

Bloomfield Township

Ordinance Division

2007 Annual Report



*Patricia McCullough, Director
Planning, Building & Ordinance*



February 14, 2008

Dear Residents of Bloomfield Township:

I'm pleased to present the 2007 Bloomfield Township Ordinance Division Annual Report. This report has been prepared to offer insight into the accomplishments of the Division this year and also provide information about the Ordinance Division. The Division ensures the enforcement of ordinances in residential, as well as commercial areas of Bloomfield Township. The Ordinance Division responds to citizen complaints, conducts inspections, and contacts residents and business owners in an effort to obtain compliance.

The major initiative for 2007 was monitoring property maintenance throughout the Township. Due to the extremely high increase in abandoned and/or foreclosure properties, the Ordinance Division had to go to court on numerous occasions to obtain court orders, which allow us to maintain these properties for as long as necessary.

The charts in the annual report compare the number/cost of properties being maintained by Township, number of tickets issued and number of Ordinance inspections/follow-ups. The Goals Section discusses the possibility of managing documents by utilizing digital conversion services, upgrading BS&A Software to include new 'Results' category, and improving our customer service skills. The Accomplishments Section notes the creation of the "Ordinance Division Annual Report," as this is the first year it is being introduced and the establishment of "Ordinance permits" to track accessory structures in the Township that do not fall under the 'building permit' category.

The success of the Ordinance Division is attributed to the professionalism and dedication of its employees and employees from other Township Departments, who share in the common goal of ensuring the health, safety and welfare of our residents and their property. We look forward to continuing the highest level of community service that Bloomfield Township residents have come to appreciate.

Respectfully Submitted,

Patricia McCullough, Director
Planning, Building & Ordinance

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Annual Report data is derived from January 2, 2007 until December 31, 2007.

Ordinance Division Employee List

Director
Patricia McCullough

Lead Ordinance Officer
Brenda Schlutow

Ordinance Officer
Bill Boss

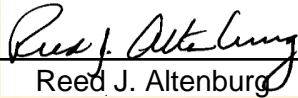
Ordinance Officer, Part-time
Reed Altenburg

Ordinance Secretary
Kelly Jacobson



Our Mission Statement:

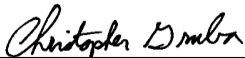
As Representatives of the Bloomfield Township Planning, Building and Ordinance Department we pledge to provide solution-oriented services and the highest level of professionalism for our community in a fair and consistent approach. We are dedicated to upholding the Township adopted plans, codes, ordinances and standards that facilitate the growth of the Township and enhance the quality of life and safety for current and future generations.



Reed J. Altenburg
Ordinance Officer



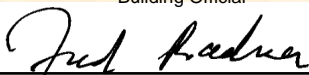
Robin R. Carley
Development Coordinator



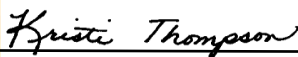
Christopher Gruba
Assistant Planner



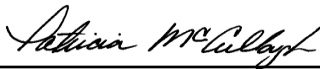
Patrick C. Jenkinson Jr.
Building Official



Fred Radner
Electrical Inspector



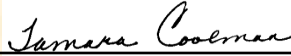
Kristi Thompson
Building Clerk



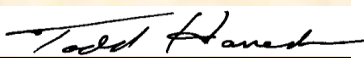
Patricia McCullough
Director Planning Building & Ordinance



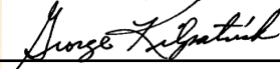
Thomas Benson
Mechanical Inspector



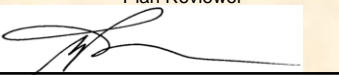
Tamara Coolman
Plan Reviewer



Todd Haneckow
Plumbing Inspector



George Kilpatrick
Plan Reviewer



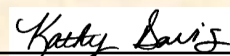
Mark Richards
Building Inspector



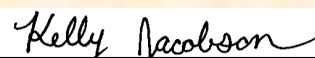
Jim Wright
Plan Reviewer/Building Inspector



