

APPENDIX F: TOOLBOX

- Survey Tools
 - Exterior Housing Condition Survey
 - Exterior Building Condition Survey
- Project Selection Criteria & Scoring Worksheet

SURVEY TOOLS

The county-wide Derelict Properties Database created for this Plan includes the location, owner, land use, and derelict property type for each of the 1,113 derelict properties. It does not however include an assessment of the condition of the building/property nor any indication as to potential solution strategies. Exterior building condition survey tools were created and can be found on the following pages. The Exterior Housing Condition Survey should be utilized for residential properties and the Exterior Building Condition Survey should be used for all other building types. Each survey is one front and back page long.

The survey tools can aid in the assessment of the conditions of exterior building components, accessory structures, site, and the property in general. It also addresses vacancy, abandonment, security, environmental concerns, code violations, and public health and safety concerns. It provides an opportunity for the user of the tool to comment on potential solution strategies and estimate the cost of the solution(s). Last, it allows the user of the tool to decide whether or not they feel the property should remain on the Derelict Properties Database.

The survey tools should be used by local Code Enforcement Officers or by agents of the County and/or Wayne County Regional Land Bank to assess the conditions and potential solution strategies of the derelict properties. The survey tool users should have an ample understanding of building conditions and building and property maintenance codes. They will also need to be able to determine if a building should be demolished, stabilized, or rehabilitated considering the condition of the property, cost of the solution, and market realities. If multiple people will be using the survey tools, a comprehensive training session should be held to ensure consistency in findings.

GUIDANCE CONCERNING DEGREE OF DEFICIENCY

Critical Defects – Component is badly deteriorated, sinking, leaning, non-operative or non-functional, out of plumb, or unsafe to an extent requiring complete replacement. For example, 1) a complete new roof, 2) major repair of exterior structural elements (e.g. walls, sills, floor joists, rafters, large porches), 3) major repair of unstable or deteriorated foundation walls.

Major Defects – Component is badly deteriorated and in need of major repair or replacement.

Minor Defects – Component is worn, loose, or cracked and in need of repair.

Sound – Component needs no more than normal maintenance.

WAYNE COUNTY – EXTERIOR HOUSING CONDITION SURVEY

Property Address: _____

Bldg. Condition Rating:

No. of units in bldg. _____

Original Type of Derelict Property: Roll Sec. 8 County Tax Foreclosure Attom Database
 State Abandoned CEO Reported

- Good
- Standard
- Moderately Sub-Standard
- Severely Sub-Standard
- Dilapidated

Should Prop. Remain in Derelict Database?: Yes No Unsure

Condition of Exterior Components

	<u>Sound</u>	<u>Minor Defects</u>	<u>Major Defects</u>	<u>Critical Defects</u>	
Foundation	_____	_____	_____	_____	Water damage problems Deterioration of masonry Loose or missing blocks /stones Concrete failure (cracking or sagging)
Exterior Walls	_____	_____	_____	_____	Leaning or sagging walls
Siding	_____	_____	_____	_____	Scraping, priming and painting needed Damaged or missing siding Rotten siding Repointing of bricks needed
Roof Structure	_____	_____	_____	_____	Sagging of ridge beam Evidence of leaking into interior
Roofing Material	_____	_____	_____	_____	Loose or missing material Visible deterioration of material Flashing needs to be repaired Gutters - repair/replace
Structural Supports	_____	_____	_____	_____	Rotten sills or posts Missing joists
Porches & Stairs/Steps	_____	_____	_____	_____	Signs of rotten wood Stairs sagging or leaning Steps/rails missing Deck repair/replacement needed Safety hazard
Windows & Doors	_____	_____	_____	_____	Rotten sills or missing frames Unusable, broken or missing materials Storm windows / doors – repair/ replace
Chimney	_____	_____	_____	_____	Repointing or rebuilding needed
Features Around The Building	_____	_____	_____	_____	Detached garage Other detached structure(s) Fencing Sidewalk(s) and walkway(s) Driveway Other _____

Trash, debris, or litter on the property: A lot Some None

Lawn and/or landscaping on the property: Well Maintained Adequately Maintained Poorly Maintained

Signs of a potential public health risk: Building condition Vandalism Bottles/Needles/Etc.
 Rats/bees Stagnant water Other: _____

Is the structure vacant/abandoned? Yes No

Signs of vacancy: For rent/sale Other: _____

Signs of abandonment: Newspapers/Mail Doors overgrown Driveway overgrown
 Deplorable Condition Other: _____

