

2020 ORDINANCE DIVISION ANNUAL REPORT



**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	18
Kelly Jacobson, Planning & Ordinance Administrative Assistant	15
Robert Thibeault, Ordinance Officer / Building Inspector	9
Jodi Welch, Lead Ordinance Officer	6.5



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 to ensure a safe, sustainable and enjoyable community for present and future residents.

ADAPTING TO COVID OPERATIONS

As the Planning, Building and Ordinance Department followed all State mandates and CDC public safety guidelines, the Ordinance staff adapted their operations as follows:

- No inspections were performed during pandemic shutdown per Governor's orders.
- Property Maintenance and/or Noxious Weeds Ordinances were not being enforced during shutdown since contractors were not permitted to work.
- In addition to daily temperature checks, masks are worn by staff working both inside the office and out in the field. Additionally, frequent hand washing is encouraged and hand sanitizer is provided to staff.
- Staff is working both remotely and in the office to ensure coverage. Ordinance Officers pick up their inspection sheets daily to performing their inspections and results are entered remotely upon completion of their inspections.
- No public admittance into Township Hall buildings. Complaints, questions, applications and any other correspondence must be submitted via mail (which includes Planning, Building and Ordinance Department drop box placed in the vestibule area), email, or phone.
- To limit contact between Township Departments, Township staff from other departments are asked to drop off plans and documents in designated areas to promote safety.
- Meetings are being held via Zoom to limit in-person contact.

