

2022 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 & Title</u> | <u>Years of Service</u> |
|--|-------------------------|
| Patricia Voelker, Director | 20 |
| Kelly Jacobson, Planning & Ordinance Administrative Assistant | 17 |
| Chris Myers, Lead Ordinance Officer | 1.5 |
| Matt Baldwin, Ordinance Officer | 1 |



Our Mission Statement:

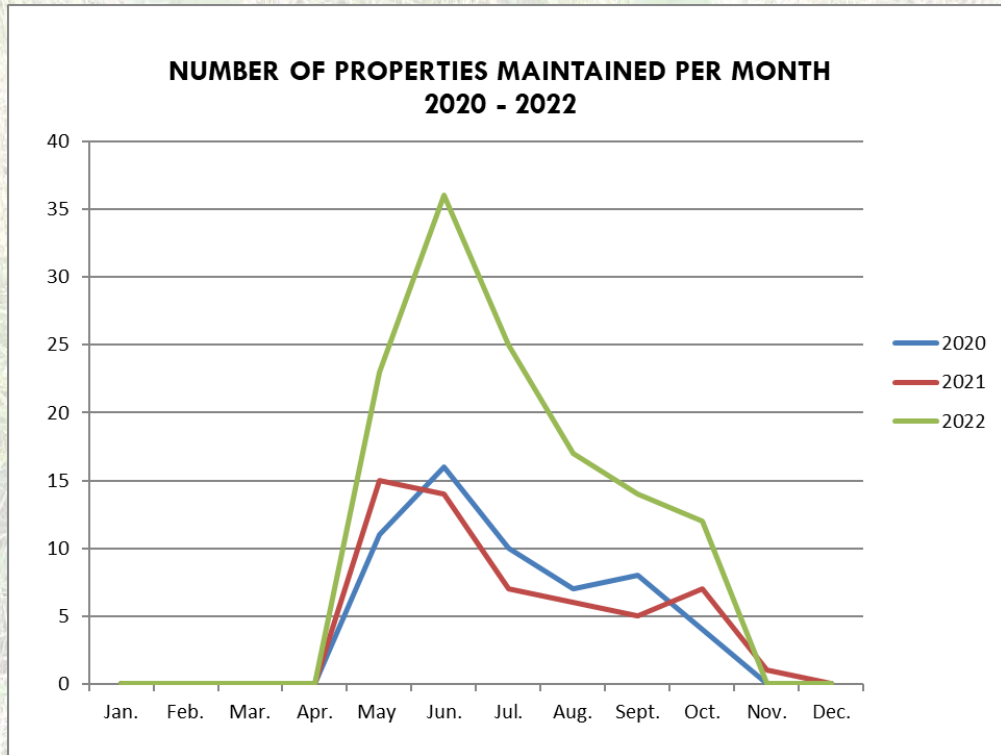
As Representatives of the Bloomfield Township Planning, Building and Ordinance Department we pledge to provide our services in a fair and consistent approach with the highest level of professionalism. We are dedicated to upholding the Township adopted plans, codes, ordinances to ensure a safe, sustainable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

