

1967

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2

NEW POSITIONS IN 1967
BUDGET BUILDING INS. DEPT.

<u>Administration Division</u>	<u>Class Code</u> <u>Number</u>
2 Typist Clerk II	111
1 Steno Clerk II	116
1 Architect Engineer	501
2 Codes Compliance Officer ✓	562
 <u>Plumbing Division</u>	
2 Plumbing Inspectors	566
 <u>Electrical Division</u>	
2 Electrical Inspectors	571
 <u>Heating and Ventilating Division</u>	
2 Heating and Ventilating Inspectors	582
 <u>Housing Code Division</u>	
2 Typist Clerk II	111
1 Steno Clerk II	116
2 Housing Code Inspector I	574
2 Housing Code Inspector II	575
 <u>Building Division</u>	
2 Building Inspector I	588

2 codes cond.
3 In Rem + Remo.
5 - to teams in concentration areas
4 clerk.

(Handwritten scribbles)

101

NEW POSITIONS IN 1967
BUDGET BUILDING INSPECTOR

<u>Administration Division</u>	<u>Class Code Number</u>
2 Typist Clerk II	111
1 Steno Clerk II	116
1 Architect Engineer	501
2 Codes Compliance Officer	562
<u>Plumbin Division</u>	
2 Plumbing Inspectors	590
<u>Electrical Division</u>	
2 Electrical Inspectors	577
<u>Heating and Ventilating Division</u>	
2 Heating and Ventilating Inspectors	582
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2 Housing Code Inspector II	575
<u>Building Division</u>	
2 Building Inspector I	568

City of Atlanta
HOUSING CODE COMPLIANCE PROGRAM
Policy and Procedure Guide

January 1, 1967

I. Goals:

- A. Maximum efforts immediately to secure public understanding of the goals and benefits of the Housing Code Compliance Program through use of personal contact, pamphlets, press releases and other public information media.
- B. Maximum coordination immediately with all other public agencies who will be affected by, and need to assist in, the conduct and results of this program.
- C. Conservation of those residential structures in good condition to prevent the spread of blight and decay through encouragement of maintenance efforts and protection from those conditions such as overcrowding and unauthorized conversion which lead to blight.
- D. Rehabilitation of all substandard residential structures which are presently unsuitable for human habitation but where improvements can be made at a reasonable cost to bring them up to standard and where such rehabilitation does not conflict with other community goals by 1971.
- E. Demolition within the City limits of Atlanta of all residential structures which are unfit for human habitation and where rehabilitation would be prohibitively expensive or would otherwise conflict with other community goals by 1971.
- F. Review and re-evaluation beginning in 1967 on a continuing basis of those

New

rehabilitation areas which have been treated in previous years to determine their need for possible future systematic reinitiation of total rehabilitation effort.

II. Areas and Priorities:

A. The Housing Conditions Map reflecting the survey made in 1963 has been brought up-to-date. In this revision, close coordination has been developed between the Planning Department, the Housing Code Division and the Director of Governmental Liaison. This has resulted in an improved plan for a city-wide, systematic, comprehensive Housing Code Compliance Program. The basic map of the revised survey indicates on a block basis the following categories.

1. Conservation (Areas which principally require either no improvements or only minor improvements with occasional rehabilitation).
2. Intensive Conservation (those areas which because of certain factors such as age, transition in occupancy or use, or adverse fringe influences, etc., require a greater amount of surveillance in order to forestall blight and decay. These areas will normally require only minor improvements and spot rehabilitation).
3. Rehabilitation (those areas in which the majority of structures require rehabilitation which does not exceed 50 percent of their value; some spot clearance is anticipated).
4. Clearance - Code Enforcement (predominately smaller areas where the majority of structures should be cleared and the area redeveloped. It is anticipated that these areas would be cleared

through code compliance with emphasis on demolition. The only other corrective actions to be taken are those to alleviate hazards and to protect the health and safety of residents in the area).

5. Clearance - Title I Urban Renewal (those areas in which the majority of structures should be demolished, with some rehabilitation, and where the size and cost of the contemplated action justifies the use of Title I federal funds).

B. The map also shows division of the city into halves, for supervisor responsibility; each of these halves is sub-divided into five Sectors. Each of these Sectors is assigned to a Housing Code Inspector, as his area of individual responsibility.

C. The map also has on it areas of various sizes outlined showing the neighborhood designation with numbers ranging from '65 to '69. These areas indicate where and when an intensive program of systematic housing code compliance is to be undertaken on a house to house basis. The target date assigned to a particular area indicates its relative priority. Those with a high priority have an early date; those with a lower priority, a later date.

Priorities for the areas have been based on:

1. The number of compliance inspections which the Housing Code division can undertake in one year, while maintaining full city-wide coverage.
2. The relationship of rehabilitation areas to surrounding or internal community activities, community facility development or Title I Urban Renewal Projects.

3. General conditions in the particular area. Those with the most pressing rehabilitation needs will be undertaken first.
4. The long range goal of complete housing code inspection of substandard dwellings by 1970 and compliance in all designated rehabilitation areas by 1971.
5. An additional consideration in subsequent revisions will be the need in the future for more treatment in areas previously covered as blight reoccurs. This item represents the first step in the changeover from a program with a fixed completion date to one on a continuing basis.

added

looks forward to future years

D. Proposed Community Facility Locations:

A map has been prepared which indicates the location of all proposed community facilities and highways (exclusive of urban renewal projects) in the City of Atlanta. The locations have been indexed and color coded to identify them and to indicate the agency responsible for their execution.

III. Organization and Administration

A. Organization and Personnel for Housing Code Compliance, Department of Buildings

1. Supervisor of Inspection Services
2. Personnel, Housing Code Division
 - a. Chief Inspector (1)
 - b. Field Supervisors (2)
 - c. Housing Code Sector Inspectors (10)
 - d. Housing Code Inspectors General (6)
 - e. Housing Code Inspector II (1) (assigned to Codes Compliance Officer)
 - f. Concentration Area Inspectors (10)

g. Clerical Personnel (8)

3. Related Personnel

a. Rehabilitation Specialist (1)

b. Codes Compliance Officer (1)

B. Duties and Responsibilities:

1. Supervisor of Inspection Services. Overall supervision of all forms of code enforcement such as plumbing and building with primary emphasis on Housing Code Enforcement, including coordination with other Departments.

2. Personnel, Housing Code Division:

a. Chief Inspector

(1) Overall supervision of inspections, field work and administration.

(2) Coordination of relocation efforts with Atlanta Housing Authority.

(3) Pursuit of resolution of difficult cases.

(4) Direct supervision of clerical personnel

(5) Coordination with Codes Compliance Officer; Rehabilitation Specialist.

(6) Training program for new Housing Code Inspectors.

(7) Coordination with other Divisions of Department of Buildings.

b. Field Supervisors

(1) Direct supervision of five inspectors and their sectors comprising one-half ($\frac{1}{2}$) of the City.

- (2) Supervision of intensive program teams and Inspectors General when operating in their one-half ($\frac{1}{2}$) of the City.
 - (3) In-Service training for inspectors to include principles of Housing Code Enforcement, selection and scheduling of work, and standardization of requirements and acceptances.
 - (4) General conduct of housing code compliance program within their one-half ($\frac{1}{2}$) of the City.
 - (5) Assistance in resolution of difficult cases.
 - (6) Assistance in preparation of court cases when requested by Code Compliance Officer.
 - (7) Other special duties as assigned by Chief Inspector.
- c. Housing Code Inspector II
- (1) Assigned to Codes Compliance Officer to assist in preparation of cases for Court.
- d. Housing Code Sector Inspectors:
- (1) Conduct of Housing Code Compliance Program in their sector.
 - (2) Primary responsibility for resolution of all cases and compliants in their sectors.
 - (3) Prepare cases for presentation before the Better Housing Commission and City Attorney.
 - (4) Assist in preparing court cases.
- e. Housing Code Inspectors General
- (1) Investigate, document and prepare cases for presentation to Court and appear as witness at time of trial (three inspectors and one Housing Code Inspector II assigned for this purpose)
 - (2) Preparation of cases for "In Rem" proceedings and Demolition Grant Program (three inspectors assigned to these functions.

f. Intensive Program Housing Code Inspectors

- (1) Operate as team members
- (2) Conduct housing code compliance program in rehabilitation areas according to scheduled priorities.

g. Clerical Personnel

- (1) Process notices, letters, records and prepare periodic reports.
- (2) Receive telephone calls, prepare lists for Better Housing Commission hearings, City Attorney hearings and Court.
- (3) Record minutes of Better Housing Commission meetings.

h. Related Personnel

- (1) Rehabilitation Specialist
 - (a) Public relations--(promoting good maintenance and Housing Code Enforcement)
 - (b) Inspection of apartment developments (30 units and up).
- (2) Codes Compliance Officer
 - (a) Responsible for preparation and conduct (including attendance in Court) of Housing Code Court cases with assistance from Housing Code Inspectors and Supervisory Personnel.
 - (b) Advises Housing Code Division on requirements for prosecution of cases in court, appropriateness of specific cases for Court action and preparation of charges.

(c) Prepares Court calendars and reports on results of Housing Code Court hearings.

C. Notices and Follow-up Action

Inspectors will use standard methods and prescribed time intervals as a guide for their processing of cases. Written procedure is on file in the Housing Code Division.

D. Coordination

1. Relocation:

Inspectors will fill out slips (on AHA standard form) to be signed and forwarded by the Chief Inspector to the Housing Authority for relocation assistance to the families threatened with displacement by Housing Code Enforcement, such as placarding occupied units, when a directive is issued to reduce the number of occupants and/or units, when demolition is imminent, and for other reasons.

2. Community Facilities

Chief Inspector will consult map showing location of proposed and scheduled community facilities; will determine agency responsible for execution; and consult and coordinate with that agency to determine exact extent and status of project and the appropriate Housing Code Compliance Program for the areas at that time.

3. Public Housing

No Housing Code Inspections required. (Existing units 8874; under construction 650; planned 1140).

4. Municipal Services

In conduct of the Housing Code Compliance Program, Inspectors will

be alert for needed improvements in municipal services and other such problems. Need will be recorded and referred by the Chief Inspector to the appropriate governmental agency.

Possible referral agencies are:

- a. Sanitary Department
- b. Construction Department
- c. Traffic & Street Lights Department
- d. Police Department
- e. Water Department
- f. Fire Department
- g. Parks Department
- h. Board of Education
- i. County Departments of Family and Children Services
- j. County Health Departments

5. Data Bank

The Housing Code Division will participate continually in furnishing certain types of information, obtained in connection with its normal activities, to be placed in the data bank.

E. Complaints

All Housing Code complaints received will be recorded on forms provided and investigated within one week and appropriate action initiated immediately. Written procedure is on file in the Housing Code Division.

F. Handling Unresolved Cases

At the end of each quarter, Sector Inspectors will thoroughly review their unresolved case files and determine what positive action should be taken.

Procedure for handling unresolved cases is on file in the Housing Code Division.

IV. Area Housing Code Compliance Policies

A. General:

1. Placard promptly vacant substandard units and structures considered unfit for occupancy and cause utility services to be discontinued.
2. Promptly report to the Better Housing Commission and to the Atlanta Housing Authority Relocation Housing Office (for relocation of families) those occupied units and structures considered unfit for occupancy.
3. In order to keep abreast of changing conditions conducive to deterioration and blight, each Inspector will endeavor to observe his entire Sector and initiate corrective action as needed.
4. It is anticipated that each Sector Inspector will process a minimum of 20 new Housing Code major improvement cases per calendar month, and comply an equal number per month outside of rehabilitation areas in which teams are working. Effort should be made where feasible to keep each Sector Inspector's workload of uncompleted active notices to approximately 200. All Sector Inspectors combined should comply at least 3500 units per year.

B. Conservation Areas (See Housing Map):

1. Inspector will encourage maintenance and conservation

verbally where early signs of blight appear but no valid code violation exists.

2. Housing Code inspection to be made primarily on a complaint basis.

C. Intensive Conservation Areas (See Housing Map)

1. Housing Code inspections to be made based on an apparent need. Accent to be conservation rather than waiting until rehabilitation is necessary; Inspector will give more attention to details to discover any significant changes conducive to blight in these areas.
2. Inspector will encourage maintenance and conservation verbally where early signs of blight appear but where no valid code violation exists.
3. These areas will be closely examined for consideration as possible future federally assisted code enforcement projects under the 1964 Housing Act.

