which can range from commercial light pole complaints to residential lighting, more than doubled in 2018.

There was also an increase in the number of Fire Code inspections. The Ordinance Division schedules site inspections to check house fire sites to ensure they are not neglected and work towards compliance.

Zoning Board of Appeals (ZBA) inspections account for a large portion of the Ordinance Division's inspections, increasing by approximately 20% in 2018. After residents go before the Zoning Board, the Ordinance Division sends out permit reminder letters and follows each project through to completion, ensuring that permits are obtained, inspections are scheduled, screening is installed and ZBA requirements are met.



Goals & Accomplishments



2018 Accomplishments

- The Division welcomed a new part-time employee, Ordinance Officer Pamela Patterson, to assist the Division in managing its increased inspection load in an effort to provide faster, more efficient response times to complaints received. Mrs. Patterson filled the vacancy of Michael Klein who retired in 2018.
- Violation Notice Forms and letter communication templates are continually reviewed, re-evaluated and modified for improvement to better inform residents of Township ordinances.
- Participated in the 2018 Annual Township Open House along with the Building and Planning Divisions.
- A new filing system was created in an effort to make contractor legal files more readily accessible and to consolidate all citations history
- In keeping with our PBO Safety Committee training, staff were provided with and reviewed an article / flyer on the dangers of distracted driving.



2019 Goals

- To continue employee safety training via the Department Safety Committee's direction, ensuring that employee safety is a priority.
- 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.