

# Q2 Building Safety & Planning Quarterly Report for the Quarter ended June 30, 2015

## Building Safety & Planning Department:

### Construction Code Compliance – Permits

#### Permits:

April 1, 2015 – June 30, 2015 (table generated July 10, 2015)

Type of Permit	Number Applied	Number Issued	Total Value of Construction (applied permits)	Amount Due	Total Revenue on Permits Applied for During Q2	Actual Revenue Collected During Q2
Building	222	198	\$ 15,193,890.11	\$ 72, 762.50	\$ 264,505.71	\$ 231,135.71
Demolition	0	0		\$ 0.00	\$ 0.00	\$ 300.00
Mechanical	102	98		\$ 140.00	\$ 18,653.50	\$ 20,618.50
Electrical	121	118		\$ 50.00	\$ 27,614.00	\$ 28,699.00
Plumbing	80	78		\$ 0.00	\$ 15,280.00	\$ 15,428.00
Team Inspection	40	N/A		\$ 1,050.00	\$ 10,200.00	\$ 11,435.00
IMPC 2000	50	N/A		\$ 800.00	\$ 8650.00	\$ 8,850.00
Fire	3	2		\$ 2,591.00	\$ 1,071.00	\$ 1,324.00
Zoning Compliance	26	16		\$ 450.00	\$ 3,585.00	\$ 3,735.00
Sign	12	10		\$ 0.00	\$ 3,570.00	\$ 4,270.00
Board of Appeals	0	0		\$ 0.00	\$ 0.00	\$ 0.00
<b>Totals</b>	<b>656</b>	<b>520</b>	<b>\$ 15,193,890.11</b>	<b>\$ 77,843.50</b>	<b>\$ 353,129.21</b>	<b>\$ 325,795.21</b>

("Number Issued" and "Total Revenue" is based off the permits that were applied during this quarter; tables was generated on July 10, 2015) Actual Revenue includes fees paid on permits applied for during previous quarters. Total Revenue figure is the amount collected on Q2 permit applications only. Amount due is fees for permits that remain outstanding.

April 1, 2014 – June 30, 2014 (table copied from Q2 2014 Report)

Type of Permit	Number Applied	Number Issued	Total Value of Construction (applied permits)	Amount Due	Total Revenue on Permits Applied for During Q2	Actual Revenue Collected During Q2
Building	218	191	\$ 4,239,518.88	\$ 9,266.76	\$ 108,247.38	\$ 138,117.13
Demolition	9	9	N/A	\$ 0.00	\$ 3,220.00	\$ 45,236.00
Mechanical	108	102	N/A	\$ 300.00	\$ 19,438.00	\$ 21,023.00
Electrical	138	132	N/A	\$ 710.00	\$ 42,986.00	\$ 45,236.00
Plumbing	93	89	N/A	\$ 255.00	\$16,296.00	\$ 18,189.00
Team Inspection	27	N/A	N/A	\$ 820.00	\$ 6,300.00	\$ 6,650.00
IMPC 2000	47	N/A	N/A	\$ 400.00	\$ 8,800.00	\$ 8,800.00
Fire	6	3	N/A	\$ 668.00	\$ 2,158.00	\$ 22,145.00
Zoning Compliance	23	19	N/A	\$ 300.00	\$ 3,035.00	\$ 3,035.00
Sign	15	10	N/A	\$ 850.00	\$ 4,285.00	\$ 5,465.00
Board of Appeals	0	0	N/A	\$ 0.00	\$ 0.00	\$ 0.00
<b>Totals</b>	<b>684</b>	<b>555</b>	<b>\$ 4,239,518.88</b>	<b>\$ 13,569.76</b>	<b>\$ 214,765.38</b>	<b>\$ 313,896.13</b>

("Number Issued" and "Total Revenue" is based off the permits that were applied during this quarter; table was copied from Q2 2014 Report). Actual Revenue includes fees paid on permits applied for during previous quarters. Total Revenue figure is the amount collected on Q2 permit applications only. Amount due is fees for permits that remain outstanding.