NUMBER OF PROPERTIES MAINTAINED BY TOWNSHIP 2020 - 2022

TOTAL NUMBER OF PROPERTIES MAINTAINED IN 2020 = 29

TOTAL NUMBER OF PROPERTIES MAINTAINED IN 2021 = 30

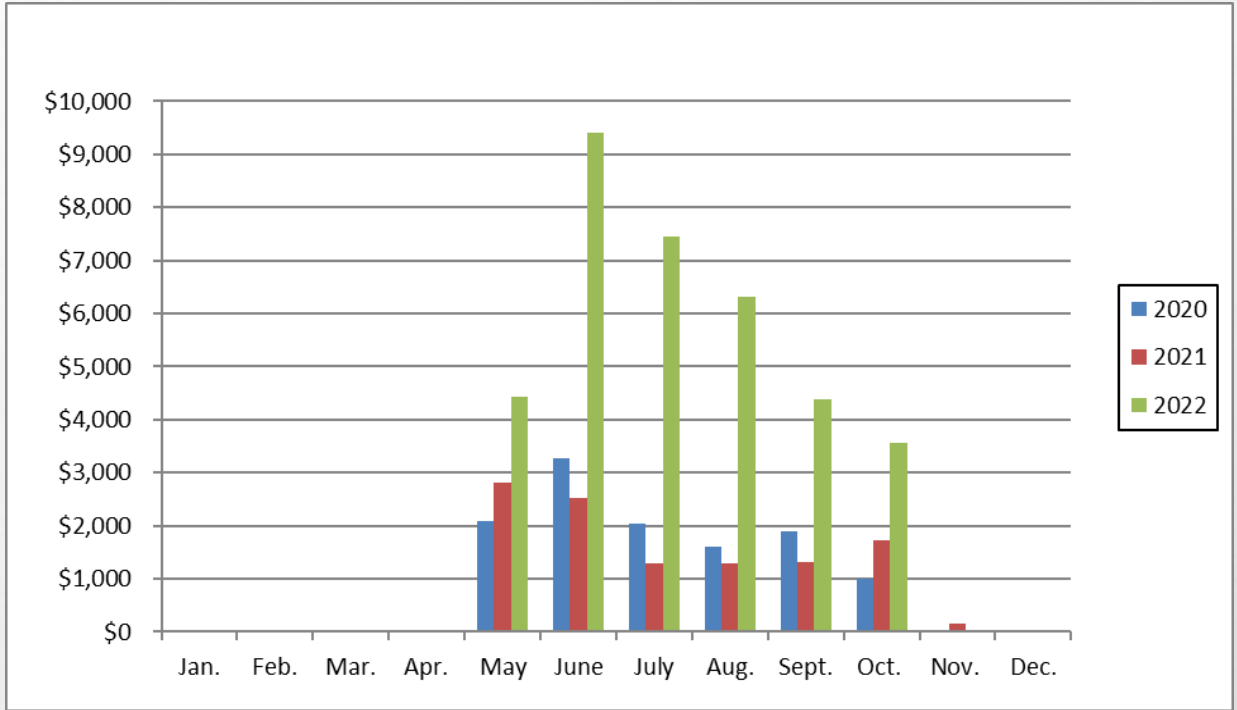
TOTAL NUMBER OF PROPERTIES MAINTAINED IN 2022 = 54



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 2020 - 2022



The Township’s maintenance costs increased from last year by almost 153%. There was a rise in costs due to more properties being maintained. Additionally with inflation, maintenance costs are up from last year.

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 multiple problem sites that required regular maintenance throughout the growing season.

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

| <u>MONTH</u> | <u>2020</u> | <u>2021</u> | <u>2022</u> |
|--------------|-----------------|-----------------|-----------------|
| Jan. | \$0 | \$0 | \$0 |
| Feb. | \$0 | \$0 | \$0 |
| March | \$0 | \$0 | \$0 |
| April | \$0 | \$0 | \$0 |
| May | \$2,083 | \$2,808 | \$4,428 |
| June | \$3,260 | \$2,520 | \$9,396 |
| July | \$2,036 | \$1,296 | \$7,452 |
| August | \$2,204 | \$1,296 | \$6,318 |
| Sept. | \$1,892 | \$1,314 | \$4,374 |
| Oct. | \$1,008 | \$1,728 | \$3,564 |
| Nov. | \$0 | \$144 | \$0 |
| Dec. | \$0 | \$0 | \$0 |
| TOTAL | \$12,483 | \$13,986 | \$35,370 |

NOXIOUS WEEDS ADMINISTRATIVE FEE TOTALS 2021 - 2022

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>2021 MONTHLY TOTAL</u> | <u>2022 MONTHLY TOTAL</u> |
|--------------|-----------------------------------|-----------------------------------|
| April | \$0 | \$0 |
| May | \$1,200 | \$1,950 |
| June | \$1,275 | \$4,350 |
| July | \$675 | \$3,450 |
| August | \$675 | \$2,925 |
| Sept. | \$600 | \$2,025 |
| Oct. | \$750 | \$1,650 |
| Nov. | \$75 | \$0 |
| Dec. | \$0 | \$0 |
| TOTAL | \$5,250 | \$16,350 |