William Boss
Ordinance Officer



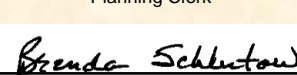
Kathy Davis
Building Secretary



Kelly Jacobson
Ordinance Secretary

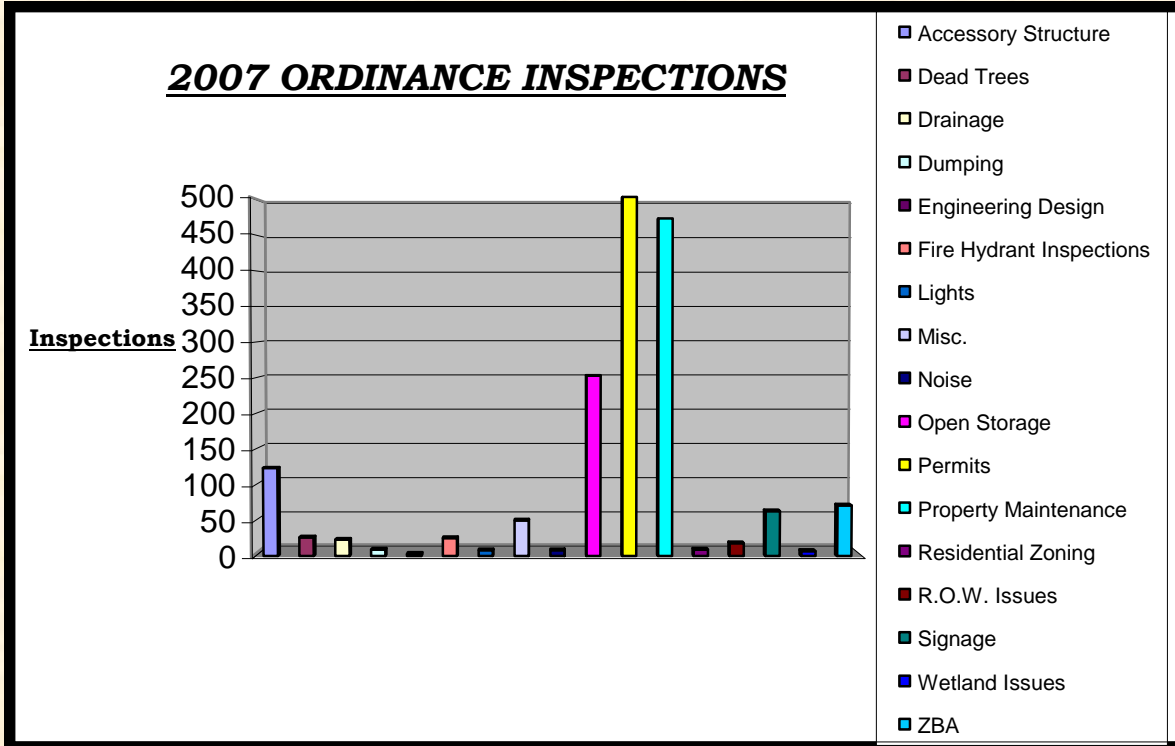


Carla Nettle
Planning Clerk



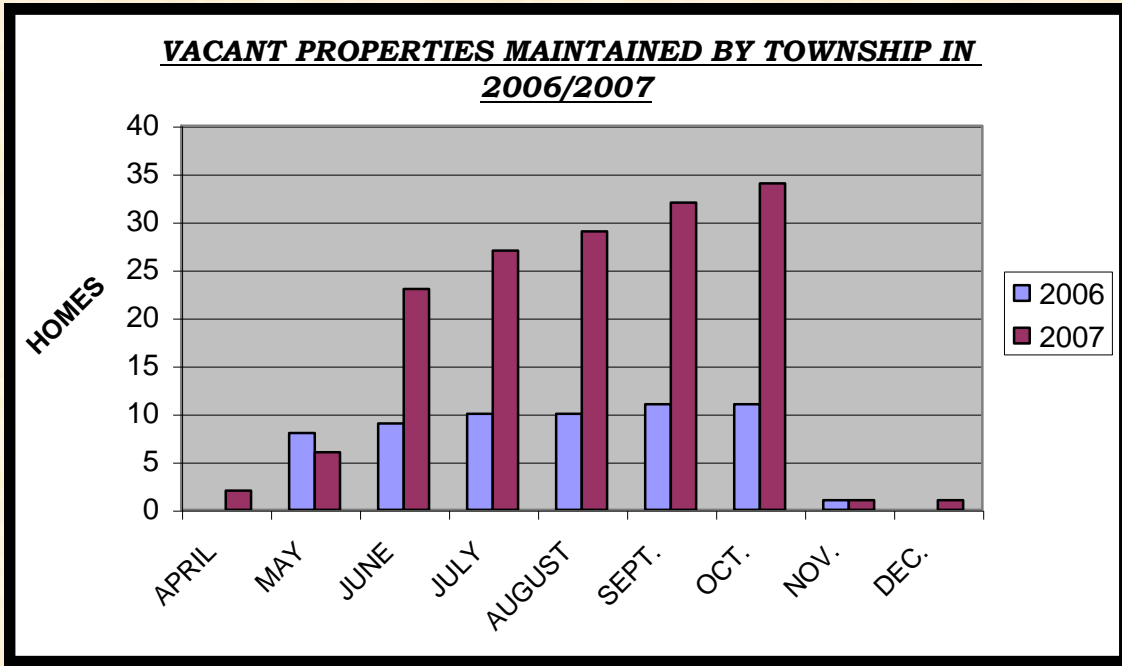
Brenda Schlutow
Lead Ordinance Officer

Ordinance Inspections



<u>Ordinance Inspection Categories</u>	<u>Number of Ordinance Inspections for 2007</u>
Accessory Structures	123
Dead Trees	26
Drainage	23
Dumping	9
Engineering Design	3
Fire Hydrant Inspections	25
Lights	8
Misc. (issues that do not fit into any other category)	50
Noise	8
Open Storage	252
Permits	500
Property Maintenance	470
Residential Zoning	9
R.O.W. Issues	18
Signage	63
Wetland Issues	7
ZBA	71
<u>TOTAL</u>	1,665