## Certificates and Licensing

### Rental Registration Program:

**April 1, 2015 – June 30, 2015** (Table generated July 10, 2015)

Certificate Type	Number of Applications Processed	Total Revenue on Permits Applied for During Q2	Actual Revenue collected – During Q2
Rental Registrations	174	\$ 51,900.00	\$ 70,385.00
Rental Inspections	440	\$ 41,825.00	\$ 70,825.00
Vacant Property Registration	41	\$ 20,100.00	\$ 19,100.00
<b>Total Certificates</b>	<b>655</b>	<b>\$ 113,825.00</b>	<b>\$ 160,310.00</b>

*(“Number Issued” and “Total Revenue” is based off the permits that were applied during this quarter; tables was generated on July 10, 2015) Actual Revenue includes fees paid on certificates applied for during previous quarters. Total Revenue figure is the amount collected on Q2 certificates applications only*

**April 1, 2014 – June 30, 2014** (Copied from Q2 2014 Report)

Certificate Type	Number of Applications Processed	Total Revenue on Permits Applied for During Q2	Actual Revenue Collected During Q2
Rental Registration	178	\$ 53,250.00	\$ 55,835.00
Rental Inspections	246	\$ 16,925.00	\$ 22,425.00
Vacant Property Registration	36	\$ 18,000.00	\$ 17,510.00
<b>Total Certificates</b>	<b>460</b>	<b>\$ 88,175.00</b>	<b>\$ 95,770.00</b>

*(“Number Issued” and “Total Revenue” is based off the certificates that were applied during this quarter; table was copied from Q2 2014 Report) Actual Revenue includes fees paid on certificates applied for during previous quarters. Total Revenue figure is the amount collected on Q2 certificate applications only.*

According to the 2013 American Community Survey there are approximately 28,351 occupied housing units within the City of Pontiac. 11,507 (49.0%) of these units are owner-occupied; the remaining 11,978 (51.0%) are rental occupied. 4,866 units are designated as vacant.

During the 2<sup>nd</sup> quarter of 2015 the City of Pontiac processed 655 certificate applications collecting \$160,310.00 in revenue. 440 rental inspection/tenant verification applications were processed collecting \$ 70,825.00. 174 Rental Registrations were processed collecting \$ 70,385.00 in revenue. Vacant Properties collected \$ 19,100.00 in revenue, 41 applications were received.

During the 2<sup>nd</sup> quarter of the previous year (2014), the City of Pontiac processed 460 certificate applications collecting \$ 95,770.00 in revenue. 246 of the certificates were for rental inspections/tenant verifications, which collected \$ 22,425.00 in revenue. 178 certificates were received for rental registrations, collecting 55,835.00 in revenue. During the 2<sup>nd</sup> quarter of the previous year, the City of Pontiac received 36 Vacant Property registration applications, collecting \$ 19,100.00 in revenue.

### Business License:

Between April 1, 2015 and June 30, 2015, the City of Pontiac processed **135 business licenses transactions** collecting **\$29,955.00** in revenue. Between April 1, 2014 and June 30, 2014, the City of Pontiac processed 463 business license transactions collecting \$90,515.00 in revenue.

Please note that the number of transactions is not directly related to the number of licenses issued.