D. Rehabilitation Areas (See Housing Map)

1. These areas have been designated according to priority of need and placed on a schedule. (See Map)
2. These areas will be intensively covered house by house by inspectors of an intensive program team (2 - 4 men).
3. Conduct of Compliance Program
 - a. All Housing units in rehabilitation areas will be inspected and necessary compliance notices issued or statement issued that property is in satisfactory condition.

b. It is anticipated that three large areas (approximately 7000 units) and three small areas (approximately 1900 units) will be covered this year (approximate total 8900). Any cases remaining unresolved at the end of this year will be assigned to Sector Inspector for resolution.

c. It is anticipated that each Team Inspector will make approximately 7 new inspections or 7 first follow-up inspections per day.

4. These areas will be closely examined for consideration as possible future federally assisted code enforcement projects under the 1964 Housing Act.

E. Clearance - Code Enforcement Areas (See Housing Map)

1. Enforce Code only to:

a. Placard where warranted and seek demolition.

b. Correct hazards.

c. Reduce overcrowding.

d. Vacate unfit units.

e. Clean up premises.

2. Discourage rehabilitation action in industrially zoned areas, especially in marginal cases.

3. Seek maximum coordination with other divisions of Building Department to discourage improvements other than to correct hazards of any housing units and structures in areas.

F. Clearance - Title I Urban Renewal

1. Proposed and Planning Stage Projects (See Housing Map):

Enforce Code only to:

- a. Placard where warranted and seek demolition.
- b. Correct hazards.
- c. Reduce overcrowding.
- d. Vacate unfit units.
- e. Clean up premises.

2. Urban Renewal Projects in Execution (See Housing Map):

- a. Issue no notices unless instructed otherwise by Chief Inspector (usually upon request of Atlanta Housing Authority).

G. Community Facility Locations, including Public Housing (See Community Facility Map):

1. Scheduled for construction or property being acquired

- a. Chief Inspector will consult map showing location of proposed and scheduled community facilities; will determine agency responsible for execution; and consult and coordinate with that agency to determine exact extent and status of project and the appropriate Housing Code Compliance Program for the areas at that time.
- b. Normally Inspector will issue no notices unless instructed otherwise by Chief Inspector.

2. Planned - construction anticipated but not scheduled
 - a. Chief Inspector will consult map showing location of proposed and scheduled community facilities; will determine agency responsible for execution; and consult and coordinate with that agency to determine exact extent and status of project and the appropriate Housing Code Compliance Program for the areas at that time.
 - b. Normal action will be to enforce Code only to:
 - (1) Placard where warranted and seek demolition.
 - (2) Correct hazards.
 - (3) Reduce overcrowding.
 - (4) Vacate unfit units.
 - (5) Clean up premises.

*File
Housing Department*



CITY OF ATLANTA

MUNICIPAL COURT

General Division

165 DECATUR STREET, S. E. - JACKSON 4-7890

Atlanta 3, Georgia

January 10, 1967

EDWARD T. BROCK
Associate Judge
T. C. LITTLE
Associate Judge

ROBERT E. JONES
Chief Judge

Mr. Earl Landers,
Administrative Assistant to the Mayor,
City Hall,
Atlanta, Georgia.

Dear Earl:

I am enclosing the annual report for the year 1966 reflecting the activity of the Housing Court.

This report was prepared by the Prosecutor, and, I think, speaks for itself.

Yours very truly,

R. E. Jones, Chief Judge,
MUNICIPAL COURT, General Division,
City of Atlanta.

REJ/dj

Enclosure

ANNUAL REPORT - 1966

WEDNESDAY COURT - Building, Plumbing, Zoning,
Heating and Ventilating, Electrical, Sanitary,
and Health Departments Total Cases 199

Disposition:

Penalty imposed 91 \$4,757.00
Penalty suspended 61 3,532.00
Dismissed, discharged. 43
Failed to appear 4

199

THURSDAY COURT - Housing Division 624

1966 cases 616
1965 cases set for trial 8

Disposition:

Penalty imposed..... 213 \$15,828.00
Penalty suspended 173 6,280.00
Dismissed, discharged ... 148
Failed to appear
(unresolved) 9
Continued or sentence
withheld to 1967 16
Injoined (Joe Shaffer
cases 65

624

TOTAL CASES - Wednesday and Thursday Courts 823

Total Court orders issued 436

Cases Certiorari Superior Court 9

Cases represented by attorneys 215

January 10, 1967

TO: Judge R. E. Jones
FROM: Mrs. Colette Dusthimer
SUBJECT: Annual Report - 1966

I am enclosing my annual report for 1966 reflecting the disposition of all cases wherein I represented the City of Atlanta as Solicitor.

I would like to bring to your attention the fact that we have not lost one case in the Housing Court and we have had some very formidable opposing counsel. All of the cases dismissed were on motion of the City for various reasons, such as service not perfected, cooperation of parties not legally responsible, and defendants who complied, or who never received notice by the City.

The preparation of these 823 cases included interviews with witnesses; research law, title; trial; preparation of the calendar, court orders; inspection of some of the properties; and two appearances in Fulton Superior Court.

My representation of police and detectives in trial of cases has decreased due to the fact that most of my time is devoted to the Wednesday and Thursday Courts.

In addition to the above, I researched law and prepared briefs, maintained the law library, and manual for the three judges.

Yours very truly,

(Mrs.) Colette Dusthimer,
MUNICIPAL COURT, General Division,
City of Atlanta.

CD/dj

Enclosure



CITY OF ATLANTA

OFFICE OF INSPECTOR OF BUILDINGS
Atlanta 3, Georgia

WILLIAM R. WOFFORD, P.E., R. A.
INSPECTOR OF BUILDINGS
ELMER H. MOON, E.E., P.E.
ASST. INSPECTOR OF BUILDINGS

January 18, 1967



MEMORANDUM TO : R. Earl Landers
FROM : W. R. Wofford *WRW*

I am returning the annual report of 1966 which reflects the disposition of the Housing Code Court activities as prepared by the Prosecutor, Mrs. Dusthimer. This report emphasizes two pertinent facts, one being that the City did not lose one case in the Housing Court and that an increasing number of cases has been represented by qualified counsel.

I am also attaching the annual report for 1966 as prepared by the Codes Compliance Officer which is comprehensive in scope, and reveals that many more properties were referred to the Codes Compliance Officer in 1966 than in any previous year. It reflects the fact that a definite trend has been established to organize a movement to defeat the present Code. It also points out the need for a complete revision of the present Housing Code which is now in the final stages of preparation and should be ready to present for adoption in the near future.

There are some minor differences in the figures shown in the two above reports, but in general they are the same.

I would like to have this report returned when you have finished with it.

Attachment



January 24, 1967

Mr. M. B. Satterfield
Executive Director
Atlanta Housing Authority
824 Hurt Building
Atlanta, Georgia 30303

Dear Mr. Satterfield:

As you recall, last September we experienced serious disorders along Boulevard between Forrest Avenue and North Avenue. The people participating in these disorders and other Boulevard citizens who were not directly involved pointed to dilapidated and unsanitary housing conditions, over-crowding and high rents as among the most serious problems which helped to create the conditions which generated the disturbances.

The City is anxious to proceed with a comprehensive Housing Code Compliance program along this street. We feel that through intensive enforcement of our housing codes we can make a substantial impact on the improvement of living conditions in this area.

Since Boulevard falls within the proposed Bedford-Pine Urban Redevelopment Project we are anxious not to institute any programs contrary to the urban redevelopment plan for the area. Would strict enforcement of the housing code along both sides of Boulevard between Forrest Avenue and North Avenue or Ponce de Leon be in conflict with the urban redevelopment plan for rehabilitation of structures in this area?

Sincerely yours,

Ivan Allen, Jr.
Mayor

CITY OF ATLANTA



January 30, 1967

CITY HALL ATLANTA, GA. 30303

Tel. 522-4463 Area Code 404

IVAN ALLEN, JR., MAYOR

R. EARL LANDERS, Administrative Assistant
MRS. ANN M. MOSES, Executive Secretary
DAN E. SWEAT, JR., Director of Governmental Liaison

MEMORANDUM

To: Mr. William R. Wofford

From: Ivan Allen, Jr.

Subject: Housing Code Enforcement - Boulevard

As you recall, last September the shooting of two Negro youths by a white man on Boulevard touched off several days of serious disorders in that area from Forrest Avenue to Ponce de Leon Avenue.

Although the disorders were projected by the shooting incident, conditions in the area were such that the possibility of such an explosion occurring had been present for some time.

The main problems pointed out by residents of the area were primarily centered around housing conditions including overcrowdedness, high rents, roaches and rats, and other sanitation factors.

Since the September incident we have made some progress toward better garbage and trash collection, enforcement of health measures, and elimination of major criticisms in the area of traffic safety. There has also been much planning in the area of providing for recreational programs.

However, the major problem still existing is one which can only be solved by strict enforcement of the Housing Code. Therefore,

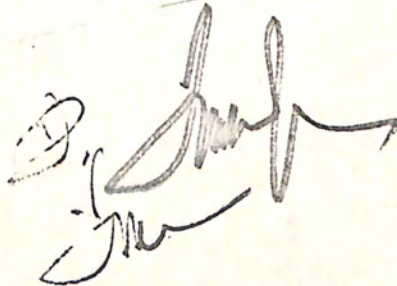
Mr. Wofford
Page Two
January 30, 1967

I am requesting that your department immediately initiate comprehensive Housing Code inspections along both sides of Boulevard from Forrest Avenue to Ponce de Leon and that property owners be required to comply with the City's codes.

You may be assured of full cooperation of my office, the Housing Authority, EOA and other agencies concerned with elimination of unfit housing conditions and relocation of residents into standard dwellings.

Please inform me as to how soon you can initiate inspections along this street and the anticipated length of time which will be required to complete such code enforcement.

IAJr:fy

A handwritten signature in dark ink, appearing to be "D. J. Wofford", written in a cursive style. The signature is located in the lower right quadrant of the page.

CITY OF ATLANTA



January 30, 1967

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Tel. 522-4463 Area Code 404

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R. EARL LANDERS, Administrative Assistant
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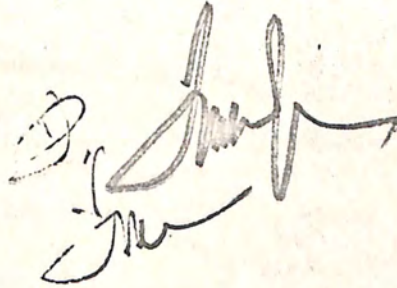
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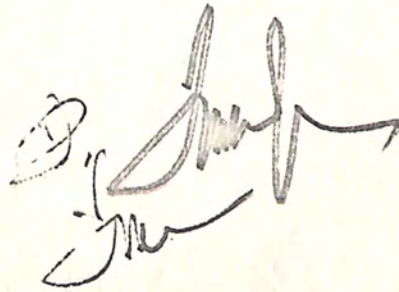
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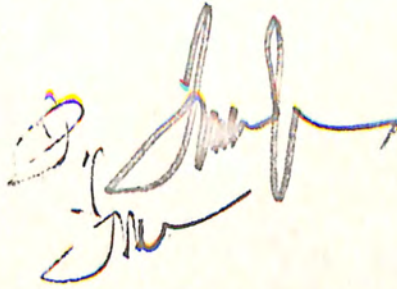
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Please inform me as to how soon you can initiate inspections along this street and the anticipated length of time which will be required to complete such code enforcement.

IAJr:fy

A handwritten signature in dark ink, appearing to be "G. J. Wofford", written in a cursive style. The signature is located in the lower right quadrant of the page.

CITY OF ATLANTA



January 30, 1967

CITY HALL ATLANTA, GA. 30303

Tel. 522-4463 Area Code 404

IVAN ALLEN, JR., MAYOR

R. EARL LANDERS, Administrative Assistant

MRS. ANN M. MOSES, Executive Secretary

DAN E. SWEAT, JR., Director of Governmental Liaison

MEMORANDUM

To: Mr. William R. Wofford

From: Ivan Allen, Jr.

Subject: Housing Code Enforcement - Boulevard

As you recall, last September the shooting of two Negro youths by a white man on Boulevard touched off several days of serious disorders in that area from Forrest Avenue to Ponce de Leon Avenue.

Although the disorders were projected by the shooting incident, conditions in the area were such that the possibility of such an explosion occurring had been present for some time.

The main problems pointed out by residents of the area were primarily centered around housing conditions including overcrowdedness, high rents, roaches and rats, and other sanitation factors.

Since the September incident we have made some progress toward better garbage and trash collection, enforcement of health measures, and elimination of major criticisms in the area of traffic safety. There has also been much planning in the area of providing for recreational programs.