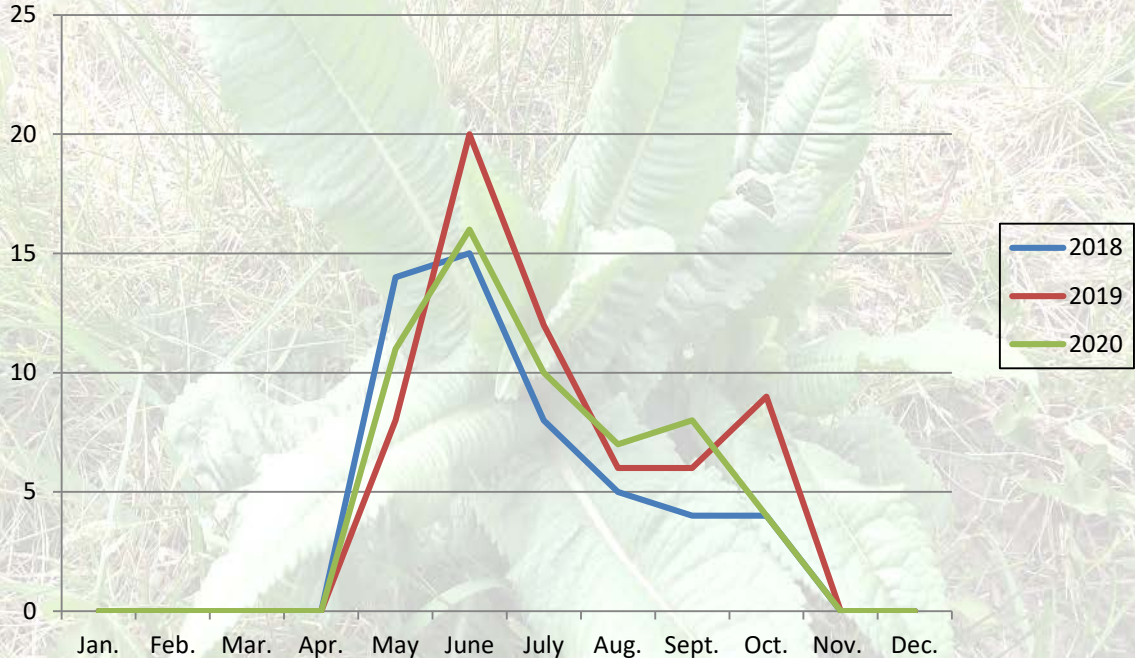
NUMBER OF VACANT PROPERTIES MAINTAINED BY TOWNSHIP 2018 - 2020

TOTAL NUMBER OF PROPERTIES MAINTAINED IN 2018 = 26

TOTAL NUMBER OF PROPERTIES MAINTAINED IN 2019 = 33

TOTAL NUMBER OF PROPERTIES MAINTAINED IN 2020 = 29

Number of Properties Maintained 2018 - 2020

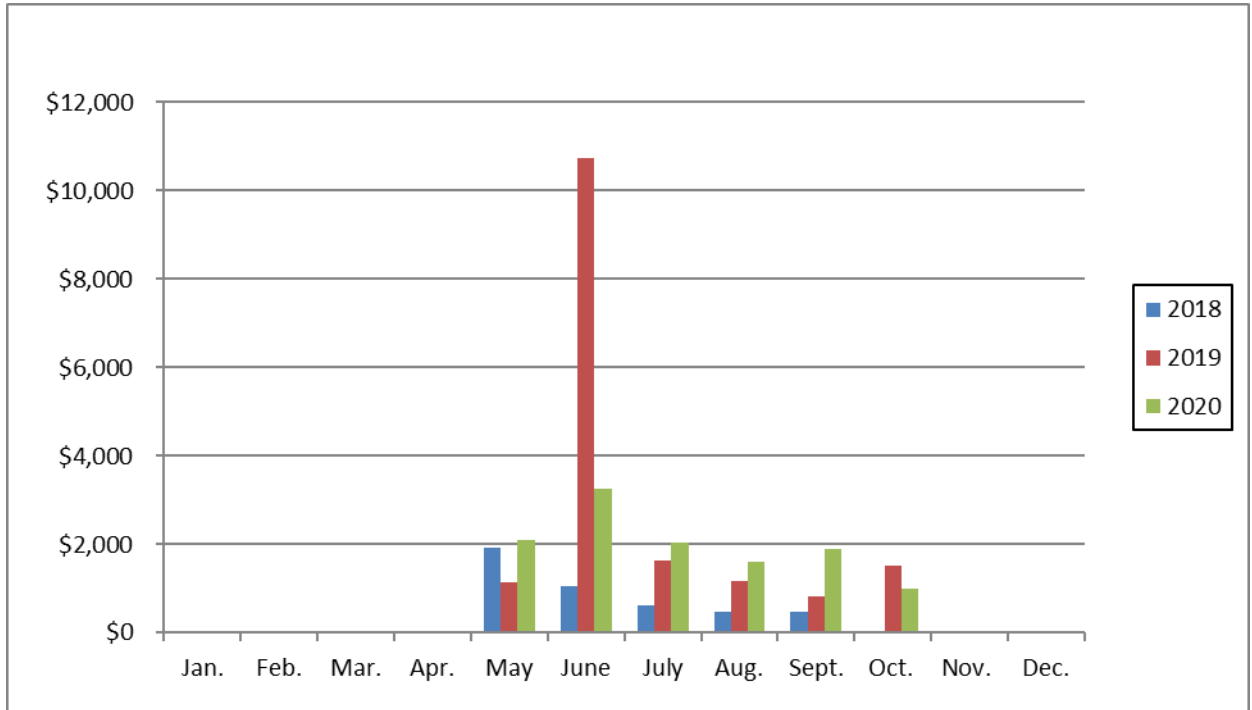


This number includes properties with vacant homes as well as vacant lots. Residents and property preservation companies have been increasing their efforts to maintain these properties, in an effort to avoid being assessed monetary penalties for maintenance violations.



COST TO MAINTAIN VACANT PROPERTIES

2018 - 2020



The Township's maintenance costs have decreased from last year by approximately 27%. This year was unique in that the Township was not enforcing the Property Maintenance Ordinance during the Covid-19 pandemic shutdown, as contractors were not permitted to work.

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.