## Permits, Certificates and Licenses – Analysis and Recommendations

- A total of 656 permits were applied for during the 2<sup>nd</sup> quarter of 2015. 520 of the 656 permits applied for were also issued during the same quarter.
- The number of permits applied for is relatively consistent to the same quarter of the previous year (684 Q2 2014 & 656 Q2 2015).
- The actual revenue collected during the 2<sup>nd</sup> quarter of 2015 was \$ 325,795.21. This is a 3.5 percent increase from the same quarter of the previous year and a 53.8 percent increase from the previous quarter in 2015 (Q1).
  - The large increase in actual revenue between Q1 2015 and Q2 2015 can largely be attributed to the issuance of the M-1 Concourse Phase I Building Permit.
- During the second quarter of 2015 alone, over \$15 million of construction value has been invested in the City.
- Of the permits applied for during the 2<sup>nd</sup> quarter of 2015, 80 percent were for Building, Mechanical, Electrical, and Plumbing permits.
- No demolition permits were applied for during the 2<sup>nd</sup> quarter of 2015. The application and issuance of demolition permits generally coincide with the City's demolition contracts for condemned structures.
  - It is important to note that condemned properties that are owned by the State of Michigan do not pull permits through the City. State issued demolition permits are not represented in this report's figures.
- Certificate revenue has increase 40 percent from the same quarter of the previous year. This increase is related to the Department's efforts in enforcing the City's rental registration program requirements. As represented in the Code Enforcement section of this report, the department has emphasized the enforcement of rental registrations, tenant verifications, and the tri-annual inspection requirement.
- Invoice notification is current on business license renewals, rental tri-annual inspections, and rental tenant verifications (including late fees).
- The Department of Building safety has processed 135 business license transactions during the 2<sup>nd</sup> quarter of 2015 collecting \$ 29,955.00 in revenue. This is a substantial decrease in revenue from the same quarter of the previous year. It is important to note that the issuance of many business licenses have been delayed due to zoning approval requirements and procedures and compliance with construction code requirements.

## Hearing Officer and Board of Appeals

Effective Q2 2012, the City appointed a Hearing Officer and a Board of Appeals. The Hearing Officer is a quasi-judicial position filled by an individual with extensive experience in the building trades who is not otherwise affiliated with the City of Pontiac. The Board of Appeals is made up of appointed officials containing three building trade professionals and two residents with a demonstrated interest and commitment to fighting blight within Pontiac.

The process for ordering a demolition is for the Building Safety staff to identify dangerous buildings. Many of these are identified by complaints received from the public, through consultation with the Fire Department and Oakland County Sherriff. The remainder is identified by Building Safety staff while they are in the field. Building Safety staff compiles a case file for dangerous buildings that includes photos of existing conditions, complaints, violations and property history. Property owners of record are notified via certified mail as to a hearing on the property. The Hearing Officer then conducts a hearing on the property and issues a demolition order, tables the case for more information or dismisses the case because it is determined that the building has been made safe and secure. All demolition orders are referred to the Board of Appeals. The Board of Appeals follows the same noticing procedure. At both hearings, the property owner has the opportunity to offer corrective remedies and/or improvement plans. Once the Board of Appeals upholds a demolition order, that demolition order is recorded on the property deed

with the Oakland County Register of Deeds to ensure that any new owner has knowledge of the demolition order and will be required to provide a cash demolition bond prior to the issuance of any permits.

Beginning in 2012, the City began a pilot project that requires property owners of single family homes ordered for demolition by the Board of Appeals to pay a cash bond to the City in an amount equal to the cost of demolition before any permits can be obtained by the property owner. *The City modified this program and on July 23, 2015, adopted an amended ordinance allowing homeowners to enter into rehabilitation agreements without paying a demolition bond provided they meet a number of conditions.*

The cost of the demolition bond is equal to the square footage (sq. ft.) of the building times demolition cost per sq. ft. The City uses the most recent bid award for demolition to determine the sq. ft. demolition cost.

**APRIL 1, 2015 – JUNE 30, 2015**

During the 2<sup>nd</sup> quarter of 2015, the City of Pontiac held one (1) Hearing Officer meeting and one (1) Board of Appeals meeting. The Hearing Officer heard 46 cases. Of the 46 cases, 26 were referred to the Board of Appeals, one (1) was declared safe and secure, and 19 were tabled until the next meeting. At the May 20<sup>th</sup> Board of Appeals meeting, the Board heard 52 cases, of which 26 were postponed from previous meetings. Of the 52 cases heard, 25 were ordered for demolition, four (4) were declared safe and secure, and 23 were tabled to the next meeting.