However, the major problem still existing is one which can only be solved by strict enforcement of the Housing Code. Therefore,

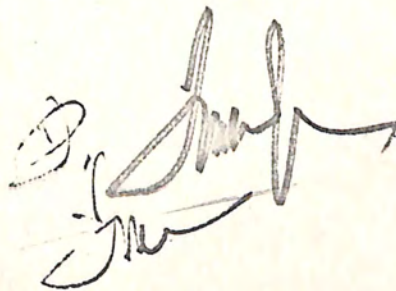
Mr. Wofford
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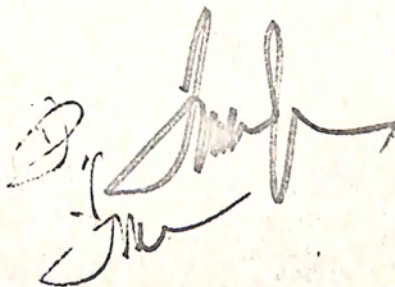
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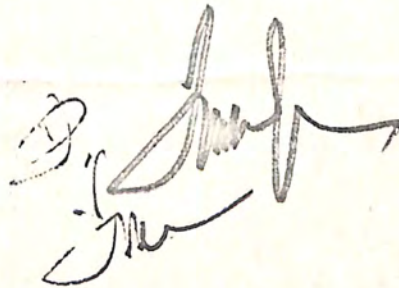
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February 1, 1967

Mr. C. O. Emmerich
Administrator
Economic Opportunity Atlanta, Inc.
101 Marietta Street, N. W.
Atlanta, Georgia 30303

Dear Charlie:

Attached is a copy of a memorandum to Mr. William Wofford, Building Official. Mr. Wofford informs me that initiation of Housing Code enforcement will begin today.

We realize that such comprehensive enforcement of the Code will produce some problems for many of the residents who might be forced to relocate should it be necessary to order the demolition of structures which are so deteriorated that they cannot be brought up to Code standards.

The emergency housing assistance program conducted by EOA and the Atlanta Housing Authority the last four months in 1966 provided much needed help to more than 140 families who were forced to relocate because of eviction by landlords or as a result of Code enforcement. I hope that EOA will be able to provide the same service to residents of the Boulevard area.

Mr. Johnny Robinson, Community Development Coordinator of my office, has been in contact with your East Central EOA staff and also with the Bedford-Pine Urban Renewal Project office. He will be available to assist your people in seeing that the needs of the families in this area are met.

Mr. Emmerich
Page Two
February 1, 1967

We will appreciate anything you might be able to do along these lines.

Sincerely yours,

Ivan Allen, Jr.
Mayor

IAJr:fy

Enclosure (1)

February 1, 1967

Mr. M. B. Satterfield
Executive Director
Atlanta Housing Authority
824 Hurt Building
Atlanta, Georgia 30303

Dear Satt:

Attached is a copy of a memorandum to Mr. William Wofford, Building Official. Mr. Wofford informs me that initiation of Housing Code enforcement will begin today.

We realize that such comprehensive enforcement of the Code will produce some problems for many of the residents who might be forced to relocate should it be necessary to order the demolition of structures which are so deteriorated that they cannot be brought up to Code standards.

The emergency housing assistance program conducted by the Housing Authority and EOA the last four months of 1966 provided much needed help to more than 140 families who were forced to relocate because of eviction by landlords or as a result of Code enforcement. I hope that the Housing Authority will be able to provide the same services to residents of the Boulevard area.

Mr. Johnny Robinson, Community Development Coordinator of my office, has been in contact with your Befford-Pine Urban Renewal Project staff and also with the East Central EOA office. He will be available to assist your people in seeing that the needs of the families in this area are met.

Mr. Satterfield
Page Two
February 1, 1967

We will appreciate anything you might be able to do along these lines.

Sincerely yours,

Ivan Allen, Jr.
Mayor

IAJr:fy

Enclosures (1)

February 3, 1967

MEMORANDUM

To: Mayor Ivan Allen, Jr.

From: Dan Sweat

Les Persells and I have discussed ways and means to attempt to move up the date whereby residents in the Bedford-Pine area might be qualified for the Loan and Grant Rehabilitation Program.

Las has written to the powers in HUD attempting to get a letter of consent on the project and a policy ruling which would allow the Loan and Grant Program to be in effect prior to initiation of execution of the project under the letter of consent.

We don't think this has ever been done before but if we are successful in getting this authority and establishment of eligibility, we will be able to lick one of the main problems which will constantly arise in an area such as this where we try to do Code Enforcement in a planned Urban Renewal area.

DS:fy



HOUSING AUTHORITY OF THE CITY OF ATLANTA, GEORGIA
824 HURT BUILDING • ATLANTA 3, GA. • JACKSON 3-6074

February 2, 1967

Honorable Ivan Allen, Jr.
Mayor of the City of Atlanta
City Hall
68 Mitchell Street, S. W.
Atlanta, Georgia 30303

TO
DAN Sweet

Dear Mayor Allen:

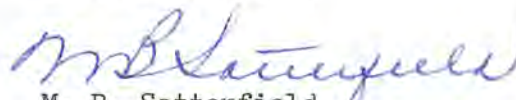
The best current estimate of the initiation of execution activities in the Bedford-Pine Urban Redevelopment Project is approximately November 1, 1967. Your letter of January 24 calls our attention to the problems which have been experienced in the Boulevard area between Forrest Avenue and North Avenue.

Because of the length of time before execution activities can begin, we agree that it would be helpful to initiate strict housing code enforcement along both sides of Boulevard from Forrest Avenue all the way to Ponce de Leon. Such action would be in keeping with the Urban Redevelopment Plan for the area. Since some structures fronting on Boulevard are in such condition as to be uneconomical to rehabilitate or constitute non-conforming land uses, our staff should consult with the Housing Code Enforcements staff in order to avoid requiring owners to demolish structures which the Plan will propose for acquisition.

It should be clearly understood that owners of structures in the Bedford-Pine Project area will not be eligible for the special forms of Federal assistance until a loan and grant contract has been executed. These special forms of assistance are Section 312 low-interest rate loans and Section 220 FHA insured rehabilitation loans.

It is our hope that housing code enforcement action will be instrumental in alleviating some of the more serious problems in this area.

Very truly yours,


M. B. Satterfield
Executive Director

File
CITY OF ATLANTA



CITY HALL ATLANTA, GA. 30303

Tel. 522-4463 Area Code 404

DEPARTMENT OF PLANNING
COLLIER B. GLADIN, Director

February 3, 1967

MEMORANDUM

TO: Bill Wofford
Earl Landers

FROM: Collier Gladin (CG)

SUBJECT: 1967 Housing Code Compliance Program

This memo is in response to a discussion a few days ago between Mr. Wofford, myself and Pierce Mahony concerning some problem aspects of the 1967 Housing Code Compliance Program. At the meeting a decision was tentatively reached that Mr. Wofford would draft some changes to the program for a different approach in clearance - code enforcement areas. Even then the Planning Department had reservations concerning Mr. Wofford's suggestions. The draft and further analysis has not provided sufficient grounds to justify any change.

This department is in basic disagreement with the new concept of clearance - code enforcement as expressed in HCCP policy and procedure guide version of February 1, 1967. This refers specifically to paragraphs II. A. 4. on pages 2 and 3 and IV. E. 2. on page 12.

We realize that substandard houses in industrially zoned areas are a problem but do not feel that this is an acceptable answer. The word "ultimately" is too vague and indefinite and only serves to further postpone solution of the problem.

According to the Zoning Ordinance construction of new residences is not permitted in M-1 and M-2 districts and existing residences are nonconforming uses. To rehabilitate many of these substandard residences would require structural alteration which would be in violation of the nonconforming use provisions of the Zoning Ordinance. I am opposed to the city supporting a policy of rehabilitation in these areas which is in conflict with a city ordinance. I feel that two wrongs do not make a right in this case and propose to submit such a policy to the City Attorney for his review and evaluation. In any event, a strict

MEMORANDUM

Page 2

interpretation must be made of the provision of the policy that states "provided he complies in full with all codes and ordinances," and enforced with no deviation whatsoever.

If this interpretation is followed and full compliance is insisted upon, as the latter is now stated in the cited draft, then in the majority of cases the property owner would not be allowed to rehabilitate at all.

This department formally proposes that the nonconforming use provisions of the Zoning Ordinance be clarified and strengthened right away to permit a better resolution of the entire problem. The Planning Department will do this and strive to have them ready for adoption within 30 days.

A RESOLUTION

BY: BUILDING COMMITTEE

AMENDING THE PREVIOUSLY ADOPTED 1966 PROGRAM FOR SYSTEMATIC COMPREHENSIVE HOUSING CODE COMPLIANCE IN ORDER TO ELIMINATE HAZARDOUS, UNHEALTHY, AND OTHERWISE SUBSTANDARD HOUSING CONDITIONS AND TO PREVENT OR RETARD THE SPREAD OF URBAN BLIGHT AND SLUMS AND TO PROMOTE THE DEVELOPMENT OF DESIRABLE HOUSING CONDITIONS AND URBAN ENVIRONMENT WITHIN THE CITY OF ATLANTA FOR ITS CITIZENS.

WHEREAS, the Housing Code Compliance Program is now two years old and again certain conditions have changed and other problems have occurred and,

WHEREAS, to allow for these conditions and solve the problems certain alterations in the program have become necessary and,

WHEREAS, two parts of the previously adopted Housing Code Compliance Program are (1) "Policy Procedure Guide" twelve (12) pages, dated January 1, 1965, and (2) a map entitled "Revised Housing Conditions" or Housing Code Compliance Program showing priority areas and dates for compliance dated January 1, 1966, and,

WHEREAS, to effect the necessary changes in the program it has been necessary to alter aforementioned parts,

NOW, THEREFORE, BE IT RESOLVED that the resolution dated February 3, 1965, adopting the Housing Code Compliance Program and the one subsequent amending resolution are hereby amended to the extent that the paragraph specifying the aforementioned parts of the program now reads:

"WHEREAS, such a Housing Code Compliance Program consisting of (1) a 'Policy and Procedure Guide' fourteen (14) pages, dated January 1, 1967, and (2) a map entitled 'Housing Code Compliance Program' showing priority areas and dates for compliance dated January 1, 1967, and (3) a map entitled 'Proposed Public Improvements Program' with accompanying list dated December 18, 1964, has been drawn up by the

Department of Buildings and Department of Planning which will achieve these goals and satisfy requirements of the Workable Program Community Improvement and" and,

FURTHERMORE, the above-mentioned revised documents are made part of the Housing Code Compliance Program and this resolution, and previous versions are repealed.

City of Atlanta
HOUSING CODE COMPLIANCE PROGRAM
Policy and Procedure Guide

February 1, 1967

I. Goals:

- A. Maximum efforts immediately to secure public understanding of the goals and benefits of the Housing Code Compliance Program through use of personal contact, pamphlets, press releases and other public information media.
- B. Maximum coordination immediately with all other public agencies who will be affected by, and need to assist in, the conduct and results of this program.
- C. Conservation of those residential structures in good condition to prevent the spread of blight and decay through encouragement of maintenance efforts and protection from those conditions such as overcrowding and unauthorized conversion which lead to blight.
- D. Rehabilitation of all substandard residential structures which are presently unsuitable for human habitation but where improvements can be made at a reasonable cost to bring them up to standard and where such rehabilitation does not conflict with other community goals by 1971.
- E. Demolition of all residential structures which are unfit for human habitation and where rehabilitation would be prohibitively expensive or would otherwise conflict with other community goals by 1971.
- F. Review and re-evaluation beginning in 1967 on a continuing basis of those

rehabilitation areas which have been covered in previous years to determine their need for possible future systematic reinitiation of total rehabilitation effort.

II. Areas and Priorities:

A. The Housing Conditions Map reflecting the survey made in 1963 has been brought up-to-date. In this revision, close coordination has been developed between the Planning Department, the Housing Code Division and the Director of Governmental Liaison. This has resulted in an improved plan for a city-wide, systematic, comprehensive Housing Code Compliance Program. The basic map of the revised survey indicates on a block basis the following categories.

1. Conservation (Areas which principally require either no improvements or only minor improvements with occasional rehabilitation).
2. Intensive Conservation (those areas which because of certain factors such as age, transition in occupancy or use, or adverse fringe influences, etc., require a greater amount of surveillance in order to forestall blight and decay. These areas will normally require only minor improvements and spot rehabilitation).
3. Rehabilitation (those areas in which the majority of structures require rehabilitation which does not exceed 50 per cent of their value; some spot clearance is anticipated).
4. Clearance - Code Enforcement (predominately smaller areas where the majority of structures ultimately should be cleared and the area redeveloped. These areas will be inspected for code compliance with

emphasis on demolition. Should the owner elect to rehabilitate a structure he will be permitted to do so provided he complies in full with all codes and ordinances.

5. Title I Urban Renewal (those areas in which the majority of structures should be demolished, with some rehabilitation, and where the size and cost of the contemplated action justifies the use of Title I federal funds).