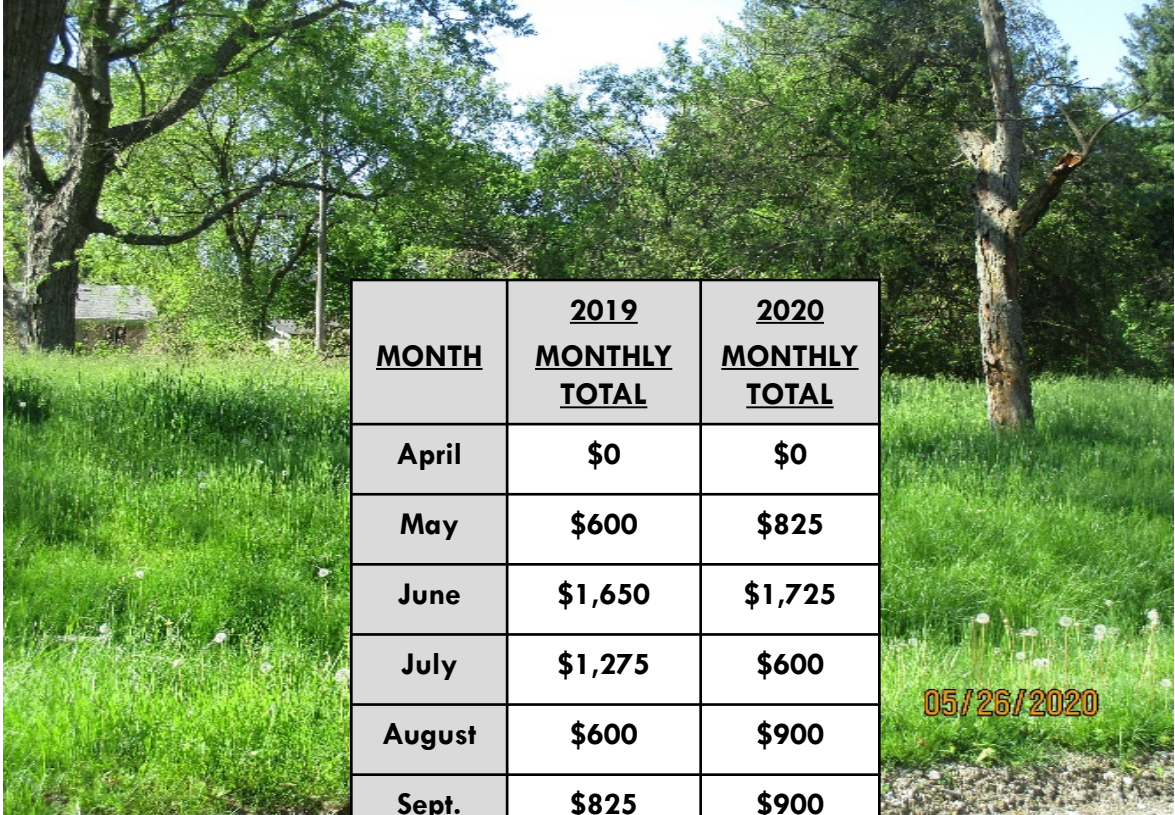
<u>MONTH</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Jan.	\$0	\$0	\$0
Feb.	\$0	\$0	\$0
March	\$0	\$0	\$0
April	\$0	\$0	\$0
May	\$1,930	\$1,143	\$2,083
June	\$2,291	\$10,735	\$3,260
July	\$1,056	\$1,643	\$2,036
August	\$605	\$1,174	\$2,204
Sept.	\$476	\$809	\$1,892
Oct.	\$476	\$1,512	\$1,008
Nov.	\$0	\$0	\$0
Dec.	\$0	\$0	\$0
TOTAL	\$6,834	\$17,016	\$12,483

NOXIOUS WEEDS ADMINISTRATIVE FEE TOTALS

2019 - 2020

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.

Due to the Emergency Orders that were in place, all fees for lawn maintenance were paused during Covid-19 pandemic shutdown.