Hearing Officer (April 8, 2015)	Number of Properties
Refer to Board of Appeals	26
Safe and Secure	1
Table till next meeting	19
<b>Total</b>	<b>46</b>

Board of Appeals (May 20, 2015)	Number of Properties
Demolish	25
Safe and Secure	4
Table till next meeting	23
<b>Total</b>	<b>52</b>

**JANUARY 01, 2015 – MARCH 31, 2015**

During the 1<sup>st</sup> quarter of 2015 the City of Pontiac held two (2) Hearing Officer meetings and (2) Board of Appeals meetings. The two Hearing Officer meetings consisted of 83 agenda items. Of the 83 agenda items, 28 of the properties were referred to the Board of Appeals; 5 properties were declared safe and secure; and 50 properties were tabled until the next meeting. The two Board of Appeals meeting consisted of 58 properties. 29 properties were ordered for demolition; 3 properties were declared safe and secure; and 26 properties were tabled until the next meeting.

Hearing Officer (January 21, 2015)	Number of Properties
Refer to Board of Appeals	12
Safe and Secure	2
Table till next meeting	48
<b>Total</b>	<b>62</b>

Hearing Officer – special meeting (February 11, 2015)	Number of Properties
Refer to Board of Appeals	16
Safe and Secure	3
Table till next meeting	2
<b>Total</b>	<b>21</b>

Board of Appeals (February 25, 2015)	Number of Properties
Demolish	13
Safe and Secure	3
Table till next meeting	26
<b>Total</b>	<b>42</b>

Board of Appeals – special meeting (March 25, 2015)	Number of Properties
Demolish	16
Safe and Secure	0
Table till next meeting	0
<b>Total</b>	<b>16</b>

Many of the properties that are tabled or postponed during a meeting are stipulated that the property owner must comply to rehab the property by a certain date (usually prior to the next Hearing Officer/Board of Appeals meeting). The Board of Appeals and Hearing Officer take the following into consideration when making a decision:

1. Are property taxes paid as current and up to date?
2. Are water bills paid as current and up to date?
3. Is there a scope of work indicating all items to be corrected?
4. Is the owner aware of the estimated cost of permit fees?
5. Is there documentation showing that the owner is financially able to rehabilitate the property?

These review criteria is to assist expediting demolition proceeding to take advantage of any federal funding available to the City of Pontiac for demolitions.

#### Hearing Officer and Board of Appeals Analysis

- According to BSA, 448 properties are condemned and prepared for demolition; 54 properties are dangerous and are going before the Board of Appeals; and 86 properties are going before the Hearing Officer.
- Currently there are nine properties with active rehabilitation agreements with the City of Pontiac.
- The Board of Appeals is a five-member board. During the second quarter of 2015, the City of Pontiac held one Hearing Officer Meeting and one Board of Appeals meeting.
  - A total of 98 structures came before the Hearing Officer and Board of Appeals. The results of the meetings are listed above.
- Complying with state law regarding public notice and posting requirements, inspection staff has been reassigned to assist in the posting of these properties. This process has to be repeated for each hearing before each body. Tabled properties require reposting for the following meeting.

## Code Enforcements and Inspections

Q2 2015 (April 1, 2015 – June 30, 2015) Code Enforcement Activity- Table generated July 10, 2015