Security Treatment: Fully secured in a solid and professional manner so that it appears occupied or in use
 Fully secured in a solid and professional manner without trying to make it appear occupied
 Fully secured in a casual or makeshift manner
 Not fully secured
 Not secured in any way

Are there environmental concerns? Yes No Unsure
If yes, what are they? _____

Are there code violations? Yes No Unsure
If yes, what are they? _____

Are there public health & safety concerns? Yes No Unsure
If yes, what are they? _____

Recommended Solutions (Check all that apply)

Estimated Cost of Solution(s): \$ _____

- Demolition Required
- Hold Banks Responsible for Maintenance of Zombie Properties
- Properly Secure Property
- Public/Non-Profit Acquisition of Property
- Public/Non-Profit Stabilization of Building
- Private Stabilization (with the aid of non-profit or public funding)
- Private Stabilization (without the aid of non-profit or public funding)
- Public/Non-Profit Rehabilitation of Building
- Private Rehabilitation (with the aid of non-profit or public funding)
- Private Rehabilitation (without the aid of non-profit or public funding)
- Public/Non-Profit Resale of Property
- Educate Property Owner (foreclosure counseling, property maintenance & building codes, etc.)
- Other: _____

Notes:

Rating Standards

GOOD: Structure needs no maintenance or repair; no minor, critical, or major structural defects.

STANDARD: Structure is in standard condition, with no critical or major structural defects.

MODERATELY SUBSTANDARD: Structure rates less than 3 “major defects” or 1 “major defect” with no more than 2 “minor defects” and can be restored to a standard condition for a reasonable cost.

SEVERELY SUBSTANDARD: Structure rates 3 or more “major defects” or at least one critical defect and can be restored to a standard condition for a reasonable cost.

DILAPIDATED: Structure has severe structural problems and rates 3 or more critical deficiencies.

WAYNE COUNTY – EXTERIOR BUILDING CONDITION SURVEY

Property Address: _____

Business: _____

Bldg. Condition Rating:

Type of bldg.	<input type="checkbox"/> Commercial	<input type="checkbox"/> Mixed-Use	<input type="checkbox"/> Institutional	<input type="checkbox"/> Good
	<input type="checkbox"/> Industrial	<input type="checkbox"/> Other: _____		<input type="checkbox"/> Standard
Original Type of Derelict Property:	<input type="checkbox"/> Roll Sec. 8	<input type="checkbox"/> County Tax Foreclosure	<input type="checkbox"/> Attom Database	<input type="checkbox"/> Moderately Sub-Standard
	<input type="checkbox"/> State Abandoned	<input type="checkbox"/> CEO Reported		<input type="checkbox"/> Severely Sub-Standard
Should Prop. Remain in Derelict Database?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure	<input type="checkbox"/> Dilapidated

Condition of Exterior Components

	<u>Sound</u>	<u>Minor Defects</u>	<u>Major Defects</u>	<u>Critical Defects</u>	<u>Physical Description</u>
Foundation	_____	_____	_____	_____	Water damage problems Deterioration of masonry Loose or missing blocks /stones Concrete failure (cracking or sagging)
Exterior Walls	_____	_____	_____	_____	Leaning or sagging walls
Siding	_____	_____	_____	_____	Scraping, priming and painting needed Damaged or missing siding Rotten siding Repointing of bricks needed Unmaintained architectural ornamentation
Roof Structure	If roof not visible from street, skip next two sections				<input type="checkbox"/> Roof not visible Sagging of ridge beam Evidence of leaking into interior
Roofing Material	_____	_____	_____	_____	Loose or missing material Visible deterioration of material Flashing needs to be repaired Gutters - repair/replace
Structural Supports	_____	_____	_____	_____	Rotten sills or posts Missing joists
Porches & Stairs/Steps	_____	_____	_____	_____	Signs of rotten wood Stairs sagging/leaning, steps/rails missing Deck repair/replacement needed
Windows & Doors	_____	_____	_____	_____	1 st floor: rotten sills or missing frames Upper floor(s): rotten sills or frames 1 st fl.: unusable/broken/missing materials Upper: unusable/broken/missing material Storm windows / doors – repair/ replace
Fire Escape	_____	_____	_____	_____	Rusty, poor connections, appears unsafe
Features Around The Building	_____	_____	_____	_____	Parking area, if applicable Fencing Railings Sidewalk(s) and walkway(s) Signs Awnings and canopies Lighting Other _____

Trash, debris, or litter on the property: A lot Some None

Lawn and/or landscaping on the property: Well Maintained Adequately Maintained Poorly Maintained
 N/A