- B. The map also shows division of the city into halves, for supervisor responsibility; each of these halves is sub-divided into five Sectors. Each of these Sectors is assigned to a Housing Code Inspector, as his area of individual responsibility.
- C. The map also has on it areas of various sizes outlined showing the neighborhood designation with numbers ranging from '65 to '69. These areas indicate where and when an intensive program of systematic housing code compliance is to be undertaken on a house to house basis. The target date assigned to a particular area indicates its relative priority. Those with a high priority have an early date; those with a lower priority, a later date.

Priorities for the areas have been based on:

1. The number of compliance inspections which the Housing Code Division can undertake in one year, while maintaining full city-wide coverage.
2. The relationship of rehabilitation areas to surrounding or internal community activities, community facility development or Title I Urban Renewal Projects.

3. General conditions in the particular area. Those with the most pressing rehabilitation needs will be undertaken first.
4. The long range goal of complete housing code inspection of substandard dwellings by 1970 and compliance in all designated rehabilitation areas by 1971.
5. An additional consideration in subsequent revisions will be the need for future rehabilitation effort in areas previously covered as blight reoccurs. This item represents the first step in the changeover from a program with a fixed completion date to one on a continuing basis.

D. Proposed Community Facility Locations:

A map has been prepared which indicates the location of all proposed community facilities and highways (exclusive of urban renewal projects) in the City of Atlanta. The locations have been indexed and color coded to identify them and to indicate the agency responsible for their execution.

III. Organization and Administration

A. Personnel, Department of Buildings

1. Housing Code Office

- | | |
|--|------|
| a. Chief Inspector | (1) |
| b. Field Supervisors | (4) |
| c. H. C. Sector Inspectors I | (10) |
| d. H. C. Concentration Area Inspectors I | (10) |
| e. H. C. Inspectors I (General) | (2) |
| f. Clerical | (7) |

2. Housing Rehabilitation Specialist Office

- | | |
|--------------------------------------|-----|
| a. Housing Rehabilitation Specialist | (1) |
| b. H. C. Inspector I | (3) |
| c. Stenographer | (1) |

3. Codes Compliance Office

- a. Codes Compliance Officer (3)
- b. H. C. Inspector I (2)
- c. Typist-Clerk (1)

B. Duties and Responsibilities:

1. Deleted

2. Personnel, Housing Code Division:

a. Chief Inspector

- (1) Overall supervision of inspections, field work and administration.
- (2) Coordination of relocation efforts with Atlanta Housing Authority.
- (3) Pursuit of resolution of difficult cases.
- (4) Direct supervision of clerical personnel.
- (5) Coordination with Codes Compliance Officer; Rehabilitation Specialist.
- (6) Training program for new Housing Code Inspectors.
- (7) Coordination with other Divisions of Department of Buildings.

b. Field Supervisors

- (1) Direct supervision of five inspectors and their sectors comprising one-half ($\frac{1}{2}$) of the City.
- (2) Direct supervision of intensive program teams.
- (3) In-Service training for inspectors to include principles of Housing Code Enforcement, selection and scheduling of work, and standardization of requirements and acceptances.

- (4) General conduct of housing code compliance program within their one-half ($\frac{1}{2}$) of the City.
- (5) Assistance in resolution of difficult cases.
- (6) Assistance in preparation of court cases when requested by Code Compliance Officer.
- (7) Other special duties as assigned by Chief Inspector.

c. Housing Code Sector Inspectors:

- (1) Conduct of Housing Code Compliance Program in their sector.
- (2) Primary responsibility for resolution of all cases and compliants in their sectors.
- (3) Prepare cases for presentation before the Better Housing Commission and City Attorney.
- (4) Assist in preparing court cases.

d. Housing Code Inspectors General

- (1) Primarily responsible for conduct of Housing Code Compliance Program in areas designated "Clearance-Code Enforcement".
- (2) Pursue resolution of all cases and complaints in these areas.
- (3) Prepare cases for presentation to the Housing Appeals Board and the City Attorney.
- (4) Assist in preparing Court cases.

e. Intensive Program Housing Code Inspectors

- (1) Operate as team members
- (2) Conduct housing code compliance program in rehabilitation areas according to scheduled priorities.

f. Clerical Personnel

- (1) Process notices, letters, records and prepare periodic reports.
- (2) Receive telephone calls, prepare lists for Better Housing

Commission hearings, City Attorney hearings and Court.

(3) Record minutes of Better Housing Commission meetings.

g. Related Personnel

(1) Rehabilitation Specialist

(a) Public relations -- (promoting good maintenance and Housing Code Enforcement).

(b) Inspection of apartment developments (30 units and up).

(c) Responsible for "In Rem" proceedings.

(2) Codes Compliance Officers

(a) Responsible for preparation and conduct (including attendance in Court) of Housing Code Court cases with assistance from Housing Code Inspectors and Supervisory Personnel.

(b) Advises Housing Code Division on requirements for prosecution of Cases in court, appropriateness of specific cases for Court action and preparation of charges.

(c) Prepares Court calendars and reports on results of Housing Code Court hearings.

C. Notices and Follow-Up Action

Inspectors will use standard methods and prescribed time intervals as a guide for their processing of cases. Written procedure is on file in the Housing Code Division.

D. Coordination

1. Relocation:

Inspectors will fill out slips (on AHA standard form) to be signed and forwarded by the Chief Inspector to the Housing Authority for

relocation assistance to the families to be displaced by Housing Code Enforcement, such as placarding occupied units, when a directive is issued to reduce the number of occupants and/or units, when demolition is imminent, and for other reasons.

2. Community Facilities

Chief Inspector will consult map showing location of proposed and scheduled community facilities; will determine agency responsible for execution; and consult and coordinate with that agency to determine exact extent and status of project and the appropriate Housing Code Compliance Program for the areas at that time.

3. Public Housing

No Housing Code Inspections required. (Existing units 8874; under construction 650; planned 490; additional allocation 1200).

4. Municipal Services

In conduct of the Housing Code Compliance Program, Inspectors will be alert for needed improvements in municipal services and other such problems. Need will be recorded and referred by the Chief Inspector to the appropriate department or agency.

Possible referral agencies are:

- a. Sanitary Department
- b. Construction Department
- c. Traffic and Street Lights Department
- d. Police Department
- e. Water Department
- f. Fire Department
- g. Parks Department
- h. Board of Education

- i. County Departments of Family and Children Services
 - j. County Health Departments
5. Data Bank

The Housing Code Division will participate continually in furnishing certain types of information, obtained in connection with its normal activities, to be placed in the data bank.

E. Complaints

All Housing Code complaints received will be recorded on forms provided and investigated within one week and appropriate action initiated immediately. Written procedure is on file in the Housing Code Division.

F. Handling Unresolved Cases

At the time notice expires, Sector Inspectors will thoroughly review their unresolved case files and determine what positive action should be taken. Procedure for handling unresolved cases is on file in the Housing Code Division.

IV. Area Housing Code Compliance Policies

A. General:

1. Placard promptly vacant substandard units and structures considered unfit for occupancy and cause utility services to be discontinued.
2. Promptly report to the Better Housing Commission and to the Atlanta Housing Authority Relocation Housing Office (for relocation of families) those occupied units and structures considered unfit for occupancy.
3. In order to keep abreast of changing conditions conducive to deterioration and blight, each sector Inspector will endeavor to observe his entire Sector and initiate corrective action as needed.

4. It is anticipated that each Sector Inspector and General Inspector will process a minimum of 20 new Housing Code major improvement or demolition cases per calendar month, and comply an equal number per month outside of rehabilitation areas in which teams are working. Effort should be made where feasible to keep each Inspector's workload of uncompleted active notices to approximately 200. All Sector and General Inspectors combined should comply at least 4000 units per year. (2600 structures at approximately $1\frac{1}{2}$ - 2 units per one structure.) (11 month basis)

B. Conservation Areas (See Housing Map):

1. Inspector will encourage maintenance and conservation verbally where early signs of blight appear but no valid code violation exists.
2. Housing Code inspection to be made primarily on a complaint basis.

C. Intensive Conservation Areas (See Housing Map)

1. Housing Code inspections to be made based on an apparent need. Accent to be conservation rather than waiting until rehabilitation is necessary; Inspector will give more attention to details to discover any significant changes conducive to blight in these areas.
2. Inspector will encourage maintenance and conservation verbally where early signs of blight appear but where no valid code violation exists.
3. These areas will be closely examined for consideration as possible federally assisted code enforcement projects under the 1964 Housing Act.

D. Rehabilitation Areas (See Housing Map)

1. These areas have been designated according to priority of need and placed on a schedule. (See Map)
2. These areas will be intensively covered house by house by inspectors of an intensive program team (2 - 4 men).
3. Conduct of Compliance Program
 - a. All Housing units in rehabilitation areas will be inspected and necessary compliance notices issued or statement issued that property is in satisfactory condition.
 - b. It is anticipated that three large areas (approximately 7000 units) and three small areas (approximately 1900 units) will be covered this year (approximate total 8900). Any cases remaining unresolved at the end of this year will be assigned to Sector Inspector for resolution.
 - c. It is anticipated that each Team Inspector will make a minimum of 7 new inspections or 7 first follow-up inspections per day.
4. These areas will be closely examined for consideration as possible future federally assisted code enforcement projects under the 1964 Housing Act.

E. Clearance - Code Enforcement Areas (See Housing Map)

1. Enforce Code to:
 - a. Placard where warranted and seek demolition.
 - b. Correct hazards.
 - c. Reduce overcrowding.
 - d. Vacate unfit units.
 - e. Clean up premises.

2. Should the owner elect to rehabilitate a structure he will be permitted to do so provided he complies in full with all codes and ordinances.

F. Clearance - Title I Urban Renewal

1. Proposed and Planning Stage Projects (See Housing Map):

Enforce Code only to:

- a. Placard where warranted and seek demolition.
- b. Correct hazards.
- c. Reduce overcrowding.
- d. Vacate unfit units.
- e. Clean up premises.

2. Urban Renewal Projects in Execution (See Housing Map):

- a. Issue no notices unless instructed otherwise by Chief Inspector (usually upon request of Atlanta Housing Authority).

G. Community Facility Locations, including Public Housing (See Community Facility Map):

1. Scheduled for construction or property being acquired

- a. Chief Inspector will consult map showing location of proposed and scheduled community facilities; will determine agency responsible for execution; and consult and coordinate with that agency to determine exact extent and status of project and the appropriate Housing Code Compliance Program for the areas at that time.

b. Normally Inspector will issue no notices unless instructed otherwise by Chief Inspector.

2. Planned - construction anticipated but not scheduled

a. Chief Inspector will consult map showing location of proposed and scheduled community facilities; will determine agency responsible for execution; and consult and coordinate with that agency to determine exact extent and status of project and the appropriate Housing Code Compliance Program for the areas at that time.

b. Normal action will be to enforce Code only to:

- (1) Placard where warranted and seek demolition.
- (2) Correct hazards.
- (3) Reduce overcrowding.
- (4) Vacate unfit units.
- (5) Clean up premises.

DAN - Is this OK?

City of Atlanta

HOUSING CODE COMPLIANCE PROGRAM

Policy and Procedure Guide

January 1, 1967

I. Goals:

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- B. Maximum coordination immediately with all other public agencies who will be affected by, and need to assist in, the conduct and results of this program.
- C. Conservation of those residential structures in good condition to prevent the spread of blight and decay through encouragement of maintenance efforts and protection from those conditions such as overcrowding and unauthorized conversion which lead to blight.
- D. Rehabilitation of all substandard residential structures which are presently unsuitable for human habitation but where improvements can be made at a reasonable cost to bring them up to standard and where such rehabilitation does not conflict with other community goals by 1971.
- E. Demolition within the City limits of Atlanta of all residential structures which are unfit for human habitation and where rehabilitation would be prohibitively expensive or would otherwise conflict with other community goals by 1971.
- F. Review and re-evaluation beginning in 1967 on a continuing basis of those

rehabilitation areas which have been treated in previous years to determine their need for possible future systematic reinitiation of total rehabilitation effort.

II. Areas and Priorities:

A. The Housing Conditions Map reflecting the survey made in 1963 has been brought up-to-date. In this revision, close coordination has been developed between the Planning Department, the Housing Code Division and the Director of Governmental Liaison. This has resulted in an improved plan for a city-wide, systematic, comprehensive Housing Code Compliance Program. The basic map of the revised survey indicates on a block basis the following categories.

1. Conservation (Areas which principally require either no improvements or only minor improvements with occasional rehabilitation).
2. Intensive Conservation (those areas which because of certain factors such as age, transition in occupancy or use, or adverse fringe influences, etc., require a greater amount of surveillance in order to forestall blight and decay. These areas will normally require only minor improvements and spot rehabilitation).
3. Rehabilitation (those areas in which the majority of structures require rehabilitation which does not exceed 50 percent of their value; some spot clearance is anticipated).
4. Clearance - Code Enforcement (predominately smaller areas where the majority of structures should be cleared and the area redeveloped. It is anticipated that these areas would be cleared

through code compliance with emphasis on demolition. The only other corrective actions to be taken are those to alleviate hazards and to protect the health and safety of residents in the area).