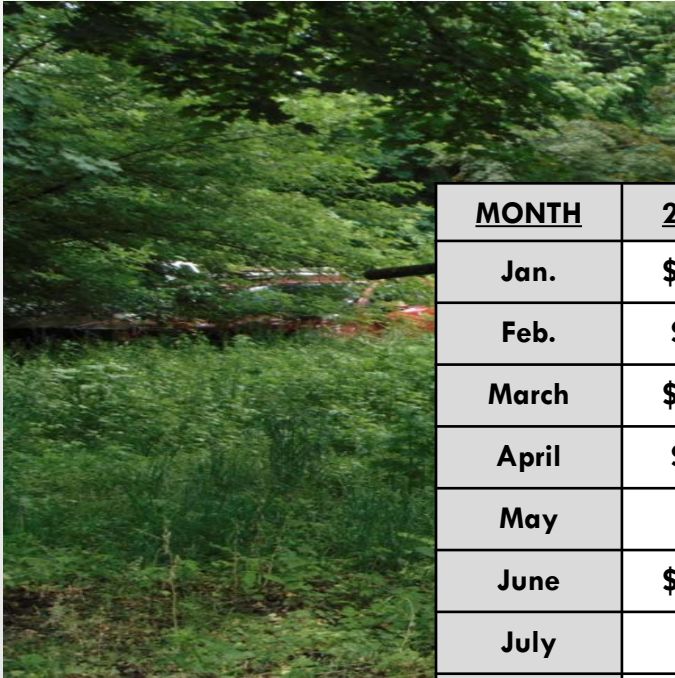
5/30/2022
9:30

05/23/2022 09:11

06/30/2022
09:30

PROPERTY MAINTENANCE ENFORCEMENT RECOVERY FEE TOTALS 2021 - 2022

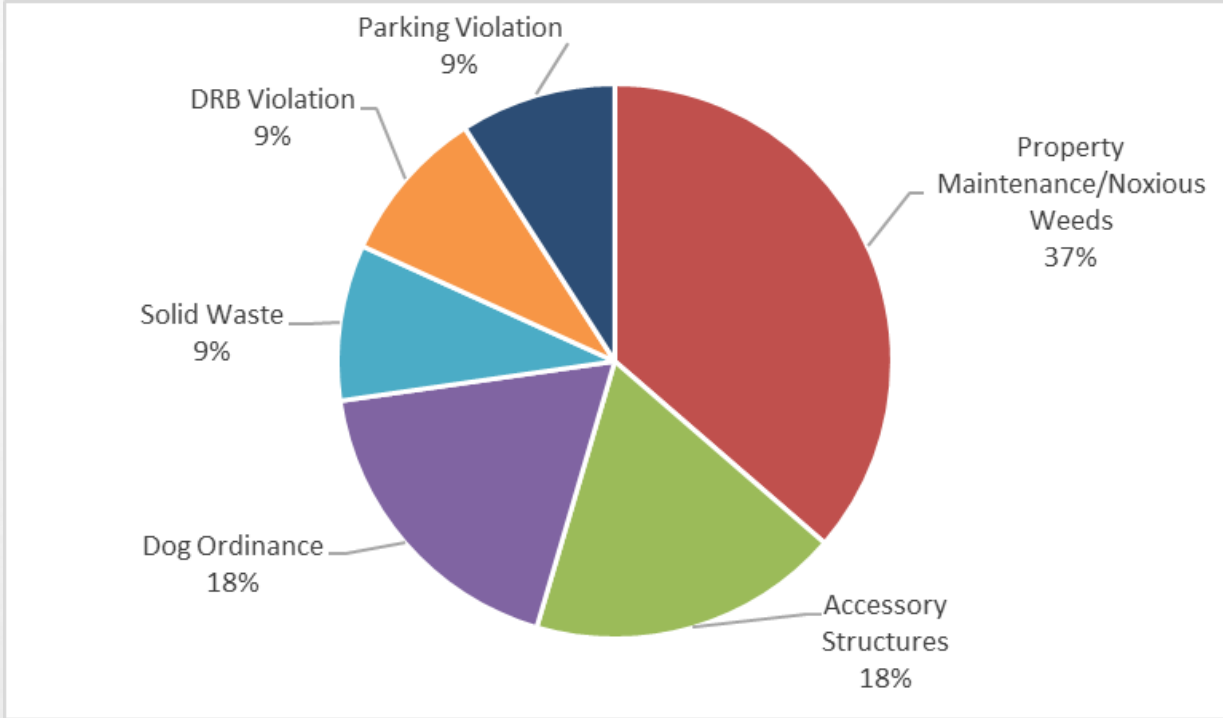
Per the International Property Maintenance Code (IPMC), a \$150 Enforcement Recovery Fee may be charged to a property tax roll after the responsible party has been warned and fails to comply with the Code. In most cases, residents comply. In 2022, the Ordinance Division issued a total of **22** Property Maintenance Notices in which the \$150 Enforcement Recovery fee was charged.



