



TOWN OF WILLSBORO

CODE ENFORCEMENT OFFICE

2015-Year End Report and and Highlights Town Board

I. **Building Codes** (Permits)

(Building Inspector and Code Officer)

-Plan reviews, -codes and zoning consulting, -inspections,
-septic systems, Certificates of occupancy

Work Allocation (0.75 FTE)

Prior years permits	55%
Future permits and planning	25%
This year's permits	20%

81 new permits issued in 2015
(up 2 permits from last year).

Permits this past year include:

Planning Board:

- 4 minor subdivisions
- 2 minor divisions

Zoning Board of Appeals (variances):

- 3 area variances

Single-Family Homes: 3

Foundations: 3

Commercial: 2

Alterations & Repairs: 6

Additions: 13

Decks: 2

Demolitions 4

Septic Systems: 9

Garages 5

Utility sheds: 8

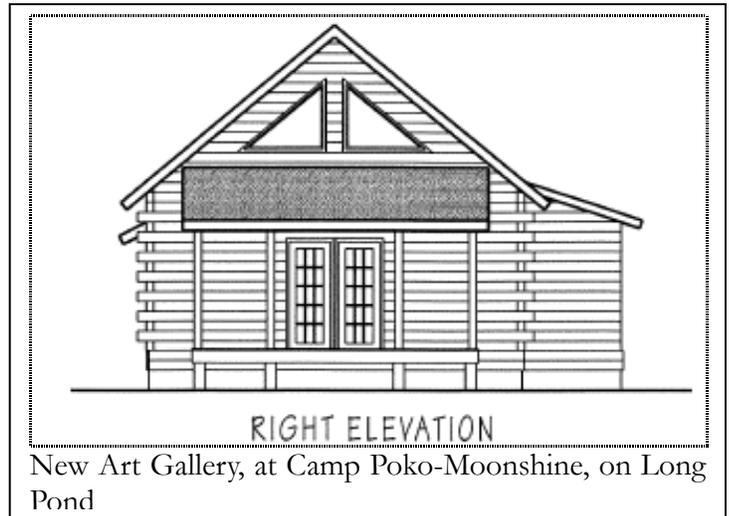
Retaining Walls: 2

Sign/kiosk: 1

Solid/Liquid/Gas Burning Devices: 2

Demolition: 4

Renewals: 4



3 new homes totaled \$575,000;

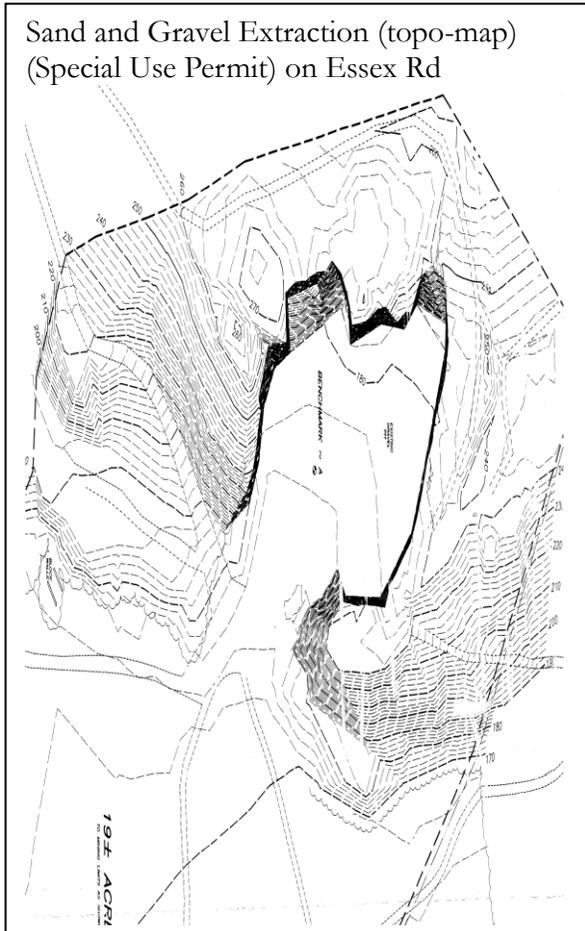
Residential repair/addition permits totaled \$765,000; with other minor projects total **\$1,611,750** in construction costs. The Building Codes office collected **\$6,906** in fees.

II. Zoning (Zoning Officer)

-Variances, -subdivisions, -real estate, -Special Uses, commercial, industrial, residential, vacant land, pre-existing structures

Work Allocation (0.15 FTE)

Most of this 15% was working with realtors, lawyers, surveyors, developers, Essex County, the Adirondack Park Agency, contractors and members of the public regarding the town's properties, and the town's zoning ordinance. In many cases this work leads to a Building, Special use Permits or Variance applications.