Category	Board of Appeals	Condemned Awaiting Clearance	Inspection Pending	No Violation	Posted as Vacant	Referred to Health Dept.	Referred to Hearing Officer	Referred to Planning Dept.	Referred to Oakland County	Referred to Public Works	Referred to Police	Rehabilitation Agreement	Resolved	Ticket Issued	Violations	Structure is Scheduled for Demolition	Total
After Fire	-	-	1	-	-	-	-	-	-	-	-	-	-	-	2	-	3
Abandoned Vehicles	-	-	16	2	-	-	-	-	-	-	-	-	15	11	29	-	73
Dangerous Building	13	1	1	5	-	-	8	-	-	-	-	-	3	1	8	-	40
Dangerous Tree Limb	-	-	2	-	-	-	-	-	-	-	-	-	-	-	1	-	3
Debris	-	-	37	13	-	-	-	-	-	-	-	-	49	20	50	-	169
Electrical	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1
Expired Permits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1
Misc.	-	-	24	5	-	-	-	-	-	1	-	-	14	9	16	-	69
No Bus. Lic.	-	-	2	-	-	-	-	-	-	-	-	-	17	3	21	-	43
Open to Trespass	-	-	2	-	-	-	-	-	-	-	-	-	15	2	8	-	27
Operating Bus. In res.	-	-	5	2	-	-	-	-	-	-	-	-	5	1	2	-	15
Rental Complaint (tenant/landlord)	-	-	18	1	-	-	-	-	-	-	-	-	3	1	3	-	26
Stop Work Order	-	-	1	1	-	-	-	-	-	-	-	-	2	1	6	-	11
Rodents	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1
Tall Grass	-	-	36	19	-	-	-	-	-	3	-	-	163	28	74	-	323
Trees / Shrubs	-	-	1	1	-	-	-	-	-	-	-	-	2	-	-	-	4
Unregistered Rental	-	-	78	13	-	-	-	-	-	-	-	-	50	28	170	-	339
Vacant	-	-	11	7	-	-	-	-	-	-	-	-	11	9	53	-	91
Working w/o permits	-	-	28	4	-	-	-	-	-	-	-	-	24	3	17	-	76
Duplicate in Error	-	-	-	1	-	-	-	-	-	-	-	-	5	-	-	-	6
Property Maintenance	-	-	8	1	-	-	-	-	-	-	-	-	4	-	5	-	18
Rental Inspection Required	-	-	26	-	-	-	-	-	-	-	-	-	61	21	58	-	166
Unpaid Tenant Verification	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
<b>Total</b>	<b>13</b>	<b>1</b>	<b>298</b>	<b>75</b>			<b>8</b>			<b>4</b>			<b>443</b>	<b>138</b>	<b>525</b>		<b>1,505</b>

Q2 2014 (April 1, 2014 – June 30, 2014) - Code Enforcement Activity -Copied from Q2 2014 Report

Category	Board of Appeals	Condemned Awaiting Clearance	Inspection Pending	No Violation	Posted as Vacant	Referred to Health Dept.	Referred to Hearing Officer	Referred to Planning Dept.	Referred to Oakland County	Referred to Public Works	Referred to Police	Rehabilitation Agreement	Resolved	Ticket Issued	Violations	Structure is Scheduled for Demolition	Total
After Fire	-	-	-	1	-	-	-	-	-	-	-	-	-	-	3	-	4
Abandoned Vehicles	-	-	2	5	-	-	-	-	-	-	-	-	12	6	15	-	40
Dangerous Building	28	2	1	5	-	-	44	-	-	-	-	1	4	-	22	-	107
Dangerous Tree Limb	-	-	1	5	-	-	-	-	-	-	-	-	1	-	3	-	10
Debris	-	-	12	15	-	-	-	-	-	-	-	-	69	13	69	-	178
Electrical	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Misc.	-	-	10	7	-	-	-	-	-	-	-	-	6	3	17	-	43
No Bus. Lic.	-	-	1	2	-	-	-	-	-	-	-	-	72	-	18	-	93
Open to Trespass	-	-	6	2	-	-	-	-	-	-	-	-	10	3	19	-	40
Operating Bus. In res.	-	-	2	9	-	-	-	-	-	-	-	-	4	1	3	-	19
Rental Complaint (tenant/landlord)	-	-	13	-	-	-	-	-	-	-	-	-	-	-	4	-	17
Rodents	-	-	1	1	-	-	-	-	-	-	-	-	8	-	9	-	19
Tall Grass	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1	-	2
Trees / Shrubs	-	-	82	59	-	-	-	-	-	-	-	-	160	65	111	-	477
Unregistered Rental	-	-	3	1	-	-	-	-	-	-	-	-	5	1	4	-	14
Vacant	-	-	13	7	-	-	-	-	-	-	-	-	46	49	157	-	272
Working w/o permits	-	-	4	1	-	-	-	-	-	-	-	-	6	6	53	-	70
Duplicate in Error	-	-	14	7	-	-	-	-	-	-	-	-	7	1	30	-	59
Property Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	1
Rental Inspection Required	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1
Tall Grass/Weeds - Vendor	-	-	9	1	-	-	-	-	-	-	-	-	19	4	57	-	90
Total	-	-	1	-	-	-	-	-	-	-	-	-	2	-	-	-	3
	28	2	175	128	0	0	44	0	0	0	0	1	433	152	596	0	1,559