| <u>MONTH</u> | <u>2021</u> | <u>2022</u> |
|--------------|----------------|----------------|
| Jan. | \$150 | \$0 |
| Feb. | \$75 | \$0 |
| March | \$150 | \$300 |
| April | \$75 | \$300 |
| May | \$0 | \$0 |
| June | \$225 | \$150 |
| July | \$0 | \$600 |
| August | \$150 | \$0 |
| Sept. | \$150 | \$150 |
| Oct. | \$525 | \$600 |
| Nov. | \$225 | \$1,050 |
| Dec. | \$75 | \$150 |
| TOTAL | \$1,125 | \$2,700 |



NUMBER OF TICKETS ISSUED



There were a total of 11 tickets issued in 2022.

| <u>Violation Categories</u> | <u>Number of Tickets Issued</u> |
|---|---------------------------------|
| Property Maintenance / Noxious Weeds | 4 |
| Accessory Structure | 2 |
| Dog Ordinance | 2 |
| Parking Violation | 1 |
| Solid Waste | 1 |
| DRB Violation | 1 |
| 2022 TOTAL | 11 |

State of Michigan
Uniform Law Citation

US DOT # _____ Ticket No. _____ License # _____

The Feeble of the State of Michigan
 Township City Village County

of **BLOOMFIELD** Local Law/Ordinance No. _____ District No. _____

THE UNLICENSED DRIVER (Day Year At approximately (A.M. or P.M.) Time Month Day Year
SAYS THAT ONE 12:00 (P.M.) 1 1

SEX M F Other License Number _____ (State Code & origin)
 T C D

Race _____ Sex _____ Height _____ Weight _____ Hair _____ Eyes _____ Occupation/Employer _____
 Name (First, Middle, Last) _____
 Street _____
 City _____ State _____ Zip Code _____

Vehicle Make No. _____ Year _____ Size _____ Vehicle Description (Year, Make, Color) _____ Veh. Type _____

THE PERSON NAMED ABOVE, in violation of Local Ordinance State Law Administrative Rule
INSPECTION

AT OR NEAR _____

WITHIN CITY VILLAGE TOWNSHIP OF **BLOOMFIELD**
 COUNTY OF **OAKLAND** DID THE FOLLOWING

RE: CIVIL CRIMINAL MISDEMEANOR VIOLATION OTHER _____

CIVIL MISDEMEANOR VIOLATION OTHER _____

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

Hearing Date if applicable on _____ Formal Hearing Required, Court will notify
 License/Traffic Stop, Court will notify Court of BLOOMFIELD HILLS

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-of-state citation upon the delivery of this citation upon my payment of the fee for this citation under the provisions of any law 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. _____

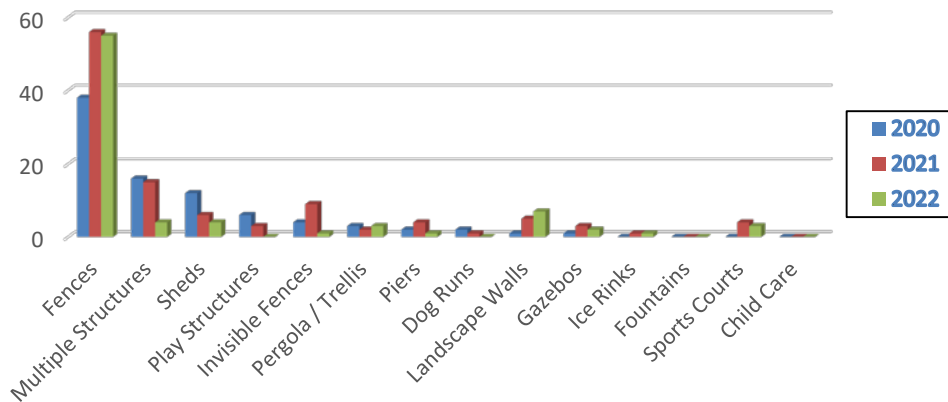
Agency Code _____ Agency Name **BLOOMFIELD TWP PD**
 Tel. 8328200
 JC-116 Online payment Web site: <https://payment.clerks.org/>
 (rev. 8/03)

