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March 1, 2024

VIA FIRST CLASS MAIL

Jefferson Code Fire Prevention and Building Code Department
175 Arsenal Street
Watertown, NY 13601

Re: *Carleton Island Unauthorized Work*

To Whom It May Concern,

This office represents a group of multiple property owners residing on Carleton Island, also known as the Friends of Carleton Island. This letter is in connection with work being performed on real property in the Town of Cape Vincent, identified as tax map parcel no. 39.27-1-16, commonly known as the Carleton Villa (the "Villa") by Carleton Villa, LLC. As well as, a pending special use permit application for the approval to operate a campground on the property currently before the Town of Cape Vincent Zoning and Planning Boards proffered by Mr. Ronald Clapp.

As you are aware, under Section 105.2 of the 2020 Existing Building Code of New York State, applicable to all towns in the State of New York, no work may be conducted unless a person or entity has applied for a building permit, has been issued a building permit, the permit has not been revoked or suspended, and the permit has not expired. Moreover, under 19 NYCRR § 1202.3, the New York Department of State Division of Building Standards and Codes requires a building permit for the construction, renovation, alteration, repair, relocation, demolition, use, and occupancy of any building, structure, or portion thereof. Additionally, a Jefferson County Uniform Code Building Permit is required for alterations, conversions, and renovations to existing structures. It is my understanding that Jefferson County enforces the New York State Building Code for the Town of Cape Vincent.

We have been informed by our client that unauthorized work has been conducted by Mr. Clapp and/or his agents on the island, most notably, the Villa. It is our understanding that no permits or approvals were requested or approved by the before work was undertaken on the island. We are concerned that the work performed is far more extensive in nature than simple routine maintenance and has the

potential to damage both the unique character of the Villa and of Carleton Island as a whole.

We hereby request that the Jefferson County Code Enforcement investigate the situation to prevent Mr. Clapp from performing any further unauthorized work on the island or the Villa.

Please do not hesitate to contact me with any questions.

Very truly yours,

BOND, SCHOENECK & KING, PLLC

Brody D. Smith
Member

BDS/cci