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

<table>
<thead>
<tr>
<th>Property Address:</th>
<th>Bldg. Condition Rating:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>No. of units in bldg.</th>
<th>Good</th>
<th>Standard</th>
<th>Moderately Sub-Standard</th>
<th>Severely Sub-Standard</th>
<th>Dilapidated</th>
</tr>
</thead>
<tbody>
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### Original Type of Derelict Property:
- Roll Sec. 8
- County Tax Foreclosure
- State Abandoned
- CEO Reported
- Attom Database
- Severely Sub-Standard
- Dilapidated

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

### Condition of Exterior Components

<table>
<thead>
<tr>
<th>Component</th>
<th>Sound</th>
<th>Minor Defects</th>
<th>Major Defects</th>
<th>Critical Defects</th>
<th>Physical Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Water damage problems</td>
</tr>
<tr>
<td></td>
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<td>Deterioration of masonry</td>
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<td>Loose or missing blocks /stones</td>
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<td>Concrete failure (cracking or sagging)</td>
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<td></td>
<td>Leaning or sagging walls</td>
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<tr>
<td>Exterior Walls</td>
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<td></td>
<td></td>
<td></td>
<td>Scrapping, priming and painting needed</td>
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<tr>
<td>Siding</td>
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<td></td>
<td>Damaged or missing siding</td>
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<td>Rotten siding</td>
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<td></td>
<td>Repointing of bricks needed</td>
</tr>
<tr>
<td>Roof Structure</td>
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<td></td>
<td>Sagging of ridge beam</td>
</tr>
<tr>
<td>Roofing Material</td>
<td></td>
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<td></td>
<td></td>
<td>Evidence of leaking into interior</td>
</tr>
<tr>
<td>Structural Supports</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Loose or missing material</td>
</tr>
<tr>
<td>Porches &amp; Stairs/Steps</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Signs of rotten wood</td>
</tr>
<tr>
<td>Windows &amp; Doors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Unusable, broken or missing materials</td>
</tr>
<tr>
<td>Chimney</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Detached garage</td>
</tr>
<tr>
<td>Features Around The Building</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Other detached structure(s)</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Fencing</td>
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<td>Sidewalk(s) and walkway(s)</td>
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<td></td>
<td>Driveway</td>
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<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

### Notes:
- Fill in the appropriate conditions for each component based on the survey results.
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  
- [ ] Rats/bees  
- [ ] Stagnant water  
- [ ] Bottles/Needles/Etc.

Is the structure vacant/abandoned?  
- [ ] Yes  
- [ ] No

Signs of vacancy:  
- [ ] For rent/sale  
- [ ] Other: __________

Signs of abandonment:  
- [ ] Newspapers/Mail  
- [ ] Deplorable Condition  
- [ ] Doors overgrown  
- [ ] Driveway overgrown  
- [ ] 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)  
- [ ] 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: _________________________________________________________________________________________________

Estimated Cost of Solution(s): $ __________________

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: ____________

### Type of bldg.:
- Commercial
- Industrial
- Other: _____________

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

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

### Condition of Exterior Components

<table>
<thead>
<tr>
<th>Condition</th>
<th>Sound</th>
<th>Minor Defects</th>
<th>Major Defects</th>
<th>Critical Defects</th>
<th>Physical Description</th>
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<td>Rotten siding</td>
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<td></td>
<td>Repointing of bricks needed</td>
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<td></td>
<td></td>
<td>Unmaintained architectural ornamentation</td>
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<tr>
<td>Roof</td>
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<tr>
<td>Structure</td>
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<tr>
<td>Roofing</td>
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<tr>
<td>Windows &amp; Doors</td>
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<tr>
<td>Fire Escape</td>
<td></td>
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<td></td>
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<tr>
<td>Features Around The Building</td>
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</tbody>
</table>

**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

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

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)

- 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:

**Estimated Cost of Solution(s):** $ 

Notes:

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**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.

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