Signs of a potential public health risk: Building condition Vandalism Bottles/Needles/Etc.
 Rats/bees Stagnant water Other: _____

Is the structure vacant/abandoned? Yes, Entirely Yes, Partially No

Signs of vacancy: For rent/sale Other: _____

Signs of abandonment: Newspapers/Mail Doors overgrown Driveway overgrown
 Deplorable Condition Other: _____

Security Treatment: Fully secured in a solid and professional manner so that it appears occupied or in use
 Fully secured in a solid and professional manner without trying to make it appear occupied
 Fully secured in a casual or makeshift manner
 Not fully secured
 Not secured in any way

Are there environmental concerns? Yes No Unsure
If yes, what are they? _____

Are there code violations? Yes No Unsure
If yes, what are they? _____

Are there public health & safety concerns? Yes No Unsure
If yes, what are they? _____

Recommended Solutions (Check all that apply)

Estimated Cost of Solution(s): \$ _____

- Demolition Required
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- Private Stabilization (without the aid of non-profit or public funding)
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- Public/Non-Profit Resale of Property
- Educate Property Owner (foreclosure counseling, property maintenance & building codes, etc.)
- Other: _____

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PROJECT SELECTION CRITERIA & SCORING WORKSHEET

Given the vast number of derelict properties and limited resources to address such properties, some sort of tool is needed in order to prioritize which properties should be addressed first. With the help of the Project Advisory Committee, a Project Selection Criteria and Scoring Worksheet was created in order to provide a firm rationale for project selection (see the next page).

The Project Selection Criteria and Scoring Worksheet assigns points to each derelict property based on Regulatory/Safety considerations, Economic considerations, Geographical considerations, and Community considerations. It also includes an option to place a derelict property at the top of the priority list if it is an emergency situation which requires an immediate response. Completing the worksheet will require information collected from the previously described survey tool and may also require input from the local municipalities.

It should be noted that the specific Project Selection Criteria and Scoring Worksheet found on the next page was tailored for the needs of the Wayne County government. Other key players, such as the Wayne County Regional Land Bank, local municipalities, and non-profits, will likely have differing priorities. These other key players should use the worksheet as a template, adding and removing considerations as they see fit and assigning different point values as appropriate.

Whether the Project Selection Criteria and Scoring Worksheet is used on all 1,113 derelict properties found within the county-wide database or some subset of derelict properties, it will help to focus revitalization efforts based on an agreed upon rationale. Potential methods for creating subsets of derelict properties include considering only certain derelict property types, specific geographical areas, or specific solution categories.

Wayne County Derelict Properties Strategy DRAFT Project Selection Criteria and Scoring

Building Address: _____

Is this an emergency action that needs an immediate response? YES NO

If YES, determine appropriate solution and funding source.

If NO, complete the Project Selection Criteria and Scoring Sheet below.

Regulatory/Safety Considerations (up to 35 points) ----- SCORE: _____

- Will the project address safety concerns?
- Will the project address code issues?
- Will the project address environmental and/or health hazards?
- Is the derelict property included in multiple categories within the derelict properties database?
- Is the property owner cooperative / will acquisition of the property be straight-forward?

Economic Considerations (up to 35 points) ----- SCORE: _____

- Is there sufficient funding available to address the property?
- Will that money be recuperated?
- Are multiple funding sources being leveraged?
- Will the project place the property back onto the tax roll?
- Is there high enough market interest to support the project?
- Will this project have a catalytic affect to improve the value of nearby buildings and reduce blight?
- Will the project result in the creation of the types of housing / commercial space which are in demand?

Geographical Considerations (up to 20 points) ----- SCORE: _____

- Will addressing the property halt the deterioration of a “tipping” or stable neighborhood?
- Is the property located within or near commercial areas, community assets, and / or downtowns?
- Is the property located within a Strategic Area, Neighborhood, or Corridor (i.e. area of blight)?
- Is the property located in a high density neighborhood?

Community Considerations (up to 10 points) ----- SCORE: _____

- Is the property a concern to the public (have there been complaints)?
- Is the property a concern to the local municipality?
- Will the project benefit at-risk populations such as seniors, people with disabilities, or families / individuals living in poverty?
- Will the project be complemented by recent / ongoing / proposed projects?
- Are partnerships (public / private / non-profit) being created / taken advantage of?
- Will the project improve the image of the neighborhood?
- Will the project result in the creation of jobs?
- Is the building historically significant?

TOTAL SCORE: _____

Project Selected? YES NO Other _____