Working with Ashley, I refer cases and provide documentation for the ZBA, Adirondack Park Agency, and other NYS regulatory agencies.

Part of my role is to attend and participate in public hearings for the Planning Board and Zoning Board of Appeals and provide both boards with requested answers and materials for them to do their jobs.

I also participated in, (along with the AES consultant, members of the public, Planning Board, and Zoning Board of Appeals members) the updating of the Zoning Ordinance (Law), which is now approved.

I have also consulted with the owner of Champlain Milling for the local permitting of the Industrial and Agricultural Service use at the Old Adirondack furniture site.

The figure to the left is a topographical map for the Sand and Gravel special use located on Essex Rd, approved by the planning board.

III. Code Enforcement Officer

Day-to-day enforcement, -Complaints, -Administrative, -Documented Enforcement actions

Work Allocation (0.10 FTE)

Day-to-day enforcement consists of researching and informing/notifying residents and contractors about code and ordinance violations. Most often speaking and/or writing a letter about the codes and/or ordinance leads to compliance. In certain cases it is found that there were already previous notifications or it is a matter of safety or urgency. In those cases a formal compliance order is issued. There were several septic system failures this year, 3 requiring compliance orders.

2015 Documented Enforcement actions: 22

Compliance Orders: 11

Do Not Occupy Orders: 3

Appearance Tickets: 3

Stop Work Orders: 5

Administrative work includes updating property records, managing digital photographs, consulting with the Adirondack Park agency and the New York State Department of Health.

Do Not Occupy orders: None currently are occupied. The order may result in the permitted fixing and/or permitted demolition and removal of the violations.

Appearance Tickets: All 3 resulting in compliance prior to court date.

Stop Work Orders: 5 were needed to temporarily stop work until dangerous condition, plan changes, permits or other problems could be resolved.

Progress was made towards addressing some of the vacant and abandoned buildings.

- 2 more vacant/abandoned structures were removed this year complying with the directives from this office.
- Several improvements are underway at 2 other older residential structures which were declared unsafe with Do Not Occupy orders.
- The Old Smith House has been listed for sale and has some interest but is still waiting for the right person to take on a project of that size. There is an outstanding Order to Remedy and Do Not Occupy order.
- The IGA owners have been sent certified letters with no responses, but the price has since been reduced significantly and will hopefully be tastefully repurposed soon.

IV. **Fire Inspections (0.10 FTE)**

New York State law requires fire safety and property maintenance inspections for all residential buildings with three or more units at least once every three years. Commercial buildings require annual inspections. 28 inspections have been completed so far with most requiring some remedies but a few with no issues found. An average of 4 remedies per inspection was found and a few businesses require over 10, but each of those has several buildings

V. **Training**

Please see the following summary of approximately 54+ hours of training I successfully achieved this year. I feel this training represents assets to the town in the form of my service, and so you should be aware of it.

New York State Department of State- Uniform Fire Prevention and Building Code Educational Program.: Building Code of New York State 21 hours with exam (January 8)

FEMA IS-00100.b- Introduction to Incident Command System approx 2 hours with exam (January 30)

FEMA IS-00700.a- National Incident Management System (NIMS) approx 2 hours with exam (January 30)

FEMA IS-00559- Local Damage Assessment, approx 2 hours with exam (February 1)

New York State Department of Environmental Conservation-NYS Floodplain Management Training 6 hours (June 9)

New York State Department of Environmental Conservation Certificate of Completion, Protecting New York's Natural Resources with Better Construction Site Management. Sponsored by the Essex County Soil and Water Conservation District-3 year certification#20T-062615-09 6 hours (June 26)

New York State Department of State CEDAR Code Enforcement Disaster Assistance Response Certificate of Completion, 6 hours (July 28)

Forester University- 1 hour training certificate, Designing Erosion Control Solutions for Extreme Storm Events (August 18)

FEMA (National Disaster Preparedness Training Center) Social Media for Natural Disaster Response and Recovery 7 hours with exam (October 8)

VI. Future Activities: In the coming year, the Code Enforcement Office will continue to perform its daily duties – which include the enforcement of the Town Zoning Ordinance and the NYS Uniform Fire Prevention and Building Code, review of all building plans, issuance of permits, construction inspections, Increasing Involvement with Planning Board projects and Zoning Board of Appeals cases, answering questions from community members and contractors, office records management, and conducting fire inspections. In addition, I will be more closely communicating and administering to the boards and website.

Respectfully submitted,



Douglas A. Rock
Code Enforcement, Fire Safety, Building Inspector and Zoning & Codes Officer