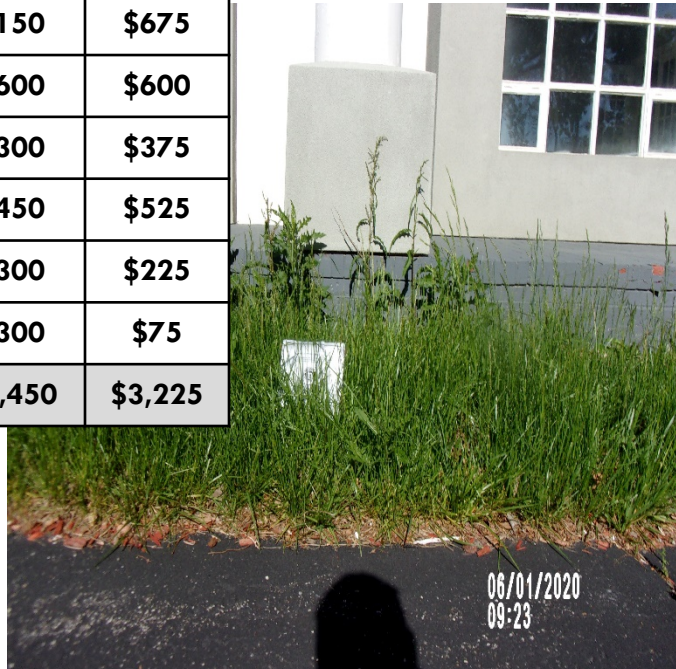


PROPERTY MAINTENANCE ENFORCEMENT RECOVERY FEE TOTALS 2019 - 2020

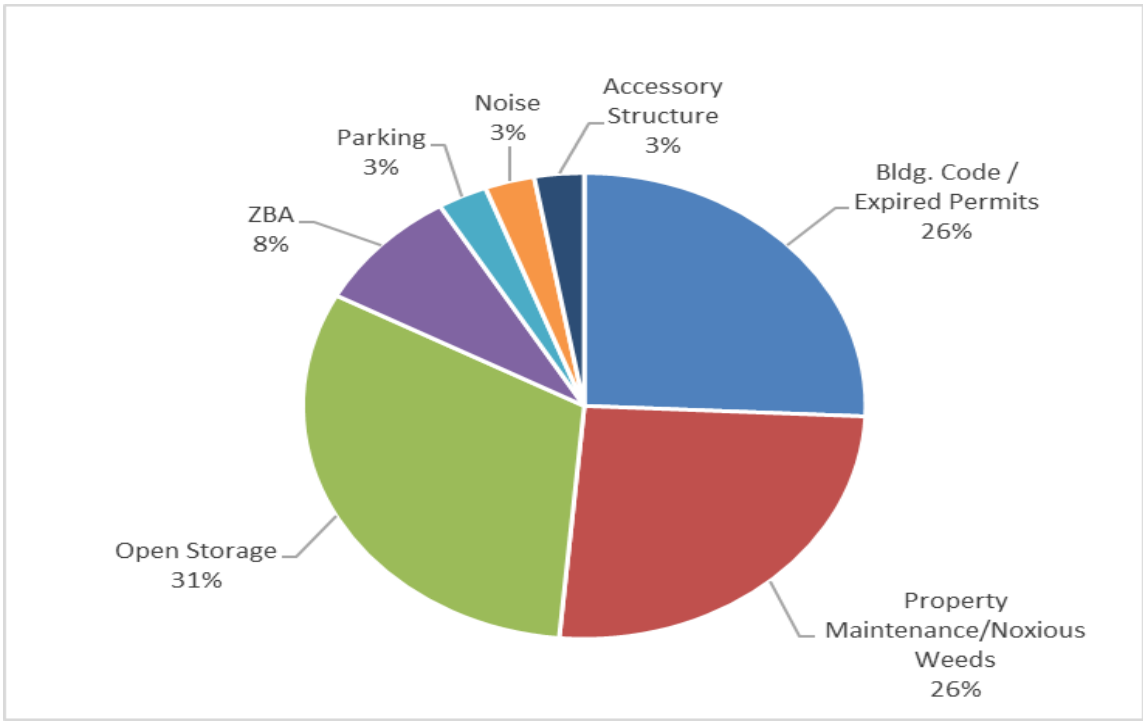
Per the International Property Maintenance Code (IPMC), a \$75 Enforcement Recovery Fee may be charged to a property tax roll after the responsible party has been warned and fails to comply with the Code. In most cases, residents comply. In 2020, the Ordinance Division issued a total of **43** Property Maintenance Notices in which the \$75 Enforcement Recovery fee was charged.