5. Clearance - Title I Urban Renewal (those areas in which the majority of structures should be demolished, with some rehabilitation, and where the size and cost of the contemplated action justifies the use of Title I federal funds).

B. The map also shows division of the city into halves, for supervisor responsibility; each of these halves is sub-divided into five Sectors. Each of these Sectors is assigned to a Housing Code Inspector, as his area of individual responsibility.

C. The map also has on it areas of various sizes outlined showing the neighborhood designation with numbers ranging from '65 to '69. These areas indicate where and when an intensive program of systematic housing code compliance is to be undertaken on a house to house basis. The target date assigned to a particular area indicates its relative priority. Those with a high priority have an early date; those with a lower priority, a later date.

Priorities for the areas have been based on:

1. The number of compliance inspections which the Housing Code division can undertake in one year, while maintaining full city-wide coverage.
2. The relationship of rehabilitation areas to surrounding or internal community activities, community facility development or Title I Urban Renewal Projects.

3. General conditions in the particular area. Those with the most pressing rehabilitation needs will be undertaken first.
4. The long range goal of complete housing code inspection of substandard dwellings by 1970 and compliance in all designated rehabilitation areas by 1971.
5. An additional consideration in subsequent revisions will be the need in the future for more treatment in areas previously covered as blight reoccurs. This item represents the first step in the changeover from a program with a fixed completion date to one on a continuing basis.

D. Proposed Community Facility Locations:

A map has been prepared which indicates the location of all proposed community facilities and highways (exclusive of urban renewal projects) in the City of Atlanta. The locations have been indexed and color coded to identify them and to indicate the agency responsible for their execution.

III. Organization and Administration

A. Organization and Personnel for Housing Code Compliance, Department of Buildings

1. Supervisor of Inspection Services
2. Personnel, Housing Code Division
 - a. Chief Inspector (1)
 - b. Field Supervisors (2)
 - c. Housing Code Sector Inspectors (10)
 - d. Housing Code Inspectors General (6)
 - e. Housing Code Inspector II (1) (assigned to Codes Compliance Officer)
 - f. Concentration Area Inspectors (10)

g. Clerical Personnel (8)

3. Related Personnel

a. Rehabilitation Specialist (1)

b. Codes Compliance Officer (1)

B. Duties and Responsibilities:

1. Supervisor of Inspection Services. Overall supervision of all forms of code enforcement such as plumbing and building with primary emphasis on Housing Code Enforcement, including coordination with other Departments.

2. Personnel, Housing Code Division:

a. Chief Inspector

(1) Overall supervision of inspections, field work and administration.

(2) Coordination of relocation efforts with Atlanta Housing Authority.

(3) Pursuit of resolution of difficult cases.

(4) Direct supervision of clerical personnel

(5) Coordination with Codes Compliance Officer; Rehabilitation Specialist.

(6) Training program for new Housing Code Inspectors.

(7) Coordination with other Divisions of Department of Buildings.

b. Field Supervisors

(1) Direct supervision of five inspectors and their sectors comprising one-half ($\frac{1}{2}$) of the City.

- (2) Supervision of intensive program teams and Inspectors General when operating in their one-half ($\frac{1}{2}$) of the City.
 - (3) In-Service training for inspectors to include principles of Housing Code Enforcement, selection and scheduling of work, and standardization of requirements and acceptances.
 - (4) General conduct of housing code compliance program within their one-half ($\frac{1}{2}$) of the City.
 - (5) Assistance in resolution of difficult cases.
 - (6) Assistance in preparation of court cases when requested by Code Compliance Officer.
 - (7) Other special duties as assigned by Chief Inspector.
- c. Housing Code Inspector II
- (1) Assigned to Codes Compliance Officer to assist in preparation of cases for Court.
- d. Housing Code Sector Inspectors:
- (1) Conduct of Housing Code Compliance Program in their sector.
 - (2) Primary responsibility for resolution of all cases and compliants in their sectors.
 - (3) Prepare cases for presentation before the Better Housing Commission and City Attorney.
 - (4) Assist in preparing court cases.
- e. Housing Code Inspectors General
- (1) Investigate, document and prepare cases for presentation to Court and appear as witness at time of trial (three inspectors and one Housing Code Inspector II assigned for this purpose)
 - (2) Preparation of cases for "In Rem" proceedings and Demolition Grant Program (three inspectors assigned to these functions.

f. Intensive Program Housing Code Inspectors

- (1) Operate as team members
- (2) Conduct housing code compliance program in rehabilitation areas according to scheduled priorities.

g. Clerical Personnel

- (1) Process notices, letters, records and prepare periodic reports.
- (2) Receive telephone calls, prepare lists for Better Housing Commission hearings, City Attorney hearings and Court.
- (3) Record minutes of Better Housing Commission meetings.

h. Related Personnel

- (1) Rehabilitation Specialist
 - (a) Public relations--(promoting good maintenance and Housing Code Enforcement)
 - (b) Inspection of apartment developments (30 units and up).
- (2) Codes Compliance Officer
 - (a) Responsible for preparation and conduct (including attendance in Court) of Housing Code Court cases with assistance from Housing Code Inspectors and Supervisory Personnel.
 - (b) Advises Housing Code Division on requirements for prosecution of cases in court, appropriateness of specific cases for Court action and preparation of charges.

(c) Prepares Court calendars and reports on results of Housing Code Court hearings.

C. Notices and Follow-up Action

Inspectors will use standard methods and prescribed time intervals as a guide for their processing of cases. Written procedure is on file in the Housing Code Division.

D. Coordination

1. Relocation:

Inspectors will fill out slips (on AHA standard form) to be signed and forwarded by the Chief Inspector to the Housing Authority for relocation assistance to the families threatened with displacement by Housing Code Enforcement, such as placarding occupied units, when a directive is issued to reduce the number of occupants and/or units, when demolition is imminent, and for other reasons.

2. Community Facilities

Chief Inspector will consult map showing location of proposed and scheduled community facilities; will determine agency responsible for execution; and consult and coordinate with that agency to determine exact extent and status of project and the appropriate Housing Code Compliance Program for the areas at that time.

3. Public Housing

No Housing Code Inspections required. (Existing units 8874; under construction 650; planned 1140).

4. Municipal Services

In conduct of the Housing Code Compliance Program, Inspectors will

be alert for needed improvements in municipal services and other such problems. Need will be recorded and referred by the Chief Inspector to the appropriate governmental agency.

Possible referral agencies are:

- a. Sanitary Department
- b. Construction Department
- c. Traffic & Street Lights Department
- d. Police Department
- e. Water Department
- f. Fire Department
- g. Parks Department
- h. Board of Education
- i. County Departments of Family and Children Services
- j. County Health Departments

5. Data Bank

The Housing Code Division will participate continually in furnishing certain types of information, obtained in connection with its normal activities, to be placed in the data bank.

E. Complaints

All Housing Code complaints received will be recorded on forms provided and investigated within one week and appropriate action initiated immediately. Written procedure is on file in the Housing Code Division.

F. Handling Unresolved Cases

At the end of each quarter, Sector Inspectors will thoroughly review their unresolved case files and determine what positive action should be taken.

Procedure for handling unresolved cases is on file in the Housing Code Division.

IV. Area Housing Code Compliance Policies

A. General:

1. Placard promptly vacant substandard units and structures considered unfit for occupancy and cause utility services to be discontinued.
2. Promptly report to the Better Housing Commission and to the Atlanta Housing Authority Relocation Housing Office (for relocation of families) those occupied units and structures considered unfit for occupancy.
3. In order to keep abreast of changing conditions conducive to deterioration and blight, each Inspector will endeavor to observe his entire Sector and initiate corrective action as needed.
4. It is anticipated that each Sector Inspector will process a minimum of 20 new Housing Code major improvement cases per calendar month, and comply an equal number per month outside of rehabilitation areas in which teams are working. Effort should be made where feasible to keep each Sector Inspector's workload of uncompleted active notices to approximately 200. All Sector Inspectors combined should comply at least 3500 units per year.

B. Conservation Areas (See Housing Map):

1. Inspector will encourage maintenance and conservation

verbally where early signs of blight appear but no valid code violation exists.

2. Housing Code inspection to be made primarily on a complaint basis.

C. Intensive Conservation Areas (See Housing Map)

1. Housing Code inspections to be made based on an apparent need. Accent to be conservation rather than waiting until rehabilitation is necessary; Inspector will give more attention to details to discover any significant changes conducive to blight in these areas.
2. Inspector will encourage maintenance and conservation verbally where early signs of blight appear but where no valid code violation exists.
3. These areas will be closely examined for consideration as possible future federally assisted code enforcement projects under the 1964 Housing Act.

D. Rehabilitation Areas (See Housing Map)

1. These areas have been designated according to priority of need and placed on a schedule. (See Map)
2. These areas will be intensively covered house by house by inspectors of an intensive program team (2 - 4 men).
3. Conduct of Compliance Program
 - a. All Housing units in rehabilitation areas will be inspected and necessary compliance notices issued or statement issued that property is in satisfactory condition.

b. It is anticipated that three large areas (approximately 7000 units) and three small areas (approximately 1900 units) will be covered this year (approximate total 8900). Any cases remaining unresolved at the end of this year will be assigned to Sector Inspector for resolution.

c. It is anticipated that each Team Inspector will make approximately 7 new inspections or 7 first follow-up inspections per day.

4. These areas will be closely examined for consideration as possible future federally assisted code enforcement projects under the 1964 Housing Act.

E. Clearance - Code Enforcement Areas (See Housing Map)

1. Enforce Code only to:

- a. Placard where warranted and seek demolition.
- b. Correct hazards.
- c. Reduce overcrowding.
- d. Vacate unfit units.
- e. Clean up premises.

2. Discourage rehabilitation action in industrially zoned areas, especially in marginal cases.

3. Seek maximum coordination with other divisions of Building Department to discourage improvements other than to correct hazards of any housing units and structures in areas.

F. Clearance - Title I Urban Renewal

1. Proposed and Planning Stage Projects (See Housing Map):

Enforce Code only to:

- a. Placard where warranted and seek demolition.
- b. Correct hazards.
- c. Reduce overcrowding.
- d. Vacate unfit units.
- e. Clean up premises.

2. Urban Renewal Projects in Execution (See Housing Map):

- a. Issue no notices unless instructed otherwise by Chief Inspector (usually upon request of Atlanta Housing Authority).

G. Community Facility Locations, including Public Housing (See Community Facility Map):

1. Scheduled for construction or property being acquired

- a. Chief Inspector will consult map showing location of proposed and scheduled community facilities; will determine agency responsible for execution; and consult and coordinate with that agency to determine exact extent and status of project and the appropriate Housing Code Compliance Program for the areas at that time.
- b. Normally Inspector will issue no notices unless instructed otherwise by Chief Inspector.

2. Planned - construction anticipated but not scheduled
 - a. Chief Inspector will consult map showing location of proposed and scheduled community facilities; will determine agency responsible for execution; and consult and coordinate with that agency to determine exact extent and status of project and the appropriate Housing Code Compliance Program for the areas at that time.
 - b. Normal action will be to enforce Code only to:
 - (1) Placard where warranted and seek demolition.
 - (2) Correct hazards.
 - (3) Reduce overcrowding.
 - (4) Vacate unfit units.
 - (5) Clean up premises.



CITY OF ATLANTA

OFFICE OF INSPECTOR OF BUILDINGS
Atlanta 3, Georgia

WILLIAM R. WOFFORD, P.E., R.A.
INSPECTOR OF BUILDINGS
ELMER H. MOON, E.E., P.E.
ASST. INSPECTOR OF BUILDINGS

February 10, 1967



MEMORANDUM TO : The Honorable Ivan Allen, Jr.
FROM : W. R. Wofford *WRW*
RE : "In Rem" Activities

I would like to report that since we started our "In Rem" proceedings to get owners to demolish slum houses after the City has exhausted every legal remedy, in July, 1966 we held hearings on 23 buildings; in August, 27; in September, 40 and in October, 39 - a total of 129 buildings.

In accordance with the "In Rem" ordinance we must give public notice and after 90 days from the date of the public hearing we can proceed to demolish the house and place a lien against the property.

We are finding our "In Rem" proceedings very productive. Following the July hearing 9 of the 23 buildings involved were demolished before the 90-day limit expired; from the August hearing, 9 were demolished; from the September hearing, 21 and from the October hearing, 19 - 59 buildings out of a total of 129 that were notified and on which public hearings were held.

We are proceeding now to award contracts for demolition of those houses where owners have failed to demolish the building involved.