Number of Vacant Properties Maintained by Township

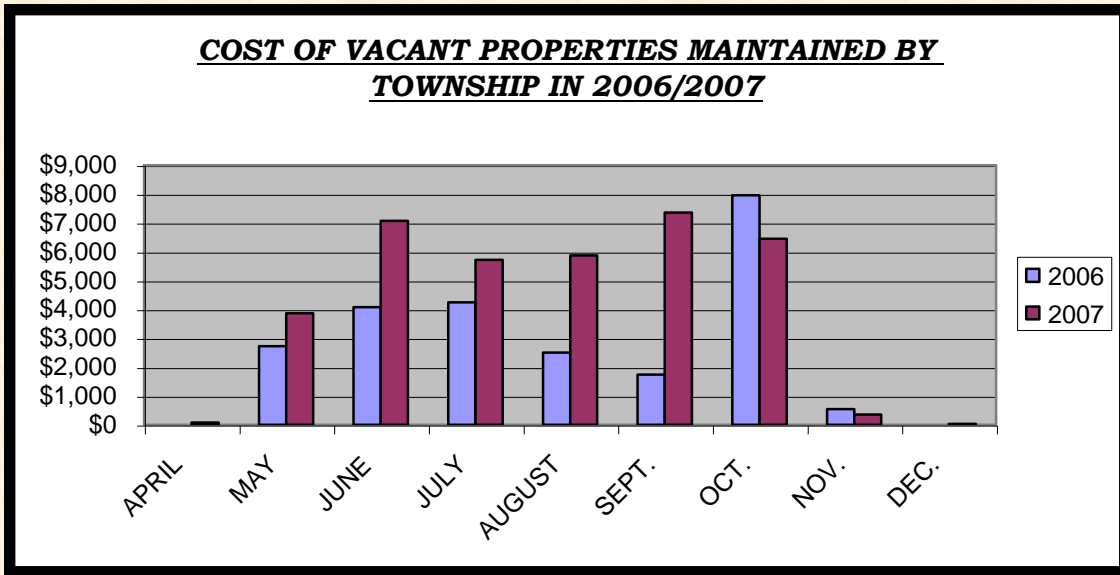


<u>MONTH</u>	<u>Number of Vacant Properties Maintained in 2006</u>	<u>Number of Vacant Properties Maintained in 2007</u>
April	0	2
May	8	6
June	9	23
July	10	27
August	10	29
Sept.	11	32
Oct.	11	34
Nov.	1	1
Dec.	0	1

- ◆ Total number of vacant properties maintained by Township:
 - ❖ 2006 Monthly Average is 7 properties.
Total for 2006 = **13 properties**
 - ❖ 2007 Monthly Average is 17 properties.
Total for 2007 = **42 properties**

Cost of Vacant Properties Maintained by Township

As a result of the high number of vacant and/or foreclosure properties, the Ordinance Division had an increased amount of property maintenance issues to address in 2007. The Division went to court to obtain Administrative Warrants for properties that were neglected and considered to be a nuisance. (This allows the Township to maintain these properties on a continuing basis, as necessary. The charges associated with this were then placed against the tax rolls for these properties.)



<u>Month</u>	<u>Cost for 2006</u>	<u>Cost for 2007</u>
April	\$0	\$83
May	\$2,729	\$3,865
June	\$4,074	\$7,068
July	\$4,245	\$5,718
August	\$2,505	\$5,875
Sept.	\$1,743	\$7,360
Oct.	\$7,955	\$6,447
Nov.	\$538	\$356
Dec.	\$0	\$30

- ◆ Cost of vacant properties maintained by Township:
 - ❖ 2006 Monthly Average is **\$2,643**
Total for year = **\$23,787**
 - ❖ 2007 Monthly Average is **\$4,089**
Total for year = **\$36,803**

(* NOTE: ALL DOLLAR AMOUNTS HAVE BEEN ROUNDED OFF TO THE NEAREST DOLLAR.)