<u>MONTH</u>	<u>2019</u>	<u>2020</u>
Jan.	\$0	\$75
Feb.	\$0	\$150
March	\$75	\$225
April	\$300	\$0
May	\$900	\$0
June	\$75	\$300
July	\$150	\$675
August	\$600	\$600
Sept.	\$300	\$375
Oct.	\$450	\$525
Nov.	\$300	\$225
Dec.	\$300	\$75
TOTAL	\$3,450	\$3,225



NUMBER OF TICKETS ISSUED



There were a total of 35 tickets issued in 2020. There was an increase in the number of tickets issued for ZBA (Zoning Board of Appeals) violations in 2020. These are tickets issued for residents that fail to comply and adhere to ZBA rulings.

<u>Violation Categories</u>	<u>Number of Tickets Issued</u>
Open Storage	11
Building Code / Expired Permits	9
Property Maintenance / Noxious Weeds	9
ZBA	3
Parking	1
Accessory Structure	1
Noise	1
2020 TOTAL	35

ORDINANCE PERMITS

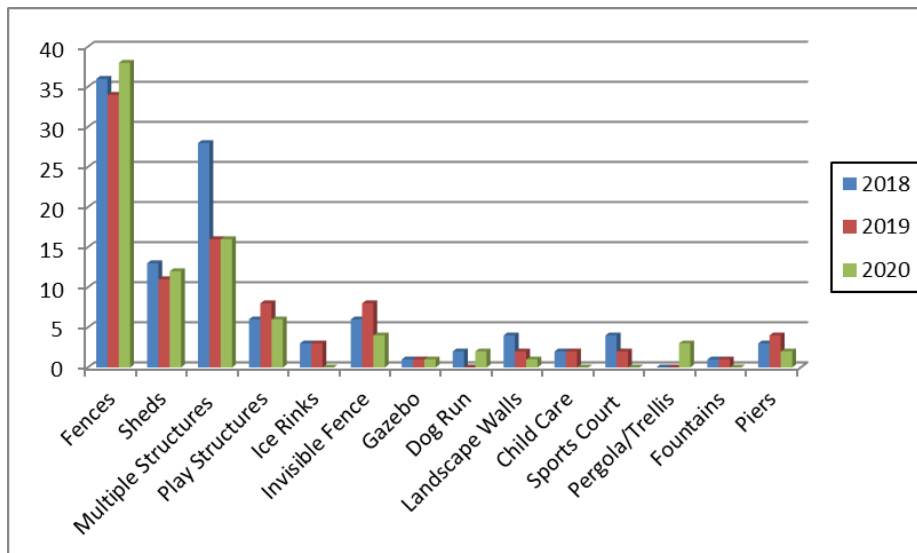
2018- 2020

<u>Number of Permits Issued</u>			
<u>Ordinance Permit Type</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Fences	36	34	38
Multiple Structures	28	16	16
Sheds	13	11	12
Play Structures	6	8	6
Invisible Fences	6	8	4
Pergola/Trellis	0	0	3
Piers	3	4	2
Dog Runs	2	0	2
Landscape Walls	4	2	1
Gazebos	1	1	1
Ice Rinks	3	3	0
Fountains	1	1	0
Sports Courts	4	2	0
Child Care	2	2	0
TOTAL	109	92	85

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.

In August 2019 Ordinance No. 663 went into effect. This Ordinance allows structures such as piers, landscape walls, kitchenettes, etc. as long as the structures comply with the Ordinance amendment.



ILLEGAL SIGNS REMOVED

2019 - 2020

As indicated in the table below, there was a significant increase in illegal signs placed throughout the Township. With 2020 being an election year, the Ordinance staff was very busy addressing sign violations. 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 2019 = 471

TOTAL NUMBER OF SIGNS PULLED IN 2020 = 1,112

<u>Number of Signs Removed</u>												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	0	0	14	147	1	25	65	22	81	62	45	9
2020	45	22	43	0	207	11	135	17	263	349	61	69