C. O. EMMERICH
ADMINISTRATOR

ECONOMIC OPPORTUNITY ATLANTA, INC.

101 MARIETTA STREET BLDG.
ATLANTA, GEORGIA 30303
525-4262

February 15, 1967

The Honorable Ivan Allen, Jr.
Mayor of Atlanta
City Hall
Atlanta, Georgia 30303

Dear Ivan:

Thank you very much for your letter regarding Housing Code enforcement and for the copy of your memorandum to Mr. William Wofford.

Your request that we cooperate in seeing that the needs of the families in the Boulevard area are met, will certainly be complied with.

I am instructing Mr. Harold Barrett, EOA Associate Administrator for Operations, to make all housing assistance service in the East Central Neighborhood Service Center available. Our director at East Central, Mr. George Dodd, will be working very closely with Mr. John Robinson and the Atlanta Housing Authority in taking every possible action to make this program successful.

Your leadership in matters such as this is of paramount importance to all of the citizens of our great city. We appreciate it.

Warm personal regards,

C. O. Emmerich

WGT:kd

cc: Mr. Harold Barrett



C. O. EMMERICH
ADMINISTRATOR

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Your leadership in matters such as this is of paramount importance to all of the citizens of our great city. We appreciate it.

Warm personal regards,

C. O. Emmerich

WGT:kd

cc: Mr. Harold Barrett

bcc: Mr. Dan Sweat

CITY OF ATLANTA



February 1, 1967

CITY HALL ATLANTA, GA. 30303

Tel. 522-4463 Area Code 404

IVAN ALLEN, JR., MAYOR

R. EARL LANDERS, Administrative Assistant
MRS. ANN M. MOSES, Executive Secretary
DAN E. SWEAT, JR., Director of Governmental Liaison

Mr. C. O. Emmerich
Administrator
Economic Opportunity Atlanta, Inc.
101 Marietta Street, N. W.
Atlanta, Georgia 30303

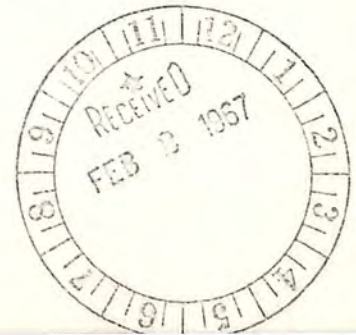
Dear Charlie:

Attached is a copy of a memorandum to Mr. William Wofford, Building Official. Mr. Wofford informs me that initiation of Housing Code enforcement will begin today.

We realize that such comprehensive enforcement of the Code will produce some problems for many of the residents who might be forced to relocate should it be necessary to order the demolition of structures which are so deteriorated that they cannot be brought up to Code standards.

The emergency housing assistance program conducted by EOA and the Atlanta Housing Authority the last four months in 1966 provided much needed help to more than 140 families who were forced to relocate because of eviction by landlords or as a result of Code enforcement. I hope that EOA will be able to provide the same service to residents of the Boulevard area.

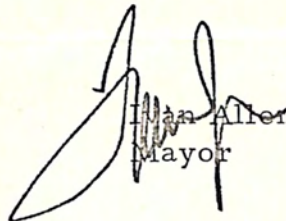
Mr. Johnny Robinson, Community Development Coordinator of my office, has been in contact with your East Central EOA staff and also with the Bedford-Pine Urban Renewal Project office. He will be available to assist your people in seeing that the needs of the families in this area are met.



Mr. Emmerich
Page Two
February 1, 1967

We will appreciate anything you might be able to do along these lines.

Sincerely yours,



Ivan Allen, Jr.
Mayor

IAJr:fy

Enclosure (1)

CITY OF ATLANTA



January 30, 1967

CITY HALL ATLANTA, GA. 30303

Tel. 522-4463 Area Code 404

IVAN ALLEN, JR., MAYOR

R. EARL LANDERS, Administrative Assistant
MRS. ANN M. MOSES, Executive Secretary
DAN E. SWEAT, JR., Director of Governmental Liaison

MEMORANDUM

To: Mr. William R. Wofford

From: Ivan Allen, Jr.

Subject: Housing Code Enforcement - Boulevard

As you recall, last September the shooting of two Negro youths by a white man on Boulevard touched off several days of serious disorders in that area from Forrest Avenue to Ponce de Leon Avenue.

Although the disorders were projected by the shooting incident, conditions in the area were such that the possibility of such an explosion occurring had been present for some time.

The main problems pointed out by residents of the area were primarily centered around housing conditions including overcrowdedness, high rents, roaches and rats, and other sanitation factors.

Since the September incident we have made some progress toward better garbage and trash collection, enforcement of health measures, and elimination of major criticisms in the area of traffic safety. There has also been much planning in the area of providing for recreational programs.

However, the major problem still existing is one which can only be solved by strict enforcement of the Housing Code. Therefore,

Mr. Wofford
Page Two
January 30, 1967

I am requesting that your department immediately initiate comprehensive Housing Code inspections along both sides of Boulevard from Forrest Avenue to Ponce de Leon and that property owners be required to comply with the City's codes.

You may be assured of full cooperation of my office, the Housing Authority, EOA and other agencies concerned with elimination of unfit housing conditions and relocation of residents into standard dwellings.

Please inform me as to how soon you can initiate inspections along this street and the anticipated length of time which will be required to complete such code enforcement.

IAJr:fy

A handwritten signature in dark ink, appearing to be "D. J. Wofford", written in a cursive style. The signature is located in the lower right quadrant of the page.

CITY OF ATLANTA



CITY HALL ATLANTA, GA. 30303

Tel. 522-4463 Area Code 404

DEPARTMENT OF PLANNING
COLLIER B. GLADIN, Director

February 23, 1967

Mr. Charlie Leftwich
1665 Jonesboro Road, S. E.
Atlanta, Georgia 30315

Dear Mr. Leftwich:

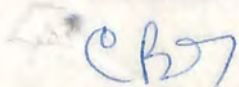
Re: 1967 Housing Code Compliance Program

As you know, the Planning Department has worked very close with Bill Wofford and his department in the development of this Housing Code Program. The Planning Department assisted Bill in the overall program development a few years back and we have worked, more or less, in a review capacity on the latest revisions.

After a staff review with the Mayor and Earl Landers on this updated program, changes were made which generated the attached memo, resulting in a re-review of the code by Bill, Earl and myself and Earl's suggestion of a joint meeting of the two committees in order that we might arrive at a workable solution. Bill Wofford informed me of the Building Committee's meeting, but I was unable to attend and I didn't realize or understand that a decision was going to be sought at that meeting. I would like to apologize to you and Bill for coming to you at the very last minute (in that Mr. Cook was not present) and making the request to delay without an explanation.

I would like to suggest that a joint meeting of the Building and Planning and Development Committees be held on March 3, 1967. This is the regular scheduled date for the Planning and Development Committee, which Mr. Griggs and yourself would be normally attending. I would welcome any suggestions that you might have concerning this matter.

Sincerely,


Collier B. Gladin
Planning Director

CBG/jp

cc.. Mr. Rodney Cook
Mr. Bill Wofford

Office of the Mayor

ATLANTA, GEORGIA

ROUTE SLIP

TO: Mayor Allen

FROM: Dan E. Sweat, Jr.

- For your information
- Please refer to the attached correspondence and make the necessary reply.
- Advise me the status of the attached.

To Dan Sweat
Noted
9

CITY OF ATLANTA



February 24, 1967

CITY HALL ATLANTA, GA. 30303

Tel. 522-4463 Area Code 404

IVAN ALLEN, JR., MAYOR

R. EARL LANDERS, Administrative Assistant
MRS. ANN M. MOSES, Executive Secretary
DAN E. SWEAT, JR., Director of Governmental Liaison

MEMORANDUM

To: Mr. Bill Wofford

From: Dan Sweat

Attached is a letter to Mayor Allen with a copy of the "Advance Notice of Revised Code Requirements for a Workable Program for Community Improvement."

It is my understanding that you have taken the initial steps to meet the revised standards. You will notice that the guidelines contain interim standards for a six months period beginning March 2, 1967, so it will be necessary for us to take some action immediately if we have not already done so.

If there is anything this office can do to help you expedite this action, please feel free to call upon us.

DS:fy

cc: Mr. Collier Gladin

CITY OF ATLANTA



February 24, 1967

CITY HALL ATLANTA, GA. 30303

Tel. 522-4463 Area Code 404

IVAN ALLEN, JR., MAYOR

R. EARL LANDERS, Administrative Assistant
MRS. ANN M. MOSES, Executive Secretary
DAN E. SWEAT, JR., Director of Governmental Liaison

Mr. Edward H. Baxter
Regional Administrator
Department of Housing and
Urban Development
Region III
Peachtree-Seventh Building
Room 645
Atlanta, Georgia 30323

Dear Mr. Baxter:

We have received your letter of February 21 enclosing the
"Advance Notice of Revised Code Requirements for a
Workable Program for Community Improvement."

We are taking the steps necessary to complete action on
the revised requirements.

Sincerely yours,

Ivan Allen, Jr.
Mayor

IAJr:fy

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

PEACHTREE-SEVENTH BUILDING, ATLANTA, GEORGIA 30323

Room 645

Office of the Regional Administrator
REGION III

February 21, 1967

In reply refer to:
Code 3 ADW

Honorable Ivan Allen, Jr.
Mayor of the City of Atlanta
City Hall
Atlanta, Georgia - 30303

Dear Mayor Allen:

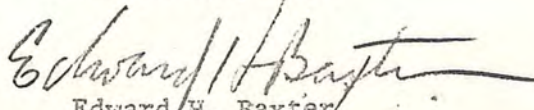
Enclosed herewith is an "Advance Notice of Revised Code Requirements for a Workable Program for Community Improvement." Because these new standards considerably tighten the requirements for codes and code enforcement we wanted you to have a copy as early as possible. Please note that the effective date of the new provisions of the law is September 2, 1967, but that the enclosed publication also contains interim standards for the six-month period March 2, 1967, to September 2, 1967.

We urge you and your staff to carefully study the revised standards and take any necessary actions immediately.

These revisions relate to only one of the seven elements of the Workable Program. Continuing progress must be achieved in all elements before recertification can be granted.

Please let us know if you have any questions concerning the revised standards for codes adoption and enforcement or on any of the other phases of your Workable Program for Community Improvement. This office stands ready to be of assistance in this regard.

Sincerely yours,


Edward H. Baxter
Regional Administrator

Enclosure

WORKABLE PROGRAM FOR COMMUNITY IMPROVEMENT

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT WASHINGTON, D.C. 20410

ADVANCE NOTICE OF REVISED CODE REQUIREMENTS FOR A WORKABLE PROGRAM FOR COMMUNITY IMPROVEMENT

Section 301(a) of the Housing Act of 1964 amended Section 101(c) of the Housing Act of 1949 to require that, effective September 2, 1967, "... no workable program shall be certified or recertified unless (A) the locality has had in effect, for at least six months prior to such certification or recertification, a minimum standards housing code, related but not limited to health, sanitation, and occupancy requirements, which is deemed adequate by the Secretary, and (B) the Secretary is satisfied that the locality is carrying out an effective program of enforcement to achieve compliance with such housing code."

This Guidelines provides advance notice of revised requirements for local code adoption and enforcement under Section 101(c) as amended. In addition, it sets forth an interim set of standards effective March 2, 1967. These interim standards are being established to provide an orderly and equitable transition from the present code requirements of the Workable Program to those effective on September 2, 1967.

Any community which does not now meet the revised requirements should understand the minimum standards for approval and their effective dates, under both the interim standards and those required under the amended Section 101(c).

While Section 301(a) of the 1964 Act cites only a requirement for the adoption and enforcement of a housing code; building, plumbing, electrical and fire prevention codes are equally pertinent to the intended purposes of this Section. Under the language of Section 101(a) of the Housing Act of 1949, as amended, which cites "... the adoption, modernization, administration and enforcement of housing, zoning, building and other local laws, codes and regulations,..." as a major element in the development of "...positive programs ... for preventing the spread or recurrence in the community of slums and blighted areas, ... encouraging housing cost reductions ... and the elimination of restrictive practices which unnecessarily increase housing costs"; and under the general authority of Section 101(c), the adoption and enforcement, in concert, of all five basic codes has heretofore been a part of Workable Program policy. Therefore, the requirements with respect to the adoption and enforcement of the housing code will apply also to the adoption and enforcement of building, plumbing, electrical, and fire prevention codes.