ORDINANCE PERMITS 2020- 2022

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> | | | |
|---------------------------------|-------------|-------------|-------------|
| <u>Ordinance Permit Type</u> | <u>2020</u> | <u>2021</u> | <u>2022</u> |
| Fences | 38 | 56 | 55 |
| Landscape Walls | 1 | 5 | 7 |
| Multiple Structures | 16 | 15 | 4 |
| Sheds | 12 | 6 | 4 |
| Sports Courts | 0 | 4 | 3 |
| Pergola/ Trellis | 3 | 2 | 3 |
| Gazebos | 1 | 3 | 2 |
| Invisible Fences | 4 | 9 | 1 |
| Piers | 2 | 4 | 1 |
| Ice Rinks | 0 | 1 | 1 |
| Play Structures | 6 | 3 | 0 |
| Dog Runs | 2 | 1 | 0 |
| Fountains | 0 | 0 | 0 |
| Child Care | 0 | 0 | 0 |
| TOTAL | 85 | 109 | 81 |



ILLEGAL SIGNS REMOVED 2021 - 2022

Since 2022 was an election year, there was a big increase in the number of signs pulled. Many of the confiscated signs were political signs. 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 2021 = 923

TOTAL NUMBER OF SIGNS PULLED IN 2022 = 1,254

| <u>Number of Signs Removed</u> | | | | | | | | | | | | |
|--------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| 2021 | 4 | 4 | 60 | 139 | 77 | 67 | 197 | 108 | 0 | 74 | 101 | 80 |
| 2022 | 17 | 6 | 40 | 74 | 144 | 133 | 65 | 122 | 74 | 256 | 285 | 38 |