Q1 2015 (January 1, 2105 – March 31, 2015) - Code Enforcement Activity- Copied from Q1 2015 Report

Category	Board of Appeals	Condemned Awaiting Clearance	Inspection Pending	No Violation	Posted as Vacant	Referred to Health Dept.	Referred to Hearing Officer	Referred to Planning Dept.	Referred to Oakland County	Referred to Public Works	Referred to Police	Rehabilitation Agreement	Resolved	Ticket Issued	Violations	Structure is Scheduled for Demolition	Total
After Fire	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	3
Abandoned Vehicles	-	-	5	-	-	-	-	-	-	-	-	-	6	10	8	-	29
Dangerous Building	1	1	2	1	-	-	1	-	-	-	-	-	1	-	7	-	14
Dangerous Tree Limb	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Debris	-	-	25	5	-	-	-	-	-	-	-	-	12	7	31	-	80
Electrical	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1
Misc.	-	-	11	2	-	-	-	-	-	-	-	-	6	-	16	-	35
No Bus. Lic.	-	-	1	-	-	-	-	-	-	-	-	-	24	3	51	-	79
Open to Trespass	-	-	6	2	-	-	-	-	-	-	-	-	3	-	3	-	14
Operating Bus. In res.	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1
Rental Complaint (tenant/landlord)	-	-	15	-	-	-	-	-	-	-	-	-	-	-	1	-	16
Stop Work Order	-	-	2	2	-	-	-	-	-	-	-	-	1	-	5	-	10
Rodents	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1
Tall Grass	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1
Trees / Shrubs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Unregistered Rental	-	-	172	36	-	-	-	-	-	-	-	-	202	290	251	-	951
Vacant	-	-	18	5	-	-	-	-	-	-	-	-	14	15	41	-	93
Working w/o permits	-	-	11	3	-	-	-	-	-	-	-	-	4	7	-	-	25
Duplicate in Error	-	-	-	-	-	-	-	-	-	-	-	-	3	-	-	-	3
Property Maintenance	-	-	7	-	-	-	-	-	-	-	-	-	-	-	-	-	7
Rental Inspection Required	-	-	90	18	-	-	-	-	-	-	-	-	60	50	169	-	387
Tall Grass/Weeds - Vendor	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
<b>Total</b>	<b>1</b>	<b>1</b>	<b>372</b>	<b>74</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>336</b>	<b>382</b>	<b>583</b>	<b>-</b>	<b>1,750</b>



## Inspections: Scheduled and Performed

### Q2 2015

April 1, 2015 – June 30, 2015

(Table generated July 10, 2015)

Inspection Type	Inspections Performed	Percent
Building	347	4.7
Demolition	55	0.7
Mechanical	144	2.0
Electrical	183	2.5
Plumbing	123	1.7
Team Inspection	196	2.7
IMPC 2000	60	0.8
Fire	32	0.4
Zoning	11	0.1
Sign	11	0.1
Rental	1726	23.5
Ordinance	4458	60.7
Totals	7346	

### Q1 2015

January 1, 2015 – March 31, 2015 (Copied from Q1 2015 Report)

Inspection Type	Inspections Performed	Percent
Building	377	6.2
Demolition	85	1.4
Mechanical	162	2.7
Electrical	222	3.6
Plumbing	127	2.1
Team Inspection	136	2.2
IMPC 2000	76	1.2
Fire	25	0.4
Zoning	0	0.0
Sign	6	0.0
Rental	1360	22.3
Ordinance	3523	57.8
Totals	6099	