INTERIM STANDARDS FOR CODES AND ORDINANCES ELEMENT

In anticipation of the September 2, 1967, effective date of the amendment, at which time adequate codes must have been in effect for at least 6 months, and in order to provide for an orderly and equitable transition from

the present code adoption and code enforcement requirements under the Workable Program, applicable present requirements are revised as follows, effective March 2, 1967:

For initial certification. Application for initial certification of a Workable Program will not be accepted for processing by HUD Regional Offices unless the locality (1) has in effect, building, plumbing, electrical, housing, and fire prevention codes deemed adequate by the Secretary, and (2) is enforcing (or commits itself to enforce without delay) the building, plumbing, electrical and fire prevention codes, and has initiated (or commits itself to initiate without delay) an interim housing code compliance program, including the development of a planned, systematic, comprehensive community-wide housing code compliance program.

For first recertification. Applications for first recertification of a Workable Program will not be accepted for processing by HUD Regional Offices unless the locality (1) has in effect building, plumbing, electrical, and fire prevention codes deemed acceptable by the Secretary, and submits acceptable evidence that it has retained sufficient trained staff to effectively administer these codes, and (2) has in effect a housing code deemed adequate by the Secretary, and submits acceptable evidence that it has been conducting an effective interim housing code compliance program, including the development of a planned, systematic, comprehensive, long-range housing code compliance program.

For second and subsequent recertifications.

No change in applicable present requirements.

REQUIREMENTS TO BECOME EFFECTIVE SEPTEMBER 2, 1967

For initial certification. Applications for initial certification will not be accepted for processing by HUD Regional Offices unless the locality (1) has had in effect for at least 6 months (or will have had by the expected certification date) building, plumbing, electrical, housing, and fire prevention codes deemed adequate by the Secretary, (2) submits acceptable evidence that it has initiated an interim housing code compliance program, and (3) submits acceptable evidence that it has established an appropriate administrative organization, which can effectively carry out code enforcement activities.

For first recertification. Applications for first recertification will not be accepted for processing by HUD Regional Offices unless the locality (1) has had in effect, for at least six months (or

will have had by the expected recertification date) building, plumbing, electrical, housing, and fire prevention codes deemed adequate by the Secretary, (2) submits with its application acceptable evidence that it has in existence an effective program for enforcement of its building, plumbing, electrical, and fire prevention codes, including an adequate budget, sufficient trained staff, and an appropriate system of forms, records, and reporting so as to make the program operative, (3) submits with its application acceptable evidence that it has been conducting a successful interim housing code compliance program, including the establishment of an appropriate system of forms, records, and reporting and the employment of an adequate staff for inspections, record-keeping, and compliance actions to make the program operative, and (4) has prepared, adopted, and submitted a planned, systematic, area-by-area, community-wide, comprehensive, long-range housing code compliance program designed to secure compliance with the provisions of the adopted housing code within a reasonable number of years and to maintain all residential properties up to the minimum housing standards established in the community, together with an estimated budget to carry out the program as planned and scheduled.

Subsequent recertifications will depend largely on (1) the actions taken by the community to keep its codes up to date, (2) the maintenance of an effective enforcement organization and program for administration of all codes, and (3) the success of the community in making reasonable progress in meeting the schedules established in its long-range housing code compliance program. (Note: Revisions and adjustments may be made in the long-range housing code compliance program as circumstances may require, so long as they do not limit enforcement or extend the compliance schedules and staffing commitments. Such adjustments should be based upon an annual evaluation of progress as related to the established long-range goals, taking into account all proposals affecting local housing conditions and the availability of standard housing in the community.)

The material under the following headings further defines and explains the criteria for acceptable adoption and enforcement of codes under the Workable Program:

HOUSING CODE--CRITERIA FOR ADOPTION

To be deemed adequate by the Secretary, a housing code must (1) be the latest published edition of one of the nationally recognized model housing codes or (2) be a State or locally developed housing code which contains technical

and administrative provisions that are reasonably comparable to those in the latest published editions of the model codes, and (3) contain the following provisions, whether or not these are provided for in the model code adopted or used as a guide:

- (a) Be fully applicable, from the date of its adoption, to all housing in the community, regardless of when or under what code such housing was originally constructed.
- (b) Require a fully equipped bath and toilet facility for every dwelling unit.
- (c) Provide for an adequate means of egress.
- (d) Provide for an effective administrative and appeals procedure.

OTHER CODES--CRITERIA FOR ADOPTION

Adoption of the latest published edition of the nationally recognized model building, plumbing, electrical, and fire prevention codes, without revision or modification except for minor administrative adjustments, will be deemed adequate by the Secretary.

Adoption of a State or locally developed building, plumbing, electrical, or fire-prevention code which contains technical and administrative provisions reasonably comparable to those contained in the latest published editions of the nationally recognized model codes may also, upon review and analysis, be deemed adequate by the Secretary, except that no such code will be deemed acceptable which contains deviations, or revisions which are unreasonably incompatible with the standards established by the model codes, or which contains deviations or restrictive practices so numerous or of such magnitude as to materially and unreasonably increase the cost of construction or rehabilitation. The provisions of these codes shall also become effective from the date of adoption.

INTERIM HOUSING CODE COMPLIANCE PROGRAM

The details of an acceptable interim housing code compliance program, as referred to above, are set forth in Guidelines G-9, "Housing Code Compliance During the First Year Following Adoption of the Housing Code."

A PLANNED AND SYSTEMATIC PROGRAM OF HOUSING CODE COMPLIANCE

The details of a planned and systematic program of housing code compliance, as referred to above, are set forth in Program Guide No. 1, "Answers on Codes and Ordinances", and Guidelines G-8, "Systematic Housing Code Compliance."

CODE ENFORCEMENT IN RELATION TO PLANNED FEDERAL-AID PROGRAMS

In establishing its long-range compliance program, each community should give consideration to its long-range plans for utilizing the Federal housing and urban renewal aids in the affected areas. However, these aids are to be used in combination with, rather than as substitutes for, an effective local enforcement program. The use of the Federal aids may require an intensification of the local enforcement program in order to assure a sufficient supply of standard replacement housing for persons temporarily displaced from project areas. It is important that the local enforcement program include surveillance over areas scheduled for future urban renewal treatment in order to correct conditions that are hazardous or injurious to health and welfare and to prevent further deterioration pending the actual start of project execution.

WORKABLE PROGRAM ELEMENTS RELATED TO CODE ENFORCEMENT

Although specific requirements are not being changed at this time for other elements of a Workable Program, localities (particularly those in the early stages of code enforcement programs) should bear in mind that the effectiveness of any local housing code enforcement program will require solid community support; coordinated social, family, and welfare services to families in need of such services, and a well-organized relocation service, including a program for seeing that adequate relocation housing is available. Therefore, in order to meet the new code requirements, a community may have to step up its timing of other activities under the Workable Program.

DOCUMENTATION

The above elements of an effective program of codes adoption and enforcement should be carefully and fully documented in appropriate sections of the application for Workable Program certification or recertification (HUD Form H-1081, H-1082, H-1083, or H-1084 as appropriate) and in the necessary exhibits to accompany the Form.

#

March 10, 1967

MEMORANDUM

To: Mr. Bill Wofford

From: R. Earl Landers *REL*

Thanks for your memorandum of March 9th advising us of your conference with the HUD people. It would appear that as usual you have things well under control. If we can assist in any way, let us know.

REL:lp

CC: Mr. Dan Sweat ✓



CITY OF ATLANTA

OFFICE OF INSPECTOR OF BUILDINGS
Atlanta 3, Georgia

WILLIAM R. WOFFORD, P.E., R.A.
INSPECTOR OF BUILDINGS
ELMER H. MOON, E.E., P.E.
ASST. INSPECTOR OF BUILDINGS

March 9, 1967



MEMORANDUM TO : R. Earl Landers
FROM : W. R. Wofford *Wofford*

Our Housing Code Compliance Map, together with the Policy and Procedure Guide, was delivered personally to HUD on March 7, 1967. The map and policies were briefly discussed with Mr. Papageorge, Mr. Taylor and Mr. Lackey who spoke highly of our program and accomplishments in Atlanta.

I purposely took a representative from the Plumbing Division (Mr. Mitchell) with me to deliver the map as I had been told that our Plumbing Code may be questioned. During our discussion Mr. Papageorge stated that he felt we had no problems with recertification and, in fact, made the statement that Atlanta had the best codes program in the region. The other gentlemen present agreed but had some reservations about our plumbing code. We discussed the matter agreeably and were furnished with a review of the code. Mr. Mitchell and I have an appointment with the Codes staff on Tuesday, March 14, to discuss the code review and firm up plans for implementation of our conclusions.

As our Housing goals are stepped up considerably consistent with the expanded staff, I have advised the Chief Housing Inspector to place particular emphasis on field inspections and supervision. This may cause him to be out of the office more than heretofore.

If there are any questions or matters concerning our Housing Improvement Program or policies, I will be available to assist you or the members of your staff in any way possible.





CITY OF ATLANTA

OFFICE OF INSPECTOR OF BUILDINGS

800 CITY HALL

Atlanta, Georgia 30303

June 12, 1967



WILLIAM R. WOFFORD, P.E., R.A.
INSPECTOR OF BUILDINGS
ELMER H. MOON, E.E., P.E.
ASST. INSPECTOR OF BUILDINGS

Mr, Dan, E. Sweat, Jr.
Director of Governmental Liaison
Mayor's Office
Atlanta, Georgia

RE: 561 - 573 West Peachtree Street
Life of Georgia Building

Dear Mr. Sweat:

An inspection of the above building made June 9, 1967, revealed that the following items will have to be corrected before a State Certificate of Occupancy can be issued.

1. An alarm system will have to be installed.
2. An additional stand pipe must be installed.
3. Additional hose cabinets must be installed with this stand pipe.
4. Additional exit lights and directional signs are needed.
5. The rail on the fire escape will have to be four feet in height.

I hope that this will provide you with all the information which might be needed to determine if the Community Chest Agencies would desire to use the building.

Very truly yours,

W.A. Hewes
Chief Building Inspector

WAH:rs1

1969

Buildings

CITY OF ATLANTA REPORT OF THE INSPECTOR OF BUILDINGS OFFICE

FOR THE ~~MONTH~~ OF YEAR - 1969

NO. OF PERMITS	CLASSIFICATION	COST	NO. OF FAMILIES HOUSED
1	Condominium (Addition)	613,536	32
284	Frame Dwellings, 1 Family	\$ 5,888,853	284
1	Masonry Dwellings, 1 Family	\$ 8,750	1
3	Frame Dwellings, Duplex	\$ 432,175	62
	Masonry Dwellings, Duplex	\$	
40	Apartment Houses	\$ 49,222,358	4,655
4	Churches & Religious Buildings	\$ 156,196	
39	Add-Alter-Repair Churches	\$ 2,597,509	
12	Amusement & Recreation Buildings	\$ 929,993	
	Business Buildings		
131	Stores & Other Mercantile Buildings	\$ 12,922,614	
21	Service Stations	\$ 960,295	
136	Residential Garages & Carports	\$ 144,756	
8	Parking Garages	\$ 1,233,666	
2	Garages	\$ 4,433,593	
3	Hotel & Motel Buildings	\$ 4,450,000	
11	School & Educational Buildings	\$ 20,649,422	
69	Add-Alter-Repair Schools	\$ 9,097,138	
32	Office Buildings	\$ 19,698,019	
38	Office & Warehouse	\$ 3,439,968	
1	Utility Buildings	\$ 1,144,000	
2	Industrial Buildings	\$ 7,910,839	
55	Swimming Pools	\$ 284,225	
1,680	Fire Escapes Elevators & Signs	\$ 1,435,974	
3,630	Add-Alter-Repair, Residential	\$ 6,049,054	
928	Add-Alter-Repair, Business Bldgs.	\$ 18,165,316	
154	Demolitions-Business Buildings	\$ 174,110	
1,070	Demolitions-Residential Buildings	\$ 387,183	1,663 -
1	Erect Fire Station	194,290	
1	Erect Monument	18,000	
1	Erect Georgia Plaza	3,327,000	
1	Erect Post Office	100,000	
1	Erect N/C Hanger	25,000	