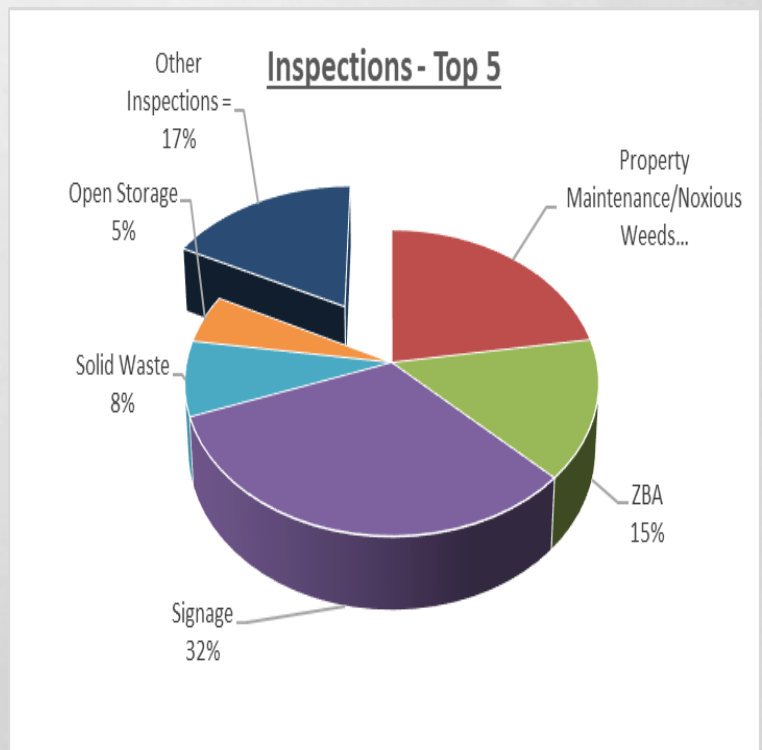
ORDINANCE INSPECTIONS

| <u>Categories</u> | <u>Inspections</u> |
|--|--------------------|
| Signage | 2,259 |
| Property Maintenance/ Noxious Weeds | 1,687 |
| ZBA | 1,142 |
| Building Code | 578 |
| Open Storage | 397 |
| Drainage | 215 |
| Accessory Structures | 204 |
| Fence | 178 |
| Trash / Yard Waste | 167 |
| Trees | 153 |
| Fire Code | 64 |
| Animal Containment / Dog Ordinance | 48 |
| Lighting | 48 |
| Parking Violations | 44 |
| Zoning | 42 |
| Wetland/NFS | 39 |
| Noise | 36 |
| Dumping | 24 |
| R.O.W. Issues | 23 |
| DRB | 22 |
| Water/Sewer/EESD | 11 |
| Care Facilities | 9 |
| Snow | 5 |
| 2022 TOTAL | 7,395 |

This year, signage follow-ups topped the list for the most inspections. This was due to an initiative by the Township Supervisor to ensure that all local businesses are brought into compliance with the Sign Ordinance. Property Maintenance/Noxious Weeds violations account for the second largest number of inspections this year. Ordinance staff are very busy during spring and summer months ensuring that properties are cut and maintained throughout the growing season.

Drainage inspections increased by 52% in 2022. These inspections consist of follow-ups to verify that residents are properly directing the water on their properties and maintaining a 20 ft. setback to allow water to dissipate before reaching neighboring properties and/or flowing into the street.

Fence inspections are also up from last year. These are inspections for fences that are in violation for having been installed without a permit and/or ZBA approval, or for fences that are under permit and need to be inspected.



GOALS & ACCOMPLISHMENTS



2022 Accomplishments

- In response to the Covid-19 crisis, and subsequent health and safety protocols, staff continued to wear masks as needed.
- Enforcement forms and communication letter templates are 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.
- Retired police officer Matt Baldwin was hired as a part-time Code and Ordinance Enforcement Officer.
- Many hard files were purged and/or scanned into MySCView as part of the ongoing effort to move toward going paperless.
- Ordinance Officers worked diligently to bring all of the local commercial businesses into compliance concerning their window signage.



BLOOMFIELD TOWNSHIP
4200 Telegraph Rd., P.O. Box 199, Bloomfield Hills, MI 48303-2410
Phone: (248) 366-2843 Fax: (248) 453-7728

NOTICE OF VIOLATIONS

Parcel Number: [String:Parcel Number]
[String:Parcel Number]
[String:Parcel Owner Address/Cluster/Street] [String:Parcel Owner Name] [String:Parcel Owner Zip]
[String:Parcel Owner City] [String:Parcel Owner State] [String:Parcel Owner Zip]

A Township Ordinance Enforcement Officer has observed the following violation:
Property Maintenance Code (INSERT CODE # HERE)

Located at: Parcel # [String:Parcel Number] [String:Property Address/Street/Highway] [String:Property City] [String:Property State] [String:Property Zip]

The following order is issued for the correction of these violations and shall be completed with us or before
Insert Date Here. Failure to do so will result in a fine and possible court action.

As a Bloomfield Township Code & Ordinance Enforcement Officer, I have observed (state what you saw). This is a violation of the above referenced Property Maintenance Code, Inc. (state the section applicable). As a result of this violation, you are hereby issued a 177 OR Enforcement Notice per the law Code Enforcement section, Inc. (2017).

To bring compliance with the above violation and avoid another 177 OR, you are required to
WE URGE YOUR COMPLIANCE IN THIS MATTER BY OR BEFORE THE ABOVE STATED DEADLINE. Failure to comply will result in additional fines in the amount of \$100 per violation until such time as you comply with all questions resulting in the Notice of Violation.

Signature: [String:Enforcement Code Officer] -
Ordinance Enforcement Officer

Cc: Township's Department



2023 Goals

- Continue to monitor Ordinance Division protocols accordingly to mitigate any new challenges Covid-19 may bring by ensuring staff is prepared to follow whatever health and safety standards in order to provide the highest quality of service.
- 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.
- 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.