### Q2 2014

April 1, 2014 – June 30, 2014

(Table Copied from Q2 2014)

Inspection Type	Inspections Performed	Percent
Building	468	7.7
Demolition	39	0.6
Mechanical	241	3.9
Electrical	289	4.7
Plumbing	202	3.3
Team Inspection	90	1.5
IMPC 2000	58	0.9
Fire	17	0.3
Zoning	14	0.2
Sign	8	0.1
Rental	1,437	23.5
Ordinance	3,248	53.2
Totals	6,111	

### **Inspections and Code Enforcement- Analysis and Recommendations**

- 1505 code enforcement activities were filed during the 2<sup>nd</sup> quarter of 2015. Code enforcement activities have remained relatively consistent compared to the same quarter of the previous year and have slightly decreased compared to the previous quarter.
- The largest percentage (22.5 %) of all the code enforcement activities filed during the 2<sup>nd</sup> quarter of 2015 was directly related to “unregistered rental properties.”
  - The Department of Building Safety has prioritized their efforts in registering unregistered vacant/rental properties.
- Tall grass complaints have drastically increased during the 2<sup>nd</sup> quarter. Over 323 code enforcement complaints were filed during this quarter. This increase is directly related to the change in season.
  - Like the previous year, the Department of Building Safety has implemented a grass cutting program. Currently 6 grass cut lists have been submitted to contractors to cut overgrown grass.
  - Based on the number of properties that are brought into compliance before contractors arrive to mow, the City’s efforts to reduce tall weeds and grass blight is being effective. We will have a more comprehensive analysis as to the number of properties investigated versus the total number mown in the Q3 report.
- Code enforcement activities for Q1 2015 have increased 128.7 percent from the same quarter of the previous year and have increased 6.8 percent from the previous quarter (Q4 2014).
- The Department has also increase efficiency in resolving complaints. Out of the 1505 complaints filed during the 2<sup>nd</sup> quarter of 2015, 433 or 27 percent were also resolved during this quarter. This is an increase in efficiency compared to the same quarter of the previous year.
- The number of tickets issued during this quarter has decreased compared to the same quarter of the previous year. The Department Code Enforcement Officers each spend approximately 10 hours per week in court representing the City on Civil Infraction Citations issued to property owners.
- The Department of Building Safety performed 7,346 inspections during Q2 2015.
- Over 60 percent of all inspections performed were performed on ordinance complaints and 23.5 percent of all inspections were performed on rental properties.

### **Policy/Administrative Analysis and Recommendations**

- The Building Safety and Planning Division has been writing more tickets, which has resulted in a significant delay in processing at the District Court. Delays in data entry create many issues for the City, not the least of which is delayed enforcement. The City and Court will have to devise a way to improve the data entry of these tickets. This has been an on-going concern since Q2 2013.
  - After studying the issue and attempting to develop mutually beneficial solutions with the District Court, it is our opinion that the City should strongly consider developing a Pontiac Blight Court. The City would administer this program and shoulder all of the costs.
    - The benefit to Pontiac is that the City would be better able to track compliance and would capture the fees generated by blight ticket fines.
    - This has been on on-going recommendation since Q3 2013.

## Planning Department

### Applications:

**April 1, 2015 – June 30, 2015 (table generated July 10, 2015)**

Type of Permit	Number Applied	Approved	Denied	Canceled/ Postponed	Total Paid	Total Revenue Collected By Application
Site Plan Review	23	16	1	6	\$ 24,620.00	\$ 24,610.00
Special Exception Permit	6	6	0	0	\$ 7,900.00	\$ 7,900.00
Historic District Commission	5	5	0	0	\$ 1,000.00	\$ 1,000.00
Lot Split/Combination	6	6	0	0	\$ 1,300.00	\$ 1,300.00
Zoning Map Amendment	1	1	0	0	\$ 1,350.00	\$ 1,350.00
Zoning Board of Appeals	7	5	0	2	\$ 8,300.00	\$ 7,550.00
Vacation Street/Alley	0	0	0	0	\$ 0.00	\$ 0.00
<b>Totals</b>	<b>48</b>	<b>39</b>	<b>1</b>	<b>8</b>	<b>\$ 44,470.00</b>	<b>\$ 43,710.00</b>