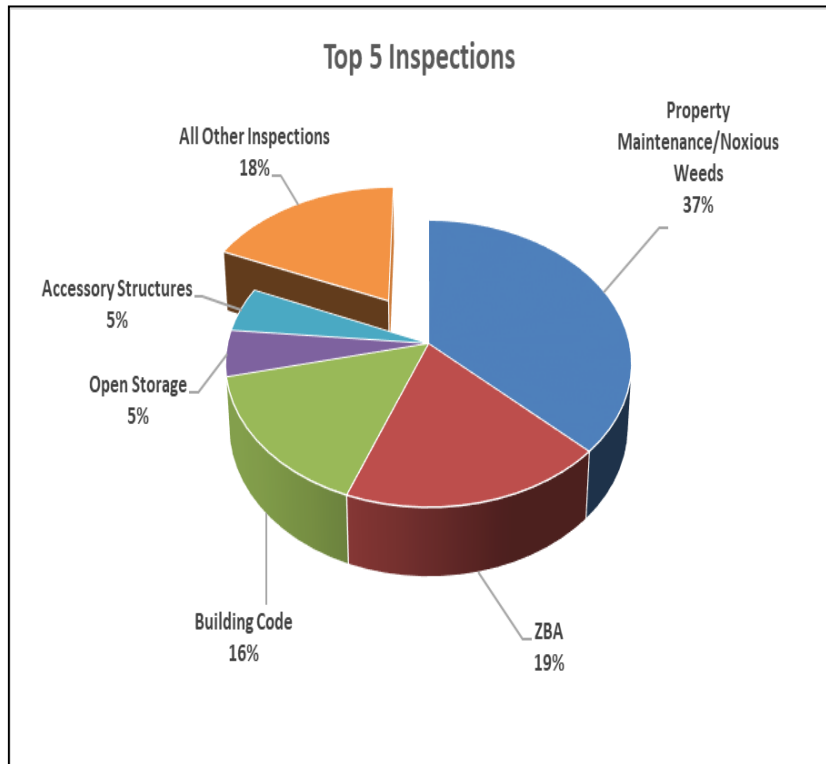
ORDINANCE INSPECTIONS

<u>Categories</u>	<u>Inspections</u>
Property Maintenance/ Noxious Weeds	2,222
ZBA	1,110
Building Code	929
Open Storage	311
Accessory Structures	303
Drainage	182
Trees	165
Fence	108
Lighting	103
Fire Code	85
Trash / Yard Waste	68
Animal Containment / Dog Ordinance	65
Zoning	56
Wetland / NFS	47
Signage	45
Care Facilities	37
Noise	28
DRB	27
Dumping	25
R.O.W. Issues	23
Water/Sewer/EESD	19
Parking Violations	17
Snow	1
2020 TOTAL	5,976

As in previous years, Property Maintenance/Noxious Weeds violations still account for the largest number of inspections. These inspections keep the Ordinance staff very busy during growing season. ZBA follow-ups and Building Code inspections are important because this ensures ZBA conditions are met, and permits are obtained for work that requires it.

Open Storage violations, i.e. the storage of boats, RV's, as well as other miscellaneous items and debris, etc. are a persistent problem throughout the year, but increase during warm weather months. Accessory Structures follow-ups are to ensure that residents make application for items needing ZBA approval.

It should be noted that inspections were not performed during shutdown due to the Covid-19 pandemic.

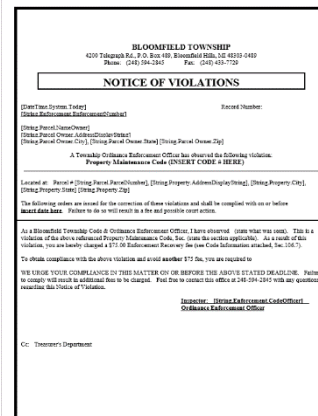


GOALS & ACCOMPLISHMENTS



2020 Accomplishments

- In response to Covid-19 crisis, and subsequent health and safety protocols, the Ordinance Division staff responded successfully by altering inspection protocols while maintaining service continuity.
- Enforcement forms and communication letter templates are continually reviewed and re-evaluated to improve the pertinent information sent to residents.
- In an effort to decrease the amount of inter-office storage, and move towards going paperless, the Ordinance Division continued purging documentation that is already stored electronically and continued to purge Ordinance records according to the Michigan Record Retention General Schedule #10.
- 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.



2021 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.