Total Permits 8,360

Total Cost 176,093,832

Total No. of Families Housed 5,034

W. R. WOFFORD

Inspector of Buildings

Built

CITY OF ATLANTA
REPORT OF THE INSPECTOR OF BUILDINGS OFFICE

FOR THE ~~MONTH~~ OF ~~YEAR~~ - 1969

NO. OF PERMITS	CLASSIFICATION	COST	NO. OF FAMILIES HOUSED
1	Condominium (Addition)	613,536	32
284	Frame Dwellings, 1 Family	\$ 5,888,853	284
1	Masonry Dwellings, 1 Family	\$ 8,750	1
3	Frame Dwellings, Duplex	\$ 432,175	62
	Masonry Dwellings, Duplex	\$	
40	Apartment Houses	\$ 49,222,358	4,655
4	Churches & Religious Buildings	\$ 156,196	
39	Add-Alter-Repair Churches	\$ 2,597,509	
12	Amusement & Recreation Buildings	\$ 929,993	
	Business Buildings		
131	Stores & Other Mercantile Buildings	\$ 12,922,614	
21	Service Stations	\$ 960,295	
136	Residential Garages & Carports	\$ 144,756	
8	Parking Garages	\$ 1,233,666	
2	Garages	\$ 4,433,593	
3	Hotel & Motel Buildings	\$ 4,450,000	
11	School & Educational Buildings	\$ 20,649,422	
69	Add-Alter-Repair Schools	\$ 9,097,138	
32	Office Buildings	\$ 19,698,019	
38	Office & Warehouse	\$ 3,439,968	
1	Utility Buildings	\$ 1,144,000	
2	Industrial Buildings	\$ 7,910,839	
55	Swimming Pools	\$ 284,225	
1,680	Fire Escapes Elevators & Signs	\$ 1,435,974	
3,630	Add-Alter-Repair, Residential	\$ 6,049,054	
928	Add-Alter-Repair, Business Bldgs.	\$ 18,165,316	
154	Demolitions-Business Buildings	\$ 174,110	
1,070	Demolitions-Residential Buildings	\$ 387,183	1,663 -
1	Erect Fire Station	194,290	
1	Erect Monument	18,000	
1	Erect Georgia Plaza	3,327,000	
1	Erect Post Office	100,000	
1	Erect N/C Hanger	25,000	

Total Permits 8,360

Total Cost 176,093,832

Total No. of Families Housed 5,034

W. R. WOFFORD
Inspector of Buildings

CITY OF ATLANTA
REPORT OF THE INSPECTOR OF BUILDINGS OFFICE

FOR THE MONTH OF December 1969

NO. OF PERMITS	CLASSIFICATION	COST	NO. OF FAMILIES HOUSED
10	Frame Dwellings, 1 Family	\$ 353,075	16
	Masonry Dwellings, 1 Family	\$	
	Frame Dwellings, Duplex	\$	
	Masonry Dwellings, Duplex	\$	
	Apartment Houses	\$	
	Churches & Religious Buildings	\$	
2	Add-Alter-Repair Churches	\$ 20,360	
1	Amusement & Recreation Buildings	\$ 150,000	
9	XXXXXXXXXXXXXXXXXXXXXXX Stores & Other Mercantile Buildings	\$ 278,000	
2	Service Stations	\$ 128,000	
4	Residential Garages & Carports	\$ 900	
	Parking Garages	\$	
	Garages	\$	
	Hotel & Motel Buildings	\$	
	School & Educational Buildings	\$	
12	Add-Alter-Repair Schools	\$ 4,116,449	
5	Office Buildings	\$ 271,000	
	Office & Warehouse	\$	
	Utility Buildings	\$	
	Industrial Buildings	\$	
1	Swimming Pools	\$ 4,000	
147	Fire Escapes Elevators & Signs	\$ 145,620	
192	Add-Alter-Repair, Residential	\$ 377,517	
80	Add-Alter-Repair, Business Bldgs.	\$ 920,414	
11	Demolitions-Business Buildings	\$ 11,000	
403	Demolitions-Residential Buildings	\$ 130,240	-531
1	Erect Mas. Office Drive-In Bank	\$ 80,000	

Total Permits 886

Total Cost \$7,009,516

Total No. of Families Housed 16

W. R. WOFFORD
Inspector of Buildings

Department of Planning

MEMO

FROM: Collier Gladin *(Signature)* DATE: 1-6-69

TO: Earl Landers TIME: _____

- For your information
- Please make necessary reply
- Advise status of the attached

I met with Bill this morning and I believe we are getting close to a meeting with you. Bill will probably be contacting you soon.

File

CITY OF ATLANTA



CITY HALL ATLANTA, GA. 30303

Tel. 522-4463 Area Code 404

DEPARTMENT OF PLANNING
COLLIER B. GLADIN, Director
January 6, 1969

Mr. W. R. Wofford
Building Official
Building Department
City Hall
Atlanta, Georgia

Dear Bill:

In assessing the status of the Housing Code Compliance Program for 1969, the Planning Department has offered various solutions for design of a new program, all of which have had the basic shortcoming of being based on outdated information. In an attempt to alleviate this problem, the Planning Department submits the following proposal for activities of the Housing Code Compliance Program personnel for the year 1969:

Because of tremendous efforts on house-by-house inspections in the most pressing areas of the city during the last year, the Housing Code Compliance Division has made original inspections on a majority of the sub-standard dwelling units within the highest priority areas of the city. However, because of conditions beyond control of the inspectors (i.e. insufficient financial abilities, shortage of contractors, legal tieups), many of these recently inspected units have not complied with the city's Housing Code. Therefore, since the program is running ahead of schedule in original inspections, but behind schedule in gaining compliances in the most deteriorated areas of the city, the Planning Department suggests that extensive time and manpower be spent in those areas that have recently been inspected in order to gain lasting compliances and a general upgrade in housing conditions.

To accomplish this end, the Planning Department suggests that the ten Concentration Area Inspectors be used during the first quarter of 1969 to concentrate on more complete efforts toward gaining more and lasting compliances in those areas that have recently been inspected. Sending these men into the areas they have just covered will enable them to complete the work that was only begun with the original inspections.

January 6, 1969

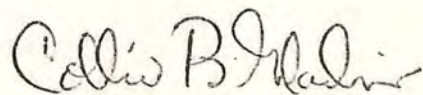
After this first three-month period, it is expected that approximately one-half of the ten inspectors will be removed from these recently inspected areas and joined with other personnel of the Housing Code Compliance Division to make original inspections in areas corresponding with Community Improvement Program priorities during the second quarter of 1969. The remaining five inspectors will spend the second quarter on continued completion efforts in those areas inspected in 1968.

Those areas designated by Community Improvement Program priorities, which will be inspected on an original basis during the second quarter of 1969, were, to a large extent, inspected during the first years of the Housing Code Compliance Program. However, the 1969 program will not send inspectors into any area that has been inspected since 1966 for original inspections.

The third and fourth quarters for 1969 will mark the beginning of original inspections and reinspections at a rate determined to gain the greatest degree of efficiency from the inspectors. These concentrated area inspections will take place in priority areas determined during the first three months of 1969.

Among the top-priority items of the data processing division of the city is an update of the Community Improvement Program information. If this update is completed, it will include complete housing condition information and a priority listing for housing improvements. This new priority listing will determine the areas for original inspections for the Housing Code Compliance Division. The information compiled during the first quarter of 1969 will show those areas of the city that must be surveyed in order to realistically determine the top-priority areas for Housing Code inspections. Also during the first three months of the year, if certain areas need to be surveyed, the city can make decisions on survey techniques and personnel to conduct the survey, including decisions on what type of information must be accumulated by the survey.

Sincerely yours,



Collier B. Gladin
Planning Director

CBG/bls

January 9, 1969

Mr. W. R. Wofford
Building Official
Building Department
City of Atlanta
Atlanta, Georgia, 30303

Dear Sir:

It is with some reluctance that I ask you to accept this, my letter of resignation, as Building Inspector for the City of Atlanta effective January 27, 1969.

I have an opportunity for employment with the Department of Housing and Urban Development as a Codes Specialist with the grade of G. S. 11. After considerable consideration of this advancement, as to the welfare of me and my family, I feel that I must accept this position.

I would like to take this opportunity to express my sincere appreciation to you, Mr. Smith, Mr. Hewes and all of the employees of the Building Department for their very kind and generous cooperation they have given me as an employee of this department.

With best wishes and thanks to all,

M. Fred Hardage
M. Fred Hardage

CS-11

\$
10,300 - 13,000

\$
200 per month
more than
city pay

This makes
the 3rd employee
we have lost
to HUD in last 2 years.



CITY OF ATLANTA

OFFICE OF INSPECTOR OF BUILDINGS
Atlanta 3, Georgia

WILLIAM R. WOFFORD, P.E., R.A.
INSPECTOR OF BUILDINGS
ELMER H. MOON, E.E., P.E.
ASST. INSPECTOR OF BUILDINGS

January 10, 1969



The Honorable Ivan Allen, Jr.
Mayor, City of Atlanta
Atlanta, Georgia

Dear Mayor Allen:

I will be out of the City the week of January 13 through January 20, 1969, attending the Executive Board meeting and the Code Changes Committee meeting of the Building Officials Conference of America to be held in Miami, Florida.

During my absence Mr. C. M. Smith, Assistant Building Official, will be in charge of the office.

Very truly yours,

W. R. Wofford
Building Official

WRW:at



January 14, 1969

Mr. William R. Wofford
Inspector of Buildings
City Hall
Atlanta, Georgia

Dear Bill:

Sometime last fall, you agreed to allow the Municipal Theater to occupy the Alms House located in Chastain Park until January of this year.

Attached hereto is a letter of January 10, 1969 from Mr. Carl Johnson, Fulton County Manager, which is self-explanatory. Would you please advise Mr. Johnson regarding this request, and send me a copy of your letter.

Sincerely yours,

R. Earl Landers
Administrative Assistant

REL:lp

Attachment

CC: Mr. Carl Johnson

W.R.

CITY OF ATLANTA

OFFICE OF INSPECTOR OF BUILDINGS

ARCHITECTURAL DIVISION

901 CITY HALL

ATLANTA, GEORGIA 30303



WILLIAM R. WOFFORD, P.E., R.A.
INSPECTOR OF BUILDINGS

ELMER H. MOON, E.E., P.E.
ASST. INSPECTOR OF BUILDINGS

January 16, 1969

FREDERICK R. SHEPHERD
ADDY W. CHAN

Mr. R. Earl Landers
Administrative Assistant
Mayor's Office
Atlanta, Georgia

Dear Mr. Landers:

Re: White Alms Building

In the absence of Mr. W. R. Wofford, Building Official, your letter of January 14, 1969, with attached copy of letter from Fulton County Manager concerning the future of the White Alms Building has been referred to the City Architect for study.

The hazardous conditions which existed and were first reported on or about July 16, 1968, still exist and have not been alleviated to date. In view of the potential hazard and possible political implications, a departmental decision concerning the matter is expected to be made upon return of Mr. Wofford to the City of Atlanta on or about Tuesday, January 21, 1969.

A letter from this office concerning this matter shall be forthcoming.

Respectfully submitted,

Frederick R. Shepherd
Representative of the Architect

FRS:gs



CITY OF ATLANTA
OFFICE OF INSPECTOR OF BUILDINGS
800 CITY HALL
TEL. JA. 2-4463 EXT. 321
ATLANTA, GEORGIA

January 28, 1969

Mr. Carl G. Johnson, County Manager
Room 401
165 Central Ave., S. W.
Atlanta, Georgia

Dear Mr. Johnson:

Re: White Alms Building

A copy of your letter dated January 10, 1969, addressed to Mr. R. Earl Landers has been referred to the Building Department for study and reply.

The contents of your letter indicates that you are aware of the hazardous building conditions which concern the White Alms Building, as well as, subsequent litigation which has transpired since an inspection revealed the building condition early in July of 1968.

The request of time extension for occupation of condemned structure to June 30, 1969 is beyond the prerogative of the Building Inspector since without extensive repairs safety to the inhabitants is an ambiguity.

As the Building Official for the City of Atlanta I can understand the plight of the Municipal Theatre Groups which occupy the building, however, as my first obligation is toward the preservation of life, limb, and property through Code enforcement, I must decline an extension of time and ask that the structure be repaired or demolished.

Very truly yours,

W. R. Wofford
Building Official


File

CITY OF ATLANTA

DEPARTMENT OF FINANCE

501 CITY HALL

ATLANTA, GEORGIA 30303



CHARLES L. DAVIS
DIRECTOR OF FINANCE
EDGAR A. VAUGHN, JR.
DEPUTY DIRECTOR OF FINANCE
GEORGE J. BERRY
DEPUTY DIRECTOR OF FINANCE

January 16, 1969

Mr. William Wofford
Building Department
City of Atlanta

Dear Bill:

In reviewing the City's various funds in preparation of the 1969 budget, I have noted that we have not made significant expenditures from the demolition grant fund. As you are aware, this fund was established to handle the demolition grant project for which we received a grant from the Department of Housing and Urban Development.

According to our records, we have only expended a total of \$19,229 for the years 1967 and 1968. A total of \$85,540 was authorized for this project.

I have reviewed your Mr. Waddell's report on this project in which he indicates that there were a total of 157 structures to be demolished under the program and that only 42 have been demolished in a two year period.

It is a considerable cost to us in both time and effort to carry this fund. It is the smallest fund and has the least activity of any fund in our budget. I would appreciate your thoughts on how we can move forward to complete this project and accomplish the intent of this program.

Very truly yours,

Charles L. Davis
Charles L. Davis
Director of Finance

CLD:cs