**April 1, 2014 – June 30, 2015 (table copied from Q2 2015 Report)**

Type of Permit	Number Applied	Approved	Denied	Canceled/ Postponed	Total Paid	Total Revenue Collected By Application
Site Plan Review	23	18	2	3	\$ 23,050.00	\$ 23,050.00
Special Exception Permit	6	5	0	1	\$ 10,100.00	\$ 10,100.00
Historic District Commission	9	8	1	0	\$ 1,800.00	\$ 6,400.00
Lot Split/Combination	13	9	2	2	\$ 3,200.00	\$ 3,200.00
Zoning Map Amendment	3	2	0	1	\$ 8,150.00	\$ 8,150.00
Zoning Board of Appeals	3	1	1	1	\$ 1,800.00	\$ 1,800.00
Vacation Street/Alley	0	0	0	0	\$ 0.00	\$ 0.00
<b>Totals</b>	<b>57</b>	<b>43</b>	<b>6</b>	<b>8</b>	<b>\$ 48,100.00</b>	<b>\$ 52,700.00</b>

## Planning Boards and Commissioners

### Planning Commission

1. Mayor Dr. Deirdre Waterman-- term expires December 31, 2017 (Concurrent with Mayoral term)
2. **Hazel Cadd—term expired June 30, 2014 – term expired**
3. Lucy R Payne – term expires June 30, 2017
4. Ashley Fegley—term expires June 30, 2016

5. Dayne Thomas— term expires June 30, 2016
6. **Chris Northcross – term expired June 30, 2015**
7. **Mona Parlove – term expired June 30, 2015**

Zoning Board Appeals:

1. **Lee Todd-- term expired February 2, 2015 (resigned)**
2. **Ahmad Taylor-- term expired February 2, 2015**
3. Sam Anderson-- term expires February 2, 2016
4. Carlos Bueno-- term expires February 2, 2016
5. Elcine Kirkendolph – term expires February 2, 2017
6. Joseph Sinclair – term expires February 2, 2017
7. Brent Sykes – term expires February 2, 2016
8. **Alternate - vacant**

Historic District Commission:

1. **Tameka M Ramsey – term expired July 19, 2014**
2. **Linda Porter – term expired July 19, 2014**
3. **Kathalee James – term expired July 19, 2015**
4. **Kenneth Burch – term expired July 19, 2015**
5. Robert Karazim – term expires July 19, 2016
6. Kathie Henk – term expires July 19, 2016
7. Richard David – term expires July 19, 2016

## Analysis and Recommendations

- During the second quarter of 2015, the Planning Department received 48 applications. This is a 65 percent increase from the previous quarter and a 16 percent decrease from the same quarter of the previous year.
  - 16 of the applications received were approved, 1 was denied, and 9 were postponed/canceled. Please note that applications that are scheduled for the next Planning Commission/Zoning Board of Appeals/Historic District Commission are listed as “canceled/postponed” above.
- The applications collected approximately \$ 44,000.00 in revenue. Planning revenue is related to the square footage/acreage of the proposed development. Larger developments will have a higher review fee.
- There is an active concern on the expired Planning Commission, Zoning Board of Appeals, and Historic District Commission terms.
  - Three terms have expired on the Pontiac Planning Commission (Hazel Cadd, Chris Northcross, and Moa Parlove). On the Zoning Board of Appeals one term has expired (Ahmad Taylor), one board member resigned (Lee Todd), and there is a current alternate vacancy. The Historic District Commission has had four terms expire (Tameka M Ramsey, Linda Porter, Kathalee James, and Kenneth Burch). The Mayor and Executive Office should renew the existing members’ term limits or should appoint new members to these boards/commissions.