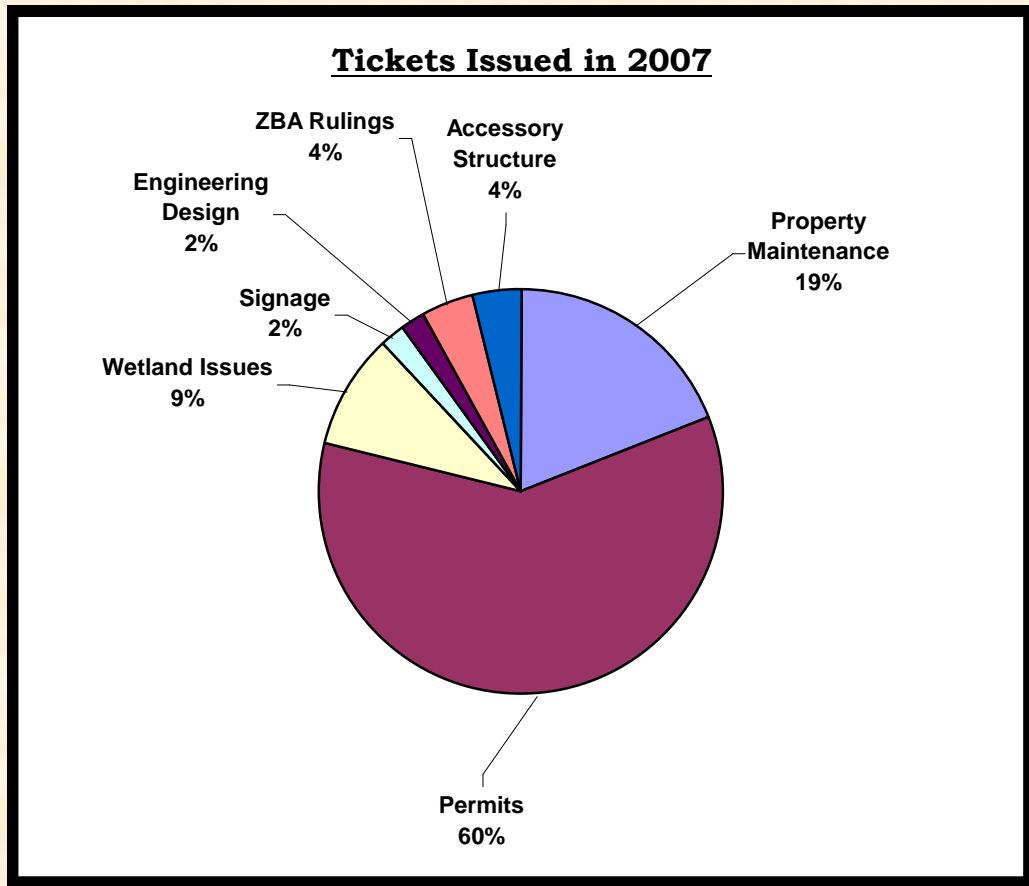
Ordinance Permits



<u>Ordinance Permit Type</u>	<u>Issued in 2007</u>
Fences	17
Sheds	5
Landscape Walls	4
Gazebos	3
Play Structures	3
Statues	3
Misc. Accessory Structures	3
Pergola/Trellis	2
Hot Tubs	1
Invisible Fences	1
Retaining Walls	1
Sports Courts	1
Dog Runs	0
Water Fountains	0
Ice Rinks	0
Satellite Dishes	0
TOTAL	44



Ordinance Tickets



ORDINANCE TICKETS ISSUED IN 2007	
<u>Violation Categories</u>	<u>Number of Tickets Issued</u>
* Permits	27
Property Maintenance	8
Wetland Issues	4
Accessory Structure	2
ZBA Rulings	2
Engineering Design	1
Signage	1
<u>TOTAL</u>	45

*** Note: Beginning in 2006, the Ordinance Division has been working closely with the Building Division to help resolve expired permit issues. Since that time, the Ordinance Division has assisted the Building Division in resolving nearly 250 expired permit issues (with more than half of those completed in 2007). The chart above indicates that 60% of tickets written were for permit issues, most of which were expired permits.**

Accomplishments

Accomplishments

- Beginning in 2007, the Ordinance Division was committed to using the BS&A software program, thereby giving us the ability to generate our first annual report. The Ordinance Division will now be compiling an annual report to share the previous year's statistics.
- The BS&A software was upgraded this year to include an "Ordinance permit" category. These permits allow the Township to track accessory structures that are not categorized as building permits.

Goals

- Managing Documents: Our Division has discussed the possibility of converting some of our hard files to fiche files, which would allow archiving and retrieving of documents to be exact and secure for the Township.
- Upgrade BS&A: We would like to create a new results category in the BS&A software program for "Ticket Issued" and "Ticket Resolved," which would facilitate our ability to quickly and efficiently track the number of tickets issued each year.
- Customer Service: We will continue to work with residential and commercial owners in a manner that is both professional and fair in our attempts to obtain compliance with all Ordinance issues.